



**SCTA Measure M Annual Reporting Letter  
Project Specific Programs  
(Local Street Projects [LSP], Bicycle/Pedestrian Projects and  
Passenger Rail Programs)**

**FREQUENTLY ASKED QUESTIONS**

**&**

**INSTRUCTIONS FOR HOW TO COMPLETE  
THE ANNUAL REPORTING LETTER REQUIREMENTS**

2008/2009 Reporting Year

March 2008  
Revised July 2008  
Updated June 2009

Sonoma County Transportation Authority  
490 Mendocino Avenue, Suite 206  
Santa Rosa, CA 95401

**Annual Reporting Letter and Financial Audit**  
MEASURE M REPORTING PERIOD  
JULY 1, 2008 THROUGH JUNE 30, 2009  
**Project Specific Programs Project**

**Frequently Asked Questions**

**WHO SUBMITS THE ANNUAL REPORTING LETTER?**

The Annual Reporting Letter is completed by the agency that received the Measure M funds from the Sonoma County Transportation Authority (Authority) and details how the Measure M funds were spent over the fiscal year.

**HOW MANY REPORTS DO I NEED TO SUBMIT?**

You should submit a separate reporting letter for each development phase (PAED, PS&E, ROW, CON, etc.) and project phase (Phase 1a, 1b, 2a, etc.) for which you have received Measure M funds this fiscal year.

**WHY IS THE ANNUAL REPORTING LETTER REQUIRED?**

The Annual Reporting Letter is required to ensure that jurisdictions are in compliance with the requirements Traffic Relief Act of Sonoma County (Measure M). The letter is a requirement of all cooperative funding agreements. The information provided also assists SCTA in preparation of the annual report. Jurisdictions will be contacted and funding may be withheld for failure to comply with this requirement.

**WHEN IS THIS REPORT DUE?**

The *Annual Reporting Letter* is due to the Authority no later than two and a half months after the close of the fiscal year (**on or before September 15, 2009**). The Annual Reporting Letter should be addressed to the SCTA Chairman and mailed to the SCTA.

**HOW DO I SUBMIT THE ANNUAL REPORTING LETTER?**

The Reports must be submitted to SCTA in two formats:

***Hard Copy Submission***

The Annual Reporting Letter must be submitted in hardcopy on you agency letterhead and must have a **signature** by the appropriate agency personnel to indicate that the agency regards the information as submitted to be materially correct. The appropriate agency personnel are considered to be the District Manager, Public Works Director, City Manager and the City Finance Manager, or the appropriate equivalent for other agencies. Mailed documents must be received by SCTA on or before their respective due date noted above.

***Electronic Submission***

The *Annual Reporting Letter* electronic file must be named with the following **naming convention**: CITY or COUNTY\_OF\_XXXX\_0809\_LSP-XXXX (XXXX is type of project; i.e., Road, BikePed, and Rail) \_PROJECTNAME \_ PHXX (XX is Project Phase) \_XX (XX is Development Phase; i.e., A1 for PS&E, etc. see Table-1below) \_AnRptgLtr.doc. For Example; CityOfHealdsburg\_0809\_LSP-BikePed\_FossCreekTr\_PH1\_A1\_AnRptgLtr.doc.

The report should be sent electronically with the naming convention in place, as well as sent via hard copy. All attachments must be submitted with the following naming convention: CITY or COUNTY\_OF\_XXXX\_0809\_LSP-XXXX\_PHX\_XXXX\_AnRptgLtr\_Attach\_X.xxx

Table-1

Development Phase	Development Phase Code	Development Phase Description	Applicable Projects
PS&E	A1	Scoping, Design Plans, Specifications, and Estimates	Roads, Bike Ped
ROW CAP	A2	Right of Way (for capital expenditures)	Roads, Bike Ped
PAED	A3	Project Approval & Environmental Document	Roads, Bike Ped
ROW SUP	A4	ROW Engineering and Support (for non-capital expenditures)	Roads, Bike Ped
CON CAP	A5	Construction Capital	Roads, Bike Ped
CON SUP	A6	Construction Management	Roads, Bike Ped
GRD CRSG	A7	Grade Crossings - 25 Street Locations	Rail
SSD/JDP	A8	Station Site Development/Joint Development Plan	Rail
FED/PO/FTA COORD	A9	Final Environmental Document/Public Outreach/FTA Coordination	Rail
ENV MIT	E1	Environmental Mitigation	Roads, Bike Ped
SRTS	S1	Safe Routes to Schools	Bike Ped
BTWD	S2	Bike to Work Day	Bike Ped

### WHAT FORMAT SHOULD BE USED TO REPORT THE REQUIRED INFORMATION?

A template for the *Annual Reporting Letter* is required to be used by each agency. Specific directions are included in this document under the appropriate headings. The directions are italicized for ease of reading.

### WHAT'S INCLUDED IN THE ANNUAL REPORTING LETTER?

The Annual Reporting Letter is composed of four sub-sections, financial information, how funding is spent, description of expenditures, and required public information.

### FINANCIAL INFORMATION

SCTA Measure M funds must be accounted for and reported separately from other agency funds with adequate internal control and audit trails.

### WHAT IF I HAVE ADDITIONAL QUESTIONS?

If you have any questions regarding the Annual Reporting Letter, please contact the following staff:

For **Annual Reporting Letter** submittal questions, contact Marge Fernandez by phone at (707) 565-5378, or email [mfernan2@sctainfo.org](mailto:mfernan2@sctainfo.org).

For **Measure M Project or Program** specific questions, contact your Project Delivery Manager (PDM):

Seana Gause, (707) 565-5372, [sgause@sctainfo.org](mailto:sgause@sctainfo.org).

Lynne March (707) 565-5376, [lmarch@sctainfo.org](mailto:lmarch@sctainfo.org)

John Maitland (707) 465-5377 [guy@gcpreston.com](mailto:guy@gcpreston.com)

Connie P. Fremier (510) 215-0264, [connie@valicooper.com](mailto:connie@valicooper.com)

**Project Specific Programs**  
**INSTRUCTIONS FOR COMPLETING THE**  
**Measure M Annual Reporting Letter**

MEASURE M REPORTING PERIOD  
JULY 1, 2008 THROUGH JUNE 30, 2009

**REPORTS ARE DUE SEPTEMBER 15, 2009**

**Submittal Requirements:**

1. Submit a separate reporting letter for each development phase (PAED, PS&E, ROW, CON, etc.) and project phase (Phase 1a, 1b, 2a, etc.) for which your agency has received Measure M funds this fiscal year.
2. Submit an electronic version of this report by **September 15, 2009** to Marge Fernandez, SCTA, at [mfernan2@sctainfo.org](mailto:mfernan2@sctainfo.org).
3. A hard copy on your agency letterhead with wet signature must also be received in the mail, or hand delivered, postmarked and date stamped no later than **September 15, 2009**.
4. Prints of photographs and digital copies in jpeg file format are required and must be submitted by no later than **September 15, 2009**.

**Measure M Financial Information:**

- A. Project Name** – Report project name as set forth in the cooperative funding agreement between agency and Authority. Please also include the Project Phase and Development Phase of the currently reported appropriation.
- B. Amount Appropriated in Previous Fiscal Years** – Report the total amount of appropriations received in previous fiscal years.
- C. Total Amount of Unexpended Appropriations from Prior FY** – Report the total remaining balance of appropriations received in prior fiscal years that have not been expended and are carried forward.
- D. Amount Appropriated in FY 08/09** - Report the total amount of appropriations that were approved by resolution during fiscal year 08/09.
- E. Reimbursements received in FY 08/09** – Report the Measure M reimbursements received in the fiscal year reporting period.
- F. Amount of Matching Funds** - Report the amount of required Matching Funds. Bicycle/Pedestrian projects are not required to have matching funds.
- G. Total Measure M Reimbursements Received in Prior Years** - Report Measure M Reimbursements that were received in prior fiscal year reporting periods.
- H. Total Measure M Funding Reimbursed to Date** - This is a calculated field that sums items E+G. Please do not enter any data into this field
- I. Total Appropriation Remaining Balance Rollover to Next FY 09/10** – This is a formula field that calculates items C+D-E.
- J. Describe work completed this fiscal year.** Describe the project implemented with Measure M funds in the fiscal year reported. List the project name, planning area, project description, project benefits, quantity constructed with Measure M funds, total project cost and Measure M expenditures. Include photographs in attachments.

- K. How were bike/pedestrian needs considered?** *Indicate how Bicycle and Pedestrian needs were considered on this project. Complete the Overall Status of Project in the table below. If needs could not be addressed as part of your projects, please explain why*
- L. Report on the Overall status of Project by Phase, Percentage Complete, and estimated completion date.** *Complete the table by listing the status by phase (Scoping, Environmental, Design, Right of Way, Construction and Construction Management). This section may be redundant if agency is submitting multiple reporting letters for the same project.*

**Report on Public Information Requirements:**

- M. Describe where you displayed the Measure M logo, such as on signs at the construction site or on vehicles? Please enclose pictures.** *(Describe signage used on LSR projects/programs indicating the use of Measure M funds. Include photographs in attachments.)*
- N. Provide digital pictures of projects before, during and after construction.** *(Explain if pictures were taken of projects before, during and after construction. Include photographs in attachments.)*
- O. Did you identify Measure M on your web site? Please provide link.** *(Please list your web address. Your website should describe project specific programs funded by Measure M, with updated and accurate information, and also should have a link to <http://www.sctainfo.org>. Please include printout of your web page in attachments.)*
- P. Identify project benefits and discuss how Measure M funds assisted in project delivery.** *(Describe the benefits of the project specific programs implemented with Measure M funds in the fiscal year reported and how these funds assist in congestion relief.)*

**Please refer to the Reporting Instructions and Submittal Requirements before sending your completed Annual Reporting Letter to the SCTA. The Annual Reporting Letter is due to the SCTA by September 15, 2009.**

**The Annual Reporting Letter requirement is set forth in Section 4.12 and 4.13 of the 2007 Strategic Plan.**