



ALAMEDA COUNTY TRANSPORTATION COMMISSION

[2024 Comprehensive Investment Plan](#)

## Post Grant Award Workshop



A presentation by  
Alameda CTC Staff  
Thursday, June 8, 2023

## Workshop Agenda

1. Welcome and Introductions
2. Review Grant Awards and Project Funding Agreement Requirements
  1. Resolutions of Local Support and Agreements
  2. Key Sponsor Requirements
  3. Local Contract Business Equity (LBCE) Program
  4. Agreement Amendments
  5. Deliverables including Progress and Final Reports
3. Request for Reimbursement (RFR) Requirements



# 2024 Comprehensive Investment Plan

Commission Approved 5.25.23

2024 CIP Programming and Allocations						
	Prior Allocations	Two-Year Allocation Plan		Future Programming		
Programmed Amount	Prior Thru FY2022-23	FY2023-24	FY2024-25	FY2025-26	FY2026-27	FY2027-28
\$1.6B	\$1.4B	\$163.2M	\$27.4M	\$6.7M	\$0.6M	\$8.7M

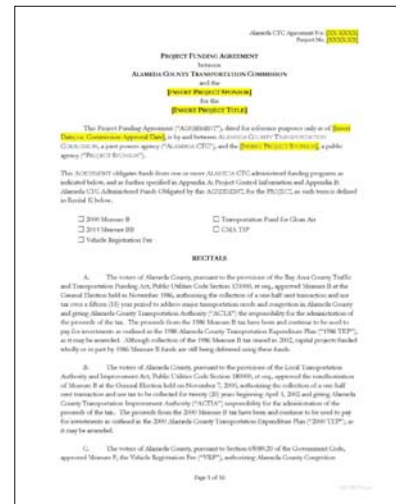
## \$207M programmed over FY 2023-24 through 2027-28

- Includes New Programming and Allocations Recommendations: \$179.7M
  - \$148.8M discretionary grant awards and \$30.9M to Measure BB Commitment



# Project Funding Agreements

- Allocated funds are considered available for encumbrance in project funding agreements (PFAs)
- Allocated funds shall be encumbered within twelve (12) months Commission approval of the allocation
- PFA defines scope of work, costs, cost sharing/matching arrangement, project schedules and deliverables
- PFA encumbers allocations by phase



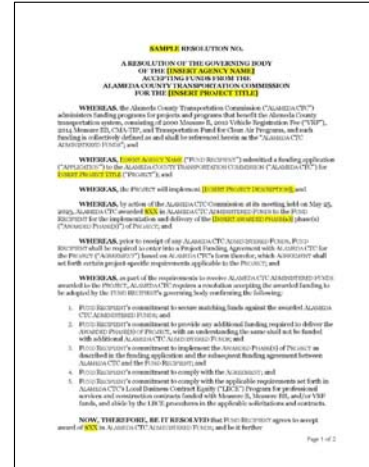
# Resolution of Local Support/Fund Acceptance

- Project Sponsors required to adopt a Resolution of Local Support/Funding Acceptance prior to PFA execution

## Resolution Affirms

- Matching funds against the awarded Alameda CTC funds
- Sponsors commitment to provide any additional funding required to deliver project
- Sponsors understanding of and commitment to comply with PFA requirements

Template available on the website:  
<https://www.alamedactc.org/funding/funding-opportunities>



# Project Funding Agreement Structure

## Standard Agreement Language

- Recitals
- Section 1: Project Sponsor Obligations
- Section 2: Alameda CTC Obligations
- Section 3: Mutually Agreed Components
- Signature Page

## Appendices

- A. Project Control Information
- B. Alameda CTC Administered Funds Obligated by this Agreement
- C. Alameda CTC Request for Reimbursement and Reporting Requirements
- D. Local Business Contract Equity Program
- E. Deliverables and Due Dates
- F. Project Performance Measures
- G. Transportation Fund for Clean Air Policies and Requirements



# Key PFA Sponsor Requirements

## Section I.14 Local Contract Business Equity Program

- All locally funded contracts approved by Project Sponsor, funded wholly or in part with Measure B, Measure BB, and/or Vehicle Registration Fee funds administered by Alameda CTC, except for contracts that also include state and/or federal funds or contracts funding non-capital projects (e.g., transit operations), are required to comply with the LBCE Program
- Project Sponsor shall comply with the reporting requirements set forth in the LBCE Program and provide the required information to Alameda CTC in accordance with Appendix D for all contracts partially or wholly funded by Alameda CTC, whether or not the specific contract is subject to the LBCE Program.
- More LBCE program details will be provided later in the presentation



# Key PFA Sponsor Requirements (cont.)

## Section I.15 Insurance Coverage

- Project Sponsor shall keep and maintain insurance certificates and policy endorsements evidencing the policies on file
- Insurance coverage must name Alameda CTC, its governing body, officers, employees and consultants as additional insureds of the Project Sponsor, professional services consultants and subconsultants, construction services contractors and subcontractors, volunteer service individuals, and any other contractors or subcontractors involved with the Project on all insurance required by Project Sponsor for Project
- TFCA funding recipients must also provide a copy of insurance certificate to Alameda CTC



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## Key PFA Sponsor Requirements (cont.)

### Section I.16 Request for Reimbursements

- Request for Reimbursement shall be submitted based on the minimum invoicing frequency established for the Project
- Reimbursement of eligible Project costs and expenses incurred by Project Sponsor.
- Reimbursable costs will be limited to work directly related to scope of work established by the agreement, and within the defined eligible start and end dates for the obligated funds
- Approval of Requests for Reimbursement will be contingent on the submittal of supporting documentation, progress reports and deliverables



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## Key PFA Sponsor Requirements (cont.)

### Section I.19 Records Retention and Auditing

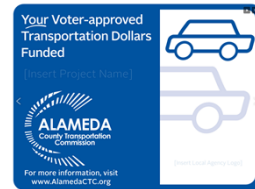
- Project Sponsor shall keep all necessary records to demonstrate agreement compliance for a period of not less than five (5) years after the final payment/final report
- If any TFCA funds are obligated under the agreement, Sponsor shall keep records for a minimum of 5 years after the end of the Project's established "Years of Effectiveness" period
- Project Sponsor shall allow Alameda CTC and/or BAAQMD representatives to inspect, audit, or make copies of any Project records during the established retention period



## Key PFA Sponsor Requirements (cont.)

### Section I.20 Publicity Requirements

- Credit Alameda CTC as a funding agency and display Alameda CTC's logo on all project publicity material:
  - Construction signage
  - Transit/Shuttles – on operated vehicles
  - Publicly distributed materials (e.g., fact sheets, transit schedules)
  - Website (project information with link back to Alameda CTC)
  - Annual print and publications
- For TFCA funded Projects: Publicity materials must also identify BAAQMD as a funding source and display the BAAQMD-approved TFCA logo
- Records Documentation: Maintain and provide evidence of funding agency credit and logo usage with final report (e.g., photos of construction signage)



Signage Templates available: <https://www.alamedactc.org/news-publications/signage>



## Break for Questions

### Project Funding Agreement Requirements

1. Resolutions of Local Support and Agreements
2. Key Sponsor Requirements



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## Local Contract Business Equity Program

- Discuss Local Contract Business Equity Program



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## Break for Questions

Local Contract Business Equity Program Requirements



# PFA Amendments

## Section III.2

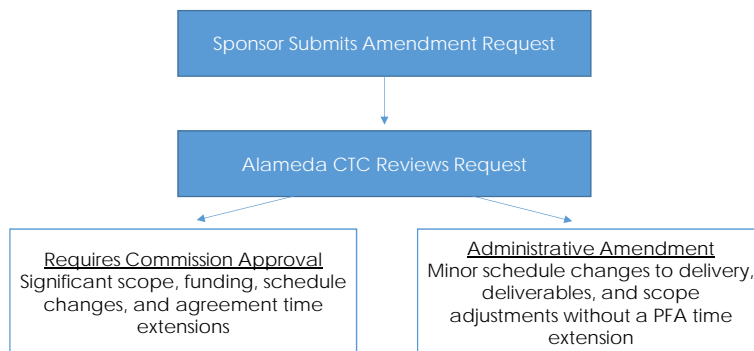
- “Administrative Amendment” for any minor schedule revisions, deliverables, or budget revisions that do not increase the total Alameda CTC funds obligated to the agreement
- Commission action is required for significant changes in scope, funding, and agreement schedules
- Any change in the Project scope of work must be approved by Alameda CTC prior to implementing the change to the project

### Agreement Time Extensions

- Project Sponsors are limited to only a single time-extension of up to twenty-four (24) months that is required to be approved by the Commission.



# Amendment Process



- **Request Approved:** Converted to a PFA Amendment
- **Request Denied:** PFA may be subject to cancellation and funds rescinded





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## Progress Reporting and Deliverables

- **Progress Reports** (submitted every six months)
  - Reporting Period January to June (due on July 31<sup>st</sup>)
  - Reporting Period July to December (due on January 31<sup>st</sup>)
- **Reports Include:**
  - Project status information - scope of work completed to date
  - Future Actions/Work anticipated in next reporting cycle
  - Issues identification, changes to scope or schedule, and any additional relevant information to may require an amendment
  - Amendment Requests
- **Deliverables**
  - Due dates typically aligned with Progress Reports



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## Final Report and Invoice, and Project Closeout

- Project scope is complete per the project funding agreement.
- All required deliverables submitted to Alameda CTC.
- Annual publicity requirements to highlight the projects were documented and met.
- Project Sponsor will keep records of expenses, insurance, reporting as required.
- All Request for Reimbursements are submitted; no additional requests anticipated.
- Unspent and remaining Alameda CTC funds are to be disencumbered.
- Submittal of Final Report constitutes closing out the funding agreement and/or project.



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## Break for Questions

- PFA Amendments
- Progress and Final Reporting



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## Request for Reimbursement (RFR)

### RFR Package contains

1. Request for Reimbursement Forms
  - Form 1 - Cover Sheet
  - Form 2 - Cost Detailed itemization
  - Form 3 - Staff Rates
2. RFR supporting documentation includes copies of invoices from vendors, consultants, or contractors and summaries of eligible Project Sponsor staff time charges
  - All costs included in an RFR must be supported by back-up regardless of fund source



# Form 1 – Cover Page/ Summary of Cost Phase

## Request for Reimbursement Summary

Project Sponsor: \_\_\_\_\_  
 Agreement No.: \_\_\_\_\_  
 Project No. / Grant No.: \_\_\_\_\_  
 Billing Period (from - to): \_\_\_\_\_

Date: \_\_\_\_\_  
 Request for Reimbursement No.: \_\_\_\_\_

Summary of Costs by Phase / Task		Alameda CTC Administered Funds					Other Matching Funds					All Funds		Reimbursement Ratio <sup>3</sup>  (Total Alameda CTC to Total Costs Billed to Date)
		Alameda CTC Funding Phase / Task Budget <sup>1</sup>	Alameda CTC Funding Previously Billed Total	Alameda CTC Funding Billed this Period	Total Alameda CTC Funding Billed to Date	Total Alameda CTC Funding Task Budget Remaining	Other Funds Phase / Task Budget <sup>1</sup>	Other Funds Previously Billed Total	Other Funds Billed this Period	Total Other Funds Billed to Date	Total Other Funds Task Budget Remaining	Total Cost Billed this Period	Total Costs Billed to Date	
1	Final Design (PS&E)	\$ 600,000.00		\$ 75,000.00	\$ 75,000.00	\$ 525,000.00	\$ 400,000.00		\$ 25,000.00	\$ 25,000.00	\$ 375,000.00	\$ 100,000.00	\$ 100,000.00	75.00%
2	Construction	\$ 3,000,000.00			\$ -	\$ 3,000,000.00				\$ -	\$ -	\$ -	\$ -	
<b>TOTAL</b>		<b>\$ 3,600,000.00</b>	<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ 75,000.00</b>	<b>\$ 3,525,000.00</b>	<b>\$ 400,000.00</b>	<b>\$ -</b>	<b>\$ 25,000.00</b>	<b>\$ 25,000.00</b>	<b>\$ 375,000.00</b>	<b>\$ 100,000.00</b>	<b>\$ 100,000.00</b>	

**Notes:**  
 1. Costs submitted for reimbursement must be segregated by the tasks shown in the approved Funding Agreement.  
 2. Request for Reimbursement No. is a sequence of Request for Reimbursement for this Funding Agreement (i.e. 1, 2, 3, etc.). For the final request include the word "FINAL" after the number, e.g. 9-FINAL for a case in which the last billing is the final.  
 3. Reimbursement Ratio is the percentage of Total Alameda CTC-funded Costs Billed to Date to Total Costs Billed to Date. Reimbursement requests cannot exceed the reimbursement ratio percentages shown in the approved Funding Agreement by phase/task.  
 4. By submitting a final reimbursement request, the Project Sponsor agrees to discontinue the remaining unspent Alameda CTC Administered Funds from the project. This closes out the project and serves as the final closing report for the project.

Form Version: 2022

**Project Sponsor Certification:**  
 I hereby certify that the information included in this Request for Reimbursement is true and accurate and that the claimed expenses have been paid as of the date of this request.

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Telephone Numbers: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

\_\_\_\_\_  
 Signature Date