

Reimbursement Request for State Funded Projects

The reimbursement request for Preliminary and Construction Engineering and Construction requires the documentation listed below:

For the initial 95% reimbursement request of Construction cost; the following documents are required:

A simple letter asking for State reimbursement.

A completed Invoice (BLR 05620). This form may be obtained from our Web site at: <http://www.idot.illinois.gov/home/resources/Forms-Folder/>.

A copy of award letter to Contractor. The award letter should be on Local Agency letterhead and include Project information, Contractor Name & awarded amount. The Local Agency will be reimburse for 95% of Construction Award amount.

The following documents are required for engineering services and final construction invoicing:

Listing and itemization of all Direct Costs and Unit Rates for each Direct Cost Item. (permitting fees, ect)

Listing of employees by classification; time spent by each employee on the project and the hourly rate of the employee(s). Please verify that the computations for Total Employee Labor Costs are correct.

Copies of all cancelled checks paid for the project or a letter from the recipient that payment was made if cancelled check(s) is/are not available.

If plans changes have been made the form (BLR 13210) Request for Approval of Change in Plans is required. Engineers final pay estimate (BLR 13231) is required for all ERP final reimbursements. Also if the Local Agency uses MFT funding to cover any balance of share on the project, Final Report and Notice of Completion (BLR 13510) form are processed. These forms are processed by the IDOT field engineer. Forwarded the approved form(s) along with requests for final reimbursement.

We encourage electronic submission of the reimbursement requests, although we will continue to accept hardcopies. An electronic copy of the form should be submitted to the following email address: DOT.D1.BLRS@illinois.gov.

Duplicate copies of the documents should be sent to the address below for review and submit processing:

Or via mail to:
Federal Aid Program Technician
Bureau of Local Roads and Streets
Illinois Department of Transportation
201 West Center Court
Schaumburg, Illinois 60196-1096