FHWA-Eligible\* Emergency Relief Program

Road Repair Documentation Checklist

# Immediately

* Contact VTrans+ Maintenance District for:
  + Assistance with using Indefinite Delivery/ Indefinite Quantity (IDIQ) contractors
  + Assessing all road damages (for FHWA and FEMA\* eligibility)
* Contact the local Regional Planning Commission to assist with coordination

# Within five days after event - Inspection

* Inspect the federal-aid routes (FHWA-eligible) to find damages
* Make notes for each road on:
  + Day that location was inspected
  + Name(s) of municipal employees and any other people assisting with inspection
  + Track labor, equipment hours, and vehicle mileage
  + Note type and scale of damage and location on the road
  + Take damage photos showing where on road and close up of damage (required for eligibility)

NOTE: Work should be completed in the Right-of-Way (ROW) to the best of your ability – Town is required to sign certification, take photos and measurements of any damages and work outside of the ROW

# Each day work is completed – Daily Work Report

* Complete Daily Work Report by writing:
  + FHWA and Date of Event
  + Today’s date
  + Name(s) of workers and location they worked on (include municipal and other companies)
  + Total labor and equipment hours and vehicle mileage each location
  + All machinery, equipment and materials used at each location
  + Attached any receipts from purchases for each location
  + Detail of work completed
  + Include photos of construction at each location

# NOTIFY VTRANS Municipal Assistance Section (MAS) Immediately

* Changes in conditions: scale of damage, additional locations on road, or instability issues
* Damages are beyond minor repairs: hiring engineers requires prior approval by VTrans and FHWA
* Administrative assistance: need forms, templates, or questions about documentation

\**FHWA* means Federal Highway Administration and *FEMA* means Federal Emergency Management Agency

+*VTrans* means State of Vermont Agency of Transportation