

# FHWA Emergency Relief Funding Request Process for Local Public Agency Project

## STEP 1

### Contact ADEMA and ADOT

Contact Arizona Department of Emergency and Military Affairs (ADEMA) and ADOT Systems Management Group, ER Liaison, to advise of damages by the Event.

Provide description of damages to include:

- Location
- Name of Highway
- Date of Event
- Date of Inspection
- Preliminary Cost Estimate of Damages

For damages potentially meeting FHWA requirements, proceed to Step 2.

If and for any damages described does not qualify for FHWA emergency relief funding, ADOT will refer the LPA to AZDEMA for those respective repairs and further emergency relief assistance, as applicable.

LPA and ADOT will notify ADOT's Environmental Planning Group to initiate preliminary review of the Environmental Clearance process using location described above.

If deemed an isolated event meeting FWHA requirements, LPA shall submit a letter to ADOT's State Engineer's Office requesting for FHWA ER Funding assistance.

## STEP 2

### Site Inspection

Schedule a site inspection with ADOT Systems Management and FHWA personnel as soon as possible from the time of the Event to assess magnitude of damages.

The site inspection will refine FHWA ER funding eligibility for repairs.

If and for any damages assessed during the site inspection that does not qualify for FHWA ER funding, ADOT will refer the LPA to Arizona Department of Emergency and Military Affairs (AZDEMA) for those respective repairs and further emergency relief assistance, as applicable.

ADOT will provide the LPA an FHWA 1547 Form Detailed Damage Inspection Report (DDIR) and proceed to Step 3.

## STEP 3

### ER Request and Cost Estimate

LPA will prepare and develop a detail cost estimate, using FHWA Form 1547, to repair damages based on the site inspection to include cost associated with:

- Labor
- Equipment
- Materials
- Invoices if Contract used with Davis Bacon Wage and Buy America requirements
- Professional Services to obtain Environmental, Utility and Right Of Way Clearances
- Any other eligible costs necessary to perform repairs

LPA shall sign and submit to ADOT Systems Management Group the FHWA 1547 Form packet, including all supporting documentations for review and approval.

Once all documents has been reviewed, ADOT will submit as a formal request to FHWA for ER funding assistance based on LPA cost estimate to FHWA for acknowledgment of ER Funding request eligibility.

## STEP 4

### Project Initiation Request

Prior to the Project Initiation process, the LPA will contact regional MPO/COG to request for a TIP Amendment to add the new established project to the Program.

Once the project is programmed in the TIP, LPA will submit a Project Initiation Request Form, with signed FHWA 1547 Form packet to ADOT's LPA Section.

LPA will initiate the process to obtain Environmental, Utility and Right Of Way Clearances.

ADOT LPA Section will review packet and acknowledge receipt of information by providing the following information:

- Establish a Project Number and ADOT Tracs Number
- Assign an ADOT Project Manager

## STEP 5

### IGA Initiation and Development

For Non-CA LPA's, an Intergovernmental Agreement will be required.

For CA LPA's, an IGA is not required.

ADOT Project Manager will initiate, with coordination with the LPA and ADOT's JPA Group, an IGA for the project.

ADOT JPA Group will initiate IGA and send draft IGA to LPA for review and approval.

Once IGA is approved and signed by LPA, it will be returned to ADOT JPA Group. IGA will be processed and fully executed.

## STEP 6

### FHWA Authorization

LPA will work with ADOT Systems Management Group and shall submit all final supporting documentation for reimbursement to include:

- Costs for all repairs
- Copy of Contract, with Davis Bacon wage requirements
- Certified Payrolls, showing Davis Bacon wages paid
- Certification of Compliance for all steel used in accordance with Buy America requirements
- Final Acceptance Letter
- Copies of Utility, Right of Way and Environmental Clearances

Once information is verified, a confirmation is sent to ADOT Project Manager.

ADOT Project Manager works with ADOT Finance Management Services to generate and submit the Letter of Authorization and Project Agreement to FHWA Arizona Division for authorization for ER funding allocation.

FHWA approves and issues Federal Authorization to obligate ER funding to reimburse LPA for repair costs.

## STEP 7

### Reimbursement Process

Once Authorization is issued by FHWA, ADOT Project Manager will process LPA's request for reimbursement with ADOT Finance Management Services for reimbursement payment.

LPA will be reimbursed by ADOT.

## STEP 8

### Final Voucher Process

LPA will finalize, verify and submit all remaining documents for project close out purposes, as necessary, to ADOT Systems Management Group for compliance with federal project procedures.

ADOT Systems Management Group will confirm compliance and submit information to ADOT Project Manager.

ADOT Project Manager will provide documentation to Resource Accounting for Final Voucher.

Final Voucher request is submitted to FHWA.

FHWA acknowledges information and issues project closeout.