

COVER LETTER

Project No: STPL-5999(001)

Mrs. Jane Doe
District Director of Transportation
Caltrans - Local Assistance
P. O. Box 007
Pickit, CA 90000-0007

Attention: Mr. Roland N. DaMoney,
District Local Assistance Engineer

Dear Mrs. Doe:

Submitted for your consideration is:

FEDERAL REPORT OF EXPENDITURES
LOCAL AGENCY AWARDED CONTRACT
COUNTY OF SOMEWHERE

PROJECT: Sawpit Avenue, PM 13.2-14.5
CONTRACTOR: A thru Z Contractors
RESIDENT ENGINEER: Sam Strait

Sincerely,

Local Agency Representative

Reviewed by:

District 4 Local Assistance Engineer

COVER LETTER-Continued

Federal Project No.: STPL-5920(001)

Description of Project

The work done consisted, in general, of asphalt concrete overlays on Sawpit Avenue, asphalt concrete replacement, cold planing performed, and shoulder backing and pavement markers and metal beam guardrail installed. Other misc. items and details shown in the project plans, Standard Specifications, and Special Provisions were installed.

Contract Chronology

1.	Bids Opened	03/30/93
2.	Contract Approved by local agency	04/27/93
3.	First chargeable working day	05/21/93
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	07/30/93
10.	Date work accepted by Resident Engineer	09/21/93
11.	Liquidated damage days charged (calendar days)	0
12.	Date accepted by County Supervisors	09/21/93

REPORT OF EXPENDITURES CHECKLIST

Federal-aid Project Number: _____

Project Name: _____

Project Location: _____

- () Final Inspection of Federal-aid Project (See Exhibit 17-B for FHWA Full Oversight projects) or Local Agency Final Inspection Form (See Exhibit 17-C for State-Authorized projects)
- () Final Invoice (See Exhibit 17-D)
- () Final Detail Estimate
- () 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)
- () Materials Certificate (Exhibit 17-G)
- () Statement of Materials and Labor Used by Contractors Involving Federal Funds, FHWA Form-47 (See Exhibit 17-H) (for all NHS projects > \$1.0 million, except for force account, installation of protective devices and railroad grade crossings, or highway beautification)
- () * Report of Completion of Structure (two copies) (*Shall 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)

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

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U.S. DEPARTMENT OF TRANSPORTATION FEDERAL HIGHWAY ADMINISTRATION FINAL INSPECTION OF FEDERAL-AID PROJECT CONSTRUCTED UNDER 23 U.S.C. 117		
INSTRUCTIONS: DLAE is to complete items 1 - 7 and submit original and three (3) copies to the Federal Highway Administration Division Office.		
1. PROJECT NO.	2. COUNTY	3. STATE
4. DESCRIPTION OF IMPROVEMENT AS PROGRAMMED		
5. CONTRACTOR'S NAME		6. CONTRACT AMOUNT \$
7. NOTICE OF COMPLETION: The above listed project has been completed and is ready for final inspection.		
SIGNATURE (DLAE OFFICIAL) _____ TITLE _____		
8. FEDERAL HIGHWAY ADMINISTRATION INSPECTION MADE BY		9. DATE OF INSPECTION
10. IN COMPANY WITH		
11. REMARKS		
12. SIGNATURE	13. TITLE	14. DATE

FORM FHWA-1446C

Distribution: Original and one copy to DLA for review and forward to FHWA (Prepared By District).

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CALIFORNIA DEPARTMENT OF TRANSPORTATION
Division of Local Assistance

**LOCAL AGENCY
FINAL INSPECTION FORM**

INSTRUCTIONS: Local agency is to complete Items 1-10. DLAE completes Items 11-13 and submits original plus two (2) copies to the Division of Local Assistance.

1. PROJECT NO.:	2. DIST-CO-RTE-AGENCY:	3. COMPLETION DATE:
4. LOCATION OF IMPROVEMENTS AS PROGRAMMED:		
5. TYPE OF WORK:		
6. CONTRACTOR'S NAME:	7. CONTRACT AMOUNT:	
8. DATE OF CONTRACT ACCEPTANCE		
<p>9. FINAL INSPECTION. The above listed project was completed and a final inspection has been made. The project was completed as programmed and in compliance with all state and federal requirements.</p> <p>(Check appropriate box)</p> <p><input type="checkbox"/> This project is State-Authorized and not subject to FHWA oversight. FHWA Final Inspection not required.</p> <p><input type="checkbox"/> This project is an FHWA Full Oversight. FHWA Final Inspection required.</p>		
SIGNATURE (Local Agency Rep)		DATE:
TITLE:		
10. REMARKS:		
11. DISTRICT REVIEW MADE BY (print name):	12. DATE OF PROJECT REVIEW:	
<p>13. PROJECT VERIFICATION: This verification of completion also constitutes approval to pay costs shown in the Final Invoice included in the Report of Expenditures. The person listed above has reviewed the job site and found the project constructed in accordance with the scope and description of the project authorization document.</p>		
SIGNATURE: _____ District Local Assistance Engineer/Oversight Engineer		DATE: _____

Form FIF-6/05

Distribution: (1) Original + two copies to Caltrans (2) Copy-retained by local agency

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SAMPLE FEDERAL-AID FINAL INVOICE
Single-Phase EA
Two Appropriation Codes (33D and 33T)
(Letterhead of Local Agency)

Date of Final Invoice

(For Final Invoice)

Name, District Director
Department of Transportation

Street or P. O. Box

City, CA Zip Code

Attention: **Name** , Local Assistance Engineer

Billing No: **Final**

Invoice No: **Local Agency's Invoice No.**

Federal Aid Project No: **Fund Abbr.-Route-(Job #)**

Tax Identification No: **Agency IRS ID Number**

Date Accepted by City/County: **Final Date**

Project Location: **Project Limits**

Reimbursement for Federal Funds are claimed pursuant to Local Agency-State Agreement

No. **Number** , Program Supplement No. **Number** , executed on **Date** .

	<u>Preliminary Engineering</u>	<u>Construction Engineering</u>	<u>Construction Contract</u>	<u>Total 33D</u>	
Federal Appropriation Code	33D	33D	33D		
Expenditure Authorization No	969696	969696	969696		
Federal Authorization Date	06/30/94	01/02/95	01/02/95		
Federal participating costs from	07/05/94	01/30/95	02/15/95		
to	12/30/94	04/30/95	04/30/95		
 Total Costs	 \$3,500.60	 \$8,400.30	 \$200,000.10	 \$211,901.00	
Less: Retention	(0.00)	(0.00)	(20,000.00)	(20,000.00)	
Non participating Costs	<u>(350.00)</u>	<u>(840.00)</u>	<u>(16,000.00)</u>	<u>(17,190.00)</u>	
 Subtotal	 \$3,150.60	 \$7,560.30	 \$164,000.10	 \$174,711.00	
 Plus: Payment of Previously Withheld Retention	 0.00	 0.00	 20,000.00	 20,000.00	
 Federal Participating Costs to Date	 \$3,150.60	 \$7,560.30	 \$194,000.10	 \$194,711.00	
 Less: Participating Costs on Previous Invoice	 (3,150.60)	 0.00	 85,345.02	 <u>88,495.62</u>	
 Change in Participating Costs Reimbursement Ratio	 0.00	 7,560.30	 98,655.08	 \$106,215.38 <u>88.53%</u>	
 Amount This Claim				 \$94,032.48	

	<u>Construction Engineering</u>	<u>Construction Contract</u>	<u>Total 33T</u>
Federal Appropriation Code	33T	33T	
Expenditure Authorization No	969696/30600	969696/30600	
Expenditure Authorization No	969696/30600	969696/30600	
Federal Authorization Date	01/02/95	01/02/95	
Federal participating costs from	01/30/95	02/15/95	
to	04/30/95	04/30/95	
 Total Costs	 \$2,100.10	 \$50,000.00	 \$52,100.10
Less: Retention		(5,000.00)	(5,000.00)
Non participating Costs	<u>(210.00)</u>	<u>(4,000.00)</u>	<u>(4,210.00)</u>
 Subtotal	 \$1,890.10	 \$41,000.10	 \$42,890.10
 Plus: Payment of Previously Withheld Retention		 5,000.00 <u>0.00</u>	 5,000.00 <u>0.00</u>
 Federal Participating Costs To Date	 \$1,890.10	 \$46,000.00	 \$47,890.10
 Less: Participating Costs on Previous Invoice	 (0.00)	 (21,470.00)	 <u>21,470.00</u>
 Change in Participating Cost Reimbursement Ratio	 1,890.10	 24,530.00	 \$26,420.10 <u>100.00%</u>
 Amount This Claim			 \$26,420.10 =====
 INVOICE TOTAL			 \$120,452.58

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.

Questions regarding this invoice please contact:

Name

Phone No.

Note: When multiplying "Change in Participating Costs" by "Reimbursement Ratio," the result is be rounded to the lowest cent. Federal rules do not allow rounding up.

Distribution: (1) Original-included in Report of Expenditures (2) Copy retained by local agency in project file

SAMPLE CHANGE ORDER SUMMARY

Change Order No.	Brief Description	Contract Item Price *	Amt. Part.	Amt. Exp. Extra Work **	Amt. Part.
1	Traffic Control	0.00	0.00	\$4,527.25	\$4,527.25
2	6" PCC Driveway at Sta. 41+50 RT.	255.00	255.00	0.00	0.00
3	Additional 18" RCP at 67+70 LT.	96.00	0.00	0.00	0.00
4	Relocate waterline at 14+25 RT.	0.00	0.00	145.15	145.15
5	Adjust Compensation AC overrun	0.00	0.00	(-832.00)	(-832.00)
6	Delete Valley Gutters	<u>(-255.00)</u>	<u>(-255.00)</u>	<u>0.00</u>	<u>0.00</u>
		\$ 96.00	\$ 0.00	\$3,840.40	\$3,840.40

The amount shown as extra work is to be reported as a supplemental expenditure on the final Detail Estimate.

Liquidated Damages/contractors claim: None

Date of completion: 1/2/96

Date of acceptance: 1/5/96

* Amounts shown are included at Bid Prices on Detail Estimate.

** Extra Work (Payment under force account or agreed price).

Distribution: (1) Original-included in Report of Expenditures (2) Copy retained by local agency in project file

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EXHIBIT 17-F FINAL REPORT UTILIZATION OF DISADVANTAGED BUSINESSES



STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION
LOCAL ASSISTANCE - FEDERAL - FINAL REPORT - UTILIZATION OF
DISADVANTAGED BUSINESS ENTERPRISES (DBE), FIRST-TIER
SUBCONTRACTORS
Revised 8/04

CONTRACT NUMBER		COUNTY	LOCATION	PROJECT DESCRIPTION	FEDERAL AID PROJECT NO.		ADMINISTERING AGENCY		CONTRACT COMPLETION DATE	
PRIME CONTRACTOR/CONSULTANT				BUSINESS ADDRESS			FEDERAL SHARE (For local agency to complete) \$		FINAL CONTRACT AMOUNT \$	
CONTRACT ITEM No.	DESCRIPTION OF WORK PERFORMED AND MATERIAL PROVIDED	SUBCONTRACTOR NAME AND BUSINESS ADDRESS	DBE CERT. NUMBER & EXP. DATE	CONTRACT PAYMENTS					FEDERAL SHARE \$	
				NON-DBE	DBE	DBE (MINORITY)	DBE (NON- MINORITY WOMEN)	DBE (MINORITY WOMEN)	DATE WORK COMPLETE	DATE OF FINAL PAYMENT
\$ _____ ORIGINAL DBE COMMITMENT _____ Original DBE %				TOTAL PAYMENTS	\$	\$	\$	\$	\$	DBE GOAL ATTAINMENT _____
List all First Tier Subcontractors and all Disadvantaged Business Enterprises (DBEs) regardless of tier, whether or not the firms were originally listed for goal credit. If actual DBE utilization (or item of work) was different than that approved at time of award, provide comments on the back of the form. List actual amount paid to each of the DBE even if different than originally listed for goal credit.										
CONTRACTOR/CONSULTANT REPRESENTATIVE'S SIGNATURE							BUSINESS PHONE NUMBER		DATE	
RESIDENT PROJECT ENGINEERS SIGNATURE							BUSINESS PHONE NUMBER		DATE	
AGENCY										

Distribution: (1) Original plus one copy included in the Report of Expenditures - DLAE
(2) Copy - Local Agency files

Form CP-CEM 2402(F) (Rev. 08/04)

FINAL REPORT – UTILIZATION OF DISADVANTAGED BUSINESS
ENTERPRISES (DBE), FIRST-TIER SUBCONTRACTORS (FEDERALLY FUNDED PROJECTS)

The form requires specific information regarding the construction project: Contract Number, County, Route, Post Miles, a box to check that the project is indeed a Federal Aid Project, the Administering Agency, the Contract Completion Date and the Estimated Contract Amount. It requires the Prime Contractor's name and Business Address. The focus of the form is to describe who did what by contract item numbers and descriptions, asking for specific dollar values of item work completed broken down by subcontractors who performed the work, both DBE and non-DBE work forces. DBE prime contractors are required to show the date of work performed by their own forces along with the corresponding dollar value of work.

The form has a column to enter the Contract Item No (or Item No's) and Description of work performed or Materials provided, as well as a column for the Subcontractor's Name and Business Address. For firms who are DBE, there is a column to enter their DBE Certification No. The DBE should provide their Certification Number to the Contractor and notify the Contractor in writing with the date of the decertification if their status should change during the course of the project.

The form has five columns for the dollar value to be entered for the item work performed by the subcontractor.

The Non-DBE Column is used to enter the dollar value of work performed for firms who are not certified DBE.

The decision of which column to be used for entering the DBE dollar value is based on what Program(s) the firm is Certified. This Program status is determined by the Civil Rights Certification Unit based on ethnicity, gender, ownership and control issues at time of certification. The certified firm is issued a certificate by the Civil Rights Unit that states their program status as well as the firms Expiration Date. DBE Program status may be obtained by accessing the Civil Rights website (www.dot.ca.gov/hq/bep/) and downloading the Calcert Extract or by calling (916) 227 2207. Based on this DBE Program status, the following table depicts which column to be used:

DBE Program Status	Column to be used
If program status shows DBE only with no other programs listed	DBE
If program status shows DBE, SMBE	DBE Minority
If program status shows DBE, SMBE, SWBE	DBE (Minority Women)
If program status shows DBE, SWBE	DBE (Non-Minority Women)

If a contractor performing work as a DBE on the project becomes decertified, and still performs work after their decertification date, enter the total dollar value performed by this contractor on Form 2402(F) under the appropriate DBE Program Status (include all work performed after decertification) and complete and submit Form CEM-2403(F) as appropriate. Any comments to be made on the Form 2402(F) are to be explained on the reverse side of the Form. Indicate in the Comment section that Form CEM 2403(F) is being submitted.

If a contractor performing work as a Non-DBE on the project becomes certified as a DBE enter the dollar value of all work performed as a DBE on CEM-2402(F) and CEM-2403(F). Any comments to be made on the Form 2402(F) are to be explained on the reverse side of the Form. Indicate in the Comment section that Form CEM 2403(F) is being submitted.

There is a space provided on the CEM-2402(F) where the TOTAL is entered for these five columns.

There is a column on the CEM-2402(F) to enter the Date Work Complete as well as a column to enter the Date of Final Payment, which is an indicator of when the Prime Contractor made the "final payment" to the subcontractor for the portion of work listed as being completed.

The Original DBE Commitment area on the CEM-2402(F) is based on information at Award time of the project and is the total dollar value of those subcontractors listed at Award based on the above table.

The CEM-2402(F) has an area at the bottom where the Contractor and the Resident Engineer sign and date that the information provided is complete and correct.

Materials Certificate

CITY/COUNTY LETTERHEAD
(Sample)

Date: _____
Federal-Aid Project No.: _____
Caltrans File Category 61: _____
Job Stamp _____

Subject: Materials Certification

This is to certify that:

The results of the tests on acceptance samples indicate that the materials incorporated in the construction work and the construction operations controlled by sampling and testing were in conformity with the approved plans and specifications.

- Exceptions to the plans and specifications are explained on the back of this memorandum (or on attached sheet).
- No exceptions to the plans and specifications were found.

Signature of local agency engineer in responsible charge of project and title

Distribution (all projects): (1) Original local agency Project Files (2) Include 1 copy in Report of Expenditures to DLAE

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STATEMENT OF MATERIALS AND LABOR USED BY
CONTRACTORS ON HIGHWAY CONSTRUCTION INVOLVING FEDERAL FUNDS

ALL	To be completed by Washington Headquarters Personnel															
	PART A To be completed by FHWA or State Highway Personnel (see instructions on reverse)															
C	STATE					COUNTY					FEDERAL PROJECT NO.*					URBAN ()
A																RURAL ()
R	ITEM	DESCRIPTION			ROADWAY			BRIDGE (over 20 ft)			DATE STARTED					
D	CONSTRUCTION TYPE CODES															
A	1	LENGTH OF PROJECT			MILES							DATE COMPLETED				
	2	FINAL CONSTRUCTION COST			DOL							TOTAL NO. BRIDGES				
	PART B to be completed by contractor - see instructions on reverse (Remarks attach a plain sheet of paper)															
	3	LABOR TOTAL PROJECT			TOTAL LABOR HOURS			GROSS EARNINGS				27 CLAY PIPE				
C	4	TOTAL COST OF ALL MAT'L S & SUPPLIES			DOL							25 CORR STEEL CULVERT				
A	5	PETROLEUM PROD.			GAL							SIZE (in.) LGTH (Lin ft.)				
R	6	CEMENT			BBL							C				
D	7				LB							A				
B	8	AGGREGATES			TON							R				
CARD	9	PURCHASES			CU.YD							D				
	10	BITUMINOUS MATERIAL			GAL							K				
C	11	LUMBER			THSD. BD.FT.							28 CORR ALUMINUM CULVERT				
CARD	12	REINFORCING STEEL			LB.							C				
D	13	STRUCTURAL STEEL			LB							A				
C	14	READY-MIXED CONCRETE			CU.YD							R				
A	15	PREMIXED BIT PAVING MATERIALS			TON							D				
R	16	AGGREGATES			TON							L				
D	17	PRODUCED			CU.YD							26 CONCRETE PIPE				
E	18	MISC. STEEL			LB							C				
CARD	19	NOISE BARRIERS			Lin, ft.							A				
F	20	GUARDRAIL			Lin, ft.							R				
	21	BRIDGE RAIL			Lin, ft.							D				
C	22	FINAL CONTRACT AMOUNT FOR SIGNS			DOL							29 PLASTIC PIPE				
A	23	FINAL CONTRACT AMT FOR LIGHTING			DOL							C				
R	24	FINAL CONTRACT AMT FOR TRAFFIC SIGNALS			DOL							A				
D	Blocks 48-70 to be completed by FHWA Washington HQ Personnel															
G	48	52 53			61 62			70								
*Must be reported on all reports					REVIEWED BY:					DATE:						

Form FHWA-47 (Rev 6-90) PREVIOUS EDITIONS ARE OBSOLETE

- Distribution:
- (1) Original copy to DLAE included in the Report of Expenditures (for all NHS projects > \$1.0 million, except for force account, installation of protective devices at railroad grade crossings, or highway beautification.)
 - (2) Copy-retained by local agency

INSTRUCTIONS FOR PREPARING AND TRANSMITTING FORM FHWA-47

GENERAL REQUIREMENTS

Form FHWA 47 should be transmitted for each Federal-aid project on the National Highway System with construction cost greater than \$1 million involving construction performed under contract awarded by competitive bidding, except projects consisting of (1) the installation of protective devices at railroad grade crossings, or (2) highway beautification.

A separate form should be transmitted for each contract except that data for two or more contracts on the same project may be combined when such contracts are completed at approximately the same time. In case of a combination, the earliest starting date and the latest completion date should be reported. Where a single contract covers more than one project, one form may be prepared for each project or for the entire contract, provided none of the data are duplicated. A Form FHWA-47 should not be prepared for a contract covering only the purchase of material but the quantity of material should be reported when subsequently included in a construction project. In all cases, only the original of Form FHWA-47, typed or clearly lettered, and no carbon or photocopies, should be transmitted to the Washington Office.

If nonparticipating work is included in the contract, all data should be combined with the Federal-aid data in preparing the form. Data for any subcontract must be combined by the State or the division office with the prime contract if not so combined by the prime contractor. It will be the State's responsibility to see that all prime contract and subcontract costs, material, and labor-hours have been reported for each contract, and no duplication of data are involved. Quantities of State-furnished materials should be included with contract quantities, and costs of STATE-furnished materials should be added to Item 2 "Final Construction Cost" and also to Item 4 "Total Cost of All Materials and Supplies." All quantities should be reported to the nearest whole unit and only in the units specified. All costs should be reported to the nearest dollar.

Check urban or rural to indicate whether the major cost is for work within an urban area or in a rural location

All figures should be verified for reasonableness by State high-way department and Federal Highway Administration division office engineers. The total material cost and the total labor-hours and gross earnings should bear reasonable relationships to the final construction cost. Also the quantity of each material reported should be reasonable with respect to the size and nature of the contract and with respect to the quantities of other materials. For example, if a large quantity of reinforcing steel is reported with no cement or ready-mixed concrete, an error of omission in reporting would be indicated.

Generally, the total cost of materials, supplies, and labor should be substantially less than the final construction cost, as the latter also includes costs of equipment ownership, overhead, and profit which are not required to be reported. If the final construction cost is less or only a few percent more than the total cost of materials, supplies and labor, the indication is that the contractor suffered a loss on the project or that there is an error in reporting. In such case, if it is determined that the figures reported are correct, a statement should be made on a plain sheet of paper marked "Remarks" to the effect that the contractor actually did suffer a loss, (verify with contractor).

Part A- INFORMATION TO BE SUPPLIED BY FEDERAL HIGHWAY ADMINISTRATION OR STATE HIGHWAY PERSONNEL

Item 1 - "Length of Project" - Report official roadway mileage and official bridge mileage.

Item 2 - "Final Construction Cost" - Show best estimate of Federal and State costs incurred to date for contract items, extra work performed by contractor, and State-furnished materials.

Quantities of steel, concrete and lumber used in connection with Items 19, 20, 21, 22, 23 and 24 should not be reported unless difficulties are encountered in segregating such quantities from total quantities.

FORM FHWA-47

PART B-INFORMATION TO BE SUPPLIED BY CONTRACTOR IMMEDIATELY UPON COMPLETION OF CONTRACT OR PROJECT

Specific Instructions for the Following Numbered Items:

Item 3 - Report total labor-hours worked and earnings of all contractor's employees on the project, including those on operation and maintenance of equipment.

Item 4 - This should be the total cost, at the jobsite, of all construction materials and supplies purchased for and used on the project, including the cost of materials for signing and lighting and the cost of any materials and supplies not specifically listed hereon. Costs of equipment or equipment rental and the cost of operating the equipment, except the costs of fuel and lubricants, should not be included in this item. Small items of equipment such as jack-hammers, handtools, repair parts, tires, etc., are not considered to be supplies. Costs of such items and also overhead costs should not be included. The amount included here for aggregates produced should be only the cost paid by the contractor for the aggregates and should not include the costs of excavating, processing, loading and hauling. Wages and labor-hours for aggregates produced should, of course, be included with Item 3.

Item 5 - Report total number of gallons of all gasoline, diesel oil, lubricating oil, and grease for equipment and trucks. For conversion purposes use factor of 8 pounds of grease per gallon.

Items 6 and 7 - Report quantity of cement used on project. Do not report here the cement included in Item 14.

Items 8 and 9 - Report quantity of aggregates purchased from commercial producers, such as sand, gravel, crushed stone, etc. Do not report here aggregates included in Items 14 and 15. Aggregates produced by the contractor shall be reported as Items 16 and 17.

Item 10 - Report number of gallons of bitumens such as asphalt and tar. Do not report here bituminous materials included in Item 15.

Item 11 - Report all lumber products purchased for and used on the project, including plywood and pressed wood, but excluding timber piling, lumber in fencing, guardrail, and signs, and lumber purchased for or used on previous projects and previously reported. The quantity of lumber should be reported as the number of thousand board feet and not as the number of board feet.

Item 12 - Report total number of pounds of reinforcement (plain or coated) for both structures and pavement. Include estimated quantities of reinforcing and prestressing steel in purchased precast units, except concrete pipe reinforcement.

Item 13 - Report total number of pounds of structural steel, steel H-piling, and sheet piling.

Item 14 - Report total number of cubic yards of ready-mixed concrete plus estimated quantity of concrete in purchased precast units, excluding Item 26

Item 15 - Report total number of tons of bituminous paving mixtures that are purchased in a prepaid condition ready for placement as they reach the job.

Items 16 and 17 - Report total quantity of aggregates such as sand, gravel, crushed stone, etc., produced by the contractor.

Item 18 - Report estimated total weight of steel products not appropriate for Items 12, 13, and 25, such as joint devices, tubular piling, etc..

Items 19, 20 and 21 - Report total lengths, in linear feet, of all types of noise barriers, guardrail and bridge rail. *

Item 22 - Report final contract amount for all types of signs including foundations, posts, structural supports, etc. Do not include traffic signals. *

Item 23 - Report final contract amount for highway and bridge lighting including foundations, conduits, standards, wiring, switches, luminaries, etc. Do not include traffic signals. *

Item 24 - Report final contract amount for traffic signals. * **Item 25** - Report, by size, regardless of class, type, gauge or coating, number of linear feet of corrugated steel pipe, structural plate pipe, pipe-arches and arches.

Item 26 - Report, by size, regardless of class, type, gauge or coating, total number of linear feet of plain and reinforced concrete drain and culvert pipe.

Item 27 - Report, by size, total number of linear feet of clay pipe.

Item 28 - Report by size, total number of linear feet of corrugated aluminum culvert.

Item 29 - Report, by size, total number of linear feet of plastic pipe.

*U.S.GPO:1990-0-261-335/16519

SAMPLE COVER LETTER FOR THE REPORT OF COMPLETION OF STRUCTURES

Type of Funding

Dist.- Co.-Rte.

State Contract No.

Fed. Project No.

Date:_____

Chief, Office of Structures Maintenance and Investigations
Caltrans Engineering Service Center, Mail Station 9
P. O. Box 942874
Sacramento, CA 94274-0001

Attention: _____ Structures Local Assistance Engineer

Dear: _____

Submitted herewith is the REPORT OF COMPLETION OF STRUCTURES ON LOCAL STREETS AND ROADS for the structures listed below:

_____ Bridge Name (future intersected)	_____ Road Name (facility carried)	_____ State Bridge No.
--	--	---------------------------

Contractor

Bridge Resident Engineer

- Distribution:
- (1) Original plus one copy to DLAE included in the Report of Expenditures (original forwarded to Division of Structures , Office of External Liaison and Agreements)
 - (2) Copy-retained by local agency

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**REPORT OF COMPLETION OF STRUCTURES
ON LOCAL STREETS AND ROADS**

A. Description of Bridge Work

B. Contract Chronology

Structure Work Completed on: _____

C. Final Photographs

Attach two photographs of completed structure, side view and roadway view. Photographs should show pertinent features both over and under the bridge i.e. channel profile, roadways, railroads etc.

D. Site Map

Include an 8 1/2 X 11" reproduction of the work location site map.

E. Attachments

1. As Built Plans.
2. Stream Flow record (high water during construction).
3. Shop plan microfilms, pre-stress, structural steel, pumping plants, movable bridges.

Distribution: (1) Original plus one copy to DLAE included in the Report of Expenditures (original forwarded to Division of Structures , Office of External Liaison and Agreements)
(2) Copy-retained by local agency

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SAMPLE REPORT OF COMPLETION OF RIGHT OF WAY EXPENDITURES

CITY OF MORELAND

One Dollar Square, Moreland, CA 90007
(999) 333-3030 • Fax # (999) 333-7059

Community Development/Redevelopment
Building and Code Enforcement
Public Works and Engineering
Recreation and Senior Services
Housing Authority
Housing
Planning

Mr. Joe Smoe
District 13 Director of Transportation
Caltrans
P. O. Box 23660
Yourcall, CA 96007

Date: August 1, 1993

Attention: Phil N. Blank
District Local Assistance Engineer

Subject: 04-CC-0-MRL
Federal-Aid Project No.: BRM-A751(001)
City of Moreland Project No.: PW-114
Boondoggle Bridge Replacement @ Rabble-rouser River (Bridge No. 99C-007)

Dear Mr. Smoe:

Submitted for your consideration is:

**REPORT OF COMPLETION
AND
REPORT OF EXPENDITURES
FOR LOCAL AGENCY
RIGHT OF WAY
CITY OF MORELAND**

Sincerely,

Seymore Land

Local Agency Representative

Reviewed by,

Phil N. Blank

District 13 Local Assistance Engineer

I. REPORT OF COMPLETION OF RIGHT OF WAY

A. Location and Description of Project

1. Federal-aid Project BRM-A751(1) in the City of Moreland, on the Boondoggle Bridge Replacement Project at Rabble-rouser River, Bridge No. 99C-007.

B. Chronological Statement

1. First date right of way expenditures eligible for reimbursement 12/23/91
2. Right of Way work began: 1/1/92
3. Right of Way work completed: 7/7/93

II. REPORT OF EXPENDITURES OF RIGHT OF WAY

A. Final Report of Right of Way Expenditures See Attachment #1

B. Parcel List See Attachment #1

C. Final Maps Submitted on: June 21, 1993 with R/W certification.

D. Final Invoice See Attachment #2.

IV. I certify that to the best of my knowledge and belief the above data is correct; that adequate title to the necessary right of way has been acquired for the herein above described federal-aid project in the name of the City of Moreland, for the amount of just compensation based on bona fide appraisals duly qualified as required by the right of way procedures of the Federal Highway Administration and other written justification now contained in the City/County files, in accordance with procedures as submitted to and accepted by the Director.

I further state that this certification is made in my official capacity as Chief Financial Officer, pursuant to Section 121 of Title 23, United States Code, for the purpose of securing, pursuant thereto, by the City of Moreland, federal-aid funds in connection with the above designated federal-aid highway project, and that neither I nor, to the best of my knowledge, any other officer, agent or employee of the City/County authorized in an official capacity to perform services in connection with the appraisal or acquisition of any of such right of way has any interest or contemplates any benefit from any transaction which involved the acquisition of property for right of way for such project, other than as herein disclosed.

Mark A. Space
Signature of Local Agency Representative

800-123-CASH
Phone Number

Chief Financial Officer
Title

August 1, 1993
Date

SAMPLE FINAL REPORT OF RIGHT OF WAY EXPENDITURES

CITY OF MORELAND

One Dollar Square, Moreland, CA 90007
(999) 333-3030 Fax # (999) 333-7059

Project Nos.: _____

Federal No: BRM-A751(001)

State No (EA): 13-199129

Local Agency City of Moreland

Agreement No. 00001

I. Project Costs	Participating	Non- Participating	Total
1. Capital Costs			
Acquisition	\$1,028,543	\$20,000	\$1,048,543
RAP	\$15,000		\$15,000
Utility Relocation	\$69,614	\$750	\$70,364
Other			
Total Capital	\$1,113,157	\$20,750	\$1,133,907
2. Incidental	\$179,286	\$64,356	\$243,642
3. Subtotal	\$1,292,443	\$85,106	\$1,377,549
4. Less Rental & Sales Income	\$-12,250		\$-12,250
5. Project Total	\$1,280,193	\$85,106	\$1,365,299
II. RAP: Business			
	\$0		
Family	15,000		

III. A. The acquisition, final tabulation of all appraisals, the costs reported, and the maps submitted are unchanged when compared with the final construction lines.

B. Parcel List: See attached

Attachment #1

Federal Project No. BRM-A751(001)
State Project No. 13-1991229
Map No. F17192

B. PARCEL LIST.

As Acquired					REMARKS	Per Final R/W Map			
PARCEL NO.	TYPE TAKE	Acquired Area (SF or acres)				Map Sheet No.	Acquired Area (SF or acres)		
		TOTAL	R/W	EXCESS			Total	R/W	Excess
41042-1	Part					3,4	49,901(SF)	50,830(SF)	0
-2	S. Ease				207170 0.476 AC. Slope Easement	3,4			
-4	D. Ease				17980 0.041 AC Drainage Easement	4			
-5	D. Ease				8000 0.018 AC. Drainage Easement	4			
41043-1	Part					3	1,714 (SF)	1,714(SF)	0
-2	S. Ease				20150 Slope Easement	3			
-3	D. Ease				4640 Drainage Easement	3			
41044-1	Part					3	19.5(SF)	19.5(SF)	0
-2	S. Ease				0.020 AC. Slope Easement	3			
-3	D. Ease				0.009 AC. Drainage Easement	3			

1. Right of Way lines as claimed on progress claims submitted to Caltrans for reimbursement of acquisition costs (Section 4.1)
2. Area by square feet or acres.
3. Type Take: F = Full P= Partial
4. If change in area is indicated in "Per Final R/W Map" column, the local agency must include the revisions to the final lines on the Final Progress Payment Request to account for the differences between the original amounts claimed through progress invoices and the final amounts as adjusted to reflect the final right of way lines, i.e., acquisition costs, rental income credits.

Form FM 1592A

**FINAL INVOICE
MULTI PHASE EA
RIGHT OF WAY**

(LETTERHEAD CITY OF MORELAND)

Name, Joe Smoe
District 13 Director of Transportation
Caltrans
P. O. Box 23660
Yourcall, CA 96007

Attention: Phil N. Blank
District Local Assistance Engineer

Billing No: **Final**
 Invoice No: **Local Agency's Invoice No.**
 Federal-Aid Project No: **Prefix-Proj. No. (Fed. Agreement No.)**
 Tax Identification No: **Agency IRS ID Number**
 Project Completion Date: **Date of Contract Completion**
 Date Project Accepted by City/County: **Final Date or "Ongoing" if not Final**
 Project Location: **Project Limits**

Reimbursement for federal funds is claimed pursuant to Local Agency-State Agreement No. Number, Program Supplement No., Number, executed on Date.

	Phase 9 Capital	Phase 2 Incidental	Total
Federal Appropriations Code	33D	33D	33D
District - Expenditure Authorization No.	03-023459	03-023452	
Federal Authorization Date	08/30/94	08/30/94	
Federal participating costs from	10/05/94	08/30/94	
to	02/30/95	02/30/95	
Federal-aid Agreement Amount	\$2,400,000	\$300,000	
Total Costs	\$1,133,907	\$ 243,642	
Less: Rental Income	0	(12,250)	
Nonparticipating Costs	(\$20,750)	(64,356)	
Federal Participating Costs to Date	\$1,113,157	\$167,036	
Less: Participating Costs on Previous Invoice	\$980,165	\$150,794	
Change in Participating Costs	\$132,992	\$16,242	
Reimbursement Ratio	88.53%	88.53%	
Amount of this claim	\$117,737.81	\$14,379.04	\$132,116.85
INVOICE TOTAL:	<u>\$132,116.85</u>		

Note: When multiplying "Change in Participating Costs" by "Reimbursement Ratio," the result is rounded to the lowest cent. Federal rules do not allow rounding up.

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SAMPLE REPORT OF EXPENDITURES FOR FORCE ACCOUNT PROJECTS

Mr. Joe Smoe
District Director of Transportation
Caltrans
P. O. Box 23660
Upickit, CA 99999

Federal Project No.: ER-1600 (040)

Attention: Mr. Roland N. DaWins, District Local Assistance Engineer

Dear Mr. Smoe:

Submitted for your consideration is:

REPORT OF COMPLETION
AND
REPORT OF EXPENDITURES
FOR LOCAL AGENCY FORCE ACCOUNT WORK
CITY OF
UPICKIT

Sincerely,

Max Competition

Local Agency Representative

Reviewed by,

Roland N. DaWins

District 13 Local Assistance Engineer

I. REPORT OF COMPLETION OF FORCE ACCOUNT WORK

A. Location and Description of Project

1. Work required per Traffic Management Plan approved by Damage Assessment Form (DAF) # KK569. On Green Bay Way from Bart Starr Avenue to Superbowl Road. Replace existing controllers at 15 intersections with solid State fixed time equipment capable of providing 4 signal timing plans and offsets. Adjust timing for Am inbound (NB) progression, PM outbound (SB) progression, special program for events at Candlestick Park and off-peak program

B. Chronological Statement

1. Date of approved Public Interest Finding (attached): 1/15/91
2. First date expenditure eligible for reimbursement: 12/23/91
3. Force account work began: 1/1/92
4. Force account work completed: 3/7/92

II. REPORT OF EXPENDITURES

- A. Liquidated Damages: None
- B. Pending Contractors Claims: None
- C. Contract Change Order Summary: None
- D. Final Inspection Form: Attached
- E. Final Detail Estimate: Attached
- F. Materials Certification: Attached
- G. Maps: Attached

(AGENCY LETTER HEAD)

Date:

Name, District Director
Department of Transportation
Street or P.O. Box
City, CA, Zip Code

Attention: Name, District Local Assistance Engineer

Final Project Expenditure Report
(For EEM or Proposition 116 Bicycle Program Projects)

Description/Location of Work:
Project Completion Date:
Expenditure Authorization:
Project Number:
State-Local Entity Agreement Number:

State Funds Allocated:

Expenditure Incurred:

Total \$

- A. Payment to Contractor
(Attach final pay estimate)
- B. Other Project Costs:
 - Preliminary Engineering
 - Construction Engineering
 - Any Additional Construction
 - Right of Way (Capital and Support)
- C. Liquidated Damages
- D. Outstanding Contractors Claims
- E. Others (specify)

Sources and Amounts of Additional Funds Used:

State Funds Allocated But Not Used:

CERTIFICATION

I hereby certify that:

To the best of my knowledge and belief, the information in this report is a true and accurate record of project costs. The work was performed in accordance with the CTC approved scope and state funding for the project.

Title and Unit of Local Agency Representative

PROJECT VERIFICATION: This verification of completion also constitutes approval to pay costs shown in the Final Invoice included in the Report of Expenditures. I have reviewed the job site and found the project completed in accordance with the scope and description of the project authorization document.

District Local Assistance Engineer

Date: _____

ENVIRONMENTAL ENHANCEMENT AND MITIGATION (EEM) PROGRAM
FINAL REPORT OF RIGHT OF WAY EXPENDITURES
FOR PROJECTS INVOLVING ACQUISITION OF REAL PROPERTY, OR RIGHTS THERETO,
RECEIVING DIRECT DEPOSIT OF FUNDS INTO AN ESCROW ACCOUNT
(PREPARED BY DISTRICT)

State of California

Business, Transportation, and Housing Agency

Memorandum

To: EEM Program Manager
Design and Local Programs

Date: _____

File: _____

From: DEPARTMENT OF TRANSPORTATION
District _____

Subject: EEM Project No. _____
Applicant-State Agreement No. _____
FINAL REPORT OF RIGHT OF WAY EXPENDITURES

Attached is the following information on the subject project:

1. Copy of the recorded grant deed(s)
2. Original recorded Environmental Enhancement and Mitigation Program Agreement
Declaring Restrictive Covenants (ADRC)
3. Close of Escrow was _____ (date)
4. Copy of invoice(s) (on Applicant letterhead)

PROJECT VERIFICATION: This verification of completion constitutes approval that acquisition(s) occurred for the attached property(ies) listed in the original grant deed(s) (attached).

District Local Assistance Engineer

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Form CP-CEM 2403(F) (New 10/99)

DISADVANTAGED BUSINESS ENTERPRISES (DBE) CHANGE IN CERTIFICATION STATUS REPORT

The top of the form requires specific information regarding the construction project: Contract Number, County, Route, Post Miles, the Administering Agency, the Contract Completion Date, and the Estimated Contract Amount. It requires the Prime Contractor's name and Business Address. The focus of the form is to substantiate and verify the actual DBE dollar amount paid to contractors on federally funded projects that had a changed in Certification status during the course of the completion of the contract. The two situations that are being addressed by CP-CEM 2403(F) are, if a firm certified as a DBE and doing work on the contract during the course of the project becomes Decertified, and if a non-DBE firm doing work on the contract during the course of the project becomes Certified as a DBE.

The form has a column to enter the Contract Item No (or Item Nos.) as well as a column for the Subcontractor's Name, Business Address, Business Phone, and contractor's Certification Number.

The column entitled Amount Paid While Certified will be used to enter the actual dollar value of the work performed by those contractors who meet the conditions as outlined above during the time period they are Certified as a DBE. This column on the CP-CEM-2403(F) should only reflect the dollar value of work performed while the firm was Certified as a DBE.

The column called Certification/Decertification Date (Letter attached) will reflect either the date of the Decertification Letter sent out by the Civil Rights Program or the date of the Certification Certificate mailed out by the Civil Rights Program. There is a box to check that support documentation is attached to the CP-CEM-2403 (F) form.

There is a Comments section for any additional information that may need to be provided regarding any of the above transactions.

The CEM-2403(F) has an area at the bottom where the Contractor and the Resident Engineer sign and date that the information provided is complete and correct.

There is a Comments section for any additional information that may need to be provided regarding any of the above transactions.

The CEM-2403(F) has an area at the bottom where the Contractor and the Resident Engineer sign and date that the information provided is complete and correct.