

# Priority Legislative Budget Projects (PLBP)

## Project Closeout Process

Agencies receiving PLBP funds are required to within 30 days of expending all of their PLBP funds or upon completion or termination of project which the funds were allocated, whichever comes first, shall submit to Caltrans a Project Closeout Report.

The Project Closeout package must include:

1. Cover letter that includes the following:
  - a. Project ID,
  - b. date funds were received,
  - c. project name,
  - d. description of completed project phases for which the PBLP funds were allocated,
  - e. description of project outcomes for which the PLBP funds were allocated,
  - f. project start and completion dates, and
  - g. a statement certifying that the funds have been expended or the project has been completed or terminated.
2. Completed *LAPM Exhibit 17-M Final Project Expenditure Report State Only*.
3. Photos of the completed project. Including before photos if available.