



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: _____	