

Chapter 5 Roles and Responsibilities

5.1 Applicant - The applicant's representative is responsible for coordinating ERFO activities at the following organizational levels:

(a) Field

- (1) Takes photos of the damage prior to repairs to help justify and document site eligibility.
- (2) Initiates emergency repairs.
- (3) Advises higher authorities about the severity and extent of the damage.
- (4) Participates on disaster assessment teams and provides all available information required for the Disaster Assessment Report.
- (5) Arranges for advance briefing sessions.
- (6) Ensures that all teams evaluate the damage in a consistent manner.
- (7) Monitors the progress of Damage Survey operations.
- (8) Completes all required documentation from the beginning to end for the Program of Projects. (See Chapter 2.)
- (9) Requests approval to use force account.
- (10) Oversees the development of Plans, Specifications, and Estimates.
- (11) Designates the Contracting Officer for work being administered by the applicant.
- (12) Concurs in award/rejection of bids.
- (13) Accepts completed construction.
- (14) Insures prompt and efficient completion of ERFO repairs.
- (15) Requests funds from Regional/State offices.
- (16) Administers transfer of ERFO funds from applicant's headquarters office.
- (17) Recovers ERFO repair costs from legally responsible parties.

- (18) Submits the following to the Federal Lands Highway Division office through the applicant's Regional/State office:
 - (i) Notice of Intent Letter.
 - (ii) Program of Projects.
 - (iii) Requests for changes.
 - (iv) Plans, Specifications, & Estimates.
 - (v) Suitable justification for all requests for Time Extension(s).
 - (vi) Disaster Repair Status/Closeout Report.
 - (vii) Any request for Federal Lands Highway assistance in project development and/or construction process.

(b) Regional/State Office is responsible for the following activities:

- (1) Notifies the Federal Lands Highway Division's ERFO Coordinator of a natural disaster or catastrophic failure.
- (2) Arranges Disaster Assessment activities.
- (3) Assignment of personnel to the Damage Survey Team.
- (4) Participates in Disaster Assessment activities in the field.
- (5) Assembles the following:
 - (i) Program of Projects.
 - (ii) Revisions for the disaster.
- (6) Prepares all ERFO correspondence for the applicant field unit including but not limited to the following:
 - (i) Notice of Intent Letter.
 - (ii) Program of Projects Letter.
 - (iii) Time Extension requests.

- (iv) All Disaster Repair Status/Closeout Reports (including partial).
- (v) Any request for Federal Lands Highway assistance in project development and/or construction process.
- (7) Monitors and ensures prompt and efficient completion of all repairs.
- (8) Provides:
 - (i) Technical assistance.
 - (ii) Copies of this ERFO Manual.
 - (iii) Training.
 - (iv) Information.
 - (v) Eligibility guidance to applicant (field units).
 - (vi) Maps identifying public and administrative routes.
- (9) Requests funds through the applicant's headquarters office.

(c) Headquarters (Budget Office) Representative

- (1) Advises applicant field units of the amount of ERFO funds available for their disasters.
- (2) Requests the following from the Federal Lands Highway Headquarters office:
 - (i) ERFO fund transfers.
 - (ii) Liquidating cash.
 - (iii) Reinstatement of year-end unobligated ERFO fund balances.
- (3) Reports annual obligations and expenditures of ERFO funds to Federal Lands Highway Headquarters office.

5.2 Federal Lands Highway

- (a) **Division ERFO Coordinators** are primarily responsible for coordination of the ERFO Program and subsequent activities with the applicant's Regional/State office. They are also responsible for ERFO program issues and activities within the Federal Lands Highway Division office and with the Federal Lands Highway Headquarters office including but not limited to the following:
- (1) Receives informal Notices of Intent from the applicant.
 - (2) Contacts other Federal Agencies to see if they have related damage.
 - (3) Notifies the Federal Lands Highway Division Engineer.
 - (4) Notifies Federal Lands Highway ERFO Program Manager.
 - (5) Writes the Notice of Intent, Acknowledgment Letter.
 - (6) Conducts Disaster Assessments to verify the significant impact of the natural disaster or catastrophic failure and then coordinates all Disaster Assessment activities necessary for preparing Disaster Assessment Reports.
 - (7) Writes the Disaster Assessment Report
 - (8) Provides joint guidance briefings prior to beginning the Damage Surveys.
 - (9) Coordinates Damage Survey Team(s) assignments.
 - (10) Instructs the Damage Survey Team(s) about the following:
 - (i) How to perform the detailed damage site inspections.
 - (ii) How to prepare the Damage Survey Reports.
 - (iii) Eligibility requirements.
 - (11) Reviews and ensures completeness of all pertinent documentation including, but not limited to, the following:
 - (i) Damage Survey Reports.
 - (ii) Applicant Program of Projects and subsequent revisions.

- (iii) Disaster Repair Status/Closeout Reports.
- (iv) Time Extension requests.
- (12) Makes recommendations to the Federal Lands Highway Division Engineer.
- (13) Discusses eligibility questions with the Federal Lands Highway Division Engineer.
- (14) Forwards eligibility questions that cannot be resolved between the Federal Lands Highway Division Engineer and the applicant to the Federal Lands Highway ERFO Program Manager for resolution.
- (15) Spends as much time in the field as practical when Damage Survey Reports are being prepared.
- (16) Retains the original of each Damage Survey Report and furnishes a copy of each completed Damage Survey Report to the applicant.
- (17) Reviews the applicant's Program of Projects.
- (18) Writes and forwards the Program of Projects Approval Letter and corresponding spreadsheets to the Federal Lands Highway Division Engineer for signature/approval.
- (19) Writes ERFO correspondence for the Federal Lands Highway Division Engineer.
- (20) Reviews and recommends approval of a variety of documents including, but not limited to, the following:
 - (i) Applicant's Disaster Repair Status/Closeout Reports.
 - (ii) Completed ERFO projects.
 - (iii) Plans, Specifications, and Estimates on selected projects.
 - (iv) Damage Survey Reports and their amendments.
 - (v) Program of Projects and their revisions.
 - (vi) Time Extensions.
- (21) Monitors in-house design efforts.

- (22) Requests funds from Federal Lands Highway Headquarters office.
- (23) Administers allocated ERFO funds.
- (24) Prepares Disaster Repair Status/Closeout Reports for in-house work.
- (25) Forwards Disaster Repair Status/Closeout Reports to the Federal Lands Highway ERFO Program Manager.
- (26) Conducts Disaster Closeout reviews in a timely manner, makes closeout recommendations to the Federal Lands Highway Division Engineer, and prepare final Closeout Letters.

(b) **Division Engineer** - Is ultimately responsible for successful administration of the ERFO Program within the Federal Lands Highway Division office. Specific duties include, but are not limited to, the following:

- (1) Designates the Federal Lands Highway Division's ERFO Coordinator.
- (2) Acknowledges the applicant's Notice of Intent Letter.
- (3) Designates and dispatches Disaster Assessment Team(s), as necessary.
- (4) Issues Positive or Negative Findings.
- (5) Determines ERFO eligibility.
- (6) Approves Damage Survey Reports, Program of Projects and subsequent changes/amendments.
- (7) Delivers the ERFO Program for in-house work.
- (8) Approves the following:
 - (i) Requests for Time Extensions.
 - (ii) Plans, Specifications, and Estimate package.
 - (iii) Force Account work.
- (9) Concurs in award/rejection of bids.

- (10) Accepts completed construction for repairs performed by the Federal Lands Highway Division.
- (11) Requests funds from Federal Lands Highway Headquarters office.
- (12) Administers allocated ERFO funds.
- (13) Completes disaster closeout in a timely manner.
- (14) Enters into reimbursable agreements with agencies, State, county and local governments prior to performing work on approved ERFO repairs during funding shortages.
- (15) Forwards final Disaster Repair Closeout Report and letter to the Federal Lands Highway office.

(c) ERFO Program Manager

- (1) Administers the nationwide ERFO Program and assures overall program quality through management oversight, program stewardship and funds accountability.
- (2) Coordinates with the Federal Highway Administration's Emergency Relief (ER) Program Manager the following :
 - (i) Annual ERFO fund allocations and transfers.
 - (ii) Disaster Numbers.
 - (iii) Reporting requirements.
 - (iv) ERFO Funds Request for fiscal year.
 - (v) Resolves conflicts between the ER and ERFO Programs.
- (3) Reviews Positive or Negative Findings.
- (4) Transfers and allocates funds.
- (5) Coordinates with applicant, division, and headquarters personnel.
- (6) Issues policy and procedures.
- (7) Reviews eligibility appeals from applicants and makes recommendations to the Director, Office of Program Development

and the Associate Administrator, Office of Federal Lands Highway.

- (8) Updates the ERFO Manual.
- (9) Develops, conducts, and/or assists in ERFO training.
- (10) Develops and monitors Interagency Agreements.
- (11) Assists applicants in the reconciliation and reinstatement of end-of-year unobligated ERFO funds by Program Code.
- (12) Coordinates with the applicant's headquarters offices and the Federal Lands Highway Division's ERFO Coordinators on monitoring program activities.
- (13) Develops:
 - (i) Method to track fund transfers and allocations.
 - (ii) Fiscal year obligation projections.
- (14) Leads the following efforts:
 - (i) Overall ERFO quality assurance.
 - (ii) Program stewardship.
- (15) Monitors the following:
 - (i) ERFO field activities.
 - (ii) ERFO funds request and Program of Projects.
 - (iii) Obligation of ERFO funds.
- (16) Notifies each applicant:
 - (i) When the \$100,000,000 cap per State per disaster has been exceeded or met.
 - (ii) How ERFO funds will be transferred.
 - (iii) When Congress has waived the \$100,000,000 cap per State per disaster.

- (17) Provides:
 - (i) Status reports, as required.
 - (ii) Technical assistance and training.
 - (iii) Status of the ERFO Program to the ER program Manager.
 - (iv) Guidance regarding administration of the ERFO Program.
- (18) Reinstates unobligated ERFO funds to applicants at the end of the fiscal year.
- (19) Reconciles fund transfers with the final Disaster Repair Closeout Report and letter.

(d) Federal Lands Highway Director, Office of Program Development

- (1) Advises the applicant's headquarters office about the availability of funds.
- (2) Approves ERFO Policy changes and ERFO Program agreements.
- (3) Replies to congressional and public correspondence.
- (4) Decides appeals.

(e) Associate Administrator, Office of Federal Lands Highway

- (1) Delegates Administration of the ERFO Program.
- (2) Decides appeals.

5.3 Other Agency Specific Roles and Responsibilities

- (a) **Bureau of Indian Affairs** notifies the Federal Lands Highway Division Engineer of damages sustained on Indian Reservation Roads. In addition, they are also required to inform the following entities of ERFO activities when such activities may impact:
 - (1) Indian tribal governments.
 - (2) State transportation agencies.

- (3) Counties.
- (b) **Bureau of Land Management** notifies the Federal Lands Highway Division Engineer about damages to Land Management Highways under the jurisdiction of a State or county providing access to or through public lands administered by the Bureau of Land Management.
- (c) **County, Local Governments and Other Agencies:**
 - (1) Advises Federal Lands Management Agencies when damages are sustained on Federal Roads under their jurisdiction.
 - (2) Enters into a Reimbursement Agreement with the Federal Lands Highway Division Engineer, prior to performing eligible ERFO repairs.
 - (3) Has the same roles and responsibilities as an applicant as described in Section 5.1 (a).
- (d) **Forest Service** notifies the Federal Lands Highway Division Engineer about damages to Forest Highways that are under Forest Service or county jurisdiction.
- (e) **Indian Tribal Government**
 - (1) Notifies the serving Bureau of Indian Affairs agency or Regional Office that Indian Reservation Roads have been damaged and requests that the Bureau of Indian Affairs apply for ERFO funds to make repairs.
 - (2) Participates in the following activities:
 - (i) Damage Survey Team.
 - (ii) Detailed site inspections.
 - (iii) Final inspection of ERFO projects on/near their reservation(s).
- (f) **State Transportation Department**
 - (1) Applies for ERFO funds through the Federal Lands Highway Division Engineer for all Forest Highways that are Federal-Aid Highways.

- (2) Advises the Federal Lands Highway Division Engineer and Federal Lands Management Agencies of damage sustained on Federal Land Management Agency roads.
- (3) Enters into Reimbursement Agreements with the Federal Lands Highway Division Engineer, prior to performing eligible ERFO repairs.
- (4) Has the same roles and responsibilities as an applicant as described in Section 5.1 (a).

5.4 Federal Highway Administration - The Secretary of the Department of Transportation has delegated the administration of the emergency relief provision contained in Title 23 United States Code, Section 125, to the Federal Highway Administrator.