

 <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 09.01.100	PAGE 1 of 4
		EFFECTIVE DATE July 10, 2017	
SUBJECT Match Credits for Off-System Bridges		SUPERSEDES New	DATED
CHAPTER Planning, Budget and Research	SECTION Capital Budget	APPROVED BY Signature on File	

PURPOSE

This formalizes the policy and procedure (P&P) of the Department of Transportation and Public Facilities (DOT&PF) to utilize state funds for the rehabilitation or replacement of a bridge located on a public road that is not a federal-aid highway (off-system¹) to be used as credit toward the non-federal share of the cost of other bridge projects.

23 USC 133(f)(3) Credit for *Bridges not on Federal-Aid Highways* allows for up to 80 percent of the construction cost incurred from bridge replacement and rehabilitation projects that are not on a federal-aid highway and are wholly funded from state and/or local sources may be credited to the non-federal share of other federal-aid eligible bridge projects.

The following set of guidelines and standards are established to ensure regulatory compliance and create a basis for control and accountability for the efficient and effective investment of state funds.

POLICY

It is the policy of the DOT&PF that the rehabilitation or replacement of deficient² off-system bridges funded entirely with state funds for match credit toward the non-federal share of federal-aid bridge eligible projects is managed in accordance with the procedures outlined below.

PROCEDURE

Prior to requesting state funds for an off-system bridge rehabilitation or replacement project, the following DOT&PF and Federal Highway Administration (FHWA), Alaska Division eligibility requirements must be met.

¹ A bridge that is not a part of the federal-aid highway system but is eligible for federal-aid highway funding.

² A deficient bridge is classified as either structurally deficient and/or functionally obsolete.

DOT&PF Eligibility Requirements

1. The bridge must be located on an off-system road.
2. The bridge must be rated in the National Bridge Inventory as either structurally deficient and/or functionally obsolete.
3. The bridge must be eligible for federal-aid highway funds under 23 USC 133.
4. The design, environmental, and any associated right-of-way acquisitions are to be funded with federal-aid highway funds.
5. The construction of the bridge replacement or bridge rehabilitation portion of the project will be wholly funded from state and/or local funding sources.

FHWA Eligibility Requirements

1. The off-system bridge must be on the National Bridge Inventory.
2. The off-system bridge that is funded from state and/or local sources must be on a public highway.
3. The off-system bridge must meet the current eligibility requirements under 23 U.S.C. 133.
4. The project must be non-controversial.
5. The work must be certified by the state to have been carried out in accordance with its non-National Highway System standards, per 23 USC 109(o) and 23 CFR 625.3(a)(2).
6. The resulting improved bridge must not be deficient.
7. The construction of the bridge replacement or bridge rehabilitation portion of the project will be wholly funded from state and/or local funding sources.

DOT&PF Approval Process

Approval of the Director of Program Development and Statewide Planning is required for the programming of state funds for the rehabilitation or replacement of off-system bridges.

The general format for requesting state funding is via a memorandum from the deputy commissioner, regional director or division director through the chief bridge engineer to the Director of Program Development and Statewide Planning.

The request should include:

- The state and federal project number and title.
- The scope and purpose of the project.
- Documentation the project meets both DOT&PF and FHWA's eligibility criteria.
- Documentation on the bridge's rating in the National Bridge Inventory.
- Current engineering funding estimate for the construction and utility phase (if applicable) of the project, including associated indirect cost allocation plan (ICAP) and construction engineering expenses.
- The consequences of delaying or disapproval of the request.

FHWA Approval Process

Project Agreement to Earn the Credit

Prior approval from the FHWA is required for the project to be eligible to generate match credits.

For construction projects that use a combination of federal-aid highway and state/local funds, prior approval via an Authority to Proceed (ATP) to Construction from the FHWA is required. On the ATP to Construction in the *Change Requested* field, the DOT&PF shall include a statement noting the construction and utility phase (if applicable) of the project is being funded from state and/or local sources for match credit under 23 USC 133(f)(3).

For construction projects that are wholly funded with state and/or local funds, an administrative modification to the last approved federal-aid agreement is required. The DOT&PF will include a statement in the *Change Requested* field noting that the construction and utility phases (if applicable) of the project are being wholly funded with state and/or local sources for match credit under 23 USC 133(f)(3).

A maximum of 80 percent of all construction and utility costs (if applicable) permissible under 23 USC 133 will be considered eligible for credit by the FHWA, Alaska Division³.

A final determination of the amount of credits earned for future matching of federal-aid highway eligible bridge projects will not be made by the FHWA, Alaska Division until a *Certification and Request for Bridge Credits* letter is submitted to the FHWA Alaska Division that includes the following documentation:

1. A DOT&PF certification that the work was carried out in accordance with state non-National Highway System standards, per 23 USC 109(o) and 23 CFR 625.3(a)(2), and that any deficiency (such as National Bridge Inventory Structural Deficiency or Functional Obsolescence) has been removed.
2. A report from a National Bridge Inventory inspection conducted subsequent to completion of the work, including a Structure Inventory and Appraisal sheet.
3. Documentation of the construction costs, project completion, and materials quality by the following:
 - a. Final Estimate & Summary.
 - b. Project Materials Certification.
 - c. A summary and total of construction costs eligible for the credit.

The FHWA will respond to the DOT&PF in writing once a final approval and determination of credits earned has been made by FHWA.

³ The FHWA has determined that for the purposes of implementing these credits, the term "construction" should be broadly defined. It includes most activities incidental to the development and actual replacement or rehabilitation of a highway bridge. Other construction costs proposed for credit are subject to approval of the FHWA Alaska Division.

Project Agreement to Apply the Credit:

Any bridge improvements to which the match credits will be applied must be on the National Bridge Inventory and must meet the current eligibility requirements under 23 U.S.C. 133.

To apply match credits to any phase of an eligible bridge project, the DOT&PF will send to the FHWA, Alaska Division for approval, a Federal-aid Project Agreement with a statement included in the Comment Section that Bridge Credits in the amount of \$_____ are proposed for use on the project.

A *Statement of Available Bridge Credits* must also be included as back-up with the Federal-aid Project Agreement. The Statement should include:

- A current summary of credits earned and credits applied to date by project.
- The state project number and the federal project number, where applicable.
- A summation to show the net amount of credits available.

AUTHORITY

AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Deputy commissioners, regional and division directors, system directors, supervisors and managers.

DISTRIBUTION

All department employees via the DOT&PF website.