



Illinois Department of Transportation

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

January 23, 2023

CIRCULAR LETTER 2023-03

BLR FORMS UPDATES – ELECTRONIC SIGNATURES (Completion of All BLR Forms to Electronic)

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

PURPOSE & POLICY:

The purpose of this Circular Letter is to inform our Local Public Agency (LPA) and industry partners of changes that have taken place to several Bureau of Local Roads (BLR) forms.

With the release of these BLR Forms, the Department is very pleased to have now completed the process described in Circular Letter 2022-21 (issued on August 19, 2022) which updates, modernizes, and converts all BLR Forms to possess the capability and capacity to accept electronic signatures. These changes further streamline submittal and approval processes.

As with the previous released electronic signature Forms, these changes will allow LPAs the option of utilizing electronic signatures; as well as submitting files and forms to the Department in an electronic manner, via email, thereby reducing “wet” signatures, reducing paper, and assist with the more efficient processing of work.

As always it is important to use the Department's website, within the Local Roads “tab” to access the latest version of forms each time a new form needed. The link to the webpage that contains all the electronic signature BLR Forms from this and the past Circular Letter can be located at the following location:
<https://idot.illinois.gov/home/resources/Forms-Folder/>

KEY NOTES:

1. For additional clarity, LPAs that desire to use “wet” signatures, the BLR Form may be printed out and signed as done in the past. **Electronic signatures are optional, and not a requirement.**
2. For BLR Forms, by either statute or policy, that require a Corporate Seal (County, Municipal or Township); the acceptance of an electronic “seal” is not yet available. Therefore, while the signature portion of the forms can be completed electronically, all Forms that have “seals” must be as “wet” (embossed or ink stamped) at this time. Further information on this action is progressing and information will be forthcoming.

REVISED FORMS CONVERTED WITH THIS CIRCULAR LETTER'S (CL 2023-03) RELEASE:

The following BLR Forms have been converted to allow for electronic signatures:

- BLR 05621 – Local Public BLR 02110 – Resolution Certifying Names to Take the Examination for County Engineer
- BLR 02120 – Resolution Requesting Consent of IDOT to the Reappointment of the Incumbent as County Engineer
- BLR 02121 – Resolution Reappointing County Engineer
- BLR 02122 - Resolution Appointing County Engineer
- BLR 02124 - Resolution Concurring in the Joint Appointment of a County Engineer
- BLR 02125 - Resolution Appointing a County Engineer Jointly with (fill in) County Engineer
- BLR 02130 – Resolution Requesting Consent to the Appointment of an Acting County Engineer
- BLR 03210 - Resolution Establishing a Class II or Prohibited Truck Route
- BLR 04310 - Ordinance for Municipal Census
- BLR 04311 - Affidavit for Municipal Census
- BLR 04312 - Affidavit for Municipal Annexation
- BLR 05210 - Local Agency-State Jurisdictional Transfer
- BLR 05212 - Local Agency Agreement for Jurisdictional Transfer
- BLR 05311 - Local Public Agency Amendment # for Federal Participation
- BLR 05540 - Request for Engineering Services Performed by Local Public Agency Employees
- BLR 05613 - Engineering Payment Record
- BLR 09110 - Resolution for Improvement Under the Illinois Highway Code
- BLR 09112 - Local Public Agency Resolution of Intent MFT/G.O. Bond
- BLR 09113 - Municipal Resolution of Intent for Special Assessment
- BLR 09215 - Resolution for the Anticipation of Township Bridge Funds
- BLR 09220 - Agreement for County Engineer's Salary
- BLR 09221 - Resolution Appropriating Funds for the Payment of the County Engineer's Salary
- BLR 10100 - Non-Federal Certification/Project Status
- BLR 10220 - Asbestos Determination Certification for Local Highway Bridges
- BLR 12200 - Local Public Agency Formal Contract Proposal
- BLR 12230 - Local Public Agency Proposal Bid Bond
- BLR 12240 - Local Public Agency Material Proposal or Deliver & Install Proposal
- BLR 12241 - Material Proposal Schedule of Prices
- BLR 12250 - Material Quotations
- BLR 12320 - Local Public Agency Formal Contract
- BLR 12321 - Contract Bond
- BLR 12325 - Certified Apprenticeship and Training Program
- BLR 12326 - Affidavit of Illinois Business Office
- BLR 12330 - Acceptance of Proposal to Furnish Materials and Approval of Award
- BLR 13210 - Request for Approval of Change of Plans

- [BLR 13230 - Engineer's Payment Estimate](#)
- [BLR 13510 - Final Report of Expenditures](#)
- [BLR 22125 - Approval of Design Exception Addendum](#)
- [BLR 24110 - Certification/Project Status](#)
- [BLR 24310 - Unit Prices Agreement for Federal Day Labor Projects](#)
- [BLR 45320 - Estimate of Pavement Preservation Costs](#)
- [BLR 46300 - Local Agency Pavement Preservation or Functional Overlay Approval](#)

REVISED FORMS CONVERTED IN CIRCULAR LETTER 2022-21 RELEASE:

The following BLR Forms were converted to electronic signature capable previously:

- [BLR 05520 – Maintenance Engineering to be Performed by a Consulting Engineer](#)
- [BLR 05530 – Local Public Agency Engineering Services Agreement](#)
- [BLR 05620 – Invoice](#)
- [Agency Cost Plus Fixed Fee Invoice](#)
- [BLR 09110 – Resolution for Improvement Under the Illinois Highway Code](#)
- [BLR 09112– Local Public Agency Resolution of Intent MFT/G.O. Bond](#)
- [BLR 09113 – Municipal Resolution of Intent for Special Assessment](#)
- [BLR 09120 – Statement of Proposed Road Improvement](#)
- [BLR 09130 – Request for Road District MFT Funds to be Used to Retire Indebtedness](#)
- [BLR 09150 – Request for Expenditure /Authorization of Motor Fuel Tax Funds](#)
- [BLR 09215 – Resolution for the Anticipation of Township Bridge Funds](#)
- [BLR 12110 – Equipment Rental Schedule](#)
- [BLR 14220 – Resolution for Maintenance Under the Illinois Highway Code](#)
- [BLR 14222 – Local Public Agency General Maintenance](#)
- [BLR 15310 – General Improvement Bond Issue – Description, Ordinance, Election, and Bond Data](#)
- [BLR 15311 – General Improvement Bond Issue – Tax Levy and Bond Retirement Schedule](#)
- [BLR 15312 – Refunding or Refinancing Bond Issues- Issued to Retire General Improvement Bonds or Public Benefits](#)
- [BLR 15313 – Refunding or Refinancing Bond Issue Schedule](#)
- [BLR 15314 – Certification of Cancellation of Tax Levy](#)
- [BLR 15410 – Special Assessments – Description, Court, Legal and Financial Data](#)
- [BLR 15411 – Obligation Retirement Resolution](#)
- [BLR 15412 – Statement of Financing of Local Improvement Project](#)
- [BLR 15413 – Special Assessment – Public Benefit Retirement Schedule](#)

January 23, 2023

ELECTRONIC SIGNATURE CREATION AND USE PROCEDURE:

Electronic signatures require the signer to have **Adobe Acrobat Pro DC OR Adobe Acrobat Reader DC** installed on their computer. Electronic signatures will not work with previous versions of the free Adobe Reader (versions 1 thru 11). The latest version of Adobe Acrobat Reader DC can be downloaded here: <https://get.adobe.com/reader/>. Please see Circular Letter 2022-21 for instructions on setting up an electronic signature.

Electronic signature capable forms are identifiable by the red "Sign Here" flag in the signature field.

Local Public Agency Official Signature & Date



To submit the agreement when electronic signatures are used, click the "Email" or "Email-DISTRICT" button at the top of the form. This button will create an email with the form attached to the appropriate district email address or will open an email that the user will enter the email address.

To print a form after electronic signatures have been placed or to print the form for wet signature, click the print button within Adobe Acrobat.

EFFECTIVE DATE AND TRANSITION PERIOD:

All BLRS Forms have been posted to the IDOT website as noted above and are ready to be used as the LPA and the Districts desire.

For forms completed and posted in the future, the same effective date policy remains as these also will be an option for use and implementation.

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

Sincerely,



George A. Tapas, P.E., S.E.
Engineer of Local Roads and Streets

- cc: David Snyder, Illinois Division, Federal Highways Administration
Shane Schneider, Illinois Association of County Engineers
Molly Rockford, Illinois Association of County Engineers
Brad Cole, Illinois Municipal League
Jerry Crabtree, Township Officials of Illinois
Arnie Vegter, Township Highway Commissioners of Illinois

DATE OF LAST FORM UPDATE	FORM NUMBER	ILLINOIS DEPARTMENT OF TRANSPORTATION BUREAU OF LOCAL ROADS AND STREETS OFFICIAL FORMS TITLE - ALL DOCUMENTS ARE TO BE COMPLETED ELECTRONICALLY (ON COMPUTER) NOT ALL DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY THROUGH THE FORM (E-MAIL)	ELECTRONIC SUBMITTAL (E-MAIL BUTTON)	ELECTRONIC SIGNATURE	SIGNATURE REQUIRED	NO SIGNATURE REQUIRED	PRINT BUTTON
10/4/2017	BLR 00300	Directory of County Officials	✓			✓	✓
10/4/2017	BLR 00400	Directory of Municipal Officials	✓			✓	✓
10/4/2017	BLR 00500	Directory of Township Officials	✓			✓	✓
1/17/2023	BLR 02110	Resolution Certifying Names to Take the Examination for County Engineer	✓	✓	✓		
1/17/2023	BLR 02120	Resolution Requesting Consent of IDOT to the Reappointment of the Incumbent as County Engineer	✓	✓	✓		
1/17/2023	BLR 02121	Resolution Reappointing County Engineer		✓	✓		✓
1/17/2023	BLR 02122	Resolution Appointing County Engineer		✓	✓		✓
1/17/2023	BLR 02124	Resolution Concurring in the Joint Appointment of a County Engineer	✓	✓	✓		
1/17/2023	BLR 02125	Resolution Appointing a County Engineer Jointly with (fill in) County	✓	✓	✓		
1/17/2023	BLR 02130	Resolution Requesting Consent to the Appointment of an Acting County Engineer	✓	✓	✓		
1/18/2023	BLR 03210	Resolution Establishing a Class II or Prohibited Truck Route	✓	✓	✓		
1/18/2023	BLR 04310	Ordinance for Municipal Census	✓	✓	✓		
1/18/2023	BLR 04311	Affidavit for Municipal Census	✓	✓	✓		
1/18/2023	BLR 04312	Affidavit for Municipal Annexation	✓	✓	✓		
1/17/2023	BLR 05210	Local Agency-State Jurisdictional Transfer		✓	✓		
1/17/2023	BLR 05212	Local Agency Agreement for Jurisdictional Transfer	✓	✓	✓		
1/10/2023	BLR 05310C	Joint Funding Agreement for State-Let Construction Work			✓		✓
1/10/2023	BLR 05310PE	Joint Funding Agreement PE/ROW for State-Let Construction Projects			✓		✓
1/18/2023	BLR 05311	Local Public Agency Amendment #	✓	✓	✓		
11/4/2022	BLR 05513	Cost Estimate of Consulting Services Worksheet - Anniversary Raise (<i>EXCEL Document</i>)				✓	
11/4/2022	BLR 05514	Cost Estimate of Consulting Services Worksheet - Fixed Raise (<i>EXCEL Document</i>)				✓	
7/13/2022	BLR 05520	Maintenance Engineering to be Performed by a Consulting Engineer	✓	✓	✓		
5/17/2022	BLR 05530	Local Public Agency Engineering Services Agreement	✓	✓	✓		✓
1/18/2023	BLR 05540	Request for Engineering Services Performed by Local Public Agency Employees	✓	✓	✓		
1/19/2023	BLR 05613	Engineering Payment Report	✓	✓	✓		
7/8/2022	BLR 05620	Invoice	✓	✓	✓		✓
7/27/2021	BLR 05621	Local Public Agency Cost Plus Fixed Fee Invoice	✓	✓	✓		✓
10/16/2018	BLR 06310	Bridge Record				✓	✓
10/4/2017	BLR 06510	Local Public Agency Load Rating Request	✓			✓	✓
1/18/2023	BLR 09110	Resolution for Improvement Under the Illinois Highway Code	✓	✓	✓		
1/17/2023	BLR 09112	Local Public Agency Resolution of Intent MFT/G.O. Bond	✓	✓	✓		
1/17/2023	BLR 09113	Municipal Resolution of Intent for Special Assessment	✓	✓	✓		
7/8/2022	BLR 09120	Statement of Proposed Road Improvement	✓	✓	✓		
7/8/2022	BLR 09130	Request for Road District Motor Fuel Tax Funds to be Used to Retire Indebtedness	✓	✓	✓		
7/7/2022	BLR 09150	Request for Expenditure/Authorization of Motor Fuel Tax Funds	✓	✓	✓		
8/8/2019	BLR 09210	Annual Township Bridge Program	✓			✓	
7/7/2022	BLR 09215	Resolution for the Anticipation of Township Bridge Funds	✓	✓	✓		
1/17/2023	BLR 09220	Agreement for County Engineer's Salary	✓	✓	✓		

1/18/2023	BLR 09221	Resolution Appropriating Funds for the Payment of the County Engineer's Salary	✓	✓	✓		
1/19/2023	BLR 10100	Non-Federal Certification/Project Status	✓	✓	✓		
8/8/2019	BLR 10210	Preliminary Bridge Design and Hydraulic Report				✓	✓
1/19/2023	BLR 10220	Asbestos Determination Certification for Local Highway Bridges	✓	✓	✓		
10/25/2022	BLR 11300	Check Sheet for Recurring Special Provisions				✓	✓
10/4/2017	BLR 11310	Special Provisions				✓	✓
10/25/2021	BLR 11510	Contract Estimate of Cost			✓		✓
12/13/2022	BLR 12110	Equipment Rental Schedule	✓	✓	✓		
1/19/2023	BLR 12200	Local Public Agency Formal Contract Proposal	✓	✓	✓		
5/7/2021	BLR 12201	Schedule of Prices				✓	✓
1/19/2023	BLR 12230	Local Public Agency Proposal Bid Bond	✓	✓	✓		
1/19/2023	BLR 12240	Local Public Agency Material Proposal or Deliver & Install Proposal	✓	✓	✓		
1/19/2023	BLR 12241	Material Proposal Schedule of Prices	✓	✓	✓		
1/19/2023	BLR 12250	Material Quotations	✓	✓	✓		
8/14/2019	BLR 12310	Contractor's Bulletin Request for Advertisement	✓			✓	
6/11/2021	BLR 12315	Tabulation of Bids				✓	✓
1/18/2023	BLR 12320	Local Public Agency Formal Contract	✓	✓	✓		
1/19/2023	BLR 12321	Contract Bond	✓	✓	✓		
1/19/2023	BLR 12325	Certified Apprenticeship and Training Program	✓	✓	✓		
1/20/2023	BLR 12326	Affidavit of Illinois Business Office	✓	✓	✓		
1/20/2023	BLR 12330	Acceptance of Proposal to Furnish Materials and Approval of Award	✓	✓	✓		
1/20/2023	BLR 13210	Request for Approval of Change of Plans	✓	✓	✓		
5/13/2021	BLR 13230	Engineer's Payment Estimate			✓		✓
5/8/2020	BLR 13510	Final Report of Expenditures	✓	✓	✓		
12/13/2022	BLR 14220	Resolution for Maintenance Under the Illinois Highway Code	✓	✓	✓		
12/13/2022	BLR 14222	Local Public Agency General Maintenance	✓	✓	✓		
7/7/2022	BLR 15310	General Improvement Bond Issues - Description, Ordinance, Election, and Bond Data	✓	✓	✓		
7/11/2022	BLR 15311	General Improvement or Refunding Bond Issues - Tax Levy and Bond Retirement Schedule	✓	✓	✓		
7/11/2022	BLR 15312	Refunding or Refinancing Bond Issues - Issued to Retire General Improvement Bonds or Public Benefits	✓	✓	✓		
7/11/2022	BLR 15313	Refunding or Refinancing Bond Issues Schedule	✓	✓	✓		
7/11/2022	BLR 15314	Certification of Cancellation of Tax Levy	✓	✓	✓		
7/11/2022	BLR 15410	Special Assessments - Description, Court, Legal and Financial Data	✓	✓	✓		
7/13/2022	BLR 15411	Obligation Retirement Resolution	✓	✓	✓		
7/12/2022	BLR 15412	Statement of Financing of Local Improvement Project	✓	✓	✓		
7/8/2022	BLR 15413	Special Assessments - Public Benefit Retirement Schedule	✓	✓	✓		
5/29/2020	BLR 17100	Local Public Agency Multi Year Program Project Request	✓			✓	
8/26/2013	BLR 19100	Categorical Exclusion Group I (WORD Document)				✓	
11/1/2006	BLR 22120	Approval of Design Variance (WORD Document)			✓		
6/9/2017	BLR 22125	Approval of Design Exception Addendum			✓		✓
11/20/2013	BLR 22210	Local Project Development Report for Group II Categorical Exclusions and Design Approval (WORD Document)			✓		
11/20/2013	BLR 22211	Local Project Development Report for Group I Categorical Exclusions and Design Approval (WORD Document)			✓		
4/1/2022	BLR 22410	Coordination Meeting Data	✓			✓	
5/19/2022	BLR 24110	Certification Acceptance/Project Status	✓	✓	✓		
9/25/2020	BLR 24310	Unit Prices Agreement for Federal Day Labor Projects	✓	✓	✓		
1/21/2021	BLR 45320	Estimate of Pavement Preservation Costs	✓	✓	✓		
1/21/2021	BLR 46300	Local Agency Pavement Preservation or Functional Overlay Approval			✓		✓