

This text should be copied and pasted onto LPA letterhead.

Date:

**RE: Request for Federal Authorization (FMIS) and Project End Date (PED)**

Dear INDOT:

Please submit the FMIS request for the phase and funding amounts listed below. We have confirmed that all required contracts have been fully executed, and that the funds have been incorporated into the State Transportation Improvement Plan (STIP) and, if applicable, the appropriate Transportation Improvement Plan (TIP). Our LPA understands that FMIS will not be processed until INDOT receives this request, that INDOT will request only the funds identified below, and that the Project End Date (PED) listed will apply to the phase specified.

Our LPA acknowledges that FMIS processing, issuance of a Notice to Proceed (NTP), and creation of the purchase order (PO) by INDOT may take up to four (4) weeks. We further understand that no expenses incurred prior to receipt of the NTP are eligible for federal reimbursement, and therefore any such costs will be the responsibility of our LPA. Additionally, our LPA understands that the project must be ready to proceed and incur costs within six (6) months of the NTP. If no costs are incurred within that timeframe, the federal funds may lapse and be removed from the project.

Please request FMIS for the following project:

DES #:		LPA Requesting Funds:	
Phase Requesting:		Funds Requesting:	\$
FY of Funds:		Project End Date (PED):	
Letting Date		<i>PED must fall on the 28th day of the specified month and year; i.e. 04/28/27 or 11/28/29.</i>	
Description:			
Notes:			

\_\_\_\_\_  
LPA, Employee in Responsible Charge Date

This project is funded through a Metropolitan Planning Organization (MPO), and the MPO has reviewed and concurred with the funding request as indicated by the signature below.

\_\_\_\_\_  
MPO Concurrence Date

**Commented [CH1]:** Only include this signature if project / phase is funded by an MPO.

Sincerely,

**LPA**