



# Local Road and Bridge CCMG Guidance Document

for

## Local Public Agencies

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## **CCMG Program - Introduction**

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 less than 10,000 people will receive funds using an 80/20% match.
- Cities and towns with a population of greater than 10,000 people will receive funds using a 50/50% match.
- Counties with a population of less than 55,000 people will receive funds using an 80/20% match.
- Counties with a population of greater than 55,000 people will receive funds using a 50/50% match.

## **CCMG Program - Deadlines and Rules**

CCMG is a preservation grant program, the sole purpose of these funds is to preserve existing local roads and bridges.

Locals must adhere to the CCMG Program deadline and rules, and submit all required documents with the CCMG Application, the Notification of Contractor Award letter, and the CCMG LPA Closeout letter.

### **DEADLINES**

1. INDOT will announce one CCMG call for projects per state fiscal year in July and online applications will be accepted for around 30 days each call.
2. Deadlines will be advertised in the [LPA Program Newsletter](#), and posted on the [INDOT Community Crossings Matching Grant Program](#) website.
3. Grant awards will be announced in the [LPA Program Newsletter](#), and posted on the [INDOT Community Crossings Matching Grant Program](#) website. Awards are generally announced within a couple of months from the closing date of the application process.
4. Locals must be under contract with a contractor within 3 months of the award date.
5. Locals must have all prior awarded projects, older than two-years-old, closed out and cost underruns paid to INDOT by the closeout deadlines.

### **RULES**

1. All Indiana city, town, and county governments are eligible to apply for CCMG funds.
2. All local government units must have a current approved [Asset Management Plan](#).
3. All local government units must provide a funding match. Locals can use any money authorized for a local road or bridge project as their local match.
4. 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.
5. In Indiana, contractors working on INDOT or Local Public Agency projects, including subcontractors with over \$300,000 in work, must be prequalified by INDOT.
6. Locals can apply for [force account](#) work, but the total project cost may not exceed \$375,000.00, which includes the labor, equipment, and material costs.
7. CCMG funds are for preservation projects only.

8. CCMG funds are only awarded to eligible construction projects that are ready for the bid process (shovel ready), and for projects that can be closed out within two years.
9. CCMG funds cannot be used for preliminary engineering (PE), right of way (ROW), railroad (RR), utility (UT) costs, or for inspection.
10. The CCMG program is for construction (CN) only. Maintenance of traffic is a part of construction.
11. INDOT will not participate in contingency fees.
12. INDOT will not accept bid documents that are vague, incomplete, or not specific to each project that you are awarded funding.
13. INDOT will deem an application submitted with lump sum estimates as an ineligible application.
14. Annual Bids are not acceptable. Each project awarded funds must be bid project specific.
15. Projects that have already been procured, completed, or under construction (aka retroactive projects) are not eligible for CCMG projects.
16. Projects with a construction bid contract already awarded with a contractor or materials previously purchased are not eligible for CCMG projects.
17. If you apply for a project and then bid that project prior to being awarded CCMG funds, that project would not be eligible if you had accepted a contractor bid prior to the award date. Any accepted bids after the award date are eligible for the program.
18. If a project crosses a state highway or involves state right of way, it will require a permit.
19. CCMG applications must be submitted electronically using [INDOT Technical Application Pathway \(ITAP\)](#).
20. CCMG applications must be completed by an employee of the local unit of government and no one else.
  - a. Locals must not share their username and/or password with other employees or consultants due to INDOT Business Rules.
21. Project Closeout 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.
22. Local units of government are not required to adopt an ordinance to impose a wheel tax / excise surtax to be eligible for CCMG.

## **CCMG Program - Local Forces / Force Account Work**

Local Governments can perform their own work (force account), such as chip sealing and crack sealing can receive funds for the materials only. The total cost limitation, per application, for force account work is \$375,000.00 which includes labor, equipment, and material costs. Force Account work cannot be combined with bid / contract work.

## **CCMG Program - Local Match Funds and CCMG Grant Funds Details**

CCMG matching funds awarded to local governments must be used to complete the projects as applied for and awarded in the application. If you change road segments or the length of your projects, the funding awarded for that road segment must be returned to INDOT.

### **LOCAL MATCH FUNDS**

1. The local government can use any money authorized for a local road or bridge project.
2. 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 have questions.
3. Multiple local governments, including any combination of cities, towns, and counties, are allowed to apply for CCMG and partner to undertake a project that extends across multiple jurisdictions.
  - a. 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.
  - b. Additionally, each application should contain a copy of the inter-local agreement as an attachment.

### **CCMG GRANT FUNDS**

1. INDOT has a \$100 million dollar cap per fiscal year.
2. CCMG funding is revenues collected through the gas tax, some vehicle fees (registrations, titles, etc.), and the supplemental Electric Vehicles / Hybrid (EV/H) fees.
3. 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.
4. INDOT caps the award amount at \$1.0 million dollars per local government per fiscal year.
5. The funding for the state's portion on awarded projects will be distributed to local governments once INDOT has received a Notification of Contractor Award & Funding letter with all required documentation and the Local Roads and Bridges Matching Grant Agreement has been fully executed. Once these two requirements are met, INDOT will issue a purchase order and transfer the funds into your local government's account.

## **CCMG Program - Rescinding Awarded CCMG Funds**

INDOT understands that the needs of municipalities change, and if a local rescinds their awarded CCMG funds, INDOT does not penalize those locals from being awarded in future calls for doing what is best for their local.

If a local rescinds the CCMG funds awarded, they must formally notify INDOT in writing. The letter / email must contain the following information:

1. Written on your local's official letterhead.
2. Address the letter to the Director of the LPA & Grants Administration Office.
  - a. Send a copy of all correspondence to your [District Program Director](#).
3. Reference the call year of awarded funding, the DES Number, and a brief project description.
4. Include the reason for rescinding the funds.
5. List the amount of funds being rescinded.
6. The letter must be signed by:
  - a. Mayor or
  - b. County Commissioners, Board of Public Works, Town Councils. Need multiple signatures (quorum) unless provide one of the following to demonstrate one signatory has authority to bind the local:
    1. Ordinance showing one official signatory is sufficient to bind the local.
    2. Resolution which shows the individual who signed has the authority to bind the local.
    3. Meeting Minutes which delegates authority to one individual to sign on behalf of the local.

## **CCMG Program - Eligible Projects for CCMG**

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.
  - a. Milling and overlaying is the process of grinding asphalt with a milling machine, removing the debris, and installing new asphalt.
  - b. 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.
6. Gravel Roads – converting a gravel road to a hard surface road.
  - a. A separate application is required for converting a gravel road to an asphalt / concrete surface road.
  - b. On application under Work Type = Other Type Project (Miscellaneous)
  - c. On application under Detailed Project Scope field = Must have a detailed scope, not just a list of locations.
7. Low water crossings and appropriate road signage.
  - a. Replacing damaged, undersized, perched, and blocked road structures with structures that will accommodate a greater quantity of stream flow under the road.

8. Local Governments can perform their own work (force account), such as chip sealing and crack sealing can receive funds for the materials only. The total cost limitation, per application, for force account work is \$375,000.00 which includes labor, equipment, and material costs. Force Account work cannot be combined with bid / contract work.

## **CCMG Program - Ineligible Projects for CCMG**

1. Preliminary engineering, land purchasing (right-of-way), utility relocation.
2. Construction inspection.
3. Railroad crossing upgrades.
4. Water line and sanitary sewer line replacements, or sewer separation projects.
5. Any project that also uses federal funding.
6. New roads are not eligible. The road you are applying for must be listed in the locals Asset Management Plan.
7. Roads that are not in the local's certified road mileage and Asset Management Plan.
8. Parking lots and private roads including alleys
9. Standalone sidewalk replacements or new installations.
10. Trails / Bike paths.
11. Projects that combine Force Account and Bidding.
12. Enhancement-type work, including:
  - a. Streetlights
  - b. Street informational signs
  - c. Decorative pavers
  - d. Trees and plants
  - e. Trash Receptacles
  - f. Gateway aesthetics

## **CCMG Program - Life Cycle of an Awarded CCMG Project**

The life cycle of an awarded CCMG project is listed below. This is a brief overview, specific details and guidelines on how to complete these tasks are within this CCMG Guidance Document.

1. Call for projects is announced in the [LPA Program Newsletter](#) and the [INDOT Community Crossings Matching Grant Program](#) website.
2. Call for projects opens.
3. Local completes and submits application(s) through ITAP.
4. Call for projects closes.
5. INDOT District Program Directors review and score the submitted applications.
6. Final scores are compiled by Central Office and awards are made public.
7. Congratulation letters will be emailed to those locals awarded funding.
8. Awarded locals will immediately advertise their project(s) for a bid.
9. INDOT sends the Local Road and Bridges Matching Grant Agreement via DocuSign.
10. Local signs the Local Road and Bridges Matching Grant Agreement via DocuSign.
11. Local submits to INDOT a Notification of Contractor Award & Request for CCMG Funds letter along with a copy of executed LPA Contractor Construction Contract, a copy of executed Contractor's Bid for Public Work – Form 96, and a copy of Detailed Cost Estimate or a copy of accepted Itemized Bid Proposal.
12. INDOT requests funds, and funds are deposited into the locals specified account.
13. Project construction begins.
14. Project is completed.
15. Local submits to INDOT a Community Crossing Matching Grant Close Out letter with required supporting documentation.
  - a. Local will be invoiced for cost underruns.
  - b. Local pays invoice.
16. INDOT sends the local a Receipt of Project Close Out and Repayment letter to confirm project(s) is closed out.
17. Local will save all required documentation for audit purposes.

## **CCMG Application - Know Before You Start a CCMG Application**

The CCMG application and all required documentation can be easily managed by a local. Locals should be prepared for and know the following before starting a CCMG application:

1. The CCMG application takes time to complete, do not wait until the last moment to start.
2. Locals must have their own individual unique [Access Indiana](#) account and [INDOT ITAP](#) access an [INDOT Technical Application Pathway \(ITAP\)](#) account to complete an application.
3. With the updating of our application software, locals will be prompted to enter their [signing authority](#) for INDOT agreements and prompted to upload an ordinance stating who has the authority to sign agreements with their application.
4. Locals are required to manage the completion of their CCMG application. All communication regarding applications and projects will be between INDOT and the locals designated contact / contact listed on the application.
5. Locals should prepare [required documentation](#) to submit with the CCMG application.
6. Locals may submit multiple projects. Each application for road work must be of the same work type and can include up to 25 different road segments. Only one bridge project can be submitted on one application.
7. Each application will have its own DES Number if awarded. Simply, each application is its own project.
8. Awarded funds cannot be moved from one project (DES Number) to another project (DES Number) unless projects are [combined](#) under the same Local Roads and Bridges Matching Grant Agreement.

For questions regarding the CCMG Application contact your District Program Director for guidance.

## **CCMG Application – Access Indiana and ITAP Registration Enrollment**

To access INDOT's 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](#) account and [INDOT ITAP](#) 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.
  - a. 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.
  - b. A business is the city, town, or county, not a department within that government unit.
  - c. Locals will need to know their Federal Tax ID to complete their Access Indiana enrollment.
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](#), or click on [ITAP Quick Start Guide](#) for instruction on 'How to Create an Access Indiana Account'.
  - a. 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.



- b. The New Users email address must be a personalized email address like [johnsmith@townofhere.in.gov](mailto:johnsmith@townofhere.in.gov).
    - i. Generic emails like mayor@, streetdept@, clerk@, or townofhere@ will no longer be allowed.
  - c. Locals must not share their username and/or password with other employees or consultants due to INDOT Business Rules.
  - d. 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.
  - a. If no Business Primary User exists, the request will be approved by ITAP Security.
  - b. Upon approval the New User will have access to ITAP applications.
  - c. 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>:
  - a. Click the ‘Contact’ icon  on the Homepage of ITAP.
  - b. Choose the applicable ‘Help Topic’.
  - c. State issue(s) in the ‘Message’.
  - d. Click ‘Submit’.

If unsure of your agencies ITAP enrollment or for questions, contact Michael Cales [mcales@indot.in.gov](mailto:mcales@indot.in.gov) for support.

## **CCMG Application - Access and Complete the CCMG Application**

To access the applications, go to INDOT Technical Application Pathway (ITAP) <https://itap.indot.in.gov/>.

**Reference:** Contact your [District Program Director](#) to help complete the CCMG Application.

## **CCMG Application - ADA & Title VI Compliance**

**Reference:** The Local Public Agency Program [CCMG Program website under ‘Title VI / ADA Compliance’](#).

## **CCMG Application – Certified Road Inventory**

**Reference:** The Local Public Agency Program [CCMG Program website under ‘Certified Road Inventory’](#).

## **CCMG Application - Condition Ratings (PASER Rating)**

Condition ratings (PASER Rating) need to be updated on a 2-year maximum interval. The 2-year maximum interval gives the necessary data for LOCAL’s to be able to track the actual deterioration rate of their streets as well as gives the necessary data to determine the cost effectiveness of treatments over time. Some agencies will redo all their condition ratings every year to have the most accurate information to create their pavement management plan, others will select different frequency intervals for condition ratings based on classification or average daily traffic counts of the street.

**Reference:** <https://youtube.com/playlist?list=PLWq76iCMr87wURep-7f59BnKmqmhSafDS>

# **CCMG Application - Structure Inventory & Appraisal Report (SIA) for Bridge Projects**

This is bridge data submitted annually to FHWA by the States, Federal agencies, and Tribal governments, in accordance with the National Bridge Inspection Standards and the Recording and Coding Guide for the Structure Inventory and Appraisal of the Nations Bridges. Each data set is submitted in the spring and may be corrected or updated throughout the year. The data for all public bridges are considered final and are published on this website at the end of each calendar year. <https://www.fhwa.dot.gov/bridge/britab.cfm>

## **CCMG Application – Required Documents and Eligibility Review Standards**

Each application must meet eligibility review standards and have the following required documentation uploaded, or the application will be deemed ineligible.

### **REQUIRED DOCUMENTS**

#### **1. Financial Commitment Letter**

- a. Must submit one Financial Commitment Letter per application on your agency letterhead.
- b. Must be signed (not typed) by someone who has the authority to sign on behalf of all local.
- c. 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.
- d. An example of an acceptable Financial Commitment Letter is listed on our [LPA Website](#).

#### **2. Detailed Cost Estimate**

- a. With the updating of our application software, a local will be able to upload one document which can include all estimates for each road segment applied for or can scan and upload all individual estimates together.
- b. Detailed Cost Estimate must still be itemized along with road name and beginning and ending points. If not, the road segments will be deemed ineligible.
- c. 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.
- d. Detailed and itemized means the cost per line item.
- e. No lump sum estimates or estimates with contingencies are allowed.
- f. An example of an acceptable Detailed Cost Estimates are listed on our [LPA Website](#).

#### **3. Asset Management Plan (AMP) – Road & Bridge**

- a. Must submit an approved AMP.
- b. 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.
- c. AMP's must be submitted to LTAP via their Data Management System (DMS).
  - LTAP will contact you if revisions are required for your AMP's once it is submitted.
  - Link: [Data Management System](#).
  - For an informational video on the DMS watch: <https://youtu.be/-9hvR-7UVR4>
- d. Contact LTAP for any assistance with your AMP or 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)
- e. AMP must be submitted to and approved by LTAP once per year.
  - December 1st – AMPs must be submitted each year by December 1<sup>st</sup> 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.
- f. Do not submit the entire AMP with your CCMG application, only the approval letter page from LTAP.
- g. AMP is a living document and should be updated whenever improvements are made to roads or bridges and then submitted to LTAP every year.
- h. 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.

4. **Ordinances or Signing Authority Information.**

- a. With the updating of our application software, locals will be prompted to enter their signing authority for INDOT agreements and prompted to upload an ordinance stating who has the authority to sign agreements.
- b. A city that is governed by a mayor does not need an ordinance since mayors have the authority under state law to sign contracts.
- c. All other governments must have an ordinance stating who has the authority to sign agreements.
- d. Reference CCMG Guidance Document section [Agreements - Legal Binding Authority for DocuSign](#).

5. **Structure Inventory and Appraisal Report (SIA)** are required for Bridge projects only.

## **ELIGIBILITY REVIEW STANDARDS**

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

INDOT reviews previously awarded CCMG projects closeout status. In order for the local government to be eligible for an open CCMG Call for Projects, the local must have previously awarded projects, older than two-years-old, closed out by the closeout deadline.

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

Reference [Project Closeout - Guidelines and Required Documentation](#) for details on project close out.

Reference [Project Closeout - Project Closeout Deadline Chart](#) for closeout deadlines.

## **CCMG Application - Document Naming Conventions for Locals to Upload Documents**

1. Financial Commitment – Reference Application Number in File Name
2. Detailed Cost Estimate – Reference Application Number in File Name
3. Asset Management Approval Letter from LTAP – Place Approval Date in File Name
4. Ordinances or Signing Authority Information - Reference LPA and ordinance date.
5. Structure Inventory and Appraisal Report – Place Bridge Number in File Name

## **CCMG Application - Fatal Flaws**

1. Financial Commitment Letter – is missing or is missing funding content or proper signature.
2. Detailed Cost Estimates – is missing or does not include detailed itemized pay items per road segment, and / or incorrect Route Name, ‘from’ location, or ‘to’ location listed on Detailed Cost Estimate vs Project Location Details on the CCMG application.
  - a. Total Construction Cost listed in the applications ‘Funding’ section do not total / match the Detailed Cost Estimates attached to the application.
  - b. The weight or volume of the materials in the project is not identified to be capable of accurate measurement and verification.
3. Mapping a Road or Bridge – is missing accurate road name and ‘to’ and ‘from’. Update local road inventory.
4. Asset Management Plan – is missing or is expired.
5. Ordinances or Signing Authority Information - is missing or is missing proper ordinance.
6. Structure Inventory and Appraisal Report (SIA) - is missing, for Bridge projects only.
7. Project Closeout Not Completed - local has not completed Project Closeout documentation for any project older than two-years by the deadline.

8. Access Indiana and ITAP Registration – process for registration is not followed as outlined in the [CCMG Application - Access Indiana and ITAP Registration Enrollment](#) section of this document.
9. Application was not submitted or resubmitted to INDOT by deadline.

## **CCMG Application - Scoring**

After the call for projects is closed the District Program Director will review and score each application.

1. Final scores are compiled by Central Office and awards are made public.
2. Congratulation letters will be emailed to those locals awarded funding.

## **CCMG Awards - Congratulations Letter**

When awarded CCMG funds locals will be emailed a Congratulations Letter. This letter will list the Application ID Number and the funds awarded for that application. If an application was partially awarded, the email will list the roads excluded and the Application ID Number will have the Location Priority Number that was awarded listed.

**Important:** The Congratulations Letter is not an Award Letter. **The Award Letter is now ‘ATTACHMENT B AWARD LETTER’ of the Local Roads and Bridges Matching Grant Agreement.**

## **Required Document - W-9 Request for Taxpayer Identification Number and Certification**

This is required documentation that each new local must have completed and submitted to their INDOT District Program Director prior to any awarded funds being direct deposited into the local’s account.

Locals do not have to fill out a new form every year if they are active in INDOT’s PeopleSoft Financial, if their information has not changed, and if they have received payment within the 2-year time frame.

Contact your District Program Director to request the W-9 Request for Taxpayer Identification Number and Certification be emailed to your local to complete.

## **Required Document - Direct Deposit Authorization**

This is required documentation that each new local must have completed and submitted to their INDOT District Program Director prior to any awarded funds being direct deposited into the local’s account.

Locals do not have to fill out a new form every year if they are active in INDOT’s PeopleSoft Financial, if their information has not changed, and if they have received payment within the 2-year time frame.

Contact your District Program Director to request the Direct Deposit Authorization form.

## **Required Document - Wheel Tax Approval Letter**

To request an Asset Management Plan Approval Letter from INDOT, locals should email a copy of their current LTAP Approval Letter for Pavement Asset Management Plan to Cassandra Hudson at [chudson1@indot.in.gov](mailto:chudson1@indot.in.gov).

Local units of government are not required to adopt an ordinance to impose a wheel tax / excise surtax to be eligible for CCMG.

## **Agreements - Lifecycle of the Local Roads and Bridges Matching Grant Agreement**

The Lifecycle of a Local Roads and Bridges Matching Grant Agreement can be found on our website in the [DocuSign Instructions for ERC & Legal Signer](#) PowerPoint.

## **Agreements - No Amendment to Local Roads and Bridges Matching Grant Agreements**

INDOT will not allow any Local Roads and Bridges Matching Grant Agreement to be amended. The locals must complete the work they applied for and are awarded funding to construct. INDOT will not allow any reduction in scope.

If a local cannot complete the scope of work they were awarded, they are advised to rescind the funds to INDOT and reapply in the next call with their revised scope and / or better estimates.

## **Agreements - Combine CCMG Applications Into One Agreement**

INDOT allows locals the option to combine multiple awarded applications under one Local Roads and Bridges Matching Grant Agreement. The local give 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 locals 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 under one Local Roads and Bridges Matching Grant Agreement. Locals should be aware of the following stipulations for combining multiple projects under one INDOT agreement:

**Important:** Force Account projects cannot be combined if the Total Project Cost is more than \$375,000.

1. Combining applications under one agreement requires applications to be advertised / bid as one large public works project.
  - a. 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 under one Local Roads and Bridges Matching Grant Agreement.
2. Each application, no matter how many agreements are requested, will still be assigned its own Des. Number when awarded.

**Reference:** CCMG Guidance Document section [Procurement – Advertisement and Procurement of Contractors Bid](#)

3. Awarded funds cannot be moved from one Local Roads and Bridges Matching Grant Agreement to another after agreements are fully executed.
4. Every road that is identified in the Local Roads and Bridges Matching Grant Agreement must be completed. Roads cannot be eliminated after an award.
5. **Exception:** INDOT still requests that a bridge project remains its own Local Roads and Bridges Matching Grant Agreement but is open to discussions depending on the work type.
6. Locals will be given 10 business days to respond, or all applications will be placed on separate Local Roads and Bridges Matching Grant Agreement.

## **Agreements - Local Roads and Bridges Matching Grant Agreement**

INDOT uses DocuSign, by all parties, to electronically sign the Local Roads and Bridges Matching Grant Agreement. To use DocuSign locals will be prompted on the CCMG Application to enter their signing authority for INDOT

agreements and prompted to upload an ordinance stating who has the authority to sign agreements.

**Reference:** DocuSign Instructions for ERC & Legal Signer on our website under [INDOT LPA Contracts](#).  
**Reference:** CCMG Guidance Document section [Agreements - Legal Binding Authority for DocuSign](#).

1. The agreement is created by INDOT and routed via DocuSign to the legal signer.
  - a. Simultaneously the District Program Director will email a 'Draft' copy of the Local Roads and Bridges Matching Grant Agreement to the locals designated contact / contact listed on the application.
  - b. This draft should be routed and viewed by all the people required to review the agreement prior to it being signed by the legal signers for the local.
  - c. As the local's contact you should notify the legal signer(s) this agreement has been routed to them via DocuSign for their signature.
  - d. The time taken for this step in the signature process depends on the local board or council meeting dates.

**Important:** It is imperative that the signers all sign the agreement within three (3) weeks of each other, so the dates of all signatures are not more than 30 days old when INDOT receives the agreement.

2. Once the local's legal signer(s) have signed the agreement, the agreement is routed to INDOT via DocuSign for signature.
3. Department of Workforce Development (DWD) and Department of Revenue (DOR) clearances are run for the local by INDOT.
  - a. If there are outstanding issues with clearance, this may delay the routing of the agreement until the issues are resolved by the locals.
4. The agreement is then routed for external agencies' approval.
  - a. The Indiana Department of Administration (IDOA)
  - b. State Budget Agency (SBA)
5. A copy of the fully executed, legally binding agreement is emailed to the local for their records.

**Important:** For the contract to be a fully executed, legally binding contract, the contract will still require approval from The Indiana Department of Administration (IDOA) and State Budget Agency (SBA). These approvals will appear in the fully executed, legally binding contract.

Once the contract is fully executed by INDOT, the District Program Director will e-mail a pdf file of the fully executed, legally binding contract to the local for their records.

## **Agreements - Legal Binding Authority for DocuSign**

### **DEFINITION OF LEGAL BINDING AUTHORITY**

1. Mayor; or
  - a. A city that is governed by a mayor does not need an ordinance since mayors have the authority under state law to sign contracts.
2. Designee with one of the following to demonstrate signatory has legal authority to bind the agency:
  - a. An ordinance showing one official signatory is sufficient to legally bind the agency.
  - b. Resolution which shows the individual who signed has the legal authority to bind the agency.
  - c. 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.

**Reference:** DocuSign Instructions for ERC & Legal Signer on our website under [INDOT LPA Contracts](#).

### **GUIDELINES FOR RECEIVING AND RENEWING MEETING MINUTES FOR LEGAL SIGNERS**

1. Meeting Minutes that state an expiration date or that name a specific projects contract / agreement, regardless of if the Meeting Minutes list the signer by name or by position, said Meeting Minutes will need updated upon that expiration date and / or for a new project contract / agreement.



2. Meeting Minutes that list the signer(s) by name / position will expire once that signer no longer holds that local's office or position.
3. Meeting Minutes that list the signer(s) by position and do not state an expiration date, said Meeting Minutes have no expiration date.

## **Procurement - State Laws**

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

### **STATE LAWS THAT APPLY**

- o I.C. 36-1-12 (Public Works Projects)
- o I.C. 8-23-10 (Qualifications of Bidders for Contracts)
- o I.C. 5-16-13 (Requirements for Contractors on Public Works Projects)
- o Look up Indiana Code at General Assembly website: <http://iga.in.gov>

## **Procurement - Notification of Contractor Award & Funding Request**

Once a local has a contracted contractors bid and a fully executed Local Roads and Bridges Matching Grant Agreement, the local must submit the *Notification of Contractor Award & Funding Request* letter and all supporting documentation for their District Program Director to officially request their CCMG funds and for INDOT to request the deposit of the awarded CCMG funds to your local account.

The Notification of Contractor Award & Funding Request will be sent by INDOT to those locals awarded CCMG funds via email with their Congratulations letter.

### **PURPOSE OF THE REQUIRED SUPPORTING DOCUMENTATION**

1. The purpose of obtaining an LPA Contractor Construction Contract is to legally protect the investments of all parties, mitigate risk, prevent conflicts, and to outline the various legal obligations each party owes to the other.
2. The purpose of the Contractor's Bid for Public Work - Form 96 (required by the State Board of Accounts) is to provide a standardized bid form for contractors to submit their proposals for public work projects. This form is solely to obtain the contractors bid. This form is not a contract and should not be used as one.
3. The purpose of the Detailed Cost Estimate, or a copy of the accepted Itemized Bid Proposal, is to provide details of the cost estimates per road segment. INDOT does not accept lump sum bids for CCMG projects.

## **Procurement - Advertisement and Procurement of Contractors Bid**

**Important:** Locals can start the bid process prior to receiving the CCMG Congratulations letter from INDOT. However, locals cannot accept a low bid until after the official INDOT award is announced. If a local awards their project prior to receiving the CCMG Congratulations letter from INDOT, the project is ineligible.

Projects that have already been procured, completed, or under construction (aka retroactive projects) are not eligible for CCMG funds.

**Important:** Per the Local Roads and Bridges Matching Grant Agreement local governments have 3 months, from the award letter date (Attachment B of the agreement), to procure a fully executed contractor's contract and send a copy to INDOT.

The following information is to help locals through the bidding process for their awarded CCMG projects. There are specific processes that must be followed and required documentation that must be submitted correctly in order to remain eligibility and for INDOT to request the deposit of the awarded CCMG funds to your local account.

It is important to remember that the CCMG funds are awarded to your local and all required actions to complete and documentation to submit to INDOT is the sole responsibility of your local, not the responsibility of the contractor. The local is the owner and any action not taken or documentation not submitted can affect the local's award and future eligibility.

When advertising your project and accepting a bid remember, locations, locations, locations. The contractor's contract and bid must have all awarded locations clearly itemized by individual roads with 'to' and 'from' points defined for each road in the bid package.

## **ADVERTISEMENT**

1. Locals must advertise for the scope of work applied for and / or the scope of work awarded funds to build.
  - a. Local cannot decrease the scope of work, or the awarded funds will be rescinded to INDOT.
    1. No Local Roads and Bridges Matching Grant Agreement amendments are allowed.
  - b. Locals cannot increase the scope of work, unless the local intends to pay for that scope increase with 100% local funds.
2. Locals must advertise with specific location(s) and scope of the project. Provide contractors with plans, specs, and pay items for the project being bid.
  - a. The contractors should not be telling the locals what they need, it is not their responsibility to know what your projects do or do not need.
  - b. Contractors have expressed concerns that past CCMG advertisements have been vague, and that they are unsure what they are bidding on sometimes; be specific.
3. All bid packages must have plans and specifications, but locals are not required to follow INDOT's Standards and Specifications for the design and plans and specifications do not have to be INDOT approved.
  - a. Locals can use your own design standards and specifications.
4. Locals can bid multiple CCMG projects together to receive better bid prices as long as the projects are all the same work type.

**Reference:** CCMG Guidance Document section [Agreements – Combine CCMG Applications Into One Agreement](#).

- a. **Important:** All projects under one Local Roads and Bridges Matching Grant Agreement must be advertised / bid as one project and awarded to one contractor.
- b. It is the local's decision on how to advertise / bid your public works projects as long as the local follows [state law](#).

**Important:** State law defines 'the project' as the whole project; locals cannot break the projects apart to bypass state law.

- Each application is considered one project, no matter if you are applying for one road or 10 roads. This means, the entire scope of the project must be advertised / bid as one project which must be clearly defined by individual roads with 'to' and 'from' points defined for each road in the bid package.
- Multiple applications combined into one Local Roads and Bridges Matching Grant Agreement is considered one project and must be advertised / bid as one project which must be clearly defined by individual roads with 'to' and 'from' points defined for each road in the bid package.
- Bids or Quotes, even for Force Account work, must be clearly defined by individual roads with 'to' and 'from' points defined for each road in the bid package.

## **PROCUREMENT OF CONTRACTORS BID**

1. The contractor bids must be detailed and include an itemized list of the work being done per road and the bid amount per road must be clearly defined by individual roads with 'to' and 'from' points defined for each road in the bid package.
2. In Indiana, contractors working on INDOT or Local Public Agency projects, including subcontractors with over \$300,000 in work, must be prequalified by INDOT Bids with contingencies will not be accepted.
3. Lump sum bids will not be accepted.
4. A [Contractor's Bid for Public Work – Form 96](#) must be completed and signed by the contractor.
5. Contractors must provide a Detailed Cost Estimate or must provide a copy of the accepted Itemized Bid Proposal.



6. If a contractor's contract and bid amount is not submitted to INDOT with clearly defined by individual roads with 'to' and 'from' points defined for each road and a clear bid amount defined for each road, the locals request for funds will not be accepted by INDOT until the documentation is made clear by the contractor and resubmitted by the local.
7. The LPA / Contractor Construction Contract is required documentation.
  - a. A quote cannot be used as an LPA Contractor Construction Contract.
  - b. A bid cannot be used as an LPA Contractor Construction Contract.
  - c. Form 96 cannot be used as an LPA Contractor Construction Contract.
  - d. Some contractors do not have template contracts for the locals to sign. In this case the locals will need to create and present a contract for parties to execute.

**Important:** 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.

**Reference:** Examples of acceptable and non-acceptable bids can be found on our [LPA Programs](#) website.

## **Procurement - Contractor's Bid for Public Work - Form 96**

The purpose of the Contractor's Bid for Public Work - Form 96 (required by the State Board of Accounts) is to provide a standardized bid form for contractors to submit their proposals for public work projects. This form is solely to obtain the contractors bid. This form is not a contract and should not be used as one. When a project is bid on, the local must have the contractor complete a Form 96 – Contractors Bid for Public Work form.

1. Locals should ensure the Acceptance section on page 2 of Form 96 is complete before submittal to INDOT.

**ACCEPTANCE**

→ The above bid is accepted this 9 day of August, 2024, subject to the following conditions: \_\_\_\_\_

Contracting Authority Members: →

<u>John Smith</u>	_____
<u>Jane Doe</u>	_____
_____	_____

**PART II**  
(For projects of \$150,000 or more – IC 36-1-12-4)

→ Governmental Unit: Town of Anywhere

Bidder (Firm) ZZZ Contractors

Date (month, day, year): 9/8/2024

2. Locals must submit Form 96 regardless of if the project was bid on or if the project received a quote; Form 96 is required by the State Board of Accounts.
  - a. There is no minimum or maximum bid amount required for the contractor to complete a Form 96 because the form is to obtain a bid only.
3. Form 96 must be signed by the contractor on page 6 of the form. Their signature is to affirm a contractor's non-collusion affidavit.
  - b. If the contractor's signature is not legible, the name should be printed with the title, so you know who signed it on behalf of the contractor.

## **Procurement - How CCMG Funds are Deposited into the Locals Account**

Your INDOT District Program Director will request your CCMG funds to be deposited into your local account once the following documentation is complete and received by INDOT:

1. The Notification of Contractor Award & Funding Request letter was submitted to INDOT with all required documentation, and
2. The Local Roads and Bridges Matching Grant Agreement was fully executed by the local and INDOT.
3. Confirmed - [W-9 Request for Taxpayer Identification Number and Certification](#).
4. Confirmed - [Direct Deposit Authorization](#).

The District Program Director will send your local a copy of the purchase order (deposit) for their records and can expect the transfer of those funds into the local governments account within 35 days of receipt of that purchase order.

## **Procurement - Fatal Flaws**

1. Improper bidding processes. Must be per Indiana Code and per application.
2. Local fails to submit the Notification of Contractor Award & Funding Request and required documentation to INDOT within the deadline.
3. Local fails to execute the Local Roads and Bridges Matching Grant Agreement within the deadline.
4. Reduction in project scope applied and awarded funding for.
5. The weight or volume of the materials in the project is not identified to be capable of accurate measurement and verification.

## **Project Closeout - Guidelines and Required Documentation**

Project Closeout 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. Once a local has completed the construction of their project and has paid all outstanding invoices, the local is required to submit Project Closeout Documentation to INDOT within 30 days of their final payment.

### **What does 'Project Closeout' mean, and how do I know when my project is closed out?**

1. Project Closed Out means the local has completed CN,
2. Local has submitted all required closeout documentation to INDOT,
3. If the local owes INDOT funds, the invoice has been paid, and
4. That the local has received a 'Receipt of Project Closeout and Repayment' letter from INDOT .
  - o The 'Receipt of Project Closeout and Repayment' letter from INDOT signifies your project is closed out.

## **GUIDELINES**

The local must submit the *Community Crossing Matching Grant Closeout* letter, the *Closeout Calculation Sheet* and required documentation within 30 days of final payment. This includes:

1. Legible copies of itemized Contractor invoices or itemized Force Account work invoices are required.
  - a. Itemized invoices must be clearly defined by individual roads with 'to' and 'from' points defined for each road on the invoice your local has paid and submits with their closeout documentation.
  - b. Note: Contractors should provide you with an itemized invoice, and your local should require them to do so.
2. Proof of payment by providing legible copies of cancelled check(s), both front and back, or electronic funds transfer (EFT).

**Underruns** = Final project cost is LESS THAN the original CCMG awarded amount. Funds not used therefore owed back to INDOT.

**Overrun** = Final project cost is MORE THAN the original CCMG awarded amount. Funds paid by a local, over their match amount.

3. Local must be prepared to pay back cost underruns to INDOT within 30 days of being invoiced by INDOT.
  - a. Do not send checks or payments directly to your District Program Director for underruns.
  - b. INDOT will not accept payment unless the local has been invoiced by INDOT.
  - c. Payments must be made to and received by INDOT as instructed on the invoice.
  - d. Once the local has paid their invoice for the project, INDOT will then send a *Receipt of Project Closeout and Repayment to LPA* letter.
4. Local must provide documentation that the local has paid 100% of the cost overruns.
  - a. Project overruns are not matched and are the responsibility of the local government.
  - b. INDOT does not participate in project change orders. Change orders are 100% the responsibility of the local government.
5. Local must maintain the project records for five years for audit purposes.

## REQUIRED DOCUMENTATION

### Contractor's Bid - Required Documentation

1. Copy of the cancelled check(s), both front and back to Contractor OR a copy of the electronic funds transfer (EFT) to Contractor, and
2. Final Progress Billing from Contractor showing:
  - a. Individual contract item:
    1. Contract Quantity
    2. Unit Price
    3. Final Quantity placed
    4. Underrun, Plan or Overrun Quantity

### Force Account – Required Documentation

1. Copy of Vendor's Material Invoice,
2. Copy of the cancelled check(s), both front and back to Vendor supplying material OR a copy of the electronic funds transfer (EFT) to Vendor supplying material, and
3. Copy of Work Order (Daily Log) for specific project location showing:
  - a. Date
  - b. Material Placed
  - c. Total cost for specific project location

**Reference:** Contact your District Program Director to request a copy of the *Community Crossing Matching Grant Close Out* letter and the *Closeout Calculation Sheet* be emailed to your local to complete.

## Project Closeout - Receipt of Project Closeout and Repayment to Local

A CCMG project is officially closed out when INDOT sends the local a *Receipt of Project Closeout and Repayment* letter to confirm that your local has submitted all required documentation, reviewed by INDOT, and that any cost underrun invoice have been paid by the local.

## Project Closeout - Project Closeout Deadline Chart

In order for locals to be eligible to receive CCMG funds, they must have all prior awarded projects, **older than two-years-old**, closed out by the closeout deadline before more funding will be awarded to a local. See the Project Closeout Deadline Chart below.

<u>CCMG Call for Project Year</u>	<u>Prior Years Awarded Projects that must be Closed Out</u>	<u>Local's Closeout Submittal Deadline Date to INDOT</u>	<u>Local's Deadline to Pay Invoice</u>
2026	2023-2 and all calls prior	August 30, 2025	September 30, 2025
2027	2024-2 and all calls prior	June 1, 2026	June 30, 2026
2028	2026 and all calls prior	June 1, 2027	June 30, 2027

2029	2027 and all calls prior	June 1, 2028	June 30, 2028
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If a local owes INDOT a cost underrun from a past call year, those outstanding funds must be paid to INDOT prior to the calls opening date to be eligible for that call for project.

## **Project Closeout - Fatal Flaws**

The District Program Director will notify the local of fatal flaws found in closeout documentation. Fatal flaws include:

1. Local does not submit required closeout documentation for a Contractor's Bid / Force Account project.
2. Local does not re-submit fatal flaws / corrections to INDOT.
3. Local does not pay an invoice for a project cost underrun.
4. Local does not meet all project closeout guidelines and deadlines.
5. Local is in violation of Indiana Code 36-1-12-3 - Force Account projects total project cost is over \$375,000.00.

## **Resource - LPA Programs CCMG Website**

Local Public Agency Programs CCMG website: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/>

## **Resource - LPA Program Newsletter Email List**

The LPA Program Newsletter Email List is a quick and easy way for INDOT to communicate with all municipalities on a web mailing list regarding CCMG call for projects, dates to remember, training opportunities, procedure changes, etc. The LPA Program Newsletter Email List is free to all municipalities and INDOT encourages more than one employee from each local to sign up.

Locals can subscribe to the LPA Program Newsletter Email List by going to our website: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/>

## **Resource – Need Help? Who is my District Local Program Director?**

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/>. If you do not know what district you are in, contact any of the Local Program Directors for help.

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