CalSMART ATP PROGRESS REPORTING
MOST COMMON MISTAKES MADE

The intent of this document is to assist CalSMART users in completing and submitting ATP project progress reports accurately for approval by Caltrans. When a report is submitted incorrectly or incomplete and sent back by Caltrans, corrections must be made before the corrections deadline. If the corrections are not made by the deadline, Caltrans is unable to approve.

There are six (6) tabs to complete when a progress report is created and requires submittal, and seven (if a corrective action plan is required. Below is a break-down of common mistakes made per the six required tabs that typically result in a report being sent back for corrections by Caltrans.

Please direct any ATP CalSMART reporting questions to atpprogressreporting@dot.ca.gov. Completion and Final Delivery Reporting is done via the Local Assistance Program Guidelines Exhibit 22-T. Questions regarding Completion or Final Delivery Reporting should be directed to atpfinalreporting@dot.ca.gov.

BROWSER TYPE
It is recommended that CalSMART users do not use Internet Explorer but use Edge, Firefox Mozilla or Chrome browser types instead. When the appropriate browser is not used, not all CalSMART options are available. For example, the 'ACTIONS'/'SUBMIT' button is not present when using Internet Explorer.

MILESTONES TAB – *Users often only report ATP funded milestones. Reports are sent back when all required milestones are not reported.*
Planned **or** Actual completion dates are required for **all** applicable phases. This includes phases funded by ATP **and** non-ATP funds.

- Infrastructure projects: planned or actual dates of completion are required for all phases (PAED, RW, Ready to List (PSE), Begin Construction and End Construction).
- Non-infrastructure (NI) projects: planned or actual dates of completion are required for Begin Construction and End Construction. NI funds are programmed and allocated in the CON phase. Therefore, they are reported in the construction milestones.
- Combination projects: planned or actual dates of completion are required for all phases (PAED, RW, Ready to List (PSE) Begin Construction and End Construction). For combination projects, the Begin Construction date should be when the infrastructure or NI phases begins, whichever comes sooner. The End Construction date should be when the infrastructure or NI phase ends, whichever is later. The construction milestones include both infrastructure and NI components of the project.
- Plan projects: planned or actual dates of completion are required for Begin Construction and End Construction. Plan funds are programmed and allocated in the CON phase. Therefore, they are reported in the construction milestones.

TIME EXTENSIONS TAB – *Reports are sent back when time extensions approved by the California Transportation Commission (Commission) are not reported.*
- Only time extensions that are approved by the Commission should be reported.
- No pending or planned time extension requests should be reported.

FUNDING TAB – *Reports are sent back when the actual contract award amount is not reported or not reported correctly.*
- Construction **and** consultant contract award amounts should be reported.
- If the project is a combination project, the award amounts should be combined and reported.

- o If construction is awarded first, report the construction award amount and add the consultant contract amount once awarded and vice versa.

EXPENDITURES TAB – *Users often only include already expended funds in the Planned Expenditures at Completion columns. Reports are sent back when all required Planned Expenditures at Completion are not reported.*
- Planned Expenditures at Completion are the **anticipated** expenditures expected at completion.
- Planned Expenditures at Completion are required for ALL applicable phases, whether they are funded by ATP or other funds. For example, if the project was awarded only CON with ATP – the Planned Expenditures at Completion are still required for PAED, PSE and RW.
- Planned Expenditures at Completion for RW Support and Constr Support are not applicable to ATP. Only RW Capital and Constr Capital are applicable ATP projects.
    - o NI Planned Expenditures at Completion should be reported in the Constr Capital phase.
    - o Infrastructure and NI combination project's Planned Expenditures at Completion should be combined and reported in the Constr Capital phase.

OUTPUTS TAB – *Reports are sent back when the Anticipated at Completion outputs are not reported. Many users leave the Anticipated at Completion blank and the report is returned.*
- Anticipated at Completion should include those outputs expected upon project completion and should be consistent with those approved by the Commission.