



**ALABAMA DEPARTMENT OF TRANSPORTATION**  
1409 Coliseum Boulevard Montgomery, Alabama 36110



**LOCAL TRANSPORTATION BUREAU**

Kay Ivey  
Governor

John R. Cooper  
Transportation Director

March 31, 2020

**MEMORANDUM**

TO: Section 5311/5307 Program Subrecipients

FROM: D. E. Phillips, Jr., P. E.   
State Local Transportation Engineer

SUBJECT: Section 5311/5307 Programs Invoices for Operations Billed at 80%

ALDOT recognizes the unforeseen situation we face regarding the COVID-19 virus and the difficulties this event creates for basic everyday tasks. On Friday, March 13, 2020, FTA distributed the attached notification, which permits operating expenses to be covered at an 80 percent federal share rather than the standard 50 percent. This information was distributed to our providers on Monday, March 16, 2020, through email. Due to this change in billing percentages, ALDOT is requesting to receive March invoices in one of two ways:

- **Option one:** generate two separate March invoices. One invoice covering March 1<sup>st</sup> through the 13<sup>th</sup> at the standard 50/50 operations rate and a second invoice for March 14<sup>th</sup> through 31<sup>st</sup> utilizing FTA's operation rate of 80/20.
- **Option two** generate a single March invoice through the 13<sup>th</sup> and combining March 14<sup>th</sup> through 31<sup>st</sup> expenses in the April invoice.

The recap sheets currently in use will have to be adjusted to include the new 80/20 operations. Step by step instructions are attached for your use to make the necessary changes to your recap sheet.

If you have any questions or need technical assistance with this process, please contact your respective Regional Manager.

DEP/rrs

Attachments