IDOT Project Fund Management

By:
Temi Latinwo
Fely Gregorio
Sarah Hasan
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
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

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.

Use current/updated version.
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 Plo004)- 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
• Address maintenance
• IDOT jurisdiction
• Other LPA’s jurisdiction
• Traffic Signals
• Lighting
• Sidewalks, landscaping, bike trails etc.
• Railroad Agreements
• Funding
• JT Agreements
• 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 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)
• 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.
• 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?????
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**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Anthony Quigley</td>
<td>District Engineer</td>
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<tr>
<td>Steve Travia</td>
<td>Engineer of Program Implementation</td>
<td>847/705-4117</td>
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<tr>
<td>John Baczek</td>
<td>Engineer of Program Development</td>
<td>847/705-4118</td>
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**BUREAU OF LOCAL ROADS & STREETS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Charles (Chad) Riddle</td>
<td>Bureau Chief</td>
<td>847/705-4201</td>
</tr>
<tr>
<td>Vacant</td>
<td>Program and Office Engineer</td>
<td>847/705-4406</td>
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**FIELD ENGINEERS (Project Managers)**

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Zubair Haider</td>
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<td>Marilin Solomon</td>
<td>North Central; Central; DuPage; Kane/Kendall</td>
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**DESIGN ENGINEERS**

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<tbody>
<tr>
<td>Carmen Ramos</td>
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<td>David Herman</td>
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<td>847/705-4416</td>
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<tr>
<td>Jennifer Williams</td>
<td>Local Let Project Engineer (Federal)</td>
<td>847/705-4229</td>
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**AGREEMENT SECTION**

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<tr>
<td>Temi Latinwo</td>
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Forward electronic forms, inquiries and project status requests to the following email address: [DOT.D1.BLRS@Illinois.gov](mailto:DOT.D1.BLRS@Illinois.gov)

**BUREAU OF LAND ACQUISITION**

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<td>Joy Gustafson</td>
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Standard IDOT e-mail address format is firstname.lastname@illinois.gov