

**LOCAL AGENCY CONSTRUCTION CONTRACT ADMINISTRATION
CHECKLIST**

Local Agency _____

I ADVERTISE AND AWARD PROJECT**A. Project Advertisement**

- Projects are not advertised until the Authorization to Proceed (E-76) for the construction phase has been approved by Caltrans (or by FHWA for Full Oversight projects).
- For NHS projects, a minimum of three weeks for project advertisement (15.4 "Project Advertisement").

B. Contract Bid Opening

- All bids are opened publicly and read aloud either item-by-item, or by total amount. If a bid is not read, the bidder is to be identified and the reason for not reading the bid announced (15.5 "Contract Bid Opening")

The following documents will be completed and retained in the project files.

- For NHS Projects, a list of bidders and total amount bid with an item-by-item breakdown (Exhibit 15-D, "Sample Bid Tabulation Summary Sheet") of the three lowest bidders.
- Bidders' list to be compiled from prime and subcontractors bidding or quoting on contract.
- EEO Certification (Exhibit 12-E, Attachment C), The Noncollusion Affidavit (Exhibit 12-E, Attachment D), Non-Lobbying Certification (Exhibit 12-E, Attachment F), Disclosure of Lobbying Activities (Exhibit 12-E, Attachment G)
- Local Agency Bid Opening Checklist (Exhibit 15-I)

C. Contract Award

- Contracts are awarded on the basis of the lowest responsive bid from a responsible bidder (15.6 "Contract Award").
- For all NHS projects, a bid analysis will be performed (15.6 "Contract Award").
- No negotiations with contractor occurred prior to award (not allowed).
- Local Agency-Bidder DBE Information Sheet (Exhibit 15-G) to be submitted by successful bidder.

The following documents will be forwarded to the Caltrans District Local Assistance Engineer immediately after award of the contract:

- Contract Award Checklist (Exhibit 15-L)
- Detail Estimate (Exhibit 15-M)
- Finance Letter
- RE's Checklist

D. Subcontracting

- For all NHS projects, at least 30% of the contract work is to be performed by the prime contractor (see Chapter 16, Section 16.6 "Subcontractors")

Local agency's person in "Responsible Charge"

(date)

Distribution: Original Local Agency Project File
One copy - DLAE

RESIDENT ENGINEER'S CONSTRUCTION CONTRACT ADMINISTRATION CHECKLIST

This form is to be completed and signed by the local agency's Resident Engineer, and submitted with Local agency's Award Package

This form was created to help local agency Resident Engineers with the administration of the federal-aid projects. This list does not contain all the Federal-aid requirements for administration of federal-aid projects. Resident Engineers are advised to review the *Local Assistance Procedures Manual* to be familiar with all the federal-aid requirements.

This form shall be used as reference if the local agency's federal-aid project is subject to a Process Review.

Local Agency Name _____

Federal-aid Project No. _____

1. Contract Staffing:

Names and titles of all staff assigned to the contract shall be in the contract files and shall be adequate (see Chapter 16, Section 16.3 "Project Supervision and Inspection").

Date of Preconstruction Conference (Attendees list in contract file) _____

2. Authorization:

Date of the "Authorization to Proceed with Construction" _____
(Shall be prior to date project was advertised)

Date the project was advertised _____

3. Contract Files:

Files shall be in an established order and separate from other contracts (see Chapter 16, Section 16.8 "Project Files").

Check one of the following: Index used on this project is Local agency's standard for all jobs, or
 For federal-aid jobs only.

4. Resident Engineer's/Construction Inspectors Daily Diaries:

Shall be current, thorough and neat with detailed information on all work performed (see Chapter 16, Section 16.7 "Engineer's Daily Reports").

5. Construction Records and Accounting Procedures:

Detail Estimate(s) and Finance Letter(s) are in the project files.

Amount of federal-aid funds encumbered for the project, _____

Program Supplemental Agreement is in the project files.

Distribution: 1. Local Agency Project File 2. DLAE (please put on first page only)

- There shall be source documents supporting progress payments made to Contractor.
- There shall be separate item sheets for each contract item paid.
- There shall be a procedure for Administrative or Labor Compliance deductions.
- Invoices to the State shall match progress payments made to the Contractor.
- 6. Contract Time:**
 A method shall be established to determine contract time (see Chapter 16, Section 16.5 "Contract Time").
- 7. Labor Compliance:**
 Certified payrolls shall be spot-checked against daily diaries and prevailing wages (see Chapter 16, Section 16.11 "Labor Compliance").
Local agency's Labor Compliance Officer: _____
- 8. EEO:**
 Maintain records to ensure EEO requirements are performed and documented in contract record (see Chapter 16, Section 16.12 "Equal Employment Opportunity").

Local agency's EEO Compliance Officer: _____
- 9. EEO/Wage Rate/False Statements Posters:**
 Federal posters shall be posted for every worker to see at, or near, the contractor's office at the construction site or at the workers central gathering point.
- 10. Employee Interviews:**
 There shall be employee interviews conducted (see Chapter 16, Exhibit 16-N).
- 11. OJT:**
 Are OJT requirements included in the contract, yes no .
- If yes, documentation will be retained in project files to account for the apprentices on the job.
- 12. DBE:**
 Local agency's Annual Anticipated DBE Participation Level,
 Local agency's DBE Liaison Officer: _____
 Contractor's completed Local Agency Bidder-DBE-Information Form (Exhibit 15-G) in project files.
- Contractor has been provided "Monthly DBE Trucking Verification" Form (see Chapter 16, Exhibit 16-Z)

13. CCOs/CLAIMS:

- A CCO approval process shall be established. For NHS projects, major change orders will be approved by DLAE prior to performance of work (see Chapter 16, Section 16.13 "Contract Change Orders").
- There shall be a list of the approved CCOs.
- All CCOs shall note federal-aid eligibility or not.
- Pending claims to be identified and documentation in contract file**

14. Traffic Safety in Highway and Street Work Zones:

- Traffic Control Plan (TCP)/Traffic Management Plan (TMP) in the PS&E? yes , no ,
(see Chapter 16, Section 16.6 "Traffic Safety in Highway and Street Work Zones")
Comments:

Responsible Person _____ (if not the RE)

- Local Agency shall field review the project to see that the TCP agrees with the actual conditions.
- Local Agency shall be analyzing construction work site accidents for the purpose of correcting deficiencies which might be found to exist on this project projects and to improve the content of future TCPs.

15. Materials Files:

- The Quality Assurance Program (QAP) is in the project files (see Chapter 16, Section 16.14 "Quality Assurance Program").
- There shall be procedures for and filing of: (if appropriate)
Notice of Materials to be used.
Certifications of Compliance.
"Buy America" Requirements
- Acceptance Sampling and Testing Reports shall be in the files.
- There shall be a "Summary Log" of tests.
- Frequency tables shall be used.
- Failed tests shall be documented in the files with cross references to re-tests.
- Resident Engineer shall review all test reports.

16. Environmental

- The Environmental document is in the project files.
- The construction project shall adhere to the mitigation requirements in the Environmental document.

17. For Projects on the State Highway System

- A Caltrans Encroachment Permit has been issued.
- Local Agency shall comply with State's Representative's oversight requirements.

Local agency's Resident Engineer
agency employee or Consultant,
(Consultants on retainer are considered
Local agency employees)

Local agency's person in "Responsible (Local)
Charge" if Resident Engineer is a Consultant.

Date: _____

LOCAL AGENCY PROJECT ADVERTISING CHECKLIST

Project : _____
DIST-----CO-----RTE-----PM-----Agency

Federal Project # _____

Location: _____

Limits: _____

	<u>YES</u>	<u>NO</u>	<u>NOT APPLICABLE</u>
PS&E Review	[]	[]	[]
Are the following complete?			
Environmental measures incorporated?	[]	[]	[]
Right of Way Certification.	[]	[]	[]
Design	[]	[]	[]
Traffic (Electrical/Signing/Striping)	[]	[]	[]
Materials	[]	[]	[]
Landscaping	[]	[]	[]
Hydraulics	[]	[]	[]
Permits	[]	[]	[]
Bridge Plans	[]	[]	[]
Are all encroachments permits obtained?	[]	[]	[]
Are design exceptions approved?	[]	[]	[]
Is material testing and sampling arranged?	[]	[]	[]
DBE Annual Submittal Form approved?	[]	[]	[]
Is there force account work for this project?	[]	[]	[]
Is agency furnished material approved?	[]	[]	[]
Are the federal funds for construction authorized ?	[]	[]	[]
Has a fund allocation been approved by the California Transportation Commission (if required)?	[]	[]	[]
Have a complete set of Plans and Special Provisions been sent to the Caltrans District Local Assistance Engineer (two copies if structures (bridges) are involved)?	[]	[]	[]
How long is the advertisement period? _____			

Reviewed by: _____
(Name of Local Agency Representative)

Title: _____

Date: _____

Distribution: Local Agency Project File

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NATIONAL HIGHWAY SYSTEM BID TABULATION DATA

TO: Federal Highway Administration Date _____
 Interstate & Program Support Branch (HNG-13)
 400 Seventh Street, SW
 Washington, DC 20590

FROM: _____

SUBJECT: Submission of Bid Tabulation Data

Attached is the following data for the recently awarded Federal-aid highway construction project:

State _____ FIPS County Code(s) _____

Federal-aid Project # (s): _____

Contractor's Name: _____

Contractor's City/State: _____

Low Bid Amount : \$ _____ Award Date (M/D/Y): _____

2nd Low Bid Amount: \$ _____ 3rd Low Bid Amount: \$ _____

Number of Bidders: _____ Engineer's Estimate: \$ _____

Project Length _____ Miles
 (Indicate which and report to nearest 0.1)

FMIS Predominant Type Code (s): _____

Estimate Completion Date (Mo./Yr.): _____

Is Contract a Joint Venture (yes/no): _____

If Yes, List Name/City/State of Other Contractor(s)

Local Agency Contact Person: _____ Telephone # : _____

Form FHWA-45 is attached for projects on the NHS greater than \$500,000.

All federal-aid contracts on the National Highway System (including the Interstate System) are to be reported regardless of size or type of federal-aid funding. Projects off the National Highway System are not to be reported. When several projects are combined into a single contract, all data should be combined and reported on a single transmittal sheet. Please direct questions to the Interstate and Program Support Branch (HNG-13), Telephone (202) 366-4636.

Distribution for NHS projects: (1) Original-Caltrans DLAE, (2) Copy - Local Agency Project File
 Distribution for Non-NHS projects: Not Required

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OMB NO. 2125-0010

BID PRICE DATA														
NOTE: <i>Transmit only original to the Washington Headquarters, Federal-aid & Design Division,</i> DO NOT WRITE IN SHADED AREAS ATTN.: HNG-13														
1	4	8	11	STATE							15			
3	7	10	14								ALL			
COUNTY			FEDERAL PROJECT NO.				URBAN () RURAL ()		DATE OF AWARD			C A R D 1		
ROADWAY		20	21	30			ROADWAY AND BRIDGE							
Contract Amount		1	\$	Code Types										
BRIDGE		41	42	51			52	54	55	63				
Contract Amount		2	\$											
TOTAL CONTRACT AMOUNT			\$	X			64	65	66	70	71	1		
							73							
NUMBER OF UNITS		UNIT		ITEM						UNIT PRICE		TOTAL COST	C A R D 2	
										Dollars	Cents	(Dollars)		
		C.Y.		111 Common Roadway Excavation										
		C.Y.		131 Unclassified Roadway Excavation ¹										
		LB.		421 Structural Reinforcement										
		LB.		431 Structural steel										
		TON		775 Bituminous concrete surfaces ²										
		S.Y.		781 Port. cem. conc. surfaces <i>Inches</i> ³										
		C.Y.		900 Structural concrete ³										
16		25		26		31		32		42		CARD 3 1		
PRICE ADJUSTMENTS				UNIT PRICE					Prepared by: _____ Title: _____ Date: _____					
PCC PAVEMENTS AND STRUCTURAL CONCRETE				Per Square Yard			Per Cubic Yard							
				781	781	781	900	900						
Unit bid price														
Steel, not bid separately (Subtract)														
Longitudinal joints (Subtract)														
Transverse joints (Subtract)														
Fine finishing of subgrade (Add)														
Cement or aggregates bid separately (Add)														
3 ADJUSTED PRICE														
REMARKS (Use reverse side if more space is needed.)														

¹ Unclassified Roadway Excavation (Item 131) when reported:
_____ Percent Rock

Estimated Price of Rock _____ per cubic yard

² When aggregate and bituminous material are bid separately, combine quantities and total costs. In converting gallons to tons, 235 gallons per ton may be used. When bituminous material is bid in addition to the bid for mix, report weight of mix only, and the combined total costs.

Form FHWA-45 (Rev. 11-91) PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE
This form was electronically produced by Elite Federal Forms, Inc.

Distribution for Projects on the NHS \$500,000 or more: (1) Original-Caltrans DLAE, (2) Copy - Local Agency Project File
Distribution for All other projects: None

Instructions for completing FHWA Form 45 can be found on the internet at the following address:

<http://www.fhwa.dot.gov/legsregs/directives/fapg/g601110.htm>



INSTRUCTIONS - LOCAL AGENCY BIDDER-DBE (CONSTRUCTION CONTRACTS)
INFORMATION FORM (Revised 11/06)

The form requires specific information regarding the construction contract: Agency, Location, Project Descriptions, Contract Number (assigned by local agency), Federal Aid Project Number (assigned by Caltrans-Local Assistance), Total Dollar Contract Amount, Bid Date, and Bidder's Name .

The form has a column for the Contract Item Number (or Item No's) and Item of Work and Description or Services to be Subcontracted or Materials to be provided by DBEs. The DBE should provide a certification number to the Contractor. Notify the Contractor in writing with the date of the decertification if their status should change during the course of the contract. The form has a column for the Names of DBE certified contractors to perform the work (must be certified on the date bids are opened and include DBE address and phone number).

There is a column for the total DBE dollar amount. Enter the Total Claimed DBE Participation dollars and percentage amount of items of work submitted with your bid pursuant to the Special Provisions. (If 100% of item is not to be performed or furnished by the DBE, describe exact portion of time to be performed or furnished by the DBE.)

Exhibit 15-G must be signed and dated by the person bidding. Also list a phone number in the space provided and print the name of the person to contact.

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LOCAL AGENCY BID OPENING CHECKLIST

Project Information: _____
DIST-----CO-----RTE-----PM-----Agency

Federal Project Number: _____

Location: _____

Limits: _____

Bid opening date and time	_____
Bid opening by	Name: _____
Bids publicly opened and read aloud?	_____ (Yes/No)
Addenda certified by	_____
Advertisement date	_____
Engineers Estimate Compared?	_____ (Yes/No)
Low Bidder Name	_____
Amount	_____
Number of Bidders	_____
Bid irregularities?	_____ (Yes/No)
Noncollusion affidavit included (Exhibit 12-E, Attachment D)?	_____ (Yes/No)
Low Bid signed?	_____ (Yes/No)

All Addenda certified by all bidders?	_____ (Yes/No)

Reviewed by: _____
(Name of Local Agency Representative)

Title: _____

Date: _____

Distribution: Original- Local Agency Project File

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LOCAL AGENCY CONTRACT AWARD CHECKLIST

Project Sponsor: _____

Federal-aid project #: _____

Location: _____
DIST-----CO----- (Road/Street or RTE)-----PM-----Agency

Limits: _____
(Physical limits reference postmiles or intersections)

Has Caltrans issued an "Authorization to Proceed" in writing with federal funds included for construction? and is the amount correct?	_____ (yes/no)
Copy of engineers estimate:	_____ to be attached
Is material testing and sampling arranged?	_____ (yes/no)
Copy of low bidder's proposal:	_____ to be attached
Low Bid signed in ink?	_____ (yes/no)
Local Agency DBE Information Sheet included (Exhibit 15-G)	_____ to be attached
Is the Noncollusion Affidavit (Chapter 12, "PS&E," Exhibit 12-E, Attachment D) included in the low bidders proposal?	_____ (yes/no)
Is the Bid summary (itemized bids for 3 lowest bidders) complete?	_____ (yes/no)
Addendum procedures adhered to?	_____ (yes/no)
TIP information, Authorized amount	_____ \$ amount
Include TIP page number or amendment number here:	_____
Bid opening procedures were adhered to?:	_____ (yes/no)
Date DLA's Federal Wage Rate website was checked for updates *	_____ date
Date of bid opening	_____ date
Date of award:	_____ date
Amount of award:	_____ \$ amount
Detail Estimate (Exhibit 15-M):	_____ to be attached
Finance Letter (Exhibit 15-N):	_____ to be attached
Resident Engineer's Construction Contract Administration Checklist	_____ to be attached
Is successful bidder licensed?	_____ (yes/no)

Reviewed by: _____
(Signature of local agency Representative)

(Name printed or typed)

Title: _____

Date: _____

Phone Number: _____

NOTE: If the answer is no to any of the above questions, a letter of explanation is required. The DLAE shall review the explanation and determine if the local agency is eligible for federal funds.

* **If the date listed is more than 10 calendar days before bid opening, local agency must provide documentation that website was subsequently checked within the 10 calendar day period or after bid opening, and there were no changes in the applicable federal wage rates.**

Distribution: All NHS Projects: (1) Original + 1 copy-Caltrans District Local Assistance Engineer . (2) Copy-Local Agency Project File

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DETAIL ESTIMATE

File: _____
 Federal Project No.: _____
 Project Location: _____
 Date: _____

To be used as a basis of agreement for Federal-aid Project #(1) _____
 in the City/County of(2) _____

Construction Authorization Date:(3) _____, 200__

Type: (4)

Preliminary Engineering (Authorization Date:(5) _____, 200__

Right of way (Acquisition Authorization Date:(6) _____, 200__

Acquisition (No. Parcels _____) \$ _____
 RAP
 (number homes _____) \$ _____
 (number businesses _____) \$ _____
 LRH (Parcel No. Name _____) \$ _____
TOTAL COST \$(7) _____

Utilities (Authorization Date:(8) _____, 200__

Total Cost \$ _____

Improvement Type Code: (9) _____

Length (10) _____ (miles)

Item Estimate (11)

Item No.	Item Description	Unit	Quantity	Unit Price	Amount
1	Item Description	Unit	Quantity	Unit Price	\$
2	Item Description	Unit	Quantity	Unit Price	\$
3	Item Description	Unit	Quantity	Unit Price	\$
"	"	"	"	"	"
"	"	"	"	"	"

Subtotal Contract Items \$ _____
 Agency/State Furnished Materials \$(12) _____
 Force Account (Day Labor) - striping, etc. \$ _____
 Total \$ _____
 Contingencies (Including supplemental work) \$(13) _____

 Contract Total \$ _____
 Construction Engineering \$(14) _____

TOTAL COST \$ _____

Distribution All Projects: (1) Original + 4 copies-Caltrans District Local Assistance Engineer. (2) Copy-Local Agency Project File

**DETAIL ESTIMATE
SUMMARY (15)**

	Total Cost	Participating Cost	Federal Funds	Other Funds
Preliminary Engineering	\$ _____	\$ _____	\$ _____	\$ _____
Right of way	\$ _____	\$ _____	\$ _____	\$ _____

Construction	\$ _____	\$ _____	\$ _____	\$ _____
Improvement type				
Code _____	\$ _____	\$ _____	\$ _____	\$ _____
:				
Code _____	\$ _____	\$ _____	\$ _____	\$ _____
Construction Engineering:	\$ _____	\$ _____	\$ _____	\$ _____

Total Cost	\$ _____	\$ _____	\$ _____	\$ _____

Contract Items Participating	=	\$ (16) _____	=	_____ %
Contract Items nonparticipating	=	\$ _____	=	_____ %
Total	=	\$ _____	=	100.00 %

* Reimbursement Ratio: (17) _____ %

Appropriation Code(s) (18)

Name/Date Prepared _____

* Reimbursement ratios may vary within each phase of work such as Emergency Relief PE for Emergency Repair (100%) and PE for restoration (88.53%). In these cases, the detailed estimate shall include two separate lines of preliminary engineering.

Distribution All Projects: (1) Original + 4 copies-Caltrans District Local Assistance Engineer.
(2) Copy-Local Agency Project File

DETAIL ESTIMATE INSTRUCTIONS

1. File
 - Fill in project identification
example: Dist-County-Rte-City: 07-LA-0-LA
 - Federal-aid Project #: STPL-5006(023)
 - Federal-aid Program: Surface Transportation Program, population > 200,000
 2. Project Location
 - Fairly detailed (list intersections or project limits, etc.) Should agree with Authorization to Proceed
 3. Construction Authorization Date
 - FHWA/Caltrans authorization date on the Authorization to Proceed
 4. Type
 - General type of work (signalization, widening, construct four-lane divided street, etc.) Chapter 3, "Project Authorization," Exhibit 3-F-(Item 38)
 5. P.E. Authorization
 - FHWA/Caltrans authorization date on the Authorization to Proceed
 6. Right of way Authorization
 - FHWA/Caltrans authorization date on the Authorization to Proceed
 7. Right of way Costs
 - Total for project
 8. Utility Authorization
 - FHWA/Caltrans authorization date on the Authorization to Proceed
 9. Improvement Type Code

01 New Construction Roadway	23 Transit
03 Reconstruction, Added Capacity	24 Traffic Management/Eng. HOV
04 Reconstruction, No added Capacity	26 Ferry Boats
05 4R Maintenance Resurfacing	28 Facilities for Pedestrian & Bicycle *
06 4R Maintenance-Restoration & Rehab	29 Acquisition of Scenic Easements *
07 4R Maintenance-Relocation	30 Scenic or Historic Highway Prog. *
08 Bridge, New Construction	31 Landscaping & Scenic Beautification*
10 Bridge Repl. Added Capacity **	32 Historic Preservation*
11 Bridge Repl. No Added Capacity **	33 Rehab & Operation of Historic Facility*
13 Bridge Rehab. Added Capacity **	36 Archeological Plan & Research *
14 Bridge Rehab. No Added Capacity **	37 Mitigation of Water Pollution*
15 Preliminary Engineering *	38 Safety & Education of Ped. Bike*
16 Right of Way	39 Establishment of Transp. Museum*
17 Construction Engineering *	40 Special Bridge*
18 Planning	42 Training
20 Environmental Only	43 Utilities
21 Safety	44. Other
22 Rail/Highway Crossing	45Debt Service
- *Transportation Enhancement Projects must use these Types of Improvements.
 **Projects using these Improvement Types must report a National Bridge Inventory Structure Number.
10. Length
 - Length in miles (to nearest 0.1) is required for roadway codes and for bridge codes
 - Measured along center line
 - Not required for "Miscellaneous" codes

11. Item Estimate

- List Each bid item per sample format
- Separate by “improvement type code” as noted above in item # 9. (should be same as preliminary estimate)
- Place nonparticipation work directly following participating work of similar codes
- Separate as “not part of Federal-aid Project” that work which is beyond project limits of federal participation but is being done under the same contract

12. State/Agency Furnished Materials

- List each item and cost of all items or expenses that are to be furnished by other than contractor
- Should agree with items listed in Special Provisions and Plans

13. Contingencies

- Generally 5% to 10%
- FHWA does not want supplemental work segregated from contingencies
- If large amount of supplemental work, 10% may be exceeded, but contingencies should always be at least 5%
- Separate for each code, etc.

14. Construction Engineering

- Separate for each code, etc.
- Indicate staking, construction trailer, etc., if claimed for reimbursement

15. Detail Estimate Summary

- Summary generally broken down only between P.E., Construction, and Right of way
- Improvement Type Codes and nonparticipating involved, must be outlined in summary
- Calculate P.E., Construction (by code) and Right of way separately at appropriate reimbursement ratio
- Federal funds share of phase cannot be more than the fund reimbursement ratio times the participating costs. (Always round down to the nearest dollar).

16. Federal Participation Calculation

- Use contract items only

17. Reimbursement Ratio (Federal) (See list in Chapter 3, “Project Authorization”)

- Use current ratio
- Project ratio if under funded

18. Program Code(s) (Federal) NOTE: Formerly known as Appropriation Code(s)

- Program code(s) applicable to the program(s) involved (see list in Chapter 3, “Project Authorization”)

19. Revised Detail Estimate or Modification

- Required when federal funds are to be changed from what was previously under agreement
- Changes can be accomplished by updating item costs, supplemental work, contingencies, etc.
- Change Title to “Revised Detail Estimate.”
- Must remain consistent with FTIP/FSTIP rules
- Wording to be changed in Item 2 by adding “To be used as basis for modification of agreement for federal-aid project.”
- Remaining instructions are unchanged

FINANCE LETTER

DEPARTMENT OF TRANSPORTATION
ACCOUNTING SERVICE CENTER
LOCAL PROGRAM ACCOUNTING BRANCH

Date: _____
Agency: _____
Project No.: _____
EA No.: _____

Attention.: _____

	TOTAL COST OF WORK	TOTAL PARTICIPATING COST	FEDERAL FUNDS (Fed-Aid code: ____)	LOCAL FUNDS	OTHER FUNDS Type:	OTHER FUNDS Type:
Agency Preliminary Engineering						
State Furnished Preliminary Engineering						
Overhead at _____%						
R/W Engineering & Administration Costs						
R/W Purchase Costs						
Relocation Assistance (SJ 3A055)						
Contract Items _____						
Utilities _____						
Contingencies _____						
Trainees _____						
Agency Furn. Mat. _____						
Contract Total _____						
Agency Construction Engineering						
State Furn. Construction Engineering						
Overhead at _____%						
State Furnished Materials Testing						
Overhead at _____% EA No. _____						
Force Account (Day Labor) - striping, etc.						
TOTAL:						

Federal Participation: _____%

Signature: _____

Questions regarding this finance letter should be directed to:
Printed name: _____

Reimbursement Ratio: _____%

Title: _____

Telephone number: _____

REMARKS:

Distribution All Projects: (1) Original + 4 copies-Caltrans District Local Assistance Engineer. (2) Copy-Local Agency Project File

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