

PROGRAM COMPLIANCE REPORT COVER SHEET
Reports are due December 31, 2008

Agency Name:
Date Submitted: <input type="text"/>

Report Checklist (Check all that apply)

- Annual Program Compliance Report - Mass Transit Funds
- Annual Program Compliance Report - Local Streets and Roads Funds
- Annual Program Compliance Report - Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report - Paratransit Funds
- Table 1 – Summary of Program Expenditure Accomplishments Excel workbook

List any additional attachments included in the report (Check all that apply)

- Attachment A: Mass Transit Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Bicycle and Pedestrian Attachments
- Attachment D: Paratransit Attachments
- Other Attachments: List Additional Attachments as needed

Note: *Instructions for filling out and submitting this report are included on page 2. Please review instructions carefully to insure reports are submitted as required.*

An authorized representative of the reporting agency must sign below, affirming that the statements in the report package are true and complete to the best of their knowledge. The hard copy submittal must have the original signatures; whereas the electronic version should include the name and title of signator.

Signature: _____

Print Name/Title of Agency Manager:

Date:

Signature: _____

Print Name/Title of Agency Finance Manager:

Date:

End-of-Year Program Compliance Submittal Requirements

Measure B fund recipients are required to submit to the Alameda County Transportation Improvement Authority (ACTIA) one electronic and one hard copy version of two reports for end-of-year compliance: the **End-of-Year Program Compliance Report** and the **Compliance Audit Report**.

End-of-Year Program Compliance Report

The End-of-Year Program Compliance Report includes two parts that are both available for download on the ACTIA Web site at www.actia2022.com:

1. A PDF Compliance Report form
2. Table 1 - Summary of Program Expenditure Accomplishments Excel workbook

Electronic submission: After completing the PDF Compliance Report form, submit one copy of the report electronically, as noted below by clicking on the 'Submit by E-mail' button on the top right hand corner of the first page of the PDF Compliance Report form. Depending on the version of Adobe Acrobat you use, you may need to e-mail Table 1 - Summary of Program Expenditure Accomplishments Excel worksheet separately. *Do not include attachments with the electronic version.*

Hard copy submission: The End-of-Year Program Compliance Report cover sheet must have the signatures of the City Manager and the City Finance Manager, or the appropriate equivalent for other agencies. All other attachments, such as photos, articles, newsletters, signage, etc., must be included with the hard copy. Clearly label additional attachments according to the convention provided on the Compliance report form cover sheet. Ensure the attachments are easily readable when reproduced in black and white, and insert them at the back of the report. One hard copy of the **End-of-Year Program Compliance Report** and the **Table 1 Excel workbook** with wet signatures and attachments must be postmarked by **December 31, 2008** and mailed as noted below.

Compliance Audit Report

Electronic submission: Submit one copy of the **Compliance Audit Report** electronically. Submit the report by attaching the file to an e-mail and send as noted below.

Hard copy submission: One hard copy of the **Compliance Audit Report**, signed by an independent auditor, must be postmarked no later than **December 27, 2008** and mailed as noted below.

Mail Complete Reports to:

ACTIA
Attn: End-of-Year Program Compliance
1333 Broadway, Suite 300
Oakland, CA 94612

E-mail Reports to:

grants@actia20.com

ACTIA must receive all electronic files by their respective due dates as noted above. If you submit a draft copy in error or encounter a problem submitting the report, notify Tess Lengyel either by e-mail or phone at (510) 267-6111. All mailed documents must be postmarked on or before their respective due dates noted above.

Mass Transit Programs Report Summary

Mass Transit Program
Agency Contact Name:

Phone Number:

Fax:

E-mail:

1. **ACTIA Mass Transit Program Funds** received/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$	\$	\$	\$	\$

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Mass Transit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment A.

Yes No

List date(s) of publication(s):

3. **Web Site Address(es):**

Your Web site should describe Mass Transit projects and programs funded by Measure B, with updated and accurate information, and also a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment A.

4. **Was Signage used in the Mass Transit projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment A.

Yes No

Describe signage: (maximum 50 words)

5. **Mass Transit Programs / Projects Description**

Describe the projects and/or programs implemented with measure B Mass Transit Funds in fiscal year 2007/2008 by completing the Table 1, 'Mass Transit' tab, in the Excel workbook. Include photographs in Attachment A.

Please continue to Question 6, 'Future Planned Mass Transit Programs/ Projects', on the next page.

6. Future Planned Mass Transit Programs/Projects

Describe the planned Mass Transit programs and projects to be implemented with Measure B funds and the projected schedule.
(maximum 550 words)

Local Streets and Roads Programs Report Summary

Local Streets and Roads Agency Contact Name:

Phone Number:

Fax:

E-mail:

1. ACTIA Local Streets and Roads Program Funds received/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$	\$	\$	\$	\$

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Local Streets and Roads projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment B.

Yes No

List date(s) of publication(s):

3. **Web Site Address(es):**
Your Web site should describe Local Streets and Roads projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment B.

4. **Was Signage used in the Local Streets and Roads projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment B.

Yes No

Describe signage: *(maximum 50 words)*

5. **Certified Number of Road-miles within City's jurisdiction:**
This figure should be consistent with the number of miles reported to State and Federal Agencies.

6. **Jurisdiction Population:**
This figure should reflect population as of January 1, 2008.

7. **Local Streets and Roads Programs/Projects Description**
Describe the projects and programs implemented with Measure B Local Streets and Roads funds in fiscal year 2007/2008 by completing the Table 1, 'Local Streets and Roads' tab, in the Excel workbook. Include photographs in Attachment B.

Please continue to Question 6, 'Future Planned Local Streets and Roads Programs/Projects', on the next page.

8. **Future Planned Local Streets and Roads Programs/Projects**

Describe the planned Local Streets and Roads programs and projects to be implemented with Measure B funds and the projected schedule.

(maximum 550 words)

Bicycle and Pedestrian Safety Programs Report Summary

Bicycle and Pedestrian Safety
Program Agency Contact Name:

Phone Number:

Fax:

E-mail:

1. ACTIA Bicycle and Pedestrian Safety Program Funds recieved/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$	\$	\$	\$	\$

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (maximum 200 words)

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Bicycle and Pedestrian Safety projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment C.

Yes No

List date(s) of publication(s):

3. **Web Site Address(es):**

Your Web site should describe Bicycle and Pedestrian Safety projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment C.

4. **Was Signage** used in the Bicycle and Pedestrian Safety projects and programs indicating the use of Measure B funds. If 'Yes' include photos of signage in Attachment C.

Yes No

Describe Signage: *(maximum 50 words)*

5. **Bicycle and Pedestrian Safety Programs / Projects Description**

Describe the programs and/or projects implemented with Measure B Bicycle and Pedestrian Safety funds in fiscal year 2007/2008 by completing Table 1, 'Bike-Ped Safety' tab, in the Excel workbook. Include photographs in Attachment C.

ACTIA uses the data in Table 1 to monitor compliance with the Master Program Fund Agreement requirement that "Once approved by the City Council or Board of Supervisors, a list of high priority bike and pedestrian projects shall be submitted to ACTIA prior to construction."

If funds were expended on any projects that were not approved by your Governing Board in advance (as indicated in Table 1), please explain how the project was prioritized with public input, and include this explanation in Attachment C.

Please continue to Question 6, 'Future Planned Bicycle and Pedestrian Safety Programs/Projects', on the next page.

6. Future Planned Bicycle and Pedestrian Safety Programs/Projects

Provide a list of planned future programs and/or projects that will be implemented with Measure B Bicycle and Pedestrian Safety funds and that have been approved by your Governing Board. Explain how the planned projects and programs received Governing Board approval by including the resolution date(s), document type(s) approved(e.g. Bike and/or Pedestrian Plan, Capital Improvement Plan, etc.), and the time period of the project list (if any) covered by the resolution(s).

As per the Master Program Fund Agreement, all programs and programs that use Measure B Bicycle and Pedestrian Safety funds must receive governing board approval and the project list must be submitted to ACTIA prior to construction. A complete response to this question will fulfill this requirement. Projects may also be added at other times during the year, via written communication with ACTIA. *(maximum 550 words)*

Paratransit Programs Report Summary

Paratransit Program
Agency Contact Name:

Phone Number:

Fax:

E-mail:

- 1. ACTIA Paratransit Program funds** received/expended (accrual basis).
These numbers should be the same as those reported in your compliance audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$	\$	\$	\$	\$

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Paratransit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment D.

Yes No

List date(s) of publication(s):

3. **Web Site address(es):**

Your Web site should describe Paratransit projects and programs funded by Measure B, with updated and accurate information, and a link to www.actia2022.com. Include a printout of the Web site(s) in Attachment D.

4. **Was Signage used in the Paratransit projects and programs** indicating the use of Measure B funds? If 'Yes', include photos of signage in Attachment D.

Yes No

Describe signage: (maximum 50 words)

5. **Paratransit Programs/Projects Description**

Describe the program and/or projects implemented with Measure B Paratransit funds in fiscal year 2007/2008 by completing Table 1, 'Paratransit' tab, in the Excel workbook. Include photographs in Attachment D.

Please continue to Question 6, 'Future Planned Paratransit Programs/Projects', on the next page.

6. Future Planned Paratransit Programs/Projects

Describe the planned Paratransit programs and projects to be implemented with Measure B funds and the projected schedule.
(maximum 550 words)