

Chapter I Introduction

I. Introduction.....	1-2
A. Background and Purpose.....	1-2
B. Updating Manual.....	1-3
C. Reference to Department Policies and Procedures.....	1-4
D. Federal Laws and Regulations.....	1-5
i. Highway Safety Act of 1966.....	1-5
ii. U.S. DOT Common Rule.....	1-5
iii. Other Applicable Office of Management and Budget Circulars.....	1-5
iv. Documents Available on the Internet	1-6
E. State Laws and Regulations.....	1-7

I. Introduction

Chapter I describes the background and purpose of the Alaska Highway Safety Office (AHSO) Desk Manual to assist staff in administering the U.S. Department of Transportation (U.S. DOT) National Highway Traffic Safety (NHTSA) traffic safety grant program in compliance with applicable State and Federal laws and regulations.

A. Background and Purpose

This section provides an overview of the AHSO Desk Manual with references to the Department policies and procedures.

The purpose of this Manual is to establish consistent program and project management procedures for AHSO staff and sub grantees to guide the administration of the State's traffic safety program in compliance with U.S. DOT, NHTSA regulations. Best practice requires that the AHSO have in place a current Manual which documents standard operating procedures and the management of the traffic safety program. The Manual contains a written record of approved current administrative and financial procedures. It serves as a guide to assist staff and administrators in performing their assigned functions.

This Manual does not, however, specifically address all regulations which must be followed by the AHSO. Occasional references to other Department manuals and policies are necessary.

This Manual is intended for use by AHSO personnel, Department employees, State and local government officials, and anyone interested in the procedures which are followed by the AHSO.

B. Updating Manual

This section provides information on maintaining and updating the Manual.

The AHSO shall review the contents of the Manual at least on an annual basis to ensure that the procedures remain current and accurate. Program and regulatory revisions received from State and Federal sources shall be made and distributed immediately upon receipt of notification.

The AHSO Grant Administrator is assigned the responsibility for updating the Manual including the Table of Contents and Appendices on a quarterly basis. The entire Manual will be reviewed annually by the AHSO Grant Administrator to assure all necessary updates have been completed. Revisions requiring immediate attention may be initiated at any time. The Manual shall be maintained on the Department's web site for easy access by AHSO staff and other interested persons. AHSO staff shall be notified by email of any updates made to the Manual. A group email list shall be maintained of all AHSO staff and other interested persons who should be notified of the Manual updates.

All members of the AHSO staff shall receive a copy and be held accountable for following the processes outlined in this Manual. Where applicable, AHSO staff performance evaluations will be tied to compliance with this Manual.

C. Reference to Department Policies and Procedures

This section provides information on Department policies and procedures relevant to the AHSO traffic safety program.

The laws and regulations of the Department of Transportation and Public Facilities also govern the AHSO Traffic Safety Program. The Department has created policies and procedures which are available online that may be pertinent to the administration of the traffic safety program. These policies should be reviewed periodically and serve as a guide to assist AHSO staff and administrators in performing their assigned functions. Chapters that may pertain to the AHSO are:

- Chapter 02 Administration
- Chapter 06 Finance
- Chapter 08 Personnel Administration
- Chapter 09 Planning, Budget and Research
- Chapter 10 Procurement and Property
- Chapter 11 Statewide Equipment Fleet

D. Federal Laws and Regulations

This section provides a brief overview of Federal laws and regulations that pertain to the administration of U.S. DOT NHTSA highway safety funding. (Refer to the Manual Appendices as directed for actual section excerpts.)

The U. S. Congress authorizes traffic safety funds to be appropriated to the U.S. DOT, NHTSA. NHTSA apportions and distributes these funds to the States. The States obligate these funds through the annual State Highway Safety Plan (HSP) which is subject to NHTSA review. The Alaska traffic safety program is primarily governed by Federal regulations issued by NHTSA.

Federal regulations govern the daily administration of traffic safety grants at the State level. Administrators of traffic safety grants shall be familiar with and follow each cited title and rule to effectively design and manage programs. Thorough knowledge of these regulations will reduce a majority of grant questions before they become problems.

i. Highway Safety Act of 1966

The Alaska traffic safety program operates under the provisions of the Federal Highway Safety Act of 1966, 23 USC 402, et seq., specifically 402(b)(1).

This authorization requires the State's Highway Safety Performance Plan (HSPP) to have certain features before it is approved. These features are contained in a number of Federal regulations and guidelines (See Appendix A. Federal Regulations and Guidelines).

The Federal Highway Safety Act of 1966 makes the Governor of Alaska responsible for preparing and administering a statewide traffic safety program designed to reduce traffic crashes and the resulting injuries, fatalities and property damage. The Governor has named the Administrator of the AHSO to act as his or her representative for the State's traffic safety program. The AHSO is located within the Program Development Division of the Department of Transportation and Public Facilities.

ii. U.S. DOT Common Rule

The U.S. DOT Common Rule is contained in Title 49, Code of Federal Regulations (CFR) Part 18, and is titled "Uniform Administrative Requirements for Grants and Cooperative Agreements with State and Local Governments."

The Common Rule was developed to establish "consistency and uniformity among Federal agencies in the implementation and management of grants and cooperative agreements with State, local, and federally recognized Indian tribal governments" (Office of Management and Budget [OMB] Circular A-102 [revised], 8/29/1997).

The Common Rule supersedes OMB Circular A-102 of 1981. The Common Rule applies to Federal grant recipients (such as the State of Alaska) and the sub-recipients of federally assisted grants (such as municipalities receiving traffic safety grants from the AHSO). See Appendix B. U.S. DOT Common Rule Excerpts to Frequently Used Sections

iii. Other Applicable Office of Management and Budget Circulars

Federal Office of Management and Budget (OMB) circulars are frequently used as reference materials in administering grants. A list of OMB circulars applicable to the Alaska traffic safety program is available (See Appendix C. OMB Circulars).

iv. Documents Available on the Internet

Most of the referenced Federal regulations and other cited procedural documents are available in the NHTSA *Highway Safety Grant Management Manual* which is available on the Internet at:

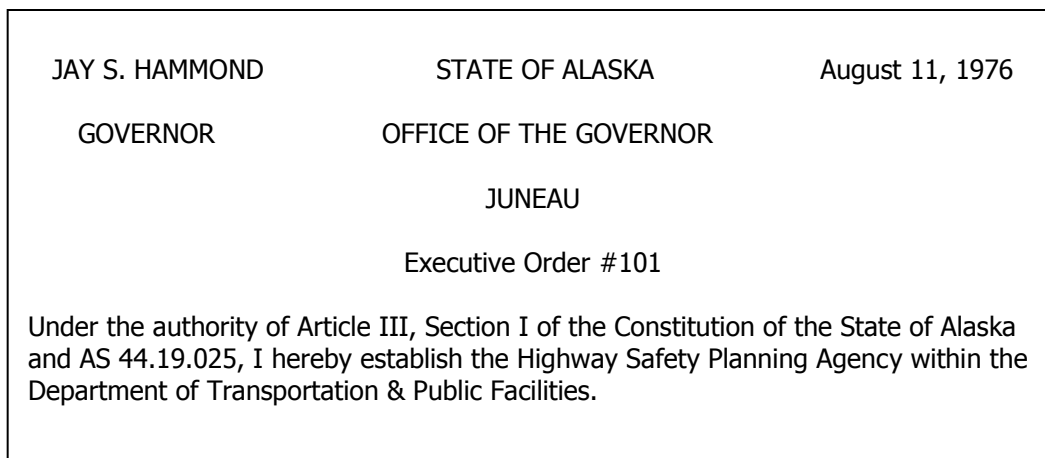
http://www.nhtsa.dot.gov/nhtsa/whatsup/tea21/GrantMan/HTML/00_Manl_Contents1_01.html

E. State Laws and Regulations

This section provides a reference to State laws and regulations that pertain to the U.S. DOT, NHTSA traffic safety grant program administered by the AHSO.

The laws and regulations of the State of Alaska and Department policy also govern the AHSO traffic safety program. On the State level, the Department authorizes the program. Section 44.42.020 authorizes the Department to enter into grants and contracts to carry out a duty or activity that is part of the statewide traffic safety program. The AHSO program is administered under the rules specified in Title 44, Alaska Administrative Code, §§AS 28.40.75.

The following Governor’s Orders also regulate the Alaska traffic safety program:



The primary mission of the AHSO is to enhance the health and well being of the people of Alaska through a program to save lives and prevent injuries on Alaska’s highways.