



STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

RICK SNYDER
GOVERNOR

KIRK T. STEUDLE
DIRECTOR

February 5, 2014

<Local Agency Name>

<Address>

<Location>

Dear Managing Director:

Roads and Risks Reserve Fund Projects

Your agency has been selected for a Roads and Risks Reserve (RRR) Fund project. The goal of this funding is to construct projects in 2014 with final completion by December 31, 2015. Each project will be eligible based on the route, location, work description, and estimate shown on the approved RRR project list provided to MDOT by the Michigan Legislature.

RRR funds may be used for all project costs, including preliminary engineering, right-of-way, construction, and construction engineering. MDOT will treat this program as a direct grant program, with 100 percent of costs provided up front provided the RRR project is not using, or being combined with another project that is using, federal funding. Projects using federal or being combined with another project using federal funding will be processed as a standard federal aid project through MDOT Local Agency Programs. Projects that have already expended federal funding on any phase of an RRR project will be allowed to reimburse the federal funds in order to qualify for the direct grant. All unspent RRR funds will be returned to the RRR program.

Enclosed you will find the list of selected projects, the RRR Program Process Summary which outlines major steps for delivering the RRR funded program, necessary forms for payment authorization, and a sample project agreement that details required certifications and stipulations. Also enclosed are the RRR Fund Process Summary, RRR Fund Program Application, Request for Payment Form (Exhibit A), a draft project agreement, and the Project Cost Reporting & Certification Form (Exhibit B). These forms, which can be found electronically on MDOT's LAP website at the following link: www.michigan.gov/mdotlap, need to be completed for each project.

These certifications mandate your agency to follow all applicable federal, state and local laws, including recent changes; for example, the revised ADA requirements. Construction must be completed by a contractor through an open competitive bidding process. A Registered Engineer, licensed in the State of Michigan, must be in responsible charge for the design and construction engineering of the project. All project documents, permits and certifications, including payments, must be retained by the local agency for three years from the project completion date.

Local Agency
Page 2
February 5, 2014

Please send all form submittals to:

Larry Doyle
MDOT, Local Agency Programs
P.O. Box 30050
Lansing, Michigan 48909

Please feel free to contact me with any questions at (517) 335-2233 or by email at doylel@michigan.gov.

Sincerely,

Larry Doyle, P.E.
Local Agency Programs Engineer

BOHD:DSD:LD:bab

Enclosures

cc: M. Van Port Fleet, MDOT
M. DeLong, MDOT
MDOT Region Engineer
MDOT TSC Manager