Frequently Asked Questions about the Road Maintenance and Rehabilitation Account Local Streets and Roads Funding Program

Cities and Counties receiving Road Maintenance and Rehabilitation Account funds must comply with all relevant federal and state laws, regulations, policies, and procedures. This document is intended to provide staff to staff, general guidance for frequently asked questions regarding this program. The main statutory requirements for this program are codified in Streets and Highways Code Sections 2030 – 2038. The Commission develops and maintains reporting guidelines for the program. The statute and program guidelines serve as the official requirements and policy guidance for this program. The State Controller's Office is responsible for auditing the eligible use, expenditure, and accounting of these funds. Please see the resources page for links to the applicable statute and program guidelines. Any additional questions can be directed to LSR@catc.ca.gov.

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Can a City/County bank Road Maintenance and Rehabilitation Account apportionments to fund outer year forecasted or larger projects?	Yes, according to the State Controller's Office Guidelines for The Expenditure Of Gas Tax Revenues and their (SB1) Road Maintenance and Rehabilitation Account FAQs, an agency's unexpended funds can be carried over to another fiscal year and Road Maintenance and Rehabilitation Account Funds do not expire. When a City/County is banking Road Maintenance and Rehabilitation Account apportionments to fund forecasted projects, they will still need to include those forecasted projects on each resolution and project list until completed. The project schedule should be updated, if changed, each time.
Is there a process whereby projects submitted through the system are reviewed for eligibility for funding under SB 1?	The California Transportation Commission only reviews proposed project lists and expenditure reports for completeness. The Commission does not provide input on eligibility and funding for this program other than ensuring that the City/County has provided all necessary information within statute and met all set program deadlines. The State Controller is responsible for auditing the eligible use, proper expenditure, and accounting of funds. You can find more information here: State Controller's Office Guidelines for The Expenditure of Gas Tax Revenues.
What type of projects can Road Maintenance and Rehabilitation Account funds be used on? For example, can they be used for new street lights or ADA improvements?	Per Streets and Highways Code (SHC) Section 2030 (a), Road Maintenance and Rehabilitation Account funds have prioritized expenditure for basic road maintenance and rehabilitation projects, and critical safety projects. In addition, SHC Section 2030 (b) (1) provides example project types, including those mentioned above. Those project types are: railroad grade separation, complete streets components, and traffic control devices. For additional information on the eligible use of funds please see the State Controller's Office Guidelines for The Expenditure of Gas Tax Revenues.
Are the SB 1 Road Maintenance and Rehabilitation Account funds eligible for design and construction costs?	Pursuant to the State Controller's Office Guidelines for The Expenditure of Gas Tax Revenues and the (SB1) Road Maintenance and Rehabilitation Account FAQs, SB 1 Road Maintenance and Rehabilitation Account – Local Streets and Roads program funds can be expended on all phases of eligible projects that are street-related or road-related.

Funding and Eligibility

Questions	Answers
Can an agency hire in-house road maintenance staff with SB-1 funds and if so, how should they be shown on the annual project list?	Per the State Controller, cities and counties can use Road Maintenance and Rehabilitation Account-Local Streets and Roads funds to reimburse the costs of work performed by its own employees on street-related or road-related projects that are otherwise eligible and in compliance with applicable state laws and regulations. The projects and work completed by this staff should be shown in the description on the project list.
Are projected revenues for FY 2019-20 going to be the same as FY 2018-19? If not, when might those projections be available?	The Commission does not forecast these revenues; however, the California Local Government Finance Almanac provides a 10 year projection of revenues (dated 1-11-18), located here based on data provided by the Department of Finance. The next revision of funding estimates will likely be in May after issuance of the May Revise of the FY 2018-19 state budget. The California State Association of Counties (CSAC) and the League of California Cities (League) typically update annual projections in January and May, again, based on data provided by the Department of Finance.
If we receive less than the anticipated SB 1 revenues in a given fiscal year, can we use other funding sources to proceed with construction and reimburse from SB 1 later?	Refer to the State Controller's Office Guidelines for The Expenditure of Gas Tax Revenues and (SB1) Road Maintenance and Rehabilitation Account FAQs, for guidance pertaining to this question.

Annual Resolution and Project Lists

Questions	Answers
Are a resolution and project list needed each year?	Yes, a City/County must submit an adopted resolution and project list each fiscal year in order to receive the upcoming fiscal year's apportionment of Road Maintenance and Rehabilitation Account funds. Please visit the California Transportation Commission's [Local Streets and Roads Program](#) website for the most current version of the Local Streets and Roads Program Guidelines.
What happens if a new resolution and list aren't submitted?	If a City/County does not submit an adopted resolution and project list in any given fiscal year, they will not be deemed eligible for that fiscal year and the State Controller's Office will reapportion those Road Maintenance and Rehabilitation Account funds to the other eligible cities and counties.
Our Fiscal Year 2018 budget has not yet been approved, how do we represent in the City Council agenda report and Resolution that we are adopting the funds into the future budget?	The resolution and project list for fiscal year 2018-19 <u>cannot</u> be adopted as a part of the budget process. The resolution and project list <u>must</u> be adopted at a regular Board or Council hearing. Please visit the California Transportation Commission's [Local Streets and Roads Program](#) website for the most current version of the Local Streets and Roads Program Guidelines.
How are other agencies getting public input on their project lists?	Although SB 1 does not have any specific public process requirements, other than the requirement to pass project lists by resolution at a regular public meeting, CSAC and the League are developing "best practices" for local agencies.
When does a project have to be completed to not be included in the FY 2018-19 list?	Carryover projects <u>not completed</u> in that fiscal year (July 1 - June 30) need to be included in the next fiscal year's resolution and project list. Per SHC 2034 (a) (1) "<u>All</u> projects proposed to receive funding <u>must</u> be adopted by resolution." An agency's unexpended funds can be carried over to another fiscal year and Road Maintenance and Rehabilitation Account Funds do not expire. All Road Maintenance and Rehabilitation Account funds expended each fiscal year must be accounted for in the annual expenditure report. This report ties directly into the project list previously submitted.
Is there a specific resolution or sample that is required or recommended that we use?	Both CSAC and the League provide sample resolutions on their websites. These samples are for guidance and to provide assistance where needed, but each City/County may create their own. See the resources listed on the last page of this document for links to sample resolutions.

Annual Resolution and Project Lists

Questions	Answers
Is there a signage requirement for projects being funded by SB1?	Signage is encouraged, where feasible and cost-effective, to demonstrate to the public that Road Maintenance and Rehabilitation Account funds are being put to work. General information on project funding information signage is available online from Caltrans.
Can we submit project lists for "SB 1 Loan Repayment" or any other funding source too? Do Road Maintenance and Rehabilitation Account funds need their own resolution?	The project lists and resolutions submitted to the Commission should only encompass those projects intended to use Road Maintenance and Rehabilitation Account – Local Streets and Roads Program funds. Cities/Counties do not need to submit projects lists for their portion of loan repayment pursuant to SB 1 or other sources of road funding.
Do resolutions need to include cost information?	While cost information is very helpful in communication the benefits of SB 1 funded projects to the public, the resolution and related project list are only required to provide location, description, estimated completion, and estimated useful life [SHC 2034 (a) (1)]. Currently, there are no requirements for cost in the resolution. The sample resolution does call for the estimated apportionment for the fiscal year.

SB1 Programs Intake Tool

Questions	Answers
Is PCI tied to the receipt of funding? Is the average PCI based on the project submittal date, or the date it was submitted to the MPO for approval?	While helpful in communicating the current state of an agency's pavement network, providing average network PCI is not required by statute and PCI is not tied to the receipt of funding. In the event a City/County chooses to self-report this information, it should be based on the most recent measurement or analysis conducted.
The tool requires an "upload" on the submittal set up page before letting you add project specifics. Can we upload a draft document in the tool until our resolution is approved?	Yes, the tool does require a resolution be uploaded prior to developing your list. A place holder document can be added in order to allow you to develop your list.
Does the resolution have to be approved by the governing body by May 1st or will a draft resolution suffice?	A final resolution approved by the governing body will need to be signed and uploaded in the tool for the May 1st submittal deadline. While the tool allows a City/County to upload a draft resolution, it is merely a place holder within the tool to allow you to continue building your project list. This was intended to assist Cities/Counties with not having to wait until the last minute depending on when they have the resolution approved to build their lists within the tool. A City/County must upload an approved resolution and project list in order to make a final submission.
What will happen if the draft resolution, used as a place holder within the tool, can't be replaced with the signed resolution and project list by the May 1st deadline?	By selecting "Manage Submittals" on the tool dashboard, a user can edit/change files attached to their pending submittal package. You will not be able to edit or submit your packages for review after the May 1st deadline. If you need access to your submittal after May 1st to correct an error or in the event your agency is unable to obtain Board or Council approval of your project list and provide the signed resolution by May 1st please notify LSR@catc.ca.gov so that program staff can assist you further.
Who actually approves the projects on the submission?	Pursuant to statute, Commission staff collects proposed project lists and expenditure reports, reviews them for completeness and shares that information with the State Controller, the public, and the Legislature. The State Controller is responsible for auditing the eligible use, proper expenditure, and accounting of funds. State Controller's Office Guidelines for The Expenditure of Gas Tax Revenues.

SB1 Programs Intake Tool

Questions	Answers
What is the anticipated project review/approval turnaround time?	1-2 weeks depending on volume.
If we have our BOS approve the resolution on April 17, and submit our projects in the following week or so, if CTC rejects our submittal, must we correct and resubmit by May 1?	Once a City/County has made a submittal by May 1st, even if Commission staff needs additional information to deem it complete, a City/County has met the May 1st deadline. If it is determined at that time that any information is incorrect or incomplete, Commission staff will contact you and provide a timeline for your agency to gather and submit any incorrect or incomplete information.
What options do cities and counties have if it is not possible to obtain an adopted resolution by May 1st?	In the event your City/County is unable to obtain board or council approval of your project list and provide the signed resolution by May 1st please notify LSR@catc.ca.gov so that program staff can assist you further.
For the project list, would an attachment graphic suffice for the locations? For example stating "see Attachment A" which shows a map highlighting the neighborhoods, instead of listing all the residential streets?	Actual street locations will need to be provided, attached mapping documents will not allow the tool to extract the data for reporting and access to project information for the public. If project specific information is not manually entered it will greatly impact the CTC's efforts to increase transparency.
Please explain what documents are required to be uploaded on Page 6, City Council's resolution approving the street list?	City/County Signed Resolution for FY 2018-19 and the Project List. This can be included within the resolution or as an exhibit attached to the uploaded document.

SB1 Programs Intake Tool

Questions	Answers
How do you report a project that is only partially funded by SB 1 such as a project funded by multiple funding sources? Do we report the total amount of project or just a portion funded by SB 1.	For purposes of a City/County's project list, you must include all projects that are funded in whole, or in part, by SB 1. The project list does not require a City/County to include the amount of SB 1 revenues anticipated to be spent on a project. However, if you have the overall project cost at the time you submit your project list, the tool provides a field for this information, including all funding types on the project. In the expenditure report you will also be asked to provide the total project cost. You are required to report the amount of Road Maintenance and Rehabilitation Account funds expended on the project and you will have the option to report on the amount and type of other funds.
How will you capture project priority changes made to a project list after they are submitted and accepted?	SB 1 affords Cities/Counties flexibility to deviate from a project list in any given fiscal year should local priorities/circumstances change. Any deviations from a project list in a given fiscal year will be captured through the annual expenditure reports.
Is an agency LoCode relevant to the project list when inputting information into the tool?	The Agency LoCode is simply used as an internal identifier and has no impact on the projects listed.
Will we have a single submittal with the entire project list? We won't have to submit projects one by one?	A City/County will submit projects one by one within the tool. The individual project details will then populate into an overall project list. The project list entered into the tool should reflect the projects in the resolution adopted by the City/County. This will also allow the projects specifics to be transferred into the expenditure report.
Will there be any expenditure reporting training for the documents due in October?	Once the reporting tool is finalized another webinar and guide will be provided.
How does a City/County show forecasted projects in the tool?	The tool allows a City/County to select estimated pre-construction and estimated construction dates. In the Project Specifics page, in the "Additional Information" section, a City/County could explain that it is a future project that they are building up the Road Maintenance and Rehabilitation Account funds to be able to execute.

SB1 Programs Intake Tool

Questions	Answers
If we are projected to complete construction prior to Oct 1st, do we still need to resubmit the project on our FY 2018-19 list and resolution?	Per statute, the program reporting period is July 1 - June 30 (the state fiscal year). The expenditure report in October will verify status and project expenditures of Road Maintenance and Rehabilitation Account funds through the end of the fiscal year (June 30). For example, if a project on a FY 2017-18 list won't be complete until September 1st 2018, it must be carried over to the FY 2018-19 project list as it technically will not be complete until that fiscal year. [There will be a place on the expenditure report for you to indicate if a project will have been completed by October 1st]
When are the annual expenditure reports due each year?	October 1st.
Can more than one user be assigned to a single agency? Can they be given different "User Rights" like read only? Who manages these profiles?	Yes, more than one user can be established within the tool for each City/County. This will allow for multiple users to review and enter projects within the tool. We encourage each City/County to designate only one of the users to handle the final submission. Users rights can be adjusted from "View", "Contributor", or the account may be deactivated. Send your requests to the LSR@catc.ca.gov email. If an agency has a consultant/engineering firm acting on behalf of the City/County, we ask that an official City/County email be created for them and that be used to log into the system.
Can I see who the other users are on the submission tool from my agency?	You can request a list of users and their account rights, for your City/County by submitting a request to LSR@catc.ca.gov.

Resources:

CTC – SB 1 Local Streets and Roads Program Website: http://www.catc.ca.gov/programs/sb1/lsrp/

2018 Local Streets and Roads Program Reporting Guidelines:
http://www.catc.ca.gov/programs/sb1/lsrp/docs/032118-final-LSRP-amended-reporting-guidelines.pdf

Statute - Streets and Highways Code Chapter 2, Division 3, Sections 2030 – 2038:
http://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=SHC&division=3.&title=&part=&chapter=2.&article=

SB 1 Online Intake Tool User Guide: http://www.catc.ca.gov/programs/sb1/lsrp/docs/SB1_Programs-Intake-Tool-Guide-LSR.pdf

SB 1 Online Intake Tool Log-In: https://sb1intaketool.dot.ca.gov/login/auth

League of California Cities Resources: http://www.cacities.org/Policy-Advocacy/Hot-Issues/Transportation-Funding

This page provides numerous resources for Cities including an SB 1 Tool Kit which offers a number of Local Streets and Roads program resources including but not limited to:

A sample resolution for Cities adopting an SB 1 Local Streets and Roads project list.

Links to SB 1 Local Streets and Roads funding projections for FYs 17-18 and 18-19 and 10 year projections.

California State Association of Counties Resources: http://www.counties.org/post/sb-1-road-repair-and-accountability-act-2017

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A sample resolution for Counties adopting an SB 1 Local Streets and Roads project list.

Links to SB 1 Local Streets and Roads funding projections for FY 18-19 and 10 year projections.

State Controller's Office Resources:

SB 1 Road Maintenance and Rehabilitation Account Funding Frequently Asked Questions:
https://www.sco.ca.gov/aud_road_maintenance_sb1.html

2018 Guidelines Relating to the Expenditure of Gas Tax Revenue for Cities and Counties:
https://sco.ca.gov/Files-AUD/gas_tax_guidelines_jan2018.pdf