



MPO/RTPA Change in Grant Agreement Terms

Grants Administered through the Overall Work Program (OWP)

This form is required for administrative or formal amendments to any Sustainable Transportation Planning Grants that are administered through an MPO/RTPA's Overall Work Program (OWP). Refer to the MPO/RTPA OWP and Grant Amendment Guidelines for assistance with submitting your request.

Project Information

Project Information					
Grant Award Fiscal Year		Work Element #			
Grant Category	Choose an item.				
MPO/RTPA Name					
Project Title					
Original Grant Information					
Grant Award Amount	Local Match (Cash)	Local Match (In-Kind)	Total Local Match	% Local Match	Total Project Cost
Grant Expiration Date			Final Invoice Due Date		

Amendment Request

Requested Revisions to the Final Grant Application Package (select all that apply)	Amendment Type
☐ Change Source of Local Match New Source:	Administrative
☐ Tapered Local Match (varying local match amount over life of contract)	Administrative
☐ Shift Funds Between Tasks (move cost savings)	Administrative
☐ Clarify, Enhance, or Combine Already Approved Tasks (cannot add new tasks)	Administrative
☐ Change Project Manager (name/email):	Administrative
☐ Change District Contract Manager (name/email):	Administrative
☐ Use an AKA Title AKA Title:	Administrative
☐ 30-Day Extenuating Circumstances Time Extension Request (same final invoice due date) New Project End Date: New Final Invoice Due: same as original invoice due date	Administrative
☐ Over 30-Day Extenuating Circumstances Time Extension Request (up to 12 months) New Grant End Date: Final Invoice/Final Product Due (60 days after new grant end date): Grant Extension Amount (amount to expend after original grant expiration date):	Administrative
☐ Increase Total Project Cost ☐ Decrease Total Project Cost (decrease local match to minimum amount) New Local Match (Cash): New Local Match (In-kind): New Total Project Cost:	Formal

Reason/Justification (provide clear justification outlining the details of the amendment request)

MPO/RTPA Signatures

This form is required for all amendments in lieu of a formal request letter or email request to Caltrans.
This form must be signed by both the MPO/RTPA Project Manager and Financial Manager.

MPO/RTPA Project Manager			
Full Name			
Signature	KATH WILLIAMS	Date	
MPO/RTPA Financial Manager			
Full Name			
Signature	J. Carter	Date	

Request for Reimbursement Submittals

All subsequent Request for Reimbursement (RFR) submittals must include a copy of this signed and fully executed Change in Grant Agreement Terms. If an RFR is submitted without a copy of the Change in Grant Agreement Terms, the RFR will not be processed until it is received.

Quarterly Progress Reporting

If a grant extension due to extenuating circumstances is approved, MPO/RTPA is required to continue submitting quarterly progress reports as outlined in the Grant Application Guidelines for the grant fiscal year awarded.

Consequences of Not Satisfying the Terms of This Agreement

The Caltrans Transportation Planning Grant Program reserves the right to withhold reimbursement for the final grant invoice if the contractual local match provisions are not satisfied per this Agreement. Failure to satisfy the terms of this Agreement will be considered non-compliance and will affect future grant applications and awards.

Caltrans Use Only – Amendment Approval:

This Section is to be completed by the Caltrans District Contract Manager upon approval of the above amendment request in lieu of a formal approval letter or email to the MPO/RTPA. Refer to the template amendment approval letter.

Caltrans District 2 staff have reviewed this amendment and have received HQ concurrence.

Caltrans Approval Signatures

District Grant Contract Manager			
Full Name	Brenda Caruso		
Signature	<i>Brenda Caruso</i>	Date	1/26/23
District Regional Planning Supervisor			
Full Name	Kathy Grah		
Signature	<i>Kathy Grah</i>	Date	1/26/23