

FHWA/MoDOT Partnering Agreement

Emergency Relief Program

Roles and Responsibilities of FHWA and MoDOT:

The following activities require coordination between FHWA and MoDOT in order to attain reviews/approvals within the agreed timeframes. In this agreement, all reference to days denotes business days. FHWA and MoDOT agree to work as true partners to ensure the success of the Emergency Relief Program.

The following table identifies the various approval/review activities.

Activities		MoDOT/FHWA Responsibilities		
Approval/Action	Reference Document	Description of Actions and Responsibilities	Expected Timeframe (MoDOT)	Expected Timeframe (FHWA)
Notice of Intent to request ER Funds	23 CFR 668.111	MoDOT will submit notice of intent to request emergency relief funds to FHWA.	Will submit within six (6) weeks following the disaster declaration date unless discussed with FHWA in advance.	Will provide acknowledgement letter to MoDOT within two (2) weeks after receiving their notice of intent.
Establish threshold for Field Inspections		MoDOT Safety and Emergency Management staff and FHWA staff will determine a reasonable damage threshold for individual sites that will require field inspection of the damage by FHWA staff.	ASAP after receiving FHWA's acknowledgment letter.	ASAP after issuing FHWA's acknowledgment letter.
Schedule FHWA Damage Site Inspections	23 CFR 668.113 (a)	MoDOT Safety and Emergency Management staff and FHWA staff will schedule damage site inspections for those	ASAP after receiving FHWA's	ASAP after issuing FHWA's acknowledgment letter.

Activities		MoDOT/FHWA Responsibilities		
Approval/Action	Reference Document	Description of Actions and Responsibilities	Expected Timeframe (MoDOT)	Expected Timeframe (FHWA)
		sites that require a field inspection by FHWA staff.	acknowledgment letter.	
DDIR Approval for Field Inspected Sites	ER Manual	MoDOT Safety and Emergency Management staff will provide adequate documentation to support the eligibility of the individual damage sites.	Most DDIRs should be reviewed and approved by FHWA staff within six (6) weeks after the field conditions allow for an assessment of the damage at each site.	After field verification the DDIR for these sites should be completed, signed, and approved by FHWA, at the conclusion of the field inspection, whenever possible, or no later than 3 business days following the field inspection.
Damage Site Documentation Review Meeting	23 CFR 668.113 (a)	MoDOT Safety and Emergency Management staff and FHWA staff will schedule damage site documentation review meetings for those sites that do not require a field inspection by FHWA staff.	ASAP after receiving FHWA's acknowledgment letter.	ASAP after issuing FHWA's acknowledgment letter.

Activities		MoDOT/FHWA Responsibilities		
Approval/Action	Reference Document	Description of Actions and Responsibilities	Expected Timeframe (MoDOT)	Expected Timeframe (FHWA)
DDIR Approval for Sites that do not require a Field Inspection	ER Manual	MoDOT Safety and Emergency Management staff will provide adequate documentation to support the eligibility of the individual damage sites.	Most DDIRs should be reviewed and approved by FHWA staff within six (6) weeks after the field conditions allow for an assessment of the damage at each site.	The DDIR for these sites should be completed, approved, and signed by FHWA during the course of the meeting.
Standard ER Request Method-Submit Damage Survey Summary Report	23 CFR 668.111 (b) (1)	MoDOT Safety and Emergency Management staff will submit Damage Survey Summary Report (DSSR) with supporting information to FHWA.	Within one (1) week after a sufficient number of DDIR's have been signed by FHWA and MoDOT Staff to establish event eligibility and within six (6) weeks after MoDOT submits its letter of intent to seek reimbursement for the disaster.	Review Damage Survey Summary Report and supporting documentation and notify MoDOT of FHWA's eligibility determination within two (2) weeks. Notify FHWA HQ concurrently.
Quick Release ER Request Method-Submit Abbreviated	23 CFR 668.111 (b) (3)	MoDOT Safety and Emergency Management staff will submit an abbreviated DSSR.	Within one (1) week after a sufficient number of DDIR's have	Review Damage Survey Summary Report and supporting documentation

Activities		MoDOT/FHWA Responsibilities		
Approval/Action	Reference Document	Description of Actions and Responsibilities	Expected Timeframe (MoDOT)	Expected Timeframe (FHWA)
Damage Survey Summary Report			been signed by FHWA and MoDOT Staff to establish event eligibility.	and notify MoDOT of FHWA's eligibility determination within two (2) weeks of submittal.
Quick Release ER Request Method-Submit Complete Damage Survey Summary Report	23 CFR 668.111 (b) (3)	MoDOT Safety and Emergency Management staff will submit a complete DSSR.	Within six (6) weeks after MoDOT submits its letter of intent to seek reimbursement for the disaster.	Review Damage Survey Summary Report and supporting documentation and notify MoDOT of FHWA's eligibility determination within two (2) weeks of submittal to FHWA.
Program of Projects	23 CFR 668.113	MoDOT Safety and Emergency Management staff will prepare the Program of Projects immediately following the FHWA Division Administrator's approval of the ER application.	The Program of Projects should be submitted to FHWA within three (3) months of receipt of the Division Administrator's approval of the event.	Review Program of Projects and supporting documentation and provide a response within two (2) weeks of submittal to FHWA.

Activities		MoDOT/FHWA Responsibilities		
Approval/Action	Reference Document	Description of Actions and Responsibilities	Expected Timeframe (MoDOT)	Expected Timeframe (FHWA)
Permanent Repairs by State or Local Forces	23 CFR 635.204	Obtain approval from FHWA for any permanent restoration work to be performed by state or local forces.	Prior to starting any permanent repairs at the site.	Review and respond to requests for utilization of state or local forces within two (2) weeks of receipt of request.
Project Authorization for Permanent Repairs	23 CFR 668.113 (b) (1)	MoDOT Safety and Emergency Management staff and MoDOT Financial Services staff will jointly ensure that Construction Authorization is received from FHWA.	Prior to performing permanent restoration work with state forces or advertisement of any contracted permanent repairs.	Review and respond to requests for Construction Authorization within two (2) weeks of receipt of request.
Amended DDIR	ER Manual	MoDOT Safety and Emergency Management staff will submit amendments to DDIR's when there are changes in the scope of the repairs or changes that would affect the classification of the repairs as either permanent or emergency repairs.	As soon as the changed condition is known and prior to starting any permanent repairs at the site.	Review and respond within two (2) weeks of receipt of request.
Amended DDIR	ER Manual	MoDOT Safety and Emergency Management staff will submit	Prior to submitting the request for FMIS	Review and respond within two (2) weeks or

Activities		MoDOT/FHWA Responsibilities		
Approval/Action	Reference Document	Description of Actions and Responsibilities	Expected Timeframe (MoDOT)	Expected Timeframe (FHWA)
		amendments to DDIR's prior to the FMIS project authorization if the actual cost exceeds the estimated cost in the DDIR by more than 20 percent or a minimum of \$20,000.	project authorization.	receipt of amendment(s).

This agreement will be reviewed and updated, as needed, on an annual basis.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the date last written below.

FEDERAL HIGHWAY ADMINISTRATION

FHWA-MO Division Projects Team Leader

MISSOURI DEPARTMENT OF TRANSPORTATION

MoDOT-Safety and Emergency Management Division Director