



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 25, 2014

CIRCULAR LETTER 2014-14

MFT GENERAL MAINTENANCE PROGRAM – DEPARTMENT PRIOR APPROVAL

COUNTY ENGINEERS/SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS/DIRECTORS OF PUBLIC WORKS/MAYORS
CONSULTING ENGINEERS

Article 9-1.07 of the IDOT Bureau of Local Roads and Streets (BLRS) Manual outlines the procedures for a Local Public Agency (LPA) to expend Motor Fuel Tax (MFT) funds for eligible MFT projects, including general maintenance. This ability to expend MFT funds requires authorization from the Department.

Section 14-2 of the BLRS Manual outlines the procedures for a LPA to submit an annual general maintenance program. The documentation for the general maintenance program must be submitted to the Department, and the LPA must receive approval of the plan and authorization of the funds, prior to conducting any operation listed for the program year.

The submittal of a LPA's general maintenance program must be in a manner that will provide for the appropriate District BLRS office to approve the general maintenance program prior to any expenditure of MFT funds. At a minimum, this submittal must include a resolution (Form BLR 14220 or BLR 14230) appropriating MFT funds for general maintenance, along with an estimate of maintenance costs (Form BLR 14221 or BLR 14231). **The expenditure of MFT funds prior to the approval of the LPA general maintenance program may result in the LPA reimbursing their own MFT account with LPA funds in the amount of the unapproved expenditure.**

During the year if additional maintenance operations not listed on the original estimate of maintenance cost need to be performed, a revised estimate of maintenance costs shall be submitted for approval and authorization prior to the expenditure of MFT funds for the additional maintenance operations. If the revised estimate of maintenance costs exceeds the original resolution, a supplemental resolution will also be required.

In the case of an emergency maintenance operation, it is desirable to first obtain district BLRS approval by telephone or letter. However, the nature of the situation may dictate otherwise, which must be assessed on a case-by-case basis. Article 12-1.02(c) of the BLRS Manual provides additional information on emergency purchases.

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Please contact your District BLRS office for further information and guidance.

Sincerely,

A handwritten signature in black ink that reads "James K. Klein". The signature is written in a cursive style with a large initial "J".

James K. Klein, P.E., S.E.
Acting Engineer of Local Roads and Streets

TF/tw