

 STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES Policy and Procedure		POLICY AND PROCEDURE NUMBER 12.01.010	PAGE 1 of 2
		EFFECTIVE DATE June 29, 2007	
SUBJECT Delegation of Signature Authority		SUPERSEDES New	DATED
CHAPTER Alaska Highway Safety Office	SECTION Delegation of Authority	APPROVED BY Signature on File	

PURPOSE

This formalizes the policy and procedure (P&P) of the department on establishing signature authority for Federal traffic safety grants and contracts, assurances, certifications and other documents delegated to various levels within the Department of Transportation and Public Facilities (DOT&PF). The signature authority pertains to U.S. Department of Transportation (U.S. DOT), National Highway Traffic Safety Administration (NHTSA) funding administered by the Alaska Highway Safety Office (AHSO).

POLICY

The NHTSA regulations require a formalized process be established by the State as to who can act on behalf of the AHSO Administrator in his or her absence. The AHSO is required to establish a written Delegation of Authority.

PROCEDURE

A formal procedure for signature authority shall be followed. The following table lists signature authority related to the AHSO traffic safety grant program.

Document	Signature Authority
Highway Safety Performance Plan	<i>Approved by the DOT&PF Commissioner Submitted by the AHSO Administrator</i>
Certifications and Assurances of the Highway Safety Performance Plan	<i>AHSO Administrator</i>
Highway Safety Program Cost Summary	<i>AHSO Administrator</i>
Federal Cooperative Agreements	<i>AHSO Administrator</i>
National Highway Traffic Safety Administration Agreements	<i>AHSO Administrator</i>
Federal Grant Applications	<i>AHSO Administrator</i>
Internal AHSO Planning and Administration, and, Program Management grants	<i>Program Development Division Director</i>

Reimbursable Service Agreements	<i>Program Development Division Director</i>
Traffic Safety Program Grant Agreements and Amendments (any amount)	<i>AHSO Administrator</i>
State Vouchers for Federal Reimbursement	<i>Initiated by DOT&PF Third Party Billing Submitted by AHSO Administrator</i>
Requests to NHTSA to purchase equipment (\$5,000 or more) with Federal funds	<i>AHSO Administrator</i>

In the absence of the AHSO Administrator, AHSO signature authority is delegated to the following individuals in the order noted:

- 1. Program Development Division Director***
- 2. Program Development Planning Chief***

A copy of the most current AHSO Desk Manual 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