



ALABAMA DEPARTMENT OF TRANSPORTATION

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Kay Ivey
Governor


John R. Cooper
Transportation Director

November 29, 2017

LOCAL TRANSPORTATION BUREAU MEMORANDUM 2018-3

TO: Metropolitan Planning Organizations
Rural Planning Organizations
ALDOT Region Engineers
ALDOT Region Local Transportation Section
ALDOT Local Transportation Bureau Planning Section

FROM:


D.E. (Ed) Phillips, Jr., P.E., Local Transportation Bureau Chief

REFERENCE: MPO/RPO UPWP/WP Semi-Annual Reports
MPO/RPO UPWP/WP Budget Modifications

Upon consideration and coordination with FHWA, the following reporting requirements are modified effective immediately.

Mid-year semi-annual Unified Planning Work Program for MPOs and Work Program for RPOs (UPWP/WP) Reports will no longer be required to be submitted to nor approved by ALDOT. There may be a benefit to each MPO/RPO performing an internal review of their UPWP/WP at various times. The timing and process any MPO/RPO should choose to perform will be left to the discretion of each MPO/RPO. However, there will be no formal mid-year reporting requirement. Three copies of the End-of-Year Annual UPWP/WP Reports are still required. There is benefit in reviewing the prior year's UPWP/WP progress and accomplishment. This exercise should be beneficial in the MPO/RPO preparation and the ALDOT review of the upcoming year's UPWP/WP.

UPWP/WP line item budget revisions will no longer be required to be submitted to nor approved by ALDOT. We realize and understand that budget line items are estimates and work requirements are subject to change during the year. Your ALDOT MPO/RPO Coordinator will continue to monitor your invoices with respect to your approved line item budgets. When apparent discrepancies from the approved budgets are found, your MPO/RPO Coordinator may feel the need to contact you to discuss an apparent discrepancy. However, it should be noted that the total UPWP/WP Budget ceilings remain "limited" and the cost of any overrun of the total UPWP/WP budget will be borne entirely by the MPO/RPO.

Please feel free to contact me or Michael Hora, Assistant State Local Transportation Engineer, Planning at horam@dot.state.al.us or (334-242-6517) should you have any questions or comments concerning this matter.

DEP/dep

C: Mr. John R. Cooper, Transportation Director
Mr. Don Arkle, P.E., Chief Engineer
Mr. Ed Austin, P.E., Assistant Chief Engineer, Policy & Planning
Mr. Clint Andrews, Planning & Program Management FHWA Alabama Division