



**STATE OF ALASKA
DEPARTMENT OF TRANSPORTATION
AND PUBLIC FACILITIES**

Policy and Procedure

POLICY AND PROCEDURE NUMBER

01.01.020

PAGE

1 of 2

EFFECTIVE DATE

September 15, 2017

SUBJECT

Program Funding, Budget and Finance

SUPERSEDES

01.01.020

DATED

April 17, 2014

CHAPTER

**Office of the
Commissioner**

SECTION

Delegation of Authority

APPROVED BY

Signature on File

LEGEND

- F - Final Authority
- R - Final Authority may be Redelegated
- E - Endorsement Required
- C - Consultation, Coordination, and/or Evaluation Required
- * - May not be Performed by Person Temporarily Acting in this Position

NOTE: In case of absence, Final Authority "F" may be delegated

	Commissioner	Deputy Commissioners	Chief Contracts Officer	Admin Services Director	Facilities Services Director	Program Development Director	Chief Engineer	MSCVE Director	Statewide Aviation Director/ AIAS Director/ AIA/FIA Managers	AMHS General Manager	Regional Directors (includes Chief Internal Auditor)	Footnotes
Program Development												
- State Transportation Plan	F*											
- Regional Transportation Plan	F*											
- Area/Local Transportation Plan						F					C	
- Needs and Priorities List	F*											
- Statewide Transportation Improvement Plan Approval	F*											1
- Aviation Improvement Plan Approval	F*											
- Capital Budget/STIP Estimate and Revisions	R	C				C						
- Annual Work Program Approval and Revisions	R	C				F						2
- Requests for Federal Aid (Discretionary, Stimulus, etc.)		F				C						
Programming												
- Project Development Authorization (PDAs)				R	R	R	R	R	R	R	R	3
- Obligate FHWA Funds						R						
- Obligate FAA Grant Funds									F			
- Obligate FTA Funds						R						
- Obligate Other Federal Agency Funds					R	R	R	R	R	R	R	
- Obligate State Funds					R	R	R	R	R	R	R	

1. FHWA and FTA must approve action.
2. FHWA must approve action.
3. PDA's require two signatures; the Project Control Chief AND either the Regional Director or the delegated authority to the Director.

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Finance Actions												
- Grant Agreements				C	F	F	F	F	F	F	F	
- Grant Amendments				C	F	F	F	F	F	F	F	
- Federal Aid Voucher Requests												
• FHWA				C								
• FAA				C								
• FTA						R						
• Other Federal Agencies					R	R	R	R	R	R	R	
Budget Requests												
- Annual Operating Budget	F			E								
- Annual Capital Budget	F					E						
- Supplement Budget	F			E		E						1
- Revised Program (RP)												
• Transfer RPs and RPLs	R			F		F						1
• Positions												
- Internal		F		F								2
- External	F	E		E								2
- Reimbursable Service Agreements (RSA)	R	R	R	R	R	R	R	R	R	R	R	2,3
- Emergency	F			C		C						
- ICAP				F								
Operating Budget												
- Line item/allocation transfers < or = \$50,000				F								2
- Line item/allocation transfers > \$50,000		F		F								2
Capital Budget												
- Non Par												
• \$5,000 or Less						F	F	F	F	F	F	
• \$5,001 to \$250,000						F						
• More than \$250,000	F					E						
- Contingency Authority	F					E			E			
1. Operating goes to ASD Director, and Capital to Program Development Director. 2. Reference the OMB & DOT&PF Revised Program Manuals. 3. Unbudgeted RSA's including Amendments that accumulatively exceed the OMB cap require OMB review and approval.												