



# **Measure M Annual Reporting Letter Local Street Rehabilitation (LSR) Program**

**FREQUENTLY ASKED QUESTIONS**

**&**

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

June 2020

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

## **Annual Reporting Letter and Financial Audit 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 Measure M annual report to the public. 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 to the 15<sup>th</sup> if it falls on a weekend**). The Annual Reporting Letter should be addressed to the SCTA Chairman and mailed to the SCTA. Electronic submissions are also accepted and can be submitted to Seana L. S. Gause ([seana.gause@scta.ca.gov](mailto:seana.gause@scta.ca.gov)).

#### **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 and must have a **wet 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 TOWN or COUNTY\_OF\_XXXX\_FY0000\_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 TOWN

or COUNTY\_OF\_XXXX\_0000\_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:

<https://scta.ca.gov/measure-m/documents-and-forms/>

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.

**WHAT IF I HAVE ADDITIONAL QUESTIONS?**

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

Seana L. S. Gause, Senior, Programming and Projects (707) 565-5372,  
[seana.gause@scta.ca.gov](mailto:seana.gause@scta.ca.gov)

**Local Streets Rehabilitation (LSR) Program**  
**INSTRUCTIONS FOR COMPLETING**  
**Measure M Annual Reporting Letter**

MEASURE M REPORTING PERIOD JULY 1  
THROUGH JUNE 30

**REPORTING LETTERS ARE DUE SEPTEMBER 15**

**Submittal Requirements:**

1. Submit an electronic copy of this report, on your agency letterhead (**red text is instructional and should be deleted and replaced with letterhead**), with signature no later than **September 15** to Seana Gause, SCTA, at [seana.gause@scta.ca.gov](mailto:seana.gause@scta.ca.gov).
2. A hard copy on your agency letterhead with wet signatures should also be received in the mail, or hand delivered, postmarked and date stamped no later than **September 15**.
3. Digital photographs in jpeg file format are required and must be submitted by no later than **September 15**.

**Measure M Financial Information:**

- A. FY Reported Allocations** – *Indicate the Measure M funds received in fiscal year being reported. Please refer to Reminder Letter with LSR Disbursements identified.*
- B. Unspent Prior Allocations** - *Indicate the Measure M funds that were received in prior fiscal years that were not expended and were carried forward to the year being reported.*
- C. Interest earned on Unspent Prior Allocations** – *Report on this item if there are any Unspent Prior fiscal year allocations.*
- D. Total Funding Available in FY** -*This is an auto-calculated field that sums lines 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 next FY** – *This is also an auto-calculated field that subtracts line E from line D. 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** -*Indicate Measure M funds spent on the overlay program in reported fiscal year.*
- H. Maintenance Program** - *Indicate Measure M funds spent on the maintenance program in reported fiscal year.*
- I. ITS** - *Indicate Measure M funds spent on the Intelligent Transportation System program in reported fiscal year.*
- J. Traffic Calming** – *Indicate Measure M funds spent on the Traffic Calming program in*

the reported fiscal year.

- K. Other** – Indicate Measure M funds spent on other types of work in the reported fiscal year.
- L. Total Funding Spent in FY Reported** – This is an auto-calculated field that totals lines G+H+I+J. Please do not enter any data into this field.

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

**M. Describe specific work done with Local Streets 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 (above).** 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. Which streets were treated? How? What were the total lane miles on each street treated? Are you banking funds? For what purpose?

Street/Road/Location Treated	Total Length	PCI Before/After

Please enter any further description of project or work completed here:

- 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 photos.** (Describe signage used on LSR projects/programs indicating the use of Measure M funds. Include photographs in attachments.)
- P. Provide digital photos of projects before, during and after construction.** (Explain if photos were taken of projects before, during and after construction. Provide location and description of activity or project in each photo. ALL photos must be submitted in jpeg format only. PDFs, or photos inserted into documents will not be accepted.) Before photos are not necessary if no construction has occurred yet.

- 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 [www.scta.ca.gov/](http://www.scta.ca.gov/))*
- R. Did you include SCTA and Measure M in any press releases, ground breakings or ribbon cuttings?** *(Describe and/or attach any press releases, news articles, social media posts or other outreach that was done in association with the expended funds.)*
- S. 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.)*
- T. 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 and the amount of increase/decrease from previous reporting periods. 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 Annual Reporting Letter is due to the SCTA by September 15 or the closest weekday to the 15<sup>th</sup>, should it fall on a weekend day.**