



ALABAMA DEPARTMENT OF TRANSPORTATION

Local Transportation Bureau

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Kay Ivey
Governor

John R. Cooper
Transportation Director

July 9, 2018

LOCAL TRANSPORTATION BUREAU MEMORANDUM FY 2018-22

TO:

FROM:


D.E. (Ed) Phillips, State Local Transportation Engineer

REFERENCE: FY 2019 State Planning and Research (SPR) Funds & Work Program (WP)

Rural Planning Organizations (RPOs) may use their approved FY 2018 RPO Work Program as a general model for the FY 2019. The State Planning and Research (SPR) funds to be used in preparing your Work Program (WP) will be \$ Federal funds, and a \$ non-Federal cash match of twenty percent (20%) by the RPO. Please note this figure is only an estimate and SPR funds will be finalized pending an approved WP. **Your SPR fund charge number will be Z450 1000#####. Please reference this number and fee amount on all FY 2019 invoices and other correspondence pertaining to your SPR funds for all costs incurred after September 30, 2018.**

To prepare for the FY 2020 – 2023 Statewide Transportation Improvement Program (STIP), ALDOT needs to host public involvement meetings across the state in the coming months. FHWA and ALDOT have proposed to let RPOs host these public involvement meetings for this STIP cycle. Responsibilities would include advertising for the public involvement meeting, organizing the event, reaching out to appropriate personnel, supplying copies of required materials, etc. A recent e-mail to the RPOs inquiring about interest received positive feedback from those who responded, therefore, this effort will move forward. If your RPO is in an area that houses an MPO, coordination can be made to schedule the STIP meeting at the same time the MPO hosts their TIP meeting. The SPR amounts listed above include an additional \$2,400 in Federal funds and \$600 in non-Federal cash match for FY 2019 to aid in this endeavor. This added responsibility should be an additional task in the FY 2019 Work Program and is not expected to extend to future work programs.

The FY 2019 Work Program should cover the period from October 1, 2018 through September 30, 2019. This program will become part of the Cooperative Process for Rural Transportation Planning agreement between ALDOT and your agency.

As in the FY 2018, the Work Program should retain all current references to the Fixing America's Surface Transportation (FAST) Act and the existing USC and CFR citations and references, such as found in the Cooperating Agency statement at the bottom of the Title/Contacts page, and the

first WHEREAS of the approving Resolution. If the CFRs are changed or modified in later USDOT or FHWA guidance, additional direction will come from this office.

Initial guidance by this office in FY 2016 directed the RPOs to prepare limited Long Range Transportation Plan (LRTP) and Transportation Improvement Program (TIP) documents according to information provided in MAP-21. After some consideration and consultation with FHWA, the Department will not require the preparation of RPO Long Range Plans or Transportation Improvement Programs. The Rural Cooperative Process is considered an extension of MPO Long Range planning efforts and Statewide Transportation Improvement Program (STIP) development.

A decision late in FY 2014, resulting in a letter to all RPOs on November 8, 2014, required that all RPO invoicing must be accompanied by activity logs, work descriptions, and itemized accomplishments. This was done to relieve the RPO from having to provide receipts and similar forms of documentation. This policy continues in FY 2019. Further documentation could be requested if money spent is in question.

As a general reminder, it should be noted that all of out-of-state travel as well as nonexpendable purchases over \$1,500 must be approved by the State in advance, in writing, to be eligible for reimbursement.

Work Program drafts are subject to review approval by the Local Transportation Bureau. Please prepare drafts carefully, avoiding grammatical and usage errors, and adhering to the document format provided in previous year guidance including the USDOT 'disclaimer' in the Cooperating Agency statement.

Please email your draft FY 2019 RPO Work Program to Michael Hora (horam@dot.state.al.us) at the ALDOT Local Transportation Bureau in Montgomery by August 1, 2018. Once you've received ALDOT's draft approval and final Work Program approval, forward four (4) hard copies of the FY 2019 Work Program as well as an electronic copy to this office by August 31, 2018. The copies should include the fully-executed Resolution.

If you should have any questions or comments, please contact Mr. Michael Hora, Assistant Local Transportation Bureau Chief, Planning at (334) 242-6517.

DEP:MBH
Attachments

- C: Mr. John R. Cooper, Transportation Director
- Mr. Don Arkle, Chief Engineer
- Mr. Ed Austin, Assistant Chief Engineer, Policy & Planning
- Mr. Brad Lindsey, Deputy State Local Transportation Engineer
- Mr. Mark Bartlett, FHWA Alabama Division Administrator
- Local Transportation Bureau MPO Staff