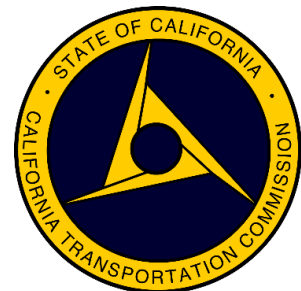


Local Streets and Roads Funding Program

Road Maintenance and Rehabilitation Account Annual Funding Eligibility Checklist

California Transportation Commission



**Local Streets and Roads Funding Program
Annual Funding Eligibility Checklist**

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Local Streets and Roads Funding Eligibility Overview

Prior to receiving an apportionment of Road Maintenance and Rehabilitation Account (RMRA) funds from the California State Controller in a fiscal year, a city or county **must submit** to the Commission an **adopted list** of projects proposed to be funded with these funds by **May 1st of each year**. All projects proposed to receive the fiscal year funding **must be adopted** by resolution (public record of the action taken) by the applicable city council or county board of supervisors at a **regular** public meeting **each fiscal year** [Streets and Highways Code (SHC) Section 2034(a)(1)].

The adopted list of proposed projects should, **at a minimum**, include **any new** projects to be funded with that fiscal year's apportionment and **any projects previously listed** that will continue to receive funding in the coming fiscal year (i.e. multi-year funded projects).

Proposed project lists **must** be included in a city/county's adopted resolution (public record of the action taken). **At a minimum**, the proposed project details **must** include the elements mandated by SHC 2034 (a)(1): description, location, schedule for completion and useful life elements. While the online tool requires more project information than required for the adoption of the projects, there must be a clear connection between the proposed projects adopted and those entered into the online reporting system, CalSMART.

CalSMART was developed to promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program. The standard project list format that was created in CalSMART will be the **only submittal method** accepted for funding eligibility.

This checklist is intended to provide additional assistance to cities/counties with the development and execution of their proposed project list adoption and successful submittal to the Commission, per SHC 2034(a)(1). The [2019 Local Streets and Roads Funding Program Reporting Guidelines](#) and additional program materials are available on the Local Streets and Roads Program web page (<http://www.catc.ca.gov/programs/sb1/srp/>).

All cities and counties will have an opportunity to identify changes to their project list in a given fiscal year in the Annual Project Expenditure Report, due to the Commission October 1st, each year.

A. Funding Eligibility Checklist

Proposed Project List and Resolution Preparation:

- The city/county is using the most recent version of the Fiscal Year SB 1 Sample Resolution available.
- The resolution the city/county used to adopt the proposed project list was adopted at a **regular** city council or county board of supervisors meeting within the current fiscal year and is in reference to the coming fiscal year's funding and proposed project list.
- The resolution adopting the proposed project list is dedicated to the use of SB 1 RMRA funds associated with the Local Streets and Roads Funding Program and **not** a part of another action. (*The resolution adopting the proposed project list should not be associated with any other funding or budgetary action for the city/county.)
- Each proposed project listed by the city/county intended to use SB 1 RMRA funds made available for the Local Streets and Roads Funding Program, meets the intent of the funding as indicated in SHC Section 2030(a) and the 2019 Local Streets and Roads Funding Program Reporting Guidelines. These funds are intended to be **prioritized** for expenditure on **basic road maintenance** and **rehabilitation projects**, and on **critical safety projects**.

***Helpful Tip** – If the city/county can **answer yes** to any of the following, the proposed project would **presumably be eligible** for use of SB 1 RMRA Local Streets and Roads Program funds:

- Does the proposed project **include**...
 1. Road Maintenance and Rehabilitation (Yes/No)
 2. Safety Projects (Yes/No)
 3. Railroad Grade Separations (Yes/No)
 4. Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects in conjunction with any other allowable project) (Yes/No)
 5. Traffic Control Devices (Yes/No)
 6. Other (match funds for eligible project advancement) (Yes/No)
 7. Pursuant to Article XIX Section 2(a) of the constitution: "The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes." (Yes/No)
- (If Applicable) The adopted proposed project list includes those projects previously proposed and adopted in prior fiscal year's, in which the upcoming fiscal year funding apportionment may be used in its development and/or delivery. This is the city/county's public reaffirmation of its intent to utilize RMRA Local Streets and Roads Program funds on projects previously proposed as multi-year projects in both delivery and funding.

In Lieu of a Resolution:

***Important Note:** Should a city/county not use a resolution to record official action taken, the following **must** appear in the submitted public record document for funding eligibility:

- The city/county does not use “resolutions” to document official action taken, the city/county has provided public record documenting the following:
 - Public record includes the following statements:
 - Clearly identifies the source and purpose of these funds.
 - Affirms the city/county’s commitment to use the funds as intended by statute. The city/county commits to meeting the reporting requirements as set forth in statute and program guidelines.
 - Provides the fiscal year funding estimate the city/county is anticipated to receive.
 - Clearly identifies the fiscal year for which funding eligibility is being sought.
 - The public record includes the list of (new and relisted) proposed projects intended to **utilize** the **next fiscal year’s** apportionment of SB 1 RMRA funding through the Local Streets and Roads Funding Program.
 - Clearly indicates that the proposed list is/was adopted via the city council/county board of supervisors at a regular public meeting.
 - The public record recording the official action (which **must** include the proposed project list that was adopted) was **signed** and **dated** by either the City/County Manager, Clerk, or Attorney (or another City/County official with signatory authority) and is included in the overall online submittal to the Commission.
 - The adopted project list is **clearly identified** (providing the required proposed project detail indicated in SHC Section 2034) within the signed public record of action document at the time of the online submittal. If the project list is not included in the document itself and is included in an attachment, that attachment **must** be cited in the fully executed public record document and included in the online submittal.
 - A copy of the public notice (published meeting agenda clearly noting its intent to adopt the proposed project list) is included in the online submittal documents. Commission staff will be able to confirm the posting of this notice at the time of submittal review.

***Special Note** – A staff report **may be acceptable** in place of a formal resolution, if it provides the same level of detail listed above, is signed by one of the above listed parties, and includes the required detail of the proposed projects in the document.

B. CalSMART Information

CalSMART Enrollment and Training:

- Confirm the appropriate staff or city/county authorized personnel have established a [CalSMART](#) User Account.
- Ensure city/county CalSMART users enroll and attend the CalSMART User Technical Trainings when offered by Commission Staff.
- Ensure all required project detail and documents, per statute, are readily available and finalized prior to submitting the proposed project list and resolution in CalSMART.

CalSMART – Funding Eligibility Proposed Project Submittal Period:

Previously proposed lists and submitted expenditure reports **cannot** be accessed for edits once the reporting period has closed and the submitted information has been accepted. Please note the following dates in which users will have access to create a Fiscal Year 2019-20 Proposed Project List for funding eligibility.

Initial Funding Eligibility Period	March 29th – May 1st	CTC Adoption – Initial Eligibility List	June 26, 2019
Subsequent Funding Eligibility Period	June 26th – August 1st	CTC Adoption – Subsequent Eligibility List	August 14, 2019

Program Resources

California Transportation Commission Resources:

- [Local Streets and Roads Funding Program](#)
- [2019 Local Streets and Roads Funding Program Reporting Guidelines](#)
- [CalSMART Website](#)
- Statute - Streets and Highways Code Chapter 2, Division 3, [Sections 2030 – 2038](#)

League of California Cities Resources:

- [The League of California Cities](#)
- SB 1 Local Streets and Roads funding projections for [FYs 18-19 and 19-20](#).

California State Association of Counties Resources:

- [California State Association of Counties](#)

State Controller's Office Resources:

- SB 1 Road Maintenance and Rehabilitation Account Funding [Frequently Asked Questions](#).
- SB 1 Local Streets and Roads FY 18-19 Year-to-Date Payments for [Cities](#) and [Counties](#).