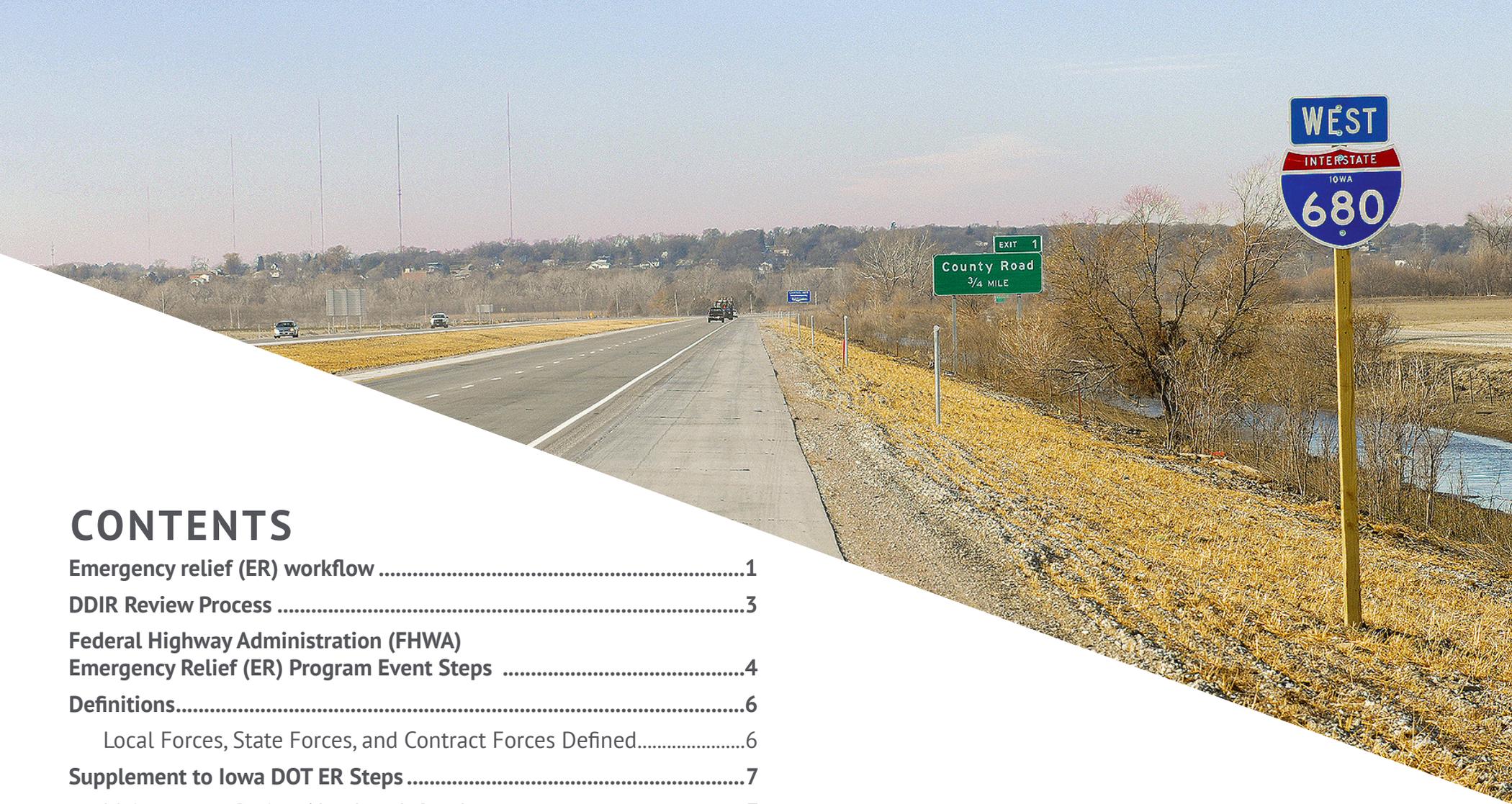




Emergency Relief (ER) and  
Detailed Damage Inspection Report (DDIR)  
**PROCESS AND WORKFLOW**



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# EMERGENCY RELIEF (ER) WORKFLOW

## SUBMITTER SEEKING EMERGENCY RELIEF (CAN BE ANY OF THE FOLLOWING)

- Iowa DOT
- County engineer
- Railroad company representative
- City engineer
- DNR
- Anyone representing one of these entities

## SUBMITTER PUTS DAMAGE ESTIMATES INTO THE ONLINE SYSTEM

### The following criteria must be met before you can proceed:

- At least \$5,000 in damages
- Damage is on Federal aid routes (Federal Function Class: major collector and above)
- Damage estimate is finalized

*For more information, see Step 3 of "Emergency Relief (ER) Program Event Steps" on page 4*

An automatic email notification is sent to the Iowa DOT

## EVENT ELIGIBILITY IS VERIFIED BY ER ADMINISTRATOR

### The event must meet the following criteria for ER application to continue

- Governor's Proclamation or Presidential Declaration of county that incurs damage
- Damage is on Federal aid routes - major collector and above
- Each specific site estimate must exceed \$5,000 in damage
- Statewide combined estimate of damage must exceed \$1,000,000

*For more information, see Steps 4, 5, and 6 of "Emergency Relief (ER) Program Event Steps" on page 5*

Event meets all criteria

Event **doesn't** meet all criteria

ER Administrator and FHWA determine event details.

*For more information, see Steps 6 and 7 of "Emergency Relief (ER) Program Event Steps" on page 5*

Eligibility on hold until criteria is met or ER Administrator determines the time has expired.

Emergency Relief (ER) workflow continued on next page.

# EMERGENCY RELIEF (ER) WORKFLOW (CONTINUED)

APPROVED FOR FUNDING



EMAIL NOTIFICATION SENT TO ALL SUBMITTER'S WHO HAVE MET THE FOLLOWING CRITERIA

- Submitted a Finalized Estimate
  - The Finalized Estimate Inspection date is the same or after the FHWA Disaster Start Date and the same or before DDIR Submission Deadline
  - The County is included in the FHWA Disaster Number
- (Email states to convert the Finalized Estimate to a DDIR.)



- Submitter reviews their Finalized Estimate and makes any additions/changes to damages, costs, etc.
- The Submitter converts the Finalized Estimate to a DDIR.
- The DDIR is locked for no more changes. (Except if returned by District Reviewer or ER Administrator, then Submitter makes revisions and re-submits.)

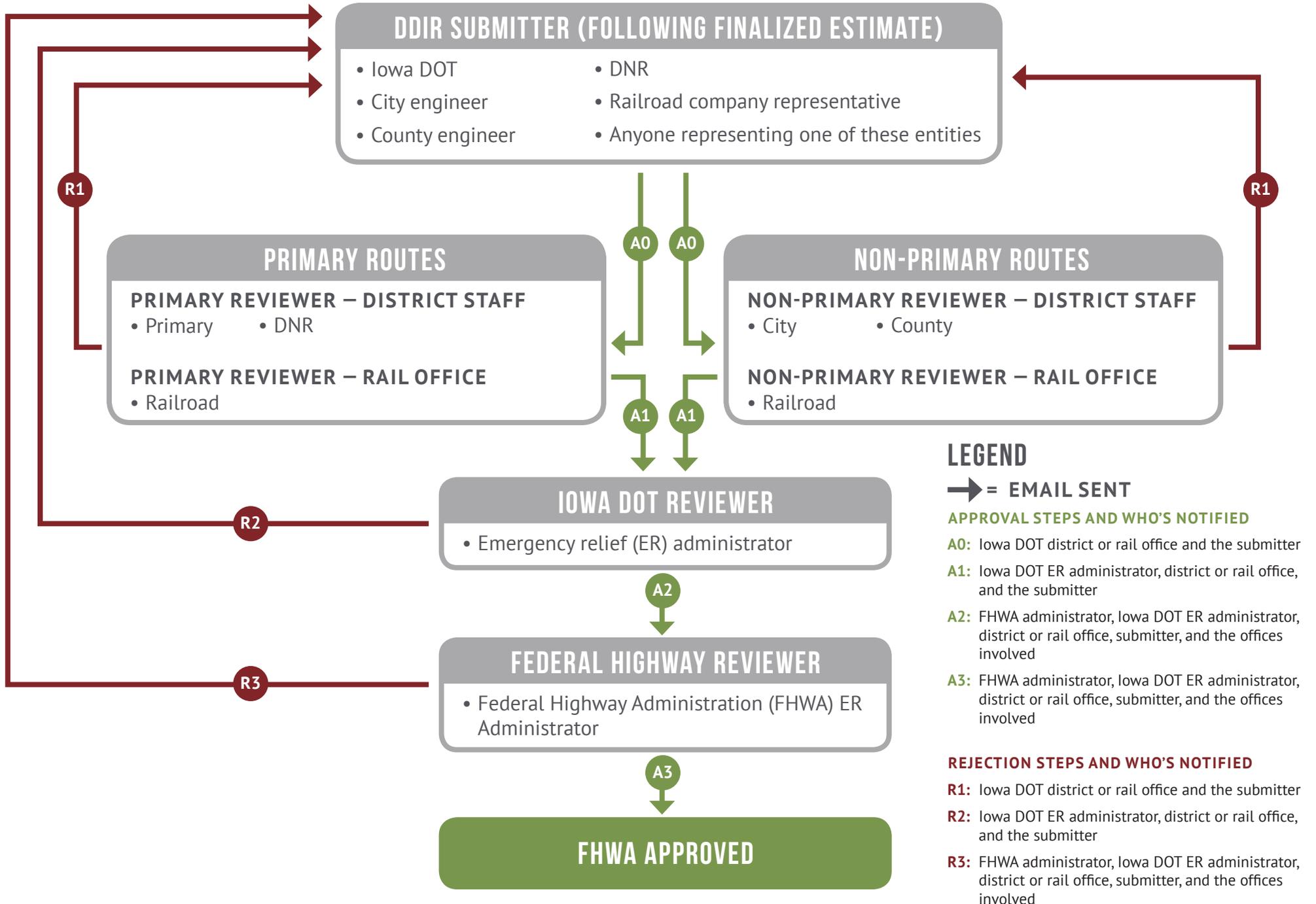


An automatic email notification is sent to the District Reviewer or the Office of Rail Reviewer when the DDIR is submitted.



Detailed Damage Inspection Report (DDIR) review process begins on next page.

# DDIR REVIEW PROCESS



# FEDERAL HIGHWAY ADMINISTRATION (FHWA) EMERGENCY RELIEF (ER) PROGRAM EVENT STEPS

## Involved agencies and Iowa DOT offices

Iowa Homeland Security and Emergency Management Department ( <b>Iowa HSEMD</b> )	Iowa DOT Emergency Relief (ER) Administrator	Iowa DOT Office of Local Systems
Federal Highway Administration ( <b>FHWA</b> )	Iowa DOT Office of Maintenance	Iowa DOT Office of Contracts
City and county agencies	Iowa DOT Highway Division Support Team	Iowa DOT Office of Location & Environment
	Iowa DOT Office of Finance	



### STEP 1 | An emergency event occurs

The Iowa DOT Emergency Relief (ER) Administrator tracks severe weather events by various public information sources such as local weather/news reports and information from Iowa Department of Transportation (Iowa DOT) staff including the Traffic Management Center, local jurisdictions-city/county staff, and Iowa Homeland Security and Emergency Management Department (Iowa HSEMD). Iowa DOT Emergency Relief (ER) Administrator considers type, severity, and impact of severe weather damages as to the likelihood ER funds will be requested for the event.



### STEP 2 | A maintenance project number is created

Based on available information, Iowa DOT Emergency Relief (ER) Administrator staff initiates a maintenance project number (see page 7) through Office of Maintenance and Office of Finance for use by Iowa DOT field maintenance staff to track costs related to current damages and responses. This project number information will be distributed to Iowa DOT staff and placed on the home screen of the Resource Management System. The project number should be used for all equipment, labor, and material expenditures incurred responding to emergency work by Iowa DOT staff.



### STEP 3 | Damage estimates from district staff and public agencies are put into the online system

Specific damage estimates by site and county (both current and updates) will be submitted online at <https://secure.iowadot.gov/emergencyrelief>. A confirmation email will be sent to the user upon completion of the damage estimate.



### STEP 4 | Event area is verified as covered by Governor's Proclamation

Iowa DOT Emergency Relief (ER) Administrator verifies that damage estimates are within counties covered by a Governor's Proclamation of Emergency and requests those counties not covered be added to the proclamation through Iowa HSEMD.



### STEP 5 | Event eligibility is verified

Iowa DOT Emergency Relief (ER) Administrator and FHWA determine event eligibility based on the current information. The following criteria must be met:

- Governors Proclamation or Presidential Declaration of county that incurs damage, **and**,
- Damage is on Federal aid routes-major collector and above, **and**,
- Each specific eligible site estimate must exceed \$5,000 in damage, **and**,
- Statewide combined estimate of damage must exceed \$1,000,000.

# FEDERAL HIGHWAY ADMINISTRATION (FHWA) EMERGENCY RELIEF (ER) PROGRAM EVENT STEPS



## STEP 6 | Approval for funding

**If the event meets all the criteria**, Iowa DOT Emergency Relief (ER) Administrator drafts the Letter of Intent to the FHWA seeking reimbursement for damages for the specified proclaimed disaster, including all current damage estimates and Iowa DOT Highway Division Director's signature.

**If the event doesn't meet all criteria**, Iowa DOT Emergency Relief (ER) Administrator will continue to review online estimates periodically until the estimates meet criteria. If the submitted estimates do not meet or exceed the requirements, Iowa DOT Emergency Relief (ER) Administrator and FHWA cease seeking ER eligibility.



## STEP 7 | Iowa DOT Management and local agencies are notified of ER funding availability

**Upon FHWA's acknowledgment of the Letter of Intent:**

- Iowa DOT Emergency Relief (ER) Administrator will notify Iowa DOT management and offices, and other agencies regarding the current disaster event details and time lines.
- Iowa DOT Emergency Relief (ER) Administrator will enter the current ER event number and eligible counties (as defined by FHWA) to the menu for submitters to select when creating DDIRs.
- Iowa DOT Emergency Relief (ER) Administrator works with Iowa DOT staff and local agencies to have DDIRs (see page 3) submitted for review.
- Iowa DOT Emergency Relief (ER) Administrator requests an Emergency Relief (ER-EMER) project number from project scheduling and notifies Iowa DOT district staff and offices of maintenance and finance to request specific project numbers from project scheduling for DDIRs that include contract work.



## STEP 8 | Total damage estimates for event are calculated

Iowa DOT Emergency Relief (ER) Administrator and Office of Finance use the submitted DDIRs to estimate the total damage estimate for the event. Iowa DOT Emergency Relief (ER) Administrator uses this detailed information to validate the funding request to FHWA.



## STEP 9 | If needed, site visits are performed

Iowa DOT staff, local agencies and FHWA may perform site visits to obtain information to support the Damage Survey Summary Report (DSSR), which Iowa DOT Emergency Relief (ER) Administrator submits to FHWA.



## STEP 10 | Iowa DOT Emergency Relief (ER) Administrator staff provides customer service

Iowa DOT Emergency Relief (ER) Administrator continues to work with various Iowa DOT offices, district staff, and local agency staff to address questions and concerns and to ensure DDIRs are submitted timely.

**Iowa DOT Emergency Relief (ER) Administrator does not make eligibility determinations for the ER program.** Iowa DOT Emergency Relief (ER) Administrator may return DDIRs lacking content or clarity.



## STEP 11 | Iowa DOT Emergency Relief (ER) Administrator staff assists in assembling and submitting statements for billing

Iowa DOT Emergency Relief (ER) Administrator will work with district staff and Office of Finance to assemble and submit statements for billing costs to FHWA for approved DDIRs that contain Primary route emergency work.

# DEFINITIONS

## Local Forces, State Forces, and Contract Forces Defined

### Local Forces

Resources under the direct control of the City, County, or Railroad agency performing emergency repairs. These resources can include-Labor, Equipment, Materials, and Expenses incurred while responding to an emergency situation to protect or restore highway function. Only applicable towards Emergency Repair functions.

### State Forces

Resources under the direct control of Iowa DOT or Iowa DNR performing emergency repairs. These resources can include-Labor, Equipment, Materials, and Expenses incurred while responding to an emergency situation to protect or restore highway function. Only applicable towards Emergency Repair functions.

### Contract Forces

Work performed by contractors, secured by contract, can perform Emergency Repairs or Permanent Restoration functions.



# SUPPLEMENT TO IOWA DOT ER STEPS

## Maintenance Project Number defined

Example used by maintenance staff to track responses:

# 90-00-IA01-014

**90-**  
Accounting  
identifier

**IA01-**Assigned disaster  
or event number issued  
chronologically, i.e.  
IA02, IA03, etc.

**014-**Iowa DOT  
fiscal year of  
event or disaster

**00-**Denotes statewide coverage,  
any number beyond 00 indicates a  
specific affected county (01 thru 99)

## Route Classification defined

The following route classifications are determined and assigned based on criteria established by FHWA.

### MAJOR COLLECTOR ROUTES and higher are ER eligible routes

- Interstate
- Other principal arterial
- Minor arterial
- Major collector

### MINOR COLLECTOR ROUTES and below are NOT ER eligible

- Minor collector
- Local
- Rural

[Get more information about major and minor collectors.](#)

[View all the route classifications by county.](#)

## Primary Route DDIR defined (Iowa DOT submitted)

# IA-18-01-85-35-111.1

**IA-**Iowa

**01-**Sequential  
event number  
occurring in Iowa,  
in federal fiscal  
year 18

**35-**Primary  
Route with  
reported  
damage= I-35

**18-**Federal fiscal year  
of the event start date

**111.1-**Beginning milepost  
of reported damage

**85-**01 to 99 available County  
numbers in Iowa, 85=Story County

## County DDIR defined (county staff submitted)

# IA-18-01-85-01

**IA-**Iowa

**01-**Sequential  
event number  
occurring in Iowa,  
in federal fiscal  
year 18

**01-**Sequential DDIR  
number submitted by  
Story County 01,02,03...

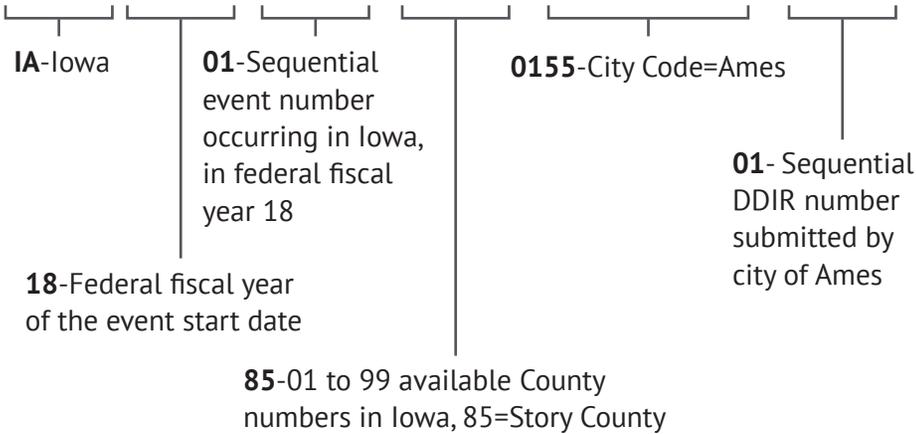
**18-**Federal fiscal year  
of the event start date

**85-**01 to 99 available County  
numbers in Iowa, 85=Story County

# SUPPLEMENT TO IOWA DOT ER STEPS

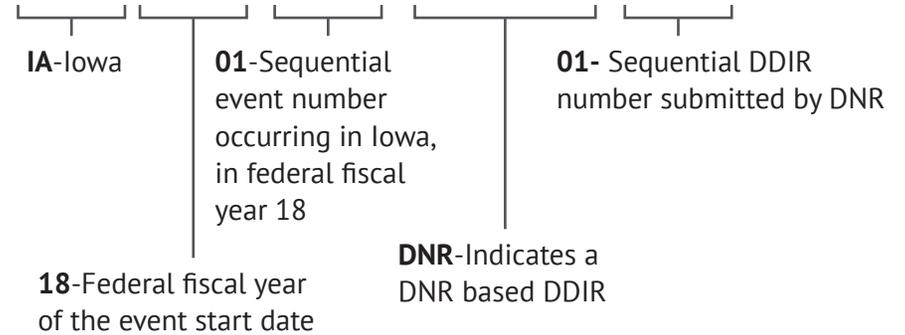
## City DDIR defined (city staff submitted)

# IA-18-01-85-0155-01



## Department of Natural Resources (DNR) DDIR defined (submitted by DNR staff)

# IA-18-01-DNR-01



## Railroad DDIR defined (railroad staff submitted)

# IA-18-01-85-RR-01

