



Local Road and Bridge CCMG Guidance Document

for

Local Public Agencies

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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 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.

CCMG Program - Deadlines and Rules

DEADLINES

1. INDOT will hold a call for CCMG projects twice a year. The call for projects will be announced every January and July and online applications will be accepted for around 30 days each call.
2. Deadlines will be advertised in [Gov Delivery](#), and posted on the [INDOT's LPA](#) website under CCMG.

At 5:00 pm Eastern Standard Time on the closing date of each call for projects, the online application will stop accepting applications.

3. Grant awards will be announced in [Gov Delivery](#) and posted on the [INDOT's LPA](#) website under CCMG.
 - a. January call announcement in late March / early April.
 - b. July call announcement in late September / early October.

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.
4. Applications must be completed by the local unit of government and no one else.
5. Local must adhere to all CCMG Program rules, all CCMG Application rules, and submit the required documentation correctly for the application to be deemed an eligible application.
6. Locals can apply for force account work, but the total project cost may not exceed \$250,000.00, which includes the labor and equipment costs along with the materials.
7. CCMG funds are only awarded to eligible construction projects that are ready for the bid process, and for projects that can be closed out within a two-year timeframe.
8. CCMG funds cannot be used for preliminary engineering (PE), right of way (ROW), railroad (RR), utility(UT) costs, or for inspection. **The CCMG program is for CONSTRUCTION (CN) ONLY.** Maintenance of traffic is a part of construction.
9. INDOT will not participate in contingency fees on contractor contracts.
10. INDOT will deem applications submitted with lump sum estimates as ineligible applications.
11. Annual Bids are not eligible. Each project awarded funds must be bid project / scope specific.

12. Projects that have already been procured, completed, or under construction (aka retroactive projects) are not eligible for CCMG funds.
 - a. This means projects with a construction bid contract already awarded with a contractor or materials previously purchased are not eligible for CCMG funds.
13. If you apply for a project and bid that project prior to being awarded CCMG funds, that project would no longer 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.
14. If your CCMG Project crosses a state highway it will require a permit. Any work performed within The State of Indiana's right of way must be permitted.
15. All applications must be submitted electronically using INDOT Technical Application Pathway (ITAP).

CCMG Program - Local Forces / Force Account Work

Local Governments can apply for force account work, but the **total project cost may not exceed \$250,000.00**, which includes the labor and equipment costs along with the materials.

All state laws must be followed including I.C. 36-1-12 (Public Works Projects).

1. The Community Crossings funds will only participate in the cost of materials.
2. Each application submitted for force account work cannot exceed the max total project cost of \$250,000.00.
3. Force Account work cannot be combined with bid / contract work.
4. Review the [Public Procurement Presentation](#) link on our website.

CCMG Program - Local Match Funds and CCMG Grant Funds Details

CCMG matching funds awarded to local governments must be used to complete the project scope applied and awarded funding for.

1. The funds awarded cannot be spent on additional scope or on additional projects.
2. No changes to the project's scope or project's location are allowed.
3. The project's scope and the project's location of work applied and awarded funding for must be completed, or funding must be returned to INDOT.
4. If awarded funding is discovered to have been used on additional scope or additional projects, those awarded funds must be returned to INDOT, and the local government will not be allowed to participate in the program until those misappropriated funds are returned.

LOCAL MATCH FUNDS

1. The local government can use one or more of any funding sources the local is authorized to use for a local road or bridge project to provide their local match.
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 are considering a transfer of funds.
3. Multiple local governments, including any combination of cities, towns, and counties, are allowed to apply for CCMG to partner to undertake a project that extends across multiple jurisdictions.
 - a. The maximum amounts of the joint applications will be aggregated.
 - b. 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.
 - c. Additionally, each application should contain a copy of the inter-local agreement as an attachment.

CCMG GRANT FUNDS

1. The amount of matching grant funding available to local governments 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.

2. By law, state funds that have been appropriated for the CCMG 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.
3. If a local government's project is selected for CCMG funds, the awarded state funds portion will be transferred to the local government's account after:
 - a. The Local Roads and Bridges Matching Grant Agreement has been fully executed and
 - b. INDOT has received a Notification of Contractor Award & Funding letter with all required documentation from the local to prove the local has received an accepted contractor's bid / material bids with your award amount.

CCMG Program - Rescinding Awarded CCMG Funds

If a local at any time decides to rescind 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 the local was awarded funding, the DES Number, and brief project description.
4. State clearly the reason(s) your local is rescinding the funds / cancelling the project.
5. List the amount of funds being rescinded.
6. 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.
 - a. Water line and sanitary sewer line separation projects are not eligible.
6. Gravel Roads – converting a gravel road to a hard surface road.
 - 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. Local Governments that perform their own work (force account), such as chip sealing and crack sealing can receive funds for the materials only.

- a. There is a maximum amount these projects can cost (including materials and labor even though labor is not eligible for funding). Total maximum cost allowance: \$250,000.00.

Reference CCMG Guidance Document, section [CCMG Program - Local Forces / Force Account Work](#).

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

CCMG Program - Ineligible Projects for CCMG

1. Preliminary engineering, land purchasing (right-of-way), utility relocation.
2. Construction inspection.
3. Locals will not be eligible to apply for funding if past awarded CCMG projects older than two years old are not closed out by the Project Closeout deadline.
4. Labor or equipment costs for governments that perform their own force account work with a total project cost of over \$250,000.00.
5. Railroad crossing upgrades.
6. Water line and sanitary sewer line replacements, or sewer separation projects.
7. Any project that has approved federal funding. Locals cannot combine any federal transportation dollars with CCMG dollars.
8. New roads are not eligible. The road you are applying for must be listed in the locals Asset Management Plan.
9. New roundabouts are not eligible unless there is a history of personal injury and fatalities; safety driven.
10. Roads and alleys that are not in the local's certified road mileage and Asset Management Plan.
11. Parking lots and private roads.
12. Standalone sidewalk replacements or new installations.
13. Trails / Bike paths.
14. Projects that combine Force Account and Bidding.
15. Enhancement-type work, including:
 - a. Streetlights
 - b. Street informational signs
 - c. Decorative pavers
 - d. Trees and plants
 - e. Trash receptacles
 - f. Gateway aesthetics
16. Any change orders to the bid are not eligible for CCMG funds.

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 on requirements and guidelines on how to complete these tasks are within this CCMG Guidance Document.

An INDOT 'call for projects' is the announcement of a grant / funding opportunity for local units of government to apply to INDOT detailing their projects scope and purpose and need for their community to improve their existing roads and bridges. This funding opportunity requires the local to invest in the project with matching funds and to follow all requirements and guidelines within the CCMG Guidance Document.

1. Call for projects is announced via Gov Delivery and INDOT's [LPA 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 bid.
9. INDOT sends awarded locals a Local Road and Bridges Matching Grant Agreement via DocuSign.
 - a. Locals must verify legal binding authority prior to agreement being sent to local.
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(s) 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 supporting documentation for audit purposes.

CCMG Application - Know Before You Start a CCMG Application

Locals should be prepared and know the following before starting a CCMG application:

1. CCMG applications take time to complete, do not wait until the last moment to start.
 - a. INDOT does our best to review those applications submitted early for fatal flaws.
 - b. When INDOT reviews your application and sends it back to you, review the comments, make the necessary changes, and resubmit the application ASAP.
 - c. If the application is not resubmitted, it will not be eligible.
2. Locals may submit multiple applications.
 - a. Each application for road work submitted can include up to 50 different road segments.
 - b. Only one bridge project can be submitted per application.
3. Each application will have its own DES Number if awarded. Simply, each application is its own project.
 - a. Example: If 10 applications are submitted and 5 applications are awarded there will be 5 different DES Numbers, one DES Number for each of the 5 different applications.
4. Awarded funds cannot be moved from one DES Number to another DES Number unless they are on the same Local Roads and Bridges Matching Grant Agreement.

For questions regarding the CCMG Application contact your District Local Program Director. Reference CCMG Guidance Document, Section [Resource – Who is my District Local Program Director?](#) for their contact information.

CCMG Application – Access Indiana and ITAP Registration Enrollment

INDOT's CCMG application requires locals to have an INDOT Technical Application Pathway (ITAP) account linked to their local agency to apply for Community Crossings funds.

IMPORTANT: All users must have their own individual unique [Access Indiana](#) and [INDOT ITAP](#) accounts.

Business = The local government agency. **User** = The individual employee.

ACCESS INDIANA

An Access Indiana account is now required for all external users to access ITAP and all applications within ITAP.

1. Instructions to Access Indiana are on INDOT's website under: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/itap-for-lpas/>.
2. Click [Getting Started](#) to be taken to the Access Indiana Getting Started instructions, or
3. Click on [ITAP Quick Start Guide](#) for instruction on 'How to Create an Access Indiana Account,' and
4. Click on [Access Indiana Portal](#) to log into an existing account.

INDOT TECHNICAL APPLICATION PATHWAY (ITAP)

To access INDOT's CCMG application locals must have an INDOT Technical Application Pathway (ITAP) business account and a registered user linked to their local agency to apply for Community Crossings funds.

Once you have an Access Indiana account, 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.

1. **If your agency has never done online business with INDOT before**, your local government will need to enroll in as a New Business first.
 - a. Locals will need to know their Federal Tax ID to complete enrollment.
 - b. The enrollment and approval process can take up to 1 week to complete.
2. A business is the city, town, or county, not a department within that government unit.
3. If your city, town, or county has a new employee, that new employee will need to enroll as a new user.
4. Users must be a full-time employee of the local government to register.

If you have questions or are unsure if your agency is enrolled, contact Michael Cales at mcales@indot.in.gov for ITAP support.

Click the links below to get started.

- [ITAP Quick Start Guide](#)
- [Access Indiana Portal](#)

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: To help locals navigate the CCMG on-line application with step-by-step instructions, examples, and screenshots, reference the [Local Road and Bridge Matching Grant Funds – Access and Complete the CCMG Application Process](#) posted on our Local Public Agency Program [CCMG Program website under CCMG Resources](#).

Important: Reference all [CCMG Application](#) sections of the Local Road and Bridge CCMG Guidance Document for Local Public Agencies to help you complete an application.

CCMG Application - ADA & Title VI Certification

INDOT is a recipient of federal funds and has a Stewardship and Oversight Agreement with the Federal Highway Administration which means that if locals 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 locals follow Title VI & Americans with Disabilities Act (ADA) nondiscrimination and accessibility requirements.

INDOT is working with and reviewing all transition plans for local governments throughout Indiana to ensure compliance or at least show that each local government is making a good faith effort in adopting an ADA Transition Plan and becoming compliant. All locals need an Americans w/ Disabilities Act (ADA) Transition Plan to receive CCMG Funds.

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.

Contact Taffanee Keys, Civil Rights Counsel at TKeys@indot.in.gov for more information and assistance for INDOT'S Title VI & ADA.

CCMG Application – Certified Road Inventory

It is important to verify and update your Certified Road Inventory to ensure your local is compensated for all its road assets and to ensure the Asset Management Plan matches. The locals state MVH funding is based on their Certified Road Inventory.

Important: Only roads listed in your Certified Road Inventory are eligible for CCMG funding.

To get a road added to or deleted from Certified Road Inventory, or to receive a copy of your certified road mileage for your agency's road inventory contact:

Mark McMahan
INDOT Road Inventory Manager
317-233-1057
mmcmahan@indot.in.gov.

Updates will take a minimum of 48 hours to be approved but could take a maximum of 2 weeks for the updates to show on the maps.

A summary report can be found at this link: <https://www.in.gov/indot/about-indot/central-office/asset-data-collection/roadway-assets/>

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

INDOTs methodology of what makes a good application is that the application includes all required documentation and meets eligibility standards. **If any documents below are not submitted the application will be deemed ineligible.**

REQUIRED DOCUMENTS

1. Signed Financial Commitment Letter.
2. Detailed Cost Estimate for each mapped road segment.
3. Approved Asset Management Plan Letter.
4. Structure Inventory and Appraisal Report (SIA) is required for Bridge projects only.

Important: INDOT reviews all previously awarded CCMG projects to ensure that projects older than two-years-old have been closed out.

If any Local Unit of Government does not meet the requirements of project close out prior to the close out deadline, they will be deemed ineligible for the current call and all future calls until all outstanding projects over two-years-old are closed out.

Reference the CCMG Guidance Document, section [Project Closeout - Guidelines and Required Documentation](#) for details on project close out.

Reference CCMG Guidance Document section [CCMG Application – Required Documentation](#).

ELIGIBILITY REVIEW

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.

CCMG Application - Required Documentation

Each application must have the following required documentation uploaded.

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 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*).
- c. If the letter is submitted without the proper authority's signature and 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. Must submit one itemized Detailed Cost Estimate per road segment of the application.
 - Detailed Cost Estimate means each estimate must be detailed and itemized by each road or bridge; with 'to' and 'from' points clearly defined on each roads estimate.
- a. One estimate for each road segment is required.

- b. Estimates must be clearly labeled by each road segment, with the road name and ‘to’ and ‘from’ indicated. Applications without clearly labeled road estimates will not be eligible.
- 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. Lump sum estimates are not eligible.
- f. Estimates with contingencies will not be eligible.
- g. An example of an acceptable Detailed Cost Estimate is listed on our [LPA Website](#).

3. [ASSET MANAGEMENT PLAN \(AMP\) – Road & Bridge](#)

- a. Must submit an approved AMP (pavement or bridge).
- 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 to your AMP’s once it is submitted.
 - Link: [Data Management System](#).
 - For an informational video on the DMS watch: <https://youtu.be/-9hvR-7UVR4>
- b. Contact LTAP for any assistance with your AMP or the 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 or INLTAP@purdue.edu
- c. AMP must be submitted to and approved by LTAP once per year.
 - December 1st – AMPs must be submitted each year by December 1st 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.
- d. Do not submit the entire AMP with your CCMG application, only submit the approval letter page from LTAP.
- e. AMP is a living document and should be updated whenever improvements are made to roads/bridges, and then submitted to LTAP every year.
- f. 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. [STRUCTURE INVENTORY and APPRAISAL REPORT \(SIA\)](#) is required for Bridge projects only.

CCMG Application - Document Naming Conventions for Locals to Upload Documents

1. Financial Commitment – Reference Application Number in File Name
2. Detailed Cost Estimate – Identify Road Segment in File Name (‘To’ and ‘From’ should be included if have same segment with different locations)
3. Asset Management Approval Letter from LTAP – Place Approval Date in File Name
4. 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.
3. Asset Management Plan – is missing or is expired.
4. Structure Inventory and Appraisal Report (SIA) - is missing, for Bridge projects only.
5. Mapping a Road or Bridge – is missing accurate road name and ‘to’ and ‘from’. Update local road inventory.
6. Project Closeout Documentation - local has not submitted past awarded Project Closeout documentation for all projects older than two-years by the 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

If a local is awarded CCMG funds your local will be emailed a Congratulations Letter for the current call. This letter will list the Application ID Number and the funds awarded for that application. If an application was partially awarded, the Application ID Number will have the Location Priority Number that was awarded listed.

Important: This Congratulations Letter is not an Award Letter. **The Award Letter is now ‘Attachment B’ of the CCMG 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 a 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 a 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

If a local requires a Wheel Tax Approval Letter from INDOT to adopt a new wheel tax or surtax, the local must send the request to [Cassandra Hudson](#) along with their approved asset management plan.

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 - Combine CCMG Applications Into One Agreement

INDOT allows locals the option to combine multiple awarded applications into one Local Roads and Bridges Matching Grant Agreement. The local has 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 each local 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 into one Local Roads and Bridges Matching Grant Agreement. The local must be aware of the following stipulations for combining multiple projects into one INDOT agreement:

Important: Force Account projects cannot be combined if the Total Project Cost is more than \$250,000.

1. Combining applications into 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 into 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 be its own Local Roads and Bridges Matching Grant Agreement.
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.
7. If a local chooses to have one Local Roads and Bridges Matching Grant Agreement for multiple applications / Des. Numbers, the agreements maximum funds can be used for any road segment listed in the agreement, regardless of which application / Des. Number that road segment originated.

Agreements - Local Roads and Bridges Matching Grant Agreement

Locals awarded CCMG funds will execute a Local Roads and Bridges Matching Grant Agreement. INDOT uses DocuSign, by all parties, to electronically sign the Agreements. To use DocuSign locals must give INDOT contact information for each person with Legal Binding Authority to sign the Agreement.

1. In preparation for using DocuSign, the local must give INDOT contact information for each person with **Legal Binding Authority** to sign agreements for a local agency.
 - a. INDOT / DocuSign requires the name, email, and cell number of the legally binding signer(s).
 - b. The time taken for this step depends on the local.
 - c. Do not delay in getting this information to your District Program Director.

The following DocuSign references are located on our [website](#) under the INDOT LPA Contracts link.

1. DocuSign Instructions for ERC & Legal Signer
2. Obtain Legal Signers for DocuSign - Instructions to ERC

2. An agreement is created and routed via a DocuSign email to the legal signer(s) for their electronic signature.
 - a. The draft should be routed and viewed by all people required to review the agreement prior to it being signed by the legal signers for the local.
 - b. As the local's contact(s) listed on the application you should notify the legal signer(s) this agreement has been routed to them via DocuSign for their signature.
 - c. The time taken for this step in the signature process depends on the local board or council meeting dates.

Important: It is imperative the signers all sign and date 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.

3. Once the local's legal signer(s) have signed the agreement, the agreement is routed to INDOT via DocuSign for signature.
4. 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 a clearance, this may delay the routing of the agreement until the issues are resolved by the local.
5. The agreement is then routed for external agencies' approval.
 - a. The Department of Admiration (DOA).
 - b. State Budget Agency (SBA).
6. 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 on 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

All parties will use DocuSign to electronically sign the Local Roads and Bridges Matching Grant Agreement. In preparation for using DocuSign the local must give INDOT contact information for each person with Legal Binding Authority to sign an Agreement for a local agency.

DEFINITION OF LEGAL BINDING AUTHORITY

1. Mayor; or
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.

The following DocuSign references are located on our [website](#) under the INDOT LPA Contracts link.

1. DocuSign Instructions for ERC & Legal Signer
2. Obtain Legal Signers for DocuSign - Instructions to ERC

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 were awarded funding to construct. INDOT will not allow any reduction in scope.

If a local cannot afford to 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.

Applications and Procurement - Fatal Flaws

1. Improper bidding process – 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 submit legal signer information and / or fails to sign the Local Roads and Bridges Matching Grant Agreement within the deadline.
4. Scope changes.
5. The weight or volume of the materials in the project is not identified to be capable of accurate measurement and verification.

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

- I.C. 36-1-12 (Public Works Projects)
- I.C. 8-23-10 (Qualifications of bidders for contracts)
- I.C. 5-16-13 (Contractor requirements for public works projects)
- Indiana Code look-up <http://iga.in.gov/>

If locals have question regarding procurement reference our websites [Procurement Laws](#).

Procurement - Notification of Contractor Award & Funding Request

The Notification of Contractor Award & Funding Request will be sent to those locals awarded CCMG funds via email by their INDOT District Program Director.

Once locals have a contracted contractors bid and a fully executed Local Roads and Bridges Matching Grant Agreement, they 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.

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 INDOT award is made. If a local awards their project prior to INDOT award, the project is ineligible since no retroactive projects are eligible.

Per the Local Roads and Bridges Matching Grant 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.

The following information is to help locals through the bidding process for their awarded CCMG project(s). There are specific processes that must be followed and required documentation that must be submitted correctly in order to remain eligible 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 were awarded to your local and all required actions to complete and documentation to submit are the 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(s) and accepting bids remember, locations, locations, locations. The contractor's contract and bid must have all locations clearly itemized by individual roads with 'to' and 'from' points defined for each road in the bid package.

The Community Crossings grant program is for **CONSTRUCTION ONLY**.

- a. Maintenance of traffic is a part of construction.
- b. INDOT does not participate in contingency fees on contractor contracts.

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 for that project.
 1. **No amendments are allowed.**
 - b. Local 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 information about 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 advertisements are vague, and that they are unsure what they are bidding on.
3. All bid packages must have plans and specifications, and 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 their own design standards and specifications.
4. Locals can bid multiple projects together to get better bid prices as long as the projects are under one grant agreement.

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 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 should be clearly defined with ‘to’ and ‘from’ points defined for each road’s bid.
2. Bids with contingencies will not be accepted.
3. Lump sum bids will not be accepted.
4. If a contractor’s contract and bid amount is not submitted to INDOT with clearly defined locations with ‘to’ and ‘from’ points defined for each road and a clear bid amount, 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.

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.

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

Procurement - Form 96 – Contractors Bid for Public Work

If the project is bid, the local will have the contractor complete a Form 96 – Contractors Bid for Public Work form, but this form cannot be used as the contract.

1. **Form 96 is not a contract** and should not be used as a contract between the local and contractor. It is solely to obtain a bid.

Contact your District Program Director to request a copy of the Form 96 – Contractors Bid for Public Work template be emailed to your local to complete.

Procurement - How CCMG Funds are Deposited into the Locals Account

If a local government receives CCMG funding, the grant funds have to be transferred to the local government within the state financial shutdown window. 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* that calendar year.

Important: Therefore, it is important for local governments to start the advertisement prior to award or for bids shortly after awards are announced to ensure funds are requested prior to shut down.

Remember: Locals cannot accept a low bid until after the INDOT award is made. If a local awards their project prior to INDOT award, the project is ineligible since no retroactive projects are eligible.

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 Local Roads and Bridges Matching Grant Agreement has been fully executed by the local and INDOT.

2. The Notification of Contractor Award & Funding Request letter has been submitted to INDOT with all supporting documentation listed at the bottom of this letter.

The District Program Director will send your local a copy of the funds request / purchase order (PO) and the local should see the deposit in their account within 30 days of this notification.

Project Closeout - Guidelines and Required Documentation

Project Close Out 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. Contact your District Program Director for help / questions on these guidelines.

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

What does 'Project Close Out' mean, and how do I know when my project is closed out?

1. Project Closed Out means that the local has submitted all required closeout documentation correctly to INDOT, and
2. If the local owes INDOT funds, the invoice have been paid, and
3. That the local has received a 'Receipt of Project Close Out and Repayment' letter from INDOT prior to a new CCMG Call for Projects Close Out Deadline.
4. The 'Receipt of Project Close Out and Repayment' letter from INDOT signifies your project is closed out, and the local is eligible for future calls.

GUIDELINES

1. The local must submit the '[Community Crossing Matching Grant Close Out](#)' letter and the '[Closeout Calculation Sheet](#)' within 30 days of final payment.
2. The local must include legible copies of all required documentation with this letter and spreadsheet.
3. The local must submit 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 paid and submits with their close out documentation.
 - b. Note: Contractors should provide you with an itemized invoice, and your local should require them to do so.
4. The local must provide proof that all the contractor or the materials and labor invoices have been paid. This proof will be legible copies of cancelled check(s), both front and back, or electronic funds transfer (EFT).
5. The local must be prepared to pay back any underruns to INDOT within 30 days of being invoiced by INDOT, not 30 days of completion of project.

Reference CCMG Guidance Document section [Project Closeout – Underrun Invoice](#).

6. The local must provide documentation that the local has paid 100% of any overruns.
 - a. 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.
7. The local must maintain the project records for five years for audit purposes.

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 the local over their match amount.

REQUIRED DOCUMENTATION

1. A '[Community Crossing Matching Grant Close Out](#)' letter is one of the required documents the local will submit on their official letterhead with their required closeout documentation, and
2. A '[Closeout Calculation Sheet](#)', the local is required to use this sheet to help complete the close out process, and
3. Legible copies of all required documentation INDOT requires as proof the project is complete and paid for in full.
 - a. The required supporting documentation is determined by whether the work was completed by a Contractor Bid or completed by Force Account Work. See breakdown below.

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

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 - Underrun Invoice

If the project has a cost underrun and the local owes INDOT, the District Program Director will send the local an invoice via email attachment for the local's repayment. The local must be prepared to pay back any underruns to INDOT within 30 days of being invoiced by INDOT.

1. Do not send checks/payments to your District Program Director for under-runs.
2. INDOT will not accept payment unless the local has been invoiced by INDOT.

Once the local has paid their invoice for the project, INDOT will then send the '[LPA a Receipt of Project Close Out and Repayment to LPA](#)' letter.

Project Closeout - Receipt of Project Close Out and Repayment to Local

Your CCMG project is officially closed out when INDOT sends the local a '[Receipt of Project Close Out and Repayment](#)' letter via email confirming that the local has submitted all required documentation, that the close out documentation has been reviewed by INDOT, and that any underrun invoices have been paid by the local.

This letter also signifies the local is eligible for future calls, as long as the local does not still have outstanding close outs on other projects older than two years old.

Reference CCMG Guidance Document section [Project Closeout - Project Closeout Deadline Chart](#).

Project Closeout - Project Closeout Deadline Chart

In order for a local government to be eligible to receive CCMG funds for an open CCMG Call for Projects, the local 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>Deadline</u>
2023-1	2021-1 and all calls prior	December 1, 2022	December 31, 2022
2023-2	2021-2 and all calls prior	June 1, 2023	June 30, 2023
2024-1	2022-1 and all calls prior	December 1, 2023	December 31, 2023
2024-2	2022-2 and all calls prior	June 1, 2024	June 30, 2024
2025-1	2023-1 and all calls prior	December 1, 2024	December 31, 2024
2025-2	2023-2 and all calls prior	June 1, 2025	June 30, 2025

If your local government owes INDOT CCMG funds from any of these past call years, those outstanding funds must be paid back to INDOT prior to the opening date of any new CCMG call to be eligible for CCMG funds.

Project Closeout - Fatal Flaws

The District Program Director will send a detailed email to the local if fatal flaws are found in or missing from the required closeout documentation submitted. Fatal flaws include:

1. Local does not submit all required close out 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 underrun.
4. Local does not meet all project close out guidelines and deadlines.
5. Local is in violation of Indiana Code 36-1-12-3 - Force Account projects total project cost is over \$250,000.00.

Important: If the local does not re-submit corrected or missing documents, the project will not be officially closed out and the local could delay their eligibility for future calls.

Resource - LPA Website

Locals can always refer to our training material located on the Local Public Agency Programs website.

Click Community Crossings Matching Grant > Click on CCMG Resources: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/>

Resource - Gov Delivery

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

Locals can subscribe to Gov Delivery with 8 Easy Steps by going to: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/>

Resource - Who is my District Local Program Director?

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

Crawfordsville	Federal-Aid Program Director	Susie Kemp	765-361-5228	skemp@indot.in.gov
	CCMG Program Director	Tessia Salsman	812-524-3969	tsalsman@indot.in.gov
Ft. Wayne	Federal-Aid Program Director	David Armstrong	260-969-8277	darmstrong@indot.in.gov
	CCMG Program Director	Daniel Heflin	260-399-7342	dHeflin@indot.in.gov
Greenfield	Federal-Aid Program Director	Kelcie Bishop	317-232-3038	kebishop@indot.in.gov
	CCMG Program Director	Erin Sutton	317-467-3440	erisutton@indot.in.gov
LaPorte	Federal-Aid Program Director	Breanne Freese	219-325-7493	bfreese@indot.in.gov
	CCMG Program Director	Marcia Blansett	219-325-7564	mblansett@indot.in.gov
Seymour	Federal-Aid Program Director	Brandi Fischvogt	812-524-3961	bfischvogt@indot.in.gov
	CCMG Program Director	Pamela Rees	812-524-3771	prees1@indot.in.gov
Vincennes	Federal-Aid Program Director	Brandi Mischler	812-895-7389	bmischler@indot.in.gov
	CCMG Program Director	Shawn Benner	812-895-7315	sbenner1@indot.in.gov

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