## Exhibit 5-G Sample Alternative Payment Procedure

(Prepare on Letterhead of Local Agency)
Date of Invoice:
DALE Name
Department of Transportation
District Local Assistance
district address
City, CA, Zip code
Billing Number:
Invoice Number:
1, 2......, or Final
Federal-aid Project Number:
Local Agency's Invoice Number
Tax Identification Number:
Date Project Accepted by City/County:
Prefix Project Number (Fed. Agreement \#)
Agency IRS ID Number
Final Date or "Ongoing" if not Final
Project Limits
Expenditure Authorization or Advantage Project Number:
Reimbursement for Federal funds is claimed pursuant to Local Agency-State Agreement No. $\qquad$ , Program
Supplement No. $\qquad$ , executed on date $\qquad$ -.

|  | Construction <br> Engineering | Construction Contract | Total |
| :--- | ---: | ---: | ---: |
| Federal Appropriations Code | $\$ 3,075.60$ | $\$ 65,769.10$ |  |
| Federal Authorization Date |  |  |  |
| Federal/State Participating Costs <br> From |  |  |  |
| To | $\$ 1,865.50$ | $(\$ 20,000.00)$ | $\$ 208,400.40$ |
| Total Indirect Costs to Date | $\$ 8,400.30$ | $(\$ 16,000.00)$ | $(\$ 20,000.00)$ |
| Total Direct Costs to Date |  | $\$ 164,000.10$ | $\$ 0.00$ |
| Less Retention | $\$ 840.00)$ | $(\$ 98,231.00)$ | $\$ 16,840.00)$ |
| Liquidated Damages | $\$ 9,425.80$ | $88.53 \%$ | $8173,425.90$ |
| Nonparticipating Costs | $\$ 3,075.60$ | $88.53 \%$ | $88.53 \%$ |

## ADJUSTMENT OF STATE FUNDS FOR ESTIMATED CONTRACT PAYMENTS

| Total Expended Funds | $\$ 68,491.93$ |
| :--- | :--- |
| Less: Estimate Previously Invoiced for the month | $(\$ 80,000.00)$ |
| Difference (positive or negative amount) | $(\$ 11,508.07)$ |
| Plus: Estimate for next month | $\$ 100,000.00$ |
| TOTAL INVOICE AMOUNT | $\mathbf{\$ 8 8 , 4 9 1 . 9 3}$ |

## INDIRECT COST CALCULATION

## Construction Engineering Indirect Costs:

|  | Fiscal Year 2012-2013 | Fiscal Year 2013-2014 |
| :--- | ---: | ---: |
| Direct Cost Base Expense | $\$ 4,756.23$ | $\$ 1,185.07$ |
| Approved Indirect Cost Rate | $31.00 \%$ | $33.00 \%$ |
| Subtotal ${ }^{* * * *}$ | $\$ 1,474.43$ | $\$ 391.07$ |

Total Indirect Costs to Date for Construction Engineering $\qquad$ $\$ 1,865.50$ (this Amount is carried to the front of the invoice under the Construction Engineering column)

I certify that the work covered by this invoice has been completed in accordance with approved plans and specifications; the costs shown in this invoice are true and correct; and the amount claimed, including retention as reflected above, is due and payable in accordance with the terms of the agreement.
Signature, Title and Unit of Local Agency Representative Phone No.

For questions regarding this invoice, please contact:

Phone No.

* Total retention amount withheld from contractor. At the end of the project and after all retention has been released, this amount should be zero.
** Show "liquidated damages" amount on final invoice.
*** Total must be rounded down to the lowest cent. Federal rules do not allow rounding up.
**** - Indirect cost for this project equals the direct cost base expense (i.e., direct salaries \& wages plus fringe benefits) for this project multiplied by the approved indirect cost rate.
- Indirect cost reimbursement will not apply to direct costs, i.e., payment of construction contracts and right of way purchases, not included in the direct cost base.
- An indirect rate must be approved by Caltrans every fiscal year to be used for only those costs incurred for that year.

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