



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	Shasta Regional Transportation Agency	Fiscal Year (FY)	2022/23
Amendment Type	Administrative Amendment	Amendment #	4

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	
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
	☐ Grant Amendment: 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)

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 #	701.01, 702.02, 706.02,707.03	Work Element Name	RTP, OWP, Public Trans Planning & Review, Alt. Fuel Vehicle Planning
Fund Source	FHWA PL	Amount of Funding Increase/Decrease	\$0
Justification	Delineating FHWA PL Carryover Funds by Fiscal Year.		
Work Element #	703.01 & 704.01	Work Element Name	Active Transportation Planning- CS, Public Info and Participation
Fund Source	FHWA PL, 5303, SHA	Amount of Funding Increase/Decrease	\$0
Justification	Increased Bike Promotional Budget item in 703.01 to acquire app. Decreased the budget line items from 704.01 to compensate for this increase. Added a row (703.01 CS) to identify the CS PL requirement.		
Work Element #		Work Element Name	
Fund Source		Amount of Funding Increase/Decrease	
Justification			

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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	SEAN TIEDGEN		
Signature		Date	3/3/2023