

**Exhibit 5-D SAMPLE RIGHT OF WAY INVOICE**

**(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:  
Expenditure Authorization No.

(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.

	<u>Phase 9 Capital</u>	<u>Phase 2 Incidental</u>
Federal Appropriations Code	33D	33D
Federal Authorization Date	5/12/99	5/12/99
Federal/State participating costs From	5/15/99	5/15/99
To	7/15/99	7/15/99
Total Indirect Costs To Date	-----	<b>\$4,147.00</b>
Total Direct Costs To Date	<b>\$1,133,907.00</b>	<b>\$243,642.00</b>
Less: Nonparticipating Costs	(20,750.00)	(64,356.00)
Federal Participating Costs to Date	<u>\$1,113,157.00</u>	<u>\$183,433.00</u>
Less: Participating Costs on Previous Invoice	<u>\$980,165.00</u>	<u>\$150,794.00</u>
Change in Participating Costs	\$132,992.00	\$32,639.00
Federal reimbursement ratio	88.53%	88.53%
State reimbursement ratio (if applicable)		
Amount of this claim	<u>\$117,737.81*</u>	<u>\$28,895.30*</u>

**TOTAL INVOICE AMOUNT** **\$146,633.11**

**INDIRECT COST CALCULATION**

Right of Way Indirect Costs:

	FY 1998-1999	FY 1999-2000
Direct Cost Base Expense	\$1,944.00	\$1,0740.49
Approved indirect cost rate	31%	33%
Subtotal **	\$602.64	\$3,544.36
Total Indirect Costs To Date for Preliminary Engineering <b><u>\$4,147.00</u></b> (this Amount is carried to the front of the invoice under the Right of Way Incidental column)		

1. 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 **Local Agency name** 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 **Local Agency** files, in accordance with procedures as submitted and accepted by the Director.
  
2. I further state that this certification is made in my official capacity as **Title**, pursuant to Section 1.31 of Title 23 of the Code of Federal Regulations and Section 121 of Title 23, United States Code, for the purpose of securing, pursuant thereto, by the **Local Agency name**, 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 officer, agent, or employee of the **City, County** authorized in any official capacity to perform services in connection with the appraisal or acquisition of any such right of way has any interest, or contemplates any benefit from any transaction which involves acquisition of property for right of way for such project, other than as herein disclosed.

\_\_\_\_\_  
Signature, Title and Unit of Local Agency Representative

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

For questions regarding this invoice, please contact:

\_\_\_\_\_  
Name

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

- \* 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.

Note: Rental income may be retained by local agencies, but must be used for Title 23 purposes.

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