

**Damaged Road? Take  
These Steps for Repairs  
Eligible under FHWA's  
Emergency Relief Program**



The Vermont Agency of Transportation (VTrans) recommends the following actions steps if your Federal-Aid Highway was damaged during a disaster event, Federal-aid highways are public roads that are classified as arterial, urban collectors, and major rural collectors. You can identify the Federal-aid highways in your municipality using VTrans' [Vermont Functional Class and Federal Aid Highways webmap](#).

**Build a folder for the event specific for Federal-Aid Highways.**

Name the folder or file "*FHWA*" followed by the date of the event. For example, if damages occurred on October 31, 2019, on a federal-aid route, the folder or file name would be "*FHWA 10/31/2019*". FHWA is the Federal Highway Administration.

**Look up list of federal-aid routes (FHWA-eligible) in the Municipality.**

- The VTrans Mapping Section provides municipal maps that identify types of roads (look for Major Collectors or Federal-aid roads):  
<https://vtrans.vermont.gov/planning/maps/maps>.
- If multiple sites on one road have damage, include a map in the file that locates each site.
- If damages are not on a federal-aid route, contact the local VTrans Maintenance District and Regional Planning Commission to coordinate with the Vermont Emergency Management (VEM) for eligibility through the Federal Emergency Management Agency (FEMA).

**Contact the local VTrans Maintenance District to schedule a full site assessment:**

<https://vtrans.vermont.gov/operations/districts>.

If the work is more than minor maintenance repairs and will require engineering, contact VTrans Municipal Assistance immediately to schedule a site visit with VTrans and FHWA.

**Make note of dates with road name for municipal work and use of IDIQ contractors:**



- When are workers on the site.
- When was site accessible to take damage photographs.
- When did municipality meet to discuss how to repair damages.
- When additional damages are found (contact VTrans Municipal Assistance immediately for eligibility).
- When repairs are completed.

*IDIQ* means [Indefinite Delivery/Indefinite Quantity](#).

**Review timesheets and work logs to make sure road names are listed for FHWA-eligible sites. Include:**

- The date and name of each road worked on (road names are important, especially when multiple roads damaged).
- Locate where on each road work occurred (make notes such as "in front of 42 Main St" or "100ft south of Park St and Main St intersection").
- List who worked at each site and how many total hours at each site.

**Review truck slips, receipts, and photos from the field work.**

- List what machinery, equipment, and materials were used (include rentals such as signs, signals, or equipment)
- List of what purchases were made. Items that remain onsite are eligible. Items that will remain in municipality inventory such as walkie-talkies or generators, are not eligible.
- Take photos of each site of work starting with initial damages, construction, and completed work. Keep photos labeled for each road by location.

**File documents supporting decisions made.**

- Any minutes from public meetings that discussed the damage.



- Any quotes or estimates received while determining the damage (on contractor letterhead).

Learn more about the [FHWA Emergency Relief \(ER\) Program for Federal-aid Highways](#). This webpage includes other checklists and resources from VTrans and FHWA to help you with reimbursement for damages.

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