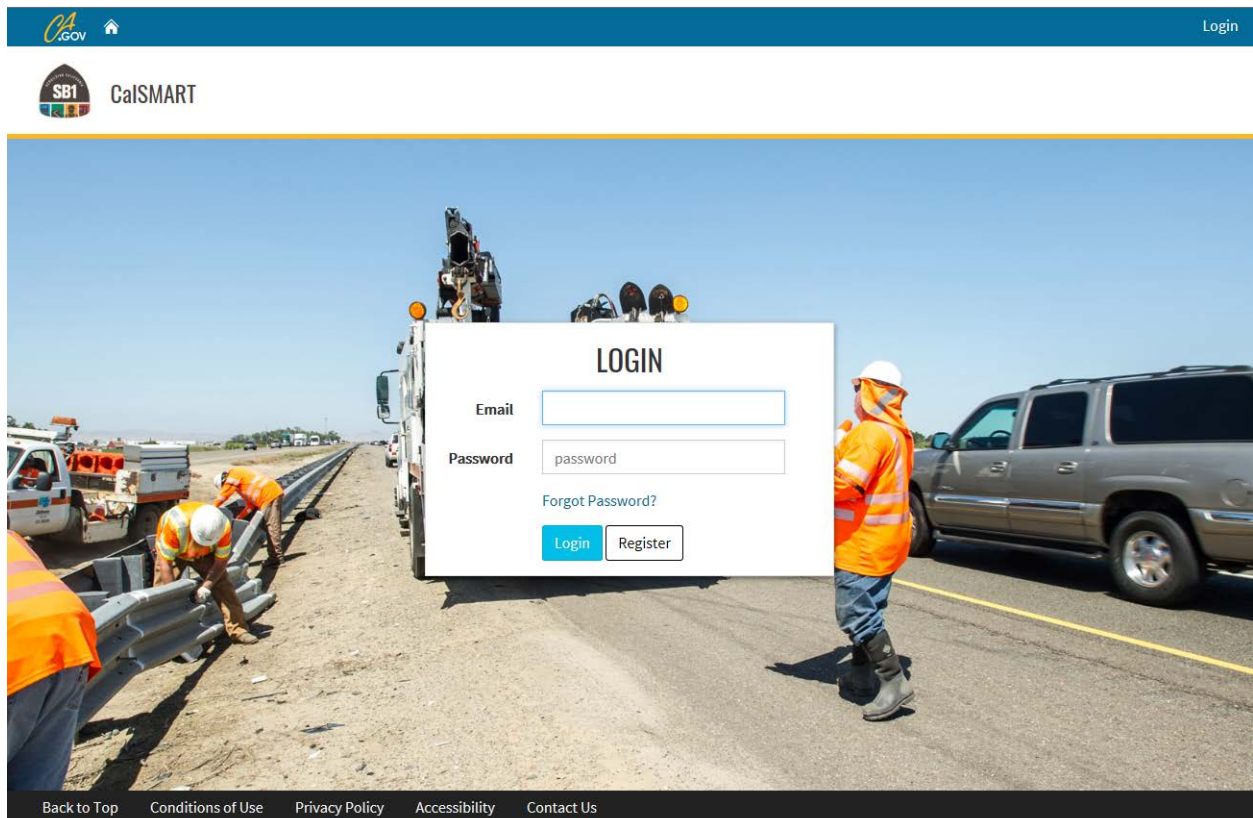




# Local Streets and Roads Program



## Annual Project Expenditure Report Online User Guide

Fiscal Year 2017-2018

**Local Streets and Roads Funding Program  
Annual Project Expenditure Report  
Online User Guide**

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 [2019 Local Streets and Roads Funding Program Reporting Guidelines](#) and reporting criteria reference document “[Online Reporting Tool Instructions](#)” require those cities and counties which received fiscal year apportionments to include a status update on all projects proposed for that fiscal year’s 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 was made available on August 31, 2018.

All related reporting and program training materials, access to [CalSMART](#), and the adopted [2019 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 2017-18 project expenditure report due **October 1, 2018**.

The project expenditure reporting tool, [CalSMART](#), was developed using the proposed project list submittals that the Commission received for Fiscal Year 2017-18 Program Funding Eligibility. For each year a city or county is deemed eligible and receives 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 email Alicia Sequeira Smith, Local Streets and Roads Program Manager at [Alicia.Sequeira@catc.ca.gov](mailto:Alicia.Sequeira@catc.ca.gov).

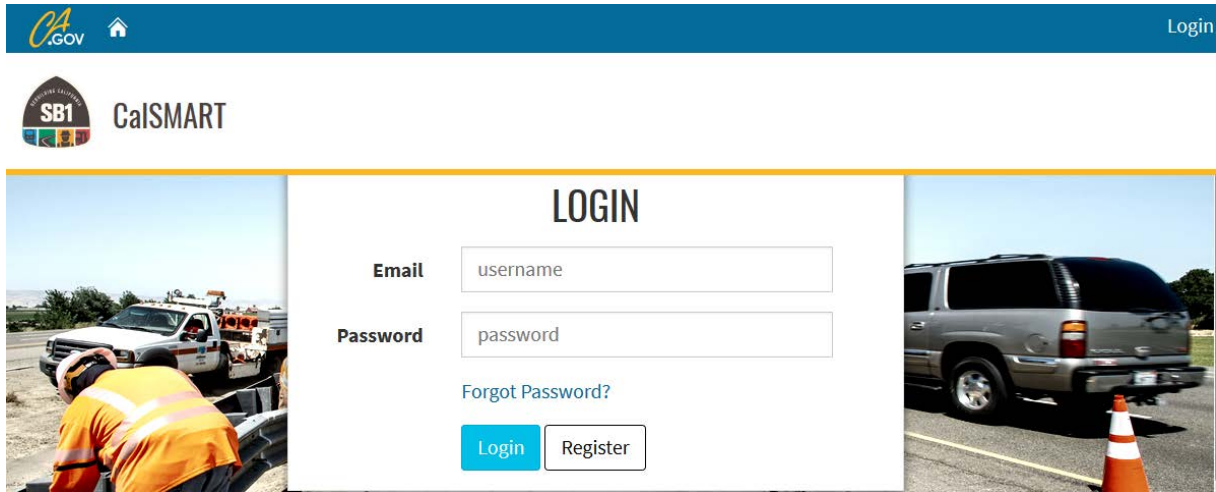
All questions or requests for technical assistance regarding the online reporting system [CalSMART](#), email the Local Streets and Roads Program inbox at [LSR@catc.ca.gov](mailto:LSR@catc.ca.gov).

**Local Streets and Roads Funding Program  
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**Step 1** – Register/Log into the CalSMART Reporting Tool. If you have already registered into the system when it was referred to as the “SB1 Program Project Intake Tool”, the account information has been transferred and the user does not need to register again.

Below is the CalSMART reporting system link.

<https://calsmart.dot.ca.gov/login/auth>



**Step 1(a) - Register User**

Please fill out the form to register for an account.

**All fields are required**

<b>First Name</b>	<input type="text"/>	<b>Last Name</b>	<input type="text"/>
<b>Email</b>	<input type="text"/>	<b>Phone Number</b>	<input type="text"/>
<b>Job Title</b>	<input type="text"/>		
<b>Agency (type to filter list)</b>	<input type="text"/>		
<b>Password</b>	<input type="text"/>	<b>Confirm Password</b>	<input type="text"/>
<p>Passwords must be between 8 and 64 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol (!@#\$\$%^&amp;)</p>			
<b>Submit</b>			

The email entered in this field will be the username for the account created and the security verification method used prior to approving the account.

Each email registered is only allowed access to one agency. If a consultant is accessing the system on behalf of multiple agencies, they will need to use a different email for each.

**Local Streets and Roads Funding Program  
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**Step 1(b) - Registration Confirmation and Completion**

**From:** CalSMART Notification [mailto:no-reply@dot.ca.gov]  
**Sent:** Monday, August 20, 2018 8:57 AM  
**To:** Account Email Entered @ Registration  
**Subject:** Account Request Received

Hi "Registrant's First Name"

You (or someone claiming to be you) have completed the first step in creating an SB 1 Programs Project Intake Tool account with this email address.

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

Please note, **DO NOT** attempt to login until you have received an "Account Approved" email from us. Attempting to login before you receive this email could lock your account. If you have any questions as to the status of your account approval please email [CTC@catc.ca.gov](mailto:CTC@catc.ca.gov)

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Prior to being granted access to the system each registrant will receive an email to verify their account request. In order for the Administrator to receive your registration request and approve you in the system you must click the "here" link in the email.  
\*DO NOT ATTEMPT TO LOGIN AFTER CLICKING THE LINK

**Step 1(c) - Account Approval**

Once the "Administrator" has approved your account you will receive the following email. You will now have "Login" access to the system.


**From:** CalSMART Notification [mailto:no-reply@dot.ca.gov]  
**Sent:** Monday, August 20, 2018 8:59 AM  
**To:** Changizi, Elika@CATC <Elika.Changizi@catc.ca.gov>  
**Subject:** Account Approved


Hi Elika,


Your SB1 Programs Project Intake Tool account has been approved. Click [here](#) to login.

**Step 2** – Once registered and successfully logged into the CalSMART Site you will be taken to the system "Dashboard". Select the "Reporting" Tab.

Dashboard Alicia Smith  
Mono County

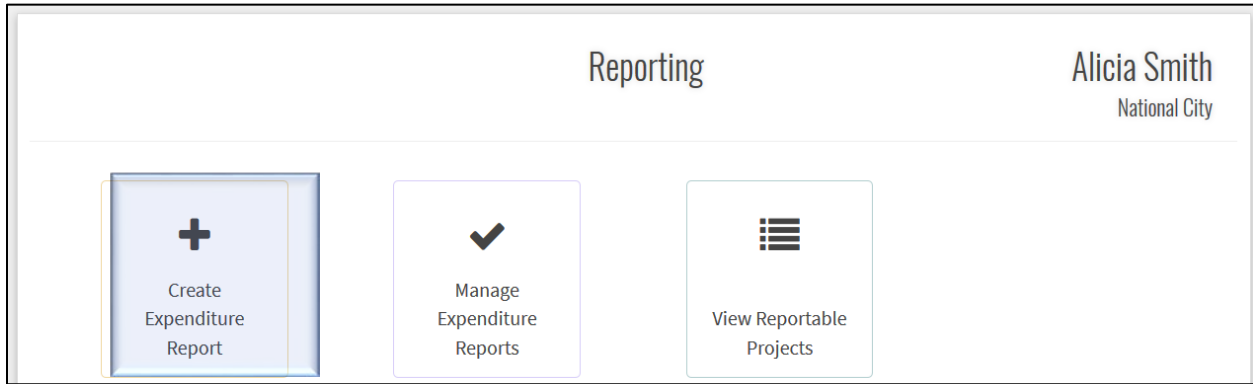
  
Proposed Project Submittals

  
Reporting

  
My Profile

# Local Streets and Roads Funding Program Annual Project Expenditure Report Online User Guide

**Step 3** – Select the “Create Expenditure Report” Tab.



**Step 4 – New Expenditure Report**

Update all agency contact information as necessary. Agencies will enter the actual Fiscal Year Apportionment Amounts Received and Expended in this form. Reporting fields in red on the expenditure specific detail required.

### NEW EXPENDITURE REPORT

Fields marked with \* are required

<b>Program</b>		<b>Agency Name</b>		<b>LoCode</b>	
Local Streets and Roads Program		Mono County		5947	
<b>Submittal Title</b>			<b>Reporting Period</b>		
LSR-2018-5947			FY 17/18		
<b>*Agency Address</b>		<b>*City</b>		<b>State</b>	<b>*Zip Code</b>
P.O. Box 457		Bridgeport		CA	93517
<b>*Agency Contact</b>			<b>*Agency Contact Title</b>		
Garrett Higerd			County Engineer		
<b>*Agency Contact Phone</b>			<b>*Agency Contact Email Address</b>		
(760) 924-1802			ghigerd@mono.ca.gov		

FY RMRA Apportionment Received

<b>Funding FY</b> 17/18	<b>*Original RMRA Estimate</b>	<b>FY RMRA Apportionment Received January-June, 2018</b>	<b>FY RMRA Apportionment Received July-August, 2018</b>	<b>Total FY RMRA Apportionment Received</b>
	\$	\$	\$	\$ 0.00

FY RMRA Expenditure Activity

<b>*Accrued Costs Expended from FY RMRA Apportionment Received</b>	<b>Accrued Costs Expended from Future FY RMRA Apportionment Reimbursement</b>	<b>Total RMRA Expenditure Activity (Total costs accrued from July 1 to June 30)</b>
\$	FY <input type="text" value="YY/YY"/> Costs \$ <input type="text"/>	\$ 0.00

Average Network PCI:  Measurement Date:  2017

Select Files to Upload ?  
pdf, doc/docx, and xls/xlsx only  
 No files selected.

**\*Summary of FY RMRA Activity and Project Priority Changes**

Select “Save and Continue” when complete. You will then be taken to the “Project Reporting” list. This is a replica of the “Original Proposed Project Lists” submitted by each City/County.

## Local Streets and Roads Funding Program Annual Project Expenditure Report Online User Guide

### Step 5 – Project Reporting

The “Project Reporting Page” will generate once “Step 4” is completed. Below is a replica of the “Proposed Project List” for the reporting fiscal year. **Each project** that appeared on the Proposed Project List **must** be accounted for prior to submitting the report. The system will not allow a user to submit until all projects are accounted for and the required information is provided. The agency can initiate the proposed project detail reporting by selecting a project or projects. The reporting actions below (Report, Consolidate, Split, and No Longer RMRA Funded) will become active once, at least, one project from the list is selected.

PROJECT REPORTING							
<input type="checkbox"/>	PP037	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1800 feet of roadway	151st Ave between E 14th St and Freedom Ave	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP038	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1700 feet of roadway	152nd Ave between E 14th St and Fairmont Dr	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP039	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1400 feet of roadway	153rd Ave between E 14th St and Fairmont Dr	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP040	Resurfacing of Various Roadways in Alameda County	Resurface approximately 800 feet of roadway	155th Ave between E 14th St and Plaza Dr	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP041	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1500 feet of roadway	Blossom Wy between SPT CO and Western Blvd	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP042	Resurfacing of Various Roadways in Alameda County	Resurface approximately 800 feet of roadway	Boston Rd between Alden Rd and Hampton Rd	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP043	Resurfacing of Various Roadways in Alameda County	Resurface approximately 2500 feet of roadway	Cherry Wy between Meekland Ave and Western Blvd	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP044	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1700 feet of roadway	Crescent Ave between N Third St and A St	Road Maintenance & Rehabilitation	03/2018	12/2018

Report
Consolidate Projects
Split Project
No Longer RMRA Funded

### Step 5(a) – Reporting Actions (Report, Split, and No Longer RMRA Funded)

Selecting a single project allows one of the designated reporting actions to be selected, initiating the project specific expenditure report.

<input type="checkbox"/>	PP039	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1400 feet of roadway	153rd Ave between E 14th St and Fairmont Dr	Road Maintenance & Rehabilitation	03/2018	12/2018
<input checked="" type="checkbox"/>	PP040	Resurfacing of Various Roadways in Alameda County	Resurface approximately 800 feet of roadway	155th Ave between E 14th St and Plaza Dr	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP041	Resurfacing of Various Roadways in Alameda County	Resurface app	CO and Western Blvd	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP042	Resurfacing of Various Roadways in Alameda County	Resurface app	Rd and Hampton Rd	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP043	Resurfacing of Various Roadways in Alameda County	Resurface appro	ekland Ave and Western Blvd	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP044	Resurfacing of Various Roadways in Alameda County	Resurface appro	Third St and A St	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP045	Resurfacing of Various Roadways in	Resurface appro	ines Rd and MM 3.9	Road Maintenance &	03/2018	12/2018

Report
Consolidate Projects
Split Project
No Longer RMRA Funded

If “Split” is selected the following message appears.

Split into how many projects?

2

Select “**Report**” – when the original proposed project listed is to be reported on without needing to be consolidate, split, or removed as it is no longer RMRA funded.

Select “**Split**” – If the original project listed was split into two or more projects for development or delivery. (i.e. Project listed as construction but all work and expenditures in the FY were for the “pre-construction” component.)

Select “**No Longer RMRA Funded**” – When a Proposed Project will no longer utilize RMRA Local Streets Program Funding. Jurisdictions have the ability to make Proposed Project changes but the changes must be reflected in the expenditure report.



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**Step 5(b) – Reporting Action (Consolidate)**

Selecting two or more projects unlocks the “Consolidate” reporting action. Once the reporting action is selected the project specific expenditure report will then be initiated.

PROJECT REPORTING							
<input checked="" type="checkbox"/>	PP031	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 1300 feet of roadway	Via Arriba between Bockman Rd and 221' NW Hacienda Ave	Road Maintenance & Rehabilitation	03/2018	12/2018
<input checked="" type="checkbox"/>	PP032	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 600 feet of roadway	Via Arriba between Paseo Grande and 184' SE Via Mercado	Road Maintenance & Rehabilitation	03/2018	12/2018
<input checked="" type="checkbox"/>	PP033	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 700 feet of roadway	Via Arriba between 184' SE Via Mercado and 105' SE Via Manzanias	Road Maintenance & Rehabilitation	03/2018	12/2018
<input checked="" type="checkbox"/>	PP034	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 600 feet of roadway	Via Arriba between 105' SE Via Manzanias and 221' NW Hacienda Ave	Road Maintenance & Rehabilitation	03/2018	12/2018
<input checked="" type="checkbox"/>	PP035	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 1020 feet of roadway	Via Piedras between Hacienda Ave and Via Manzanias	Road Maintenance & Rehabilitation	03/2018	12/2018
<input checked="" type="checkbox"/>	PP036	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 200 feet of roadway	Via Rosas between Via Aires and N to end	Road Maintenance & Rehabilitation	03/2018	12/2018
<input checked="" type="checkbox"/>	PP037	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1800 feet of roadway	151st Ave between E 14th St and Freedom Ave	Road Maintenance & Rehabilitation	03/2018	12/2018
<input type="checkbox"/>	PP038	Resurfacing of Various Roadways in Alameda County	Resurface approximately 1700 feet of roadway	152nd Ave between E 14th St and Fairmont Dr	Road Maintenance & Rehabilitation	03/2018	12/2018

Report
Consolidate Projects
Split Project
No Longer RMRA Funded

Jurisdictions will want to consolidate those projects that may have been listed individually by each segment/location to be performed instead of grouped under one contract or annual maintenance effort performed by the jurisdiction.

For example, if a jurisdiction reported 40 projects but 30 of the projects listed were to all be performed under one contract; those projects should be consolidated. All 30 of those projects would only have to be reported on Alameda one time, with information entered only once instead of 30 separate entries.

**Step 6 – Create Reportable Project**

Once projects are selected and the reporting action is chosen, the Create Reportable Project form will be generated. Depending on the reporting action chosen, specific project detail will be transferred from the original proposed project into this field. Once all fields are entered and updated select “Save and Continue”.

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

# Local Streets and Roads Funding Program Annual Project Expenditure Report Online User Guide

## Step 6(a) – Create Reportable Project (Detail)

When a project is chosen from the “Project Reporting” list, some of the original project detail entered transfers over in an effort to reduce user redundancy.

### CREATE REPORTABLE PROJECT

Fields marked with \* are required

<p><b>*Project Title</b></p> <input style="width: 90%;" type="text" value="Storm Water Drainage"/>	<p><b>Project ID (if any)</b></p> <input style="width: 90%;" type="text" value="ed092119"/>								
<p><b>*Project Type ?</b></p> <div style="border: 1px solid gray; padding: 2px;">Other</div>	<p><b>If "Other" is selected, please explain ?</b></p> <input style="width: 90%;" type="text" value="Improvement"/>								
<p><b>*Project Description ?</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 40px;">Stormwater Drainage Improvement</div>	<p style="text-align: center;"><b>Legislative Districts</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>*State Senate</b></td> <td style="width: 50%;"><b>*State Assembly</b></td> </tr> <tr> <td><input style="width: 90%;" type="text" value="3"/></td> <td><input style="width: 90%;" type="text" value="11"/></td> </tr> <tr> <td colspan="2"><b>*US Congressional</b></td> </tr> <tr> <td colspan="2"><input style="width: 90%;" type="text" value="15"/></td> </tr> </table>	<b>*State Senate</b>	<b>*State Assembly</b>	<input style="width: 90%;" type="text" value="3"/>	<input style="width: 90%;" type="text" value="11"/>	<b>*US Congressional</b>		<input style="width: 90%;" type="text" value="15"/>	
<b>*State Senate</b>	<b>*State Assembly</b>								
<input style="width: 90%;" type="text" value="3"/>	<input style="width: 90%;" type="text" value="11"/>								
<b>*US Congressional</b>									
<input style="width: 90%;" type="text" value="15"/>									
<p><b>*Project Location ?</b></p> <input style="width: 90%;" type="text" value="Broadway Road"/>	<p style="text-align: center;"><b>Estimated Useful Life</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>*Min</b></td> <td style="width: 50%;"><b>*Max</b></td> </tr> <tr> <td><input style="width: 90%;" type="text" value="15"/></td> <td><input style="width: 90%;" type="text" value="20"/></td> </tr> </table>	<b>*Min</b>	<b>*Max</b>	<input style="width: 90%;" type="text" value="15"/>	<input style="width: 90%;" type="text" value="20"/>				
<b>*Min</b>	<b>*Max</b>								
<input style="width: 90%;" type="text" value="15"/>	<input style="width: 90%;" type="text" value="20"/>								
<p><b>Additional Project Elements ?</b></p> <p><b>* Does project include element(s) as described in SHC 2030 (c)-(f)?</b> <input type="button" value="Yes"/></p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Sustainability ?</td> <td><input type="checkbox"/> Technologies ?</td> </tr> <tr> <td><input checked="" type="checkbox"/> Climate Change ?</td> <td><input type="checkbox"/> Complete Streets ?</td> </tr> </table>	<input type="checkbox"/> Sustainability ?	<input type="checkbox"/> Technologies ?	<input checked="" type="checkbox"/> Climate Change ?	<input type="checkbox"/> Complete Streets ?	<p><b>Description of Elements (optional)</b></p> <div style="border: 1px solid gray; padding: 5px; min-height: 20px;">0</div>				
<input type="checkbox"/> Sustainability ?	<input type="checkbox"/> Technologies ?								
<input checked="" type="checkbox"/> Climate Change ?	<input type="checkbox"/> Complete Streets ?								

## Step 7 – Project Status and Expenditure

In this form agencies will chose from a “Project Status” dropdown menu, providing the options indicated below.

### PROJECT STATUS AND EXPENDITURE

Fields marked with \* are required

<p><b>Project</b></p> <input style="width: 95%;" type="text" value="Slurry Seal of Various Roadways in Alameda County"/>	<p><b>Reporting Period</b></p> <input style="width: 95%;" type="text" value="FY 17/18"/>
<p><b>*Priority Status</b></p> <div style="border: 1px solid gray; padding: 2px; width: 100%;"> <input style="width: 90%;" type="text"/> ▼         </div>	<div style="border: 1px solid black; padding: 5px;"> <p>Select the applicable “Priority Status” (Completed, In Progress, Carried Over, Forecasted, or No Longer RMRA Funded) for the reportable project. Once selected the applicable Project Expenditure Form will appear below.</p> </div>



**Local Streets and Roads Funding Program  
Annual Project Expenditure Report  
Online User Guide**

**Step 7(a) – Project Status and Expenditure**

In this form agencies will chose from a “Project Status” dropdown menu. Make sure to select the applicable “Project Component” for the project being reported. If “Project Status” is Complete, the applicable outputs/outcomes will generate at the bottom of the form.

**PROJECT STATUS AND EXPENDITURE**  
Fields marked with \* are required

<b>Project</b> <input type="text" value="Slurry Seal of Various Roadways in Alameda County"/>		<b>Reporting Period</b> <input type="text" value="FY 17/18"/>
<b>*Priority Status</b> <input type="text" value="Completed"/>	<b>*Project Component</b> <input type="text"/>	
<b>FY RMRA Expenditure Activity</b>		
<b>*Accrued Costs Expended from FY RMRA Apportionment Received</b>	<b>Accrued Costs Expended from Future FY RMRA Apportionment Reimbursement</b>	<b>Total RMRA Expenditure Activity (Total costs accrued from July 1 to June 30)</b>
<input type="text" value="\$"/> <input type="text"/>	FY <input type="text" value="YY/YY"/> <input type="text" value="Costs"/> <input type="text" value="\$"/>	<input type="text" value="\$"/> <input type="text" value="0.00"/>
<b>Award Date (if applicable)</b> <input type="text"/>	<b>*Project Start</b> <input type="text"/>	<b>*Original Project Cost Estimate</b> <input type="text" value="\$"/>
<b>*Completion Date</b> <input type="text"/>	<b>*Total Project Cost</b> <input type="text" value="\$"/>	<b>Additional Information Project Costs</b> <input type="text"/>

Users should keep track of the Expended RMRA amounts entered on all In Progress and Completed projects, as those combined totals must match the annual Total RMRA Expenditure Activity Amount that was entered on the “New Expenditure Report” form.

The system will generate an error message at the time of submittal if the combined totals do not match (see Step 12[b]).

## Local Streets and Roads Funding Program Annual Project Expenditure Report Online User Guide

### Step 7(b) – Project Status and Expenditure (Completed Projects Only)

Completed projects must provide “Outputs/Outcomes” relevant to the “Project Component” selected for the completed project. Below is a sample of the Outputs/Outcomes list applicable for the “Pre-Construction” component.

Project Outputs/Outcomes		
Select all that apply (at least one required)		
Pre-Construction	Unit	Quantity (required if Unit is indicated)
<input type="checkbox"/> Environmental		<input type="text"/>
<input type="checkbox"/> Right of Way		<input type="text"/>
<input type="checkbox"/> Cost Estimating		<input type="text"/>
<input type="checkbox"/> Preliminary Design		<input type="text"/>
<input type="checkbox"/> Needs Assessment		<input type="text"/>
<input type="checkbox"/> Feasibility Study		<input type="text"/>
<input type="checkbox"/> Maintenance Program Plan Development		<input type="text"/>
<input type="checkbox"/> Scope Development and Document Prep		<input type="text"/>
<input type="checkbox"/> Projects Advanced by	Years	<input type="text"/>
<input type="checkbox"/> If the pre-construction activity reported is for more than one project, please provide the number of potential projects.	Count	<input type="text"/>
<input type="checkbox"/> Was the pre-construction activity for a project that will utilize RMRA funding in its construction delivery?		<input type="text"/>
<input type="checkbox"/> Was the pre-construction component activity above for the rehab/repair of existing pavement or structure?		<input type="text"/>
<input type="checkbox"/> Was the pre-construction component activity above for a new improvement or installation?		<input type="text"/>
<input type="checkbox"/> Was the pre-construction activity for a project consisting of both rehab/repair of existing pavement or structure and for a new improvement or installation?		<input type="text"/>
<b>Additional Information</b>		
<input style="width: 100%; height: 100%;" type="text"/>		
<a href="#" style="background-color: #00a0e3; color: white; padding: 5px 15px; text-decoration: none; border-radius: 3px;">Save and Continue</a>		

Users must select at least one “Output/Outcome” in order to submit this form and complete the project specific detail reporting for that project.

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**Step 8** – Once the Project Status and Expenditure Form is successfully completed and the user has selected “Save and Continue”, the system will take you back the “Project Reporting” list page. Users will continue to report on the listed projects in that page until all projects no longer have a checkbox.

PROJECT REPORTING							
Select	ProjectID	Title	Description	Location	Project Type	Pre-Con.	Con.
	PP001	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 800 feet of roadway	Crow Canyon Place between Crow Canyon Rd S to end	Safety	03/2018	12/2018
	PP002	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 1600 feet of roadway	Eden Canyon Rd between M 2.407 and NE to end	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP003	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 400 feet of roadway	Harmony Ct between Harmony Dr and Harmony Dr	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP004	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 2200 feet of roadway	Harmony Dr between Paradise Blvd and Paradise Blvd	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP005	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 700 feet of roadway	Haven St between Harmony Dr and Paradise Blvd	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP006	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 700 feet of roadway	Kendall Wy between Westerman Ct and Ragland St	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP007	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 600 feet of roadway	Langton Wy between Paradise Blvd and E. Lewelling Blvd.	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP008	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 3200 feet of roadway	Paradise Blvd between Mission Blvd and E. Lewelling Blvd	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP009	Asphalt Rubber Seal of Various Roadways in Alameda County	Asphalt rubber street seal approximately 300 feet of roadway	Ragland St between E. Lewelling Blvd and Kendall Wy	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP010	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 700 feet of roadway	Westerman Ct between E. Lewelling Blvd and NW to end	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP011	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 800 feet of roadway	Buckeye Dr between Boulder Canyon Dr and Gold Creek Dr	Road Maintenance & Rehabilitation	03/2018	12/2018
	PP012	Slurry Seal of Various Roadways in Alameda County	Slurry seal approximately 500 feet of roadway	Canyon Oaks Ct between Boulder Canyon Dr and N	Road Maintenance & Rehabilitation	03/2018	12/2018

Report
Consolidate Projects
Split Project
No Longer RMRA Funded

**Step 9** – Once all of the listed projects in the “Project Reporting” page no longer have a checkbox, select the “Reporting” icon at the top of your screen. You will be taken to the Reporting Dashboard and will select “Manage Expenditure Reports”.

CalSMART TEST

Logged in as: [aliciasequeira@yahoo.com](mailto:aliciasequeira@yahoo.com)
Logout

Dashboard

Submittals

Reporting

Users

## Reporting

Alicia Smith  
Alameda County

Create Expenditure Report

Manage Expenditure Reports

View Reportable Projects

# Local Streets and Roads Funding Program Annual Project Expenditure Report Online User Guide

## Step 10 – Manage Expenditure Reports

Users will be able to access all projects that were reported on as well as add any new projects to be reported on if needed. This is also where users will want to verify all Fiscal Year 2017-18 Proposed Projects are accounted for with the appropriate information entered.

**Agencies can edit all information entered in the “New Expenditure Report” intake form.**

### Manage Expenditure Reports

LSR-2018-5933 LSR 17/18

<b>Program</b> Local Streets and Roads Program	<b>Agency</b> Alameda County	<b>Date Created</b> 08/22/2018	<b>Date Submitted</b> 08/23/2018
<b>Address</b> 123 ABC Street	<b>City</b> Hayward	<b>State</b> CA	<b>Zip Code</b> 94544
<b>Contact</b> Alicia Smith		<b>Title</b> Engineering & Transportation Program Manager	
<b>Phone</b> (555) 555-5555		<b>Email</b> alicia.sequeira@catc.ca.gov	
<b>Avg. Network PCI</b> 73		<b>Measurement Date</b> 3/2017	
<b>Original RMRA Estimate</b> \$ 5,946,906.00	<b>Total RMRA Apportionment</b> \$ 5,951,482.76	<b>Total RMRA Expended</b> \$ 6,001,482.76	
<b>RMRA Activity</b> We spent money			

More Edit View Files
Submit

## Track Agency List As Data Is Entered

Agencies will use this list to verify all of the original Proposed Projects are accounted for properly with the accurate project detail, status, and reporting action which appears under “RP Type” in this list.

Users will track original projects by their PPNo as project title and description may change. A Reportable Project Number (RPNo) will be assigned to each Reportable Project entered. In the PPNo column an N/A will appear for New Projects only.

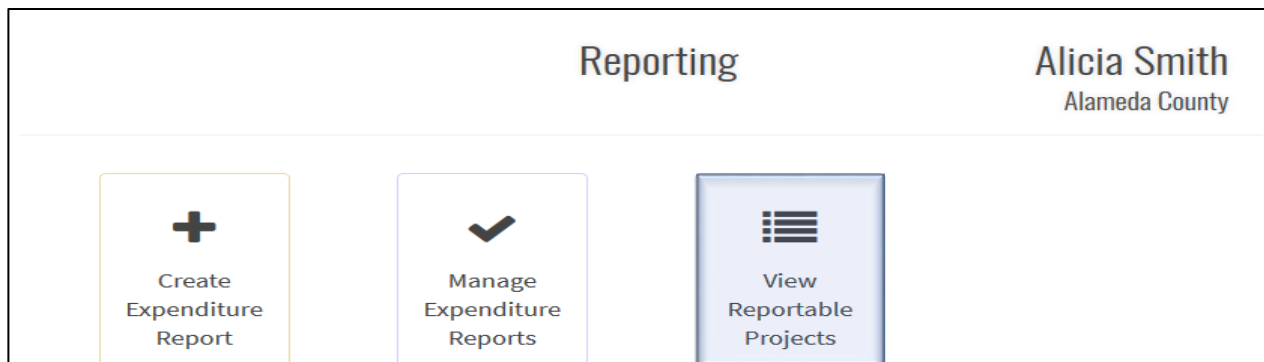
PROJECTS <span style="float: right;">Collapse ▾</span>							
RP...	PPNO	Title	RP Desc.	RP Type	RP Location	Priority St...	View/Edit
RP001	PP002	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP009	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP005	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP003	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP006	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP008	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP001	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP007	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP001	PP004	Annual 2018 - Asphalt Ru...	Asphalt rubber street seal appro...	Consolidated	Crow Canyon Place b...	Completed	
RP002	PP010	Slurry Seal of Various Ro...	Slurry seal approximately 700 fe...	Original	Westerman Ct betwe...	In Progress	
RP003	PP011	Slurry Seal of Various Ro...	Slurry seal approximately 800 fe...	Original	Buckeye Dr between ...	Completed	
RP004	PP012	Slurry Seal	Slurry seal approximately 500 fe...	Consolidated	Crow Canyon Place b...	Completed	

Project Reporting
Add Project

**Local Streets and Roads Funding Program  
Annual Project Expenditure Report  
Online User Guide**

**Step 11 – View Reportable Projects**

It is recommended that users do not select submit until you have verified the accuracy of the reportable projects.



**Step 11(a) – Understanding the Reportable Projects List**

The Reportable Project List view is a clean project list where “RPNOs” only appear once. For example, if you consolidated Proposed Projects 1-10 for a single reported project. Only the lowest numerical PPNO will be assigned to that RPNO. This list will allow Cities/Counties and the Commission to show what a more realistic project list submittal should look like moving forward. All reported Project Data is editable by clicking on the RPNO.

<b>Reportable Project List</b>								
<b>Agency</b>	<b>Program</b>	<b>Funding FY</b>	<b>Expenditure Report</b>	<b>PPNO</b>	<b>RPNO</b>	<b>Project Title</b>	<b>RP Type</b>	<b>Priority Status</b>
Alameda County	Local Streets and Roads Program	17/18	LSR-2018-5933	PP001	RP001	Annual 2018 - Asphalt Rubber Street Seal County Roadways	Consolidated	Completed
Alameda County	Local Streets and Roads Program	17/18	LSR-2018-5933	PP010	RP002	Slurry Seal of Various Roadways in Alameda County	Original	In Progress
Alameda County	Local Streets and Roads Program	17/18	LSR-2018-5933	PP011	RP003	Slurry Seal of Various Roadways in Alameda County	Original	Completed
Alameda County	Local Streets and Roads Program	17/18	LSR-2018-5933	PP012	RP004	Slurry Seal	Consolidated	Completed

**Local Streets and Roads Funding Program  
Annual Project Expenditure Report  
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**Step 12 – “Submit”**

Go back to the “Manage Expenditure Reports” tab. Select the green “Submit” tab below the general intake information and above the “Project” detail list. If there are any errors in the expenditure totals from the “New Expenditure Report” intake form and the expenditure amounts entered into the specific projects. The system should cancel your submittal and generate an error message.

Manage Expenditure Reports			
LSR-2018-5933		LSR 17/18	
<b>Program</b> Local Streets and Roads Program	<b>Agency</b> Alameda County	<b>Date Created</b> 08/22/2018	<b>Date Submitted</b> 08/23/2018
<b>Address</b> 123 ABC Street	<b>City</b> Hayward	<b>State</b> CA	<b>Zip Code</b> 94544
<b>Contact</b> Alicia Smith		<b>Title</b> Engineering & Transportation Program Manager	
<b>Phone</b> (555) 555-5555		<b>Email</b> alicia.sequeira@catc.ca.gov	
<b>Avg. Network PCI</b> 73		<b>Measurement Date</b> 3/2017	
<b>Original RMRA Estimate</b> \$ 5,946,906.00	<b>Total RMRA Apportionment</b> \$ 5,951,482.76	<b>Total RMRA Expended</b> \$ 6,001,482.76	
<b>RMRA Activity</b> We spent money			
<a href="#">More</a> <a href="#">Edit</a> <a href="#">View Files</a>			<input type="button" value="Submit"/>

**Step 12(a) – User Submittal Confirmation Action**

## SUBMIT EXPENDITURE REPORT

### LSR-2018-5947

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

**Step 12(b) – Submittal Error Notice**

## SUBMIT EXPENDITURE REPORT

### LSR-2018-5421

**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



# Local Streets and Roads Funding Program Annual Project Expenditure Report Online User Guide

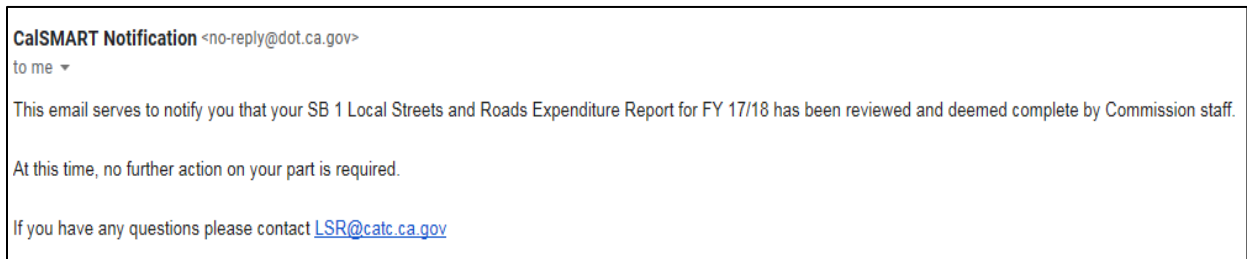
## Step 12(c) – Submittal Sent Confirmation Email Notice



## Step 12(d) – Submittal Returned for Edits Notification



## Step 12(e) – Submittal Accepted Notification



## Icon Key – Submittal Status Key

### Manage Expenditure Reports

EXPENDITURE REPORTS

LSR-2018-5947  
Mono County

- Not Submitted
- Submitted, Pending CTC Review
- Submitted & Approved

LSR-2018-5947 LSR 17/18

<b>Program</b> Local Streets and Roads Program	<b>Agency</b> Mono County	<b>Date Created</b> 08/31/2018	<b>Date Submitted</b> 08/31/2018
<b>Address</b> P.O. Box 457	<b>City</b> Bridgeport	<b>State</b> CA	<b>Zip Code</b> 93517
<b>Contact</b> Alicia Smith	<b>Title</b> County Engineer		
<b>Phone</b> (555) 555-5555	<b>Email</b> <a href="mailto:alicia.sequeira@dot.ca.gov">alicia.sequeira@dot.ca.gov</a>		

[More](#) [Edit](#) [View Files](#) [Submit](#)

**PROJECTS** Expand ~

RPNO ↑	PPNO	Title	RP Desc.	RP Location	RP Type	Priority Status	View.
RP001	PP002	Proj A	Update county-wide bridg...	County-wide	Split	Carried Over	
RP002	PP002	Project B	Update county-wide bridg...	County-wide	Split	Forecasted	

[Project Reporting](#) [Add Project](#)

**Local Streets and Roads Funding Program  
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**Additional Resources**

The following links may assist jurisdictions with the collection of the  
Local Streets and Roads Funding Program Reporting detail.

**Local Streets and Roads Program:**

<http://catc.ca.gov/programs/sb1/l srp/>

**Online Reporting Tool – CalSMART:**

<https://calsmart.dot.ca.gov/login/auth>

**State Controller’s Office:**

**Fiscal Year Apportionment Totals – Counties**

[https://www.sco.ca.gov/Files-ARD-Payments/rmra\\_counties\\_ytd\\_1718.pdf](https://www.sco.ca.gov/Files-ARD-Payments/rmra_counties_ytd_1718.pdf)

**Fiscal Year Apportionment Totals – Cities**

[https://www.sco.ca.gov/Files-ARD-Payments/rmra\\_cities\\_ytd\\_1718.pdf](https://www.sco.ca.gov/Files-ARD-Payments/rmra_cities_ytd_1718.pdf)

**FAQ’s Division of Audits**

[https://www.sco.ca.gov/aud\\_road\\_maintenance\\_sb1.html](https://www.sco.ca.gov/aud_road_maintenance_sb1.html)

**Legislative District Information:**

**State Assembly and Senate**

[http://www.legislature.ca.gov/legislators\\_and\\_districts.html](http://www.legislature.ca.gov/legislators_and_districts.html)

**US Congressional District**

<https://www.govtrack.us/congress/members/CA#map>

**California Local Government Finance Almanac:**

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

**League of California Cities:**

<https://www.cacities.org/>

**California State Association of Counties:**

<http://www.counties.org/>