



# Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

May 7, 2018

## CIRCULAR LETTER 2018-08

### LOCAL ROADS PROJECT FUNDING TRACKING TOOL

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

On July 1, 2018 the Department will implement a local roads project funding tracking tool that will assist in tracking and enforcing project timelines to ensure projects are being accomplished in a timely manner. The following information will be tracked; invoicing, state obligation end dates and job completion documents.

**Invoicing:** The local roads project funding tracking tool will monitor the invoicing of all executed agreements. Once the agreement is executed and funding obligated, an invoice must be submitted to the Department within the first 6 months and every 6-9 months thereafter. This is a requirement in the language of all locally executed agreements. The Department will be tracking, on a quarterly basis, all open state obligations for regular invoicing. Failure to submit timely invoices to the department could result in loss of funding by the Department de-obligating funding of the local public agency project. It is imperative, prior to July 1, 2018, that all local public agencies review all open projects for immediate voucher submittals or if it is deemed that a project will not be moving forward submit a request to the department to de-obligate the funds.

**State Obligation End Dates:** The local roads project funding tracking tool will monitor each agreement to ensure the obligation end date remains current. If at any time the project cannot be completed before the obligation end date then an amendment must be executed and submitted to the department to extend the obligation end date. Failure to extend the obligation end date timely could result in loss of funds.

**Job Completion Documents:** The local roads project funding tracking tool will monitor the job completion notices for final de-obligation to the project. The executed agreement has language in it that requires all final documentation to be submitted within twelve months of completion. If job completion notices are not submitted within this time frame any remaining funds on this contract are subject to de-obligation.

Accountability and proper project management by the local public agency will be essential to ensure projects are accomplished according to the requirements stated in the executed agreements and for funding to remain secure.

The district offices will keep in contact with their local public agencies to ensure timelines are followed and projects are accomplished.

If you have any questions regarding this circular letter, please contact the district local roads engineers in your respective districts.

Sincerely,



Maureen E. Kastl, P.E.  
Engineer of Local Roads and Streets

cc: David Marth, Illinois Association of County Engineers  
Greg Willis, Illinois Municipal League