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

Fiscal Year End Reporting

Sonoma County Transportation Authority
411 King Street
Santa Rosa, CA 95404

Annual Reporting Letter and Financial Audit
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?

A separate reporting letter should be submitted for each development phase (ENV, PS&E, ROW, CON, etc.) and project phase (Phase 1a, 1b, 2a, etc.) for which Measure M funds have been received in the reported fiscal year.

WHY IS THE ANNUAL REPORTING LETTER REQUIRED?

The Annual Reporting Letter is submitted 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 Measure M 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, or the closest weekday if the 15th falls on a weekend day**). 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 can be submitted to SCTA in two formats:

Hard Copy Submission

The Annual Reporting Letter must be submitted in hardcopy on 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 the respective due date noted above.

Electronic Submission

The ***Annual Reporting Letter*** electronic file must be named with the following **naming convention**: CITY or TOWN or COUNTY_OF_XXXX_FY99-99_**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-1 below) _AnRptgLtr.doc. For example: CityOfHealdsburg_FY19-20_LSP-BikePed_FossCreekTr_PH1_A1_AnRptgLtr.doc.

The report should be sent electronically with the naming convention in place, as well as sent in hard copy format. All attachments must be submitted with the following naming convention: CITY or COUNTY_OF_XXXX_FY99-99_**LSP-XXXX**_PHX_XXXX_AnRptgLtr_Attach_X.xxx

Table-1

Development Phase	Development Phase Code	Development Phase Description	Applicable Projects
PS&E	A1	Design Plans, Specifications, and Estimates	Roads, Bike Ped
ROW CAP	A2	Right of Way (for capital expenditures)	Roads, Bike Ped
PAED or ENV	A3	Scoping, 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*.

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 or how to submit, please contact Seana L. S. Gause at the following location:

Seana L. S. Gause by phone at (707) 565-5372, or email seana.gause@scta.ca.gov .

Project Specific Programs (LSP, Bike/Ped, Rail)
INSTRUCTIONS FOR
Measure M Annual Reporting Letter

Submittal Requirements:

1. Submit a separate reporting letter for each development phase (ENV, PS&E, ROW, CON, etc.) and project phase (Phase 1a, 1b, 2a, etc.) for which your agency has received Measure M funds in the reported fiscal year.
2. Submit an electronic version of this report by **September 15 (or on the nearest weekday if the 15th falls on a weekend day)** to Seana L. S. Gause, at seana.gause@scta.ca.gov
3. A hard copy on agency letterhead with wet signature (red text is instructional and should be deleted and replaced with agency letterhead and signatures) should also be received in the mail, or hand delivered, postmarked and/or date stamped by SCTA as received no later than **September 15**.
4. Electronic format (.jpeg) digital photographs are required (before and after project phase being reported; photos are not required for phases other than construction) and must be submitted by no later than **September 15**.

Measure M Financial Information:

The tables are embedded. Field "I" auto-calculates. Please insert data in fields A-H.

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 appropriated 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_____ - *Report the total amount of appropriations that were approved by resolution during fiscal year end period reported.*

E. Reimbursements received in FY_____ – *Report the Measure M reimbursements received in the fiscal year end period reported.*

F. Amount of Matching Funds - *Report the amount of required Matching Funds. Bicycle/Pedestrian projects are not required to have matching funds but should still report any matching funds used. If project is complete, please provide the total amount of matching funds. If project is in process, provide the amount of funds used during the FY being reported. Also indicate the source of the matching funds. If there is more than one source, indicate how much of each source was used.*

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_____ –** *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, percentage constructed with Measure M funds, percentage of project completed, total project cost and Measure M expenditures. If work was not completed in this fiscal year, when is work expected to be complete? Include photographs.*

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 Bicycle/Pedestrian 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 this 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. It is acceptable to fill out a "master" letter with this info and reference it on subsequent letters in the same given fiscal year.***

M. **Report on the Overall Project Funding**. *Complete this table by listing the amounts of funding by phase (Phase I, II, III; or Phase 1A, 1B, 1C etc.) showing numbers in $1000s. Please indicate the amount of funding of Measure M per phase of project, amount of other funds secured or already spent, and amount of funds still needed to complete each phase. Please provide the sources of other funding. If there is more than one source of funds other than Measure M please indicate by inserting the additional table showing the amount of each source per project phase.*

Project Phase:

Fund Source	**Amount**

Report on Public Information Requirements:

N. **Describe where you displayed the Measure M logo, such as on signs at the construction site or on vehicles? Please enclose pictures.** (*Describe any signage used on LSP projects/programs indicating the use of Measure M funds. Include photographs*).

O. **Provide digital pictures of projects before, during and after construction.** (*Explain if pictures were taken of projects before, during and after construction. Include photographs. Describe what is shown in each photograph, including specific location. Photographs should be submitted in .jpeg format*).

P. **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* [*www.scta.ca.gov*](http://www.scta.ca.gov) *. Please include printout or screenshot of your web page in submittal*).

Q. 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).*

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