Section 8.12

LOCALLY FUNDED AGREEMENTS

8.12.1 Purpose

This procedure defines the Locally Funded Agreement (LFA) projects and outlines the Resident Office's responsibility on these projects.

8.12.2 Authority

Section 20.23(3)(a) and 334.048(3). Florida Statutes (F.S)

8.12.3 References

Procedure No. 350-020-300 Locally Funded Agreements Financial Provisions and Processing
Procedure No. 700-050-005, Review & Administration Manual
Procedure No. 525-010-300, Local Agency Program Manual

8.12.4 General Information

A Locally Funded Agreement (LFA) project is legally binding, between the Department and one or more parties, which provide for the financial provisions, collection of funding and rendering of services and/or commodities, involving joint efforts which are mutually beneficial to all parties. For more information and other requirements on LFA's see Procedures 350-020-300. An LFA is not to be confused with other types of contracts, such as:

1. Public Transportation Grant Agreement (PTGA) which used to be titled Public Transportation Joint Participation Agreement; See PTGA Procedures No. 725-000-005-i, for more information.

2. Utility Work (See CPAM 5.6 and the Utility Accommodation Manual (UAM) for more information).

3. Local Agency Program (LAP) Projects (See the LAP Manual Procedures 525-010-300 for more information.)

4. Temporary Signalization
5. Maintenance

6. Other Agreements (Lighting, Signals, Landscaping, etc.)

### 8.12.5 Resident Office Responsibility

Resident Office (RO) personnel shall ensure that the LFA work is built per Plans and that the quantities are as listed on the LFA Plan Summary Sheets. The Project Administrator (PA) will receive a monthly Contractor’s Request for Payment. The PA is required to enter the quantities into SiteManager as part of the monthly estimate.

A boilerplate letter is signed by the LFA Agency, Contractor, Resident Office and the Department agreeing on all the final quantities. See CPAM 5.11, Attachment 5-11-02, Letter 5-11-13, LFA Closeout Letter. The Offer Letter is sent to the Contractor with final quantities for all the projects under that contract.

The Resident Office shall contact the District LFA Coordinator or responsible party indicated on the completed Form 350-020-03, Agreement Summary Sheet, for any questions.

### 8.12.6 Project Administrator’s (PA) Responsibility

The PA will have the LFA Agency sign off on the quantities on the boilerplate letter. This process is called the “Reconciliation of the LFA”. This is shown on the official estimate report in SiteManager. This will be included with the Final Estimates Documentation.

The Final Estimates Documentation will include the item numbers involved in the LFA and should be highlighted or a cost breakdown prepared by the PA showing all applicable pay items, their unit prices, quantities involved, individual pay item dollar costs, and the total dollar cost will suffice. This is the LFA Reconciliation Package.

### 8.12.7 District Final Estimates Office (DFEO) Responsibility

The LFA reconciliation package is submitted to the Central Office by the DFEO. For the DFEO closeout of a LFA, refer to the Review and Administration Manual, Chapter 5.