IDOT Project Fund Management

By:

Temi Latinwo

Fely Gregorio

Sarah Hasan

Outline

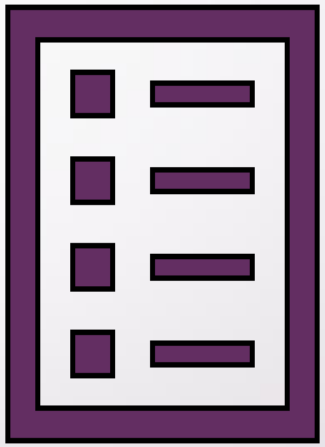
Federal Guidelines

IDOT Project Administration

- Project Program Information Form
- Quality Based Selection (QBS)
- Local Agency Agreement
- Invoicing/Reimbursements
- Final Invoicing
- Project Close-out

Federal Guidelines

- FHWA – IDOT Stewardship and Oversight Agreement
- Program Management Requirements
  - ✓ Agreements
  - ✓ Authorization
  - ✓ Advancement
  - ✓ Reimbursement
- 2 CFR 200 Uniform Guidance est. 12/26/2014
  - ✓ Period of Performance
  - ✓ Final Invoice
  - ✓ Closeout



Resources

Federal-aid Essentials for LPAs

- Program Management
- Project Development
- Environment
- Civil Rights
- Right-of-Way
- Project Construction and Contract Administration
- Financial Controls and Accounting Procedures

U.S. Department of Transportation
Federal Highway Administration

Federal-aid Essentials for Local Public Agencies

Federal-aid Essentials for Local Public Agencies

The Federal Highway Administration offers an online library of dynamic videos and related materials specifically designed for local public agencies. This resource highlights key components of the Federal-aid Highway Program, offering valuable and helpful information to manage federally funded transportation projects. The materials are featured on a Web site called Federal-aid Essentials for Local Public Agencies.

Federal-aid *Simplified*.
UNDERSTANDING THE ESSENTIALS

Federal-aid Essentials for Local Public Agencies is a gateway to up-to-date materials, and an extensive directory of State resources and Federal contacts. It is an online library of informational video modules, designed to help local public agencies answer the important questions about federally funded projects.

Available 24 hours a day on most devices with Internet access, Federal-aid Essentials for Local Public Agencies is readily accessible and available when you want an answer. Each module addresses a single topic presented in plain language—condensing the complex regulations and requirements of the Federal-aid Highway Program into easy-to-understand language and illustrated examples. Brief, concise, and to the point—each video is less than 10 minutes long and highlights an important topic essential to the successful delivery of a federally funded project. Videos can be viewed online in any order and at any time. Companion resources accompany each presentation, along with links to additional resources.

Federal-aid Essentials for Local Public Agencies is organized around main categories:

- Federal-aid Program Overview
- Civil Rights
- Environment
- Finance
- Right-of-Way
- Project Development
- Project Construction & Contract Administration

The Web site allows you to indicate areas of interest and receive alerts when new material becomes available. You also can give feedback that will help FHWA continue to provide useful assistance through this Web site.

Federal-aid Essentials for Local Public Agencies presents what you need to know about the Federal-aid Highway Program. It is designed to help local agency staff navigate the Federal-aid Highway Program and to further understand the benefits of the policies, procedures, and practices. Your State department of transportation – your DOT – is very knowledgeable about Federal-aid projects and continues to be your primary resource for complying with Federal requirements. The Federal-aid Essentials Web site also includes a comprehensive listing of State Resources, consisting of links to local program Web sites, manuals, references, local technical assistance programs, and local program coordinators.

Start here: for help managing your next Federal-aid transportation project, go to www.fhwa.dot.gov/federal-aidessentials.

Want more information on the Federal-aid Essentials for Local Public Agencies Web site?
E-mail: LPA-feedback@dot.gov

New Videos are Now Available!

Title VI Program
- Implementation Plans
- Nondiscrimination Assurances
- Compliance and Enforcement

Operations
- Purchasing Intelligent Tracking Systems (ITS) and Traffic Technology
- Scoping and Conducting a Traffic Study to meet Community Needs

Project Development
- Applying the MUTCD to Aid Safety and Reliability

Moving Ahead for Progress in the 21st Century (MAP-21)

...and others are coming soon in the areas of Safety, Emergency Relief, Planning, and more!

https://www.fhwa.dot.gov/federal-aidessentials/

Questions????

PPI
(Project Program Information)

By:

Sarah Hasan

PPI (Project Program Information):

- Initiates the project.
- Provides a synopsis of the project.
- Filled out by the LPA/consultants & reviewed by the Planning Liaison.

Maintenance / Jurisdiction Information

Construction only - Check box for all that apply

Work on IDOT Right of Way ☐ Yes ☐ No

If "Yes" select Type of work on IDOT or other LPA ROW

☐ Emergency Vehicle Preemption (EVP)

☐ Traffic Signal	☐ New	☐ modification	☐ combination poles
☐ Street Lights	☐ New	☐ modification	☐ ornamental
☐ Sidewalks	☐ New	☐ modification	☐ decorative
☐ Bike Path	☐ New	☐ modification	☐ decorative
☐ Retaining Wall	☐ New	☐ modification	☐ decorative
☐ Other	☐ New	☐ modification	

Railroad Agreement ☐ Yes ☐ No Intergovernmental Agreement ☐ Yes ☐ No

Division of Cost

Fund Type	Phase	Federal Participation $	LPA required match $	LPA only $	State Participation $

Add Row

Date Submitted | Date Revised | Date Completed

Comments

Use current/updated version

Printed 12/04/19 Page 3 of 5 D1 PI0004 (Rev. 11/20/19)

PPI (continued):

- Once approved by D1 can the draft agreements & amendments be submitted for review to the IDOT.
- Job Authorization - state job numbers and federal project numbers.
- The funding information provided is used to enter into programming.
- Any changes to the project require a PPI approval.
- PPI (D1 P10004)- Under district 1 tab.
- DOT.D1.BLRS@illinois.gov

PPI Processing Delays

- Work Type Classification Codes Table. (Available on IDOT website).
- The estimate of construction cost doesn't match the Construction cost in the project funding table.
- PPIs should be submitted by PLs.
- TIP Number or ITEP number (if it's an ITEP project).
- PPI not updated with the district after each phase.
- Incorrect Key Route Designation & GIS station Numbers. (Refer to the website, gettingaroundillinois.com)
- Missing section numbers. (Acquire from your Field Engineer.)
- Missing Project Length in miles.

Incomplete Maintenance & Jurisdiction Section.

Questions????

QUALIFICATION BASED SELECTION (QBS)

QBS compliance with Federal regulations:

- Advertisement
- Evaluation
- Selection of Consultant Contracts
- Hire a Consultant using Competitive Negotiation Procedures
- Written Procedure approved by IDOT

AGREEMENTS

By:

Fely Gregorio

AGREEMENT FORMS

- BLR 05310

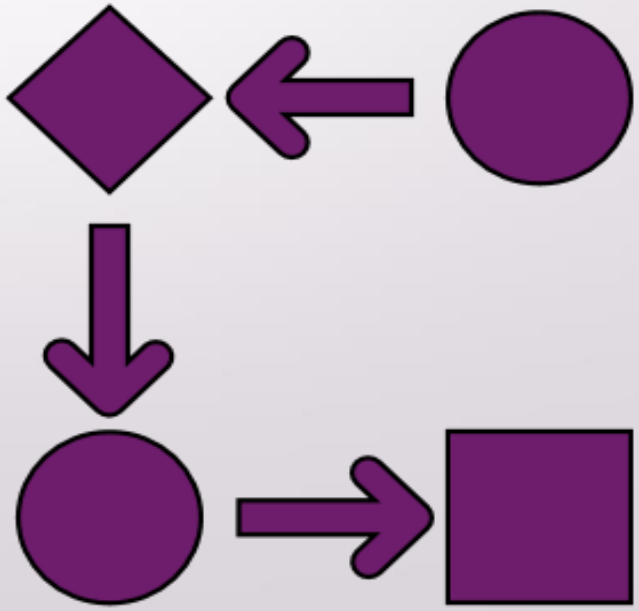
  STATE Letting & All Federal Funding

- GATA Agreement

  LOCAL Let Construction & STATE Funds Only

AGREEMENT PROCESS

- Long Delays
  - ✓ Programming
  - ✓ Staff Issues
  - ✓ Multi-Year Programming
- Current Process
  - ✓ 4 Months
- Processing Goal
  - ✓ 2 Months



AGREEMENT ADDENDUMS

- Address maintenance
- IDOT jurisdiction
- Other LPA’s jurisdiction
- Traffic Signals
- Lighting
- Sidewalks, landscaping, bike trails etc.
- Railroad Agreements
- Funding
- JT Agreements

AGREEMENT DELAYS

- Submitted prior to PPI approval
- PPI, Agreement & TIP do not match
- Submitted without Design Approval
- Missing exhibits
- Signed agreements not dated
- Incorrect resolution
- Project scope change
- Fund source changes
- Engineering agreement package

Questions????

Local Agency Invoices

By:

Sarah Hasan

Invoice Reimbursements

- Invoice submittal to IDOT- Monthly (30 days).
- Federal guidelines requirement – Quarterly (90 days)
- Processing and Reimbursement – 45 days.
- Invoices submitted to the DOT.D1.BLRS@illinois.gov

BLR Forms

- BLR 05620.
- BLR 05621- Engineering Progress Report.
- BLR 05621- Personnel Summary & Direct costs Summary.
- BLR 05621- Cost Plus Fixed Fee.
- BLR 05613- Final Engineering Payment Report (Final Invoices for PE I, II & CE only)

Illinois Department of Transportation

Engineering Payment Report

Print Form | Reset Form

Local Public Agency | County | Section Number

Job Number | Project Number

Prime Consultant

Firm Name | Phone | TIN/FEIN/SS Number

Address | City | State | Zip Code

This form is to verify the amount paid to the sub-consultant on the above identified section number. Under penalty of law for perjury or falsification, the undersigned certifies that work was executed by the sub-consultant for the amount listed below.

Sub-Consultant

Sub-Consultant Name	TIN/FEIN/SS Number	Actual Payment from Prime

Add Row

Sub-Consultant Total	
Prime Consultant Total	
Total for all Work Completed	

Prime Consultant Signature | Date

Title

Note: The Department of Transportation is requesting disclosure of information that is necessary to accomplish the statutory purpose as outlined under Federal and State law. Disclosure of this information is **REQUIRED** and shall be deemed as concurring with the payment amount specified above.

For information about IDOT's collection and use of confidential information, review the department's Identity Protection Policy.

Printed 10/16/19 | Page 1 of 1 | BLR 05613 (Rev. 02/08/19)

Key Points to Note

- LPAs can start invoicing once the Agreement has been approved by the Central Office.
- Mandatory to submit invoices every 90 days to avoid the FIRE Report, risking the de-obligation of funding.
- Services must be incurred before the state obligation end date.
- Invoices submitted must include all required paperwork.

Invoicing Delays

- Missing BLR 05613 from the Final Invoices.
- Missing Time Sheets, supporting documents for Personnel Summary.
- Invoicing/services dates incurred after state obligation expired.
- Payroll rates exceed the max allowable rate of $70/hr on the Personnel Summary.
- Submitting invoices prior to amendment/supplement approval.

Missing supporting documents for the direct cost summary.

Questions????

Project Close-Out

By:

Sarah Hasan

Project Close-Out: FYI

- Phase I closes after Design Approval.
- Phase II closes after Construction is awarded.
- ROW closes after Final Invoice is processed.
- Construction closes once complete.

Close-Out Forms

- BLR 05620 - Final Invoice.
- BLR 05621- Local Public Agency Cost Plus Fixed Fee Invoice.
- BLR 05613- Final Engineering Payment Report (Included in the Engineering Agreement).
- BLR 13231 – Engineer's Final Payment Estimate (For Construction Invoices only).
- BLR 13510 – Final Report (For Construction Invoices only).

Agreement Provisions for state obligation

- The agreement dates < $1 million Expires 3 years
- The agreement dates > $1 Million Expires 5 years

Agreement Provisions for state requirement for close-out

- Final invoice no later than 1 year.
- De-obligation of funds.

Questions????

Summary

Temi Latinwo

Things to Remember

- Letting Schedule
- State & Federal Fiscal Year
- Invoicing (Quarterly)
- State & Federal End Date
- Project Close-out

Contact Information

ILLINOIS DEPARTMENT OF TRANSPORTATION DISTRICT ONE STAFF

Anthony Quigley	District Engineer	847/705-4110
Steve Travia	Engineer of Program Implementation	847/705-4117
John Baczek	Engineer of Program Development	847/705-4118

BUREAU OF LOCAL ROADS & STREETS

Charles (Chad) Riddle	Bureau Chief	847/705-4201
Vacant	Program and Office Engineer	847/705-4406

FIELD ENGINEERS (Project Managers)

Zubair Haider	City of Chicago; Cook County Highways	847/705-4206
Alex Househ	North Shore; Northwest; Lake; McHenry	847/705-4410
Kevin Stallworth	Southwest; South; Will	847/705-4408
Marilin Solomon	North Central; Central; DuPage; Kane/Kendall	847/705-4407

DESIGN ENGINEERS

Carmen Ramos	Phase 2 Engineer Unit Chief	847/705-4021
David Herman	Phase 2 & Traffic Engineer	847/705-4487
Jennifer Williams	Local Let Project Engineer (Federal)	847/705-4229

AGREEMENT SECTION

Temi Latinwo	Administrative Manager	847/705-4179
Fely Gregorio	QBS/Agreements	847/705-4207
Diana Anderson	Invoicing	847/705-4416
Sarah Hasan	PPI/ Inactive Projects/Close out	847/705-4559

Forward electronic forms, inquiries and project status requests to the following email address: DOT.D1.BLRS@Illinois.gov.

BUREAU OF LAND ACQUISITION

Joy Gustafson	Local Program Coordinator	847/705-4285

Standard IDOT e-mail address format is firstname.lastname@illinois.gov