



# Illinois Department of Transportation

Office of Highways Project Implementation / Bureau of Local Roads & Streets  
2300 South Dirksen Parkway / Room 205 / Springfield, Illinois / 62764

March 28, 2022

## CIRCULAR LETTER 2022-09

### JOINT FUNDING AGREEMENT FORMS (BLR 5310 and BLR 5311) & POLICY UPDATES

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS / MUNICIPAL ENGINEERS / DIRECTORS OF PUBLIC WORKS / MAYORS / METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS / TOWNSHIP HIGHWAY COMMISSIONERS / CONSULTING ENGINEERS

#### **PURPOSE & POLICY:**

The purpose of this Circular Letter is to inform our Local Public Agencies (LPAs) and industry partners of updates and revisions to the Joint Funding Agreement forms. Modifications to the current forms, BLR 05310 – Local Public Agency Agreement for Federal Participation, and BLR 05311 – Local Public Agency Amendment are required to satisfy recent issues with external agencies, internal policies, and to continue steps to enhance the agreement process to be more efficient.

#### **NEW/SPLIT & REVISED FORMS:**

In an effort to commence streamlining the approval of the Joint Funding Agreements, the BLR 05310 Form has been split into 2 (two) forms, aligned better with the standard Department phases of work. In addition, the BLR 05311 Form has been updated to reflect recent improvements in the accounting and reconciliation processes. The revisions are summarized as follow:

- **BLR 05310C – Joint Funding Agreement for State-Let Construction Work:**

This Form was developed and dedicated for State-Let construction projects. In addition, ancillary work associated with the project construction such as: construction engineering; utility work; and rail force account; will continue to be included on this Form.

The revised BLR 05310C Form can be found at:

[https://idot.illinois.gov/Assets/uploads/files/IDOT-Forms/BLR/BLR\\_05310C.pdf](https://idot.illinois.gov/Assets/uploads/files/IDOT-Forms/BLR/BLR_05310C.pdf)

Importantly, additional changes/revisions, policies, and requirements of the revised BLR 5310C are as follows:

- This Form now makes **mandatory** that the LPA submit with the Form their Resolution Letter, which appropriates the local share of the project costs and authorizes the local signatory.

- To aid in this requirement, and to assure the Resolution Letter is accounted for, a pre-formatted resolution is provided in the Form as a part of the agreement.
- For clarity, the LPA **must** submit **both** the locally executed joint funding agreement and the Resolution at the same time.
- The date of the Resolution Letter **must** be the same date, or an earlier date than that indicated on locally executed joint agreement.
- For clarity, the LPA may either use the provided Resolution Letter samples or with a Resolution that utilizes the LPA's standard format. If a local Resolution is used, it must contain the local appropriation and signature authority language.

- **BLR 05310PE – Joint Funding Agreement – PE & ROW for State-Let Construction Projects**

This Form was developed for pre-construction activities such as preliminary engineering, design engineering, and land acquisition where the resulting construction contract will be placed on a State-Letting.

The revised BLR 05310PE Form can be found at:

<https://idot.illinois.gov/Assets/uploads/files/IDOT-Forms/BLR/BLR05310PE.pdf>

Importantly, it will now be the policy of the District and Central Office that the Engineering Agreement **must be submitted at the same time** as that of the BLR 05310PE. This policy will assist greatly in both the synchronization and expedience of reviews and the execution of agreements.

- **BLR 05311 – Local Public Agency Amendment**

This Form was revised to modified in the instances where the original Joint Agreement, may require a change or Amendment.

The revised BLR 05311 Form can be found at:

<https://idot.illinois.gov/Assets/uploads/files/IDOT-Forms/BLR/BLR%2005311.pdf>

Importantly, the changes/revisions, policies, and requirements of the revised BLR 5311 are as follows:

- A "Reason for modification of original Agreement" field has been added to capture the justification and rationale of the Amendment for the record.
- The Division of Cost Table has been modified and expanded to now include three key criteria:
  - ✓ the Original Division of Cost
  - ✓ the Amendment Cost
  - ✓ the Cumulative Division of Cost

March 28, 2022

**EFFECTIVE DATE, TRANSITION PERIOD, AND MANDATORY DATE**

To allow Local Public Agencies a transition period to adjust their local approval agendas and board/council meetings, the following dates shall apply:

- **Effective Date:** The use and implementation of the revised forms became effective on March 1, 2022. Please note that the revised Forms have already been posted on the IDOT website.
- **Transition Period:** For any Agreement or Amendment that currently been approved for local execution, the existing form may still be used. Please note that for Agreement or Amendment reviews currently in the Draft stage, the new versions of Agreement or Amendment must be used.
- **Mandatory Date:** After May 16, 2022, all Joint Funding Agreements and Amendments will be required to be executed on the new forms.

**ADDITIONAL RESOURCES:**

For a general location of all Department Local Roads Forms, including those mentioned above, can be accessed at the following location on the Department's website, within the Local Roads "tab":

<https://idot.illinois.gov/home/resources/Forms-Folder/>

Please note that all Drafts of Agreements and Amendments will continue to be coordinated through and with the District Local Roads units.

If you have any questions regarding this circular letter, please contact Greg Lupton, Local Project Implementation Engineer at (217) 785-1670 or at [greg.lupton@illinois.gov](mailto:greg.lupton@illinois.gov)

Sincerely,



George A. Tapas, P.E., S.E.  
Engineer of Local Roads and Streets

cc: Rick Johnson, Illinois Association of County Engineers  
Brad Cole, Illinois Municipal League  
Jerry Crabtree, Township Officials of Illinois  
Donald Goad, Township Highway Commissioners of Illinois