

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

For use during the closeout of a permanent repair project.

Permanent repairs restore a facility to pre-disaster conditions and are NOT emergency repairs.

Permanent repairs **cannot** begin until FHWA formally authorizes the project and authorization cannot be requested until Utilities, Right-of-Way, and Railroad certifications are on file.

FHWA requires the **full federal-aid package** before authorization and construction advertisement. (Note: FHWA must receive separate authorization requests for Design, Construction, and Right-of-Way, in certain cases.) This includes a complete DDIR, NEPA approval (for permanent repairs, categorical exclusion is typical), utilities, right-of-way and railroad certifications, plans, specifications and estimate (PS&E), procurement compliance, funding authorization request, and FHWA approval. This checklist is intended to ensure FDOT has captured all documentation as required by FHWA during the final closeout of DDIRs for Permanent Repairs.

The following documentation **must be provided to FHWA**:

1. Verification of Project Eligibility & Scope

☐ Confirm project meets ER program requirements

- Repairs restore the facility **to pre-disaster condition**
- Permanent fix is cost-effective and technically appropriate
- No unsupported improvements or enhancements

☐ Confirm work is within the approved **DDIR** document

- Scope matches the **permanent repair** description
- No unapproved betterments or added capacity
 - Betterments require FHWA approval for all projects, including both NHS and Non-NHS facilities.
- Permanent repair category aligns with FHWA's **ER Manual** definitions
- Completed work addresses the damage caused by the declared disaster

☐ Damage Verification

- FDOT Damage Survey Summary Report
- Validate site and project limits
 - No pre-existing or maintenance conditions included
 - Photos: before (if available), damage, and post-work
- All locations have GPS or stationing documented
 - GPS locations verified
 - Sketch/map attached
- Roadway and Bridge IDs agree with the approved DDIR

☐ **Confirm environmental/documentation requirements for construction completed**

- NEPA documentation completed (CE or applicable class)
 - Permits on file (404/401, ESA compliance, cultural resources clearance, etc.)
 - Section 106 Historic Preservation Review (if applicable)
 - Endangered Species Act review
 - Stormwater or erosion control requirements
 - Utilities, Right-of-Way, and Railroad Certifications (**NOTE:** Documentation **must** be on file before requests for funds are authorized by FHWA.)
 - Right-of-way involvement documented (if any)
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2. Financial Documentation Requirements

☐ **Costs match FHWA-eligible categories**

- Labor (force account, if applicable)
- Equipment
- Materials
- Engineering/design
- Construction contractors pay items
- Construction engineering/inspection (CEI)

☐ **Provide supporting documentation for cost reimbursement**

- Confirmation of federal-aid route eligibility
- Documentation providing no duplication of benefits (insurance, FEMA, etc.)
- Construction's Final Estimates Package
 - Final Plans and Estimate Transmittal Form ([Form 700-050-20](#))
 - Over/Under Spreadsheet
 - Material Certifications
 - Line-Item Adjustment Report
 - Final Estimate/Final Invoice (Marked 'FINAL INVOICE')
 - Final Construction Compliance with Specs and Plans
 - Timeline/Contract Calendar (Adhoc Report)
 - Summary of Contract Changes (Adhoc Report)
 - Certification as to Accuracy of Final Estimate ([Form 700-050-38](#))
 - Acceptance of the offer of final payment
 - Work Orders
 - Estimates Office Record of Final Plans and Documents ([Form 700-050-28](#))

- Notice to Proceed and Notice of Completion
- Final Inspection and Acceptance of Federal Aid Project ([Form 700-010-32](#))
- Contractor Affidavit and Surety Consent ([Form 21-A](#))
- Additional Construction Forms (if needed):
 - [Final Estimates Construction Forms](#)
 - [Final Estimates Field Review Form](#)
- Contract invoices (including final invoice), pay estimates, and proof of payment
 - Summary of Contractual Services Agreement/Purchase Order ([Form 350-060-02](#))
- Force account summaries
- Daily Work Reports (paper diaries/dailies for itemized reporting)
- Equipment rate justification
- Timesheets or crew sheets
- Change order/amendment documentation (with FHWA approval if required)

☐ **Compare to the approved DDIR cost estimate**

- If **overrun exceeds 20% of allowable threshold**, ensure FHWA-required approval of the DDIR revision is on file.
- Verify all betterment costs not approved by FHWA are non-participating, and costs must be separated unless approved by FHWA as economically justified.

3. Construction Documentation Requirements

☐ **As-built documentation complete**

- Final as-built drawings
- Quantities reconciled with original contract
- Photos: pre-event damage, during construction, post-repair
- Record of any design revisions

☐ **Construction compliance**

- [Buy America](#) compliance documentation on file (when applicable)
- [Davis-Bacon](#)/contract labor compliance verification
- Materials certifications (CMRs, test results, confirmations, etc.)
- Contractor's final acceptance letter(s)

4. FHWA Communication and Documentation

☐ **FHWA approval documents collected**

- Original DDIR approval

- Any revisions or exception approvals to the DDIR
- NEPA/Environmental completed
- Project overrun approvals (if needed)

☐ **Project Agreement (PR-1/PR-2 or state equivalent)**

- Updated financial summary – Contact your FDOT Federal Aid Management Officer within your District Work Program Office
- Final voucher or request for reimbursement – Contact your FDOT Federal Aid Management Officer within your District Work Program Office

☐ **Federal Aid closeout documents**

- Final inspection report
 - Completion of Federal Pass Package
 - FHWA acceptance or concurrence letter
 - State DOT final acceptance documentation
 - Final billing package submitted
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5. Compliance & Audit Requirements

☐ **Ensure all required documentation is archived**

- Damage assessment reports
- Inspection reports
- Contract with Contract Amendments
- Permanent Repair Timeline
- Geotechnical/structural evaluations
- Safety and traffic control logs
- Daily diaries (contractor and inspector)

☐ **Verify procurement compliance**

- Competitive bidding documentation
- Emergency contracting justification (if applicable)
- Contract modifications with FHWA approval where necessary
- [Form FHWA 1273](#) included in contract terms