

FHWA Emergency Relief (ER) – DDIR Final Closeout (EMERGENCY REPAIR)

For use during the closeout of FHWA DDIRs for Emergency Repairs.

Emergency repairs are eligible for 100% of the federal share if one of the following three criteria is met and completed within the **first 270 days**.

1. The purpose of the repair is to restore essential traffic.
2. The purpose of the repair is to minimize the extent of damage.
3. The purpose of the repair is to protect remaining facilities.

FHWA allows **immediate work prior to formal authorization**, as long as the following are provided to FHWA as soon as practicable: damage verification, confirmation of ER - Emergency Repair eligibility, statement of emergency conditions, request for ER funding, and approved DDIR.

This checklist is intended to ensure FDOT has captured all documentation as required by FHWA during the final closeout of DDIRs for Emergency Repairs.

These items must be provided to create the event and approve the DDIR, but do NOT have to be complete before work begins:

A. Administrative

- ☐ Governor's Proclamation or President's Declaration, Disaster No., route, MP start/end included
- ☐ Ownership verified (state/local/federal-aid eligibility)
- ☐ Confirmed entry in FHWA ER DATA Portal (Completed by Federal Aid Management Office)
- ☐ Copy of the Letter of Intent to FHWA and acknowledgement received (Coordinated by Federal Aid Management Office)
- ☐ [DDIR](#) signed by DOT + FHWA
- ☐ All revisions reconciled (latest version confirmed)
- ☐ FDOT Application requesting ER Funds (Completed by Federal Aid Management Office)
- ☐ Confirm work completed within the 270-day emergency repair window (unless extension granted).
- ☐ Compliance with FDOT Work Program Instructions (coordinate with District Work Program Office) Part III - Chapter 9: Emergencies/Disasters – Section D: Federal Highway Administration Reimbursement Emergency Relief (FHWA-ER), see [FDOT Work Program Instructions](#)

B. Damage Verification

- ☐ Damage clearly tied to the disaster event (FDOT Damage Survey Summary Report)
- ☐ No pre-existing or maintenance conditions included
- ☐ Clearly labeled photos: before (if available), damage, and post-work
- ☐ GPS/MP locations verified
- ☐ Sketch/map attached
- ☐ Drone footage (if available)
- ☐ Bridge inspection report (if applicable to emergency or permanent repairs)

C. Quantities & Scope

- ☐ Measurements verified (length, depth, area, etc.)
- ☐ Scope matches actual damage (1:1)

D. Costs

- ☐ DDIR Engineer's estimate complete
- ☐ Force account documentation (if used)
- ☐ [Contract/procurement](#) records included
- ☐ Invoices, tickets, time sheets, proof of payment (**NOTE:** Actuals must be on file.)
- ☐ CEI timesheets must be signed and clearly show the location of work
- ☐ Traffic control costs
- ☐ Detour costs (if eligible)
- ☐ Quantities match estimate
- ☐ No routine maintenance included

E. Compliance

- ☐ Full Federal-aid package before issuing construction authorization.
 - It is very important that FHWA receives separate authorization requests for **Design, Construction, and Right-of-Way** in certain cases.
- ☐ Project authorized in FMIS (Federal Aid Management Office)
- ☐ NEPA (CE), environmental, and permitting complete
- ☐ Utility, ROW, and Railroad certifications
- ☐ [Buy America](#) compliance documented (where applicable)
- ☐ [Davis-Bacon](#) compliance documented
- ☐ No convict labor documented
- ☐ ADA/DBE/procurement rules followed and documented

F. Final Closeout Documentation

For both Emergency and Permanent Repairs, the State must follow the full Federal-aid process. These projects are to be managed as standard Federal-aid projects, including completion of the Federal Pass Package per State procedures.

This is the **minimum** required documentation to have on file for the closeout package submitted to FHWA.

- ☐ Federal Pass Package
- ☐ DDIR final package assembled
 - Event information & signed administrative pages
 - Eligible route confirmation
 - Detailed damage description linked to the disaster
 - Maps, GPS/MP damage location data
 - Damage photos + photo log
 - For Bridge-related DDIR, include Bridge Inspection Report (pre- and post-)
 - Contract with Form FHWA 1273 (federal contract requirement)
 - Scope of work
 - Field-verified quantities
 - Cost estimate(s) with supporting documentation
 - If **overrun exceeds 20% of allowable threshold**, ensure FHWA approval is on file.
 - CEI timesheets need to be provided
 - Environmental/NEPA & compliance info
 - Utility, ROW, and Railroad Certifications
 - FHWA final approval
- ☐ DOT QA/QC completed
- ☐ FHWA comments resolved
- ☐ Approval documented + uploaded
- ☐ Federal project authorized and closed out in FMIS (Completed by Federal Aid Management Office)
- ☐ Files archived