***[PRINT ON AGENCY LETTER HEAD]***

***[Enter Date]***

John Nguyen

Senior Transportation Planner  
Alameda County Transportation Commission

1111 Broadway, Suite 800  
Oakland, CA 94607

**Subject: Amendment Request No. *[Enter Number]* to Project Funding Agreement No. *[Enter Number]* for the *[Enter Project Title]***

Dear Mr. Nguyen:

Per Section III.2, we are hereby requesting an administrative amendment to the Project Funding Agreement in the subject line.

Our requested change(s) are noted in the Written Explanation for the Change Request on the following page, and specific changes detailed within the included modified Appendices, as indicated by an “X” below:

|  |  |
| --- | --- |
| Changed | Appendices |
|  | Appendix A: Project Control Information |
|  | Appendix B: Alameda CTC Administered Funds Obligated |
|  | Appendix F: Task Deliverables and Due Dates |
|  | Appendix G: Project Performance Measures |

We understand that Alameda CTC will review our requested changes and, if agreeable, will sign and return copies of this amendment request. The approved amendment request signed by both parties will become the current agreement information on file at Alameda CTC.

If you have any questions or need additional information, please contact ***[Enter Contact Name]*** at telephone number ***[Enter Phone Number].***

Sincerely,

***[Enter Name]***

***[Enter Title]***

**WRITTEN EXPLANATION FOR CHANGE REQUEST**

**Reason for Change:**

|  |
| --- |
|  |

**Amendment Certification – Request**

By signing the below, the Project Sponsor and the Alameda CTC agree to the proposed changes to the Project Funding Agreement as identified on the cover page request, and detailed herein in this amendment request. This approved request signed by both parties will become the current agreement information on file at Alameda CTC.

|  |  |  |
| --- | --- | --- |
| Signature of Person Requesting Change |  | Date |
|  |  |  |
|  |  |  |
| Alameda CTC Approval |  | Date |

**Revised Appendix A**

**Project Control Information**

**Appendix Index**

Appendix A-1 Project Description *(including map)*

Appendix A-2 Project Phase Descriptions

Appendix A-3 Project Milestone Schedule

Appendix A-4 Project Responsibility Checklist

Appendix A-5 Project Funding Summary by Phase and Fund Source

Appendix A-6 Project Phase Cost Detail and Special Considerations

Appendix A-7 Permits/Agreements/Coordinating Agencies

**Appendix A-1**

**Project Description Including Map**

**Project Title:** [Insert Project Title]

**Project Description:**

[Insert Project Description, general scope of work, “years of effectiveness” for capital vehicle purchases, etc.]

**Project Map**

[Insert Project Map, if available]

**Appendix A-2**

**Project Phase Descriptions**

The Alameda CTC Administered Funds obligated by this Agreement are to support the project phase(s) identified and described below:

**[INSERT PHASE]**

* Provide a brief description/scope for each phase of the project implementation supported with Alameda CTC funds obligated in this Agreement.

**[INSERT PHASE]**

* Provide a brief description/scope for each phase of the project implementation supported with Alameda CTC funds obligated in this Agreement.

**[INSERT PHASE]**

* Provide a brief description/scope for each phase of the project implementation supported with Alameda CTC funds obligated in this Agreement.

**Appendix A-3**

**Project Milestone Schedule**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase/Milestone** | **Previously Approved Begin**  **(Mo/Yr)** | **Previously Approved End**  **(Mo/Yr)** | **Revised**  **End**  **(Mo/Yr)** | **Revised**  **End**  **(Mo/Yr)** |
| [Insert Phase] |  |  |  |  |
| [Insert Phase] |  |  |  |  |
| [Insert Phase] |  |  |  |  |
| [Insert Phase] |  |  |  |  |
| [Insert Phase] |  |  |  |  |

**Appendix A-4**

**Project Responsibility Checklist**

**Project Responsibility Checklist:** The table below identifies specific project responsibilities of the Alameda CTC and the Project Sponsor for implementing the Project contained in this Agreement.

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **PROJECT ACTIVITY** | **ALAMEDA CTC** | **SPONSOR** |
| 1. | Provide Conceptual Geometrics (GAD) |  |  |
| 2. | Approve Conceptual Geometrics |  |  |
| 3. | Provide Available Survey Control, Topography & Aerial Survey Data |  |  |
| 4. | Obtain Permits |  |  |
| 5. | Prepare Engineering Studies & Reports |  |  |
| 6. | Review Engineering Studies & Reports |  |  |
| 7. | Approve Engineering Studies & Reports |  |  |
| 8. | Review R/W Requirements (takes, easements, etc.) |  |  |
| 9. | Approve R/W Requirements (takes, easements, etc.) |  |  |
| 10. | Prepare R/W Acquisition Permits |  |  |
| 11. | Review R/W Acquisition Permits |  |  |
| 12. | Approve R/W Acquisition Permits |  |  |
| 13. | Acquire R/W |  |  |
| 14. | Prepare Record of Survey |  |  |
| 15. | Review Record of Survey |  |  |
| 16. | Transfer R/W to State |  |  |
| 17. | Locate Existing Utilities |  |  |
| 18. | Coordinate Utilities Relocation with Utilities |  |  |
| 19. | Prepare Utility Agreements |  |  |
| 20. | Review Utility Agreements |  |  |
| 21. | Approve Utility Agreements |  |  |
| 22. | Execute Utility Agreements |  |  |
| 23. | Prepare PS&E and all associated documents |  |  |
| 24. | Review PS&E and all associated documents |  |  |
| 25. | Approve PS&E and all associated documents |  |  |
| 26. | Advertise Construction Contract |  |  |
| 27. | Open Construction Bids and Proposals |  |  |
| 28. | Contract Award Recommendations |  |  |
| 29. | Award Construction Contract |  |  |
| 30. | Administer Construction including Inspection & Surveying |  |  |
| 31. | Review Contract Change Orders (CCO’s) |  |  |
| 32. | Approve CCO’s |  |  |
| 33. | Design Services During Construction |  |  |
| 34. | Prepare As-Builts |  |  |
| 35. | Close-out Contract |  |  |

LEGEND:

C = consultant

S = staffS/C = staff and contractor/consultant

**Appendix A-5**

**Project Funding Summary by Phase and Fund Source**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Previously Approved Project Funding Summary by Phase and Fund Source** | | | | | |
| **PHASE** | **Alameda CTC Administered Funds** | | **Other**  **Funds** | **Total**  **Funding** | **Reimbursement Ratio Percentage** |
| **[Insert Fund Source]**  **[Insert Fund Subset]** | **[Insert Fund Source]**  **[Insert Fund Subset]** |
| Planning/Scoping | $ | $ | $ | $ | **%** |
| Preliminary Engineering/  Environmental Studies | $ | $  $ | $ | $ | **%** |
| Final Design (PS&E) | $ | $ | $ | $ | **%** |
| Right-of-Way Capital | $ | $ | $ | $ | **%** |
| Right-of-Way Support | $ | $ | $ | $ | **%** |
| Construction Capital | $ | $ | $ | $ | **%** |
| Construction Support | $ | $ | $ | $ | **%** |
| Operations | $ | $ | $ | $ | **%** |
| Other (describe here) | $ | $ | $ | $ | **%** |
| **Total Funding** | $ | $ | $ | $ |  |

**Notes:**

1. Project Sponsor shall be reimbursed eligible costs in the percentage of Total Alameda CTC Administered Funds to Total Funding per the Reimbursement Ratio Percentage for each phase. Each Alameda CTC Administered Fund amount identified is a not-to-exceed amount. The Reimbursement Ratio is defined as Alameda CTC Administered funds over the Total Funding.

The following Revised Project Funding Summary By Phase and Fund Source is intended to replace the current, approved Project Funding Summary By Phase and Fund Source, in its entirety.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Revised Project Funding Summary by Phase and Fund Source** | | | | | |
| **PHASE** | **Alameda CTC Administered Funds** | | **Other**  **Funds** | **Total**  **Funding** | **Reimbursement Ratio Percentage** |
| **[Insert Fund Source]**  **[Insert Fund Subset]** | **[Insert Fund Source]**  **[Insert Fund Subset]** |
| Planning/Scoping | $ | $ | $ | $ | **%** |
| Preliminary Engineering/  Environmental Studies | $ | $  $ | $ | $ | **%** |
| Final Design (PS&E) | $ | $ | $ | $ | **%** |
| Right-of-Way Capital | $ | $ | $ | $ | **%** |
| Right-of-Way Support | $ | $ | $ | $ | **%** |
| Construction Capital | $ | $ | $ | $ | **%** |
| Construction Support | $ | $ | $ | $ | **%** |
| Operations | $ | $ | $ | $ | **%** |
| Other (describe here) | $ | $ | $ | $ | **%** |
| **Total Funding** | $ | $ | $ | $ |  |

**Notes:**

1. Project Sponsor shall be reimbursed eligible costs in the percentage of Total Alameda CTC Administered Funds to Total Funding per the Reimbursement Ratio Percentage for each phase. Each Alameda CTC Administered Fund amount identified is a not-to-exceed amount. The Reimbursement Ratio is defined as Alameda CTC Administered funds over the Total Funding.

**Appendix A-6**

**Project Phase Cost Detail**

This Project Phase Cost Detail summarizes the total cost for each phase with Alameda CTC Administered Funds obligated in this Agreement.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **[INSERT PHASE/**  **Insert New Table Per Phase]** | **[Insert Fund Source]**  **[Insert Fund Subset]** | **[Insert Fund Source]**  **[Insert Fund Subset]** | **Other Local** | **Total**  **Cost** |
| **SPONSOR STAFF COSTS** |  |  |  |  |
| Sponsor Staff Time | $ | $ | $ | $ |
| Sponsor Direct Costs | $ | $ | $ | $ |
| **Sub-total Sponsor Staff Cost** | $ | $ | $ | $ |
| **CONTRACT COSTS** |  |  |  |  |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
|  | $ | $ | $ | $ |
| **Sub-total Contract Cost** | $ | $ | $ | $ |
| **Total Phase Cost**  *(Staff + Contract Costs)* | $ | $ | $ | $ |

**Appendix A-7**

**Permits/Agreements/Coordinating Agencies**

A list of permitting agencies, required agreements and coordinating agencies is included in this appendix.

Per Section I.23 of this Agreement, Project Sponsor shall obtain all state, local and federal permits and approvals for work, including environmental approvals in accordance with the National Environment Policy Act (NEPA) and the California Environmental Quality Act (CEQA), as applicable. Project Sponsor will comply with all applicable state and federal laws and regulations.

PERMITS:

AGREEMENTS:

COORDINATING AGENCIES:

**Revised Appendix B**

**Alameda CTC Administered Funds Obligated by this Agreement**

The following table identifies the Alameda CTC Administered Fundsobligated by this Agreement and establishes a unique allowable start date for each obligated fund source.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table B-1**  **Funds Obligated by this Agreement**  **and Allowable Start and Expenditure Deadline Dates** | | | | | | |
| **Fund Source** | **Fund Subset** | **Phase** | **Commission Approval Date** | **Allowable**  **Start Date** | **Expenditure Deadline Date** | **Obligated Amount** |
|  |  |  |  |  | *The Agreement Expiration Date serves as the expenditure deadline.* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TFCA | Prog. Mgr. |  |  |  | [Enter Date] |  |
| **Total Alameda CTC Administered Funds Obligated by Agreement:** | | | | | |  |

|  |  |
| --- | --- |
| **Agreement Expiration Date:** |  |

**Notes:**

1. Alameda CTC reimbursement amounts by fund source for Project shall not exceed the total amount obligated by this Agreement, by fund source.
2. The Commission Approval Date is the date of the Commission Meeting that authorized and approved the allocation.
3. The Allowable Start Date identified for each fund source is the earliest date to incur eligible reimbursable costs. Any costs incurred on the Project before this date will not be eligible for reimbursement under this Agreement.
4. The Expenditure Deadline Date identifies is the last date to incur eligible reimbursable costs. Any costs incurred on the Project after this date will not be eligible for reimbursement under this Agreement.
5. The Agreement Expiration Date shall mean and refer to the expiration date of this Agreement.
6. For TFCA funds obligated by this agreement the identified Expenditure Deadline Date in the above table is two (2) years from the date of the first receipt of funds by the Alameda CTC from BAAQMD, unless an extended deadline is approved at the time of programming or an extension has been approved by the Alameda CTC. Extended deadlines will be reflected in an amended Table B-1, once approved.

**Appendix B (cont.)**

Reimbursement of Alameda CTC Administered Funds obligated by this Agreement shall be in accordance with the Drawdown Limitation Schedule below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Table B-2**  **Alameda CTC Administered Funds**  **Reimbursement - Drawdown Limitation Schedule** | | | | | |
| **No.** | **Fiscal Year** | **Quarter** | **Fund Source** | **Quarterly**  **Drawdown**  **Limitation Amount** | **Cumulative**  **Drawdown Limitation Amount** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |

**Notes:**

1. Fiscal Year (FY) begins July 1 and ends June 30.
2. Quarter 1 begins July 1 and ends September 30; Quarter 2 begins October 1 and ends December 31; Quarter 3 begins January 1 and ends March 31; and Quarter 4 begins April 1 and ends June 30.
3. Alameda CTC shall endeavor to transmit payments to Project Sponsor following a receipt and approval of a Request for Reimbursement(s) by the Project Sponsor.
4. Actual reimbursements from Alameda CTC to the Project Sponsor shall not exceed the Cumulative Drawdown Limitation Amount without Alameda CTC’s written approval. Any portion of a reimbursement request, which exceeds the applicable Cumulative Drawdown Limitation without such prior approval by Alameda CTC shall be deferred until the following quarter.

**Revised Appendix F**

**Task Deliverables and Due Dates**

**Project Task Deliverables and Due Dates:** The Task Deliverables and Due Dates table below shows deliverables and due dates, if any, for the phases listed in Appendix A-2 Project Phase Descriptions that contain Alameda CTC Administered Funds.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task Deliverables and Due Dates** | | | | |
| **Task Deliverable** | **Phase** | **Deliverable** | **Deliverable  Due Date to  Alameda CTC** | **Revised**  **Due Date** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

**Notes:**

1. Task Deliverables shall be received and approved by the Alameda CTC prior to Alameda CTC releasing a payment for a Request for Reimbursement.

**Revised Appendix G**

**Project Performance Measures**

**Project Performance Measures:** The Project Performance Measures and Targets describes what outcome-based performance measure(s) the Project Sponsor plans to evaluate to ensure that the project/program is meeting its objectives.

|  |  |  |
| --- | --- | --- |
| **Project Performance Measures and Targets** | | |
| **Performance Measure** | **Previously Approved Target** | **Revised**  **Target** |
|  |  |  |
|  |  |  |
|  |  |  |
| **Performance Outcome** | | |
| Project Outcomes: | | |

**Note:**

1. Improvements are expected to achieve, as best as possible, the performance measures targets and/or project outcomes as established herein.