

(cont.) Q& A with Tom Kouns:

Q: What has been your biggest challenge as an ERC and how did you overcome it?

A: The starting of filing more and more things online. Since I come from the generation of typewriters and adding machines I am computer shy. The big adjustment was the new quarterly reports and FA-3's on the ITAP system. It was a matter of reading directions, going slow, and trial and error until I got comfortable with system.

Q: What advice would you give other ERCs?

A: Get to know your District LPA team. They are there to help you, so call them if you have a question or problem. They want to see your project successfully completed as much as you do.

Q: What are you most proud of from your time as an ERC?

A: Lebanon's LPA program was in sad shape when I started. Quarterly reports were not getting done, LPA claim vouchers were not done correctly and reimbursements were being held up. It was quite a challenge to get everything straightened out and back up to INDOT requirements. But thanks to working with my District LPA team and the city's consultants on the projects we are now on track and funded at the local level to be bid and go to construction on time.

We are looking for our NEXT Employee in Responsible Charge of the Quarter for April-June 2014!

How to nominate someone:

Send the following information to

LPAQuestions@indot.in.gov:

- Name of the ERC you are nominating
- Name of the agency they represent
- Length of time they have been an ERC
- Reason why you believe they should be considered INDOT's ERC of the Quarter

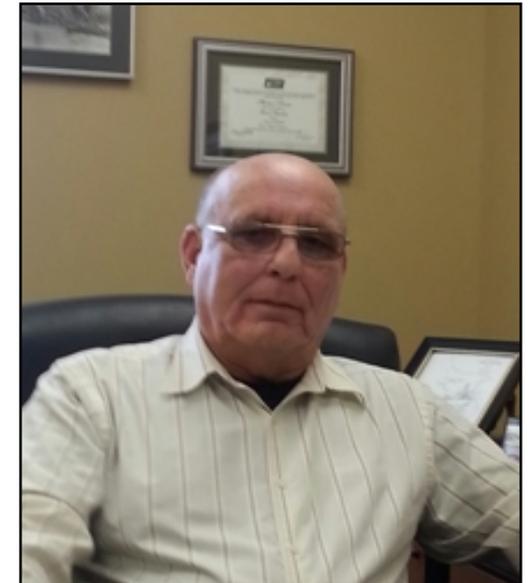
How they will be recognized:

We will announce our ERC of the Quarters via our GovDelivery subscription service to all of our LPA Partners and on INDOT's LPA website at: <http://www.in.gov/indot/2390.htm>. The ERC will also receive a special certificate from INDOT.

MEET INDOT'S

**Employee in Responsible
Charge of the Quarter,
JANUARY-MARCH 2014:**

**Tom Kouns, ERC,
City of Lebanon**



What is INDOT's ERC of the Quarter program?

We want to recognize the hard work that Employee in Responsible Charge (ERC) individuals do for each Local Public Agency (LPA) in the state.

It is important to take time to acknowledge and thank our ERCs that are asked to be the voice for the citizens in their local community.

The role of the ERC is often an extra responsibility on top of a normal full-time role, but is incredibly important to the overall success of an LPA project as well as the saving of time and money spent in the project process for the LPA they represent.

We will recognize one ERC per quarter for their outstanding results and ability in ensuring that their community's interests are understood and represented effectively throughout the development of the project process. The ERC can be nominated by any LPA or INDOT district.

A letter from the City of Lebanon about Tom:

"Tom has many strengths, including great people skills, knowledge from many years of experience and an understanding of how INDOT works. He is very project oriented and willing to take on new ventures. His experience lends himself many contacts and resources as well as a better understanding of projects and funding opportunities. His knowledge and helpful ideas help advise us how to make a program or project better.

Most recently, Tom has been instrumental with helping us thru the first phase of our Indianapolis Avenue Project

Tom has been such an asset to both Boone County in the past years and now to the City of Lebanon."

- Mayor Huck Lewis, City of Lebanon

A letter from the Tom's INDOT LPA District:

"Tom has always played a part in his projects. It is not just a title to him. He takes ownership and follows the funding and scheduling process thoroughly. He adapts to the changes in our program and offers helpful insight and suggestions to better it-not just for Lebanon, but for all ERCs.

During the new change in the quarterly reporting system, Tom spent several hours on the phone with me walking through the LQR process from the ERC's point of view. From my side of the process, I was unable to see what the challenges the ERC was going through. Tom helped me by sending screen shots while on the phone with me and we worked each step out. This helped me to understand what the other ERCs were going through.

Tom treats his projects like he is paying for it out of his own pocket and as if the projects being built are specifically for his own personal use. It shows he has Lebanon's best interest at heart."

- Susan Kemp, Crawfordsville District Local Program

Q& A with Tom Kouns:

Q: How long have you been an Employee in Responsible Charge for the City of Lebanon?

A: I started as the ERC for Lebanon on November 1, 2011.

Q: In how many projects have you acted as the ERC?

A: For both Boone County and the City of Lebanon I have been the ERC for a total of nine projects.

Q: What roles/experience did you have prior to being selected as an ERC?

A: I had been the Boone County Highway Supervisor for nine years when I became an ERC and had already overseen Federal Aid road and bridge projects and transitioned them into the LPA Initiative program when it started.

Q: What do you like about being an ERC?

A: I like the responsibility that comes with being the ERC. You are the one that deals directly with INDOT on making sure projects are kept on schedule, reports submitted on time, consultant selection and contracts are done correctly, and FMIS authorizations are requested and authorized at the proper times.

Q: What are three things you do to ensure the success of an LPA project?

A:

1. Check the INDOT LPA/MPO website for announcements and updates.
2. Make sure your local budget is funded with enough monies to keep your project on track.
3. Make sure your consultant is on track to keep the project moving and supplying you all the information you require to file your quarterly reports on time.

