

## **Reimbursement Request for Federally Funded Projects**

### **For Engineering & Railroad:**

When federal funds are being used to pay a consultant for railroad, engineering (Preliminary, Design or Construction Engineering Oversight), those funds are initially the responsibility of the local agency to be paid out to the engineering firm. So the cash flow required is basically the entire amount. Through invoicing, the local agency is reimbursed the federal participation at the appropriate rate (70%, 80%, etc.) up to the amount of the maximum federal participation. The invoicing process is listed below along with the process for confirming payments to the project.

### **For Construction:**

Again, the local roads agreement is required. For construction costs, when a project is on a State letting, the initial cost is paid by the State to the contractor and the local agency is then invoiced/billed for their participation. Therefore the cash flow applies to the local match (20%, 30%, etc.) and any non-participating items (basically the total amount of the construction less the Federal participation).

### **Invoicing Process:**

As specified in the Department's Local Agency Agreement every request for reimbursement from the State should be accompanied by supporting documentation as required by the agreement. This documentation includes, but may not be limited to, the following:

- ✓ **Invoice (BLR 05620)**  
<http://www.idot.illinois.gov/home/resources/Forms-Folder/>  
Please ensure the time charged is for the service date(s) shown on the Invoice, and within the period of the obligated funds.
- ✓ **Verification of Payment**
  - Please include a copy of the cancelled check(s) paid to the recipient (or a copy of the associated bank ledger reflecting the payment(s)); and/or
  - A letter from the recipient confirming payment was received for the service(s) rendered.
- ✓ **Vendor Invoices from the Prime and Sub-Consultants**  
<http://www.idot.illinois.gov/home/resources/Forms-Folder/>  
The Cost Plus Fixed Fee Invoice (BLR 05621) was created in an effort to expedite the processing of payment requests; however, similar documentation may be submitted as long as all the provisions of the aforementioned form are included. Please note this document should include the calculation of Direct Salary based on the Approved Overhead Rate and Fixed Fee.
- ✓ **Progress Report**  
Please reference the Cost Plus Fixed Fee Invoice (BLR 05621) for further information/clarification.
- ✓ **Direct Salary Documentation**  
The Accountant's Report should include a listing of employees with names by classification; time spent by each employee on the project for the Invoice Service Period; and the hourly rate of the employee(s) approved in the Engineering Agreement. The Hourly Rate should be the employee's base rate rather than overhead plus burden.
- ✓ **Certified Time Sheets**  
Should be signed by the employee and project manager.
- ✓ **Direct Cost Summary Worksheets**  
Be sure to include vendor invoices and receipts.

We encourage electronic submission of the reimbursement requests, although we will continue to accept hardcopies. An electronic copy of the form should be submitted to the following email address: [DOT.D1.BLRS@illinois.gov](mailto:DOT.D1.BLRS@illinois.gov).

Duplicate copies of the documents should be sent to the address below for review and submit processing:

Or via mail to:  
Federal Aid Program Technician  
Bureau of Local Roads and Streets  
Illinois Department of Transportation  
201 West Center Court  
Schaumburg, Illinois 60196-1096