

Office of Capital Improvement Programming

(Managing STIP, TCRP and Prop 1B CMIA/Route 99 Bond)

Submittal Requirements for Project Amendment Requests

An amendment may be used to change the scope, cost or program year of any project funded with STIP, TCRP, CMIA or Route 99 Bond funds. The project sponsor will initiate the change by completing the materials outlined below. The Department will review the proposed amendment request, and if ready, prepare a staff report and forward it to the Commission for appropriate action. As a minimum it is expected that all amendment requests shall:

1. Be complete.
2. Discuss proposed change in relation to current CTC approved programmed status.
3. Discuss steps taken to resolve the problem.
4. Discuss other options considered.
5. Discuss why this course of action is necessary now.
6. Discuss the consequences of not taking this action.

Materials

1. A completed excel Project Programming Request (PPR) generated from CTIPS,
 - a. *This includes the Amendment Information worksheet tab.*
 - b. Note: TCRP amended application forms are no longer being accepted.
2. Concurrence letters from the appropriate Regional Agency.
3. The approved Programming Change Request (Caltrans projects only).

Process

1. The responsible entity, either Caltrans or local agency, identifies need for change and completes paperwork.
 - o Local agencies shall work with their appropriate Caltrans District to prepare and process amendment paperwork.
 - o Responsible entity consults CTC Meeting Preparation calendar and selects desired CTC meeting date for action. Please Note: Items will be scheduled for a given Commission meeting based upon date received in HQ Programming.
[http://www.dot.ca.gov/hq/transprog/ctliaison/2009/Schedules/External Prep Calendar.pdf](http://www.dot.ca.gov/hq/transprog/ctliaison/2009/Schedules/External%20Prep%20Calendar.pdf).
2. Completed Amendment request forwarded to Caltrans Headquarters.
3. Caltrans headquarters will review proposed amendments, and if ready, prepare a staff report and forward to the Commission for appropriate action.
 - o Please note: Projects with changes to STIP funds will require a notice and action, a two meeting affair. All other amendments are a single meeting event.

Additional STIP, TCRP and Bond Program guidance can be found on the OCIP website:
<http://www.dot.ca.gov/hq/transprog/ocip.html>