**Exhibit 17-H: Cover Letter and Final Report of Expenditures Checklist (PE Only)**

Name of DLAE Federal- Aid Project No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department of Transportation

Caltrans - Local Assistance

District Address:

Dear: Name of DLAE

Submitted for your consideration is: Final Report of Expenditures Checklist (PE Only)

Project: (Location)

Consultant: (Name)

Contract: (Number)

Local Agency’s Person In Responsible Charge: (Name)

**Final Report of Expenditure Checklist**

|  |  |
| --- | --- |
| 1. **Category** | |
| [ ] Planning Study | [ ] Subsequent Phases Funded Under Separate Federal Project(s) |
| [ ] Financial Study/ Report  [ ] LAPM 3-A | [ ] FPN for Subsequent Phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] FPN for Subsequent Phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] FPN for Subsequent Phase: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] LAPM 3-A |
| [ ] Environmental Determination – No Build | [ ] Subsequent Phases Funded With Non-Federal Funds |
| [ ] Date of FHWA Approved No Repayment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] LAPM 3-A | [ ] Date of R/W Acquisition or Construction  Award: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] Funding Sources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  [ ] LAPM 3-A |
| 1. **Consultant Utilization** | |
| [ ] Exhibit 17-F: Consultant Contracts(s) (Include Final Report–Utilization of Disadvantage Business Enterprises  [ ] Exhibit 17-O: Disadvantage Business Enterprise (DBE) Certification Status Change  [ ] Force Account | |
| 1. **Final Invoice** | |
| [ ] LAPM 5-A: Local Agency Invoice | |

Sincerely,

Local Agency’s Person in Responsible Charge

**Reviewed By:**

District Local Assistance Engineer

**Distribution:** (All projects): (1) Final Report of Expenditures

(2) Local Agency project files