



ALABAMA DEPARTMENT OF TRANSPORTATION

Local Transportation Bureau

1409 Coliseum Blvd., Montgomery, Alabama 36110-2060

Phone: (334) 242-6206 FAX: (334) 353-6530

Internet: <http://www.dot.state.al.us>



Kay Ivey
Governor

John R. Cooper
Transportation Director

October 1, 2021

MEMORANDUM 2021-14

To: Metropolitan Planning Organizations & Rural Planning Organizations (MPO/RPO)

From:


Bradley B. Lindsey, P.E., State Local Transportation Engineer

Reference: MPO/RPO FY-2022 Invoices

This memorandum will update and replace any reference to Memorandum 2019-2 dated October 24, 2018 regarding invoicing procedures for MPOs/RPOs.

Invoices for federal reimbursement should be submitted on Forms F-25. A link to this form is: <https://cpmsapps.dot.state.al.us/ConsultantManagement/FormsDownloadsLinks.aspx>.

RPOs and Non-Transportation Management Areas (TMA) can submit a minimum of four (4) quarterly invoices a year. These may not be submitted more often than once per month. TMAs may continue at their current rate of once per month. It is important for ALDOT to receive invoices monthly so that invoicing isn't held for errors or omission near the end of the fiscal year. As a reminder, items 1,2,3,4,9 & 14 on the Form F-25 must be correct or a corrected invoice will be requested. Item 4 should reference the date of the invoice period (Ex., 10/01/2021-10/31/2021).

Until further instructions are given, scanning of invoices with backup documentation is allowed. Please send these invoices to your MPO Coordinator/Planner. U.S. Mail copies should be addressed to Mr. Bradley B. Lindsey, P.E., State Local Transportation Engineer, 1409 Coliseum Blvd., Room D-101, Montgomery, AL 36110-2060. For correct delivery of mail, please purge your old mailing labels and remove old names as this is very important for invoices, correspondence, contracts and agreements, etc.

The invoice packet for FY-2022 should include two copies of the Form F-25. These forms must be notarized with original signatures and notary expiration date that is not expired. Additionally, the packet should have one copy of the back-up documentation and one cover letter addressed to Mr. Bradley B. Lindsey, P.E., State Local Transportation Engineer. Include in the letter the date, the invoice number, project number, amount requested, reporting period and signature of your Executive Director.

Documentation should be submitted for all purchases. As listed in the recently approved Financial Assistance Agreement for your agency, purchases of any single item over \$1,500 must have prior written approval. General office supplies, postage, copies, and mileage no longer require documentation.

Membership dues that are under the name of the agency are allowed. Membership dues for individual staff members are not allowed for reimbursement. (Ex., American Planning Association, AICP, etc.) The individual staff member's dues are a personal expense.

Reimbursement for payment must be in by the third week in November, as referenced in the Financial Assistance Agreement. Charges may not be carried over to another fiscal year invoice after year-end close out.

Indirect Cost Plans must be submitted with your first invoice. You may also track your payments using the STAARS website at <http://vendors.alabama.gov>.

If there are any further questions, please contact Bryan Fair, at fairb@dot.state.al.us or (334) 242-6098.

BBL:BF:CPM

C: MPO Invoice File 2022

Robert B. Dees, Assistant State Local Transportation Design Engineer

John Whiteside, Assistant Director of Finance & Audit

Local Transportation Bureau Planning Staff