

FAQ's

Priority Legislative Budget Projects (PLBP)

1. What are the Deadlines?

- a. What is the Encumbrance deadline? The Encumbrance date is defined as the date the Funds Transfer Agreement (FTA) is executed.
- b. What is the Expenditure deadline?
 - i. The Expenditure deadline is the last date the funds can be held at Caltrans. For local agencies choosing to receive the funds as an up-front lump sum, the Expenditure deadline is met when the funds are received.
 - ii. For local agencies choosing to invoice in arrears, the deadline is the last date an expenditure can be incurred.
 - iii. Once the funds are received as an up-front lump sum, both Encumbrance and Expenditure deadlines have been satisfied.
- c. Are there Completion Deadlines?
 - i. No. For most funds, once the FTA is executed, there are no deadlines for completing the project.
- d. Are there Reporting deadlines?
 - i. For most funds, "Within 30 days of expending all the Funds or upon completion or termination of Project, whichever comes first, the Local Agency shall submit to Caltrans a Project Closeout Report. See Section 4.3 of the FTA.

2. 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 spent. See Section 4.3 of the FTA.

3. How do I receive the funds?

- a. Once an FTA is executed, the agency will need to submit an invoice to the District Local Assistance Engineer (DLAE) to receive the funds. The local agency may request the funds as a lump sum up-front payment, according to the legislation, or request payment in arrears throughout the project.

4. Do the PLBP funds have match requirements?

- a. No matching funds are required.

5. Can the PLBP funds be used as a match for other funds.

- a. Yes.

6. Can the funds be spent on expenses incurred prior to receiving the funds.

- a. For most funds authorized after the 2022-2023 Budget Act, yes, the funds can be used to pay for prior expenses.

7. What is the Allocation Date?

- a. The Allocation Date is the date the FTA is executed.

8. What if the project is on-system (on-highway)?

- 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 Caltrans district will need to set up meetings with Caltrans HQ and Caltrans Project Management (PM) early in the process to determine the most appropriate agreements, method of payments, process, and main contacts for the agencies.

9. 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.

10. Can the FTA be Amend the FTA after it is executed.

- a. Yes, according to Section 6.9 of the FTA, both parties, Caltrans and the local agency, can agree to amend the FTA. The project description and scope can be adjusted, but not in a way that conflicts with the original intent of the authorizing legislation.
- b. In most cases, changes to the “boilerplate” language of the FTA will not be allowed.

11. What is the process of executing the FTA, receiving the funds and project closeout.

- a. Local agency works with the HQ PLBP Program manager and the DLAE or PM to draft the FTA.
- b. FTA is sent to Caltrans Local Assistance Accounting to certify the funds.
- c. The Certified FTA is sent to the local agency for signature.
- d. The FTA is then sent to the Deputy Director for Planning and Modal for signature.
- e. The FTA is sent back to the local agency for its records.
- f. Local agency submits an invoice to the DLAE.
- g. Local agency should receive the funds within 45 days of submitting the invoice.
- h. Local agency submits a Closeout Report 30 days after the project is complete or after the funds have been spent, whichever is first.