

**EXHIBIT 17-A COVER LETTER & FEDERAL REPORT OF EXPENDITURES
CHECKLIST**

Project No: _____

Dept. of Transportation
Caltrans - Local Assistance

Attn:

Dear

Submitted for your consideration is:

Federal Report of Expenditures

Local Agency Awarded

Contract

Project:

Contractor:

Resident Engineer:

Sincerely,

Local Agency Representative

Concurred by,

District Local Assistance Engineer

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 County Supervisors

FEDERAL REPORT OF EXPENDITURES CHECKLIST

Federal-aid 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)
- Final Invoice (see Exhibit 17-D)
- 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)
- Materials Certificate (Exhibit 17-G)
- * 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