

 <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 09.01.060	PAGE 1 of 2
	EFFECTIVE DATE January 26, 2009	
SUBJECT Policy for Federal Contingency and Emergency Funds	SUPERSEDES	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 on the approval and use of Federal Contingency and Emergency Funds.

POLICY

It is the policy of the Department of Transportation and Public Facilities that Federal Contingency and Emergency Funds be used according to the procedures outlined below. The use of these funds requires approval from the commissioner's office prior to being programmed on a project.

PROCEDURE

The following procedures are to be followed with regard to Federal Contingency and Emergency Funds.

Federal Contingency Funds

This is federal legislative authority to be used when old project authority has lapsed or when a revised program (RP) is not practical or feasible. It may also be used to accept unanticipated federal funds from the Federal Highway Administration (FHWA), the Federal Aviation Administration (FAA), or other federal agency.

The use of Contingency Funds requires approval from the commissioner. The general format for requesting approval is a memorandum from a regional director or headquarters director to the commissioner. The request must include a description, justification and the reason a RP cannot be done.

Once signed by the appropriate director, the memo needs to be forwarded to the Division of Program Development for review and assignment of legislative authority. The memo will then be forwarded to the commissioner for approval. Once approval is

received, the original will be sent to Program Development to be filed and a copy will be forwarded to the appropriate region for programming on the project.

Federal Emergency Funds

This is federal legislative authority to be used for projects that have been declared as emergencies by FHWA. These funds may also be used to set up cost collectors in the capital budget PDA structure to ensure that the costs do not lapse into the general fund at fiscal year end and to give the department time to arrange reimbursement from other governmental agencies (federal government, another state agency, or as supplemental funding from the legislature).

Whenever there is an emergency with expenditures that may exceed \$25,000, the regional director should request approval from the commissioner's office to use Emergency Funds. This request can be done by memo or email. A copy of the approval request needs to be forwarded to the Division of Program Development in order to track appropriation balances.

Emergency Funds should be used regardless of what funding source may ultimately reimburse the expenses. The purpose of the emergency authorization is to set up cost collectors in the capital budget PDA structures. The PDA project needs to be set up immediately so that the proper ledger codes are used to record time for the people in the field.

The PDA project needs to be established by Project Control so that the project does not automatically bill in the Third Party Billing System. Until the final reimbursement authorization is identified, the emergency expenses will accumulate in the same manner as an "Advance Construction" project. After the reimbursing entity is determined and the correct authorization source is recorded in the project "bill back" RS, the accumulated expenditures will be billed.

AUTHORITY

AS 44.17.030

IMPLEMENTATION RESPONSIBILITY

Regional and division directors

DISTRIBUTION

All department employees via the DOT&PF website