



West Virginia Division of Highways Policy: **Treasury Offset Program Policy**

Issued by the Commissioner of Highways

Policy No: DOH 2.15

Issue Date: 02/2018

Revised: 12/05/2022

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1.0 PURPOSE

To prevent a Federal Highway Administration (FHWA) drawdown payment for the Grant Anticipation Revenue Vehicles (GARVEE) bond payments from being intercepted by the federal Treasury Offset Program (TOP), the West Virginia Division of Highways (WVDOH) has implemented a plan to verify there are no pending Treasury Offsets scheduled. It is the opinion of WVDOH management that having a plan in place to verify the status of WVDOH Treasury Offsets will prevent the GARVEE bond payments to the Bond Trustee from being halted.

2.0 SCOPE

This policy applies to employees in the Finance Division of WVDOH engaged in the drawdown of funds from FHWA to pay the GARVEE bond payments to the Bond Trustee. The Finance Division employees that process these drawdowns and payments and their managers are expected to be familiar with and to comply with this policy.

3.0 DEFINITIONS

- 3.1 **Federal Highway Administration or FHWA:** is an agency within the U.S. Department of Transportation that supports State and local governments in the design, construction, and maintenance of the Nation's highway system (Federal Aid Highway Program) and various federally and tribal owned lands (Federal Lands Highway Program). Through financial and technical assistance to State and local governments, the FHWA is responsible for ensuring that America's roads and highways continue to be among the safest and most technologically sound in the world.
- 3.2 **Grant Anticipation Revenue Vehicles or GARVEE:** means a program to leverage the federal-aid assistance that states receive in the form of annual apportionments from the FHWA. States borrow in anticipation of applying such revenues to pay debt service on long-term obligations (financing vehicles) that are used to finance highway projects and repay the bond debt from future federal-aid funds.
- 3.3 **Treasury Offset Program or TOP:** means the program operated by the U.S. Department of the Treasury's Bureau of the Fiscal Service. It is a fully-automated, centralized offset program that intercepts federal and state payments to collect delinquent debts owed to federal and state agencies. Federal agencies must notify TOP of all nontax debts delinquent more than 120 days. Federal disbursing officials must offset payments to collect such debts.
- 3.4 **Finance Division:** means the division within the WVDOH that is comprised of six sections. The Finance Division reports to the West Virginia Department of Transportation's (WVDOT) Business Manager. The sections are:

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- A. Accounts Payable
- B. Accounts Receivable
- C. Federal Aid
- D. Financial Reporting
- E. Purchasing Card Administration
- F. Purchasing/Travel

4.0 POLICY

- 4.1 The Finance Division Director and the Manager overseeing the Federal Aid Section of Finance Division or their designees will call the TOP call center approximately 60 days before the next GARVEE bond payments are due to the Bond Trustee. A call schedule will be maintained in Finance Division based on payment dates of current GARVEE bonds. The call schedule will be revised by the Manager overseeing the Federal Aid Section of Finance Division or their designee each time a new GARVEE bond is issued.
- 4.2 The two Finance Division employees calling the TOP call center will complete a verification form documenting the date, time and results of the call. This form will be signed by both WVDOH employees and maintained in a file in Finance Division by the Manager overseeing the Federal Aid Section of Finance Division or designee.
- 4.3 If there is a TOP scheduled that could impact the GARVEE bond payment to the Bond Trustee, immediate action will be taken by Finance Division employees to resolve the issue.

5.0 ENFORCEMENT & AUTHORITY

Any employee found to have violated this policy may be subject to disciplinary actions up to and including dismissal.

6.0 RELEVANT MATERIALS/DOCUMENTS

- 6.1 [Finance Division Treasury Offset Verification Form](#)
- 6.2 TOP Call Center phone number 800-304-3107
- 6.3 Fiscal Service website for TOP information:
https://www.fiscal.treasury.gov/fsservices/gov/debtColl/dms/top/debt_top.htm

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7.0 CHANGE LOG

December 5, 2022 –

- Policy update by the Finance Division; no substantive changes made.
- Added definitions and links to relevant websites and forms.

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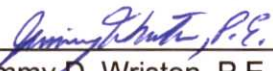
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Effective Date of Policy: 12/05/2022

Approved by:



Jimmy D. Wriston, P.E.
Secretary of
Transportation
Commissioner of
Highways



Date

*The Secretary of the West Virginia Department of Transportation or the Commissioner of Highways may, pursuant to the authority vested with the Secretary and Commissioner in W. Va. Code §5F-2-2, §17-2A-1 *et seq.*, and §17-2-1 *et seq.*, waive the requirements of this policy if the circumstances, in the Secretary or Commissioner's sole discretion, warrant such action.