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

***[Enter Date]***

John Nguyen

Senior Transportation Planner  
Alameda County Transportation Commission

1111 Broadway, Suite 800  
Oakland, CA 94607

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

Dear Mr. Nguyen:

We are hereby requesting an administrative change to the grant agreement in the subject line as per Section IV of said agreement. Our requested change(s) are noted in the Written Explanation for the Change Request Exhibit and to the following Attachments of the agreement as indicated by an “X” below:

|  |  |
| --- | --- |
| Changed | Attachment |
|  | Attachment A: Project Description and Task Breakdown |
|  | Attachment B: Task Budgets and Other Funding |
|  | Attachment C: Task Deliverables, Deliverable Due Dates, and Project Milestone Schedule |
|  | Attachment D: Project Performance Measures |
|  | Attachment E: Project Reporting Requirements |
|  | Attachment F: Project Contact Information |

We understand that Alameda CTC will review our requested changes and, if agreeable, will sign and return copies of this amendment request. The unchanged attachments are also included in this amendment request for reference purposes. The approved 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**

**Project Sponsor: [Enter Name]**

**Project Title: [Enter Title]**

**Agreement Number: [Enter Agreement No.]**

**APN:** **[Enter APN No.]**

**Reason for Change:**

***[Mandatory: Provide a detailed written explanation for change request.]***

**Amendment Certification – Request**

By signing the below, the grant recipient and the Alameda CTC agree to the changes to the grant 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 |

**ATTACHMENT A**

**PROJECT DESCRIPTION AND TASK BREAKDOWN**

**Project Sponsor: [Enter Name]**

**Project Title: [Enter Title]**

**Agreement Number: [Enter Agreement No.]**

**APN:** **[Enter APN No.]**

**Grant Initiation Date: [Enter Date]**

**Initial Grant Funds Awarded to Project:** $

**Additional Measure B, BB, and/or VRF Grant Funds Awarded** *(if applicable)***:** $

**Total Measure B, BB, and/or VRF Grant Funds Awarded: $**

**Total Project Sponsor Matching Funds:** $

**Total Project Cost: $**

**Percentage - Total Measure B Grant Funds Awarded to Project/Total Project Cost:**      %

**Project Description:**

**Project Task Breakdown:** The following Revised Table A-1 is intended to replace the current, approved Table A-1 in its entirety.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table A-1: Project Task Breakdown** | | | |
| **Task**  **No.** | **Task** | **Task Description** | **Prerequisite**  **Task No.** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |

**ATTACHMENT B**

**TASK BUDGET AND OTHER FUNDING**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Previously Approved Table B-1: Task Budgets and Funding** | | | | | | |
| **Task No.**  *(from Table A-1)* | **Task Description** | **Measure B, BB and/or VRF**  **Not-to-Exceed**  **Amount**  *(Note 1)* | **Project Sponsor’s**  **Matching**  **Other Funds** | **Total**  **Task Budget Amount** | **Reimbursement Ratio Percentage**  *(Note 2)* | **Measure B, BB and/or VRF Maximum Retention Amount** *(Note 3)* |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **TOTAL** | | **$0** | **$0** | **$0** | **0%** | **$0** |

**Task Budget and Other Funding:** The following Revised Table B-1 is intended to replace the current, approved Table B-1 in its entirety.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table B-1: Task Budgets and Funding** | | | | | | |
| **Task No.**  *(from Table A-1)* | **Task Description** | **Measure B, BB and/or VRF**  **Not-to-Exceed**  **Amount**  *(Note 1)* | **Project Sponsor’s**  **Matching**  **Other Funds** | **Total**  **Task Budget Amount** | **Reimbursement Ratio Percentage**  *(Note 2)* | **Measure B, BB, and/or VRF Maximum Retention Amount** *(Note 3)* |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| **TOTAL** | | **$0** | **$0** | **$0** | **0%** | **$0** |

**Notes:**

1. The Measure B, BB, and/or VRF Not-to-Exceed Amount for Task No.1 consists of [Enter amount] in [Measure B, BB, or VRF] funds.
2. The Measure B, BB and/or VRF funding for each task shall reimburse eligible costs no greater than the percentage of Total Measure B, BB, and/or VRF Not-to-Exceed Amount to Total Budget shown in Table B-1.
3. The Measure B, BB, and/or VRF Maximum Retention Amount for each task equals 5 percent of the total Measure B, BB and/or VRF Not-to-Exceed funds for the task.  As detailed in the Agreement, 5 percent of each submitted invoice for the task shall be retained by Alameda CTC, up to the maximum retention amount outlined in the Table B-1, and released on acceptance of all of a given task’s deliverable(s).

**ATTACHMENT C**

**TASK DELIVERABLES, DELIVERABLE DUE DATES, AND MILESTONE SCHEDULE**

**Project Task Deliverables and Due Dates:** The following Revised Table C-1 is intended to replace the current, approved Table C-1 in its entirety.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table C-1: Task Deliverables and Due Dates** | | | |
| **Task No.**  *(from Table A-1)* | **Deliverable** | **Previously Approved**  **Due Date** | **Revised**  **Due Date** | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |
|  |  |  |  | |

**Notes:**

1. Project Sponsor shall provide Alameda CTC with not less than ten (10) business days advance notice of any public meetings or events related to implementation of this grant.
2. Final Report due date as shown or Ninety (90) days after Project Completion, whichever is earlier.

**Project Milestone Schedule:** The following Revised Table C-2 is intended to replace the current, approved Table C-2 in its entirety.

|  |  |  |
| --- | --- | --- |
| **Table C-2: Project Milestone Schedule** | | |
| **Project Milestone** | **Previously Approved Date** | **Revised Date** |
| Alameda CTC Grant Awarded | June 27, 2013 | No Change. |
| Grant Initiation | July 1, 2013 | No Change. |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Grant Funding Agreement Expires |  |  |

**Notes:**

1. Final Report due date as shown or Ninety (90) days after Project Completion, whichever is earlier.

**ATTACHMENT D**

**PROJECT PERFORMANCE MEASURES**

**Project Performance Measures and/or Goals:** The following Revised Table D-1 is intended to replace the current, approved Table D-1 in its entirety.

|  |  |  |  |
| --- | --- | --- | --- |
| **Table D-1: Performance Measures and Goals** | | | |
| **No.** | **Performance Measure** | **Previously Approved Target** | **Revised Target** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Attachment E**

**Project Reporting Requirements**

**Project Reporting Requirements:** The Revised Table E-1 below shows the reporting requirements for the Project, including the Project Progress Reports and the Final Report. All Reports are due to Alameda CTC by the dates indicated in Table E-1.

|  |  |  |
| --- | --- | --- |
| **Table E-1: Project Reporting Due Dates** | | |
| **Report** | **Reporting Period** | **Report Due to ALAMEDA CTC** |
| Project Progress Report No. 1 | July – December, 2013 | January 31, 2014 |
| Project Progress Report No. 2 | January – June, 2014 | July 31, 2014 |
| Project Progress Report No. 3 | July – December, 2014 | January 31, 2015 |
| Project Progress Report No. 4 | January – June, 2015 | July 31, 2015 |
| Final Report | Complete Project Period | September 30, 2015 or Ninety (90) days after Project Completion, whichever is earlier |

**Notes:**

1. Project Progress Reports for a defined reporting period are not required if the PROJECT is completed earlier and outside of the specified reporting period.

**Attachment F**

**Project Contact Information**

**Project Sponsor Contact:**

[Enter Name]

[Enter Title]  
 [Enter Agency]  
 [Enter Address]

Tel:

Fax:   
 Email:

**Alameda CTC Contact:**

John Nguyen

Senior Transportation Planner

Alameda County Transportation Commission

1111 Broadway, Suite 800

Oakland, CA 94607

Tel: (510) 208-7419

Fax: (510) 893.6489

Email: [jnguyen@alamedactc.org](mailto:jnguyen@alamedactc.org)