



# End-of-Year Program Compliance Reporting

Reporting Period July 1, 2008 through June 30, 2009

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

**Reporting Period July 1, 2008 through June 30, 2009**

Measure B fund recipients are required to submit to the Alameda County Transportation Improvement Authority (ACTIA) one electronic and one hard copy version of two reports for end-of-year compliance: the End-of-Year Program Compliance Report and the Compliance Audit Report.

### **End-of-Year Program Compliance Report: Due December 31, 2009**

The End-of-Year (EOY) Program Compliance Report includes a pdf and a Table 1 attachment available for download on the ACTIA Web site at [www.actia2022.com](http://www.actia2022.com):

1. EOY Program Compliance Report (pdf)
2. Table 1: Program Summary of Expenditures/Accomplishments (Excel)

**Electronic submission:** Complete the pdf form online and submit one copy of the report electronically, by clicking **Submit by Email** on the cover. Then email the Table 1 workbook separately. If your version of Adobe Acrobat does not allow you to automatically submit the pdf form by email, attach it with the Table 1 workbook to an email and send it to [grants@actia2022.com](mailto:grants@actia2022.com). If you want to start work on the pdf and finish it later, save it to your hard drive, then submit the file when ready. *Do not include attachments with the electronic version.*

**Hard-copy submission:** Page 1 of the EOY Program Compliance Report must have City Manager and City Finance Manager, or the appropriate equivalent, 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 Excel workbook attachment with wet signatures and attachments by December 31, 2009.

### **Compliance Audit Report: Due December 28, 2009**

**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 28, 2009.

*Mail hard-copy  
reports to:*

**ACTIA**  
Attn: End-of-Year Program Compliance  
1333 Broadway, Suite 300  
Oakland, CA 94612

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

ACTIA 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 ACTIA grants administrator by e-mail [grants@actia2022.com](mailto:grants@actia2022.com) or phone (510) 267-6113.

## End-of-Year Program Compliance Report

### Reports due December 31, 2009

**Agency Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Provide signatures below from authorized representatives.**

Authorized representatives of the reporting agency, for example the city manager and the city finance manager or appropriate equivalent, must sign below, affirming that the statements in the report package are true and complete to the best of their knowledge. The hard copy submittal must have the original signatures; on the electronic version, include the name and title of the signatories.

**Signature:**

\_\_\_\_\_

**Name and Title of Agency Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Name and Title of Agency Finance Manager:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Choose the type(s) of report you are submitting** (*check all that apply; you must submit the Table 1 Excel workbook attachment*).

- Annual Program Compliance Report – Bicycle and Pedestrian Safety Funds
- Annual Program Compliance Report – Local Streets and Roads Funds
- Annual Program Compliance Report – Mass Transit Funds
- Annual Program Compliance Report – Paratransit Funds
- Table 1: Program Summary of Expenditures/Accomplishments (Excel workbook)

**List any additional attachments included in the report** (*check all that apply*).

- Attachment A: Bicycle and Pedestrian Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Mass Transit Attachments
- Attachment D: Paratransit Attachments
- Other Attachments (*clearly label additional attachments as needed*)

## Bicycle and Pedestrian Program Report Summary

**1. Did you receive Measure B Bicycle and Pedestrian Safety Funds in the reporting period of July 1, 2008 through June 30, 2009?**

- Yes *(complete this section and continue on)*  
 No *(do not complete this section and continue on)*

**Bike/Ped Program Agency Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**2. During fiscal year 2008–2009, what amount of ACTIA Measure B (MB) Bicycle and Pedestrian Safety Funds did you receive and expend (on an accrual basis)?** Fill in the boxes below. These numbers should be the same as those you report in your compliance audit.

<b>07/08 Unspent MB Balance:</b>	<b>08/09 MB Revenues:</b>	<b>Interest/ Other Income:</b>	<b>Measure B Expended in 08/09:</b>	<b>Ending MB Balance:</b>

If applicable, explain why the expenditures in reporting year 2008–2009 were less or more than the amount of Measure B funds the agency received in 2008–2009. Why did the agency spend less than it received or what does the agency intend to do with the additional funds? *(max. 1,300 characters)*

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**3. Did you publish articles that highlight Bike/Ped projects and programs funded by Measure B in an agency or ACTIA newsletter?**

- Yes  
 No

If yes, include a copy of the newsletter(s) in Attachment A and list the publication(s) and date(s) below.

**Publication(s) and Date(s):** \_\_\_\_\_

**4. Did you include a description of the Bike/Ped projects and programs funded by Measure B on your Web site?**

- Yes  
 No

If yes, include a printout of the Web site in Attachment A and provide the Web site URL below that contains updated and accurate project information.

**Web Site Address:** \_\_\_\_\_

**5. Did you use signage that indicates use of Measure B funds for your Bike/Ped projects and programs?**

- Yes  
 No

If yes, include photos of the signage in Attachment A and describe the signage below.

**Signage Description** (*max. 255 characters*):

\_\_\_\_\_

**6. What type of Bike/Ped projects/programs did Measure B fund?**

To answer this question, complete the Table 1 **Bike-Ped Safety** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B Bicycle and Pedestrian Safety Funds in fiscal year 2008–2009. Refer to the Bike/Ped Glossary on page 13. Include any photographs in Attachment A.

ACTIA uses the data in Table 1 to monitor compliance with the Master Program Fund Agreement requirement for bicycle/pedestrian safety funds: "Once approved by the City Council or Board of Supervisors, a list of high priority bike and pedestrian projects shall be submitted to ACTIA prior to construction."

If your agency expended funds on any projects (indicated in Table 1) that were not approved by your governing board in advance, please explain how your agency prioritized the projects with public input. (*max. 500 characters*)

\_\_\_\_\_

**7. What future Bike/Ped projects/programs do you plan to use Measure B funds to implement?** Provide a list of planned future projects and/or programs approved by your governing board that you plan to implement with Measure B Bicycle and Pedestrian Safety Funds.

As per the Master Program Fund Agreement, all projects and programs that use Measure B Bicycle and Pedestrian Safety Funds must receive governing board approval, and you must submit the project list to ACTIA prior to construction. A complete response to the questions below will fulfill this requirement. You may also add projects and programs at other times during the year, via written communication with ACTIA.

**List future planned bike/ped projects and/or programs:** Describe the planned projects and/or programs to be funded by Measure B Bicycle and Pedestrian Safety Funds and the projected schedule. *(max. 1,300 characters)*

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**Describe the governing board approval for future planned projects.**

List the date of approval of any resolutions. For document type, as applicable, describe the types of documents adopted by the resolution(s), for example, a bicycle and/or pedestrian plan, capital improvement plan, prioritized project list, etc. For the time period, describe the time period(s) of the document(s) adopted by the resolution(s).

**Resolution date(s):** \_\_\_\_\_

**Document(s) type(s):** \_\_\_\_\_

**Time period(s):** \_\_\_\_\_

## Local Streets and Roads (LSR) Program Report Summary

**1. Did you receive Measure B Local Streets and Roads Funds in the reporting period of July 1, 2008 through June 30, 2009?**

- Yes *(complete this section and continue on)*  
 No *(do not complete this section and continue on)*

**LSR Agency Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**2. During fiscal year 2008–2009, what amount of ACTIA Measure B (MB) LSR Funds did you receive and expend (on an accrual basis)?**

Fill in the boxes below. These numbers should be the same as those you report in your compliance audit.

<b>07/08 Unspent MB Balance:</b>	<b>08/09 MB Revenues:</b>	<b>Interest/ Other Income:</b>	<b>Measure B Expended in 08/09:</b>	<b>Ending MB Balance:</b>

If applicable, explain why the expenditures in reporting year 2008–2009 were less or more than the amount of Measure B funds the agency received in 2008–2009. Why did the agency spend less than it received or what does the agency intend to do with the additional funds? *(max. 1,300 characters)*

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**3. Did you publish articles that highlight LSR projects and programs funded by Measure B in an agency or ACTIA newsletter?**

- Yes  
 No

If yes, include a copy of the newsletter(s) in Attachment B and list the publication(s) and date(s) below.

**Publication(s) and Date(s):** \_\_\_\_\_

**4. Did you include a description of the LSR projects and programs funded by Measure B on your Web site?**

- Yes  
 No

If yes, include a printout of the Web site in Attachment B and provide the Web site URL below that contains updated and accurate project information.

**Web Site Address:** \_\_\_\_\_

**5. Did you use signage that indicates use of Measure B funds for your Local Streets and Roads projects and programs?**

- Yes  
 No

If yes, include photos of the signage in Attachment B and describe the signage below.

**Signage Description** (*max. 255 characters*):  
\_\_\_\_\_

**6. What is the certified number of road-miles within the city's jurisdiction?** This figure must be consistent with the number of miles reported to state and federal agencies: \_\_\_\_\_

**7. What is your jurisdiction's current population?** This figure should reflect the population as of January 1, 2009: \_\_\_\_\_

**8. What type of LSR projects/programs did Measure B fund?**

To answer this question, complete the Table 1 **Local Streets and Roads** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B LSR Funds in fiscal year 2008–2009. Refer to the Local Streets and Roads Glossary on page 15. Include any photographs in Attachment B.

**9. What future LSR projects/programs do you plan to use Measure B funds to implement?**

Describe the planned projects and/or programs using Measure B LSR Funds and the projected schedule (*max. 1,300 characters*).

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## Mass Transit Program Report Summary

**1. Did you receive Measure B Mass Transit Funds in the reporting period of July 1, 2008 through June 30, 2009?**

- Yes *(complete this section and continue on)*  
 No *(do not complete this section and continue on)*

**Mass Transit Agency Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**2. During fiscal year 2008–2009, what amount of ACTIA Measure B (MB) Mass Transit Funds did you receive and expend (on an accrual basis)?** Fill in the boxes below. These numbers should be the same as those you report in your compliance audit.

<b>07/08 Unspent MB Balance:</b>	<b>08/09 MB Revenues:</b>	<b>Interest/ Other Income:</b>	<b>Measure B Expended in 08/09:</b>	<b>Ending MB Balance:</b>

If applicable, explain why the expenditures in reporting year 2008–2009 were less or more than the amount of Measure B funds the agency received in 2008–2009. Why did the agency spend less than it received or what does the agency intend to do with the additional funds? *(max. 1,300 characters)*

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**3. Did you publish articles that highlight Mass Transit projects and programs funded by Measure B in an agency or ACTIA newsletter?**

- Yes  
 No

If yes, include a copy of the newsletter(s) in Attachment C and list the publication(s) and date(s) below.

**Publication(s) and Date(s):** \_\_\_\_\_

**4. Did you include a description of the Mass Transit projects and programs funded by Measure B on your Web site?**

- Yes  
 No

If yes, include a printout of the Web site in Attachment C and provide the Web site URL below that contains updated and accurate project information.

**Web Site Address:** \_\_\_\_\_

**5. Did you use signage that indicates use of Measure B funds for your Mass Transit projects and programs?**

- Yes  
 No

If yes, include photos of the signage in Attachment C and describe the signage below.

**Signage Description** (*max. 255 characters*):

\_\_\_\_\_

**6. What type of Mass Transit projects/programs did Measure B fund?**

To answer this question, complete the Table 1 **Mass Transit** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B Mass Transit Funds in fiscal year 2008–2009. Refer to the Mass Transit Glossary on page 17. Include any photographs in Attachment C.

**7. What future Mass Transit projects/programs do you plan to use Measure B funds to implement?**

Describe the planned projects and/or programs using Measure B Mass Transit Funds and the projected schedule (*max. 550 characters*).

\_\_\_\_\_

## Paratransit Program Report Summary

**1. Did you receive Measure B Paratransit Funds in the reporting period of July 1, 2008 through June 30, 2009?**

- Yes *(complete this section and continue on)*  
 No *(do not complete this section and continue on)*

**Paratransit Agency Contact Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**2. During fiscal year 2008–2009, what amount of ACTIA Measure B (MB) Paratransit Funds did you receive and expend (on an accrual basis)?** Fill in the boxes below. These numbers should be the same as those you report in your compliance audit.

<b>07/08 Unspent MB Balance:</b>	<b>08/09 MB Revenues:</b>	<b>Interest/ Other Income:</b>	<b>Measure B Expended in 08/09:</b>	<b>Ending MB Balance:</b>

If applicable, explain why the expenditures in reporting year 2008–2009 were less or more than the amount of Measure B funds the agency received in 2008–2009. Why did the agency spend less than it received or what does the agency intend to do with the additional funds? *(max. 1,300 characters)*

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**3. Did you publish articles that highlight Paratransit projects and programs funded by Measure B in an agency or ACTIA newsletter?**

- Yes  
 No

If yes, include a copy of the newsletter(s) in Attachment D and list the publication(s) and date(s) below.

**Publication(s) and Date(s):** \_\_\_\_\_

**4. Did you include a description of the Paratransit projects and programs funded by Measure B on your Web site?**

- Yes  
 No

If yes, include a printout of the Web site in Attachment D and provide the Web site URL below that contains updated and accurate project information.

**Web Site Address:** \_\_\_\_\_

**5. Did you use signage that indicates use of Measure B funds for your Paratransit projects and programs?**

- Yes  
 No

If yes, include photos of the signage in Attachment D and describe the signage below.

**Signage Description** (*max. 255 characters*):

\_\_\_\_\_

**6. What type of Paratransit projects/programs did Measure B fund?**

To answer this question, complete the Table 1 **Paratransit** tab in the Excel workbook. Describe the projects and/or programs implemented with Measure B Paratransit Funds in fiscal year 2008–2009. Refer to the Paratransit Glossary on page 19. Include any photographs in Attachment D.

**7. What future Paratransit projects/programs do you plan to use Measure B funds to implement?**

Describe the planned projects and/or programs using Measure B Paratransit Funds and the projected schedule. (*max. 550 characters*)

\_\_\_\_\_

## **Table 1: Program Summary of Expenditures/Accomplishments**

All agencies are required to submit the Table 1 Excel workbook attachment as part of their full compliance report, as described in the requirements and instructions on page i. To download the attachment, go to the ACTA/ACTIA Web site.

If you have any questions about how to fill in the Table 1 attachment, please contact the grants department at ACTIA.

Contact the ACTIA grants administrator at [grants@actia2022.com](mailto:grants@actia2022.com) or (510) 267-6113, or contact Tess Lengyel at [tlengyel@actia2022.com](mailto:tlengyel@actia2022.com) or (510) 267-6111.

Thank you for submitting the compliance report, and for all of the activities your agency is doing to improve transportation throughout Alameda County.

## Bicycle and Pedestrian Program Glossary

This glossary is intended as a guide to the project category, project phase, and project type drop-down menus on the Table 1 Excel workbook attachment. Use your discretion in selecting the most appropriate item, or select "other" and provide a description under Project Description.

### Project Category

**Bike:** Primarily a bicycle project.

**Bike & Ped:** Project intended for both bicyclists and pedestrians.

**Ped:** Primarily a pedestrian project.

### Project Phase

**Construction(new):** Construction of a new capital project.

**Environmental:** Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).

**Maintenance:** Maintenance, repairs, renovation, or upgrade of existing facility/infrastructure.

**Operations:** Operations such as for bike stations.

**Plans, Specifications & Estimates:** PS&E documents include preliminary engineering and construction documents.

**Project Completion/Closeout:** Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.

**Scoping/Feasibility/Planning:** Early capital project phases, such as project scoping, feasibility studies, and planning.

**Other:** Use Other if none of the above apply, and define other by selecting Project Type and describing Other under Project Description.

### Project Type

**Bike Parking:** Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure.

**Bikeways (non-Class I):** Bike lanes (Class II), bike boulevards, sidepaths, bike routes (Class III), at-grade bike crossings. Includes bikeway maintenance.

**Bridges/Tunnels:** Bike-pedestrian crossings above or below grade.

**Education/Promotion:** Marketing, education, information, outreach, promotional campaigns, and programs.

**Master Plan:** Bicycle and/or pedestrian master plan development.

**Multi-use Paths (Class 1):** Pathways (Class I) for bicyclists, pedestrians, and other non-motorized modes. Includes maintenance of multi-use paths.

**Pedestrian Crossing Improvements:** At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes, or reconfiguration specifically benefiting pedestrians.

**Safety Improvements:** Infrastructure improvements for bicyclists and pedestrians not covered by other project types on this list.

## **Bicycle and Pedestrian Program Glossary cont'd**

### **Project Type cont'd**

**Sidewalks/Ramps:** New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access.

**Signage:** Warning, regulatory, wayfinding, or informational signage. Includes signage maintenance.

**Signals:** New traffic signals or crossing signals for pedestrians and/or bicyclists, signal upgrades, countdown signals, audible signals, and video detection.

**Staffing:** Salary and benefits for staff to support projects/programs/services.

**Traffic Calming:** Infrastructure primarily aimed at slowing down motor vehicle traffic.

**Other:** Use Other if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe Other under Project Description.

## Local Streets and Roads Program Glossary

This glossary is intended as a guide to the project category, project phase, and project type drop-down menus on the Table 1 Excel workbook attachment. Use your discretion in selecting the most appropriate item, or select "other" and provide a description under Project Description.

### Project Category

**Bike/Ped:** Bike and pedestrian project/program/plan/staffing.

**Facilities:** Facility project.

**Mass Transit:** Bus, ferry, rail, or shuttle project.

**Paratransit:** Paratransit services for seniors and/or disabled people.

**Streets/Roads:** Streets, roads, or highways project.

**Other:** Use Other if none of the above apply, and define other by selecting Project Type and describing Other under Project Description.

### Project Phase

**Construction (new):** Construction of a new capital project.

**Environmental:** Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).

**Maintenance:** Maintenance, repairs, renovation, or upgrade of existing facility/infrastructure.

**Operations:** Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment.

**Plans, Specifications & Estimates:** PS&E documents include preliminary engineering and construction documents.

**Project Completion/Closeout:** Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.

**Scoping/Feasibility/Planning:** Early capital project phases, such as project scoping, feasibility studies, and planning.

**Other:** Use Other if none of the above apply, and define other by selecting Project Type and describing Other under Project Description.

### Project Type

**Bike Parking:** Bike racks and lockers, bike shelters, attended bike parking facilities, and bike parking infrastructure.

**Bikeways/Multi-use Paths:** Bike lanes, bike boulevards, sidepaths, bike routes, multi-use pathways, at-grade bike crossings. Also includes maintenance of bikeway facilities.

**Bridges/Tunnels:** Crossings above or below grade for bicycles, pedestrians, and/or autos.

**Education/Promotion:** Marketing, education, information, outreach, and promotional campaigns and programs.

**Equipment/New Vehicles:** Purchase or lease of vehicles. Equipment for service improvements, such as information dissemination, fare collection, etc.

## **Local Streets and Roads Program Glossary cont'd**

**Operations:** Operations include traffic signal system controls/interconnection, corridor monitoring and management, as well as transit system operations.

**Pedestrian Crossing Improvements:** At-grade pedestrian crossing improvements such as crosswalks, roadway/geometric changes or reconfiguration specifically benefiting pedestrians.

**Sidewalks/Ramps:** New sidewalks, sidewalk maintenance, curb ramps, stairs/ramps for pedestrian and Americans with Disabilities Act access.

**Signage:** Warning, regulatory, wayfinding, or informational signage.

**Signals:** New traffic signals or crossing signals, signal upgrades, countdown signals, audible signals, or signal timing improvements.

**Staffing:** Salary and benefits for staff to support projects/programs/services.

**Street Resurfacing/Maintenance:** Repaving and resurfacing of on-street surfaces, including striping.

**Traffic Calming:** Infrastructure primarily aimed at slowing down motor vehicle traffic.

**Welfare to Work:** Transit services to enhance transportation opportunities for persons making the transition from welfare to work.

**Other:** Use Other if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe Other under Project Description.

## Mass Transit Program Glossary

This glossary is intended as a guide to the project category, project phase, and project type drop-down menus on the Table 1 Excel workbook attachment. Use your discretion in selecting the most appropriate item, or select "other" and provide a description under Project Description.

### Project Category

**Bus:** Bus and/or shuttle project.

**Ferry:** Ferry project/service.

**Paratransit:** Paratransit service for seniors and/or disabled people.

**Rail:** Rail project/service.

**Other:** Use Other if none of the above apply, and define other by selecting Project Type and providing Project Description.

### Project Phase

**Construction (new):** Construction of a new capital project.

**Environmental:** Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).

**Maintenance:** Maintenance, repairs, renovation, or upgrade of existing facility/infrastructure.

**Operations:** Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment.

**Plans, Specifications & Estimates:** PS&E documents include preliminary engineering and construction documents.

**Project Completion/Closeout:** Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.

**Scoping/Feasibility/Planning:** Early capital project phases, such as project scoping, feasibility studies, and planning.

**Other:** Use Other if none of the above apply, and define other by selecting Project Type and describing Other under Project Description.

### Project Type

**Education/Promotion:** Marketing, education, information, outreach, and promotional campaigns and programs.

**Equipment/New Vehicles:** Purchase or lease of vehicles. Equipment for service improvements, such as information dissemination, fare collection, etc.

**Operations:** Vehicle operations, scheduling, dispatching, vehicle maintenance, supervision, and fare collection (including ticket or scrip printing and sales) for the purpose of carrying passengers, as well as the actual operations cost and contracts to perform operations.

**Safety Improvements:** Safety or security improvements for operators, passengers, service users, facilities, and infrastructure or property.

**Staffing:** Salary and benefits for staff to support projects/programs/services.

## **Mass Transit Program Glossary cont'd**

**Welfare to Work:** Transit services to enhance transportation opportunities for persons making the transition from welfare to work.

**Other:** Use Other if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe Other under Project Description.

## Paratransit Program Glossary

This glossary is intended as a guide to the project category, project phase, and project type drop-down menus on the Table 1 Excel workbook attachment. Use your discretion in selecting the most appropriate item, or select "other" and provide a description under Project Description.

### Project Category

**Disabled Services:** Services primarily created for mobility for people with disabilities.

**Meals on Wheels:** Delivery of meals.

**Senior & Disabled Services:** Transportation services for seniors and disabled people.

**Senior Services:** Services primarily created for senior mobility.

**Other:** Use Other if none of the above apply, and define other by selecting Project Type and providing Project Description.

### Project Phase

**Construction (new):** Construction of a new capital project.

**Environmental:** Preparation of environmental documents, such as those related to the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA).

**Maintenance:** Maintenance, repairs, renovation, or upgrade of existing facility/infrastructure.

**Operations:** Operations such as transit, which may include routine maintenance and procurement, or lease of vehicles/equipment.

**Plans, Specifications & Estimates:** PS&E documents include preliminary engineering and construction documents.

**Project Completion/Closeout:** Inspection/project acceptance, final invoicing, final reporting, and processes for closing out project.

**Scoping/Feasibility/Planning:** Early capital project phases, such as project scoping, feasibility studies, and planning.

**Other:** Use Other if none of the above apply, and define other by selecting Project Type and describing Other under Project Description.

### Project Type

**Education/Promotion:** Marketing, education, information, outreach, and promotional campaigns and programs.

**Equipment for Service Improvements:** Procurement/lease of equipment for service improvements.

**Meals Delivery:** Costs associated with vehicle operation, scheduling, dispatching, vehicle maintenance, and supervision for the purpose of delivering meals, whether provided in-house, through contracts, via taxicab, or by grantees.

**New Vehicle Acquisition:** Procurement/lease of vehicles.

## Paratransit Program Glossary cont'd

**Operations/Trip Provisions:** Vehicle operation, scheduling, dispatching, vehicle maintenance, supervision, and fare collection (including ticket or scrip printing and sales) for the purpose of carrying passengers. Includes actual operations cost and contracts to perform operations.

**Purchase of EBP Tickets:** Amounts paid to East Bay Paratransit for tickets plus associated costs, for example, distribution.

**Safety Improvements:** Safety or security improvements for operators, passengers, service users, facilities, and infrastructure or property.

**Staffing:** Salary and benefits for staff to support projects/programs/services.

**Other:** Use Other if none of the Project Types apply or for projects that consist of multiple types of improvements. Describe Other under Project Description.

## Optional Compliance Reporting Survey

ACTIA is considering moving its end-of-year compliance reporting process online to simplify the process, enhance data collection, and make the process faster for the agencies and for ACTIA staff. We are very interested in your opinion on the current process and would like to know what type of improvements you would like to see as we move to an online, form-based reporting process.

Please submit the following survey with your compliance report and attachments to ACTIA by **December 31, 2009**. Put a check in the box to the right of the question that best represents your opinion on the topic. Feel free to add your comments and suggestions in the box below each question.

**1. How would you rate ACTIA's compliance report pdf form for collecting compliance reporting data?**

- 5. Outstanding
- 4. Good
- 3. Fair
- 2. Needs Improvement
- 1. Poor

**1a. Comments/suggestions:**

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**2. How would you rate the program glossaries within this document?**

- 5. Outstanding
- 4. Good
- 3. Fair
- 2. Needs Improvement
- 1. Poor

**2a. Comments/suggestions:**

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**3. How would you rate the Table 1 attachment for collecting expenditures/accomplishments data?**

- 5. Outstanding
- 4. Good
- 3. Fair
- 2. Needs Improvement
- 1. Poor

**3a. Comments/suggestions:**

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**4. How would you rate the audit report requirements?**

- 5. Outstanding
- 4. Good
- 3. Fair
- 2. Needs Improvement
- 1. Poor

**4a. Comments/suggestions:**

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**5. In your opinion, what works well about ACTIA's compliance reporting process?**

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**6. In your opinion, what types of improvements to ACTIA's compliance reporting process would you like to see (including any suggestions for online reporting)?**

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