

# MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Office of the Commissioner

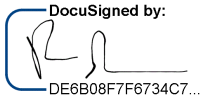
**TO:** DOT&PF Leadership Team

**DATE:** January 24, 2024

**PHONE NO:** 465-3900

**FROM:** Ryan Anderson, P.E.  
Commissioner

**SUBJECT:** Contingency, Non-Par &  
Emergency Requests

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1/26/2024

This memo supersedes the Contingency, Non-Par & Emergency Funding Requests guidance issued on May 15, 2023.

DOT&PF has policies and procedures for Federal Contingency and Emergency Funds (P&P 09.01.060) as well as Non-Participating Funds (P&P 09.01.070). The Department will continue to follow our internal policies, but effective immediately, **contingency authority request memos are no longer required**. Contingency authority is automatically granted when a project is included in the Project Delivery Plan (PDP). Projects not on the Project Delivery Plan will not be approved for the use of federal funds and do not have state legislative authority. An approval of a project revision request in the Project Delivery Plan constitutes approval of the use of contingency authority. For projects without line-item legislative authority, Project Control shall request the appropriate appropriation code from Program Management and Administration before submitting the Project Development Authorization (PDA).

Emergency, and non-participating fund requests will continue to be routed through the Program Management and Administration as per previous guidance (see below for more specific information). Clarification, comments, and questions can be forwarded to the Program Management and Administration Director.

**Emergency:** For emergencies where expenditures may exceed \$25,000, a funding request memorandum must be submitted to the Commissioner's Office. This memorandum, submitted by the regional or division director using the format below, should detail the emergency situation and provide an estimate of the necessary funds.

**Non-Participating Funds:** Requests for non-participating funds above \$5,000 or constituting over 10% of total federal-aid should be made through a funding request memorandum to the Commissioner's Office. The memorandum, submitted by the regional or division director using the format below, needs to include the project details, funding requirements, and justification for the non-participating funds.

**Non-Participating & Emergency Funding Request Memorandum Format:** Each memorandum shall be submitted to [dot.hq.capitalbudget@alaska.gov](mailto:dot.hq.capitalbudget@alaska.gov). Program Management and Administration will review, assign legislative authority, and use DocuSign to obtain approvals. The regional or division director will be notified of approvals or rejections via DocuSign where the final document can be downloaded for project programming, which must be done within 30 days to avoid voiding the approval.

### Routing for Emergency or Non-Participating Memorandums

To: Commissioner (*Signature signifies approval*)

Thru: Deputy Commissioner (*Initials signify approval*)

Thru: Director of Program Management and Administration (*Initials signify approval*)

From: Regional or Division Director

CC: Project Control and Project Manager

Subject: Request for [*Non-Participating/Emergency*] Funds for [*Project Name with IRIS Program Code*]

Body of the Emergency Memorandum

- Brief description of the emergency situation.
- Explanation of the need for funds and the estimated amount exceeding \$25,000.
- Justification of the request and impact analysis.
- Any supporting documentation or evidence.

Body of the Non-participating Memorandum

- Detailed description of the project.
- Explanation of project's federal funding eligibility.
- Summary of previously approved project funding, including non-participation funding requests.
- Current engineering funding estimate, with indirect cost allocation plan and construction engineering expenses.
- Reason(s) for requesting non-participating funds and consequences of delay or disapproval.

Closing

- Signature of the Regional or Division Director
- Contact information for further discussion or queries.