

Reimbursement Request for ICC/GCPF Funded Projects

The reimbursement request for Illinois Commerce Commission/Grade Crossing Protection Fund requires the documentation listed below:

- A simple letter asking for ICC/GCPF reimbursement. Each Reimbursement Request shall include the Commission Order's docket number, the Order date, the project completion date as noted in the Order, crossing information (inventory number and railroad milepost), type of improvement, and the name, title, mailing address, phone number, facsimile number, and electronic mailing address of the Local Agency Project Manager.
- A completed Invoice (BLR 05620). This form may be obtained from our Web site at: <http://www.dot.state.il.us/Forms/BLR%2005620.doc>.
- A copy of award letter to Contractor. The award letter should be on Local Agency letterhead and include Project information, Contractor Name & awarded amount, pay estimate.
- All bills shall be submitted no later than twelve (**12**) months from the completion date specified in the Commission Order approving the Agreement. The final bill for expenditures from each party shall be clearly marked "**Final Bill**".

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.

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