



MPO/RTPA OWP Amendment Transmittal Memo

This form is required for all administrative and formal Overall Work Program (OWP) amendments. Refer to the MPO/RTPA OWP and Grant Amendment Guidelines when submitting your request. Caltrans Office of Regional and Community Planning (ORCP) documents referenced in this document are available on the [ORCP Regional Coordination](#) webpage.

OWP Amendment Information

Agency Name and OWP Amendment Information			
MPO/ RTPA Name		Fiscal Year (FY)	
Amendment Type		Amendment Number	

OWP Amendment Checklist

Reason For an Administrative Amendment – Select All That Apply				
<input type="checkbox"/> Correct errata or clarify details within an approved Work Element or Task in the executed OWP.				
<input type="checkbox"/> Enhance or consolidate approved activities and tasks within the OWP.				
<input type="checkbox"/> Shift funds between Work Elements. No change to the Scope of Work or total programmed amount of CPG/RPA/SHA/SB1 funds.				
<input type="checkbox"/> Changes to non-CPG/RPA/SHA/SB1 funds that do not affect ORCP-administered funds, activities, or final products.				
<input type="checkbox"/> Request revisions to a Sustainable Transportation Planning Grant including: <i>minor revisions to approved tasks, change in source of local match, tapered local match request, project title change to use an AKA, project manager change, or time extension request.</i> No changes to project deliverables or total funding.				
Initial Grant Expiration Date	New Grant Expiration Date	Initial Final Invoice / Final Product Due Date	New Final Invoice / Final Product Due (60 days after new grant end date)	Grant Extension Amount (amount to expend after original grant expiration date):
<input type="checkbox"/> Other: _____				

Administrative Amendment: Required Documents (Submit as a Single Combined Package)
<input type="checkbox"/> MPO/RTPA OWP Amendment Transmittal Memo: Use this form to specify the proposed revisions and associated Work Elements in the OWP and OWP Budget
<input type="checkbox"/> Revised Work Elements and updated OWP pages.
<input type="checkbox"/> Revised OWP Budget Revenue Summary (BRS).
<i>Note: Please refer to the most recent version of the Caltrans Regional Planning Handbook and MPO/RTPA OWP Grant Amendment Guidelines for more information.</i>



MPO/RTPA OWP Amendment Transmittal Memo

Reason For a Formal Amendment – Select All That Apply

- Increase / decrease in total CPG/RPA/SHA/SB 1 funds, or other funding administered by Caltrans ORCP.
- Program carry-over CPG/RPA/SHA/SB 1 funds from previous fiscal years.
- Program new FHWA Strategic Partnerships, FTA Section 5304, SHA Sustainable Communities Grants, SB 1 Competitive Grants, SB 1 Formula Grant funds, or other funding administered by Caltrans ORCP.
- Add or remove an approved Work Element or Work Element tasks, activities, or final product deliverables.
- Request a major scope change or change in final product to an RPA/SHA funded work element.
- Request Revisions to a Sustainable Transportation Planning Grant including: *changes to project deliverables, major scope of work change or total project cost.* If applicable, identify total project cost changes:

Initial Project Cost	New Project Cost	Initial Local Match	New Local Match

- Other: _____

Formal Amendment that Requires Federal Approval (MPO only)

- Significant changes to the Scope of Work in a Work Element
- 20% or greater increase or decrease in CPG Funds (cumulative or in a single change)
- Addition or removal of a CPG-funded Work element

Formal Amendment: Required Documents (Submit as a Single Combined Package)

- MPO/RTPA OWP Amendment Transmittal Memo:** Use this form to specify the proposed revisions and associated Work Elements in the OWP and OWP Budget.
- Overall Work Program Agreement:** The document identifies programmed funding. Signed by agency and executed by Caltrans District.
- Board Resolution:** Include a board resolution formally approving the amendment.
- Revised Work Elements.** Provide updated Work Elements and corresponding OWP pages.
- OWP Budget Revenue Summary:** Include the revised OWP BRS and Funding Tables



MPO/RTPA OWP Amendment Transmittal Memo

Amendment Details (Attach Additional Sheets as Needed)

Include all updated Work Element information including: name and number, specific fund source, the amount of funding increase or decrease, and justification for proposed amendments.

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

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MPO / RTPA Signature This form must be signed by the MPO / RTPA Executive Director or authorized staff.

MPO / RTPA Executive Director or Authorized Staff			
Full Name			
Signature		Date	

Caltrans District Approval This section is to be signed by the Caltrans District Senior upon approval of the amendment and should be emailed to the MPO/RTPA informing them of approval. Additionally, Formal Amendments require the Deputy District Director's signature or authorized signee on the OWPA.

Caltrans District Signature or Authorized Staff			
Full Name			
Signature		Date	