Federal Highway Administration (FHWA) Emergency Relief Program Outline for Michigan


**STEP 1: Report and Update**
Locations and severity
- Local road agencies and MDOT regions - Follow notification protocols
- Assess and report damage
- Provide updates
- Request assistance
- Local emergency management coordinator responsibilities include liaison with local officials and road agencies, and Michigan State Police Emergency Management & Homeland Security Division
- MDOT Emergency Response Plan includes notification of MDOT Safety & Security Administration (Emergency Management Coordinator) to further notify internal and external resources, such as Michigan State Police Emergency Management & Homeland Security Division and FHWA
- All levels of emergency management monitor reports for - Possible emergency declarations
- Requests for assistance
- Eligibility for Federal programs**

**STEP 2: Response - Emergency Repairs**
During and immediately following disaster/failure
- Local road agencies and MDOT regions perform debris removal and emergency repairs within normal authority
  - Restore essential traffic
  - Minimize the extent of the damage
  - Minimize or eliminate the emergency condition
  - Protect the remaining facilities
- Detail damage, debris, and repairs by site
  - Photos (important)
  - Plans
  - Sketches
- Document costs by site
  - Labor
  - Equipment
  - Materials
  - Emergency contracts
  - Debris removal
- MDOT Safety & Security Administration coordinates the FHWA program
  - Submit Letter of Intent to and receive Acknowledgment from FHWA
  - Facilitate briefing meetings and site visits with local road agencies, FHWA, and MDOT regions (MDOT Local Agency Programs, if available)
  - Maintain Damage Survey Summary spreadsheet
- MDOT and local road agencies draft FHWA Detailed Damage Inspection Report (DDIR) 1547 for their identified sites
  - Include detail, documentation, and estimates of repairs and debris removal
  - Categorize as “Emergency” or “Permanent” repair
- MDOT Safety & Security Administration updates Damage Survey Summary
- MDOT Safety & Security Administration coordinates Letter of Request to FHWA
- FHWA determines site-specific eligibility via DDIR
- Preliminary engineering for permanent repairs

**Also: Recovery**
- FHWA Michigan Division Administrator determines finding of eligibility
- FDOT determines site locations on Federal-aid highways*
- Inform local agencies of program process
- MDOT Local Agency Programs assists local road agency with:
  - Document requirements
  - Bidding requirements
  - Typical construction schedule
  - Letting methods
  - Possible alternate temporary funding sources interim to FHWA reimbursement (may be lengthy)

**MDOT Local Agency Programs**
- Verify site locations on Federal-aid highways*
- Inform local agencies of program process

**STEP 3: FHWA Emergency Relief Program**
Determine eligibility for Federal-aid highways*
- MDOT Safety & Security Administration coordinates the FHWA program
  - Submit Letter of Intent to and receive Acknowledgment from FHWA
  - Facilitate briefing meetings and site visits with local road agencies, FHWA, and MDOT regions (MDOT Local Agency Programs, if available)
  - Maintain Damage Survey Summary spreadsheet
- MDOT Safety & Security Administration updates Damage Survey Summary
- MDOT Safety & Security Administration coordinates Letter of Request to FHWA
- FHWA determines site-specific eligibility via DDIR
- Preliminary engineering for permanent repairs

**STEP 4: Recovery - Permanent Repairs**
Restore roadway to pre-disaster condition
- MDOT Local Agency Programs assists local road agency with:
  - Document requirements
  - Bidding requirements
  - Typical construction schedule
  - Letting methods
  - Possible alternate temporary funding sources interim to FHWA reimbursement (may be lengthy)

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*Federal-aid highway: all public roads not functionally classified as either local or rural minor collectors, as defined in 23 CFR section 101.

**Federal programs, such as FHWA Emergency Relief and Federal Emergency Management Agency (FEMA) Public Assistance:
- Each program is distinct and separate with its own thresholds and requirements, including but not limited to governor and/or presidential emergency/disaster declarations.
- FEMA does not cover damages eligible for other programs, including FHWA’s Emergency Relief for Federal-aid highways.

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