17-5-1 Federal ITS Continuing Appropriations Process   **March 2011**

INTRODUCTION

The annual process described in this procedure pertains to the Great Lakes ITS appropriations and how federal money is applied for and managed at the Department level. Projects funded by Great Lakes appropriations are for traffic operations and ITS related Department initiatives.

APPLICATION PROCESS

1. FHWA Division office notifies BTO State Traffic Engineer of continuing appropriations funding level eligible for application typically between February and June of every year.

2. BTO completes application and describes prospective project concepts, high-level scope, funding requested and identified soft match. At this time, Operations Managers are solicited for project concepts. Projects identified in application need to be on the BTO Budget list. Sources of matching funds will also be identified at this time. Hard (monetary) match has not been used in recent years. Soft match is either in the form of labor contribution or ITSNet dark fiber asset value.

3. BTO State Traffic Engineer approves application and submits to FHWA Division.

4. FHWA reviews and approves application and notifies BTO when funds are allocated.

5. BTO contacts the BSHP Program Finance Section for project set-up in Financial Integrated Improvement Programming System (FIIPS). The WisDOT charge ID is established and BSHP posts a 15-day STIP notification period. WisDOT sets up one state project ID to one federal ID. Multiple work orders and purchase orders will exist under one state project ID, with different project names. Project IDs must show 100% federal funds in the amount applied for to avoid problems with match accounting.

6. Bureau of Business Services (BBS) Fiscal Services obligates approved federal funds in Fiscal Management Information System (FMIS). FHWA approves the funds requested for federal agreement in FMIS.

7. BBS Fiscal Services updates status in FIIPS indicating authorization and federal agreement has been approved and spending may commence. This process must be completed by the end of the current federal fiscal year in October. BTO and the Regions are notified when funds are available.

ONGOING AUTHORIZATION/MANAGEMENT OF FUNDS

Once the application process is complete and funds are issued, BHO develops contracts, work order scopes, or purchase orders. Approved work orders are routed to Expenditure Accounting for encumbering in EAPS. Spending requests are routed through BTO and the BTO State Traffic Engineer and Director authorize payment of invoices and route to Expenditure Accounting for payment.

BTO project managers manage funds and invoices for each of their assigned projects. Work orders and purchase orders must not be established in excess of appropriation ID. A quarterly bureau spending review of federal funding occurs and projects 75 percent encumbered or spent are flagged. **Project managers must ensure work orders or purchase orders are not overspent.** Expenditure Accounting will not pay invoices if exceeds work order or purchase order.

WRAPPING UP/CLOSING OUT PROJECT

Once an appropriation is exhausted or has ended, BBS liquidates remaining balances on all outstanding encumbrances and closes out all purchase orders prior to closing out project. Project status will then be updated in FIIPS to "7" and the project is held for completion of audit for consultant contracts. BBS processes the final federal voucher and updates FMIS to close out project.