

OFFICE OF THE GOVERNOR

**KAY IVEY**  
GOVERNOR



ALABAMA DEPARTMENT OF ECONOMIC  
AND COMMUNITY AFFAIRS


**JIM BYARD, JR.**  
DIRECTOR

**STATE OF ALABAMA**

May 3, 2017

**MEMORANDUM**

TO: All Interested Parties in State  
Recreational Trails Program (RTP)

FROM: Jim Byard, Jr.   
Director

RE: ALABAMA RECREATIONAL TRAILS PROGRAM  
POLICY LETTER NUMBER 4

PAYMENT FOR LOCAL GOVERNMENT EMPLOYEE'S TIME OR EQUIPMENT USED  
WITH RTP FUNDS

Work performed by project sponsor staff, whether administrative or construction, may not be paid with RTP funds. Project sponsor staff time (hourly rate of pay and FICA percentage only), or equipment usage as appropriate, may be counted as sponsor match when properly documented and included in the budget.

**Effective for projects submitted after the date of this policy letter.**

JB:CGD:km