



**Division of Local Assistance**  
**Active Transportation**  
**Program**  
– Reporting Webinar –

September 24, 2024



# Introductions

## Dancy Yang

*Data, Reporting and Performance*

*Branch Manager*

*Office of State Programs*



# Introductions: Meet the HQ Reporting **TEAM**



**Justin Flynn**

**ATP Reporting Coordinator North  
(Districts 1-5)**



**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 Build**





# Who do I Contact with my Questions on ATP?

## ❑ Project Specific: ATP District Coordinators

- ✓ LAPM/LAPG: Allocations, Scope, Timely Use of Funds, Agreements, etc.

Your coordinators will reach out to HQ Program Managers if they cannot answer your questions on above items.

## ❑ Reporting: ATP Headquarters (This Team)

- ✓ Compliance with Progress, Completion and Final Delivery in CalSMART.





# District ATP Coordinators

District	Coordinator Name(s)	Contact Info
1	Kyle Finger Russell Hansen	<a href="mailto:kyle.finger@dot.ca.gov">kyle.finger@dot.ca.gov</a> <a href="mailto:russell.hansen@dot.ca.gov">russell.hansen@dot.ca.gov</a>
2	Jessica Mitchell Suhitha Votturu	<a href="mailto:cassie.mitchell@dot.ca.gov">cassie.mitchell@dot.ca.gov</a> <a href="mailto:suhitha.votturu@dot.ca.gov">suhitha.votturu@dot.ca.gov</a>
3	Cindy Root	<a href="mailto:cindy.root@dot.ca.gov">cindy.root@dot.ca.gov</a>
4	Xi Zhang Evan Yamamoto	<a href="mailto:xi.zhang@dot.ca.gov">xi.zhang@dot.ca.gov</a> <a href="mailto:evan.yamamoto@dot.ca.gov">evan.yamamoto@dot.ca.gov</a>
5	Leif Kohler Wesley Zinke	<a href="mailto:leif.kohler@dot.ca.gov">leif.kohler@dot.ca.gov</a> <a href="mailto:wesley.zinke@dot.ca.gov">wesley.zinke@dot.ca.gov</a>
6	Coleen Vidinoff	<a href="mailto:colleen.vidinoff@dot.ca.gov">colleen.vidinoff@dot.ca.gov</a>
7	Dale Benson	<a href="mailto:dale.benson@dot.ca.gov">dale.benson@dot.ca.gov</a>
8	Elaine Rogers Eduardo Moreno	<a href="mailto:elaine.rogers@dot.ca.gov">elaine.rogers@dot.ca.gov</a> <a href="mailto:eduardo.castaneda@dot.ca.gov">eduardo.castaneda@dot.ca.gov</a>
9	Molly Trauscht	<a href="mailto:molly.trauscht@dot.ca.gov">molly.trauscht@dot.ca.gov</a>
10	Jasmine Noriega	<a href="mailto:jasmine.noriega@dot.ca.gov">jasmine.noriega@dot.ca.gov</a>
11	Manieh Varner	<a href="mailto:manieh.varner@dot.ca.gov">manieh.varner@dot.ca.gov</a>
12	Emily Kaplan	<a href="mailto:emily.kaplan@dot.ca.gov">emily.kaplan@dot.ca.gov</a>



# Today's Highlights



# SB1 Accountability and Transparency Guidelines





# 2023 SB1 Accountability & Transparency Guidelines

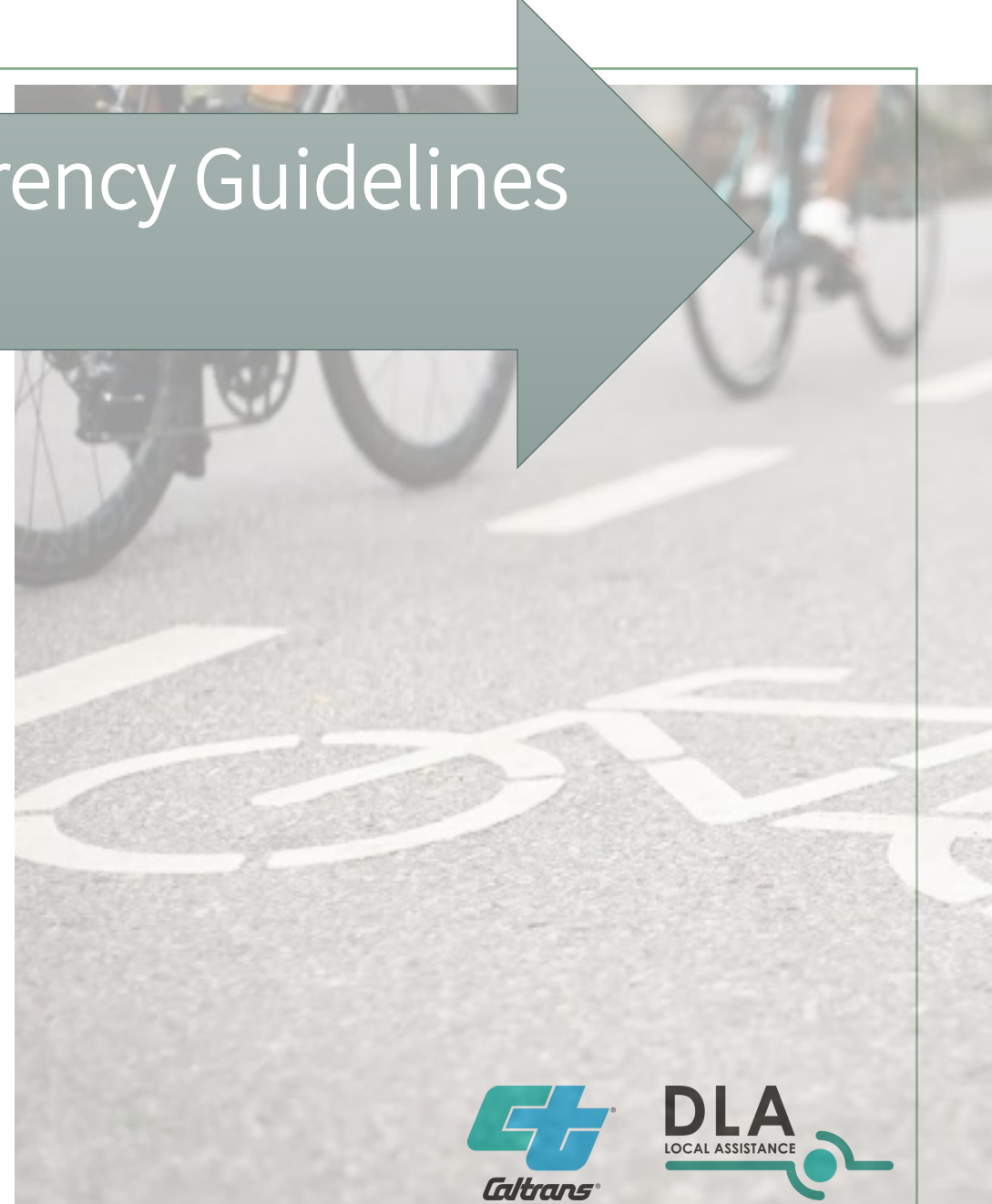
## Roles and Responsibilities

### California Transportation Commission

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



# 2023 SB1 Accountability & Transparency Guidelines

## – Agency Responsibilities

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

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

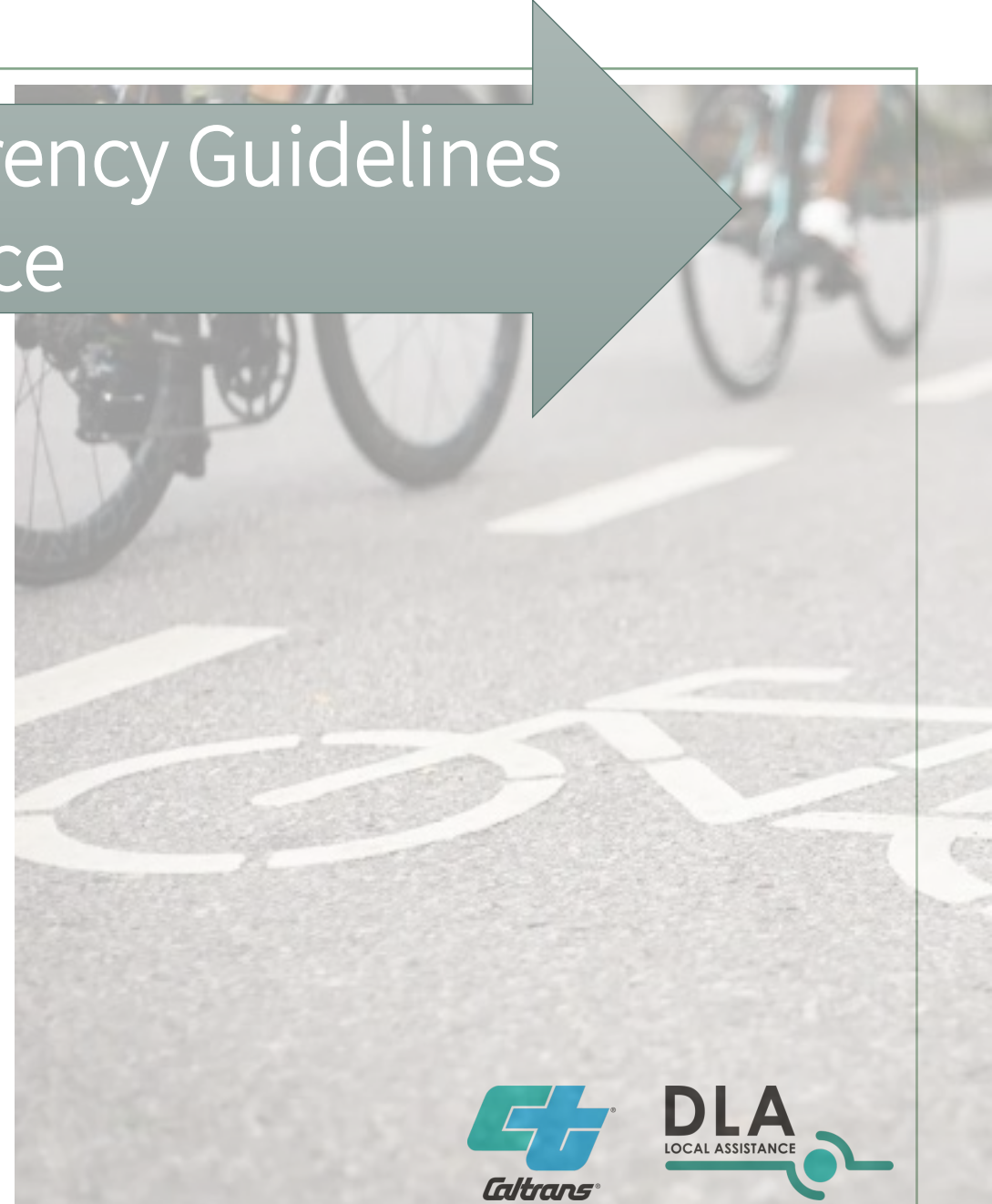
- Satisfactory progress toward project completion, including:
  - Maintaining the approved schedule
  - Performing work as described in the approved Scope of Work
  - Maintaining the approved project budget
  - Achieving anticipated benefits
- Retention of financial records that document and support 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



# 2023 SB1 Accountability & Transparency Guidelines – Consequences for Non-Compliance

## Consequences for Non-Compliance

- The Department will provide a written warning to the Implementing Agency identifying deficiencies, necessary remedies, and timeline for corrections.
- 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.





# 2023 SB1 Accountability & Transparency Guidelines

## – Agency Reports

### Progress Reports (quarterly)

– Ensures agencies are submitting quarterly reports by deadline via CalSMART. Reaches out to agencies if they're not submitting reports. Obtains reason for non-submittals

### Final Report of Expenditures (FROE)

– Receives and reviews FROE from agencies, sends approved FROE to Accounting and saves to Shared Drive

### Completion Report

– Reviews reported scope and benefits to ensure it's built in accordance with latest approved project application's scope and benefits

### Final Delivery Report

– Reviews reported scope and benefits to ensure it's built in accordance with latest approved project application's scope, benefits and costs. Works closely with agency to resolve corrective action(s) found during Completion Reporting.



# 2023 SB1 Accountability & Transparency Guidelines – Progress Reports Timeline

Quarter	Timeframe Covered	Reporting Period Opens in CalSMART	Reports Due within 10 Business Days <i>(below are estimated due dates)</i>
1	July - September	October <b>1</b> , 2024	≈ October 15th
2	October - December	January <b>1</b> , 2025	≈ January 15th
3	January – March	April <b>1</b> , 2025	≈ April 15th
4	April – June	July <b>1</b> , 2025	≈ 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. Plan accordingly. Create shared calendars for reminders within your office so submit reports 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](mailto:atpprogressreporting@dot.ca.gov) if you are experiencing issues that prevent you from submitting a report, **before** the deadlines listed above.



# 2023 SB1 Accountability & Transparency Guidelines – Completion, Final Delivery report due dates

## Completion Report

Due within six months of construction contract acceptance or the project becoming operable (open to the public), whichever comes sooner

## Final Delivery Report

Must be submitted within 180 days of the conclusion of all remaining project activities beyond the acceptance of the construction contract.

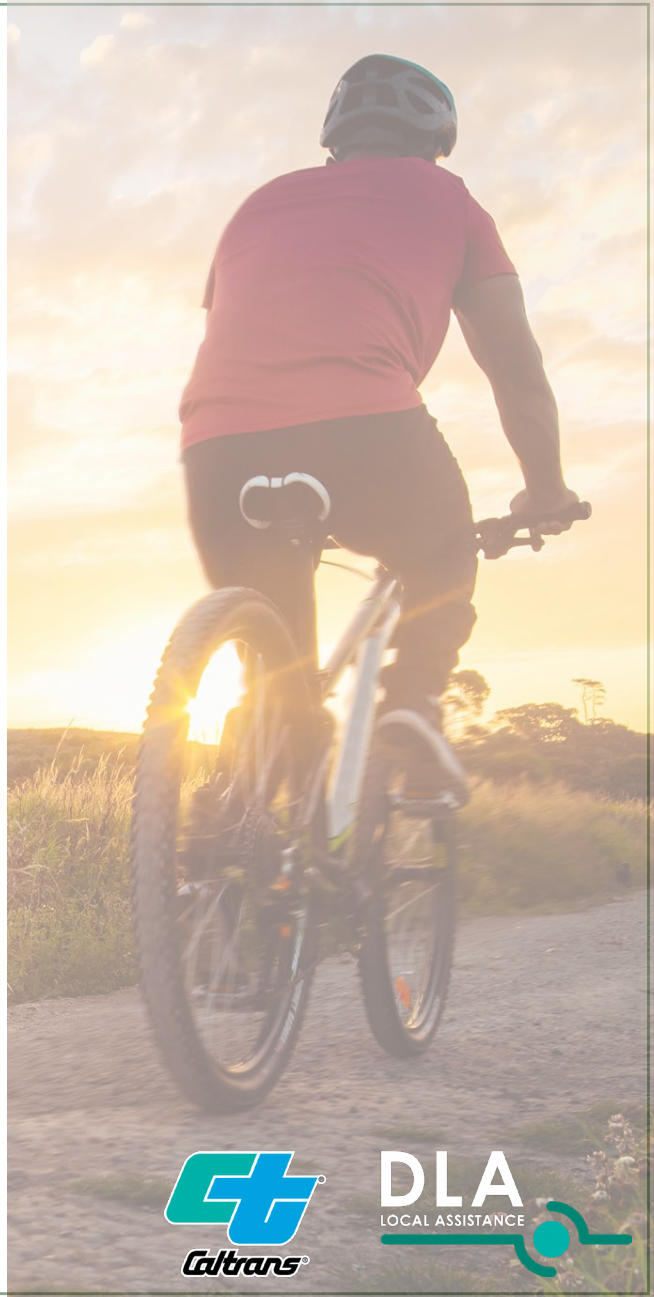
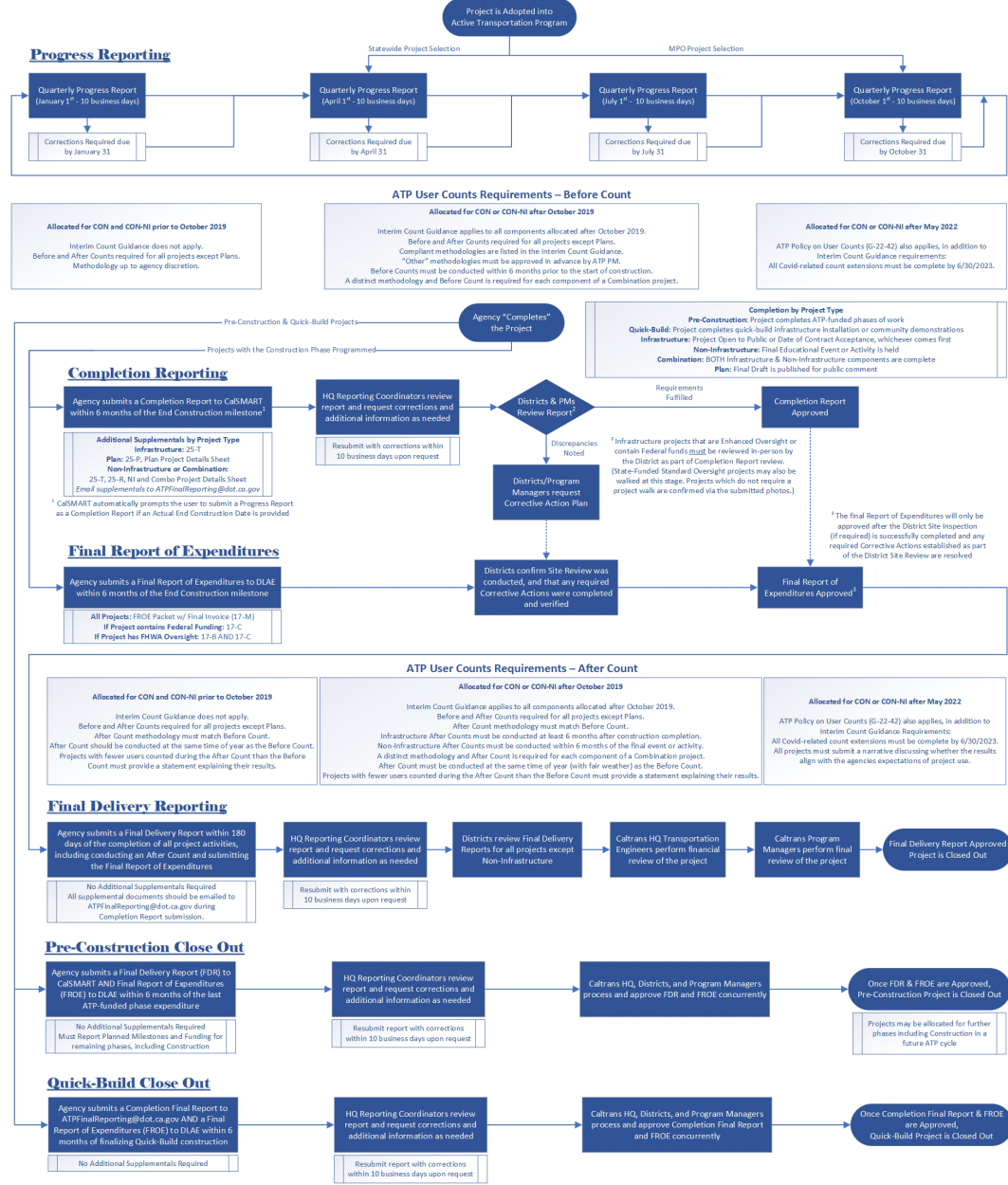




# ATP Reporting Diagram

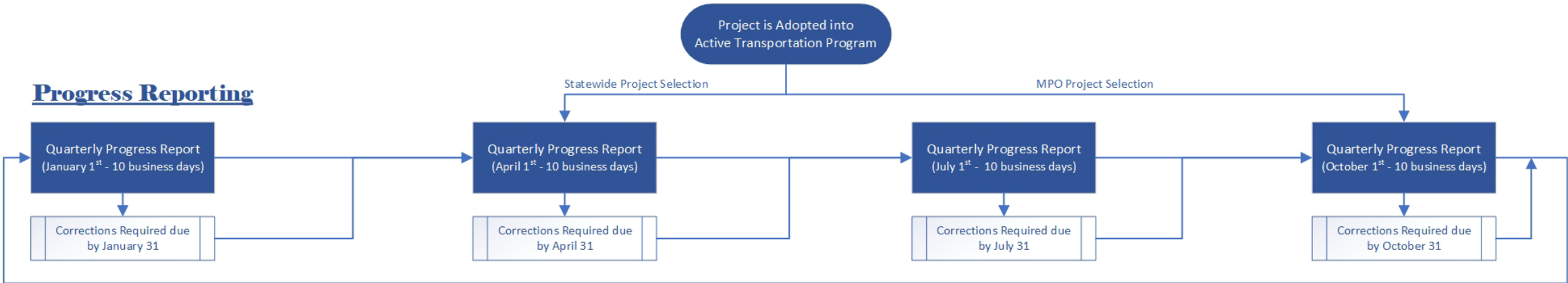


# ATP Reporting Diagram





# Progress Reporting & ATP Before Count



## ATP User Counts Requirements – Before Count

### 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. 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 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.

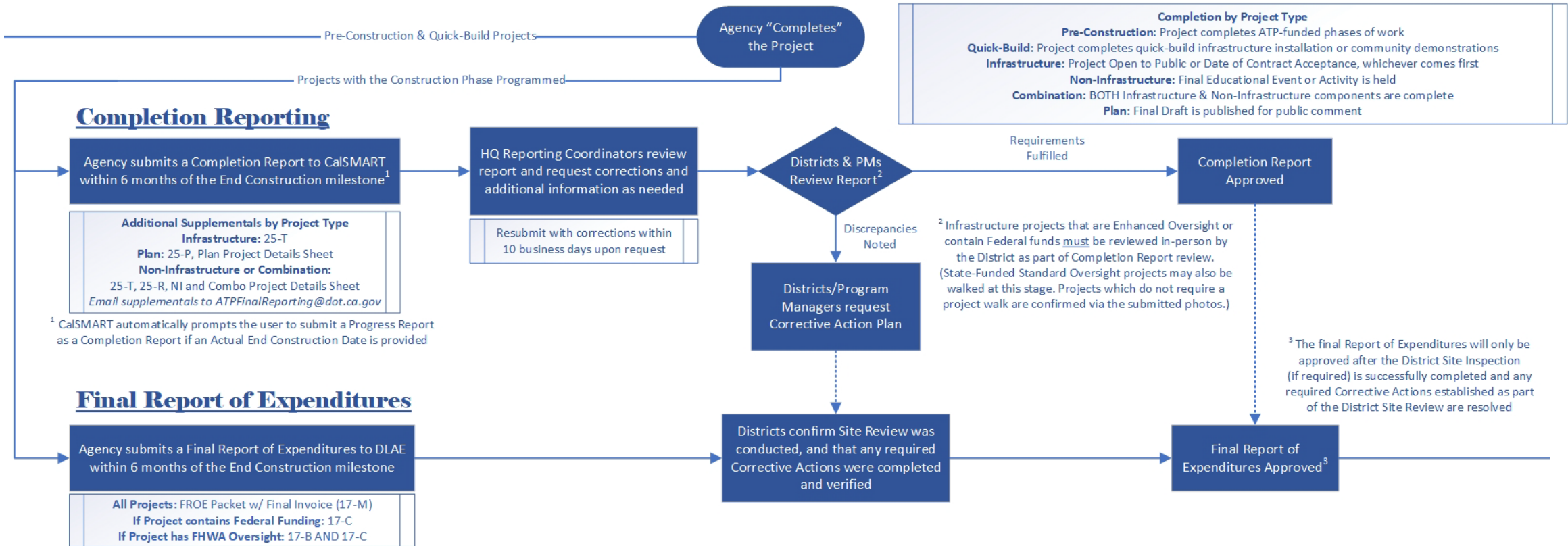
### Allocated for CON or CON-NI after May 2022

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.





# Completion Reporting & Final Report of Expenditures



# ATP After Count & Final Delivery Reporting

## ATP User Counts Requirements – After Count

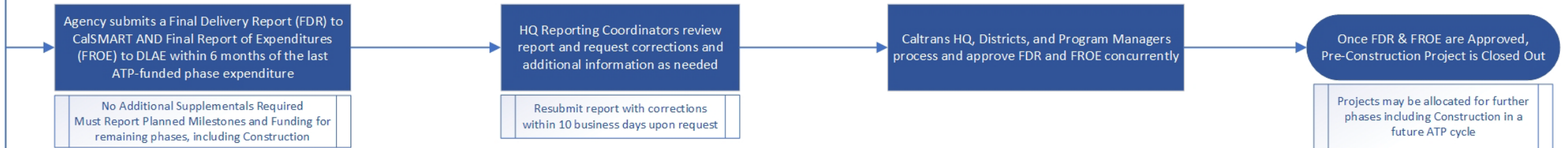
Allocated for CON and CON-NI prior to October 2019	Allocated for CON or CON-NI after October 2019	Allocated for CON or CON-NI after May 2022
<p>Interim Count Guidance does not apply.                      Before and After Counts required for all projects except Plans.                      After Count methodology must match Before Count.                      After Count should be conducted at the same time of year as the Before Count.                      Projects with fewer users counted during the After Count than the Before Count must provide a statement explaining their results.</p>	<p>Interim Count Guidance applies to all components allocated after October 2019.                      Before and After Counts required for all projects except Plans.                      After Count methodology must match Before Count.                      Infrastructure After Counts must be conducted at least 6 months after construction completion.                      Non-Infrastructure After Counts must be conducted within 6 months of the final event or activity.                      A distinct methodology and After Count is required for each component of a Combination project.                      After Count must be conducted at the same time of year (with fair weather) as the Before Count.                      Projects with fewer users counted during the After Count than the Before Count must provide a statement explaining their results.</p>	<p>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.                      All projects must submit a narrative discussing whether the results align with the agencies expectations of project use.</p>

## Final Delivery Reporting

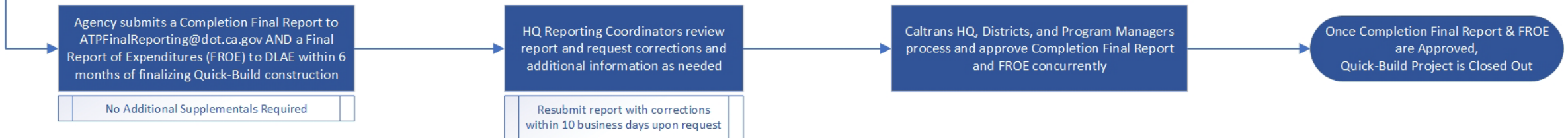


# Pre-Construction Project and Quick-Build Close Out

## Pre-Construction Close Out



## Quick-Build Close Out



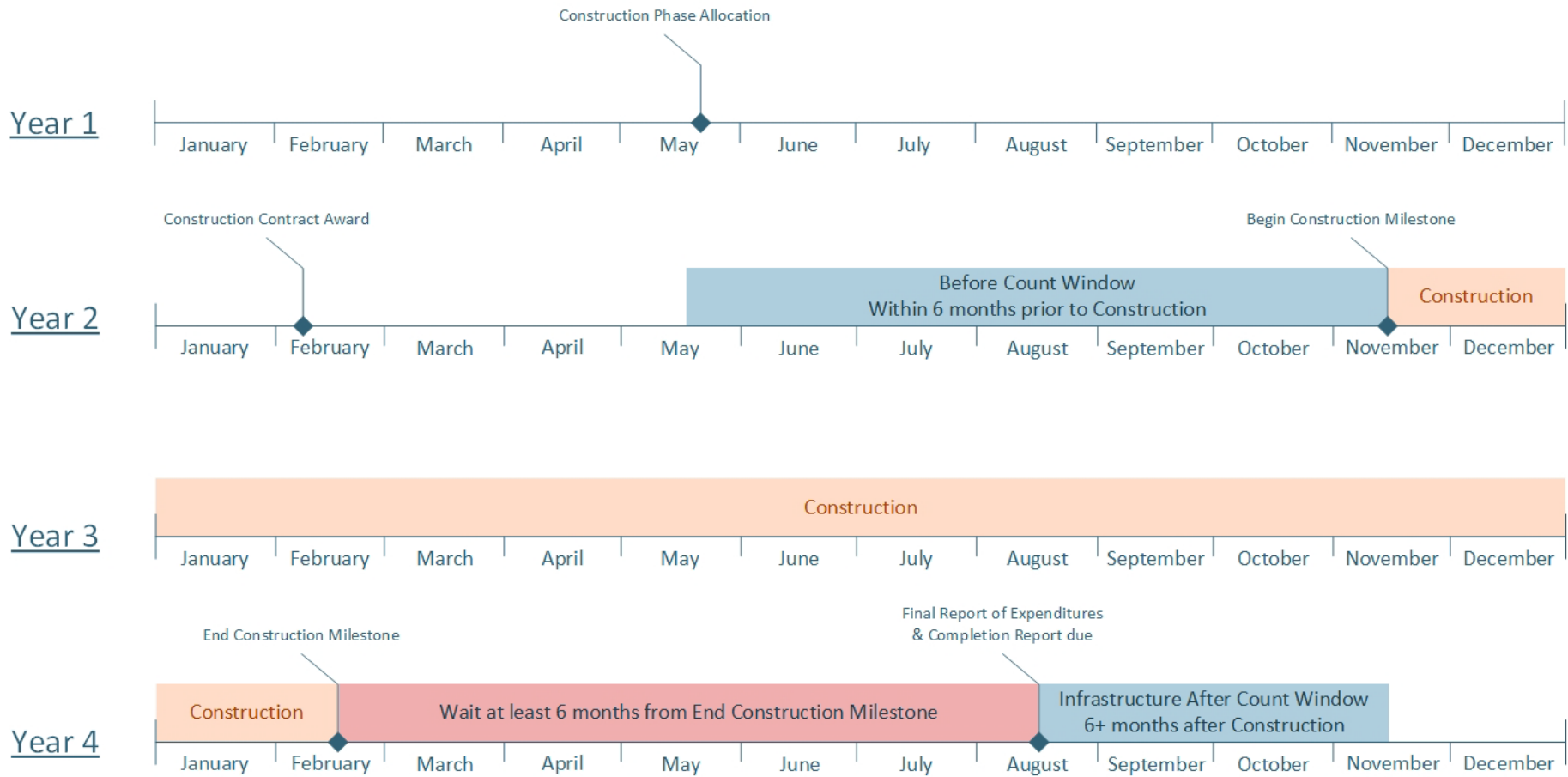


# User Count Timelines

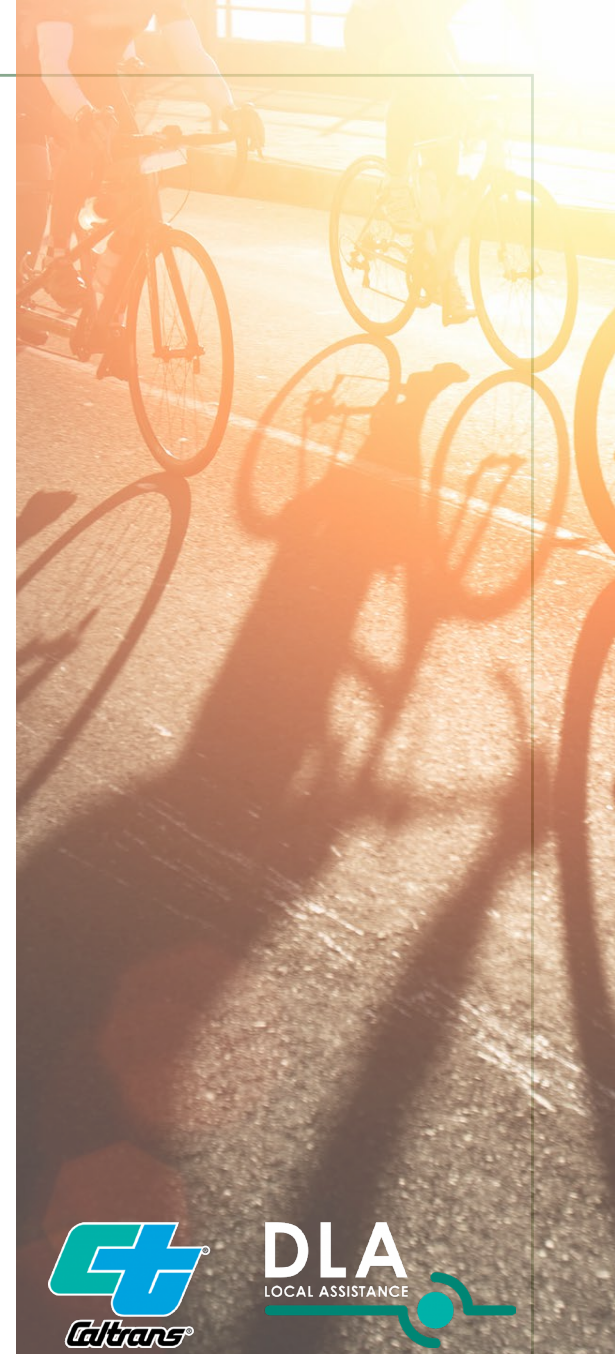
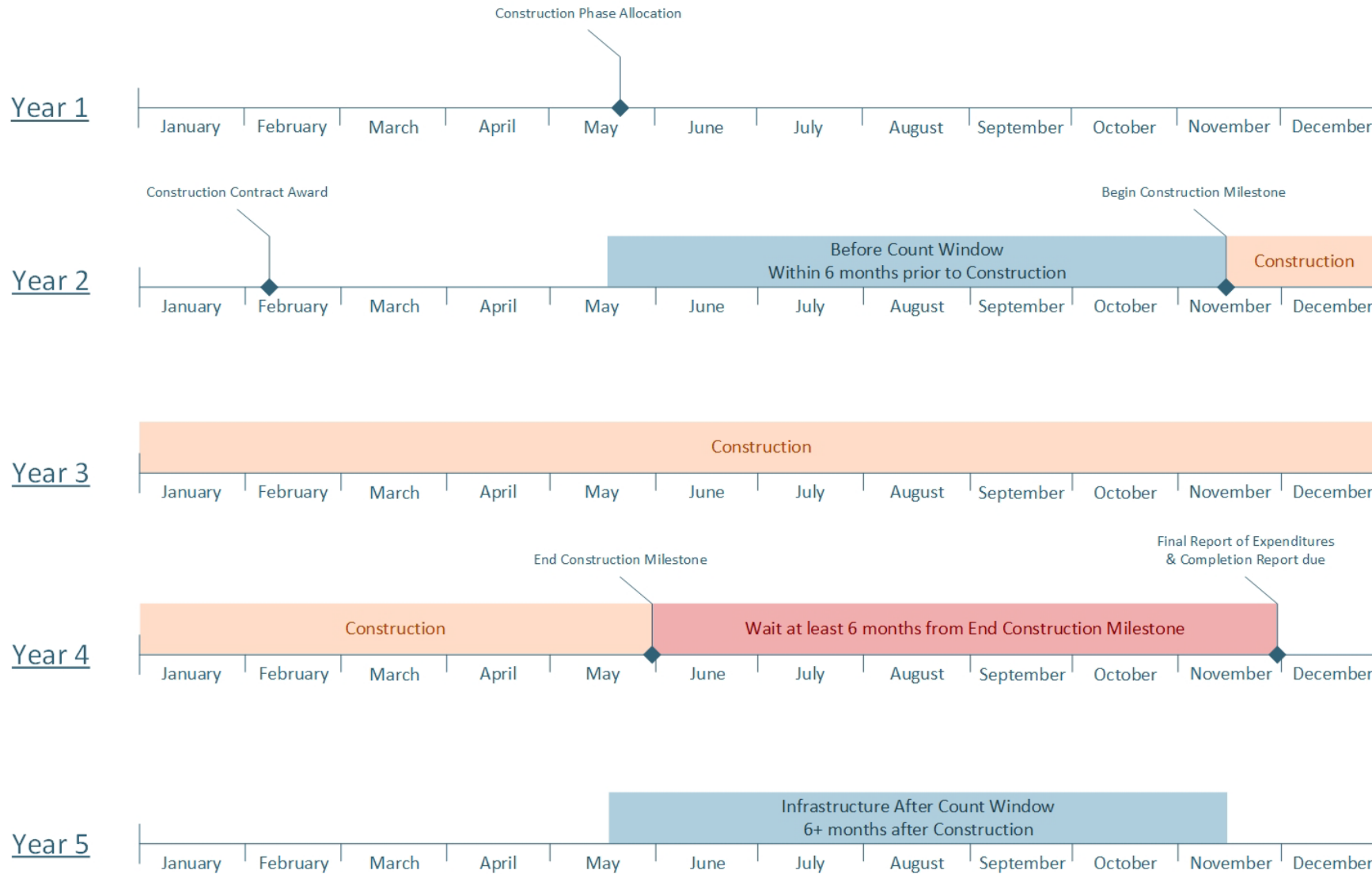




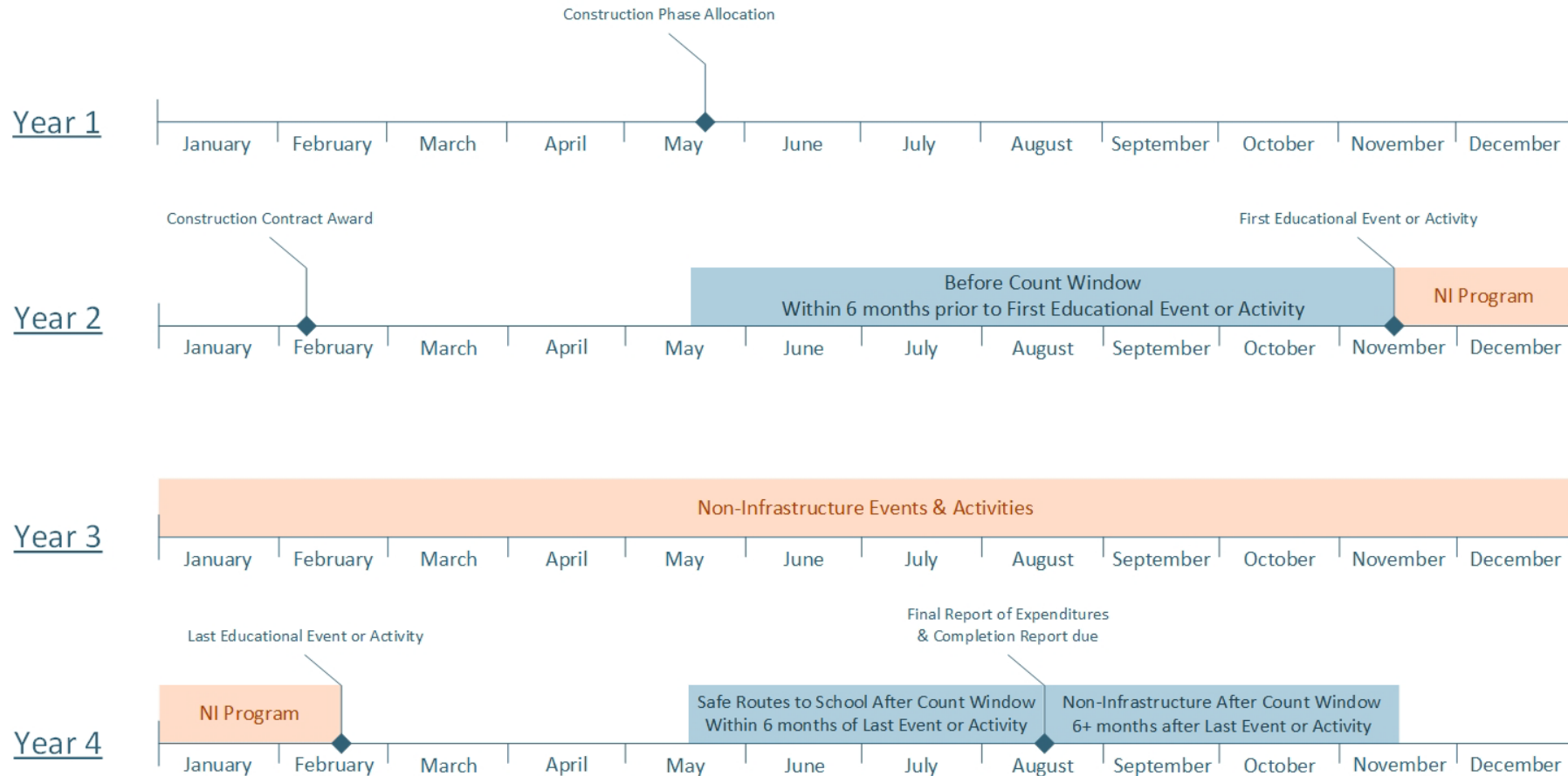
# ATP User Counts – Infrastructure



# ATP User Counts – Infrastructure (cont.)



# ATP User Counts – Non-Infrastructure





# CalSMART Overview & What's New





# CalSMART Overview – Homepage



Dashboard Nikolai Eiteneer  
Caltrans HQ

Current Program:  
Other SB1 Funded Programs (ATP, SHOPP, LPP, SCCP, TCEP) ▾

Progress Reporting

My Profile

View Users

Help & Resources

Other SB1 Funded Programs Progress Reporting Nikolai Eiteneer  
Caltrans HQ

View Reportable Projects

View Progress Reports

View Completion/Final Delivery Reports

View All Projects



# CalSMART Overview – Generating Reports



Dashboard Reporting Users

Projects Available for Completion or Final Delivery Reports: 9


Select	District	PPNO	EA	Project ID	County	Route	Title	Program	Project Manager	Required Report
<input type="checkbox"/>	04	2090E		0422000174	MRN		Old Redwood Highway Multi-Use Path Project	LPP-Form	Bill Whitney	
<input checked="" type="checkbox"/>	04	2323A	0A771	0420000287	ALA	80	I-80/Gilman Interchange Bicycle/Pedestrian Over-crossing and Access Improve...	ATP	KIAAINA, RON K	Completion
<input type="checkbox"/>	05	3153	1Q870	0523000093	SB	1	SB Various Storm Damage 1	SHOPP	LINDT, BERKELEY B	
<input type="checkbox"/>	06	6737A	0T20U	0619000008	KER	099	Northbound 2R/Fast Freight Corridor	RMRA,SHOPP	CARLOS, MARLO V	Final Delivery
<input type="checkbox"/>	06	8058	1G290	0623000229	KIN	41	Remove and replace failed pavement for both NB and SB	SHOPP	ROCHA FERNANDEZ, GERARDO	
<input type="checkbox"/>	07	4801	30960	0719000091	LA	210	LA-210 2R in San Fernando	RMRA,SHOPP	FONG, KAREN M	Completion
<input type="checkbox"/>	07	4817	31170	0715000013	LA	134	LA-134 Pavement Preservation	RMRA,SHOPP	SHIM, ALLEN	Completion
<input type="checkbox"/>	07	4830	31200	0715000051	LA	110	TMS Installations	RMRA,SHOPP	PEREZ, JESSICA G	Completion
<input type="checkbox"/>	07	5887	2XA50	0722000359	LA	91	2XA504, LA-91 PM R11.56	SHOPP	DINH, PETER V	


Other SB1 Funded Programs


Progress Reporting

Nikolai Eiteneer  
Caltrans HQ

  
View Reportable Projects

  
View Progress Reports

  
View Completion/Final Delivery Reports

  
View All Projects

## Progress Reporting Periods

January  
April  
July  
October

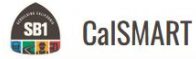
1<sup>st</sup> + 10 business days



Create Progress Report Create Completion Report Create Final Delivery Report



# CalSMART Overview – Correcting Progress Reports




Progress Reports Reporting Period: FY 23/24 Q4

Dis ↑	PPNO	EA	Project ID	County	Route	Project Title	Program ▾	Project Manager	Status	Submitted	View/Edit	Report Type
05	3060		0522000012	SLO		San Luis Obispo County-Bob Jones Trail Gap Closure	ATP	Aaron Yonker	Approved	07/10/2024	<a href="#">View Report</a>	Progress
05	3113A		0523000099	SB		Westside and Lower West Neighborhood Active Transportatio...	ATP	Alexis Flores	Approved	07/10/2024	<a href="#">View Report</a>	Progress
05	3118		0523000100	SB		Milpas Street Crosswalk Safety and Sidewalk Widening Project	ATP	Alexis Flores	Approved	07/10/2024	<a href="#">View Report</a>	Progress
05	3119			SLO		South Higuera Complete Streets Project	ATP	Adam Fukushima	Approved	07/10/2024	<a href="#">View Report</a>	Progress
05	3120A		0223000101	SB		Cliff Drive: Urban Highway to Complete Street Transformation...	ATP	Alexis Flores	Approved	07/10/2024	<a href="#">View Report</a>	Progress
05	3125A		523000204	SB		Isla Vista Bike and Pedestrian Improvements Project	ATP	Mark Friedlander	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05	3123A		0524000094	SLO		Halcyon Road Complete Streets Project	ATP	Brian Pedrotti	Approved	07/10/2024	<a href="#">View Report</a>	Progress
05	2991		0519000123	SB		U.S. 101 State Street Undercrossing Active Transportation Imp...	ATP	Taylor Berryman	Awaiting Corrections	07/10/2024	<a href="#">View Report</a>	Progress
05	2601		0515000024	SB		Las Positas and Modoc Roads Class I Construction	ATP	Laura Yanez	Needs Approval	07/12/2024	<a href="#">View Report</a>	Final Delivery
05	2771		0518000063	SB		Eastside Green Lanes and Bike Boulevard Gap Closure	ATP	Mathew Rojas	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05	2989		0519000152	SB		Downtown De LaVina Street Safe Crosswalks and Buffered Bik...	ATP	Mathew Rojas	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05	2933		0519000126	SB		Westside Bike Boulevard Gap Closure	ATP	Mathew Rojas	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05							ATP	do Rodriguez	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05							ATP	do Rodriguez	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05							ATP	beth Kavanaugh	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05							ATP	a Green	Needs Approval	07/12/2024	<a href="#">View Report</a>	Completion
05							ATP	rt Tidmore	Approved	07/12/2024	<a href="#">View Report</a>	Progress
05							ATP	ce Theriot	Needs Approval	07/14/2024	<a href="#">View Report</a>	Progress

[Export](#)


Other SB1 Funded Programs Nikolai Eiteneer  
Caltrans HQ



View Reportable Projects



View Progress Reports



View Completion/Final Delivery Reports



View All Projects



# CalSMART Overview – Correcting Completion/Final Delivery Reports



Dashboard Reporting Users

## Completion/Final Delivery Reports


D	PPNO	E	Proje	CoI	RoI	Title	Progr	C	Reportin	Prepared By	Submitted	Status	District	District	HQ Approver	HQ Approval	F	Report
03	1685		03160...	SAC		North 12th Complete Street	ATP	2	City of Sac...	Zuhair Amawi	04/14/2023	Needs Appro...					<a href="#">View</a>	Final Deliv...
07	5446		07180...	LA		Pasadena-PUSD Safe Route...	ATP	3A	City of Pas...	Donson Liu	04/14/2023	Needs Appro...					<a href="#">View</a>	Final Deliv...
06	6912		06200...	FRE		Parlier Safe Routes to School	ATP	3	City of Parl...	Javier Andrade	04/14/2023	Needs Appro...					<a href="#">View</a>	Completion
01	4726A		01190...	MEN		City of Willits Rail with Trail ...	ATP		City of Will...	Dusty Duley	04/17/2023	Awaiting Cor...					<a href="#">View</a>	Completion
05	3131A			MON		San Antonio Drive Path and ...	ATP	6	City of King	Octavio Hurtado	04/17/2023	Needs Appro...					<a href="#">View</a>	Completion
05	2671		05160...	SLO		Railroad Safety Trail - Taft to...	ATP	2	City of San...	Bryan Wheeler	05/03/2023	Needs Appro...					<a href="#">View</a>	Final Deliv...
07	5445		07180...	VEN		Conejo School Road and Wi...	ATP	3A	City of Tho...	Jorge Munoz	07/12/2023	Needs Appro...					<a href="#">View</a>	Final Deliv...
08	1209		08190...	SBD		Alpine Pedal Path Rathbun ...	ATP	3A	City of Big ...	jacky chan	06/26/2023	Needs Appro...					<a href="#">View</a>	Final Deliv...
03	1021		03160...	BUT		Memorial Trailway Class I En...	ATP	2	Town of Pa...	Jessica Erdahl	06/22/2023	Awaiting Cor...					<a href="#">View</a>	Final Deliv...
03	1025		03160...	BUT		Downtown Paradise Equal	ATP	2	Town of Pa...	Jessica Erdahl	06/22/2023	Needs Appro...					<a href="#">View</a>	Final Deliv...
07	493											Needs Appro...					<a href="#">View</a>	Final Deliv...
06	690											Needs Appro...					<a href="#">View</a>	Final Deliv...
06	682											Needs Appro...					<a href="#">View</a>	Final Deliv...
10	328											Needs Appro...					<a href="#">View</a>	Final Deliv...
07	546											Needs Appro...					<a href="#">View</a>	Completion

Export


**Other SB1 Funded Programs**

**Progress Reporting**


**Nikolai Eiteneer**  
Caltrans HQ



View Reportable Projects



View Progress Reports



View Completion/Final Delivery Reports



View All Projects





# CalSMART Report Overview – General Info



## PROGRESS REPORT

### General Information

Report ID	Agency	Period	Prepared By
PRG-22-543-0001	City of Ventura	FY 23/24 Q4	

### Contact Information

*Ensure Contact Information is up-to-date and accurate in every report submitted*

Contact*	Contact Title*
<input type="text"/>	<input type="text"/>
Contact Phone*	Contact Email Address*
<input type="text"/>	<input type="text"/>

### Project Information

Project ID	Title	Program
0718000119	Montalvo Safe Routes to School Cypress Point Gap Closure and Complete Streets Project	ATP

District	EA	PPNO	Predecessor PPNO(s)
07		5349	

### Steps - Needs Approval

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

Actions

Print



# CalSMART Report Overview – Project Location



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program
		07			ATP

Project Location

**Project Mapping Tool**

Select Project Geometry Type

Enable Multiple Caltrans District Warning  
 Enable Edit Snapping (Hold Control for Points & Lines)

**Project Location Points: 15**

Assembly:	56	City:		<input type="button" value="Zoom"/>
Congressional:	38	County:	Los Angeles	<input type="button" value="Update"/>
Senate:	30	Caltrans District:	7	<input type="button" value="Delete"/>

Assembly:	56	City:		<input type="button" value="Zoom"/>
Congressional:	38	County:	Los Angeles	<input type="button" value="Update"/>
Senate:	30	Caltrans District:	7	<input type="button" value="Delete"/>

Assembly:	56	City:		<input type="button" value="Zoom"/>
Congressional:	38	County:	Los Angeles	<input type="button" value="Update"/>
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Assembly:	56	City:		<input type="button" value="Zoom"/>
Congressional:	38	County:	Los Angeles	<input type="button" value="Update"/>
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Assembly:	56	City:		<input type="button" value="Zoom"/>
Congressional:	38	County:	Los Angeles	<input type="button" value="Update"/>
Senate:	30	Caltrans District:	7	<input type="button" value="Delete"/>

Steps - **Needs Approval**

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

*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 Report Overview – Milestones



PROJECT MILESTONES					
Project ID	Title	District	EA	PPNO	Program ATP
Project Milestones					
Milestone	Not Required	Approved Completion Date (by CTC)	Planned Completion Date	Actual Completion Date	
Baseline Agreement	<input checked="" type="checkbox"/>				
PA&ED					
ROW Cert					
Ready to List					
Begin Construction (Contract Awarded)					
End Construction					
End Project					
Completion Report					
Final Delivery Report					

*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*

*For Combination Projects – indicate the first of the components to plan or hit these milestones*

Steps - Needs Approval (Not Saved)

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

Actions Save

- 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 (first) 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/open to the public or the last educational event or activity
- End Project – Planned or Actual date that all project activities, including 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 Report Overview – Time Extensions



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program ATP
Approved Time Extensions (in months)					
Phase	Allocation	Award	Expenditure	Completion	
PA&ED					
Right of Way					
PS&E					
Construction					

### Steps - Needs Approval

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

Actions

Print

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

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



# CalSMART Report Overview – Funding & Expenditures



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program ATP									
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	11						11					
	Expenditure		11						11					11
PS&E	Funding	Yes	168						168					
	Expenditure		104						104					104
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	No												
	Expenditure													
Const Capital	Funding	Yes	1,291						1,291					
	Expenditure													1,291
Other	Expenditure													
Total	Funding		1,470						1,470					0
	Expenditure		115						115					1,406

*Do not use Support lines for ATP Projects  
Cumulatively report RW Support on the RW Capital line  
Cumulatively report Const Support on the Const Capital line*

*For Combination Projects, Const Capital represents both the Infrastructure and Non-Infrastructure components*

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

Steps - **Needs Approval**

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

Actions Print

\* Construction Contract Award Amount (in \$1,000)

*Report Planned Expenditure at Completion for every phase to the best of your knowledge in EVERY report*

*Funding information is required for ALL project phases – even those not Allocated through SB1. (If any phases were locally funded, projects are must report those funds in the Additional Local column and as the Planned Expenditure at Completion for that phase)*



# CalSMART Report Overview – Funding & Expenditures



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program ATP									
Funding and Expenditures (in \$1,000)														
			SBI 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	11						11					
	Expenditure		11						11				11	
PS&E	Funding	Yes	168						168					
	Expenditure		104						104				104	
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	No												
	Expenditure													
Const Capital	Funding	Yes	1,291						1,291					
	Expenditure												1,291	
Other	Expenditure													
Total	Funding		1,470						1,470					0
	Expenditure		115						115					1,406

*Past Phases*  
*Expenditures + Additional Local =*  
*Planned Expenditure at Completion*

*Current or Future Phases*  
*Allocation + Additional Local ≤*  
*Planned Expenditure at Completion*

\* Construction Contract Award Amount (in \$1,000)

*Construction Contract Award Amount cannot be greater than*  
*Construction Capital Planned Expenditure at Completion*

Steps - **Needs Approval**

General Info

Project Location

Milestones

Time Extensions

Funding & Expenditures

Outputs

Outcomes

ATP User Counts

Corrective Action Plan

Photos

Comments

Actions

Print



# CalSMART Report Overview – Funding & Expenditures



## COMPLETION REPORT

Project ID	Title	District	EA	PPNO	Program ATP									
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	100						100					
	Expenditure		100										100	100
PS&E	Funding	Yes	180						180					
	Expenditure		265										265	265
RW Support	Funding	No												
	Expenditure													
Const Support	Funding	No												
	Expenditure													
RW Capital	Funding	Yes	125						125					
	Expenditure													125
Const Capital	Funding	Yes	755						755					
	Expenditure		1,858						239				1,619	2,374
Other	Expenditure		405						405					
Total	Funding		1,160						1,160					0
	Expenditure		2,628						644				1,984	2,864

Steps - **Needs Approval (Not Saved)**

- General Info
- Project Location
- Milestones
- Time Extensions
- Funding & Expenditures**
- Outputs
- Outcomes
- ATP User Counts
- Corrective Action Plan
- Photos
- Completion Report
- Comments

Actions Save

\* Construction Contract Award Amount (in \$1,000)

*If CalSMART highlights any of the cells red, you will not be able to submit the report until the validation is met. Yellow highlights on this page may be ignored by agencies if reported data is accurate*





# CalSMART Report Overview – Outputs (Before Update)



PROGRESS REPORT						
Project ID	Title	District	EA	PPNO	Program	ATP
Outputs						
Crossing-Surface Improvements 1	Unsignalized - Bicycle	7		7		Each
Crossing-Surface Improvements 3	Unsignalized - Pedestrian	15		15		Each
Crossing-Surface Improvements 4	Mid-Block - Pedestrian	24		24		Each
<b>Enhance Existing Crosswalk</b>		47		47		Each
Intersection Lighting 1	Bicycle	16		17		Each
Intersection Lighting 2	Pedestrian	20		20		Each
<b>New ADA Ramp</b>		72		72		Each
<b>New Bike Boxes</b>		1		1		Each
<b>New Class 4 Bike Lanes/Routes</b>		5845		5845		Linear feet
<b>New Crosswalk</b>		1		1		Each
New RRFB/Signal 4	Mid-Block - Pedestrian	1		1		Each
<b>New Station (Bike Share Program)</b>		2		2		Each
New Traffic Signal 1	Pedestrian	2		2		Each
New Traffic Signal 2	Traffic-Calming	3		3		Each
<b>Pedestrian Amenities (Benches)</b>		31		17		Each
<b>Pedestrian Amenities (Shade Trees)</b>		120		65		Each

Steps - **Needs Approval**

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

Actions Print

Delete Selected Add Output



# CalSMART Report Overview – Outputs (After Update)



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program ATP
	<b>Lighting - Intersection Lighting</b>	36	36		each
	<b>Lighting - Roadway Segments</b>	11690	11690		each
	<b>Mid-Block Crossing - Crossing-Surface Improvements</b>	24	24		each
	<b>Mid-Block Crossing - New Beacons/Signals</b>	1	1		each
	<b>New Bike Lanes/Routes - Class IV</b>	5845	5845		feet
	<b>New Bike Share Station</b>	2	2		each
	<b>Sidewalks - Reconstruct/Enhance Existing</b>	2895	2895		feet
	<b>Sidewalks - Widen Existing</b>	1180	1180		feet
	<b>Signalized Intersection - Enhance Existing Crosswalks</b>	47	47		each
	<b>Signalized Intersection - New Bike Boxes</b>	1	1		each
	<b>Signalized Intersection - New Crosswalks</b>	1	1		each
	<b>Signalized Intersection - New Ped-Heads</b>	86	86		each

Delete Selected
Add Output

Steps - **Unsubmitted**

- General Info
- Project Location
- Milestones
- Time Extensions
- Funding & Expenditures
- Outputs**
- Outcomes
- ATP User Counts
- Corrective Action Plan
- Photos

Actions
Print

Add any additional outputs that the project funded locally (which are not already listed as Approved) using the Add Output button.



# CalSMART Report Overview – Outputs Reporting

Before Update

New Class 4 Bike Lanes/Routes		5845	5845	Linear feet
Intersection Lighting 1	Bicycle	16	17	Each
Intersection Lighting 2	Pedestrian	20	20	Each
Crossing-Surface Improvements 1	Unsignalized - Bicycle	7	7	Each
Crossing-Surface Improvements 3	Unsignalized - Pedestrian	15	15	Each
Crossing-Surface Improvements 4	Mid-Block - Pedestrian	24	24	Each

After Update

New Bike Lanes/Routes - Class IV		5845	5845	feet
----------------------------------	--	------	------	------

Most outputs just have a new name, arranged to make all outputs easier to find in the Add Output dropdown. Report the Quantity Anticipated at Completion.

Lighting - Intersection Lighting		36	36	each
----------------------------------	--	----	----	------

Some outputs on Cycle 3-6 Applications were listed in multiple categories, such as Bicycle & Pedestrian Improvements.

Moving forward, such outputs have been cumulatively combined into a single field to avoid confusion and “double-counting” the project’s anticipated outputs. (16 + 20 = Qty of 36 Approved)

If the project’s approved outputs were not double-counted across categories – in this case, lighting 36 unique intersections – report the total improvements as the Quantity Anticipated at Completion.

Un-Signalized Intersection - Crossing-Surface Improvements		22	15	each
--	--	----	----	------

Mid-Block Crossing - Crossing-Surface Improvements		24	24	each
--	--	----	----	------

If the project’s approved outputs were double-counted across categories – in this case, only 15 unique Crossing Surface Improvements at Un-Signalized Intersections are planned – report the total accurate anticipated improvements at completion. Note that CalSMART will highlight the cell yellow, and require a statement in the Corrective Action Plan under Scope.

Report your Outputs Anticipated at Completion accurately if correcting past-double counted outputs – ATP HQ will update records to show an accurate Approved Output quantity in future reports.



# CalSMART Report Overview – NI Outputs (After Update)



## 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 Meetings	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 Instruction	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 Program	7	7	each	
	Non-Infrastructure Programs	1	1	Each	

Delete Selected Add Output

### Steps - Unsubmitted

- General Info
- Project Location
- Milestones
- Time Extensions
- Funding & Expenditures
- Outputs**
- Outcomes
- ATP User Counts
- Corrective Action Plan
- Photos

Actions

Print





# CalSMART Report Overview – Outcomes



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program ATP
Outcomes					
Outcome/Benefit		Approved		Anticipated at Completion	
Nothing Found					

*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 that program will populate here and must be properly reported.*

### Steps - Needs Approval

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

Actions

Print



# CalSMART Report Overview – ATP User Counts



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program
ATP					

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
<input type="checkbox"/>	1	Main St between 3rd & 4th Ave	Bicycle	Before Construct	Screenline	148	Each	09/16/2024	09/22/2024	Infrastructure

[Delete](#) [New Location](#) [New Count](#)

*Use the New Location button to generate each of your count locations*  
*Use the New Count button to generate new lines and select from entered locations*

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.

*Provide Before Counts in the first Progress Report that submits an Actual Begin Construction milestone, which represents either the beginning of construction, or the date of the first non-infrastructure educational event or activity*

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.

Steps - **Needs Approval (Not Saved)**

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

Actions [Save](#)



# CalSMART Report Overview – ATP User Counts



## PROGRESS REPORT

Project ID Title District EA PPNO Program ATP

### 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
<input type="checkbox"/>	1	Main St between 3rd & 4th Ave	Bicycle	Before Construct	Screenline	148	Each	09/16/2024	09/22/2024	Infrastructure
<input type="checkbox"/>	1		Pedestrian	Before Construct	Screenline	1,348	Each	09/16/2024	09/22/2024	Infrastructure
<input type="checkbox"/>	2	River Multi-Use Trail Midpoint	Bicycle	Before Construct	Manual In-Field Counts	284	Each	09/11/2024	09/14/2024	Infrastructure
<input type="checkbox"/>	2		Pedestrian	Before Construct	Manual In-Field Counts	176	Each	09/11/2024	09/14/2024	Infrastructure
<input type="checkbox"/>	3	Dolores Huerta High School	Bicycle	Before Construct	Classroom Student Tra	16	Each	09/03/2024	09/04/2024	Non-Infrastructure
<input type="checkbox"/>	3		Pedestrian	Before Construct	Classroom Student Tra	36	Each	09/03/2024	09/04/2024	Non-Infrastructure

Delete

New Location

New Count

*Combination projects must conduct an appropriate user count for each of their components, both Infrastructure and Non-Infrastructure, within the appropriate timelines of each component*

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 which recorded one week of 24/7 footage, which was manually reviewed with users tallied.  
 The Trail count was conducted manually from 7am to 9am and 4pm to 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 Tuesday and Wednesday.

### Steps - Needs Approval (Not Saved)

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

Actions

Save



# CalSMART Report Overview – ATP User Counts



## PROGRESS REPORT

Project ID	Title	District	EA	PPNO	Program
					ATP

### 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
<input type="checkbox"/>	1	Main St between 3rd & 4th Ave	Bicycle	Before Construct	Screenline	148	Each	09/06/2021	09/12/2021	Infrastructure
<input type="checkbox"/>	1		Pedestrian	Before Construct	Screenline	1,348	Each	09/06/2021	09/12/2021	Infrastructure
<input type="checkbox"/>	1		Bicycle	After Constructic	Screenline	217	Each	09/09/2024	09/15/2024	Infrastructure
<input type="checkbox"/>	1		Pedestrian	After Constructic	Screenline	1,973	Each	09/09/2024	09/15/2024	Infrastructure

### Steps - Needs Approval (Not Saved)

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

[Delete](#)
[New Location](#)
[New Count](#)

*For projects allocated for Construction on or after October 9<sup>th</sup> 2019, After Counts must be conducted during the same days of the year and using the same methodology as the Before Counts*

*Required with Counts*

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 which recorded one week of 24/7 footage, which was manually reviewed with users tallied. Both the Before and After Count were conducted Monday - Sunday in early September during fair weather.

*Required in FDR*

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.





# CalSMART Report Overview – Corrective Action Plan



Project ID	Title	District	EA	PPNO	Program ATP
<b>PROGRESS REPORT</b>					
Corrective Action Plan (fill in)					
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 below the corrective action plan to manage any risk to the implementation of the project as programmed.					
* Required Field					
<b>Cost</b>					
<p><i>Provide details regarding any foreseen funding changes to the project. If any cells are highlighted yellow on the Funding &amp; Expenditures page, CalSMART requires that a statement is provided here.</i></p>					
<b>Schedule</b>					
<p><i>Provide details regarding any foreseen schedule changes to the project. If the project plans to request any Time Extensions in the future, this field is required.</i></p>					
<b>Scope</b>					
<p><i>Provide details regarding any foreseen changes in scope to the project. If any cells are highlighted yellow (reduced from the Approved values) on the Outputs page, CalSMART requires that a statement is provided here. If the project plans to request any Scope Changes in the future, this field is required.</i></p>					
<b>Benefits</b>					
<p><i>Provide details regarding any foreseen changes in benefits to the project.</i></p>					

Steps - **Needs Approval**

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

Actions Print

If CTC action is required to implement a Corrective Action Plan, when do you anticipate submitting the request?

*If the project plans to submit any Scope Change or Time Extension requests in the future, this field is required*



# CalSMART Report Overview – Corrective Action Plan



Project ID	Title	District	EA	PPNO	Program ATP
<b>PROGRESS REPORT</b>					
Corrective Action Plan (fill in)					
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 below the corrective action plan to manage any risk to the implementation of the project as programmed.					
* Required Field <i>Combination Projects are required to provide the following information in their Corrective Action Plan</i>					
<b>Cost</b>					
<i>Infrastructure Construction Additional Local Funds:</i> <i>Infrastructure Construction Planned Expenditure at Completion:</i> <i>Non-Infrastructure Construction Additional Local Funds:</i> <i>Non-Infrastructure Construction Planned Expenditure at Completion:</i>					
<b>Schedule</b>					
<i>Infrastructure Ready to List:</i> <i>Infrastructure Begin Construction:</i> <i>Infrastructure End Construction:</i>					
<i>Non-Infrastructure Ready to List:</i> <i>First Non-Infrastructure Event or Activity:</i> <i>Last Non-Infrastructure Event or Activity:</i>					
<b>Scope</b>					
<b>Benefits</b>					

Steps - **Needs Approval**

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

Actions Print

If CTC action is required to implement a Corrective Action Plan, when do you anticipate submitting the request?



# CalSMART Report Overview – Photos



Project ID	Title	District	EA	PPNO	Program ATP
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### PROGRESS REPORT

Photos

**Photo Guidelines**  
Both the pre-construction photo and the post-construction photo should be taken from the same location and direction in similar lighting conditions. Photos can have a maximum size of 5 MB. These photos will be posted on the Rebuilding California website. Do NOT upload copyrighted photos, such as photos from Google Maps Street View, Bing Maps Streetside, and Apple Maps. Copyrighted photos will be removed if uploaded, and a different photo will need to be uploaded. For questions regarding photo requirements contact Jim O'Brien at james.obrien@dot.ca.gov or (916) 654-3296.

**Required Project Photos** *Project Photos are required for all projects except for Plans*

<b>Pre-Construction</b>	<b>Post-Construction</b>
<input type="text" value="Browse... No file selected."/>	<input type="text" value="Browse... No file selected."/>

*Pre-Construction Photos should be submitted as soon as possible after a project is programmed and begins submitting Progress Reports.  
Post-Construction Photos are only required in the Completion Report and Final Delivery Report.*

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

*Copyright photos, such as those from Google Streetview, are not accepted.  
If Photos include faces, a Photographic Release and Consent Agreement must be signed by the individual(s) pictured,  
and the agreements must be emailed to [ATPProgressReporting@dot.ca.gov](mailto:ATPProgressReporting@dot.ca.gov)*

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

### Steps - Unsubmitted

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



# CalSMART Report Overview – Photos



## PROGRESS REPORT

Project ID Title District EA PPNO Program ATP

Photos

*Pre-Construction Photos should be taken in such a way as to show an example of all constructed 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 - Unsubmitted

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

Print





# CalSMART Report Overview – Photos



Dashboard Reporting Users

PROGRESS REPORT						
Project ID	Title	District	EA	PPNO	Program ATP	
Photos						

*Non-Infrastructure Pre-Construction Photos can be a flyer, brochure, or schedule of upcoming events related to the program – essentially any examples of outreach performed.*

*Non-Infrastructure Post-Construction photos can include photos of actual events.*

*Combination Projects must provide Pre- and Post-Construction photos for both the Infrastructure and Non-Infrastructure components.*

*Whenever faces are shown in the uploaded photographs, a Photographic Release and Consent Agreement MUST be signed by the individual in the photograph, or by their parent/guardian in the case of a minor.*

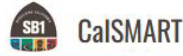
Steps - **Unsubmitted**

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

Print



# CalSMART Report Overview – Comments



**PROGRESS REPORT**

Project ID	Title	District	EA	PPNO	Program ATP
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Comments

Date	Author	Comment	Type	Screen	Actions
------	--------	---------	------	--------	---------

Steps - **Unsubmitted**

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

Print

*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.*



# New to CalSMART - Outputs

The Outputs Screen on CalSMART has gone through an update!  
The October 2024 Progress Reporting Period is the first time agencies will see and use the new Outputs list in CalSMART.

If any Outputs were previously listed across multiple categories, they will now be cumulatively combined into a single category.

If the project accidentally double counted those outputs across multiple categories, immediately correct the Outputs Anticipated at Completion to the true quantity planned by the project and provide a statement in the Corrective Action Plan regarding the discrepancy. ATP Headquarters will use these statements to update database records with accurate project expectations.

**DO NOT USE THE “COPY DATA FROM PRIOR REPORT” ACTION ON THE OUTPUTS PAGE DURING THE OCTOBER 2024 REPORTING PERIOD.  
MANUALLY ENTER ACCURATE QUANTITIES ANTICIPATED AT COMPLETION.**



# Supplementals





# Supplemental Guidelines

## Project Type & Required Supplemental Documents

Project Type	Combo (IF & NI)	IF Only (Infrastructure)	NI Only (Non-Infrastructure)	Plan
Supplementals Required	<ul style="list-style-type: none"><li>• <a href="#">25-T</a></li><li>• <a href="#">25-R</a></li><li>• <a href="#">NI and Combo Project Details Sheet</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">25-T</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">25-T</a></li><li>• <a href="#">25-R</a></li><li>• <a href="#">NI and Combo Project Details Sheet</a></li></ul>	<ul style="list-style-type: none"><li>• <a href="#">25-P</a></li><li>• <a href="#">PLAN Project Details Sheet</a></li></ul>

## Submission Instructions

- Submit all required Supplemental Documents with the Completion Report.
- Email documents to: [ATPFinalReporting@dot.ca.gov](mailto:ATPFinalReporting@dot.ca.gov).
  - For NI Projects and Plans, cc: [ATP-NI@dot.ca.gov](mailto:ATP-NI@dot.ca.gov).
- Ensure all documents are submitted as soon as the Final Delivery Report is uploaded to CalSMART.
- Instructions also available under the [Completion/Final Delivery Reporting](#) section at ATP Project Reporting.

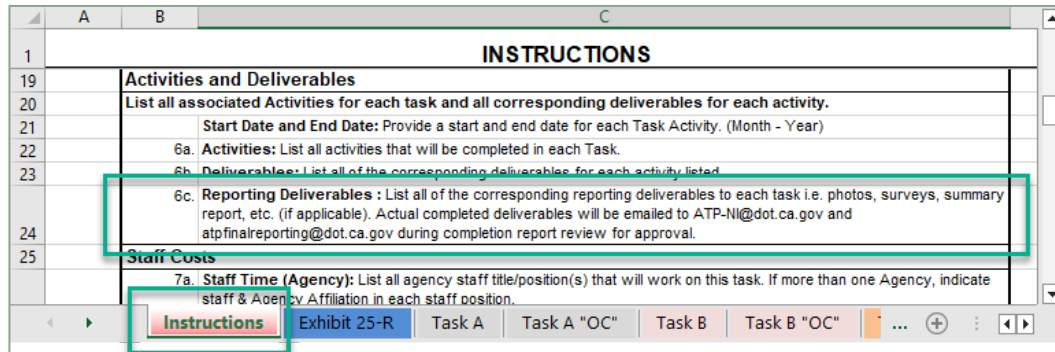


# Supplemental Documentation Updates

## 25-R Updates:

New Addition in the Instructions worksheet

- **New Row:** "Reporting Deliverables"
- **Why It Matters:** This new row helps you easily track what needs to be submitted for each activity, ensuring nothing is overlooked. This includes items like photos, surveys, and summary reports.

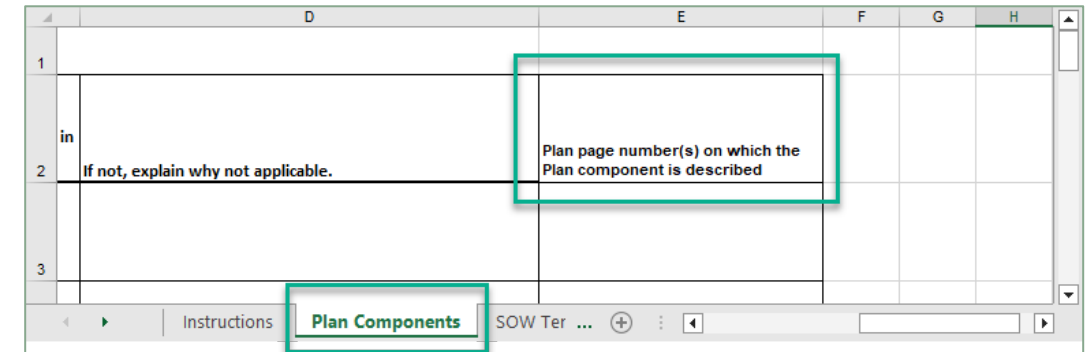


A	B	C
1	<b>INSTRUCTIONS</b>	
19	<b>Activities and Deliverables</b>	
20	List all associated Activities for each task and all corresponding deliverables for each activity.	
21	Start Date and End Date: Provide a start and end date for each Task Activity. (Month - Year)	
22	6a. Activities: List all activities that will be completed in each Task.	
23	6b. Deliverables: List all of the corresponding deliverables for each activity listed.	
24	6c. Reporting Deliverables: List all of the corresponding reporting deliverables to each task i.e. photos, surveys, summary report, etc. (if applicable). Actual completed deliverables will be emailed to ATP-NI@dot.ca.gov and atpfinalreporting@dot.ca.gov during completion report review for approval.	
25	<b>Staff Costs</b>	
	7a. Staff Time (Agency): List all agency staff title/position(s) that will work on this task. If more than one Agency, indicate staff & Agency Affiliation in each staff position.	

## 25-P Updates:

New Addition in the Plan Components worksheet

- **New Column:** "Plan page number(s) on which the Plan component is described."
- **Why It Matters:** Clearly referencing page numbers allows reviewers to quickly find and verify information in your plan, streamlining the review process and saving time.



D	E	F	G	H
1				
2	in			
3				



Reminder: For Non-Infrastructure (NI) projects, submit completed 25-R and 25-P forms, along with all actual deliverables, to both [ATP-NI@dot.ca.gov](mailto:ATP-NI@dot.ca.gov) and [ATPFinalReporting@dot.ca.gov](mailto:ATPFinalReporting@dot.ca.gov).

# Common Challenges and Solutions for Supplemental Documents

## Challenge

## Solution

Incomplete Submissions

Use a checklist to ensure all required documents (e.g., 25-T, 25-R, 25-P) are included.

Inaccurate Information

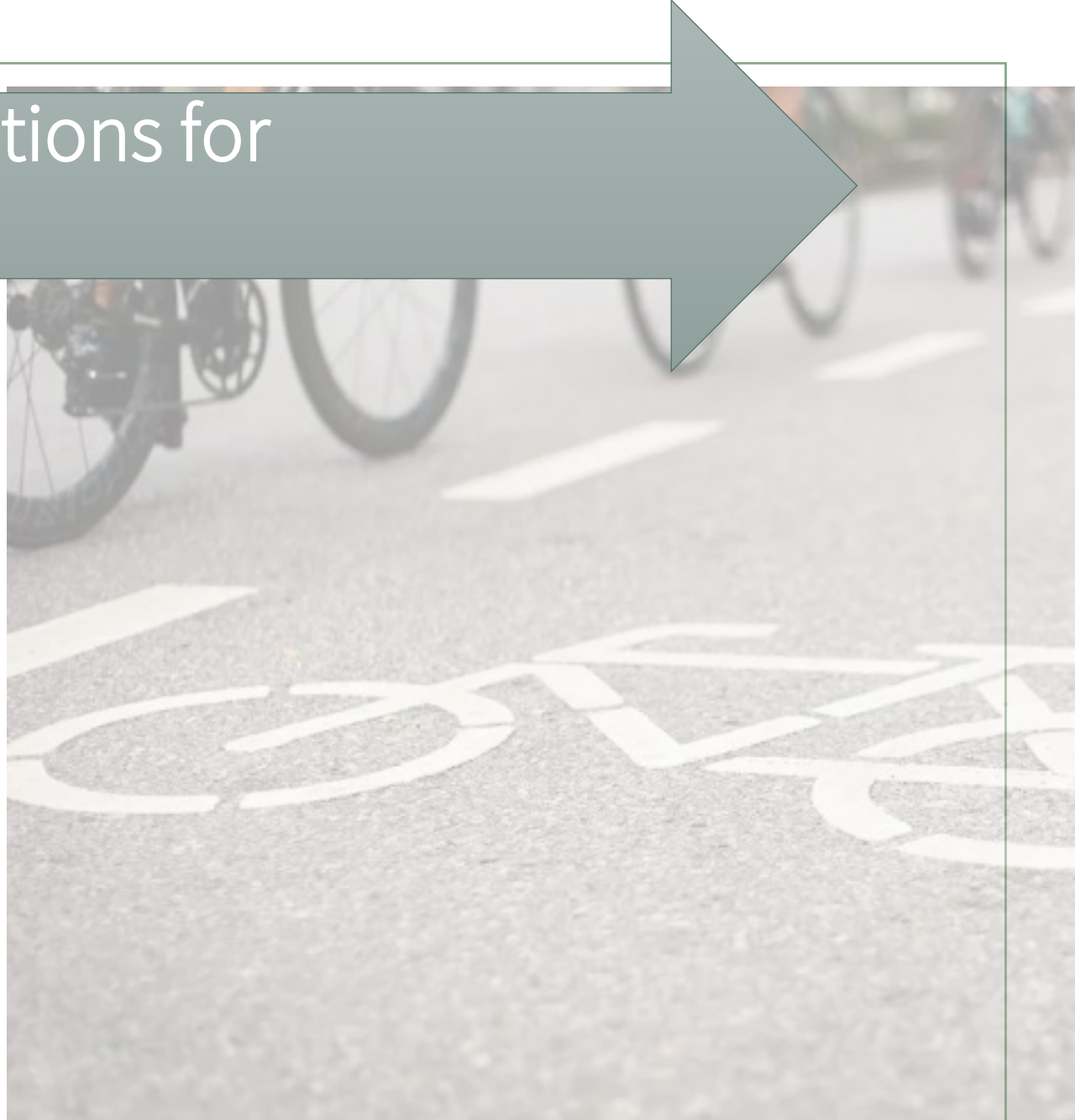
Review all documents for accuracy before submission. Verify project details and deliverables.

Formatting Issues

Follow provided templates and maintain consistent formatting throughout the documents.

Unclear Requirements

Refer to the [ATP Project Reporting](#) website and/or reach out to [ATPFinalReporting@dot.ca.gov](mailto:ATPFinalReporting@dot.ca.gov).



# Final Delivery Report (FDR) and Supplemental Documentation Review

## 1. Complete and Email All Required Documents

Ensure all required supplemental documents and deliverables are fully completed and emailed.

## 2. Coordinate with Your DLAE to Finalize the FROE

Work with your District Local Assistance Engineer (DLAE) to finalize the Final Report of Expenditures (FROE).

## 3. FDR Review After FROE Submission

FDRs will be reviewed only after the FROE and all supplemental documents are received.

## 4. Avoid Delays by Submitting Complete Documents

Missing or incomplete documents can cause significant delays in the review process.





# Photos



# Using Photos: Justifying Scope and Outputs



## Minimum Requirement

Photos are required for all projects, except Plan projects:

### Progress Report

- Submit at least one **Before** photo in CalSMART.

### Completion Report

- Submit one **Before** and one **After** photo in CalSMART.



## Infrastructure

Photos of the project location, clearly capturing the entire scope and outputs of the project.



## Non-Infrastructure

Photos that fully illustrate the impact of the project, showcasing community engagement, outreach efforts, or programs in action.



## Resources

Refer to the [Before and After Photo Cheat Sheet](#) available at [ATP Project Reporting](#) for guidance on photo requirements and best practices.



**Trouble Uploading?** If your files are too large or you've reached the maximum uploads, email them to [ATPFinalReporting@dot.ca.gov](mailto:ATPFinalReporting@dot.ca.gov). Every photo adds value, so don't hesitate to share!

# Photo Guidelines and Documentation

## Before and After Photos

These photos should be taken from the **same angle and perspective** for accurate comparison. Ensure all photos are original; **do not use copyrighted photos**.

## Project Locations

Provide photos for **all project locations**, especially for infrastructure projects, should be captured to showcase the area's transformation.

## NI Projects and Community Engagement

Use **clear, well-lit** photos to capture community engagement, outreach activities, or educational programs.

## Photo Release Forms

If any photos include recognizable faces, [Photo Release Form](#) are required and must be completed and submitted to [ATPFinalReporting@dot.ca.gov](mailto:ATPFinalReporting@dot.ca.gov).



# Quick Builds





# Quick Builds

- Progress reports due quarterly, please email progress reports to [atpprogressreporting@dot.ca.gov](mailto:atpprogressreporting@dot.ca.gov)
- One Final Completion Report required after the completion of the project, please use the template under the completion and final reporting and send the report to [atpfinalreporting@dot.ca.gov](mailto: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 [ATP Guidelines – Appendix D](#)



## 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](http://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](mailto:atpprogressreporting@dot.ca.gov) .

**“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.”

# Resources/Links:

[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

Progress Reporting: [atpprogressreporting@dot.ca.gov](mailto:atpprogressreporting@dot.ca.gov)

Completion & Final Delivery Reporting: [atpfinalreporting@dot.ca.gov](mailto:atpfinalreporting@dot.ca.gov)

