

Exhibit 17-A: Sample Cover Letter & Federal Report of Expenditures Checklist
[Place on Agency Letterhead]

Federal Project No: _____

District Local Assistance Engineer
Caltrans - Local Assistance

Attn:

Dear:

Submitted for your consideration is:

FEDERAL REPORT OF EXPENDITURES
LOCAL AGENCY AWARDED CONTRACT

PROJECT Location: _____

CONTRACTOR Name: _____

RESIDENT ENGINEER: _____

Sincerely,

Local Agency Representative

Reviewed by:

District Local Assistance Engineer

SAMPLE COVER LETTER (Continued)

Federal Project No.: _____

Description of Project:

Contract Chronology:

1. Bids Opened
2. Contract Approved by local agency
3. First chargeable working day
4. Contract Time (Working Days)
5. Unworkable Days - weather
6. Time Extensions - CCOs
7. Time Extensions - other
8. Number of working days suspended
9. Extended Date of Completion
10. Date work accepted by Resident Engineer
11. Liquidated damage days charged (calendar or working days)
12. Date accepted by implementing agency's governing board

FEDERAL REPORT OF EXPENDITURES CHECKLIST

Federal Project Number: _____

Project Name: _____

Project Location: _____

- Final Inspection of Federal-aid Project (See Exhibit 17-B for FHWA High Profile projects) or Local Agency Final Inspection Form (See Exhibit 17-C for Delegated projects; utilized for the majority of projects)
- Final Invoice (see LAPM 5-A)
- Final Detail Estimate and Detail Estimate Summary (See Exhibit 15-M)
- Change Order Summary (See Exhibit 17-E)
- Statement of the existence or absence of liquidated damages and/or contractor's claims (See Exhibit 17-E)
- Date of completion: _____
- Date of acceptance: _____
- Final Report- Utilization of Disadvantaged Business Enterprise(DBE), First-Tier Subcontractors (See Exhibit 17-F)
- Final Report- Utilization of Disadvantaged Business Enterprise(DBE) for On-Call Contracts (See Exhibit 17-F1)
- Materials Certificate (Exhibit 17-G)
- Report of Completion of Structure(two copies) - must include one set of "As Built" Plans * (See Exhibit 17-I and Exhibit 17-J)
- Disadvantaged Business Enterprises(DBE) Certification Status Change (Exhibit 17-O)
- Report of Completion of Right of Way (Exhibit 17-K) for Projects with R/W Acquisition

Note: A single submittal of all these documents will facilitate timely project closure.

* Additional documents required on bridge/major structural project or projects which meet specified conditions (described under **Reports at Completion of Contract**). Send Original copy to structures.

Distribution: (All projects): (1) Original Report of Expenditures
(2) Local Agency project files