**2025-1 Community Crossings Matching Grant Program**

|  |
| --- |
| **INDOT has created a *Local Road and Bridge CCMG Guidance Document for Local Public Agencies*. Please use the following links to the** [**CCMG Guidance Document**](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources) **and to a presentation on how to** [**Access and Complete the CCMG Application Process**](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources)**.** |

Launched in 2016, the Community Crossings Matching Grant Program provides funding to cities, towns, and counties across Indiana to make improvements to local roads and bridges.

Community Crossings is a partnership between INDOT and Hoosier communities, both urban and rural, to invest in infrastructure projects that catalyze economic development, create jobs, and strengthen local transportation networks.

Projects that are eligible for funding through Community Crossings include road and bridge preservation projects with Americans with Disabilities Act (ADA) compliance in connection with these projects. Material costs for chip sealing and crack filling operations are also eligible for funding.

Community Crossings is open to all local government units in the State of Indiana. Match percentages are:

* Cities and towns with a population of fewer than 10,000 will receive funds using a 75/25% match.
* Cities and towns with a population of greater than 10,000 will receive funds using a 50/50% match.
* Counties with a population of fewer than 50,000 people will receive funds using a 75/25% match.
* Counties with a population of greater than 50,000 people will receive funds using a 50/50% match.

|  |
| --- |
| **INDOT caps the award amount at $1.5 million dollars per local government for the 2025 calendar year. This increased cap award amount is per the CCMG Pilot Program for the 2025 calendar year only.** |

**FREQUENTLY ASKED QUESTIONS**

# Who is eligible to apply?

All Indiana city, town, and county governments.

# When can I apply?

2025-1 call for projects will begin at 8:00 am Eastern Daylight Savings Time, Thursday, January 2, 2025.

# When is the deadline to submit applications?

2025-1 call deadline is Friday, January 31, 2025, at 5 PM Eastern Daylight Savings Time.

At 5:00 pm Eastern Daylight Savings Time on the closing date, the online application will stop accepting applications.

# When will grant awards be announced?

Grant awards will be announced in our newsletter and posted on the INDOT’s LPA website under CCMG.

* January call announcement in late March / early April.
* July call announcement in late September / early October.

# What are the program requirements?

All local government units must have a current approved Asset Management Plan and provide a funding match.

# What projects or types of services are eligible?

1. Road and bridge projects submitted must be included and a part of the local government’s complete asset management plan.
2. Local road and bridge preservation type projects.
3. Existing ADA ramp work is required when doing a minimum of a mill and overlay, regardless of the work type.
   1. Milling and overlaying is the process of grinding asphalt with a milling machine, removing the debris, and installing new asphalt.
   2. The overlay must be a minimum of 1 ½ inches.
4. Existing ADA sidewalks are eligible for rehabilitation if included in a road project that is getting a minimum of a 1 ½ inch mill and overlay. No standalone sidewalk projects are eligible.
5. Drainage work that is associated with a specific road project is eligible along with pipe replacements to correct drainage.
   1. Water line and sanitary sewer line separation projects are not eligible.
6. Gravel Roads – converting a gravel road to a hard surface road.
   1. Separate application is required for converting a gravel road to an asphalt / concrete surface road.
   2. On application under Work Type = Other Type Project (Miscellaneous)
   3. On application under Detailed Project Scope field = Must have a detailed scope, not just a list of locations.
7. Local Governments that perform their own work (force account), such as chip sealing and crack sealing can receive funds for the materials only.
   1. There is a maximum amount these projects can cost (including materials and labor even though labor is not eligible for funding). Total maximum cost allowance: $250,000.00.

# What projects or types of services are not eligible?

1. Preliminary engineering, land purchasing (right-of-way), utility relocation.
2. Construction inspection.
3. Locals will not be eligible to apply for funding if past awarded CCMG projects older than two years old are not closed out by the Project Closeout deadline.
4. Labor or equipment costs for governments that perform their own force account work with a total project cost of over $250,000.00.
5. Railroad crossing upgrades.
6. Water line and sanitary sewer line replacements, or sewer separation projects.
7. Standalone curb and gutter projects.
8. Any project that has approved federal funding. Locals cannot combine any federal transportation dollars with CCMG dollars.
9. New roads are not eligible. The road you are applying for must be listed in the locals Asset Management Plan.
10. New roundabouts are not eligible unless there is a history of personal injury and fatalities, safety driven project.
11. Roads that are not in the local’s certified road mileage and Asset Management Plan.
12. Parking lots and private roads.
13. Standalone sidewalk replacements or new installations.
14. Trails / Bike paths.
15. Projects that combine Force Account and Bidding.
16. Enhancement-type work, including:
    1. Streetlights
    2. Street informational signs
    3. Decorative pavers
    4. Trees and plants
    5. Trash receptacles
    6. Gateway aesthetics
17. Any change orders to the bid are not eligible for CCMG funds.

# Can grant funding be used for preliminary engineering, right of way, railroad/utility cost or inspection?

No, the Community Crossings grant program is for **CONSTRUCTION ONLY**. Maintenance of traffic is a part of construction. We do not participate in contingency fees on contractor contracts.

# Do federal and state laws apply to any phase of the project?

Yes, all federal and state laws are applicable. Permitting (INDOT, DNR, IDEM, Corp of Army Engineers, etc.), the Americans with Disabilities Act, historic preservation laws must still be followed.

**VERY IMPORTANT State Laws that apply.**

1. I.C. 36-1-12 (Public Works Projects)
2. I.C. 8-23-10 (Qualifications of Bidders for Contracts)
3. I.C. 5-16-13 (Requirements for Contractors on Public Works Projects)
4. Look up Indiana Code at General Assembly website: [http://iga.in.gov](http://iga.in.gov/)
5. Indiana State Law Procurement PowerPoint Presentation is located on INDOT’s website under the Local Public Program Section

# If my CCMG Project crosses a state highway, do I need to get a permit?

Yes, if your CCMG Project crosses a state highway it will require a permit. Any work performed within The State of Indiana’s right of way must be permitted.

# Can a Local Government do their own work in-house (Force Accounts)?

Yes, however, all state laws must be followed including I.C. 36-1-12 (Public Works Projects).

The total project cost may not exceed $250,000.00, which includes the labor and equipment costs along with the materials.

1. The Community Crossings funds will only participate in the cost of materials.
2. Each application submitted for force account work cannot exceed the max total project cost of $250,000.00.
3. Force Account work cannot be combined with bid / contract work.
4. Review the [Public Procurement Presentation](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources) link on our website.

# Are already awarded contracts for road and bridge construction or bought materials eligible for CCMG?

No, projects that have already been procured, completed, or under construction (aka retroactive projects) are NOT eligible for CCMG projects.

Annual Bids are NOT acceptable. Each project awarded funds must be bid project specific.

If you apply for a project and bid that project prior to being awarded CCMG funds, that project would NOT be eligible if you have accepted a contractor bid prior to the award date. Any accepted bids after the award date are eligible for the program.

# Are the CCMG funds awarded required to be used for the project scope applied for?

Yes, CCMG matching funds awarded to local governments must be used to complete the project scope applied and awarded funding for.

1. The funds awarded cannot be spent on additional scope or on additional projects.
2. No changes to the project’s scope or project’s awarded location(s) are allowed.
3. The project’s scope and the project’s location of work applied and awarded funding for must be completed, or funding must be returned to INDOT.
4. If awarded funding is discovered to have been used on additional scope or additional projects, those awarded funds must be returned to INDOT, and the local government will not be allowed to participate in the program until those misappropriated funds are returned.

# Can a local government use any funding source to provide their local match?

The local government can use any money authorized for a local road or bridge project.

# Can a local government transfer funds from one account to another to use for the local match funds?

Transferring funds from one account to another is a decision that is made at the local government level and does not involve INDOT. Consult with your local government’s fiscal body, controller and/or Clerk-Treasurer if you are considering a transfer of funds.

# How much matching grant funding is available to local governments?

Awarded amounts will be determined by the amount of revenues collected through the gas tax, some vehicle fees (registrations, titles, etc.), and the supplemental Electric Vehicles / Hybrid (EV/H) fees. State law requires INDOT to allocate at least 50 percent of the total funds to local governments that fall within a county with a population of less than 50,000.

INDOT caps the award amount at $1.5 million dollars per local government for the 2025 calendar year. This increased cap award amount is per the CCMG Pilot Program for the 2025 calendar year only.

# What happens if all the grant money is not used for each call?

By law, state funds that have been appropriated for the matching grant program are dedicated to the program. If funds are left over at the end of a call for projects, the remaining funds will roll over to the next call. Remaining funds will not revert to the general fund or be reallocated for any other purpose.

# Can local governments apply with other local governments to partner on a road project that crosses multiple jurisdictions?

Yes, multiple local governments, including any combination of cities, towns, and counties, are allowed to apply for CCMG to partner to undertake a project that extends across multiple jurisdictions.

1. The maximum amounts of the joint applications will be aggregated.
2. Each local government is required to complete an application for their road segment(s). Within each of the applications comment sections, the scope must define the division of the work between each local government.
3. Additionally, each application should contain a copy of the inter-local agreement as an attachment.

# If a local government’s project is selected for CCMG funds, when will the funding be available?

The funding for the state’s portion on selected projects will be distributed to local governments once INDOT has received a Notification of Contractor Award & Funding letter with all required documentation from the local to prove the local has received an accepted contractor’s bid/material bids with your award amount and the Local Roads and Bridges Matching Grant Agreement has been fully executed. Once these two contracts / documents have been received, INDOT will issue a purchase order and transfer the funds into your local governments account.

* INDOT will not accept bid documents that are vague, incomplete, or not specific to each project that you are awarded funding. Itemized bids are required, and Annual Bids are not acceptable.

# 

# How do I apply for CCMG funding and get enrolled in ITAP?

To access INDOTs CCMG application locals are required to have an INDOT Technical Application Pathway (ITAP) Business account linked to their local agency, and a registered User linked to their local agency to apply for Community Crossings funds. To gain access to ITAP and all applications within ITAP locals must first create an Access Indiana account.

|  |
| --- |
| **IMPORTANT**: All users must have their own individual unique [Access Indiana](https://www.in.gov/access/) account and [INDOT ITAP](https://itap.indot.in.gov) access.  **Business = The local government agency.** **User = The individual employee.** |

**ACCESS INDIANA &** **INDOT TECHNICAL APPLICATION PATHWAY (ITAP)**

Access Indiana is a statewide effort to improve the user experience when accessing government services through creation of a portal where Hoosiers can access, link, and manage their online accounts for multiple state agencies. This secure, easy to use service provides an efficient way to access multiple state services through one sign-on process.

1. **If your agency has never done online business with INDOT before**, your local government will need to enroll as a New Business in Access Indiana first.
   1. Almost all businesses (locals) already exist within ITAP. Verify your local is not listed in Access Indiana / ITAP before you create a New Business account.
   2. A business is the city, town, or county, not a department within that government unit.
   3. Locals will need to know their Federal Tax ID to complete their Access Indiana enrollment.
   4. The enrollment and approval process can take up to 1 week to complete.
2. **If you are a New User**, click the link for Access Indiana’s Getting Started webpage for instructions for [Signing Up for a New Account](https://www.in.gov/access/getting-started/), or click on [ITAP Quick Start Guide](https://entapps.indot.in.gov/itapreleasedocs/ITAPExternalQuickStart.pdf) for instruction on ‘How to Create an Access Indiana Account.
   1. New employees cannot re-use a past employee’s username and password to apply for / submit a CCMG application. The username must match either the LPA Official Contact or LPA Project Contact listed on the CCMG application.
   2. The New Users email address must be a personalized email address like johnsmith@townofhere.in.gov.
      * Generic emails like mayor@, streetdept@, clerk@, or townofhere@ will no longer be allowed.
   3. Locals must not share their username and/or password with other employees or consultants due to INDOT Business Rules.
   4. Users must be full-time employees of the local government to register.
3. **Once an Access Indiana account has been created** and the local has completed and submitted the New User Request in ITAP, the request will be approved by the Business Primary User.
   1. If no Business Primary User exists, the request will be approved by ITAP Security.
   2. Upon approval the New User will have access to ITAP applications.
   3. All local Users automatically get access to the CCMG application.
4. **If you have an existing Access Indiana account and ITAP access**, go to <https://itap.indot.in.gov> to login to ITAP. The link will navigate you to the Access Indiana login page. Once you enter an email address and password, you will be taken to the ITAP Dashboard upon a successful sign in.
5. **To report issues with your accounts,** go to <https://itap.indot.in.gov>:
   1. Click the ‘Contact’ icon Logo

      Description automatically generated on the Homepage of ITAP.
   2. Choose applicable ‘Help Topic’.
   3. State issue(s) in the ‘Message’.
   4. Click ‘Submit’.

If you have questions or are unsure if your agency is enrolled, contact Michael Cales at [mcales@indot.in.gov](mailto:mcales@indot.in.gov) for ITAP support.

# Is there documentation that is required to submit with each application?

Yes, each application must have the following required documentation submitted with each application:

1. **FINANCIAL COMMITMENT LETTER**
2. Must submit one Financial Commitment Letter per application on your agency letterhead.
3. Must be signed (not typed) by someone who has the authority to sign on behalf of all local.
4. If the letter is submitted without a signature and/or without the intended financial commitment amount (required by law 8-23-30-4), the application will not be eligible.
5. An example of an acceptable Financial Commitment Letter is listed on our [LPA Website](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources).
6. **DETAILED COST ESTIMATE**
   * 1. Must submit one itemized Detailed Cost Estimate per road segment of the application.
   * Detailed Cost Estimate means each estimate must be detailed and itemized by each road or bridge; with ‘to’ and ‘from’ points clearly defined on each roads estimate.
     1. One estimate for each road segment is required.
     2. Estimates must be clearly labeled by each road segment, with the road name and ‘to’ and ‘from’ indicated. Applications without clearly labeled road estimates will not be eligible.
7. The road name with beginning and ending points indicated on the roads estimate must match the road name with beginning and ending points mapped on the application.
8. Detailed and itemized means the cost per line item.
9. Lump sum estimates are not eligible.
10. Estimates with contingencies will not be eligible.
11. An example of an acceptable Detailed Cost Estimate is listed on our [LPA Website](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources).
12. **ASSET MANAGEMENT PLAN (AMP) – Road & Bridge**
13. Must submit an approved AMP (pavement or bridge).
14. All AMPs must be submitted to the Local Technical Assistance Program – Purdue University (LTAP), which will work with local governments to complete and approve all AMP’s.
15. AMP’s must be submitted to LTAP via their Data Management System (DMS).
    * LTAP will contact you if revisions are required to your AMP’s once it is submitted.
    * Link: [Data Management System](https://ltapdms.itap.purdue.edu/ltap?_ga=2.158378110.516906066.1665503246-1104424817.1633008750).
    * For an informational video on the DMS watch: [https://youtu.be/-9hvR-7UVR4](https://youtu.be/-9hvR-7UVR4%20)
16. Contact LTAP for any assistance with your AMP or the DMS. LTAP will be assisting all local units of government with their plans including templates, examples, and resources.

Patrick Conner, PE - Lead Engineer, Asset Management, Indiana LTAP

Phone: 1-765-494-4971/ 1-800-428-7639

Email: [connerp@purdue.edu](mailto:connerp@purdue.edu) or [INLTAP@purdue.edu](mailto:INLTAP@purdue.edu)

1. AMP must be submitted to and approved by LTAP once per year.
   * + December 1st – AMPs must be submitted each year by December 1st to LTAP’s DMS. Once approved, you will receive an approval letter from LTAP dated by December 1st, to be eligible for the following year’s call for projects.
2. Do not submit the entire AMP with your CCMG application, only submit the approval letter page from LTAP.
3. AMP is a living document and should be updated whenever improvements are made to roads/bridges, and then submitted to LTAP every year.
4. An approved AMP is required by law to receive consideration for funding. If a local government does not have an approved AMP, they are not eligible to pursue CCMG funding.
5. **STRUCTURE INVENTORY and APPRAISAL REPORT (SIA)** is required for Bridge projects only.

# What methodology does INDOT use in decision making for a good application?

INDOTs methodology of what makes a good application is that the application includes all required documentation and meets eligibility standards. If any criteria below are not submitted / met, the application will be deemed ineligible.

1. Signed Financial Commitment Letter.
2. Detailed Cost Estimate for each mapped road segment.
3. Approved Asset Management Plan.
4. Structure Inventory and Appraisal Report (SIA) is required for Bridge projects only.

**Important**: INDOT reviews all previously awarded CCMG projects to ensure that projects older than two-years-old have been closed out.

If your local does not meet the requirements of project closeout prior to the closeout deadline, your local will be deemed ineligible for the current call and all future calls until all outstanding projects older than two-years-old are closed out.

**See the** **Project Closeout Deadline Chart below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **CCMG Call for Project Year** | **Prior Years Awarded Projects that must be Closed Out** | **Local’s Closeout Submittal Deadline Date to INDOT** | **Local’s Deadline to Pay Invoice** |
| 2024-2 | 2022-2 and all calls prior | June 1, 2024 | June 30, 2024 |
| 2025-1 | 2023-1 and all calls prior | December 1, 2024 | December 31, 2024 |
| 2025-2 | 2023-2 and all calls prior | June 1, 2025 | June 30, 2025 |
| 2026-1 | 2024-1 and all calls prior | December 1, 2025 | December 31, 2025 |
| 2026-2 | 2024-2 and all calls prior | June 1, 2026 | June 30, 2026 |

# If a local government was awarded funding in the 2016 – 2023-1 calls and has not closed-out the project, will they be eligible to submit project applications for funding in the January 2025-1 call for projects?

No, December 1, 2024, is the deadline to closeout all 2016 – 2023-1 awarded projects. All 2016 – 2023-1 projects must be completely closed out before more funding is awarded to the local government for any future CCMG call for projects. If your local government owes INDOT CCMG funds from any of these years, those funds must be paid back prior to the opening date of any new CCMG call to be eligible for CCMG funds moving forward.

|  |
| --- |
| **Important**: Project Closeout means, if the local owes INDOT funds, the invoice must be paid, and that the local has received a Receipt of Project Close Out and Repayment letter from INDOT prior to December 31, 2024. |

# Does INDOT do a Technical Review of all applications?

Yes, INDOT conducts a technical review of all applications to determine the project benefits, purpose, quality, and need of each road segment that is submitted for funding.

1. A review and a determination are made to ensure that the Local Unit of Government is either compliant or making a good faith effort as it relates to ADA/Title 6 Compliance.
2. Reviews the work types to ensure they align with the estimates as described in the applications.
3. Reviews mapping of each project to ensure the ‘to’ and ‘from’ points align with the application, estimates, and certified road inventory.
4. Reviews estimates and pay items for each road are individual and align with the application and mapping are uploaded.
5. Reviews the bidding date to ensure is project shovel ready.

# Can a local government submit multiple projects?

Yes, local governments may submit multiple projects. Each application for road work submitted can include up to 50 different road segments. Only one bridge project can be submitted per application.

# If a local government does not have an Asset Management Plan (AMP) can that government still pursue grant funding?

No, Asset Management Plans are required by law to receive consideration for funding. HEA 1002 provides funding to [Local Technical Assistance Program – Purdue University (LTAP)](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#Asset_Management_Plans__AMP_) to help local governments with their Asset Management Plans. All approval letters must be dated by December 1st of the preceding year to be eligible for the call in the succeeding year.

# Does INDOT need to approve my Asset Management Plan (AMP) before I apply?

No, all Asset Management Plans should be submitted to [Local Technical Assistance Program – Purdue University (LTAP)](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#Asset_Management_Plans__AMP_), which will work with local governments to complete and approve all AMP’s. Asset management plans must be submitted to LTAP via their Data Management System. LTAP will contact you if revisions are required to your AMP’s once it is submitted.

# How do I start putting together an Asset Management Plan (AMP)?

Contact the [Local Technical Assistance Program – Purdue University (LTAP)](https://www.purdue.edu/inltap/). LTAP will be assisting all local governments with their plans. For any assistance with your AMP or the [Data Management System](https://ltapdms.itap.purdue.edu/ltap?_ga=2.158378110.516906066.1665503246-1104424817.1633008750), including templates, examples, and resources, please contact:

Patrick Conner, PE

Lead Engineer, Asset Management, Indiana LTAP

Phone: 1-765-494-4971/ 1-800-428-7639

Email: [connerp@purdue.edu](mailto:connerp@purdue.edu) or [INLTAP@purdue.edu](mailto:INLTAP@purdue.edu)

# If I submitted an Asset Management Plan (AMP) last year, and was approved, do I need to update my plan?

Yes, Pavement Asset Management Plans (AMP) are living documents and should be updated whenever improvements are made to roads/bridges, and then submitted to LTAP every year.

Local governments that submitted an AMP dated between August 1, 2024, and December 1, 2024, and have an approval letter from Indiana LTAP, are eligible for the 2025-1 & 2025-2 calls for projects. If you submitted an AMP between the dates above and have not received an approval letter, contact Indiana LTAP as soon as possible.

* **December 1st** – Asset Management Plans must be submitted every year by December 1st to be eligible for the following year's CCMG program.

# How do I get a copy of, or make changes to my Certified Road Inventory?

To receive a copy of the certified road mileage for your agency’s road inventory, or to get a road added to or deleted from Certified Road Inventory contact:

Mark McMahan

INDOT Road Inventory Manager

317-967-1956

[mmcmahan@indot.in.gov](mailto:mmcmahan@indot.in.gov)

|  |
| --- |
| **Important**: Only roads listed in your Certified Road Inventory are eligible for CCMG funding. |

It is important to verify and update your Certified Road Inventory to ensure your local is compensated for all its road assets and to ensure the Asset Management Plan matches. The locals state MVH funding is based on their Certified Road Inventory. Updates will take a minimum of 48 hours to be approved but could take a maximum of 2 weeks for the updates to show on the maps.

A summary report can be found at this link: <https://www.in.gov/indot/about-indot/central-office/asset-data-collection/roadway-assets/>

# Do I need an Americans w/ Disabilities Act (ADA) Transition Plan to receive Community Crossings Funds?

Yes, with the 2025-1 and 2025-2 call for projects, INDOT is reviewing all transition plans for all local governments who apply for Community Crossings Funding. All local governments need to show that they are at least making a good faith effort in adopting an ADA Transition Plan. INDOT is working with all local governments throughout Indiana to ensure compliance or at least show that each local government is making a good faith effort in becoming compliant.

INDOT is a recipient of federal funds and has a Stewardship and Oversight Agreement with the Federal Highway Administration which means that if you receive any funding from INDOT (state or federal), whether through a contract to perform work or provide professional services or as part of a grant or award for your community, INDOT is required to ensure you follow Title VI & Americans with Disabilities Act (ADA) nondiscrimination and accessibility requirements. Our goal in monitoring our sub-recipients is to provide sufficient training, tools, and resources to make compliance efforts manageable and easier for our sub-recipients as we work together to improve Indiana communities by constructing roads, bridges, highways, and pedestrian facilities across the state. We need every local government to show that they are making a good faith effort toward this compliance.

Please contact Taffanee Keys, Civil Rights Counsel at [TKeys@indot.in.gov](mailto:TKeys@indot.in.gov) for more information and assistance for INDOT’S Title VI & ADA.

# Whom do I contact if I have trouble completing my application?

Contact your District Local Program Director. A complete list of Program Directors is listed on our website under ‘Contact Us’: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/>.

# Whom do I contact if I have trouble mapping my roads or bridges in the application?

For questions on mapping contact Cassandra Hudson at [chudson1@indot.in.gov](mailto:chudson1@indot.in.gov).

# If awarded funds, who can officially sign the Local Roads and Bridges Matching Grant Agreement?

All INDOT contracts must be electronically signed by a person with the Legal Binding Authority for the local agency.

Definition of Legal Binding Authority:

1. Mayor; or
2. Designee with one of the following to demonstrate signatory has legal authority to bind the agency:
   1. An ordinance showing one official signatory is sufficient to legally bind the agency.
   2. Resolution which shows the individual who signed has the legal authority to bind the agency.
   3. Meeting Minutes which delegate legal authority to one individual to sign on behalf of the agency, or
3. Multiple signatures from a quorum of County Commissioners, Board of Public Works, or Town Council.

# Will I have a separate CCMG Matching Fund Grant Agreement for each application awarded?

Not necessarily. INDOT allows locals the option to combine multiple awarded applications into one Local Roads and Bridges Matching Grant Agreement. The local has the option of combining all, some, or none of the applications the local was awarded. A Combine CCMG Applications into One Agreement letter will be sent to each local with multiple awarded applications so that they can let INDOT know, in writing, which applications the local wants on each agreement.

In this Combine CCMG Applications into One Agreement letter the local will indicate which of the applications are to be combined into one Local Roads and Bridges Matching Grant Agreement. The local must be aware of the following stipulations for combining multiple projects into one INDOT agreement:

1. **Important:** Force Account projects cannot be combined if the Total Project Cost is more than $250,000.
2. Combining applications into one agreement requires applications to be advertised / bid on as one large public works project.
   1. Example: If you submit two applications and both are awarded funding, you can either choose to have two separate agreements / one agreement for each application or combine both applications into one Local Roads and Bridges Matching Grant Agreement.
3. Each application, no matter how many agreements are requested, will still be assigned its own Des. Number when awarded.
4. Awarded funds cannot be moved from one Local Roads and Bridges Matching Grant Agreement to another after agreements are fully executed.
5. Every road that is identified in the Local Roads and Bridges Matching Grant Agreement must be completed. Roads cannot be eliminated after an award.
6. Exception: INDOT still requests that a bridge project be its own Local Roads and Bridges Matching Grant Agreement but are open to discussions depending on the work type being done.
7. Locals will be given 10 business days to respond, or all applications will be placed on separate Local Roads and Bridges Matching Grant Agreement.

**TIP**: If a local chooses to have one Local Roads and Bridges Matching Grant Agreement for multiple applications / Des. Numbers, the agreements maximum funds can be used for any road segment listed in the agreement, regardless of which application / Des. Number that road segment originated, as long as the local used the proper bidding process – per Indiana Code and per application.

# How long does it take to get a fully executed Local Roads and Bridges Matching Grant Agreement?

INDOT uses DocuSign, by all parties, to electronically sign Local Roads and Bridges Matching Grant Agreements. To receive and execute INDOTs Local Roads and Bridges Matching Grant Agreement locals must have bid their project(s), must have submitted a *Notification of Contractors Award Letter and Funding Request*, and submitted / confirmed their contacts for the locals Legal Binding Authority to INDOT.

Once your Program Director receives confirmation on your legal signer(s) and the Notification of Contractors Award Letter and Funding Request, they will then work with you to get you your Local Roads and Bridges Matching Grant Agreement.  The max Local Roads and Bridges Matching Grant Agreement amount will be determined by the accepted bid amount, unless the bid is for more than the max award amount.

These state funds can only be used on those roads/bridges that were submitted in your application. No road segments can be added or removed. **An accepted contractors bid must be submitted to INDOT within 4 months from the date of the CCMG award date. Failure to do so will result in your grant funding being forfeited.**

If all preparation for the agreement in DocuSign is complete and the DocuSign process is completed in a timely manner, the agreement can be a fully executed, legally binding agreement within 10 to 15 business days.

# What are some things I need to be aware of when bidding my awarded project?

**Important:** **Locals should start the bid process as soon as they get the CCMG Congratulations letter from INDOT.** To receive and execute INDOTs Local Roads and Bridges Matching Grant Agreement locals must have bid their project(s), must have submitted a *Notification of Contractors Award Letter and Funding Request*, and submitted / confirmed their contacts for the locals Legal Binding Authority to INDOT.

**An accepted contractors bid must be submitted to INDOT within 4 months from the date of the CCMG award date. Failure to do so will result in your grant funding being forfeited.**

* 1. Advertise bids with specific information to the contract, such as a list of pay items, plans or specs should be on file. Contractors have expressed concerns that advertisements are vague, and they don’t know what they are bidding on.
  2. It is the local governments responsibility to provide the contractor with plans, specs and pay items on projects to be bid on, not the contractor telling the locals what they need.
  3. All bid packages must have plans and specifications, but do not have to be INDOT approved.
  4. Bids should be itemized per road (with ‘to’ and ‘from’ points defined).
  5. State law defines the project as the whole project; can’t break projects apart to bypass state law.
  6. Bids or Quotes, even for Force Account work, must be project location specific.

# Do I need to follow INDOT Standards and Specification for the design of my Community Crossings Projects?

No, you can use your own design standards, specifications, and pavement design mixes. You must include them in all bid packages, but you do not have to follow INDOT’s Standards and Specifications.

# Can we bid out more than one project together to get better pricing?

Yes, however all projects under one Local Roads and Bridges Matching Grant Agreement must be bid out and awarded to one contractor. It is your call on how to bid your public works projects if you follow state law. Make sure that INDOT receives specific bids for each road when submitting for your funding and that you award your projects to one contractor per Local Roads and Bridges Matching Grant Agreement.

# If a local government receives CCMG funding, do the grant funds have to be transferred to the local government within a certain time frame?

Yes, INDOT’s finance department must have all requisitions entered its systems by May 1st for a PO to be issued before the state financial shutdown. If that date is not met, no funds can be transferred until after July 1st. Therefore, it is important for local governments to start the advertisement for bids shortly after awards are announced to ensure funds are requested prior to shut down.

# Once a local government’s project is completely constructed, what do I need to do to close out my projects?

Project Close Out Documentation is required by the State Board of Accounts (SBA), and failure to submit the required documentation may result in the local repaying the grant funds. Contact your District Program Director for help / questions on these guidelines.

1. The local must submit the ‘[Community Crossing Matching Grant Close Out](file:///\\state.in.us\file1\INDOT\Shared\INDOT5\Shared\INDOT\Scans\LPA%20Program%20Directors%20and%20Project%20Managers\SOP%20-%20CCMG\14%20Forms%20-%20Templates%20-%20Procedures\Project%20Close%20Out%20Forms)’ letter and the ‘Closeout Calculation Sheet’ within 30 days of final payment.
2. The local must include legible copies of all required documentation with this letter and spreadsheet.
3. The local must submit legible copies of itemized Contractor invoices or itemized Force Account work invoices are required.
   1. Itemized invoices must be clearly defined by individual roads with ‘to’ and ‘from’ points defined for each road on the invoice your local paid and submits with their close out documentation.
   2. Note: Contractors should provide you with an itemized invoice, and your local should require them to do so.
4. The local must provide proof that all the contractor or the materials and labor invoices have been paid. This proof will be legible copies of cancelled check(s), both front and back, or electronic funds transfer (EFT).
5. The local must be prepared to pay back any underruns to INDOT within 30 days of being invoiced by INDOT, not 30 days of completion of project.
6. The local must provide documentation that the local has paid 100% of any overruns.
7. Overruns are not matched and are the responsibility of the local government.
8. INDOT does not participate in project change orders. Change orders are 100% the responsibility of the local government.
9. The local must maintain the project records for five years for audit purposes.

Reference the CCMG Guidance Document for Local Public Agencies, section: [Project Closeout - Guidelines and Required Documentation](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources)

# What does ‘Project Close Out’ mean?

1. Project Closed Out means that the local has submitted all required closeout documentation correctly to INDOT, and
2. If the local owes INDOT funds, the invoice have been paid, and
3. That the local has received a 'Receipt of Project Close Out and Repayment' letter from INDOT prior to a new CCMG Call for Projects Close Out Deadline.

# How do I know when my project is closed out?

The 'Receipt of Project Close Out and Repayment' letter from INDOT signifies your project is closed out, and the local is eligible for future calls.

# Where can I find the Local Government CCMG Training presentations and documents?

The **Local Road and Bridge CCMG Guidance Document for Local Public Agencies** and all training material is located on the Local Public Agency Programs website. Click Community Crossings Matching Grant > Click on CCMG Resources: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/>

# Who is my District Program Director?

A complete list of Local Program Directors is listed on our website under ‘Contact Us’: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/>. If you do not know what district you are in, contact any of the Local Program Directors for help.

For all other questions regarding the CCMG Program, please contact Cassandra Hudson at [chudson1@indot.in.gov](mailto:chudson1@indot.in.gov).

Revised 9/2024