



Instructions for Completing the Required Measure J Local Streets & Roads Maintenance (LSM) Audit Reporting Form

1. Fill out Annual Reporting Form (in Word) with total eligible Measure J expenditures for each funding category, including Growth Management Program Planning and Compliance expenditures and all LSM projects.
2. Complete Excel worksheet with detail for each eligible project of \$10,000 or more. Examples of project reporting can be found in the sheet 'Sample Entries'. For each project, provide the following information in the sheet 'FY2021-22 LSM Expenditures':
 - a. Select the LSM project type from the list of five eligible categories and provide a title for the project. Note that GM Planning and Management expenditures will not necessarily have a reportable "project", metric could include funding of staff time or Streetlight data subscription;
 - b. *A detailed description of the project*, including location, limits, and any other pertinent information (see sample project entries sheet for examples),
 - c. *Measure J funds expended on the project*, and
 - d. *A reportable metric*. Most projects have some sort of quantifiable measure, such as lane miles of resurfacing, and this should be listed for each applicable project. Some expenditures may not have a component that is "measure-able", so providing as much detail on the expenditure as possible is helpful. Please see attached '*Sample Reporting Metrics for Measure J LSM Annual Audit Form*' for examples of reportable metrics.
3. Annual submittal of both the LSM summary report and detailed LSM audit reporting form are required as part of the Measure J Growth Management Program Compliance Checklist (item 12).
4. Return both forms to Jackie Reyes at jreyes@ccta.net by February 28, 2023. Questions regarding the LSM audit reporting may be directed to Matt Kelly at 925-256-4730 or mkelly@ccta.net.

Sample Project Reporting Metrics for Measure J LSM Annual Audit Form

PROJECT TYPE	SAMPLE REPORTING METRICS**
Roadway Maintenance	<ul style="list-style-type: none"> • Square feet of pavement overlay • Square feet of slurry seal • # of potholes filled • Lane miles re-surfaced • Linear feet of sidewalk installed • # of ADA-compliant intersection curb ramps installed
Growth Management Planning and Compliance	<ul style="list-style-type: none"> • Total staff hours funded • RTPC meetings attended • Action Plan development participation • Streetlight data subscription
Trails	<ul style="list-style-type: none"> • Linear feet/miles of bike lane/bike paths constructed • # of trail crossing improvements (crosswalks, beacons, video detection, etc.)
Transit Capital	<ul style="list-style-type: none"> • # of new bus shelters installed • # of service hours funded
Parking Facilities	<ul style="list-style-type: none"> • # of electric vehicle charging stations installed • # of bike parking spaces/lockers installed
TDM/TSM	<ul style="list-style-type: none"> • # of transit passes provided • # of car-share vehicles purchased • # of paratransit riders served

* for distance/mass metrics, please use English units (feet, miles) when possible

+ these are sample project types, but not an exhaustive list of eligible metrics