

**AMENDMENT NO. 4 TO FUNDING AGREEMENT**

**BETWEEN THE ALAMEDA COUNTY TRANSPORTATION COMMISSION**

**AND**

**THE CITY OF EMERYVILLE**

**FOR THE 8-TO-GO PROGRAM**

This Amendment No. 4, made and entered into by and between the CITY OF EMERYVILLE (“PROJECT SPONSOR”), and the ALAMEDA COUNTY TRANSPORTATION COMMISSION (“ALAMEDA CTC”), is dated for reference purposes only as of the 28<sup>th</sup> day of July 2016.

**RECITALS**

**A.** ALAMEDA CTC and PROJECT SPONSOR entered into a Funding Agreement dated July 1, 2013 (“AGREEMENT”) to implement an eligible project (“PROJECT”) to expand and enhance paratransit services in Alameda County, as such PROJECT is further described in the AGREEMENT.

**B.** The parties entered into Amendment No. 1 dated November 15, 2014, pursuant to the PROJECT SPONSOR’s request to reallocate task budgets. The overall budget was not changed.

**C.** The parties entered into Amendment No. 2 dated June 19, 2015, pursuant to the PROJECT SPONSOR’s request to reallocate task budgets. The overall budget was not changed.

**D.** The parties entered into Amendment No. 3 dated June 25, 2015 to augment project funding by \$34,000 in Measure B funds, and extend the AGREEMENT’s expiration date to October 31, 2016.

**E.** The parties wish to amend the AGREEMENT pursuant to this Amendment No. 4 pursuant to the action taken on July 28, 2016 by Alameda CTC. Amendment No. 2 will augment project funding in the amount of \$34,000 in Measure B funds, and will extend the AGREEMENT’s expiration date to October 31, 2017 to provide additional time for the PROJECT SPONSOR to implement the PROJECT.

NOW, THEREFORE, the parties agree to amend the AGREEMENT as follows:

**AMENDMENT**

**1.** The expiration date set forth in the AGREEMENT is hereby extended by one (1) year to October 31, 2017, to provide additional time for PROJECT SPONSOR to implement the PROJECT

**2.** ALAMEDA CTC hereby agrees to increase the “Total ALAMEDA CTC Funds Awarded to Project” by an additional \$34,000 in Measure B funds to be available for reimbursement of eligible PROJECT costs.

**3.** Attachments A-F to the Agreement are hereby revised and replaced as set forth below:

**(a)** Attachment A: Project Description and Task Breakdown is replaced with the Revised Attachment A, attached hereto and incorporated herein by this reference.

(b) Attachment B: Task Budgets and Other Funding is replaced with the Revised Attachment B, attached hereto and incorporated herein by this reference.

(c) Attachment C: Task Deliverables, Deliverable Due Dates and Milestone Schedule is replaced with the Revised Attachment C, attached hereto and incorporated herein by this reference.

(d) Attachment D: Project Performance Measures is replaced with the Revised Attachment D, attached hereto and incorporated herein by this reference.

(e) Attachment E: Project Reporting Requirements is replaced with the Revised Attachment E, attached hereto and incorporated herein by this reference.

(f) Attachment F: Project Contact Information is replaced with the Revised Attachment F: Project Contact Information attached hereto and incorporated herein by this reference.

4. Except as amended hereby, the terms and provisions of the AGREEMENT remain in full force and effect and are hereby ratified and confirmed.

*[Signatures on following page]*

IN WITNESS WHEREOF, the parties hereto have executed this Amendment No. 4 by their duly authorized officers.

PROJECT SPONSOR

ALAMEDA CTC

CITY OF EMERYVILLE

ALAMEDA COUNTY TRANSPORTATION COMMISSION

By: \_\_\_\_\_  
Carolyn Lehr Date  
City Manager

By: \_\_\_\_\_  
Arthur L. Dao Date  
Executive Director

Recommended:

By: Michael Guina 9/29/16  
Michael Guina Date  
City Attorney

By: \_\_\_\_\_  
Deputy Executive Director of  
Programming and Projects Date

Reviewed as to Budget/Financial Controls:

By: \_\_\_\_\_  
Patricia Reavey Date  
Deputy Executive Director of Finance  
and Administration

Approved as to Legal Form:

By: \_\_\_\_\_  
Wendel, Rosen, Black & Dean LLP Date  
Legal Counsel to ALAMEDA CTC

**REVISED ATTACHMENT A****PROJECT DESCRIPTION AND TASK BREAKDOWN****Project Sponsor:** City of Emeryville**Project Title:** 8-to-Go Program**Grant Initiation Date:** July 1, 2013

<b>Measure B Funds Originally Awarded</b> (Alameda CTC Approval 5/23/13):	\$106,000
<b>Additional Measure B Funds Awarded to Project</b> (Alameda CTC Approval 6/25/15):	\$34,000
<b>Additional Measure B Funds Awarded to Project</b> (Alameda CTC Approval 7/28/16):	\$34,000
<b>Total Alameda CTC Funds Awarded to Project:</b>	<b>\$174,000</b>
<b>Project Sponsor Matching Funds:</b>	\$211,300
<b>Total Project Cost:</b>	<b>\$385,800</b>

**Project Description:**

The City of Emeryville's 8-To-Go program is an ADA compliant demand response door-to-door shuttle service for seniors and/or people with disabilities in the 94608 zip code area of Oakland and Emeryville, with service to Berkeley as well.

The shuttle provides rides on weekdays from 9:00 A.M. to 5:00 P.M. to a target population living anywhere within the 94608 zip code. The service has expanded its delivery boarders beyond the 94608 zip code area into Berkeley and North/Central Oakland to serve medical offices, civic centers, hospitals, BART, senior centers, and grocery stores. The service provides door-to-door access to any number of locations in, and slightly beyond, the 94608 zip code area that increases the quality of life for the target population.

**Project Task Breakdown:** Table A-1 below shows the breakdown of tasks that represent the basis of the commitment of Measure B funds to the PROJECT. Attachments B and C include additional information at the task level, such as descriptions of deliverables for the tasks listed in Table A-1, due dates for those deliverables, and not-to-exceed amounts of Measure B funding for each task. ALAMEDA CTC will not approve any reimbursements of Measure B funds for any task until all prerequisite tasks indicated in Table A-1 for that task are complete and all deliverables shown in Table C-1 in Attachment C for each of the applicable prerequisite tasks are received by ALAMEDA CTC.

<b>Table A-1: Project Task Breakdown</b>			
<b>Task No.</b>	<b>Phase</b>	<b>Task Description</b>	<b>Prerequisite Task No.</b>
1	Operations	Provide 8-to-Go Service for FY 13/14.	None
2	Operations	Provide 8-to-Go Service Services for FY 14/15.	1
3	Operations	Provide 8-to-Go Service Services for FY 15/16.	2
4	Operations/ Final Report	Provide 8-to-Go Service Services for FY 16/17; and provide Final Report.	3

## REVISED ATTACHMENT B

## TASK BUDGETS AND OTHER FUNDING

**Task Budgets and Other Funding:** Table B-1 below shows the not-to-exceed amounts of Measure B funds for each task listed in Table A-1 in Attachment A. Table B-1 also shows the other matching funding to be provided by the PROJECT SPONSOR for each task. The Measure B not-to-exceed amount added to the other funding amount for each task establishes the Total Task Budget shown in Total ALAMEDA CTC Funds Awarded to PROJECT amount shown in Attachment A.

<b>Previously Approved Table B-1: Task Budgets and Funding</b>					
<b>Task No.</b> <i>(from Table A-1)</i>	<b>Task Description</b>	<b>Measure B Not-to-Exceed Amount</b>	<b>Project Sponsor's Matching Other Funds</b>	<b>Total Task Budget Amount</b>	<b>Reimbursement Ratio Percentage</b> <i>(Note 1)</i>
1	FY 13-14 Operations	\$68,717.83	\$25,692.62	\$94,410.45	72.79%
2	FY 14-15 Operations	\$37,282.17	\$54,507.38	\$91,789.55	40.62%
3	FY 15-16 Operations / Final Report	\$34,000.00	\$59,100.00	\$93,100.00	36.52%
<b>TOTAL</b>		<b>\$140,000.00</b>	<b>\$139,300.00</b>	<b>\$279,300.00</b>	<b>50.13%</b>

<b>Revised Table B-1: Task Budgets and Funding</b>					
<b>Task No.</b> <i>(from Table A-1)</i>	<b>Task Description</b>	<b>Measure B Not-to-Exceed Amount</b>	<b>Project Sponsor's Matching Other Funds</b>	<b>Total Task Budget Amount</b>	<b>Reimbursement Ratio Percentage</b> <i>(Note 1)</i>
1	FY 13-14 Operations	\$68,717.83	\$25,692.62	\$94,410.45	72.79%
2	FY 14-15 Operations	\$37,282.17	\$54,507.38	\$91,789.55	40.62%
3	FY 15-16 Operations	\$34,000.00	\$59,100.00	\$93,100.00	36.52%
4	FY 16-17 Operations / Final Report	\$34,000.00	\$72,000.00	\$106,500.00	36.52%
<b>TOTAL</b>		<b>\$174,000.00</b>	<b>\$211,300.00</b>	<b>\$385,800.00</b>	<b>45.10%</b>

**Notes:**

1. The Measure B funding for each task shall reimburse eligible costs no greater than the percentage of Total Measure B Not-to-Exceed Amount to Total Task Budget shown in Table B-1.

**REVISED ATTACHMENT C****TASK DELIVERABLES, DELIVERABLE DUE DATES AND MILESTONE SCHEDULE**

**Project Task Deliverables and Due Dates:** Table C-1 below shows deliverables, if any, for the tasks listed in Table A-1 in Attachment A. Table C-1 also shows the due dates for each deliverable.

<b>Revised Table C-1: Task Deliverables and Due Dates</b>			
<b>Task No.</b> <i>(from Table A-1)</i>	<b>Deliverable</b>	<b>Previously Approved Date</b>	<b>Deliverable Due Date to Alameda CTC</b>
1a	Progress Report #1 Summary of one-way trips provided and of outreach activities to targeted audience during first of half FY 13/14.	January 31, 2014	No Change
1b	Progress Report #2 Summary of one-way trips provided and of outreach activities to targeted audience during second half of FY 13/14.	July 31, 2014	No Change
2a	Progress Report #3 Summary of one-way trips provided and of outreach activities to targeted audience during first of half FY 14/15.	January 31, 2015	No Change
2b	Report to the Alameda CTC Paratransit Advisory and Planning Committee (PAPCO)	June 30, 2015	No Change
2c	Progress Report #4 Summary of one-way trips provided and of outreach activities to targeted audience during second half of FY 14/15.	July 31, 2015	No Change
3a	Progress Report #5 Summary of one-way trips provided and of outreach activities to targeted audience during first of half FY 15/16.	January 31, 2016	No Change
3b	Progress Report #6 Summary of one-way trips provided and of outreach activities to targeted audience during second of half FY 15/16.	July 31, 2016	No Change
4a	Progress Report #7	N/A	January 31, 2017
4b	Progress Report #8	N/A	July 31, 2017
4c	Final Report	September 30, 2016	September 30, 2017

**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 earliest.

**Project Milestone Schedule:** Table C-2 below shows a milestone schedule for the Project.

<b>Revised Table C-2: Project Milestone Schedule</b>		
<b>Project Milestone</b>	<b>Previously Approved Date</b>	<b>Revised Date</b>
Alameda CTC Grant Awarded	May 23, 2013	No Change.
Grant Initiation	July 1, 2013	No Change.
Provide 4,200 one-way trips in FY 13/14.	June 30, 2014	No Change.
Educate target audience on new and current paratransit/transit services through travel training, flyers, word-of-mouth, and outreach to obtain a 90%, or greater, of targeted audience indicate they are aware of all paratransit services available in FY 13/14.	June 30, 2014	No Change.
Provide target audience with more quality of life trips than before participant started using the program to obtain a 90%, or greater, indication from targeted audience they felt less isolated or stranded than before using the service in FY 13/14.	June 30, 2014	No Change.
Provide 4,200 one-way trips in FY 14/15.	June 30, 2015	No Change.
Educate target audience on new and current paratransit/transit services through travel training, flyers, word-of-mouth, and outreach to obtain a 90%, or greater, of targeted audience indicate they are aware of all paratransit services available in FY 14/15.	June 30, 2015	No Change.
Provide target audience with more quality of life trips than before participant started using the program to obtain a 90%, or greater, indication from targeted audience they felt less isolated or stranded than before using the service in FY 14/15.	June 30, 2015	No Change.
Provide 1,500 one-way trips from 7/1/15-12/31/15	December 31, 2015	No Change.
Provide 1,500 one-way trips from 1/1/16-6/30/16	June 30, 2016	No Change.
Educate target audience on new and current paratransit/transit services through travel training, flyers, word-of-mouth, and outreach to obtain a 90%, or greater, of targeted audience indicate they are aware of all paratransit services available in FY 15/16.	June 30, 2016	No Change.
Provide target audience with more quality of life trips than before participant started using the program to obtain a 90%, or greater, indication from targeted audience they felt less isolated or stranded than before using the service in FY 15/16.	June 30, 2016	No Change.
Provide 1,500 one-way trips from 7/1/16-12/31/16	N/A	December 31, 2016
Provide 1,500 one-way trips from 1/1/17-6/30/17	N/A	June 30, 2017



**Revised Table C-2: Project Milestone Schedule (continued)**

<b>Project Milestone</b>	<b>Previously Approved Date</b>	<b>Revised Date</b>
Educate target audience on new and current paratransit/transit services through travel training, flyers, word-of-mouth, and outreach to obtain a 90%, or greater, of targeted audience indicate they are aware of all paratransit services available in FY 16/17.	N/A	June 30, 2017
Provide target audience with more quality of life trips than before participant started using the program to obtain a 90%, or greater, indication from targeted audience they felt less isolated or stranded than before using the service in FY 16/17.	N/A	June 30, 2017
Provide Final Report	September 30, 2016	September 30, 2017
Grant Funding Agreement Expires	October 31, 2016	October 31, 2017

**Notes:**

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

## REVISED ATTACHMENT D

## PROJECT PERFORMANCE MEASURES

**Project Performance Measures:** Table D-1 describes the outcome-based performance measure(s) the PROJECT SPONSOR plans to evaluate to ensure that the project/program is meeting its objectives.

Revised Table D-1: Project Performance Measures and Target			
Performance Measure	Period	Previous Target	Revised Target
One-way trips provided	FY 13/14	4,200	No Change
Targeted audience to indicate they are aware of all new and current Paratransit/Transit Services available through travel trainings, flyers, word-of-mouth, and outreach	FY 13/14	90% or greater	No Change
Targeted audience indicates they feel less isolated or stranded than before using the service	FY 13/14	90% or greater	No Change
One-way trips provided	FY 14/15	4,200	No Change
Targeted audience to indicate they are aware of all new and current Paratransit/Transit Services available through travel trainings, flyers, word-of-mouth, and outreach	FY 14/15	90% or greater	No Change
Targeted audience indicates they feel less isolated or stranded than before using the service	FY 14/15	90% or greater	No Change
Number of people to be served	First half FY 15/16 (July 1 – Dec. 31, 2015)	175	No Change
Number of one-way trips to be provided	First half FY 15/16 (July 1 – Dec. 31, 2015)	1,500	No Change
Cost per one-way trip	First half FY 15/16 (July 1 – Dec. 31, 2015)	\$31.00	No Change
Percent of eligible applications registered	First half FY 15/16 (July 1 – Dec. 31, 2015)	100%	No Change
Percent of riders indicating on-time service	First half FY 15/16 (July 1 – Dec. 31, 2015)	90% or greater	No Change
Percent of riders indicating higher quality of life due to service	First half FY 15/16 (July 1 – Dec. 31, 2015)	90% or greater	No Change
Percent of riders indicating they are satisfied or higher with service	First half FY 15/16 (July 1 – Dec. 31, 2015)	90% or greater	No Change
Percent of target audience indicating they are aware of all paratransit services available	First half FY 15/16 (July 1 – Dec. 31, 2015)	90% or greater	No Change
Percent of riders indicating they have felt less isolated or stranded than before using the shuttle	First half FY 15/16 (July 1 – Dec. 31, 2015)	90% or greater	No Change
Number of people to be served	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	175	No Change
Number of one-way trips to be provided	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	1,500	No Change
Cost per one-way trip	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	\$31.00	No Change
Percent of eligible applications registered	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	100%	No Change

Revised Table D-1: Project Performance Measures and Target (continued)

Performance Measure	Period	Previous Target	Revised Target
Percent of riders indicating on-time service	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	90% or greater	No Change
Percent of riders indicating higher quality of life due to service	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	90% or greater	No Change
Percent of riders indicating they are satisfied or higher with service	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	90% or greater	No Change
Percent of target audience indicating they are aware of all paratransit services available	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	90% or greater	No Change
Percent of riders indicating they have felt less isolated or stranded than before using the shuttle	Second Half FY 15/16 (Jan. 1 – June 30, 2016)	90% or greater	No Change
Number of people to be registered with program	July 1, 2016 (grant start date)	175	75
Number of people to be registered with program	December 31, 2016 (at 6 months)	175	75
Number of people to be registered with program	June 30, 2017 (at 12 months)	175	75
Number of one-way trips to be provided	First half FY 16/17 (July 1 – Dec. 31, 2016)	1,500	No Change
Number of one-way trips to be provided	Second Half FY 16/17 (Jan. 1 – June 30, 2017)	1,500	No Change
Cost per one-way trip (Total program cost during period divided by the number of one-way trips provided during period.)	First half FY 16/17 (July 1 – Dec. 31, 2016)	\$31.00	To be calculated by Alameda CTC
Cost per one-way trip (Total program cost during period divided by the number of one-way trips provided during period.)	Second Half FY 16/17 (Jan. 1 – June 30, 2017)	\$31.00	To be calculated by Alameda CTC

**REVISED ATTACHMENT E****PROJECT REPORTING REQUIREMENTS**

**Project Reporting Requirements:** 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.

<b>Revised Table E-1: Project Reporting Due Dates</b>		
<b>Report</b>	<b>Reporting Period</b>	<b>Report Due to ALAMEDA CTC</b>
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
Project Progress Report No. 5	July – December, 2015	January 31, 2016
Project Progress Report No. 6	January – June, 2016	July 31, 2016
Project Progress Report No. 7	July – December, 2016	January 31, 2017
Project Progress Report No. 8	January – June, 2017	July 31, 2017
Final Report	Complete Project Period	September 30, 2017 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.

**REVISED ATTACHMENT F**

**PROJECT CONTACT INFORMATION**

**Project Sponsor Contact:**

Brad Helfenberger  
Youth & Adult Services Manager (Acting)  
City of Emeryville  
1333 Park Avenue  
Emeryville, CA 94608  
Tel: (510) 596-3779  
Email: [bhelfenberger@emeryville.org](mailto:bhelfenberger@emeryville.org)

**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) 836-2185  
Email: [jnguyen@alamedactc.org](mailto:jnguyen@alamedactc.org)

