

# LPA Agreement Local Let Process Checklist

What is the job number? P number and D number jobs MUST be done on a Local Let. BI number jobs are usually Local Let. R number jobs are usually Local Let. C number jobs may be either Local or State Let.

Is the job Local Let? If yes, then proceed with this checklist.

Please note: local Let and Day Labor Agreements - If the CONSTRUCTION phase of a project is on a Local Let or Day Labor Contract, All phases of the project will require the GATA form (UIGA)

## When preparing a draft LPA Agreement, consider the following:

- LPA Agreements should be submitted electronically so they can be processed in a timely manner. One map and one agreement per e-mail with the local agency, section number and job number in the subject line. This greatly helps when things get archived and we are trying to locate.
- Make sure that the latest version of the agreement is taken from the IDOT website. Clauses, certifications and names of people signing agreements change. In addition, the legal department is sending back agreements that are outdated.
- Make sure that the current project PPI has been process, the LPA agreement project information MUST match the information in the PPI.
- Make sure the LPA agreement is added in the TIP with the current funding year.
- Make sure the job is programmed in the TIP and dollars added to the program funding screen. If it is a State Let job with Construction and CE, please make sure both are added.
- Make sure the correct length of the project is added is in the PPI.
- Make sure the Federal Project Number is added on the Program Funding Screen.
- Make sure that the location and termini on the agreement matches with PPI.
- Make sure the job number on the agreement matches with what is in PPI.
- Please include a location map with the draft agreement.
- Please check the math and make sure that the dollars added the Division of Cost are put in the correct type of work in the Division of Cost.
- Make sure the dollars match the percentages in the Division of Costs.
- On page 1 of the agreement, use the dropdown box in FHWA to change to the proper fund type if listed. If not listed, use "FHWA" or unprotect document and add.
- If the job is a State Let, fill in the method of financing section. If the job is a local Let, this is left blank.
- On EDP/TARP agreements, page 2, "Agreement Provisions", please make sure that the date in #7 is filled in. This date should be 3 years out, so the agreement does not expire before the work can be completed. Also make sure that the company name is filled in for #11.
- If TBP funds are on the State Let project, TSP funds and LA funds are added together for construction, with amounts put in Method C.

- If the job requires a Tip Number, make sure this is added in PPI.
- If the job is a State Let, with CE, please let us know who is doing the CE so we can input this information the week of the letting.
- If State Match is being used on a project, wording should be "Lump Sum State Match Assist NTE \$XXX, to be used first as match to the Federal Funds".
- Make sure all attachments are included with the agreement (location maps, ICC order, jurisdiction addendums, etc.) Please list these on the signature page where it says "Exhibits". If the agreement needs a TARP resolution, please get this at the time the agreement is signed so it does not cause a delay in the processing of the agreement.
- If the signature on the agreement is by an appointed official, we will need a signature resolution from the local agency giving this person permission to sign this agreement.
- If a Jurisdiction Addendum is needed, make sure this is signed and dated. This should also include Local Agency, section number and Job Number.
- STP-Br- Phase 1 Engineering with Federal money. Please use the following statement in the Joint Agreement description - "rehabilitation or reconstruction as determined by the Phase 1 Engineering Study."
- If an Amendment is sent in for a Joint Agreement, make sure the original numbers are added in with the Amendment numbers.
- If an Amendment is needed on a State Funded Only Agreement, use the regular form and type or write in "Amendment#" in the top center section of the agreement.
- Make sure the percentage shown on the Amendment matches the percentage used on the original agreement.
- When the job is final, and the Final Voucher is submitted, please submit a job completion notice. Make sure that the job is not closed out before sending in an Amendment. Review invoices for accuracy and completeness before submitting to Fiscal Control.
- Concerning Exhibit G (Specific Conditions Assigned to Grantee) on GATA forms, each municipality should be checked out by doing a State Staff Inquiry on the GATA website. For those municipalities that have issues of concern, an Internal Controls Questionnaire should be printed off and attached to Exhibit G.
- When using BLR form 05310, METHOD Cat the bottom of the first page should always be blank unless the job is a State Let. If the Job is indeed a State Let, either a certain figure should go in this blank or the word "Balance".