



RGA Change in Grant Agreement Terms

Sustainable Transportation Planning Grant Program

This form is required for administrative or formal amendments for all Sustainable Transportation Planning grants that are administered via a Restricted Grant Agreement (RGA). Refer to the RGA Amendment Guidelines for assistance submitting your request.

Project Information

Project Information					
Grant Award Fiscal Year		RGA Contract #		Amendment #	
Grant Category	Choose an item.				
Grantee 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/RFR 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
☐ Changes to Project Schedule/Clarification of 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/RFR & Final Product Due: same as original invoice/RFR due date	Formal
☐ Over 30-Day Extenuating Circumstances Time Extension Request (up to 12 months) New Grant End Date: New Final Invoice/RFR & Final Product Due (60 days after new grant end date): Grant Amount For Extension Period (amount to expend after original grant expiration date): Grant Amount To Be Invoiced By Original Grant Expiration & Final Invoice/RFR Date:	Formal
☐ 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)

Grantee 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 Grantee's Project Manager and Financial Manager.

Grantee Project Manager			
Full Name			
Signature		Date	
Grantee Financial Manager			
Full Name			
Signature		Date	

Invoice/Request for Reimbursement Submittals

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

Quarterly Progress Reporting

If a grant extension due to extenuating circumstances is approved, the Grantee 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/RFR 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:

In lieu of a more formal response, the District Contract Manager completes this section upon approval of the amendment request. This section will include language specifically approving the changes made by the Grantee. For formal amendments, the District signs after the amendment is executed by DPAC.

Caltrans Approval Signatures

District Grant Contract Manager			
Full Name			
Signature		Date	
District Regional Planning Supervisor			
Full Name			
Signature		Date	