

catc.ca.gov  
RebuildingCA.ca.gov

### Annual Expenditure Report – Online Troubleshooting

#### Local Streets and Roads Funding Program

September 17, 2018

Alicia Sequeira Smith, California Transportation Commission  
Local Streets and Roads Program Manager

---

---

---

---

---

---

---

---

### Webinar Objectives

- Background
- Annual Project Expenditure Reporting Deadline
- Reporting Criteria
- Troubleshooting
- Q & A
- Additional Resources

---

---

---

---

---

---

---

---

### Local Streets and Roads Funding Program – Annual Reporting Requirements

Cities and Counties are required to annually submit to the Commission the following information:

A <u>proposed project list</u> which contains the following for each project:	A <u>project expenditure report</u> which contains the following for in-progress and complete projects:
Proposed Project Description	Project Description and Location
Proposed Location	Project Estimated/Completion Date
Proposed Schedule for Completion	RMRA Funds Expended on the Project
Estimated Useful Life of the Improvement	Estimated Useful Life of the Improvement

Per Streets and Highways Code Sections 2030-2037 & Current Local Streets and Roads Funding Program Reporting Guidelines.

---

---

---

---



---

---

---

---

### Local Streets and Roads Program Cycle 1 (Fiscal Year 2017-18)

- The Commission adopted 537 eligible cities and counties for FY 2017-18 program funding eligibility for Road Maintenance and Rehabilitation Account (RMRA) Local Streets and Roads Program Funding.
- FY 2017-18 was the first (partial) year that cities and counties received these new funds on a monthly basis.
  - Total amount received as of August 22, 2018 = \$ 386,448,136.32
- First cycle Proposed Project Lists consisted of 4,096 Proposed Projects as submitted by cities and counties.
- Cycle 1 (FY 2017-18) **Annual Project Expenditure Report** is due to the Commission by **October 1, 2018**.

4

---

---

---

---

---

---


---

---

---

---

### Reporting Tools and Guides




<http://catc.ca.gov/programs/sb1/lrsp/>

Reporting Tools and Guides

2019 Local Streets and Roads Funding Program Reporting Guidelines

- Final Adopted Reporting Guidelines: [2019 LSRP Reporting Guidelines - August 15, 2018](#)
  - Comprehensive User Guide to walk you through the reporting process.
- Expenditure Report Online User Guide
  - Official Local Streets and Roads Funding Program Reporting (Criteria) instructions. Detailed criteria for Proposed Project Submittals and Annual Project Expenditure Reporting.
- Online Reporting Tool Instructions
- California State Multi-Modal Accountability Reporting Tool, Effective July 1, 2018 ([calsmart.dot.ca.gov](http://calsmart.dot.ca.gov)) formerly referred to as SB1 Programs Project Intake Tool
  - Weblink to the CalSMART Reporting Tool

5

---

---

---

---

---

---



---

---

---

---

### What Should I Do Before I Begin The Report?

- ✓ Review the Reporting Criteria Details (Slides 6-13)
- ✓ Read through Section B of the [Online Reporting Tool Instructions](#) for additional detail.
- ✓ Collect all Relevant Project Related Data and Details For:
  - ✓ Any Project Component that utilized RMRA Local Streets and Roads Program Funding
  - ✓ Any Project that appeared on the 2017-18 Proposed Project List submitted for funding eligibility.
  - ✓ Use the Excel Worksheet provided by the LSR team, to help you collect and organize all data before initiating report.
- ✓ Look up the [Estimated RMRA "New SB1" funding amount](#) for Fiscal Year 2017-18
- ✓ Verify the total [RMRA FY 2017-18 Apportionment Received](#)
  - ✓ Total from January – June
  - ✓ Combined Total of July and August
  - ✓ The System will auto populate the combined total for the FY

6

---

---

---

---

---

---


---

---

---

---

### What Is The Reporting Criteria?



FY 2017-18 RMRA Local Streets and Roads Apportionments Received	FY 2017-18 RMRA Local Streets and Roads Expenditures Reported
To be reported based on what each jurisdiction received between January 2018 and August 2018	Reportable Activity Period is State Fiscal Year (July 1 – June 30)
The program revenues were collected by the State from November 2017 to June 2018	Expenditure Activity: "Goods received, services rendered and invoiced, or work performed within the State fiscal year that incurred costs that are to be paid with RMRA Local Streets and Roads Program funds."

7

---

---

---

---

---

---


---

---

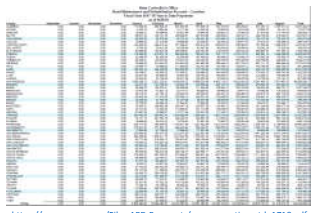
---

---

### How Do I Find The FY 2017-18 Apportionment Amounts?

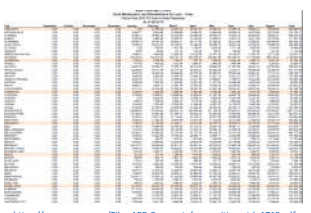


**Counties Fiscal Year 2017-18**



[https://www.sco.ca.gov/Files-ARD-Payments/rmra\\_counties\\_vtd\\_1718.pdf](https://www.sco.ca.gov/Files-ARD-Payments/rmra_counties_vtd_1718.pdf)

**Cities Fiscal Year 2017-18**



[https://www.sco.ca.gov/Files-ARD-Payments/rmra\\_cities\\_vtd\\_1718.pdf](https://www.sco.ca.gov/Files-ARD-Payments/rmra_cities_vtd_1718.pdf)

8

---

---

---

---

---

---


---

---

---

---

### Using the Sample Worksheet



Local Streets and Roads Funding Program  
Sample - Expenditure Report Detail

FY 17/18 RMRA Estimate Only	FY 17/18 Actual Apportionment Received January 2018 - June 2018	FY 17/18 Actual Apportionment Received July 2018 - August 2018	FY 17/18 Apportionment Total as of August 22, 2018
FY 17/18 RMRA Expenditure Activity Amount based on Apportionment Received	Future FY RMRA Expenditures	Future FY Apportionment amount designated for reimbursement for FY activities advanced with other funds	FY 17/18 Apportionment Total as of August 22, 2018

(PROJECT) Summary of FY RMRA Activity and Project Priority Changes

Print out a copy of the Proposed Project List that was submitted for FY 17/18 eligibility. This file will be the baseline for the Expenditure Report.  
A sample list format with the new reporting details requested is located on the new sheet title "Sample Reporting Detail". The Completed Project "Outputs/Outcomes" are available on the last two sheets.

Using the 2017-18 Proposed Project List, Apportionment Data, Project Status, and Expenditure Information each Jurisdiction can begin collecting the baseline information needed for the expenditure report using the sample collection sheet we have provided. If you would like one please email [LSR@catc.ca.gov](mailto:LSR@catc.ca.gov).

9

---

---

---

---

---

---

---

---

---

---



## Reporting Criteria – All Other Projects Originally Listed



- Status
  - Carried Over & Forecasted
- Component
  - The applicable "Component" must be selected, cities and counties may select from Construction, Pre-Construction, or Procurement/Operational Needs.
- Est. Project Start & Completion Date
- Additional Project Elements.
  - Additional Elements Description (optional)
- Project Details Update – Cities/Counties must update the following project detail information to ensure accuracy:
  - Project Title
  - Project Location
  - Project Description
  - Legislative Districts

- Status
  - No Longer RMRA Funded
- Additional Information
  - Brief Description (i.e. using other source funding for project, or not feasible at this time may consider RMRA funding in the future, etc.)

13

---

---

---

---

---

---

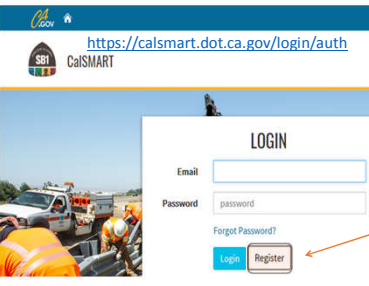
---

---

---

---

## How Do I Access The System?



If you have not yet registered for CalSMART (formerly SB1 Program Project Intake Tool) online system, please ensure this is done immediately.

If you are unsure if you have registered for the online tool, you can check by clicking the "Register" tab.

14

---

---

---

---

---

---

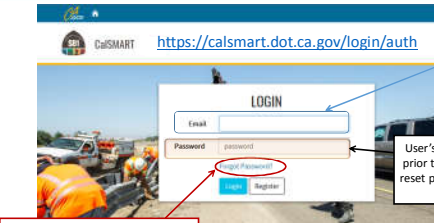
---

---

---

---

## I am Having Issues Logging In!



Enter your Username Email and Password and select "Login".

User's will have 3 failed password attempts prior to system lockout. We recommend you reset password after second failed attempt to avoid a lockout.

If you do not remember your Password, select "Forgot Password?"

15

---

---

---

---

---

---

---

---

---

---



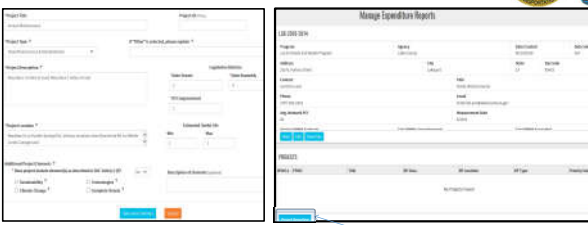








### I Was In The Create Reportable Project Page And Closed/Timed Out Before Saving!



The information entered will not save and the "Project Reporting" list will reset. Just log back in, go to the "Reporting" tab, select "Manage Expenditure Reports" and select the "Project Reporting" tab to return to the list.

28

---

---

---

---

---

---

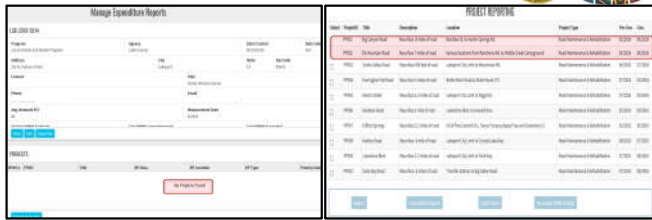
---

---

---

---

### I Saved My Reportable Project But It Isn't Showing Up In My Manage Expenditure Reports Page List And I Cant Access It In The Project List?



Go to the "Reporting" Dashboard and select "View Reportable Projects".

29

---

---

---

---

---

---

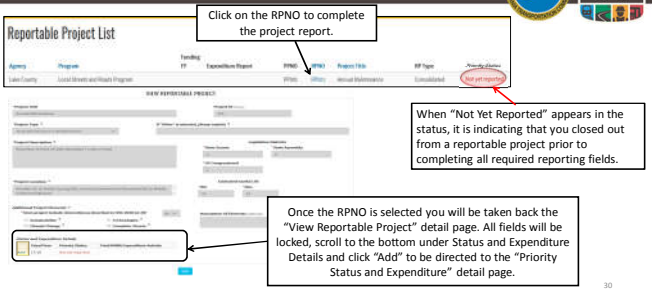
---

---

---

---

### Incomplete Reportable Project



30

---

---

---

---

---

---

---

---

---

---

### How Do I Know What Priority Status To Choose?



Project Priority Status – Should be selected based on activity, schedule, and component.

Project Status	Definition
Carried Over	Projects identified as <b>"Carried Over"</b> are projects which did not begin construction within the State FY as originally intended. Project activity was pushed to the <b>FY 18/19</b> .
In Progress	<b>"In Progress"</b> projects are projects which began in FY 17/18, however, they were not completed until after June 30, 2018.
Completed	<b>"Completed"</b> projects were open to the public in FY 17/18.
Forecasted	<b>"Forecasted"</b> projects are to be completed in future fiscal years, i.e <b>FY 19/20 and beyond</b> .
No Longer RMRA Funded	Projects <b>"No Longer RMRA Funded"</b> will not be using RMRA funding to complete the project, or the project has been cancelled.

31

---

---

---

---

---

---

---

---

---

---

### I Can Only Enter Whole Numbers In The Outputs/Outcomes "Miles" Fields?



Project Outputs/Outcomes

Select all that apply (at least one required)

Construction Maintenance/Rehabilitation	Unit	Quantity (required if Unit is indicated)
Total Miles Paving/Rebuild/Repair	Miles	2
Total # of ADA Curb Ramps	Count	41

Additional Information

Save and Continue

If you are ready to submit your report prior to the decimal fix, indicate in the "Additional Information" field what would be the accurate mileage or feet for that outcome.  
One of our team will make the correction on your behalf.

The system will not currently accept decimals. A system correction is in the works and we hope to have it out shortly.

32

---

---

---

---

---

---

---

---

---

---

### I Need To Edit My Reporting Action (Delete, Add, Etc.) How Can I Do That?



PROJECTS	Title	RP Type	RP Location	RP Type	Priority Status	View/Edit
PH01	Annual Repairs	Rehabilitate or Repair	San Diego	Completed	No longer RMRA Funded	
PH02	Annual Repairs	Rehabilitate or Repair	San Diego	Completed	No longer RMRA Funded	

Contact the [LSR@catc.ca.gov](mailto:LSR@catc.ca.gov) as soon as you realize you have made an error in your reporting list that does not appear to have an editable fix. We are currently working on a "Reset" reporting action feature but it is not ready yet.

The only way to make a change to the "Reporting Action" shown as "RP Type" on the list, is to go into the backend of the system and **clear** your entire report and have you **start over**.

We **urge all** agencies to use the "Sample Worksheet" to collect and sort your project list and reporting detail prior to initiating the online expenditure report in an effort to avoid these errors.

33

---

---

---

---

---

---

---

---

---

---

### I Can't Tell If My Report Was Submitted?

**Not Submitted**

If you believe you have submitted but did not receive a confirmation, check the "Manage Expenditure Reports" page. Most users that didn't get a confirmation **did not complete** the submission process.

Be sure that when you select **submit**, you confirm you want to submit and that you received a confirmation email from the system.

34

---

---

---

---

---

---

---

---

---

---

### How Do I Know The Status Of My Expenditure Report?

Select "Manage Expenditure Reports".

These are the applicable "Reporting Status" symbols.

35

---

---

---

---

---

---

---

---

---

---

### How Can I Find The List Of Just The "Reportable Projects" Not All The Ones I Consolidated?

Only unique RPNOs will appear in the "View Reportable Projects" screen.

Filter Projects	Agency	Program	Funding	Expenditure	Report	Project Title	SP	Priority
<input type="text" value="National City"/>	National City	Local Streets and Roads Program	33336	158,213,000	19100	2018	Original	Completed
<input type="text" value="Program"/>	National City	Local Streets and Roads Program	33336	158,213,000	19100	2018	Original	In Progress
<input type="text" value="Priority"/>	National City	Local Streets and Roads Program	33336	158,213,000	19100	2018	Original	Completed
<input type="text" value="Status"/>	National City	Local Streets and Roads Program	33336	158,213,000	19100	2018	Original	Completed

36

---

---

---

---

---

---


---

---

---

---

**Annual Project Expenditure Report – Q & A**



**Q:** “If we didn’t expend any of the Road Maintenance and Rehabilitation Account Local Streets and Roads Program Funds in the Fiscal Year do we still need to submit a report?”

**A:** Yes, regardless as to whether or not funds were expended in the fiscal year, per the program guidelines, each jurisdiction is required to provide an expenditure report updating the status and project details of the projects proposed for eligibility in FY 2017-18.

- SHC Section 2032.5(a) It is the intent of the Legislature that the Department of Transportation and local governments are held accountable for the efficient investment of public funds to maintain the public highways, streets, and roads, and are accountable to the people through performance goals that are tracked and reported.

2019 Local Streets and Roads Funding Program Reporting Guidelines  
[http://catc.ca.gov/programs/sb1/srp/docs/081518\\_LSRP\\_Reporting\\_Guidelines\\_Adopted.pdf](http://catc.ca.gov/programs/sb1/srp/docs/081518_LSRP_Reporting_Guidelines_Adopted.pdf)

37

---

---

---

---

---

---


---

---

---

---

**Annual Project Expenditure Report – Q & A**



**Q:** “If we are no longer using RMRA funds for any of the projects we originally listed, we just designate them “No Longer RMRA Funded” and will not have any other projects on our expenditure report, correct?”

**A:** If you are no longer funding any of the original proposed projects we do expect:

- If no funds were expended in the FY and you are no longer going to use the funds on the proposed projects, you should add whatever project the City/County now intends to use those funds in the future.
- If funds were expended, you will still need to add the project in which funds were expended on.

2019 Local Streets and Roads Funding Program Reporting Guidelines  
[http://catc.ca.gov/programs/sb1/srp/docs/081518\\_LSRP\\_Reporting\\_Guidelines\\_Adopted.pdf](http://catc.ca.gov/programs/sb1/srp/docs/081518_LSRP_Reporting_Guidelines_Adopted.pdf)

38

---

---

---

---

---

---


---

---

---

---

**Annual Project Expenditure Report – Q & A**



**Q:** “Why do we need to report based on component? We want to report based on design and build?”

**A:** Reporting based on the “Component” performed is vital to the integrity of the data collected in this report. Unlike most of the other SB1 programs, these funds are **not** limited to just “Construction”. Therefore, we need to be able to capture when funds are used in Pre-Construction, the Pre-Construction Schedule, Status, Outcome/Outputs (if applicable), and specifically the RMRA Costs.

2019 Local Streets and Roads Funding Program Reporting Guidelines  
[http://catc.ca.gov/programs/sb1/srp/docs/081518\\_LSRP\\_Reporting\\_Guidelines\\_Adopted.pdf](http://catc.ca.gov/programs/sb1/srp/docs/081518_LSRP_Reporting_Guidelines_Adopted.pdf)

39

---

---

---

---

---

---


---

---

---

---

**Annual Project Expenditure Report – Q & A**



Q: “Why are we doing this report when we are already reporting our annual expenditures for the Annual Streets and Roads Report to the State Controller’s Office (SCO)?”

A: This specific “Expenditure Report” is a direct requirement of the Streets and Highways Code Section 2034(b) for the Commission to collect annually from the cities and counties.

Streets and Highways Code Section 2034(b)  
[https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article)

40

---

---

---

---


---

---

---

---

**Annual Project Expenditure Report – Q & A**



Q: “What are Cities and Counties to do about their Maintenance Of Effort (MOE) if they are unable to meet it? How will this impact a City or County’s eligibility for RMRA or HUTA funding?”

A: MOE compliance determination will be completed during an audit of the MOE; if during the audit, it is determined that an agency is not in compliance, RMRA funds received must be returned to the SCO. Returned funds will be reallocated to other agencies who were in compliance with requirements.

Streets and Highways Code (SHC) Sections 2030 - 2038  
[https://leginfo.ca.gov/faces/codes\\_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article](https://leginfo.ca.gov/faces/codes_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article)

41

---

---

---

---

---

---

---

---

**State Controller’ Office - Contacts**



Local Government Services Division, Apportionments

- Erika Bosnich – [Ebosnich@sco.ca.gov](mailto:Ebosnich@sco.ca.gov)
- Telephone – (916) 323-2892

Division of Audits

- Efren Lose - [AUDstreetsroads@sco.ca.gov](mailto:AUDstreetsroads@sco.ca.gov)
- Telephone – (916)324-7226

42

---

---

---

---

---

---

---

---

### Additional Resources




- California Transportation Commission:
  - <http://catc.ca.gov/>
- Local Streets and Roads Program:
  - <http://catc.ca.gov/programs/sb1/l srp/>
- Online Reporting Tool:
  - <https://calsmart.dot.ca.gov/login/auth>
- State Controller's Office:
  - [https://www.sco.ca.gov/ard\\_local\\_apportionments.html](https://www.sco.ca.gov/ard_local_apportionments.html) - FY Apportionments
  - [https://www.sco.ca.gov/aud\\_road\\_maintenance\\_sb1.html](https://www.sco.ca.gov/aud_road_maintenance_sb1.html) - FAQs Audits

43

---

---

---

---

---

---

---

---

---

---

### Additional Resources




- California State Association of Counties:
  - <http://www.counties.org/>
- League of California Cities:
  - <https://www.cacities.org/>
- California Local Government Finance Almanac:
  - <http://www.californiacityfinance.com/>

44

---

---

---

---

---

---



---

---

---

---


### Thank You

**More Information**

Email: [LSR@catc.ca.gov](mailto:LSR@catc.ca.gov)  
[Alicia.Sequeira@catc.ca.gov](mailto:Alicia.Sequeira@catc.ca.gov)

CTC-LSR Program Website:  
<http://catc.ca.gov/programs/sb1/l srp/>



45

---

---

---

---

---

---

---

---

---

---