

## **End-of-Year Program Compliance Reporting Requirements and Instructions**

### **Reporting Period July 1, 2009 through June 30, 2010**

**Note:** In July 2010, the Alameda County Transportation Improvement Authority (ACTIA) merged with the Alameda County Congestion Management Agency to become the Alameda County Transportation Commission (Alameda CTC). Agencies and jurisdictions that have pass-through fund and grant agreements with ACTIA must continue to submit end-of-year program compliance reports. See page ii for submittal instructions.

Required end-of-year compliance submittals:

- **Audit:** Submit email and hard copies by December 27, 2010.
- **Compliance Report:** Submit email and hardcopies by December 31, 2010.
- **Signage:** In the compliance report you submit, include a description of signage and the number of signs posted. Contact us for more information on the signage requirement.
- **Website:** On your website, provide a link to the Alameda CTC website ([www.alamedactc.org](http://www.alamedactc.org)), to inform the public about how your jurisdiction is using Measure B funds for transportation projects/programs.
- **Publications:** At a minimum, publish annually in your newsletter or ACTIA's e-newsletter (which will soon be the Alameda CTC e-newsletter) an article for each fund type you receive. Submit articles for e-newsletter publication to Carol Crossley ([ccrossley@actia2022.com](mailto:ccrossley@actia2022.com)).

Measure B fund recipients are required to submit to the Alameda County Transportation Commission (Alameda CTC), one electronic and one hard copy version of two reports for end-of-year compliance: an audit report, and a compliance report with a Table 1 Attachment. Instructions for completing the audit and compliance report and attachment follow on the next page. Detailed instructions also appear within the actual PDF compliance report and the Table 1 Attachment.

## End-of-Year Program Compliance Report Due December 31, 2010

The End-of-Year (EOY) Program Compliance Report includes a PDF and Table 1 Attachment for each program available for download at [http://www.actia2022.com/app\\_pages/view/37](http://www.actia2022.com/app_pages/view/37):

1. EOY Program Compliance Report (PDF)
2. Table 1 Attachment

**Electronic submission:** Complete the PDF form online. If you want to start work on the PDF and finish it later, save it to your hard drive. Also complete the Table 1 workbook. Submit one copy of both the PDF and Table 1 Attachment by email. Send it to [grants@actia2022.com](mailto:grants@actia2022.com). *In the email, only include the PDF and Table 1, do not include additional attachments.*

**Hard-copy submission:** Page 1 of the EOY Program Compliance Report must have City Manager and City Finance Manager, or the appropriate equivalent, original signatures. Include other attachments, such as photos, articles, newsletters, signage, etc., with the hard copy only. Clearly label additional attachments, by letter and description, as labeled on page 1. Ensure the attachments are easily readable when reproduced in black and white, and insert them at the back of the report. Postmark one hard copy of the EOY Program Compliance Report and the Table 1 workbook attachment with wet signatures and attachments by December 31, 2010.

## Compliance Audit Report Due December 27, 2010

**Electronic submission:** Submit one copy of the Compliance Audit Report electronically. Use your jurisdiction's standard audit report format. Submit the report by attaching the file to an email and send it to [grants@actia2022.com](mailto:grants@actia2022.com).

**Hard-copy submission:** Postmark one hard copy of the Compliance Audit Report, signed by an independent auditor, by December 27, 2010.

*Mail hard-copy reports to:* Alameda CTC  
Attn: End-of-Year Program Compliance  
1333 Broadway, Suite 300  
Oakland, CA 94612

*E-mail reports to:* [grants@actia2022.com](mailto:grants@actia2022.com)

The Alameda CTC must receive all electronic files by their respective due dates. If you submit a draft copy in error or encounter a problem submitting the report, notify the grants administrator by e-mail [grants@actia2022.com](mailto:grants@actia2022.com) or phone (510) 267-6113.