FTA SECTION 5311-JARC
AMENDMENT REQUEST FORM

Type of funds (5311, 5311(f), CMAQ, JARC, etc)_________________ Standard Agreement#_________________

Subrecipient name______________________________________________________________

Address_______________________________________________________________________________________

Contact Person and Title________________________________ Telephone Number ( )__________________

Email address________________________________________ Alternate Phone Number__________________

If it is necessary to change the terms in the standard agreement (contract), a contract amendment is required. Submit this form to the Chief, Rural Transit & Intercity Bus Branch at Caltrans headquarters (HQ) in Sacramento. Amendment requests will be approved on a case-by-case basis. All requests are subject to Caltrans HQ approval.

Contract amendments can be for one or more of the following reasons. Please check all that apply.

☐ Invoice Date Extension: Original invoice due date_________ Requested invoice date_______________

☐ Contract Date Extension: Original contract end date_________ Requested end date_________________

☐ Additional Funds: Original contract amount________________ Requested increase___________________

☐ Decrease Funds: Original contract amount_________________ Requested decrease___________________

☐ Scope of Work/Project Description (attach additional page if needed)

Original contract scope/description:

Requested scope/description:

☐ Procurement Schedule (attach additional page if needed):

Original procurement schedule:

Requested procurement schedule:

☐ Other:______________________________________________
1. Please describe the change requested:

2. Please describe the reason for the proposed change:

3. Discuss why this proposed change is necessary now – extenuating circumstances:

4. Discuss the consequences of not taking this action:

5. Has this amendment request has been approved by the subrecipient’s MPO/RTPA?

6. Funding table:

<table>
<thead>
<tr>
<th></th>
<th>5311</th>
<th>5311(f)</th>
<th>5311 (CMAQ)</th>
<th>JARC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Existing Federal Share</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Proposed Federal Share</td>
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<tr>
<td>Change</td>
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<tr>
<td>Existing Local Share</td>
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<tr>
<td>Proposed Local Share</td>
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<td>Change</td>
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<tr>
<td>New Total</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

Prepared by: _______________________________  _______________________________
(Name)  (Signature)

Title: _______________________________  Date: _______________________________

Subrecipient Agency Approval:

____________________________ (Name)  _______________________________
Title: _______________________________  Date: _______________________________

Internal Use Only:
Caltrans HQ Liaison: _______________________________  Review Date: _______________________________
Branch Chief: _______________________________  Review/Approval Date: _______________________________
Comments: _______________________________