

State of Alaska FY2022 Governor's Operating Budget

Department of Transportation/Public Facilities Internal Review Component Budget Summary

Component: Internal Review

Contribution to Department's Mission

Provide professional audit assistance to department management that assures compliance with Federal Highway Administration (FHWA) and Federal Aviation Administration (FAA) requirements and to provide independent assessments of department operations.

Core Services

- Reviews operations and identifies control weaknesses, system improvements, compliance, and recommends improvement in the use of resources (efficiency, economy, and effectiveness).
- Audits pre-award and final (post performance) activity of firms under contract with the department to assist in establishing rates and assuring that only agreed upon rates and charges have been applied.
- Audits utility companies, concessionaires at state airports, grantees, and contractor claims involving federal aid to assure agreed upon rates were used, proper fees collected, and that contractor claims were supportable.
- Audits major operational areas of the department on a special request basis and assists in special program reviews conducted by the FHWA and the FAA.
- Assists the Division of Legislative Audit in the required annual single audit of State of Alaska', which includes the Department of Transportation and Public Facilities (DOT&PF) operations.

Major Component Accomplishments in 2020

- Completed 77 consultant engineering overhead rate audits, 13 utility company rate audits, 14 cost allocation plan reviews, and five special reviews to ensure rates and other charges under contracts with the department are supportable and meet federal requirements.

Key Component Challenges

- Increasing employee proficiency in the statewide accounting and procurement system (IRIS).

COVID-19 Response and Telework Challenges

- No COVID-19 Response or telework challenges.

Significant Changes in Results to be Delivered in FY2022

- Continuing to learn and use the finance, procurement, and human resource management modules in IRIS.
- Increased scheduled audits of departmental functions using a risk-based approach with management team input.

Statutory and Regulatory Authority

AS 44.17.010, 020, 040 (Department authority to establish organization and staffing)

AS 36.30.420 (Right to audit records)

AS 35.05.050 (Cooperation with the federal government for construction of public works)

Alaska Procurement Code and the Department Professional Services Agreement (PSA) Manual

Memorandum of Agreement between Alaska DOT&PF and the Federal Highway Administration

CFR Title 23 Part 645 (Accounting standards for utility companies)

CFR Title 48 Part 31 (Contract Cost Principles) 2 CFR 200 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for federal awards)

Contact Information

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Internal Review Personal Services Information				
Authorized Positions			Personal Services Costs	
	<u>FY2021</u> <u>Management</u> <u>Plan</u>	<u>FY2022</u> <u>Governor</u>		
Full-time	4	4	Annual Salaries	427,452
Part-time	0	0	COLA	4,044
Nonpermanent	0	0	Premium Pay	0
			Annual Benefits	233,529
			<i>Less 2.18% Vacancy Factor</i>	(14,525)
			Lump Sum Premium Pay	0
Totals	4	4	Total Personal Services	650,500

Position Classification Summary					
Job Class Title	Anchorage	Fairbanks	Juneau	Others	Total
Audit & Review Analyst II	3	0	0	0	3
Audit & Review Analyst III	1	0	0	0	1
Totals	4	0	0	0	4

Component Detail All Funds
Department of Transportation/Public Facilities

Component: Internal Review (2356)
RDU: Administration and Support (333)

Non-Formula Component

	FY2020 Actuals	FY2021 Conference Committee	FY2021 Authorized	FY2021 Management Plan	FY2022 Governor	FY2021 Management Plan vs FY2022 Governor	
71000 Personal Services	718.0	730.4	730.4	646.5	650.5	4.0	0.6%
72000 Travel	1.9	3.4	3.3	3.3	3.3	0.0	0.0%
73000 Services	62.7	69.9	69.9	67.2	75.4	8.2	12.2%
74000 Commodities	5.2	12.1	12.1	12.1	12.1	0.0	0.0%
75000 Capital Outlay	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
77000 Grants, Benefits	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
78000 Miscellaneous	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Totals	787.8	815.8	815.7	729.1	741.3	12.2	1.7%
Fund Sources:							
1004 Gen Fund (UGF)	0.0	0.0	0.0	0.0	8.2	8.2	100.0%
1027 Int Airprt (Other)	86.2	108.8	108.8	108.8	109.3	0.5	0.5%
1061 CIP Rcpts (Other)	701.6	707.0	706.9	620.3	623.8	3.5	0.6%
Unrestricted General (UGF)	0.0	0.0	0.0	0.0	8.2	8.2	100.0%
Designated General (DGF)	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Other Funds	787.8	815.8	815.7	729.1	733.1	4.0	0.5%
Federal Funds	0.0	0.0	0.0	0.0	0.0	0.0	0.0%
Positions:							
Permanent Full Time	5	5	5	4	4	0	0.0%
Permanent Part Time	0	0	0	0	0	0	0.0%
Non Permanent	0	0	0	0	0	0	0.0%

Change Record Detail - Multiple Scenarios with Descriptions
Department of Transportation/Public Facilities

Component: Internal Review (2356)
RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
***** Changes From FY2021 Conference Committee To FY2021 Authorized *****												
Conference Committee												
	ConfCom	815.8	730.4	3.4	69.9	12.1	0.0	0.0	0.0	5	0	0
1027 Int Airprt		108.8										
1061 CIP Rcpts		707.0										
Eliminate Restoration of Non-UGF Travel Reductions from FY2020												
	Veto	-0.1	0.0	-0.1	0.0	0.0	0.0	0.0	0.0	0	0	0
1061 CIP Rcpts		-0.1										
This is a legislative restoration of previous year vetoes. Due to the COVID-19 Travel Mandate, the Department will continue to manage with available funds.												
Subtotal		815.7	730.4	3.3	69.9	12.1	0.0	0.0	0.0	5	0	0
***** Changes From FY2021 Authorized To FY2021 Management Plan *****												
Transfer Admin Assistant II (25-0038) to Equal Employment and Civil Rights for Administrative Support												
	Trout	-86.6	-83.9	0.0	-2.7	0.0	0.0	0.0	0.0	-1	0	0
1061 CIP Rcpts		-86.6										
Transfer full-time Administrative Assistant II (25-0038), located in Anchorage, from Internal Review to the Equal Employment and Civil Rights (EE/CR) component.												
Over the past two years, due to budget reductions, loss of positions and administrative streamlining efforts, the Administrative Assistant II began supporting both Internal Review and the EE/CR office. Duties for both components were evaluated and it was determined the EE/CR office had a much greater need for the administrative support.												
The transfer aligns the position in the component where the largest body of work is being performed.												
Subtotal		729.1	646.5	3.3	67.2	12.1	0.0	0.0	0.0	4	0	0
***** Changes From FY2021 Management Plan To FY2022 Governor *****												
FY2022 Salary Adjustments												
	SalAdj	4.0	4.0	0.0	0.0	0.0	0.0	0.0	0.0	0	0	0
1027 Int Airprt		0.5										
1061 CIP Rcpts		3.5										
FY2022 1% COLA for ASEA/General Government (GG/GP/GY/GZ): \$4.0.												
Transfer from Human Resources to Fund Employee Based Rates - DOPLR/IRIS HRM												
	Trin	2.6	0.0	0.0	2.6	0.0	0.0	0.0	0.0	0	0	0
1004 Gen Fund		2.6										

Change Record Detail - Multiple Scenarios with Descriptions
Department of Transportation/Public Facilities

Component: Internal Review (2356)

RDU: Administration and Support (333)

Scenario/Change Record Title	Trans Type	Totals	Personal Services	Travel	Services	Commodities	Capital Outlay	Grants, Benefits	Miscellaneous	Positions		NP
										PFT	PPT	
Transfer from Human Resources component to fund Division of Personnel and Labor Relations and Integrated Resource Information System Human Resource Management rates which have been incorporated into individual positions.												
Transfer from Information Systems and Services for Employee Based Rates Funding - OIT												
1004 Gen Fund	Trin	5.6	0.0	0.0	5.6	0.0	0.0	0.0	0.0	0	0	0
Transfer from Information Systems and Services component to cover Office of Information Technology rates which have been incorporated into individual positions.												
Totals		741.3	650.5	3.3	75.4	12.1	0.0	0.0	0.0	4	0	0

Line Item Detail (1676)
Department of Transportation/Public Facilities
Travel

Component: Internal Review (2356)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000	Travel		1.9	3.3	3.3
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
2000 Travel Detail Totals			1.9	3.3	3.3
2000	In-State Employee Travel	(Dept) In-state employee travel.	0.0	2.3	2.3
2002	Out of State Employee Travel	Out of state employee travel.	1.9	1.0	1.0

Line Item Detail (1676)
Department of Transportation/Public Facilities
Services

Component: Internal Review (2356)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000	Services		62.7	67.2	75.4
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals			62.7	67.2	75.4
3000	Education Services	Training, conferences, memberships and employee tuition.	3.7	6.1	3.0
3001	Financial Services	Print, copy, and graphics services.	0.0	0.1	0.1
3003	Information Technology	All information technology (IT) contractual costs such as software licensing, software maintenance, IT training, IT consulting, and IT equipment leases. Includes Microsoft Enterprise Agreement.	0.0	1.6	1.6
3004	Telecommunications	Long distance, internet, data, network usage and cellular phone charges.	0.5	0.5	0.5
3006	Delivery Services	Delivery services.	0.2	0.3	0.2
3008	Utilities	Water, sewer and disposal charges.	0.1	0.1	0.1
3010	Equipment/Machinery	Repairs/Maintenance of office furniture & equipment.	3.6	2.6	2.2
3011	Other Services	Security system monitoring.	0.1	0.1	0.1
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide Computer services provided by the Department of Administration such as central server, data storage, printing, network services, open connect, and task order system.	6.0	0.0	11.6
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide Telecommunications services provided by the Department of Administration such as basic telephone services, equipment and features, dedicated voice/data line	2.2	5.1	5.9

Line Item Detail (1676)
Department of Transportation/Public Facilities
Services

Component: Internal Review (2356)

Object Class		Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3000 Services Detail Totals				62.7	67.2	75.4
3021	Inter-Agency Mail	Admin - Department-wide	service, statewide paging, two-way radio, and video conferencing. Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.0	1.0	1.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Chargeback fees for human resource services such as labor relations, position classification and payroll processing.	0.0	2.6	2.6
3025	Inter-Agency Auditing	Admin - Department-wide	Federal Compliance Audit reimbursable services agreement.	44.4	45.0	45.0
3027	Inter-Agency Financial	Admin - Department-wide	Chargeback fees for AKPAY/IRIS/ALDER.	1.8	2.0	1.5
3038	Inter-Agency Management/Consulting	Gov - Department-wide	Office of Management and Budget - Budget Analyst support.	0.1	0.1	0.0

Line Item Detail (1676)
Department of Transportation/Public Facilities
Commodities

Component: Internal Review (2356)

Line Number	Line Name		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000	Commodities		5.2	12.1	12.1
Object Class	Servicing Agency	Explanation	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
4000 Commodities Detail Totals			5.2	12.1	12.1
4000	Business	General office supplies and commodities.	5.2	5.0	5.0
4002	Household/Institutional	Materials, office equipment and furnishings.	0.0	7.1	7.1

Revenue Detail (1681)
Department of Transportation/Public Facilities

Component: Internal Review (2356)

Revenue Type (OMB Fund Code) Revenue Source	Component	Comment	FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
5061 CIP Rcpts (1061 CIP Rcpts)			701.6	620.3	623.8
5351 Capital Improvement Project Inter-Agency		Recovery of indirect costs from the capital budget via the department's Indirect Cost Allocation Plan (ICAP).	701.6	620.3	623.8

Inter-Agency Services (1682)
Department of Transportation/Public Facilities

Component: Internal Review (2356)

				FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
Component Totals				54.5	55.8	67.6
With Department of Administration				54.4	55.7	67.6
With Office of the Governor				0.1	0.1	0.0
Object Class	Servicing Agency	Explanation		FY2020 Actuals	FY2021 Management Plan	FY2022 Governor
3017	Inter-Agency Information Technology Non-Telecommunications	Admin - Department-wide	Computer services provided by the Department of Administration such as central server, data storage, printing, network services, open connect, and task order system.	6.0	0.0	11.6
3018	Inter-Agency Information Technology Telecommunications	Admin - Department-wide	Telecommunications services provided by the Department of Administration such as basic telephone services, equipment and features, dedicated voice/data line service, statewide paging, two-way radio, and video conferencing.	2.2	5.1	5.9
3021	Inter-Agency Mail	Admin - Department-wide	Chargeback fees for central mail services such as mailing vendor payments and payroll warrants.	0.0	1.0	1.0
3022	Inter-Agency Human Resources	Admin - Department-wide	Chargeback fees for human resource services such as labor relations, position classification and payroll processing.	0.0	2.6	2.6
3025	Inter-Agency Auditing	Admin - Department-wide	Federal Compliance Audit reimbursable services agreement.	44.4	45.0	45.0
3027	Inter-Agency Financial	Admin - Department-wide	Chargeback fees for AKPAY/IRIS/ALDER.	1.8	2.0	1.5
3038	Inter-Agency Management/Consulting	Gov - Department-wide	Office of Management and Budget - Budget Analyst support.	0.1	0.1	0.0

**Personal Services Expenditure Detail
Department of Transportation/Public Facilities**

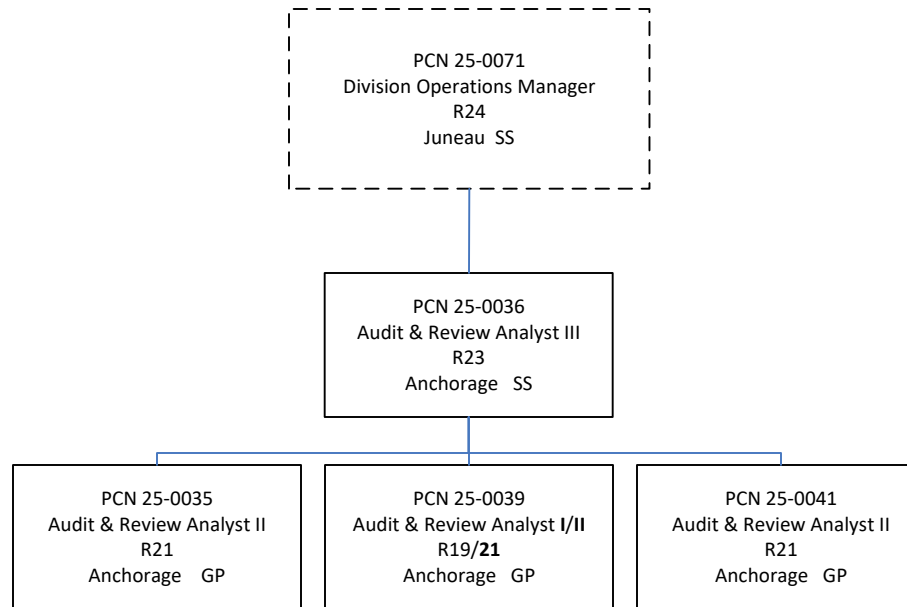
Scenario: FY2022 Governor (17280)
Component: Internal Review (2356)
RDU: Administration and Support (333)

PCN	Job Class Title	Time Status	Retire Code	Barg Unit	Location	Salary Sched	Range / Step	Comp Months	Split / Count	Annual Salaries	COLA	Premium Pay	Annual Benefits	Total Costs	UGF Amount
25-0035	Audit & Review Analyst II	FT	A	GP	Anchorage	200	21J	12.0		93,035	1,275	0	53,250	147,560	0
25-0036	Audit & Review Analyst III	FT	A	SS	Anchorage	200	23P	12.0		132,309	0	0	67,838	200,147	0
25-0039	Audit & Review Analyst II	FT	A	GP	Anchorage	200	21L / M	12.0		99,713	1,366	0	55,724	156,803	0
25-0041	Audit & Review Analyst II	FT	A	GP	Anchorage	200	21M	12.0		102,395	1,403	0	56,717	160,515	0
													Total Salary Costs:	427,452	
													Total COLA:	4,044	
													Total Premium Pay:	0	
													Total Benefits:	233,529	
													Total Pre-Vacancy:	665,025	
													Minus Vacancy Adjustment of 2.18%:	(14,525)	
													Total Post-Vacancy:	650,500	
													Plus Lump Sum Premium Pay:	0	
													Personal Services Line 100:	650,500	
Total Component Months:		48.0													

PCN Funding Sources:	Pre-Vacancy	Post-Vacancy	Percent
1027 International Airport Revenue Fund	83,013	81,200	12.48%
1039 U/A Indirect Cost Recovery	582,012	569,300	87.52%
Total PCN Funding:	665,025	650,500	100.00%

Note: If a position is split, an asterisk (*) will appear in the Split/Count column. If the split position is also counted in the component, two asterisks (**) will appear in this column. [No valid job title] appearing in the Job Class Title indicates that the PCN has an invalid class code or invalid range for the class code effective date of this scenario.

Department of Transportation & Public Facilities (25)
RDU: Administration and Support (333)
COMPONENT: Internal Review (2356)
FY2022 Governor's Budget
Position Total – 4 PFT



*PCN 25-0071 is budgeted in the Statewide Administrative Services component.