



District Agreement Process

Temí Latinwo

Federal Aid Agreement Technician



Project Agreement Process

- **Initiate project**
 - Project Program Information Form
- **Establish funding commitment**
 - Local Agency Agreement
 - Engineering Services Agreements
- **Project Payments**
 - Invoicing/Reimbursements
- **Project Close-out**
 - Final Documents



Project Program Information form

The PPI and instructional guides can be found at the following IDOT website under Doing Business/Forms & Templates/Region I

Planning Liaison-DOT.D I.BLRS@illinois.gov

- TIP, funding source information
 - MFT Section Number
 - State Job Number
 - Federal Project Number
 - Contract Number
- Job Authorization
- Project information input into IDOT Databases
- Return to Project Contacts

Average processing time for PPI is 12 to 14 days



Agreements Process

Draft Agreement review

- In- District Review (7-10 days)
 - Central Office Review (7-10 days)
 - Check Databases for accuracy; project location & termini, project numbers, funding
 - Review comments (2-3 days) forwarded to Local Agency and Consultants for signatures
- Average process time 3-5 weeks

Agreement Final Review & Execution

-Local Agency Agreement

- Local Road Program Section for review
- CO Office of Planning & Programming for review
- CO Executive Office for final execution
 - 4 signature for \$250K and above Director of Finance & Administration, IDOT Chief Counsel, Director of Highways, and Secretary of Transportation
 - 2 signature for less than \$250K Secretary of Transportation and Director of Highways
- CO forwards executed Local Agency Agreement to District & LA

-Engineering Services Agreement

- Project Control Audit Section
- FHWA for authorization
- 'Notice to Proceed' letter prepare when the LA Agreement fully executed
- Average process time 6 to 8 weeks



Reasons for delay on Local Agency Agreements

- Funding in wrong fiscal year
- Incorrect dollars/fund type on agreement
- Missing exhibits (location map, TARP resolution, signature resolution, Railroad Agreement, etc.)
- Incorrect description of project.
- Incorrect note to the division of costs

Reasons for delay on Engineering Agreement:

- Payroll rate/classifications missing or do not match the current payroll rate listing
- Missing cost estimates for prime and sub-consultants
- Missing detailed direct cost backup for prime and sub-consultants
- sub-consultant not pre-qualified
- Profit formula for the prime and the sub-consultant is not consistent.
- Sub-consultant should be preparing their own estimate



Reimbursement Process

- District reviews invoice (7-10 days)
- Invoice forwarded to CO for review (7-10 days)
- Invoice forwarded to Comptroller's Office for payment (2 weeks)
- 45 days to receive reimbursement
- Invoicing required on a quarterly basis

Reimbursement Delays

- Work preformed prior to Federal Authorization
- Financial Integrity Review and Evaluation (FIRE) Program requires invoicing on quarterly basis



Project Close-out

- MFT final documentation submission to IDOT Field Engineer
- Local Agency forwards the FINAL Invoice Form BLR05620
- Project close out average process time 2 years

Close-out Local/Engineering Projects

MFT funding closeout

- Notice of Completion form BLR 13510
- Engineers final pay estimate form BLR 13231
- Final Report of expenditures
- Request for Approval of Change in Plans form BLR 13210

Approved by the District Local Roads Field Engineer

Close-out State Let Projects

- **Construction**
 - Bureau of Construction Contract Close out memorandum 79
 - BC 71 Final Inspection Report
 - BC 111 Checklist for Final Payment Estimate
 - BC 608 Local Agency Certification
 - BC 22 Authorization of Contract Changes
- **Preliminary & Construction Engineering**
 - Final Invoice form BLR05620

Project Close-out

- Final invoice is required, no later than one year from the date of completion of the phase of the improvement.



Thank you

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Bureau of Local Roads & Streets

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Contact Information

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BUREAU OF LOCAL ROADS & STREETS

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