

## Appendix C - Correspondence Samples, Instructions, Tables and Reports

### C.1 Notice of Intent Letter - *To be written by the applicant.*

Division Engineer  
Federal Highway Administration  
*(Division Name)*  
*(Division Address)*

This letter is to confirm our informal Notice of Intent to seek emergency relief funds conveyed by telephone to *(Name)* on *(Date)*.

The cause of the damage/disaster is *(Specifically state the location and damage/disaster cause)*.

*[Example: Heavy rains falling on an unusually large snow pack from about March 17, 1997, through March 20, 1997, and April 21, 1997, through about April 24, 1997, damaged five Indian Reservation roads on the Colville, Kalispel, and Spokane Indian Reservations in Washington. On April 25, 1997, the Governor of the State of Washington declared Douglas, Ferry, Lincoln, and Pend Oreille Counties disaster areas.]*

This letter is our formal Notice of Intent to apply for emergency relief funds to assist with the needed repairs and reconstruction under provisions of 23 U.S.C 125.

Preliminary cost estimate: *(Amount)*

Please ensure that responses to this letter are copied to *(Name, Title, and Address)*.

If you have questions, please contact *(Name)*, *(Title)*, at *(Phone number)*.

Sincerely,

*(Signature)*  
*(Title)*

***(Special Note: Please include the Federal Lands Highway ERFO Coordinator on your distribution list.)***

### **C.1.1 Notice of Intent Letter Instructions**

First formal application for ERFO funds submitted by the applicant to the Federal Lands Highway Division Engineer. Components of the letter should include the following:

- (a) Statement of intention to apply for Emergency Relief.
- (b) Request that a Finding be made.
- (c) Location of damage.
- (d) Occurrence date(s).
- (e) Type(s) of damage.
- (f) An estimate of the cost of repair/reconstruction.
- (g) A general indication of the extraordinary character of the natural disturbance.
- (h) Indication of the extent of areas affected outside the land(s) administered by the applicant.
- (i) The counties covered by Presidential Disaster Declaration made under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 United States Code 5121 et seq.).
- (j) The counties covered by State Governor's Proclamation of Emergency.
- (k) Quick Release may be requested by the applicant at this time (see Appendix A.73).

**C.2 Acknowledgment Letter - To be written by Federal Lands Highway Division Engineer**

***(Applicant Address)***

Emergency Relief for Federally Owned Roads  
Acknowledgment Letter

This letter is to acknowledge your ***(Date)***, letter, which advised that you intend to apply for Emergency Relief for Federally Owned Roads (ERFO) funds under 23 U.S.C. 125, for the repair of ***(Damage/Disaster Site)***.

You should proceed with the performance of the emergency operations necessary to restore essential travel; to protect the remaining facilities; to reduce the extent of damage; to begin preliminary engineering (consisting of surveys, designs, and permanent restoration work that is required as an associated part of the emergency operations) and to use agency forces and/or negotiated equipment rental contracts as necessary to perform the work

To maintain eligibility of repairs for ERFO funds you must (1) photograph each site to document the extent of the damage and (2) track emergency repair expenditures by damage site.

The eligibility of such repairs for ERFO funds will be contingent upon the issuance of a Positive Finding on the eligibility of the disaster and subsequent approval of the repairs by the ***(Division Name)*** Federal Lands Highway Division, Federal Highway Administration. The basis for the decision will be a Disaster Assessment Report with estimates of cost to repair or reconstruct the damaged routes and (evidence of wide area damage extent and intensity of the disaster) or (evidence the failure occurred on a major segment of the road system causing a disastrous impact).

A representative from this office will contact your field unit representative to make arrangements to review the disaster damage to determine eligibility and begin preparing the Disaster Assessment Report. If a Positive Finding is made, we will make further arrangements for individual site inspections (if required) to prepare Damage Survey Reports.

You have the option to request the Quick Release of ERFO funds which may only be used to offset (reimburse) the costs to Agencies for making emergency repairs to re-establish its vital transportation system(s). These funds, subject to availability, may be transferred only once a Positive Finding has been issued.

If you have questions or need further information, please contact the Federal Lands Highway Division ERFO Coordinator, ***(Name)*** at ***(Phone Number)***.

Sincerely yours,

***(Signature)***

***(Title)***

cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit (cc list from notice of intent letter) with copy of incoming to all.

**C.3 Disaster Assessment Report** - *To be written by the Federal Lands Highway Division ERFO Coordinator and should include the following elements:*

- (a) The intensity of the natural disaster or catastrophic failure.
- (b) The extent and severity of the event. In the case of flooding, the Disaster Assessment Report shall include available information regarding high water elevations, stream-gauge data, and rain-gauge data.
- (c) Description of the nature, cause, and seriousness of the failure (if a catastrophic failure). Explain if the catastrophic failure was caused by gradual and progressive deterioration or the lack of maintenance. If appropriate, give the names of parties that may have contributed to the failure. Also state if insurance, cost share, or other compensation will pay for any of the repairs.
- (d) Dates of the occurrence.
- (e) Extent of the affected area.
- (f) Description of the damage to Federal roads and other roads (Federal-Aid highways, State, county and city).
- (g) Copies of Emergency Relief Reports and newspaper articles, as available.
- (h) Copies of Presidential Disaster Declarations and Governor Proclamations, as available.
- (i) Approximate cost of repairs or reconstruction of the damage.
- (j) Photographs of typical damage and appropriate maps showing the location of each area and extent of damage.
- (k) A discussion on the impact of the subject damage. For example, a destroyed bridge with limited traffic has little impact, but a bridge serving as the principal access to homes, large tracts of land, or carrying large amounts of traffic will have a significant impact.
- (l) A concluding statement indicating a natural disaster or catastrophic failure causing severe damage has (or has not) occurred to Federal roads and make a specific recommendation for a Finding.

**C.4 Positive Finding Letter - To be written by Federal Lands Highway Division Engineer.**

*(Applicant Address)*

Emergency Relief for Federally Owned Roads  
Positive Finding Letter - *(ERFO Disaster Number)*

Your letter of *(Date)*, requested Emergency Relief for Federally Owned Roads (ERFO) funds be made available for the repair of *(Damage/Disaster Site)*. The dates of said damage are from *(Beginning date)* to *(Ending date)*.

An assessment of the **(catastrophic failure /natural disaster)** has been completed and pursuant to Title 23 United States Code, Section 125, I find that Emergency Relief funds, subject to availability, will be provided for eligible repairs.

The Disaster Identification Number will be *(ERFO Disaster Number)*. Please use this number as the reference for any correspondence.

Arrangements will be made by my staff to finish joint damage site inspections and reports.

Upon completion of the site inspections, your office must submit a Program of Projects within 90 days from receipt of this letter.

The Program of Projects must include detailed descriptions and estimated costs of emergency repairs and proposed permanent repairs at each damage site. Following its approval by this office, ERFO funds may be requested by your headquarters office in accordance with the established procedures.

ERFO work shall be given prompt attention and priority over non-emergency work and programmed projects. Projects not under construction by the end of the second fiscal year following the year that the disaster occurred will be withdrawn from the approved Program of Projects unless suitable justification is provided by the applicant to warrant retention.

If you have questions or need further information, please contact the Federal Lands Highway ERFO Coordinator, *(Name)* at *(Phone Number)*.

Sincerely yours,

*(Signature)*  
*(Title)*

cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit with copy of incoming to all.

**C.5 Negative Finding Letter** - *To be written by the Federal Lands Highway Division Engineer.*

*(Applicant Address)*

Emergency Relief for Federally Owned Roads  
Negative Finding Letter

Your letter of *(Date)*, requested Emergency Relief for Federally Owned Roads (ERFO) funds be made available for the repair of *(Damage/Disaster Site)*. The dates of the damage are from *(Beginning Date)* to *(Ending Date)*.

An assessment of damage has been completed. It was found that certain damage did occur; however, these damages are *(Give brief explanation such as: considered heavy maintenance/ roads are ineligible/ threshold not met/ does not meet the criteria for serious damage)*.

If you disagree with this finding, you may appeal as outlined in the ERFO Manual. If you have questions or need further information, please contact the Federal Lands Highway ERFO Coordinator, *(Name)* at *(Phone Number)*.

Sincerely

*(Signature)*  
*(Title)*

cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit with copy of incoming to all.

**C.6 Request for Quick Release Letter - To be written by the applicant.**

Federal Lands Highway Division Engineer

*(Division Name)*

*(Division Address)*

Emergency Relief for Federally Owned Roads  
Request for Quick Release Letter - *(ERFO Disaster Number)*

We have received your letter of Positive Finding dated *(Date)* and formally request Quick Release of ERFO funds specifically as indicated in the table below.

We understand that these funds may only be used to offset (reimburse) the costs to Agencies for making emergency repairs to re-establish its vital transportation system(s) and that they are subject to availability.

<b>Request for Quick Release Letter Table</b>			
<i>Applicant</i>			
<i>Emergency Repair</i>	<i>Location</i>	<i>Funds Requested</i>	<i>Justification</i>
<i>Example: Culvert Replacement</i>	<i>Mile Post 10, Rt 101</i>	<i>\$150,000</i>	<i>Access to private residences culvert washed out</i>
<i>Example: Bridge Replacement</i>	<i>Mile Post 20, Rt 101</i>	<i>\$150,000</i>	<i>Vital link serving local hospital.</i>

We understand that the availability of these funds is subject to an issuance of a positive finding.

If you have questions, please contact *(Name)*, *(Title)*, at *(Phone Number)*.

Sincerely,

*(Signature)*

*(Title)*

***(Special Note: cc: Federal Lands Highway ERFO Coordinator)***

**C.7 Quick Release Response Letter** - To be written by Federal Lands Highway Division Engineer.

*(Applicant Address)*

Emergency Relief for Federally Owned Roads  
 Quick Release Response Letter *(Disaster Number)*

Your Request for Quick Release has been *(Approved/Disapproved)* as indicated below:.

<b>Request for Quick Release Letter Table</b>					
<i>Applicant</i>				<i>Division Engineer</i>	
<i>Emergency Repair</i>	<i>Location</i>	<i>Funds Requested</i>	<i>Justification</i>	<i>Approved/Disapproved</i>	<i>Reason</i>
<i>Example: Bridge Replacement</i>	<i>Mile Post 10, Rt 101</i>	<i>\$150,000</i>	<i>Access to private residences culvert washed out</i>	<i>Disapproved</i>	<i>Alternate access available.</i>
<i>Example: Bridge Replacement</i>	<i>Mile Post 20, Rt 101</i>	<i>\$150,000</i>	<i>Vital link serving local hospital.</i>	<i>Approved</i>	

This letter provides advice on Quick Release of ERFO funds approval only and does not transfer obligation authority or cash to accomplish the approved repairs. Please advise your headquarters office that funds, subject to availability, in the amount of *(Amount)* may be formally requested from the Federal Lands Highway ERFO Program Manager.

If you have any questions, please contact *(Name)* and *(Phone Number)*.

*(Signature)*  
*(Title)*

cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit with copy of incoming to all.



### C.8 Equipment List

Available?	Description	Provider	
		Applicant	Federal Lands Highway
	Two maps identifying designated applicant's Federal Roads which clearly depict the damage site.	X	
	A copy of the current ERFO Manual.		X
	Supply of Damage Survey Report forms.		X
	Camera and method to identify the photographed location (e.g., marker and pad, small chalk board and chalk).	X	X
	A measuring tape or electronic distance measuring device.	X	X
	Clipboard, pencils, pens, stapler, and extra staples, calculator, paper, and straight edge.	X	X
	Applicant-owned equipment rental rates (with operator rate included).	X	
	Local market, private industry operator labor rates (with operator rate included).	X	
	Tabulation of recent average unit contract prices for selected repairs.	X	
	Local market, private industry equipment rental rates.	X	
	Notebook computer as needed.	X	X
	Global Positioning System (GPS) Equipment (optional)		X
	Hard hats.	X	
	Safety vests.	X	X
	First-aid kit.	X	X
	Traffic control devices (i.e., cones).	X	
	Steeled-toe boots (optional).	X	X
	Communication equipment (telephone/radio).	X	X
	Clinometer	X	X
	Compass	X	X
	Flashlight.	X	X

## **C.9 Damage Survey Report**

- (a) The Damage Survey Report is used to describe the damage, method, and estimated cost of emergency and permanent repairs. This report is completed by the Damage Site Survey Team.
- (b) Use the required blank form provided in Appendix C.8.1.
- (c) The Damage Survey Team will make a detailed inspection of each damage site. The data gathered determines the scope of work and preliminary cost estimates, and will include the following information:
  - (1) The extent and cause of the damage.
  - (2) Emergency repairs completed or those necessary.
  - (3) Proposed permanent repairs within ERFO guidelines. Include applicable repair options on supplemental sheets (see Appendix C.9.3).
  - (4) Identify and justify betterments, if proposed.
  - (5) Cost estimates for eligible repairs.

### C.9.1 Blank Sample

<b>FEDERAL HIGHWAY ADMINISTRATION, Federal Lands Highway DAMAGE SURVEY REPORT (Title 23, Federal-Aid System/Federal Domain)</b>			Sheet No. ____ of ____ DSR No. _____ Disaster No. _____	
Applicant: _____		County: _____	State: _____	
Location of Damage (Route No., Name of Road and Mile Post)			Inspection Date: _____	
ADT: _____			Photographs #: _____	
Bridge Data: Type: _____ ID #: _____	Road Traveled Way: Width _____ Shoulder: Width _____	Classification: _____ Type _____ Thickness _____ Type _____		
Description and Cause of Damage:			Scope of Work:	
<b>COST ESTIMATE FOR EMERGENCY REPAIRS*</b>				
QUANTITY	UNIT	DESCRIPTION (Equipment, Labor, and Materials)	Unit Price	COST
Proposed: Force Account <input type="checkbox"/> Contract <input type="checkbox"/>			Total Emergency Repairs \$	
<b>COST ESTIMATE FOR PERMANENT REPAIRS *</b>				
QUANTITY	UNIT	DESCRIPTION (Equipment, Labor, and Materials)	Unit Price	COST
Proposed: Force Account <input type="checkbox"/> Contract <input type="checkbox"/>			Total Permanent Repairs \$	
*Identify Betterment if any and Provide justification			Preliminary Engineering	\$
			Construction Engineering	\$
			Right-of-Way	\$
			Other	\$
			<b>TOTAL ESTIMATE COST</b>	<b>\$</b>
Submitted by: (Name and Title)			Signature: _____	Date: _____
Reviewed by: (Name and Title) <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible			Signature: _____	Date: _____
Recommended Approved by: (Name and Title) <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible			Signature: _____	Date: _____

**C.9.2 Instructions** - One or more eligible damage sites can be reported on one Damage Survey Report; however, large slides and bridges may not be grouped on one report. Use supplemental sheets as needed.

When multiple sites are combined on one Damage Survey Report, provide a separate supplemental sheet for each site. For each site provide a description of damage, scope of repairs, and cost estimate. Summarize the cost by site on the first page of the Damage Survey Report.

- (a) **Sheet No. \_\_\_\_ of \_\_\_\_:** - Sheet numbers are entered to sequence the Damage Survey Reports.
- (b) **DSR No. :** - Assigned number given to each Damage Survey Report containing at least the route number, name of road and mile post.
- (c) **Disaster No.:** - The Disaster Number is provided in the Positive Finding letter and must be included on every Damage Survey Report.
- (d) **Applicant:-** Enter the name of the field unit (National Forest, National Park, etc).
- (e) **County:** - Enter the name of the county in which the damage site is located.
- (f) **State:** - Enter the two-letter abbreviation of the State in which the damage site is located.
- (g) **Inspection Date:** - Enter the inspection date.
- (h) **Location of Damage:** - Enter the route number, name of the road, and milepost of the damage site in miles or kilometers according to your agency's metric policy.
- (i) **ADT:** - Enter the Average Daily Traffic for the road.
- (j) **Bridge Data:** - Enter type of bridge and the bridge number.
- (k) **Road Data:** - Enter the road classification, traveled way width and surface type and thickness, shoulder width, thickness, and surface type and thickness.
- (l) **Photographs Numbers** - Enter information to identify photographs.
- (m) **Description and Cause of Damage:**
  - (1) Provide a clear description about how the damage occurred.

- (2) Describe the amount of road lost, noting the length, width, and depth. Include the same information on the damage, such as slides, slumps, or washouts.
  - (3) Include the size and condition of the structures.
  - (4) Note any signs of a preexisting condition for slides and slumps such as sealed pavement cracks, vegetation growing in slope cracks, horizontal drains.
  - (5) Provide a sketch or cross-section drawing with dimensions that illustrates the damage and current roadway width.
- (n) **Scope of Work:**
- (1) Describe both emergency and permanent repairs.
  - (2) Provide a brief outline of alternate repair option(s), if considered.
  - (3) Indicate proposed changes to meet current design standards.
- (o) **Cost Estimate for Emergency Repairs:** - Show all emergency repairs as well as temporary traffic control devices, warning signs, Damage Survey Report preparation, NEPA, and erosion control.
- (1) **Quantity:** - Enter the number of units of equipment, labor, or materials.
  - (2) **Unit:** - Enter the unit of measure.
  - (3) **Description:** - Enter the name of the equipment, labor, and materials.
  - (4) **Unit Price:** - Enter the unit price for the item.
  - (5) **Cost** - Calculate the COST by multiplying the QUANTITY by the Unit Price.
  - (6) **Force Account:** - Mark this box if the emergency repairs were done by the applicant's employees.
  - (7) **Contract:** - Mark this box if the emergency repairs were done by a contractor.
  - (8) **Total Emergency Repairs** - Add up the costs for each item and enter the total.

- (p) **Cost Estimate for Permanent Repairs:** - Use the type of cost items that typically appear in competitively bid construction contracts.
- (1) **Quantity** - Enter the number of units of equipment, labor, or materials.
- Special Note:** Do not use units of equipment and labor of more than ten (10) percent of the permanent repair costs.
- (2) **Unit** - Enter the unit of measure.
- Special Note:** Do not use lump sum for more than twenty-five (25) percent of repair costs.
- (3) **Description:** - Enter the name of the equipment, labor, and materials.
- (4) **Unit Price:** - Enter the unit price for the item.
- (5) **Cost:** - Calculate the COST by multiplying the QUANTITY by the Unit Price.
- (6) **Force Account:** - Mark this box if the permanent repairs will be done by the applicant's employees.
- (7) **Contract:** - Mark this box if the permanent repairs will be done by a contractor.
- (8) **Total Permanent Repairs:** - Total the costs.
- (q) **Identify Betterment and Provide Justification in the block provided.**  
Add separate sheets, as needed.
- (r) **Preliminary Engineering:** - Calculate the cost of preliminary engineering as a percentage of the total permanent repair cost. Average preliminary engineering costs are fifteen (15) percent.
- (s) **Construction Engineering:** - Calculate the cost of construction engineering as a percentage of the total permanent repair cost. Average construction engineering costs are ten (10) percent.
- (t) **Right-Of-Way:** - Enter the cost of acquiring the right-of-way that is necessary to make the repairs. Consider using construction easements whenever possible.
- (u) **Other** - Costs other than previously identified.

- (v) **Total Estimated Cost:** - Enter the total cost for emergency repairs, permanent repairs, preliminary and construction engineering, and right of-way. If there is cost sharing on the road, adjust the total amount to reflect the government's share. ERFO funds can pay only for the government's share of the repair costs.
- (w) **Submitted by:** - Fill in the applicant's field unit ERFO Coordinator's submitter's name, title, signature and date.
- (x) **Reviewed by:** - Reserved for use by Federal Lands Highway (field) reviewer. Enter reviewer's name, title, note your opinion of eligibility/ineligibility by marking the appropriate box, signature and date.
- (y) **Recommended by:** - Reserved for use by Federal Lands Highway ERFO Coordinator. Enter the Coordinator's name, title, note your opinion of eligibility/ineligibility by marking the appropriate box, signature and date.

**C.9.3 Supplemental Sheets**

- (a) Duplicate the information contained on the original Damage Survey Report about the site(s) at the top of each supplemental sheet.
- (b) The following items are required and should be attached to supplemental sheets.
  - (1) Additional explanations of the damage, scope of work, estimated costs of repairs, betterment justification, etc.
  - (2) Sketches or drawings illustrating the damage or proposed repairs.
  - (3) Photos of the damage site(s).
  - (4) Map(s) showing the site location(s).

<b>FEDERAL HIGHWAY ADMINISTRATION, Federal Lands Highway DAMAGE SURVEY REPORT (Title 23, Federal-Aid System/Federal Domain)</b>			Sheet No. ____ of ____ DSR No. _____ Disaster No. _____
Applicant:	County:	State:	Inspection Date:
Location of Damage (Route No., Name of Road and Mile Post)			ADT:



**C.10 Applicant's Program of Projects Letter - To be written by applicant.**

*(Date)*

Division Engineer  
Federal Highway Administration

*(Division Name)*

*(Division Address)*

Emergency Relief for Federally Owned Roads  
Program of Projects Letter *(Disaster Number)*

Dear *(Division Engineer name)*:

We request *(initial/revised)* Program of Projects approval for roads damaged in disaster *(Disaster Number)* which occurred on *(Dates)* as a result of *(Natural Disaster/Catastrophic Failure)* under our jurisdiction as summarized below.

<b>Program of Projects Summary Table</b>				
<b>Location of Damage</b>	<b>Organization Performing the Repairs</b>	<b>Previously Approved Amount</b>	<b>Current Approved Amount</b>	<b>Total Approved Amount</b>
Mt Rainier	NPS	\$0	\$468,949	\$468,949
	WFLHD	\$0	\$176,000	\$176,000
N. Cascades				
<b>Subtotal</b>	NPS	\$0	\$468,949	\$468,949
	WFLHD	\$0	\$176,000	\$176,000
<b>Grand Total</b>		<b>\$0</b>	<b>\$644,949</b>	<b>\$644,949</b>

Attached is our *(initial/revised)* proposed Program of Project's spreadsheet. *(Submit the original Damage Survey Reports if not previously submitted.)*

We request that the *(Division Name)* Federal Lands Highway Division perform the following work:

*(Include description and site location.)*

If you have any further questions, please contact *(Name)*, at *(Phone Number)*.

Sincerely,

*(Signature)*  
*(Name & Title)*

Enclosure: Program of Projects Table

*(Special Note: Please include the Federal Lands Highway ERFO Coordinator on your distribution list.)*

**C.11 Program of Projects Table**

<b>Program of Projects Table</b>						
<b>PROGRAM OF PROJECTS Number:</b> _____				<b>Date:</b> _____		
<b>Disaster Number:</b> _____			<b>Agency Sub-Unit:</b> _____			
DAMAGE SURVEY REPORT NUMBER (Bold/Ital row(s) affected by change)	DESCRIPTION OF REPAIR	PROPOSED (APPROVED) PROGRAM DOLLAR AMOUNT				Method of PERMANENT REPAIRS (Force Account/ Contract/Other)
		Applicant	Federal Lands Highway Division Office	Other includes Tribe, State, Agency, County	TOTAL	
<i>Example: BLU 2300-4.9</i>	<i>Reconstruct roadway embankment and replace two culverts</i>	\$56,000	\$0	\$0	\$56,000	<i>Contract or Force Account</i>
<b>PREVIOUSLY APPROVED PROGRAM TOTAL</b>						
<b>Revision/Change(s)</b>						
DAMAGE SURVEY REPORT NUMBER  Special Note: Bold/Ital row(s) affected by change	DESCRIPTION OF REPAIR	PROPOSED (APPROVED) PROGRAM DOLLAR AMOUNT				Method of PERMANENT REPAIRS  Force Account/ Contract/Other
		Applicant	Federal Lands Highway Division Office	Other includes Tribe, State, Agency, County	TOTAL	
<i>Example: BLU 2300-4.9</i>	<i>Reconstruct roadway embankment and replace two culverts</i>	\$20,000	\$10,000	\$0	\$30,000	<i>Contract</i>
<b>PROPOSED PROGRAM REVISIONS TOTAL</b>						
<i>Example</i>		\$20,000	\$10,000	\$0	\$30,000	
<b>PROPOSED PROGRAM TOTAL</b>						
<i>Example</i>		\$76,000	\$10,000	\$0	\$86,000	

**C.12 Program of Projects Approval Letter - To be written by the Federal Lands Highway Division Engineer.**

*(Applicant Address)*

Emergency Relief for Federally Owned Roads  
 Program of Projects Approval Letter No: \_\_\_ *(Disaster Number)*

The proposed Program of Projects submitted with your letter dated *(Date)*, is approved as indicated below.

<b>Program of Projects Summary Table</b>				
<b>Location of Damage</b>	<b>Organization Performing the Repairs</b>	<b>Previously Approved Amount</b>	<b>Current Approved Amount</b>	<b>Total Approved Amount</b>
Mt Rainier	NPS	\$0	\$468,949	\$468,949
	WFLHD	\$0	\$176,000	\$176,000
N. Cascades				
<b>Subtotal</b>	NPS	\$0	\$468,949	\$468,949
	WFLHD	\$0	\$176,000	\$176,000
<b>Grand Total</b>		<b>\$0</b>	<b>\$644,949</b>	<b>\$644,949</b>

We are pleased to advise you that Federal Lands Highway is available to assist your agency per your request to perform work dated *(Date)*. A representative from our office will be in contact with your field unit representative to coordinate this effort. Federal Highway Administration approval is required at the following stages *(Approval of Plans, Specifications, and Estimates packages; Concurrence in rejection of bids; and Concurrence in award)*.

This letter provides advice on program approval only and does not transfer obligation authority or cash to accomplish approved repairs. Funds, subject to availability, in the amount of *(Amount)* may be requested on an as-needed/written request basis. Please advise your headquarters office to formally request these funds from the Federal Lands Highway ERFO Program Manager. **[Please note: Transfer of ERFO funds will be withheld if prior year Disaster Repair Status/Close-out Reports have not been submitted to the Federal Lands Highway Division Engineer.]**

We will be requesting our Washington Headquarters to arrange the transfer of obligation authority on an as needed/written request basis in the amount of *(Amount)* to *(Division Name)* Federal Lands Highway Division.

If you have questions or need further information, please contact the Federal Lands Highway Division ERFO Coordinator, *(Name)* at *(Phone Number)*.

*(Signature)*  
*(Name & Title)*

Enclosure: Program of Projects Table  
 cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit with copy of incoming to all.

**C.13 Request for ERFO Funds - *To be written by the applicant.***

***(Applicant Address)***

***(Date)***

Federal Lands Highway Associate Administrator  
Federal Highway Administration  
400 Seventh Street SW - HFL-1  
Washington, DC 20590

Emergency Relief for Federally Owned Roads  
Request for ERFO Funds Letter Number: \_\_\_\_\_ ***(Disaster Number)***

This is to request ERFO funds in the amount of ***(Amount)*** for disaster ***(Disaster Number)*** which will be obligated in fiscal year ***(Fiscal Year)***.

Thank you for your assistance in this matter. If there are any questions, please contact ***(Name)*** at ***(Phone Number)***.

Sincerely,

***(Signature)***  
***(Name and Title)***

**Special Note:** include HFPD-5 in the "cc:" lines.

**C.14 Transfer of ERFO Funds - To be written by the Federal Lands Highway ERFO Program Manager.**

*(Applicant Address)*

*(Date)*

Emergency Relief for Federally Owned Roads  
Allocation of ERFO Funds Letter Number: \_\_\_\_\_ *(Disaster Number)*

The *(Applicant)* has jurisdiction over certain roads that have been determined eligible for emergency relief funds under the Emergency Relief for Federally Owned roads (ERFO) Program. Allocations of ERFO funds (obligational authority) are made to the *(Applicant)* throughout the year by the Federal Highway Administration's (FHWA) Federal Lands Highway (FLH) office to pay the cost of these approved repairs. In a letter dated *(Date)* from *(Name)*, your agency requested *(Amount)* of ERFO funds for *(Type of work/Repairs)* at *(Location)*, *(State)* under *(Disaster Number)*.

By copy of this letter, we are transferring *(Amount)* of ERFO funds contract/obligation authority, **Program Code (PC)**-*(Alpha and Numeric digits)*, to the *(Agency)*. This is the *(Number of Transfers)* transfer(s) of ERFO funds for FY *(Fiscal Year)*. The resulting summary of the *(Agency)* FY *(Fiscal Year)* ERFO Program dated *(Date)*, is enclosed.

A FHWA 370 (Allotment Advise Form) confirming this transfer will soon be issued by the FHWA Budget Division, Office of Budget and Finance. This action is for obligation authority only and does not involve liquidating cash. You should continue to request the transfer of liquidating cash from the FHWA's Chief, Finance Division. The ERFO obligations must be reported separately from other Highway Trust Funds on the SF-133. Please direct and questions to *(ERFO Program Manager)* at *(Phone Number)*.

Sincerely yours,

*(Signature)*  
*(Name and Title)*

Enclosure

cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit with copy of incoming to all.

**C.15 Allocation Memorandum to a Federal Lands Highway Division - To be written by the Federal Lands Highway ERFO Program Manager.**

**(Date)**

ACTION: Emergency Relief for Federal Owned  
Roads (ERFO) Project Allocation

Director, Office of Program Development  
Federal Lands Highway

Division Engineer (**Routing Code**)  
(**Division City, State**)

As requested by your staff, this memorandum allocates ERFO funds to (**Type of Work/Repairs, Advertisement, Reimbursement, Additional Funds, etc.**) In (**State(s)**) for this fiscal year. This memorandum:

**ALLOCATES (Amount)** of ERFO funds, **PC-(Alpha and Numeric Digits)**, to the (**Division**) (**HFL-(Division)**) for (**Disaster Number**) in (**State**).

This allocation will be entered as a sub-allotment in the General Ledger module of Delphi. The accounting flex field information is as follows: Fund, (**10 Alpha and Numeric Digits**); Budget Year, 0000; and BPAC, (**10 Alpha and Numeric Digits**). Each entry will be recorded at the organization level consisting of FLHD and state.

The resulting summary of the (**Division**) **FY (Fiscal Year)** ERFO Program dated (**Date**), is enclosed. The amounts of approved (**Type of Work/Repairs, Pay Back, or Reimbursement, etc.**) costs by Program Code for each ERFO disaster are shown in the attachments. If there are any questions, please contact (**ERFO Program Manager**), at (**Phone Number**).

Attachment

**Special Note:** include Federal Lands Highway ERFO Coordinators in "cc"lines.

**C.16 Request for Time Extension - To be written by the applicant.**

*(Date)*

Division Engineer  
Federal Highway Administration  
*(Division Name)*  
*(Division Address)*

Emergency Relief for Federally Owned Roads  
Request for Time Extension Letter Number: \_\_\_\_\_ *(Disaster Number)*

Dear *(Division Engineer Name)*:

The *(Applicant Name)* requests a *(Time)* time extension for approved ERFO site *(Site Location)* which resulted from disaster number *(Disaster Number)*.

Please see the attached table for additional information.

If you have any further questions, please contact *(Name, Title)*, at *(Phone)*.

Sincerely,

*(Applicant Title)*

Attachment

**C.16.a - Request for Time Extension Table - To be written by the applicant**

<b>Request for Time Extension Table</b>			
<b>Damage Survey Report Number</b>	<b>Current Approved Contract Award Date</b>	<b>Revised Contract Award Date Requested</b>	<b>Rationale for Request for Revision of the Contract Award Date</b>
<i>Example: BLU 2300-4.9</i>	<i>Example: Date</i>	<i>Example: Date</i>	<i>Example: We cannot access this site because of road damage along Route 6 that occurred in the OR98-2-BIA disaster. The damage at M.P. 1.0 has severely damaged the bridge abutment and it will not be repaired until later this fall.</i>



**C.17 Approval of Request for Time Extension - To be written by the Federal Lands Highway Division Engineer.**

*(Date)*

*(Applicant Title)*

*(Applicant Address)*

Emergency Relief for Federally Owned Roads  
Approval of Request for Time Extension Letter Number: \_\_\_\_\_ *(Disaster Number)*

Dear *(Name)*:

We received your letter dated *(Date)*, requesting a time extension for Emergency Relief for Federally Owned Roads (ERFO) projects damaged in the *(Disaster Number)* disaster.

Based upon the information you presented, approval/disapproval is indicated on the attached table. The projects must be under contract as indicated on the attached table in order to ensure continued eligibility of ERFO funds.

Sites not eligible for time extensions should be removed from future ERFO fund requests. Any expenditure of ERFO funds on these sites after the approved completion date is prohibited. In addition, expenditure of any other program/agency funds after that date will not be reimbursed under the ERFO Program.

If you have questions or need further information, please contact the Federal Lands Highway Division ERFO Coordinator, *(Name)* at *(Phone Number)*.

Sincerely yours,

Division Engineer

Attachment

cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit with copy of incoming to all.

**C.17.a Time Extension Table** - *To be written by the Federal Lands Highway Division Engineer*

<b>Time Extensions Table</b>			
<b>Damage Survey Report Number</b>	<b>Revised Contract Award Date Requested</b>	<b>Approved Contract Award Date</b>	<b>Rationale for Decision Made</b>
<i>Example: BLU 2300-4.9</i>	<i>Example: Date</i>	<i>Example: Date</i>	<i>Example: The time extension is approved based on another eligible ERFO disaster delaying the repair of this site. We expect that the repair of this site will be accomplished along with the repair of the bridge abutment at MP 1.0.</i>

**C.18 Annual ERFO Funds Request - To be written by the applicant.**

<b>ANNUAL ERFO FUNDS REQUEST</b>						
Agency Administering ERFO Repairs	Disaster Number	Reimbursement (Payback) Funds		(3) Amount of Funds needed for Ongoing Projects	(4) Amount of Funds needed for this Fiscal Year	Totals
		(1) Agency Funds	(2) Federal Lands Highway			
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
		\$	\$	\$	\$	\$
<b>Total</b>		\$	\$	\$	\$	\$
<b>Prepared by:</b> _____ <b>Date:</b> _____ <b>Phone:</b> _____						
<p>(1) Amount of Agency funds used on repairs to be repaid by ERFO.</p> <p>(2) Amount of Federal Lands Highway Program funds used on repairs to be repaid by ERFO.</p> <p>(3) Amount of ERFO funds needed for Construction Engineering(CE)/Contract Modifications (CM) for active/ongoing construction projects.</p> <p>(4) The amount of funds needed for design, advertisement, award, and construction engineering for new projects this fiscal year.</p>						

**C.19 Request for Closeout - To be written by the applicant**

**(Date)**

Division Engineer  
Federal Highway Administration  
**(Division Name)**  
**(Division Address)**

Emergency Relief for Federally Owned Roads  
Request for Closeout Letter Number: \_\_\_\_\_ **(Disaster Number)**

Dear **(Division Engineer Name)**:

The **(Applicant Name)** requests a **(final/partial)** closeout of approved ERFO site(s) which resulted from disaster number **(Disaster Number)**. The site(s), shown on the attached table, have been repaired according to the description of repairs on the most recent DSR and the approved Program of Projects (except as noted). The total expenditure to repair all damage is \$ \_\_\_\_.

If you have any further questions, please contact **(Name, Title)**, at **(Phone)**.

Sincerely,

**(Title)**

Attachment: Disaster Repair Status/Closeout Report

**C.20 Disaster Repair Status/Closeout Report** - To be written by the applicant.

Note: As a status report, this report is due to Federal Lands Highway ERFO Coordinator by December 31 of each year until the disaster is closed out.

As a closeout report, this report is due to Federal Lands Highway ERFO Coordinator at the time of closeout submittal.

<b>DISASTER REPAIR STATUS/CLOSEOUT REPORT</b>												
<b>Date:</b> _____			<b>Disaster Number:</b> _____				<b>Sub-Unit:</b> _____					
LOCATION DAMAGE SURVEY REPORT NUMBER	DESCRIPTION OF APPROVED REPAIR	APPROVED ESTIMATED COSTS				CURRENT OBLIGATIONS/ FINAL EXPENDITURES				(Anticipated/ Actual) Contract Award Date	(Anticipated/ Actual) Construction Completion Date	Date Closed
		Applicant	Federal Lands Highway Division	Other (Tribe, State, Agency, County)	TOTAL	Applicant	Federal Lands Highway Division	Other (Tribe, State, Agency, County)	TOTAL			
<i>Example:BLU 2300-4.9</i>	<i>Reconstruct roadway embankment and replace two culverts</i>	<i>\$56,000</i>			<i>\$56,000</i>					<i>9/24/1997</i>	<i>10/30/2003</i>	
<b>TOTAL</b>												
	<i>Example</i>	<i>\$56,000</i>			<i>\$56,000</i>					<i>9/24/1997</i>	<i>10/30/2003</i>	

The submitted expenditures are the actual costs incurred to complete only approved eligible repairs. Attach a separate sheet to explain any deviations.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**C.21 Closeout Letter** - *To be written by the Federal Lands Highway Division Engineer.*

**(Date)**

**(Applicant Title)**

**(Applicant Address)**

Dear **(Name)**:

ERFO Program Approval Letter No. (\_\_\_\_)

**(Disaster Number)**

**(Partial/Final)** Disaster Closeout

**(Dates of Disaster)**

We received your notification that **(all/a portion of the)** eligible ERFO activities associated with **(Disaster Number)** have been completed.

The revised total program and authorized expenses for eligible ERFO repairs for this disaster is **(Amount)**. The previously approved program amount of **(Amount)** was **(Overrun/Underrun)** by **(Amount)**.

<b>SUMMARY CLOSEOUT REPORT TABLE</b>							
<b>Location</b>	<b>Responsible Agency</b>	<b>Previously Approved Amount</b>	<b>Total Expenditures Submitted</b>	<b>Closeout Adjustments</b>	<b>Repairs Remaining</b>	<b>Revised Total Program Amount</b>	<b>(Underrun)/Overrun</b>
		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E=B±C+D</b>	<b>F=E-A</b>
<i>Example: Spokane IR</i>	<i>BIA</i>	<i>\$900,000</i>	<i>\$830,000</i>	<i>\$30,000</i>	<i>\$0</i>	<i>\$860,000</i>	<i>(\$40,000)</i>
	<i>FLH</i>	<i>\$100,000</i>	<i>\$120,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$120,000</i>	<i>\$20,000</i>
<b>Grand Total</b>							
<i>Example: Spokane IR</i>	<i>BIA</i>	<i>\$900,000</i>	<i>\$830,000</i>	<i>\$30,000</i>	<i>\$0</i>	<i>\$860,000</i>	<i>(\$40,000)</i>
	<i>FLH</i>	<i>\$100,000</i>	<i>\$120,000</i>	<i>\$0</i>	<i>\$0</i>	<i>\$120,000</i>	<i>\$20,000</i>
<i>Grand Total</i>		<i>\$1,000,000</i>	<i>\$950,000</i>	<i>\$30,000</i>	<i>\$0</i>	<i>\$980,000</i>	<i>(\$20,000)</i>

We have conducted a final review of the damage repair and supporting records and have discussed our findings with **(Name)** of your office on **(Date)**. As a result of our review, we find all repairs to be accomplished in reasonably close conformity to the approved program. We hereby grant final acceptance of the subject damage repairs.

The expertise and diligence of your office and field personnel in restoring damaged roadways to stable and serviceable conditions through innovative and cost-savings techniques are appreciated.

By copy of this letter we are advising our Washington Headquarters that the subject ERFO program (*Disaster Number*) has received final inspection and acceptance at the final approved program amount of (*Amount*) and should begin final fund reconciliation with your headquarters. If you have any questions, please contact (*Name*) at (*Phone Number*).

Sincerely,

Division Engineer

cc: Local FHWA Div. Office; Federal Lands Highway ERFO Program Manager; Federal Highway Administration ER Program Manager; Superintendent of Field Unit with copy of incoming to all.