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FEDERAL HIGHWAY ADMINISTRATION

FEDERAL LANDS HIGHWAY

Funds Transfer Guide



June 2010

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## Executive Summary

The Federal Lands Highway (FLH) 2009 Strategic Implementation Plan (SIP) included an initiative to research and document applicable, efficient processes for transferring funds to and from other agencies. This includes our use of reimbursable authority to advance funds to other agencies when appropriate. This guide will ensure stewardship of the funds entrusted to FLH and our partners. The guide is designed to promote a uniform approach by our Division offices and will minimize the inefficiencies and delays experienced in the past. Finance staff, programs staff, and project managers are the intended users of this guide. It is intentionally written in user-friendly language.

We have taken some liberty with the title “Funding Transfer Guide.” Generally under government finance and accounting provisions, the term “transfer” is associated only with accounts either within or between **Federal** agencies. The Office of Chief Counsel and the Office of the CFO have agreed to allow us to use common terms to keep this document comprehensible for the FLH practitioner. At the same time, we agree it is important to point out variations from more proper finance terminology, where appropriate. Through our multi-disciplinary efforts over the last year, we have assimilated a practical guide to help FLH deliver a successful program in the future.

This guide should be used for transferring project funds only. In the rare case where GOE or management overhead funds require transfer, you may use the same process as presented here (e.g., agreement with GSA for doing a building modification). Please coordinate GOE or management overhead transfers with your Planning & Programs office and Acquisitions office for guidance.

*These guidelines do not address HQ procedures for allocating funds to our Federal partners. Nor do they address the process for transferring other Federal Aid funds to our partners (e.g., High Priority Program, Scenic Byway, Transportation Enhancements).*

Fund transfers fall under two categories – transferring funds **to** FLH and transferring funds **from** FLH, as described below.

### Transferring Funds to FLH

We have several options for transferring funds from other agencies to us. The mechanism to be explored depends whether the funds are coming from Federal agencies, state agencies, counties, or Tribes. The transfer process may vary, even among Federal agencies. A working understanding of the proper statutory authority for transferring funds from other agencies and Tribes is required. This raises the question of whether we can advance FLH Program (FLHP) funds to the other agency, using reimbursable authority. Prior to advancing funds to another agency, ask these questions:

1. Do we have the statutory authority to use reimbursable authority?
2. If we have the authority, what is our FLH policy with regard to advance funding?

**Reimbursable authority can only be used to advance funds to Federal agencies.**

Please adhere to this guidance when considering the use of reimbursable authority.

Do not commence work until the signed agreement is in place.

Transfers **from** other agencies are broken down into these categories:

<b>Transfer Mechanism/Common Authority Citation</b>	<b>Transferring Agency</b>	<b>See Flowchart</b>
Reimbursable/Interagency Agreement <b>[31 U.S.C. 1535 (Economy Act)]</b>	Federal agencies <sup>1</sup>	A
Fed Aid Transfer (e.g., STP, HPP) <b>[23 U.S.C. 104(k)(3)(A) and U.S.C. 132]</b>	State DOT's	B
Cash (Electronic Funds Transfer preferred, or Check) <b>(23 U.S.C. 204(b)(2) and 308)</b>	Non-Federal agencies (includes State DOT's and local governments) and Tribes	C
1151 Non-expenditure Treasury Transfer <b>(23 U.S.C. 204(b)(2) and 308)</b>	Generally, but not always SDDC (DOD), NPS	D
1151 Appropriation Transfer (flex fund transfer) <b>[23 U.S.C. 104(k)(2)]</b>	FTA	E

Reimbursable authority is only used under the first mechanism, Reimbursable/Interagency Agreement. **The reimbursable budget authority will not be allocated by the CFO until we have a signed agreement with another Federal agency.**

Reimbursable authority generally is one-year authority. Therefore, if the period of performance of the agreement (and our partner's funds) extends into the next fiscal

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<sup>1</sup> Defense agencies normally use the Military Interdepartmental Purchase Request (MIPR) and expect to receive a MIPR Acceptance (DD Form 448-2) in return. However, MIPRs are designed for use within DOD only; a standard reimbursable/interagency agreement must be completed for transfers from Defense agencies via MIPR

year, new reimbursable authority must be requested from the CFO at the start of the next year to cover remaining obligations, such as Federal employee payroll, travel, etc. **Reimbursable authority CANNOT be used with non-Federal agencies or Tribes.**

### **Transferring Funds from FLH**

The mechanism for transferring project funds to other agencies is straight-forward and is normally our decision for how transfers are accomplished. When funds are moved from FLH to another Federal agency, in Federal accounting terms, it is a transfer of funds under a reimbursable agreement. When funds are moved from FLH to a non-Federal agency, it is a reimbursement under a grant agreement or assistance agreement. The options for providing these reimbursements are:

<b>Transfer Mechanism/Common Authority Citation</b>	<b>Receiving Agency</b>	<b>See Flowchart</b>
Interagency/Intra-agency Reimbursable Agreement [23 U.S.C. 204(b)(2)]	Federal agencies	F
Grant Agreement [23 U.S.C. 204(b)(2)]	Tribes, state and local governments	G
Federal Aid Project Agreement (Form PR-2) [23 U.S.C. 204(b)(2)]	State DOT's	H

Generally, the work is done on a reimbursable basis by the other agency. They bill FLH as the work is accomplished. The agencies must perform the work and request reimbursement after the work is completed. Payment to non-Federal agencies is never made in advance of the work being done.

The Economy Act is the only authority addressed in these guidelines, whereby a **Federal agency** may enter into a Reimbursable Agreement advancing its own budget authority, and then bill and receive funds from another Federal agency in advance of the work being accomplished. Consult with your Contracting Officer before pursuing an Economy Act agreement. Consult with the Office of Chief Counsel if the other agency wants to pursue an advance under any agreement other than an Economy Act agreement.

The Federal Aid Project Agreement (Form PR-2) is **ONLY used to allocate and transfer project funds (budget authority) to State DOT's**. Similar to transferring project funds via a Grant Agreement, the State DOT does the work on a reimbursable basis. Reimbursable authority is **not** required by FLH. It is important that you coordinate these transfers with the Finance Manager in the Federal Aid Division office.

Local governments and Tribes may not be familiar with Title 23 and other Federal requirements. This is a high risk area for FHWA. These requirements involve procedures, FHWA approvals, or administrative systems to be in place before the Federal funding can be used. Other requirements affect how a direct recipient conducts project development, construction, operation, procurement, and financial administrative activities. The key requirements for these non-traditional direct recipients, or grantees, are outlined in ***“Title 23 and Federal Grants: Direct Recipient Requirements.”*** The grantee needs to consider these requirements as they plan their resources and lead times.

## Q&A's

### FUNDS TRANSFERRED TO FLH

**Q1. What statutory authority do we have to receive funds from other agencies?**

**A1.** There are several authorities, one or more of which may be applicable to a particular funding transfer:

**31 U.S.C. 1535** is commonly known as the **Economy Act** and is routinely cited by Federal agencies for procuring goods or services from other Federal agencies. Citing the Economy Act as receipt authority for funding implies that goods or services are provided to a Federal agency, with little or no “cooperation” or involvement from the “buying” agency.

**23 U.S.C. 308** authorizes the FHWA to provide services for other Federal and state agencies and foreign countries, in connection with the survey, construction, maintenance, or improvement of highways.

**23 U.S.C. 204** authorizes the FHWA to enter into agreements with a state (including a political subdivision of a state) or Indian Tribe [**23 U.S.C. 204(b)(2)**]. It authorizes the FHWA to cooperate with and enter into agreements with Federal land-managing agencies [**23 U.S.C. 204(f)**]. This provision also authorizes FLH to cooperate with States, counties, or other local subdivisions in construction and improvements [**23 U.S.C. 204(d)**].

**23 U.S.C. 210** authorizes the FHWA to spend Military Construction funds (Defense Access Road) on public highway projects when such projects are certified important to National Defense by the Secretary of Defense designated agent, SDDC Commanding General.

**Q2. Funding transfer agreements may include requirements that extend over a long period of time to allow for billing, project closeout, etc. What part of the process does this guide cover?**

**A2.** The starting point for fund transfers to FLH occurs after an agreement has been executed for FLH to perform work (funds will be transferred to FLH). The ending point is when the FLH Division office receives the funds.

**Q3. What is the “administrative takedown” charge assessed to the other agency when their funds are transferred to us?**

**A3** In the past, the Office of the CFO assessed a 2% takedown for transfers from the military and 4% for all other agencies. Our federal agency partners were not always satisfied when we

explained how and where the funds were used. Our CFO issued a memorandum in December 2009, which eliminated the administrative takedown at headquarters. The Economy Act does not require that a federal agency absorb additional costs on behalf of another federal agency in providing services. You may, however, recover your administrative costs when you establish and manage your project accounts internally. You need to document the costs associated with the work to justify those costs to the ordering agency. There will not be a separate program code established at HQ. Although HQ is no longer involved with the administrative takedown process, you should be sure the amount is commensurate with your level of effort and reported to the other agency, as appropriate.

**Q4. How do I determine which transfer process to use?**

**A4.** If you are **receiving** funds for FLH to perform work, examine the source (e.g., Federal, non-Federal, Tribe, Title 23 transfer from a State DOT, etc.). Then refer to the applicable flowchart for options for doing the work on a reimbursable basis versus transferring the funds in advance.

**Q5. We have the ability to do work for other Federal agencies on a reimbursable basis. This process is relatively easy and goes quickly. Why would we require a Federal agency to transfer the funds in advance?**

**A5.** Some Federal agencies, like SDDC, prefer to transfer funds in advance. SDDC works on behalf of several different military services and advance transfers help them control and monitor the funds. Most other Federal agencies will prefer us to do the work on a reimbursable basis. They can elect, however, to transfer the funds to us in advance if that's what they prefer.

**Q6. What form should we use when another agency transfers funds to us?**

**A6.** Generally, the transferring agency determines which form to use. The NPS generally uses an “**Interagency/Intra-agency Agreement**” (*Exhibit 1*) that is similar to our Interagency/Intra-agency Agreement, Form DOT F2300.1a. The Forest Service generally uses “**Form AD-672 USDA, Reimbursement or Advance of Funds Agreement**” (*Exhibit 2*). The military uses **SF -1151** (*Exhibit 8*) or a **Military Interdepartmental Purchase Request (MIPR)** (*Exhibit 3*). They expect to receive a MIPR Acceptance (DD Form 448-2) in return. However, MIPRs are designed for use within DOD only; a standard reimbursable/interagency agreement must be completed for transfers from Defense agencies via MIPR. Refer to the “*Federal Lands Highway, Reimbursable Agreements, Standard Operating Procedures,*” dated 6/20/06 for more details about executing, administering, and closing out Reimbursable Agreements.



**Q7. How long does it take for another agency to transfer funds to FLH?**

**A7.** It depends where the funds are coming from and how well the steps are being followed along the way. It is important that we understand the steps so we can monitor and minimize delays as we go through the process. In any case, you cannot perform work on projects funded by other agencies until the funds or reimbursable authority is received in your Division office. In general, assuming the steps are being understood and followed, you should plan for the following time frames **after an agreement is signed:**

- Reimbursable Agreements from another Federal Agency (using reimbursable authority): **1 week**
- Reimbursable Agreements from another Federal Agency (Advancing the funds via IPAC): **4 to 6 weeks**
- Title 23 Federal Aid Funds Transferred from State DOT: **4 weeks**
- Funds Transferred from a Non-Federal Agency (e.g., State DOT, county, Tribe): **4 weeks**
- Funds Transferred by SF-1151 Non-Expenditure Transfer (e.g., DOD): **4 weeks**
- Funds Transferred by SF-1151 Appropriation Transfer (e.g., FTA): **4 to 6 weeks**

**Q8. When funds are transferred from another agency, who determines the Delphi program code? What can we do to ensure that the code is set up properly and the accounting attributes are correct so that the funds are treated correctly at the end of fiscal year?**

**A8.** When using reimbursable authority with another Federal agency, the accounting code will always be “**15F**.” For other types of transfers, the program code will be established by the Office of the CFO or the Enterprise Service Center (ESC). The code may be the same as used previously or it may be different for every transfer. For checks and electronic advance payments from non-Federal entities, you can help by reminding ESC that Forest Highway advances should be set up as “**601**” funds. Most other cash advances will be “**632**” funds. Once the program code has been established, your Finance Manager can check it and make sure it is appropriate for the type and period of availability of the funds being transferred.

**Q9. How do non-Federal entities transfer funds to FLH to pay for services?**

**A9.** Non-Federal entities must either provide budget authority (generally contract authority – see question 12) or pay in advance. The preferred method for transferring cash in advance is for them to pay electronically through **Pay.gov** so that the funds can be associated with the appropriate project in Delphi. The Planning & Programs office will coordinate with the Finance office. The Finance office will notify ESC of the agreement for FLH to provide a service. ESC will generate an invoice with an invoice number and send the invoice to the agency that is buying the FLH service. The agency will use the invoice number to make an electronic payment in **Pay.gov**. If the agency chooses to pay by check, the check must be sent to ESC.

The Division offices cannot accept checks. Processing checks can delay the process and is more prone to error. (*Exhibit 7*) **In all cases, do not commence work until the SF-370, Advice of Funds, is received.**

**Q10. How do Tribes transfer funds to FLH to pay for services?**

**A10.** FLH can only perform work for Tribes if the work is funded with IRR funds. We are not authorized to do non-IRR work for Tribes under **23 U.S.C. 308**, as we are with states, counties, and local governments.

Tribes must pay in advance or request that the BIA or FLH HQ allocate a portion of their Tribal share directly to a FLH Division office. When paying in advance, electronic transfer is preferred (see question 9).

Tribal relationships and funding processes are complex and changing. Coordinate with the Office of the Chief Counsel when working with Tribes.

**Q11. We used to advance funds to counties and states, using Reimbursable Agreements – just like we still do with Federal agencies. Why can't we do that any longer?**

**A11.** This practice was stopped in 2008. When providing a service to a non-Federal agency or Tribe, we need to get the funds – contract authority or cash payment – in advance.

**Q12. Do Federal Aid funds (e.g., STP, HPP earmarks, PLHD) for projects being administered by Federal Lands have to go through the State DOT, or can the authority be provided directly to FLH?**

**A12.** If the funds have already been allocated to the State DOT, they must be withdrawn from the state in the Financial Management Information System (FMIS) and re-allocated to FLH. The State DOT must request that the funding be transferred to Federal Lands (using **Form FHWA 1576**) (*Exhibit 6*). The Planning & Programs office should work closely with the Financial Manager in the Federal Aid Division Office.

If an agreement has been made in advance that FLH will perform the work and the funds have not been allocated to the State DOT, the Planning & Programs office can work with the Federal Aid Division office or appropriate HQ Program office (depending on the program) and the FHWA Budget office to have the funds allocated directly to Federal Lands. For PLHD projects that we are to administer, the Planning & Programs office should work closely with the State DOT and Federal Aid Division office to make sure that we are shown as the “administering” agency when the project application is submitted.

**Q13. A local match is typically required for non-FLHP Federal Aid funds. How do we transfer these funds from the State DOT or county?**

**A13.** The State DOT or county should advance FLH the funds – generally in the form of cash payment unless the match requirements have been satisfied (see **23 U.S.C. 323 and 49 CFR 18.24**). Work with the FHWA Division office to see if the match requirements have already been met – or see if they can be met another way (e.g., in kind). Also, Federal agency funds and FLHP funds (if eligible) can be used as the local match, per **23 U.S.C. 120(k) and (l)**.

Defense Access Road projects do not require a State or local match, although costs are generally negotiated and shared between DOD and the state/local government.

**Q14. What happens if I don't obligate all the reimbursable authority (15F Authority) that I receive for a project?**

**A14. Our FHWA policy is that unobligated reimbursable authority expires at the end of each fiscal year.** If the reimbursable agreement is multi-year and the period of availability of the other agency's funds has not expired, the Planning & Programs office must request new reimbursable authority from the CFO at the start of the next year to cover remaining obligations, such as contract modifications, Federal employee payroll, travel, etc. When requesting restatement of 15F funds, include the agreement number and the amount of unobligated reimbursable authority that you want restated (*Exhibit 13*).

If the other agency's funds have lapsed (expired), a new agreement needs to be executed and the other agency needs to secure new unexpired funds before the FHWA Budget office issues any reimbursable authority.

**Q15. Does it matter what kind of funds are being transferred to us by the other Federal Agency (e.g., the National Park Service transfers many different types of funds; such as Federal Lands Recreation Enhancement Act (FLREA), cyclic maintenance, line item, repair/rehab, etc.)?**

**A15.** Yes, funds have different periods of availability and funds may be treated differently between fiscal years. Some funds are “one-year” funds and can only be used in the year that they are appropriated. Other funds are multi-year funds (e.g., two-year). Still other funds are “no-year” funds, and are available indefinitely, until expended. The Planning & Programs office will work with the partner agency to determine the period of availability for the funds and whether they can be restated. If the funds have lapsed, a new agreement and allocation are needed in subsequent fiscal years.

The reimbursable/interagency agreement should specify the period of availability for the funds transferred (e.g., one-year funds, two-year funds, no-year funds, etc.). **The period of performance indicated in the reimbursable/interagency agreement should be consistent**

**with the period of availability of the funds** (the period of performance for an agreement that is funded with one-year funds should not extend beyond the end of the current fiscal year).

**Q16. What happens to unused funds when the project is completed?**

**A16.** If another entity has transferred funds to FLH and the obligations are not fully liquidated, the unused funds should be returned. If you are using reimbursable authority, only bill the amount of actual expenditures and adjust the final agreement amount by doing a modification when closing it out. Refer to the “*Federal Lands Highway, Reimbursable Agreements, Standard Operating Procedures*,” dated 6/20/06 for more details about executing, administering, and closing out Reimbursable Agreements. See your Acquisitions office and Finance office for the process to return other types of funds.

## Q&A's

### FUNDS TRANSFERRED FROM FLH

**Q17. What statutory authority do we have to transfer funds to other agencies?**

**A17.** There are several authorities, one or more of which may be applicable to a particular funding transfer:

1. **23 U.S.C. 204** authorizes the FHWA to enter into agreements with a state (including a political subdivision of a state) or Indian Tribe [**23 U.S.C. 204(b)(2)**]. It authorizes the FHWA to cooperate with and enter into agreements with Federal land-managing agencies [**23 U.S.C. 204(f)**]. It also authorizes FLH to “cooperate” with states, counties, or other local subdivisions in construction and improvements [**23 U.S.C. 204(d)**].
2. **31 U.S.C. 1535** is commonly known as the **Economy Act** and is routinely cited by Federal agencies for procuring goods or services from other Federal agencies.

In most cases, you should cite **23 U.S.C. 204**. In some cases, the Economy Act may be appropriate. When citing this law, be sure to check with your Contracting Officer to make sure that all the requirements are met. For instance, he/she needs to complete and sign a “Determination and Finding” that certifies that the agency receiving the funds is capable of performing the work.

**Q18. Funding transfer agreements may include requirements that go on over a long period of time to allow for billing, project closeout, etc. What part of the process does this guide cover?**

**A18.** The starting point for fund transfers from FLH occurs when an agreement has been executed for FLH to pay another entity to perform work (funds transferred from FLH). The ending point is when the agency performing the work bills FLH and is paid in entirety.

**Q19. How do I determine which transfer process to use?**

**A19.** If you are **transferring** funds to another entity for work they will perform, look at *where the funds are going* (e.g., Federal Agency, County, State DOT, etc.) *and the method by which you are transferring the funds*. Refer to the applicable flowchart.

**Q20. What form should we use when we transfer funds to another agency?**

**A20.** Use **Form FHWA FLH Grant Agreement** (*Exhibit 9*), (or an equivalent form that includes the required agreement elements) to transfer funds to a State DOT or other non-Federal entity.

Use **Form DOT F2300.1a, Interagency/Intra-agency Agreement** (*Exhibit 10*), (or an equivalent form that includes the required agreement elements) to transfer funds to other Federal agencies.

Use **Form FHWA PR-2, Federal Aid Project Agreement** (or an equivalent form that includes the required agreement elements) (*Exhibits 11 and 12*) to transfer funds to a State DOT.

**Q21. How long does it take to send funds to another agency?**

**A21.** It depends on the agency that is receiving the funds. FLH initiates the transferring documents when sending money to another agency. Once FLH has completed the transferring documents (usually a Grant Agreement, Interagency/Intra-agency Agreement or PR-2), it is sent to the agency receiving the money for their signature. **The funds are obligated when both agencies sign the document.** The length of time it takes to complete the transfer depends largely on the other agency. In general, you should plan for the following time frames:

Grant Agreement or Interagency/Intra-agency Agreement: **2-3 weeks**

PR-2: **2-3 weeks**

**Q22. Does FLH ever pay in advance, before the work is performed?**

**A22.** Generally, FLH does **not** pay in advance. We sign an agreement for work to be performed on a reimbursable basis. The agreement is our point of obligation when it is signed and processed at ESC. The funds are “expended” when the other agency bills us and is reimbursed. The performing agency generally does not bill us until the work has been accomplished.

Under certain circumstances, it *may* be possible to pay in advance (e.g., some Federal agencies may need the funds in advance). Be sure the agreement cites the proper authority that allows advance billing (e.g., Economy Act). See your Program Manager and the Office of Chief Counsel if you have a situation that requires payment in advance.

**Q23. How can funds be transferred to a State DOT?**

**A23.** Funds can be transferred to a State DOT with a **Grant Agreement** (*Exhibit 9 or an equivalent form*) or with **Form FHWA PR-2** (*Exhibits 11 and 12, or an equivalent form*). When using Form PR-2 or an equivalent form, make sure that the appropriate funds certification signature is included. Discuss options and preferences with the State DOT Finance staff and Division office Finance

Manager before proceeding. Either way, the work is always done by the State DOT on a reimbursable basis. Cite **23 U.S.C. 204(b)(2)**. **NEVER** cite the Economy Act, **31 U.S.C. 1535**, when transferring funds to a State DOT.

**Q24. How can funds be transferred to counties or local governments?**

**A24.** Funds can be transferred using a **Grant Agreement** (*Exhibit 9*), similar to the process for a State DOT. Work by a county or other local government is always done on a reimbursable basis. Cite **23 U.S.C. 204(b)(2)**. **NEVER** cite the Economy Act, **31 U.S.C. 1535**, when transferring funds to a county or local government. **Use caution when transferring funds to counties or local governments.** The State or local agencies may not be familiar with Federal and other Title 23 requirements. Local projects in some areas have required special scrutiny.

**Q25. How can funds be transferred to Tribes?**

**A25.** Tribes can only perform work for FLH if the work is funded under the FLHP program (Title 23, Chapter 2 funds). Tribes may not perform work for FLH if the work is funded under ERFO or the Federal Aid program (Title 23, Chapter 1 funds).

Eligible funds can be transferred to Tribes in the same manner that funds are transferred to local governments (see question 24). The work is accomplished on a reimbursable basis as the project progresses. Cite **23 U.S.C. 204(b)(2)**. **NEVER** cite the Economy Act, **31 U.S.C. 1535**, when transferring funds to a Tribe. **Use caution when transferring funds to Tribes.** They may not be familiar with Federal and other Title 23 requirements.

**Q26. What about railroads and utility companies? How do we transfer funds to them?**

**A26.** We do not have the authority to transfer funds directly to railroads and utility companies, using a Reimbursable Agreement or Grant Agreement. You can enter into an agreement with a cooperating agency. They can enter into an agreement with the railroad or utility company. Or work with your Contracting Officer to execute a sole-source purchase order.

**Q27. What happens to unused funds when the project is completed?**

**A27.** If FLH has obligated funds using a Grant Agreement or a Reimbursable Agreement with another agency, any unspent funds must be de-obligated. Typically, this is done by modifying the agreement, adjusting the final amount at closeout, and de-obligating unused funds. Refer to “*Federal Lands Highway, Reimbursable Agreements, Standard Operating Procedures,*” dated 6/20/06 for more details about executing, administering, and closing out Grant Agreements and Reimbursable Agreements. See your Finance office for guidance on how to return unused funds for other types of transfers.

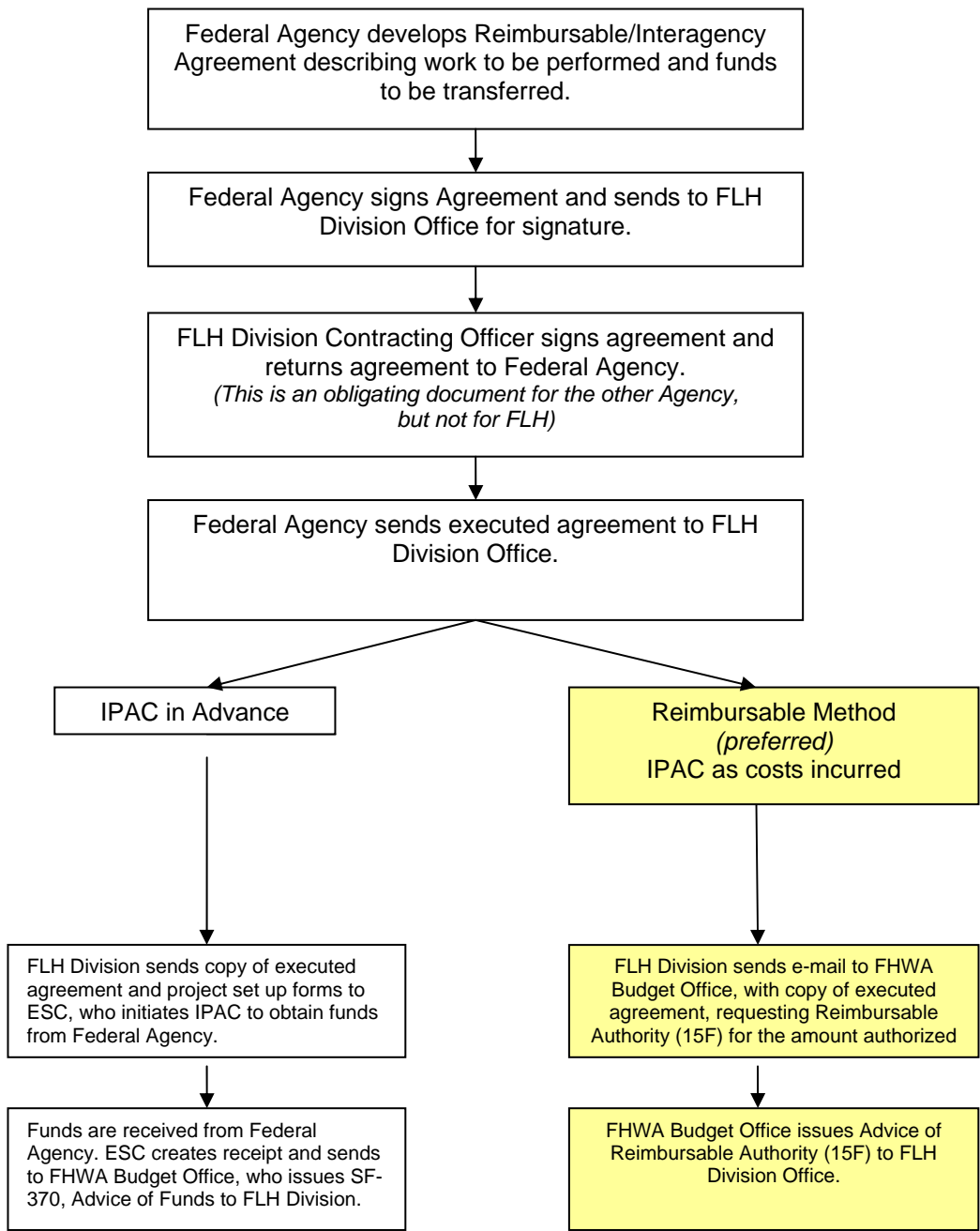
## **Flowcharts—Funds Transferred *To* FLH**

- A. Funds transferred to FLH from a Federal Agency by Reimbursable/Interagency Agreement**
  
- B. Funds transferred to FLH from a State DOT (Federal Aid Title 23 funds)**
  
- C. Funds transferred to FLH from a non-Federal Agency (Check or Electronic Funds Transfer)**
  
- D. Funds transferred to FLH by SF-1151, Non-Expenditure Transfer (Department of Defense, SDDC)**
  
- E. Funds transferred to FLH by SF-1151, Appropriation Transfer (FTA Flex Funds)**



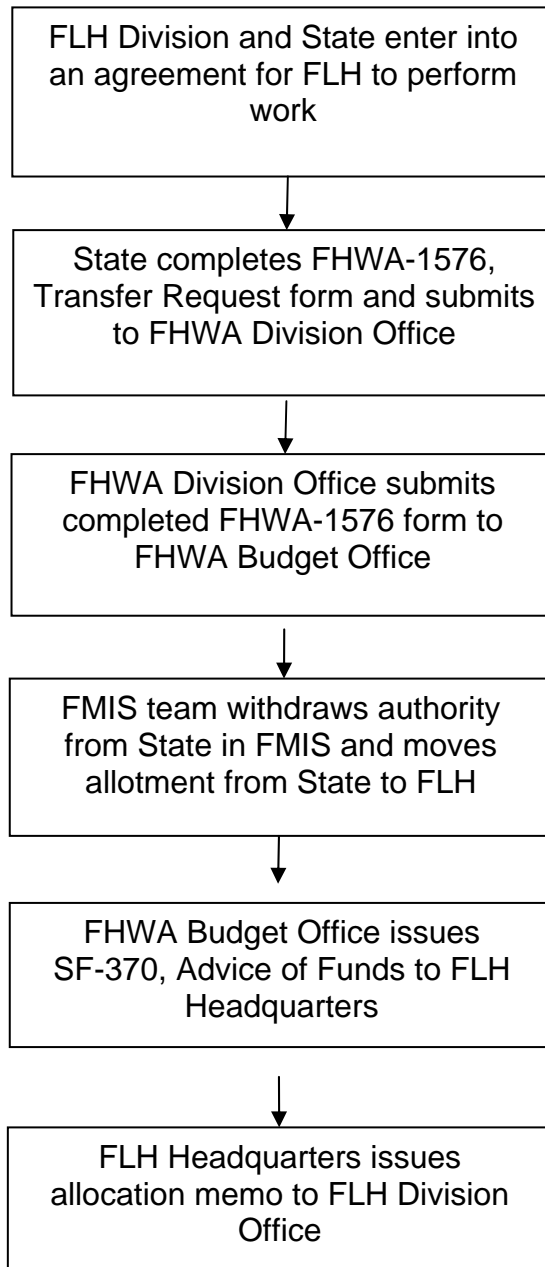
## Funds Transferred to FLH From a Federal Agency (e.g. NPS, FS, FWS, BLM, etc.)

Flow Chart  
A



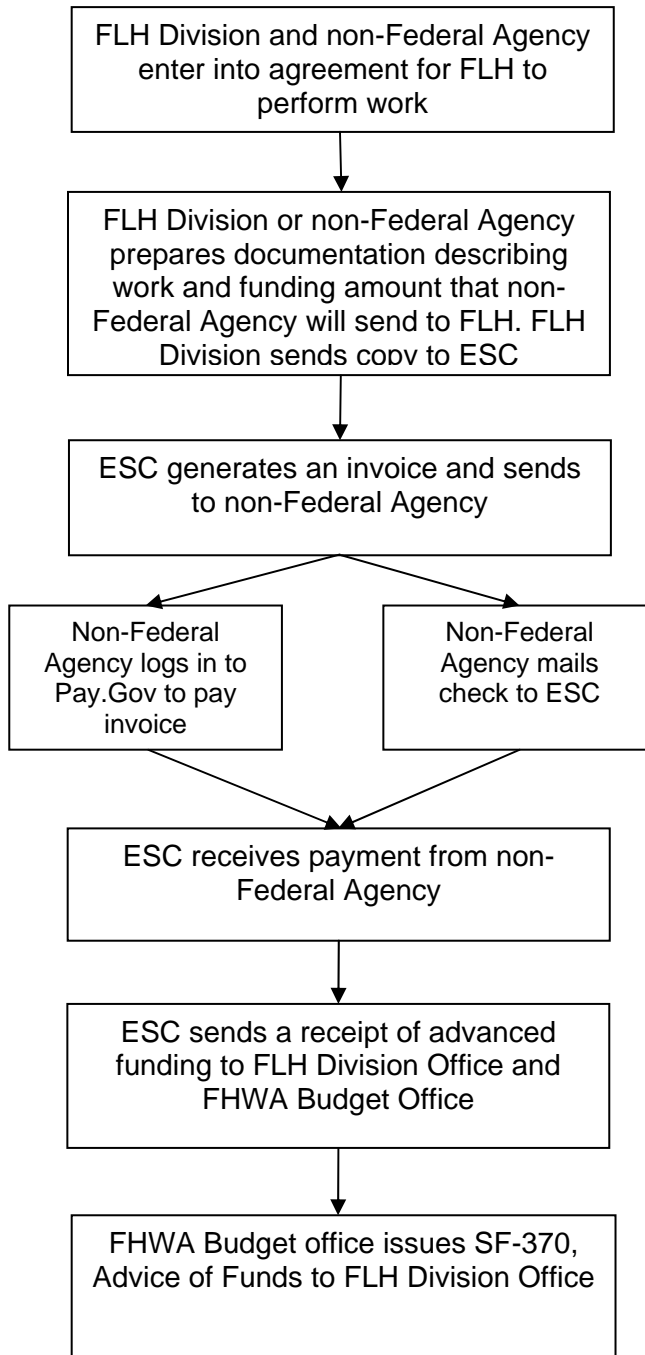
**Funds Transferred to FLH  
From State DOT  
Federal Aid Title 23 Funds  
(e.g. STP, NHS, HPP, Bridge, Earmark Funds, etc.)**

Flow Chart  
B



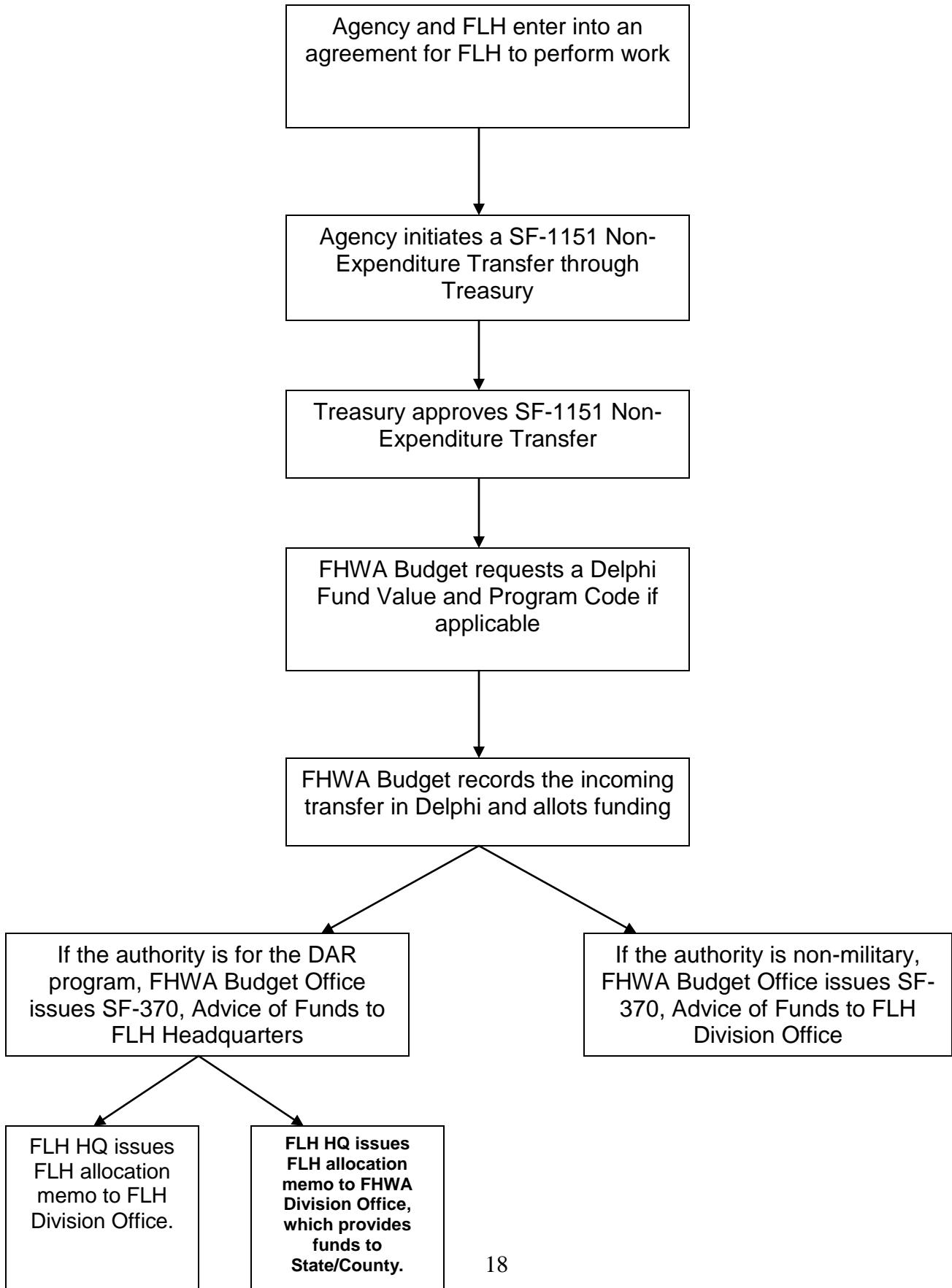
**Funds Transferred to FLH  
From a non-Federal Agency  
(Check or Electronic Funds Transfer)  
(e.g. State DOT, County, Tribe, etc.)**

Flow Chart  
C



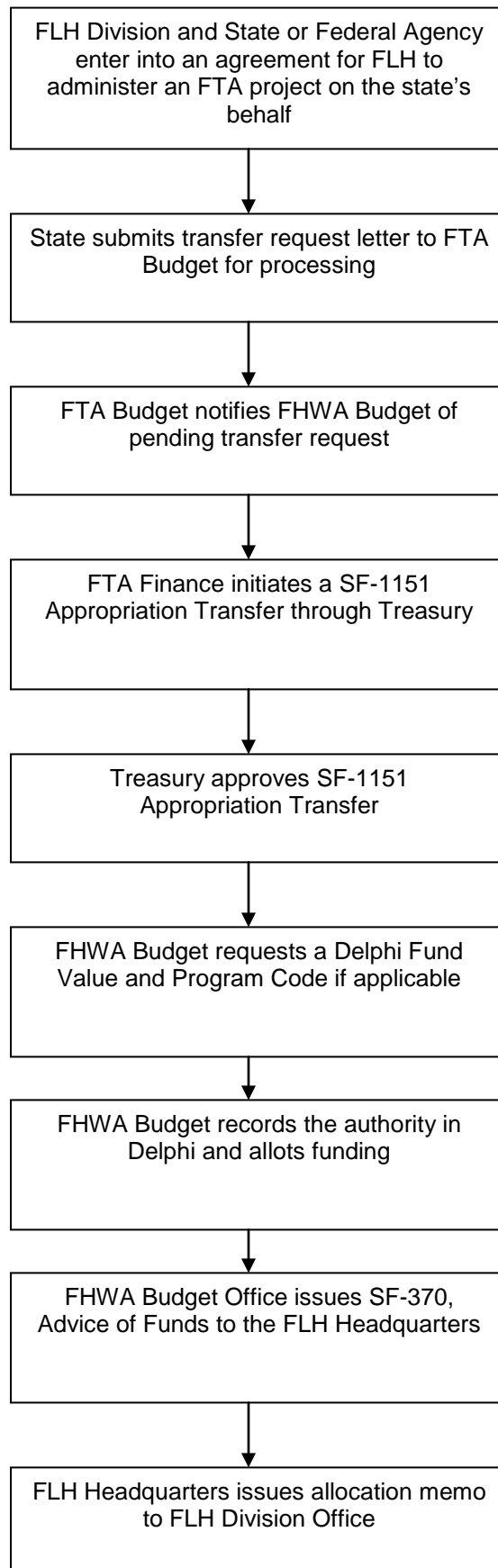
**Funds Transferred to FLH  
By SF-1151 Non-Expenditure Transfer  
(e.g. Department of Defense)**

Flow Chart  
D



**Funds Transferred to FLH  
by SF-1151 Appropriation Transfer  
(e.g. FTA Flex Funds – not commonly used)**

Flow Chart  
E



## **Flowcharts—Funds Transferred *From* FLH**

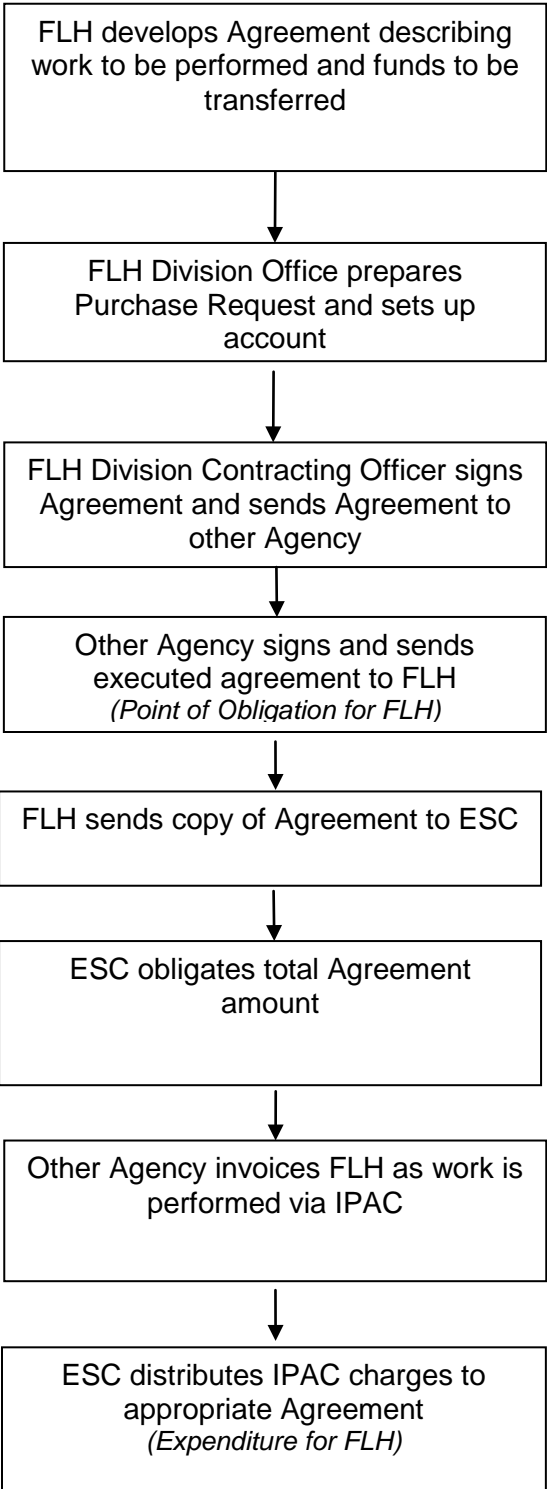
**F. Funds transferred from FLH by Interagency/Intra-agency Agreement to other Federal Agencies**

**G. Funds transferred from FLH by Grant Agreement to non-Federal Agencies**

**H. Funds transferred from FLH to State DOT by PR-2**

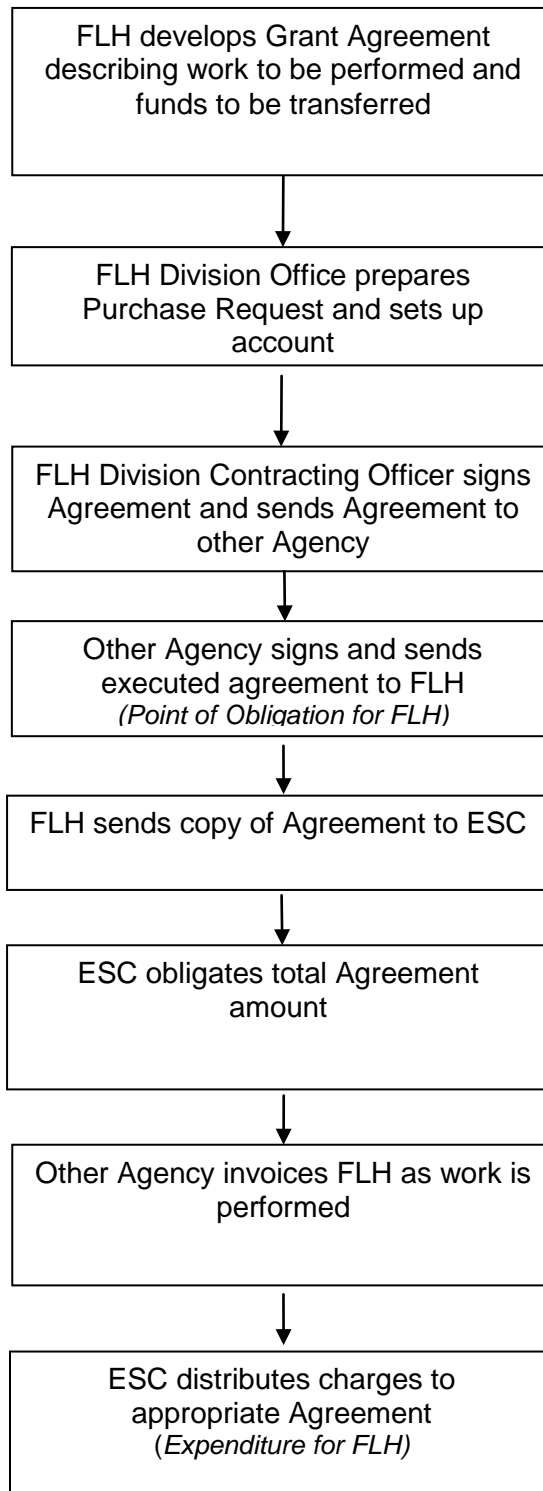
**Funds Transferred from FLH  
by Interagency/Intra-agency Agreement  
to other Federal Agencies**

Flow Chart  
F



**Funds Transferred from FLH  
by Grant Agreement  
to non-Federal Agencies  
(e.g. State DOT, County, City, Tribe, etc.)**

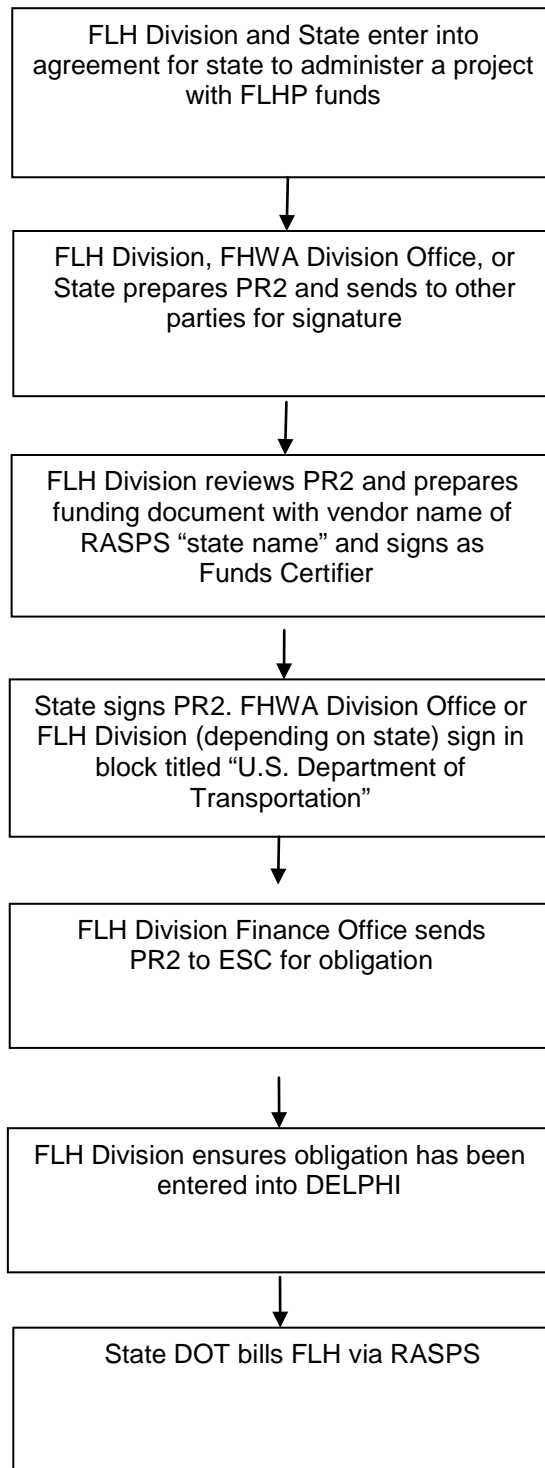
Flow Chart  
G





## Funds Transferred from FLH to State DOT by PR2

Flow Chart  
H



**EXHIBITS**  
**EXAMPLES OF COMPLETED FORMS**

- Exhibit 1: U.S. Department of the Interior Inter/Intra-Agency Agreement  
(Flowchart A)
- Exhibit 2: Forest Service Reimbursement or Advance of Funds Agreement  
(Flowchart A)
- Exhibit 3: Military Interdepartmental Purchase Request (MIPR)  
(Flowchart A)
- Exhibit 4: Advice of Reimbursable Authority (15F)  
(Flowchart A)
- Exhibit 5: FHWA 370, Advice of Funds  
(Flowcharts A, B, C, D, E)
- Exhibit 6: FHWA-1576, FHWA Transfer Request  
(Flowchart B)
- Exhibit 7: Pay.gov instructions  
(Flowchart C)
- Exhibit 8: Non Expenditure Transfer  
(Flowchart D)
- Exhibit 9: FHWA FLH Grant Agreement  
(Flowchart G)
- Exhibit 10: DOT F2300.1a, Interagency/Intra-agency Agreement  
(Flowchart F)
- Exhibit 11: PR-2, Federal Aid Project Agreement  
(Flowchart H)
- Exhibit 12: PR-2FH, Forest Highway Project Agreement  
(Flowchart H)
- Exhibit 13: Request for Unexpended 15F Funds



# UNITED STATES DEPARTMENT OF THE INTERIOR

## INTER/INTRA-AGENCY AGREEMENT (IAA)

Exhibit  
1

1. Period of P



START	END
01/01/2009	11/20/2009

Buyer has work performed for them by the Seller named in item 6b.

Seller to perform work as described herein for the agency named in item 6a.

2. Common Document Number (Agreement Number)

WFL # DTFH70-09-X-50005 / NPS # F9512090082

3. Check appropriate box

Original

Modification

4. Under the authority of (Cite authorities):

43 U.S.C. 1701 et seq., (FLPMA)

Department of the Interior Appropriation Act for FY

31 U.S.C. 1535 (the Economy Act)

Working Capital Fund (WCF)

Other: \_\_\_\_\_

5. Description of Work: Attached herein

PROJECT TITLE: OLYM Graves Creek Road Rehabilitation

Buyer	Seller
5a. Agency: National Park Service	6b. Agency: Federal Highway Administration, Western Federal Lands Highway Division
Address: 600 East Park Avenue	Address: 610 East Fifth Street
Address: Port Angeles, WA 98362-6757	Address: Vancouver, WA 98661-3801
Administrative POC: Phaedra Fuller	Administrative POC: Marlene Marcellay
Email: Phaedra_Fulle@nps.gov Phone 360-565-3009 Fax: 360-565-3018	Email: Marlena.Marcellay@fhwa.dot.gov Phone: 360-619-7565 Fax: 360-619-7855
Technical Point of Contact: Carl Elleard	Technical Point of Contact: Betty Chon
Email: Carl_Elleard@nps.gov Phone 360-565-3161 Fax 360-565-3015	Email: Betty.Chon@fhwa.dot.gov Phone 360-619-7815 Fax: 360-619-7846

ACCOUNT DATA	BUYER	SELLER
7. Agency Location Code	7a. 14-10-0099	7b. 69-05-0001
8. BPN Number (DUNS #) FSN	8a. 946-214-426	8b. 139-768-597
9. Treasury Account Symbol (TAS)	9a. 1481036	9b.
10. Standard General Ledger	10a. Unknown	10b. Unknown
11. Cost Structure/Account	11a. 9500-0730-515 / \$34,200 9512-0905-MAR / \$125,846	11b.
12. Business Event Type Code	12a. Unknown	12b.
13. Requisition Number for Buyer/Project account for Seller	13a. R9512090082	13b.
14. Contract Line Number for Buyer/Proposal Number or other data for Seller	14a. n/a	14b.
15. Buyer provide Expiration of Funding source (Date or indefinite)	15a. 09/30/09	15b. NOTE: Seller, ensure project completion by this date (Seller must not incur additional costs) See Block 15a

16. Amount Obligated by Buyer	17. Bill To (Name and Address, including zip code of Finance Office):
Initial or current obligation: \$160,046	Name: NPS Accounting Operations Center
Modification Amount (check one)	Address: 13461 Sunrise Valley Drive
<input type="checkbox"/> Increase <input type="checkbox"/> Decrease	Address: Herndon, VA 20171-3283
Total obligation: \$160,046	

8. Billing for Federal Agencies and DOD will be processed via IPAC. (billing will be done  bi-weekly  monthly  quarterly  in advance)

Upon Approval, this agreement constitutes an obligation against Buyer requesting the work; or authority to proceed with work by Seller for the herein named agency in anticipation of reimbursement.

9. Approved for Buyer <i>[Signature]</i> Contracting Officer or other Authorized Signature) *other only for WCF	20. Approved by Seller: <i>[Signature]</i> (Seller's Authorizing Signature)
9a. Name: Rodney J Roberson	20a. Name: Marlene M. Marcellay
9b. Title: Contracting Officer	20b. Title: Contracting Officer
19c. Date: 5/14/2009	20c. Date: 5/7/09

WFL #DTFH70-09-X-50015

**REIMBURSEMENT OR ADVANCE OF FUNDS AGREEMENT**

1. AGREEMENT NUMBER (25) 09IA-11100500-090		2. FISCAL YEAR (4) 2009		3. ESTIMATED AMOUNT (11) \$557,000.00		4. AGY. BILL IND. (1) IPAC		5. TRANS CODE (1) 2		6. ACTION CODE (1) 1					
7. AGENCY REQUESTING SERVICE						8. AGENCY PERFORMING SERVICE									
NAME (32) USDA Forest Service, Tongass National Forest						NAME (32) Western Federal Lands Highway Division, Federal Highway Administration									
1ST LINE ADDRESS (32) 648 Mission Street						1ST LINE ADDRESS (32) 610 East 5 <sup>th</sup> Street									
2ND LINE ADDRESS (32)						2ND LINE ADDRESS (32)									
CITY (21) Ketchikan			STATE (2) AK		ZIP CODE (9) 99901		CITY (21) Vancouver			STATE (2) WA		ZIP CODE (9) 98661-3801			
9. SERVICE TO BE PERFORMED (Give brief explanation and basis for determining cost of services. Attach additional sheet if needed.)															
See attached Fund Supplement (Exhibit A) and Work Order (Exhibit B) associated with the Federal Highway Administration, Alaska Project Forest Highway (AK PFH) 44(7) and the United States Forest Service (USFS) 3030 Road Cleanup project for surfacing of the 3030700 road and the drilling and blasting of rock in the B-1 rock pit.															
10. LIST REFERENCES TO CORRESPONDENCE RELATIVE TO THIS WORK (Requesting Agency only.) (50) IN ACCORDANCE WITH THE ECONOMY ACT OF JUNE 30, 1932, SECTION 601, 31 U.S.C. 1535															
11. DURATION OF AGREEMENT						12. METHOD OF PAYMENT									
EFFECTIVE DATE (From) As of Date of Final Signature			CONTINUING THROUGH September 30, 2010			REIMBURSEMENT <input checked="" type="checkbox"/>			ADVANCE OF FUNDS						
						BILLING FREQUENCY X			TYPE OF ACCOUNT						
13. FINANCING (REQUESTING AGENCY - WHEN NOT SERVICED BY NFC)															
APPROPRIATION SYMBOL AND TITLE						PROJECT, ALLOTMENT, OR WORKPLAN NO. (As applicable) ENG CMLG Sweetwater Watershed Improvements									
14. FINANCING (REQUESTING AGENCY - WHEN SERVICED BY NFC)															
AGENCY CODE	FUND CODE	ACCT. STATION	ACCOUNTING CLASSIFICATION					OBJECT CLASS	AMOUNT						
			A	B	C	D	E								
		1005		YYNF2209					\$557,000.00						
16. LEAVE FACTOR (3) (2)			17. FICA FACTOR (3) (2)			18. OVERHEAD FACTOR (3) (2)									
19. REQUESTING AGENCY APPROVAL						20. PERFORMING AGENCY APPROVAL									
SIGNATURE <i>Rebecca S. Neuse</i>						SIGNATURE <i>Marlene M. Marcellay</i>			DATE 7/30/09						
DATE 8/7/09															
TITLE FORREST COLE - FOREST SUPERVISOR						TITLE MARLENE M. MARCELLAY - CONTRACTING OFFICER									
PERSON TO CONTACT Mechele McDonald		PHONE (Area Code and No.) (907) 228-6261		FTS		COMM		PERSON TO CONTACT John Murphy		PHONE (Area Code and No.) (360) 619-7700		FTS		COMM	

FORM AD-672 USDA (Revised 9/86)

**RECEIVED**  
8/14/09

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1.

Exhibit  
3

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED 22-AUG-08	5. MIPR NUMBER F3LFND8235G001
--------	-----------------------	-------------------------------	----------------------------------

7. TO: Federal Highway Administration Plans & Prog Mgr Attn: Phyllis Chun Western Federal Lands Hwy Division Vancouver, WA 360-619-7922	8. FROM: (Agency, name, telephone number of originator) Headquarters Air Force Space Command HQ AFSPC/A47RF Attn: Gail Ellett 150 Vandenberg St, Suite 1105 Peterson AFB CO 80914 719-554-5030
--	---

9. ITEMS  ARE  ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING  
 HAS  HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)	QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
a	b	c	d	e	f
1	<p>Fund requirements for Minuteman Tranporter-Erector roads serving Malmstrom Air Force Base Montana authorized under Title 23 USC 210, Defense Access Road program. The Federal Highway Administration (FHA) is the responsible agency for maintenance and repair of public roads. Title 23 USC 308 authorizes FHA to enter into agreements with other federal agencies.</p> <p>Project Manager: Mark Kjoson, AFSPC/MBS, 719-554-2896</p> <p>Funds Manager: Gail Ellett, AFSPC/A47R, 719-554-5030</p> <p>I certify that the goods and services acquired under this agreement are legitimate, specific, requirements representing a bona fide need of the fiscal year in which these funds are obligated. Required reviews are complete.</p> <p>Road Repair: regravell 28.2 miles</p> <p>Reference the entire accounting classification and MIPR number on all obligation documents. Send contract award documents to the address in Block 8. Complete the FPDS-NG CAR with Funding Agency ID: 5700 (Air Force) and Funding Office ID/BPN: F3LFND</p> <p>The Business Event Transaction Code (BETC) for this order is DISB (Disbursement). The assisting agency will provide the BETC on the DD Form 448-2, Acceptance of MIPR, in Block 13, Remarks.</p> <p>Most transactions by MIPR to assisting agencies will be disbursements. When another code is appropriate see the RA/RM for assistance and follow instructions at <a href="http://www.fms.treas.gov/gwa/factsheet_betc.html">http://www.fms.treas.gov/gwa/factsheet_betc.html</a>.</p> <p>****SEE CONTINUATION PAGE****  //SIGNED*// 22-AUG-08  ELLETT, G. L., GS13 FINANCIAL MANAGER  HQAFSPC/A7/A7CPE 692-5030</p>	1	EA	\$ 955,000.00	\$ 955,000.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS, SHIPPING INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.	11. GRAND TOTAL \$ 955,000.00
---	----------------------------------

12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)	13. MAIL INVOICES TO (Payment will be made by) ALC 00-00-5030 DFAS COLUMBUS 1990 BROAD STREET B21 COLUMBUS, OH 43213-1152 PAY OFFICE DODAAD 503000
---	--

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
AA	5783400		308 83MH 174421 010000 53210 31378F 503000 FSR: 034971 PSR: 791969 DSR: 012697	F03000	\$ 955,000.00
			25-AUG-08 JUAREZ, D. J., GS07 ACCOUNTING TECH 21 CPTS/FMAO 719-556-7350 //DIGITALLY SIGNED*//		

15. AUTHORIZING OFFICER (Type name and title) ELLETT, G. L., GS13 FINANCIAL MANAGER HQAFSPC/A7/A7CPE 692-5030	16. SIGNATURE //SIGNED*//	17. DATE 22-AUG-08
---	------------------------------	-----------------------

WFLHD NO: DTFH 70-08-X-SC007

---

**From:** Debbie.Gibson@dot.gov  
**Sent:** Thursday, August 20, 2009 6:37 AM  
**To:** Chun, Phyllis R.; FHWA, WFL; Lewis, Dale; Varnado, Louis <FHWA>  
**Subject:** FY2009 RA Allotment

Dear WFL Reimbursable Projects with Federal Agencies,

Below is information concerning your most recent FY 2009 reimbursable authority allotment. The amount in the "Change" field was posted to the Delphi accounting system. Please distribute this message to your Financial Manager.

Advice No: 20

Date of Allotment: 8/17/2009

Accounting String: 15X015F910 0000 117

Last Advice: \$12,018,354.82

Change: \$150,000.00

This Advice: \$12,168,354.82

Explanation: To provide FY 2009 reimbursable authority for Reimbursable Agreement DTFH70-09-X-50021.

Period of Performance: 7/24/2009 to 12/31/2010

Requesting Agency: Denali Commission - kwigillingok Kuicuang Slough Subsistence  
ATV Trail Construction

Regards,

FHWA Budget Division

Form FHWA-370 (Rev. 8-95)

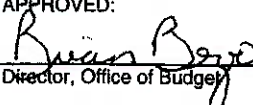
DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION  
ADVICE OF FUNDS AVAILABLE FOR OBLIGATION

Advice No.  
5 ✓

APPROPRIATION: 69-X-8054 - Miscellaneous Trust Fund	DISTRIBUTION TO:	NO. COPIES	FISCAL YEAR
ORGANIZATION: Western Federal Lands Highway Division	PROGRAM OFFICE	1	FY 2009
ALLOTTEE: Division Engineer	BUDGET DIVISION	1	
PROGRAM: State Advances from Cooperating Agencies			

DESCRIPTION	LAST ADVICE	CHANGE	THIS ADVICE
<b>1. ALLOTMENT</b>			
<b>CATEGORY A:</b>			
First Quarter.....			
Second Quarter.....			
Third Quarter.....			
Fourth Quarter.....			
<b>CATEGORY B:</b>			
Annual Limitation:			
Administrative Expenses.....			
Program Funds.....			
Federal-aid Exempt.....			
Annual Funds.....			
No-Year/Multi-Year Funds.....	\$3,417,081.11 ✓	\$13,500.00 ✓	\$3,430,581.11 ✓
Reimbursable Authority.....			
<b>TOTAL ALLOTMENT.....</b>	<b>\$3,417,081.11 ✓</b>	<b>\$13,500.00</b>	<b>\$3,430,581.11</b>
<b>RECAP OF ALLOTMENT OF MULTI-YEAR/NO-YEAR FUNDS:</b>			
Unobligated balance of prior year.....	\$1,654,676.11 ✓	\$0.00 ✓	\$1,654,676.11 ✓
New Authorization.....	\$1,762,405.00 ✓	\$13,500.00 ✓	\$1,775,905.00 ✓
<b>TOTAL ALLOTMENT.....</b>	<b>\$3,417,081.11 ✓</b>	<b>\$13,500.00</b>	<b>\$3,430,581.11</b>
<b>2. OPERATING BUDGET ALLOWANCE</b>			
<b>PERSONAL SERVICES AND RELATED COSTS:</b>			
First Quarter.....			
Second Quarter.....			
CUMULATIVE TOTAL.....			
Third Quarter.....			
CUMULATIVE TOTAL.....			
Fourth Quarter.....			
<b>FISCAL YEAR TOTAL.....</b>			
<b>OTHER OBJECTS:</b>			
First Quarter.....			
Second Quarter.....			
CUMULATIVE TOTAL.....			
Third Quarter.....			
CUMULATIVE TOTAL.....			
Fourth Quarter.....			
<b>FISCAL YEAR TOTAL.....</b>			

**3. EXPLANATION:**  
To provide allotment for funding received from the Yakima Tribal Council for agreement # DTFH7009E50012

DELPHI ACCOUNTING STRING: 15X0632D50 0000 117	DATE: 8/17/2009	APPROVED:  Director, Office of Budget
--	--------------------	---

Analyst: EMR  
Date Posted: 8/19/09

# FHWA TRANSFER REQUEST

Type of Transfer Request: State to State - Non-Pooled Fund (Including Demos)

In accordance with provisions of title 23 U.S.C., the State transportation department indicated below requests that Federal-aid Highway Program contract authority and/or obligation authority be transferred as shown.

Requesting Agency: <u>Utah Department of Transportation</u>	Name: <u>Terry Haussler, P.E.</u> Title: <u>Planning &amp; Programs Manager</u> Telephone: <u>(720) 963-5558</u> Email: <u>thausler@dot.gov</u>	Tracking Numbers: State: _____ FHWA/DCFO: _____
---	--	--

Item #	Description of Fund - From	Fiscal Year	Program Code	Demo ID or Urban Area Code	Amount	From Item #	Description of Fund - To	Program Code	Demo ID or Urban Area Code	Amount	
1	High Priority Proj Sec 109-0059-1702,567	2009	LY10	UT041	\$374,607.00	1	Federal Lands Highways	LY10	UT041	\$374,607.00	
2	High Priority Proj Sec 109-0059-1702,3081	2009	LY10	UT060	\$674,292.00	2	Federal Lands Highways	LY10	UT060	\$674,292.00	
3	High Priority Proj Sec 109-0059-1702,5009	2009	LY20	UT068	\$561,910.20	3	Federal Lands Highways	LY20	UT068	\$561,910.20	
4	High Priority Proj Sec 109-0059-1702,5024	2009	LY20	UT083	\$655,561.90	4	Federal Lands Highways	LY20	UT083	\$655,561.90	
5	High Priority Proj Sec 109-0059-1702,5037	2009	LY20	UT096	\$468,258.50	5	Federal Lands Highways	LY20	UT096	\$468,258.50	
6	High Priority Proj Sec 109-0059-1702,5098	2009	LY20	UT097	\$1,030,168.70	6	Federal Lands Highways	LY20	UT097	\$1,030,168.70	
7	High Priority Proj Sec 109-0059-1934,395	2009	LY30	UT105	\$93,600.00	7	Federal Lands Highways	LY30	UT105	\$93,600.00	
8	High Priority Proj Sec 109-0059-1934,399	2009	LY30	UT109	\$561,600.00	8	Federal Lands Highways	LY30	UT109	\$561,600.00	
9											
10											
11											
12											
13											
14											
15											
<b>TOTAL FROM</b>					<b>\$4,419,998.30</b>						<b>\$4,419,998.30</b>

Enter item # (above) and Project Description, Urban Area or other additional information

**For State-to-State transfer of funds and limitation**

Has the State entered into an agreement with the agency indicated above to receive, obligate, expend and manage these funds for specified project(s)?

Yes  
 No

**STATE TRANSPORTATION DEPARTMENT**

I certify that the funds requested for transfer are in accordance with the applicable provisions of title 23 U.S.C.; that the funds are unobligated and uncommitted; and that the percentage of funds to be transferred combined with previous transfers does not exceed the permissible amount allowable for transfer under the affected program categories according to applicable State and Federal laws and regulations. Where applicable, concurrence from affected Metropolitan Planning Organizations and other agencies has been obtained and recorded in this office. Further, I certify that I have the authority to approve the transfer of Federal-aid Highway program funds.

*William J. Bangerter*  
 Program Finance Director  
 Title of Approving Official

7/1/09  
 Date of Approval

**FHWA DIVISION ADMINISTRATOR CONCURRENCE**

I certify that I have reviewed the request to transfer funds as itemized above; that this request is in accordance with provisions of title 23 U.S.C. and FHWA policy and procedures; and I have the authority to approve transfer of Federal-aid Highway program funds.

*Betty J. Bangerter*  
 Financial Manager  
 Title of Approving Official

7/1/09  
 Date of Approval



## Payment Options

Effective October 1, 2008, all payments to the Department of Transportation must be processed electronically and all lockboxes will be closed. Please choose one of the following options to make your payment.

**Option 1 (Preferred Method)**

Plastic Card or Automatic Clearing House Payment (ACH Direct Debit)

Go to Treasury's website, <https://pay.gov>.

Search for Agency Name

Select the appropriate Transportation Agency

Follow the form instructions to make your payment. Note: If making an ACH payment from your bank account, please select ACH Direct Debit as the payment type.

**Option 2**

Mail Check payment to the following address for Paper Check Conversion (PCC) processing:

**Regular Mail**

DOT/FHWA  
c/o ESC, AMZ-300  
PO BOX 268865  
OKLAHOMA CITY, OK 73125

**Overnight Mail**

DOT/FHWA  
c/o ESC, AMZ-300  
6500 S. MACARTHUR BLVD  
HQS BLDG RM 181  
OKLAHOMA CITY, OK 73169

**Notice to Customers Making Payment by Check**

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction.

When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution.

**Privacy Act – A Privacy Act Statement required by 5 U.S.C. § 552a(e)(3) stating our authority for soliciting and collecting the information from your check, and explaining the purposes and routine uses which will be made of your check information, is available from our internet site at (PCCOTC.GOV), or call toll free at (1-800-624-1373) to obtain a copy by mail. Furnishing the check information is voluntary, but a decision not to do so may require you to make payment by some other method.**



# Authority Transaction Module

-- Go To --

Exhibit  
8

Welcome, Robert Hefflin

01/20/2009 06:54:30 AM EST

**New Transactions**   **Pending Transactions**   **Posted Transactions**

[Home](#) > [Transactions](#) > [Authority Transaction Module](#) > [Posted Transaction Query](#) > [Posted Transactions List](#) > [Non-Expenditure Transfer Detail](#)

## Non-Expenditure Transfer Detail

Control Number: 2299459

Status: Posted

Transfer Type: Balance Transfer

Transaction Date: 01/15/2009

Accounting Period: 01/2009

Effective Date: 01/15/2009

Agency Reference #: OSD Memo 1/12/09 DFAS 024

Legal Authority: PL 110-329

122 STAT 3696-97 HR 2638 Div E Page 798

STAR Reference #: NE042851

### Most Recent Comment:

From		Amount	To		Amount
TAS				TAS	
	9709/130391	12,000,000.00	1	69-9709/130391.5	12,000,000.00
	Total	12,000,000.00		Total	12,000,000.00

[View Audit Log](#)

[View Form](#)

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U. S. Department of the Treasury - Financial Management Service

**Federal Highway Administration  
Federal Lands Highway  
GRANT AGREEMENT  
(for use with non-federal agencies only)**

**PARTIES TO THE AGREEMENT**

<b>Reimbursing Organization</b>	<b>Organization to be Reimbursed</b>
Federal Highway Administration 610 E. 5 <sup>th</sup> Street Vancouver, WA 98661	Alaska Department of Transportation P.O. Box 112506 Juneau, AK 99811

<b>Appropriation Chargeable</b>	<b>DUNS Number</b>
1517020400003 531.D0.F150.02 1702000000	XX-XX-XXXX

**POINTS OF CONTACT FOR THE AGREEMENT**

<b>Reimbursing Organization Finance Point of Contact</b>	<b>Organization to be Reimbursed Finance Point of Contact</b>
Name: Genise Dance Address: 610 E. 5 <sup>th</sup> St., Vancouver, WA 98661 Phone: 360-619-7534 E-mail: genise.dance@dot.gov	Name: Tom Stewart Address: P.O. Box 112500 Juneau, AK 99811 Phone: 907-465-8980 E-mail: tom.stewart@alaska.gov

<b>Reimbursing Organization Program Point of Contact</b>	<b>Organization to be Reimbursed Program Point of Contact</b>
Name: John Murphy Address: 610 E. 5 <sup>th</sup> St., Vancouver, WA 98661 Phone: 360-619-7728 E-mail: john.murphy@dot.gov	Name: L. Pat Carroll Address: P.O. Box 112506 Juneau, AK 99811 Phone: 907-465-4415 E-mail: pat.carroll@alaska.gov

<b>PERIOD OF PERFORMANCE</b>	<b>LEGAL AUTHORITY</b>
From To 09/17/2009 12/31/2009	23 U.S.C. 204(b)(2)

<b>TOTAL AGREEMENT AMOUNT</b>	<b>PAYMENT TERMS AND SCHEDULE</b>
\$70,000	Reimbursement requests, including back-up data, on a monthly basis

**DESCRIPTION OF SUPPLIES, SERVICES, AND DELIVERABLES**  
(continue on separate sheet or add attachment if needed)

Perform a constructability review for Kake to Seal Point, Jenny Creek Bridge project

**AUTHORIZED APPROVALS**

<b>For Reimbursing Organization</b>	<b>For Organization to be Reimbursed</b>
Signature Date 3/4/10 Title Contracting Officer	Signature Date 3/5/10 Title Regional Director

**Interagency/Intra-agency Agreement**

**Parties to the Agreement**

BUYER (Receiving Agency)		SELLER (Providing Agency)	
1A. Department	Department of Transportation	1B. Department	Department of Agriculture
2A. Agency	Federal Highway Administration	2B. Agency	US Forest Service
3A. Office	Central Federal Lands Highway Division	3B. Office	R4 - Bridger-Teton National Forest
4A. OBLIGATION NUMBER	DTFH68-09-X-00071	4B. AGREEMENT NUMBER	09-IA-11040303-024
5A. Agency Location Code (ALC)	69-05-0001	5B. Agency Location Code (ALC)	12-40-1100FOA
6A. Data Universal Numbering Sys. # (DUNS)	126129936	6B. Data Universal Numbering Sys. # (DUNS)	929332484
7A. Tax Identification # (TIN)	22-3934584	7B. Tax Identification # (TIN)	72-0564834
8A. Treasury Approp. Fund Symbol (TAFS)	69x8083	8B. Treasury Approp. Fund Symbol (TAFS)	12X1106
9A. Trading Partner Code	6905	9A. Trading Partner Code	
10A. Accounting Classification Code		10A. Accounting Classification Code	
10B. Object Code	25304	10B. Object Code	25304

**Points of Contact for the Agreement**

BUYER		SELLER	
11A. Finance Point of Contact		11B. Finance Point of Contact	
Name	Regina Monroe	Name	Judy Shields
Address	12300 West Dakota Ave, Suite 370, Lakewood, CO 80228	Address	Bridger-Teton NF, P.O. Box 1888, Jackson, WY 83001
Phone	720-963-3460	Phone	(307) 739-5546
E-mail	regina.monroe@fhwa.dot.gov	E-mail	jshields@fs.fed.us
12A. Program Point of Contact		12B. Program Point of Contact	
Name	Ryan Tyler	Name	Steve Haydon
Address	12300 West Dakota Ave, Suite 370, Lakewood, CO 80228	Address	Bridger-Teton NF, P.O. Box 1888, Jackson, WY 83001
Phone	720-963-3729	Phone	(307) 739-5535
E-mail	ryan.tyler@fhwa.dot.gov	E-mail	shaydon@fs.fed.us

13. Period of Performance	14. Legal Authority
From (mm/dd/yy)	To (mm/dd/yy)
Date of last signature below	9/30/2011
15. Total Agreement Amount (estimate)	16. Payment Terms and Schedule
\$ 650,000	IPAC; Reimbursement requests on a monthly basis (F5 information - BETC - COLL)

17. Description of the Supplies, Services and Deliverables Required.

The purpose of this agreement is to facilitate the construction of three bridges and other incidental work on the Bridger Teton National Forest on FH 22 (La Barge Creek - Greys River). See Statement of Work for specific work requirements.

WY PFH 22-1(991), La Barge Creek-Greys River  
Accounting Code: 1516560221991-543.00.F150.56-1656000000

**Agreement Termination** : Parties to the agreement shall provide 120 days notice for cancellation or termination of supplies, services, and/or deliverables described in this agreement.

**Authorized Approvals**

BUYER		SELLER	
18. Name and Title of Authorized Official	20. Name and Title of Authorized Official		
Kevin R. Black, Contracting Officer	Carole 'Kniffy' Hamilton, Forest Supervisor		
Signature	Date		
<i>Kevin R. Black</i>	6/16/09		
19. Name and Title of Fund Certification Officer	Signature		
See attached PR for Signatures	<i>Michael Ballone</i>		
Signature	Date		
	6/17/09		

U.S. DEPARTMENT OF TRANSPORTATION  FEDERAL HIGHWAY ADMINISTRATION	LETTER OF AUTHORIZATION AND/OR FEDERAL AID PROJECT AGREEMENT	<input checked="" type="checkbox"/>	STATE North Dakota	STATE JOB NO.
	AND/OR MODIFIED PROJECT AGREEMENT	<input checked="" type="checkbox"/>	COUNTY Slope	FEDERAL AID PROJECT NO. FHO-05-01(001)

The State, through its Highway Agency, having complied, or hereby agreeing to comply, with the application terms and conditions set forth in (1) Title 23, U.S. Code, Highways, (2) the Regulations issued pursuant thereto, and (3) the policies and procedures promulgated by the Federal Highway Administrator relative to the above-designated project, and the Federal Highway Administration having authorized certain work to proceed as evidenced by the date entered opposite the specific item of work, Federal funds are obligated for the project not to exceed the amount shown herein, the balance of the estimated total cost being an obligation of the State. Such obligation of Federal funds extends only to project costs incurred by the State after the Federal Highway Administration's authorization to proceed with the project involving such costs.

**PROJECT ROUTE NO., TERMINI, LENGTH, DESCRIPTION OF WORK:**  
FHO-05-01(001) is located on Forest Highway 5, 3.0 miles west & 7.5 miles north of Marmarth, North Dakota and 3.0 miles west and 11.5 miles north of Marmarth, North Dakota [2-sites]. The project is 0.33 miles long. Project consists of a 2-structures, grading, & aggregate surfacing.

PROJECT CLASSIFICATION OR PHASE OF WORK	EFFECTIVE DATE OF AUTHORIZATION <small>mm/dd/yyyy</small>
HIGHWAY PLANNING AND RESEARCH (HP & R)	
PRELIMINARY ENGINEERING	
RIGHTS-OF-WAY	
CONSTRUCTION	<input checked="" type="checkbox"/>
OTHER (SPECIFY) Construction Engineering	<input checked="" type="checkbox"/>

ESTIMATED TOTAL COST OF PROJECT		ESTIMATED FEDERAL FUNDS	
PREVIOUS AMOUNT	CURRENT AMOUNT	PREVIOUS AMOUNT	CURRENT AMOUNT
\$	\$ 455,719.99	\$	\$ 432,316.00

**FHWA CERTIFICATION OF FUNDS AVAILABILITY**

APPORTIONMENTS _____	APPROPRIATION _____	AMOUNT _____
OBLIGATIONAL AUTHORITY _____	APPROPRIATION <u>F150</u>	AMOUNT <u>\$432,316.00</u>
27XX380501001F150 OC 41050		
INITIALS: _____	DATE: _____	FMIS TRANSACTION #: _____

NORTH DAKOTA DEPARTMENT OF TRANSPORTATION	U.S. DEPARTMENT OF TRANSPORTATION Federal Highway Administration
By <u><i>Dean Lefthand</i></u>	By <u><i>Randall J. [Signature]</i></u> for Division Administrator
Title <u>Interim Director of Transportation Programs</u>	Date Executed by <u>7/10/09</u>
Date <u>7/16/09</u>	Division Administrator _____

FORM PR-2FH  
(6/93)

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL HIGHWAY ADMINISTRATION

STATE

Idaho

COUNTY

Idaho

PROJECT NO.

ID PFH 16 (3) Bimerick Creek Culvert

**FOREST HIGHWAY PROJECT AGREEMENT  
(PPM 25-4)**

This Agreement is entered into between the undersigned parties pursuant to the provision of 23 U.S.C. 204, and the Forest Highway Regulations issued thereunder jointly by the Secretary of Commerce and the Secretary of Agriculture, and in accordance with the terms of the Forest Highway Cooperative Agreement.

FOREST

Clearwater

FOREST HIGHWAY ROUTE NO.

FH-16

PROJECT TERMINI

Higway 12, Milepost 110

PROJECT LENGTH (Miles)

site

KIND OF WORK

Culvert Replacement

AGENCY TO PERFORM WORK

COOPERATOR

ESTIMATED COST OF PROJECT

\$363,300

FUNDS PROVIDED BY THIS AGREEMENT

COOPERATIVE 1\*

FEDERAL 2\*

AMOUNT

BASIS OF PAYMENT

- ADVANCE  
 REIMBURSEMENT  
 OTHER

AMOUNT

\$363,300.00

\*1. Entries may be omitted if cooperator performs work and assumes cost not covered by Federal funds.

\*2. No entry to be made if work is to be performed by Public Roads.

SPECIAL PROVISIONS

The US Forest Service is providing \$363,300 in FY08 Aquatic Organism Passage (Forest Highway) funding to ITD. The funds are to be used for construction.

FHWA (WFLHD) accounting information: 1517160160003 500.00.F180.16 1716000000 41050 \$363,300

Supplier: RASPS STATE OF IDAHO

DOC ID: 27XX160160003F150

Approval date for this project is February 14, 2007

Funds for this project are available to ITD when this agreement is signed and returned to WFLHD

This Agreement shall be effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Idaho Transportation Department

(Name of Cooperator)

By

Title

By

Title

By

Title

U. S. DEPARTMENT OF TRANSPORTATION

By

Title

FINANCIAL MANAGER

FUNDS CERTIFYING OFFICER

Michelle A. Bona  
DATE: 8/7/08

15F0 ACCOUNTS 2008

CUSTOMER	Project No.	Number	Agreement		FY 08 Advice		Spent (FY 08)	Undelivered Orders (UDOs to be restated)
			Amount	Advice No.	Amount			
DENALI COMMISSION - Kivalina	1517020200502	DTFH70-07-X-50005	\$500,000.00		\$480,062.72			
DENALI COMMISSION - Kobuk	1517020200701	DTFH70-07-X-50010	\$300,000.00		\$300,000.00		\$112,786.70	\$367,276.02
DENALI COMMISSION - Coffman Cove Dock	1517020200702	DTFH70-07-X-50009	\$1,000,000.00		\$1,000,000.00		\$49,910.71	\$250,089.29
DENALI COMMISSION - Stevens Village	1517020200801	DTFH70-08-X-50001	\$500,000.00		\$500,000.00		\$137,647.62	\$1,000,000.00
DENALI COMMISSION - Reconnaissance	1517020200804	DTFH70-08-X-50008	\$650,000.00		\$650,000.00			\$362,352.38
USDI - NPS DENA Drilling	1517020700004	DTFH70-07-X-50001	\$14,940.00					\$650,000.00
USDI - NPS DENA Geotech Services	1517020700005	DTFH70-07-X-50011	\$18,925.00		\$18,925.00			\$14,099.58
DENALI COMMISSION - Walden Pt.	1517022311708	DTFH70-06-X-50006	\$1,050,000.00				\$4,825.42	
USDA - FS Agness Road	1517410200502	DTFH70-06-X-50008	\$205,400.00		\$204,927.67			\$205,748.17
USFS - Umpqua NF - Olive Lake Dam	1517410750006	DTFH70-07-X-50006	\$35,000.00		\$119.60			\$119.60
USFS - Umpqua NF - Olive Lake Dam	1517410750006	DTFH70-07-X-50006	\$35,000.00		\$30,000.00			\$303.75
BLM - 2008 Bridge Inspections	1517410750009	DTFH70-07-X-50005	\$175,000.00		\$175,000.00		\$29,696.25	
BLM - 2009 Bridge Inspection	1517410750009	DTFH70-08-X-50005	\$160,000.00		\$160,000.00		\$86,997.09	
USDI - NPS MORA Temporary Bridges	1517530304204	DTFH70-07-X-50004	\$307,684.00		\$307,684.00			\$160,000.00
USACOE - Rodney M.	15175303050012	DTFH70-06-X-50012	\$94,000.00					\$307,684.00
USACOE - Terri T.	1517530750003	DTFH70-07-X-50003	\$800.00					
USDA - FS Gifford Pinchot ERFO	1517537122102	DTFH70-08-X-50003	\$570,000.00		\$570,000.00		\$100,000.00	\$470,000.00
USDA - FS Gifford Pinchot ERFO	1517538122101	DTFH70-08-X-50003	\$135,000.00		\$135,000.00		\$121,500.00	\$13,500.00
USDI - FWS National Elk Refuge	1517560750007	DTFH70-07-X-50007	\$30,000.00		\$4,908.00			\$4,908.00
DENALI COMMISSION - King Cove	15A7020200501	DTFH70-06-X-50005	\$1,200,000.00		\$1,053,733.53		\$958,797.03	\$94,936.50
USDA - FS Coffman Cove	15A7020440002	DTFH70-06-X-50011	\$45,000.00		\$45,000.00			\$45,000.00
USDI - NPS Katmai National Park	15A7021601003	DTFH70-08-X-50002	\$450,000.00		\$450,000.00		\$450,000.00	\$0.00
USAF - OMAD	15A7300018041	DTFH70-08-X-50007	\$955,000.00		\$955,000.00		\$955,000.00	\$0.00
BLM - 2007 Bridge Inspections	15A7412007BLM	DTFH70-06-X-50004	\$148,000.00				\$10.10	
USDI-OLYM Hurricane Ridge	15A7530601001	DTFH70-07-X-50008	\$1,000,000.00					\$1,000,000.00
USDI-OLYM Hurricane Ridge	15A7530601201	DTFH70-07-X-50008	\$0.00				\$941,471.23	
USDI - NPS OLYM Hoh Road	15A7530610704	DTFH70-06-X-50007	\$52,500.00		\$2,569.00			\$2,569.00
USACOE - Rodney M.	15A7530650012	DTFH70-06-X-50012	\$94,000.00				\$94,000.00	
USDI - FWS Steigerwald NWR	15A7535501001	DTFH70-06-X-50009	\$473,828.04					
USDI - NPS YELL Beryl Springs	15A7560401015	DTFH70-08-X-50004	\$460,000.00		\$460,000.00			
USDI - NPS YELL Canyon Rim Drive	15A7560401303	DTFH70-07-X-50002 ??						\$0.00
USDI - NPS YELL Grandview to Lookout Point	15A7560410801	DTFH70-07-X-50002 #3	\$2,191,000.00		\$199,907.00		\$98,600.00	\$98,600.00
USDI - NPS YELL Grandview to Lookout Point	15A7560410801	DTFH70-07-X-50002 74	\$112,300.00		\$112,300.00		\$135,575.27	\$64,331.73
USDI - NPS YELL Grandview to Lookout Point	15A7560410801	DTFH70-07-X-50002 75	\$15,600.00		\$15,600.00			\$112,300.00
USDI - NPS GTRE Pacific Creek Road	15A7561611401	DTFH70-08-X-50006	\$630,000.00		\$630,000.00		\$630,000.00	\$15,600.00
								\$0.00
							\$4,331,480.73	\$4,100,736.69
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FY08 expenses tab								

