

## **FUNDS EXCHANGE PROGRAM**

Program Administrative Guidelines:

(Updated June 2016)

### **1. Items that apply to both Programmatic Exchanges and Project by Project Exchanges:**

- a. The categories of federal aid funding considered for exchange with the Metropolitan Planning Organizations (MPO) and the Joint Highway Committee (JHC) include STP Non-urban (Rural), STP Small Urban, and STP Urban.
- b. The exchange rate will be \$0.85 state funds for \$1.00 federal funds.
- c. A UDOT Project Manager (PM) will continue to be assigned to each project for consultation purposes only.
- d. The construction standard will be AASHTO standards or in accordance with state law.
- e. It is the intent of UDOT that the local sponsor be responsible for all aspects of the project. UDOT does not give any assurances or guarantees regarding the quality of work.
- f. Local government sponsors will follow their own bid process in awarding contracts.
- g. The exchange will reflect appropriate coordination between the MPOs/JHC, the project sponsor and UDOT.

### **2. Programmatic Exchanges: Exchanges a block of federal funding with an MPO or the JHC.**

- a. The Utah Transportation Commission allows the Department to do Programmatic fund exchanges.
- b. Each approved exchange will be transacted annually when federal and state funds are available.

- c. A Memorandum of Agreement will be required between UDOT and the MPO/JHC for each exchange. Required project documentation and performance reporting (certifications) will be detailed as part of each agreement.
- d. At the end of each federal fiscal year, each exchange will be evaluated by UDOT and the MPOs/JHC to determine if modifications are recommended including continuing the program.
- e. Exchanged funds will be disbursed to the MPO or managed by UDOT for the JHC. As projects are completed, any balances remaining, are to remain in each respective program to be reprogrammed by the MPO/JHC.

**3. Project by Project Exchanges: Exchanges funding for stand-alone individual projects.**

- a. A cooperative agreement between the local government sponsoring the project and UDOT will be executed for each project request, detailing the funds exchange.
- b. Funds will be disbursed on a reimbursement basis. Invoices are submitted to and approved by the UDOT PM according to the cooperative agreement.
- c. A local match minimum of 6.77 percent of total project costs is required. If flexible match is offered, the details will be included in each specific project agreement. The value of each flexible match item shall not to exceed UDOT average bid prices for that item.

Approved by the Utah Transportation Commission  
June 17, 2016