



ALABAMA DEPARTMENT OF TRANSPORTATION

Local Transportation Bureau

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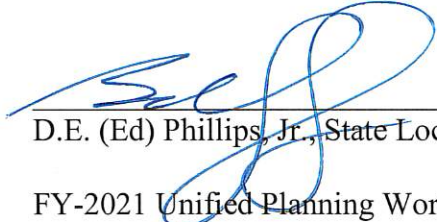
Kay Ivey
Governor

John R. Cooper
Transportation Director

March 30, 2020

MEMORANDUM FY 2020-8

TO: Executive Director, MPO

FROM:  for:
D.E. (Ed) Phillips, Jr., State Local Transportation Engineer

REFERENCE: FY-2021 Unified Planning Work Program (UPWP)

The estimate of federal planning funds for your area is shown below. This figure includes 5303 funds. This funding MUST be amended into your FY-2020 UPWP or carried forward into your FY-2021 UPWP to be eligible for future years. Beginning in FY-2022, MPOs will only be able to keep 2 years' worth of funding in your UPWP (i.e. keep \$400,000 if \$200,000 apportionment).

FY-2017	FY-2018	FY-2019	FY-2021	Total	SPR
\$XX,XXX	\$XX,XXX	\$XX,XXX	\$XX,XXX	\$XX,XXX	\$XX,XXX

FY-2020 UPWP

1. By March 2020 – MPO receives funding notice (per Memorandum FY 2020-8)
Funding notice includes FY-2017-2019 carryover
2. By July 2020 (if necessary) – MPO amends FY-2020 UPWP
Amend UPWP to add or correct the FY-2017-2019 carryover

FY-2021 UPWP

1. By March 2020 – MPO receives funding notice (per Memorandum FY 2020-8)
Funding notice includes FY-2017-2019 carryover and FY-2021 apportionment.
2. By June 2, 2020 – MPO submits Draft FY-2021 UPWP
Draft UPWP includes FY-2021 apportionment and may include FY-2017-2019 carryover and estimated FY-2020 carryover.
3. By September 16, 2020 – MPO submits Adopted FY-2021 UPWP
Adopted UPWP includes FY-2021 apportionment and may include estimated FY-2020 carryover.
4. By March 2021 – MPO receives funding notice
Funding notice includes FY-2020 carryover. If a negative carryover, then FY-2021 UPWP must be amended by July 2021 to decrease UPWP by that amount.

5. By July 2021 (if necessary) – MPO amends FY-2021 UPWP
Amend UPWP to add or correct the 2020 carryover

FY-2022 UPWP

1. By March 2021 – MPO receives funding notice
Funding notice includes FY-2020 carryover and FY-2022 apportionment.
2. By June 2, 2021 – MPO submits Draft FY-2022 UPWP
Draft UPWP includes FY-2022 apportionment and may include FY-2020 carryover and estimated FY-2021 carryover up to 2 years' worth of funding
3. By September 16, 2021 – MPO submits Adopted FY-2022 UPWP
Adopted UPWP includes FY-2022 apportionment and may include FY-2020 carryover and estimated FY-2021 carryover up to 2 years' worth of funding
4. By March 2022 – MPO receives funding notice
Funding notice includes FY-2021 carryover. If a negative carryover, then FY-2022 UPWP must be amended by July 2022 to decrease UPWP by that amount.
5. By July 2022 (if necessary) – MPO amends FY-2022 UPWP
Amend UPWP to add or correct the 2021 carryover up to 2 years' worth of funding

There will be very few structural changes to the FY-2021 UPWP. ALDOT will continue to allow restructuring of the UPWP Table of Contents. At a minimum, the MPO is required to include tasking that reflects the Scope of the Transportation Planning Process listed in 23 United States Code 134 (h). This includes at least one air quality task, one freight task, and one safety task. Other requirements for the FY-2021 UPWP include:

- Planning Emphasis Areas will no longer be required for FY-2021.
- Transportation Performance Management will continue to be required with additional performance measures.
- Legislative references (including the disclaimer on the front page) will continue to refer to the FAST Act.
- D.E. Phillips, Jr., P.E. and Michael Hora, P.E. should continue to fill the slots for your MPOs and TCCs, respectively.
- All maps should have sourcing information, even if simply: "Source: MPO."
- All planning factors should be listed as shown in the Scope of the Planning Process
- Include ADA Transition Plans amongst your tasking if you are still pursuing that effort.
- Consider itemizing any single item over \$1,500 within the UPWP. If agreed upon by the ATPA, items over \$1,500, if listed within the UPWP, will not require pre-approval, as long as they are within 20% of the cost listed.
- If practical, tasks should have a suggested timeline or schedule. An entry of, "To be completed by the end of FY-2021" for every single task will not be allowed.
- The listing of past, current, and future studies is still required. Past ALDOT projects include the Statewide Freight Plan, Statewide Bicycle and Pedestrian Plan, Statewide Transportation Plan, State Airport System Plan, and the Alabama Statewide Management

Plan. Future plans include the Alabama Rail Plan, the Alabama Public Involvement Plan, and the Transportation Asset Management Plan. The location of each of these items should be the ALDOT website; please do not list web links as the ALDOT site is undergoing an overhaul.

Requirements for the funding tables are as follows:

- Funding tables need to include SPR Funding.
- Any column headers showing FHWA must also include FTA (i.e. PL – FHWA/FTA).
- Consultant funding is required to be in a separate column.
- Carryover funds should be listed, as well as the task it is going into.

Invoices

MPOs should continue to submit invoices according to Memorandums 2019-2 and Memorandum 2019-26. See links below. Invoice packets should include one original transmittal letter, signed by the Planning Director, two original Form F-25s, notarized, one recap sheet, and one copy of supplemental documentation.

New this year, in addition to total, federal, and local funding, the recap sheet should indicate total salaries, total fringe benefits, total indirect expenditures, and total direct expenditures. Secondly, fringe and indirect expenses must be documented. An indirect cost allocation plan should be submitted with the first invoice that shows such expenses or rates. Finally, Memorandum 2019-2 stated that all direct expenses should have appropriate back-up documentation, with the exception of postage, local mileage, and copies. General office supplies can also be added to that list. A table should be provided for these items showing the amount of the expense (i.e. postage - \$150, office supplies - \$72.50.)

FY-2019 Call for Projects

Regarding last year's call for projects, consultants cannot begin work on a project until the requirements of Memorandum 2019-26 have been met, and the project is listed in the FY-2020 and/or FY-2021 UPWP. These projects should be completed with all charges made to them by September 30, 2021. When invoicing, consultants must use the Form F-25 as provided in the instruction. The invoice number will be provided by request. Please submit all invoices to ALDOT electronically for review, to verify accuracy before a hard copy is submitted. The MPO should be copied on this submission if they are not the project lead.

Contact Michael Hora at (334) 242-6517 or horam@dot.state.al.us with any questions. As stated above, please reference the below links:

- Memorandum 2019-2 -
<https://www.dot.state.al.us/ltweb/administration/pdf/2019Memorandums/Memo2019-2.pdf>
- Memorandum 2019-26 -
<https://www.dot.state.al.us/ltweb/administration/pdf/2019Memorandums/Memo2019-26.pdf>

C: Brad Lindsey, Deputy Local Transportation Engineer
Michael Hora, Assistant Local Transportation Engineer, Planning
Sonya Baker, Assistant Bureau Chief, Planning Studies
Jimmy Carroll, Assistant Bureau Chief, Project Management
John Whiteside, External Audit Manager
Candace Moore, Fiscal Management Administrator