**ALAMEDA CTC ADMINISTERED FUNDS**

**PROJECT PROGRESS REPORT**

|  |  |
| --- | --- |
| PROJECT TITLE: |  |
| PROJECT SPONSOR: |  |
| AGREEMENT NO: |  |
| REPORTING PERIOD:*(check one and complete the year)* | [ ]  **January 1st to June 30th, 20\_\_**[ ]  **July 1st to December 30th, 20\_\_**[ ]  **Other:**  |

**Project Reporting Checklist and Confirmations**

|  |  |
| --- | --- |
| Yes No | Project Sponsor confirms: |
| [ ]  [ ]  | No current issues with project or program implementation |
| [ ]  [ ]  | There are issues with project delivery requiring assistance from Alameda CTC. |
| [ ]  [ ]  | There are issues with project delivery or schedule requiring an agreement amendment. |
| [ ]  [ ]  | Project is on schedule for completion within the agreement expiration date. |
| [ ]  [ ]  | Annual publicity requirements are documented and evidenced as attached.  |
| [ ]  [ ]  | Project Sponsor is keeping records of expenses, insurance, reporting as required. |
| [ ]  [ ]  | Project Sponsor has submitted all deliverables due per the agreement.  |
| [ ]  [ ]  | Project Sponsor has a request for reimbursement in the last six months, as feasible. |
| [ ]  [ ]  | Professional Services and Construct Contract procurements and contracts using MB/BB/VRF funds are abiding by the Alameda CTC’s Local Contract Business Equity Program requirements.  |
| **Checklist: Progress Report Package contains** *(check all that applies):*

|  |  |
| --- | --- |
| [ ]  Completed Progress Report Form [ ]  Amendment Request[ ]  Documentation of Annual Publicity  | [ ]  Request for Reimbursement[ ]  Deliverables [ ]  Photos of Project Progress |

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1. **CURRENT STATUS AND ISSUES:** *Describe the general project status and any noted issues.*
2. **REPORTING ACTIONS** *Describe key developments occurring during this reporting period.*
3. **ANTICIPATED FUTURE ACTIONS** *Describe key developments expected in the next reporting period.*
4. **PROCUREMENT STATUS: PROFRESSIONAL SERVICES AND CONSTRUCTION CONTRACT(S)**

*Project Sponsor is required to abide by* [*Alameda CTC Local Business Contract Equity (LBCE) Program*](https://www.alamedactc.org/get-involved/contract-equity/) *requirements as it pertains to solicitations and subsequent contract(s) goals.*

|  |  |
| --- | --- |
| Yes No | Project Sponsor confirms: |
| [ ]  [ ]  | All RFPs and contracts contain, or will contain, [sample LBCE procurement language](https://www.alamedactc.org/get-involved/contract-equity/) for professional services and/or construction contracts. These RFPs and contracts may be sent to the LBCE Team (LBCEreport@alamedactc.org) for review and confirmation of LBCE compliance.  |
| [ ]  [ ]  | All contracts subject to LBCE are being reported to the LBCE Team using the [Semi-Annual Reporting Form](https://www.alamedactc.org/get-involved/contract-equity).  |
| [ ]  [ ]  | No RFPs or contracts are subject to the LBCE procurement and goals requirements.  |

Indicate below the current procurement status.

[ ]  Procurements previously completed.

[ ]  Procurements already underway:

1) Request for Proposals (RFPs) or 2) Draft consultant contract(s) under

[ ]  Anticipated procurements anticipated as noted below:

|  |  |
| --- | --- |
| Types of Service(s) Anticipated: |  |
| Release RFP Date: |  |
| Anticipated Award Date: |  |

1. **AMENDMENTS TO SCOPE, COST, SCHEDULE, PERFORMANCE MEASURES**

|  |  |
| --- | --- |
| Yes No |  |
| [ ]  [ ]  | An amendment to the funding agreement required.If yes, indicate areas requiring change below AND include the formal amendment request with this progress report submittal:

|  |  |
| --- | --- |
| [ ]  Scope[ ]  Budget [ ]  Schedule | [ ]  Deliverable Deadlines[ ]  Performance Measures |

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**Amendment Requests:** Sponsors are required to formally request an amendment in writing by submitting a completed Amendment Request Form for Alameda CTC’s consideration: <https://www.alamedactc.org/funding/reporting-and-grant-forms/>.

***Summarize issues and reasons for any changes required, or anticipated:***

|  |
| --- |
|  |

*Indicate any changes to the schedule defined in the current executed agreement***.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase/Milestone** | **Previously Approved****Begin****(Mo/Yr)** | **Previously Approved****End****(Mo/Yr)** | **Revised****Begin****(Mo/Yr)** | **Revised****End****(Mo/Yr)** |
| Scoping |  |  |  |  |
| Preliminary Engineering/Environmental Studies |  |  |  |  |
| CEQA Approval |  |  |  |  |
| NEPA Approval |  |  |  |  |
| Final Design (Plans, Specifications and Estimate (PS&E)) |  |  |  |  |
| Right-of-Way Acquisition  |  |  |  |  |
| Right of Way Certification |  |  |  |  |
| Construction |  |  |  |  |
| Operations |  |  |  |  |
| Agreement Expiration Date |  |  |

1. **EXPENDITURES AND REIMBURSEMENTS**

 [ ]  Request for Reimbursement submitted in the last six months.

[ ]  No Request for Reimbursement submitted in the last six months due to:

[ ] Project has not started/no reimbursable costs.

[ ]  Invoicing delay

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **ANNUAL PUBLICITY REQUIREMENTS**

*Project Sponsor shall credit Alameda CTC as a funding source and display the approved Alameda CTC logo (where feasible) on publicity documents. For Transportation Funds for Clean Air Funded (TFCA) funded projects, the Air District is to be credited as well.*

[ ]  Website: Project information posted online.

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Signage: [Project signage](https://www.alamedactc.org/news-publications/signage) is posted on construction projects and/or transit vehicles.

[ ]  Evidence of signage attached to progress report.

[ ]  Annual Article: Project information published in newsletter, newspaper, or online.

[ ]  Copy of article attached to progress report

[ ]  Project Photos: Separate JPEG images of project photos are attached.

If any of the three boxes above was not checked, explain why below:

1. **PERFORMANCE REPORTING**

[ ]  Project is a capital project, and does not have performance targets and goals to monitor.

[ ]  For projects that have specific performance targets, refer to the Agreement Appendix F, and complete the table below

|  |
| --- |
| **Table 1 - Performance Measures Report** |
| **No.** | **Performance Measure**  | **Target** | **Progress/Activity** **to date** | **Progress/Activity** **this Period** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

*Performance measures and Targets must be consistent with the Project Funding Agreement.*

1. **CASH FLOW OF ALAMEDA CTC ADMINISTERED FUNDS** *Provide a forecast of expenditures for Alameda CTC obligated funds in the agreement.*

**ALAMEDA CTC FUND SOURCE 1:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Anticipated Expenditure By Fiscal Years***(enter fiscal years in the blank header below)* |
| **No.** | **Task** | **Agreement Amount** | **Previously Billed** |  |  |  |  |  |  | **FUTURE** |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |

**ALAMEDA CTC FUND SOURCE 2:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
|  | **Anticipated Expenditure By Fiscal Years***(enter fiscal years in the blank header below)* |
| **No.** | **Task** | **Agreement Amount** | **Previously Billed** |  |  |  |  |  |  | **FUTURE** |
| 1. |  |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |  |
| 4. |  |  |  |  |  |  |  |  |  |  |

 **Note any special considerations pertaining to the cash flow schedule:**

Instructions/ Notes:

1. A Fiscal Year is defined as July 1st to June 30th.
2. Tasks and Agreement amount by Task are based on the funding agreement.
3. Copy/paste an additional table if there are multiple Alameda CTC Administer funds