

**FAQ's**  
**Priority Legislative Budget Projects (PLBP)**  
**AB 179 – FY 22/23**

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 DOF approval.
  - b. The Department of Finance (DOA) has not transferred the BLBP funds to Caltrans for allocation. Caltrans anticipates DOF will approve release of the funds sometime in February.
2. What are the deadlines?
  - a. Fund encumbrance through June 30, 2024 (defined as an executed FTA), and
  - b. Fund Expenditures until June 30, 2026. This will require that all invoices be submitted prior to April 1, 2026. This only applies to funds not allocated as a lump sum.
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 FTA is executed.
8. Can funds be used to pay for costs incurred prior to the effective date of the legislation?
  - a. Yes. The language in the legislation states:

*“Notwithstanding any other law, a designated state entity administering an allocation pursuant to this section may provide the allocation as an advance lump sum payment, and the allocation may be used to pay for costs incurred prior to the effective date of the act adding this paragraph.*
9. Can Agencies draft FTAs prior to the release date?
  - a. Yes, we recommend that agencies draft FTAs and submit them through the DLAE for review and comment. Note that the FTA is being reviewed and may have minor changes, but we do not anticipate any significant changes to the template.
  - 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 will be uploaded on the PLBP website once Caltrans receives the approval to allocate the funds.
  - 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 Management (PPM) 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.