**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: |
|  | Project delivery is on task/no issues and does not require Alameda CTC assistance. |
|  | An agreement amendment is not required. |
|  | 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. |
|  | Professional Services and Construct Contract procurements and resultant contracts using MB/BB/VRF funds are abiding by the Alameda CTC’s Local Business Contract Equity Program requirements, and Sponsor has/will submit the semi-annual [contract utilization reporting](https://www.alamedactc.org/get-involved/contract-equity) required to the LBCE team ([LBCEreporting@alamedactc.org](mailto:LBCEreporting@alamedactc.org)). |
| **Checklist: Progress Report Package contains** *(check all that applies):*   |  |  | | --- | --- | | Completed Progress Report Form  Amendment Request  Documentation of Annual Publicity | Request for Reimbursement  Submittal of Deliverables  Submittal of Project Photos (progress) | | |

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)**

*Per Appendix D of the Funding Agreement, Project Sponsors are required to comply with the requirements set forth in ALAMEDA CTC’s Local Business Contract Equity (“LBCE”) Program, as applicable, for professional services and construction contracts funded with Measure B, Measure BB, and/or VRF funds.*

*Requirements include items such as including LBCE Program goal(s) and provisions in applicable solicitations and resulting contracts, providing timely notification to ALAMEDA CTC of applicable solicitations prior to advertisement, and adhering to reporting requirements.*

*Contact the Alameda CTC’s LBCE Team at* [*LBCEreport@alamedactc.org*](mailto:LBCEreport@alamedactc.org) *with any questions, including confirmation of LBCE applicability and compliance.*

|  |  |
| --- | --- |
| **Yes No N/A** | **Project Sponsor confirms:** |
|  | Project Sponsor has RFP(s) and contract(s) subject to LBCE procurement goals.  For professional services and/or construction contracts, all RFPs and contracts subject to LBCE procurement goals, the Project Sponsor confirms these RFPs and contracts contain, or will contain, [sample LBCE procurement language](https://www.alamedactc.org/get-involved/contract-equity/). |
|  | Contract Utilization is be being reported to the LBCE Team using the required [LBCE Semi-Annual Reporting Form](https://www.alamedactc.org/get-involved/contract-equity). Note reporting on contract utilization is required regardless of whether or not LBCE goals are contained in the contract and is separate from this progress reporting form. |
|  |  |

**For upcoming contracts**

Upcoming contracting opportunities in the next two years for sponsor agencies or project sponsors (collectively, “sponsors”) that are funded by Alameda County Transportation Commission (Alameda CTC) project funding agreements shall be reported to Alameda CTC using the form found on the weblink below.

This allows Alameda CTC to reach out and inform businesses of contracting and business networking opportunities, in an effort to increase participation of Local Business Enterprises (LBEs), Small LBEs (SLBEs), and Very Small LBEs (VSLBEs) certified under the Alameda CTC Local Business Contract Equity (LBCE) Program, as well as track contracts for Sponsor Agency LBCE Program Semi-Annual Reports. Alameda CTC intends to publish this information for outreach purposes.

See Contract Opportunities Form to report upcoming contracting activities and schedules: <https://www.alamedactc.org/get-involved/contract-equity>.

Please submit the completed form to [LBCEreport@alamedactc.org](mailto:LBCEreport@alamedactc.org).

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

|  |  |
| --- | --- |
| Yes No |  |
|  | An amendment to the funding agreement is required.  If yes, indicate areas requiring change below, and complete sections A-D, as applicable.   |  |  | | --- | --- | | Scope  Budget  Schedule | Deliverable Deadlines  Performance Measures | |
|  |  |

Based on the responses, Alameda CTC may direct sponsors 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/>.

1. ***Issues Identification:*** *Summarize issues and reasons for any changes required to the existing agreement.*

|  |
| --- |
|  |

1. ***Scope Changes:*** *Redline/Highlight any scope changes to the current executed agreement/amendment below.*

|  |
| --- |
|  |

1. ***Budget Changes:*** Note any budget adjustments that impacts the agreed upon Alameda CTC funding and reimbursement ratio.

|  |
| --- |
|  |

1. ***Schedule Changes:*** *Indicate any changes to the schedule defined in the current executed agreement/amendment*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase/Milestone** | **Current Approved**  **Begin**  **(Mo/Yr)** | **Current 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 |  |  |  |  |
| Release Request for Proposal |  |  |  |  |
| Contract Award |  |  |  |  |
| Construction Activities |  |  |  |  |
| Project Completion / Contract Acceptance |  |  |  |  |
| Project Closeout |  |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Current Approved Expiration Date** | **Requested Revised Agreement Expiration Date** |
| **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 four boxes above are not checked, explain why below:

1. **PERFORMANCE REPORTING**

Project does not have performance targets to monitor per Appendix F of the funding agreement.

Project does have performance targets and progress is reported in 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