**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 scope funded through Alameda CTC has no expected critical delivery issues. |
| [ ]  [ ]  | Project is on schedule for completion within the agreement expiration date. |
| [ ]  [ ]  | An agreement amendment (scope, funding, schedule, expiration date) is not required.  |
| [ ]  [ ]  | Annual publicity requirements are documented and evidenced as attached.  |
| [ ]  [ ]  | Project Sponsor is keeping records of expenses, insurance, and reporting, as required. |
| [ ]  [ ]  | Project Sponsor has submitted all deliverables due per the agreement’s due dates.  |
| [ ]  [ ]  | Project Sponsor has submitted 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).  |
| **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) |

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1. **CURRENT STATUS AND ISSUES:** *Describe the general project status and any noted issues.*
2. **KEY REPORTING ACTIONS** *Describe key developments occurring during this reporting period.*
3. **ANTICIPATED FUTURE ACTIONS** *Describe key developments expected in the next reporting period.*
4. **CURRENT PROJECT SCHEDULE** *Identify the current project schedule for the entire project.*

|  |  |  |
| --- | --- | --- |
| **Phase/Milestone** | **Begin****(Mo/Yr)** | **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 / Advertisement |  |  |
| Contract Award |  |  |
| Construction Activity |  |  |
| Contract Acceptance  |  |  |
| Project Closeout  |  |  |
|  |  |  |
| Program Operations (for shuttles/programs) |  |  |

|  |  |  |
| --- | --- | --- |
| **Program Operations (**for shuttles/programs) | **Begin****(Mo/Yr)** | **End****(Mo/Yr)** |
| Program Operations Year 1 |  |  |
| Program Operations Year 2 |  |  |
| Program Operations Year 3 |  |  |
| Program Operations Year 4 |  |  |

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

|  |  |
| --- | --- |
| Yes No |  |
| [ ]  [x]  | An amendment to the funding agreement is required. If yes, indicate areas requiring change below, and complete sections A-E, as applicable.

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

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Based on the responses, Alameda CTC may direct sponsors to formally request an amendment in writing via the Amendment Request Form: <https://www.alamedactc.org/funding/reporting-and-grant-forms/>.

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

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1. ***Scope Changes:*** *Redline/Highlight any scope changes to the current executed agreement/amendment below. If none, indicate “N/A”.*

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|  |

1. ***Budget Changes:*** Note any budget adjustments to the agreement agreed upon Alameda CTC funding and reimbursement ratio. If none, indicate “N/A”.

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|  |

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

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| --- | --- | --- | --- | --- |
| **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. ***Deliverable Deadlines:*** *Indicate changes to these deadlines.* If none, indicate “N/A”.

|  |
| --- |
| **Deliverables and Due Dates** |
| **No.**  | **Description** | **Previously Approved** **Due Date to Alameda CTC** | **Revised** **Due Date to Alameda CTC** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Request for Reimbursement for the current reporting period will be submitted soon for:

* + - Work Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
		- Estimated Reimbursement Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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. Photos may be used in future Alameda CTC’s reports highlighting projects.

If any of the four boxes above are not checked, explain why below:

1. **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* *with any questions, including confirmation of LBCE applicability.*

|  |  |
| --- | --- |
| **Yes No N/A** | **Project Sponsor confirms:** |
| [ ]  [ ]  [ ]  [ ]  [ ]   | Project Sponsor understands the requirements of the Alameda CTC’s LBCE Program, including procurement requirements and reporting expectations. Project Sponsor confirms any professional services and/or construction contracts solicitations and resultant contracts contain, or will contain, [sample LBCE procurement language](https://www.alamedactc.org/get-involved/contract-equity/) and LBCE goals, where and as applicable.  |
| [ ]  [ ]   | Project Sponsor confirms 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) and submitted to *LBCEreport@alamedactc.org*. 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.  |
|  |  |

**Reminder for upcoming contracts**

Upcoming contracting opportunities in the next two years for Project Sponsor’s project(s) funded by Alameda CTC shall be reported to Alameda CTC by completing the Contract Opportunities Form: <https://www.alamedactc.org/get-involved/contract-equity>.

Please submit the completed form to LBCEreport@alamedactc.org.

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.

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.

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

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| --- |
| **Table 1 - Performance Measures Report** |
| **No.** | **Performance Measure**  | **Target** | **Progress/Activity** **to date** | **Progress/Activity** **this Period** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

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