#### CalSMART Quick Guide

#### Project Status and Expenditure Report for Fiscal Year 2024-25

This guide will lead you through the process of submitting the Project Status and Expenditure Report for the Fiscal Year (FY) 2024-25 reporting cycle. This includes all activity and expenditures from <u>FY 2017-18 to FY 2024-25 funds as identified by the California Budget and State Controller's Office (SCO)</u>.

Please note, this report is cumulative – the amounts reported are to be the total amount of funds expended to date, not the amount expended since the previous reporting cycle.

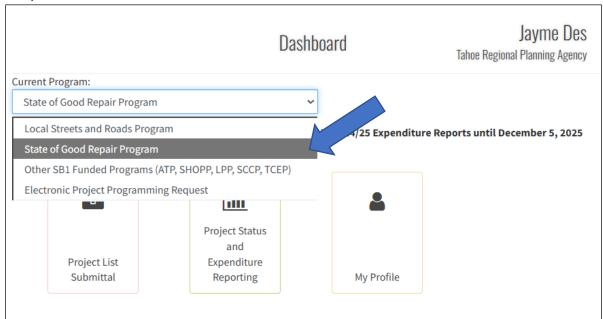
All agencies will be submitting this report directly to Caltrans via CalSMART. Unlike during the Project List Submittal process, Regional Entities do not need to review and approve expenditure reports provided by their respective operators.

Please use **Google Chrome** or **Mozilla Firefox** as Internet Explorer does not support CalSMART's functionality.

Note: The screenshots contained within this User's Guide may reference previous fiscal year(s) submittals.

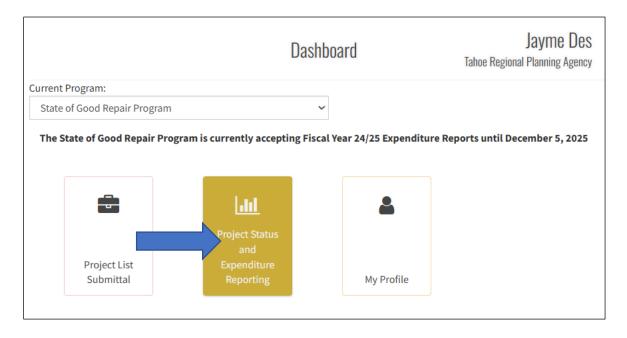
#### Follow-Along Steps with Screenshots

Login and choose "**State of Good Repair Program**" from the Current Program dropdown menu.

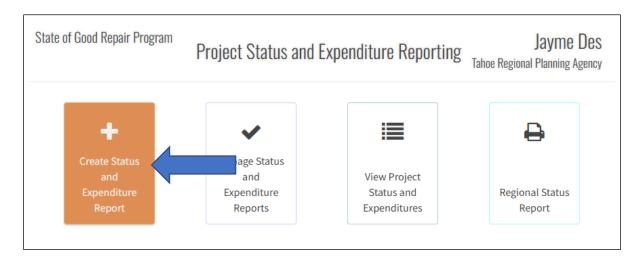


## **Create Project Status and Expenditure Report**

#### Select "Project Status and Expenditure Reporting"

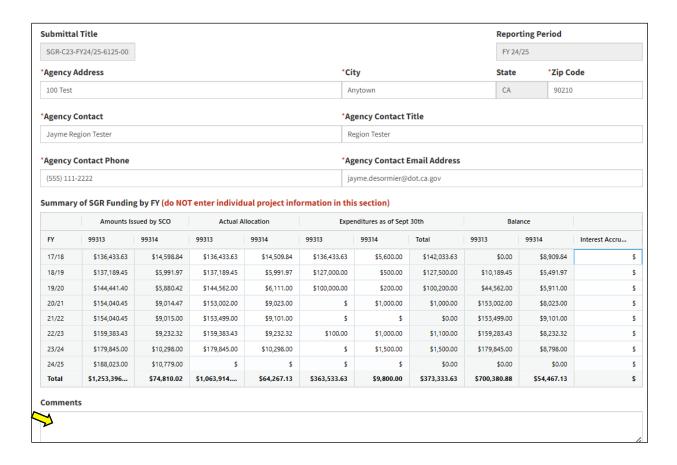


Select "Create Status and Expenditure Report" when <u>initially</u> creating the report for the current reporting cycle. <u>After</u> having created the report, and you need to update/revise any information, select "Manage Status and Expenditure Reports" and make the changes/revisions needed.

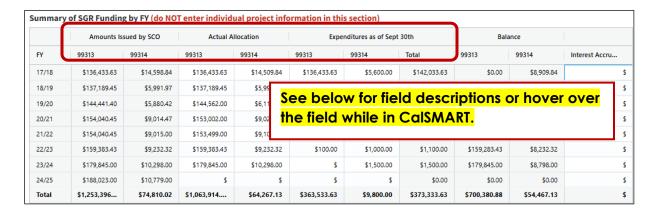


You will then be directed to the **New Expenditure Report** page.

This page consists of your Agency's Contact information and a **summary** of FY 17/18 through FY 24/25 SGR funding activity. Information on this screen is prepopulated with information submitted from the previously approved Project Status and Expenditure report. An open comment box was added that allows up to 200 characters.



## Summary of SGR Funding by FY (do NOT enter Individual Project Information in this section but overall SGR amounts allocated and expended to date)



This page contains a summary table of all SGR funds from FY 17/18 to FY 24/25.

Amounts Issued by SCO	Actual Allocation	Expenditures as of Sept 30 <sup>th</sup> *
These are the amounts issued to your agency as reported by SCO.  This field is not editable.	For Regions - this is the amount received from the SCO. For Operators - this is the amount received from your region.	For Regions - this amount will include the distributions to the Operators + any project expenditures (if a Region has a project they are overseeing).  For Operators - this is the total amount of expenditures on SGR projects.

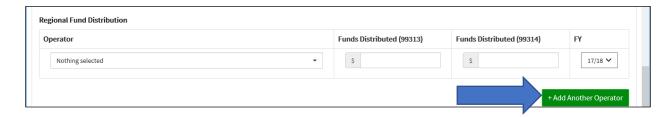
\*Tip – You can initially leave the Expenditures as of Sept 30th fields blank. Upon submittal, CalSMART will calculate the total expenditures fields, allowing you to fill the amounts in at that point.

Do NOT include interest in the 99313 or 99314 fields; interest is tracked separately.

**Operators**, after entering all information select "Save" and begin reporting on individual projects.

Region Users will follow the steps below.

## Regional Fund Distribution - These fields are only displayed for Region Users.



Regional Entities will input the amount of FY 17/18 through FY 24/25 SGR funding that has been distributed to their respective operators as of <u>September 30, 2025</u>. To add additional recipients and report on additional fiscal years, select the green "Add Another Operator" button. SGR funds distributed can be entered in dollars and cents.

When **done** entering all information, select "Save" and begin reporting on individual projects.



# Report on Existing Projects Page – This begins the reporting on Individual Projects

Here, you can update Existing Projects (projects that are currently recorded in the CalSMART system). The order to update these projects is as follows:

- 1. Update projects reported on during the previous FY 23/24 Project Status and Expenditure Report (see below)
- 2. Report on projects entered during the FY 24/25 Proposed Project List Submittal (see page 11)

## <u>Update projects reported on during the previous FY 23/24 Project Status and Expenditure Report</u>

Select the blue "Update" button to report on individual projects recorded from the FY 23/24 Project Status and Expenditure Report.

	REPORT ON EXISTING PROJECTS											
-		_	23/24 Project Status and Express as "Not Started," "Behind," or "C		tatus and expendi	tures for FY 24/2	5.					
Select	RPNo	Title	Description	Location	Project Category	Asset Type	Project Status					
Update	RPOD	Grails Test Project #2	Rehab Maint building.	Amador City, Auburn	Rehabilitation	Maintenance Facilities	Behind, Behind, Behind					
Update	RP00	22/20 p. roject	22/23 project list project	Placer County	Maintenance	Maintenance Facilities	Behind, Behind					
Update	RP001	TRPA Grails Test Project	Repair fleet	Placerville	Repair	Rolling Stock/Fleet	On Track, On Track, On Track					

### <u>Did you add FY 24/25 funds to this Project?</u>

If FY 24/25 funding was added to the **SAME** project you previously reported on during last year's FY 23/24 Expenditure Reporting cycle:

- Check the "Select" box to the left of the project, and
- Select the "Yes, this is the Same Project" button.

If the projects are <u>NOT</u> the same <u>project</u>, select "No, these are Not the Same Project".

\*Previous year's example: In the example below, FY 22/23 funds were added to the same project reported on in the previous FY 21/22 Expenditure Reporting cycle (SGR Project ID 2019-6296-005). Because they are the <u>SAME</u> project, the "Select" box to the left of the project is checked and the "Yes, this is the Same Project" button is selected.

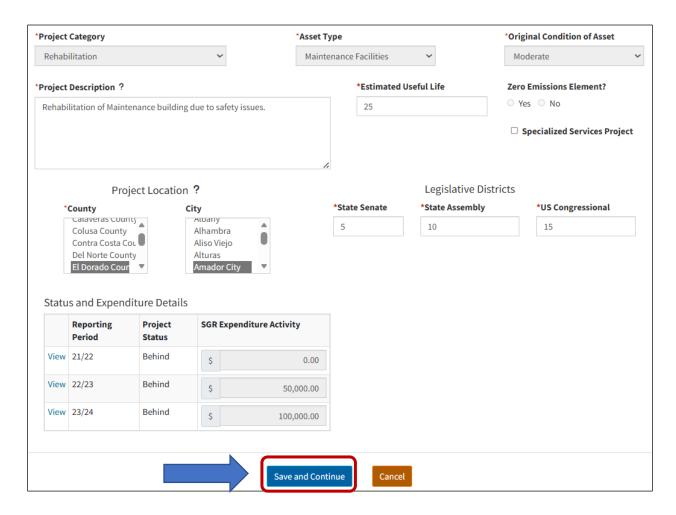


If the records are the <u>SAME</u>, select "Yes, this is the Same Project" but if the records are **NOT** the same, select "No, these are Not the Same Project".

Note, this screen above will not always be displayed.

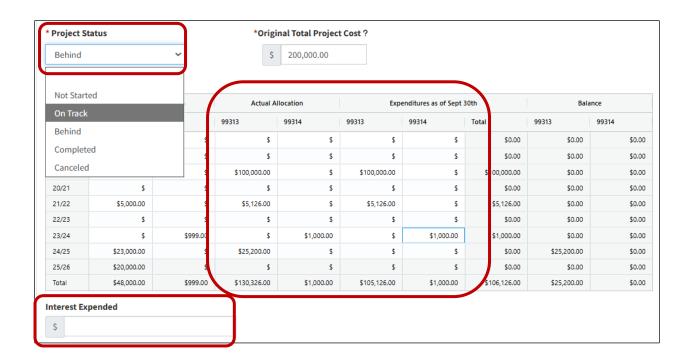
If you have any questions or difficulties with this section, please reach out to your District Liaison. We realize this can be confusing.

This will take you to the <u>Project Details Information</u> page. Please note, this page is pre-populated with information provided from the prior reporting period.



<u>Select "Save and Continue"</u> to update the financial information for the FY 24/25 reporting period.

After selecting "Save and Continue", you will be directed to the <u>Project Status</u> and <u>Expenditure</u> page.



<u>Project Status</u> - Please <u>update Project Status</u> if it has changed from what was previously reported and update the project's financial information.

<u>For Completed Projects</u> – Select "Completed" from the drop-down menu.
 This will prompt CalSMART to ask additional Outputs and Benefits questions.

<u>Original Est Allocation</u> – This number will be pre-populated from the previous reporting cycle if available, it is <u>not</u> necessary to update the estimate fields.

<u>Actual Allocation</u> - This amount will most likely be different from the Original Est Allocation. If this amount was reported on during a previous Project Status and Expenditure Report, it will be pre-populated.

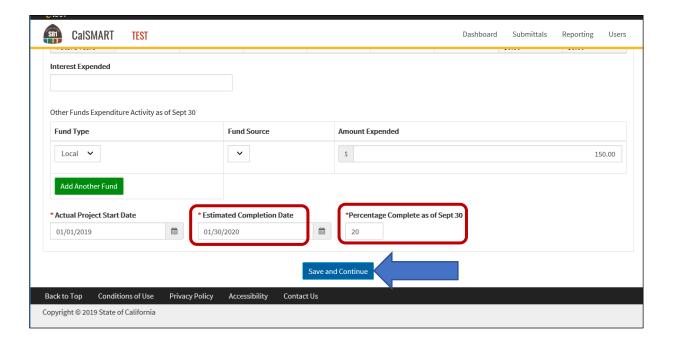
 The amount you enter under Actual Allocation should be the actual budgeted, programmed, or allocation made to the project whether you have received the funding or not.

<u>Expenditures as of Sept 30<sup>th</sup></u> – Please enter the amounts in the correct FY and correct 99313 or 99314 fields. <u>CalSMART will calculate and display the resulting sum based on the amounts you enter in the Total column. This field is not editable.</u>

**DO NOT include interest** in this table; interest is tracked separately in the Interest Expended field located directly below the SGR Funding Table.

• Note, the expenditures being reported are cumulative.

Continue making updates to the project details as needed.

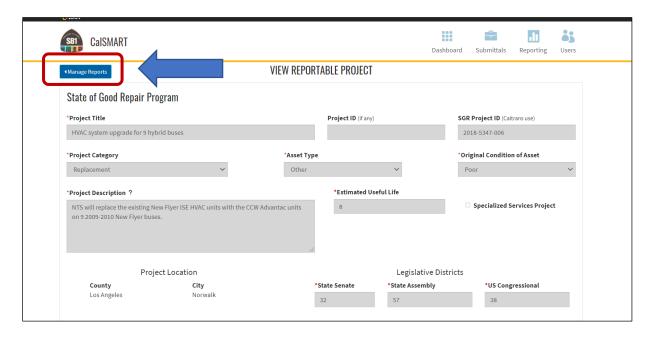


**Estimated Completion Date** - When reporting on an individual project, the Estimated Completion Date <u>must</u> be a future date.

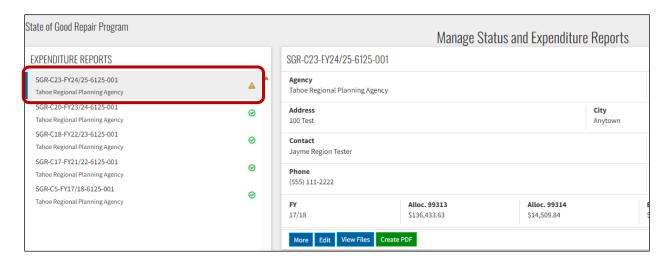
<u>Percentage Complete</u> – Please note, if you enter a project's Percentage Complete as 100%, CalSMART will prompt you to change the Project Status to "Completed" from the pull-down menu and prompt you to complete the additional Project Outputs and Benefits questions.

After updating the project status and financial information, select "Save and Continue".

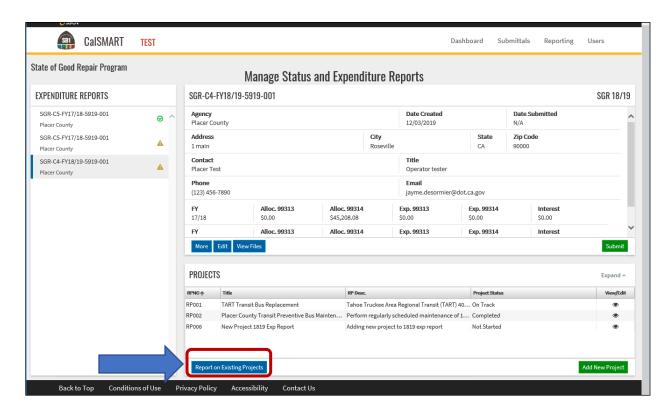
You will then select the <u>"Manage Reports"</u> button to be directed back to the <u>Manage Status and Expenditure Reports</u> page where you can report on additional existing projects, add new projects, or submit your report.



Be sure you are accessing the current FY 24/25 report, it will be the report displaying the Caution symbol as shown below:



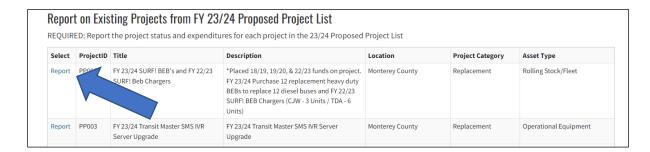
To continue updating projects that were previously reported on in CalSMART, select "Report on Existing Projects" on the <u>Manage Status and Expenditure</u> Reports Page.



After all projects from the FY 23/24 Project Status and Expenditure Report have been updated, you will be directed to the "Report on Existing Project from FY 24/25 Proposed Project List" section on the page.

### Report on projects entered during the FY 24/25 Proposed Project List Submittal

Report on any projects still stating "Report" in the Select column.



The steps to report on projects from the FY 24/25 Proposed Project List are the same as the process discussed above.

**Continue selecting "Report on Existing Projects"** from the <u>Manage Status and</u> Expenditure Reports page until **all** existing projects are updated in CalSMART.

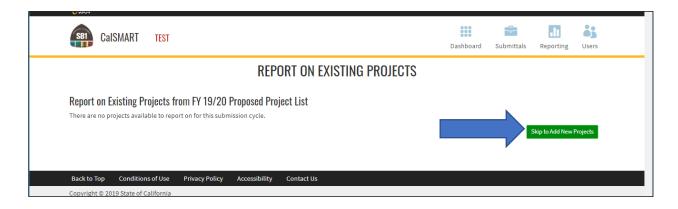


If you are done reporting on your projects, skip to page 13 to submit your report.

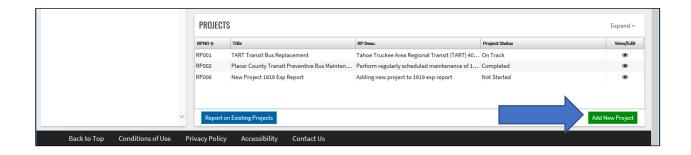
#### **Adding New Projects**

After <u>all</u> existing projects have been updated, please enter any additional projects that have FY 17/18 through FY 24/25 funds by selecting 'Skip to Add New Projects' from the Report on Existing Projects page.

A "new" project is a project that has not been previously reported on in CalSMART nor entered into CalSMART during the Proposed Project List Submittal process. Be sure to include all documentation required by your respective governing board indicating their review and approval of the new project.



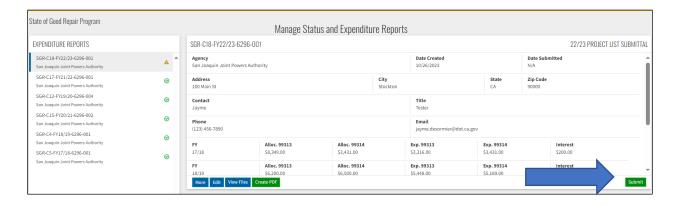
Or you can select 'Add New Project' from the Manage Status and Expenditure Reports page.



The process to add a new project is similar to steps discussed in previous user guides.

## Submit Project Status and Expenditure Report

When you have completed your Project Status and Expenditure Report, please select the green "Submit" button to send to Caltrans for review.



#### **ERROR Message**

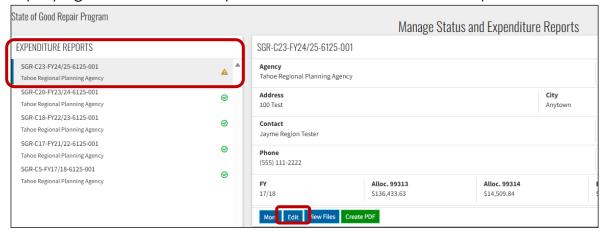
CalSMART compares the amounts reported at the project level with the amounts reported in the overall **Summary of SGR Funding by FY** table. If the amounts do not reconcile, you will receive an error message (see below). Please use these values reported in the message to correct the SGR Expenditures on the **Summary of SGR Funding by FY** table.



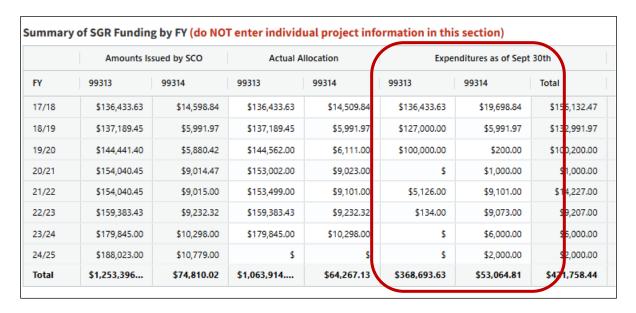
\*TIP - Take a screenshot of this page to help with making the corrections.

Select "Back".

Be sure you are accessing the current FY 24/25 report, it will be the listing displaying the Caution symbol. Select "Edit" to correct expenditures.



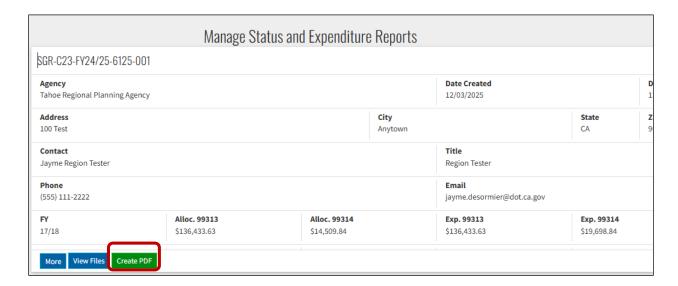
Correct the Expenditures as of Sept 30<sup>th</sup> values to match the error message and resubmit the report.



Initially, you will receive notification that your report has been sent to Caltrans for review. Depending on the results of the review you will either receive notification from CalSMART that your report has been approved or the report is routed back to you detailing the questions/issues that need to be addressed.

## **PDF Report**

You can save a pdf copy of the Project Status and Expenditure Report by selecting 'Create PDF' from the Manage Status and Expenditure Report page.



## **Expenditure Report**

## SGR-C23-FY24/25-6125-001 FY 24/25

Program	Agency			Date Created	Da	te Submitted	Date Approved
State of Good Repair	Tahoe Regional Planning Age		12/03/2025	12	/03/2025		
Address		City				State	Zip Code
100 Test Anytow			wn CA			CA	90210
Contact		Contact Title					
Jayme Region Tester		Region Tester					
Contact Phone		Contact Email					
(555) 111-2222	jayme.desormier@dot.ca.gov						

#### **SGR Funding**

	Amounts Iss	ued by SCO	Actual Al	location	Expenditures	as of Sept 30	Bala	Interest	
FY	99313	99314	99313	99314	99313	99314	99313	99314	Accrued
17/18	\$136,433.63	\$14,598.84	\$136,433.63	\$14,509.84	\$136,433.63	\$19,698.84	\$0.00	\$-5,189.00	\$0.00
18/19	\$137,189.45	\$5,991.97	\$137,189.45	\$5,991.97	\$127,000.00	\$5,991.97	\$10,189.45	\$0.00	\$0.00
19/20	\$144,441.40	\$5,880.42	\$144,562.00	\$6,111.00	\$100,000.00	\$200.00	\$44,562.00	\$5,911.00	\$0.00
20/21	\$154,040.45	\$9,014.47	\$153,002.00	\$9,023.00	\$0.00	\$1,000.00	\$153,002.00	\$8,023.00	\$0.00
21/22	\$154,040.45	\$9,015.00	\$153,499.00	\$9,101.00	\$5,126.00	\$9,101.00	\$148,373.00	\$0.00	\$0.00
22/23	\$159,383.43	\$9,232.32	\$159,383.43	\$9,232.32	\$134.00	\$9,073.00	\$159,249.43	\$159.32	\$0.00
23/24	\$179,845.00	\$10,298.00	\$179,845.00	\$10,298.00	\$0.00	\$6,000.00	\$179,845.00	\$4,298.00	\$0.00
24/25	\$188,023.00	\$10,779.00	\$0.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$-2,000.00	\$0.00
Total	\$1,253,396.81	\$74,810.02	\$1,063,914.51	\$64,267.13	\$368,693.63	\$53,064.81	\$695,220.88	\$11,202.32	\$0.00

#### Expenditure Report SGR-C23-FY24/25-6125-001

#### **Project Status and Expenditures**

Project Title	TRPA Grail	s Test Project				Project ID	1122	SGR ID	2022-6125-001
Project Catego			Asset Type	Rolling			Original Conditi	on of Asset	Fair
Estimated Use	ful Life	5 Special	ized Services Pro	oject	No				
Project Descrip	otion				'				
Repair fleet									
Project Locatio	n								
County El Dora	ado Count	/			City	Placervill	e		
Legislative Dis	tricts								
State Senate	5		State Assemb	oly 10			US Congr	ess 15	
Project Status	On Track	Origina	I Total Project C	ost	\$30.00	00.00 <b>Con</b>	dition of Asset a	t Completion	1
Actual Project		04/02/2023	Estimated Proje					<u> </u>	as of Sept 30

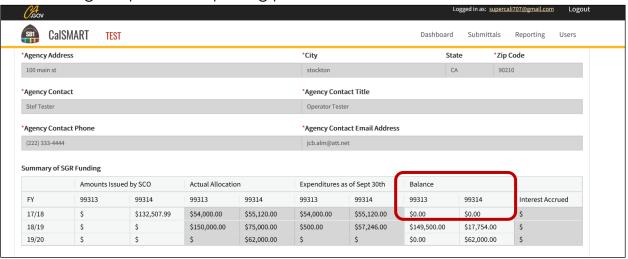
#### SGR Funding

	Original Est	Allocation	Actual A	llocation	Expenditures	as of Sept 30	Balance		
FY	99313	99314	99313	99314	99313	99314	99313	99314	
17/18	\$0.00	\$0.00	\$136,433.63	\$5,100.00	\$136,433.63	\$5,100.00	\$0.00	\$0.00	
18/19	\$0.00	\$0.00	\$137,189.45	\$0.00	\$127,000.00	\$0.00	\$10,189.45	\$0.00	
19/20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
20/21	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
21/22	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
22/23	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
23/24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
24/25	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
25/26	\$16,000.00	\$8,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Total	\$16,000.00	\$8,000.00	\$273,623.08	\$5,100.00	\$263,433.63	\$5,100.00	\$10,189.45	\$0.00	
nterest									

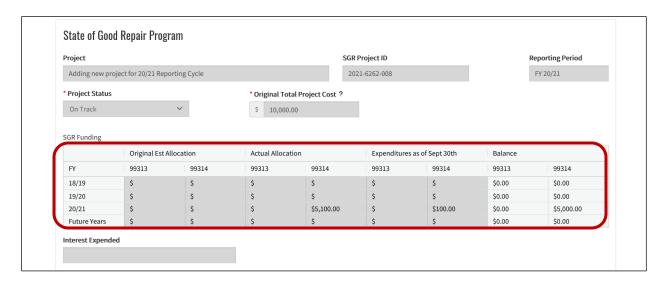
#### Fully Expended Fiscal Years Will Not Display on New Projects

When a FY of SGR funds have been reported as being fully expended on a previous Project Status and Expenditure Report, that particular FY of SGR funds will no longer be displayed on future project's SGR Funding Profiles as those funds are fully spent and therefore no longer available.

The example below shows an agency that expended all their FY 17/18 SGR funds during the previous reporting period.



When this agency creates a new project, the SGR Funding table will not display a FY 17/18 funding line as those funds are fully expended and therefore no longer available for allocation.



### **Contact Information**

If you have any questions, please contact your district liaison or email <a href="mailto:SB1SGRcomments@dot.ca.gov">SB1SGRcomments@dot.ca.gov</a>. A virtual meeting can be arranged to answer questions you may have regarding expenditure reporting in CalSMART.

Districts 1, 2, 3, 6, 8, & 9 email scott.kingsbury@dot.ca.gov

Districts 4, 10, 11, & 12 email stefanie.acton@dot.ca.gov

**Districts 5, 7** email jayme.desormier@dot.ca.gov