

----- Forwarded by Sylvia Fung/D04/Caltrans/CAGov on 09/09/2009 04:08 PM
 -----Bakari Akil/D04/Caltrans /CAGov
 To Local Assistance - Public Works Directors 09/09/2009 03:48 PM

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Subject New Procedure - Invoice Package Submittals

Dear Directors,

As you may be aware of, new procedures were implemented associated with the review and approval of local agency invoices for federal and state funded local transportation projects administered by Caltrans that went into effect September 1, 2009.

The purpose of this communication is to establish the procedure for handling the review and approval of invoices with Caltrans District 4.

There have been no changes to the existing requirements arising from the new procedures for the submittal of your invoices. Please refer to DLA- OB 09-05 (Local Agency Invoice Review) @ http://www.dot.ca.gov/hq/LocalPrograms/DLA_OB/DLA_OB.htm for details. Caltrans expects the following procedure to be adhered to by local agencies when submitting invoice packages:

- Effective September 1, 2009, all invoice packages for Caltrans - District 4 are to be submitted to the attn. of Mr. Bakari Akil @ Caltrans - Office of Local Assistance, Mail Station 10-B, P.O. Box 23660, Oakland, CA 94623 - 0660.
- Perform work and/or make progress estimates and payments to contractors/consultant.
- Prepare timely and accurate progress invoices (ensuring support documentation and a certification affirming the accuracy of the invoice package is included).
- Submit an original signed invoice on agency letterhead with 2 copies of the original invoice and 2 copies of your supporting documentation.
- Submit a copy of Exhibit 15-G2 "Local Agency Bidder DBE Information" (Construction Contracts) within 15 days of contract execution. Failure to submit this may result in deobligation of funds for your project.
- Submit a copy of the contract Award Package to DLAE within 60 days of contract award. Failure to submit the Award Package will delay the payment of the first construction invoice. (Please note that invoices that are received prior to or without the submission of an Award Package will be returned).
- Submit a contract Bid Summary/Cost to Date form to verify that the completed work is consistent with the total Federal/State funds invoiced.
- For consultant service contracts, submit a copy of the executed agreement and substantiation of the consultant selection process being in compliance with the requirements stipulated in Chapter 10 "Consultant Selection" of the Local Assistance Procedures Manual along with the first invoice.
- Submit an invoice a minimum of every 6 months to avoid placement on inactive projects list.

Feel free to contact me should you have additional questions or concerns.

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