

Local Streets and Roads Funding Program

Road Maintenance and Rehabilitation Account Expenditure Reporting Quick Guide

California Transportation Commission



Local Streets and Roads Funding Program Expenditure Reporting Quick Guide

TABLE OF CONTENTS

Local Streets and Roads Expenditure Reporting Overview	3
CalSMART Registration and Login Process	4
Expenditure Report Preparation	6
Create Expenditure Report for Reporting FY.....	12
Expenditure Report – Project Reporting	14
Expenditure Report – Add New Project.....	19
Expenditure Report – Verify, Edit, Delete and Review Projects.....	20
Expenditure Report – Submit and Print	24
Troubleshooting – Error Messages	26
Program Resources	27

Local Streets and Roads Expenditure Reporting Overview

Per Streets and Highways Code Section 2034(b), each fiscal year in which a city or county receives an apportionment of Road Maintenance and Rehabilitation Account Local Streets and Roads Program Funds shall submit a report to the Commission detailing the expenditure of those funds within the fiscal year. At a minimum, the report is to include in progress and completed projects for which program funds were expended. The Annual Project Expenditure Report must include a project description, location, amount of program funds expended, date of completion or estimated completion, and if applicable, the estimated useful life of the improvement.

The [2021 Local Streets and Roads Funding Program Reporting Guidelines](#) require those cities and counties which received fiscal year apportionments to include a status update on all projects proposed for funding eligibility. In addition, cities and counties are to include any proposed project list changes that occurred throughout the fiscal year, within the Annual Project Expenditure Report.

To promote statewide consistency in the content and format for the project expenditure information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program, a standard project expenditure report format on the California Statewide Multi-Modal Application and Reporting Tool (CalSMART) was first made available on August 30, 2019.

All related reporting and program training materials, access to [CalSMART](#), and the adopted [2021 Program Reporting Guidelines](#) are available on the [Local Streets and Roads Program](#) website.

Cities and counties are required to use the standard online expenditure format available in [CalSMART](#), beginning with the Fiscal Year 2019-20 project expenditure reports will be due to the Commission no later than **December 1st each year**.

The [CalSMART](#) reporting tool contains all previously reported and proposed projects that must be account for each fiscal year. For each year a city or county is deemed eligible to receive monthly Program funding apportionments, those cities and counties are required to provide an Annual Project Expenditure Report regardless of the amount of program funds expended.

For questions regarding the Annual Project Expenditure Reporting criteria, please email Alicia Sequeira Smith, California Transportation Commission Local Streets and Roads Program Manager, at Alicia.Sequeira@catc.ca.gov.

For all questions or requests for technical assistance regarding the online reporting system [CalSMART](#), email the Local Streets and Roads Program inbox at LSR@catc.ca.gov.

CaSMART Registration and Login Process

Step 1 – Go to <https://calsmart.dot.ca.gov/login/auth> and select “Register”

Step 2 – Complete the Account Request Form

Step 3 – Verify your email as soon as you receive the “Account Request Received” email from CalSMART

From: CalSMART Notification <no-reply@dot.ca.gov>
Date: Tue, Jun 18, 2019 at 2:44 PM
Subject: Account Request Received
[>](mailto:>@gmail.com)

Hi NAME,

You (or someone claiming to be you) have completed the first step in creating a CalSMART account with this email address.

If you made the request, please click [here](#) to continue the registration process.

Please note, you will not be able to create, edit, or view submittals, expenditure reports, or progress reports until your access has been approved by program administrators. If you have any questions as to the status of your account, please email appropriate program staff using the following:

Local Streets and Roads Program (LSR): LSR@catc.ca.gov
State of Good Repair Program (SGR): SB1SGRcomments@dot.ca.gov
Other SB1 Funded Programs (Progress Reporting): sb1.progress.reports@dot.ca.gov

TIP: If Step 3 Is Skipped the Program Administrator for CalSMART will NOT Receive Your Account Request for Approval. The request will remain in “limbo” until the email has been verified

Step 4 – “CalSMART – Access Request Approved” notification

From: CalSMART Notification <no-reply@dot.ca.gov>
Sent: Tuesday, September 1, 2020 4:06 PM
To: [REDACTED]
Subject: CalSMART - Access Request Approved - TEST

Hi [REDACTED]

Your request for access to the Local Streets and Roads Program in CalSMART has been approved. Click [here](#) to login.

Select “Here” to Officially login To CalSMART. Don’t Attempt to Login Until This Email Has Been Received

Step 5 – Login – Should the account become locked, reach out to program staff

LOGIN

Email or S#

Password

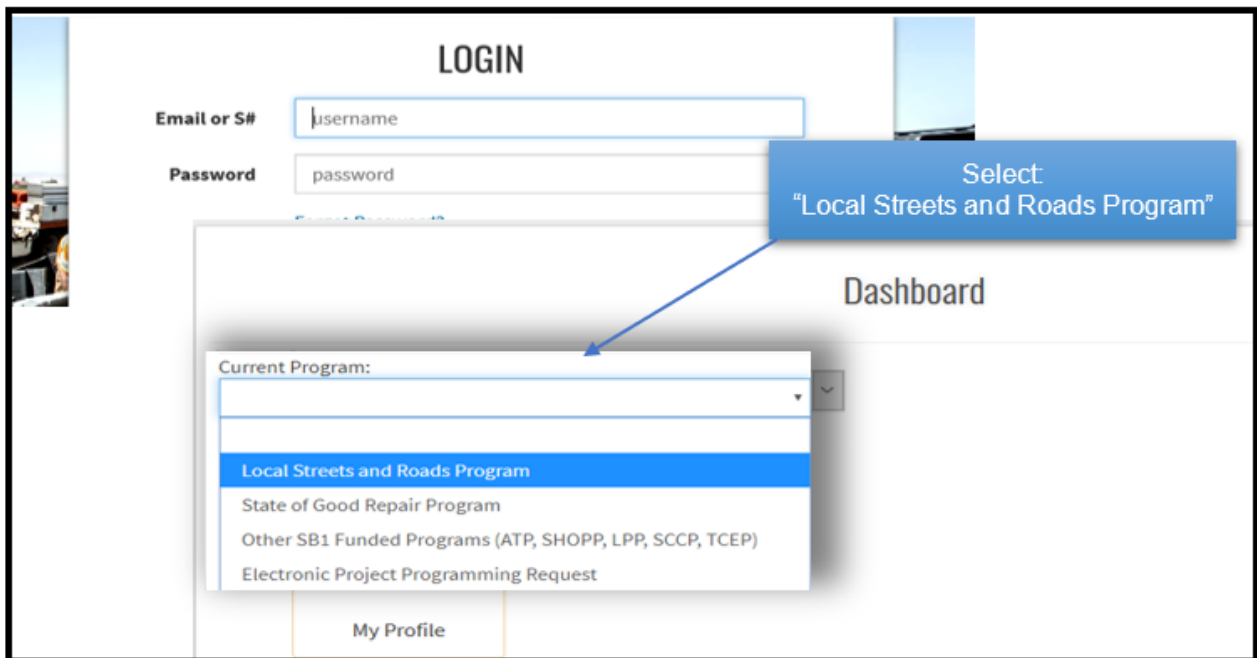
[Forgot Password?](#)

TIP: Account Will Lock After 3 Failed Password Attempts. Reset after 2nd failed attempt before the account locks

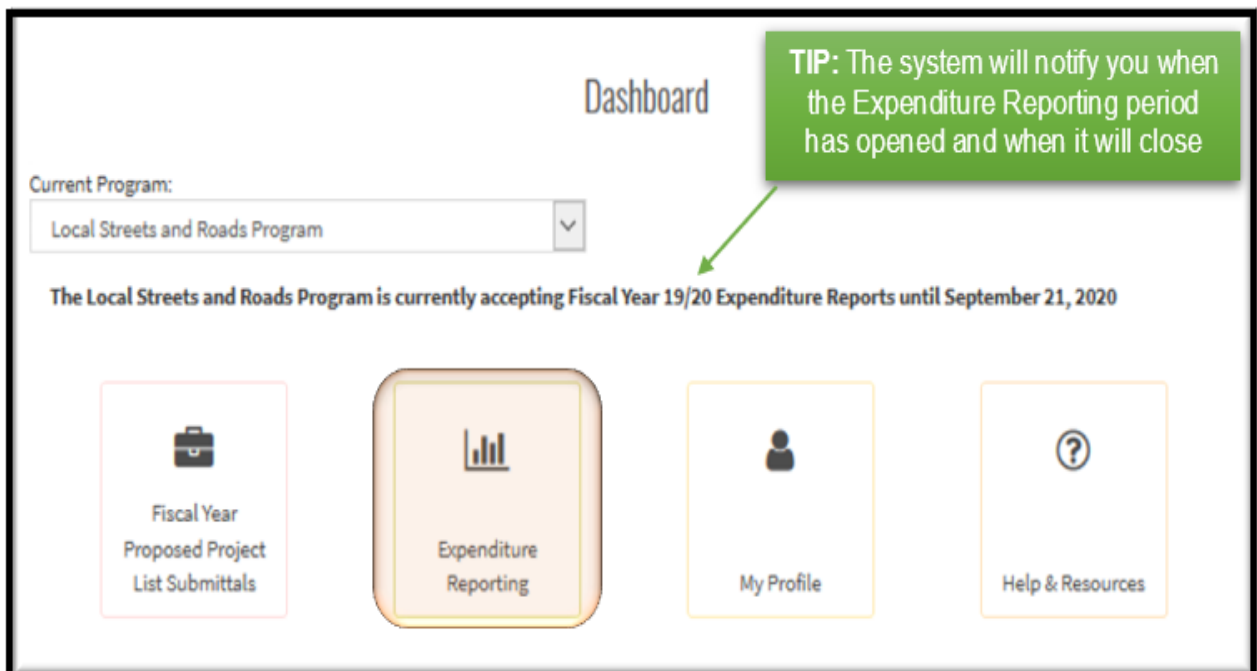
Expenditure Report Preparation

Prior to starting your report for the fiscal year, gather all of the relevant information needed.

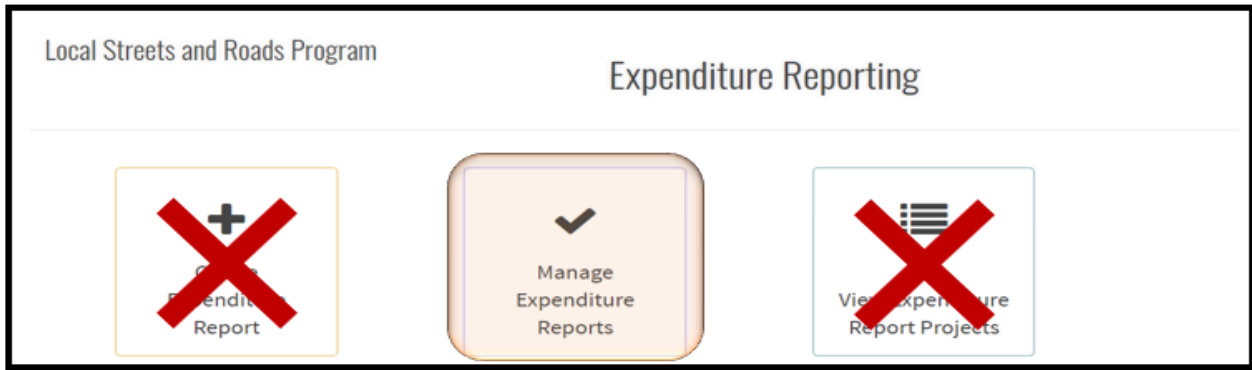
Step 1 - Go to <https://calsmart.dot.ca.gov/login/auth>. Login and Select Program



Step 2 –Select “Expenditure Reporting”, once on the main Program Dashboard



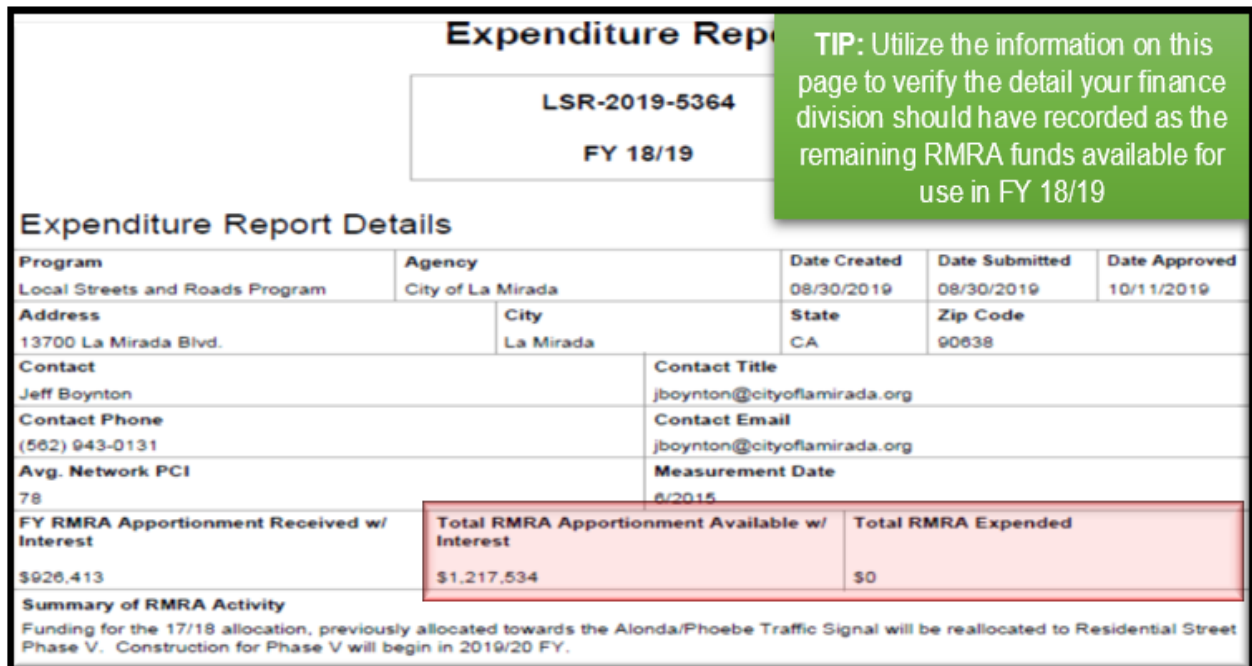
Step 3 – Select “Manage Expenditure Reports”



Step 4(a) – Select the most recent FY Expenditure Report, then select the “Create PDF” button



Step 4(b) – PDF Expenditure Report (page 1) – “Expenditure Details”

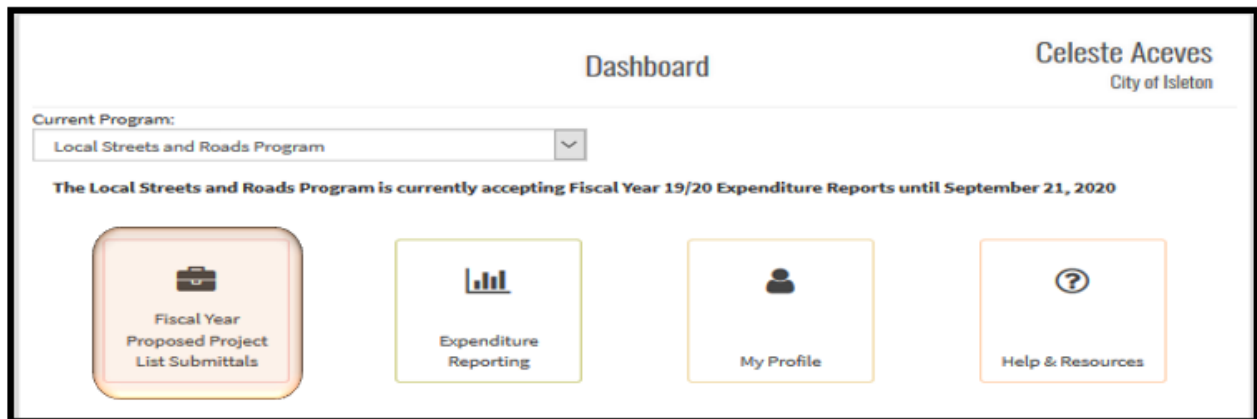


Step 4(c) – Record Reported Project Detail (page 2)

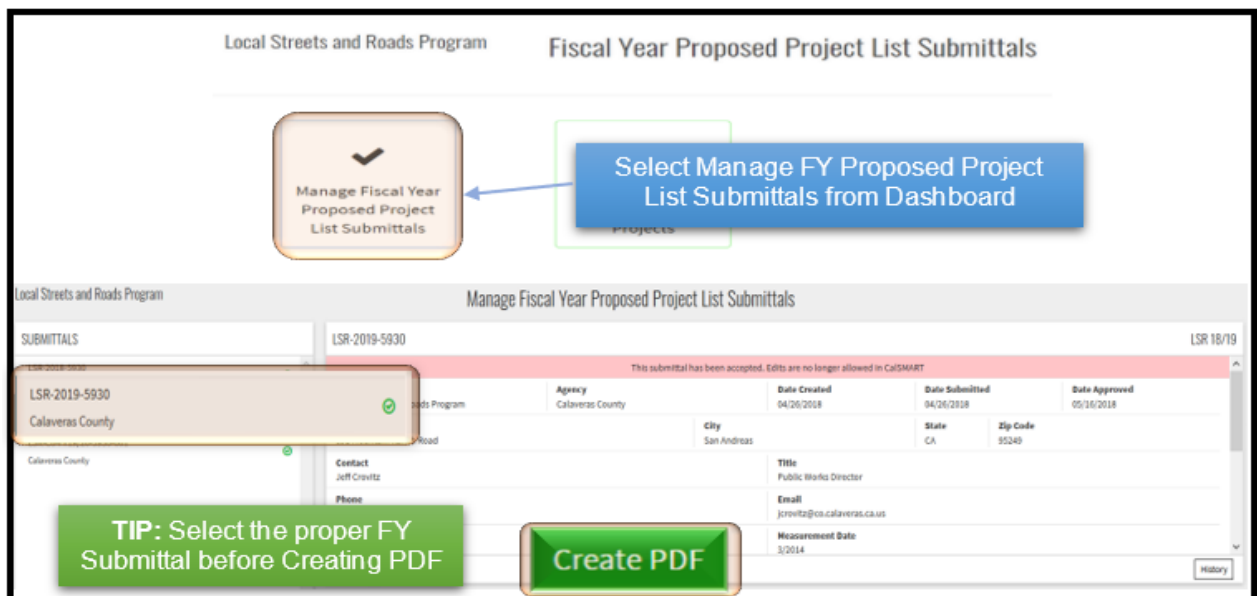
Project Details							
Proposed Projects	Completed	In Progress	Carried Over	Future Forecasted	No Longer RMRA Funded	New	
2	0	2	1	0	0	1	
RPNO	Title	Description	Location	RP Type	Component	Priority Status	RMRA Expended
RP001	MacArthur Blvd and University Dr Pavement Rehab	This project will include: Pavement Rehab/Repair (Existing), Paving and/or Striping Rehab/Repair (Existing Safety). This project grinds and overlays sections of MacArthur Boulevard and University Drive with rubberized asphalt concrete. Reconstruction of deteriorated concrete improvements is also included.	MacArthur Boulevard from Bonta Canyon Road to SR 73 and University Drive from Jamboree Road to State Route 73.	ORIGINAL	Construction	Carried Over	\$0
RP003	Slurry Seal	This project will include: Pavement Improvement (New), Pavement Rehab/Repair (Existing)	Moore Blvd - Anderson Ave	NEW	Construction	In Progress	\$10,000
RP004	San Joaquin Hills Road Pavement Rehabilitation	This project will include: Pavement Improvement (New), Paving and/or Striping Installation (New Safety), Paving and/or Striping Rehab/Repair (Existing Safety). This project involves colorlining and overlaying the existing asphalt concrete pavement with rubberized asphalt concrete. Deteriorated concrete improvements	This project is located on San Joaquin Hills Road from Jamboree Road to MacArthur Boulevard.	ORIGINAL	Construction	In Progress	\$499,152

TIP: Page 2 provides project detail, RMRA FY funds spent, and project statuses based on the information recorded for FY 18/19

Step 5(a) – Select “FY Proposed Project List Submittals”



Step 5(b) – Select the FY Proposed Project List Submittal for the reporting year, then select the “Create PDF” button

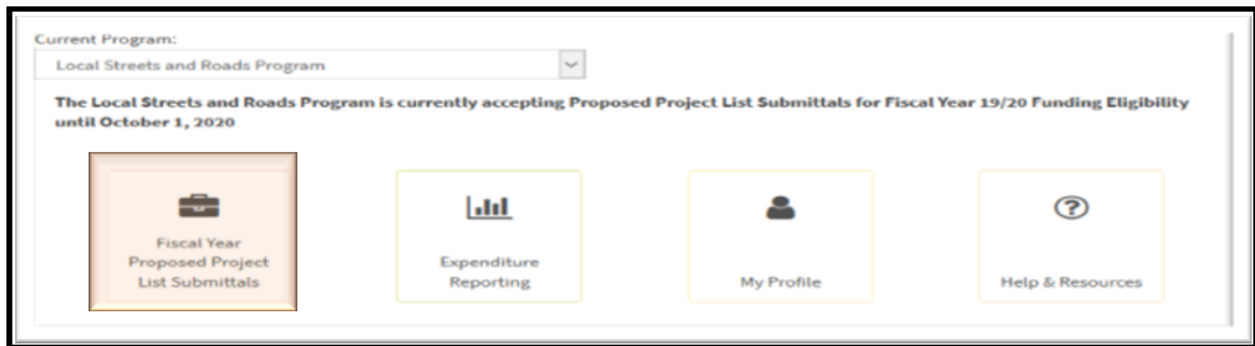


Step 5(c) – Record the Proposed Project List detail

Project Details										
Title	Description	Location	Component	Priority Status	Est. Schedule		Useful Life		Assem	Senate
					Start	Complete	Min	Max		
District 4 - Reconstruction	This project will include: Reconstruction of .66 miles of Parrotts Ferry Road due to embankment failure	Parrotts Ferry Road in Douglas Flat			08/2019	08/2020	20	25	5	8
District 2 - Chip Seal	This project will include: Chip Seal 3.9 Miles of Ridge Road: Hwy 26 to Railroad Flat Road	Railroad Flat, Ridge Road: Hwy 26 to Railroad Flat Road			04/2019	08/2019	10	15	5	8
District 3 Chip Seal (17/18 Carryover)	This project will include: Chip Seal 1.04 miles of road in Murphy's, Calaveras County. Perform structural digouts, ditching, drainage, shoulder backing, chip seal application, crack seal, striping and stenciling, double coat.	Adams Court (.06 mi), Wingdam Road (.32 mi), Roaring Camp Drive (.261 mi), Coyote Drive (.32 mi), Kenny Road (.08 mi)			04/2018	08/2018	15	20	5	8
District 3 Culvert Replacement/ New (17/18 Carryover)	This project will include: Replace 3 culverts and installation of 1 new culvert in Arnold, Calaveras County.	Meadow Drive (7"x45"), Love Creek (6"x25"), Pine Drive (36" x30"), Dunbar (new 24"x80")			04/2018	08/2018	25	35	5	8

TIP: Page 2 provides the project detail specific to those project(s) proposed

Step 5(d) – Return to CalSMART Dashboard, Select “Fiscal Year Proposed Project List Submittals”



Step 5(e) – Select “View Proposed Projects”



Step 5(f) – Print out List of Proposed Projects for the reporting year – Excel Export

PROPOSED PROJECT LIST - Local Streets and Roads Program

Note: The Excel Export will include all FY 19/20 Proposed Project Detail which will need to be updated in the FY 19/20 Expenditure Report

Filter Projects

Agency: City of Winters

Submittal: All Submittals

Cycles: LSR: LSR 17/18, LSR: LSR 18/19, LSR: LSR 2019/20

Apply Clear

Export List to Excel

Table Columns: Agency, Funding FY, Submittal, Proposed Project No, Project

Table Rows (Sample):

Agency	Funding FY	Submittal	Proposed Project No	Project
City of Winters	17/18			
City of Winters	17/18	LSR-2018-5110	PP004	Road Maintenance & Rehabilitation
City of Winters	17/18	LSR-2018-5110	PP005	Road Maintenance & Rehabilitation
City of Winters	17/18	LSR-2018-5110	PP007	Complete Streets Components
City of Winters	17/18	LSR-2018-5110	PP008	Complete Streets Components

Step 6 – Confirm the amount of RMRA Funds the city/county was estimated to receive for the reporting FY by going to <http://www.californiacityfinance.com/#TRANSPORTATION>

Local Streets and Roads Funds including Highway Users Tax (Motor Vehicle Fuel Tax) and Road Maintenance and Rehabilitation Account (from RRAA of 2017)

Revenue Allocation Estimates for Budgeting

- California Local Streets and Roads Funding "Explainer" with Updated Estimates for 2019-20 and FY2020-21. City and county allocation estimates of HUTA, RMRA and TCRF funds based on California Department of Finance estimates released with the Governor's May Revision proposed budget May 14, 2020. Includes detailed explanations of allocation rules, use rules, and long term projections.
- Local Streets and Roads Estimates FY2019-20 and 2020-21 HUTA, RMRA and Loan Repayment estimates for cities and counties. May 2020 estimates for both years with HUTA sources combined. Sorted by County ... by Assembly District ... by Senate District.

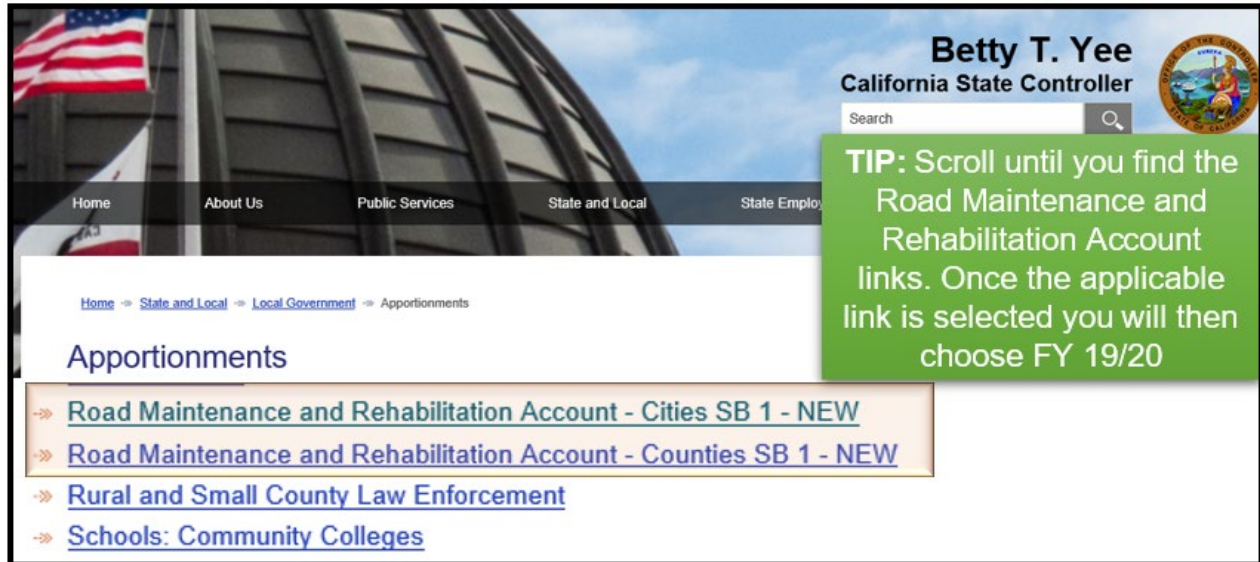
New Fuel Tax Funding: "Road Repair and Accountability Act of 2017" Background and Overview

Locate your City/County's FY Estimate

In the PDF, find your city or county and note the amount under the Road Mntnc Rehab Acct title

Estimated May 2020		2019-20			
		Hwy Users Tax Account	TCRF Loan Repayment	Road Mntnc Rehab Acct	TOTAL
ALAMEDA COUNTY					
ALAMEDA		1,749,763	89,169	1,321,073	3,160,005

Step 7 – Verify the amount of RMRA Funds apportioned to the City/County for the reporting FY by going to: https://www.sco.ca.gov/ard_local_apportionments.html

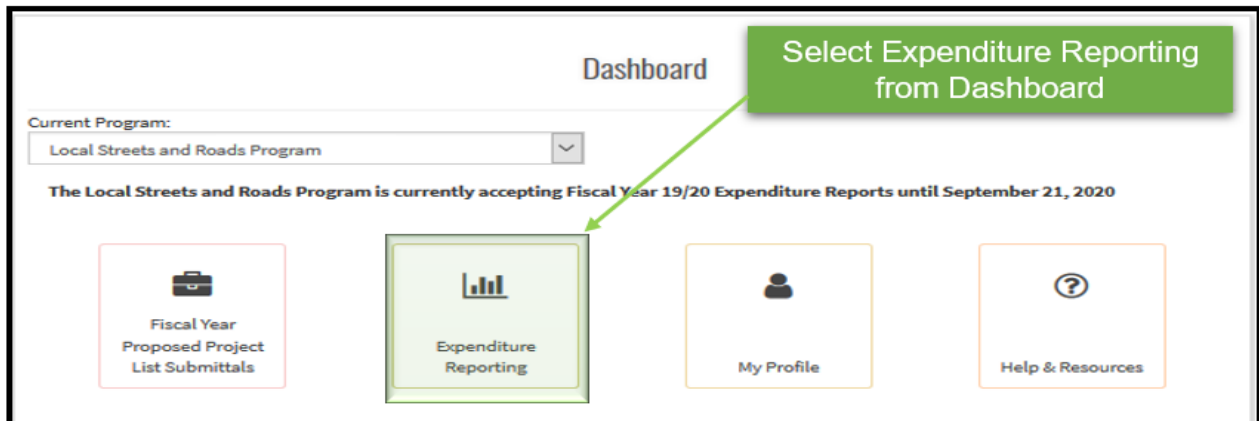


Step 8 – Users should have enough detail on-hand to begin the FY Expenditure Reporting Process

- ✓ Export of the Most Recent Recorded FY Expenditure Report Approved
 - Identify Remaining RMRA Fund Balance (if applicable)
 - Update, as needed, the reported project from the prior FY:
 - Project Status
 - Scope Changes
 - Schedule Changes
 - Report any Program Funds Spent
- ✓ Export of the Recorded Proposed Project List Submitted for the Reporting FY
 - If Applicable, Link Prior FY Reported Projects to Projects Proposed for the Reporting FY
- ✓ Confirm the Apportionment Amount Received for the Reporting FY through the State Controller's Office website
- ✓ Record the amount of Local Streets and Roads RMRA funds spent in Reporting FY

Create Expenditure Report for Reporting FY

Step 1 – Make sure you are in the Local Streets and Roads Dashboard



Step 2 – Select Create Expenditure Report tab to begin



Step 3(a) – New Expenditure Report (Intake Page)

NEW EXPENDITURE REPORT

Fields marked with * are required

Program	Agency Name	LoCode	
Local Streets and Roads Program	City of Newport Beach	5151	
Submittal Title	Reporting Period		
LSR-C2-FY18/19-5151-001	FY 18/19		
*Agency Address	*City	State	*Zip Code
ABC Lane	Newport Beach	CA	92660
*Agency Contact	*Agency Contact Title		
Test	City Engineer		
*Agency Contact Phone	*Agency Contact Email Address		
(123) 456-7890	ctc@gmail.com		

Step 3(b) – Fiscal Year RMRA Apportionment Received – Input Clarification (Intake Page)

City/County's FY 19/20 Original RMRA Estimate:

<http://www.californiacityfinance.com/LSRcicoSummaryFy20Fy21R.pdf>

City/County's FY 19/20 Apportionments Received:

https://www.sco.ca.gov/ard_local_apportionments.html

FY Interest Accrued:
Enter \$0 if no interest was accrued on the RMRA funding received and remaining from the prior FY.

Funding FY	<p>*Original RMRA Estimate</p> <p>19/20</p> <p>\$ 264,230.00</p>	<p>FY RMRA Apportionment Received September, 2019-June, 2020</p> <p>\$ 123,585.00</p>	<p>FY RMRA Apportionment Received July-August, 2020</p> <p>\$ 26,710.00</p>	<p>Current FY Interest Accrued</p> <p>\$ 0.00</p>	
18/19	<p>Prior FY RMRA Remaining Fund Balance</p> <p>\$ 982,661.29</p>	<p>Interest Accrued on Remaining Fund Balance</p> <p>\$ 0.00</p>	<p>FY RMRA Remaining Balance w/ Interest</p> <p>\$ 982,661.29</p>	<p>Combined Available RMRA Funds in FY w/o Interest</p> <p>\$ 2,817,736.51</p>	<p>Combined Available RMRA Funds in FY w/ Interest</p> <p>\$ 2,842,736.51</p>

TIP: The bottom field will appear if a jurisdiction had any remaining funds from the prior FY. There will be a field reflecting the remaining fund and asking for interest to be reflected for that amount if applicable

Step 3(c) – New Expenditure Report – RMRA Funds Spent in FY (Intake Page)

Include RMRA funds of work performed within the FY

Accrued RMRA Costs Expended in Reporting Year
RMRA funding that was expended in the reporting year based on project activity

	FY	19/20	*Costs	\$ 28,453.00
	Future FY	YY/YY	Costs	\$

+

Total RMRA Expenditure Activity
Based on actual RMRA funds available (total costs accrued from July 1, 2019 to June 30, 2020)

\$ 28,453.00

Future FY Apportionment Expenditure for Reimbursement

\$ 0.00

IF Future FY RMRA Apportionment has been earmarked for project(s) that were In-Progress or Completed in the FY 19/20. Report the amount of FY 20/21 apportionment that will be used to reimburse other source funds spent in this reporting year

Step 3(d) – New Expenditure Report – Average PCI, Supporting Documents and Activity Summary (Intake Page)

Only Required if Average PCI is 80 or Above

Average Network PCI: Measurement Date: Month Year (yyyy)

Select Files to Upload ?
pdf, doc/docx, xls/xlsx, and jpg/png/bmp/gif only

Supporting Documents are NOT Required only Optional

Choose Files No file chosen

*Summary of FY RMRA Activity and Project Priority Changes

Summary Detail is Required - Describe the activity/inactivity that occurred in the reporting year and any changes that occurred to the project list

TIP: Select "Save and Continue". The system will validate data entered. If no errors, the user will begin Project Reporting

Save and Continue

Expenditure Report – Project Reporting

Step 1(a) – Report Additional RMRA Funds Spent on Prior FY Completed Projects (if applicable)

PROJECT REPORTING

FY 18/19 Completed Projects

If additional RMRA funds were spent in FY 19/20 on a project reported as "Complete" in 18/19, select the project below to report the additional expenditures.

Hide Completed Projects

If additional funds were spent on a FY 18/19 completed project, click on the "Show Completed Projects" button

Select	RPNo	Title	Description	Location	Project Type	Project
Update	RP003	Quartz Hill Road ATP Widening	Project includes installation of bike lanes and addition of enhanced pedestrian crossings with			

Report if ANY additional RMRA funds were spent in the 19/20 reporting year on a project reported as "Completed" in FY 18/19

Step 1(b) – Update FY 18/19 In-Progress, Carried Over, and Forecasted Projects (Required)

FY 18/19 Expenditure Report Projects

REQUIRED: Update the following projects reported as "In Progress," "Carried Over," or "Forecasted" in FY 18/19

TIP: Once all FY 18/19 Projects have been reported on, FY 19/20 projects that remain unlinked will appear for reporting

Select	RPNo	Title	Description	Location	Project Type	Project
Update	RP003	Bay Point Asphalt Rubber Cape Seal Project	This project will include: Pavement Rehab/Repair (Existing), Paving and/or Striping Rehab/Repair (Existing Safety) The project will apply an asphalt rubber chip seal covered with a type II slurry seal	Approximately 76 streets in the Bay Point area; 38.029328(1/2) S, -121.962791(1/2) W	Road Maintenance & Rehabilitation	Construction

Select "Update" for each FY 18/19 Project in your list not previously reported as "Completed"

Step 2(a) – Project Linking/Project Selection for Reporting

PROJECT REPORTING
from Proposed Project List

If the FY 18/19 project selected in Step 1 was re-listed in FY 19/20, select the re-listed project(s) so they can be linked for reporting

Selected FY 18/19 Expenditure Report Project

Project ID	Project Title	Project Description	Project Component
RP002	Downtown Pavement	This project will include: Cost Estimating	Pre-Construction

FY 19/20 Proposed Projects
Select one or more corresponding proposed projects if applicable.

If the FY 18/19 Project was NOT re-listed in FY 19/20 select "Skip Linking Proposed Project"

Select	ProjectID	Title	Description	Location	Project Type	Pre-Con.	Con.
<input type="checkbox"/>	PP001	test	This project will include: test	Center Square Downtown Financial Proc/Oper Need - 100% OKAY to say Citywide/Countywide	Complete Streets Components	06/2020	

Step 2(b) – Directly Report on the Project(s) Proposed for the Reporting FY

PROJECT REPORTING

FY 18/19 Completed Projects
If additional RMRA funds were spent in FY 19/20 on

Select the remaining FY 19/20 Proposed Project(s). Once a project is selected the project reporting action options are enabled. Select the applicable action for the selected project(s)

FY 19/20 Proposed Projects

Select	ProjectID	Title	Description	Location	Project Type	Pre-Con	Con
<input checked="" type="checkbox"/>	PP001	test	This project will include: test	Center Square Downtown Financial Proc/Oper Need - 100% OKAY to say Citywide/Countywide	Complete Streets Components	06/2020	
Linked	PP002	ABC 2019	This project will include: Paving and/or Striping Safety b/R tion	2 mile section along Bradshaw from Bond to Calvine	Safety		03/2021

1-1 Reporting
 Multiple Projects Reported as One
 Single Project Split into Two or More
 Remove

Step 3(a) – Update Prior FY Project Reporting Detail

Local Streets and Roads Program

***Project Title**
Pomona Street Pedestrian Safety Improvement Project -Phase II

***Project Type ?**
Complete Streets Components

***Project Component**

- Pre-Construction
- Construction
- Pre-Construction and Construction
- Procurement/Operational Needs

***Project Description - This project will include:**

- Active Transportation Plan
- Cost Estimating
- Document Preparation
- Environmental Study/Documents
- Feasibility Study
- Maintenance Program Plan Development
- Preliminary Design

Once "Link Projects" or "Skip Linking Proposed Projects" has been selected, begin updating the applicable project detail

Reporting on Carried Over or Forecasted Projects from FY 18/19, select the applicable Component, and corresponding Project Descriptions

DISCLAIMER:
If reporting on a FY 18/19 Completed Project, DO NOT change the project detail on this page. ONLY the Project Description "checkboxes" may be selected, as it will not alter the original completed project detail reported

TIP: The Project Location, and the Project Description "Other" and "Additional Information" fields have a 500-character limit

State Senate **State Assembly** **US Congressional** **Min** **Max**

Project Location ?

Additional Project Elements ?
Does project include element(s) as described in SHC 2030 (3)-(4)?

Sustainability ? Technology ? Complete Streets ? Climate Change ?

Select "View" to review what was reported in the previous FY's. Detail is LOCKED

If a project was accidentally linked, select the "Undo"

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
View	17/18	Construction	In Progress	\$ 40,000.00
View	18/19	Construction	In Progress	\$ 394,149.00
View	19/20	Construction	In Progress	\$ 50,000.00

Related Proposed Projects

Fiscal Year	PPNo	Project Title	RP Type
17/18	PP004	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original
18/19	PP006	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original
19/20	PP002	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original Undo

Select "Save and Continue" to continue reporting

Save and Continue

Cancel

16 | Page

Last Updated March 9, 2021

Step 3(b) – Expenditure & Status Reporting Detail for Completed Projects

Project Title Tahoe Blvd Rehab	Project Description This project will include: Procurement of Road Maintenance and Rehab Materials		
Priority Status Completed	Project Component Procurement/Operational Needs	Reporting Period FY 19/20	RMRA Funds Previously Reported as Spent on Project \$ 300.00
FY RMRA Expenditure Activity			
Accrued RMRA Costs Expended in Reporting Year RMRA funding that was expended in the reporting year based on project activity			
FY	19/20	*Costs	\$
Future FY	YY/YY	Costs	\$
<div style="border: 1px solid orange; padding: 5px; display: inline-block;"> FY 18/19 Completed Projects will only report on RMRA funds spent in FY 19/20 and Total Project Cost </div>			
<div style="border: 1px solid blue; padding: 5px; display: inline-block;"> The FY 18/19 Project Title, Description, Component, Prior FY Reported Status and RMRA Funds Spent will appear at the top of the page </div>			
July 1, 2019 to June 30, 2020 \$ 0.00 Future FY Apportionment Expenditure for Reimbursement \$ 0.00			
Award Date (if applicable)	*Project Start	*Original Project Cost Estimate	
	06/18/2019	\$ 65,200.00	
*Completion Date	*Total Project Cost		Additional Information Project Costs
06/29/2019	\$ 300.00		

Step 3(c) – Expenditure & Status Reporting Detail for Projects Reported as In Progress, Carried Over, and Forecasted

Project Title: Downtown Pavement
Project Description: This project v...
***Priority Status:** In Progress
Project Component: Pre-Construction

TIP: For FY 18/19 Projects reported as In-Progress, you will be able to update the project status, report RMRA funds spent in FY 19/20, and update the schedule. The project "Start Date" reported in FY 18/19 **CANNOT** be changed

FY RMRA Expenditure Activity

Accrued RMRA Costs Expended in Reporting Year
 RMRA funding that was expended in the reporting year based on project activity

FY: 19/20
 Future FY: Y/YYY

*Costs: \$ []
 Costs: \$ []

Total RMRA Expenditure Activity
 Based on actual RMRA funds available (total costs accrued from July 1, 2019 to June 30, 2020)

\$ 0.00

Future FY Apportionment Expenditure for Reimbursement

\$ 0.00

The Priority Status selected will determine the detail you are required to provide

Award Date (if applicable): []
***Project Start:** []
Original Project Cost Estimate: \$ []

Estimated Project Start: []
***Estimated Completion Date:** 05/01/2020
***Estimated Total Project Cost:** \$ 1,000,000.00

Select "Save and Continue" → **Save and Continue** **Cancel**

Step 4 – Ensure All Proposed Projects for the Reporting FY Have Been Reported On

FY 18/19 Completed Projects

If additional RMRA funds were spent in FY 19/20 on a project reported as "Complete" in 18/19, select the p...

Show Completed Projects

FY 19/20 Proposed Projects

Reminder: Once all FY 18/19 Projects have been reported on, FY 19/20 projects that remain unlinked will appear for reporting

Select	ProjectID	Title	Description	Location	Project Type	Pre-Con	Con
<input type="checkbox"/>	PP001	Blackhawk Road Bikeway Project	This project will include: Cost Estimating, Maintenance Program Plan Development Install Class II bike lanes over 3 miles on Blackhawk Road and install class III bike route at the transition at the City limits. The project includes a surface treatment and striping. The bikeway will also use green	Blackhawk Road from Camino Tassajara to the City of Danville	Complete Streets Components	12/2020	

Report on remaining FY 19/20 projects, then return to the Manage Expenditure Reports page

Expenditure Report – Add New Project

Step 1 – In Manage Expenditure Reports Page Select “Add Project”

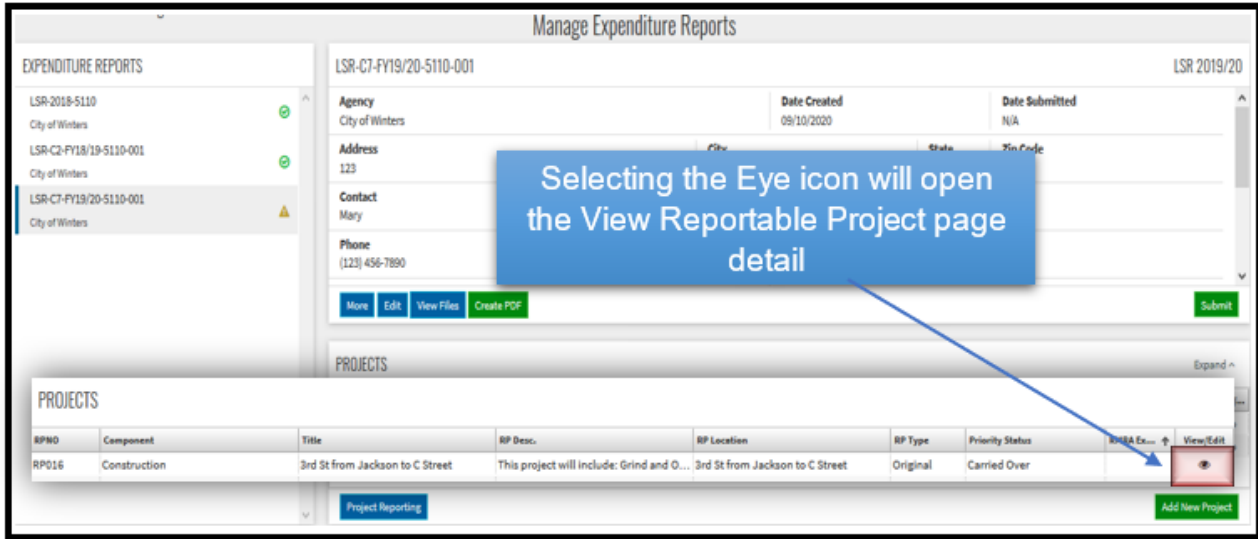
The screenshot shows the 'Manage Expenditure Reports' interface. On the left, there is a list of 'EXPENDITURE REPORTS' with three entries: LSR-2019-5110, LSR-C2-FY18/19-5110-001, and LSR-C7-FY19/20-5110-001. The main area displays details for the selected report 'LSR-C7-FY19/20-5110-001', including Agency (City of Winters), Date Created (09/10/2020), Date Submitted (N/A), Address (123), City (123), State (CA), Zip Code (12345), Contact (Mary), Title (test), and Phone ((123) 456-7890). Below this, there are buttons for 'More', 'Edit', 'View Files', 'Create PDF', and 'Submit'. A large green box with the text 'Add Project' is overlaid on the 'Submit' button. At the bottom, there is a table of 'PROJECTS' with columns for RPWD, Component, Title, RP Desc., RP Location, RP Type, Priority Status, and BMSA Expended. The table contains two rows: RP001 (Construction, Edwards Street Rehab Pr...) and RP010 (Construction, ABC 2019). A green arrow points from the 'Add Project' box to an 'Add New Project' button in the bottom right corner.

Step 2 – Report on all project detail and select “Save and Continue”.

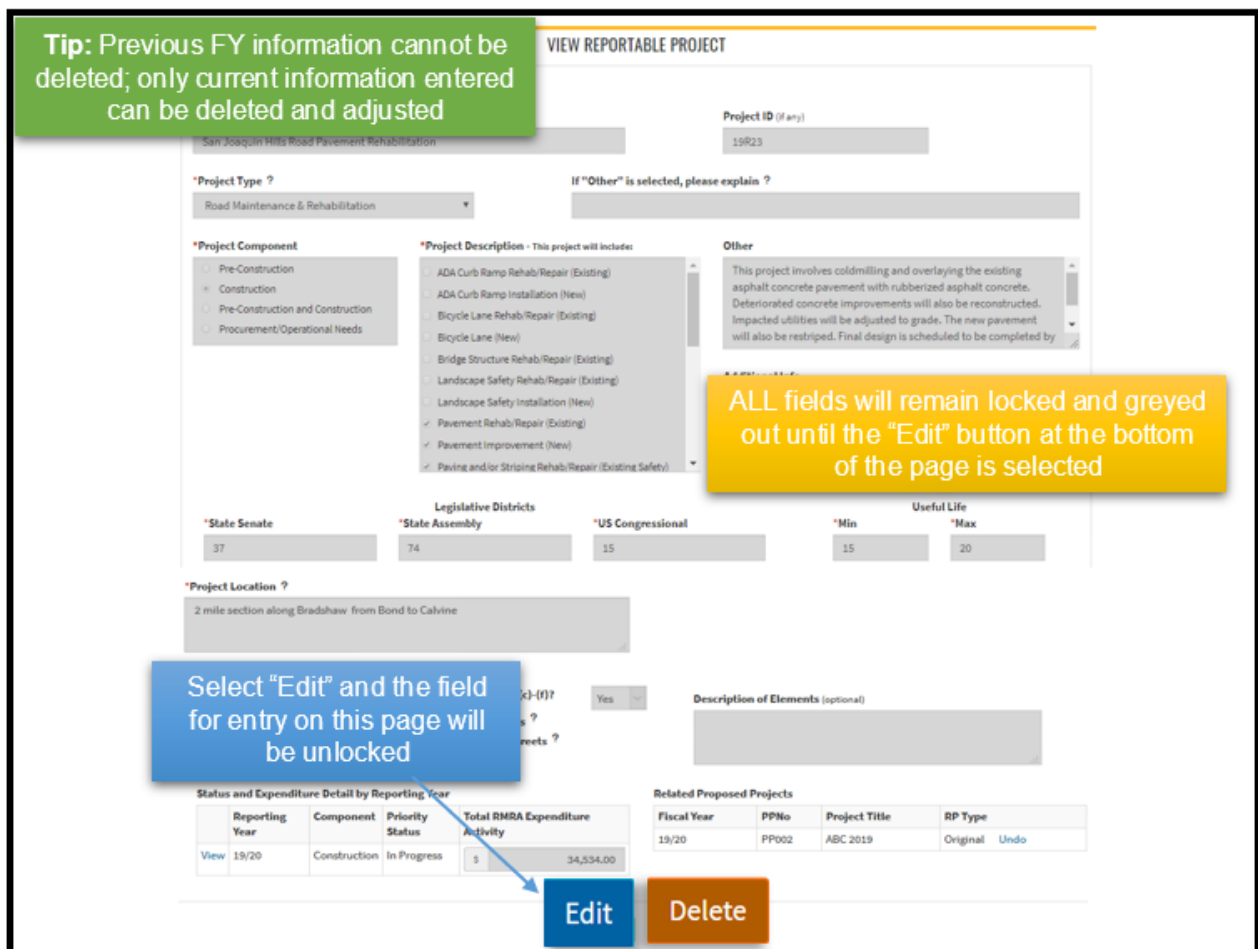
The screenshot shows the 'CREATE REPORTABLE PROJECT' form. The title is 'Local Streets and Roads Program'. Fields include 'Project Title', 'Project Type', 'Project Component' (with a list of options like Pre-Construction, Construction, etc.), 'Project Description' (with a list of options like Active Transportation Plan, Cost Estimating, etc.), 'State Senate', 'Legislative Districts', 'US Congressional', 'Project Location', and 'Additional Project Elements'. A green box with the text 'Enter project detail in all required fields with a red asterisk, in the “Create Reportable Project” and “Project Status”' is overlaid on the 'Project Type' and 'Project Description' fields. Another green box with the text 'TIP: Select all Project Descriptions that apply to the project. If project description is not included or you would like to include more project detail, select “Other” or “Additional Information” at the bottom of the list to enable text boxes. (Each field has a 500 Character Limit)' is overlaid on the 'Project Description' list. A blue box with the text 'Click Save and Continue to go to the next page to report on the Project Component selected. Fill in all required fields with a red asterisk' is overlaid on the 'Save and Continue' button. A green box with the text 'Tip: Please refer to the guidelines for Project Location details' is overlaid on the 'Project Location' field. The bottom of the form shows a preview of the project details, including 'Project Title' (Bay Point Asphalt Rubber Cape Seal Project), 'Project Description' (This project will include: Paving and/or Striping project will apply an asphalt rubber chip seal on roadway and a type II slurry seal on an additional include surface preparation and pavement strip...), 'Priority Status' (a dropdown menu), 'Project Component' (Construction), and 'Reporting Period' (FY 19/20).

Expenditure Report – Verify, Edit, Delete and Review Projects

Step 1 – To View/Edit Projects, Select the “Eye” Icon in Manage Expenditures page



Step 2 – Edit Reportable Project Detail.



Step 2a – Deleting a linked project:

Tip: Previous Fiscal Year information cannot be deleted; only current information entered can be deleted and adjusted

Step 1: Select "Undo"

Step 2: Select "View" for the FY 19/20 Project

Step 3: Once in the Project Status and Expenditure page, scroll to the bottom and select "Delete". This will reset a project reported and return it and any linked projects to the Project Reporting list

DELETE - Are you sure?

To delete a project with no linked project(s):
 If the project has no Related Proposed Projects to Undo or is New but current FY information has been entered, then the Delete button needs to be selected to remove the project

Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity	Fiscal	PPNo	Project Title	RP Type
View 17/18	Construction	In Progress	\$			Pomona Street Pedestrian Safety Improvement Project - Phase II	Original
View 18/19	Construction	In Progress	\$			Pomona Street Pedestrian Safety Improvement Project - Phase II	Original
View 19/20	Construction	In Progress	\$ 50,000.00	19/20	PP002	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original Undo

Reporting Year	Costs
19/20	\$ 190.00

Step 1 – Edit the Project Component

***Project Type ?**
Road Maintenance & Rehabilitation

If "Other" is selected, please explain ?
0

***Project Component**

- Pre-Construction
- Construction
- Pre-Construction and Construction
- Procurement/Operational Needs

***Project Description**
ADA Curb Ramp Rehab/Repair (Existing)

Project Component selections are on the View Reportable Project page

If the Project Component was reported incorrectly and was Saved, then the component will need to be started over as the program doesn't allow edits once saved

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
View	17/18	Construction	In Progress	\$ 40,000.00
View	18/19	Construction	In Progress	\$ 394,149.00
View	19/20	Construction	In Progress	\$ 50,000.00

Related Proposed Projects

Fiscal Year	PPNo	Project Title	RP Type
17/18	PP004	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original
18/19	PP006	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original
19/20	PP002	Pomona Street Pedestrian Safety Improvement Project - Phase II	Original Undo

Step 1a – Edit the Project Component, select "View".

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
View	17/18	Construction	In Progress	\$ 40,000.00
View	18/19	Construction	In Progress	\$ 394,149.00
View	19/20	Construction	In Progress	\$ 50,000.00

TIP: When the wrong Component still appears, there is no way to edit the field. The project Detail must be deleted

Select the "View" button for FY 19/20

PROJECT STATUS AND EXPENDITURE

Project Title
3rd St from Jackson to C Street

Project Description
This project will include: Grind and Overlay - 680' x 25' Grind and Overlay and 10 Handicap upgrades

***Priority Status**
Carried Over

Project Component
Pre-Construction

Reporting Period
FY 18/19

***Estimated Project Start**
08/02/2019

Estimated Completion
12/31/2019

FY 17/18 RMRA Funds Previously Reported as Spent on Project

Project Cost

Additional Information

Select Delete

DELETE - Are you sure?

System will return you to the View Reportable Project Detail page after selecting "OK"

Edit Delete Back

Step 1c – Change Component and then “Add” FY Project Detail

***Project Type ?**
Road Maintenance & Rehabilitation

If "Other" is selected, please explain ?
0

***Project Component**

- Pre-Construction
- Construction
- Pre-Construction and Construction
- Procurement/Operational Needs

***Project Description - This project will include:**

- ADA Curb Ramp Rehab/Repair (Existing)
- ADA Curb Ramp Installation (New)

Other
Grind and Overlay - 680' x 25' Grind and Overlay and 10 Handicap upgrades

Click the Edit button at the bottom of the page. This will enable the page to allow changes to be made to the Project Component area. Save the page once edits have been completed

Status and Expenditure Detail by Reporting Year

	Reporting Year	Component	Priority Status	Total RMRA Expenditure Activity
View	18/19	Pre-Construction	In Progress	\$ 1,000.00
View	18/19	Construction	Carried Over	\$ 0.00
Add	19/20			Not yet reported

Related Proposed Projects

Fiscal Year	PPNo	Project Title	RP Type
19/20	PP001	test	Original Undo

Then select "Add" for FY 19/20 Reporting Year in the Status and Expenditure Detail field

Step 1d – Enter the Applicable Status and Related Expenditure Detail based on Project Activity in the Reporting FY

PROJECT STATUS AND EXPENDITURE

Fields marked with * are required

Project Title
Downtown Pavement

Project Description
This project will include: Cost Estimating

***Priority Status**

Project Component
Procurement/Operational Needs

Reporting Period
FY 19/20

RMRA Funds Previously Reported as Spent on Project
\$ 0.00

***Additional Information**

The updated Component will appear. Enter relevant project detail and select "Save and Continue"

[Save and Continue](#)

TIP: If the Project Component has **NOT** changed, then the project needs to be unlinked and deleted

Expenditure Report – Submit and Print

Step 1 – Select “Submit” in the Manage Expenditure page

Step 1 – Click Submit

TIP: If all required FY 18/19 and FY 19/20 projects were correctly reported on, and the FY RMRA Expenditures in the Agency Intake page aligns with Project RMRA Expended, the system will allow you to successfully submit the Report

Submit

Step 2 – Next Page click Submit if no more edits are required

SUBMIT EXPENDITURE REPORT

LSR-C7-FY19/20-5110-001

Are you sure you want to submit this expenditure report for review?

Submit **Cancel**

Step 2 – Successful Report Submission

TIP: Once the Report has been successfully submitted, the yellow yield icon will change to a blue clock

After successful submission, all edit capabilities will be disabled. Should you need to revise any project detail, contact LSR staff at LSR@catc.ca.gov

Report Created

Report Submitted

Report Approved

PROJECTS

RPNO #	Component	Title	RP Desc.	RP Location	RP Type	Priority Status	RMRA Expended	View...
RP001	Construction	Edwards Street Rehab...	This project will inclu...	Edwards St, from Mai...	Original	No Longer RMRA Fund...		
RP002	Procurement/Operati...	Downtown Pavement	This project will inclu...	Carpenter road and 3...	Original	In Progress	\$34,324	
RP012	Construction	ABC 2019	This project will inclu...	2 mile section along B...	Original	In Progress	\$75,434	

Step 3 – Print Expenditure Report

Local Streets and Roads Program
Manage Expenditure Reports
LSR 2019/20

EXPENDITURE REPORTS

- LSR-2018-5110
City of Winters
- LSR-C2-FY18/19-5130-001
City of Winters
- LSR-C7-FY19/20-5130-001
City of Winters

LSR-C7-FY19/20-5110-001

Agency
City of Winters

Address
123

Contact
Mary

Phone
(123) 456-7890

More **View Files** **Create PDF**

PROJECTS

RPNO #	Component	Title	RP Desc.	RP Location	RP Type	Priority Status	RMRA Expended	View
RP001	Construction	Edwards Street Rehab...	This project will inclu...	Edwards St, from Mak...	Original	No Longer RMRA Fund...		
RP002	Procurement/Operati...	Downtown Pavement	This project will inclu...	Carpenter Road and 3...	Original	In Progress	\$34,324	
RP003	Construction	ABC 2019	This project will inclu...	2 mile section along 2...	Original	In Progress	\$75,404	

Expenditure Report

LSR-C7-FY19/20-5110-001

FY 19/20

The PDF provides Agency information, and individual reported project detail including a tally of project Types and Components

Expenditure Report Details

Program	Agency	Date Created	Date Submitted	Date Approved
Local Streets and Roads Program	City of Winters	09/10/2020	10/02/2020	
Address	City	State	Zip Code	
123	123	CA	12345	
Contact	Contact Title			
Mary	test			
Contact Phone	Contact Email			
(123) 456-7890	cto@fake.com			
Avg. Network PCI	Measurement Date			
FY RMRA Apportionment Received w/ Interest	Total RMRA Apportionment Available w/ Interest	Total RMRA Expended		
\$150,000	\$150,000	\$100,758		

Project Details

Proposed Projects	Completed	In Progress	Carried Over	Future Forecasted	No Longer RMRA Funded	New
2	0	2	1	0	0	1

RPNO	Title	Description	Location	RP Type	Component	Priority Status	RMRA Expended
RP001	MacArthur Blvd and University Dr Pavement Rehab	This project will include Pavement Rehab/Repair (Existing), Paving and/or Striping Rehab/Repair (Existing Safety). This project grinds and overlays sections of MacArthur Boulevard and University Drive with roller-compacted asphalt concrete. Reconstruction of deteriorated concrete intersections is also included.	MacArthur Boulevard from Bonita Canyon Road to DR 73 and University Drive from Janineve Road to State Route 73.	ORIGINAL	Construction	Carried Over	\$0
RP002	Slurry Seal	This project will include Pavement Improvement (New), Pavement Rehab/Repair (Existing)	More Blvd - Anderson Ave	NEW	Construction	In Progress	\$10,200
RP004	San Joaquin Hills Road Pavement Rehabilitation	This project will include Pavement Improvement (New), Paving and/or Striping Installation (New Safety), Paving and/or Striping Rehab/Repair (Existing Safety). This project involves grinding and overlaying the existing asphalt concrete pavement with roller-compacted asphalt concrete. Deteriorated concrete intersections will also be reconstructed. Intersected utilities will be adjusted to grade. The new pavement will also be installed. Final design is scheduled to be completed by Summer of 2019 and construction will be completed by Winter 2020. The estimated useful life of this project is 10 years minimum.	The project is located on San Joaquin Hills Road from Janineve Road to MacArthur Boulevard.	ORIGINAL	Construction	In Progress	\$491,152

25 | Page

Last Updated March 9, 2021

Troubleshooting – Error Messages

Error 1 – Total Current FY and Prior FY (if applicable) RMRA Expenditures identified in the Agency Intake page does not align with the RMRA Expended for Completed and In-Progress Projects.

SUBMIT EXPENDITURE REPORT

LSR-C7-FY19/20-5110-001

The following errors must be corrected before this Expenditure Report can be submitted:

- Total of RMRA Expenditure Activity for Projects does not match Total RMRA Expenditure Activity on Expenditure Report
- Total of Projects' Accrued Costs for one or more Fiscal Years does not match the total on the Expenditure Report

[Back](#)

TIP: Correcting RMRA Expenditures will enable Reports to be successfully submitted. If the Total RMRA amount(s) spent in the Intake Page does not match the individual project totals entered, then these errors will appear. If a Future FY amount has been entered, ensure they are reflected in both the Intake Page and the individual project(s)

Error 2 – FY Projects required for reporting are not yet complete.

SUBMIT EXPENDITURE REPORT

LSR-C7-FY19/20-5110-001

The following errors must be corrected before this Expenditure Report can be submitted:

- Project Reporting is incomplete. You must report the status of all Proposed Projects.

[Back](#)

TIP: If this error appears, ensure all FY 18/19 and/or FY 19/20 projects are reported on in the Project Reporting tab.

If this error message continues to appear, return to the Dashboard and click the View Reportable Projects. Any projects with red text "Not yet Reported On", click the blue RP number in the middle to continue reporting on the project

Program Resources

California Transportation Commission Resources: -

- [Local Streets and Roads Funding Program](#)
- [2021 Local Streets and Roads Funding Program Reporting Guidelines](#)
- [CalSMART Website](#)
- Statute - Streets and Highways Code Chapter 2, Division 3, [Sections 2030 – 2038](#)

League of California Cities Resources:

- [The League of California Cities](#)
- [SB 1 Local Streets and Roads Program Funding Fiscal Year Projections](#)

California State Association of Counties Resources:

- [California State Association of Counties](#)

State Controller's Office Resources:

- SB 1 Road Maintenance and Rehabilitation Account Funding [Frequently Asked Questions](#).
- SB 1 Local Streets and Roads Fiscal Year-to-Date Apportionments for [Cities](#) and [Counties](#).

Please send all reporting questions to LSR@catc.ca.gov