
 <p style="text-align: center;">STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES</p> <p style="text-align: center;">Policy and Procedure</p>	POLICY AND PROCEDURE NUMBER 12.03.050	PAGE 1 of 2
	EFFECTIVE DATE June 29, 2007	
SUBJECT Closeout of Federal Grant Year	SUPERSEDES New	DATED
CHAPTER Alaska Highway Safety Office	SECTION Federal Grant Fiscal Requirements	APPROVED BY 

PURPOSE

This formalizes the policy and procedure (P&P) of the department on the closeout of the Federal grant year for U.S. Department of Transportation (U.S. DOT), National Highway Traffic Safety Administration (NHTSA) traffic safety grant funding administered by the Alaska Highway Safety Office (AHSO).

POLICY

The AHSO shall submit an annual evaluation report to the NHTSA Regional Office by December 31 of each grant year which includes closing out the fiscal portion of the program. Final sub grantee invoices are due to the AHSO no later than 45 days after the end of the fiscal year (November 15). DOT&PF, Administrative Services Division (ASD), Third Party Billing section shall set a date each year when final invoices are due to them from the AHSO. The ASD Fiscal section and Third Party Billing section require approximately two weeks to process invoice payments and complete the final Federal reimbursement voucher. Invoices received from sub grantees after the deadline shall not be processed and approved for payment.

Final reimbursement vouchers shall be submitted to NHTSA in the same manner as progress vouchers with the addition of reconciling the final Highway Safety Program Cost Summary form to the Alaska State Accounting System (AKSAS).

After the final voucher has been submitted, the AHSO shall close out each project number and sub grantee file for that fiscal year. After the closeout is completed, the AHSO shall not allow an expenditure to be charged. All grant related records shall be retained for at least three years from the date the final voucher is submitted to NHTSA.

PROCEDURE

Traffic safety grant closeout activities shall begin when all required sub grantee performance reports and final invoices have been received. When final claims are processed, the ASD's procedure for preparation of the final Federal reimbursement

voucher shall be completed by the AHSO Project Assistant or Accounting Technician. Included in this process shall be the final determination of the amount of actual program fund expenditures and the unspent dollars for carry forward to the next program year. A final determination of the amount of Federal Section 402 funds expended for the benefit of locals (40 percent minimum required), less certain set aside funds, shall be completed. A determination will be made whether the required State match to the program meets or exceeds the mandatory amounts for each funding program.

The AHSO Federal closeout procedure shall be coordinated with the ASD, Third Party Billing section in order to make corresponding entries to the Federal Grant Tracking System and the Alaska Statewide Accounting System (AKSAS).

A copy of the most current AHSO Desk Manual and Federal grant closeout procedure may be found at <http://www.dot.state.ak.us/stwdplng/hwysafety/ems.shtml>

AUTHORITY

23 U.S.C. 402
23 CFR 1200

IMPLEMENTATION RESPONSIBILITY

Highway Safety Office Administrator

DISTRIBUTION

All department employees via the DOT&PF website