

## 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, as well as Utility Work by Highway Contractor Agreements (UWHCA).

#### 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 \(CPAM\), Sections 5.6, 5.11, 7.4.6.1 and 7.5.20](#)

#### 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 and work detailed in the UWHCA is built per Plans and that the final quantities are as listed on the 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 or Utility, 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 or UWHCA 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, District Utility 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 or Utility sign off on the quantities on the boilerplate letter. This process is called the "Reconciliation of the LFA or UWHCA". These quantities are shown on the official estimate report in SiteManager. The boilerplate letter will be included with the **Final Estimates Documentation**.

The **Final Estimates Documentation** will include the item numbers involved 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 Reconciliation Package.

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

The Reconciliation Package is submitted to the Central Office by the DFEO. For the DFEO closeout of an LFA, refer to the ***Review and Administration Manual, Chapter 5***. The DFEO will coordinate with the District Utility Office as needed to closeout a UWHCA.