



**Department of Transportation & Public Facilities**

**Administrative Services Division**

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**MEMORANDUM**

MANAGEMENT & BUDGET  
OFFICE OF  
MAR 07 2013

**TO:** Karen Rehfeld  
Director  
Office of Management and Budget

**DATE:** March 1, 2013

**FROM:** Mary Siroky  
Director  
Division of Administrative Services

**SUBJECT:** Non Perm Extension  
25N12066  
ADN 25-3-7866

The Department of Transportation and Public Facilities (DOT&PF), Statewide Administrative Services component is requesting approval to extend a non-permanent Accountant IV position, 25N12066 (originally established 5/1/2012 under RP 25-2-7791) from its current end date of 4/30/2013 until 6/30/2014. This non-permanent position was established to provide assistance to DOT&PF on a project specific basis. The focus of the position has been the reconciliation and close-out of inactive capital projects, reconciliation and receipt of uncollected receivables, drafting policy and procedures for project close-out and financial management of capital projects, updating and developing written processes for financial management and oversight of capital projects to ensure fiscal accountability of capital projects is attainable. This non-permanent position has assisted in the close out 369 projects to date, which has been invaluable to DOT&PF to successfully meet federal requirements.

This extension is needed to complete the projects identified above in which the federal requirements are increasing in complexity and volume. Other tasks will include the conversion of Data Universal Numbering System (DUNS) numbers from the Central Contracting Registration (CCR) to the System for Award Management (SAM), the cleanup of Outstanding Receivables, cleanup of Accrued Unbilled expenditures, and to develop a plan/map process to move existing DOT&PF projects from the current two structure system to a one system structure system and also provide training on process and procedures to set up projects in the new format and system.

FHWA has applauded the progress DOT&PF has made in closing out the inactive projects and has asked DOT&PF to continue with efforts in this area.

The additional costs for two months in FY13 will be \$22.2, and the additional costs for FY14 will be \$134.0, with a total cost of the extension totaling \$156.2 which will be funded with unbudgeted Indirect Capital Improvement Program Receipts (ICAP).

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Approval of the revised program is requested.

  
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Pat Kemp, Commissioner  
Department of Transportation and Public Facilities

3/6/13  
Date

  
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Karen Rehfeld, Director  
Office of Management and Budget

3/15/2013  
Date

OMR APPROVED