

Priority Legislative Budget Projects (PLBP)

Project Closeout Process

Local agencies receiving PLBP funds must submit a **Project Closeout Report** to Caltrans within 30 days of either spending all PLBP funds or upon project completion or termination, whichever occurs first.

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 PLBP 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. Completed [*LAPM 5-A Local Agency Invoice*](#), see instructions below.
4. Photos of the completed project, including before photos if available.

Exhibit 17-M: Final Project Expenditure Report

- Enter District Local Assistance Engineer contact: [Link District Local Assistance Contacts](#)

Date:

[District Local Assistance Engineer]
 Department of Transportation
 [Street or PO Box]
 [City, CA Zip Code]
 Attention: [Name]

Final Expenditure Report

- **Description/Location of Work:** Enter the project description and location as described in the Funds Transfer Agreement (FTA)
- **Project Completion Date:** Enter project completion date or the date the PLBP funds were expended, if construction is not complete.
- **Advantage Project ID:** Advantage Project ID is found on the upper right corner of the FTA.
- **Project Number:** Project Number is found on the upper right corner of the FTA.
- **Enter Agreement Number:** NA
- **Program Supplemental Number:** Enter NA
- **State Funds Allocated:** Enter total amount of grant.
- **Expenditure Incurred:** Enter total amount expended.

FINAL EXPENDITURE REPORT

Description/Location of Work:

Project Completion Date:
 Adv. Project ID (or prior EA):
 Project Number:
 Administering Agency-State Agreement No.:
 Program Supplement No.:
 State Funds Allocated:
 Expenditure Incurred:

- Enter Expenditure Information

A.	Payment to Contractor (attach final pay estimate)	
B.	Other Project Costs:	
	Preliminary Engineering	
	Construction Engineering	
	Any Additional Construction	
	Right of Way (Capital and Support)	
C.	Liquidated Damages	
D.	Outstanding Contractors Claims	
E.	Others (specify):	
TOTAL EXPENDITURES		\$ 0.00

Final Invoice Instructions: LAPM 5-A

The 1st invoice (submitted at allocation) illustrated the lump-sum amount advanced to the local agency without substantial documents supporting the cost. It was marked as To Be Determined (TBD). The project is now completed, and the TBD must now be detailed.

The Final Invoice 2 FINAL will be zero amount, but the Billing Summary section will have information on how the funds were incurred with contractor invoices. With construction invoices, Local Assistance Accounting Office will then have adequate information for its file to close-out appropriately.

Section 1 INVOICE:

- Enter appropriate Local Agency and Project data.
- Use Billing No: **2 FINAL**
- Check the **“Final Invoice”** box.
- Fund Type(s) check the **“State”** box.
- Authorized Phase(s): Check phases where funds were spent.
 - Check **“NI”** for other expenditure types.
- Dates: See below for **“Allocation Dates”**.
- Enter costs under the appropriate expenditure type using the Page 1 below.

Page 1

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY INVOICE
 DOT LAPM 5-A (REV 09/2023)

Instructions Reset Form Print Invoice

Billing No. **2 FINAL**

SECTION 1: INVOICE

Local Agency Name		Remittance Address			Tax ID	
Date	Caltrans District	Federal/State Proj. No.	Advantage Project ID	Invoice No.	Billing No.	Final Invoice <input checked="" type="checkbox"/> Inactive Project <input type="checkbox"/>
Project Description					PED (Federal)	
Fund Type(s):	<input type="checkbox"/> Federal <input checked="" type="checkbox"/> State	Authorized Phase(s):	<input type="checkbox"/> PA&ED <input type="checkbox"/> PE <input type="checkbox"/> PS&E	<input type="checkbox"/> R/W <input type="checkbox"/> R/W Util	<input type="checkbox"/> R/W Eng <input type="checkbox"/> R/W Acq	<input type="checkbox"/> CE <input type="checkbox"/> CON <input type="checkbox"/> NI <input type="checkbox"/> FA

Check all Phases that apply, check NI for other expenditures.

State Allocation Date:	See allocation dates below	
State Fund Type:	PLBP	
Participating Cost	From:	Begin work date
Participating Cost	To:	End work date
Total Indirect Cost to Date:	\$	0.00
Total Direct Cost to Date:	\$	Actual Cost 0.00
Total Cost to Date:	\$	Actual Cost
Less: Non-Participating Cost to Date	\$	0.00
: Other	\$	0.00
: Other	\$	0.00
Total Participating Cost to Date:	\$	Actual Cost
State Reimbursement Ratio:	100%	
State Reimbursable Amount to Date:	\$	Actual Cost
Less: Total Amt. Paid on All Prev. Invoices	\$	Actual Cost
State Reimbursable Amount this Invoice	\$	0.00
Less: State Withheld Retention	\$	0.00
: Amount Exceeding Allocated Fund	\$	0.00
: Other	\$	0.00
Amount of This Claim:	\$	0.00
TOTAL INVOICE AMOUNT:	\$	0.00

Refer to your Finance Letter

Allocated State Fund Amount:	\$	Allocated Amount	\$	Allocated Amount
Less: Total Amt. Paid on All Prev. Invoices	\$	Actual Cost	\$	Actual Cost
Funds Remaining Prior to this Claim:	\$	0.00	\$	0.00

Enter amount allocated found in the Funds Transfer Agreement, not the Finance Letter

Section 2: INDIRECT COST CALCULATIONS (if applicable)

- Enter the indirect costs for the applicable phases.

Page 2

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION
LOCAL AGENCY INVOICE
 DOT LAPM 5-A (REV 09/2023)

Billing No: 2 FINAL

SECTION 2: INDIRECT COST CALCULATION

Indirect Cost:

Phase	FY	Office/Department	Direct Cost Base Expense	Approved Indirect Cost Rate	Subtotal
▼			\$	%	\$ 0.00

Phase	PE	PA&ED	PS&E	R/W	CE	NI	FA
Total Indirect Cost to Date	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

- Comments: See Comments and Allocation section below for the appropriate Comment to insert. These comments let Local Assistance Accounting know which legislation authorized these funds. Allocations are listed by date and legislation at the PLBP website. [Priority Legislative Budget Projects \(PLBP\) | Caltrans](#)

Figure 3

Comments

- Sign the document.

Signature of Local Agency Representative		Date	
Print Name		Title	

For questions regarding this invoice, please contact:

Contact Name	Title	Phone Number	E-mail
--------------	-------	--------------	--------

Section 3: DIRECT COST CALCULATIONS

- Enter the actual expenditures for appropriate phases.

Right of Way						
Description (e.g., Staff Time, Consultants, etc.)	Work Performed (Dates)		Vendor Receipt/ Invoice Number (if applicable)	Total Direct Cost (current invoice period only)	Less Non- Participating Cost (current invoice period only)	Total Participating Cost (current invoice period only)
	From	To				
						\$0.00
				\$0.00	\$0.00	\$0.00

Construction (Note: submit contractor pay estimate)						
Description (e.g., Contractor, Force Account, etc.)	Work Performed (Dates)		Vendor Receipt/ Invoice Number (if applicable)	Total Direct Cost (current invoice period only)	Less Non- Participating Cost (current invoice period only)	Total Participating Cost (current invoice period only)
	From	To				
						\$0.00
				\$0.00	\$0.00	\$0.00

Non-Infrastructure						
Description (e.g., Direct Labor, Direct Equipment, Direct Materials & Supplies)	Work Performed (Dates)		Vendor Receipt/ Invoice Number (if applicable)	Total Direct Cost (current invoice period only)	Less Non- Participating Cost (current invoice period only)	Total Participating Cost (current invoice period only)
	From	To				
						\$0.00
				\$0.00	\$0.00	\$0.00

Comments and Allocation Dates

- **2021 AB170** – “This invoice is for the State General Funds appropriated under Section 19.56 of AB170(2021) of the Budget Act of 2021.”
 - Allocation Date September 23, 2021
- **2022 AB179** – “This invoice is for the State General Funds appropriated under Section 19.56 of AB179(2022) of the Budget Act of 2022.”
 - Allocation Date September 6, 2022
- **2023 AB102** – “This invoice is for the State General Funds appropriated under Section 19.569 of AB102(2023) of the Budget Act of 2023.”
 - Allocation Date July 10, 2023
- **2024 AB157** – “This invoice is for the State General Funds appropriated under Section 16 of AB157(2024) of the Budget Act of 2024.”
 - Allocation Date September 30, 2024
- **2025 AB105** – “This invoice is for the State General Funds appropriated under Section 39 of AB105(2025) of the Budget Act of 2025.”
 - Allocation Date September 10, 2025