DIVISION OF LOCAL ASSISTANCE
ACTIVE TRANSPORTATION PROGRAM

Reporting Webinar

September 16, 2025

INTRODUCTIONS

Dancy Yang

Office of State Programs

Data, Reporting and Performance Branch Manager

INTRODUCTIONS – HQ Reporting Team

Justin Flynn

ATP Reporting Coordinator
North (Districts 1, 2, 3, 4 & 5)

Nikolai Eiteneer

ATP Reporting Coordinator
South (Districts 7, 8 & 12)

Pachia Ly

ATP Reporting Coordinator
Central (Districts 6, 9, 10 & 11)

Dalia Batarseh

ATP Reporting Assistant
Quick-Builds Coordinator

WHO DO I CONTACT WITH QUESTIONS?

- ❑ General Project Specific Questions – District Local Assistance Engineers (DLAEs)
  - Primary agency-specific contact at Caltrans Division of Local Assistance
  - Process documents related to Allocation, Scope, Timely Use of Funds, Agreements, etc.
- ❑ Program Specific Questions – ATP District Coordinators
  - Program-specific contact at each district
  - Your coordinators will reach out to HQ Program Managers if they cannot answer or need to escalate your program-related questions
- ❑ Reporting Questions – ATP HQ (Our team)
  - Reviews Progress, Completion, and Final Delivery Reports in CalSMART
  - Reach out to ATPProgressReporting@dot.ca.gov or to your reporting coordinator with any questions related to project reporting

CURRENT ATP COORDINATORS

District	District ATP Coordinator	Contact Info
1	Kyle Finger Russel Hansen	Kyle.Finger@dot.ca.gov Russel.Hansen@dot.ca.gov
2	Jessica Pecha	Jessica.Pecha@dot.ca.gov
3	Cynthia Shipley Natasha Scott	Cynthia.Shipley@dot.ca.gov Natasha.Scott@dot.ca.gov
4	Xi Zhang Evan Yamamoto	Xi.Zhang@dot.ca.gov Evan.Yamamoto@dot.ca.gov
5	Leif Kohler Wesley Zinke	Leif.Kohler@dot.ca.gov Wesley.Zinke@dot.ca.gov
6	Kirk Anderson Pawanjit Dhillon	Kirk.Anderson@dot.ca.gov Pawanjit.Dhillon@dot.ca.gov
7	Dale Benson	Dale.Benson@dot.ca.gov
8	Elaine Rogers Eduardo Moreno-Castaneda	Elaine.Rogers@dot.ca.gov Eduardo.Castaneda@dot.ca.gov
9	Mark Heckman	Mark.Heckman@dot.ca.gov
10	Jasmine Noriega	Jasmine.Noriega@dot.ca.gov
11	Michael Stewart	Michael.Stewart@dot.ca.gov
12	Emily Kaplan	Emily.Kaplan@dot.ca.gov

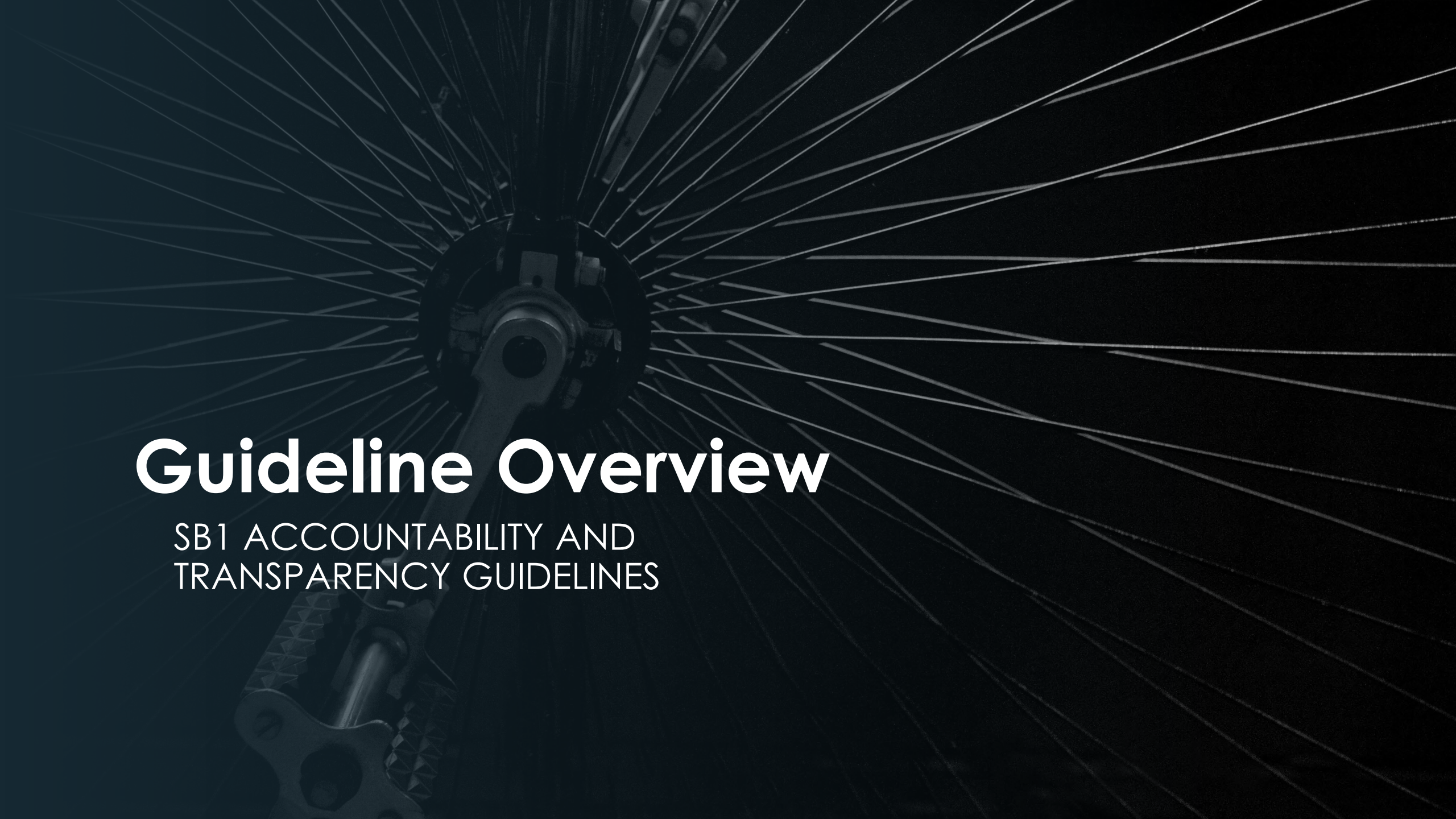
District	HQ Reporting Coordinator	Contact Info
1, 2, 3, 4 & 5	Justin Flynn	Justin.Flynn@dot.ca.gov
6, 9, 10 & 11	Pachia Ly	Pachia.Ly@dot.ca.gov
7, 8 & 12	Nikolai Eiteneer	Nikolai.Eiteneer@dot.ca.gov

A current list of contacts can always be found on the ATP Project Reporting webpage

Agenda

TOPICS OF TODAY'S WEBINAR

- 01 – Guideline Overview
- 02 – Quick-Builds
- 03 – ATP Reporting Process
- 04 – ATP User Counts
- 05 – CalSMART Reporting
- 06 – Project Completion & Supplemental Documents
- 07 – Resources & Links
- 08 – Questions & Webinar Survey



Guideline Overview

SB1 ACCOUNTABILITY AND TRANSPARENCY GUIDELINES

Guideline Overview

SB1 ACCOUNTABILITY & TRANSPARENCY GUIDELINES – ROLES AND RESPONSIBILITIES

California Transportation Commission

- CTC programs projects and allocates funding for SB1 Programs
- CTC exercises programmatic oversight for the delivery of SB1 projects with regards to benefit, scope, cost and schedule consistent with program objectives, project application and executed agreements.

Caltrans

- Caltrans provides administrative oversight and ensures that the terms and conditions of the CTC's guidelines and subsequent programming, allocation, reporting and other actions are followed.

Guideline Overview

SB1 ACCOUNTABILITY & TRANSPARENCY GUIDELINES – AGENCY RESPONSIBILITIES

Implementing agencies are responsible for managing scope, cost, schedule and benefits.

Over the course of the project, the following accountability requirements will be monitored:

- Satisfactory progress toward project completion, including:
  - ❑ Maintaining the approved **schedule**
  - ❑ Performing work as described in the approved **Scope of Work**
  - ❑ Maintaining the approved **project budget**
  - ❑ Achieving anticipated **benefits**
- Retention of financial records that document and support all expenditures.
- Retention of documentation of methodologies and assumptions used to determine the project benefits and performance metrics.
- Accurate and timely **progress reports, completion reports, final delivery reports**, performance analyses, and reimbursement requests.
- Timely and complete responses to any communication and requests for information by the Commission and/or Department

Guideline Overview

SB1 ACCOUNTABILITY & TRANSPARENCY GUIDELINES – NON-COMPLIANCE

- The Department will provide a written warning to the Implementing Agency identifying deficiencies, necessary remedies, and timeline for corrections.
  - The most common way to receive a written warning is via the corrections requests and comments received on Progress Reports.
  - Some non-compliance issues may not be correctable after the fact.
- The Implementing Agency may be requested to appear before the Commission to explain how and when the noncompliant issues will be resolved.
- The Commission expects the Department to recommend whether a noncompliant agency should be placed on a watch list.

- For the most egregious situations, the agency may be subject to further actions, including the following:
  - Deemed ineligible for future allocations or programming actions, at the discretion of the Commission.

Guideline Overview

SB1 ACCOUNTABILITY & TRANSPARENCY GUIDELINES – AGENCY REPORTS

Progress Reports (quarterly)

- Must be submitted via CalSMART each quarter prior to the deadline.
- Caltrans reaches out to agencies who do not submit reports – providing a reason for non-submittal is required.

Completion Report

- Must be submitted via CalSMART after reaching the **End Construction** milestone.
- Caltrans reviews to ensure the project is built in accordance with the application's (or latest approved) scope and benefits. May establish a need for Corrective Action(s).

Final Report of Expenditures

- Must be submitted to District DLAE
- Once job site reviewed in accordance with CTC scope, the District sends the approved FROE to Accounting and saves it to project records

Final Delivery Report

- Must be submitted via CalSMART after reaching the **End Project** milestone.
- Caltrans reviews to ensure the project is built in accordance with the application's (or latest approved) scope, benefits, and costs. Works closely with agency to resolve any corrective action(s) found during Completion Reporting.

Guideline Overview

SB1 ACCOUNTABILITY & TRANSPARENCY GUIDELINES – PROGRESS REPORTING

Quarter	Timeframe Covered	Reporting Period Opens in CalSMART	Reports Due within 10 Business Days *(estimated due dates)*
1	July - September	October 1, 2025	≈ October 15th
2	October - December	January 1, 2026	≈January 15th
3	January – March	April 1, 2026	≈ April 15th
4	April – June	July 1, 2026	≈ July 15th

Reporting periods open on the same Month and Day of each year. **This never changes**. Reporting periods close at the end of the 10th business day after opening. Above are estimated Reporting Due dates. Please plan accordingly. Create shared calendars for reminders within your office so reports are still submitted timely while you are out.

*Note: Being out sick or short staffed is not a legitimate reason for missing reporting deadlines. You are expected to reach out to atpprogressreporting@dot.ca.gov if you are experiencing issues that prevent you from submitting a report, ***before*** the deadlines listed above. We will be happy to troubleshoot any difficulties you may experience.

Guideline Overview

SB1 ACCOUNTABILITY & TRANSPARENCY GUIDELINES – COMPLETION & FINAL DELIVERY

Completion Report

Due within 6 months of the project becoming operable or contract acceptance (whichever comes first), or once all Non-Infrastructure activities are completed.

Final Delivery Report

Due within 180 days of completing all remaining project activities, including contract acceptance, final invoicing, submitting a Final Report of Expenditures (FROE), and conducting the project User After Counts.

Performance Analysis Report

Due within 6 months after the project has been completed for 5 years (5 years and 6 months after End Construction milestone). Only required for Cycle 6 projects onwards as part of the SB1 Accountability and Transparency Guidelines (2023)

Guideline Overview

ATP GUIDELINES – TYPES OF NON-COMPLIANCE

Follow all ATP Requirements and Guidelines!

Compliant	Non-Compliant
Submit quarterly progress reports on time	Miss more than one progress report in one year (rolling 12-month period)
Conduct Before and After Counts compliant with the Interim Count Guidance	Missing Before or After Count data, or methodology non-compliant with the Interim Count Guidance
Submit the Completion Report with 6 months of the End Construction milestone	Late or Unsubmitted Completion Report
Outputs constructed as approved	Constructed Outputs differ from Approved ATP Scope with no approved Scope Change on file
Agency compliant with California Conservation Corps coordination/usage requirements	Agency did not partner with a CCC as planned in application
Submit the Final Delivery Report within 180 days of End Project milestone	Late or Unsubmitted Final Delivery Report
Submit a Performance Analysis Report within 5 years and 6 months of End Construction milestone	Late or Unsubmitted Performance Analysis Report (only required for ATP Cycle 6 onwards)

Guideline Overview

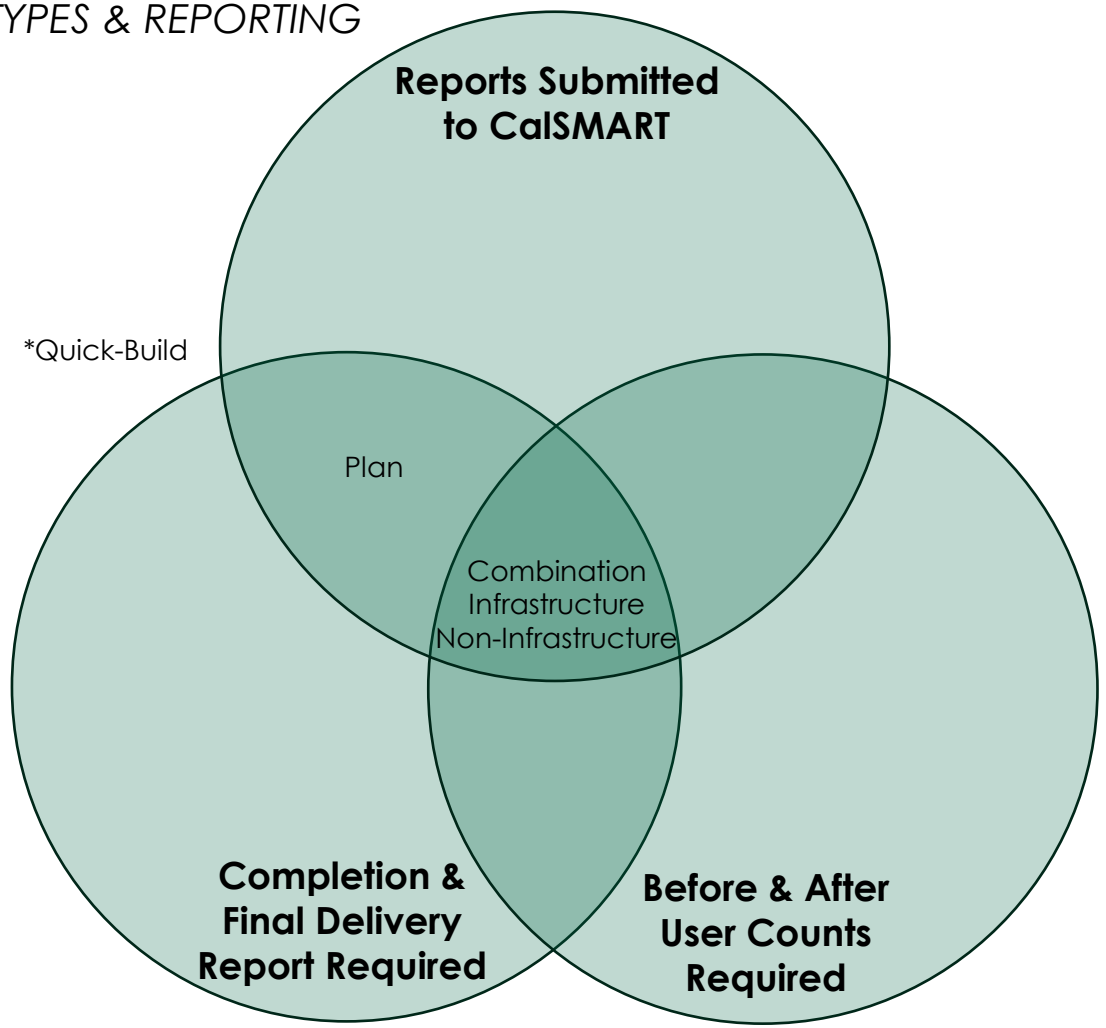
ATP GUIDELINES – PROJECT TYPES & REPORTING

Quick-Builds

Quick-Build projects submit quarterly progress reports via an excel document to ATPProgressReporting@dot.ca.gov rather than submitting reports to CalSMART directly.

Quick-Build and Plan Projects are not required to conduct Before or After User Counts.

Quick-Build projects submit a single report to close out the project, called a Completion Final Report, sent to ATPFinalReporting@dot.ca.gov

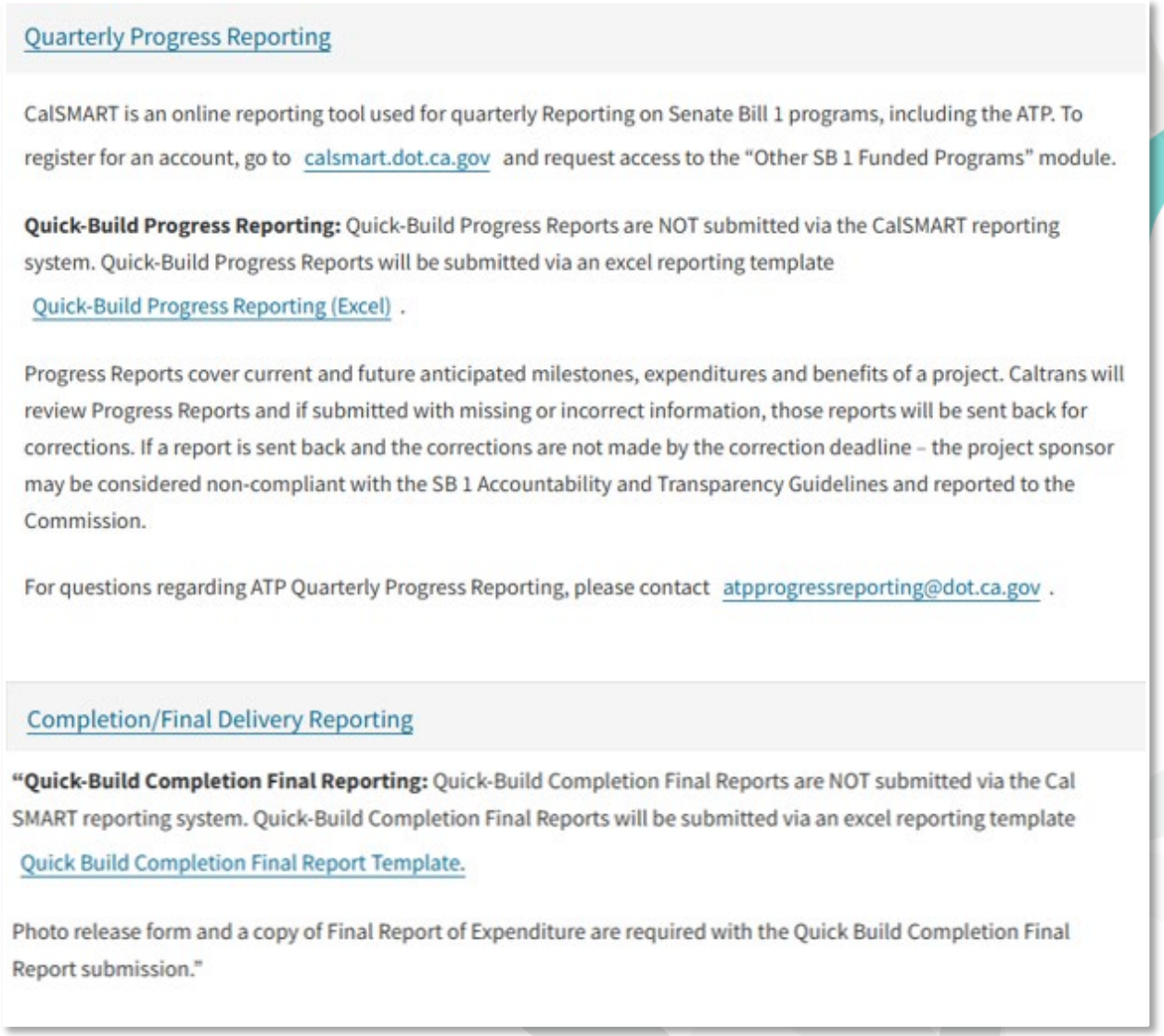


Quick-Builds

Quick-Builds

QUICK BUILD REPORTING REQUIREMENTS

- Progress reports due quarterly, please email progress reports to atpprogressreporting@dot.ca.gov
- One Completion Final Report required after the completion of the project, please use the template under the completion final reporting section and send the report to atpfinalreporting@dot.ca.gov
- Before and after user counts are not required for Quick Build projects, but projects are expected to do ongoing community engagement and data collection per Appendix D of the ATP Guidelines.



Quarterly Progress Reporting

CalSMART is an online reporting tool used for quarterly Reporting on Senate Bill 1 programs, including the ATP. To register for an account, go to calsmart.dot.ca.gov and request access to the "Other SB 1 Funded Programs" module.

Quick-Build Progress Reporting: Quick-Build Progress Reports are NOT submitted via the CalSMART reporting system. Quick-Build Progress Reports will be submitted via an excel reporting template Quick-Build Progress Reporting (Excel) .

Progress Reports cover current and future anticipated milestones, expenditures and benefits of a project. Caltrans will review Progress Reports and if submitted with missing or incorrect information, those reports will be sent back for corrections. If a report is sent back and the corrections are not made by the correction deadline – the project sponsor may be considered non-compliant with the SB 1 Accountability and Transparency Guidelines and reported to the Commission.

For questions regarding ATP Quarterly Progress Reporting, please contact atpprogressreporting@dot.ca.gov .

Completion/Final Delivery Reporting

"Quick-Build Completion Final Reporting: Quick-Build Completion Final Reports are NOT submitted via the Cal SMART reporting system. Quick-Build Completion Final Reports will be submitted via an excel reporting template Quick Build Completion Final Report Template.

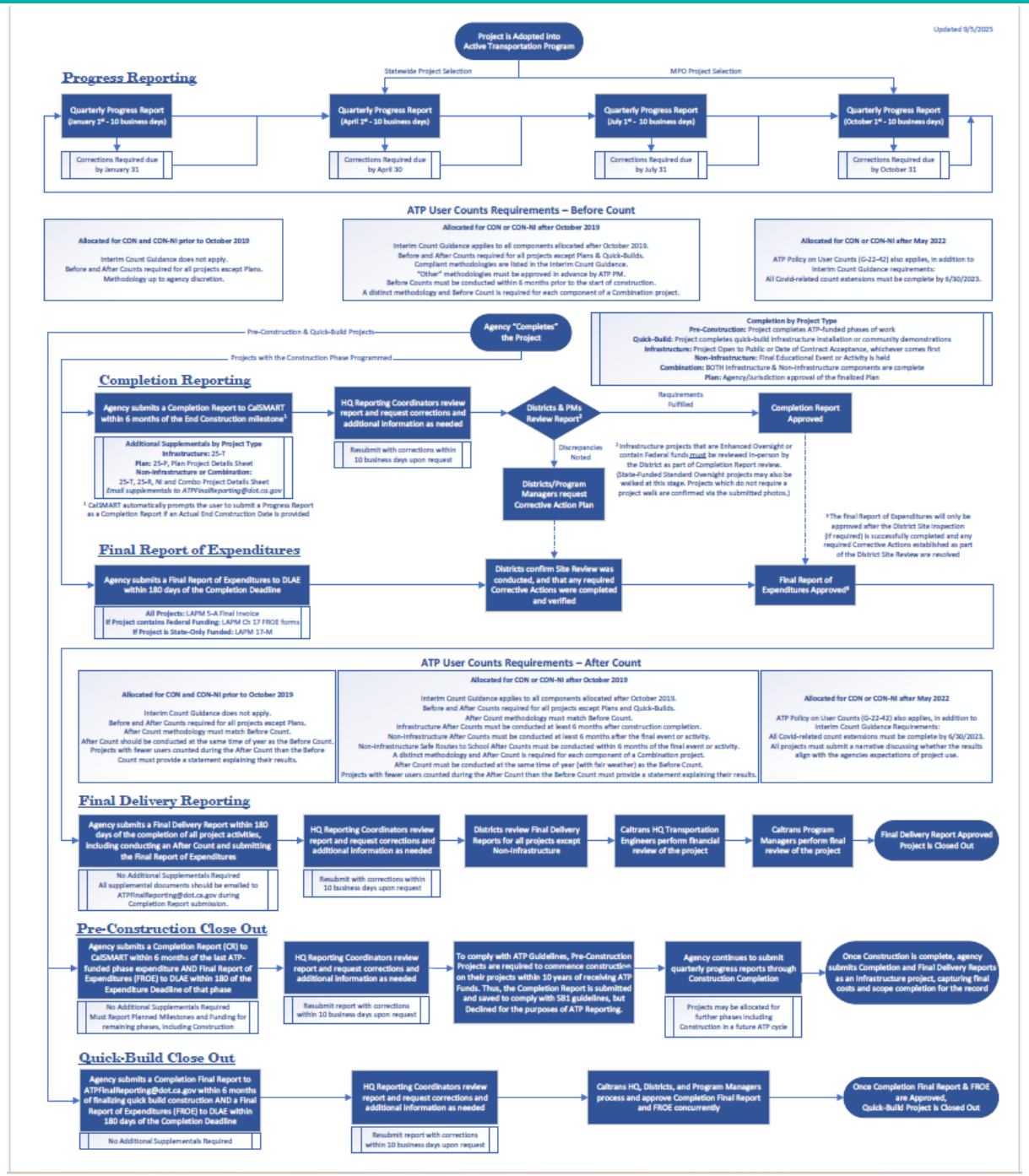
Photo release form and a copy of Final Report of Expenditure are required with the Quick Build Completion Final Report submission."

ATP Reporting Process

FLOWCHART VISUALIZATION & OVERVIEW BY PROJECT TYPE

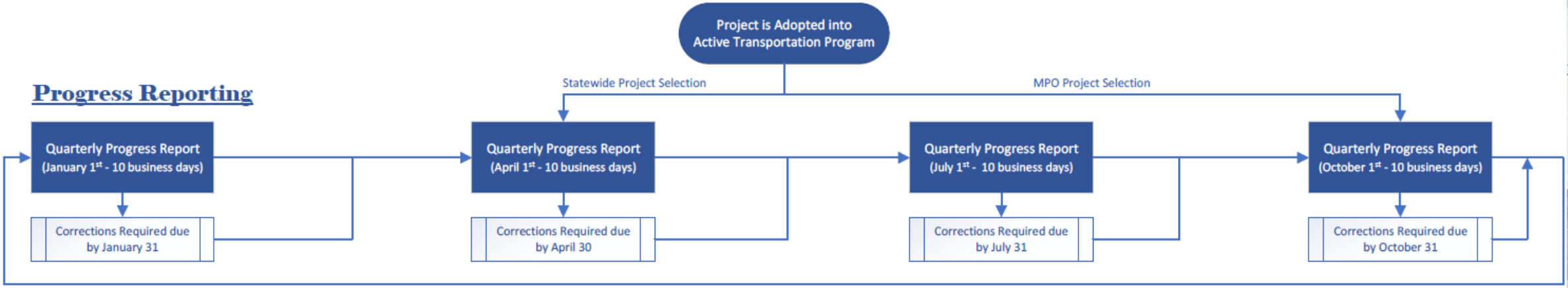
ATP Reporting Diagram

OVERVIEW



ATP Reporting Diagram

PROGRESS REPORTING & ATP BEFORE COUNTS



ATP User Counts Requirements – Before Count

Allocated for CON and CON-NI prior to October 2019

Interim Count Guidance does not apply.
Before and After Counts required for all projects except Plans.
Methodology up to agency discretion.

Allocated for CON or CON-NI after October 2019

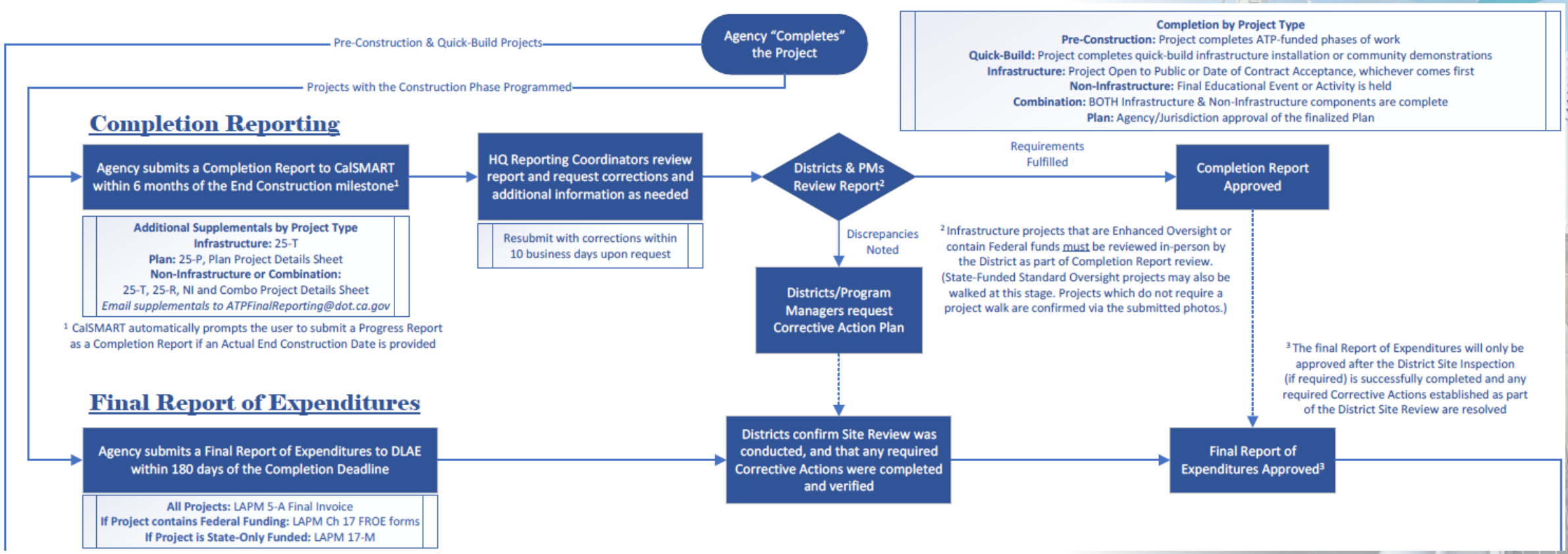
Interim Count Guidance applies to all components allocated after October 2019.
Before and After Counts required for all projects except Plans & Quick-Builds.
Compliant methodologies are listed in the Interim Count Guidance.
"Other" methodologies must be approved in advance by ATP PM.
Before Counts must be conducted within 6 months prior to the start of construction.
A distinct methodology and Before Count is required for each component of a Combination project.

Allocated for CON or CON-NI after May 2022

ATP Policy on User Counts (G-22-42) also applies, in addition to Interim Count Guidance requirements:
All Covid-related count extensions must be complete by 6/30/2023.

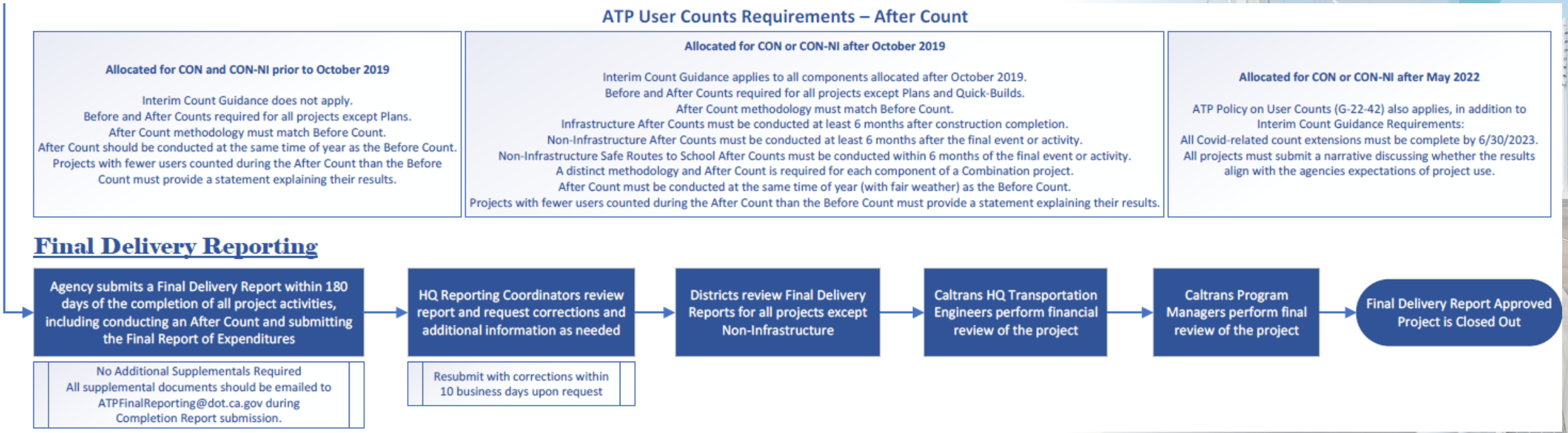
ATP Reporting Diagram

COMPLETION REPORTING & FINAL REPORT OF EXPENDITURES



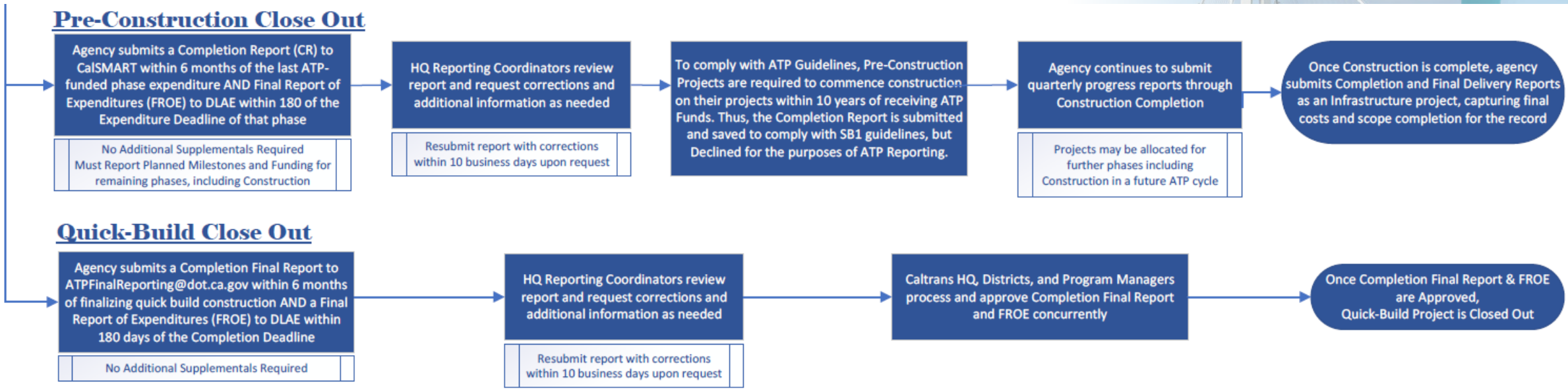
ATP Reporting Diagram

ATP AFTER COUNT & FINAL DELIVERY REPORTING



ATP Reporting Diagram

PRE-CONSTRUCTION & QUICK-BUILD PROJECT CLOSE OUT



ATP Reporting Process

OVERVIEW – PROJECT REPORTING VS. PROJECT PROGRAMMING

Project Reporting – ATP Reporting Team – Cumulative Project Record

- Submit timely, complete, and accurate Progress, Completion, and Final Delivery Reports
- Conduct User Counts as required
- Submit supplemental documents at project completion to confirm compliance with program requirements and approved project scope

Project Programming – District Staff / DLAE – Project Component Specific

- Submit timely, complete, and accurate Allocation, Time Extension, and Scope Change Requests
- Comply with LAPM requirements/processes:
  - Invoicing and requests for reimbursement
  - Documentation related to progressing through project phases required for Allocation
- Submit a Final Report of Expenditures (FROE) within 180 of timely use of funds expenditure or completion deadline
- Coordinate a project walkthrough (required if Federally Funded or Enhanced Oversight)

ATP User Counts

INTERIM COUNT GUIDANCE

ATP User Counts

RECOMMENDED METHODOLOGY & ASSUMING ZERO USERS

Project Type	Minimum Requirement	Recommended Methodology
Infrastructure - General (Manual/Automated/Video-Recorded Screenline)	4-total Hours over 3 weekdays and 1 weekend day during peak hours. (7-9am & 4-6pm weekdays, and 9-11am weekends)	24/7 for one week
Infrastructure – Small	One Location	One Location
Infrastructure – Medium	(0.05 x Total Centerline Miles of the Project) Locations	Two Locations (Three Max)
Infrastructure – Large	(0.1 x Total Centerline Miles of the Project) Locations	Three Locations (Seven Max)
Non-Infrastructure – Safe Routes to School	1 set of student tallies or parent surveys per school (2 days)	1 set of student tallies or parent surveys per school (2 days)
Non-Infrastructure – Community/Jurisdiction Based	Survey	Survey

Only assume zero users for new infrastructure if this is a reasonable assumption to make!

ATP User Counts

GENERAL TIMELINE REQUIREMENTS

ATP User Counts are required for all project types except for Plans and Quick-Builds

Before Counts

- Must be conducted within 6 months prior to the Begin Construction Milestone
  - Begin Construction represents the date that construction commences (breaks ground) for Infrastructure projects, or the date of the first educational event or activity for Non-Infrastructure Projects

After Counts

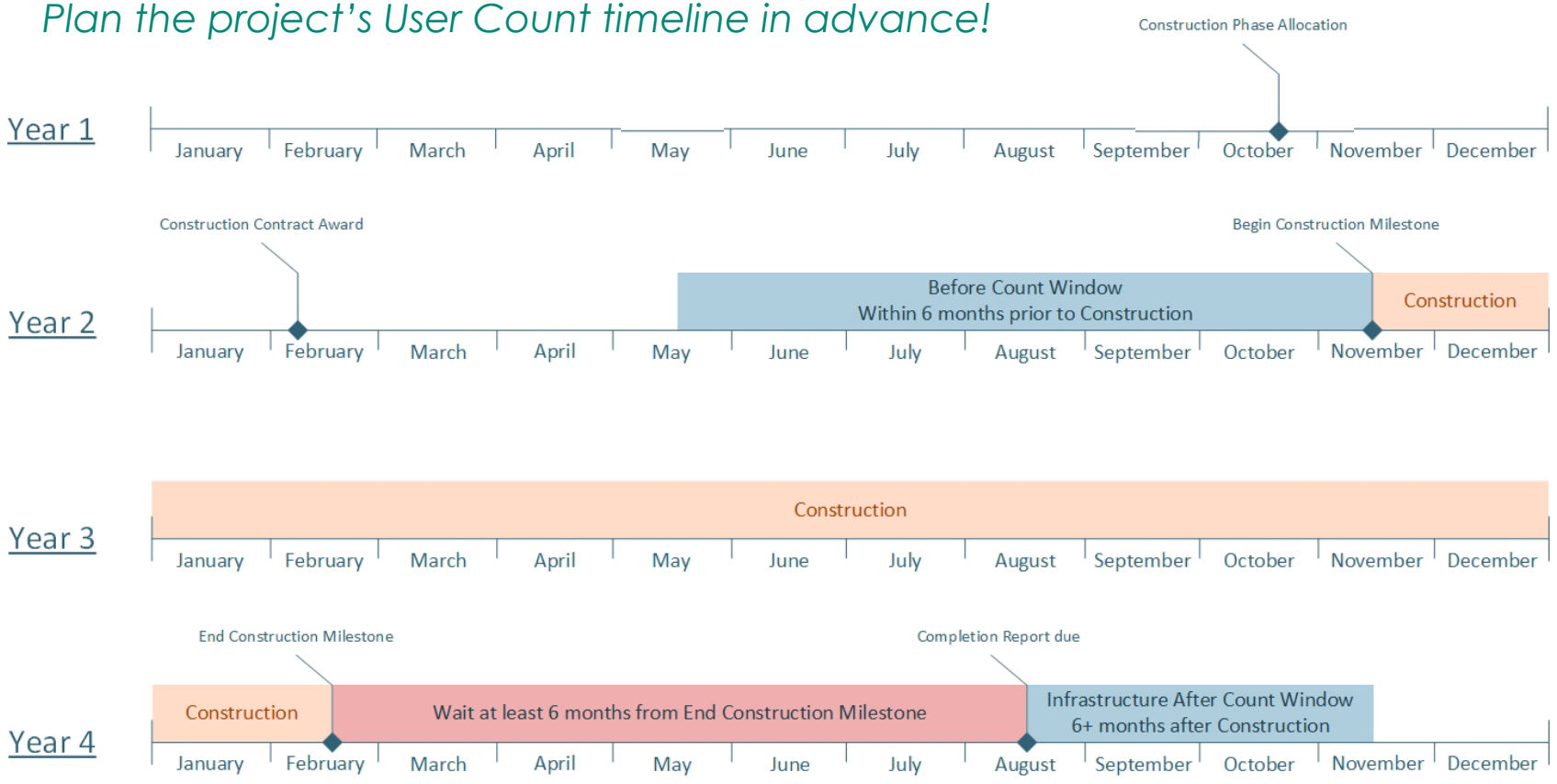
- Must be conducted within 6 months after the last event or activity and within the school year for Non-Infrastructure Safe Routes to School projects
- Must be conducted at least 6 months after the End Construction milestone for remaining projects
  - End Construction represents the date that construction is completed (either open to the public, or contract accepted, whichever comes first) or the date of the last educational event or activity for Non-Infrastructure projects
- After Counts must be conducted at the same time of day and day of the year as the corresponding Before Count

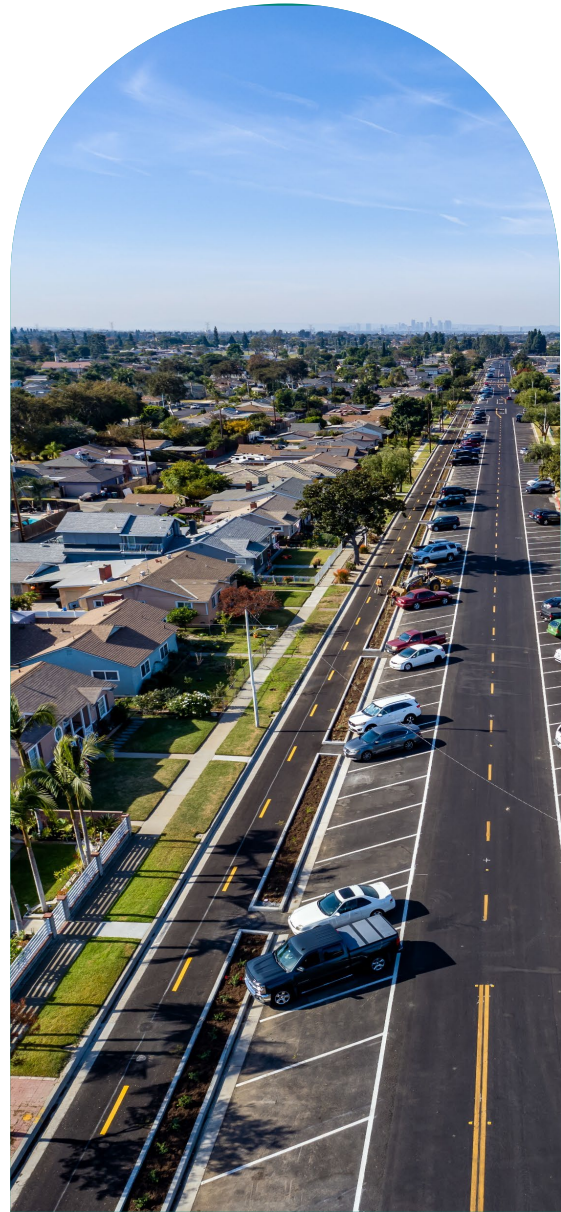
Combination Projects must conduct counts in the appropriate methodology and timeline for each of their project components.

ATP User Counts

TIMELINE FOR INFRASTRUCTURE PROJECTS

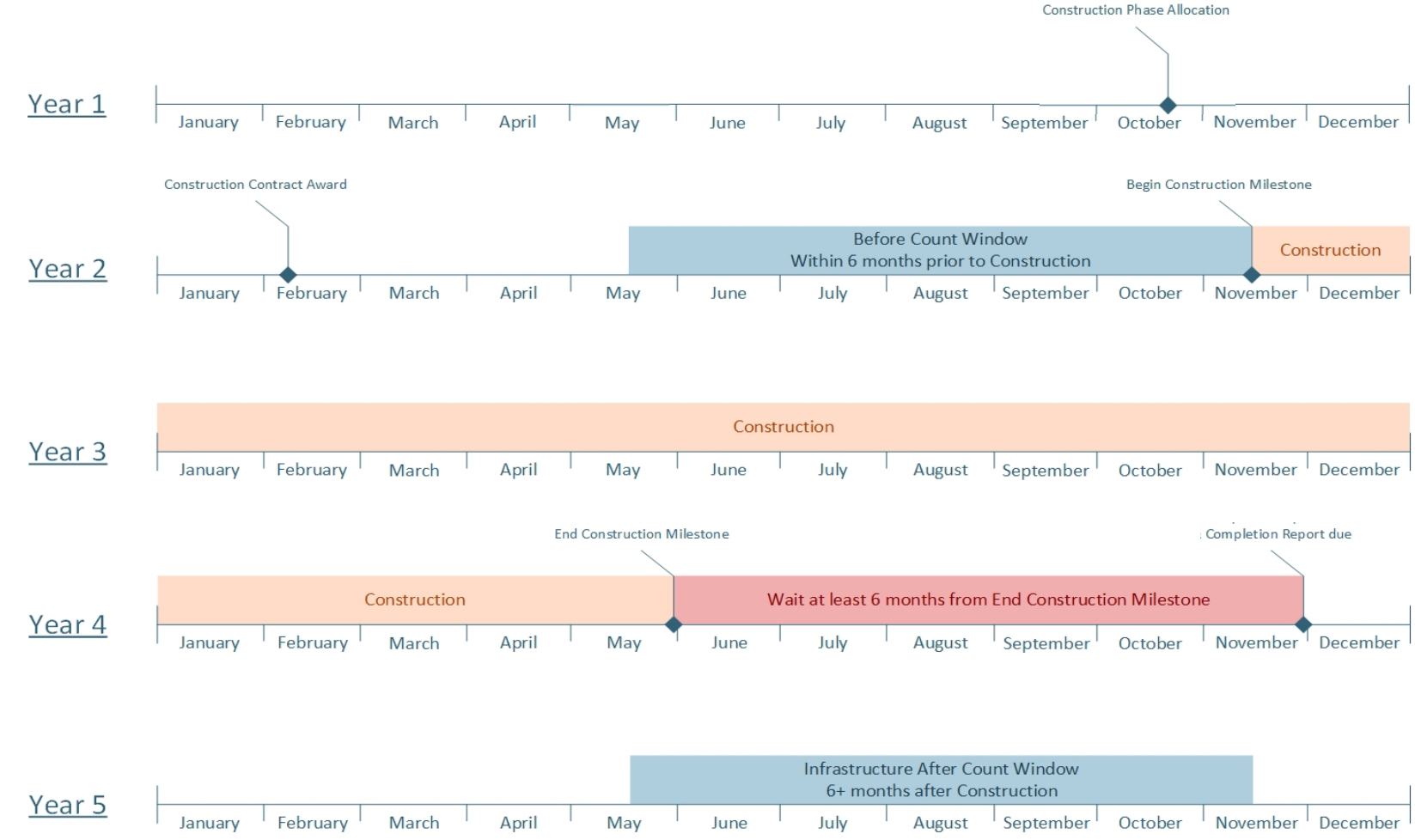
Plan the project's User Count timeline in advance!

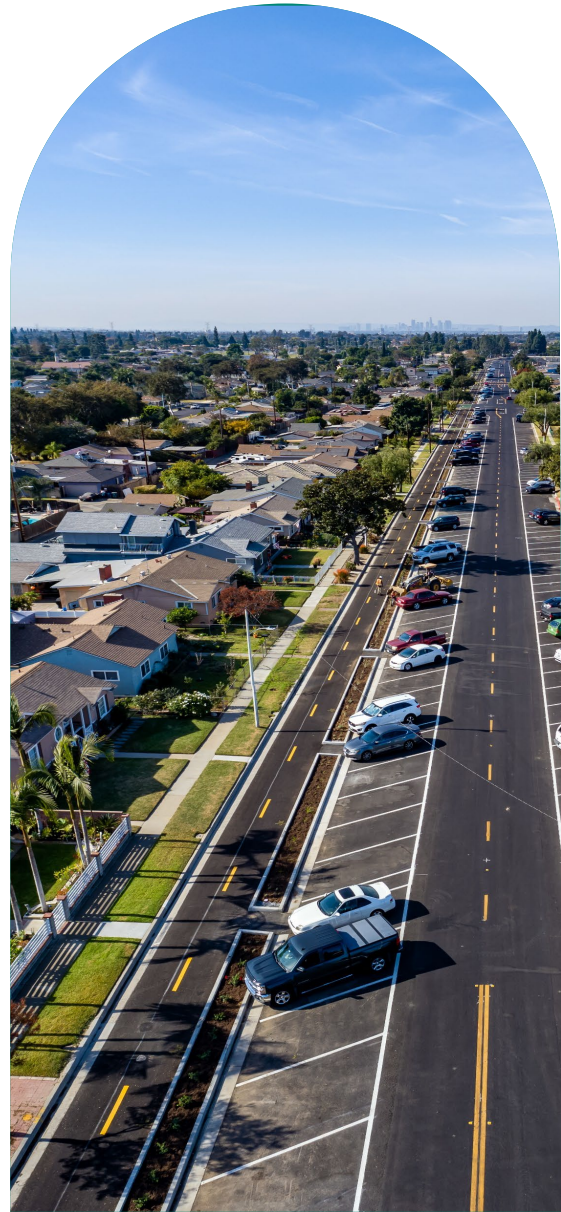




ATP User Counts

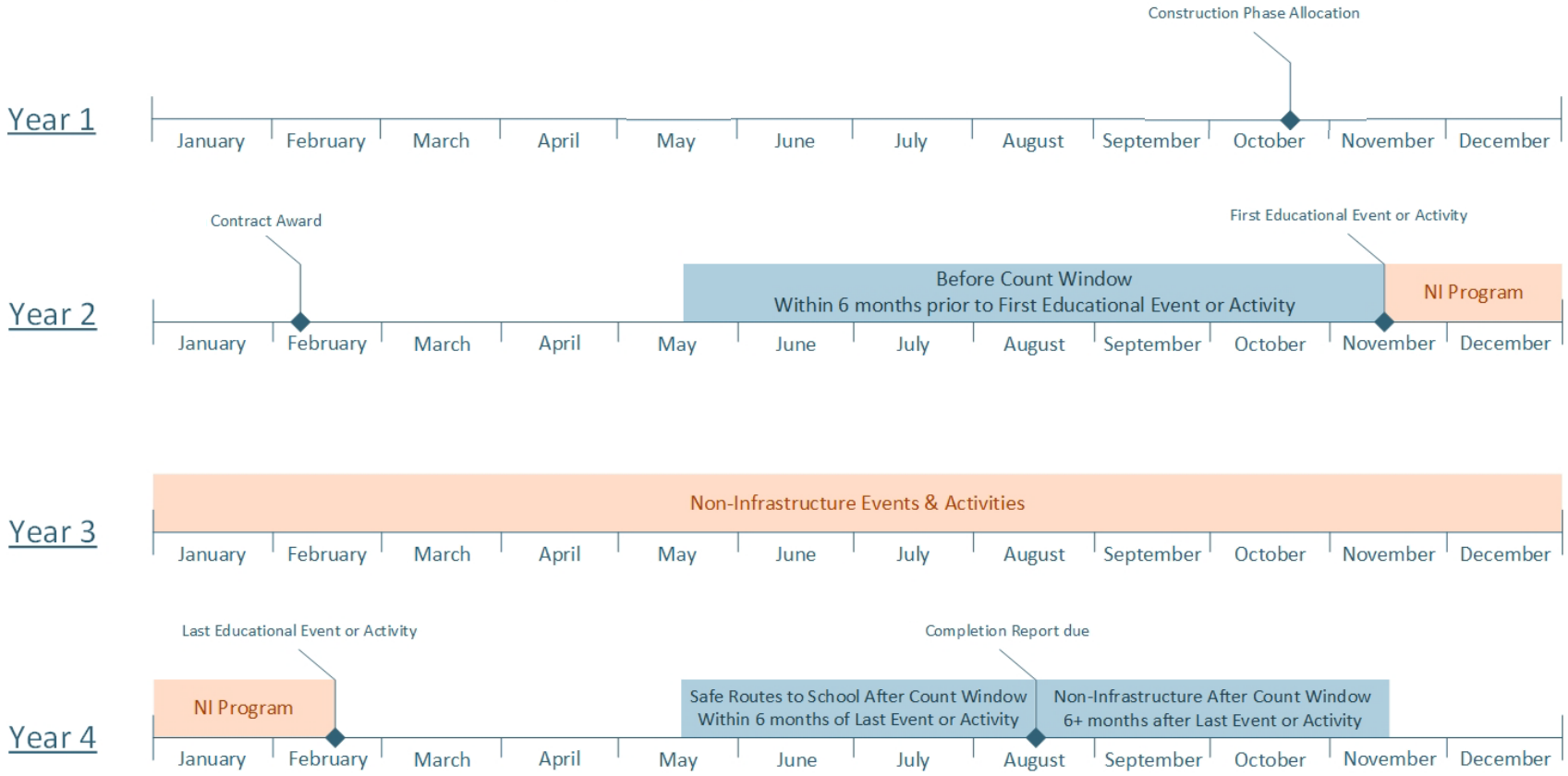
TIMELINE FOR INFRASTRUCTURE PROJECTS – DELAYED AFTER COUNT

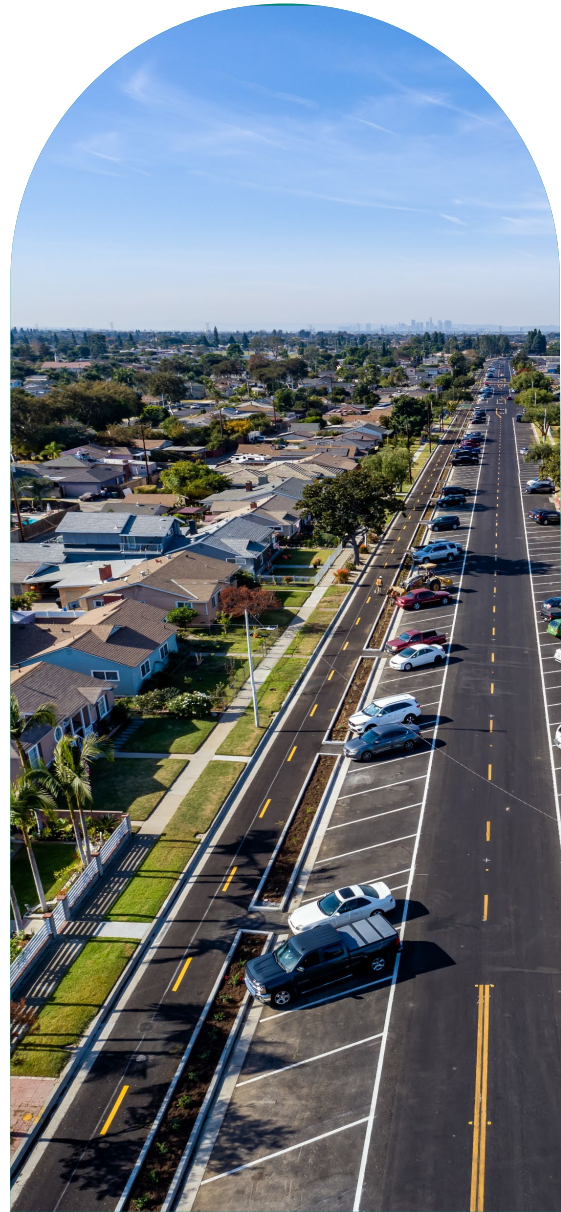




ATP User Counts

TIMELINE FOR NON-INFRASTRUCTURE PROJECTS

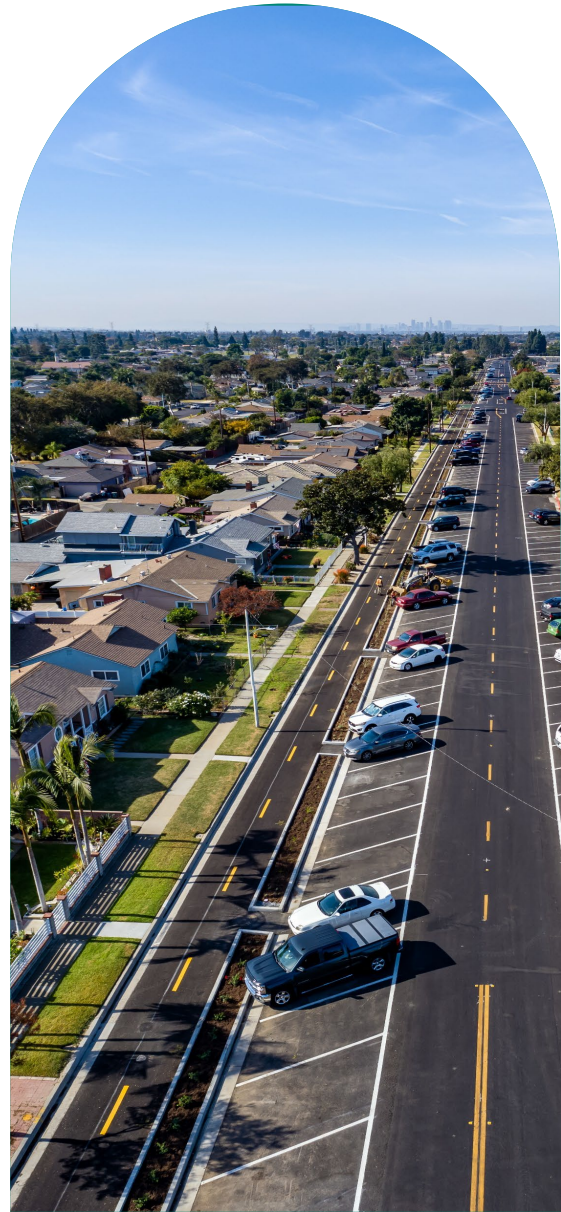




ATP User Counts

AFTER COUNTS TIMELINE vs. TIMELY-USE-OF-FUNDS COMPLETION DEADLINE

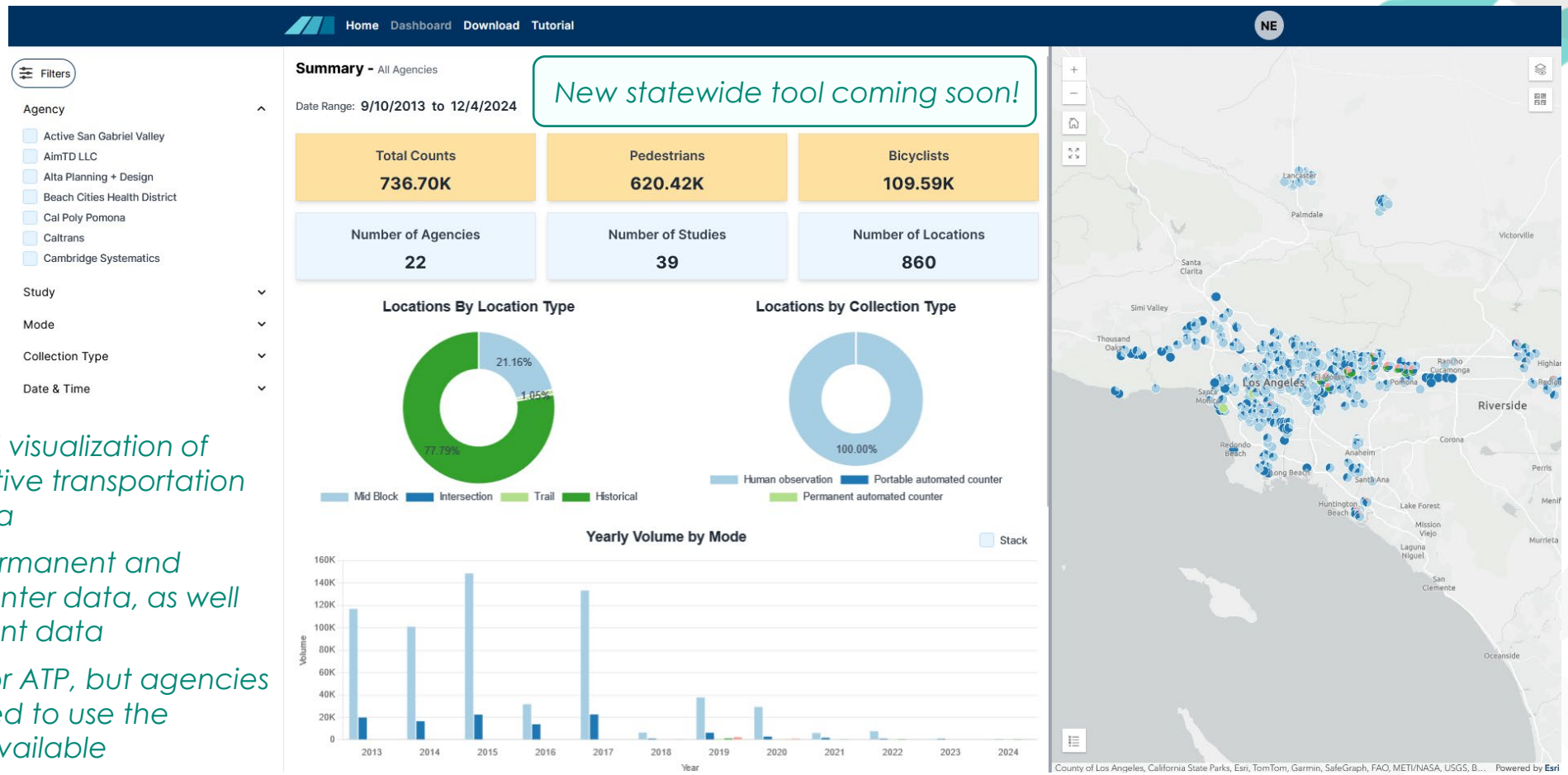
- After Counts for most ATP projects must be conducted at least 6 months after the end of Construction, at the same time of year as the Before Counts
  - This may require that counts be conducted over a year after the End of Construction to be compliant
- The standard Completion Deadline for ATP projects is 36 months after the Contract Award date
  - Project expenses after the (Extended) Completion Deadline are non-reimbursable
  - Plan your compliant After Count to be conducted prior to the (Extended) Completion Deadline to qualify as a reimbursable expense



ATP User Counts

EXCITING FUTURE OF CALIFORNIA ACTIVE TRANSPORTATION COUNT DATA

California Active Transportation Data Portal (CATDP)



- *Repository and visualization of California's active transportation user count data*
- *Will contain permanent and temporary counter data, as well as manual count data*
- *Not required for ATP, but agencies are encouraged to use the CATDP once available*

CalSMART Reporting

BASICS & NEW FEATURES

CalSMART Reporting

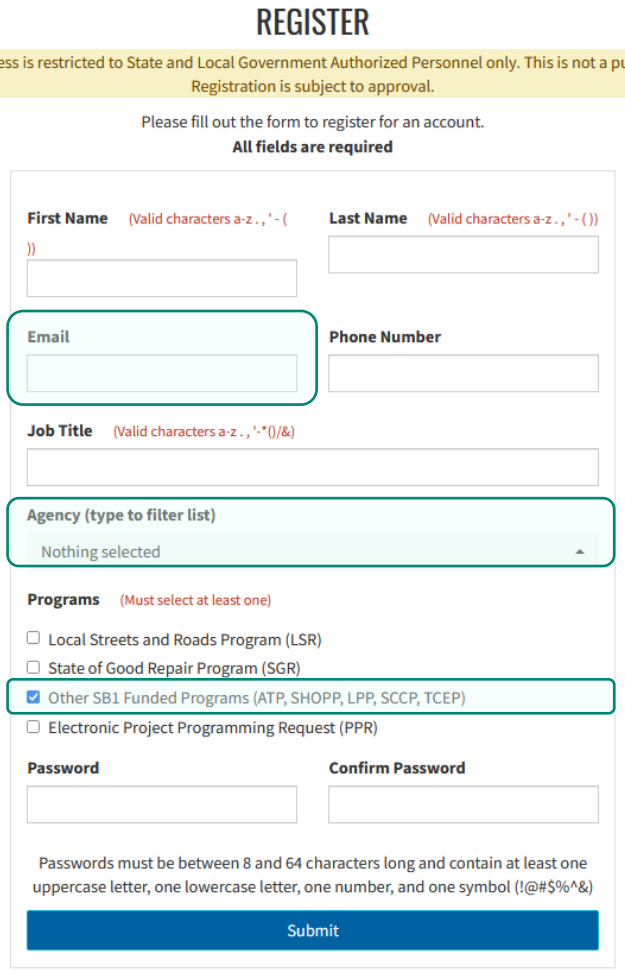
USER ACCOUNT REGISTRATION

Navigate to calsmart.dot.ca.gov/register

Make sure to register using an official agency email account

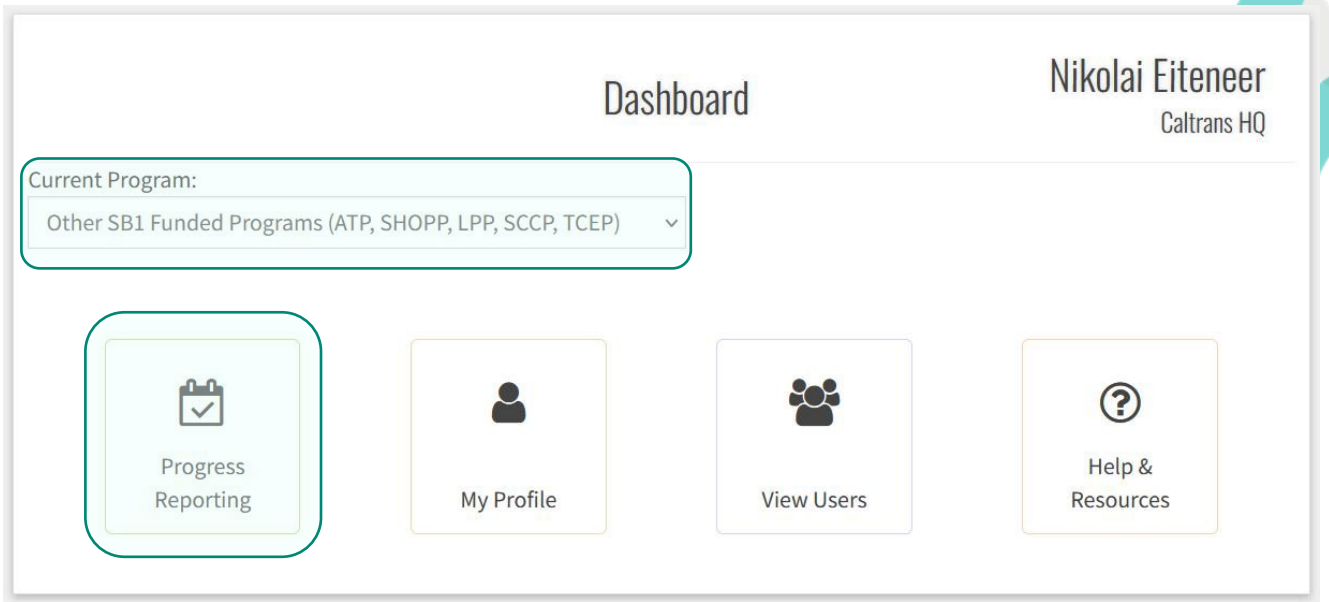
Each CalSMART Account can only be associated with one agency. If you are a consultant working with multiple agencies, a unique email must be associated with each agency's account.

Make sure to select "Other SB1 Funded Programs (ATP, SHOPP, LPP, SCCP, TCEP)" to have access to the ATP module of CalSMART. If you also have projects in other programs, select those as well.



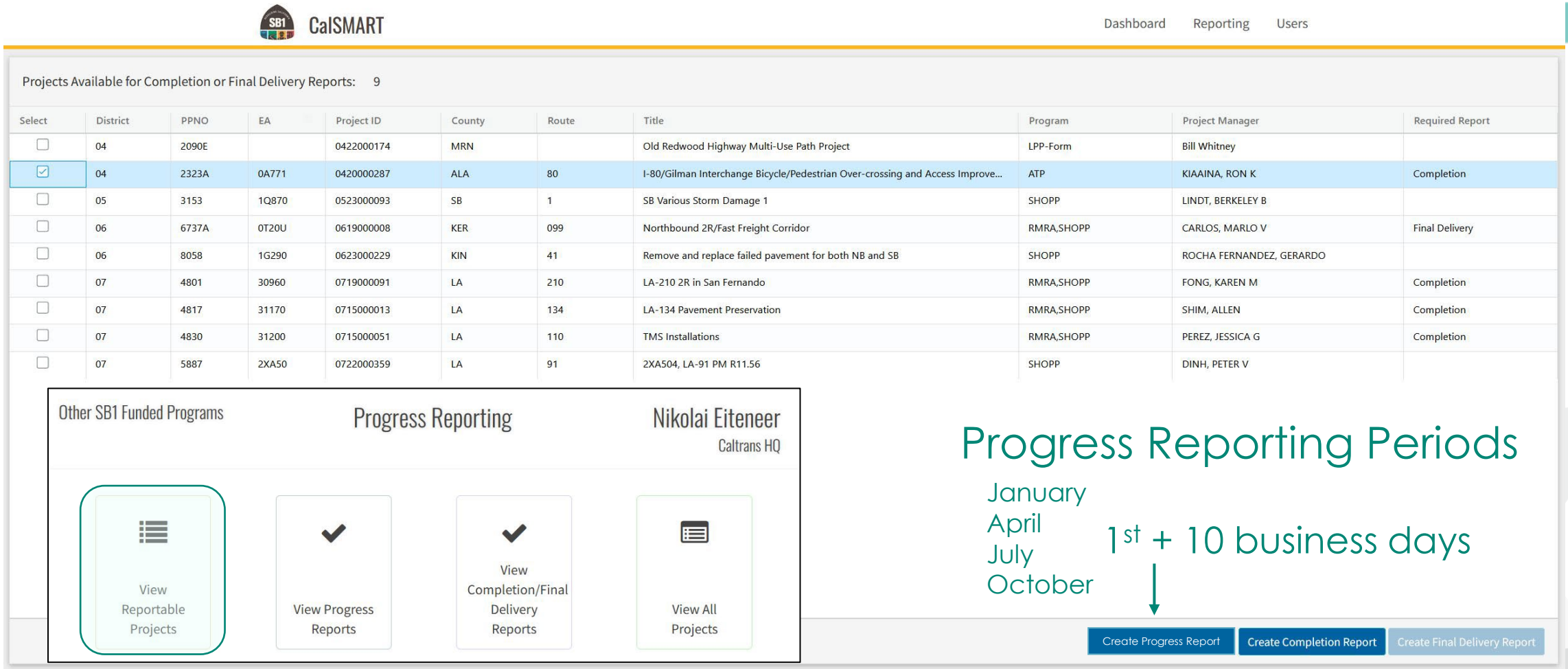
CalSMART Reporting

NAVIGATION – HOMEPAGE



CalSMART Reporting

NAVIGATION – VIEW REPORTABLE PROJECTS



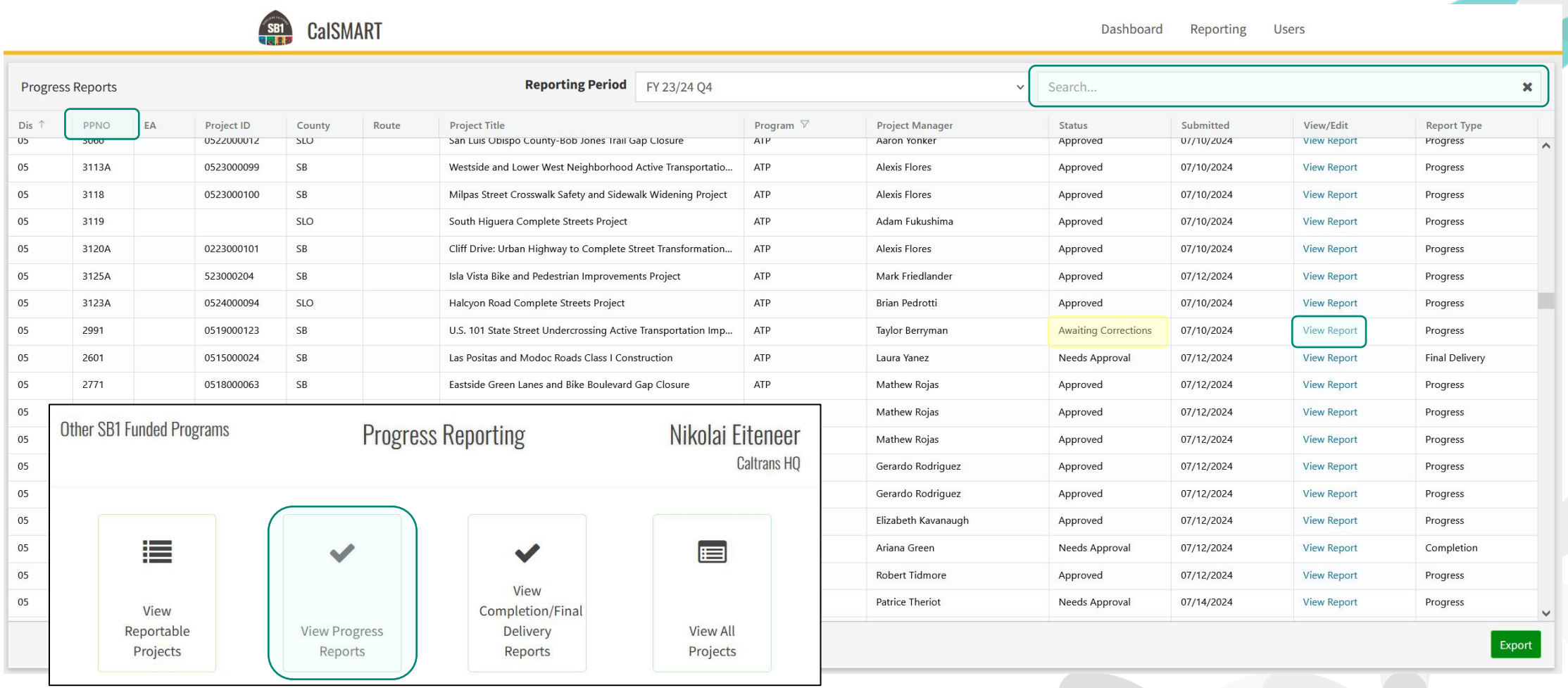
Progress Reporting Periods

January
April
July
October

1st + 10 business days

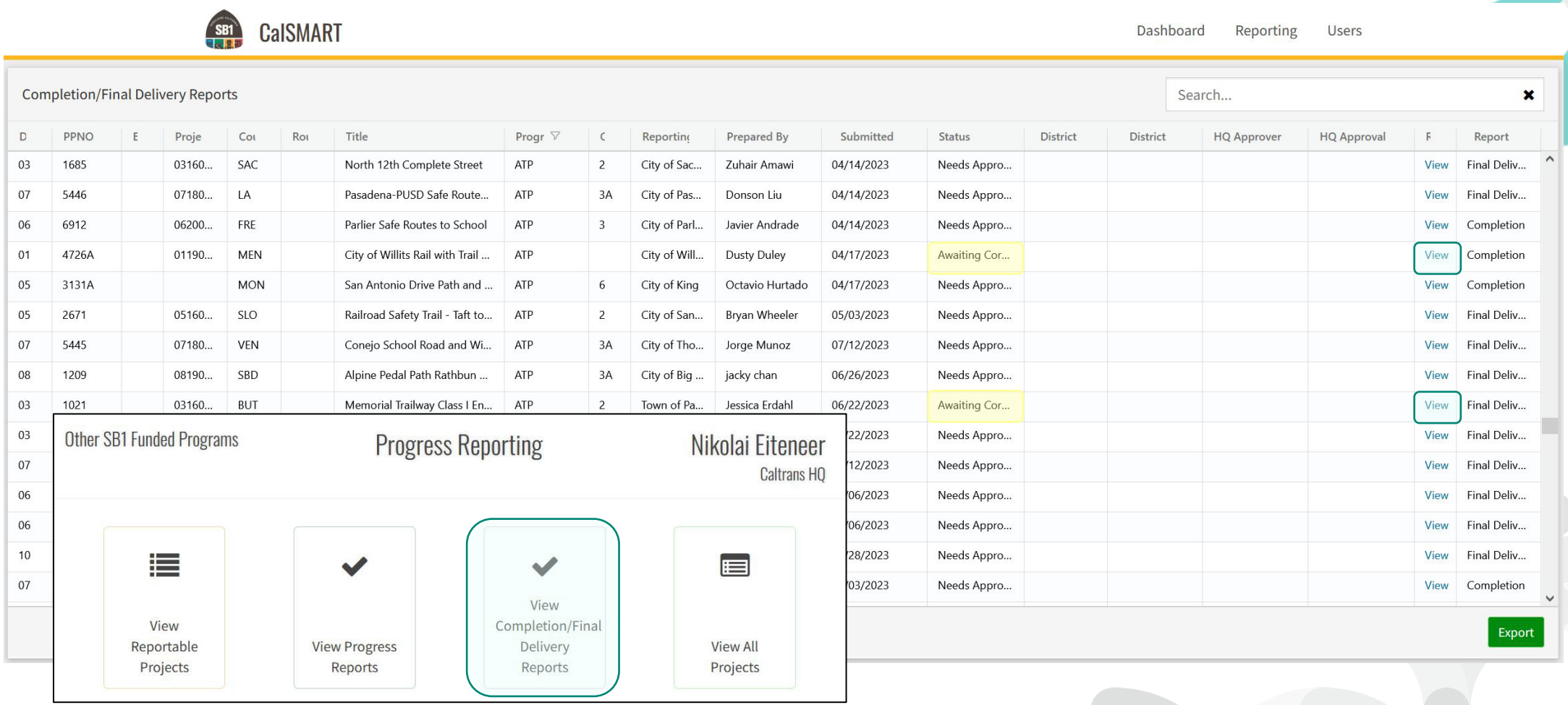
CalSMART Reporting

NAVIGATION – CORRECTING PROGRESS REPORTS



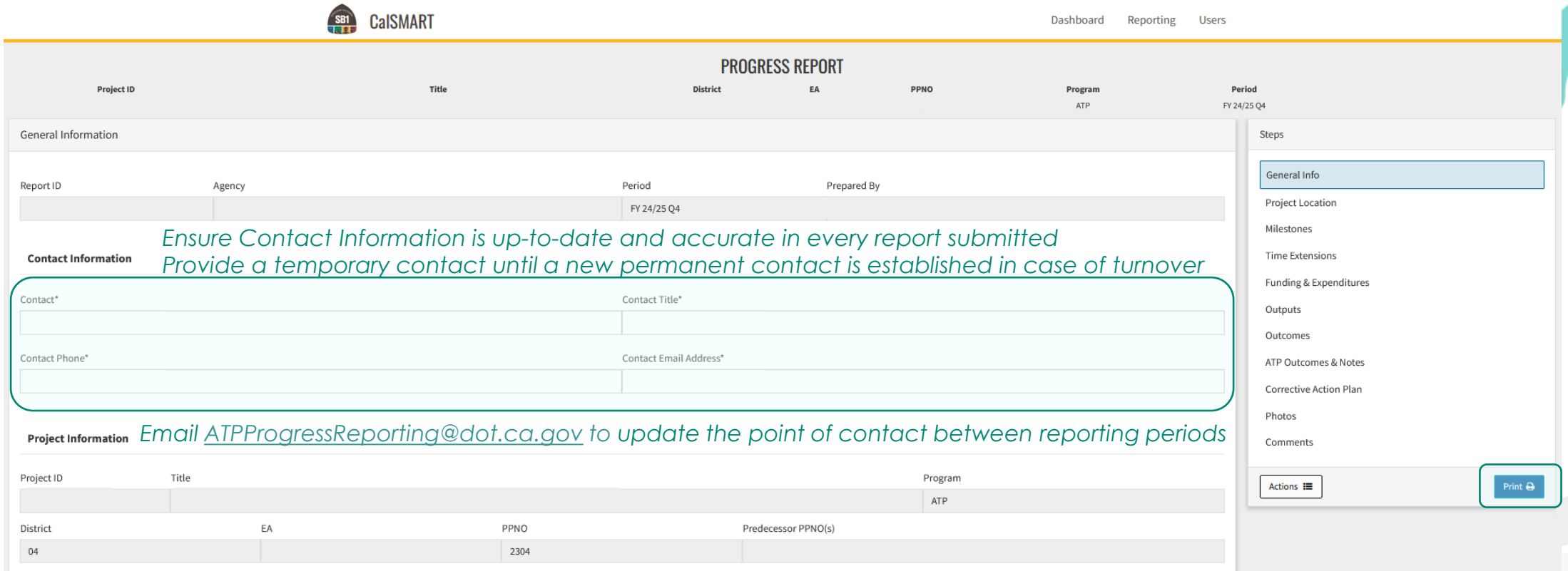
CalSMART Reporting

NAVIGATION – CORRECTING COMPLETION & FINAL DELIVERY REPORTS



CalSMART Reporting

REPORTING – GENERAL INFO



Ensure Contact Information is up-to-date and accurate in every report submitted
Provide a temporary contact until a new permanent contact is established in case of turnover

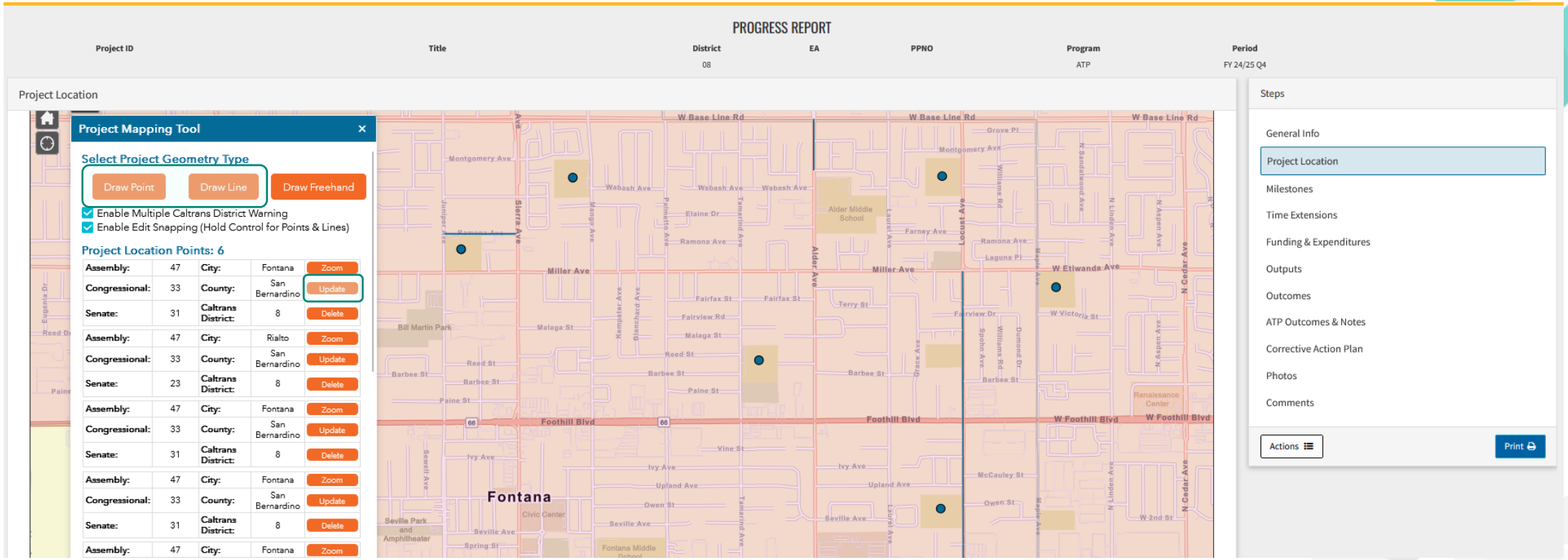
Email ATPProgressReporting@dot.ca.gov to update the point of contact between reporting periods

Once changes are made on any page of a report, the "Print" button will change to "Save"

Make sure to save changes to your report before moving on to another section

CalSMART Reporting

REPORTING – PROJECT LOCATION



Indicate all corridors with infrastructure improvements using lines
Indicate all intersections with infrastructure improvements outside of marked corridors using points
Indicate Non-Infrastructure Event or Activity locations, as well as Plan jurisdictions, using points

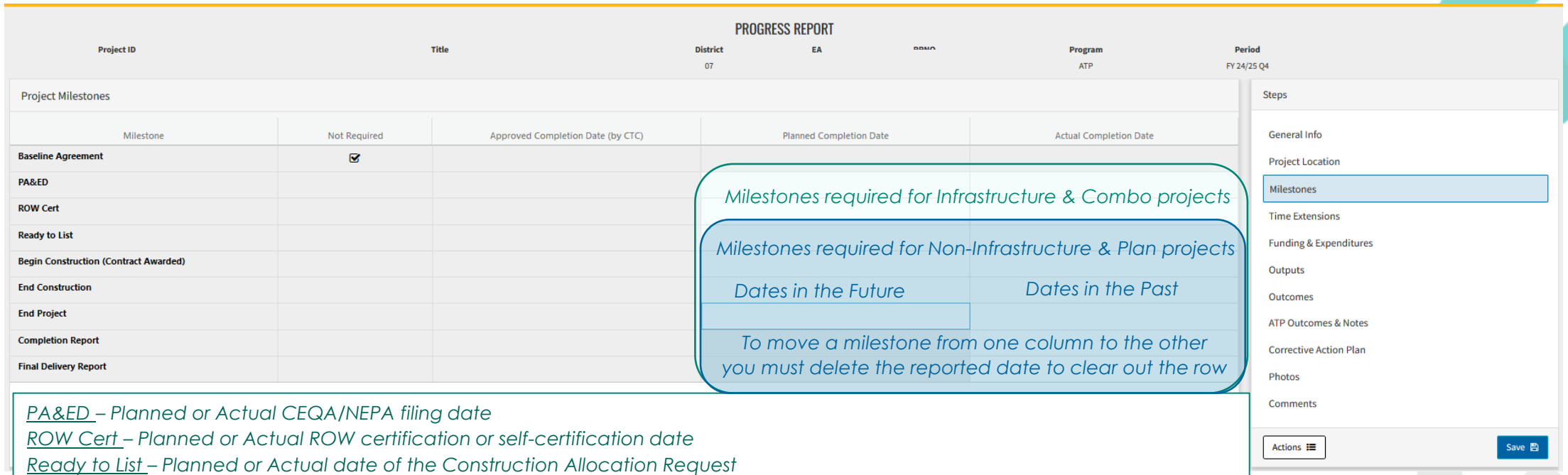
CalSMART Reporting

REPORTING – PROJECT LOCATION – UPDATING LINES

Use the "Draw Line" feature to draw a rough polyline of a corridor.
Then use the "Update" button to pull midpoints to new locations for a final map.
Make sure to press the "Update" button as well as "Save All Project Locations" to capture updates.

CalSMART Reporting

REPORTING – MILESTONES



Milestones required for Infrastructure & Combo projects

Milestones required for Non-Infrastructure & Plan projects

Dates in the Future | *Dates in the Past*

To move a milestone from one column to the other you must delete the reported date to clear out the row

PA&ED – Planned or Actual CEQA/NEPA filing date

ROW Cert – Planned or Actual ROW certification or self-certification date

Ready to List – Planned or Actual date of the Construction Allocation Request

Begin Construction (Contract Awarded) – Planned or Actual date of construction start or the first educational event or activity

End Construction – Planned or Actual date that the contract will be accepted or the project open to the public (whichever comes first) or the last educational event or activity for Non-Infrastructure projects

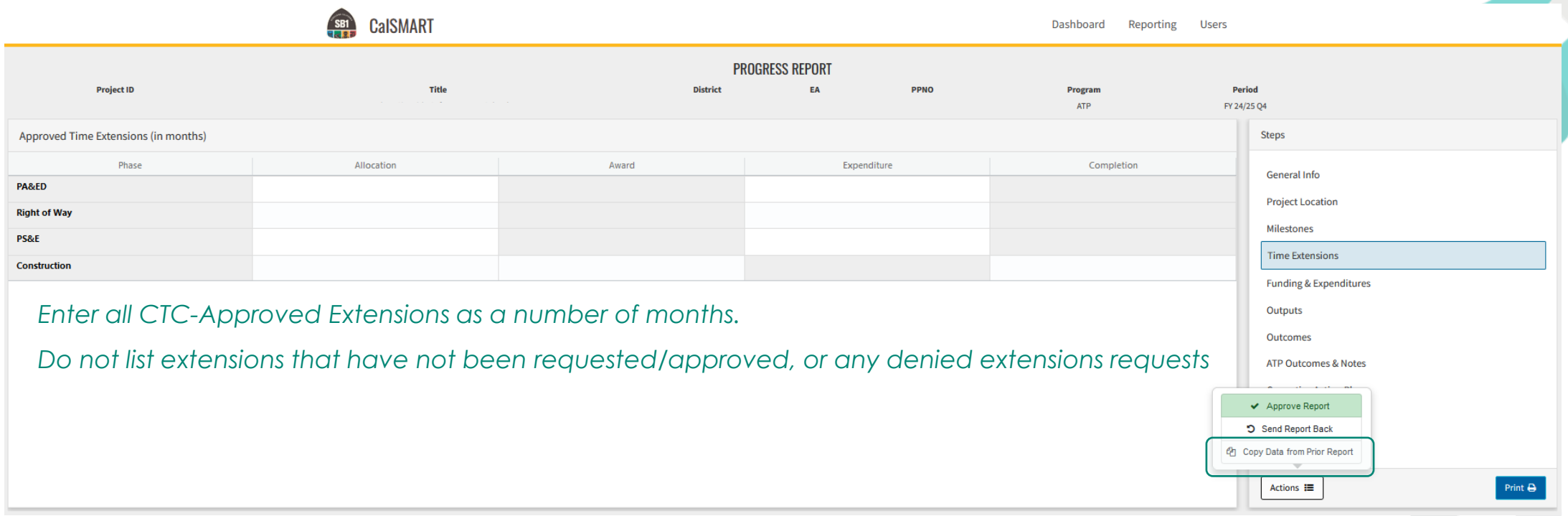
End Project – Planned or Actual date that all project activities, including contract approval as well as submitting a FROE and conducting an After Count, will be complete

Completion Report Date – Actual date that the project submitted a Completion Report for the first time (Only reported in CR & FDR)

Final Delivery Report – Actual date that the project submitted a Final Delivery Report for the first time (Only reported in FDR)

CalSMART Reporting

REPORTING – TIME EXTENSIONS



Enter all CTC-Approved Extensions as a number of months.

Do not list extensions that have not been requested/approved, or any denied extensions requests

Use the Copy Data from Prior Report action to migrate information from the previous quarter to the current report

- *Helps ensure that corrections from previous reports are not omitted when moving forward*
- *Easily copy static project data from the previous report, then provide any necessary updates to submit required quarterly Progress Reports with minimal hassle*
- *This feature will only work to pull data from the prior quarter's report, so if no report was submitted, or if data was omitted in the recent report, the information will have to be manually entered*

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES

CalSMART Dashboard Reporting Users

PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program	Period
					ATP	FY 24/25 Q4

Funding and Expenditures (in $1,000)

			SB1 Funds						Other Funds					
Phase	Row Type	Allocated	Approved Project Funding/Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Yes	200							200				
	Expenditure													200
PS&E	Funding	Yes	275						75	200				
	Expenditure													275
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	No												
	Expenditure													
Const Capital	Funding	No	2,941							2,941				
	Expenditure													2,941
Other	Expenditure													
Total	Funding		3,416						75	3,341				0
	Expenditure													3,416

Steps - **Unsubmitted** (Not Saved)

- General Info
- Project Location
- Milestones
- Time Extensions
- Funding & Expenditures
- Outputs
- Outcomes
- ATP Outcomes & Notes
- Corrective Action Plan
- Photos
- Comments

Actions Save

Construction Contract Award Amount (in $1,000)

Once the Construction Contract is awarded, list the contract award amount. The Contract Award Amount cannot be greater than the Construction Capital Planned Expenditure at Completion.

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – UNDERSTANDING THE TABLE (PART 1)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Y/N												
	Expenditure													
PS&E	Funding	Y/N												
	Expenditure													
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Y/N												
	Expenditure													
Const Capital	Funding	Y/N												
	Expenditure													
Other	Expenditure													
Total	Funding													
	Expenditure													

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – UNDERSTANDING THE TABLE (PART 2)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Y/N												
	Expenditure													
PS&E	Funding	Y/N												
	Expenditure													
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Y/N												
	Expenditure													
Const Capital	Funding	Y/N												
	Expenditure													
Other	Expenditure													
Total	Funding													
	Expenditure													

Do not use the RW Support or Const Support lines for ATP projects

Cumulatively report RW Support on the RW Capital line

Cumulatively report Const Support on the Const Capital line

Do not report funds on the Other Expenditures line – only used for auto-populated data

Will say "No" until Programmed phases are Allocated, then changes to "Yes"

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – UNDERSTANDING THE TABLE (PART 3)

Totals per Row ↴

Phase	Row Type	Allocated	Approved Project Funding / Total	SB1 Program Funding Source Columns: SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	Other Funding Source Columns: State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Y/N		Programmed Funds						Programmed				
	Expenditure			Currently Expended/Reimbursed Funds						Expended/Reimbursed				
PS&E	Funding	Y/N		Programmed Funds						Programmed				
	Expenditure			Currently Expended/Reimbursed Funds						Expended/Reimbursed				
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Y/N		Programmed Funds						Programmed				
	Expenditure			Currently Expended/Reimbursed Funds						Expended/Reimbursed				
Const Capital	Funding	Y/N		Programmed Funds						Programmed				
	Expenditure			Currently Expended/Reimbursed Funds						Expended/Reimbursed				
Other	Expenditure			Expended/Reimbursed Funds not associated with a specific phase										
Total	Funding			Total Funding per Source Column										
	Expenditure			Total Current Expenditures/Reimbursements per Source Column										

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – UNDERSTANDING THE TABLE (PART 4)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Y/N												
	Expenditure													
PS&E	Funding	Y/N												
	Expenditure													
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Y/N												
	Expenditure													
Const Capital	Funding	Y/N												
	Expenditure													
Other	Expenditure													
Total	Funding													
	Expenditure													

Planned Expenditure at Completion represents the cumulative total of all funds to be expended for completion of the phase. This includes funds programmed through SB1, additional local funds, and all other funding sources

- *Planned Expenditure at Completion must always be reported to the best of the agencies current knowledge, including all sources of funds.*

The Additional Local value represents all additional sources of funds (other than auto-populated sources of funds, such as SB1 Programmed/Allocated amounts)

- *Additional Local should include all planned additional sources of funds up-front, regardless of whether they have been expended. However, agencies may choose to report only the already expended portion of additional funds*

Cumulative Project Cost Grand Total

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – EXAMPLE 1 (SIMPLE FUNDING – PART 1)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Yes							11					
	Expenditure								11					11
PS&E	Funding	Yes							168					
	Expenditure								104					104
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	No												
	Expenditure													0
Const Capital	Funding	Yes							1,291					
	Expenditure												200	1,491
Other	Expenditure													
Total	Funding		1,470						1,470					0
	Expenditure		115						115					1,606

11K Allocated & Expended, No Additional Local Funds

168K Allocated, Only 104K expended to complete the phase, No Additional Local Funds

1,291K Allocated, No Current Expenditures, 200K Additional Local funds, 1,491K Planned Expenditure

Total Project Cost at Completion - $1,606K

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – EXAMPLE 1 (SIMPLE FUNDING – PART 2)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Yes							11					
	Expenditure								11					11
PS&E	Funding	Yes							168					
	Expenditure								104					104
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	No												
	Expenditure													0
Const Capital	Funding	Yes							1,291					
	Expenditure													1,491
Other	Expenditure													
Total	Funding		1,470						1,470					0
	Expenditure		115						115					1,606

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – EXAMPLE 2 (PRE-CON PHASE VALIDATION)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Yes							100					
	Expenditure								80				20	100
PS&E	Funding	Yes							180					
	Expenditure												180	180
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Yes												
	Expenditure													0
Const Capital	Funding	No							1,500					
	Expenditure													1500
Other	Expenditure													
Total	Funding		1,470						1,780					0
	Expenditure		115						80				200	1,780

100K Allocated & Expended, but only 80K currently showing as expended/reimbursed

180K Allocated& Expended, but no expenditures/reimbursements currently captured

PA&ED and PS&E phases have a validation when CalSMART considers them complete

CalSMART's funding validation requires that Expenditures + Additional Local Expenditures = Planned Expenditure at Completion for PA&ED and PS&E phases when those are considered completed.

Currently in Construction Phase. Pre-Construction phases are completed (based on milestones) but no Construction phase expenditures currently captured

If CalSMART highlights a cell red, an error in funding reporting must be corrected to submit the report. Yellow CalSMART highlights on this page may be ignored by agencies if reported data is accurate.

Total Project Cost at Completion - $1,780K

CalSMART Reporting

REPORTING – FUNDING & EXPENDITURES – EXAMPLE 3 (OTHER EXPENDITURES & VALIDATION – PART 1)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Yes							100					
	Expenditure												100	100
PS&E	Funding	Yes							180					
	Expenditure												265	265
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Yes							125					
	Expenditure													125
Const Capital	Funding	Yes							755					
	Expenditure								239				1,619	2,374
Other	Expenditure								405					
Total	Funding		1,470						1,160					0
	Expenditure		115						644				1,984	2,864

100K Allocated & Expended, but expenditures not captured in the PA&ED phase by Accounting

180K Allocated& Expended, but expenditures not captured in the PS&E phase by Accounting

PA&ED and PS&E phases have a validation when CalSMART considers them complete

CalSMART's funding validation requires that Expenditures + Additional Local Expenditures = Planned Expenditure at Completion for PA&ED and PS&E phases when those are considered completed.

125K Allocated& Expended, but expenditures not captured in the RW Capital phase by Accounting

755K Allocated, 239K Currently Expended, Additional Local 1,619K, Planned Expenditure @ Completion 2,374K

100 (PA&ED) + 180 (PS&E) + 125 (RW Capital) = 405

Expenditures not associated with a specific phase are captured on the Other Expenditures line

If CalSMART highlights a cell red, an error in funding reporting must be corrected to submit the report. Yellow CalSMART highlights on this page may be ignored by agencies if reported data is accurate.

Total Project Cost at Completion - $2,864K

CalSMART Reporting

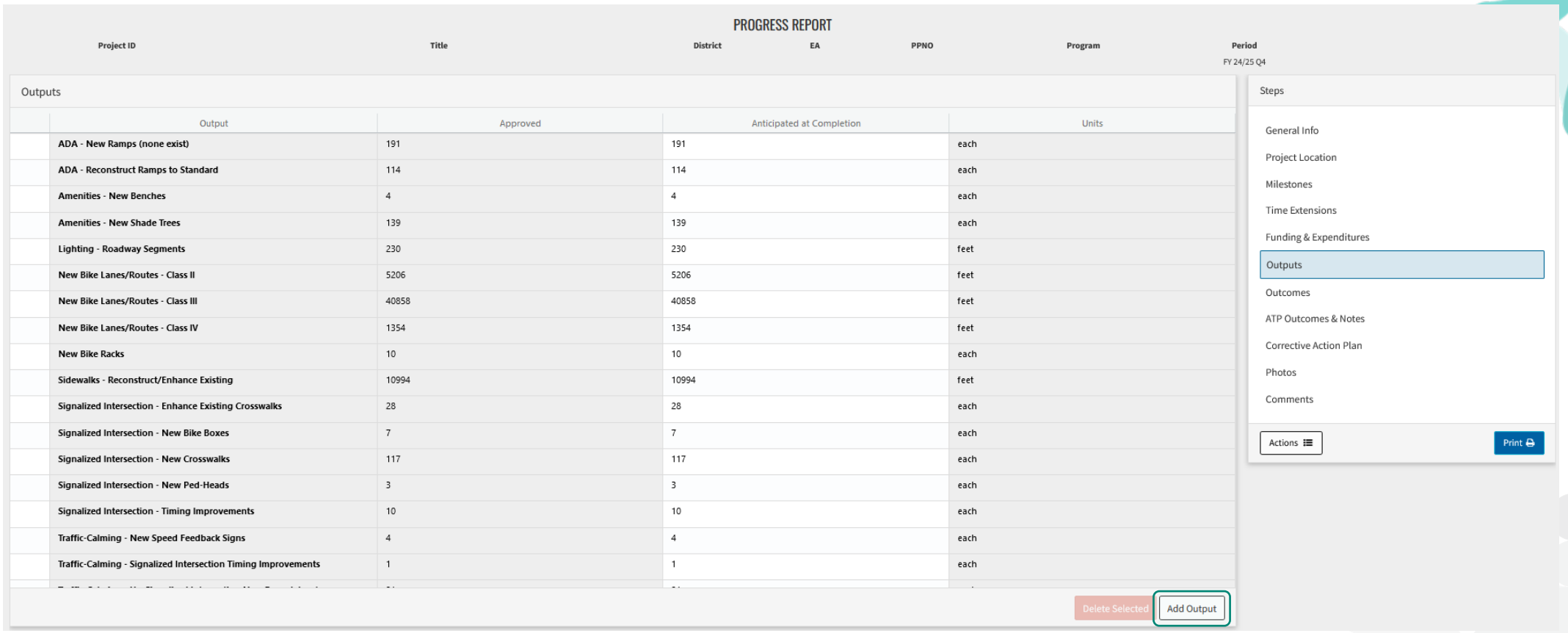
REPORTING – FUNDING & EXPENDITURES – EXAMPLE 3 (OTHER EXPENDITURES & VALIDATION – PART 2)

Phase	Row Type	Allocated	Approved Project Funding / Total	SHOPP	LPP Comp	LPP Form	SCCP	TCEP	ATP	State	Federal	Local and Private	Additional Local	Planned Expenditure at Completion
PA&ED	Funding	Yes							100					
	Expenditure												100	100
PS&E	Funding	Yes							180					
	Expenditure												265	265
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Yes							125					
	Expenditure													125
Const Capital	Funding	Yes							755					
	Expenditure								239				1,619	2,374
Other	Expenditure								405					
Total	Funding		1,470						1,160					0
	Expenditure		115						644				1,984	2,864

In this case, provide a statement on the Corrective Action Plan under Cost, indicating that the true amount of Additional Local funds for PA&ED is $0, and $85K for PS&E, reported this way on the funding page due to the CalSMART validation

CalSMART Reporting

REPORTING – OUTPUTS – INFRASTRUCTURE



PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program	Period
						FY 24/25 Q4

Outputs

Output	Approved	Anticipated at Completion	Units
ADA - New Ramps (none exist)	191	191	each
ADA - Reconstruct Ramps to Standard	114	114	each
Amenities - New Benches	4	4	each
Amenities - New Shade Trees	139	139	each
Lighting - Roadway Segments	230	230	feet
New Bike Lanes/Routes - Class II	5206	5206	feet
New Bike Lanes/Routes - Class III	40858	40858	feet
New Bike Lanes/Routes - Class IV	1354	1354	feet
New Bike Racks	10	10	each
Sidewalks - Reconstruct/Enhance Existing	10994	10994	feet
Signalized Intersection - Enhance Existing Crosswalks	28	28	each
Signalized Intersection - New Bike Boxes	7	7	each
Signalized Intersection - New Crosswalks	117	117	each
Signalized Intersection - New Ped-Heads	3	3	each
Signalized Intersection - Timing Improvements	10	10	each
Traffic-Calming - New Speed Feedback Signs	4	4	each
Traffic-Calming - Signalized Intersection Timing Improvements	1	1	each

Delete Selected | Add Output

Steps

- General Info
- Project Location
- Milestones
- Time Extensions
- Funding & Expenditures
- Outputs
- Outcomes
- ATP Outcomes & Notes
- Corrective Action Plan
- Photos
- Comments

Actions | Print

Approved Outputs represent the current CTC Approved Scope of the project.
Anticipated at Completion represents the total quantity of each output anticipated at project completion at the time each report is submitted.

CalSMART Reporting

REPORTING – OUTPUTS – ADD OUTPUTS

PROGRESS REPORT

Project ID | Title | District | EA | PPNO

Outputs

Output	Approved	Anticipated at Completion	
ADA - New Ramps (none exist)	191	191	each
ADA - Reconstruct Ramps to Standard	114	114	each
Amenities - New Benches	4	4	each
Amenities - New Shade Trees	139	139	each
Lighting - Roadway Segments	230	230	feet
New Bike Lanes/Routes - Class II	5206	5206	feet
New Bike Lanes/Routes - Class III	40858	40858	feet
New Bike Lanes/Routes - Class IV	1354	1354	feet
New Bike Racks	10	10	each
Sidewalks - Reconstruct/Enhance Existing	10994	10994	feet
Signalized Intersection - Enhance Existing Crosswalks	28	28	each
Signalized Intersection - New Bike Boxes	7	7	each
Signalized Intersection - New Crosswalks	117	117	each
Signalized Intersection - New Ped-Heads	3	3	each
Signalized Intersection - Timing Improvements	10	10	each
Traffic-Calming - New Speed Feedback Signs	4	4	each
Traffic-Calming - Signalized Intersection Timing Improvements	1	1	each

- ADA - New Ramps (none exist) (each)
- ADA - Reconstruct Ramps to Standard (each)
- Amenities - New Benches (each)
- Amenities - New Bike/Ped Wayfinding Signage (each)
- Amenities - New Shade Trees (each)
- Amenities - New Trash Cans (each)
- Lighting - Intersection Lighting (each)
- Lighting - Roadway Segments (feet)
- Mid-Block Crossing - Crossing-Surface Improvements (each)
- Mid-Block Crossing - Enhance Existing Crosswalks (each)
- Mid-Block Crossing - New Beacons/Signals (each)
- Mid-Block Crossing - New Crosswalks (each)
- Multi-Use - New Class I Trail (8' to 12' wide) (feet)
- Multi-Use - New Class I Trail (over 12' wide) (feet)
- Multi-Use - New Non-Class I Trail (feet)
- Multi-Use - Widen/Reconstruct Existing Class I Trail (feet)
- Multi-Use - Widen/Reconstruct Existing Non-Class I Trail (feet)
- New Bike Counters & Displays (each)
- New Bike Lanes/Routes - Class I (feet)
- New Bike Lanes/Routes - Class II (feet)
- New Bike Lanes/Routes - Class III (feet)
- New Bike Lanes/Routes - Class IV (feet)
- New Bike Racks (each)
- New Bike Share Bikes (each)
- New Bike Share Station (each)
- New Bike/Ped Bridges or Undercrossings (each)
- New Secured Bike Lockers (each)
- New Sidewalks (4' to 8' wide) (feet)
- New Sidewalks (over 8' wide) (feet)
- NI Program - Community Initiative Percentage (Percent of Funds)
- NI Program - First Last Mile Percentage (Percent of Funds)
- NI Program - Other Program Type Percentage (Percent of Funds)
- NI Program - Regional Initiative Percentage (Percent of Funds)
- NI Program - Safe Routes to School Percentage (Percent of Funds)

Add any additional outputs that the project is funding locally (if not already listed as an approved output category) using the Add Output button.

CalSMART Reporting

REPORTING – OUTPUTS – NON-INFRASTRUCTURE

PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program
					ATP

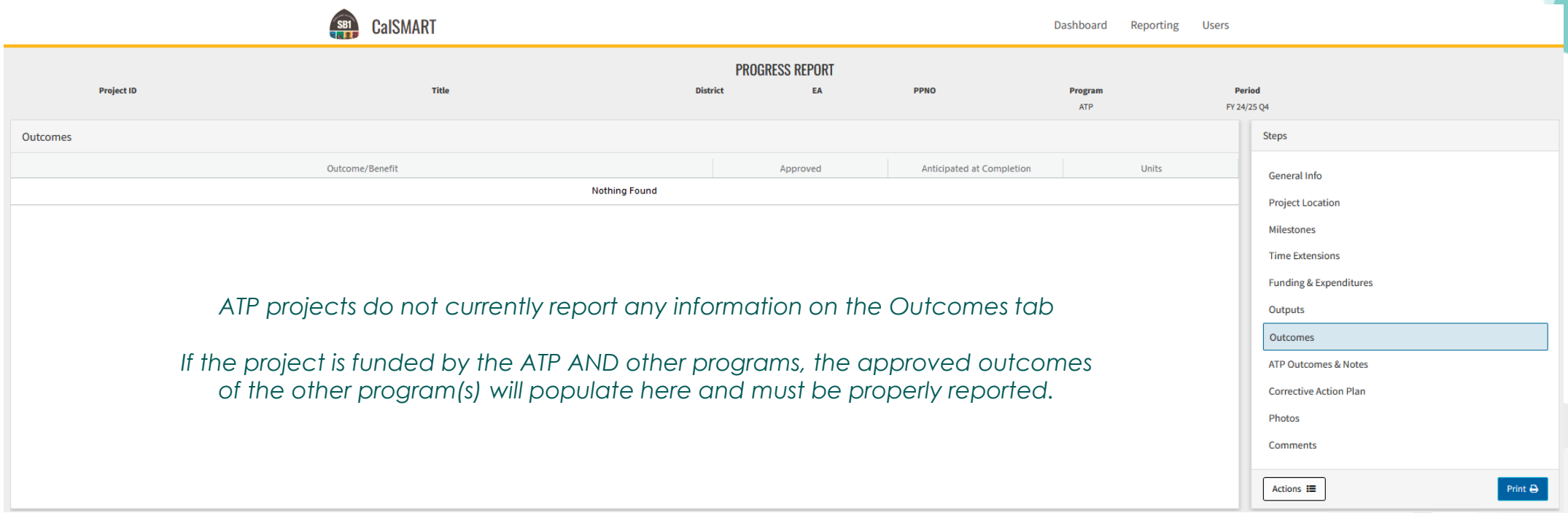
Outputs

Output	Approved	Anticipated at Completion	Units
NI Program - Community Initiative Percentage	40	40	Percent of Funds
NI Program - Safe Routes to School Percentage	60	60	Percent of Funds
NI Regional Community Initiatives - Bicycle Skills/Safety Classes	3	3	each
NI Regional Community Initiatives - Community Demonstrations/Events	3	3	each
NI Regional Community Initiatives - Community Encouragement	3	3	each
NI Regional Community Initiatives - Community Workshops / Stakeholder M	19	19	each
NI Regional Community Initiatives - Pedestrian Skills/Safety Classes	3	3	each
NI Regional Community Initiatives - Walk or Bike Audits	3	3	each
NI Safe Routes to School - Pedestrian 'Mock City' Safety Skills Events	7	7	each
NI Safe Routes to School - Safe Routes to School Encouragement Days	280	280	each
NI Safe Routes to School - School Assemblies w/ Ped/Bike Safety Instructior	7	7	each
NI Safe Routes to School - Schools w/ Walking School Bus Programs	17	17	each
NI Safe Routes to School - Training Sessions to Implement the SRTS Progran	7	7	each
Non-Infrastructure Programs	1	1	Each

Delete Selected | Add Output

CalSMART Reporting

REPORTING – OUTCOMES

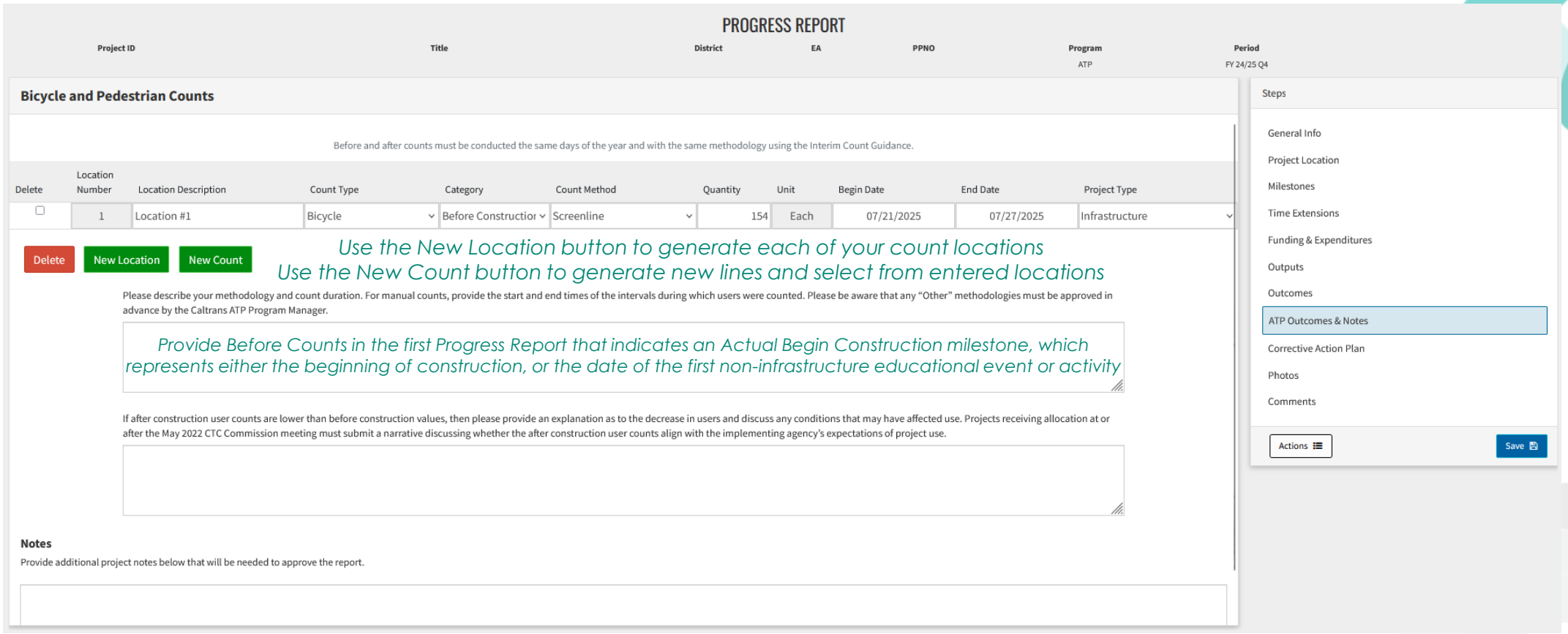


ATP projects do not currently report any information on the Outcomes tab

If the project is funded by the ATP AND other programs, the approved outcomes of the other program(s) will populate here and must be properly reported.

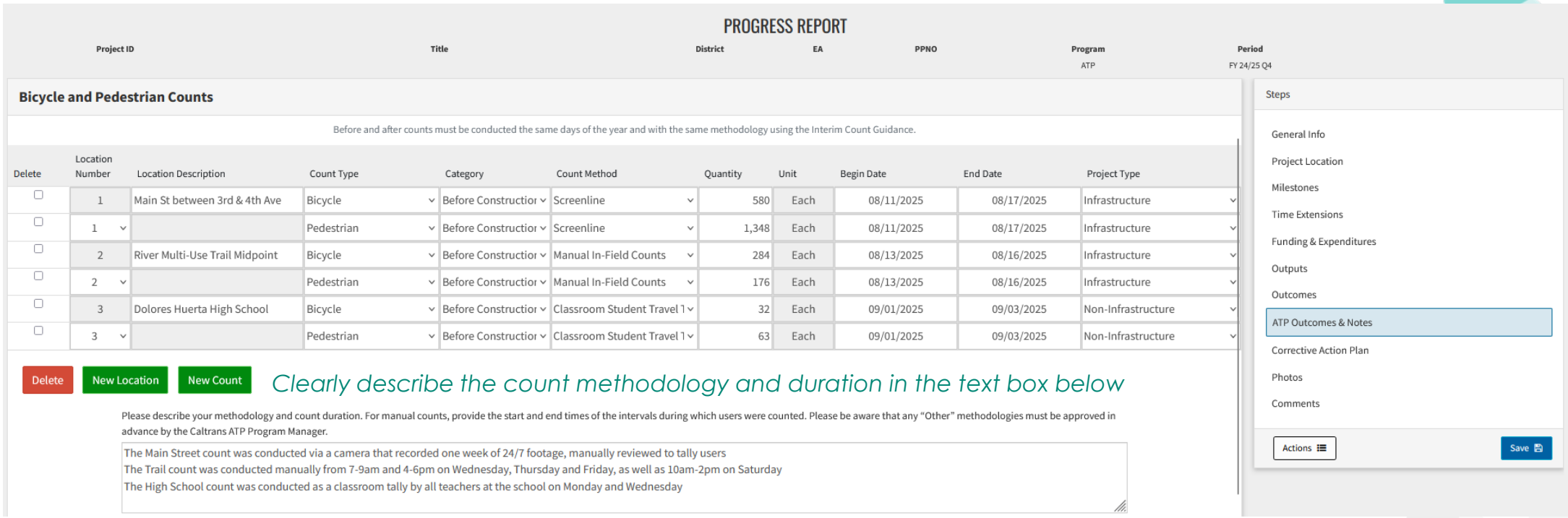
CalSMART Reporting

REPORTING – ATP OUTCOMES & NOTES – ENTERING THE FIRST COUNT LOCATION



CalSMART Reporting

REPORTING – ATP OUTCOMES & NOTES – ENTERING REMAINING COUNT DATA



PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program	Period
					ATP	FY 24/25 Q4

Bicycle and Pedestrian Counts

Before and after counts must be conducted the same days of the year and with the same methodology using the Interim Count Guidance.

Delete	Location Number	Location Description	Count Type	Category	Count Method	Quantity	Unit	Begin Date	End Date	Project Type
☐	1	Main St between 3rd & 4th Ave	Bicycle	Before Constructior	Screenline	580	Each	08/11/2025	08/17/2025	Infrastructure
☐	1		Pedestrian	Before Constructior	Screenline	1,348	Each	08/11/2025	08/17/2025	Infrastructure
☐	2	River Multi-Use Trail Midpoint	Bicycle	Before Constructior	Manual In-Field Counts	284	Each	08/13/2025	08/16/2025	Infrastructure
☐	2		Pedestrian	Before Constructior	Manual In-Field Counts	176	Each	08/13/2025	08/16/2025	Infrastructure
☐	3	Dolores Huerta High School	Bicycle	Before Constructior	Classroom Student Travel T	32	Each	09/01/2025	09/03/2025	Non-Infrastructure
☐	3		Pedestrian	Before Constructior	Classroom Student Travel T	63	Each	09/01/2025	09/03/2025	Non-Infrastructure

Delete | New Location | New Count

Clearly describe the count methodology and duration in the text box below

Please describe your methodology and count duration. For manual counts, provide the start and end times of the intervals during which users were counted. Please be aware that any "Other" methodologies must be approved in advance by the Caltrans ATP Program Manager.

The Main Street count was conducted via a camera that recorded one week of 24/7 footage, manually reviewed to tally users
The Trail count was conducted manually from 7-9am and 4-6pm on Wednesday, Thursday and Friday, as well as 10am-2pm on Saturday
The High School count was conducted as a classroom tally by all teachers at the school on Monday and Wednesday

Steps

- General Info
- Project Location
- Milestones
- Time Extensions
- Funding & Expenditures
- Outputs
- Outcomes
- ATP Outcomes & Notes
- Corrective Action Plan
- Photos
- Comments

Actions | Save

For the User Quantity – enter the total users counted throughout the counting period indicated by the Begin and End Dates.

Cycle 1-6 Combination Projects are a single record in CalSMART, and must report both component's counts in this report.

Starting with Cycle 7, Combination projects are separated into two records. This means projects will be prompted to submit a separate report for each component, thus only one component's count needs to be entered in each report.

CalSMART Reporting

REPORTING – ATP OUTCOMES & NOTES – METHODOLOGY AND AFTER COUNT DISCUSSION

Report Count Methodology along with providing count data

Please describe your methodology and count duration. For manual counts, provide the start and end times of the intervals during which users were counted. Please be aware that any "Other" methodologies must be approved in advance by the Caltrans ATP Program Manager.

The Main Street count was conducted via a camera that recorded one week of 24/7 footage, manually reviewed to tally users
The Trail count was conducted manually from 7-9am and 4-6pm on Wednesday, Thursday and Friday, as well as 10am-2pm on Saturday
The High School count was conducted as a classroom tally by all teachers at the school on Monday and Wednesday

Required in Final Delivery Report

If after construction user counts are lower than before construction values, then please provide an explanation as to the decrease in users and discuss any conditions that may have affected use. Projects receiving allocation at or after the May 2022 CTC Commission meeting must submit a narrative discussing whether the after construction user counts align with the implementing agency's expectations of project use.

Notes

Provide additional project notes below that will be needed to approve the report.

Section to write out any additional project notes (not related to Corrective Actions)

CalSMART Reporting

REPORTING – ATP OUTCOMES & NOTES – NOTES SECTION

Notes

Provide additional project notes below that will be needed to approve the report.

Cycle 1-6 Combination Projects	*Cycle 1-6 Combination projects have one record for both components* • *Milestones page represents Infrastructure component (End Construction represents both project components)* • *Funding & Expenditure page merges both components on the Construction Capital line* • *The following statement is required in this Notes section to clearly identify the timelines and funding of both components of the merged record:* *Infrastructure Milestones: Ready to List – (date), Begin Construction – (date), End Construction – (date)* *Non-Infrastructure Milestones: Ready to List – (date), Begin Construction – (date), End Construction (date)* *Infrastructure Funding: Additional Local – ($$$), Planned Expenditure at Completion – ($$$)* *Non-Infrastructure Funding: Additional Local – ($$$), Planned Expenditure at Completion – ($$$)* *Since Cycle 7 Combination projects have distinct records for each components, agencies must submit separate progress reports for each component, but can close out the components separately and avoid the confusion caused by merged components on one CalSMART record.*
All Projects	*If the project application listed any Outputs as "Other", such Outputs will not show as Approved on the Outputs page, but are still a required component of the Approved Project Scope. To confirm such outputs are still planned by the project at Completion, please list them in a statement in this Notes section.*

CalSMART Reporting

REPORTING – CORRECTIVE ACTION PLAN

Fill out the appropriate section of the Corrective Action Plan page whenever the project plans to deviate from the approved Cost, Schedule, Scope, or Benefits of the project.

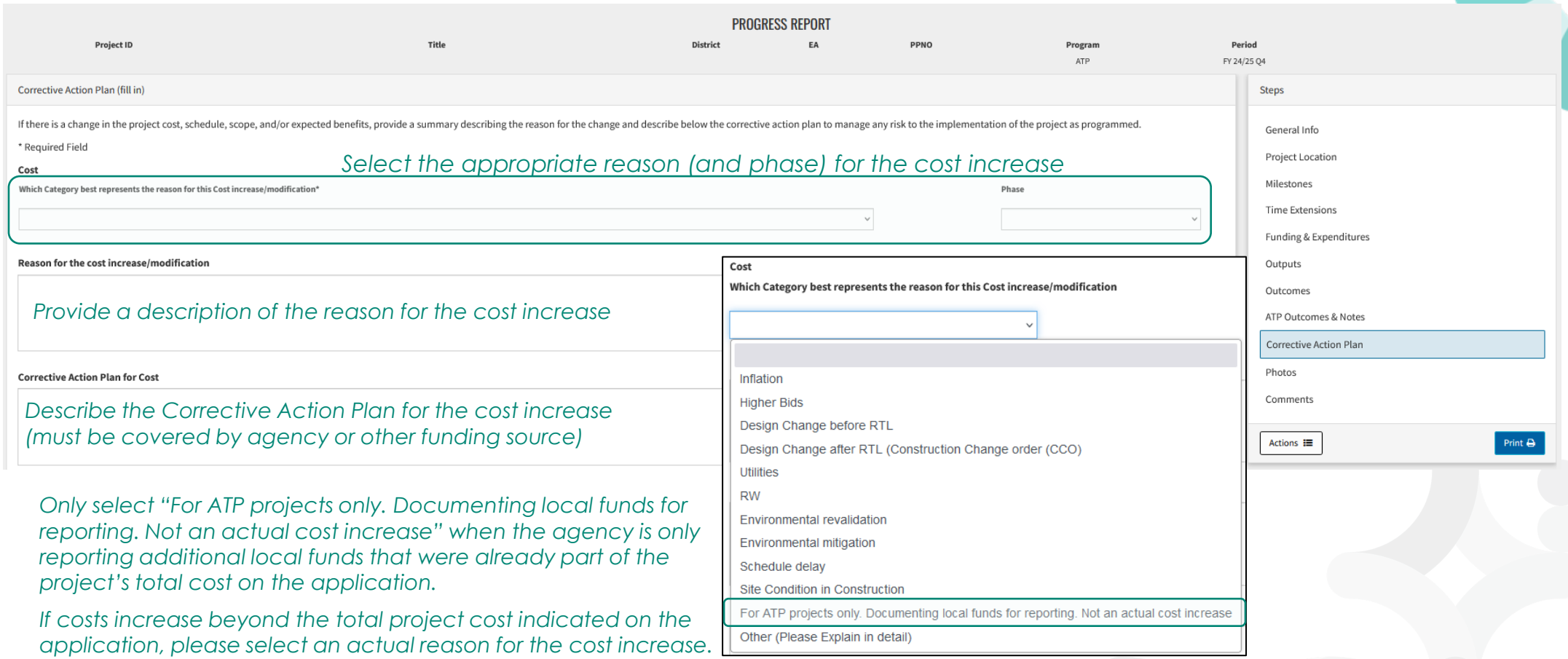
- The Corrective Action Plan page is the FIRST place you should indicate that a future change is anticipated by the project, prior to (or along with) requesting any action.

If anticipating any changes to the approved

- Cost
  - Indicate that project costs are expected to increase, and state that the costs will be covered by the agency (the ATP does not fund project cost increases).
- Schedule
  - Indicate that the project is expected to run into one of the Timely Use of Funds deadlines, and state that the agency will work with the DLAE to submit an appropriate time extension request for X months.
- Scope/Benefits
  - Indicate that design, environmental, or project conditions require a change in the quantity or locations of approved outputs, and state that the agency will work with the DLAE to submit an appropriate Scope Change prior to Construction Allocation.

CalSMART Reporting

REPORTING – CORRECTIVE ACTION PLAN – COST

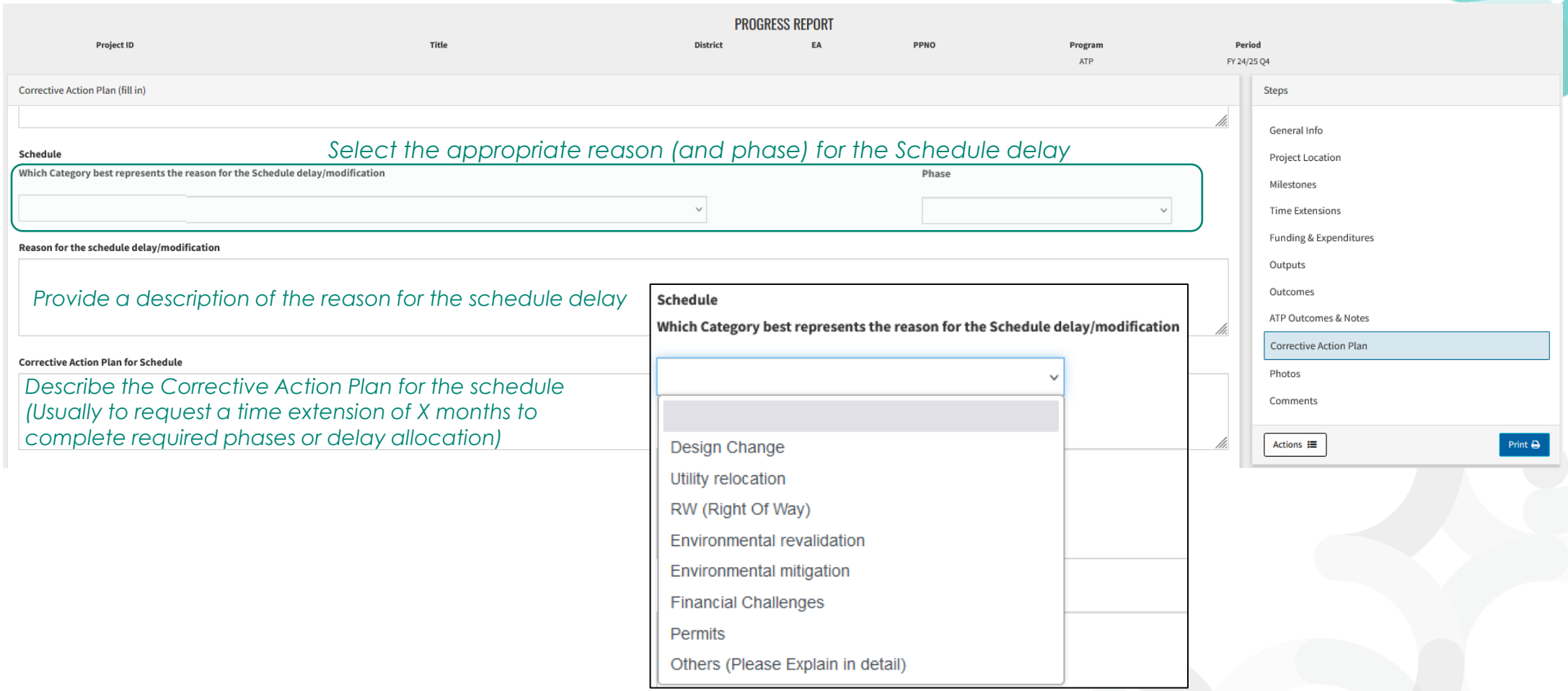


Only select "For ATP projects only. Documenting local funds for reporting. Not an actual cost increase" when the agency is only reporting additional local funds that were already part of the project's total cost on the application.

If costs increase beyond the total project cost indicated on the application, please select an actual reason for the cost increase.

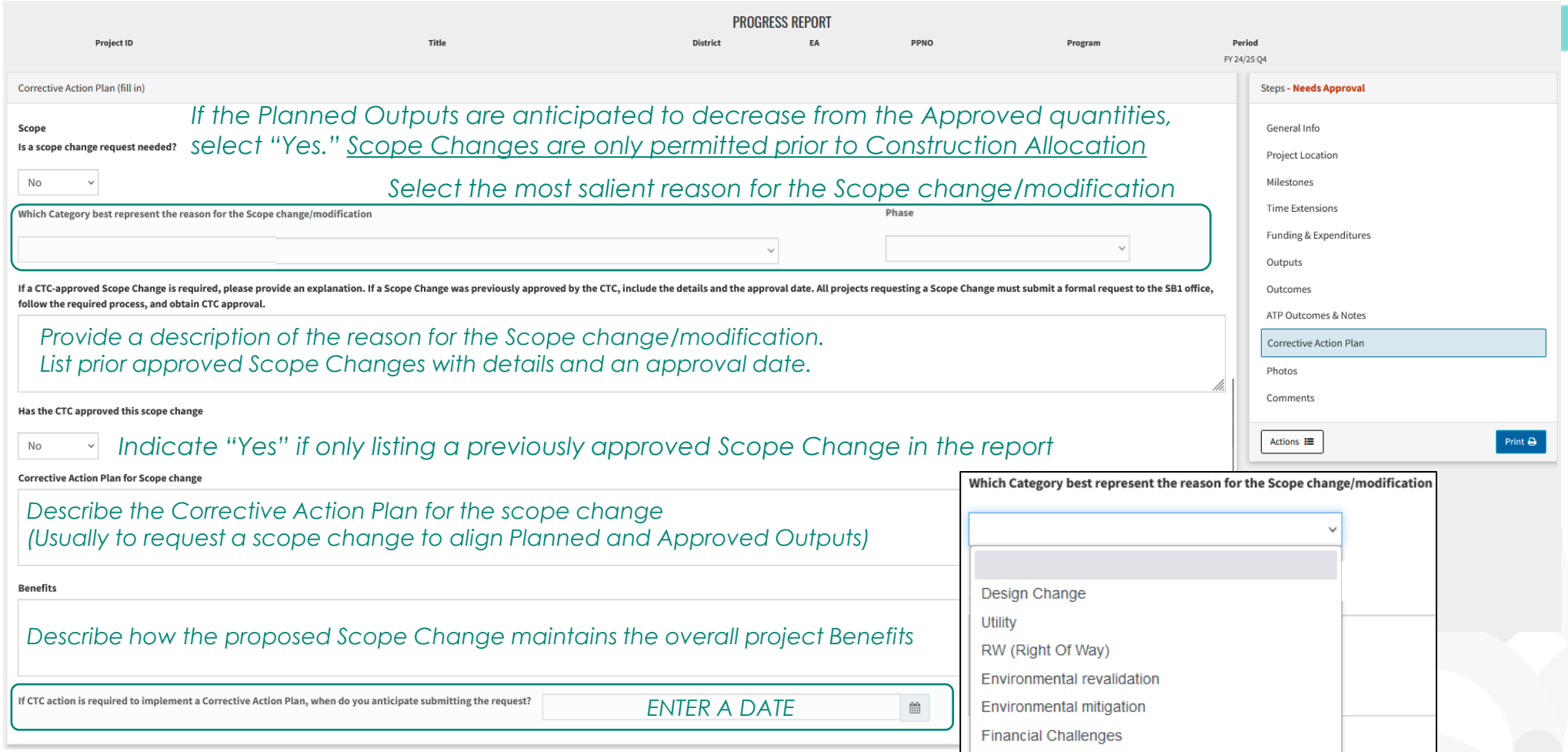
CalSMART Reporting

REPORTING – CORRECTIVE ACTION PLAN - SCHEDULE



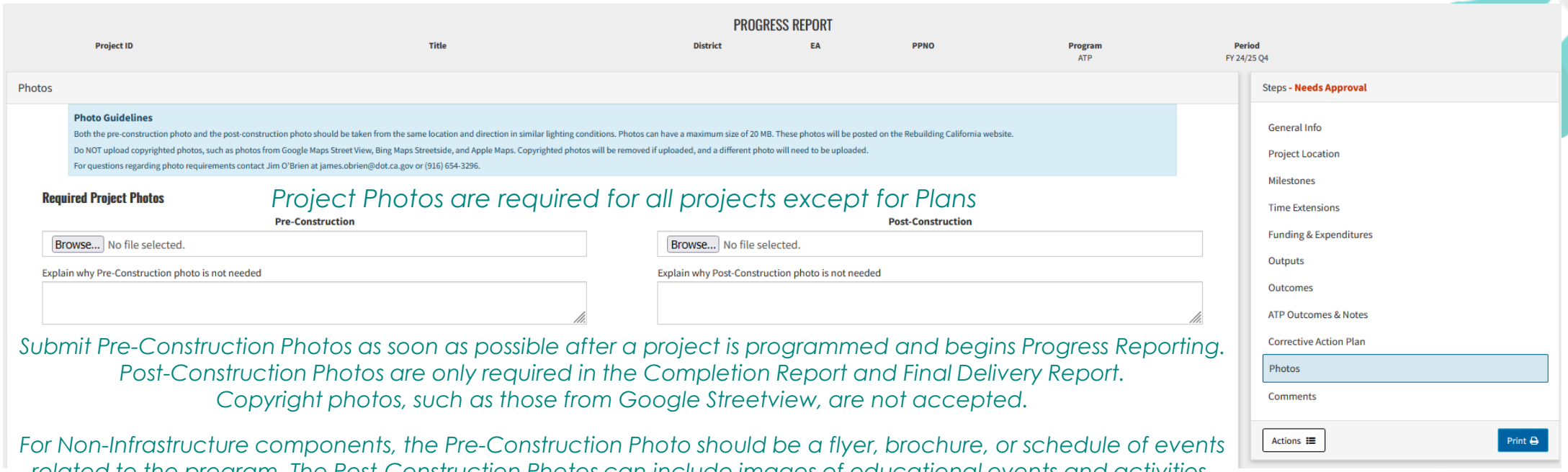
CalSMART Reporting

REPORTING – CORRECTIVE ACTION PLAN – SCOPE, BENEFITS, AND CTC ACTION



CalSMART Reporting

REPORTING – PHOTOS – REQUIREMENTS



Submit Pre-Construction Photos as soon as possible after a project is programmed and begins Progress Reporting.
Post-Construction Photos are only required in the Completion Report and Final Delivery Report.
Copyright photos, such as those from Google Streetview, are not accepted.

For Non-Infrastructure components, the Pre-Construction Photo should be a flyer, brochure, or schedule of events related to the program. The Post-Construction Photos can include images of educational events and activities.

If Photos include faces, a Photographic Release and Consent Agreement must be signed by the individual(s) pictured (or their parent(s)/guardian(s) as needed) and the agreements must be emailed to ATPProgressReporting@dot.ca.gov

One set of photos is required for all CalSMART reports. ATP Reporting requests a minimum of three sets, to provide clear examples of pre-construction conditions as well as related improvements.

The only currently accepted file type is .jpg (NOT .JPEG)

CalSMART Reporting

REPORTING – PHOTOS – EXAMPLES

PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program	Period
					ATP	FY 24/25 Q4

Photos

Ideally, Pre-Construction Photos should be taken in such a way as to show an example of all approved Outputs when Post-Construction Photos are provided from the same vantage points.

Pre-Construction*

Pre-Construction*

Pre-Construction*

Post-Construction*

Post-Construction*

Post-Construction*

Steps - **Needs Approval**

- General Info
- Project Location
- Milestones
- Time Extensions
- Funding & Expenditures
- Outputs
- Outcomes
- ATP Outcomes & Notes
- Corrective Action Plan
- Photos
- Comments

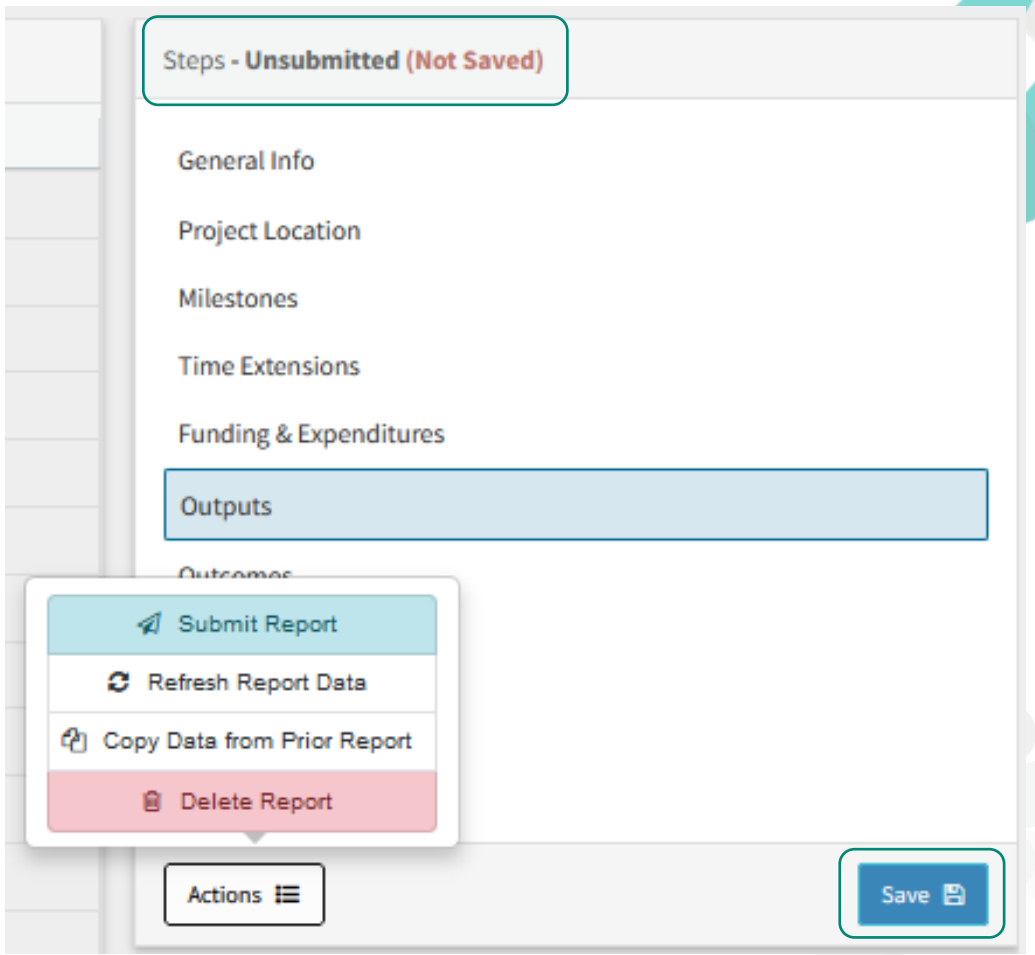
Actions | Print

CalSMART Reporting

REPORTING – ACTIONS & SUBMITTING YOUR REPORT

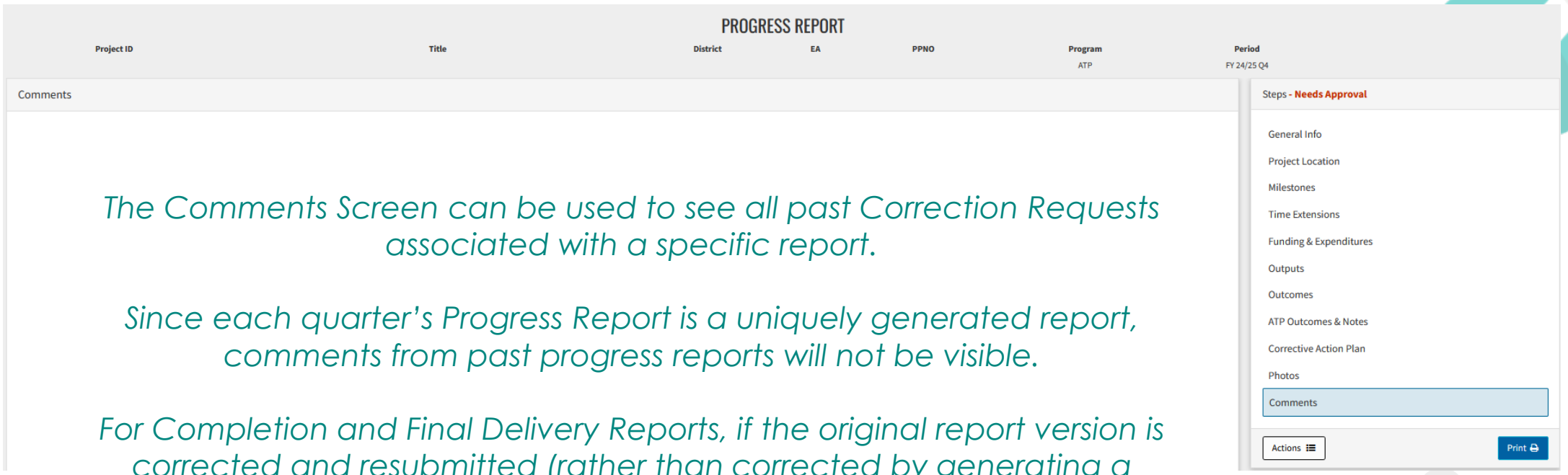
Save your changes on all tabs as you work, and make sure to SUBMIT the report prior to the deadline!

- *Submit Report*
  - *When all information in the Progress, Completion, or Final Delivery Report has been provided, use the Submit Report Action prior to the appropriate deadline*
- *Refresh Report Data*
  - *Rarely needed for agencies, refreshes back-end data if there have been any changes since the most recent reporting period opened*
- *Copy Data from Prior Report*
  - *Simplifies project reporting by copying data from the prior quarter's report*
- *Delete Report*
  - *Rarely needed, deletes the existing report, allowing a new report to be generated from the View Reportable Projects page*



CalSMART Reporting

REPORTING – COMMENTS



The Comments Screen can be used to see all past Correction Requests associated with a specific report.

Since each quarter's Progress Report is a uniquely generated report, comments from past progress reports will not be visible.

For Completion and Final Delivery Reports, if the original report version is corrected and resubmitted (rather than corrected by generating a new version of the report) all correction requests can be seen.

Project Completion & Supplemental Documents

WHAT'S DUE AT COMPLETION REPORTING?

Supplemental Documents

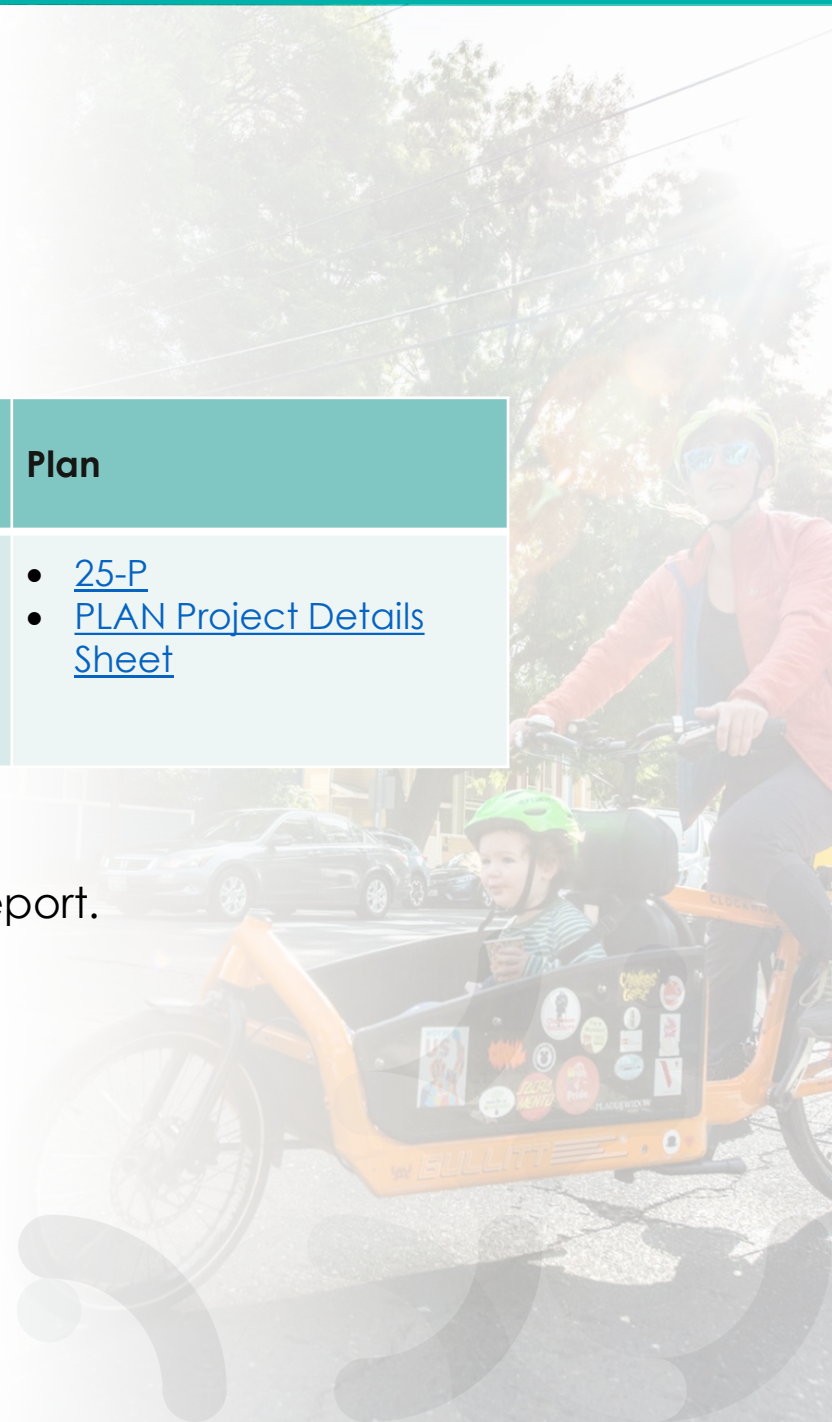
REQUIRED SUPPLEMENTAL DOCUMENTS BY PROJECT TYPE

Project Type & Required Supplemental Documents

Combo (IF & NI)	IF Only (Infrastructure)	NI Only (Non-Infrastructure)	Plan
• 25-T • 25-R • NI and Combo Project Details Sheet	• 25-T	• 25-T • 25-R • NI and Combo Project Details Sheet	• 25-P • PLAN Project Details Sheet

Submission Instructions

- Send the required Supplemental Documents with the Completion Report.
- Email documents to: ATPFinalReporting@dot.ca.gov.
  - For NI Projects and Plans, cc: ATP-NI@dot.ca.gov.
- Submit as soon as the Completion Report is uploaded in CalSMART.
- Instructions available under the Completion/Final Delivery Reporting section at ATP Project Reporting.



Supplemental Documents

KEY REMINDERS

Complete Every Section

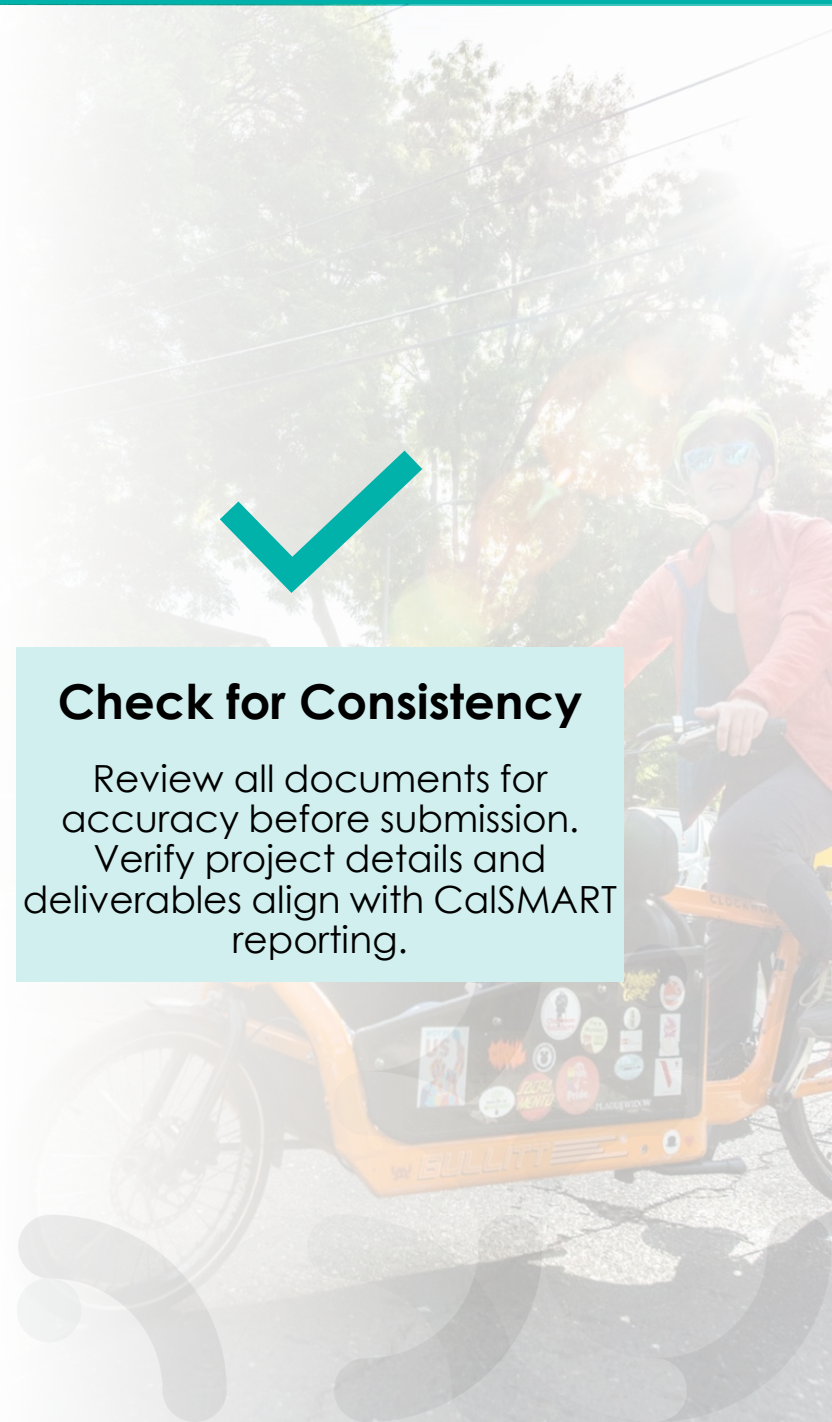
Fill in CORPS usage (25-T), adoption date/link (25-P), deliverables row (25-R), and/or the Details sheet.

Include Supporting Items

Attach additional photos, release forms, and links where required.

Check for Consistency

Review all documents for accuracy before submission. Verify project details and deliverables align with CalSMART reporting.



If you're ever unclear, check the ATP Project Reporting website or email ATPFinalReporting@dot.ca.gov.

What's Next?

FINAL REPORT OF EXPENDITURES (FROE)

- **Submission Deadline:** The Completion Report (CR) is due within the 6 months of the End Construction Milestone, and the Final Report of Expenditures (FROE) is due within 180 days of the timely use of funds expenditure or completion deadline.
- **Work with your DLAE:** Coordinate with your District Local Assistance Engineer (DLAE) to finalize the Final Report of Expenditures.
- **Final Delivery Report:** Even if your final invoice is still being processed, you may submit the Final Delivery Report (FDR) as long as all project activities are complete.
- **After Submission:** The Final Delivery Report is reviewed once the FROE and supplemental documents are received.

Project Completion & Close-Out

OVERVIEW BY PROJECT TYPE - ***PRE-CONSTRUCTION PROJECTS (PART 1)***

Pre-construction projects are infrastructure projects where the construction phase is not funded through ATP. These projects must commence construction within 10 years of receiving ATP funds.

- If programmed in a future cycle for Construction, the project records merge and must follow all ATP requirements of the programmed construction phase, including conducting compliant counts.
- If not programmed in a future cycle for Construction, the project is required to continue Progress Reporting until project completion.

Reports Required	Progress, 2x Completion, Final Delivery & Performance Analysis Report *(Performance Analysis Report required Cycle 6 onwards)*
Reports Submitted via	CalSMART
User Count – Pre-Construction	Required, but Interim Count Guidance does not apply *(Interim Count Guidance will apply if the project is programmed for construction in a future cycle)*
End Construction Milestone (Project Completion)	Contract acceptance or project opens to the public *(whichever comes first)*
User Count – Post-Construction	Required, but Interim Count Guidance does not apply *(Interim Count Guidance will apply if the project is programmed for construction in a future cycle)*
Project Close Out Process	**Completion Report (1):** Due 6 months after the completion of the funded phase(s). **Final Report of Expenditures:** Due 180 days after the timely use of funds expenditure deadline. **Completion Report (2):** Due 6 months after the End Construction milestone. **Final Delivery Report:** Due 180 days after the completion of all project activities, including contract acceptance, final invoicing, and conducting the After Count. **Performance Analysis Report:** Due 6 months after the project has been completed for 5 years (5 years and 6 months after End Construction milestone).

Project Completion & Close-Out

OVERVIEW BY PROJECT TYPE - ***PRE-CONSTRUCTION PROJECTS (PART 2)***

1. Report quarterly Progress Reports in CalSMART.
2. Complete ATP-funded pre-construction phase(s) such as PA&ED, PS&E, or RW.
3. First Completion Report is due in CalSMART 6 months after finishing pre-construction phase(s).
4. Continue reporting quarterly Progress Reports in CalSMART.
5. FROE is due 180 days after the timely use of funds expenditure deadline.
6. Conduct Before Counts (Interim Count Guidance applies only if Construction is later programmed).
7. Complete Construction phase(s) when the contract is accepted or the project becomes operable, whichever comes sooner.
8. Second Completion Report is due in CalSMART 6 months after End Construction.
9. Conduct After Counts (Interim Count Guidance applies only if Construction is later programmed).
10. Final Delivery Report is due 180 days after all activities are finished including contract acceptance, final invoicing, and After Count.
11. Performance Analysis Review is due 5 years and 6 months after End Construction.

Note: If your project is funded for Construction Phase in a future cycle, a second FROE will be due.

Project Completion & Close-Out

*OVERVIEW BY PROJECT TYPE – **INFRASTRUCTURE PROJECTS***

Reports Required	Progress, Completion, Final Delivery & Performance Analysis Report *(Performance Analysis Report required Cycle 6 onwards)*
Reports Submitted via	CalSMART
User Count – Pre-Construction	Required, within 6 months prior to the beginning of Construction
End Construction Milestone (Project Completion)	Contract acceptance or project opens to the public *(whichever comes first)*
Supplemental Document(s)	25-T
User Count – Post-Construction	Required, at least 6 months after the end of Construction
Project Close Out Process	**Completion Report:** Due 6 months after End Construction milestone **Final Report of Expenditures:** Due 180 days after the expenditure or timely use of funds completion deadline. **Final Delivery Report:** Due 180 days after the completion of all project activities, including contract acceptance, final invoicing, and conducting the After Count. **Performance Analysis Report:** Due 6 months after the project has been completed for 5 years (5 years and 6 months after End Construction milestone)

Project Completion & Close-Out

*OVERVIEW BY PROJECT TYPE – **NON-INFRASTRUCTURE PROJECTS***

Reports Required	Progress, Completion, Final Delivery & Performance Analysis Report *(Performance Analysis Report required Cycle 6 onwards)*
Reports Submitted via	CalSMART
User Count – Pre-Construction	Required, within 6 months prior to the first educational event or activity
End Construction Milestone (Project Completion)	Completion of the last educational event or activity
Supplemental Document(s)	25-R, 25-T, NI and Combo Project Details Sheet, Deliverables (such as lesson plans)
User Count – Post-Construction	Required, at least 6 months after the last educational event or activity *(For Safe Routes to School projects, within 6 months after the last educational event or activity)*
Project Close Out Process	**Completion Report:** Due 6 months after End Construction milestone **Final Report of Expenditures:** Due 180 days after the expenditure or timely use of funds completion deadline. **Final Delivery Report:** Due 180 days after the completion of all project activities, including contract acceptance, final invoicing, and conducting the After Count. **Performance Analysis Report:** Due 6 months after the project has been completed for 5 years (5 years and 6 months after End Construction milestone).

Project Completion & Close-Out

OVERVIEW BY PROJECT TYPE - ***COMBINATION PROJECTS (CYCLE 1-6)***

Cycle 1-6 Combination Projects report as one record, reports refer to the project as a whole (both components)

Reports Required	Progress, Completion, Final Delivery & Performance Analysis Report *(Performance Analysis Report required Cycle 6 onwards)*
Reports Submitted via	CalSMART
User Count – Pre-Construction	Required, within 6 months prior to the beginning of Construction **AND** Within 6 months prior to the first educational event or activity
End Construction Milestone (Project Completion)	Contract acceptance or project opens to the public (whichever comes first) **AND** Completion of the last educational event or activity
Supplemental Document(s)	25-R, 25-T, NI and Combo Project Details Sheet, Deliverables (such as lesson plans)
User Count – Post-Construction	Required, at least 6 months after the end of Construction **AND** At least 6 months after the last educational event or activity (within 6 months for SRTS)
Project Close Out Process *(Since Cycle 1-6 Combination Projects share a record, only one Completion Report, Final Delivery Report, and Performance Analysis Report is required for the project as a whole. The FROE is still due for each component individually)*	**Completion Report:** Due 6 months after End Construction milestone **Final Report of Expenditures:** Due 180 days after **EACH** expenditure or timely use of funds completion deadline. **Final Delivery Report:** Due 180 days after the completion of all project activities, including contract acceptance, final invoicing, and conducting the After Count. **Performance Analysis Report:** Due 6 months after the project has been completed for 5 years (5 years and 6 months after End Construction milestone)

Project Completion & Close-Out

OVERVIEW BY PROJECT TYPE - ***COMBINATION PROJECTS (CYCLE 7+)***

Cycle 7+ Combination Projects report separate records, reports refer to each component individually

Reports Required	Progress, Completion, Final Delivery & Performance Analysis Report *(Performance Analysis Report required Cycle 6 onwards)*
Reports Submitted via	CalSMART
User Count – Pre-Construction	Required, within 6 months prior to the beginning of Construction **AND** Within 6 months prior to the first educational event or activity
End Construction Milestone (Project Completion)	Contract acceptance or project opens to the public (whichever comes first) **AND** Completion of the last educational event or activity
Supplemental Document(s)	25-R, 25-T, NI and Combo Project Details Sheet, Deliverables (such as lesson plans)
User Count – Post-Construction	Required, at least 6 months after the end of Construction **AND** At least 6 months after the last educational event or activity (within 6 months for SRTS)
Project Close Out Process *(Since Cycle 7+ Combination Projects have distinct records, each of the components must submit these reports in their respective timelines)*	**Completion Report:** Due 6 months after **EACH** End Construction milestone **Final Report of Expenditures:** Due 180 days after **EACH** expenditure or timely use of funds completion deadline. **Final Delivery Report:** Due 180 days after the completion of all project activities, including contract acceptance, final invoicing, and conducting the After Count for **EACH** of the project components. **Performance Analysis Report:** Due 6 months after **EACH** component has been completed for 5 years (5 years and 6 months after End Construction milestone)

Project Completion & Close-Out

*OVERVIEW BY PROJECT TYPE – **PLAN PROJECTS***

Reports Required	Progress, Completion & Final Delivery Report *Performance Analysis Reports are not required for Plan projects, as there are no required metrics (user counts) to compare*
Reports Submitted via	CalSMART
User Count – Pre-Construction	Not Required
End Construction Milestone (Project Completion)	Agency/Jurisdiction approval of the finalized Plan
Supplemental Document(s)	25-P, Plan Project Details Sheet
User Count – Post-Construction	Not Required
Project Close Out Process	**Completion Report:** Due 6 months after End Construction milestone **Final Report of Expenditures:** Due 180 days after the expenditure or timely use of funds completion deadline. **Final Delivery Report:** Due 180 days after the completion of all project activities, including contract acceptance & final invoicing.

Project Completion & Close-Out

OVERVIEW BY PROJECT TYPE – ***QUICK-BUILD PROJECTS***

Reports Required	Progress & Final Completion Report Performance Analysis Reports are not required for Quick-Build projects, as there are no required metrics (user counts) to compare
Reports Submitted via	Excel document emailed to ATPProgressReporting@dot.ca.gov Final Completion Report emailed to ATPFinalReporting@dot.ca.gov
User Count – Pre-Construction	Not Required
End Construction Milestone (Project Completion)	Quick-Build is placed in its final configuration for project testing and data collection
Supplemental Document(s)	Documentation related to public engagement activities, including photographs, questionnaire responses, and sign-in sheets, as well as documentation of layout changes, including layout plans and photographs.
User Count – Post-Construction	Not Required
Project Close Out Process	**Completion Final Report:** Due 6 months after End Construction milestone **Final Report of Expenditures:** Due 180 days after the expenditure or timely use of funds completion deadline.

Resources & Links

Resources & Links

BOOKMARK FOR EASY REFERENCE

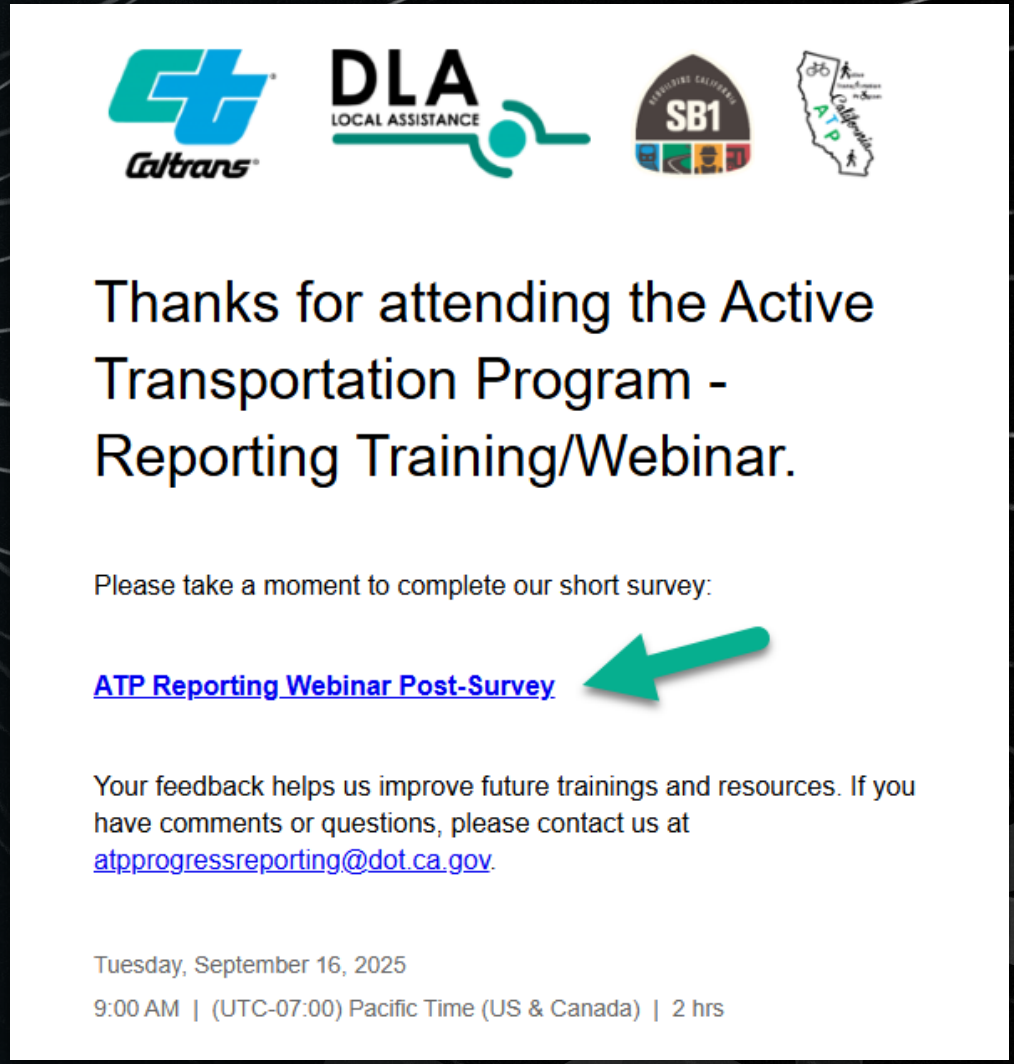
ATP Reporting Webpage

2023 Accountability and Transparency Guidelines

2025 ATP Guidelines

Interim Count Guidance

Local Assistance Procedures Manual (LAPM)

Local Assistance Program Guidelines (LAPG)

Questions & Webinar Survey