



LOCAL AGENCY INVOICE REVIEW CHECKLIST¹

District / Local Agency: _____ Invoice No. _____

Federal / State Project Number: _____ NI Project : YES NO

Local Project Number: _____ (NonInfrastructure Project; See DLA OB No. 11-08)

Project Description: _____

SECTION 1 - CHECKLIST ITEMS TO BE COMPLETED BY LOCAL AGENCY / CONCURRED BY CALTRANS
(Check applicable box for each item)

	Frequency	Local Agency		Caltrans	
		Confirm	N/A	Concur	
1	Verify project funding agreement (e.g., program supplement agreement) has been executed by Caltrans and Local Agency has received copy of executed agreement	1st Invoice for Phase of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Local Agency Invoice Package format/content/support documentation is consistent with DLA OB 14-05 and Chapter 5 "Accounting/Invoices" of Local Assistance Procedures Manual (LAPM)	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	CTC Allocation (or SB184/LONP letter) and/or Federal Authorization to Proceed (E-76) is prior to beginning reimbursable work/advertising construction contract	1st Invoice for Phase of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Work performed/costs invoiced are consistent with approved project scope/limits of CTC Allocation and/or E-76	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Phase(s) of work/fund types and amounts/reimbursement rates are consistent with state approved project Finance Letter	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Work performed in accordance with STIP Timely Use of Funds (TUF) deadlines, Invoice Package submitted to Caltrans in time (April 15 of fund reversion year) to comply with Department of Finance (DOF) fund reversion/Cooperative Work Agreement (CWA) deadlines	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	All consultant agreements/amendments follow the procurement and Caltrans oversight processes as outlined in LAPM Chapter 10: <ul style="list-style-type: none"> • LAPM Exhibit 10-C, "Consultant Contract Reviewers Checklist", has been completed and is in the local agency project files. • For contracts over \$150,000, LAPM Exhibit 10-K(s) "Consultant Certification of Costs and Financial Management System" has been submitted to Caltrans A&I. • For federally funded projects, LAPM Exhibits 10-O1 "Consultant Proposal DBE Commitment" and/or 10-O2 "Consultant Contract DBE Information", are also included in local agency project files. • A copy of the executed consultant contract along with these exhibits have been forwarded to DLAE within 30 days of contract award or concurrent with first consultant invoice, whichever is earlier 	1st New Consultant Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Construction Contract Award Package (see Chapter 15 LAPM) forwarded to DLAE within 60 days of award or concurrent with first construction invoice, whichever is earlier	1st Construction Invoice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Construction Contract Change Orders (federally eligible, DLAE reviewed/concurred)	Construction Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



10	Level of work completed consistent with total federal/state funds invoiced ²	Construction Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Invoiced amount shall be greater than 2% of the total federal and/or state funds or \$1,000, whichever is greater, unless authorized by the DLAE (e.g., to prevent the loss of federal funds)	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Total invoiced funds do not exceed amounts allocated/authorized by the CTC and/or E-76 (less retention amount ³)	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Submittal of Local Agency Invoice, signed Local Agency Invoice Review Checklist, and Billing Summary ⁴ with appropriate documentation	All Invoices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 - LOCAL AGENCY INVOICE CERTIFICATION / COMMENTS

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursement, and cash receipts are for the purposes and objectives set forth in the terms and condition of the Federal/State award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code title 18, section 1001 and Title 31, Sections 3729-3730 and 3801-3812). I certify that the costs claimed follow pertinent program guidelines, and all Federal/State regulations. All consultant and contractor agreements have been reviewed and approved in accordance with the LAPM Chapter 10 "Consultant Selection" and Chapter 16 "Administer Construction Contracts". I understand that Caltrans may review this invoice and support documentation for reasonableness at this time and that all invoice related documentation is subject to future detailed review by the Federal Highway Administration (FHWA) and/or Caltrans.

Signature of Responsible Local Agency Representative	Date
Printed Name and Title	

For questions regarding this invoice, please contact:

Local Agency Contact Name	E-mail Address	Phone No.
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Local Agency Comments:
