



**SCTA Measure M Annual Reporting Letter
Local Road Rehabilitation (LSR) Program**

FREQUENTLY ASKED QUESTIONS

&

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

2008/2009 Reporting Year

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
Local Street Rehabilitation (LSR) Program

Frequently Asked Questions

WHO SUBMITS THE ANNUAL REPORTING LETTER?

The Annual Reporting Letter is completed by the local jurisdiction 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.

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 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, Transit Operations Director, 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_LSR_ANNUAL_RPTG_LTR.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_LSR_ANNUAL_RPTG_LTR_Attach_X.xxx

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 and is available for download at the SCTA website: http://www.sctainfo.org/measure_m_resources.htm. 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.

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.

For **Measure M Program** specific questions, contact your Project Delivery Manager (PDM):
Seana Gause, (707) 565-5372, sgause@sctainfo.org.

Local Street Rehabilitation (LSR) Program
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 an electronic version of this report by **September 15, 2009** to Marge Fernandez, SCTA, at mfernan2@sctainfo.org.
2. A hard copy on your agency letterhead with wet signatures must also be received in the mail, or hand delivered, postmarked and date stamped no later than **September 15, 2009**.
3. 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. FY 08/09 Reported Allocations** - Report the Measure M funds received in fiscal year 08/09.
- B. Unspent Prior Allocations** - Report the Measure M funds that were received in prior fiscal years reported that have not been expended and are carried forward.
- C. Interest earned on Unspent Prior Allocations** - Report if there are any Unspent Prior fiscal year allocations.
- D. Total Funding Available in FY 08/09** - This is a calculated field that sums items A+B+C. Please do not enter any data into this field.
- E. Total Funding Spent in FY Reported** - Report Measure M funds that were expended in the fiscal year reporting period.
- F. Total Measure M Rollover to FY 09/10** - This is a calculated field that subtracts item D from item E. Please do not enter any data into this field.

Estimate the amount of Measure M funding spent on each type of work:

- G. Overlay Program** - Report Measure M funds spent on the overlay program in fiscal year 08/09.
- H. Maintenance Program** - Report Measure M funds spent on the maintenance program in fiscal year 08/09.
- I. ITS** - Report Measure M funds spent on the Intelligent Transportation System program in fiscal year reporting period.
- J. Traffic Calming** - Report Measure M funds spent on the Traffic Calming program in the fiscal year 08/09.
- K. Other** - Report Measure M funds spent on other types of work in the fiscal year reporting period.
- L. Total Funding Spent in FY Reported** - This is a calculated field that totals items G+H+I+J. Please do not enter any data into this field.

Description of Measure M Expenditures on Local Road Rehabilitation (LSR) Program:

- M. Describe specific work done with Local Road Rehabilitation (LSR) Funding on such work as overlays, general maintenance, pothole repair, ITS, and traffic calming. Provide detail on locations and limits of each type of work. Provide total value of construction for each type of work. ?** *(Describe the LSR programs/project(s) implemented with Measure M funds in the fiscal year reported. List the project name, location, limits, description of work, quantities, total project cost and Measure M expenditures. Include photographs in attachments.)*
- N. Describe how bicycle/pedestrian needs were considered?** *(Describe how your program considered bicycle/pedestrian needs. Explain how those needs were incorporated in specific projects. If needs could not be addressed as part of your projects, please explain why.)*

Report on Public Information Requirements:

- O. 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.)*
- P. 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.)*
- Q. Did you identify Measure M on your web site? Please provide link.** *(Please list your web address. Your website should describe LSR projects/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.)*
- R. Identify Measure M funding benefits and discuss how Measure M funds assisted in delivering your program.** *(Describe the benefits of the LSR program and how these funds assisted in delivering your program.)*
- S. Has there been a change in your total road miles in the Pavement Management Program?** *(Indicate Yes or No. Indicate the certified number of road miles within jurisdictional area. This figure should be consistent with the number of miles reported to state and federal agencies. Please include the date that changes were reported.)*

The FY 08/09 Annual Reporting Letter is due to the SCTA by September 15, 2009.