



To: President and Members of Munster Town Council
From: Town Manager Dustin Anderson
Date: September 22, 2016
Re: Community Crossings Grant Agreement

On August 22, 2016, the Town of Munster received notice of award from the Community Crossings Matching Grant Program. This is a program through the Indiana Department of Transportation (INDOT) which allowed local governments to apply for matching funds for roadway improvements.

Munster was preliminarily awarded \$481,074.90 in matching state grant funds. Munster is committed to provide a matching \$481,074.90 in local funds. These local funds will be taken from the special distribution of local income tax or LOIT fund.

Local Matching Funds

Ordinance 1681 creating the LOIT fund was approved by Council on May 16, 2016. As required by state law, these funds were dedicated by Ordinance 1681 to infrastructure. A memo to Council stated that 100% of the distribution in this fund would be dedicated to the Grade Separation project.

INDOT requires that local matching funds for the Community Crossings Grant be taken from a limited number of sources, one of which is the LOIT fund. Staff has determined that the best option is to take the \$481,074.90 in matching funds from the LOIT fund, and to supplement the Grade Separation project with an equivalent amount from the 2016 Municipal Bond.

Project Details

The projects that will be funded from the Community Crossings Grant proceeds and local matching funds will be as follows:

- Crack Sealing – Southwood Drive and Fran-Lin Parkway from Southwood Drive to 45th Street
- Mill and Overlay – Fran-Lin Parkway from Southwood Drive to Calumet Avenue, both sections of White Oak Avenue
- ADA Crossings will be upgraded along project routes as well

These projects were chosen based on the pavement rating conducted by SEH. More specifically, these streets will be part of the detour route for the 45th Street underpass project, and were chosen for repair in 2017 in order to facilitate this larger project.

The matching funds allocated by INDOT are issued up front after the executing grant agreement by the Town Manager.

Recommendation: Approve the attached agreement for the Community Crossings Grant Agreement and direct the Town Manager to sign and submit said agreement to INDOT in order to receive the awarded grant funding.

Community Crossings

Matching Grant Fund Program

Kathy Eaton-McKalip
Director LPA Programs, INDOT



Community Crossings - Award



CONGRATULATIONS ON
YOUR AWARD!

Welcome to your Early Coordination Meeting



Early Coordination Meeting

This Early Coordination Meeting will answer your questions:

- ✓ What does our community do next?
- ✓ When and how do we get our money?
- ✓ Who are my INDOT contacts?



Community Crossings – Review

- Eligible projects consist of bridge and road preservation type projects along with ADA sidewalk projects that intersect with any road project, roundabouts and road reconstructions. Trails and enhancement type projects are not eligible.
- Local units that perform their own work, such as chip sealing, paving, and crack filling, can receive funding for materials. Materials must be associated to a particular road.
 - Labor or equipment costs are not eligible.



Community Crossings – Program Review

- Any local units who procured a contract as of January 1, 2016, was eligible to apply
- Local units could only receive up to the maximum cap per state fiscal year unless additional funding became available.
- **ONLY** Construction Cost are eligible.
 - Design Services, Right-of-way and Construction Inspection are not eligible.



Community Crossings – Process

Procurement for Project

- LPA projects will fall into one of the following scenarios:
 1. Material Cost with work already completed, or in the process of being completed by LPA work forces.
 2. Construction Contract secured with work already completed, or in the process of being completed by Contractor.
 3. Project Developed, Construction Contract not secured
 4. Project not Developed, Construction Contract not secured



Community Crossings – Process

Construction Contract

- LPA should secure a contractor for construction (CN).
 - Follow the State Statutes on Purchasing public projects. This may depend on the amount of the project cost, and the pot of money the funds are from.
 - Follow your normal procurement process.
- 📁 Guidelines that must be followed are National or State Historic Preservation processes, Environmental processes, Permitting, ADA requirements, etc.



Community Crossings - Process

Vendor Information / Code

- Each LPA should have been contacted to verify the following information:
 - Vendor Name
 - Vendor Code - LPA may or may not be able to verify this
 - Address
 - Bank information
- The Vendor Code is assigned by the Auditor of State Office and used for EFT payment.
 - Once INDOT has verification of the other information we will notify the LPA with the assigned Vendor Code.
- If LPA has not been contacted to verify the vendor information / code which is on file, please contact your Program Director as soon as possible.



Community Crossings - Process

- In writing or email, request that INDOT start the grant agreement process. Request should be sent to your District Program Director.
- INDOT will prepare the grant agreement
 - Amount shown in agreement will be the amount that you were awarded
 - Grant agreement will be transmitted electronically to the person's name that was on the application. This needs to be the LPA not a consultant.



Community Crossings - Process

- LPA needs to execute grant agreement with **blue ink**, and return to INDOT with original signatures via US Mail, or hand deliver within six weeks of receipt to District Program Director; no copies will be accepted.
- Once INDOT has received the LPA executed original grant agreement, the grant agreement will be forward to appropriate State agencies for execution.
- An electronic copy of the grant agreement will be e-mailed back to the LPA once all appropriate State agencies have approved the document.
- This copy should be kept for your records.



Community Crossings - Process

Distribution of Funds

- INDOT will send a copy of the Purchase Order (PO) to the LPA.
 - LPA needs to retain PO, and submit with final documentation indicating the project, and work identified in project application and award, has been completed.



Community Crossings - Process

- Electronic Funds Transfer (EFT) will be made to the account which LPA has supplied to INDOT.
- 📁 All funds awarded must be used on the project description; as described in project application and award.
 - 📁 Funds cannot be spent on other materials and/or on any other locations beyond the awarded project application description.
- 📁 Remember this is not a reimbursement program.



Community Crossings – Process

- PROJECT COMPLETION/CLOSEOUT AUDIT
 - LPA must submit to INDOT a letter stating that all work has been completed. We will post that letter to our website.
 - Submit copies of Procured Bid (i.e. Annual Material Bids, Contractor's Bid Documents).
 - Proof that Bid has been accepted (i.e., LPA-Contractor Construction Contract, Contractor's Bid for Public Works – Form 96 or other legal binding document).



Community Crossings – Process

Project Completion / Closeout

- Proof of Payments – Copy of front and back of check or Electronic Fund Transfer (EFT) documentation
- Final Invoice establishing the exact cost of the project and work identified in the project application and award (i.e., Material Invoices, Contractor's Final Claim).
- This submission to INDOT must occur within 30 days of final payment for materials or contractor's final claim.



Community Crossings – Process

Project Completion / Closeout

- INDOT will conduct a site visit to verify the project and work has been completed as identified in the project application and award.
- Any project overruns will be the responsibility of the LPA at 100 percent local funds.



Community Crossings - Process

- Any project underruns shall be due and payable 30 days from date of billing by INDOT; repayment = 50% of underrun. If the LPA has not paid the full amount due within 60 days past the due date, the LPA **will not** be eligible for future Community Crossings Matching Grant Funds.
- Any LPA not moving forward with these projects will not be eligible for future eligibility
- Local units must maintain all records for audit purposes for 5 years.



Community Crossings – Contacts

INDOT Program Director

Crawfordsville: Susie Kemp 765-361-5228 skemp@indot.in.gov

Ft. Wayne David Armstrong 260-969-8277 darmstrong27@indot.in.gov

Greenfield: Kim Bowdell 317-467-3440 kbowdell@indot.in.gov
Cassandra Hudson 317-467-3413 chudson1@indot.in.gov

LaPorte: Marcia Blansett 219-325-7564 mblansett@indot.in.gov

Seymour: Deb Ault 812-524-3969 dault@indot.in.gov

Vincennes: Brandi Mischler 812-895-7389 bmischler@indot.in.gov



Community Crossings – Contacts

Other Contacts for Local Programs

AJ Wortkoetter, P.E. 317-467-3965 awortkoetter@indot.in.gov
Local Program Project Engineer

Michael Cales 317-232-5021 mcales@indot.in.gov
Local Program Director

Who is my Project Manager (PM)?

Contact your District Program Director for your assigned PM



Community Crossings

Gov Delivery:

Highly Recommend every LPA sign up for Gov Delivery's 'INDOT LPA & Grants Administration'.

- 10 Easy Steps
- Gov Delivery is free.
- Recommended each LPA have more than one staff member signed up.



Community Crossings

QUESTIONS ???



Community Crossings

Potential Problems or Fatal Flaws:

- Vendor Information has not been verified: Vendor Name, Vendor Code, Address, and Bank information.
- Process was not followed correctly for your funding scenario.
- Failing to submit Community Crossing Matching Grant Fund Request Letter with supporting documentation.
- Agreements are not completed and executed in a timely matter.
- Using funds for any locations or materials other than what was identified in project application and award.
- Failing to complete the project(s) identified in project application and award.



Community Crossings

Potential Problems or Fatal Flaws:

- Failing to follow guidelines for National or State Historic Preservation, Environmental, Permitting, ADA requirements, and so forth.
- Failing to contact INDOT once your project(s) are complete.
- Failing to submit Community Crossing Matching Grant Completion Letter with appropriate supporting documentation.
- Failing to follow the State Statutes on Purchasing public projects, and your normal purchasing process.
- Failing to repay INDOT cost underruns.
- Failing to maintain documentation for 5 years after project completion; audit purposes.



Community Crossings – Scenarios

Scenario 1 – Material Cost with work performed by LPA work forces

- A. By legal process, the LPA has or will be securing bid pricing for materials required to perform work for in Community Crossing Application.
- B. LPA's own work forces used to perform the placement of said materials for the project identified in the Community Crossings Application and award.
- C. Paid for materials and submit project closeout documentation to INDOT for audit.



Community Crossings – Scenarios

Scenario 2 – Construction Secured

- A. LPA has prepared construction bid documents for project (must be description of work identified in the Community Crossing Application and award).
- B. By legal process, the LPA has secured Contractor Bid for work to be performed.
- C. LPA has accepted Contractor Bid, and entered into a legal binding agreement to have work performed.



Community Crossings – Scenarios

Scenario 2 – Construction Secured

- D. Contractor has performed work, or will be performing work soon.
- E. Pay contractor and submit project closeout documentation to INDOT for audit.



Community Crossings – Scenarios

Scenario 3 – Project Developed, Construction NOT Secured

- A. LPA has prepared construction plans for project (must be description of work identified in the Community Crossing Application and award).
- B. LPA needs to prepare construction bid documents for project.
- C. By legal process, LPA needs to secure Contractor Bid for work to be performed.



Community Crossings – Scenarios

Scenario 3 – Project Developed, Construction NOT Secured

- D. LPA needs to accept Contractor Bid, and entered into a legal binding agreement to have work performed. A construction completion date must be established.
- E. Contractor will then perform work.
- F. Pay contractor and submit project closeout documentation to INDOT for audit.



Community Crossings – Scenarios

Scenario 4 – Project NOT Developed, Construction NOT Secured

- A. LPA needs to develop construction plans for project (must be description of work identified in the Community Crossing Application and award).
- B. LPA needs to prepare construction bid documents for project.
- C. By legal process, LPA needs to secure Contractor Bid for work to be performed.



Community Crossings – Scenarios

Scenario 4 – Project NOT Developed, Construction NOT Secured

- D. LPA needs to accept Contractor Bid, and entered into a legal binding agreement to have work performed. A construction completion date must be established.
- E. Contractor will then perform work.
- F. Pay contractor and submit project closeout documentation to INDOT for audit.



Community Crossings

FINAL QUESTIONS ???

