

## **2018 Community Crossings Matching Grant Program**

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.

Since 2016, the state has awarded \$300 million in state funds to support local road and bridge projects around the state.

Projects that are eligible for funding through Community Crossings include road resurfacing and preservation, bridge rehabilitation or replacement, road reconstruction with Americans with Disabilities Act (ADA) compliance in connection with a road project. Material costs for chip sealing and crack filing operations are also eligible for funding.

Projects submitted to INDOT for funding will be evaluated based on need, traffic volume, local support, impact on connectivity and mobility within the community and regional economic significance

Community Crossings is open to all local government units in the State of Indiana

- 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

The call for projects in 2018 will begin August 6, 2018 and close Friday, September 28, 2018 at 5 PM Eastern Standard Daylight Savings Time. Communities receiving funding for projects will be notified by INDOT sometime in late October or early November.

INDOT will begin to issue a call for these projects twice a year after the August call. The call for projects will be issued every January and July as we move forward. A local unit of government will be capped at \$1 million dollars per calendar year starting in 2019. If you are or are not awarded funds with this August call, you will be eligible for both calls next year.

**The August 2018 Call for Projects will be the last call where INDOT will accept projects that have already been procured, completed or under construction. There will be no more retroactive projects allowed after the August 2018 call.**

## **FREQUENTLY ASKED QUESTIONS**

### **Who's eligible to apply?**

All Indiana City, town and county governments

### **Which types of projects are eligible?**

Local road and bridge preservation type projects, road reconstructions, and small structure replacements. ADA sidewalk and ramp work is allowable as long as the work type for the road project tied to those ramp and sidewalks is a minimum of a mill and overlay. Milling and overlaying is the process of grinding asphalt with a milling machine, removing the debris, and installing new asphalt. The overlay must be a minimum of 1 1/2 inches.

Local Governments that perform their own work, such as chip sealing and crack sealing can receive funds for the materials. Labor and/or equipment costs are not eligible. Road and bridge projects submitted must be included and a part of the local government's complete asset management plan.

### **When can I apply?**

Applications open **August 6, 2018**

### **How do I apply?**

Any unit of government who wishes to apply will need to have an INDOT ITAP account and a registered Username in order to apply for Community Crossings funds. You will need your government's federal ID number in order to complete the request for access. INDOT has created a new online application which requires account information.

### **How do I get registered?**

To access this new application, you will need to log onto the following website to request an individual or business account <http://itap.indot.in.gov/login.aspx> . A business is the City, Town or County, not a department within that organization. You will also need to request and be approved for the CCMG call application in ITAP. This enrolling and approval process can take a week or more. If your city, town or county has a new ERC or contact person, your information needs to be updated.

### **When is the deadline to submit applications?**

Friday, **September 28, 2018 at 5 PM Eastern Daylight Savings Time**. At that time, the application will shut itself off.

### **When will grant awards be announced?**

Cities, towns and counties receiving funds will be notified sometime in late October or early November 2018.

### **What are the program requirements?**

All local units of government must have an approved asset management plan and provide a match.

### **How do I start putting together an asset management plan?**

Contact the Local Technical Assistance Program – Purdue University (LTAP). LTAP will be assisting all local units of government with their plans. Once completed, all local units of government will submit their plans to LTAP not INDOT. They can email it to: [INLTAP@purdue.edu](mailto:INLTAP@purdue.edu) For more information, please call **LTAP at 765-494-2164.**

Website for templates, tools, and resources for asset management:

<http://wpvecnltap01.itap.purdue.edu/LTAP/main.php>

### **What are the match percentages?**

- 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

### **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 government?**

Awarded amounts will be determined by the amount of revenues collected through the gas tax and vehicle registration fees. State law requires INDOT to allocate at least 50 percent of the total funds to counties with a population of less than 50,000. The remaining 50% will be awarded to local governments that reside in counties over 50,000 in population. INDOT caps the award amount at \$1.0 million dollars per local government per calendar year.

### **What happens if all of 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 a local government submit multiple projects?**

Yes, local governments may submit multiple projects. Each application for road work submitted can include up to 10 different road segments however you may only submit projects of the same work type on one application. Road preservation activities must be the same. Asphalt Overlay and Concrete Overlay are NOT the same (separate applications required). Only one bridge project can be submitted per application.

### **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 jointly for a matching grant to undertake a project that extends across multiple jurisdictions. The maximum amounts of the joint applications may be aggregated.

### **What projects are not eligible?**

- Railroad crossing upgrades
- Water and sanitary sewer line replacements
- Trails/bike paths
- Enhancement type work
- Enhancement type work includes street lights, street informational signs, decorative pavers, trees, plants, trash receptacles, gateway aesthetics and standalone sidewalk replacements or new installations.
- Roads/parking lots, alley's that are not on asset management plans
- Water line and sanitary sewer separation projects

**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 contracts.

**Are drainage projects eligible?**

Drainage work that is associated with a specific road resurfacing or reconstruction project is eligible along with pipe replacements to correct drainage. Water line and sanitary sewer separation projects are not eligible.

**Are already awarded contracts for road and bridge construction or bought materials eligible for the grant funding?**

Yes, projects that have already been procured or materials purchased after **January 1, 2018** are eligible for the August 2018 call for projects as long as state procurement and bidding laws were followed.

**This will be the last call where INDOT will accept projects that have already been procured, completed or under construction. There will be no more retroactive projects allowed after the August 2018 call.**

**If a local government's project is selected for 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 INDOT-LPA contract has been fully executed and INDOT has received the accepted contractor's bid/material bids with your award amount. Once those 2 documents are completed and received, INDOT will issue a purchase order and transfer the funds into your governments account. INDOT will not accept bid documents that are vague, incomplete or not specific to each project that you are awarded funding for.

**How long does it take to get a fully executed INDOT-LPA Contract?**

This process can take up to 6 weeks after you have returned your contract to INDOT. This contract must be signed by multiple state agencies. The Attorney General's Office will not accept contracts that are dated over 30 days from the time of signature to the time they receive it. Contracts must be original, not photocopied and must be signed in blue ink. All INDOT-LPA Contracts must be signed and in INDOT's possession by **March 1, 2019** in order to receive your funds in FY 2019.

**If a local government was awarded funds in 2016, will they be eligible to submit project applications for funding in the August call for projects?**

No, all 2016 projects must be completely closed out before more funding is awarded to them in FY 2019. Deadline for closing out all 2016 projects is August 15, 2018.

**Are funds received through the grant program required to be used for the project submitted?**

Yes, matching funds awarded to local governments must be used on the projects submitted. The funds cannot be spent on other projects. No change of location or scope allowed.

**If a local government receives grant funding for the August 2018 call for projects, do the grant funds have to be transferred to the local government within a certain time frame?**

Yes, INDOT needs to get them transferred prior to the end of state fiscal year 2019. (May 1, 2019). All fully executed correct documents must be in INDOT's possession by April 15, 2019 in order to receive funding. All INDOT/LPA contracts must be in INDOT's possession by March 1, 2019. If these dates are not met, the local government forfeits their funding. **NO EXCEPTIONS!**

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

Contact your District Program Director for help. Once the project is complete, a final proof of payment and a final contractor's invoice will need to be sent to INDOT verifying the final cost. If a project is completed under budget, the state's matching funds will need to be returned to INDOT within 30 days of INDOT invoicing the local government. Overruns are all local responsibility.

**If a local government does not have an asset management plan can that government still pursue grant funding?**

No, asset management plans are required in order to receive consideration for funding. HEA 1002 provides funding to LTAP to help local communities with their plans.

**Does INDOT need to approve my asset management plan before I apply?**

All Asset Management Plans should be submitted to LTAP, which will work with local governments to complete and approve all asset management plans. LTAP will contact you if revisions are required to your asset management plans. LTAP can be reached at 1-800-428-7639. All plans need to be submitted and approved prior to the deadline for applications.

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

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

**If I submitted an asset management plan last year, and was approved, do I need to update my plan?**

Yes, pavement asset management plans are living documents and should be updated whenever improvements are made to roads/bridges and submitted to LTAP every year.

**If I completed my PASER/PCI ratings in 2016 do I need update all my ratings for 2018?**

Yes, condition ratings need to be updated on a 2 year maximum interval. The 2 year maximum interval gives the necessary data for you to be able to track the actual deterioration rate of your streets as well as gives the necessary data to determine the cost effectiveness of treatments over time. Some agencies will redo all their condition ratings every year to have the most accurate information to create their pavement management plan others will select different frequency intervals for condition ratings based on classification or ADT of the street.

**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)

**For all other questions, please send an email to [LPAQuestions@indot.in.gov](mailto:LPAQuestions@indot.in.gov)**

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