

### Exhibit 5-G Alternative Payment Procedure Sample

*(PREPARE ON LETTERHEAD OF LOCAL AGENCY)*

**Date of Invoice** (For Progress Invoice)  
 Department of Transportation  
 Accounting Service Center - MS 33  
 Local Program Accounting Branch  
 P.O. Box 942874  
 Sacramento, CA 94274-0001  
 Billing No:  
 Invoice No:  
 Federal-aid Project No:  
 Tax Identification No:  
 Date Project Accepted by City/County:  
 Project Location:  
 Project Expenditure Authorization:

(For Final Invoice) Name, District Director  
 Attn: Name, District Local Assistance Engineer  
 Department of Transportation  
 Street or P.O. Box  
 City, CA Zip Code

**1,2..., or Final  
 Local Agency's Invoice No.  
 Prefix-Proj. No. (Fed. Agreement No.)  
 Agency IRS ID Number  
 Final Date or "Ongoing" if not Final  
 Project Limits**

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

	Preliminary Engineering *****	Construction Engineering	Construction Contract	Total
Federal Appropriations Code	33D/33C	33D/33C	33D/33C	
Federal Authorization Date	1/15/99	2/10/99	2/10/99	
Federal/State participating costs From	3/1/99	3/1/99	3/1/99	
To	7/30/99	7/30/99	7/30/99	
Total Indirect Costs to Date	<b>\$825.00</b>	<b>\$1,865.50</b>	-----	
Total Direct Costs to Date	<b>\$4,000.60</b>	<b>\$8,400.30</b>	<b>\$200,000.10</b>	
Less: Retention	-----	-----	(20,000.00)*	
Liquidated Damages	-----	-----	0.00**	
Nonparticipating Costs	<u>(350.00)</u>	<u>(840.00)</u>	<u>(16,000.00)</u>	
Total Federal Participating Costs to Date	\$4,475.60	\$9,425.80	\$164,000.10	
Less: Participating Costs on previous invoice	<u>\$2,120.95</u>	<u>\$6,350.20</u>	<u>\$98,231.00</u>	
Change in Participating Costs	\$2,354.65	\$3,075.60	\$65,769.10	
Reimbursement Ratio (Federal and/or State)	88.53	88.53	88.53	
Federal Reimbursement	2,084.57	2,722.82	58,225.38	
State Reimbursement	2,084.57	2,722.82	58,225.38	
Amount of claim (expended funds)				<b><u>\$63,032.77***</u></b>

**ADJUSTMENT OF STATE FUNDS FOR ESTIMATED CONTRACT PAYMENTS**

Total expended funds	\$63,032.77
Less: Estimate Previously Invoiced for the month	\$80,000.00
Difference (positive or negative amount)	(\$16,967.22)
Plus: Estimate for next month	\$100,000.00
<b>TOTAL INVOICE AMOUNT</b>	<b><u>\$83,032.77</u></b>

**INDIRECT COST CALCULATION**

Preliminary Engineering Indirect Costs:

	FY 1998-1999	FY 1999-2000
Direct Cost Base Expense	\$1,944.00	\$673.82
Approved indirect cost rate	31%	33%
Subtotal ****	\$602.64	\$222.36

Total Indirect Costs To Date for Preliminary Engineering **\$825.00** (this Amount is carried to the front of the invoice under the Preliminary Engineering column)

Construction Engineering Indirect Costs:

	FY 1998-1999	FY 1999-2000
Direct Cost Base Expense	\$4,756.23	\$1,185.07
Approved indirect cost rate	31%	33%
Subtotal ****	\$1,474.43	\$391.07

Total Indirect Costs To Date for Construction Engineering **\$1,865.50** (this Amount is carried to the front of the invoice under the Construction Engineering column)

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.

For questions regarding this invoice, please contact:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone No.

\* Total retention amount withheld from contractor. At the end of the project and after all retention has been released, this amount should be zero.

\*\* Show "liquidated damages" amount on final invoice.

\*\*\* Please round down the figures to the lowest cent. Federal rules do not allow rounding up.

- \*\*\*\* • Indirect cost for this project equals the direct cost base expense (i.e., direct salaries & wages plus fringe benefits) for this project multiplied by the approved indirect cost rate.
- Indirect cost reimbursement will not apply to direct costs, i.e., payment of construction contracts and right of way purchases, not included in the direct cost base.
- An indirect rate must be approved by Caltrans every fiscal year to be used for only those costs incurred for that year.

\*\*\*\*\* If invoice is for a STIP project, PE has to be segregated into E&PP and PS&E.

**Distribution:** 1) (Original & 2 Copies) Local Program Accounting (progress invoices)  
2) District Local Assistance Engineer (final invoices)