



# Illinois Department of Transportation

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

April 28, 2023

**FILED**

**CIRCULAR LETTER 2023-15**

**MAY 01 2023**

**DYNAMIC INVOICE FORM - REVISED & UPDATED FORM BLR 05620**

*Cathy Johnson*  
COUNTY CLERK  
VERMILION CO. IL.

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

## **PURPOSE:**

The purpose of this Circular Letter is to inform our Local Public Agencies (LPA's), industry partners and District personnel that Bureau of Local Roads and Streets Invoice Form BLR 05620 (The Form can be found via the following link, under the Local Roads tab: <https://idot.illinois.gov/home/resources/Forms-Folder/l>), and has been updated and revised such that it is now dynamic allowing for more reimbursement types. This Form is now required when requesting reimbursement of funds authorized by any of the following reimbursement types:

- A Joint Funding Agreement (JA)
- Township Bridge Program (TBP)
- Grade Cross Protection Funds ordered by the Illinois Commerce Commission (ICC) that are not associated with an existing JA

## **FORM DETAILS AND ADDITIONAL INFORMATION:**

Invoice Form BLR 05620 is a dynamic form that will require the user to choose which of the 3 (three) invoice reimbursement types is being requested. Upon selection of the reimbursement type, all subsequent fields for that funding type will automatically be populated in the Form and will be required to be completed. The Form may then be emailed to the appropriate IDOT district Bureau of Local Roads and Streets personnel for submission, as is the current practice.

A brief description of each invoice reimbursement type invoice is provided herewith:

### **Joint Funding Agreement (JA)**

Chose this invoice type to request reimbursement for federal and/or state funds authorized by a Joint Agreement. As is the current practice, only project costs incurred after the date funds are authorized by the Federal Highway Administration (FHWA) and IDOT are eligible for reimbursement. Any costs incurred prior to those dates are the responsibility of the LPA.

**Township Bridge Program (TBP)**

Chose this invoice type to request reimbursement of Township Bridge Funds. In accordance with IDOT Policy in Chapter 4-2.02(b) of the Bureau of Local Roads and Streets (BLRS) Manual, and Illinois State Statute 605 ILCS 5/6 Article 9, TBP funds are available for reimbursement only from Fiscal Year allotments apportioned prior to submittal of an approved Statement of Proposed Road Improvement Form (BLR 01920) and consultant service contract (where applicable), except in the case of indebtedness [see BLRS Manual Chapter 9-2.01(e)]. In the case of indebtedness, a County may submit a Resolution of the Anticipation of Township Bridge Funds Form (BLR 09215) to request future TBP funds be applicable for use on a project authorized in a previous Fiscal Year.

**Rail (no JA)**

Chose this invoice type to request reimbursement for Grade Cross Protection Funds authorized by an ICC Order that is **not** associated with a Joint Agreement. For clarity, the agreement date is the date the ICC Order went into effect.

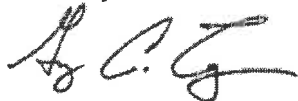
**Please note if a project has both an ICC Order and a Joint Agreement the Joint Agreement (JA) - Invoice Type should be used for reimbursement requests.**

**EFFECTIVE DATE & TRANSITION PERIOD:**

The use and implementation of the dynamic invoice form will be effective May 1, 2023. However, it is understood that a transition period may be necessary to account for reimbursement requests already in progress. Therefore, older versions of the invoice forms will still be accepted until the end of State Fiscal Year 2023 (June 30, 2023). After June 30, 2023, any requests for reimbursement not submitted on the updated form will be returned.

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: Shane Schneider, Illinois Association of County Engineers  
Brad Cole, Illinois Municipal League  
Jerry Crabtree, Township Officials of Illinois  
Arnie Vegter, Township Highway Commissioners of Illinois

---