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

***[Enter Date]***

John Nguyen

Principal 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 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 are included modified Appendices, as indicated by an “X” below:

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

We understand Alameda CTC will review the requested changes, and if agreeable, Alameda CTC will sign and return copies of this amendment request if it is in within administrative contractual authority. We understand Alameda CTC will provide appropriate next steps if a formal amendment and/or Commission action is otherwise required. 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**

**Project Sponsor requests a change to:**

[ ]  Scope [ ]  Cost [ ]  Schedule [ ]  Expiration Date [ ]  Performance Measures

**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.

|  |  |  |
| --- | --- | --- |
| Project Sponsor Representative:  |  | Date |
|  |  |  |
|  |  |  |
| Alameda CTC Approval |  | Date |

**Revised Appendix A**

**Project Control Information**

**Appendix Index**

Appendix A-1 Project Description

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.]

**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.

**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)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**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** | **Matching** **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 | $ | $ | $ | $ | **%** |
| Construction  | $ | $ | $ | $ | **%** |
| Operations | $ | $ | $ | $ | **%** |
| **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 divided by 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** | **Matching** **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 | $ | $ | $ | $ | **%** |
| Construction  | $ | $ | $ | $ | **%** |
| Operations | $ | $ | $ | $ | **%** |
| **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 divided by the Total Funding.

**Appendix A-5**

**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.

|  |
| --- |
| **Phase Cost Detail** |
| **[INSERT PHASE/****Insert New Table Per Phase]** | **[Insert Fund Source]****[Insert Fund Subset]** | **Matching Funds** | **Total Cost** |
| **Sponsor Staff/Labor Cost** | $ | $ | $ |
| **Contract(s)/Other Direct Cost1** | $ | $ | $ |
| **Total Phase Cost** *(Staff + Contract Costs)* | $ | $ | $ |

**Notes:**

1. Contracts funded with any combination of Measure B, Measure BB, Vehicle Registration Fee and local funds that do not contain State or federal funds are subject to Alameda CTC’s Local Business Contract Equity Program (refer to Appendix D).

**Revised Appendix B**

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

The following Table B-1 identifies the Alameda CTC Administered Funds obligated 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 date.* |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| TFCA | Prog. Mgr. |  |  |  | [Enter Date] |  |
| **Total Alameda CTC Administered Funds Obligated by Agreement:** |  |

|  |  |
| --- | --- |
| **Previously Approved Agreement Expiration Date:** |  |

|  |  |
| --- | --- |
| **Revised** **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 meeting at which the Commission approved the allocation.
3. The Allowable Start Date identified for each fund source is the earliest date at which costs eligible for reimbursement by the fund source indicated may be incurred. Any costs incurred on the Project before this date will not be eligible for reimbursement under this Agreement.
4. The Expenditure Deadline Date is the last date by which eligible reimbursable costs may be incurred. 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 Expenditure Deadline Date in the above table is two (2) years from the date when Alameda CTC first received funds 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.
7. Alameda CTC may approve up to two one-year extensions to the Expenditure Deadline Date. Any additional extensions require approval from both Alameda CTC and BAAQMD.

**Revised 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** | **Drawdown** **Limitation Amount** | **Cumulative****Drawdown Limitation Amount** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |

**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 the receipt and approval of a complete Request for Reimbursement(s) submitted 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 or until sufficient capacity in the cumulative drawdown limitation amount is achieved.

**Revised Appendix E**

**Deliverables and Due Dates**

**Project Deliverables and Due Dates:** The 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.

|  |
| --- |
| **Deliverables and Due Dates** |
| **Deliverable**  | **Deliverable** | **Deliverable Due Date to Alameda CTC** |
| 1 | Progress Report #1: July to December, 20XX | January 31, 20XX |
| 2 | Progress Report #2: January to June, 20XX | July 31, 20XX |
| 3 | TBD | TBD |
| 4 | TBD | TBD |
| 5 | Final Invoice  | By the Agreement Expiration Date |
| 6 | Final Report | By the Agreement Expiration Date |

**Note:**

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

**Revised Appendix F**

**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** |
|  |  |  |
|  |  |  |
|  |  |  |

**Note:**

1. It is expected that the Project will achieve the performance measures targets and/or project outcomes as established herein.