

Caltrans Priority Legislative Budget Project (PLBP) Earmarks Agreement, Budget and Invoicing Process

1. Caltrans District Local Assistance Engineer (DLAE) forwards Funds Transfer Agreement (FTA) to Local agency
2. Local agency fills out FTA, but does not sign
3. Local agency forwards FTA to DLAE
4. Caltrans DLAE initiates Advantage Project ID request through LP2000.
5. Caltrans DLAE reviews FTA & adds Agreement Number and Adv. Project ID, approves, and forwards to HQ Program Manager.
 - a. The Agreement Number is the LP2000 Prefix + Project ID
 - b. **PLEASE INCLUDE ON THE EMAIL SUBJECT LINE: "District- PLBP-Location Code of Local agency (which will be the agreement number)"**
6. HQ Program Manager reviews FTA for completeness and forwards to Caltrans Local Program Accounting (LPA) staff for District (see attached list). **Cc: LPA supervisors**
7. Caltrans LPA staff will set up the Advantage Project ID (from the draft CAS), Budget, and Pre-encumbrance (RQS) and certify the PBLP funds are available
8. Caltrans LPA staff will forward the FTA to HQ Program Manager.
9. Program Manager will confirm certification signed and forward the agreement to the Caltrans DLAE.
10. Caltrans DLAE forwards FTA to Local agency for signatures
11. Local Agency signs FTA
12. Local Agency forwards FTA to Caltrans DLAE
13. Caltrans DLAE forwards FTA to HQ Program Manager.
14. HQ Program Manager obtains Caltrans signature and forwards fully executed FTA to Caltrans LPA liaison (Jie Chen). **Cc: Candy Yu**
15. Caltrans LPA liaison (Jie Chen) will roll pre-encumbrance to actual encumbrance (Note: Caltrans LPA is required to submit contracts/agreements to SCO 30 days prior to the processing of the first invoice.)
16. HQ DLA Program Manager forwards executed FTA to DLAE and notifies them that funds are encumbered.
17. DLAE forwards executed FTA to Local agency and notifies them that funds are encumbered.
18. After 14 days, Local agency submits invoice for the funds to Caltrans DLAE.
19. DLAE reviews and approves the invoice and forwards to Caltrans LPA.
20. Caltrans LPA processes the invoice.