State of Good Repair Program Online Expenditure Report Guide CalSMART

Division of Rail and Mass Transportation

State of Good Repair Program

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Background

The CalSMART online tool was originally developed for the SB 1 Local Streets and Roads Program (LSRP). The State of Good Repair (SGR) program was added November 30, 2018. Because this tool was developed for LSRP, there are some options and selections that may not fit neatly with the SGR program. We are working with the developers to fix these items.

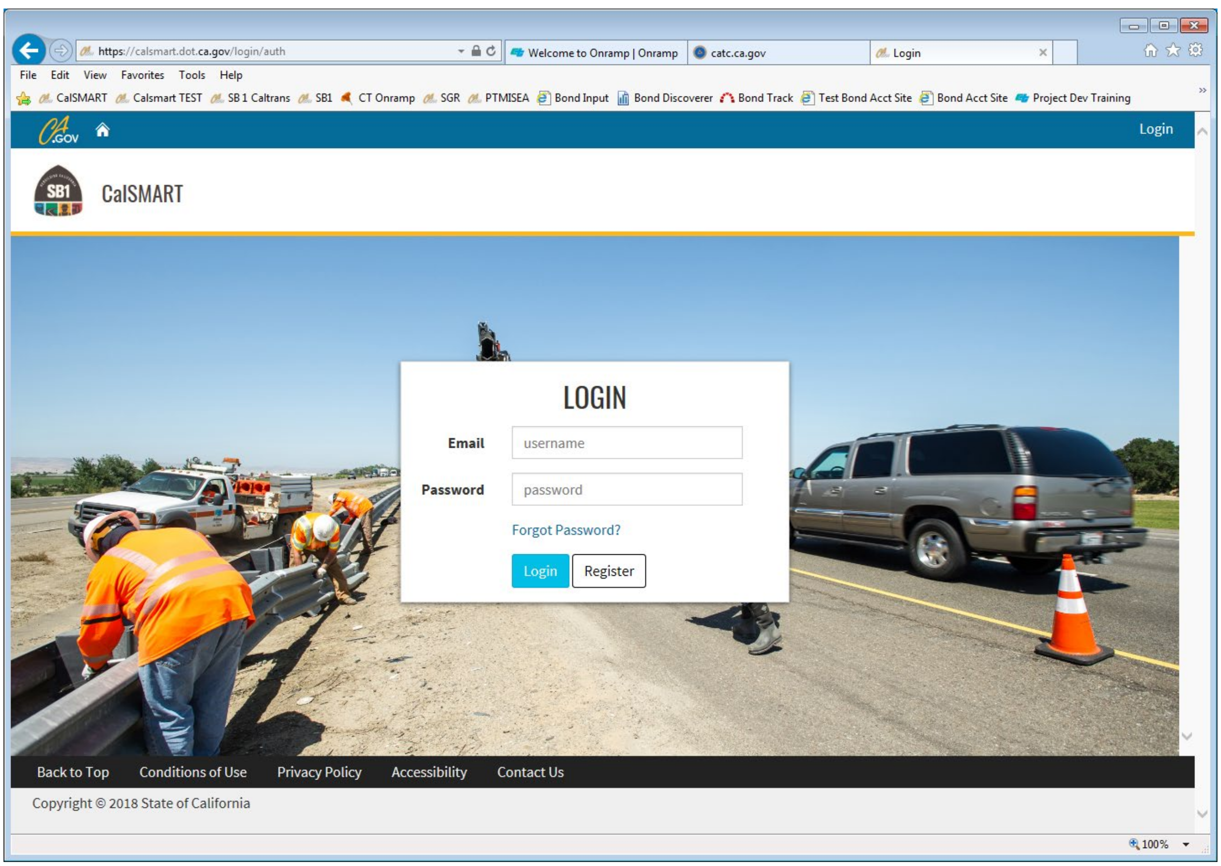
This guide will take you through the steps of registering for an account and inputting and submitting your expenditure report. For this first reporting cycle you will be entering project information and reporting on the expenditures. For the next reporting cycle, the project information should already be entered into the system.

Registering for CalSMART

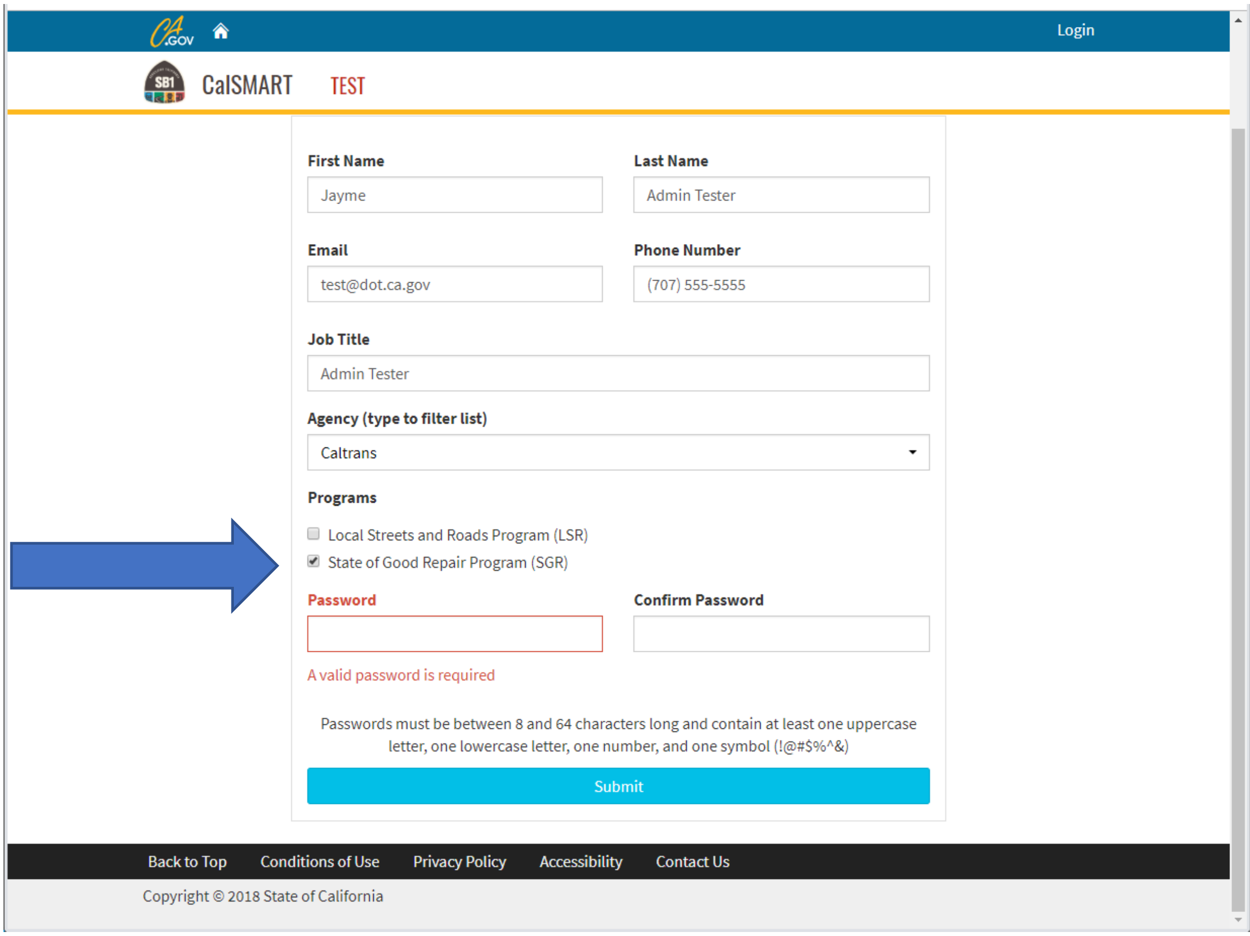
This link takes you to CalSMART https://calsmart.dot.ca.gov/login/auth

If you are already a registered CalSMART user for the Local Streets and Roads Program, you only need to request access to the State of Good Repair module. Login and choose "State of Good Repair Program" from the Current Program dropdown. A notification will be sent to the SGR team to authorize access.

If you are not already registered with CalSMART, click "Register" on the login page



Enter your information and please be sure to check the box for “State of Good Repair Program”

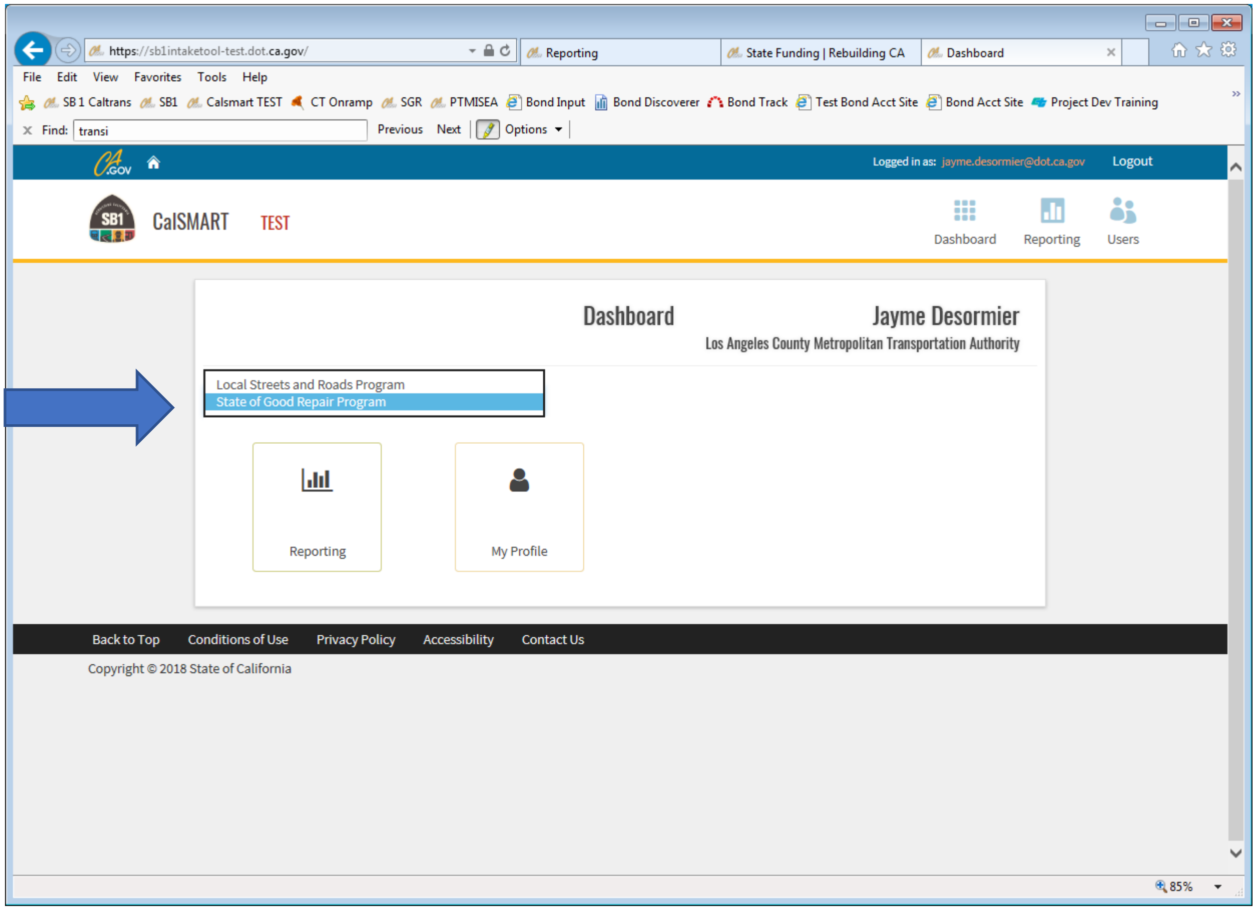


All users will not be able to login to the SGR module until your account is approved. You will receive an email like below confirming your access.

Hi Jayme,

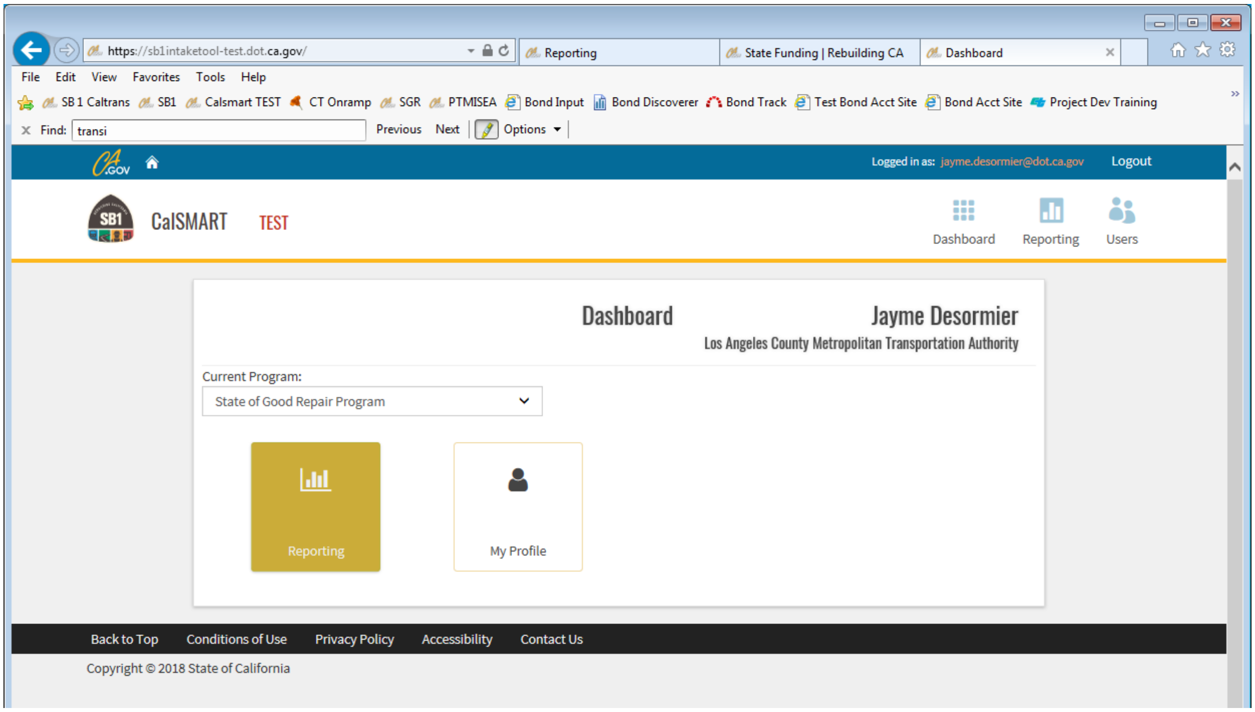
Your request for access to the State of Good Repair Program in CalSMART has been approved. Click here to login.

Once logged in, you will see the Dashboard. Be sure to choose the State of Good Repair Program from the Current Program dropdown.

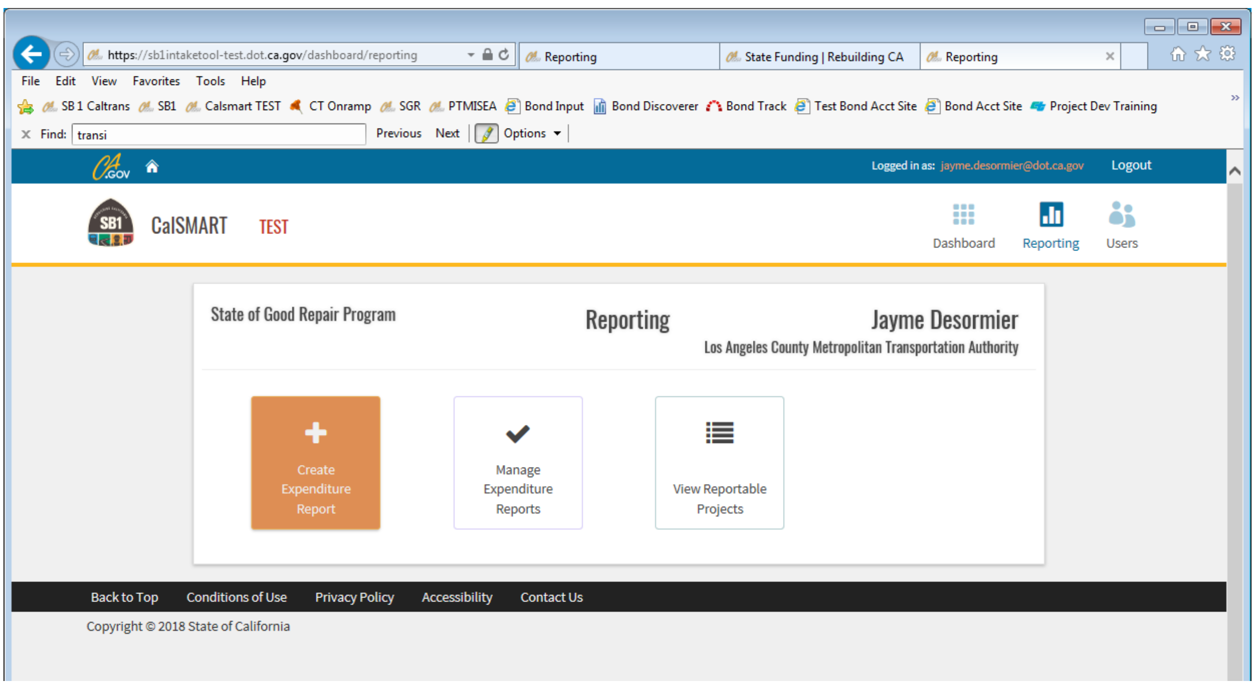


Create Expenditure Report

To create an expenditure report, choose the Reporting option.



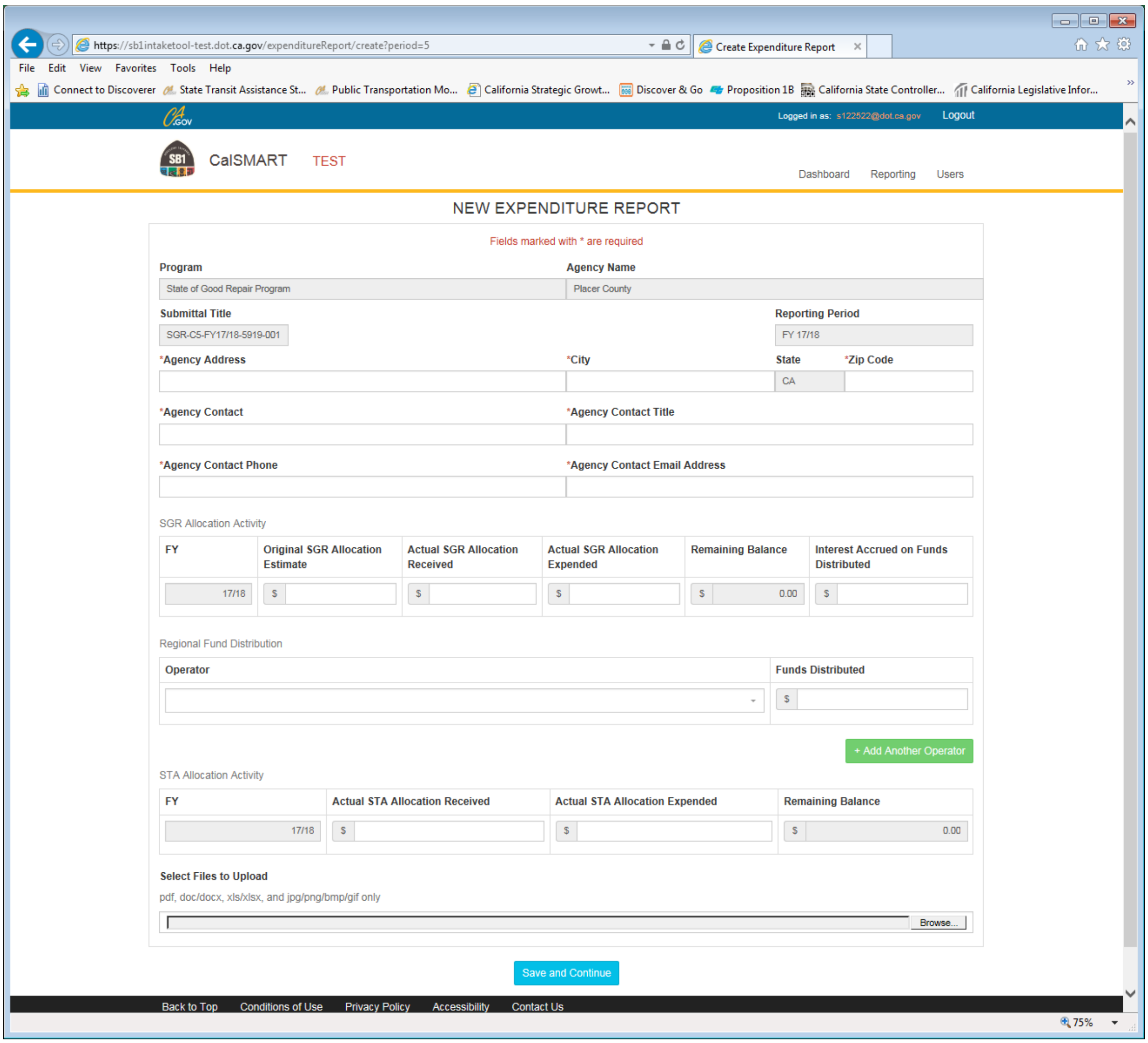
Then choose the Create Expenditure Report option.



New Expenditure Report Screen

You will be brought to the New Expenditure Report screen. This screen is a summary of your Agency's SGR and State Transit Assistance (STA) funding activity as of September 30th.

A tool has been created to assist with the completion of this sheet. Please see the excel document named SGR Online Expenditure Report Fields to view all the screens and reporting fields included in this reporting tool. It may be helpful to fill in the numbers on the excel sheet before logging into the system. It will also be helpful to refer to your FY 17/18 Project List as many of these fields are the same.

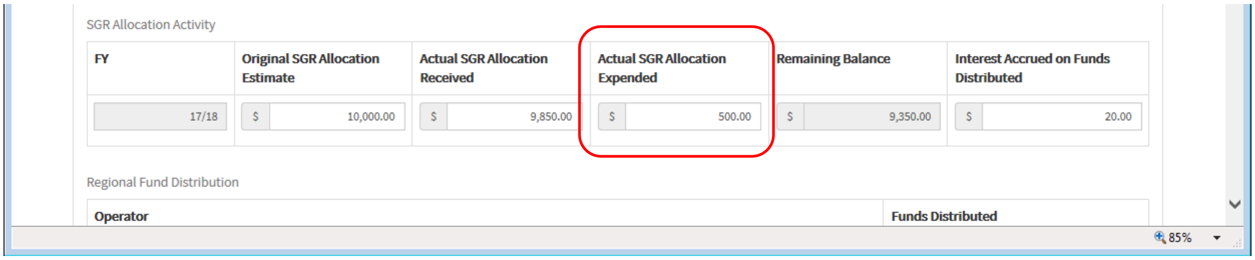


Items greyed out cannot be edited. Submittal Title box – this is an internal title the system creates.

Please fill in each of the fields. Those marked with a * are required and the system will not let you advance if they are left blank. For Expenditure Report purposes, the Agency Contact should be the user responsible for expenditure reporting. We are looking into the ability to add more than one contact.

SGR Allocation Activity

You will input your *overall* SGR activity as of **<u>September 30th</u>**. The numbers entered should include both the 99313 and 99314 amounts combined. Project details will be reported on subsequent screens.



"Actual SGR Allocation Expended" should include the combined amount of SGR expended on all projects. If you are a regional entity, this should also include the amounts distributed to the operators in your region.

This is a snapshot of the excel tool. These boxes line up with the four entries above.

<u>These amounts include both 99313 and 99314.</u>				
Original SGR Allocation Estimate	**Actual SGR Allocation Received**	***Actual SGR Allocation Expended**	**Remaining Balance**	**Interest Accrued on Funds**
$ -	**$ -**	**$ -**	**$ -**	**$ -**
This is the original estimate on the 17/18 Project List.	**<u>For Regions</u> - this is the amount received from the SCO. <u>For Operators</u> - this is the amount received from your region.**	**<u>For Regions</u> - this amount will include the distributions to the Operators + any project expenditures (if you have a project you are overseeing). <u>For Operators</u> - this is the total amount of expenditures on SGR projects.**	**Auto-Calculated**	**If you have accrued any interest on the SGR funding, please report here.**

Regional Fund Distribution – *Required for Regional Entities*

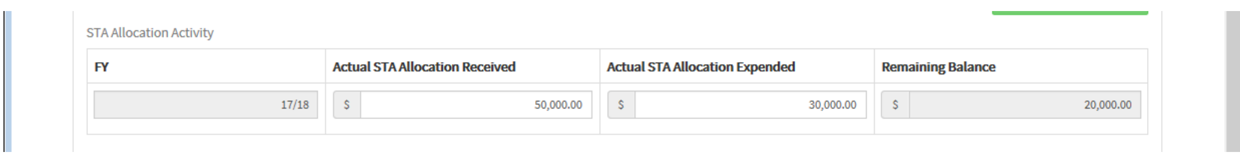
If you are a Region you will input the amount of SGR funding you have distributed to operators as of September 30th.
Click the green “Add Another Operator” button to add additional recipients.

Tip - You can click in the dropdown and search for the Operator instead of searching the entire list.

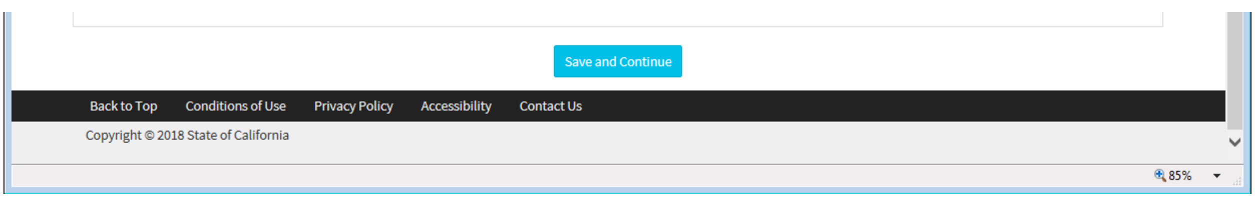
Example:

STA Allocation Activity

You will input your *overall* STA information here as of September 30th.



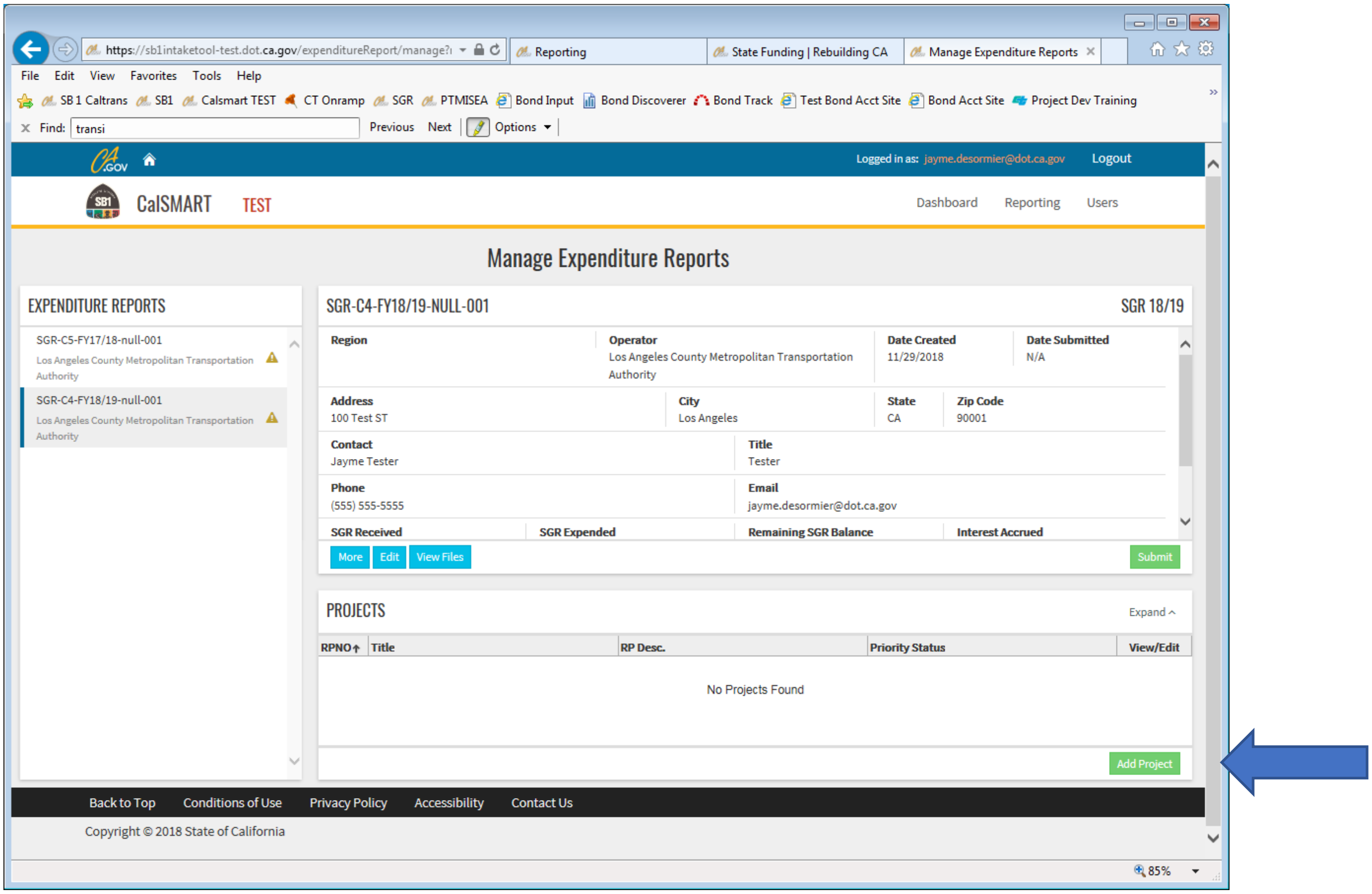
Click Save and Continue



This will take you to the Manage Expenditure Reports Screen where you will be begin to enter each individual project.

Enter Project Information

The Manage Expenditure Reports screen displays your Expenditure Report summary and allows you to enter individual projects. *In the future, this information should already be in the system.* Most of these fields will be the same fields from your FY 17/18 Project List.

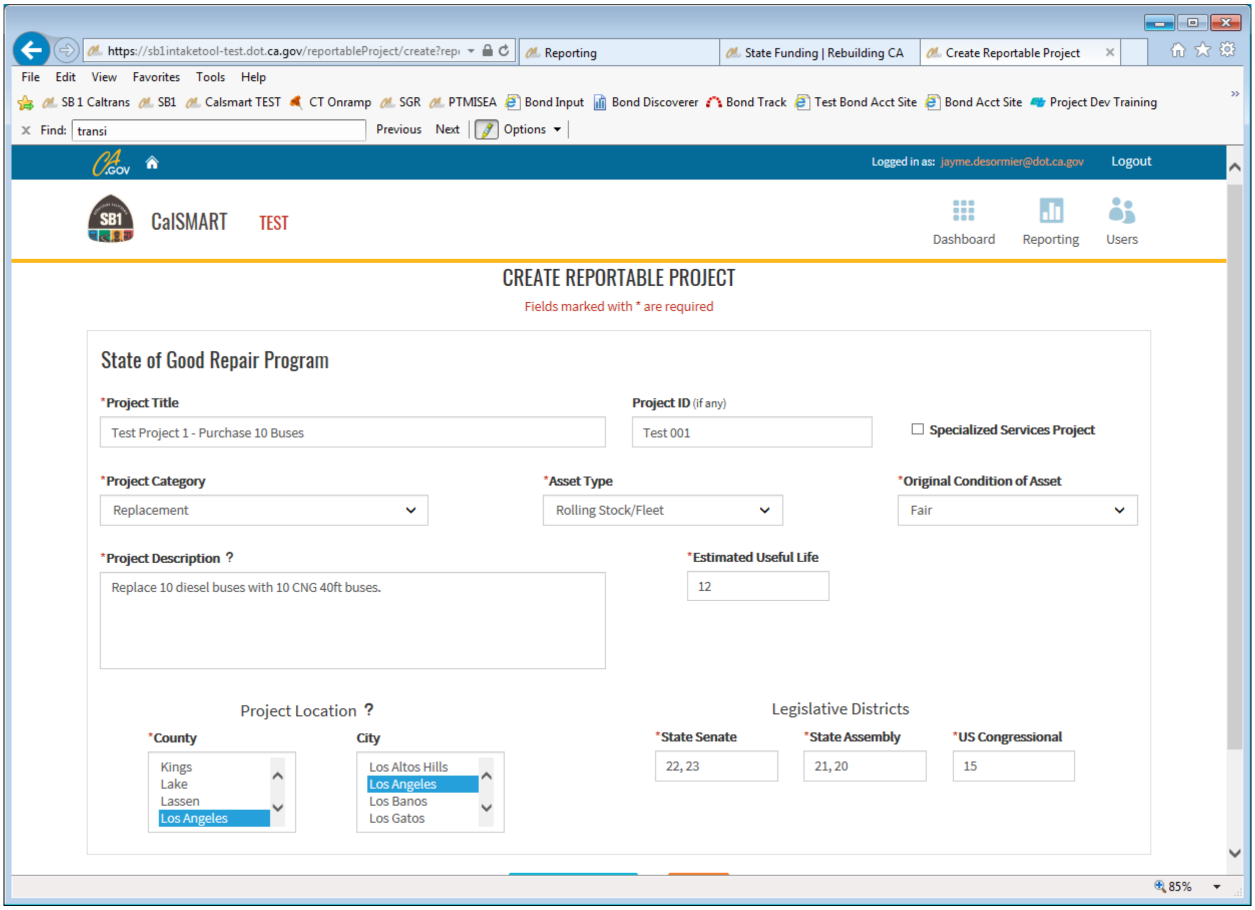


To add individual Projects, Click the green “Add Project” button on the lower right-hand corner.

This will take you to the Create Reportable Project Screen.

Create Reportable Project

Here you will begin to enter the information for the first project. This should match what was submitted on the FY 17/18 SGR project list.



The Project ID field is only if you have an internal project tracking number.

The project category can be selected from the following:

Project Category	
Dropdown	**Description**
Maintenance	Includes all activities and associated costs to preserve an asset.
Modernization	Update existing asset to modern standards.
Rehabilitation	Rebuilding asset to original specifications.
Repair	Fixing damage to asset.
Replacement	Replace asset that has reached service life.

Please note, the Condition of Asset categories changed slightly from the 17/18 Project List:

Original Condition of Asset	
Dropdown	**Description**
Excellent	New or like new asset.
Good	Asset showing minimal signs of wear.
Moderate	Asset reached mid-life.
Fair	Asset reaching or just past useful life.
Poor	Asset past useful life.

If your project has different Estimated Useful Life for different components, enter the lowest of the range in the box and add an explanation in the Project Description. For example, if you are purchasing a van and a 40' bus, you can enter the estimated useful life of the van in the Estimated Useful Life box and include a note about the estimated useful life of the bus in the Project Description.

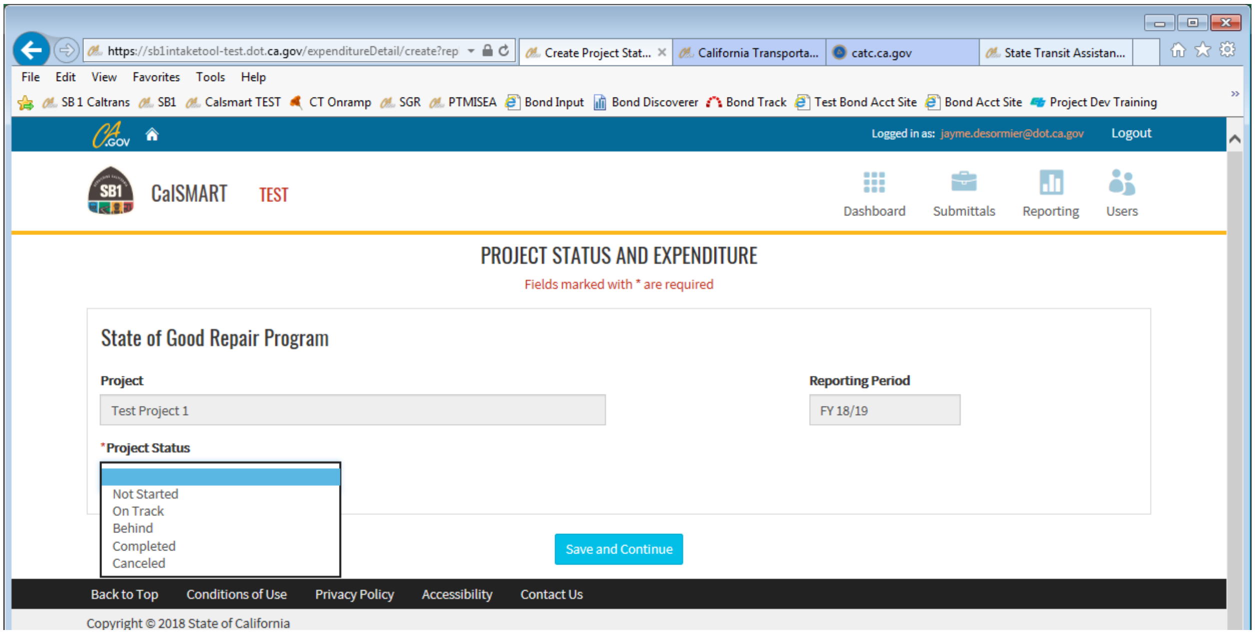
At this time only incorporated cities are included in the drop down list. If your city is not included, select the county and leave the city blank. Enter the unincorporated city name in the Project Description. If the project covers multiple counties or cities, you can hold the ctrl button to make more than one selection.

Please enter the applicable Senate, Assembly, and Congressional districts separated by a comma.

Click Save and Continue after all required fields are entered.

You will be taken to the Project Status and Expenditure Screen.

Project Status and Expenditure



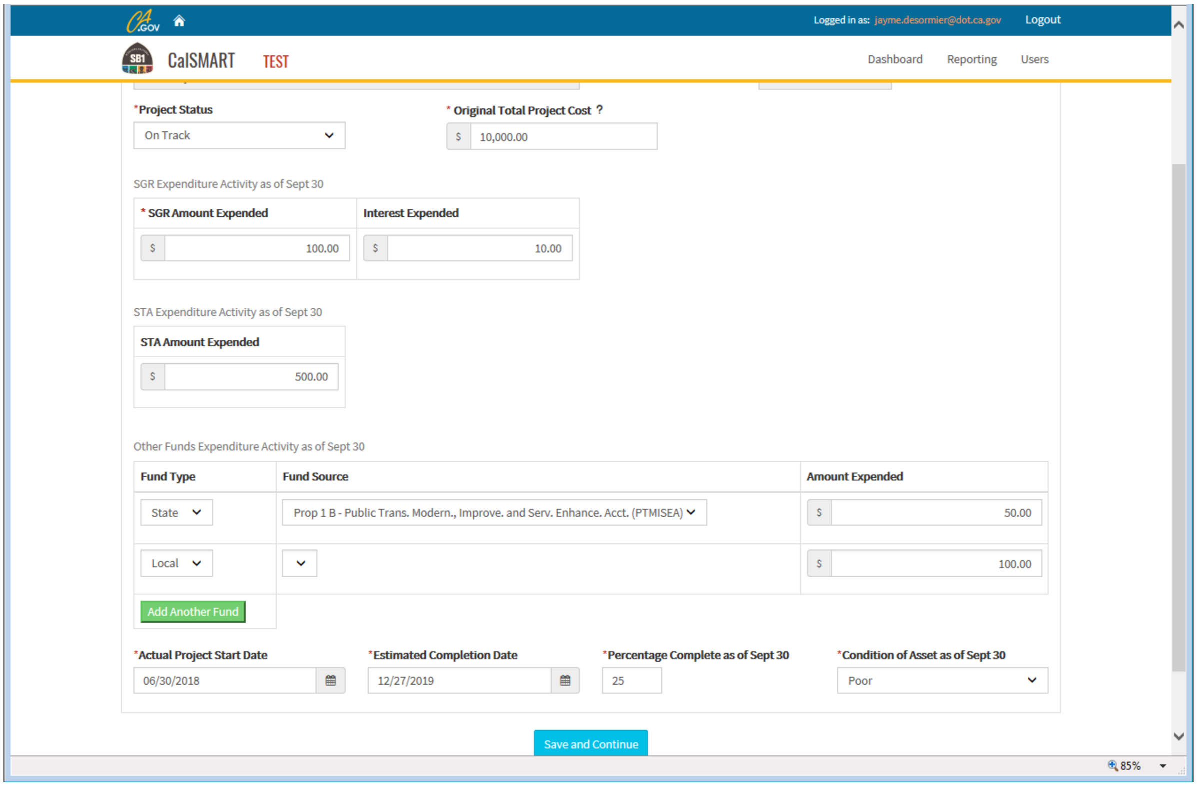
Choose the Project Status as of September 30, 2018.

Project Status	
Dropdown	**Description**
Not Started	Projects that have not begun as of Sept. 30th
On Track	Projects that started as originally estimated
Behind	Projects that have started but are delayed 6 months or more from original estimated start date
Completed	Projects completed as of Sept. 30th
Canceled	Projects that were canceled. (this will not be needed for this first cycle of reporting)

<u>The Project Status selected will determine the subsequent fields and screens to be entered.</u> See the file <u>SGR Online Expenditure Report Fields</u> file for more information. The screen below represents an <u>On Track</u> project.

Please note, once a project status has been selected and the project has been saved, the status cannot be edited. If an error has been made you will need to delete the project and enter it again.

On Track Project Reporting

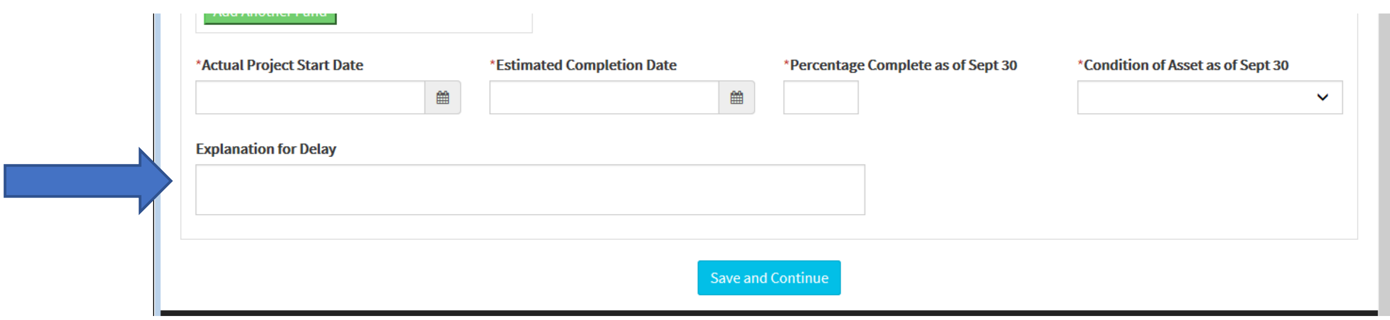


Please enter all required fields. Please note the Original Total Project Cost should include all sources of funding, not just SGR.

Click Save and Continue after all required fields are entered.

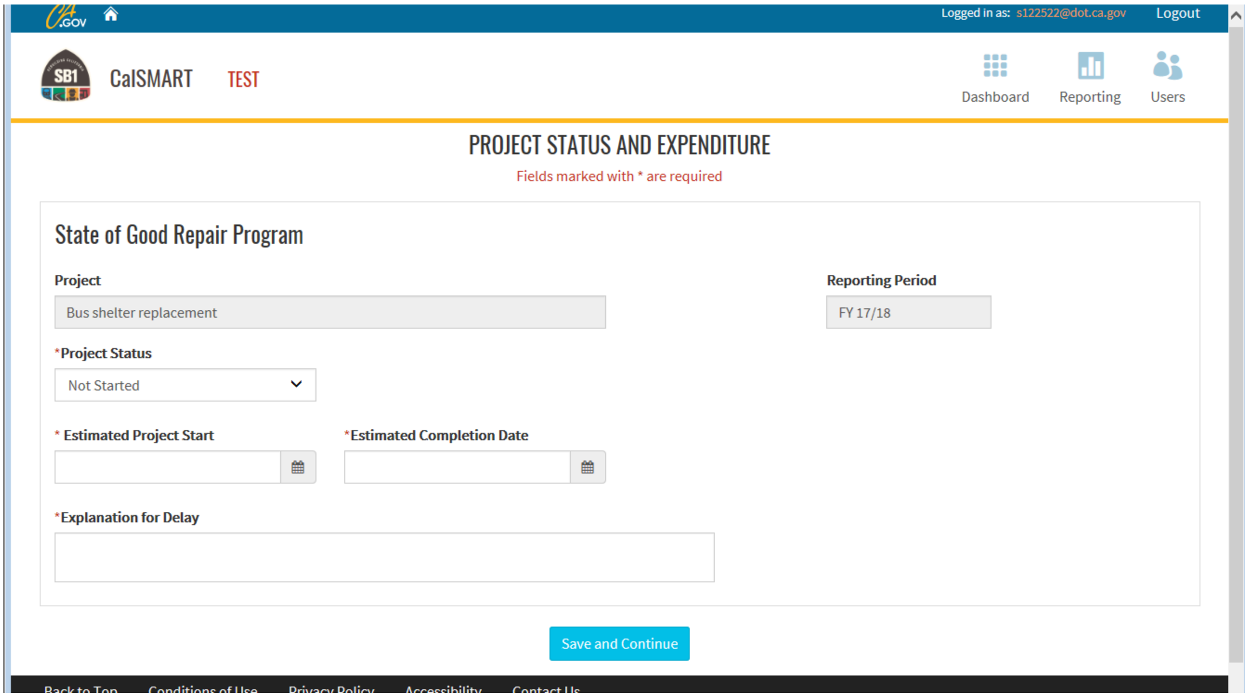
Projects Behind Schedule

Select this status for projects with a schedule that has been delayed 6 months or longer.If you select the status Behind you will be asked to enter the same information as the on track project with the additional field asking for the Explanation for Delay.



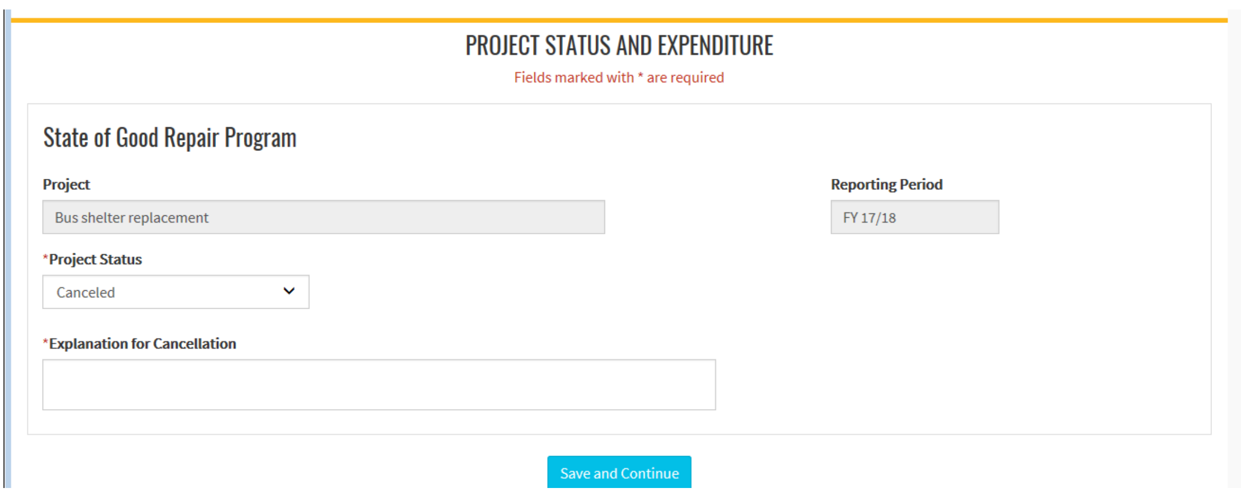
Projects Not Started

Projects that have not started yet are also asked to enter an Explanation for Delay. If the project has not begun yet, but was not scheduled to begin until a later date, and therefore is not necessarily delayed, you may enter a brief note that the project is not delayed.



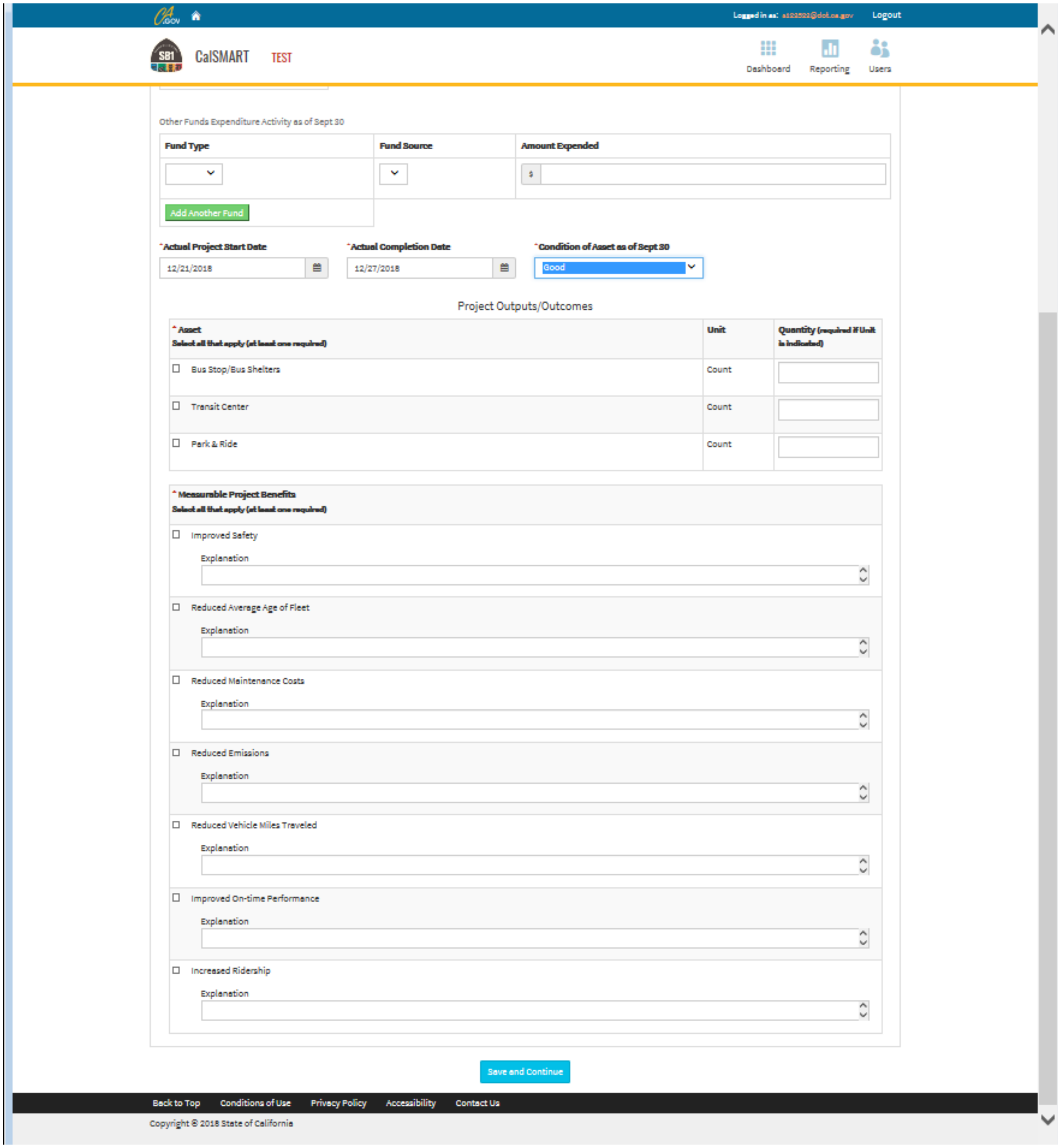
Canceled Projects

For this first cycle you shouldn't need to use the canceled project selection below.



Completed Projects

If the project status Completed is selected, you will be asked to enter the same information as the On Track project with a few additional fields to enter the Project Outputs/Outcomes. The types of Assets you can select will depend on the type of project.

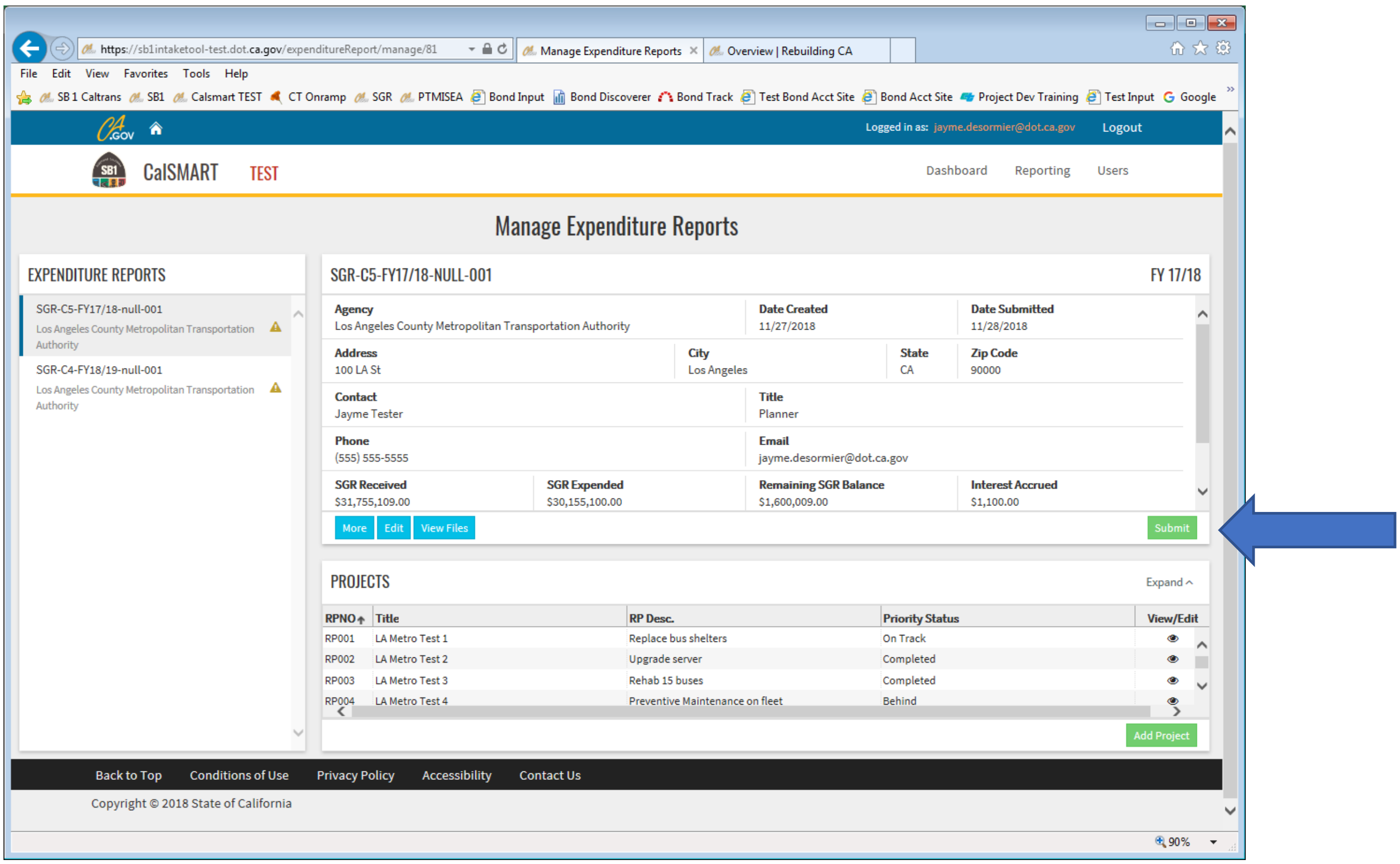


When done click “Save and Continue.” You should be taken back to the Manage Expenditure Reports Screen where you can click the green “Add Project” button if you need to enter an additional project.

Your expenditure report package has not been submitted, yet! When you're done entering your project expenditures. You will need to submit the package for our review.

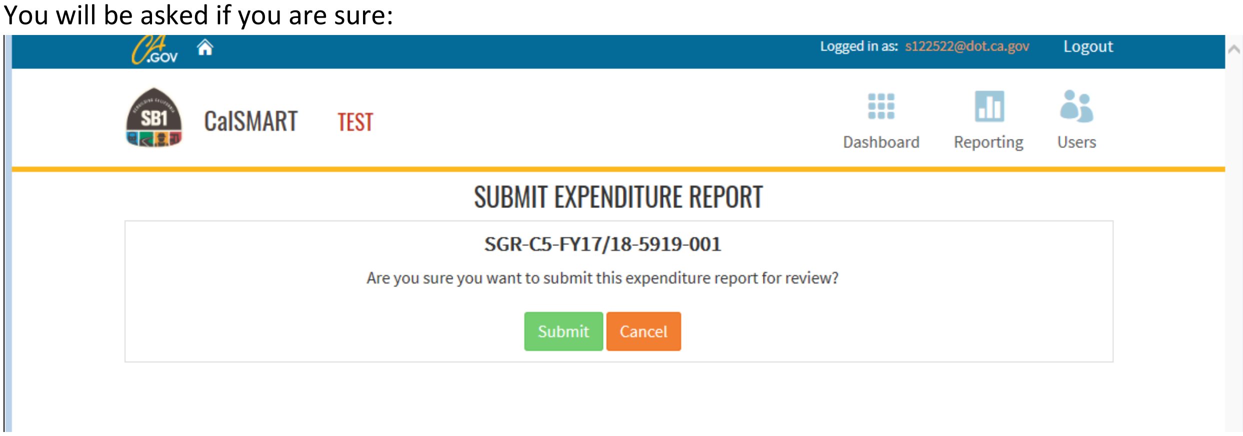
Submit Expenditure Report

Be sure you are ready to submit before you click the "Submit" button. You will not be able to edit your package once it has been submitted to staff.

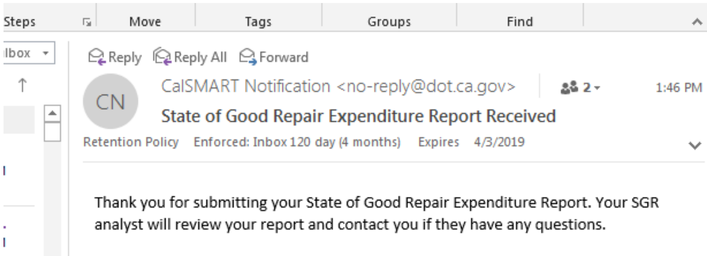


On the Manage Expenditure Reports screen, click Submit to submit your expenditure report to Caltrans.

You will be asked if you are sure:



Once Submitted it will go back to the Manage Expenditure Screen. You should get a confirmation email from CalSMART Notification confirming the Expenditure Report has been Received.



Staff will review the report and once it's approved you will get another email indicating the report has been reviewed and approved.

> **Subject:** State of Good Repair Expenditure Report Approved
>
> This email will serve as proof that your State of Good Repair Expenditure Report was reviewed and approved.

If corrections need to be made, you will get an email indicating the report has been returned. The email will list the reasons for the returned report. Example:

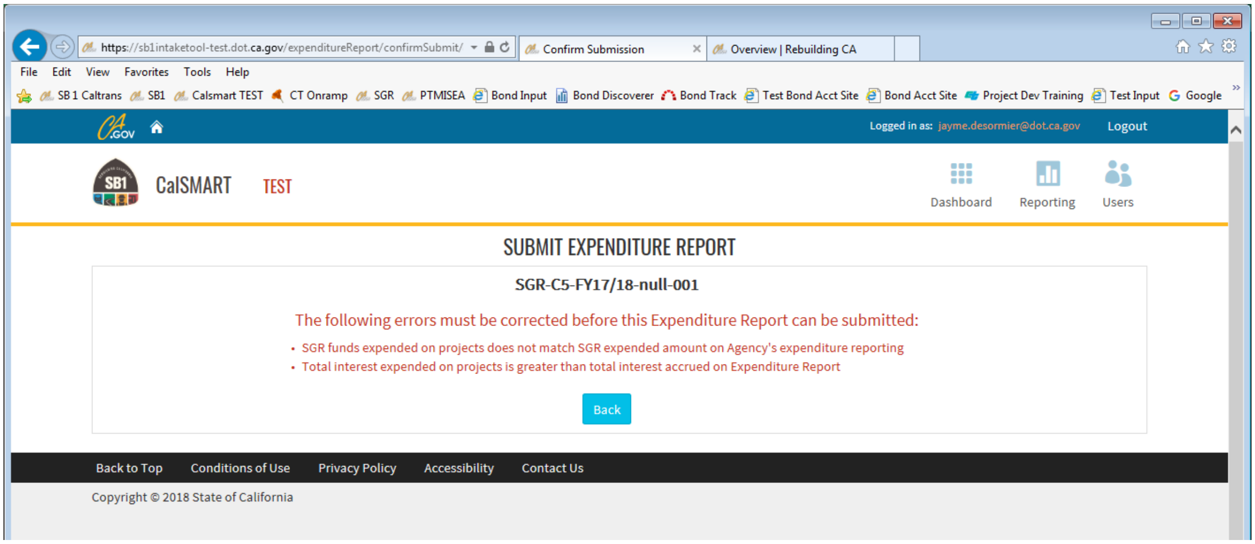
> **Subject:** SB1 Expenditure Report Returned
>
> Your SB 1 State of Good Repair Program Expenditure Report was returned for the following reason(s):
>
> **project delayed but not explanation for delay was listed.**
>
> Please make any necessary corrections and resubmit. If you need assistance please contact program staff at SB1SGRcomments@dot.ca.gov.
>
> Thank you

You will need to log back into CalSMART to edit your Expenditure Report and then resubmit.

Errors When Submitting Expenditure Report

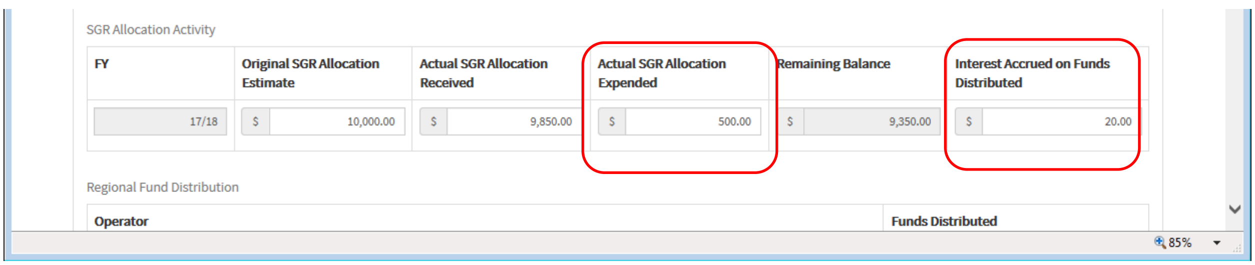
If the system detects any errors, you may receive an error message like below.

- SGR funds expended on projects does not match SGR expended amount on Agency's expenditure reporting
- Total interest expended on projects is greater than total interest accrued on Expenditure Report



“SGR funds expended on projects does not match SGR expended amount on Agency's expenditure reporting”

Check that all your project expenditures match what you reported in the field Actual SGR Allocation Expended on the Expenditure Report screen. This should include all projects and any funds sub allocated to another operator.



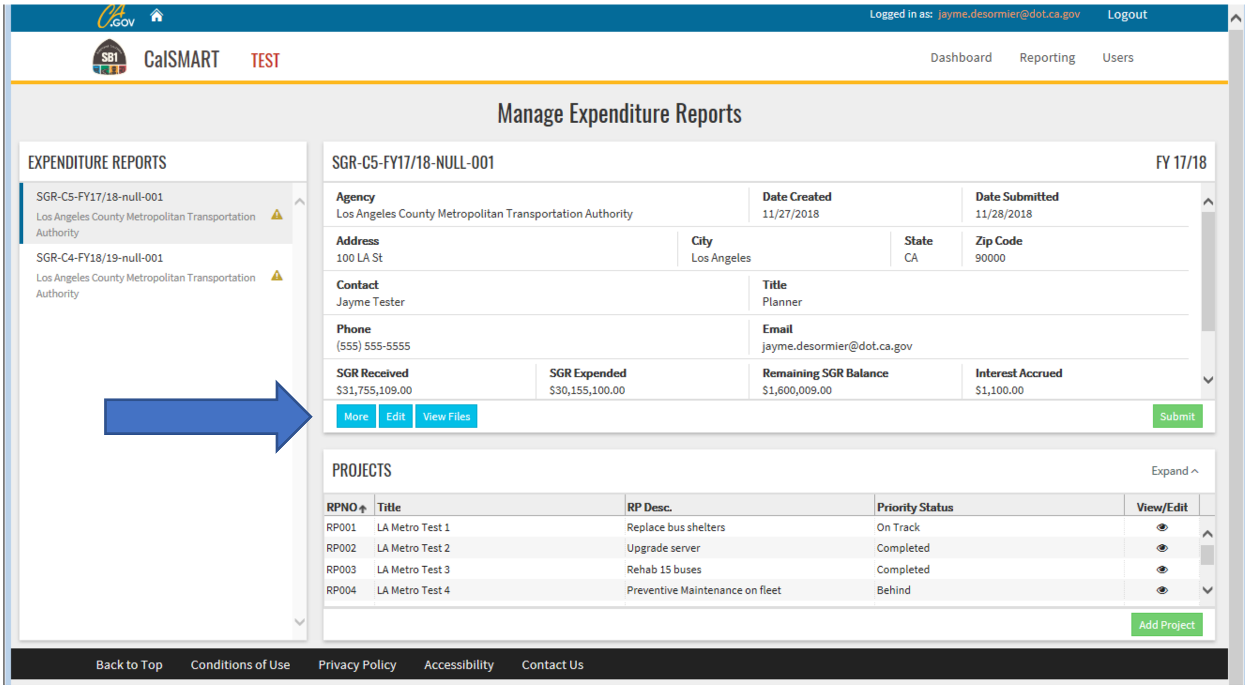
“Total interest expended on projects is greater than total interest accrued on Expenditure Report”

Check that all your interest expenditures on projects is less than what you reported in the field Interest Accrued on Funds Distributed on the Expenditure Report screen.

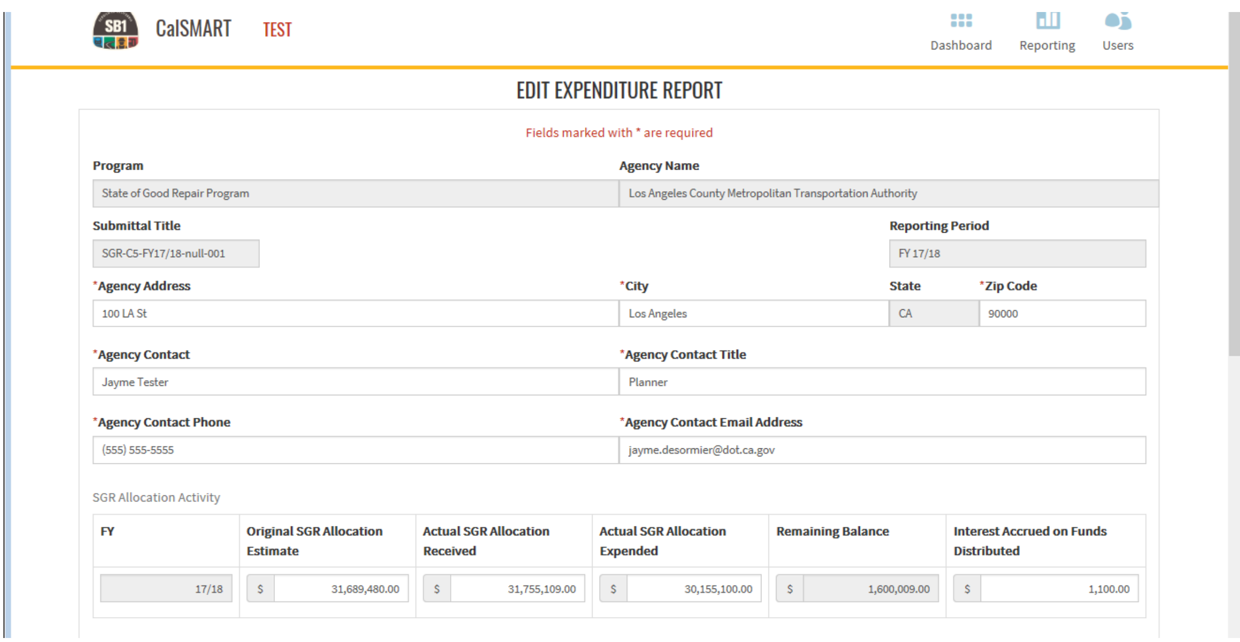
To Edit any fields or screens, you will need to find the Edit button. You can Edit fields on the Expenditure Report or the Reportable Project Details or Expenditures.

Edit Fields on Expenditure Report and Projects

To Edit fields on the top Expenditure Report summary, click the blue “Edit” button. This includes edits to the “Actual SGR Allocation Expended” and “Interest Accrued on Funds Distributed” fields.

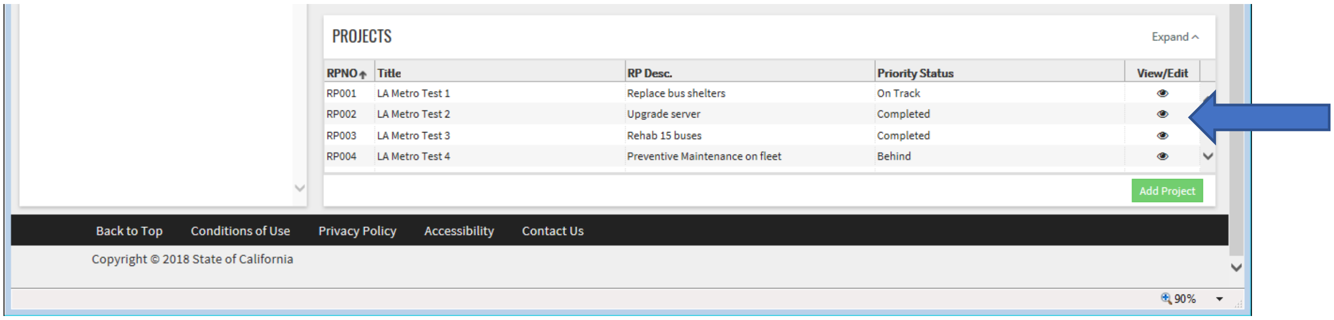


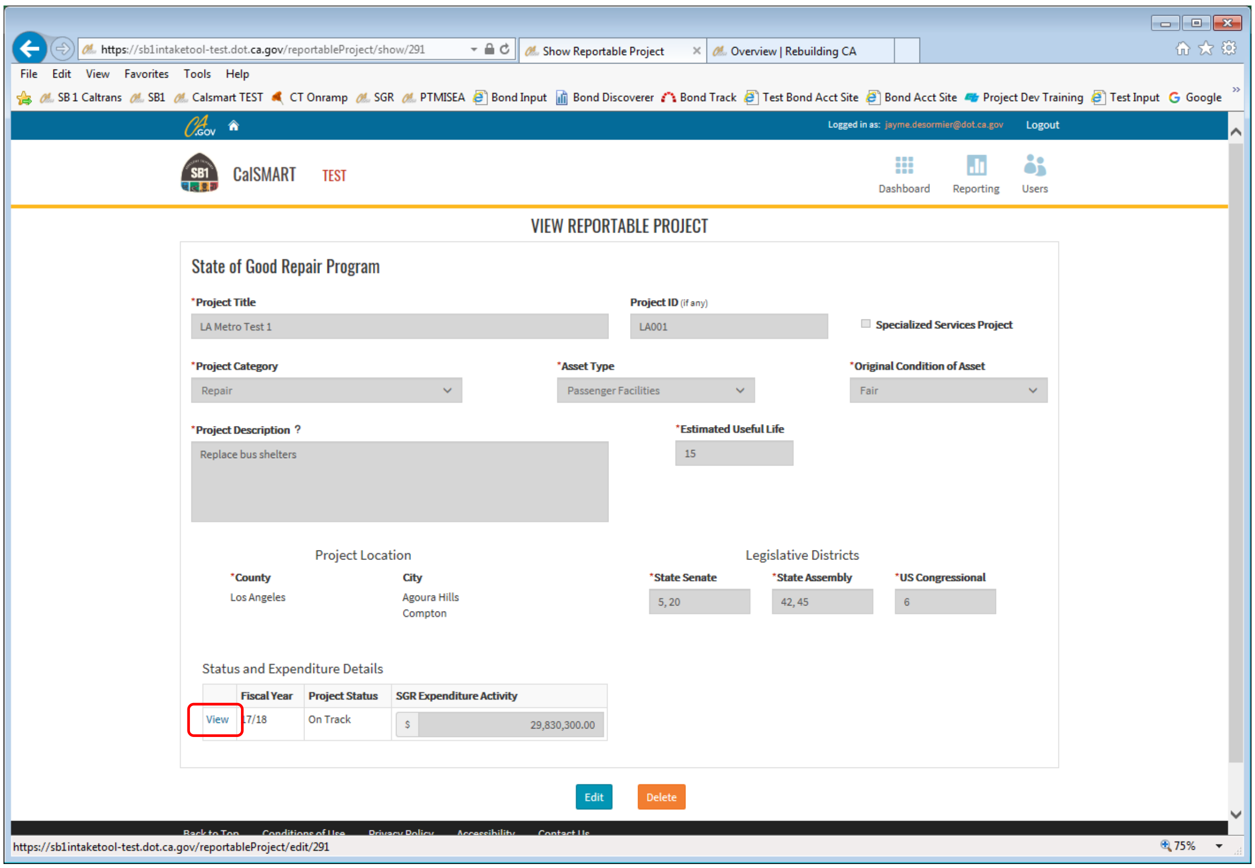
You will be taken to this screen:



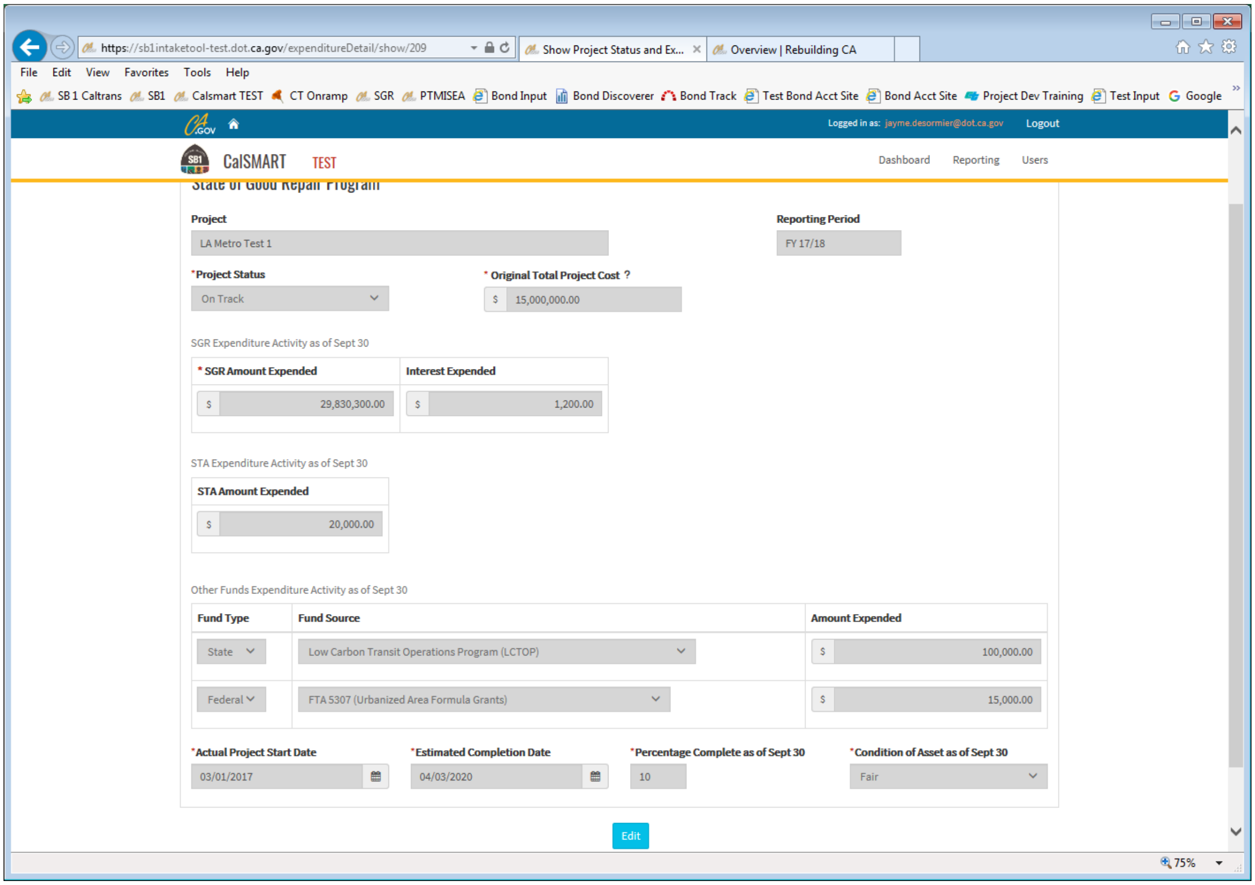
Make your edits and click Save.

To make edits to Project details, click the eye icon under View/Edit for the appropriate project:



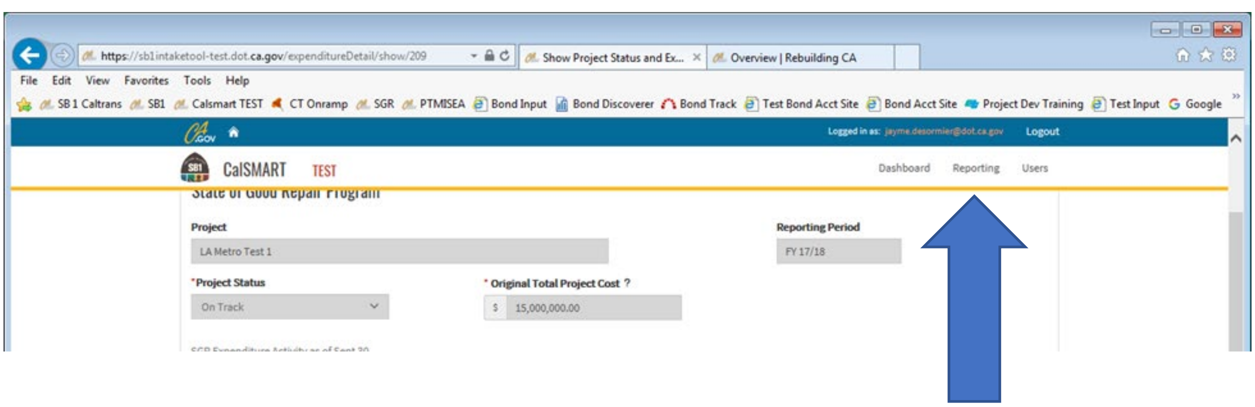


Click the blue "Edit" button to make changes to Project details.
To make edits to expenditure details, click View under Status and Expenditure Details section to be taken to the next screen.



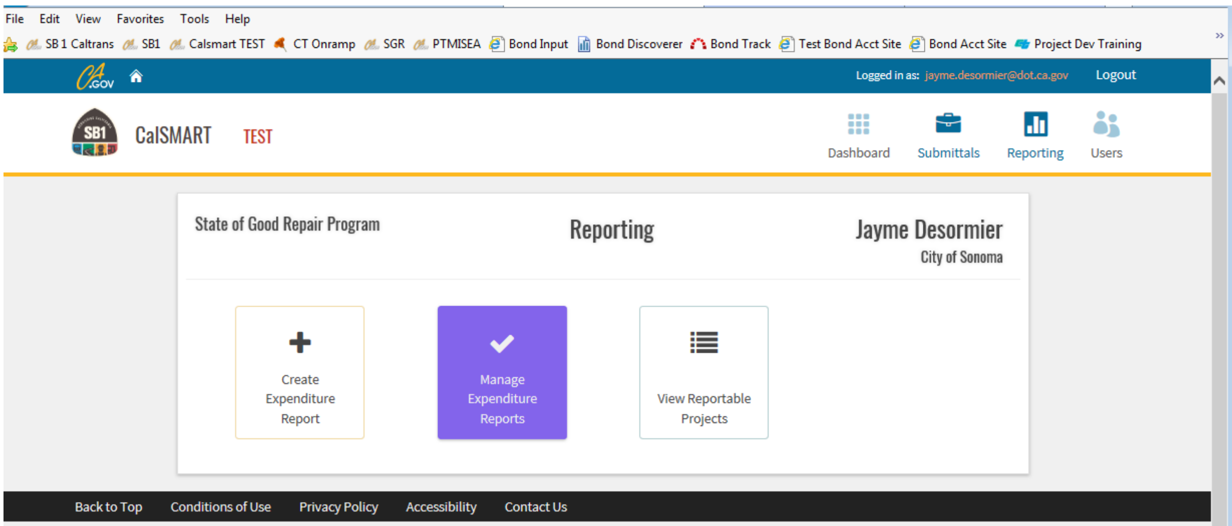
Click Edit and makes changes.

After you save edits, the system doesn't automatically take you back to the Manage Expenditure Report screen to re-submit the Expenditure Report. To get back to that screen, click on Reporting in the upper right-hand corner. You then can click Manage Expenditure Report and then click Submit.

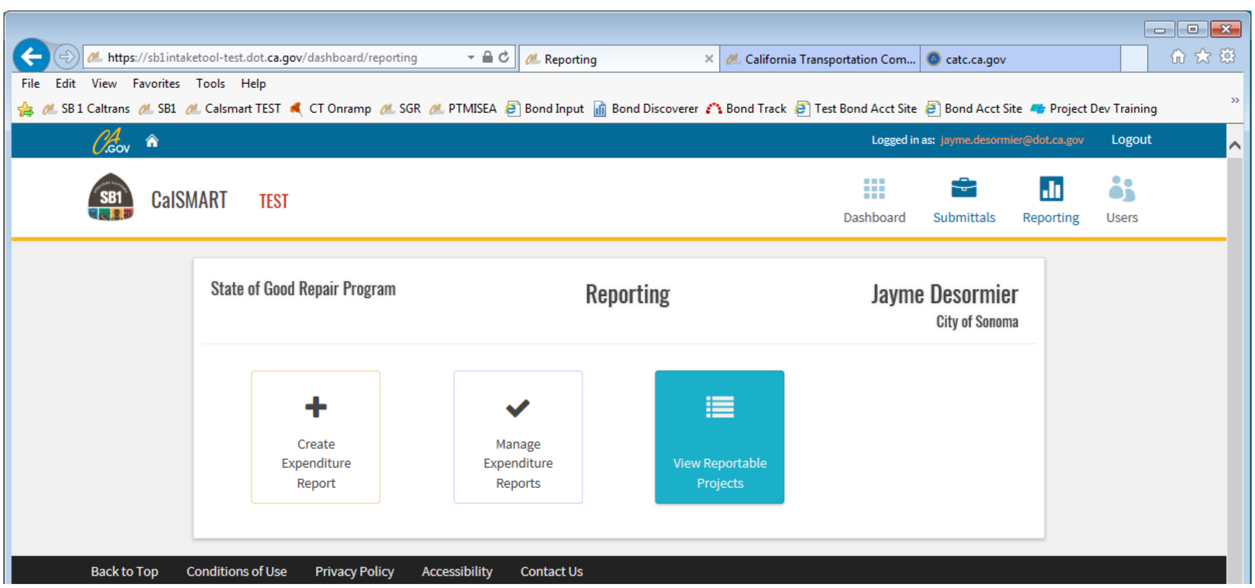


Help! I'm lost!

If ever you find yourself LOST after you've entered expenditure report information, you can always click on the Reporting in the upper righthand corner.
You will then choose the Manage Expenditure Reports icon.

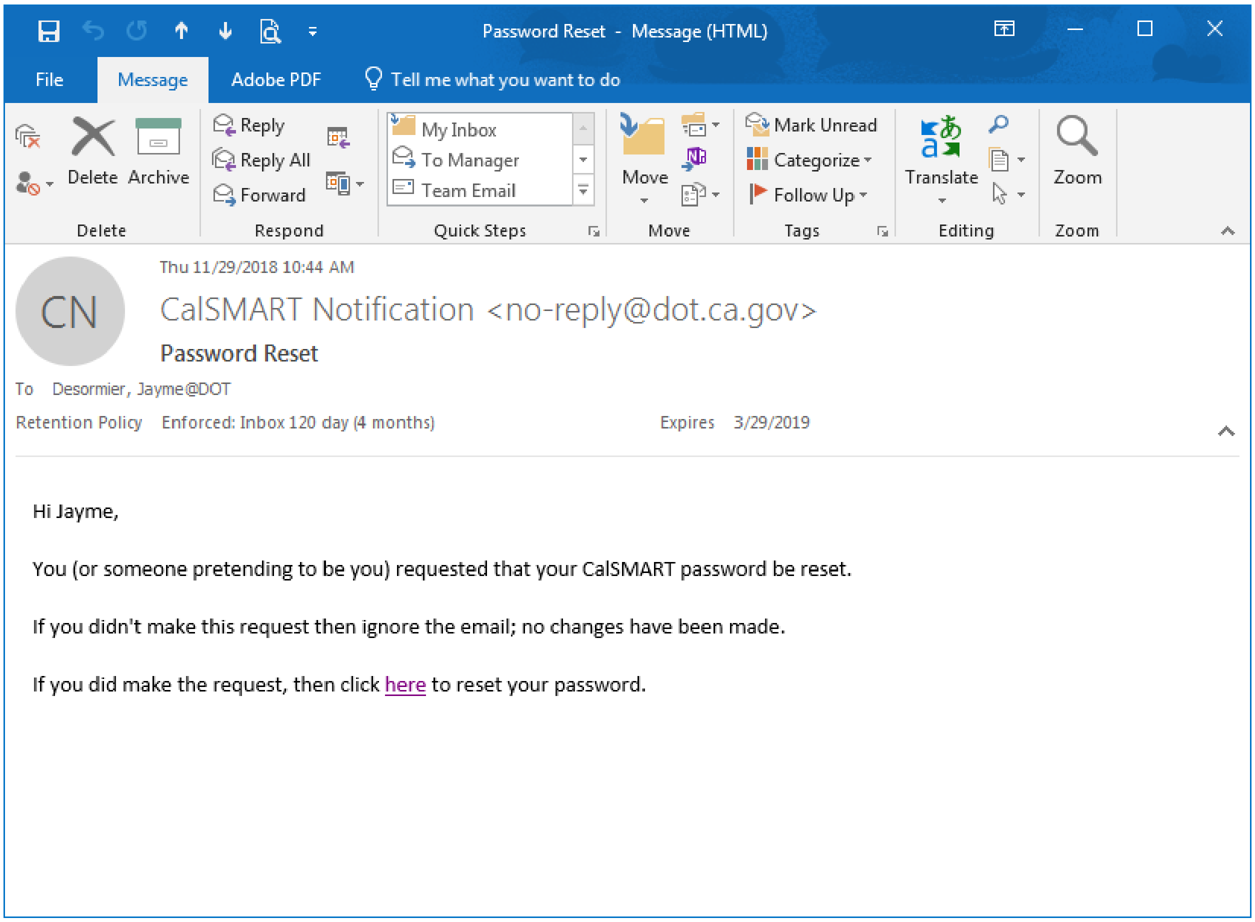


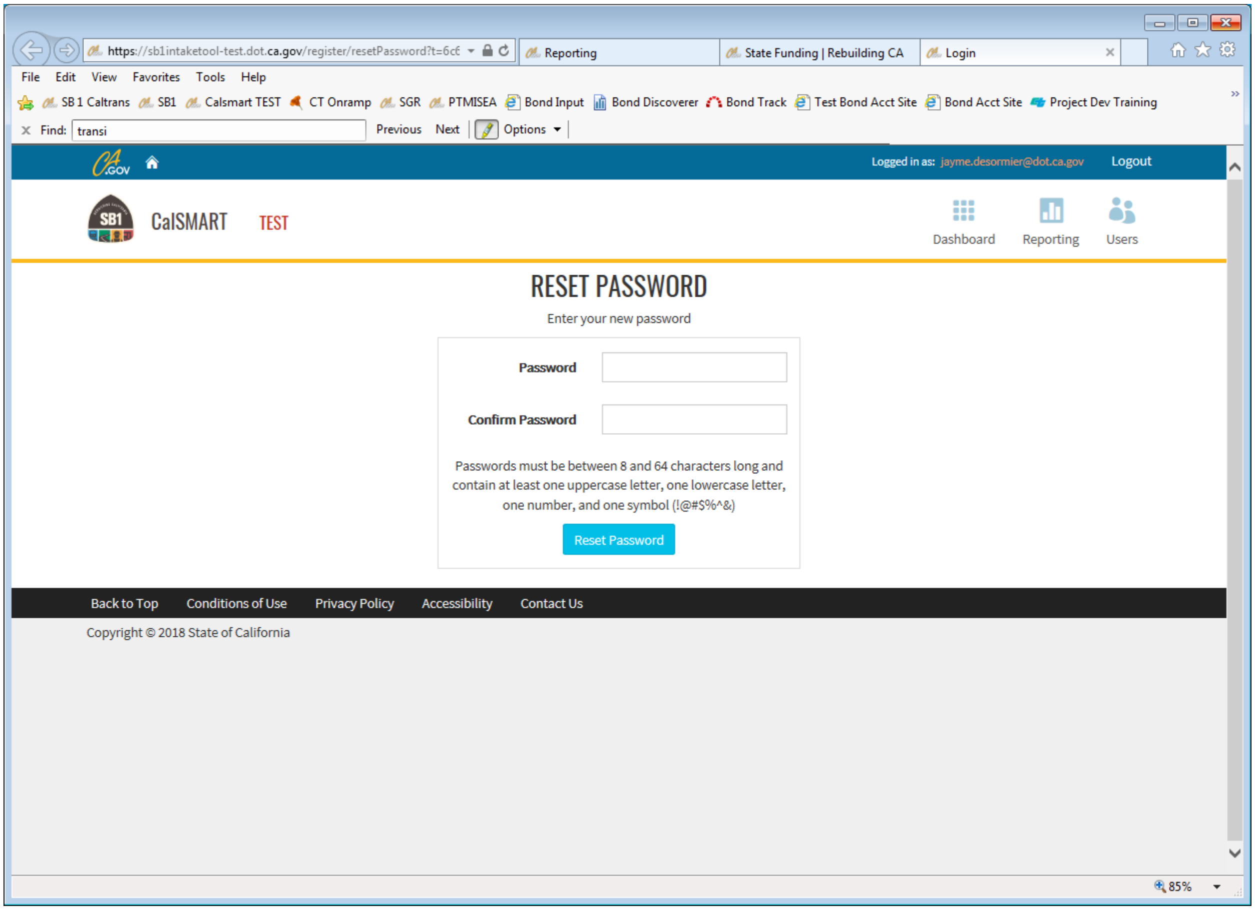
If you want to see what projects you've already entered into the system you can click on the View Reportable Projects Icon. You will see a listing of any projects you've entered.



I Forgot my Password!

On the login page input your email and click I Forgot Password? The system will send you an email to allow to reset it.




https://sb1intaketool-test.dot.ca.gov/register/resetPassword?t=6c
Reporting
State Funding | Rebuilding CA
Login
File Edit View Favorites Tools Help
SB 1 Caltrans SB1 Calsmart TEST CT Onramp SGR PTMISEA Bond Input Bond Discoverer Bond Track Test Bond Acct Site Bond Acct Site Project Dev Training
Find: transi Previous Next Options
Logged in as: jayme.desormier@dot.ca.gov Logout
CalSMART TEST
Dashboard Reporting Users
RESET PASSWORD
Enter your new password
Password
Confirm Password
Passwords must be between 8 and 64 characters long and contain at least one uppercase letter, one lowercase letter, one number, and one symbol (!@#$%^&)
Reset Password
Back to Top Conditions of Use Privacy Policy Accessibility Contact Us
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85%