

**PROGRAM COMPLIANCE REPORT COVER SHEET**  
**Reports are due December 31, 2008**

<b>Agency Name:</b>	City of Fremont
<b>Date Submitted:</b>	11/13/2008

**Report Checklist (Check all that apply)**

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

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

- Attachment A: Mass Transit Attachments
- Attachment B: Local Streets and Roads Attachments
- Attachment C: Bicycle and Pedestrian Attachments
- Attachment D: Paratransit Attachments
- Other Attachments: List Additional Attachments as needed

**Note:** *Instructions for filling out and submitting this report are included on page 2. Please review instructions carefully to insure reports are submitted as required.*

An authorized representative of the reporting agency 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; whereas the electronic version should include the name and title of signator.

**Signature:** \_\_\_\_\_

**Print Name/Title of Agency Manager:** Fred Diaz, City Manager

**Date:**

**Signature:** \_\_\_\_\_

**Print Name/Title of Agency Finance Manager:** Harriet Commons, Finance Director

**Date:**

## **End-of-Year Program Compliance Submittal Requirements**

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**

The End-of-Year Program Compliance Report includes two parts that are both available for download on the ACTIA Web site at [www.actia2022.com](http://www.actia2022.com):

1. A PDF Compliance Report form
2. Table 1 - Summary of Program Expenditure Accomplishments Excel workbook

**Electronic submission:** After completing the PDF Compliance Report form, submit one copy of the report electronically, as noted below by clicking on the 'Submit by E-mail' button on the top right hand corner of the first page of the PDF Compliance Report form. Depending on the version of Adobe Acrobat you use, you may need to e-mail Table 1 - Summary of Program Expenditure Accomplishments Excel worksheet separately. *Do not include attachments with the electronic version.*

**Hard copy submission:** The End-of-Year Program Compliance Report cover sheet must have the signatures of the City Manager and the City Finance Manager, or the appropriate equivalent for other agencies. All other attachments, such as photos, articles, newsletters, signage, etc., must be included with the hard copy. Clearly label additional attachments according to the convention provided on the Compliance report form cover sheet. Ensure the attachments are easily readable when reproduced in black and white, and insert them at the back of the report. One hard copy of the **End-of-Year Program Compliance Report** and the **Table 1 Excel workbook** with wet signatures and attachments must be postmarked by **December 31, 2008** and mailed as noted below.

### **Compliance Audit Report**

**Electronic submission:** Submit one copy of the **Compliance Audit Report** electronically. Submit the report by attaching the file to an e-mail and send as noted below.

**Hard copy submission:** One hard copy of the **Compliance Audit Report**, signed by an independent auditor, must be postmarked no later than **December 27, 2008** and mailed as noted below.

#### **Mail Complete Reports to:**

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

#### **E-mail Reports to:**

[grants@actia20.com](mailto:grants@actia20.com)

ACTIA must receive all electronic files by their respective due dates as noted above. If you submit a draft copy in error or encounter a problem submitting the report, notify Tess Lengyel either by e-mail or phone at (510) 267-6111. All mailed documents must be postmarked on or before their respective due dates noted above.

**Mass Transit Programs Report Summary**

Mass Transit Program  
 Agency Contact Name:   
 Phone Number:   
 Fax:   
 E-mail:

1. **ACTIA Mass Transit Program Funds** received/expended (accrual basis).  
 These numbers should be the same as those reported in your compliance  
 audit.

06/07 UNSPENT BALANCE	07/08 REVENUES	INTEREST/ OTHER INCOME	EXPENDED	07/08 ENDING BALANCE
\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (maximum 200 words)

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Mass Transit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment A.

Yes  No

**List date(s) of publication(s):**

3. **Web Site Address(es):**

Your Web site should describe Mass Transit projects and programs funded by Measure B, with updated and accurate information, and also a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment A.

4. **Was Signage used in the Mass Transit projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment A.

Yes  No

**Describe signage:** (maximum 50 words)

5. **Mass Transit Programs / Projects Description**

Describe the projects and/or programs implemented with measure B Mass Transit Funds in fiscal year 2007/2008 by completing the Table 1, 'Mass Transit' tab, in the Excel workbook. Include photographs in Attachment A.

*Please continue to Question 6, 'Future Planned Mass Transit Programs/Projects', on the next page.*

**6. Future Planned Mass Transit Programs/Projects**

Describe the planned Mass Transit programs and projects to be implemented with Measure B funds and the projected schedule.  
(maximum 550 words)

## Local Streets and Roads Programs Report Summary

Local Streets and Roads Agency Contact Name:

Phone Number:

Fax:

E-mail:

**1. ACTIA Local Streets and Roads Program Funds** received/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

<b>06/07 UNSPENT BALANCE</b>	<b>07/08 REVENUES</b>	<b>INTEREST/ OTHER INCOME</b>	<b>EXPENDED</b>	<b>07/08 ENDING BALANCE</b>
\$ <input type="text" value="3,144,632"/>	\$ <input type="text" value="1,975,776"/>	\$ <input type="text" value="136,070"/>	\$ <input type="text" value="1,492,064"/>	\$ <input type="text" value="3,764,414"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

The City of Fremont has a current Capital Improvement Program (CIP) that was adopted by City Council on June 5, 2007. The CIP appropriates funds for capital projects and the maintenance of existing infrastructure for two years, but it defines a plan that looks forward five years. The City intends to spend the remaining funds on the specific projects the CIP plan outlines. (see Attachment B)

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Local Streets and Roads projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment B.

Yes  No

**List date(s) of publication(s):**

3. **Web Site Address(es):**

Your Web site should describe Local Streets and Roads projects and programs funded by Measure B, with updated and accurate information, and a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment B.

4. **Was Signage used in the Local Streets and Roads projects/programs** indicating the use of Measure B funds. Include photos of signage in Attachment B.

Yes  No

**Describe signage:** (maximum 50 words)

5. **Certified Number of Road-miles within City's jurisdiction:**

*This figure should be consistent with the number of miles reported to State and Federal Agencies.*

6. **Jurisdiction Population:**

*This figure should reflect population as of January 1, 2008.*

7. **Local Streets and Roads Programs/Projects Description**

Describe the projects and programs implemented with Measure B Local Streets and Roads funds in fiscal year 2007/2008 by completing the Table 1, 'Local Streets and Roads' tab, in the Excel workbook. Include photographs in Attachment B.

*Please continue to Question 6, 'Future Planned Local Streets and Roads Programs/Projects', on the next page.*

**8. Future Planned Local Streets and Roads Programs/Projects**

Describe the planned Local Streets and Roads programs and projects to be implemented with Measure B funds and the projected schedule.

*(maximum 550 words)*

The City has planned and programmed local streets and roads/local transportation improvement projects through the CIP plan which was adopted by Fremont's City Council on June 5, 2007. (see Attachment B).



**Bicycle and Pedestrian Safety Programs Report Summary**

Bicycle and Pedestrian Safety  
 Program Agency Contact Name:

Phone Number:

Fax:

E-mail:

**1. ACTIA Bicycle and Pedestrian Safety Program Funds** recieved/expended (accrual basis). These numbers should be the same as those reported in your compliance audit.

<b>06/07 UNSPENT BALANCE</b>	<b>07/08 REVENUES</b>	<b>INTEREST/ OTHER INCOME</b>	<b>EXPENDED</b>	<b>07/08 ENDING BALANCE</b>
\$ <input type="text" value="1,425,442"/>	\$ <input type="text" value="579,394"/>	\$ <input type="text" value="76,190"/>	\$ <input type="text" value="222,874"/>	\$ <input type="text" value="1,858,152"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. (maximum 200 words)

The City of Fremont has a current Capital Improvement Program (CIP) that was adopted by City Council on June 5, 2007. The CIP appropriates funds for capital projects and the maintenance of existing infrastructure for two years, but it defines a plan that looks forward five years. The City intends to spend the remaining funds on the specific projects the CIP plan outlines. (see Attachment C )

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Bicycle and Pedestrian Safety projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment C.

Yes  No

**List date(s) of publication(s):**

Winter 2007 City News & Winter 2008 City News submitted and to be published 12-08.

3. **Web Site Address(es):**

Your Web site should describe Bicycle and Pedestrian Safety projects and programs funded by Measure B, with updated and accurate information, and a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment C.

See link also - <http://www.fremont.gov/Community/Traffic/BicycleAndPedestrianProgram.htm>.

4. **Was Signage** used in the Bicycle and Pedestrian Safety projects and programs indicating the use of Measure B funds. If 'Yes' include photos of signage in Attachment C.

Yes  No

**Describe Signage:** (maximum 50 words)

5. **Bicycle and Pedestrian Safety Programs / Projects Description**

Describe the programs and/or projects implemented with Measure B Bicycle and Pedestrian Safety funds in fiscal year 2007/2008 by completing Table 1, 'Bike-Ped Safety' tab, in the Excel workbook. Include photographs in Attachment C.

ACTIA uses the data in Table 1 to monitor compliance with the Master Program Fund Agreement requirement that "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 funds were expended on any projects that were not approved by your Governing Board in advance (as indicated in Table 1), please explain how the project was prioritized with public input, and include this explanation in Attachment C.

*Please continue to Question 6, 'Future Planned Bicycle and Pedestrian Safety Programs/Projects', on the next page.*

**6. Future Planned Bicycle and Pedestrian Safety Programs/Projects**

Provide a list of planned future programs and/or projects that will be implemented with Measure B Bicycle and Pedestrian Safety funds and that have been approved by your Governing Board. Explain how the planned projects and programs received Governing Board approval by including the resolution date(s), document type(s) approved(e.g. Bike and/or Pedestrian Plan, Capital Improvement Plan, etc.), and the time period of the project list (if any) covered by the resolution(s).

As per the Master Program Fund Agreement, all programs and projects that use Measure B Bicycle and Pedestrian Safety funds must receive governing board approval and the project list must be submitted to ACTIA prior to construction. A complete response to this question will fulfill this requirement. Projects may also be added at other times during the year, via written communication with ACTIA. *(maximum 550 words)*

The City has planned and programmed local streets and roads/local transportation improvement projects through the CIP plan which was adopted by Fremont's City Council on June 5, 2007. (see Attachment C).

For question #4 Signage: There is a bug in this field...when the file is closed and reopened the text in the field disappears. So the text for question #4 is repeated here due to this issue:

Describe signage:

Vehicle magnet signs were used for the City's Pedestrian Signal Upgrade project and credits for the City's Traffic Education Program (survey sheet and flyer) as shown in Attachment C.

## **Paratransit Programs Report Summary**

Paratransit Program  
 Agency Contact Name:

Phone Number:

Fax:

E-mail:

- 1. ACTIA Paratransit Program funds** received/expended (accrual basis).  
 These numbers should be the same as those reported in your compliance audit.

<b>06/07 UNSPENT BALANCE</b>	<b>07/08 REVENUES</b>	<b>INTEREST/ OTHER INCOME</b>	<b>EXPENDED</b>	<b>07/08 ENDING BALANCE</b>
\$ <input type="text" value="218,230"/>	\$ <input type="text" value="832,107"/>	\$ <input type="text" value="2,914"/>	\$ <input type="text" value="840,441"/>	\$ <input type="text" value="212,810"/>

If applicable, explain why expenditures in Reporting Year 2007/2008 were less than the amount the Agency received and what the Agency intends to do with the additional funds. *(maximum 200 words)*

2. **Were Articles Published in an Agency or ACTIA Newsletter** highlighting Paratransit projects and programs funded by Measure B? If 'Yes', include a copy of the newsletter(s) in Attachment D.

Yes  No

**List date(s) of publication(s):**

Lifelines, Winter 2007; Tri-City Voice, April 30 - May 6, 2008

3. **Web Site address(es):**

Your Web site should describe Paratransit projects and programs funded by Measure B, with updated and accurate information, and a link to [www.actia2022.com](http://www.actia2022.com). Include a printout of the Web site(s) in Attachment D.

<http://www.fremont.gov/Community/DisablilityServices/Paratransit.htm>

4. **Was Signage used in the Paratransit projects and programs** indicating the use of Measure B funds? If 'Yes', include photos of signage in Attachment D.

Yes  No

**Describe signage:** (maximum 50 words)

All vehicles used for the Fremont Paratransit Program have a decal on the rear of the vehicle that includes the slogan "Your Measure B Tax Dollars Help Fund the Operations of this Vehicle!" and the ACTIA logo and website information.

5. **Paratransit Programs/Projects Description**

Describe the program and/or projects implemented with Measure B Paratransit funds in fiscal year 2007/2008 by completing Table 1, 'Paratransit' tab, in the Excel workbook. Include photographs in Attachment D.

Please continue to Question 6, 'Future Planned Paratransit Programs/Projects', on the next page.

## 6. Future Planned Paratransit Programs/Projects

Describe the planned Paratransit programs and projects to be implemented with Measure B funds and the projected schedule.

*(maximum 550 words)*

See FY 08-09 Applications for Measure B Pass Through funds and Gap Grant funds for details on the planned programs and timelines for the current fiscal year. In brief, planned programs include:

### Measure B Pass Through Funded Programs

- 1) Door-to-door transportation for Fremont residents who are 80 years and older or who have a disability that prevent the use of public transit services.
- 2) Group transportation for social and recreational outings for organizations serving seniors and persons with disabilities.
- 3) Delivery of hot, nutritious meals to homebound seniors and persons with disabilities living in Fremont.

### Gap Grant Funded Programs

- 1) VIP Rides Program - volunteer driver/escort service for seniors and persons with disabilities living in Fremont, Newark and Union City
- 2) Travel Training Program - workshops to teach Tri-City seniors and persons with disabilities how to use local public transit services (bus and BART).
- 3) Tri-City Taxi Voucher Program - Same-day, subsidized taxi rides for seniors and persons with disabilities who are enrolled in the Fremont, Newark or Union City Paratransit Programs.