

Emergency Relief Application Process

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Contents

The State of Ohio Emergency Relief Application Process.....	1
Identification.....	1
Assessment.....	1
Plan and Repair.....	2
Request.....	3
Resiliency Plan.....	4
ODOT Data and Information supporting Emergency Relief.....	5

The State of Ohio Emergency Relief Application Process

Listed within Table 1 are a series of tasks and responsible entities that prepare the FHWA Standard Emergency Relief (ER) Application after a disaster occurs on any Federal Aid Eligible roadway in Ohio.

Please Note: Some tasks listed are excerpts from the Federal Highway Administration, Emergency Relief Manual (Federal-Aid Highways), updated May 31, 2013.

Table 1 - Business Process

RESPONSIBLE	TASK
Identification	
District Geotechnical Engineer (DGE) District ER Coordinator/HMA Central Office ER Coordinator	<p>Disaster Assessment – Depending on the disaster, the initial damage assessment may be based on windshield surveys of a sample of sites or detailed damage inspections at many or all sites.</p> <p>The Highway Management Administrator (HMA) is the first to be notified so that the appropriate forces can be contacted and respond (i.e. traffic control, site clean-up, etc.). The HMA then notifies the District Geotechnical Engineer (DGE) and District ER coordinator. The District ER coordinator will then contact the Central Office ER coordinator.</p>
Central Office ER Coordinator & Chief Legal	<p>Notification - The State of Ohio sends a "letter of intent" to the FHWA Division to give notice that it plans to request ER funds. This is usually completed as soon as there is eligible damage, either during or shortly after the disaster.</p> <p>The letter of intent will be signed by the ODOT Director of Transportation.</p>
Assessment	
Central Office ER Coordinator & Chief Legal Governor of Ohio or President	<p>Declaration - To be considered for ER funding a disaster declaration/proclamation is required. Any of the following fulfill this requirement, ER Coordinator compiles list effected county/counties</p> <p>Prepares Disaster Proclamation and sends to Governor’s Office.</p> <p>The Governor of the State of Ohio issues an emergency or disaster proclamation and FHWA concurs on the proclamation.</p> <p style="text-align: center;">or</p> <p>The President makes a major disaster declaration under the Stafford Act.</p>
FHWA	<p>Acknowledgment - The FHWA Division Administrator acknowledges in writing the States letter of intent. This acknowledgment letter will allow temporary operations, emergency repairs, and preliminary engineering to start before FHWA authorization.</p>

RESPONSIBLE	TASK
<p>Central Office and District ER Coordinator</p> <p>FHWA District Personnel</p> <p>ODOT Office of Program Management</p> <p>ODOT Geotechnical Staff</p>	<p>Prepare Resiliency Plan (if justified) – Adding protective features is considered economically justified under the FHWA emergency relief program if:</p> <p><i>Cost of protective feature < probability of damage within facility lifetime * cost of damage that would be incurred by FHWA emergency relief program.</i></p> <p>Annual Planning Process:</p> <ul style="list-style-type: none"> • Resiliency planning occurs throughout the year starting with the annual planning process, where the Office of Program Management consults with ODOT District offices for maintenance and improvement projects. • During this process, prior ER projects can be considered for improvements or maintenance. • Notification to ODOT Geotechnical personnel occurs via email or phone call for the need to inspect new (not previously inventoried) hazard(s) or re-inspect existing hazard(s) that have worsened or degraded further due to the ER event. The Geological Hazard Management System (in concert with the bi-weekly inspection system) should be used as a primary justification in the annual planning process due to written and photographic documentation stored within the system. <p>ER Event Resiliency Process:</p> <p>When an ER event occurs, the State District offices works in concert with the FHWA District personnel at the site of the disaster, to:</p> <ul style="list-style-type: none"> • Determine if the site had a reoccurrence of a previous disaster by examining the ER data base of historical ER events. • Survey the site and create the initial DDIR • Collaborate to determine the proper method to repair the damage and consider a potential “betterment” to the segment to save additional expenses for future disasters. (see Betterments on pg. 4) • Coordinate the proper work plans to secure the damage and construct the necessary improvements. • Finalize/augment DDIR (Detailed Damage Inspection Report).
<p>Plan and Repair</p>	
<p>ODOT District ER Coordinator/HMA</p>	<p>Detailed Damage Inspections – These inspections are completed at a later date, usually after the Division Administrator has made a finding of ER eligibility. The Detailed Damage Inspections Reports (DDIRs) are used to prepare the comprehensive list of projects.</p> <p>ODOT records projects and workorders within Ellis and EIMS as appropriate.</p>

RESPONSIBLE	TASK
ODOT District ER Coordinator/HMA	<p>State Request for Authorization – State transportation agencies must submit applications for ER funding to the FHWA Division within two calendar years of the date of disaster. The application must include a comprehensive list of all eligible project sites and repair costs.</p> <p><i>Please note:</i> Project work can proceed prior to submitting the ER application.</p>
ODOT District ER Coordinator Completes DDIR	FHWA Division Review – State submits approved DDIR and resiliency plan (if applicable) to FHWA division administrator
Request	
FHWA	Division Administrator's Finding - The FHWA Division Administrator notifies the State of Ohio that ER funding for the disaster is approved. This notification serves as the finding that a natural disaster or a catastrophic failure has occurred causing substantial damage to Federal-aid highways and that the disaster is eligible for ER funding.
FHWA	Request for ER Funding Allocation – At the same time, the FHWA Division requests an allocation of ER funds, either by memorandum or e-mail, from the FHWA Office of Program Administration.
FHWA	FHWA Approves DDIR and list of Projects – The DDIR is approved Federal funding is allocated, reconstruction can begin.

FHWA's roles and responsibilities during the ER process are to:

1. Administer the ER program through coordination and implementation of disaster relief policies and procedures.
2. Provide assistance to State, Federal or other highway agencies in applying for funds and determining eligibility; and,
3. Support the State, Federal or other highway agencies in the technical review, design, repair, and reconstruction of damaged highway facilities.

Resiliency Plan

In general, FHWA emergency relief funds are provided to restore a facility to its pre-disaster condition. However, in some circumstances, restoring the facility to its pre-disaster condition would leave it vulnerable to repeat damage, costing the FHWA emergency relief program more than if the facility had been rebuilt with protective features.

Adding protective features is considered economically justified under the FHWA emergency relief program if: $\text{Cost of protective feature} < \text{probability of damage within facility lifetime} * \text{cost of damage}$ that would be incurred by FHWA emergency relief program.

Betterments

Betterments, for the purposes of the ER program, are added protective features or changes that modify the function or character of a facility from what existed prior to the disaster or catastrophic failure. Betterments can be justified for ER funding by comparing the projected cost to the ER program from potential recurring damage over the design life for the basic repair to the cost of the betterment. The analysis does not include other factors often included in highway benefit/cost evaluations, such as traffic delays costs, added user costs, motorist safety, economic impacts, etc.

Some examples of Betterments include:

- Raising roadway grades
- Relocating roadways to higher ground or away from slide prone areas
- Stabilizing slide areas
- Stabilizing slopes
- Lengthening or raising bridges to increase waterway openings
- Deepening channels
- Increasing the size or number of drainage structures
- Replacing culverts with bridges
- Installing seismic retrofits on bridges
- Adding scour protection at bridges
- Adding spur dikes

For a detailed explanation of resiliency and betterments, refer to the Federal Highway Administration, Emergency Relief Manual.

ODOT Data and Information supporting Emergency Relief

Data and information are established at ODOT to support the ER business process required to assess, plan and request Federal Aid for funding eligible highways. The primary data sources are:

- Ellis Project Planning, Management, and Accounting Software - A web-based application designed to be a management system linking ODOT's project delivery, planning, system forecasting and financial management. Ellis manages the identification and implementation of the Ohio Department of Transportation's Capital Improvement Program.
- Equipment & Inventory Management System (EIMS) - system used to track ODOT's internal work effort and cost (i.e. labor, equipment and materials) associated with maintaining the state's roadway network and other transportation assets associated with the state highway system.
- Both current and historical ER data are available for Ohio Federal Aid eligible roadways.

Data will be refreshed periodically throughout the calendar year.