

Below are instructions to submit a FMIS request, and PO Project End Date to INDOT. The purpose of INDOT creating the **Request for Federal Authorization (FMIS) and Project End Date** template is to keep your LPA in compliance with funding procedures set forth by the Federal Office of Inspector General (OIG).

1. To formally request FMIS the following must have occurred for that Phase:
 - ✓ INDOT LPA Contract must be fully executed.
 - ✓ LPA Consultant Contract must be fully executed for that Phase.
 - ✓ STIP is current; i.e. correct funding year and correct funds listed.
 - ✓ If your project is funded by a MPO, TIP is current; i.e. correct funding year and correct funds listed.
 - ✓ If any of these steps are incomplete, it **WILL** delay the request of FMIS.
- ❖ **NOTE:** When requesting FMIS for a 2nd Phase of a Bridge Inspection, the remaining funds from cash-flowing funds between two fiscal years, or supplemental funds, INDOT will still require this letter requesting funds. But – a request will not require a new Project End Date. Your LPA would have already requested the Project End Date be assigned when you requested FMIS for that phase the first time.
- ❖ **CE PO Exception:** Your INDOT Program Director will continue to request the initial FMIS at 25% of the estimated Construction Inspection (CE) prior to letting so the NTP and PO will be in place when project is awarded to allow the CE Consultant to attend the pre-construction meetings.
 - A copy of the PO and Notice to Proceed will be sent to your LPA for CE.
 - The CE Project End Date will be the same date assigned to your Construction (CN) PO. This date is determined by the date listed in the Contract Information Book (CIB), and then adding two (2) years to that date; equals your Project End Date for CE and CN PO's.
 - The remaining CE funds should be requested by following #3 - #6 process below.
 - If you need to reduce or eliminate the initial CE PO, follow #3 - #6 process below.
2. Your LPA may only issue a Notice to Proceed for services **after** the LPA Consultant Contract is fully executed **and after** the LPA has received a Notice to Proceed from INDOT that Federal funding has been authorized in FMIS.
 - ✓ Expenses incurred prior to the critical steps above are not reimbursable Federal funds, and LPA would be responsible for payment.
3. Please submit a **Request for Federal Authorization (FMIS) and Project End Date** on your letterhead using the letter format and text provided by INDOT concurring the following information:
 - ✓ Des Number
 - Each Des Number will require its own letter for each phase.
 - ✓ Local Public Agency (LPA)
 - ✓ Phase (PE, RW, UT, RR, CE)
 - ✓ Amount of federal funds to be requested.
 - If cash flowing a phase, only list the amount for that Fiscal Year.
 - If reducing PO state ' – ' and amount of reduction (-\$5.00).
 - If eliminating PO state 'Eliminate PO'.
 - ✓ Fiscal Year for phase of funds requesting.
 - ✓ Project End Date (desired expiration date for PO).
 - Reference '**Note**' from above.
 - ✓ Letting Date (or 'Tracking' project)
 - ✓ Project Description
 - ✓ Notes - additional information for INDOT, i.e. increasing a PO, reason for reduction or elimination of PO, etc. Include the PO number in 'Notes' if requesting any changes to an open PO.
4. Please allow at least two (2) to four (4) weeks for FMIS processing.
 - ✓ LPA should not request FMIS earlier than eight (8) weeks prior to when work is ready to begin and the need of a PO and NTP.

- ✓ Once the PO is cut, INDOT requires the PO phase to stay active. Active means, regular invoicing toward the PO.
 - This project must be ready to move forward, and incur cost within 6 months of NTP. If costs are not incurred within 6 months of NTP, federal funds will be subject to lapse and removed from project.
 - Reference for policy to keep PO in 'Active' status. <http://in.gov/indot/3241.htm> scroll to 'Training Presentations', 'Federal Funding Changes'.

- 5. If project is funded by an MPO you must get a concurrence signature from the MPO. Due to the need of MPO's to cash-flow phases between fiscal years to meet their annual allocations, INDOT is requiring the MPO to concur the amount of funds you are requesting prior to INDOT requesting FMIS. Furthermore, this concurrence is to help eliminate the need to adjust the FMIS amount of a PO multiple times.

- 6. Questions regarding Project End Dates
 - ✓ Link to presentation by Karen Hicks regarding Project End Dates <http://in.gov/indot/3241.htm> scroll to 'Training Presentations', 'Federal Funding Changes'.
 - ✓ Contact your Project Manager if need help determining a Project End Date. **INDOT will give recommendations only.**
 - ✓ Please contact your Program Director or Project Manager with questions.

References / Links:

1. Project End Dates <http://in.gov/indot/3241.htm>
 - ❖ **This link is referenced three (3) times in these instructions; it is imperative you read and understand.**
2. INDOT LPA Guidance Document = <http://in.gov/indot/2390.htm>