

# PLANNING FUNDS FLOW CHART

## PLANNING FUNDS AVAILABILITY

1. Federal funds are authorized to the U.S. DOT.
2. Federal funds are appropriated to various programs and agencies within the U.S. DOT, including the FTA and FHWA.
3. Using a formula provided in law, appropriated program funds are apportioned among State DOTs and metropolitan areas annually.
4. Systems Planning enters the apportionments into formulas and distributes new and carryover planning funding targets to the MPOs/RPAs.



## TPWP DEVELOPMENT AND IMPLEMENTATION

1. A guidance document for agency TPWPs is updated and sent to MPOs and RPAs annually.
2. Using the planning funding targets, MPOs/RPAs develop and approve an annual TPWP.
3. Systems Planning Bureau develops and submits the federal CPG for MPO/RPA transportation planning funding.
4. An annual transportation planning joint participation agreement to implement intermodal planning is executed.
5. MPOs and RPAs begin to perform transportation planning work activities listed within their TPWP.



## REIMBURSEMENT PROCESSING

1. MPOs/RPAs submit reimbursement claims for the federal share of eligible costs incurred on a monthly or quarterly basis to the DTPs.
2. The DTPs review reimbursement request claims for accuracy, consistency, and adequate detail.
3. If the DTPs find the detail to be less than accurate or not acceptable, the DTPs will contact the MPO/RPA for more detail and explanation.
4. After a final review, Systems Planning prepares a supplier invoice in Workday.



## REIMBURSEMENT PAYMENT

1. Finance Bureau reviews the financial information of the supplier invoice for accuracy.
2. Finance Bureau makes a request to draw down the planning grant funds from FTA's ECHO system on Friday.
3. Finance Bureau receives the requested funding on Monday.
4. Finance Bureau transfers the funds electronically to the State Treasurer's Office on Tuesday.
5. State Treasurer's Office makes the payment by check or EFT to an MPO/RPA on Wednesday. \*

\*Any unspent funding from the fiscal year end will be available as carryover to the planning agency, along with their new planning funding targets, for the development of their next TPWP.