1111 Broadway, Suite 800, Oakland, CA 94607 • PH: (510) 208-7400 • www.AlamedaCTC.org

Fiscal Year 2025-2026
MEASURE B, MEASURE BB, AND VEHICLE REGISTRATION FEE AUDITED FINANCIAL STATEMENTS AND PROGRAM COMPLIANCE REPORTING

Reporting Period July 1, 2025 through June 30, 2026

SUBMITTAL GUIDANCE AND REPORTING REQUIREMENTS

SECTION

SECTION 1.1 - Reporting Requirements

INTRODUCTION

Jurisdictions eligible for Measure B (MB), Measure BB (MBB), and Vehicle Registration Fee (VRF) Direct Local Distribution (DLD) funds signed a Master Programs Funding Agreement (MPFA) with the Alameda County Transportation Commission (Alameda CTC). This agreement outlines eligible expenditures, reporting requirements, and policies on the timely use of funds.

Each year, jurisdictions are required to submit separate audited financial statements and Program Compliance Reports for these funds demonstrating fulfillment of the MPFA requirements.

This year's reporting period covers Fiscal Year 2025-26 from July 1, 2025 through June 30, 2026.

KEY DUE DATES

Submittal	Due Dates
Audited Financial Statements	**December 28, 2026** • Electronic version by email
Compliance Reports	**December 28, 2026** • Electronic version by email

STAFF CONTACTS

Financial Questions:	DLD Program Questions:	Forms and Submission Questions:
Christine Lacsamana Senior Accountant (510) 208-7447 clacsamana@alamedactc.org Yoana Navarro Director of Finance (510) 208-7431 ynavarro@alamedactc.org	Christine Shin Senior Program Analyst (510) 208-7449 cshin@alamedactc.org John Nguyen Director of Programming and Project Controls (510) 208-7419 jnguyen@alamedactc.org	Haneul Lee Program Support hlee@alamedactc.org

SUBMITTAL INSTRUCTIONS

- Submit electronic versions of the Audited Financial Statements and Program Compliance Reports to:
  - Christine Shin, cshin@alamedactc.org
  - Haneul Lee, hlee@alamedactc.org
- See Section 1.2 Submittal Instructions and requirements.

AUDITED FINANCIAL STATEMENTS REQUIREMENTS

A. Audited Financial Statement: Recipients are required to submit separate audited financial statements for Measure B, Measure BB, and VRF DLD Funds. Each financial statement must include:

1. Independent Auditor's Opinion: Include an independent auditor's opinion on a Balance Sheet, a Statement of Revenues, Expenditures and Changes in Fund Balances and related notes for each program fund type. Alameda CTC recommends this opinion language:

   "In our opinion, the City of ____ is in compliance with the laws and regulations, contracts, and grant requirements related to [2000 Measure B, 2014 Measure BB, Vehicle Registration Fee] funds as specified in the agreement between the City and the Alameda County Transportation Commission."

2. Statement of Revenues, Expenditures and Changes in Fund Balances: Each audited financial statement includes a summary of DLD program revenues, interest earnings and expenditures. *Refer to Exhibit A - Sample Financial Statement format, on next page.*

   - The financial statements should only include DLD funds.
   - All fund accounts should be separate and distinguishable on the statements.

3. Balance Sheet: Each audited financial statement includes a summary of DLD program assets, liabilities, and fund balance. *Refer to Exhibit A - Sample Financial Statement format.*

B. Specific Requirements

1. **Beginning Fund Balance:** Must equal to the prior year's ending fund balance.
   - **Restatement of Prior Year's Financial Statements:** Explain change i.e. removed non-DLD revenues included in prior year's financials, and restate the prior year's financial statements.
   - **Fund Balance Sheet:** All audited financial statements must include a balance sheet.

2. **Revenues:** Must equal total DLD Program fund revenue received by the agency
   - **Do not include:** Non-DLD revenues such as fares, project specific reimbursements, grant funds or any funds not specifically related to Measure B/BB/VRF DLDs.

3. **Interest:** Report interest earned on DLD funds only.
   - **Interest:** Measure B/BB/VRF interest must be allocated throughout the fiscal year.
   - **GASB 31:** GASB 31 adjustments must be identified separately from the interest line.

4. **Expenditures:** Expenditures reported on the Audited Financial Statements must equal total DLD fund expenditures reported within the program compliance report.

5. **Ending Fund Balance:** Must be the fund balance as of June 30, 2026.

6. **Transfer of Funds**: Transfer of Funds are not allowed. All Measure B/BB/VRF expenditures must appear on the Statement of Revenues, Expenditures and Changes in Fund Balances.

7. **Reporting Consistency:** The dollar amounts in the Audited Financial Statements must match the program compliance reports.

Exhibit A: Sample Financial Statement Format

CITY OF ACME
BALANCE SHEET
As of June 30, 20XX

Alameda County Transportation Commission
Measure B Funds

	Bicycle and Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Totals
ASSETS					
Cash and Investments	$ -	$ -	$ -	$ -	$ -
Measure B Direct Local Distribution Program Receivable	-	-	-	-	-
Interest Receivable	-	-	-	-	-
Other Assets: *Specify*	-	-	-	-	-
Total Assets	$ -	$ -	$ -	$ -	$ -
LIABILITIES					
Accounts Payable	$ -	$ -	$ -	$ -	$ -
Accrued Liabilities	-	-	-	-	-
Total Liabilities	$ -	$ -	$ -	$ -	$ -
FUND BALANCES					
Restricted for Measure B Programs and Projects	$ -	$ -	$ -	$ -	$ -
Total Fund Balances	$ -	$ -	$ -	$ -	$ -
Total Liabilities & Fund Balances	$ -	$ -	$ -	$ -	$ -

CITY OF ACME
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
For the Fiscal Year Ended June 30, 20XX

Alameda County Transportation Commission
Measure B Funds

	Bicycle and Pedestrian	Local Streets and Roads	Mass Transit	Paratransit	Totals
REVENUES					
Measure B Direct Local Distribution Program Revenue					
Direct Local Distribution Funds Allocation	$ -	$ -	$ -	$ -	$ -
Interest *(required)*	-	-	-	-	-
GASB31 Adjustments	-	-	-	-	-
Total Program Revenues	$ -	$ -	$ -	$ -	$ -
EXPENDITURES*					
Measure B Direct Local Distribution Expenses					
General Government	-	-	-	-	-
Planning and Engineering	-	-	-	-	-
Construction	-	-	-	-	-
Transportation and Operations	-	-	-	-	-
Total Program Expenditures	$ -	$ -	$ -	$ -	$ -
REVENUES OVER (UNDER) EXPENDITURES/ NET CHANGE IN FUND BALANCE	$ -	$ -	$ -	$ -	$ -
FUND BALANCES					
Beginning Fund Balance	$ -	$ -	$ -	$ -	$ -
Ending Fund Balance	$ -	$ -	$ -	$ -	$ -

** Add additional expenditure categories as necessary.*

PROGRAM COMPLIANCE REPORT REQUIREMENTS

A. Measure B / Measure BB / VRF recipients are required to complete a program compliance report that documents the following:

1. **Consistency with Audited Financial Statements:** Revenues/expenditures in the Audited Financial Statements must match the Compliance Reports.

2. **Eligible Expenditures**: Expenditures must be used for eligible program activities. All expenditures must be documented and include a description of the accomplishment and performance of the DLD investment.

3. **Article Publication:** Include documentation of an article published informing the public of Measure B/BB/VRF funded programs/projects.

4. **Website Coverage:** Include documentation of website information informing the public of Measure B/BB/VRF funded programs/projects.

5. **Signage:** Include documentation of posted signage at project sites where Measure B/BB/VRF funds were used.

6. **Bicycle/Pedestrian Master Plan:** Include confirmation of current Local Pedestrian Master Plan AND a Local Bicycle Master Plan OR a combined Local Pedestrian and Bicycle Master Plan. Each plan must be updated, at minimum, every five years. *(Only applicable to Bicycle Pedestrian Program).*

7. **15% of MBB Local Streets and Roads (LSR) funds expended on Bike/Pedestrian improvements**: Report the use of MBB LSR funds on bike/pedestrian improvements (minimum of 15% over the life of the Measure).

8. **Timely Use of Funds:** Demonstrate expeditious use of DLD funds to adhere to the Timely Use of Funds Policies. See Section 1.3.

9. **Expenditure Reporting:** Provide detailed description of expenditures to support analysis related to expense eligibility, performance monitoring, geolocating investments relative to areas of interest such as safety corridors and disadvantaged/equitable priority communities. Data including cost information, project information, and quantifiable metrics should be consistent with data reported to other agencies.

SECTION 1.2 - Submittal Instructions

Audited Financial Statements

Audited Financial Statements Submittal Instructions	DUE DATE: December 28, 2026
Electronic submission • Submit an electronic copy of the Audited Financial Statements to Christine Shin, cshin@alamedactc.org and copy Haneul Lee, hlee@alamedactc.org. Hardcopies are NOT required.	

Program Compliance Reports

Program Compliance Report Submittal Instructions	DUE DATE: December 28, 2026
Download Compliance Reporting Forms The Program Compliance Report includes a Microsoft (MS) Excel Workbook with tabbed sections for each program. The forms are available to download at https://www.alamedactc.org/funding/reporting-and-grant-forms/.	
Electronic submission **1.** Complete all applicable sections of the MS Workbook for your agency. **2.** Include attachments for documenting completion of reporting requirements. a. Include documentation of articles, newsletters, signage, etc. b. Include (2) max photos per program fund type. Send high-resolution JPEG, GIFs. **3.** Send MS Excel file, PDF of the attachments, and electronic photos to Christine Shin, cshin@alamedactc.org and copy Haneul Lee, hlee@alamedactc.org. A hardcopy of the Program Compliance Reports and attachments is NOT required. By submitting this Compliance Report to the Alameda County Transportation Commission, the submitting agency certifies the compliance information reported is true and complete to the best of their knowledge.	

Alameda CTC may request additional information for the local agency to better evaluate compliance with program requirements and policies.

Additional program requirements, Timely Use of Funds, and reporting instructions are available on Alameda CTC's website: https://www.alamedactc.org/funding/reporting-and-grant-forms/

SECTION 1.3 - Timely Use of Funds Policies

Timely Use of Funds Policy

On March 24, 2022, the Commission approved Timely Use of Funds Policies as excerpted below.

RECIPIENT shall expend DLD funds expeditiously pursuant to the following requirements:

i. RECIPIENT may not hold an end of fiscal year fund balance of greater than four-times their annual DLD revenue received for that same fiscal year, by respective Measure B, Measure BB, and VRF Program. A RECIPIENT found to be non-compliant with this requirement through the Annual Program Compliance reporting process must return the equal amount of DLD funds that exceeds the maximum allowable end of fiscal year fund balance to Alameda CTC, as approved by the Commission. The Cities of Albany, Emeryville, and Piedmont are excluded from this requirement.

ii. Measure B RECIPIENT must expend all Measure B DLD funds and all interest earned thereon by June 30, 2027.

iii. RECIPIENT must document the use of end of year program fund balances towards eligible transportation improvements as part of the Annual Program Compliance Process.

Each jurisdiction receiving Measure B, Measure BB and Vehicle Registration Fee (VRF) Direct Local Distribution Program funds are required to comply with this policy as referenced in the recently executed 2016 Master Programs Funding Agreement (MPFA) between the jurisdiction and Alameda CTC.

Refer to the Alameda CTC's website for complete Timely of Funds Policies and implementation guidelines: https://www.alamedactc.org/wp-content/uploads/2022/08/2022_DLD__Timely_Use_of-Fund_Policy_20220324.pdf

SECTION 1.4 – Monitoring DLD Performance

DLD Performance Measures

DLD recipients are to document the performance and benefits of the projects and programs funded with Measure B, Measure BB, and/or Vehicle Registration Fee funds. The following performance measures are a selection of performance standards that must be documented at minimum by the recipients, as applicable. Additional performance measures may be requested by the Alameda CTC from time to time.

Performance reporting will be done through Alameda CTC's reporting processes including the annual program compliance reports, annual performance report, and various planning activities, as they are requested and applicable.

Through the Program Compliance Process, the Performance Measures monitored include:

- Current Bicycle and Pedestrian Master Plan(s) – updated within five years.
- Infrastructure investments such as quantity of pavement repaired, pothole repairs, linear feet of sidewalk constructed, traffic signals installed.
- Capital verses Program/Administrative Investments: The investment into capital projects is greater than administrative program expenditures (outreach, staffing, and activities not directly tied to the delivery of a capital improvement).
- Pavement Condition Index (PCI): Maintain a city-wide average PCI of 60 (Fair Condition) or above.
- Complete Streets Implementation
- Maintain a 15% annual minimum Measure BB LSR investment to support bicycling and walking
- Ridership and Service utilization and provisions cost effectiveness i.e. cost of MB/BB/VRF of specified service (example - $21.00 per passenger trip).
- Transit On-time Performance (agency annual goal verses actual)

Performance data provided to Alameda CTC should be consistent to the data reported to other regional, state, federal entities for consistency purposes. Performance will be evaluated periodically through the aforementioned evaluation reports to determine the effectiveness of investments and to inform future investment decisions.

SECTION 1.5 –Compliance Report Form Guidance

Program Compliance Report Structure

This Program Compliance Report consists of two separate reports: 1) Measure B/BB Compliance Report and 2) VRF Compliance Report. Each report is a single MS Workbook that contains the following:

- Cover - Agency Contact Information
- General Compliance Questions for all programs (Bike/Ped, Local Streets and Roads, Transit, Paratransit)
- Table 1 - Summary of Revenue, Expenditures, and Changes in Fund Balance
- Table 2 - Detailed Summary of Expenditures and Accomplishments

Jurisdictions are expected to complete all relevant sections for which it receives and expends DLD program funds (bike/pedestrian, LSR, Transit, and/or Paratransit).

Table 1: Summary of Revenue, Expenditures, and Changes in Fund Balance

Table 1 is a summary of revenues and expenditures for the fiscal year. The figures reported on this table must correspond to the Audited Financial Statement.

Table 2: Detailed Summary of Expenditures and Accomplishments

Table 2 is a detailed summary of fiscal year expenditures. It describes specific expenditure activities and resulting accomplishments and benefits. Alameda CTC requests jurisdictions to use the following units to describe the quantity of achievements accomplished during a reporting period on *Table 2: Expenditures and Accomplishments*. This will standardized the units reported from all fund recipients.

If there are multiple units used for a project, if appropriate, quantify the primary improvement and/or use the additional information columns to specify units all delivered.

Unit	Unit Used to Describe
Bicycle Parking Spaces	Number of bike parking spaces *(Bike Parking Spaces/ Bicycle Racks Installed – indicate spaces)*
Intersection	Number of intersections improved, traffic signals, roundabouts, etc. Use the additional column to provide specific details.
Lane Miles	Length of roadway, street improvements *(widening),* and bicycle facilities *(bike lane specific)*
Linear Feet:	Length of sidewalk and pedestrian facilities
Meals Delivered	Number of meals delivered through a meal delivery program
People/Passengers	Number of people/passengers transported, contacted, or served
Scholarships Provided	Number of trip scholarships provided, ticket purchases
Square Feet	Quantity of rehabilitation/overlay improvements, building/floor plan specifications, landscaping, etc.
One-way Unduplicated Passenger Trips	Number of one-way, unduplicated passenger trips
Other	For any improvements/services that are unable to be qualified using the available, use the additional information columns to specify units/services rendered
Vehicles Purchased	Number of Vehicles Purchased

Capital vs Program/Administrative Investments *Metric: Investment into capital projects and programs is greater than funding program administration.*	
Capital Investment	Capital expenditures are specific costs towards design, row, con and capital support).
Program/Administrative Investment	Administrative expenditures are staffing costs associated with program outreach, administrative support, and other costs not directly tied to a project.

Performance Reporting

DLD recipients are expected to report on quantity and accomplishments of capital improvements, programs delivery, and transit operational performance consistently from the prior reporting years.

The performance data entered for items such as but not limited to Pavement Condition Index, transit ridership, on-time-performance, other fund expended in conjunction with MB/BB/VRF, should be consistent with analogous data reporting for other regional, State, and federal agencies.

DLD recipients may be asked to verify reported performance and accomplishment data as a supplementary inquiry during the program compliance process.