



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 21, 2006

CIRCULAR LETTER 2006-08

LOCAL AGENCY FINANCIAL STATEMENT REVIEW

COUNTY CLERKS, MUNICIPAL CLERKS, AND TOWNSHIP SUPERVISORS

Each year the Illinois Department of Transportation (IDOT) receives hundreds of requests from local agencies for confirmation of payments, the type of funds utilized in the payment, and the Catalog of Federal Domestic Assistance (CFDA) number. Because of staffing reductions, we would like to minimize the number of such requests. This information is available to local agencies from several different sources.

Payment amounts to each local agency may be obtained from the Web site of the Illinois Office of the Comptroller (IOC) at www.ioc.state.il.us/. The Federal Employer Identification Number (FEIN) is required to access the necessary information. This number can be obtained from the clerk of the local agency. Please note some local agencies have multiple FEINs and all FEINs should be attempted. On the left side of the IOC main page, click Vendor Payments. This will take you to the Vendor Login screen. Type in the FEIN number and click OK. This will take you to the Vendor Summary screen. Click on Payments. The next screen is the Vendor Warrants. Choose the fiscal year for which you are inquiring and scroll on the Agency to 494-Transportation. Other choices are available to limit the scope of the search. After making your choices, go to the bottom of the Vendor Warrants screen and click Find Warrants. You have arrived at the itemized listing of warrants. By clicking on the warrant number you can view a description of the project the warrant covers as well as other pertinent information.

The type and amount of each fund utilized can be easily determined by referencing the funding agreement between the local agency and IDOT. If you do not have a copy of a funding agreement you should contact your district Bureau of Local Roads and Streets office for assistance.

The CFDA number, which was established by the federal government and is maintained by the General Services Administration (GSA), is 20.205 for all highway planning, construction, and construction-related activities. If you are unsure that the funds received are for work performed for these activities, you can access their Web site at www.cfda.gov for a complete list of available CFDA numbers.

If you have any questions or concerns, please contact Jim Layden at jim.layden@illinois.gov.

Sincerely,

A handwritten signature in black ink that reads "Charles J. Ingersoll".

Charles J. Ingersoll, P.E.
Engineer of Local Roads and Streets