FHWA-Eligible\* Documents Checklist

This checklist applies to all FHWA-Eligible emergency repairs made on federal-aid routes on and after the date of the declared event. Contact VTrans+ Municipal Assistance Section (MAS) for additional guidance.

Contact VTrans Maintenance District for damages on all other routes for FEMA eligibility\* managed through Vermont Emergency Management (VEM).

**If damages exceed minor maintenance repairs (requiring engineering), contact VTrans Municipal Assistance immediately to coordinate a site visit with VTrans and FHWA for permanent repair eligibility.**

# Signatures needed during project (sent from VTrans MAS Project Supervisor)

* Detailed Damage Inspection Report (DDIR): required to be added to project list for damages
* Grant Agreement: authorizes access to funding program
* Right-of-Way (ROW): self-certification letter or equivalent (depending on extent of damages)
* Project Acceptance Memo: certifies that all work is complete

# Send to MAS Project Supervisor when received (delays in VTrans receipt will impact process)

* Photographs of damages as soon as safe to be in area (critical for eligibility)
* Notices and Minutes from Public Meetings to discuss damages
* Quotes and estimates received from contractors (on their letterhead)
* Photographs of work completed (note if damages extended outside of ROW)
* Any sketches and other documents for construction from contractors
* Any additional documentation deemed necessary by VTrans

# Reimbursement Request and Attachments (sent as one packet after work is completed)

* Signed VTrans Invoice Cover Letter
* Daily Log Reports from Municipal Foreman
* Timesheets for Municipal employees
* Receipts for Municipal purchases or rentals
* Hourly rate for Municipal equipment used
* Invoices from contractors on letterhead
* Summary of dates and all expenses with total amount requested
* Any additional documentation deemed necessary by VTrans

# Additional State and Federal Resources

VTrans Maintenance District Offices: <https://vtrans.vermont.gov/operations/districts>

VTrans Mapping Unit: <https://vtrans.vermont.gov/planning/maps>

VTrans MAS: <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/MAB-LP.aspx>

US General Services Administration (GSA) System for Award Management (SAM) for Unique Entity ID (UEI):

<https://sam.gov/content/home>

FHWA Emergency Relief Program for Funding: <https://www.fhwa.dot.gov/programadmin/erelief.cfm>

\**FHWA* means Federal Highway Administration and *FEMA* means Federal Emergency Management Agency

+*VTrans* means State of Vermont Agency of Transportation