

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
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  
\* "P" = Pro Rata, "L" = Lump Sum  
I certify that this Finance Letter accurately reflects the current cost estimate for all phases of the project obligated but not fully expended.  
For questions regarding finance letter, contact:  
Printed Name: \_\_\_\_\_  
Telephone No.: \_\_\_\_\_  
Signature : \_\_\_\_\_  
Title : \_\_\_\_\_  
Project location : \_\_\_\_\_  
Remarks : \_\_\_\_\_  
Toll Credits: Amount: \_\_\_\_\_