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

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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:

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- 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.

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- 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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