

Sample Local Federal-Aid Project Finance Letter

EXHIBIT 3-O SAMPLE LOCAL FEDERAL-AID PROJECT FINANCE LETTER

DEPARTMENT OF TRANSPORTATION
 DIVISION OF ACCOUNTING
 LOCAL PROGRAM ACCOUNTING BRANCH

Anticipated Advertisement Date: _____
 Anticipated Award Date (CON only): Anticipated _____
 Contract Acceptance Date (CON only): _____
 Agreement End Date: _____

Date: _____
 Agency: _____
 Fed Project No.: _____
 Project ID: _____
 PPNO.: _____
 Bridge No.: _____

ATTN: _____

Work on State Highway (Y or N): ____ If yes, provide following:
 Administered by State or Local? _____
 Project Manager Name: _____
 Accounting Program Code(s): _____
 Coop or Contribution Agrmnt No.: _____

"P" or "L"*	TOTAL COST OF WORK	FEDERAL PARTICIPAT. COST	FEDERAL FUND TYPE (1)	FEDERAL FUND TYPE (2)	STATE MATCH FUNDS	LOCAL MATCH FUNDS	OTHER FUNDS
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PRELIMINARY ENGINEERING							
Agency Preliminary Engineering							
State Furnished Preliminary Engineering							
Overhead at ____ %							
RIGHT OF WAY (R/W)							
Capital/Acquisition							
Support/Engineering							
CONSTRUCTION							
Contract Items _____							
Utilities _____							
Supplemental Work _____							
Contingencies _____							
Trainees _____							
Agency/State Furn. Mat. _____							
Contract Total: _____							
CONSTRUCTION ENGINEERING							
Agency Construction Engineering							
State Furnished Construction Engineering							
Overhead at ____ %							
State Furnished Materials Testing							
Overhead at ____ %, Subjob _____							
Striping by Agency							
Force Account Work by Agency							
TOTALS:							

Federal Participation: _____
 Federal Appn. Code(s): _____
 Federal Reimbursement Rate(s) for Progress Invoice:

PHASE	FED (1)	FED (2)
PE		
R/W		
CON		
CE		

Certification

I certify that this Finance Letter accurately reflects the current cost estimate for all phases of the project obligated but not fully expended.

* "P" = Pro Rata, "L" = Lump Sum

For questions regarding finance letter, contact:

Printed Name: _____
 Telephone No.: _____

Signature : _____

Title : _____

Project location : _____

Remarks : _____

Distribution: (1) Original + 4 copies-Caltrans DLAE

(2) Copy-Local Agency Project File