December 19, 2013

MEMORANDUM

TO: Bureau Chiefs
    Division Engineers
    Southwest Region Engineer

FROM: Clay P. McBrien, P.E.
    State Office Engineer

RE: Performance of Work Prior to Federal Authorization

It has come to my attention that ALDOT personnel, consultants, other agencies, etc., are proceeding with work prior to federal aid projects and programs being authorized. **It is imperative that no work be performed prior to authorization. Under federal law, any work performed prior to authorization is not eligible for federal reimbursement.** Apparently, some personnel are assuming that once a consultant contract, local or state agency funding agreement, etc., are signed the work may proceed. This is not the case.

Furthermore, projects involving a fiscal year’s budget (such as the Birmingham Ride Share Program for 2014, Alabama Department of Public Safety Overtime Enforcement Efforts for FY 2014, Building Communities Programs for FY 2014, etc.) should be authorized prior to the beginning of the fiscal year if work is to begin on October 1st. Please ensure that any required agreements/contracts are executed and provided to the Bureau of Office Engineer so an authorization can be submitted to the Federal Highway Administration in a timely manner.
Please note that the lead bureau, division, or region is responsible for notifying this Office that the federal authorization is needed and for confirming that the project or program is authorized before work commences.

I fully realize that certain projects and programs are rushed, but failure to get the project or program authorized could result in the loss of millions of dollars of federal funding.

Please do not hesitate to contact me at (334)242-6450 if you have any questions.

CPM: emp
pc: John R. Cooper
  Ronald L. Baldwin
  John E. Lorentson
  Lamar Woodham, Jr.
  Don T. Arkle
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