



# Memorandum

Sent via E-mail

Subject: **ACTION:** Funding and Approval for Fiscal  
Year (FY) 2013 On-the-Job Training/Supportive  
Services Program

September 6, 2013

From: Warren S. Whitlock  
Associate Administrator for Civil Rights

In Reply Refer To: HCR-1

To: Division Administrators

For Fiscal Year 2013 (FY13), the Office of Civil Rights (HCR) is distributing On-the-Job-Training Supportive Services (OJT/SS) funds using the same formula used by the FHWA's Office of the Chief Financial Officer to allocate annual Federal-aid dollars to the State Transportation Agencies (STAs). This year, additional funds have been added to the pool from past years' unobligated OJT/SS funds de-allocated from STAs earlier this year. The total FY13 amount available for distribution is \$11,039,186.

FHWA Division Offices must immediately notify their STA of their formula-based allocations listed below, and **obligate these funds on or before Friday, September 20, 2013, Program Code M490.** It is critical to obligate all the OJT/SS funds by the deadline in order to ensure full access to the funds in FY 2014. Note that some of these funds are from de-allocated funds **that will expire** at the end of FY13.

Should an STA decide **not to participate** in the OJT/SS program for FY13, the **STA's Chief Executive Officer** must submit a written statement on agency letterhead of his or her intention to decline the FY2013 OJT/SS allocation. This statement should be submitted to the Division Administrator by **Friday, September 13, 2013.**

The FY2013 OJT/SS formula-based funding allocations are as follows:

<u>State</u>	<u>Funds</u>	<u>State</u>	<u>Funds</u>
Alabama	\$186,373.42	Montana	\$113,161.91
Alaska	\$132,084.99	Nebraska	\$86,992.68
American Samoa	\$1,867.03	Nevada	\$105,805.93
Arizona	\$204,051.05	New Hampshire	\$48,854.53
Arkansas	\$146,952.22	New Jersey	\$288,076.94

<u>State</u>	<u>Funds</u>	<u>State</u>	<u>Funds</u>
California	\$1,065,252.05	New Mexico	\$103,690.81
Colorado	\$158,171.44	New York	\$442,574.84
Connecticut	\$142,835.41	North Carolina	\$253,983.98
Delaware	\$49,219.22	North Dakota	\$66,252.55
District of Columbia	\$49,403.79	Northern Mariana Isles	\$1,656.07
Florida	\$519,063.26	Ohio	\$329,267.12
Georgia	\$354,540.27	Oklahoma	\$166,095.78
Guam	\$7,468.11	Oregon	\$130,973.49
Hawaii	\$51,712.93	Pennsylvania	\$402,214.21
Idaho	\$80,651.76	Puerto Rico	\$36,847.43
Illinois	\$412,956.92	Rhode Island	\$59,512.08
Indiana	\$262,932.54	South Carolina	\$155,629.47
Iowa	\$144,433.35	South Dakota	\$71,537.45
Kansas	\$115,775.62	Tennessee	\$203,038.13
Kentucky	\$179,817.79	Texas	\$777,374.22
Louisiana	\$200,045.63	Utah	\$83,640.63
Maine	\$57,487.74	Vermont	\$54,856.67
Maryland	\$171,706.89	Virgin Islands	\$6,624.26
Massachusetts	\$185,360.35	Virginia	\$243,589.42
Michigan	\$307,493.35	Washington	\$180,102.38
Minnesota	\$185,445.78	West Virginia	\$98,048.45
Mississippi	\$138,666.81	Wisconsin	\$181,229.67
Missouri	\$261,381.08	Wyoming	\$63,734.97

Detailed information concerning expectations for STAs' Statements of Work (SOWs), the SOW submission process and timelines will be emailed later this month. In addition, HCR will host an OJT/SS and DBE/SS webinar on Thursday, October 10, to discuss program expectations and procedures and to answer Division and STA questions. Information on registering for the webinar will also be provided later this month.

Should you have any questions pertaining to the need to obligate or decline to obligate the FY13 OJT/SS funds, please contact Zakiah Latif-Lynch at 202-366-1585 or [zakiah.latif-lynch@dot.gov](mailto:zakiah.latif-lynch@dot.gov).