**Exhibit 17-A: Sample Cover Letter & Federal Report of Expenditures Checklist**

[Place on Agency Letterhead]

Federal Project No:

[Name of DLAE ]

District Local Assistance Engineer

Caltrans - Local Assistance

[Address ]

Attn: [Name of Area Engineer]

Dear [Name of DLAE ]:

Submitted for your consideration is:

FEDERAL REPORT OF EXPENDITURES

LOCAL AGENCY AWARDED CONTRACT

[Local Agency Name]

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 | 03/30/2013 |
| 2. | Contract Approved by local agency | 04/27/2013 |
| 3. | First chargeable working day | 05/21/2013 |
| 4. | Contract Time (Working Days) | 40 |
| 5. | Unworkable Days - weather | 0 |
| 6. | Time Extensions - CCOs | 0 |
| 7. | Time Extensions - other | 0 |
| 8. | Number of working days suspended | 0 |
| 9. | Extended Date of Completion | 07/30/2013 |
| 10. | Date work accepted by Resident Engineer | 09/21/2013 |
| 11. | Liquidated damage days charged (calendar or working days) | 0 |
| 12. | Date accepted by implementing agency’s governing board | 09/21/2013 |

**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 Exhibit17-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