



*Department of Engineering*

**April 27, 2021**

Board of Public Works & Safety  
10 South State Street  
Greenfield, IN 46140

Dear Members,

INDOT is implementing a new document signing process. Instead of sending a hard copy contract that must be signed by you, returned to the State office building, then physically routed through INDOT, IDOA, SBA, and AG's offices, they are moving to an electronic signature system through DocuSign (see attached email).

To streamline this process, I am asking the Board to delegate the signatory authority for INDOT-related agreements to the City Engineer upon approval of the Board's approval of an agreement. So our typical process will remain the same: I will receive the agreement from INDOT, have the City Attorney review, and bring it to the Board of Works for your approval. However, instead of the Board physically signing the agreement, they will delegate that to the City Engineer. This will route all initial and follow up communication (emails and texts) from INDOT to me versus the Mayor. The DocuSign process is a "one-at-a time" routing process, so we would have to have all 5 of you to sign at different times, potentially causing delay in execution.

I'd like to ask the Board to delegate the legal authority to sign INDOT agreements on its behalf to the City Engineer after Board approval of said INDOT agreement.

Sincerely,

A handwritten signature in black ink that reads "Jason Koch".

Jason Koch, PE  
City Engineer

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**DocuSign**

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**From :** Kindred, Shelli <SKINDRED@indot.IN.gov> Thu, Mar 25, 2021 12:58 PM  
**Subject :** DocuSign  4 attachments  
**To :** Jason Koch <jkoch@greenfieldin.org>  
**Cc :** Hudson, Cassandra L <CHudson1@indot.IN.gov>

**Hi Jason I am working on getting a contract ready for you and I need to get DocuSign set up for Greenfield – please read the following and I have also attached a Power Point to share with whomever it going to be your signer or signee. This is very important that this gets done and makes getting your contracts back very quickly.**

### **Instructions to LPA to Obtain Legal Signers for DocuSign - INDOT LPA Contract for Federal Aid Projects**

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**IMPORTANT:** Please be advised INDOT has made the transition to use DocuSign, by all parties, to electronically sign INDOT LPA Contracts. A DocuSign account is not required in order to sign but makes signing much easier for persons that will be signing multiple contracts.

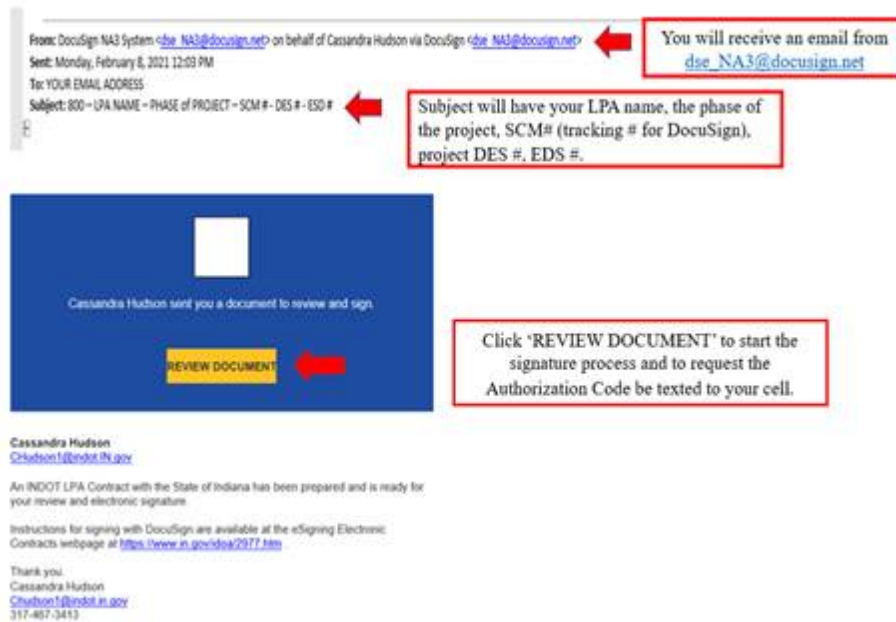
A FREE account can be obtained by going to the following page: [https://go.docusign.com/o/free/?tgr=com-freeplan-Pricing?tgr=com-freeplan-Pricing&\\_ga=2.5388852.643372969.1596459846-1374813286.1537807959](https://go.docusign.com/o/free/?tgr=com-freeplan-Pricing?tgr=com-freeplan-Pricing&_ga=2.5388852.643372969.1596459846-1374813286.1537807959)

In preparation for using DocuSign, list the person(s), with Legal Binding Authority, to sign contracts for your agency below. There is space for, up to, four (4) legal signers below, please only add more signers if your agency requires those signatures.

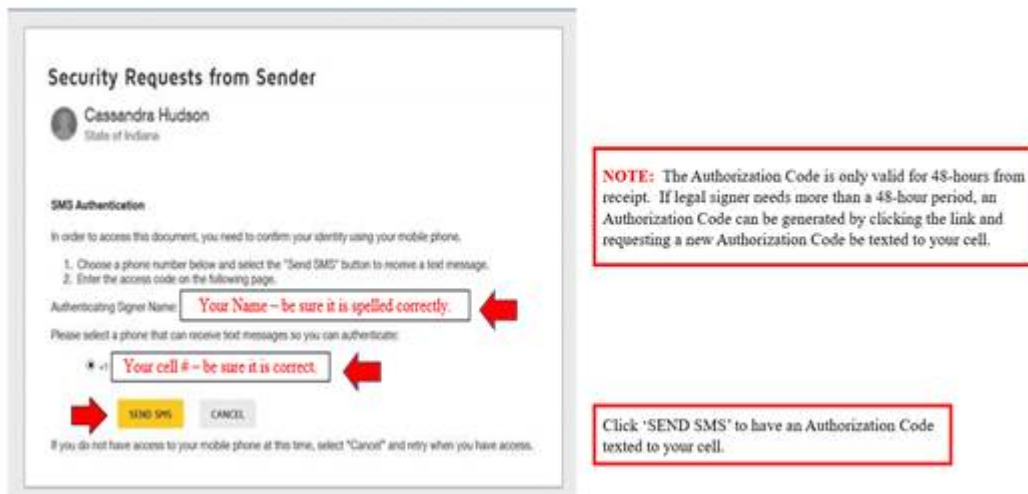
- INDOT only requires one (1) legal signature per contract.
- **BUT**, unless it is signed by a Mayor, the agency **must** send in a copy of an ordinance, resolution, or meeting minutes stating that the agency agrees to only one (1) legal signer. Otherwise, more than one (1) legal signature will be required.
- **ONLY LIST LEGAL SIGNERS WHO WILL BE / ARE ABLE TO SIGN.** The contract will be sent to legal signer(s) in the order you provide and assign below.
  - **All** listed signatories you provide must sign using DocuSign.
  - A Member cannot be marked absent.
  - If you know a 'normal' legal signer will not be available, notify your District Program Director immediately so that person can be left off that contract.
  - The contract **will not** move to the next legal signer until the previous signer has signed and submitted the signed contract in DocuSign.
  - Electronic signatures cannot be attested.
- If a legal signer is unable to sign, please contact your District Program Director immediately so the contract can be resent with the revised legal signer(s). This will restart the legal signature

process for that contract. Those who had already signed the contract will be required to sign again.

**Important:** ERC's should share this information with their legal signers. Example of the email legal signers will receive is below. (FYI – this email may go to their SPAM folder.)



**NOTE:** The Authorization Code is only valid for 48-hours from receipt. If legal signer needs more than a 48-hour period, an Authorization Code can be generated by clicking the link and requesting a new Authorization Code be texted to your cell.



1. Signer Name: = First and Last Name
2. Signer Email: = An email address that will go directly to the legal signer.
3. Signer Cell Phone Number: = Must be a phone number that can receive a text message. This text message will be sent with the authorization code needed for the legal signer to enter into DocuSign as a verification of identity. This is the preferred method of signature verification.
  0. Alternative Means of Signature Verification = If the legal signer does not have a cell number, or does not want to provide their cell number, they will receive an email with an authorization code, located within the body of the email, to enter into DocuSign as verification of identity.

Please complete the following information for legal signer(s) and return to INDOT.

<b>LPA Name:</b>	
<b>1 – Signer Name:</b> <b>1 – Signer Email:</b> <b>1 – Signer Cell Phone Number:</b>	
2 – Signer Name: 2 – Signer Email: 2 – Signer Cell Phone Number:	
3 – Signer Name: 3 – Signer Email: 3 – Signer Cell Phone Number:	
4 – Signer Name: 4 – Signer Email: 4 – Signer Cell Phone Number:	

\* Legal Binding Authority =

- ✓ Mayor; **or**
- ✓ Designee with one of the following to demonstrate signatory has legal authority to bind the agency:
  1. Ordinance showing one official signatory is sufficient to legally bind the agency.
  2. Resolution which shows the individual who signed has the legal authority to bind the agency.
  3. Meeting Minutes which delegates legal authority to one individual to sign on behalf of the agency; **or**
- ✓ Multiple signatures from a quorum of County Commissioners, Board of Public Works, or Town Council.

Please call me if you have any questions.

Thank you

*Shelli Kindred*  
INDOT Greenfield District  
LPA Program Director  
32 S. Broadway Street  
Greenfield, IN 46140  
Office: 317-467-3919  
skindred@indot.in.gov

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 **DocuSign Email to LPA Instructions.pptx**  
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