

**A Basic Guide for Municipalities  
Seeking Reimbursement Under  
FHWA'S Emergency Relief (ER) Program  
For Disaster-related Damage  
To Federal-aid Roadways**

**Prepared by the New Hampshire Department of Transportation (NHDOT) and the Federal Highway  
Administration (FHWA) New Hampshire Division Office**

**TABLE OF CONTENTS**

I.	Purpose of this Document
II.	Program Overview
III.	Program Eligibility
IV.	NHDOT's Role in Assisting Municipalities
V.	Federal Functional Road Classifications
VI.	Types of Repairs
VII.	Ineligible Work
VIII.	Betterments
IX.	Funding
X.	The Detailed Damage Inspection Report
XI.	Field Assessment
XII.	Repair Costs and Reimbursement
XIII.	Documentation
XIV.	Restrictions/Limitations
XV.	Damage on Roads Other Than Federal-aid Highways
XVI.	Environmental Requirements
XVII.	FEMA Disaster Assistance
	Appendix A – Detailed Damage Inspection Report Form
	Appendix B – Sample Letters

**I. PURPOSE OF THIS DOCUMENT**

The purpose of this document is to define the method under which the Federal Highway Administration (FHWA) Emergency Relief (ER) Program is enacted, and describe related ER Program procedures to assist municipalities who may be seeking financial reimbursement under the FHWA ER Program for disaster-related damages to Federal-aid roadways they maintain.

**II. PROGRAM OVERVIEW**

Congress authorized in Title 23, United States Code, Section 125, a special program from the Highway Trust Fund for the repair or reconstruction of Federal-aid highways and roads on Federal lands which have suffered serious damage as a result of (1) natural disasters or (2) catastrophic failures from an external cause. This program supplements the commitment of resources by States and other Federal agencies to help pay for usually heavy expenses resulting from extraordinary conditions.

### III. PROGRAM ELIGIBILITY

A Presidential declaration or a gubernatorial request is needed for eligibility. Also required is a subsequent finding by the Federal Highway Administration (FHWA) that (1) a natural disaster or catastrophic failure occurred; (2) damage is eligible for ER assistance and results in a disastrous impact on transportation services; (3) are usually high expenses to the highway agency.

The applicability of the ER program to a natural disaster is based on the extent and intensity of the disaster. ER funds are not intended to cover all damage repair costs nor interim emergency repair costs that will necessarily restore the facility to pre-disaster condition. Damage to highways must be severe and result in unusually high expenses to the highway agency.

The ER Program is enacted after the state highway department makes a formal ER funding request through the NH Division office of the FHWA. The FHWA NH Division Administrator then evaluates the extent of the damage (through the use of *Damage Survey Summary Report* – see the *FHWA ER Manual* for more information) and determines whether or not the disaster is eligible within the extent of the law and applicable regulations before ER funds can be made available. Three basic criteria must be met, and they are: (1) that the amount of damage must be at least \$700,000 of eligible damage in the state, (2) the damage must be on a Federal-aid highway, and (3) the damage must require work that is beyond “heavy maintenance”.

If FHWA determines that the basic criteria have been met and enacts the ER program, a favorable letter of acknowledgement is sent to the NHDOT.

Additional information relative to the FHWA's ER Program may be found in the FHWA's “Emergency Relief Manual” which is available on line at: <http://www.fhwa.dot.gov/reports/erm/erm.pdf>

### IV. NHDOT'S ROLE IN ASSISTING NH MUNICIPALITIES

When a disaster event occurs in New Hampshire that the NHDOT believes will qualify under FHWA's ER Program the NHDOT will notify all applicable municipalities who are responsible for maintaining eligible Federal-aid highways in NH of the pending ER request. The Department's notification letter will instruct the municipalities on how to submit claim documentation to the Department for each of the Federal-aid roadway damage sites which the municipality will be seeking ER funding assistance for repairs.

Should a municipality submit an ER funding request for a federal-aid route(s) damaged as a result of the disaster, the NHDOT will then assist the municipalities and FHWA in coordinating field reviews of the damage sites, interpreting ER eligibility requirements and performing a preliminary review of the detailed damage inspection report(s) claim package. After a preliminary review by NHDOT, the package will then be submitted to FHWA for a final ER eligibility review and audit.

Once the FHWA has made a final ER eligibility determination of the claim package the NHDOT will then notify the municipalities of the FHWA's findings and indicate what amount of ER funding may have been determined eligible.

FHWA does not provide ER funding directly to municipalities. Therefore, if/when any ER funding for a disaster is eventually allocated by FHWA to the Department the NHDOT will notify the municipalities of ER funding availability (See Section IX). All ER funding reimbursement requests from the municipalities will then be directed through the NHDOT's Bureau of Planning and Community Assistance for processing.

V. **FEDERAL FUNCTIONAL ROAD CLASSIFICATIONS**

The ER program is designed to cover only the repair and reconstruction of Federal-aid highways and roads. The following is a list of all federal functional classifications:

Rural Interstate	Urban Other Principal Arterial
Rural Minor Collector	Urban Minor Arterial
Rural Other Principal Arterial	Urban Interstate
Rural Local	Urban Collector
Rural Minor Arterial	Urban Other Freeway & X-Way
Rural Major Collector	Urban Local

Ineligible Roadways -- Eligible roadways are included (or excluded) based on their federal functional classification. The roadways with the following three functional classifications are excluded under the ER program:

Rural Minor Collector  
Rural Local  
Urban Local

Note: Funding for repairing damage to the three types of functional classification roadways shown above is typically available from the Federal Emergency Management Agency (FEMA). In limited cases FHWA ER funds may be considered eligible for surface repairs to non-Federal-aid roadways (See Section XV).

**STEP 1 – THE FIRST STEP IN THE PROGRAM IS TO ATTEND TO SITES THAT ARE A THREAT TO PUBLIC SAFETY.**

VI. **TYPES OF REPAIRS**

Eligible work is divided into two categories: “emergency repairs” and “permanent repairs”.

**EMERGENCY REPAIRS** – Emergency repairs include protective measures and repairs taken during, or immediately following, the occurrence of a disaster to restore essential traffic, to minimize the extent of damage or to protect the remaining facilities. The remainder of the work to restore the highway to its pre-disaster condition would be considered permanent repairs.

Emergency repairs may begin immediately following a disaster and should be completed as soon as possible. Prior approval is not required. If there is a question as to whether or not a specific repair qualifies as an emergency repair rather than a permanent repair, discuss this with NHDOT and FHWA during the ER field inspection or contact the NHDOT before beginning work.

Types of emergency repairs --

1. Restoring essential traffic;
2. Minimizing the extent of damage; and
3. Protecting the remaining facilities.

Eligible emergency repairs accomplished in the first 180 days after the disaster occurs may be reimbursed with 100% federal funds. After 180 days, emergency work will be reimbursed at the normal Federal-aid percentages. Eligible permanent repairs may be reimbursed with federal funds at the normal Federal-aid

percentages. For some ER sites, the emergency repair work necessary to restore essential traffic, minimize damage, and protect remaining facilities may be all the work that is needed, with no permanent repair work necessary.

The matching ratio information is referenced in Section IX. "Funding"

**PERFORM PERMANENT REPAIRS** - It is advisable to begin preliminary engineering for permanent repairs as soon as possible, and after consultation with FHWA and NHDOT. Note that permanent repairs require prior FHWA project authorization (see Chapter VI, "Project Procedures and Requirements" of the ER Manual for details).

Permanent repair projects must follow normal Federal-aid procedures including the following:

1. NHDOT must approve engineering and joint agreements.
2. Any necessary NEPA and environmental review must be completed.
3. Any necessary Right of Way must be acquired.
4. NHDOT must approve the Plans, Specifications, and Estimates (PS&E) and the work must be authorized by FHWA prior to beginning work.
5. The project must be bid through NHDOT contracting procedures.

During preliminary engineering and/or construction of permanent repairs, if there is a change in scope or significant increase in cost, contact NHDOT.

If permanent repairs cannot wait for funding approval, contact NHDOT. Reimbursement will follow normal Federal-aid procedures (see Section XII, "Repair Costs and Reimbursement" of this guide).

## VII. **INELIGIBLE WORK**

The FHWA publication entitled "Emergency Relief Manual" provides a list of twelve (12) repair activities that are not eligible for ER funds. The following two are noteworthy, but the potential applicant should be familiar with all the activities:

- A. **Heavy Maintenance** - Work that is deemed "heavy maintenance" is not eligible. Heavy maintenance is defined as work and repairs frequently performed by the applicant's maintenance crews. Heavy maintenance is usually performed by highway agencies to repair damage normally expected from seasonal and occasionally unusual natural conditions or occurrences. It includes work at a site required as a direct result of a disaster that can reasonably be accommodated by a State or local road authority's maintenance, emergency, or contingency program. Examples include work necessary to repair minor damage due to eroded shoulders, filled ditches and culverts, pavement settlement, mud and debris deposits, slope sloughing, and slip-outs in cut or fill slopes.
- B. **Damage Estimated to be Less than \$5,000** - To be eligible, a site must meet the minimum repair cost threshold of \$5,000. The minimum guideline dollar amount is suggested for national consistency but, if circumstances warrant and the State has requested a different dollar figure, the Division Administrator may allow a different minimum amount. This dollar threshold criterion is used to distinguish repairs that are maintenance activities from an ER program responsibility. Generally, a site is an individual location where damage has occurred. However, a site could include several adjoining locations where similar damage, related to the same cause, has occurred. See the FHWA Emergency Relief Manual for more information.

## VIII. BETTERMENTS

Betterments are defined as any additional feature, upgrading, or change in capacity or character of the facility from its pre-disaster condition. Betterments are generally not eligible for ER funding unless justified on the basis of economy, suitability, and engineering feasibility and reasonable assurance of preventing future similar damage. Any proposed betterments must be properly justified and approved by FHWA.

## IX. FUNDING

NHDOT will only provide reimbursement to a municipality upon availability of ER funding from FHWA. A reimbursement is not guaranteed even if the program is enacted and ER funding determined as eligible for the event. The FHWA Division Office, in its notification to the state highway department(s), typically declares that the reimbursement is dependent upon the allocation of ER funding at the federal level. Because of the limited amount of funding that's authorized annually for the FHWA's ER Program and disaster events that occur throughout the country each year, there is typically an existing backlog of ER requests waiting for funding. As a result, it is not uncommon for funding to take up to a year or more before it can be allocated at the national level for a particular disaster event. For larger disasters the funding will likely be provided over a period of several years.

The matching ratio for emergency repair work accomplished within 180 days after the occurrence of the natural disaster or catastrophic failure is Federal share (100%) and Local (0%).

The matching ratio for all permanent repair (preliminary engineering, right of way, construction engineering, and construction) work within 180 days and beyond, and for Emergency Repair work accomplished more than 180 days after the occurrence of the disaster, is typically Federal (80%) and Local (20%).

These ratios may vary depending on functional classification of the facility and the type of repairs performed. Consequently, a project may have two reimbursement rates. Local agencies must maintain detailed site-specific records to document work performed and the date of performance.

## **STEP 2 – THE SECOND STEP IN THE PROGRAM IS TO ASSESS THE DAMAGE FOR ER PROGRAM APPROVAL.**

### X. THE DETAILED DAMAGE INSPECTION REPORT

To make a case for enactment of the ER Program, NHDOT may rely on input from municipalities to make a justification for the extent of the damage. Municipalities are encouraged to submit a list of damage locations to NHDOT with a brief description of the damage, a preliminary estimate of the repair cost, a map of the sites and any pictures. Prior to submitting the list of damaged sites to NHDOT, complete the following:

1. Pre-screen sites to determine eligibility for FHWA ER Program (per Chapter V, "Disaster Assessment and Damage Survey Summary Report" of the ER Manual).
2. Begin filling out the Detailed Damage Inspection Reports (DDIRs) with the following information. (See Appendix A for a blank DDIR).
  - i. Detailed site and damage information;
  - ii. Actual costs for emergency repair work already completed. (Use documentation developed as noted in Section XIII);
  - iii. Cost estimates for the Emergency Repair work remaining to be done; and
  - iv. Cost estimates for any permanent repairs.

**XI. FIELD ASSESSMENT**

FHWA will inspect damage locations along with local and NHDOT personnel to verify the extent of damage and assist in the completion of the Detailed Damage Inspection Reports (DDIR). See Appendix A for a blank DDIR. Also a DDIR may be found at the following FHWA web link <http://www.fhwa.dot.gov/reports/erm/fhwa1547.pdf>

At that time, the completed DDIRs will be signed by the local, NHDOT and FHWA representatives and retained by FHWA. Copies will be provided to NHDOT and local agencies.

**XII. REPAIR COSTS AND REIMBURSEMENT**

Estimated repair costs and costs for work already done should be provided to FHWA and NHDOT inspectors upon arrival so that DDIRs can be completed and signed during the field inspection. Reimbursement will be for actual repair costs determined later. Should additional time and/or documentation be felt necessary to develop a cost estimate for any remaining repairs or permanent restoration work then the municipality will be instructed to submit the additional information to NHDOT within a reasonable designated timeframe (typically within 30 days).

As indicated in Section IX, even after FHWA has approved work to be ER eligible, actual federal ER funds may not be available for a year or more.

NHDOT will only provide reimbursement upon availability of ER funding from FHWA.

**XIII. DOCUMENTATION**

Pending ER fund availability, local agencies will be reimbursed for Emergency Repair work after: ER event approval, completion of joint agreements and submittal of cost documentation.

Document damage and work performed by:

1. Taking photographs of damage before beginning repairs  
In fact, photographs of damage should be taken at each site as soon as possible after the disaster and prior to any repair work being completed. Photographs are helpful in determining eligibility, especially if the Emergency Repair work is done before FHWA and NHDOT inspectors arrive.
2. Keeping specific records of equipment, labor, and material expenses by location.

**XIV. RESTRICTIONS/LIMITATIONS**

- A. Time Limitations - ER funds are allocated to assist the states and other agencies or organizations in conditions of emergency. Consequently, after approval of programs and allocation of funds, all projects should be completed promptly. Failure to advance an approved ER project to completion within a reasonable period of time could result in withholding of funding for that project. Emergency opening work should be accomplished within one month of accessibility to the site under normal circumstances.

Unless there is satisfactory justification for project delay to warrant its retention, projects for permanent repairs that have not advanced to construction obligation by the end of the second fiscal year following the year in which the disaster occurred cannot be authorized. Justification for such delay and request for time extension must be submitted to FHWA Division Administrator for

approval. Time extensions are granted in one-year increments. Such delays may be caused by the need for extensive environmental evaluation, litigation, or complex right-of-way acquisition.

In certain situations, the delay of permanent work may be as much as two to three years. Permanent restoration work, for example, could be deferred to permit study of a serious slide condition, thereby allowing sufficient time to adequately design a permanent correction.

- B. Approval Time - Approval to proceed with permanent repairs may take up to six months.
- C. Engineering - Preliminary engineering for Permanent Repairs may begin with verbal approval from FHWA subject to:
  1. If the engineering is to be performed by a consultant, then an engineering agreement approved by NHDOT is needed.
  2. Construction engineering procedures are the same as for other Federal-aid projects.

#### **XV. DAMAGE ON ROADS OTHER THAN FEDERAL-AID HIGHWAYS**

The ER Manual covers only those criteria and procedures applicable to the ER program for Federal-aid highways, these being public highways other than those functionally classified as local roads or rural minor collectors. However, in limited cases, ER funding may be eligible for surface repairs to non-Federal-aid public roads should the damage be caused by vehicles making repairs to Federal-aid roadways and/or caused by traffic using an officially designated detour around a damaged Federal-aid roadway.

Procedures relating to the ER program for roads on Federal lands that are not Federal-aid highways can be found at the Federal Lands Highway Division web site: <http://www.fhwa.dot.gov/flh/index.htm>

Damage to highway facilities that are neither Federal-aid highways nor roads on Federal lands may be eligible for other Federal funds administered by FEMA in cooperation with New Hampshire Bureau of Emergency Management. Additional FEMA information can be found at FEMA's web site. <http://www.fema.gov/>

#### **XVI. ENVIRONMENTAL REQUIREMENTS**

Emergency Repairs have been predetermined to be categorical exclusions but may require further environmental coordination.

Permanent repairs are subject to the same NEPA and environmental processing as other similar Federal-aid projects.

#### **XVII. FEMA DISASTER ASSISTANCE**

Under the provisions of Section 501(a) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. Section 5121, and implemented by 44 Code of Federal Regulations, the Governor may request federal assistance as a result of an emergency or major disaster.

FEMA enacts disaster recovery steps through the New Hampshire Bureau of Emergency Management headquartered in Concord, NH. FEMA's continuing mission within the context of this document is effectively to manage federal response and recovery efforts following any national incident.

Grants and eligibility of repairs are determined by individual Presidential declarations. The 44 Code of Federal Regulations, Emergency Management and Assistance contains rules, policies and procedures that

have been issued by FEMA in the form of regulations that are applicable to the implementation and administration of federal disaster assistance programs by FEMA. The regulations applicable to FEMA Disaster Assistance Programs are found in Part 206 of 44 CFR, and those applicable to the Public Assistance (PA) Program are contained in Subparts G, H, & I.

Because FHWA has the authority to provide assistance on Federal-aid Roads, FEMA's ability to provide Public Assistance Program assistance on these roads is restricted, as described below.

**Permanent Work** – FEMA is prohibited from providing public assistance funds for the permanent repair of roads and bridges that are Federal-aid Roads, even if the ER program is not activated. As a result, there may be times when no federal assistance is available for permanent repair of disaster damaged facilities on Federal-aid Roads.

**Emergency Work** – FEMA may provide limited assistance for emergency work, such as debris clearance, on Federal-aid Roads if ER funds are not available for that work. This situation could occur if the ER Program is not activated, or if a particular facility does not qualify for ER funding (e.g., a site below the FHWA \$5,000 minimum damage threshold).

To speed the processing of PA Program grants, local officials should be aware of roads in their communities that are considered Federal-aid Roads.



## APPENDIX A

<b>DETAILED DAMAGE INSPECTION REPORT</b> (Title 23, Federal-aid Highways)					Report Number		
U.S. Department of Transportation Federal Highway Administration					Sheet _____ of _____		
					FHWA Disaster Number		
Location (Name of Road and Report)					Inspection Date		
Description of Damage					Federal-aid Route Number		
					State _____ County _____		
Cost Estimate							
Emergency Repair	Description of Work to Date (Equipment, Labor, and Materials)	Unit	Unit Price	Quantity	Cost		
					Completed	Remaining	
Method: <input type="checkbox"/> Local Forces <input type="checkbox"/> State Forces <input type="checkbox"/> Contract					Subtotal PE-CE Emergency Repair Total		
Permanent Rehabilitation	Description of Work to Date (Equipment, Labor, and Materials)	Unit	Unit Price	Quantity	Cost		
					Completed	Remaining	
Method: <input type="checkbox"/> Local Forces <input type="checkbox"/> State Forces <input type="checkbox"/> Contract					Subtotal PE-CE Right-of-Way Perm. Repair Total		
Environmental Assessment Recommendation <input type="checkbox"/> Categorical Exclusion <input type="checkbox"/> EA/SIS				Estimated Total			
Recommendation <input type="checkbox"/> Bridge <input type="checkbox"/> Structure				FHWA Engineer			
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No				State Engineer			
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No				Local Agency Representative			
				Date			

## APPENDIX B

Date  
«Lastname»  
«Jobtitle»  
«Company»  
«Address1»  
«Address2»

**RE: FHWA Emergency Relief Funds  
April 2007 rain/flood event**

Dear «Lastname»:

This is to notify you that highways meeting the functional classification of major and minor arterials and collectors that exist within the Highway Compact limits of your municipality are eligible for Federal Highway Emergency Relief (ER) funding for the April 2007 rain/flood event. The Federal Highway Administration has made a determination that the event has met the threshold statewide for damage to Federal Aid routes.

The ER funding provides for either 100% or 80% reimbursement for qualifying costs to repair or replace roadway elements damaged by the event. More specifically, the "Emergency Repairs" necessary to prevent further damage, re-open the road, etc., would be eligible at 100% reimbursement. Any remaining work classified as future/permanent restoration work still necessary to bring the road back to its pre-existing condition would only be eligible at 80% Federal/20% municipality split.

We are enclosing a color-coded map of your municipality that identifies the functional classification of the highways running through your community. If you believe there is a discrepancy in the functional classification, please review the data with your Regional Planning Commission and then provide their determination to this office for our evaluation. In July 2006 we forwarded the Federal Highways Emergency Relief Manual (Interim Update August 2003) for further reference while preparing documentation for the May 2006 flood event.

If the municipality is responsible to maintain segments of the major and minor arterial or higher classification highways identified and you incurred damage to those segments as a result of the April 2007 storm events, please submit claim documentation to this office for processing to the Federal Highway Administration for their consideration. The documentation should include the specific limits of damage, a description of the pre-existing condition, the repair or replacement actions undertaken, and either an estimated cost or actual cost to effect that restoration effort. Provision of photos would also be appreciated and would support decisions made relative to the claim(s). Please provide three (3) copies of the submittal.

The basics of a claim need to be on file within thirty days of the date of this letter in order to qualify for consideration of eligibility.

The Department and the FHWA will review the submittal and the site and make a determination as to eligibility of the submitted claims and inform the municipality in writing of that determination.

Should you have any questions in this regard, please contact me.

Sincerely,

Nancy J. Mayville, P.E.  
Municipal Highways Engineer  
Bureau of Planning and Community Assistance  
Telephone: (603) 271-2107

NJM/sdb

cc: James A. Moore, Commissioner's Office  
Lyle Knowlton, Commissioner's Office  
Kevin Russell, Highway Maintenance  
Jamie Sikora, FHWA  
, «JobTitle2»



DEPARTMENT OF PUBLIC WORKS  
TOWN OF DURHAM  
100 STONE QUARRY DRIVE  
DURHAM, N.H. 03824  
603/868-5578  
FAX 603/868-8063

C: KEVIN WHEELER  
HIGHWAY MA  
7-28-06

## MEMORANDUM

To: *MSM*  
*FOR* Municipal Highway Engineer  
Planning and Community Assistance  
New Hampshire Department of Transportation  
7 Hazen Drive- P.O. Box 483  
Concord, N.H. 03302

From: Michael Lynch  
Director of Public Works *ML*  
100 Stone Quarry Drive  
Durham, N.H. 03824

Date: July 25, 2006

Ref: U.S. Department of Transportation / Federal Highway Administration  
Emergency Relief Funding for May 2006 flood event.

RECEIVED  
DEPARTMENT OF  
TRANSPORTATION

JUL 28 2006

BUREAU OF  
Planning and Community Assistance

Attached please find a U.S. Department of Transportation Federal Highway Administration Detailed Damage Inspection Report for damages to Durham Point Road located in Durham, N.H.

Attached also is our detailed information the Town of Durham supplied to FEMA as part of a town wide claim of damages from the May 2006 flood event. FEMA officials have notified the town that they have turned our Durham Point Road claim over to Federal Highway Administration Officials.

The Town's claim is filed in accordance with the FHA Emergency Relief Manual, Chapter II Eligibility of Damage Repair Work, Section 3-Traffic Damage, Paragraph B. Any public roads-caused by traffic using the officially designated detour around a damaged Federal-aid highway.

Mr. Thomas Aspell, City Manager  
City of Concord  
41 Green Street  
Concord, NH 03301

Dear Mr. Aspell:

Subject: May 2006 Flood Event  
Request for ER Funding for Damage to Federal-aid Roads

This letter is in response to the City of Concord's August 1, 2006 request letter to our office regarding funding reimbursement under the Federal Highway Administrations Emergency Relief (ER) Program for eligible Federal-aid roads within your municipality damaged as a result of the subject flood event.

On August 7 and August 23, 2006, Mr. Kevin Russell, NHDOT Highway Maintenance Bureau and Mr. Jamie Sikora of the FHWA NH Division Office conducted field reviews of the Federal-aid roadways we had been notified of in order to verify the extent of damages and/or repairs, and discuss the claim documentation with your City Engineer, Edward Roberge. After reviewing the detailed damage inspection reports claim documentation provided, FHWA has determined that emergency work totaling \$35,653.97 (100% Federal Share) required for repairing the roadways to a safe condition and restoring essential traffic, and permanent repairs totaling \$264,500 (80% Federal Share is \$211,600) still required to bring the roadways to pre-disaster condition and prevent future flooding problems, as eligible for ER funding. The following individual roadway and funding breakdown is provided for your information.

	Emergency Repairs	Permanent Repairs
North State Street	\$12,798.08	N/A
Pleasant Street	\$ 7,428.57	\$138,000 (\$110,400 Federal Share)
Warren Street	<u>\$15,427.32</u>	<u>\$126,500 (\$101,200 Federal Share)</u>
Totals	\$35,653.97	\$264,500 (\$211,600 Federal Share)

Based upon the above information, the FHWA Division Office will be including \$247,253.97 as part of their overall ER funding request to their FHWA Headquarters Office for this event. Once the FHWA formally concurs in the disaster, and funding is made available, a program of ER projects will be developed by NHDOT including those projects for your municipality.

Unfortunately, under the FHWA's ER Program there is no guaranteed timeframe for when such ER funding determined eligible for an event might be made available, and it is not uncommon for such funding to sometimes take up to a year or more before it can be allocated at the Federal level. Your municipality will be notified of when any funding becomes available and, at that time, all future reimbursement requests from the municipality will need to be directed through this office for processing.

In closing, we would like to inform you that our Department is currently working with the FHWA Division Office to create a Basic FHWA ER Program Guidance Document which we hope will be of some assistance to the municipalities for any future ER related events. Should you have any questions regarding the above information or the ER guidance document that will be distributed in the future, please contact this office.

Sincerely yours,

File:  
cc: Edward Roberge, Concord City Engineer



155 —  
**THE STATE OF NEW HAMPSHIRE**  
DEPARTMENT OF TRANSPORTATION



**CHARLES P. O'LEARY, JR.**  
COMMISSIONER

July 17, 2007

**JEFF BRILLHART, P.E.**  
ASSISTANT COMMISSIONER

Sue Desruisseaux, Town Administrator  
Town of Goffstown  
16 Main Street  
Goffstown, NH 03045

Re: May 2006 Flood Event  
ER Funding for Damage to Federal-aid Roads  
**FINAL COST REIMBURSEMENT**

Dear Ms. Desruisseaux:

This letter will serve as notification that our office has processed a request for reimbursement under the Federal Highway Administration's Emergency Relief (ER) Program as a result of the subject flood event. The 100% ER funding reimburses costs on the following:

Goffstown, #14902 Henry Bridge Road	\$48,905.11
Goffstown, #14903 Goffstown Back Road	\$29,409.51

A check will be sent directly to the City from the State of NH Treasury Department. If a check is not received within three weeks, please contact our Program Assistant, Sherry Blanchard, at 271-2108.

If you have any other questions or concerns, please feel free to contact me.

Sincerely,

Nancy J. Mayville, P.E.  
Municipal Highways Engineer  
Bureau of Planning and Community Assistance  
Telephone: (603) 271-2107

NJM/sdb

cc: Lisa Yanco, NHDOT  
James Moore, NHDOT  
Kevin Russell, NHDOT  
✓ Jamison Sikora, FHWA  
Goffstown Public Works Director  
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