

Instructions to Request for Federal Authorization (FMIS) and Project End Date (PED)

The purpose of INDOT creating the *Request for Federal Authorization (FMIS) and Project End Date (PED)* template is to ensure that your LPA remains in compliance with funding procedures established by the Federal Office of Inspector General (OIG). Below are the instructions for submitting an FMIS request and a PO PED to INDOT.

To formally request FMIS, the following requirements must be completed for the applicable phase:

- ✓ The INDOT LPA Contract must be fully executed.
- ✓ The LPA Consultant Contract must be fully executed.
- ✓ The STIP must be current, including both the correct funding year and correct funds.
- ✓ If your project is funded by an MPO, the TIP must be current, including both the correct funding year and correct funds.
- ✓ If any of these items are incomplete, the FMIS request will be delayed.

Your LPA may issue their Notice to Proceed (NTP) for services only after receiving a NTP from INDOT confirming that federal funding has been authorized in FMIS.

- ✓ Any expenses incurred prior to receiving an NTP from INDOT are not eligible for federal reimbursement, and
- ✓ The LPA will be responsible for 100% of the payment for any such expenses.

1. Submit the *Request for Federal Authorization (FMIS) and Project End Date (PED)* on your LPA letterhead using the letter format and text provided by INDOT, and include the following information for INDOT:

- ✓ Des Number
 - Each Des Number requires its own letter for each phase.
- ✓ Local Public Agency (LPA) Requesting Funds:
- ✓ Phase Requesting: List the phase request FMIS (PE, RW, UT, RR, CE).
- ✓ Funds Requesting: Amount of federal funds being requested.
 - If cash-flowing the phase, list only the amount for that fiscal year.
 - If reducing a PO, state “-” followed by the amount of the reduction (for example: **-\$5.00**).
 - If eliminating PO, state ‘Eliminate PO’.
- ✓ Fiscal Year (FY) of Funds: List the FY the funds are for.
- ✓ Project End Date (PED): List the desired PED for the PO. The following guidelines should be used to determine the appropriate date.

IMPORTANT: PED must fall on the **28th day of the specified month and year**; i.e. 04/28/27 or 11/28/29.

IMPORTANT: For any PE, RW, UT, or RR activity that will continue thru CN use the PED dates formula for determining CE below.

REFERENCE: For further assistance reference ‘[Guidelines to Determine Preliminary Engineering Project End Dates](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-fmis-request/)’ at <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/lpa-fmis-request/>

- Preliminary Engineering
 - Project does move dirt = letting start date + 1.5 years + 2 years for Audit.
 - Project does not move dirt = RW Cert for letting start date + 2 years + 2 years for Audit.
- Right of Way
 - RW Clear Start Date + 2 years for Audit.
 - PED must be after PE phase PED.
 - Only justification to move date out is condemnation.
- Utility / Railroad
 - Letting Start date + 2 Years for Audit.
- Construction Inspection (CE)
 - Letting Date + 5 years (\$0 - \$5M CN Contract).

- Letting Date + 6 years (\$5M - \$25M CN Contract).
- Letting Date + 7 years (>\$25M CN Contract).
- PED must be after RW phase PED.
- INDOT will set the Construction (CN) phase PO PED.

BRIDGE INSPECTION NOTE: When requesting FMIS for the 2nd phase of a Bridge Inspection, for remaining funds carried over between fiscal years (cash-flowing), or for supplemental funds, INDOT will still require submission of this letter requesting the additional funds. However, a new Project End Date (PED) is not required. Your LPA will have already requested the PED for that phase when FMIS was first requested, and that same PED should be used to complete the current request.

- ✓ Letting Date: List the projects current letting date.
 - ✓ Project Description: Provide the project location.
 - ✓ Notes: Provide any additional information needed by INDOT, such as the reason for increasing, reducing, or eliminating a PO. If requesting changes to an existing or open PO, include the PO number in the ‘Notes’ section.
2. **If project is funded by an MPO** locals must obtain a concurrence signature from the MPO. Because MPOs often cash-flow phases between fiscal years to manage their annual allocations, INDOT requires MPO concurrence on the amount of funds being requested before INDOT will proceed with the FMIS request. This concurrence also helps minimize the need to adjust the FMIS amount for a PO multiple times.
 3. Please allow at least two (2) to four (4) weeks for FMIS processing.
 - ✓ The LPA should not request FMIS earlier than eight (8) weeks prior to when work is ready to begin and when a PO and NTP will be needed.
 - ✓ Once the PO is issued, INDOT requires the PO phase to remain active. “Active” means regular invoicing against the PO.
 - The project must be ready to move forward and incur costs within six (6) months of receiving the NTP. If no costs are incurred within this period, the federal funds may lapse and be removed from the project
 4. Resources:
 - ✓ Reference the [Local Public Agency Program](#) homepage, under *Project End Dates & Inactive Projects*, for the policy regarding determining a PED and maintaining PO “Active” status.
 - ✓ For help: Contact your District Program Director or Project Manager if you need help determining a PED. *INDOT will give PED recommendations only.*