

## 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

[Section 334.044\(7\), Florida Statutes \(F.S.\)](#)

[Procedure No. 350-020-300](#) Locally Funded Agreements Financial Provisions and Processing

[Procedure No. 700-050-005](#), Review & Administration Manual

[Construction Project Administration Manual \(CPAM\), Section 5.6](#)

#### 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](#). A 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 (JPA); See PTGA Procedures No. 725-000-005-i, for more information.
2. Utility Work (See **CPAM CH 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 and other Agreements.

### **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 partial estimate.

A boilerplate letter is signed by the LFA Agency, Contractor, Resident Office and the Department agreeing on all the final quantities, See **CPAM CH 5.11, Attachment 5-11-2 Boiler Plate Letters**- see **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 **Agreement Summary Sheet, Form 350-020-03**, 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**.