

FAQ's

Priority Legislative Budget Projects (PLBP)

1. When will the Fund Transfer Agreement (FTA) be due?
 - a. The FTAs are due 60 days prior to the Encumbrance Date. This will allow adequate time for Caltrans approval and for Caltrans Accounting to process the Funds Transfer Agreement (FTA) and to release the funds. However, the FTAs cannot be executed prior to the DOF releasing the PLBP funds.
 - b. The legislation authorizing the PLBP funds establishes deadlines for Encumbrance and Expenditures. Refer to the appropriate legislation for deadlines.
 - c. After the Governor signs the appropriation bill authorizing the PLBP funds, the Department of Finance (DOF) will transfer the PLBP funds to Caltrans for allocation. Historically, the DOF has released the funds in February.
2. What are the deadlines?
 - a. The legislation authorizing the PLBP funds establishes deadlines for encumbrance and expenditures. Refer to the appropriate legislation for deadlines.
 - b. Encumbrance and expenditure deadlines refer to the funds while they are held at Caltrans.
 - c. The legislation authorizing the funds establishes expenditures deadlines once the funds are allocated to the Local Agency and unless specified in the legislation, there are no deadlines for the Local Agency to expend the funds.
3. Do the PLBP funds have a match requirement?
 - a. No matching funds are required.
4. Can the PLBP funds be used as a match for other funds.
 - a. Yes.
5. What percentage minimum match is required (if any)?
 - a. There are no minimum match requirements for the PLBP funds.
6. Can the earmark funds be spent any time (front loaded), or do they need to be expended on a 1:1 timeline with another fund match?
 - a. This depends on the guidelines of the funds being used as a match.
 - b. There are no matching funds requirement for PLBP funds, however, the funds can be used as matching funds.
7. What is the allocation date?
 - a. The date the Funds Transfer Agreement is executed.
8. Can funds be used to pay for costs incurred prior to the effective date of the legislation?
 - a. Depending on the authorizing legislation states.
9. Can Agencies draft FTAs prior to the release date?
 - a. Yes, it recommended that agencies draft FTAs and submit them through the DLAE for review and comment. Note that until the Final FTA is approved, minor changes to the FTA may be necessary.
 - b. Please note that final FTAs cannot be executed prior to DOF approval (See Q1).

10. Are the invoices a one-time upfront invoice?
 - a. Once an FTA is executed, the agency will need to submit an invoice to receive the funds. The agency may request the funds as a lump sum up front payment, per the legislation, or request partial payments throughout the project.
11. Where can we see a copy of the invoice template? Is the agency required to provide backup documentation with the invoice?
 - a. A PLBP invoice template can be found the PLBP website.
 - b. No backup documentation is required, as the agency is allowed to “self-attest” that the expenditures were spent, or will be spent, on the project as described in the FTA.
 - c. Note that, per the FTA template language, funds not spent on the project will need to be refunded once the project is complete.
12. Will FTAs be used for on-system (on-highway) improvements?
 - a. Improvements that impact the State Highway System are considered “on-system”. Where the project meets this definition, Caltrans will assess these on a case-by-case basis. An FTA may not be the appropriate agreement in these cases. The DLAEs will need to set up meetings with Caltrans HQ and Caltrans Project Delivery early in the process to determine the most appropriate agreements, method of payments, process, and main contacts for the agencies.
13. Are there reporting requirements?
 - a. Progress reports are not required, however, a Completion Report is required after the project is completed or after all the funds have been expended.
14. Can the PBLP funds be kept in an interest-bearing account?
 - a. Yes, however, the interest earned must be used on the Project or returned to the State after project completion.
15. Can the PLBP funds be given directly to a Joint Powers Authority (JPA)?
 - a. Yes, using the FTA, the funds can be allocated directly to a JPA.