

# **HOW TO GUIDE: FOR LOCAL PUBLIC AGENCIES** **GETTING REIMBURSED FOR** **DISASTER RECOVERY WORK ON** **TRANSPORTATION FACILITIES AND ASSETS**



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# HOW TO GUIDE: GETTING REIMBURSED FOR DISASTER RECOVERY WORK FOR LOCAL PUBLIC AGENCIES (LPA) FOR TRANSPORTATION FACILITIES AND ASSETS

## Contact Information:

DOTD Emergency Operations Unit:	Skip Breeden 225-379-1898 <a href="mailto:Skip.Breeden@la.gov">Skip.Breeden@la.gov</a>
DOTD Damage Assessment Team Coordinator:	Kevin Reed 225-379-1916 <a href="mailto:Kevin.Reed@la.gov">Kevin.Reed@la.gov</a>
DOTD Disaster Cost Recovery Unit:	Yvonne Murphy 225-379-1792 <a href="mailto:Yvonne.Murphy@la.gov">Yvonne.Murphy@la.gov</a>
DOTD Districts:	See Attachment G
GOHSEP Public Assistance:	Daniel Crothers 225-267-2761 <a href="mailto:Daniel.Crothers@la.gov">Daniel.Crothers@la.gov</a>

## References:

FHWA Emergency Relief Manual – <https://www.fhwa.dot.gov/reports/erm/er.pdf>

FHWA Federal Aid Essential Videos -

FEMA Public Assistance Program and Policy Guide – January 2018

<http://www.fema.gov/media-library/assets/documents/111781>

## **COMPARISON: FEMA Public Assistance (PA) vs. FHWA Emergency Relief (ER) Programs**

FEMA – PA	FHWA - ER
Presidential Declaration	Governor or Presidential Declaration
Must meet current minimum established threshold of eligible damages (based on the annual CPI)	Must have at least \$700,000 (Federal share) in eligible damages
Project minimum (varies between disasters) <ul style="list-style-type: none"> <li>• \$3,140 Small projects</li> <li>• \$125,000 Large projects</li> </ul>	Project minimum per site \$5,000 <ul style="list-style-type: none"> <li>• Must be a direct result of the disaster</li> <li>• Must exceed heavy maintenance</li> </ul>
Project Worksheets (PW)	Detailed Damage Inspection Reports (DDIR)
2 Types of Work – Emergency Protective Measures Emergency Work and Permanent Work - Categories A-G	2 Categories – Emergency Repairs & Permanent Restoration – damage must be a direct result of the event
Administered by FEMA – Coordinated by GOHSEP	Administered by FHWA – Coordinated by LADOTD (similar to FHWA Urban Systems Program)
Debris for all Presidentially declared parishes	Debris will be determined by the type of disaster/emergency declaration and parishes included

## **Definitions:**

1. Local Public Agency (LPA) or Local Governments – include Towns, Cities, Parishes, Municipalities, Townships, Local Public Authorities, Council of Governments, Regional or Interstate government entities, Agencies or instrumentalities of local governments, Special districts or regional authorities organized under State law, Rural or unincorporated communities represented by the State or a political subdivision of the State, or School District.
2. Transportation facilities and assets – Roads, streets, highways, bridges, and other elements within the cross-section of the roadway or bridge. The LPA must own the asset to be able to apply for federal assistance for it.
3. FEMA PA – Federal Emergency Management Administration Public Assistance Program
4. FHWA ER – Federal Highway Administration Emergency Relief Program – for federal-aid eligible roadways/routes only
5. Emergency Repair – FHWA – repairs undertaken during or immediately after a disaster and must be to:
  - a. restore essential traffic,
  - b. minimize the extent of damage, or
  - c. protect the remaining facilities.
  - d. Emergency Repair should be done immediately following the event. LPAs should ensure documentation to justify force account work, including costs, is retained to submit to DOTD and FHWA – see Attachments A, B & C. If emergency repair is determined to be eligible, and completed within 180 days following the event, it is eligible for 100% reimbursement. Any other repairs are considered Permanent Repair.
6. Emergency Protective Measures – FEMA – actions taken by a community before (in preparation), during and after a disaster to save lives, protect public health and safety, and prevent damage to improved public and private property. LPAs should ensure documentation is kept, to submit to GOHSEP and FEMA – see Attachments A, B & C.
7. Permanent Repair (Restoration) – FHWA – those repairs undertaken after the occurrence of a disaster to restore the highway to its pre-disaster condition – must have an approved DDIR and prior FHWA authorization, typically needs design plans before work can be performed, and must be handled by competitive bidding through DOTD. 80% funding reimbursement, if eligible. Permanent Repair must always be authorized by FHWA prior to actually performing the work.
8. Permanent Work – FEMA – repairs which are required to restore a damaged facility, through repair or restoration, to its pre-disaster design, function, and capacity in accordance with applicable codes and standards. If the work is to repair to pre-disaster condition, then FEMA approval is not needed prior to construction.
9. Eligibility

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FHWA – all elements within the cross section of a highway that are damaged as a direct result of a disaster are eligible for repair under the Emergency Relief (ER) program. ER funds are NOT intended to fund repairs of pre-existing damage or non-disaster related damage.

FEMA – Category C: Roads & Bridges – Repair of roads, bridges and associated features (components), such as shoulders, ditches, culverts, lighting, and signs that are visibly damaged as a **direct result** of the disaster are eligible for repair or restoration under the FEMA Public Assistance (PA) Program.

10. Project Worksheet (PW)– a tool used by the applicant and FEMA to develop projects and to record the damage and project information. *Example is found in Attachment D.*
11. Detailed Damage Inspection Report (DDIR) – the FHWA form used to document the information found during the damage inspection following the disaster. This form contains information needed to document the damage, emergency repair and permanent repair needed at each location to bring the location back to pre-existing condition. A blank DDIR is found in Attachment E.
12. Approval – FHWA determines the work is eligible and signs the DDIR or FEMA determines the work is eligible and signs the PW.
13. Authorization – FHWA authorizes the project in FHWA’s accounting system (NOT the same as Approval and comes after the project design has been completed through DOTD and the project is ready to be let to construction for competitive bidding.)
14. Obligation – FEMA obligates funding once the project is approved. Funds are provided to GOSHEP to reimburse sub-applicants upon approved reimbursement request.

### **Be Prepared - Before the Storm/Event:**

Before the Disaster, it is imperative that a Local Public Agency has knowledge and pre-existing condition documentation of all the transportation facilities and assets owned by the LPA. If your LPA does not have this – see the Pre-Event Checklist in Attachment F for further information and action.

### **During and After the Storm/Event - DISASTER RELATED PROJECT DEVELOPMENT:**

After a disaster strikes, it is imperative that damages to transportation infrastructure as a direct result of the disaster are identified, reported and assessed so that the project development can begin for disaster assistance from FEMA and FHWA.

FEMA will use a Project Worksheet (PW) to capture the damages, scope of work and cost on FEMA eligible routes (on non-federal aid system).

FHWA will use a Detailed Damage Inspection Report (DDIR) to capture the damages, scope of work and cost on FHWA eligible routes (on the federal-aid system). A DDIR will be prepared for each damaged site.

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To determine whether a route is Federal Aid or Non-Federal Aid, see Emergency Relief Funding Eligibility Maps at:

[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Multimodal/Data\\_Collection/Mapping/Pages/Maps\\_Emergency\\_Relief\\_Funding\\_Eligibility\\_Maps.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Data_Collection/Mapping/Pages/Maps_Emergency_Relief_Funding_Eligibility_Maps.aspx)

*Go to the map of your Parish – read the map legend to determine which roads are covered by FEMA and which routes are covered by FHWA (For locally owned roads, green roads = FHWA, gray roads = FEMA).*

For ALL damage to roadways, bridges, or other transportation infrastructure:

- LPA performs Preliminary reconnaissance immediately after storm to identify potential damaged sites, as soon as sites are accessible
- Document disaster-related damages using local agency documentation system (paper, spreadsheet, etc.)

Documentation should include at a minimum:

- Location
  - FEMA or FHWA route
  - Photos of damage
  - Type of damage
  - Damage description
  - Estimated Cost
  - Method of Repair (contract or local forces)
- Once damage has been documented, the LPA can make the needed Emergency repairs to the roadway or bridge to restore essential traffic – ensure all documentation listed in Attachment A, B & C is retained to submit to DOTD, GOHSEP, FEMA and/or? FHWA. Documentation must be separated out by each damaged site (not all lumped together into one).

### **STEPS For FHWA Eligible Routes:**

**STEP 1** – The Local Representative will need to contact DOTD Headquarters Damage Assessment Team Coordinator (*identified on page 1-under Contact Information*) to report that the LPA has storm related damage to a FHWA eligible route and ask for a Damage Assessment Team visit to be scheduled to perform the damage assessments. After documenting the site damage, the LPA can proceed with Emergency Repair work. The LPA must document all expenditures by site for the emergency repairs completed (see Attachment B).

**STEP 2** – Damage Assessment Teams (DOTD/FHWA/Local Representative) will visit locations identified and complete site assessment forms.

**STEP 3** – Detail Damage Inspection Reports (DDIR) will be completed for each site with damage on a Federal Aid Route –



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- Damage Assessment Teams will develop the DDIR – which contain the following details:
  - *Emergency Work – work needed to restore traffic, minimize the extent of damage, or protect remaining facility.*
  - *Permanent Repair or Restoration – work to restore the route to pre-disaster condition (needs FHWA Authorization before work can begin).*
- Photos are needed (to document condition before and after damages occurred)
- Cost Estimates for both the Emergency and Permanent work.
- The DDIR must be signed by DOTD, FHWA and Local Representative – this is the determination of eligibility and approval for receiving ER funding for repairs.
- DOTD will include the signed DDIRs in their Program of Projects provided to FHWA for ER funding for the event.
- LPA will receive a copy of the signed and approved DDIRs (BUT this is NOT Authorization to begin Permanent Repair Work).

STEP 4 – Approved LPA DDIRs will be given to DOTD’s Project Management Section and the project will be assigned a Project Manager at DOTD. The DOTD Project Manager will work with LPA to:

- Develop Entity State Agreement - The Entity/State agreement needs to be drafted at this time and processed for signing, before any reimbursement can be made.
- Project Development – plans, specifications, cost estimate
- FHWA Authorization
- Contracting – bidding through DOTD for Permanent work
- Project Reimbursements – Site Manager
- Project Completion and closeout documentation

LPA Responsible Charge is responsible for:

- ensuring the work in the project stays within the scope of work and cost identified in the DDIR
  - For changes in scope of work or cost, contact the DOTD Project Manager handling your project and inform them the DDIR may need to be revised. The DOTD Damage Assessment Coordinator will be notified that a revision is needed.
  - DOTD’s Damage Assessment Coordinator will contact the LPA’s Responsible Charge to review and process the request for changes in scope with FHWA.

The Emergency Repair work section of the DDIR can immediately be given a project number and processed for funding reimbursement from FHWA, as long as proper documentation has been submitted. The LPA must provide sufficient documentation (see Attachment B) to DOTD to verify and validate project costs and actual expenditures by the LPA.

The Permanent Repair section of the DDIR will become the scope of a separate project, given a new project number, and the project will move forward in the DOTD project development process, the same as other locally sponsored Federal-aid projects.

## **STEPS For FEMA Eligible Routes –**

**STEP 1** – The Local Representative must submit a Request for Public Assistance (RPA) through [www.louisianapa.com](http://www.louisianapa.com) for the presidentially declared event.

**STEP 2** – GOHSEP will appoint a State Applicant Liaison (SAL) to LPA to work through the process.

- The LPA will need to provide at a minimum:
  - Damage Inventory (list of damaged sites)
  - Estimate of the costs of those damages
  - Means of repair
  - Photos (before, during and after)
- If the repair work is simply to repair the damages in-kind, the applicant may begin the work prior to FEMA participation. However, any significant change in pre-disaster condition needs to be evaluated by FEMA Environmental and Historic Preservation (EHP) review prior to beginning work.
- FEMA may request to conduct a site assessment which will be coordinated through GOHSEP. This is when the applicant would discuss any mitigation opportunities for the damaged elements.
- Maintenance Records or other documentation/photos for specific routes may be used to help determine pre-event road condition.
- Google Maps may also be used to demonstrate prior road condition.
- FEMA will write any large PW. The LPA may write the PW if the costs are below the small/large project threshold for the event.
- GOHSEP and LPA will approve the draft PW delivered by FEMA.
- FEMA will approve the PW and obligate funds, funding will occur through GOHSEP.

**STEP 3** – LPA Local Representative will receive a copy of the approved PW – with a Record of Environmental Consideration (REC) with conditions that need to be followed during the project to ensure compliance with the National Environmental Protection Act (NEPA).

- If the project is below the small/large project threshold for the event (currently at \$125,500), then the LPA will receive reimbursement from GOHSEP upon obligation of the PW.
- If the project is above the threshold, the LPA may submit invoices/work orders with supporting documentation including a signed Request for Reimbursement Form (RRF) via [www.louisianapa.com](http://www.louisianapa.com) to GOHSEP to request reimbursement for completed work.
- The LPA is responsible for:
  - ensuring the work stays within the scope of work, cost and time limits identified in the PW
    - For changes in scope of work or cost - contact GOHSEP and FEMA to request a revision to the PW.



STEP 4 – Project Completion

- Within 180 days of completion of the work or obligation of the PW for work already completed, the LPA Local Representative will ensure all project related documentation (costs and scope) has been submitted to GOHSEP.
- The LPA will then request Closeout for any large PW.
- The LPA can request Closeout for all small PW once the work on all small PW have been completed.
- The LPA must retain all project related documentation (including payment information) for three years beyond the closeout of the disaster.

**Attachment A: DISASTER REIMBURSEMENTS**

**DOCUMENTATION REQUIREMENTS FOR CONTRACTED PROJECTS**

The following list of documentation is required to validate projects and costs for participation in FHWA Emergency Relief and/or FEMA Public Assistance disaster reimbursement programs. This list should be considered a **guide**. Based on the type of contract, some items listed may not be applicable. Additional documentation may be identified for specific projects.

- Emergency Letter (if applicable)
- Photos (before, during and after)
- Procurement (based on the type of contract)
  - Advertisement (any method of procurement)
  - Proposal
  - Bids
  - Plans
  - Questions and Answers
  - List of bidders
  - Bid Tabs
  - Verification of State Contractors
  - SAM Verification
  - Notice of Contract Award Letter
  - Notice of Contract Execution
  - Notice to Proceed
  - Signed Contract
    - Bonding Information
    - Insurance Information
- Court filing fees – documentation
- Pre-Construction Meeting documentation
- Task Orders
- Approved Change Orders
- Approved invoices or construction estimates with backup documentation
- Photos of completed project
- Final Inspection Letter
- Final Approval
- Audit request
- Audit finding
- Invoices
- Payment Documentation
- H&H (Hydrologic and Hydraulic) Studies or other studies (if applicable)
- Environmental (NEPA) Clearance

## Attachment B: DISASTER REIMBURSEMENTS

### DOCUMENTATION REQUIREMENTS FOR *IN-HOUSE WORK (Force Account)*

The following list of documentation is required to validate projects and costs for participation in FHWA Emergency Relief and FEMA Public Assistance disaster reimbursement programs. This list should be considered a **guide**. Based on the type of work, some items listed may not be applicable. Additional documentation may be identified for specific projects.

All work accomplished by In-House Forces (Emergency or Permanent) needs the following:

- Approved Timesheets
  - Identifying hours worked and work activities
  - Comments – indicate specific location and work being done
  - Payroll Report
- Approved Work Orders
  - Separate Work Orders for each site – Federal Aid routes and Non-Federal Aid Routes
  - Identify location, hours worked, in-house equipment used with operator identified, in-house materials used, work activities and work completed
  - Equipment Report for equipment used
  - List of equipment rates
  - Materials Report for inventoried items used/Inventory stock tickets
- Invoices/receipts for purchases
  - Rental agreements
    - Invoices
    - Proof of payment
  - Invoices/receipts purchases
    - Materials
      - description of where or what material was used for
      - identify work order
    - Travel
      - Identify purpose of travel
      - Any associated work orders
      - Travel costs with supporting documentation
  - Procurement process
    - Documents identifying the procurement process used in accordance with local, state and federal regulations

For Permanent Repairs (must have FHWA prior approval and authorization)

- All of the above
- Photos (before, during and after)

## **Attachment C: DISASTER REIMBURSEMENTS**

### **DOCUMENTATION REQUIREMENTS FOR DEBRIS OPERATIONS**

Debris Operations documentation should follow the documentation lists for Contract or In-House Work. PLUS – Specific documentation is required for debris operations. The following list of documentation is required to validate projects and costs for participation in FHWA Emergency Relief and FEMA Public Assistance disaster reimbursement programs. This list should be considered a **guide**. Based on the type of work, some items listed may not be applicable. Additional documentation may be identified for specific projects.

Contracted Work: Refer to Attachment A

In-House Work: Refer to Attachment B

Specific Documentation for Debris Operations:

- Debris Monitors – identification
- Haul Tickets
- Debris Sites
  - List of Sites
    - Disposal
    - Staging
  - Debris Site Activation Form
  - DEQ approval for sites
  - List of Tipping Fees per Landfill site used:
  - Agreements with Landfills in other Parishes
  - Invoices from Landfills
  - Debris Summaries
- Permits
- Driver and Truck Information
- Photos (before, during and after)

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## Attachment D Example of FEMA Project Worksheet (PW)

U.S. DEPARTMENT OF HOMELAND SECURITY FEDERAL EMERGENCY MANAGEMENT AGENCY <b>PROJECT WORKSHEET</b>				O.M.B. No. 1660-0017 Expires October 31, 2008	
<b>PAPERWORK BURDEN DISCLOSURE NOTICE</b> Public reporting burden for this form is estimated to average 90 minutes per response. Burden means the time, effort and financial resources expended by persons to generate, maintain, disclose, or to provide information to us. You may send comments regarding the burden estimate or any aspect of the collection, including suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (OMB Control Number 1660-0017). You are not required to respond to this collection of information unless a valid OMB number appears in the upper right corner of this form. <b>NOTE: Do not send your completed questionnaire to this address.</b>					
DISASTER	PROJECT NO.	PA ID NO.	DATE	CATEGORY	
FEMA-_____-DR-____	_____	_____	_____	_____	
DAMAGED FACILITY			WORK COMPLETE AS OF		
_____			_____ : _____ %		
APPLICANT		COUNTY			
_____		_____			
LOCATION			LATITUDE	LONGITUDE	
_____			_____	_____	
DAMAGE DESCRIPTION AND DIMENSIONS					
_____					
SCOPE OF WORK					
_____					
Does the Scope of Work change the pre-disaster conditions at the site? <input type="checkbox"/> Yes <input type="checkbox"/> No Special Considerations issues included? <input type="checkbox"/> Yes <input type="checkbox"/> No Hazard Mitigation proposal included? <input type="checkbox"/> Yes <input type="checkbox"/> No Is there insurance coverage on this facility? <input type="checkbox"/> Yes <input type="checkbox"/> No					
<b>PROJECT COST</b>					
ITEM	CODE	NARRATIVE	QUANTITY/UNIT	UNIT PRICE	COST
<b>TOTAL COST</b>					
PREPARED BY		TITLE	SIGNATURE		
_____		_____	_____		
APPLICANT REP.		TITLE	SIGNATURE		
_____		_____	_____		

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## Attachment E – Example of FHWA Detailed Damage Inspection Report (DDIR)

### Appendix E. Detailed Damage Inspection Report

 U.S. Department of Transportation Federal Highway Administration	<b>DETAILED DAMAGE INSPECTION REPORT</b>			Report Number		
	(Title 23, Federal-aid Highways)			Sheet _____ of _____		
Location (Name of Road and Milepost)			FHWA Disaster Number			
Description of Damage			Inspection Date			
			Federal-aid Route Number			
			State _____ County _____			
<b>Cost Estimate</b>						
Emergency Repair	Description of Work to Date (Equipment, Labor, and Materials)	Unit	Unit Price	Quantity	Cost	
		ea			Completed	Remaining
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
Method <input type="checkbox"/> Local Forces <input type="checkbox"/> State Forces <input type="checkbox"/> Contract				Subtotal PE/CE		
				Emergency Repair Total		
Permanent Restoration		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
		ea				
Method <input type="checkbox"/> Local Forces <input type="checkbox"/> State Forces <input type="checkbox"/> Contract				Subtotal PE/CE		
				Right-of-Way		
				Perm. Repair Totals		
Environmental Assessment Recommendation <input type="checkbox"/> Categorical Exclusion <input type="checkbox"/> EA/EIS			Estimated Total			
Recommendation <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible			FHWA Engineer		Date	
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No			State Engineer		Date	
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No			Local Agency Representative		Date	

Form FHWA-1547 (Rev. 4-98)



## Attachment F: Pre-Event Checklist for a Local Public Agency

### Transportation Asset (Roadway & Bridge) Condition Inventory Prior to Emergency Events

#### **1. Before the Storm/Event** – Protecting your Transportation Assets (roads/streets/bridges, etc.) – What you need to know and document:

- The number of miles of roads, streets & bridges, etc. owned and maintained by the entity.
- Is this road information on a map, preferably a GIS map?
- The category (functional classification type) of the roads and streets.
- Are the roads/streets/bridges, etc. eligible for FEMA or FHWA Emergency funds?
- What is the priority of the roads/streets/bridges, etc. as determined by level of use or importance?
  - Priority Level 1, 2 or 3 (1 being most important)
  - Begin with Priority 1 - Identify & prioritize your High Priority Level 1 Routes, which could include:
    - Main Routes for First Responders
    - Potential Debris Haul Routes
    - Potential Detour Routes
    - Routes that typically flood
    - Highest Traffic Volume Routes
    - Main Through Routes
    - Important Bridges
- Start data collection & documentation on the Priority Level 1 routes first, then continue documentation on Priority Levels 2 & 3. Documentation should include:
  - Pictures that show the roads/streets/bridges in their current (pre-storm) condition – Take LOTS of pictures from various viewpoints with written notes and/or explanations
  - Video – various views such as driving down the road, under the bridge, through the culvert, etc.
  - Spreadsheets containing basic information – such as name of route, type of road or bridge, dimensions (i.e. 20 foot wide aggregate roadway), GPS coordinates, FEMA or FHWA eligible, culvert locations, etc.)
  - What is the condition of each of the transportation assets today – pre-storm condition?
    - Good
    - Fair
    - Poor
    - Very Poor
  - Maps – showing road names, bridge names, GPS coordinates or address and all of the above information – GIS is the preferred type of map.

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- Maintenance Records – pre-disaster work orders, material purchases, etc. for the past few years that document how the road/street/bridge has been maintained. Store the Documentation in a “safe” place – Storm proof.
- Identify which routes are eligible for the different Federal Agencies.
  - Functional Classification: Arterials, urban collectors and major rural collectors are eligible for FHWA funding.
  - Minor rural collectors or local roads are eligible for FEMA funding.
- Parish Maps that show whether roads are eligible for FHWA or FEMA funding can be found at:  
[http://wwwsp.dotd.la.gov/Inside\\_LaDOTD/Divisions/Multimodal/Data\\_Collection/Mapping/Pages/State\\_District\\_Parish\\_Maps.aspx](http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Data_Collection/Mapping/Pages/State_District_Parish_Maps.aspx)
- Understanding of what is considered “damage” for purposes of FHWA & FEMA – **see Definitions at the end of this checklist.**
- LA DOTD District contact name, cell number & email should be included in the documentation.
- GOHSEP State Applicant Liaison (SAL) contact name, cell number & email should be included in the documentation.

### 2. The Day Before the Storm/Event:

- Check & Review your documentation
  - Ensure it is safe “Storm proof”
  - List/verify roads, streets, bridges, etc. that are your Priority 1, 2 & 3.
  - Plan to check condition immediately following the Storm/Event.
- Assign staff to check condition of roads/streets/bridges etc. immediately after the Storm/Event.
  - Provide clear instructions on how to document the existing condition of roads, streets, bridges, etc. and if there is disaster related damage – before and after documentation that clearly shows storm related damage.
- Verify DOTD and GOHSEP contact information is accurate.

### 3. The “Early” Days After the Storm/Event (within 2 or 3 days, maximum):

- Check that Assigned staff is gathering “After Storm” condition information of roads, streets, & bridges, etc. and documenting any damage.
- Ensure that updated information is documented with pictures, videos, written notes, etc., and that it is saved in a safe place.
- Review information gathered and determine if your entity has potential disaster related damage on FHWA or FEMA eligible routes.

### 4. The Days Following the Storm/Event:

- Identify Disaster Related Damaged Sites – ensure documentation of storm related damage has been obtained and saved.
- Complete Emergency Repairs (to restore essential traffic) – keep documentation of all work performed on these repairs.

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- Coordinate with DOTD & GOHSEP – tell them you have damage to FHWA and/or FEMA eligible routes that was a direct result of the disaster.**
- Maintain Adequate, Detailed Records/Documentation of ANY Emergency Repair Work.
- FHWA eligible – Participate in Damage Inspections with DOTD & FHWA – the Detailed Damage Inspection Report (DDIR) is prepared at the time of inspection – *must be done within 3 months of the Disaster Event*
  - Once project work is Approved and Authorized by DOTD & FHWA, LPA can complete Permanent Repairs.
- FEMA eligible – Participate in *joint GOHSEP/FEMA Preliminary Damage Assessments (PDAs)*. *This will determine if major declaration will be requested by the Governor.*
- FEMA eligible – If declared, participate in Recovery Scoping Meeting (RSM) with FEMA. From the date of the RSM, LPA will have 60 days to identify all damages that are a direct result of the declared disaster.
  - FEMA eligible - Site visits and Project Worksheets will be formulated, subsequent to the RSM, based on completed and un-completed work.
  - Applicant can complete Emergency and Permanent work prior to FEMA inspecting the damages, ONLY if it is repaired in kind (to pre-disaster condition), good documentation is kept and repairs are reasonable.
- Damage to Roads/Bridges due to Traffic After the Storm (on haul roads, for example) – Pre -Storm and after storm condition of the road/bridge must be documented, plus the number, types and reasons for vehicles being on the roads and causing damage (up to 60 days after the storm) to determine if eligible for repair or restoration to pre-storm condition.

**Definition: What is Damage as Defined by FHWA?**

All elements within the cross section of a highway that are damaged as a direct result of a disaster are eligible for repair under the FHWA ER program, including, *but is not limited to*:

- pavement, shoulders, slopes and embankments,
- guardrail, signs and traffic control devices,
- bridges, culverts, cribbing or other bank control features,
- bike and pedestrian path, fencing, and retaining walls.
  - The repair of a pedestrian or bicycle trail inside the right-of-way of a Federal-aid highway is eligible for ER funding, whether or not the roadway itself is damaged

**Definition: What is Damage as Defined by FEMA? – Roads and Bridges (Category C)**

Repair of **VISIBLE** damage caused by the incident:

- Roads may be paved, gravel or dirt. Road components include, but may not be limited to:
  - Surfaces
  - Bases
  - Shoulders
  - Ditches
  - Drainage structures, such as culverts
  - Low water crossings
  - Associated facilities, such as lighting, sidewalks, guardrails, signs
- Bridge components include, but may not be limited to:
  - Decking
  - Guardrails
  - Girders
  - Pavement
  - Abutments
  - Piers
  - Slope protection
  - Approaches
  - Associated facilities, such as lighting, sidewalks, and signs
  - Work to repair scour or erosion damage to a channel or stream bank if the repair is necessary to restore the structural integrity of an eligible road, culvert or bridge

HOW TO GUIDE: GETTING REIMBURSED FOR DISASTER RECOVERY WORK FOR LOCAL PUBLIC AGENCIES (LPA) FOR TRANSPORTATION FACILITIES AND ASSETS

Attachment G: DOTD District Map with Contact Information

