



# ALABAMA DEPARTMENT OF TRANSPORTATION

## Bureau of County Transportation

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Kay Ivey  
Governor

John R. Cooper  
Transportation Director


August 31, 2017

### MEMORANDUM FY 2017-11

TO: County Engineers

CC: Region Engineers, Region County Transportation Engineers, and State Office Engineer

FROM:

  
D.E. (Ed) Phillips, Jr., State County Transportation Engineer

REFERENCE: New procedure for processing funding agreements

In order to streamline the process of sending funding agreements to the counties, this office will be replacing both faxing and mailing of funding agreements with e-mailing a PDF document to a designated e-mail address(es) that each county chooses. The Region County Transportation Engineer and State Office Engineer will be copied on this e-mail. The designated county recipient should print out the funding agreement attached to the e-mail, have it executed by the County Commission, and mailed back to this office. Once the funding agreement is fully executed, it will be scanned and e-mailed to all parties listed above, with the State Office Engineer receiving the original document.

It is requested that an e-mail address be provided to Michael Hora by September 15, 2017. He can be reached at [horam@dot.state.al.us](mailto:horam@dot.state.al.us). Please remember to inform him as e-mail address(es) changes so that there are no delays with the county receiving a funding agreement.

Please feel free to contact me should you have any questions or comments concerning this matter.

DEP/dep  
Attachment

Cc: Mr. John R. Cooper, Transportation Director  
Mr. Don Arkle, Chief Engineer  
Mr. Ed Austin, Assistant Chief Engineer, Policy & Planning  
Mr. Sonny Brasfield, ACCA