

## **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:

- Letter requesting State reimbursement.
- Invoice (BLR 05620). This form may be obtained from IDOT Website at: <https://idot.illinois.gov/home/resources/Forms-Folder/>.
- 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 reimbursed 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, etc.)
  - 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 notarized letter on company letterhead from the recipient that payment was made for specific service dates is acceptable if cancelled checks are not available.
- Form BLR 05613 Engineering Payment Report will need to be submitted with FINAL invoices. If this form does not get submitted with the FINAL payment will be withheld.
- 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](mailto:DOT.D1.BLRS@illinois.gov). If the file is too large to send via email, please upload the documents to the following link and send it to the DOT email address, <https://filet.illinois.gov/filet/pimupload.asp>.

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