

REQUEST FOR STATEWIDE CONTINGENCY FUNDS

DIVISION _____	COUNTY _____	DATE _____
WBS NO. _____	FUND DOC. NO. _____	FISCAL YEAR _____
DESCRIPTION OF WORK (including route & termini & map) (Municipality or N/A)		

JUSTIFICATION AND/OR COMMENTS:

AMOUNT REQUESTED:

TOTAL ESTIMATED COST: _____

Requested by _____ (Speaker of the House or
President Pro Tempore of Senate or Secretary of Transportation)

Other DOT funding and/or Participation by Others _____

Other funding project has received in past 12 months _____

(Type of funding) _____

Reviewed by _____ (Division Engineer) Date _____

Reviewed by _____ (Chief Engineer) Date _____

Recommended by _____ (Review Committee) Date _____

Action by _____ (Secretary of Transportation)

Conditions, if any _____

APPROVED AMOUNT _____ DATE _____

POLICIES AND PROCEDURES FOR STATEWIDE CONTINGENCY FUNDS

The following process is to be followed for requests for Statewide Contingency Funds:

Background

- The Statewide Contingency Fund is a \$15 million fund administered by the Secretary of Transportation.
- The President Pro Tempore of the Senate, the Speaker of the House and the Secretary of Transportation approve projects from this fund.

Applicant's Responsibilities

- Requests for Statewide Contingency Funds will be received from municipalities, counties, businesses, schools, citizens, schools, and legislative members, and DOT staff.
- All requests must be submitted in writing to the Secretary of Transportation and include a clear description and a justification of the project.

Technical Review and Approval by NCDOT

- Project requests are forwarded to the Chief Engineer for review. Requests are sent to the appropriate Division Engineer for investigation. The Division Engineer will provide a cost estimate, written comments, and a recommendation about the project's feasibility to the Secondary Roads Office.
- The Chief Engineer presents requests to Review Committee. The Committee will review and make recommendations to the Secretary for his consideration. If approved by the Secretary, the Chief Engineer will place on the Board of Transportation's agenda for final action.
- The Chief Engineer will advise the Division Engineer and Board member of final decision. The Division Engineer will give a written response to the applicant on the Board's decision.
- After Board approval, the Chief Engineer's Office will review and verify that the Contingency Fund files are complete and accurate.

Review Committee -- Requires that anyone who requests Statewide Contingency Funds complete an application process that includes a signed, written justification. These funds will be reviewed by a committee of the following officials: Chief Deputy Secretary, Deputy Secretary for Intergovernmental Affairs and Budget Coordination, State Highway Administrator, Chief Engineer – Operations, Director of Field Operations, State Traffic Engineer, and Chief Financial Officer.