

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

Locally Funded Agreements (LFAs) are legally binding agreements, between the Department and one or more parties, which provide for the rendering of services and/or commodities, involving joint efforts and/or funding, and are mutually beneficial to all parties. The [LFA System - Main Project Search](#) (internal link) can be used to determine if a Financial Identification Number (FIN) contains an LFA. For more information and other requirements on LFAs 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

Ensure that the LFA work is built per Plans and that the quantities are as listed on the LFA Plan Summary Sheets or Estimated Quantities Report. The Project Administrator (PA) will receive a monthly Contractor's Request for Payment. The PA is required to enter the quantities into AASHTOWare Project Construction (PrC) as part of the monthly estimate. Communicate with the LFA Agency when changes to work or money need to be made.

The Locally Funded Agreement/Utility Work by Highway Contractor (LFA/UWHC) Closeout Letter is signed by the LFA Agency, Contractor, Resident Office and the Department agreeing on all the final quantities and final cost amounts. The Offer Letter is then sent to the Contractor with final quantities for all the projects under that contract. See **CPAM 5.11, Attachment 5-11-02, Letter 5-11-13, LFA/UWHCA Closeout Letter and Letter 5-11-02, Offer of Final Payment**

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 Contractor and LFA Agency sign off on the quantities and amounts on the LFA/UWHCA Closeout Letter. This process is called the "Reconciliation of the LFA". The **LFA Reconciliation Package** will be included with the **Final Estimates Documentation**.

The **LFA Reconciliation Package** will include the final estimate with pay item numbers highlighted, or a cost breakdown should be prepared by the PA showing all applicable pay items. The pay item unit prices, quantities, pay item dollar totals, and the total dollar cost of the LFA will be shown per Financial Identification Number. Include the Final As-Built Plans, when appropriate.

8.12.7 District Final Estimates Office (DFEO) Responsibility

The DFEO submits the ***LFA Reconciliation Package*** by email to the General Accounting Office, LFA Section. LFA Staff and their contact information can be found on the [LFA System](#) (internal link).