



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

July 2, 2007

CIRCULAR LETTER 2007-09

ELIGIBLE FUNDS FOR BRIDGE INSPECTIONS AND BRIDGE INSPECTION TRAINING

COUNTY ENGINEERS/SUPERINTENDENT OF HIGHWAYS
METROPOLITAN PLANNING ORGANIZATIONS - DIRECTORS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS
CONSULTING ENGINEERS

The following table summarizes the state and federal funding sources that may be used for both bridge inspections and the associated bridge inspection training requirements:

Funding Source	Bridge Inspections*	Training, Training Material & Travel
Highway Bridge Program (Federal)	Yes (80%)	Yes (100%)
Surface Transportation Program (Federal)	Yes (80%)	Yes (100%)
Motor Fuel Tax Fund (State)	Yes (100%)	No
Township Bridge Program (State)	No	No
Local Funds	Yes (100%)	Yes (100%)

*Bridge Inspections include NBIS routine, underwater, fracture critical, special, and/or damage.

In order to receive federal reimbursement for bridge inspections, form BLR 05612 (Request for Construction Engineering Services Performed by Local Forces) and form BLR 05310 (Local Agency Agreement for Federal Participation) should be completed and sent to the Illinois Department of Transportation's (IDOT) district office for approval prior to the inspection activities. The IDOT district Bureau of Local Roads will ensure the project is established in the MFT mainframe and added to the Annual Highway Improvement Program. Upon completion of the bridge inspections by the local agency, an invoice should be sent to the IDOT district office for reimbursement of expenses to the local agency.

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In order to receive federal reimbursement for training, material and travel expenses, a certificate of training completion and documentation of travel expenditures shall be completed and sent to the respective IDOT district office. Documentation should include receipts for all expenses except fuel and meals, which are reimbursed per mile and per diem, respectively. Travel expenses will be limited to federal reimbursement rates in effect at the time and location of the training. An example travel invoice form is attached. Current federal travel rates may be found at <http://www.gsa.gov>.

The IDOT district Bureau of Local Roads will ensure the project is established in the MFT mainframe and added to the Annual Highway Improvement Program. The local agency section designation should be assigned with a section type of "TR" at the end of the section number (i.e., 07-00132-00-TR). The MFT mainframe will utilize "training" as the section description, street name, and remark. The department's Program Planning System (PPS) will utilize code 845 "Training" as the improvement type, and will have the comment in the description field, "100% federal funds for training."

Questions should be directed to your district Local Roads Engineer.

Sincerely,

A handwritten signature in black ink that reads "Charles J. Ingersoll". The signature is written in a cursive, flowing style.

Charles J. Ingersoll, P.E.
Engineer of Local Roads and Streets

Attachment

