



*The above will be accomplished via carpooling activity which did not exist prior to the program funded by this contract. VMR will be measured by commute trip surveys, created by the Agency and administered by the contractor before and after the program being funded.*

*The contractor will perform outreach, recruitment, trip-tracking and incentive delivery that results in either new carpools, or the addition of one or more new members to existing carpools. The Agency will only pay for incentives that transform single occupancy vehicle (SOV) trips into carpool trips. Commuters whose baseline surveys show bike, telework, transit or other non SOV modes as the primary commute mode are not eligible to receive carpool incentives.*

**CHECKLIST OF ATTACHMENTS:**

- MTIP/STIP Amendment spreadsheet – for all deletion/addition/change actions
- MTIP Project Description Form (Form TIP-2) – for all new projects or significant changes

## ***Carpool Incentive Program 2010***

### **Work-plan**

The goal and prime deliverable of the contract is commute auto trip reduction which will result in measurable vehicle mile reduction (VMR) and greenhouse gas (GHG) reduction.

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### **Budget**

The contractor shall be reimbursed an amount not to exceed \$55,000. No more than 20% of that amount will be used for staff costs and administrative overhead. At least 80% of contract funds will be used for incentives that create new carpool activity.

### **Timeline**

The Agency expects the contractor to complete the work within five months after receiving the notice to proceed. Agency expects to give notice to proceed no later than March 15, 2010. Final invoice must be received by Agency no more than seven months after receiving the notice to proceed.

