

## Agreement Process for State Funded Projects

State funded project and shall follow Motor Fuel Tax procedures. State funds can be combined with a federal fund source in this case federal procedures will govern.

### Agreement Process

A Project Program Information (PPI) form needs to be processed to initiate an Agreement. Please be sure to obtain the current version of the Project Program Information (PPI) form from the IDOT website <http://www.idot.illinois.gov/home/resources/Forms-Folder/d>.

Contact District Bureau of Local Roads and Streets Field Engineers to have a MFT Section Number assigned to the project and schedule a kick-off meeting.

Field Engineers are as follows:

- Zubair Haider at 847-705-4206 for City of Chicago; Cook County Highways projects
- Alex Househ at 847-705-4410 for North Shore Cook County; Northwest Cook County; Lake; McHenry projects
- Kevin Stallworth at 847-705-4169 for Southwest Cook County; South Cook County; Will projects
- Marilyn Solomon at 847-705-4407 for North Central Cook County; Central Cook County; DuPage; Kane/Kendall projects.

The Planning Liaison should be contacted to coordinate processing of the Project Program Information Form. The Project Program Information Form must be reviewed by and submitted to IDOT via email to DOT.D1.BLRS@illinois.gov by the appropriate Planning Liaison for all state and federally funded projects (including: STATE, STP/STU, CMAQ (STA), ITEP (STE), Bridge (BRP), HPP/Demo, ARRA, ARRA Enhancement {ARE or EnRA} and SR2S) except for Township Bridge, STR and Railroad Safety programs) who will copy the sponsor upon submittal to IDOT.

### Agreements

Draft Local Agency Agreement for State funding will utilize the following forms:

- BLR 05320 – Economic Development Program (EDP)
- BLR 05321 – Truck Access Route Program (TARP)
- BLR 05322 – Economic Development Program/Truck Access Route Program (EDP/TARP)
- BLR 05323 – Local Agency State Agreement

Please note: The corresponding MFT Engineering Agreement will also need to be submitted for engineering services.

The draft Local Agency State Agreement should be submitted after the PPI form is returned approved. The corresponding MFT Engineering Agreement should be forwarded to the Local Roads and Streets Field Engineering for your area listed above. Agreement form is available on the IDOT website at the following link under the Local Roads and Streets:

<http://www.idot.illinois.gov/home/resources/Forms-Folder/l>. The draft Agreement should be submitted for review via email to [DOT.D1.BLRS@illinois.gov](mailto:DOT.D1.BLRS@illinois.gov).

Please Note: The second check box under "Method of Payment" should be used for State funded projects. The progressive payment option (third box) may also be used at the request of the local agency and approval of the district. Preliminary Engineering may be included on the same agreement with Construction and Construction Engineering.

### Letting Process

Projects are locally let per Motor Fuel Tax procedures and will be coordinated with the Local Roads and Streets Field Engineering.