

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

Period of Performance End Date: \_\_\_\_\_  
 Anticipated Award Date (CON only): \_\_\_\_\_  
 Anticipated Contract Acceptance Date (CON only): \_\_\_\_\_

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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<b>PRELIMINARY ENGINEERING</b>							
Agency Preliminary Engineering							
State Furnished Preliminary Engineering							
Overhead at _____ %							
<b>RIGHT OF WAY (R/W)</b>							
Capital/Acquisition							
Support/Engineering							
<b>CONSTRUCTION</b>							
Contract Items _____							
Utilities _____							
Supplemental Work _____							
Contingencies _____							
Trainees _____							
Agency/State Furn. Mat. _____							
Contract Total: _____							
<b>CONSTRUCTION ENGINEERING</b>							
Agency Construction Engineering							
State Furnished Construction Engineering							
Overhead at _____ %							
State Furnished Materials Testing							
Overhead at _____ %, Subjob _____							
Striping by Agency							
Force Account Work by Agency							
<b>TOTALS:</b>							

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