



# MPO/RTPA OWP Amendment Transmittal Memo

This form is required for all administrative and formal Overall Work Program (OWP) amendments. Refer to the MPO/RTPA OWP and Grant Amendment Guidelines for assistance with submitting your request.

## OWP Amendment Information

OWP Amendment Information			
MPO/RTPA Name		Fiscal Year (FY)	
Amendment Type	Choose an item.	Amendment #	

## OWP Amendment Checklist

### Reason for an Administrative Amendment (select all that apply)

- Clarify an already approved task in the executed OWP (Examples: clarifying responsible parties or correction of errata)
- Enhance already approved activities or tasks in the executed OWP (Examples: adding outreach sessions or meetings to a Work Element activities)
- Shift funds between Work Elements as long as there is no change to scope of work or total programmed amount of CPG/RPA/SPR/SB 1 funds
- Combine already approved activities
- Changes to non-CPG/RPA/SPR/SB 1 funds that do not affect transportation planning funds, activities and products so long as the changes do not result in redirection of staff time or are not a detriment to previously approved transportation planning activities and products
- Grant amendment that includes revisions to approved tasks, Project Cost and Schedule, or project title change to use an AKA (no changes to project deliverables or total project cost)
- Other: \_\_\_\_\_

### Administrative Amendment Package Required Documents

<b>Please submit in one email</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget</li> <li><input type="checkbox"/> All revised Work Elements and any other affected pages within the OWP</li> <li><input type="checkbox"/> Revised OWP Budget Revenue Summary</li> <li><input type="checkbox"/> <b>Grant Amendment:</b> Completed Change in Grant Agreement Terms (CAT) form, revised Scope of Work/Project Cost and Schedule, and revised SB 1 Sustainable Communities Formula List of Projects, as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule)</li> </ul>
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**Reason for a Formal Amendment (select all that apply)**

- Increase/decrease in total CPG/RPA/SPR/SB 1 funds
- Program carry-over CPG/RPA/SPR/SB 1 funds from previous fiscal years
- Program new FHWA Strategic Partnerships, FTA § 5304/SHA Sustainable Communities Grants, SB 1 Competitive Grants and SB 1 Formula Grant Funds
- Add or delete Work Element tasks/activities
- Grant Amendment that increases/decreases total project cost
- Other: \_\_\_\_\_

**Requiring Federal Approval (MPO Only)**

- Significant changes to the Scope of Work of a Work Element
- 20% increase or decrease in CPG funds (cumulative or in a single change)
- Add or delete a CPG-funded Work Element

**Formal Amendment Package Required Documents**

**Please submit in one email**

- MPO/RTPA OWP Amendment Transmittal Memo (this form) that clearly outlines the revisions to the OWP and/or OWP budget
- All revised Work Elements and any other affected pages within the OWP
- Revised OWP Budget Revenue Summary
- If there is an increase or decrease in the total amount of CPG/RPA/SPR/SB 1 funds, include amended and fully executed OWPA
- Board Resolution or minutes from the board meeting approving the amendment
- Grant Amendment:** Completed CAT form, revised Scope of Work/Project Cost and Schedule, and SB 1 Sustainable Communities Formula List of Projects included as applicable (associated Work Element task schedule/budget table should mirror the revised grant Scope of Work/Project Cost and Schedule)

## Amendment Details (attach additional sheets as needed)

Include affected Work Element number(s) and name(s), specific fund source(s), the amount of funding increase/decrease for each Work Element, and justification for the change(s)

Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

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Fund Source		Amount of Funding Increase/Decrease	
Justification			

### MPO/RTPA Signature

This form is required for all OWP amendments and must be signed by the MPO/RTPA Executive Director or designated staff.

MPO/RTPA Executive Director (or Designated Staff)			
Full Name			
Signature		Date	