**Exhibit 5-G Sample Alternative Payment Procedure**

***(Prepare on Letterhead of Local Agency)***

Date of Invoice:

Name, District Local Assistance Engineer:

Department of Transportation:

District Local Assistance:

Street/P.O. Box:

City, CA, Zip Code:

Billing Number: **1, 2……, or Final**

Invoice Number: **Local Agency’s Invoice Number**

Federal-aid Project Number: **Prefix Project Number (Fed. Agreement #)**

Tax Identification Number: **Agency IRS ID Number**

Date Project Accepted by City/County: **Final Date or “Ongoing” if not Final**

Project Location: **Project Limits**

Expenditure Authorization or Advantage Project Number:

Reimbursement for Federal funds is claimed pursuant to Local Agency-State Agreement No. \_\_\_\_\_\_\_\_\_\_\_\_, Program Supplement No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, executed on date \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Construction Engineering** | **Construction Contract** | **Total** |
| Federal Appropriations Code | 33D/33C | 33D/33C | 33D/33C |
| Federal Authorization Date | 2/10/14 | 2/10/14 |  |
| Federal/State Participating Costs From | 3/1/14 | 3/1/14 |  |
| To | 7/30/14 | 7/30/14 |  |
| Total Indirect Costs to Date | $1,865.50 |  | $1,865.50 |
| Total Direct Costs to Date | $8,400.30 | $200,000.10 | $208,400.40 |
| Less Retention |  | ($20,000.00)\* | ($20,000.00) |
| Liquidated Damages |  | $0.00\*\* | $0.00 |
| Nonparticipating Costs | ($840.00) | ($16,000.00) | ($16,840.00) |
| Total Federal Participating Costs to Date | $9,425.80 | $164,000.10 | $173,425.90 |
| Less Participating Costs on Previous Invoice | $6,350.20 | $98,231.00 | $104,581.20 |
| Change in Participating Costs | $3,075.60 | $65,769.10 | $68,844.70 |
| Federal Reimbursement Ratio State Reimbursement Ratio (if applicable) | 88.53 | 88.53 |  |
| Amount of this Claim | $2,722.82 | $58,225.38 | $60,948.20 |
| **TOTAL INVOICE AMOUNT** |  |  | **$60,948.20\*\*\*** |

ADJUSTMENT OF STATE FUNDS FOR ESTIMATED CONTRACT PAYMENTS

|  |  |
| --- | --- |
| Total Expended Funds | $60,948.20 |
| Less: Estimate Previously Invoiced for the month | $80,000.00 |
| Difference (positive or negative amount) | ($19,051.80) |
| Plus: Estimate for next month | $100,000.00 |
| **TOTAL INVOICE AMOUNT** | **$80,948.20** |

**INDIRECT COST CALCULATION**

**Construction Engineering Indirect Costs:**

|  |  |  |
| --- | --- | --- |
|  | Fiscal Year 2012-2013 | Fiscal Year 2013-2014 |
| Direct Cost Base Expense | $4,756.23 | $1,185.07 |
| Approved Indirect Cost Rate | 31% | 33% |
| Subtotal\*\*\*\* | $1,474.43 | $391.07 |

Total Indirect Costs to Date for Construction Engineering **$1,865.50** (this Amount is carried to the front of the invoice under the Construction Engineering column)

I certify that the work covered by this invoice has been completed in accordance with approved plans and specifications; the costs shown in this invoice are true and correct; and the amount claimed, including retention as reflected above, is due and payable in accordance with the terms of the agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature, Title and Unit of Local Agency Representative Phone No.

For questions regarding this invoice, please contact:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Phone No.

\* Total retention amount withheld from contractor. At the end of the project and after all retention has been released, this amount should be zero.

\*\* Show “liquidated damages” amount on final invoice.

\*\*\* Total must be rounded down to the lowest cent. Federal rules do not allow rounding up.

\*\*\*\* • Indirect cost for this project equals the direct cost base expense (i.e., direct salaries & wages plus fringe benefits)

for this project multiplied by the approved indirect cost rate.

• Indirect cost reimbursement will not apply to direct costs, i.e., payment of construction contracts and right of way purchases, not included in the direct cost base.

• An indirect rate must be approved by Caltrans every fiscal year to be used for only those costs incurred for that year.

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