



Illinois Department of Transportation

Office of Highways Project Implementation / Region 3 / District 5
13473 IL Highway 133 / P.O. Box 610 / Paris, Illinois 61944

FILED

June 5, 2024

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DISTRICT 5 LOCAL ROADS PROCESS REVIEW

Cathy Johnson
COUNTY CLERK
VERMILION CO. IL.

2024-11A Electronic Forms (Updated)

Overview

The Central Bureau of Local Roads issued Circular Letter 2023-03 with the completion of converting all BLR forms to electronic versions. Forms submitted to the District, along with supporting documentation, should be sent using the email button on the form or directly to the district shared mailbox at DOT.D5.Localroads@illinois.gov

The routine forms with supporting documentation will be routed to the responsible staff member for review. Incomplete or erroneous forms will be returned to the LPA for corrections or proper documentation.

Forms

The Circular includes a listing of the BLR forms with an updated link. Attached is a listing of the forms along with additional information for your use.

The District Procedure to Process Electronic Forms

Initial Review and Local Roads Engineer Approval

The Regional Engineer has delegated signature authority to the Local Roads Engineer at their discretion. As soon as the electronic form and supporting documentation are acceptable, the staff member will forward the form and supporting documentation to the Local Roads Engineer for district coordination and execution. The Local Roads Engineer will confer with the Regional Engineer concerning issues such as County Engineer Appointments, Design Variance/ Approvals, and Group I Categorical Exclusions.

Electronic (Digitally Signed) Documents

Approved electronic documents will be forwarded to the Local Roads Executive Secretary for final processing. She will print the fully approved form to remove the fill-in fields and combine the supporting documentation to the printed form. The form will be named using the Local Roads Virtual File Naming Convention. Distribution of the Record copies will be in accordance with the form instructions.

It will be a best practice to include the email address of the Clerk, LPA Engineer and/or consultant for use by the Executive Secretary.

District Procedure to Process Paper Forms (Including Wet Signed and Emailed Forms)

Wet signed forms will be accepted. Those forms with supporting documentation submitted by mail with the appropriate number of copies (listed in the form instructions) will be reviewed by the appropriate staff member and submitted to the Regional Engineer for wet signature. Wet signed forms sent electronically or sent without the number of copies will be set aside until the digitally signed electronic forms and the wet signed forms submitted with the appropriate number of copies are processed. This allows the District to improve efficiency in processing paperwork.

Consultant provided paperwork should be processed as electronically signed forms. The District will continue to accept consultant prepared wet signed forms submitted by mail with the appropriate number of copies but will NOT accept consultant prepared wet signed forms sent electronically.

Modified Forms

Section 2-3.05(c) describes requirements to modify standard IDOT Forms. The last sentence advises that the District may elect not to accept a non-standard form. The District finds frequent difficulties in processing non-standard forms. Beginning with the next fiscal year (beginning July 1, 2023) District 5 will no longer accept non-standard forms. All forms may be found on the Illinois Department of Transportation website, under Resources / Forms / L / Local Roads.

Kensil A. Garnett

Kensil A Garnett P.E.
Region 3 Engineer

BKT/cs



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: [Forms \(illinois.gov\)](https://forms.illinois.gov) and filter the Topic to Local Roads.

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](#)

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