

ATP CalSMART Reporting

Please use these instructions when completing a quarterly progress report, Completion Report and Final Delivery Report in CalSMART required by the [SB 1 Accountability and Transparency Guidelines](#). These instructions include general requirements per tab and any nuances that apply to combination, non-infrastructure (NI) or pre-CON only Active Transportation Program (ATP) projects.

If these instructions are not followed your report may be sent back for correction and if not corrected within the short timeframe allowed, your report will not be approved. Please read these instructions in it's entirety per tab when completing each tab.

1) PROGRESS REPORTING

Milestones Tab *Reports will be returned if the instructions below are not followed per project type.*

- ✓ ATP does not have Approved Completion Dates that will populate.
- ✓ Either 'Planned Completion Dates' or 'Actual Completion Dates' (CalSMART will not allow both) are **required for all phases** that apply to a project whether funded by ATP or other funds. For example, if only CON is funded by ATP and the pre-CON phases are funded by CMAQ funds – the pre-CON milestones are required as well.
 - The 'End Project' phase milestone is new and **required**. This milestone refers to completion of all project activities. Typically, the last activity is invoicing or conducting actual after bicycle/pedestrian user counts that are not required until the Final Delivery Report (Plan projects are excluded from count requirements).
- ✓ **Combo Projects**: If your project is a combination of infrastructure and NI components both milestones should be combined in the Construction phases. For example, if the infrastructure component is first and the NI component follows – the Begin Construction milestone is when infrastructure begins, and the End Construction phase is when the NI component ends.
- ✓ **NI Stand-Alone Projects**: If your project is a NI stand-alone project, the only milestones **required** are Begin Construction and End Construction.
- ✓ **Plan Projects**: If your project is a Plan project, the only milestones **required** are Begin Construction and End Construction.

Time Extensions Tab *Reports will be returned if the instructions below are not followed*

- ✓ Any time extensions that have been approved by the Commission are **required** to be entered here
 - Pending or planned time extension requests should **NOT** be entered here, and reports will be sent back if they are
- ✓ If an entry is out of the allowed CalSMART parameters and an 'Override' is needed, please contact atpprogressreporting@dot.ca.gov.

Funding & Expenditures Tab *Reports will be returned if the instructions below are not followed per project type*

- ✓ ATP funding and any expenditures that have been reimbursed by Caltrans will automatically populate.
 - SB 1 funding will populate in the 'SB1/ATP' column, ATP funding that is not SB 1 will populate in either 'Other State' or 'Other Federal' funding column.
 - Any other funding that is not ATP should be entered in the 'Additional Local' column.
- ✓ ATP does not track funding nor expenditures in either RW Support or Constr Support phases and only tracks in the RW Capital and Constr Capital phases.
- ✓ Planned Expenditures at Completion are anticipated costs, it is not incurred to date but instead the total costs you anticipate for that phase.
- ✓ Planned Expenditures at Completion are **required for all phases** that apply to a project whether funded by ATP or other funds. For example, if only CON is funded by ATP and the pre-CON phases are funded by CMAQ funds – the Planned Expenditures at Completion are **required** pre-CON phases as well.

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- ✓ **Combo Projects:** If your project is a combination of infrastructure and NI components both Planned Expenditures at Completion should be combined in the Constr Capital phase.
- ✓ **NI Stand-Alone Projects:** If your project is a NI stand-alone project, the only Planned Expenditures at Completion is required in the Constr Capital phase.
- ✓ **Plan Projects:** If your project is a Plan project, the only Planned Expenditures at Completion is required in the Constr Capital phase.
- ✓ If a milestone in the Milestones tab is entered as completed in the Actual Completion Date column then in the Funding & Expenditures tab then all expenditures *must* equal the Planned Expenditures at Completion for that completed phase.
- ✓ **NOTE:** Earlier in the program Caltrans Accounting established an 'S' phase and some expenditures will populate in the 'Other' row at the bottom of the tab for those. Since this phase was discovered, Accounting was instructed to stop using the 'S' phase. However, since some expenditures do not populate in the correct phase and populate in the 'Other' row, you are asked to include that difference from Planned Expenditures at Completion in the 'Other' expenditures row. If you have any questions, you may contact atpprogressreporting@dot.ca.gov.

Outputs Tab *Reports will be returned if the instructions below are not followed*

- ✓ Outputs funded by ATP will populate in the 'Approved' column. You are required to enter the Anticipated at Completion outputs in the 'Anticipated at Completion' column.
- ✓ If the approved outputs are not populating correctly, add the correct ones and put a comment in the Benefits section of the Corrective Action Plan tab.
- ✓ There are about 10 projects that do not have outputs populating currently and Caltrans is working on this. In these cases, you should add these outputs and enter anticipated units in the 'Anticipated a Completion' column.

Outcomes Tab

Skip this tab until it is finished.

Corrective Action Plan Tab

- ✓ If there is a change in the project cost, schedule, scope and/or expected benefits, provide a summary describing the reason for the change and describe the corrective action plan (CAP) to manage any risk to the implementation of the project.
 - For example, if a milestone is entered that is behind schedule a CAP may be to submit a time extension request.

Photos Tab

- ✓ This is a new tab with the option of uploading one before photo. You may wait until your Completion Report to upload it.
- ✓ For ATP, more than one photo is appreciated and can be submitted via email to atpprogressreporting@dot.ca.gov.

New and Revised CalSMART Screens

The View Reportable Projects screen has a new "Required Report" column that indicates the type of report (Progress, Completion, Final Delivery) that must be submitted in the current reporting period.

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Title	Program	Project Manager	Required Report
Route 71 Expressway to Freeway Conversion (South Segment)	TCEP	LEE, JOHN K	Progress
LA-710 Rehab Phase 1	RMRA,SHOPP	YASSIN, DIAA A	Completion
TMDL- 18/19	SHOPP	SHETH, OJAS J	Progress
TMS	RMRA,SHOPP	RAHIMZADEH, JAVAD	Progress

Progress Reports are required if construction is not complete. Completion Reports are required if construction is complete and a Completion Report has not been submitted. Final Delivery Reports are required if there is an End Project Actual Completion Date on the Milestones screen.

Users may create a Progress Report and then switch to a Completion Report if the user inputs an End Construction Actual Completion Date. Users may create a Completion Report and then switch to a Final Delivery Report if the user inputs and End Project Actual Completion Date.

There are now three buttons at the bottom of the View Reportable Projects screen. One or more buttons may be greyed out depending on the Required Report. All three reports are identical except there is an extra screen for Completion Reports and Final Delivery Reports as described below.

2) COMPLETION & FINAL REPORTING for ATP

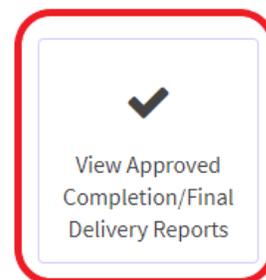
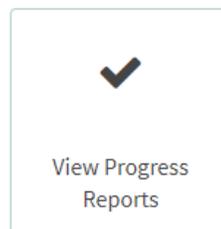
- ✓ More than one before and after photos are appreciated
- ✓ For projects with infrastructure components, please contact atpfinalreporting@dot.ca.gov for the supplemental information required
- ✓ If your project has a NI component a supplemental [document](#) is *required*.
- ✓ If your project is a Plan a supplemental [document](#) is *required*.



There is a new "View Approved Completion/Final Delivery Reports" button on the Progress Reporting dashboard.

Other SB1 Funded Programs

Progress Reporting

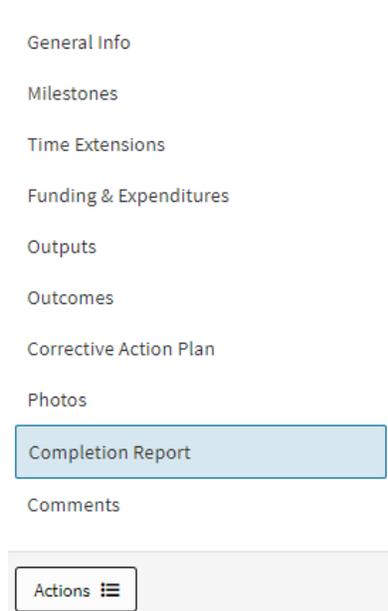


Clicking this button takes the user to a new screen that looks like the "View Progress Reports" screen but includes a list of Completion Reports and Final Delivery Reports for the user's agency.

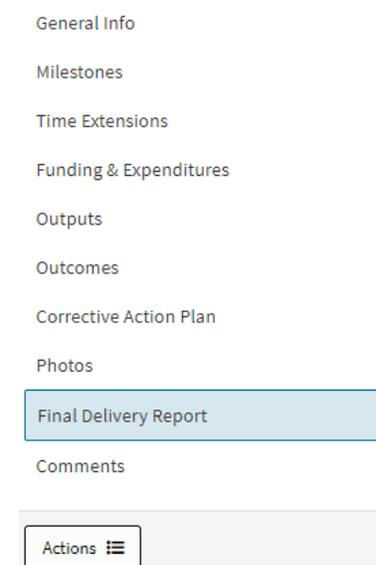
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Approved Completion/Delivery Reports										Search...
District	PPNC	EA	Project ID	County	Route	Title	Program	Project Manager	Report	Report Type
11	1126		1100020291	SD		SANDAG State Route 15 Commuter Bike Facility	ATP	Brooke Emery	View Report	Completion
11	1195	42220	1115000179	SD	76	SR 76 STORM WATER MITIGATION/FISH PASSAGE	SHOPP	CANTON, MARVIN A	View Report	Final Delivery
11	1126		1100020291	SD		SANDAG State Route 15 Commuter Bike Facility	ATP	Brooke Emery	View Report	Completion
11	1195	42220	1115000179	SD	76	SR 76 STORM WATER MITIGATION/FISH PASSAGE	SHOPP	CANTON, MARVIN A	View Report	Final Delivery

There is a new “Completion Report” screen that is available when the user creates a Completion Report.



There is a new “Final Delivery Report” screen that is available when the user creates a Final Delivery Report.



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