**2024-2 Community Crossings Matching Grant Program**

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| **INDOT has created a *Local Road and Bridge CCMG Guidance Document for Local Public Agencies*. Please use the following links to the new** [**CCMG Guidance Document**](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources) **and to a new presentation on how to** [**Access and Complete the CCMG Application Process**](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources)**.** |

Launched in 2016, the Community Crossings Matching Grant Program provides funding to cities, towns, and counties across Indiana to make improvements to local roads and bridges.

Community Crossings is a partnership between INDOT and Hoosier communities, both urban and rural, to invest in infrastructure projects that catalyze economic development, create jobs, and strengthen local transportation networks.

Projects that are eligible for funding through Community Crossings include road and bridge preservation projects with Americans with Disabilities Act (ADA) compliance in connection with these projects. Material costs for chip sealing and crack filling operations are also eligible for funding.

Community Crossings is open to all local government units in the State of Indiana. Match percentages are:

* Cities and towns with a population of fewer than 10,000 will receive funds using a 75/25% match.
* Cities and towns with a population of greater than 10,000 will receive funds using a 50/50% match.
* Counties with a population of fewer than 50,000 people will receive funds using a 75/25% match.
* Counties with a population of greater than 50,000 people will receive funds using a 50/50% match.

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| **INDOT caps the award amount at $1.5 million dollars per local government for the 2024 calendar year. This increased cap award amount is per the CCMG Pilot Program for the 2024 calendar year only.** |

**FREQUENTLY ASKED QUESTIONS**

# Who is eligible to apply?

All Indiana city, town, and county governments.

# When can I apply?

2024-2 call for projects will begin at 8:00 am Eastern Daylight Savings Time, Monday, July 1, 2024.

# When is the deadline to submit applications?

2024-2 call deadline is Wednesday, July 31, 2024, at 5 PM Eastern Daylight Savings Time.

At 5:00 pm Eastern Daylight Savings Time on the closing date, the online application will stop accepting applications.

# When will grant awards be announced?

Grant awards will be announced in our newsletter and posted on the INDOT’s LPA website under CCMG.

* January call announcement in late March / early April.
* July call announcement in late September / early October.

# What are the program requirements?

All local government units must have a current approved Asset Management Plan and provide a funding match.

# What projects or types of services are eligible?

1. Road and bridge projects submitted must be included and a part of the local government’s complete asset management plan.
2. Local road and bridge preservation type projects.
3. Existing ADA ramp work is required when doing a minimum of a mill and overlay, regardless of the work type.
   1. Milling and overlaying is the process of grinding asphalt with a milling machine, removing the debris, and installing new asphalt.
   2. The overlay must be a minimum of 1 ½ inches.
4. Existing ADA sidewalks are eligible for rehabilitation if included in a road project that is getting a minimum of a 1 ½ inch mill and overlay. No standalone sidewalk projects are eligible.
5. Drainage work that is associated with a specific road project is eligible along with pipe replacements to correct drainage.
   1. Water line and sanitary sewer line separation projects are not eligible.
6. Gravel Roads – converting a gravel road to a hard surface road.
   1. Separate application is required for converting a gravel road to an asphalt / concrete surface road.
   2. On application under Work Type = Other Type Project (Miscellaneous)
   3. On application under Detailed Project Scope field = Must have a detailed scope, not just a list of locations.
7. Local Governments that perform their own work (force account), such as chip sealing and crack sealing can receive funds for the materials only.
   1. There is a maximum amount these projects can cost (including materials and labor even though labor is not eligible for funding). Total maximum cost allowance: $250,000.00.

# What projects or types of services are not eligible?

1. Preliminary engineering, land purchasing (right-of-way), utility relocation.
2. Construction inspection.
3. Locals will not be eligible to apply for funding if past awarded CCMG projects older than two years old are not closed out by the Project Closeout deadline.
4. Labor or equipment costs for governments that perform their own force account work with a total project cost of over $250,000.00.
5. Railroad crossing upgrades.
6. Water line and sanitary sewer line replacements, or sewer separation projects.
7. Standalone curb and gutter projects.
8. Any project that has approved federal funding. Locals cannot combine any federal transportation dollars with CCMG dollars.
9. New roads are not eligible. The road you are applying for must be listed in the locals Asset Management Plan.
10. New roundabouts are not eligible unless there is a history of personal injury and fatalities, safety driven project.
11. Roads that are not in the local’s certified road mileage and Asset Management Plan.
12. Parking lots and private roads.
13. Standalone sidewalk replacements or new installations.
14. Trails / Bike paths.
15. Projects that combine Force Account and Bidding.
16. Enhancement-type work, including:
    1. Streetlights
    2. Street informational signs
    3. Decorative pavers
    4. Trees and plants
    5. Trash receptacles
    6. Gateway aesthetics
17. Any change orders to the bid are not eligible for CCMG funds.

# Can grant funding be used for preliminary engineering, right of way, railroad/utility cost or inspection?

No, the Community Crossings grant program is for **CONSTRUCTION ONLY**. Maintenance of traffic is a part of construction. We do not participate in contingency fees on contractor contracts.

# Do federal and state laws apply to any phase of the project?

Yes, all federal and state laws are applicable. Permitting (INDOT, DNR, IDEM, Corp of Army Engineers, etc.), the Americans with Disabilities Act, historic preservation laws must still be followed.

**VERY IMPORTANT State Laws that apply.**

* I.C. 36-1-12 (Public Works Projects)
* I.C. 8-23-10 (Qualifications of Bidders for Contracts)
* I.C. 5-16-13 (Requirements for Contractors on Public Works Projects)
* Look up Indiana Code at General Assembly website: [http://iga.in.gov](http://iga.in.gov/)
* Indiana State Law Procurement PowerPoint Presentation is located on INDOT’s website under the Local Public Program Section

# If my CCMG Project crosses a state highway, do I need to get a permit?

Yes, if your CCMG Project crosses a state highway it will require a permit. Any work performed within The State of Indiana’s right of way must be permitted.

# Can a Local Government do their own work in-house (Force Accounts)?

Yes, however, all state laws must be followed including I.C. 36-1-12.

Force Accounts are allowed, but the total project cost may not exceed $250,000.00, which includes the labor and equipment costs along with the materials. Each application submitted for force account work cannot exceed the maximum cost allowance of $250,000.00. The Community Crossings funds will only participate in the cost of materials.

# Are already awarded contracts for road and bridge construction or bought materials eligible for CCMG?

No, projects that have already been procured, completed, or under construction (aka retroactive projects) are NOT eligible for CCMG projects.

Annual Bids are NOT acceptable. Each project awarded funds must be bid project specific.

If you apply for a project and bid that project prior to being awarded CCMG funds, that project would NOT be eligible if you have accepted a contractor bid prior to the award date. Any accepted bids after the award date are eligible for the program.

# Are the CCMG funds awarded required to be used for the project scope applied for?

Yes, CCMG matching funds awarded to local governments **must be used on the project scope applied for and awarded funding for**.

* The funds cannot be spent on additional projects.
* No changes to the projects location or scope are allowed.
* The project and scope of work applied for and awarded must be completed, or funding must be returned to INDOT.
* If funding is used on other projects, those funds must be returned to INDOT, and the local government will not be allowed to participate in the program until such funds are returned.

# Can a local government use any funding source to provide their local match?

The local government can use any money authorized for a local road or bridge project.

# Can a local government transfer funds from one account to another to use for the local match funds?

Transferring funds from one account to another is a decision that is made at the local government level and does not involve INDOT. Consult with your local government’s fiscal body, controller and/or Clerk-Treasurer if you are considering a transfer of funds.

# How much matching grant funding is available to local governments?

Awarded amounts will be determined by the amount of revenues collected through the gas tax, some vehicle fees (registrations, titles, etc.), and the supplemental Electric Vehicles / Hybrid (EV/H) fees. State law requires INDOT to allocate at least 50 percent of the total funds to local governments that fall within a county with a population of less than 50,000.

INDOT caps the award amount at $1.5 million dollars per local government for the 2024 calendar year. This increased cap award amount is per the CCMG Pilot Program for the 2024 calendar year only.

# What happens if all the grant money is not used for each call?

By law, state funds that have been appropriated for the matching grant program are dedicated to the program. If funds are left over at the end of a call for projects, the remaining funds will roll over to the next call. Remaining funds will not revert to the general fund or be reallocated for any other purpose.

# Can local governments apply with other local governments to partner on a road project that crosses multiple jurisdictions?

Yes, multiple local governments including any combination of cities, towns, and counties may apply for a matching grant to undertake a project that extends across multiple jurisdictions. The maximum amounts of the joint applications will be aggregated. Each local government is required to complete an application for their road segment(s). Within each of the applications comment sections, the scope must define the division of the work between each local government.

Additionally, each application should contain a copy of the inter-local agreement as an attachment.

# If a local government’s project is selected for CCMG funds, when will the funding be available?

The funding for the state’s portion on selected projects will be distributed to local governments once the Local Roads and Bridges Matching Grant Agreement has been fully executed and INDOT has received a Notification of Contractor Award & Funding letter with all required documentation from the LPA to prove the LPA has received an accepted contractor’s bid/material bids with your award amount. Once these two contracts / documents have been received, INDOT will issue a purchase order and transfer the funds into your local governments account.

* INDOT will not accept bid documents that are vague, incomplete, or not specific to each project that you are awarded funding. Itemized bids are required, and Annual Bids are not acceptable.

# How do I apply for CCMG funding and get enrolled in ITAP?

INDOTs CCMG application requires locals to have an INDOT Technical Application Pathway (ITAP) business account and a registered user linked to their local agency to apply for Community Crossings funds.

**Important**: Each ‘business’ andeach ‘user’ must have their own individual unique [Access Indiana](https://www.in.gov/access/) and INDOT ITAP accounts.

* **Business =** The local government agency.
* **User =** The individual employee.

**Access Indiana**

An Access Indiana account is now required for all external users to access ITAP and all applications

within ITAP.

1. Instructions to Access Indiana are on INDOT’s website under: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/itap-for-lpas/.>
2. Click [Getting Started](https://www.in.gov/access/getting-started.html) to be taken to the Access Indiana Getting Started instructions, or
3. Click on [ITAP Quick Start Guide](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/itap-for-lpas/) for instruction on ‘How to Create an Access Indiana Account,’ and
4. Click on [Access Indiana Portal](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/itap-for-lpas/) to log into an existing account.
5. If you have questions or are unsure if your agency is enrolled, contact Michael Cales at [mcales@indot.in.gov](mailto:mcales@indot.in.gov) for ITAP support.

**INDOT Technical Application Pathway (ITAP)**

To access INDOTs CCMG application locals must have an INDOT Technical Application Pathway (ITAP) business account and a registered user linked to their local agency to apply for Community Crossings funds.

Once you have an Access Indiana account, go to <https://itap.indot.in.gov> to login to ITAP. The link will

navigate to the Access Indiana login page. Once you enter an email address and password, you will

be taken to the ITAP Dashboard upon a successful sign in.

1. **If your agency has never done online business with INDOT before**, your local government will need to enroll as a New Business first.
   1. Locals will need to know their Federal Tax ID to complete enrollment.
   2. The enrollment and approval process can take up to 1 week to complete.
2. A business is the city, town, or county, not a department within that government unit.
3. If your city, town, or county has a new employee, that new employee will need to enroll as a new user.
4. Users must be a full-time employee of the local government to register.

If you have questions or are unsure if your agency is enrolled, contact Michael Cales at [mcales@indot.in.gov](mailto:mcales@indot.in.gov) for ITAP support.

# Is there documentation that is required to submit with each application?

Yes, each application must have the following required documentation submitted with each application:

* Financial Commitment Letter
  + Must submit one Financial Commitment Letter per application on your agency letterhead.
  + Must be signed (not typed) by someone who has the authority to sign on behalf of all the local.
  + If the letter is submitted without a signature and/or without the intended financial commitment amount (required by law 8-23-30-4), the application will not be eligible.
  + An example of an acceptable Financial Commitment Letter is listed on our [LPA Website](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources).
* Detailed Cost Estimate
* Must submit one itemized Detailed Cost Estimate per road segment of the application.
  + Detailed Cost Estimate means each estimate must be detailed and itemized by each road or bridge; with ‘to’ and ‘from’ points clearly defined on each roads estimate.
* One estimate for each road segment is required.
* Estimates must be clearly labeled by each road segment, with the road name and ‘to’ and ‘from’ indicated. Applications without clearly labeled road estimates will not be eligible.
* The road name with beginning and ending points indicated on the roads estimate must match the road name with beginning and ending points mapped on the application.
* Detailed and itemized means the cost per line item.
* Lump sum estimates are not eligible.
* Estimates with contingencies will not be eligible.
* An example of an acceptable Detailed Cost Estimate is listed on our [LPA Website](https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/#CCMG_Resources).
* Asset Management Plan approval letter from Indiana LTAP.
  + Only submit the approval letter page.
* Structure Inventory and Appraisal Report (SIA) is required for Bridge projects only.

# What methodology does INDOT use in decision making for a good application?

INDOTs methodology of what makes a good application is that the application includes all required documentation and meets eligibility standards. If any criteria below are not submitted / met, the application will be deemed ineligible.

1. Signed Financial Commitment Letter.
2. Detailed Cost Estimate for each mapped road segment.
3. Approved Asset Management Plan.
4. Structure Inventory and Appraisal Report (SIA) is required for Bridge projects only.

**Important**: INDOT reviews all previously awarded CCMG projects to ensure that projects older than two-years-old have been closed out.

If your local does not meet the requirements of project closeout prior to the closeout deadline, your local will be deemed ineligible for the current call and all future calls until all outstanding projects older than two-years-old are closed out.

**See the** **Project Closeout Deadline Chart below.**

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| **CCMG Call for Project Year** | **Prior Years Awarded Projects that must be Closed Out** | **Local’s Closeout Submittal Deadline Date to INDOT** | **Local’s Deadline to Pay Invoice** |
| 2024-1 | 2022-1 and all calls prior | December 1, 2023 | December 31, 2023 |
| 2024-2 | 2022-2 and all calls prior | June 1, 2024 | June 30, 2024 |
| 2025-1 | 2023-1 and all calls prior | December 1, 2024 | December 31, 2024 |
| 2025-2 | 2023-2 and all calls prior | June 1, 2025 | June 30, 2025 |
| 2026-1 | 2024-1 and all calls prior | December 1, 2025 | December 31, 2025 |
| 2026-2 | 2024-2 and all calls prior | June 1, 2026 | June 30, 2026 |

# If a local government was awarded funding in the 2016 – 2022-2 calls and has not closed-out the project, will they be eligible to submit project applications for funding in the July 2024-2 call for projects?

No, June 1, 2024, is the deadline to close out all 2016 – 2022-2 awarded projects. All 2016 – 2022-2 projects must be completely closed out before more funding is awarded to the local government for any future CCMG call for projects. If your local government owes INDOT CCMG funds from any of these years, those funds must be paid back prior to the opening date of any new CCMG call to be eligible for CCMG funds moving forward.

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| **Important**: Closed out means, if the LPA owes INDOT funds, the invoice must be paid, and that the LPA has received a 'Receipt of Project Close Out and Repayment ' letter from INDOT prior to June 30, 2024. |

# Does INDOT do a Technical Review of all applications?

Yes, INDOT conducts a technical review of all applications to determine the project benefits, purpose, quality, and need of each road segment that is submitted for funding.

1. A review and a determination are made to ensure that the Local Unit of Government is either compliant or making a good faith effort as it relates to ADA/Title 6 Compliance.
2. Reviews the work types to ensure they align with the estimates as described in the applications.
3. Reviews mapping of each project to ensure the ‘to’ and ‘from’ points align with the application, estimates, and certified road inventory.
4. Reviews estimates and pay items for each road are individual and align with the application and mapping are uploaded.
5. Reviews the bidding date to ensure is project shovel ready.

# Can a local government submit multiple projects?

Yes, local governments may submit multiple projects. Each application for road work submitted can include up to 50 different road segments. Only one bridge project can be submitted per application.

# If a local government does not have an Asset Management Plan (AMP) can that government still pursue grant funding?

No, Asset Management Plans are required by law to receive consideration for funding. HEA 1002 provides funding to LTAP to help local governments with their Asset Management Plans. All approval letters must be dated by December 1st of the preceding year to be eligible for the call in the succeeding year.

# Does INDOT need to approve my Asset Management Plan (AMP) before I apply?

No, all Asset Management Plans should be submitted to LTAP, which will work with local governments to complete and approve all AMP’s. Asset management plans must be submitted to LTAP via their Data Management System. LTAP will contact you if revisions are required to your AMP’s once it is submitted.

# How do I start putting together an Asset Management Plan (AMP)?

Contact the [Local Technical Assistance Program – Purdue University (LTAP)](https://www.purdue.edu/inltap/). LTAP will be assisting all local governments with their plans. For any assistance with your AMP or the [Data Management System](https://ltapdms.itap.purdue.edu/ltap?_ga=2.158378110.516906066.1665503246-1104424817.1633008750), including templates, examples, and resources, please contact:

Patrick Conner, PE

Lead Engineer, Asset Management, Indiana LTAP

Phone: 1-765-494-4971/ 1-800-428-7639

Email: [connerp@purdue.edu](mailto:connerp@purdue.edu) or [INLTAP@purdue.edu](mailto:INLTAP@purdue.edu)

# If I submitted an Asset Management Plan (AMP) last year, and was approved, do I need to update my plan?

Yes, Pavement Asset Management Plans (AMP) are living documents and should be updated whenever improvements are made to roads/bridges, and then submitted to LTAP every year.

Local governments that submitted an AMP dated between August 1, 2023, and December 1, 2023, and have an approval letter from Indiana LTAP, are eligible for the 2024-1 & 2024-2 call for projects. If you submitted an AMP between the dates above and have not received an approval letter, contact Indiana LTAP as soon as possible.

* **December 1st** – Asset Management Plans must be submitted every year by December 1st to be eligible for the following year's CCMG program.

# How do I get a copy of, or make changes to my Certified Road Inventory?

To receive a copy of the certified road mileage for your agency’s road inventory, or to get a road added to or deleted from Certified Road Inventory contact:

Mark McMahan

INDOT Road Inventory Manager

317-967-1956

[mmcmahan@indot.in.gov](mailto:mmcmahan@indot.in.gov)

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| **Important**: Only roads listed in your Certified Road Inventory are eligible for CCMG funding. |

It is important to verify and update your Certified Road Inventory to ensure your local is compensated for all its road assets and to ensure the Asset Management Plan matches. The locals state MVH funding is based on their Certified Road Inventory. Updates will take a minimum of 48 hours to be approved but could take a maximum of 2 weeks for the updates to show on the maps.

A summary report can be found at this link: <https://www.in.gov/indot/about-indot/central-office/asset-data-collection/roadway-assets/>

# Do I need an Americans w/ Disabilities Act (ADA) Transition Plan to receive Community Crossings Funds?

Yes, with the 2024-1 and 2024-2 call for projects, INDOT is reviewing all transition plans for all local governments who apply for Community Crossings Funding. All local governments need to show that they are at least making a good faith effort in adopting an ADA Transition Plan. INDOT is working with all local governments throughout Indiana to ensure compliance or at least show that each local government is making a good faith effort in becoming compliant.

INDOT is a recipient of federal funds and has a Stewardship and Oversight Agreement with the Federal Highway Administration which means that if you receive any funding from INDOT (state or federal), whether through a contract to perform work or provide professional services or as part of a grant or award for your community, INDOT is required to ensure you follow Title VI & Americans with Disabilities Act (ADA) nondiscrimination and accessibility requirements. Our goal in monitoring our sub-recipients is to provide sufficient training, tools, and resources to make compliance efforts manageable and easier for our sub-recipients as we work together to improve Indiana communities by constructing roads, bridges, highways, and pedestrian facilities across the state. We need every local government to show that they are making a good faith effort toward this compliance.

Please contact Taffanee Keys, Civil Rights Counsel at [TKeys@indot.in.gov](mailto:TKeys@indot.in.gov) for more information and assistance for INDOT’S Title VI & ADA.

# Whom do I contact if I have trouble completing my application?

Contact your District Local Program Director. A complete list of Program Directors is listed on our website under ‘Contact Us’: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/>.

# Whom do I contact if I have trouble mapping my roads or bridges in the application?

For questions on mapping contact Cassandra Hudson at [chudson1@indot.in.gov](mailto:chudson1@indot.in.gov).

# If awarded funds, who can officially sign the Local Roads and Bridges Matching Grant Agreement?

All INDOT contracts must be electronically signed by a person with the Legal Binding Authority for the local agency.

Definition of Legal Binding Authority:

* Mayor; or
* Designee with one of the following to demonstrate signatory has legal authority to bind the agency:
  + An ordinance showing one official signatory is sufficient to legally bind the agency.
  + Resolution which shows the individual who signed has the legal authority to bind the agency.
  + Meeting Minutes which delegate legal authority to one individual to sign on behalf of the agency, or
* Multiple signatures from a quorum of County Commissioners, Board of Public Works, or Town Council.

# Will I have a separate CCMG Matching Fund Grant Agreement for each application awarded?

Not necessarily. INDOT allows locals the option to combine multiple awarded applications into one Local Roads and Bridges Matching Grant Agreement. The local has the option of combining all, some, or none of the applications the local was awarded. A Combine CCMG Applications into One Agreement letter will be sent to each local with multiple awarded applications so that they can let INDOT know, in writing, which applications the local wants on each agreement.

In this Combine CCMG Applications into One Agreement letter the local will indicate which of the applications are to be combined into one Local Roads and Bridges Matching Grant Agreement. The local must be aware of the following stipulations for combining multiple projects into one INDOT agreement:

1. **Important:** Force Account projects cannot be combined if the Total Project Cost is more than $250,000.
2. Combining applications into one agreement requires applications to be advertised / bid on as one large public works project.
   1. Example: If you submit two applications and both are awarded funding, you can either choose to have two separate agreements / one agreement for each application or combine both applications into one Local Roads and Bridges Matching Grant Agreement.
3. Each application, no matter how many agreements are requested, will still be assigned its own Des. Number when awarded.
4. Awarded funds cannot be moved from one Local Roads and Bridges Matching Grant Agreement to another after agreements are fully executed.
5. Every road that is identified in the Local Roads and Bridges Matching Grant Agreement must be completed. Roads cannot be eliminated after an award.
6. Exception: INDOT still requests that a bridge project be its own Local Roads and Bridges Matching Grant Agreement but are open to discussions depending on the work type being done.
7. Locals will be given 10 business days to respond, or all applications will be placed on separate Local Roads and Bridges Matching Grant Agreement.

**TIP**: If a local chooses to have one Local Roads and Bridges Matching Grant Agreement for multiple applications / Des. Numbers, the agreements maximum funds can be used for any road segment listed in the agreement, regardless of which application / Des. Number that road segment originated.

# How long does it take to get a fully executed Local Roads and Bridges Matching Grant Agreement?

INDOT uses DocuSign, by all parties, to electronically sign Local Roads and Bridges Matching Grant Agreements. If the LPA is awarded funding, the INDOT Program Director will contact the LPA to determine applicable information such as the appropriate authorized signatories, etc. This information will be forwarded to INDOT Central Office to start the DocuSign process. The following is the Lifecycle of the Agreement using DocuSign. If all steps are completed in a timely manner, the agreement can be a fully executed, legally binding agreement within 10 to 15 business days.

1. In preparation for using DocuSign, the LPA must give INDOT contact information for the person, with **Legal Binding Authority**, to sign contracts for a local agency.
   * INDOT will require the name, email, and cell number of the legally binding signer(s).
   * The time taken for this step depends on the local.
   * Do not delay in getting this information to your District Program Director.
2. An agreement is created and routed via a DocuSign email to the legal signer(s) for their electronic signature.
   * The draft should be routed and viewed by all people required to review the agreement prior to it being signed by the legal signers for the local.
   * As the local’s contact(s) listed on the application you should notify the legal signer(s) this agreement has been routed to them via DocuSign for their signature.
   * The time taken for this step in the signature process depends on the local board or council meeting dates.
   * **Important:** It is imperative the signers all sign and date the agreement within three (3) weeks of each other, so the dates of all signatures are not more than 30 days old when INDOT receives the agreement.
3. Once the local’s legal signer(s) have signed the agreement, the agreement is routed to INDOT via   
   DocuSign for signature.
4. Department of Workforce Development (DWD) and Department of Revenue (DOR) clearances are run for the local by INDOT.
   * If there are outstanding issues with a clearance, this may delay the routing of the agreement until the issues are resolved by the local.
5. The agreement is then routed for external agencies’ approval.
   * The Department of Admiration (DOA).
   * State Budget Agency (SBA).
6. A copy of the fully executed, legally binding agreement is emailed to the local for their records.

# What are some things I need to be aware of when bidding my awarded project?

**Important:** **Locals should start the bid process as soon as they get the CCMG Congratulations letter from INDOT.**

Per the Local Roads and Bridges Matching Grant Agreement local governments have 4 months, from the award letter date (Attachment B of the agreement), to procure a fully executed contractor’s contract and send a copy to INDOT.

* + Advertise bids with specific information to the contract, such as a list of pay items, plans or specs should be on file. Contractors have expressed concerns that advertisements are vague, and they don’t know what they are bidding on.
  + It is the local governments responsibility to provide the contractor with plans, specs and pay items on projects to be bid on, not the contractor telling the locals what they need.
  + All bid packages must have plans and specifications, but do not have to be INDOT approved.
  + Bids should be itemized per road (with ‘to’ and ‘from’ points defined).
  + State law defines the project as the whole project; can’t break projects apart to bypass state law.
  + Bids or Quotes, even for Force Account work, must be project location specific.

# Do I need to follow INDOT Standards and Specification for the design of my Community Crossings Projects?

No, you can use your own design standards, specifications, and pavement design mixes. You must include them in all bid packages, but you do not have to follow INDOT’s Standards and Specifications.

# Can we bid more than one project together to get better pricing?

Yes, however all projects under one INDOT LPA Agreement must be bid out and awarded to one contractor. It is your call on how to bid your public works projects if you follow state law. Make sure that INDOT receives specific bids for each road when submitting for your funding and that you award your projects to one contractor per LPA INDOT Agreement.

# If a local government receives CCMG funding, do the grant funds have to be transferred to the local government within a certain time frame?

Yes, INDOT’s finance department must have all requisitions entered its systems by May 1st for a PO to be issued before the state financial shutdown. If that date is not met, no funds can be transferred until after July 1st. Therefore, it is important for local governments to start the advertisement for bids shortly after awards are announced to ensure funds are requested prior to shut down.

# Once a local government’s project is completely constructed, what do I need to do to close out my projects?

* + Notify INDOT once construction is complete, and all payments have been made and fully processed.
  + Contact your District Program Director for help.
  + Submit the ‘**Community Crossing Matching Grant Close Out’** letter with copies of contractor’s final invoice and proof of payment within 30 days of final payment.
  + Submit all required documentation with this letter.
  + This is required by SBA, and failure to submit the required documentation may result in the LPA repaying the grant funds.
  + Any under-runs must be paid back to INDOT within 30 days of being invoiced.
  + Local government will be invoiced by INDOT for any funds owed back to INDOT.
  + Local government must wait to send your proof of payment with the invoice.
  + INDOT will not accept payment unless local government has been invoiced.
  + DO NOT send checks/payments to your Program Director.
  + Any overruns are not matched and the responsibility of the local government.
  + Maintain records for five years for audit purposes.
* There should be no confusion on the road you applied for, the bid per road, road contracted for, or the road in your close out documentation.

# Where can I find the Local Government CCMG Training presentations and documents?

The **Local Road and Bridge CCMG Guidance Document for Local Public Agencies** and all training material is located on the Local Public Agency Programs website. Click Community Crossings Matching Grant > Click on CCMG Resources: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/community-crossing-matching-grant-program/>

# Who is my District Program Director?

A complete list of Local Program Directors is listed on our website under ‘Contact Us’: <https://www.in.gov/indot/doing-business-with-indot/local-public-agency-programs/>. If you do not know what district you are in, contact any of the Local Program Directors for help.

For all other questions regarding the CCMG Program, please contact Cassandra Hudson at [chudson1@indot.in.gov](mailto:chudson1@indot.in.gov).

Revised 4/2024