

2022-2 Community Crossings Matching Grant Program

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.

Since 2016, the state has awarded \$1.148 billion dollars in state funds to support local road and bridge projects throughout Indiana.

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 filing 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.

NOTE: Please be aware that your match may have changed based upon the 2020 census numbers.

FREQUENTLY ASKED QUESTIONS

Who is eligible to apply?

All Indiana city, town, and county governments

When can I apply?

2022-2 call for projects will begin at 8:00am Eastern Daylight Savings Time, Friday, July 1, 2022.

When is the deadline to submit applications?

2022- 2 call deadline is Friday, July 29, 2022, 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?

Depending on how many applications are received, we anticipate making announcements in late October /early November 2022.

What are the program requirements?

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

Which types of projects are eligible?

- Road and bridge projects submitted must be included and a part of the local government's complete asset management plan.
- Local road and bridge preservation type projects.
- Existing ADA ramp work is required when doing a minimum of a mill and overlay, regardless of the work type.
 - Milling and overlaying is the process of grinding asphalt with a milling machine, removing the debris, and installing new asphalt. The overlay must be a minimum of 1 ½ inches.
- Existing ADA sidewalks are eligible for rehabilitation if the road project is getting a minimum of a 1 ½ inch mill and overlay. No new sidewalk projects.
- Drainage work that is associated with a specific road project is eligible along with pipe replacements to correct drainage.

- The conversion of gravel roads to hard surface roads.
- Local Governments that perform their own work, such as chip sealing and crack sealing can receive funds for the materials only.

What projects or types of services are not eligible?

- Preliminary engineering, land purchasing (right-of-way), utility relocation.
- Construction inspection.
- Labor or equipment costs for governments that perform their own force account work.
- Railroad crossing upgrades.
- Water and sanitary sewer line replacements, or sewer separation projects.
- Any project that has approved federal funding.
- New roads
- New roundabouts are not eligible unless there is a history of personal injury and fatalities; safety driven.
- Roads and alleys that are not in the local governments certified road mileage and Asset Management Plan.
- Parking lots and private roads.
- Standalone sidewalk replacements or new installations.
- Trails / Bike paths.
- Projects that combine Force Account and Bidding.
- Enhancement-type work, including:
 - Streetlights
 - Street informational signs
 - Decorative pavers
 - Trees and plants
 - Trash receptacles
 - Gateway aesthetics
- 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.

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.

Force Accounts are allowed, but the total project cost may not exceed \$250,000.00, which includes the labor and equipment costs along with the materials. Each application submitted for force account work cannot exceed that \$250,000.00 amount. The Community Crossings funds will only participate in the cost of materials.

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 funds received through the grant program required to be used for the project submitted?

Yes, matching funds awarded to local governments must be used on the projects submitted and approved for funding. The funds cannot be spent on other projects. No change of location or scope allowed. If funding is used on other projects, those funds must be returned to INDOT, and the local government will not be allowed to participate in the program until such 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 and vehicle registration 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 \$1.0 million dollars per local government per calendar year.

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 may apply for a matching grant to undertake a project that extends across multiple jurisdictions. The maximum amounts of the joint applications will be aggregated. 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. 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 the Local Roads and Bridges Matching Grant Agreement has been fully executed and INDOT has received the accepted contractor's bid/material bids with your award amount. Once these two 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 enroll in ITAP?

INDOT's CCMG application requires your Agency to have an INDOT Technical Application Pathway (ITAP) account, and a registered Username to apply for Community Crossings funds.

- You must be a full-time employee of the LPA in order to register
- You will need to know your Federal Tax ID to complete enrollment.
- You must have an Access Indiana Account to access ITAP (Instructions to Access Indiana is on INDOT's website under> Local Public Agency Programs Project Application and Delivery>Important Things to Know before you apply)
- A business is the city, town, or county, not a department within that government unit.
- If your city, town, or county has a new employee, their information will need updated.
- When enrolling with ITAP for the first time, your local government will need to enroll as a New Business.
 - Go to <https://itap.indot.in.gov/login.aspx>
 - Under the login screen you will choose the link next to 'Do you need to enroll a new business?' Complete a business enrollment form.
- Contact Michael Cales at mcales@indot.in.gov with questions.

Is there required documentation to submit with each application?

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

- Financial Commitment Letter
 - Must be submitted on your Agency letterhead.
 - Must be signed (not typed) by someone who has the authority to sign on behalf of all the county commissioners, town, or city councils to bind the local government. (*Either: Mayor, Town Board President, Town Manager/Clerk Treasurer, City Council President, or Commissioner*).
 - If letter is submitted without the proper authority's signature and financial commitment amount, the application will not be eligible.
- Detailed Estimates
 - Estimates must be detailed and itemized by each road or bridge. (with 'to' and 'from' points clearly defined)
 - Lump sum estimates are not eligible.
 - If estimates are not submitted with clear locations and clear estimates, the application will not be eligible.
- Asset Management Plan approval letter from Indiana LTAP.
 - Only submit the approval letter page.
- Structure Inventory and Appraisal Report (SIA) is required for Bridge projects only.

What methodology does INDOT use in Decision Making for a good application?

All good applications must have a signed financial commitment letter, detailed estimates for each road segment, and an approved asset management plan. Your project estimates and mapping must be very clear as to which segment of road you are seeking funding for. INDOT also reviews all previous awarded CCMG projects to ensure that projects older than 18 months have been closed out. A review and determination are made to ensure that a Local Unit of Government is either compliant or making a good faith effort as it relates to ADA/Title 6 Compliance. If any of these are not met, the application will be deemed ineligible.

Does INDOT do a Technical Review of all applications?

Yes, INDOT reviews the benefits, purpose, quality and need of each road segment that is submitted for funding.

- Reviews the work types to make sure they align with the estimates as described in the applications.
- Reviews mapping of each project to make sure the ending points align with the application and estimates
- Reviews estimates and pay items
- Looks at bidding dates – shovel ready

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

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

Definition of Legal Binding Authority:

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

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 LTAP 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 LTAP, which will work with local governments to complete and approve all AMP's. 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). LTAP will be assisting all local governments with their plans. For any assistance with your AMP or the Data Management System, including templates, examples, and resources, please contact:

Patrick Conner, PE
Research Manager, Indiana LTAP
Phone: 1-765-494-4971/ 1-800-428-7639
Email: connerp@purdue.edu or 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, 2021, and December 1, 2021, and have an approval letter from Indiana LTAP, are eligible for the 2022-1 & 2022-2 call 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 your certified road mileage for your Agency's Road inventory contact Mark McMahan, INDOT Road Inventory Manager at 317-233-1057 or mmcmahan@indot.in.gov.

- To get a road added to or deleted from your Certified Road Inventory, contact Mark McMahan for details.
 - Only roads in your certified road inventory are eligible for CCMG funding.
 - Updates will take a minimum of 48 hours to be approved but could take a minimum of 2 weeks to show the change on the maps.
- A summary report can be found at this link: <https://www.in.gov/indot/3049.htm>.
- It is important to verify and update your Road Inventory.
 - A Road Inventory is needed to ensure your Agency is compensated for all its road assets and to ensure your Asset Management Plan matches.
 - Your state MVH funding is based on your Certified Road Inventory.
 - Alleys are not eligible unless listed on your Certified Road Inventory.
 - An alley can be added to the Certified Road Inventory if it meets the criteria for doing so.

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

Yes, with the 2020-2 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 for every local government too show that they are making a good faith effort toward this compliance. Please contact Erin Hall, at 317-234-6142 for more information and assistance.

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

Contact your District Local Program Director. A complete list Program Directors are listed on the last page of this document.

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

For questions on mapping contact Michael Cales at mcales@indot.in.gov.

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

Yes, any work performed within state right of way must be permitted.

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

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

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

Not necessarily. INDOT is allowing local governments to make their own decisions on whether they want to combine their applications into one CCMG Agreement or not if funded. Each application, no matter how many agreements are requested, will still be assigned its own Des. Number if awarded. INDOT still requests that a bridge project be its own agreement but are open to discussions depending on the work type being done. Every road that is identified in the agreement must be completed. Roads cannot be eliminated after award.

Combined applications into one CCMG Matching Grant Fund Agreement must be bid as one project.

- Example: If you submit 2 applications and both are awarded funding, you can either chose to have all the projects in both applications put into one Matching Fund Grant Agreement, or you can choose to have 1 separate agreement for each application
- Awarded funds cannot be moved from one Matching Grant Fund Agreement to another after agreements are fully executed.
- If you chose to combine applications into 1 agreement, you must bid them as one large public works project.
- If you have 1 agreement with multiple applications / Des. Numbers, those agreement maximum funds can be used for any segment listed in the agreement, regardless of which application / Des. Number that segment originated.
- Only apply for what you can afford. Do not apply for more than you can afford because what you are awarded, you are expected to build.
- Roads cannot be eliminated after award. You must build what you applied for and what is identified in your grant agreement.

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

INDOT has made the transition to use DocuSign, by all parties, to electronically sign Local Roads and Bridges Matching Grant Agreements. If the LPA is awarded funding, the INDOT Program Director will contact the LPA to determine applicable information such as the appropriate authorized signatories, etc. This information will be forwarded to INDOT Central Office to start the DocuSign process. The following is the Lifecycle of the Agreement using DocuSign. If all steps are completed timely, the agreement can be a fully executed, legally binding agreement within 10 to 15 business days.

1. In preparation for using DocuSign, the LPA must give INDOT contact information for the person(s), with **Legal Binding Authority**, to sign contracts for a local agency.
 - INDOT will require the name, E-Mail, and cell number of the legally binding signer(s).
 - The time taken for this step is dependent on the LPA.
2. An agreement is created and routed via DocuSign to the legal signer(s).
 - Draft copy of the contract is E-Mailed to the LPA to be routed and viewed by all persons required to review the contract prior to it being signed by the legal signers for the local.
 - The time taken for this step in the signature process depends on the local's board or council meeting dates.
3. All LPA legal signers have signed the contract, and the contract is routed to Kathy Eaton-McKalip for her signature.
4. Department of Workforce Development (DWD) and Department of Revenue (DOR) clearances are run for the local by INDOT.
 - If there are outstanding issues with a clearance, this may delay the routing of the contract until the issues are resolved by the LPA.
5. Contract is routed for external agencies approval.
 - The Department of Admiration (DOA)
 - State Budget Agency (SBA)
 - The Office of the Attorney General (AG) if not form approved
6. A fully executed, legally binding contract is E-Mailed to the LPA for their record

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

- Advertise bids with specific information to the contract, such as 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.
- It is the local governments responsibility to provide contractor with plans, specs and pay items on projects to be bid, not the contractor telling the locals what they need.
- Bids should be itemized per road (with 'to' and 'from' points defined).
- State law defines the project as the whole projects; can't break projects apart to bypass state law.
 - Bids or Quotes, even for Force Account work, must be project location specific.
- Per the CCMG Agreement local governments have 4 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.

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

Yes, however all projects under one INDOT-LPA contract 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 LPA/INDOT Agreement.

If a local government was awarded funding in the 2016, 2017, 2018, 2019, 2020-1 and 2020-2 call and has not closed-out the project, will they be eligible to submit project applications for funding in the July 2022-2 call for projects?

No, June 30, 2022, is the deadline to close out all 2016, 2017, 2018, 2019 and 2020 projects. All 2016, 2017, 2018, 2019 and 2020 projects must be completely closed out before more funding is awarded to a 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.

When do my projects have to be closed out to receive future CCMG awards?

Local governments are given 18 months, from the date of their contractor's contract, to build and close out their project(s) to be eligible for future funding.

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?

- Notify INDOT once construction is complete, and all payments have been made and fully processed.
 - Contact your District Program Director for help.
- Submit the '**Community Crossing Matching Grant Close Out**' letter with copies of contractor's final invoice and proof of payment within 30 days of final payment.
- Any under-runs must be paid back to INDOT within 30 days of being invoiced.
 - Local government will be invoiced by INDOT for any funds owed back to INDOT.
 - Local government must wait to send your proof of payment with the invoice.
 - INDOT will not accept payment unless local government has been invoiced.
- DO NOT send checks/payments to your Program Director.
- Any over-runs are not matched and the responsibility of the local government.
- Maintain records for five years for audit purposes.
- ❖ There should be no confusion on the road you applied for, the bid per road, road contracted for, or the road in your close out documentation.

What is GovDelivery, and why do I need to sign up for it?

GovDelivery 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. GovDelivery is free to all municipalities and INDOT encouraged more than one employee from each local government to sign up.

Subscribe to GovDelivery with 8 Easy Steps by going to: http://in.gov/indot/files/LPA_InstructionsToSubscribe.pdf

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

All training material is located on the Local Public Agency Programs homepage: <https://www.in.gov/indot/2390.htm>

Who is my District Program Director?

Program Directors are listed by district below. If you do not know what district you are in, contact any of the Program Directors for help.

Crawfordsville/West Central	Susie Kemp	765-361-5228	skemp@indot.in.gov
Ft. Wayne/Northeast	David Armstrong	260-969-8277	darmstrong@indot.in.gov
	Donya Larue	206-399-7342	dlarue@indot.in.gov
Greenfield/East Central	Cassandra Hudson	317-467-3413	Chudson1@indot.in.gov
LaPorte/Northwest	Marcia Blansett	219-325-7564	mblansett@indot.in.gov
	Breanne Freese	219-325-7493	Bfreese@indot.in.gov
Seymour/Southeast	Brandi Fischvogt	812-524-3961	bfischvogt@indot.in.gov
Vincennes/Southwest	Brandi Mischler	812-895-7389	bmischler@indot.in.gov
	Shawn Benner	812-895-7315	sbenner1@indot.in.gov

For all other questions, please send an email to LPAQuestions@indot.in.gov

05/20/2022