## **Exhibit 5-E SAMPLE OF "STIP PROJECT" FEDERAL INVOICE**

## (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 and/or state funds is claimed pursuant to Local Agency-State Agreement No. <u>Number</u>, Program Supplement No., <u>Number</u>, executed on <u>Date</u>.

	Environmental Studies & Permits	PS&E	Construction Engineering	Construction
Federal Appropriations Code	Q24/33D	Q24/33D	Q24/33D	Q24/33D
Federal Authorization Date	5/12/99	5/12/99	6/10/99	6/10/99
Federal/State participating costs From	5/15/99	6/15/99	6/15/99	6/15/99
То	8/15/99	8/15/99	8/15/99	8/15/99
Total Indirect Costs to Date Total Direct Costs to Date	\$825.00 \$4,000.60	\$1,865.50 \$8,400.30	,	\$150,652.00 (20,000,00)*
Less: Retention Liquidated Damages				(20,000.00)* 0.00**
Nonparticipating Costs	(350.00)	(840.00)	(1,200.00)	(16,000.00)
Total Federal Participating Costs to Date	\$4,475.60	\$9,425.80	\$9,780.50	\$114,652.00
Less: Participating Costs on previous invoice	\$2,120.95	\$6,350.20	0.00	\$98,231.00
Change in Participating Costs	\$2,354.65	\$3,075.60	\$9,780.50	\$16,421.00
Federal reimbursement ratio	88.53%	88.53%	88.53%	88.53%
State reimbursement ratio	0.00%	0.00%	11.47%	11.47%
Amount of this claim	\$2,084.57***	\$2,722.82***	9,780.50***	\$16,421.00***

TOTAL INVOICE AMOUNT

\$31,008.89

## INDIRECT COST CALCULATION

Environmental Studies & Permi		EV 1000 0000				
	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 Environmental Studies & Permits <u>\$825.00</u> (this Amount is carried to the front of the invoice						
under the Environmental Studies & Permits column)						
PS&E 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 PS&E <u>\$1,865.50</u> (this Amount is carried to the front of the invoice under the PS&E column)						
Construction Engineering Indire	aat Casta:					
Construction Engineering Indus	FY 1998-1999	FY 1999-2000				
Direct Cost Base Expense	\$6,000.00	\$2,516.67				
Approved indirect cost rate	31%	33%				
Subtotal ****	\$1,860.00	\$830.50				
			the front of the invoice under			
Total Indirect Costs To Date for Construction Engineering <u>\$2,690.50</u> (this Amount is carried to the front of the invoice under the Construction Engineering column)						
the Construction Engineering co	jiuiiii)					
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.
- Note: For R/W acquisition use Exhibit 5-D.

Distribution: 1) (Original & 2 Copies) Local Program Accounting (progress invoices)

2) District Local Assistance Engineer (final invoices)