



Agency		Supplement Number
Project Number	Agreement Number	

All provisions in the AGREEMENT identified above remain in effect except as expressly modified by this supplement. The changes to the agreement are described as follows:

Project Title _____

Termini _____

Description of Work No Change

Reason for Supplement

Advertisement Date: _____ Indirect Cost Rate Yes No

Type of Work	Estimate of Funding				
	(1) Previous Agmt. / Suppl. Funds	(2) Supplement Funds	(3) Estimated Total Funds	(4) Estimated Agency Funds	(5) Estimated State Funds
PE or Planning	a. Agency				
	b. Other				
	c. Other				
	d. State Services				
	e. Total PE Cost Estimate				
RW	f. Agency				
	g. Other				
	h. Other				
	i. State Services				
	j. Total R/W Cost Estimate				
CN	k. Contract				
	l. Other				
	m. Other				
	n. Other				
	o. Agency				
	p. State Services				
	q. Total CN Cost Estimate				
r. Total Project Cost Estimate					

AGENCY BY: _____ **STATE** BY: _____
Director, Local Programs

Title: _____
 Agency Date: _____ Date Executed: _____

Instructions – Supplement Local Programs State Funding Agreement

1. **Agency** – Enter the agency name as entered on the original agreement.
2. **Supplement Number** – Enter the number of the supplement. Supplement numbers will be assigned in sequence beginning with Number 1 for the first supplement to the original agreement.
3. **Project Number** – Enter the project number assigned by WSDOT on the original agreement.
4. **Agreement Number** – Enter the agreement number assigned by WSDOT on the original agreement.
5. **Project Title** – Enter the project’s title.
6. **Termini** – Enter the begin and end points of the project.
7. **Description of Work** – Clearly describe if there is a change in work such as the addition or deletion of work elements and/or changes to the termini. If the work has not changed since the previous supplement, or original agreement if Supplement Number 1, put a check mark in the “No Change” box.
8. **Reason for Supplement** – Enter the reason for this supplement. Examples: Increase PE to current estimate; authorize construction phase; adjust construction to award amount.
9. **Advertisement Date** – At construction phase authorization only, enter the proposed construction contract advertisement date.
10. **Indirect Cost Rate**
 - a. Check the Yes box if the agency will be claiming indirect costs on the project. For those projects claiming indirect costs, supporting documentation that clearly shows the indirect cost rate being utilized by the agency must be provided with the Local Programs State Funding Agreement. Indirect cost rate approval by your cognizant agency or through your agency’s self-certification and supporting documentation is required to be available for review by WSDOT and/or State Auditor.
 - b. Check the No box if the agency will not be claiming indirect costs on the project.
11. **Type of Work and Funding** (Round all amounts to the nearest whole dollar).
 - a. **Column 1** – Enter the amounts by type of work from column 1 of the original Local Programs State Funding Agreement. If the agreement has already been supplemented, enter the amounts by type of work from column 3 of the last Supplement – Local Programs State Funding Agreement.
 - b. **Column 2** – Enter increase/decrease to total amounts requested by type of work.
 - c. **Column 3** – Add the amounts in columns 1 and 2.
 - d. **Column 4** – Enter the amount of agency funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
 - e. **Column 5** – Enter the amount of state funds by type of work. Note: Column 4 amounts plus column 5 amounts must equal amounts in column 3 by type of work.
 - f. **State Services** – All authorized phases must have funding for state services. Enter the estimated amounts in columns 1 through 5 as described above.
12. **Signatures** – An authorized official of the local agency signs the Supplemental Agreement and enters their title and date of signature (include month, day, and year). Note: Do NOT enter a date on the Date Executed line.