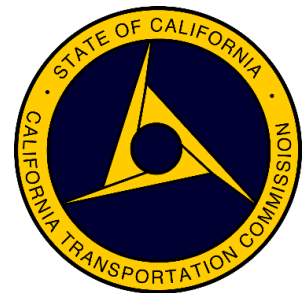


# **Local Streets and Roads Funding Program**

## **Road Maintenance and Rehabilitation Account Annual Funding Eligibility Checklist**

**California Transportation Commission**



**Local Streets and Roads Funding Program  
Annual Funding Eligibility Checklist**

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## Local Streets and Roads Funding Eligibility Overview

Prior to receiving an apportionment of Road Maintenance and Rehabilitation Account (RMRA) funds from the California State Controller in a fiscal year, a city or county **must submit** to the Commission an **adopted list** of projects proposed to be funded with these funds by **May 1<sup>st</sup> each year**. All projects proposed to receive the fiscal year funding **must be adopted** by resolution by the applicable city council or county board of supervisors at a **regular** public meeting **each fiscal year** [Streets and Highways Code (SHC) Section 2034(a)(1)].

The adopted list of projects proposed should, **at a minimum**, include **any new** projects to be funded with the upcoming fiscal year's apportionment and **any projects previously listed** that will continue to receive funding in the fiscal year for which eligibility is sought (i.e. multi-year funded projects).

The list of projects proposed **must** be included in the resolution adopted. **At a minimum**, the project details **must** include the elements mandated by [SHC 2034 \(a\)\(1\)](#): description, location, schedule for completion and useful life elements. While the online tool requires additional project detail than what is required for the list of projects adopted, there must be a clear connection between the proposed projects adopted and those entered into the online reporting system, the California Statewide Multi-Modal Application and Reporting Tool ([CalSMART](#)).

CalSMART was developed to promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program. The standard project list format that was created in CalSMART will be the **only submittal method** accepted for funding eligibility.

This checklist is intended to provide additional assistance to cities and counties with the development and execution of their proposed project list adoption and successful submittal to the Commission, per SHC [2034](#). The [2019 Local Streets and Roads Funding Program Reporting Guidelines](#) and additional program materials are available on the Local Streets and Roads Program web page (<https://catc.ca.gov/programs/sb1/local-streets-roads-program>).

Cities and counties will have an opportunity to identify any changes to projects previously submitted in CalSMART during annual expenditure reporting, that is opened in the month of August each year and is due to the Commission by October 1<sup>st</sup>.

## A. Funding Eligibility Checklist

### Adopted Resolution or Staff Report

- Use the most current version of the Fiscal Year SB 1 Sample Resolution that is available on the “Help & Resources” tab in CalSMART.
- The resolution/staff report adopting the list of projects proposed **must** be:
  - Adopted at a **regular** city council or county board of supervisors meeting; and
  - Specific to the fiscal year’s funding apportionment for which eligibility is being sought; and
  - Is a stand-alone action that is dedicated to the use of SB 1 RMRA funds associated with the Local Streets and Roads Funding Program; and
  - Is **not** a part of any other transportation, funding or budgetary action taken; and
  - Includes** a statement affirming the city/county’s commitment the apportionments received will be used and reported on as required by [statute](#) and the Commission’s [adopted program guidelines](#); and
  - Is **signed** and **dated** by either the City/County Manager, Clerk, Attorney, or any other city/county official with signatory authority.
- The resolution/staff report **must** clearly identify projects that are intended to **utilize** the **next fiscal year’s** SB 1 RMRA apportionment received through the Local Streets and Roads Funding Program.
  - The list may be built into the body of the resolution/staff report; or
  - The list may be included as an attachment to the resolution/staff report.
- A copy of or a link to the published agenda noticing the list adoption is requested when using a staff report in lieu of a resolution.

### List of Projects Proposed

- The proposed list must include:
  - Any **new** project(s) intended to utilize the upcoming fiscal year’s apportionment; and
  - If applicable, **project(s) previously proposed** that will continue to utilize apportionments in the upcoming fiscal year (i.e. multi-year projects).
    - Clearly differentiate between the new projects proposed and those that are re-listed.
- Each project listed **must** include the project detail that is required in SHC Section [2034](#). This required detail is further explained in the [2019 Local Streets and Roads Funding Program Guidelines](#):
  - Project Description (project purpose/brief scope, and component that will be funded with the fiscal year apportionments received)
  - Project Location (location detail that a member of the general public could reasonably identify)
  - Estimated Project Useful Life (minimum and maximum)

- Estimated Project Schedule (project start and completion mm/yy)
- Each project listed **must** meet the intent and purpose of the funding program that is indicated in SHC Section [2030](#) and the [2019 Local Streets and Roads Funding Program Reporting Guidelines](#).
  - These funds are intended to be **prioritized** for expenditure on **basic road maintenance** and **rehabilitation projects**, and on **critical safety projects**.
  - Eligible** projects include:
    - Road Maintenance and Rehabilitation
    - Safety Projects
    - Railroad Grade Separations
    - Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects **in conjunction** with any other allowable project)
    - Traffic Control Devices
    - Other (match funds for eligible project advancement)
    - Pursuant to Article XIX Section 2(a) of the constitution: “The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes.”

### CalSMART Submittal

- Log-in to your CalSMART user account or register in CalSMART if you do not have an existing user account; and
- During the open eligibility period in CalSMART, users **must**:
  - Create a Fiscal Year Eligibility Proposed Project List Submittal
    - Upload the signed executed resolution/staff report and list of projects adopted; and
    - Create a list of projects in CalSMART. Although CalSMART requires additional project detail than what is required for the list of projects adopted, there must be a clear connection between the proposed projects adopted and those entered into the system.
  - Review the documents and detail entered for consistency.
  - Select “Submit” on or before the May 1<sup>st</sup> due date.
  - Submittals missing the relevant signed executed resolution/staff report and project list will be returned to a city or county as incomplete, the city or county will be given a set date by the Commission to resubmit or risk forfeiture of their annual apportionment.

## B. Additional Information

### Fiscal Year Local Streets and Roads Estimates:

- A third-party consultant contracted by the League of California Cities provides fiscal year estimates pertaining to HUTA and RMRA apportionments.
  - Visit the California Local Government Finance Almanac [Web-site](#) for the most recent city and county apportionment estimates.

### CalSMART Registration:

- To create a CalSMART “User Account” click [here](#).
  - Each City/County is allowed multiple users, each user must create their own account in the system using their e-mail.
  - Only one account may be created per e-mail address registered.
  - A single (general) account for a city or county that is shared by multiple individuals is **not** encouraged, a shared account often leads to inadvertent account lockout.
  - When registering, a user must request Local Streets and Roads Program access in CalSMART.
- If an existing CalSMART user is unable to access their account, please email the Local Streets and Roads Funding Program at [LSR@catc.ca.gov](mailto:LSR@catc.ca.gov) so we may assist you.

### Technical Training:

- Technical training is provided leading up to of each fiscal year’s eligibility and expenditure reporting period.
- All training material is posted on the Commission’s web-site and in the “Help & Resources” tab in CalSMART.

### Funding Eligibility Schedule:

- March – Local Streets and Roads Funding Program Technical Training and CalSMART opens for Initial Fiscal Year Eligibility
- May 1<sup>st</sup> – Initial Fiscal Year Eligibility Closes in CalSMART
- June – Commission adopts the Initial List of Eligible Cities and Counties for Fiscal Year Funding and transmits the adopted list to the State Controller’s Office
- June 30<sup>th</sup> – CalSMART is reopened for Subsequent Fiscal Year Eligibility (if needed)
- August 1<sup>st</sup> – Subsequent Fiscal Year Eligibility Closes in CalSMART (if needed)
- August – Commission adopts the Subsequent List of Eligible Cities and Counties for Fiscal Year Funding and transmits the adopted list to the State Controller’s Office (if needed)

## Program Resources

### California Transportation Commission Resources:

- [Local Streets and Roads Funding Program](#)
- [2019 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](#)
- [Annual Local Streets and Roads Funds Estimates \(HUTA, SB 1\)](#)

### 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 Apportionments [Cities](#) and [Counties](#).