

**Revision 8 (6/26/19)**

12-3.04

Added 3 sentences to the end of the last red asterick in the section. Sentences added are "Further, the ERC must notify the MPO at the onset of an Advice of Change and receive a determination from the MPO indicating whether or not the MPO will fund the Advice of Change. Additionally, this determination will be provided to INDOT Finance so that INDOT Finance can place proper funding on the Advice of Change. It is the LPA Consultant's responsibility to keep the LPA's ERC promptly notified of both the Change Orders and the Advice of Changes."

**Revision 7 (11/9/18)**

Table of Contents

Revised bookmarks and hyperlinks where needed.

1-1.02(3)

Added Section to outline responsibilities of the LPA Bridge Inspection and Border Bridge Program Manager.

1-1.04(1)

Section revised to update procedures for ERC Certification.

7-8.0

Removed 2nd part of Section regarding Proprietary Materials beginning with the sentence "All proprietary materials must be certified by the State or have a Public Interest Finding approved by the State. If your request for proprietary materials use is rejected or is not approved prior to contract letting, federal funds cannot be used to pay for the materials. The project will not be allowed to proceed to letting with non-approved proprietary materials specified".

13-1.01

Added Section named INDOT Responsibilites to outline the responsibilities of the LPA Bridge Inspection and Border Bridge Program Manager.

2nd paragraph - Replaced the words "lump sum" with the words "not-to-exceed."

Last paragraph of Section - replaced the words "District Local Program Director" with "INDOT LPA Bridge Inspection and Border Bridge Program Manager."

13-3.01

3rd paragraph - Removed "In general, most bridges are inspected every 2 years. However, some bridges may be on a shorter inspection cycle depending on various factors such as bridge type, load rating, previous inspections and/or deterioration."

2nd paragraph - Replaced the words "lump sum" with the words "not-to-exceed."

13-3.02

1st paragraph, 2nd sentence and last sentence - Revised the words "District Local Program Director" to "Central Office Local Program Director."

Red outlined box - Revised to read "~~Before beginning Phase II of the Bridge Inspection work~~, The ERC is responsible for contacting the **Central Office District Local Program Director** and **the Local Bridge Inspection and Border Bridge Program Manager** to inform them they will be beginning work on **each** Phase # of the inspections and ask that the funds be requested for **said** Phase #. If any work is completed prior to INDOT's written Notice to Proceed (NTP for **said** Phase I ~~or Phase II~~, the work will not be eligible for reimbursement. NTP for **said** Phase # will not be given by INDOT until the INDOT-LPA Contract has been executed by the Attorney General's Office and the funds are authorized in the FMIS."

13-4.0

Added 1st paragraph reading "INDOT, with concurrence from the Federal Highway Administration (FHWA), has established a Compliance Month for every LPA. This compliance month is the month that bridge inspections are to be performed by the LPA."

4th paragraph - Revised read "This letter shall be submitted to the **LPA Bridge Inspection and Border Bridge Program Manager** ~~District Local Program Director~~ with a "cc" to the ~~Bridge Inspection Manager~~ **Central Office Local Program Director** as soon as the LPA knows there is a potential scheduling problem and within 30 days beyond the originally scheduled due date."

	Last paragraph - Revised to read "When a bridge is replaced, <b>or when preservation work occurs, the bridge must be inspected in accordance with the INDOT Bridge Inspection Manual.</b> <del>It must be inspected within 90 days after construction has held the final inspection of the project."</del>
13-5.03	3rd paragraph - Revised to read "The necessity to post a structure will cause the bridge inspector to notify the ERC, <del>and</del> the Bridge Inspection Program Manager and <b>the LPA Bridge Inspection and Border Bridge Program Manager</b> of the critical finding. This event will be recorded and monitored until the critical finding can be closed out by proper actions being taken. For additional information regarding critical findings see Part 1-4.02 of the INDOT Bridge Inspection Manual."
13-5.04	1st paragraph - Added "and the LPA Bridge Inspection and Border Bridge Program Manager."
13-7.0	Last bullet point - Revised to read "Work began prior to NTP from INDOT for <b>any Phase I or Phase II.</b> "
Appendix A: Contacts	Deleted Appendix A due to Contacts being outdated and changing frequently.
Appendix B: Glossary	Renamed to Appendix A: Glossary..
Appendix C: LPA Invoice Voucher Instructions	Renamed to Appendix B: LPA Invoice Voucher Instructions.
	Now Appendix B, Bullet point 3 - Revised wording that all County Bridge Inspection and Inventory Program projects be submitted electronically to Centralofficeinvoices@indot.in.gov and not Greenfieldinvoices@indot.in.gov.
	Now Appendix B, LPA Invoice Voucher Completion Instructions, 2 - NOTE was rewritten to say that all claims for Countywide Bridge Inspection and Inventory Program programs must be sent electronically to Central Office Program Coordinator at centralofficeinvoices@indot.in.gov now and not Greenfieldinvoices@indot.in.gov.
Appendix D: Documentation Requirements	Renamed to Appendix C: Documentation Requirements.
<b>Revision 6 (9/27/17)</b>	
3-1.05	Added the following sentence as the next to last paragraph of Section - "When funding changes occur during the life of the project, it is the responsibility of the LPA to notify the MPO to have the TIP amended."
5-3.0	Removed Sections 5-3.01 and 5-3.02 and replaced with a statement referencing readers to the LPA Professional Services Administration Manual.
<b>Revision 5 (12/21/16)</b>	
5-5.03 (5)	Replaced the words "INDOT highly recommends that the LPA follow the INDOT Profit Matrix as a guide to determine the reasonableness of profit rates. The Matrix takes into consideration such things as project complexity and duration" with the sentence "INDOT Profit Matrix is not a requirement." At the end of 3rd sentence, added "for review and use by the LPA if so desired."
<b>Revision 4 (11/1/16)</b>	
Chapter Five	Added requirement for detailed cost estimate prior to Request for Proposals.
	Appendix C - Page 1: Added bullet point 3 with table with email addresses of mailboxes for each District to submit claims to, as well as the note below table about which District to send the bridge inspection LPA Invoice Vouchers to.
	Appendix C - Page 1: Added 6th bullet point with statement of ERC responsibility to complete the LPA Invoice Voucher.

Appendix C	Appendix C - Page 3: Under *Mileage Records/Log must identify: section, added (Odometer readings) behind the Beginning and Ending miles of the 5th bullet point.
	Appendix C - Page 4: Added the text "The LPA ERC's are responsible for completing the LPA Invoice Voucher." as the first item in the red box at the top of the page.
	Appendix C - Page 4: Added sentence "Keep in mind that the claims must be submitted electronically to each District email inbox address as shown on page 1 of these instructions."
	Appendix C - Page 4: Added the sentence "This is the digit number on the PO proceeded by zeros." at the end of no. 5.
	Appendix C - Page 4: Added sentence "One reference number per line, DO NOT combine invoices or parcels." at the end of no. 6.
	Appendix C - Page 6: Added sentence "If this is Claim 1, leave blank." at the end of no. 21.

### Revision 3 (6/28/16)

Appendix A	Updated several contacts and contact information.
Appendix C	LPA Invoice Voucher instructions revised to coincide with the new LPA Invoice Voucher (SF 52663 (R2 / 6-16) approved by the State Board of Accounts and the Auditor's Office in June, 2016.

### Revision 2 (7/31/15)

1-1.04 (2)	Rewording of information in the red box directly under the Section title - Replaced "If an LPA ERC's certification has expired, all work must stop on the project and the funding and federal funds will be frozen until the ERC is recertified." with "If an ERC's certification has lapsed, the LPA may continue work on any phase of a project as long as there is an active Purchase Order. Any work on that phase will not be reimbursable until the LPA has a recertified ERC. If the LPA has completed work on a phase and is ready to begin the next phase, funds will not be requested until the LPA has a certified ERC. This includes the Construction phase."
2-2.03	Section added regarding the Emergency Relief Program.
2-2.04	Project Funding Section renumbered from 2-2.03 to 2-2.04 due to addition of Emergency Relief Program section.
2-2.03 (1)	Section added regarding 2 CFR 200.
3-3.0 (1)	Section added regarding audit responsibilities of the LPA.
4-8.0	Replaced name of Roles and Responsibilities Manual with the proper name of "Planning Roles, Responsibilities, & Cooperative Operation Manual" and added a link to the website.
7-11.0	<p>Added information under 1st red asterick in Section -</p> <p>In accordance with Design Memorandum 15-08, the title sheet for an LPA set of plans submitted with the Final Tracings Submission must include the following signatures:</p> <ul style="list-style-type: none"> <li>• The LPA's board or administrative body. The minimum number of signatures is that which represents a quorum. The LPA's fiduciary representative may sign in lieu of the board members or administrative body.</li> <li>• The LPA's ERC.</li> </ul> <p>The person's name and title should be printed below the signature. The respective signatures must be obtained prior to the Final Tracings submittal. Questions should be directed to the appropriate INDOT LPA Project Manager.</p>
Chapter Nine: Right-of-Way	Addition of text in red box that reads "If an ERC's certification has lapsed prior to the Right-of-Way phase, work cannot begin and funds cannot be requested until the LPA has a certified ERC."

10-1.0	Rewording of information in the first red box under Section 10-1.0 - replaced "The LPA must have a certified ERC in order for the project to be advanced to Letting. If the LPA ERC's certification has expired, all work must stop on the project and the funding and federal funds will be frozen until the ERC is recertified." with "If an ERC's certification has lapsed prior to the Letting phase, the project will not be advanced to Letting until the LPA has a certified ERC. "
11-2.01	Revised first sentence under Section from "Review of all project shop drawings will be the responsibility of the LPA and their Designer." to "Review of all project shop drawings will be the responsibility of the LPA. The LPA can make arrangements with their designer to perform shop drawing review, but the overall responsibility is the LPA's."
11-2.07	Removed fifth paragraph above red box stating "The amount of federal funds remaining after construction award may be utilized for other eligible costs throughout the life of the project." and replaced with "Please see Section 12-3.05 of this Document in regard to leftover federal funds after project letting."
Appendix A	Updated several contacts and contact information.
Appendix C	Rewording of first sentence in first red box - Replaced "The FHWA states that federal funds are "reimbursement funds" and the LPA is required to pay their Consultant first before submitting a LPA Invoice-Voucher to the INDOT District for reimbursement." with "The FHWA states that federal funds are "reimbursement funds." It is INDOT's policy that the LPA is required to pay their Consultant first before submitting a LPA Invoice-Voucher to the INDOT District for reimbursement."
Table of Contents	Added an item under Chapter 2: Project Selection for Section 2-2.03 (1) and linked it to the Section.
Table of Contents	Added an item under Chapter 3: Project Programming for Section 3-3.0 (1) and linked it to the Section.
<b>Revision 1 (4/21/15)</b>	
1-1.03 (1)	Removal of bullet point 1 which read "The ERC must be a full-time employee of the LPA."
1-1.03 (1)	Removal of bullet point 6 which read "The ERC may not be an elected or appointed official."
1-1.04 (2)	Addition of information in red box directly under Section title stating "If an LPA ERC's certification has expired, all work must stop on the project and the funding and federal funds will be frozen until the ERC is recertified."
7-11.0	End of second full paragraph – revised Chapter 103 (Chapter 14 Figure 1-C) to Chapter 103 (Chapter 14 Figure 14-C).
7-11.0	Fifth full paragraph – revised an abbreviation of CDP to CPD. Letters transposed prior to posting of website in February 2015.
10-1-.0	Addition of information in red box stating "The LPA must have a certified ERC in order for the project to be advanced to Letting. If the LPA ERC's certification has expired, all work must stop on the project and the funding and federal funds will be frozen until the ERC is recertified."
Appendix A	Updated several contacts and contact information.