

## Emergency Relief for Federal-Aid Roads

### Agency Responsibilities for given Emergency Program

Letter (8.5" x 11") Landscape Format

Version 4.1 Draft: 04-22-04

Action Category	Action Item	City/County Local Government ER (A001)	ODOT Field Division ER (A111)	ODOT Field Division FEMA (A112)	ODOT Local Government Division ER (A121)	ODOT Maintenance Division Engineer ER (A131)	ODOT Maintenance Division Engineer FEMA (A132)	ODOT Programs Division ER (A141)	FHWA Division Office ER (A201)
Pre-disaster preparation (B010)	Emergency Program Familiarity (C010)	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Be familiar with both FHWA ER and FEMA PA programs and recognize the differences between them. (D010)</li> </ul>
Pre-disaster preparation (B010)	Roadway Functional Classifications (C020)		<ul style="list-style-type: none"> <li>Need notification from ODOT Planning Div. Regarding functional classification changes. (D050)</li> </ul>		<ul style="list-style-type: none"> <li>Need notification from ODOT Planning Div. Regarding functional classification changes. (D050)</li> </ul>		<ul style="list-style-type: none"> <li>Provide annual up-to-date county and urban functional classification maps to FEMA / OEM. (D010)</li> </ul>		

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			<ul style="list-style-type: none"> <li>• Obtain current county and urban functional classification maps from ODOT Planning Div. (D015)</li> <li>• Provide up-to-date county and urban functional classification maps to City / County Local Governments. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain current county and urban functional classification maps from ODOT Planning Div. (D015)</li> <li>• Provide up-to-date county and urban functional classification maps to City / County Local Governments. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain current county and urban functional classification maps from ODOT Planning Div. (D015)</li> </ul>				<ul style="list-style-type: none"> <li>• Obtain current county and urban functional classification maps from ODOT Planning Div. (D015)</li> </ul>
		<ul style="list-style-type: none"> <li>• Be familiar with the functional classifications, official route names, and Fed-aid route numbers of roads within your jurisdiction. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with the functional classifications, official route names, and Fed-aid route numbers of roads within your jurisdiction. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with the functional classifications, official route names, and Fed-aid route numbers of roads within your jurisdiction. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with the functional classifications, official route names, and Fed-aid route numbers of roads within your jurisdiction. (D030)</li> </ul>				<ul style="list-style-type: none"> <li>• Be familiar with the functional classifications, official route names, and Fed-aid route numbers. (D030)</li> </ul>
Pre-disaster preparation (B010)	City/County Local Government and ODOT Contacts (C030)	<ul style="list-style-type: none"> <li>• Be familiar with ODOT Local Government Div. and Field Division contacts. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with City / County Local Government officials contacts. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with City / County Local Government officials and OEM contacts. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with City / County Local Government officials (D010)</li> </ul>				

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<p><b>Pre-disaster preparation (B010)</b></p>	<p><b>ER Program Review (C040)</b></p>	<ul style="list-style-type: none"> <li>Attend ER Program policy review / update. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>Attend ER Program policy review / update. (D020)</li> </ul>		<ul style="list-style-type: none"> <li>Conduct / coordinate ER Program policy review / update with City / County Local Gov'ts (D015)</li> <li>Attend ER Program policy review / update. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>Conduct / coordinate ER Program policy review / update with ODOT Field Divisions (D010)</li> </ul>		<ul style="list-style-type: none"> <li>Attend ER Program policy review / update. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>If requested, assist with ODOT Field Personnel ER Program policy review / update. (D010)</li> <li>If requested, assist with City / County Local Government ER Program policy review / update. (D015)</li> <li>Attend ER Program policy review / update. (D020)</li> </ul>
<p><b>Pre-disaster preparation (B010)</b></p>	<p><b>Payroll Additives (C050)</b></p>	<ul style="list-style-type: none"> <li>Document / update payroll additives rates (leave allowances, insurance coverage, and other employee benefits). Payroll additives associated with direct ER labor costs are eligible for ER reimbursement. (D010)</li> </ul>				<ul style="list-style-type: none"> <li>Obtain current payroll additives rates (leave allowances, insurance coverage, and other employee benefits). Payroll additives associated with direct ER labor costs are eligible for ER reimbursement. (D010)</li> </ul>			

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<p>Pre-disaster preparation (B010)</p>	<p>ODOT ER Equipment Rate Schedule (C060)</p>					<ul style="list-style-type: none"> <li>• Prepare / update ODOT ER equipment rate schedule on a regular basis. Submit to FHWA Division Office for approval. (D010)</li>   <li>• Provide updated ODOT ER equipment rate schedule to ODOT Local Government and Field Divs. (D015)</li> </ul>			<ul style="list-style-type: none"> <li>• Review and approve ODOT ER equipment rate schedule. (D020)</li> </ul>
<p>Pre-disaster preparation (B010)</p>	<p>ER Program Administration (C070)</p>								<ul style="list-style-type: none"> <li>• Notify ODOT Director of ER Program administration changes and funding disbursements. (D010)</li> </ul>

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Disaster occurs (B020)	Report disaster occurrence (C010)	Report disaster occurrence to OEM. (D005)							
		<ul style="list-style-type: none"> <li>• Report disaster occurrence to OEM. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive OEM notice from ODOT Maintenance Division. (D015)</li> <li>• Report disaster occurrence to ODOT Maintenance Div. Engineer (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive OEM notice from ODOT Maintenance Division. (D015)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive OEM notice from ODOT Maintenance Division. (D015)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive OEM notice from ODOT Maintenance Division. (D015)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive OEM notice from ODOT Maintenance Division. (D015)</li> </ul>	<ul style="list-style-type: none"> <li>• Receive notice from OEM of potential FEMA / ER event, forward to ODOT Field and Local Government Divisions. (D010)</li> <li>• Report disaster occurrence to FHWA Division office. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>• If requested, accompany ODOT representatives to disaster site. (D040)</li> </ul>



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		<ul style="list-style-type: none"> <li>• Reference damage locations to official route names, Fed-aid route numbers, E W or N-S county road numbers, established USGS features; avoid use of "local" features. (D020)</li> <li>• Keep copies of ER documentation separate from regular activities. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Reference damage locations to official route names, Fed-aid route numbers, E W or N-S county road numbers, established USGS features; avoid use of "local" features. (D020)</li> <li>• Keep copies of ER documentation separate from regular activities. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Reference damage locations to official route names, Fed-aid route numbers, E W or N-S county road numbers, established USGS features; avoid use of "local" features. (D020)</li> <li>• Keep copies of FEMA documentation separate from regular activities. (D010)</li> </ul>					
<b>Disaster occurs (B020)</b>	<b>Respond to disaster (C020)</b>	<ul style="list-style-type: none"> <li>• Provide traffic control on city / county local roads. (D005)</li> <li>• If possible, perform emergency protective measures to prevent further damage or loss. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide traffic control on state highways and interstates as needed. (D005)</li> <li>• If possible, perform emergency protective measures to prevent further damage or loss. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide traffic control on state highways and interstates as needed. (D005)</li> <li>• If possible, perform emergency protective measures to prevent further damage or loss. (D010)</li> </ul>					

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			<ul style="list-style-type: none"> <li>• Inform City/County Local Governments of ER program requirements. (D015)</li> </ul>	<ul style="list-style-type: none"> <li>• Inform City/County Local Governments of FEMA program requirements. (D015)</li> </ul>					
		<ul style="list-style-type: none"> <li>• Begin "emergency repairs" as soon as possible, do not wait for disaster declaration or ODOT/FHWA ER damage assessment team site visit. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Begin "emergency repairs" as soon as possible, do not wait for disaster declaration or ODOT/FHWA ER damage assessment team site visit. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Begin "emergency repairs" as soon as possible, do not wait for disaster declaration or ODOT/FHWA ER damage assessment team site visit. (D020)</li> </ul>					
		<ul style="list-style-type: none"> <li>• Perform cleanup to reopen City / County Local Government roads. (D025)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform cleanup to reopen highways. (D025)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform cleanup to reopen highways. (D025)</li> </ul>					



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		<ul style="list-style-type: none"> <li>Do not perform any "permanent repairs" before ODOT/FHWA ER damage assessment team site visit. Permanents repairs performed before ODOT/FHWA ER approval are not eligible for ER participation. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>Do not perform any "permanent repairs" before ODOT/FHWA ER damage assessment team site visit. Permanents repairs performed before ODOT/FHWA ER approval are not eligible for ER participation. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>Do not perform any "permanent repairs" before ODOT/FHWA ER damage assessment team site visit. Permanents repairs performed before ODOT/FHWA ER approval are not eligible for ER participation. (D030)</li> </ul>					
Disaster occurs (B020)	FHWA Order 5181.1 (C030)								<ul style="list-style-type: none"> <li>If disaster meets criteria of FHWA Order 5181.1, then report the disaster to the FHWA HQ Emergency Coordinator. (D010)</li> </ul>
Perform "rough" damage estimates (B050)	Estimate damages (C010)	<ul style="list-style-type: none"> <li>Estimate incurred and remaining costs to restore facility to pre-disaster condition. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Estimate incurred and remaining costs to restore facility to pre-disaster condition. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Estimate incurred and remaining costs to restore facility to pre-disaster condition. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Inform City / County Local Governments of potential disaster. (D010)</li> </ul>				

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<p>Perform "rough" damage estimates (B050)</p>	<p>Collect and summarize damage estimates (C020)</p>		<ul style="list-style-type: none"> <li>• Collect estimated damage costs from City/County Local Governments. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide ODOT highway and City / County Local Governments damage estimates to ODOT Maintenance Div. Engineer. (D030)</li> </ul>		<ul style="list-style-type: none"> <li>• Request damage estimates from Field Division. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>• Request Damage estimates from Field Division. (D030)</li> </ul>		
						<ul style="list-style-type: none"> <li>• Compile ODOT and City / County Local Government damage estimates into one summary. (D040)</li> </ul>	<ul style="list-style-type: none"> <li>• Compile damage estimates. (D040)</li> </ul>		
						<ul style="list-style-type: none"> <li>• Inform ODOT Field Divisions of compiled information summary to assist them in deciding whether to pursue ER funds. (D050)</li> </ul>			

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<p>Disaster is declared (B070)</p>	<p>Disaster declaration (C010)</p>								
		<ul style="list-style-type: none"> <li>• If FEMA-declared disaster, attend FEMA disaster "kick-off" meeting. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• If notified by ODOT or OEM about possible disaster declaration, help spread the word to City / County Local Governments about upcoming "kick-off" meetings. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>• If notified by ODOT or OEM about possible disaster declaration, help spread the word to City / County Local Governments about upcoming "kick-off" meetings. (D005)</li> </ul>					
		<ul style="list-style-type: none"> <li>• Obtain current FEMA equipment rate schedule from FEMA or OEM. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• If FEMA-declared disaster, attend FEMA disaster "kick-off" meeting. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• If FEMA-declared disaster, attend FEMA disaster "kick-off" meeting. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• If FEMA-declared disaster, attend FEMA disaster "kick-off" meeting. Assist ODOT Maintenance Division Engineer with presentation of ER Program. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• If FEMA-declared disaster, attend FEMA disaster "kick-off" meeting to present the FHWA ER Program to local governments. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• If FEMA-declared disaster, attend FEMA disaster "kick-off" meeting. (D010)</li> </ul>		
								<ul style="list-style-type: none"> <li>• If FEMA-declared disaster, attend FEMA disaster "kick-off" meeting. Assist ODOT Maintenance Division Engineer with presentation of ER Program. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Obtain current FEMA equipment rate schedule from FEMA or OEM. (D020)</li> </ul>

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<p>Disaster is declared (B070)</p>	<p>ER Request supporting documentation (C020)</p>					<ul style="list-style-type: none"> <li>Collect disaster declaration information to submit with ER Letter of Intent. This can be a Governor's declaration request or formal proclamation, or the President's (FEMA's) declaration. (D010)</li> </ul>			
<p>ER Letter of Intent (B080)</p>	<p>Is ER threshold met? (C010)</p>					<ul style="list-style-type: none"> <li>Determine if damage estimates meet ER event threshold (currently \$700,000 Federal share). (D010)</li> </ul>			

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ER Letter of Intent (B080)	ER threshold is met (C020)								
						<ul style="list-style-type: none"> <li>• If threshold met, submit Letter of Intent to FHWA Division Office. Include estimate amount and Governor's / President's disaster declaration information with the letter. (D010)</li>   <li>• Send copy of ER Letter of Intent to ODOT Programs, Local Government, and Field Divisions; FEMA; OEM; and ACCO. (D015)</li> </ul>			<ul style="list-style-type: none"> <li>• Formally acknowledge ODOT's Letter of Intent. (D020)</li>   <li>• Notify FHWA HQ office of ODOT's intent to request ER funds. (D030)</li> </ul>

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ER Letter of Intent (B080)	FHWA Division Administrator concurrence (C025)								
									<ul style="list-style-type: none"> <li>• If disaster has Governor's formal proclamation or President's (FEMA) declaration, then the Division Administrator can concur that the disaster meets ER Program eligibility requirements. (D010)</li>   <li>• If disaster doesn't have formal proclamation or declaration, then the Division Administrator will determine eligibility in the Formal ER event approval/disapproval action category below. (D020)</li> </ul>

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ER Letter of Intent (B080)	ER threshold not met, or no intent to pursue ER (C030)							
					<ul style="list-style-type: none"> <li>• If threshold not met, or no intent to pursue ER, then submit letter to FHWA Division Office indicating that ER funding will not be pursued. (D010)</li>   <li>• Send copy of letter indicating that ER funding will not be pursued to ODOT Programs, Local Government, and Field Divisions; FEMA; OEM; and ACCO. (D015)</li> </ul>			

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		<ul style="list-style-type: none"> <li>• If not pursuing ER, then possibly request assistance from FEMA. FEMA may participate in Emergency Repairs at their discretion. FEMA can't participate in Permanent Repairs, even if the ER Program is not activated. (D030)</li> </ul>							<ul style="list-style-type: none"> <li>• Formally Acknowledge ODOT's letter indicating that they will not pursue ER funding. This will allow City / County Local Governments and ODOT to pursue FEMA funding for Emergency Repairs. (D020)</li> </ul>
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Damage assessments (B100)	Damage assessment method (C010)							<ul style="list-style-type: none"> <li>Determine ER damage assessment method: either Traditional, Expedited Traditional, or Quick Release. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Concur with ODOT's proposed disaster assessment method. (D020)</li> </ul>
Damage assessments (B100)	Damage assessment teams (C015)		<ul style="list-style-type: none"> <li>Participate on ODOT/FHWA damage assessment teams. (D010)</li> </ul>			<ul style="list-style-type: none"> <li>Form ODOT/FHWA damage assessment teams. (D010)</li> </ul>			<ul style="list-style-type: none"> <li>Participate on ODOT/FHWA damage assessment teams. (D010)</li> </ul>
Damage assessments (B100)	Coordination meetings (C020)						<ul style="list-style-type: none"> <li>For ODOT roads, Coordinate meetings with FEMA and Field Divisions. (D010)</li> </ul>		<ul style="list-style-type: none"> <li>Schedule field reviews with ODOT Field Divisions. (D010)</li> </ul>

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			<ul style="list-style-type: none"> <li>• Coordinate with FHWA, OEM, and City/County Local Government officials as needed. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with FEMA/OEM and City/County Local Government officials as needed. (D020)</li> </ul>			<ul style="list-style-type: none"> <li>• For ODOT roads, coordinate with FEMA concerning public assistance forms and documentation. (D020)</li> </ul>		
<p><b>Damage assessments (B100)</b></p>	<p><b>FEMA Preliminary Damage Assessments - PDAs (C030)</b></p>	<ul style="list-style-type: none"> <li>• Provide disaster response documentation to FEMA / OEM / ODOT damage assessment team. (D005)</li> </ul>		<ul style="list-style-type: none"> <li>• Provide disaster response documentation to FEMA / OEM / ODOT damage assessment team. (D005)</li> <li>• Attend City / County Local Government and FEMA/OEM Preliminary Damage Assessments. (D010)</li> <li>• Provide major collector maps to identify eligibility for programs. (D020)</li> <li>• Provide county maps to help locate sites. (D030)</li> </ul>					

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				<ul style="list-style-type: none"> <li>Estimate repair volumes or size and cost based on FEMA cost code guides. Help identify the number of similar sized sites in the county or district. (D040)</li> </ul>					
<p><b>Damage assessments (B100)</b></p>	<p><b>ER Damage Assessments (C040)</b></p>	<ul style="list-style-type: none"> <li>Provide disaster response documentation to ODOT / FHWA damage assessment team. (D020)</li> <li>Have employee with signature authority participate in damage assessments on City / County Local Government roads. (D030)</li> </ul>	<ul style="list-style-type: none"> <li>Provide disaster response documentation to ODOT / FHWA damage assessment team. (D020)</li> <li>Have employee with signature authority participate in damage assessments on both City / County Local Government and ODOT Federal-aid roads. (D030)</li> </ul>		<ul style="list-style-type: none"> <li>Assist with damage assessments if requested. (D030)</li> </ul>				

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		<ul style="list-style-type: none"> <li>• Guide ODOT/FHWA damage assessment team to damage sites. (D040)</li> </ul>	<ul style="list-style-type: none"> <li>• Guide ODOT/FHWA damage assessment team to damage sites. (D040)</li> </ul>					<ul style="list-style-type: none"> <li>• Determine eligibility based on \$5,000/site minimum. (D045)</li> </ul>
		<ul style="list-style-type: none"> <li>• Assist ODOT/FHWA disaster assessment team in completing FHWA-1547 form or City / County Local Government roads. (D050)</li> </ul>	<ul style="list-style-type: none"> <li>• Complete FHWA-1547 form for both City / County Local Government and ODOT roads. (D050)</li> </ul>					<ul style="list-style-type: none"> <li>• Complete FHWA-1547 form for both City / County Local Government and ODOT roads. (D050)</li> </ul>
								<ul style="list-style-type: none"> <li>• Make Environmental Assessment recommendation on the FHWA-1547 form. (D060)</li> </ul>
								<ul style="list-style-type: none"> <li>• Recommend work on FHWA-1547 form as eligible or ineligible and sign/date the form. (D070)</li> </ul>

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			<ul style="list-style-type: none"><li>• Concur Yes/No with FHWA's Recommendation, and sign/date all FHWA-1547 forms, including those on City / County Local Government Federal-aid roads. (D080)</li></ul>							<ul style="list-style-type: none"><li>• Retain original FHWA-1547 and copies of supporting documentation. If requested in the field, provide copies to City / County Local Governments or ODOT Field Divisions. (D092)</li></ul>
		<ul style="list-style-type: none"><li>• Concur Yes/No with ODOT's Concurrence and FHWA's Recommendation, and sign/date the FHWA-1547. (D090)</li></ul>								

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									<ul style="list-style-type: none"><li>• Upon return to FHWA Division Office, give original FHWA-1547 to ER Program Coordinator or designated alternate. (D095)</li><li>• ER Program Coordinator or designated alternate will maintain a log of all FHWA-1547s. (D097)</li><li>• Provide original FHWA-1547 and supporting documentation to ODOT Maintenance Div. Engineer with transmittal letter and cc ODOT Field and Local Gov't Div. (D100)</li></ul>
									<ul style="list-style-type: none"><li>• Give FHWA-1547 for City/County Local Government roads to ODOT Local Government Div. (D110)</li></ul>

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					<ul style="list-style-type: none"> <li>• Provide copies of your FHWA-1547 to ODOT Programs Div. (D120)</li> </ul>	<ul style="list-style-type: none"> <li>• Provide copies of your FHWA-1547 to ODOT Programs Div. (D120)</li> </ul>			
<p><b>Formal ER funds request (B110)</b></p>	<p><b>Damage Summary Survey Report (C010)</b></p>					<ul style="list-style-type: none"> <li>• Prepare Damage Summary Survey Report. (D010)</li> <li>• Provide Damage Summary Survey Report to ODOT Programs Division. (D010)</li> </ul>		<ul style="list-style-type: none"> <li>• Assist ODOT with preparation of Damage Summary Survey Report. (D010)</li> </ul>	
<p><b>Formal ER funds request (B110)</b></p>	<p><b>Request ER funds (C020)</b></p>						<ul style="list-style-type: none"> <li>• Prepare formal request for ER funds. (D010)</li> <li>• Submit Damage Summary Survey Report and formal ER funds request to FHWA Division Administrator. (D020)</li> </ul>		

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<p>Formal ER event approval/disapproval (B120)</p>	<p>FHWA Division Administrator review (C010)</p>					<ul style="list-style-type: none"><li>• Notify ODOT Local Government Div. and Field Division of the FHWA Division Administrator's decision. (D030)</li></ul>			<ul style="list-style-type: none"><li>• Division Administrator will review Damage Summary Survey Report and ODOT's formal ER request. (D010)</li><li>• Division Administrator will formally notify ODOT Director and cc ODOT Maintenance Div. of approval or disapproval of the disaster for ER program eligibility and funding. (D020)</li></ul>
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## Agency Responsibilities for given Emergency Program

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			<ul style="list-style-type: none"> <li>Notify your City/County Local Government representatives of the FHWA Division Administrator's decision. (D040)</li> </ul>						
<p>Formal ER event approval/ disapproval (B120)</p>	<p>Disaster is not ER eligible (C020)</p>	<ul style="list-style-type: none"> <li>Possibly request assistance from FEMA. FEMA may participate in Emergency Repairs at their discretion. FEMA can't participate in Permanent Repairs, even if the ER Program is not activated. (D010)</li> </ul>				<ul style="list-style-type: none"> <li>Possibly request assistance from FEMA. FEMA may participate in Emergency Repairs at their discretion. FEMA can't participate in Permanent Repairs, even if the ER Program is not activated. (D010)</li> </ul>			
<p>Formal ER event approval/ disapproval (B120)</p>	<p>Disaster is ER eligible (C030)</p>								<ul style="list-style-type: none"> <li>If disaster is ER eligible, the Division Administrator will request ER funds allocation from FHWA HQ Office. (D010)</li> </ul>

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										<ul style="list-style-type: none"> <li>• FHWA HQ Office allocates ER funds to FHWA Division Office. (D020)</li> </ul>
ER project programming (B140)	Program ODOT ER projects (C010)				<ul style="list-style-type: none"> <li>• Coordinate with ODOT Programs Div. to establish ODOT ER project numbers. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with ODOT Programs Div. to establish ODOT ER project numbers. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with ODOT Programs Div. to establish ODOT ER project numbers. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Create ODOT ER projects from ER damage assessments. (D010)</li> </ul>		
ER Emergency Repair work (B150)	Force account (C010)	<ul style="list-style-type: none"> <li>• Emergency Repairs may be done by force account. (D003)</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Repairs may be done by force account. (D003)</li> <li>• Determine necessary oversight / inspection on City / County Local Government Emergency Repair force account projects. (D004)</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Repairs may be done by force account. (D003)</li> <li>• Determine necessary oversight / inspection on City / County Local Government Emergency Repair force account projects. (D004)</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Repairs may be done by force account. (D003)</li> <li>• Determine necessary oversight / inspection on City / County Local Government Emergency Repair force account projects. (D004)</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Repairs may be done by force account. (D003)</li> <li>• Determine necessary oversight / inspection on City / County Local Government Emergency Repair force account projects. (D004)</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Repairs may be done by force account. (D003)</li> <li>• Determine necessary oversight / inspection on City / County Local Government Emergency Repair force account projects. (D004)</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Repairs may be done by force account. (D003)</li> <li>• Determine necessary oversight / inspection on City / County Local Government Emergency Repair force account projects. (D004)</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Perform Emergency Repairs and incur eligible costs. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform Emergency Repairs and incur eligible costs. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>• Perform Emergency Repairs and incur eligible costs. (D005)</li> </ul>				
		<ul style="list-style-type: none"> <li>• Submit invoice (ER-02 for county, ER-03 for city) for eligible ER costs to ODOT Local Government Division for review. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Act as a liaison between City / County Local Governments and ODOT Maintenance Division. (D008)</li> </ul>	<ul style="list-style-type: none"> <li>• When requested, assist City / County Local Governments in communications with OEM. (D008)</li> </ul>				
			<ul style="list-style-type: none"> <li>• Submit invoice (ER-01) for eligible ER costs to ODOT Maintenance Division Engineer for review. This includes all applicable A-2's, A-9's, Purchase Orders, and Warehouse Usage Reports. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit invoice (FEMA forms) for eligible ER costs to ODOT Maintenance Division Engineer for review. This includes all applicable A-2's, A-9's, Purchase Orders, and Warehouse Usage Reports. (D010)</li> </ul>				
					<ul style="list-style-type: none"> <li>• Collect invoices from City / County Local Governments for their incurred expenses (D015)</li> </ul>	<ul style="list-style-type: none"> <li>• Collect ODOT Field Division ER invoices. (D015)</li> </ul>	<ul style="list-style-type: none"> <li>• Collect ODOT Field Division FEMA invoices. (D015)</li> </ul>	

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					<ul style="list-style-type: none"> <li>• Review and approve City / County Local Government ER claims. (D020)</li> <li>• Associate eligible ER costs with applicable ODOT ER project number. (D030)</li> <li>• Submit approved costs with applicable ODOT ER project number to ODOT Programs Division on behalf of City / County Local Governments. (D040)</li> </ul>	<ul style="list-style-type: none"> <li>• Review and approve ODOT Field Division ER claims. (D020)</li> <li>• Associate eligible ER costs with applicable ODOT ER project number. (D030)</li> <li>• Submit approved costs with applicable ODOT ER project number to ODOT Programs Division. (D040)</li> </ul>	<p>How does ODOT handle FEMA invoices?</p>          <p>How is ODOT reimbursed by FEMA?</p>	<ul style="list-style-type: none"> <li>• Submit project authorization request (old FHWA-1240) to FHWA as Federal ER funds are available. (D050)</li> </ul>	<ul style="list-style-type: none"> <li>• Notify ODOT Director as Federal ER funds become available. (D050)</li> </ul>
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					<ul style="list-style-type: none"> <li>• Submit claims for approved costs with applicable ODOT ER project number to Comptroller Div. on behalf of City / County Local Governments. Comptroller Div. submits claim to Office of State Finance. OSF pays the claim. (D055)</li> </ul>	<ul style="list-style-type: none"> <li>• Submit claims for approved costs with applicable ODOT ER project number to Comptroller Div. Comptroller Div. submits claim to Office of State Finance. OSF pays the claim. (D055)</li> </ul>				<ul style="list-style-type: none"> <li>• Review and approve ODOT's project authorization requests. (D060)</li> <li>• Paid claims appears in ODOT "current bill" for reimbursement by FHWA. (D070)</li> </ul>
		<ul style="list-style-type: none"> <li>• Receives payment warrant from Office of State Finance. (D070)</li> </ul>								

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					<ul style="list-style-type: none"> <li>Follow up with City / County Local Governments that have not completed invoices. (D080)</li> </ul>				
<p>ER Emergency Repair work (B150)</p>	<p>Competitive contract (C020)</p>	<ul style="list-style-type: none"> <li>Emergency Repairs may be done by competitive contract. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Repairs may be done by competitive contract. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Repairs may be done by competitive contract. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Repairs may be done by competitive contract. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Repairs may be done by competitive contract. (D005)</li> </ul>	<ul style="list-style-type: none"> <li>Emergency Repairs may be done by competitive contract. (D005)</li> </ul>		
		<ul style="list-style-type: none"> <li>ODOT must approve any City / County Local Government contract work before project is let to bid. (D020)</li> </ul>	<ul style="list-style-type: none"> <li>Determine necessary oversight / inspection on City / County Local Government Emergency Repair competitive contract projects. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Determine necessary oversight / inspection on City / County Local Government Emergency Repair competitive contract projects. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Determine necessary oversight / inspection on City / County Local Government Emergency Repair competitive contract projects. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Determine necessary oversight / inspection on City / County Local Government Emergency Repair competitive contract projects. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>Determine necessary oversight / inspection on City / County Local Government Emergency Repair competitive contract projects. (D010)</li> </ul>		

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		<ul style="list-style-type: none"> <li>• City / County Local Governments must invite ODOT to all contract pre-bid and award meetings. (D030)</li> </ul>							
		<ul style="list-style-type: none"> <li>• Administer competitive contract Emergency Repairs. (D040)</li> </ul>	<ul style="list-style-type: none"> <li>• Administer competitive contract Emergency Repairs. (D040)</li> </ul>	<ul style="list-style-type: none"> <li>• Administer competitive contract Emergency Repairs. (D040)</li> </ul>					
ER Permanent Repair work (B155)	Competitive contract (C010)	<ul style="list-style-type: none"> <li>• All Permanent Repairs must be done by competitive contract. (D010)</li> <li>• If ER funds are used for engineering, following proper ODOT consultant selection procedures. (D017)</li> </ul>	<ul style="list-style-type: none"> <li>• All Permanent Repairs must be done by competitive contract. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA cannot participate in Permanent Repairs, even if ER program is not activated. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• All Permanent Repairs must be done by competitive contract. (D010)</li> <li>• If ER funds are used for engineering, ensure that proper consultant selection procedures are followed. (D017)</li> </ul>	<ul style="list-style-type: none"> <li>• All Permanent Repairs must be done by competitive contract. (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• FEMA cannot participate in Permanent Repairs, even if ER program is not activated. (D010)</li> </ul>		

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		<ul style="list-style-type: none"> <li>• Follow proper ODOT design and competitive contract procedures. (D020)</li> </ul>			<ul style="list-style-type: none"> <li>• Ensure that proper design and competitive contract procedures are followed. (D020)</li> <li>• Review City / County Local Government Permanent Repair designs. (D030)</li> <li>• When Permanent Repair design is approved; coordinate with Programs Division and submit projects through Office Engineer. (D040)</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure that proper design and competitive contract procedures are followed. (D020)</li> <li>• Have ODOT Roadway or Bridge Design Divisions. design Permanent Repairs. This may be in-house or consultant work. (D030)</li> <li>• When Permanent Repair design is approved; coordinate with Programs Division and submit projects through Office Engineer. (D040)</li> </ul>		
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					<ul style="list-style-type: none"> <li>• Permanent Repair contract and construction processes follows regular Federal-aid construction contract procedures. Payments are made directly by Office of State Finance to the contractor. (D050)</li> </ul>	<ul style="list-style-type: none"> <li>• Permanent Repair contract and construction processes follows regular Federal-aid construction contract procedures. Payments are made directly by Office of State Finance to the contractor. (D050)</li> </ul>			
<p><b>Project close-out/ disaster event follow-up (B160)</b></p>	<p><b>Records (C010)</b></p>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>	<ul style="list-style-type: none"> <li>• Preserve disaster-related project records for 3 years after final payment. (D010)</li> <li>• Resolve any findings from audits (D020)</li> </ul>

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<p><b>Project close-out/ disaster event follow-up (B160)</b></p>	<p><b>ER process feedback (C020)</b></p>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on ER event process to ODOT Maintenance Div. and FHWA. What worked? What didn't? What was confusing? What can be improved? (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on ER event process to ODOT Maintenance Div. and FHWA. What worked? What didn't? What was confusing? What can be improved? (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on ER event process to ODOT Maintenance Div. and FHWA. What worked? What didn't? What was confusing? What can be improved? (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on ER event process to ODOT Maintenance Div. and FHWA. What worked? What didn't? What was confusing? What can be improved? (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on ER event process to ODOT Maintenance Div. and FHWA. What worked? What didn't? What was confusing? What can be improved? (D010)</li> </ul>		<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on ER event process to ODOT Maintenance Div. and FHWA. What worked? What didn't? What was confusing? What can be improved? (D010)</li> </ul>	<ul style="list-style-type: none"> <li>• Opportunity to provide feedback on ER event process to ODOT Maintenance Div. and FHWA. What worked? What didn't? What was confusing? What can be improved? (D010)</li> </ul>
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