



Local Programs Procedures

LPP 95-03

Final Project Expenditure Report for State-Funded, Local Assistance Projects

Reference: Local Programs Manual, Volume I, Section 19, and Financial Guidelines for Local Agency Reimbursement

Effective Date: February 10, 1995

Approved: _____
Chief, Office of Local Programs

This procedure updates the "Final Project Expenditure Report" for certain Local Assistance projects funded by the State. The requirements for this report are covered under the California Transportation Commission's (CTC) "Financial Guidelines for Local Agency Reimbursement." This revision will be incorporated into the Local Programs Manual (LPM) during the next update.

EXISTING PROCEDURES

The CTC's "Financial Guidelines for Local Agency Reimbursement" require the use of "Report of Expenditures and Certification," found in Volume I, Section 19, Exhibit 19-1a of the LPM. The format in Exhibit 19-1a has caused some confusion on the part of project sponsors when used for state-funded, Local Assistance projects. To correct that problem, a new "Final Project Expenditure Report" has been developed to use for certain state-funded, Local Assistance projects.

NEW PROCEDURES

This new "Final Project Expenditure Report" (attached) will meet the requirements for certain Local Assistance projects funded by the State as covered under the CTC's "Financial Guidelines for Local Agency Reimbursement." The report is namely for the following programs:

- Flexible Congestion Relief (FCR)
- Traffic System Management (TSM)
- Environmental Enhancement & Mitigation (EEM)
- Proposition 116 Bicycle Program

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If projects in the above category include any federal funding, the attached form should not be used. Final project expenditure reports for these projects will be governed by the policy and procedures established in the LPM and other procedure memos for the federal program providing the funding.

The following are requirements for this new Final Project Expenditure Report:

- Certification from the local agency that the work has been done in accordance with CTC-approved scope and funding for the project.
- Local agencies must submit this report within 120 days from the completion of the project.

Attachment