



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

August 9, 2013

CIRCULAR LETTER 2013-14

MFT GENERAL MAINTENANCE PROGRAM – DEPARTMENT APPROVAL

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

Section 14-2 of the Department's Bureau of Local Roads and Streets (BLRS) Manual outlines the procedures for a Local Public Agency's (LPA) to submit an annual general maintenance (GM) program. Please note that the documentation for the GM program must be submitted to the Department for approval prior to conducting any operation listed for the program year.

Article 14-2.01 indicates that the LPA's GM program may be for an audit period of 12 to 24 months and normally is for a time period from January 1 through December 31. However, in most cases this time period does not match the time period for LPA's annual budget. The time period that you use for your GM program may be for any period of time provided it is for an audit period of 12 to 24 months.

In order for a LPA to comply, submittals for a LPA's GM program must be in a manner that will provide for the appropriate District BLRS to approve the GM program prior to any expenditure of MFT funds. Failure to seek prior approval of the expenditure of MFT funds may result in the LPA reimbursing their MFT account with LPA funds in the amount of the unapproved expenditure.

In the case of an emergency, it is desirable to first obtain district approval by telephone or letter. However, the nature of the situation may dictate otherwise, which must be assessed on a case-by-case basis. Within 10 days of the emergency purchase, provide the district with written notification of the emergency condition, the name of the vendor or contractor involved, and the amount expended. The amount is not limited, but the evidence of an emergency must be provided.

Please contact the District BLRS for further guidance.

Sincerely,

A handwritten signature in cursive script that reads "James K. Klein".

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