

Purpose

This manual is provided by the Washington State Department of Transportation (WSDOT) to assist in obtaining federal resources for the repair of local federal aid highway facilities damaged and/or destroyed by natural disasters or major catastrophes.

The purpose of this manual is to provide the legal and procedural guidelines for WSDOT employees to prepare all necessary documentation to respond to and recover from emergencies/disasters that affect the operations of the department.

References and Contacts

Office of Infrastructure, Office of Program Administration, Federal Highway Administration: *Emergency Relief Manual*.

Key Points to Remember

Quick action and thorough documentation are essential when dealing with the Emergency Relief (ER) Program including photographs, field notes indicating the approved scope of work, invoices, and timesheets that clearly indicate the location and type of work performed.

Disaster assistance projects funded through the FHWA Emergency Relief Program must be located on a federal aid highway. Disaster assistance for roads on federal land that are not federal aid highways may be provided through the Emergency Relief for Federally Owned Roads (ERFO) Program. Local highway repair projects not located on federal aid highways may qualify for disaster assistance through federal and state programs administered by FEMA and EMD.

Documentation for disaster assistance projects on both federal aid and non-federal aid highways must distinguish between emergency operations and heavy maintenance. FHWA has set a minimum ER funding threshold of \$700,000 per disaster. For any disaster where the total estimated ER repairs are less than this minimum threshold, with few exceptions, FHWA will classify the repairs as heavy maintenance and will not reimburse the repair work.

Accurate posting of charges to groups in the disaster maintenance (DM) work order is essential in ensuring eligibility for federal reimbursement.

Supersession

This supersedes M 3014.01 issued February 2007.

