



CONTRA COSTA
transportation
authority

COMMISSIONERS

December 21, 2023

SENT VIA EMAIL ONLY

Federal Glover,
Chair

TO: Contra Costa County Finance Officers

Newell Arnerich,
Vice Chair

CC: Planning Directors/Transportation Managers, GMP Checklist Preparers

Ken Carlson

FR: John Hoang, Director of Planning JCH

Paul Fadelli

RE: Local Jurisdiction Reporting of Measure J Local Street Maintenance and Improvement (LSM) Funds for Fiscal Year (FY) 2022-23

Loella Haskew

Chris Kelley

Aaron Meadows

Sue Noack

Scott Perkins

Renata Sos

Lamar Thorpe

Each year, the Authority prepares a report on how local jurisdictions use their Measure J LSM funds, which are allocated annually subject to compliance with the Growth Management Program (GMP). Attached are forms for reporting your use of LSM (18% and additional LSM (2.09% - with the exception of East County jurisdictions) funds during the fiscal year which ended June 30, 2023. Irrespective of when your jurisdiction received its LSM funds, the report's objective is to report how these funds were expended during FY 2022-23.

- Please complete and submit a cash flow summary using the LSM Annual Reporting Form (fillable .pdf).
- Please complete and submit an LSM Audit Reporting Form (Excel), which should include a detailed description of each expenditure in excess of \$10,000. A set of instructions are attached and sample project expenditure entries are included in the Excel worksheet. All documents are available for download [here](#).

Timothy Haile,
Executive Director

Completed forms are due by February 23, 2024.

If you have any questions, please contact Matt Kelly at 925-256-4730 or by email at mkelly@ccta.net.

File: 07.07.28

Attachments

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