

# Submittal Procedures for on-system Project Amendment Requests

Procedures for STIP, TCRP and on-system Prop 1B (CMIA, Route 99, TCIF, or SLPP)

## **Purpose**

An amendment may be used to change the scope, cost or program year of a project using funds administered by the California Transportation Commission. The role of the Department is to prepare a project amendment staff report and forward it to the Commission for appropriate action. The Division of Transportation Programming is assigned lead for preparation of all on-system project amendments. As a minimum it is expected that all amendment requests shall:

1. Be complete.
2. Discuss proposed change in relation to current CTC approved programmed status.
3. Discuss steps taken to resolve the problem.
4. Discuss other options considered.
5. Discuss why this course of action is necessary now.
6. Discuss the consequences of not taking this action.

## **Materials**

1. A completed excel Project Programming Request (PPR) generated from CTIPS,
  - *This includes the Amendment Information worksheet tab.*
2. Concurrence letters from the appropriate Regional Agency.
3. The approved Programming Change Request (Caltrans implemented projects only).
4. Depending upon the complexity of the change, a summary fact sheet/letter is suggested.

## **Process**

1. The responsible lead entity, either Caltrans or local agency, identifies need for change and completes paperwork noted above.
2. Consult CTC Meeting Preparation calendar and select desired CTC meeting date for action
  - Preparation schedules are found at [CTC Liaison website](#).
  - Note the date that paperwork is due to the district.
  - Items will ultimately be scheduled for a given Commission meeting based upon date received in HQ Programming.
3. Local agencies shall work with their appropriate Caltrans District to prepare and process amendment paperwork. This will usually be the Caltrans project manager.
4. The Caltrans district project manager submits the completed amendment request to Caltrans Headquarters Programming.
  - The amendment request shall be addressed to both the OCIP Office Chief and the appropriate Programming Liaison. Please contact [OCIP@dot.ca.gov](mailto:OCIP@dot.ca.gov).
5. Caltrans headquarters will review proposed amendments, and if ready, prepare a staff report (amendment book item). Following district and regional agency review and approval of the draft book item, will forward to the Commission for appropriate action.
  - Please note: Projects with changes to STIP funds will require a notice and action, a two meeting affair. All other amendments are single meeting events.

Additional STIP, TCRP and Bond Program guidance can be found on the [OCIP website](#).