

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

DEPARTMENT OF TRANSPORTATION  
DIVISION OF ACCOUNTING  
LOCAL PROGRAM ACCOUNTING BRANCH

Date: \_\_\_\_\_  
Agency: \_\_\_\_\_  
Fed Project No.: \_\_\_\_\_  
EA No.: \_\_\_\_\_  
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.: \_\_\_\_\_

	TOTAL COST OF WORK	FEDERAL PARTICIPATING COST	FEDERAL FUND	FEDERAL FUND	STATE MATCH FUNDS	LOCAL MATCH FUNDS	OTHER FUNDS
<b>PRELIMINARY ENGINEERING</b>							
Agency Preliminary Engineering							
State Furnished Preliminary Engineering							
Overhead at ____ %							
<b>RIGHT OF WAY (R/W)</b>							
Purchase Costs							
Relocation Assistance /Utility							
<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: \_\_\_\_\_

**Certification**

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.: \_\_\_\_\_

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

Signature : \_\_\_\_\_

Title : \_\_\_\_\_

Project location : \_\_\_\_\_

Remarks : \_\_\_\_\_

Distribution: (1) Original + 4 copies-Caltrans DLAE, (2) Copy-Local Agency Project File