

Directions on filling out the LAPM 5-A (Local Agency Invoice) for PLBP Earmark Funds (SB179)

The following fields will need to be populated.

Section 1: Invoice

- Local Agency Name
- Remittance Address
- Tax ID
- Date
- Caltrans District
- Federal/State Proj. No.
- Advantage Project ID
- Invoice No. 1
- Billing No. 1
- Do not check: *Final Invoice or Inactive Project*
- Project Description
- Fund Type: *State*
- Authorized Phase(s): *Non-Infrastructure (NI)*
- State Allocation Date
- Participating Cost (From and To dates): *This can be the executed agreement date.*
- Total Direct Cost to Date: *Encumbrance amount*
- State Reimbursement Ratio: *100%*

Finance Letter Section:

- Authorized Fund Amount

Certification: *Please fill out all fields and sign by Local agency*

- Comments: *Include reference to Budget Authority. It will state something similar to this, "This invoice is for the State General Funds appropriated under Section 19.569 AB 102 (2023) of the Budget Act of 2022 (the Act).*

Section 4: Checklist

Leave check boxes blank, but the Caltrans District Engineer will need to review and sign-off as confirmation for the invoice.