



**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:

	5311	5311(f)	5311 (CMAQ)	JARC
Existing Federal Share				
Proposed Federal Share Change				
Existing Local Share				
Proposed Local Share Change				
New Total				

Prepared by: _____
(Name)

(Signature)

Title: _____

Date: _____

Subrecipient Agency Approval:

(Name)

(Signature)

Title: _____

Date: _____

Internal Use Only:

Caltrans HQ Liaison: _____ **Review Date:** _____

Branch Chief: _____ **Review/Approval Date:** _____

Comments: _____