Instructions:

The boilerplate language is to be used for agreements with Local Governments doing work on federal aid (FHWA) eligible roads.

- The JPA may only be used for Emergency work. Local Governments performing or administering permanent work must be Local Agency Program (LAP) certified and contracted with using the LAP agreement.

- Modifications to this JPA’s financial language must be pre-approved by the Department’s Comptroller or designee.

- Contract Type “A” should be used when requesting fund approval for these agreements.

- Execution of the Emergency Local Government Emergency Relief Reimbursement Agreement is the date of the last signature by the Local and the Department. Execution of the Emergency Local Government Emergency Relief Reimbursement Agreement should be accomplished as soon as practical after receiving a DDIR. All amendments/supplements must be executed prior to the expiration of the original agreement.

- Agreements must contain a provision specifying a scope of work that clearly establishes the tasks to be performed and a provision dividing the contract into quantifiable, measurable, and verifiable units of deliverables that must be received and accepted in writing prior to payment. Each deliverable must specify the required minimum level of service to be performed and the criteria for evaluating successful completion.

In the language below, the other party is referred to as “Local Government”. This can be changed at the discretion of the district.

- Required Federal Form 1273 must be included on all JPA’s related to any construction work, See Paragraph 11. The Form language is provided. The required “Buy America” language must be included if any work may result in the purchase of a steel product. The “Buy America” language is provided. Include as an appendix or attachment as applicable.

- Invoicing guidelines are REQUIRED to be provided to each Local Government prior to execution of this agreement. FDOT needs to be assured the invoicing guidelines are understood by the Local Government and can be complied with before execution of the agreement. The guidelines do not need to be incorporated into the language of the agreement. They are to assist the Local Government with meeting the requirements in paragraph 4. A copy of the Invoicing guidelines can also be found on the Intranet, Office of Comptroller Website under Emergency Response Information, Natural Disaster Handbook. Prior to providing to Local Government, ensure the latest copy is used.

- The $ (actual value) field in the Buy America exhibit must be completed prior to execution. This amount is to be provided by the contractor.