



2024

ER Data Portal Style Guide

A style guide to adding an Emergency Event and filling out an
Obligation Plan for Emergency Relief funding in the Emergency Relief
Data Portal

Version 1.0



U.S. Department of Transportation
Federal Highway Administration

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ER Data Portal Login

The ER Data Portal Dashboard is a part of the Policy Information Data Portal (PIDP), which includes many web forms for the Office of Policy and Governmental Affairs and Office of Stewardship, Oversight and Management to perform their day-to-day activities. The ER Data Portal Dashboard is used to facilitate the data collection necessary for the Office of Stewardship, Oversight and Management to process an emergency event. This Guide instructs Data Portal users on how to fill out the information needed to create an emergency event and create and fill out an Obligation Plan Form to request allocations and de-allocations.

To login to the Data Portal, you will need to have a UPACS User Identification name (UPACS ID). This name should be provided to EmergencyReliefDataPortal@dot.gov. A member of the Emergency Relief team will provide you with access to the Data Portal using your UPACS ID. If you do not have a UPACS ID, navigate to UPACS (<https://fhwaapps.fhwa.dot.gov/upacsp/tm>) and click “To Establish a UPACS Account” to register and request an account.

After you have been given access to the Data Portal, you should navigate to UPACS (<https://fhwaapps.fhwa.dot.gov/upacsp/tm>) and login using your PIV card (FHWA/FLH users) or login.gov (all other users).

The screenshot shows the FHWA Information Systems - UPACS Login page. It includes a navigation bar with links for File Transfer Registration, UPACS Administrators, Phone List, System Availability, System Requirements, and FAQ. The main heading is "FHWA Information Systems - UPACS Login". Below this, there are two primary login options: "Log in to UPACS using PIV via Okta For FHWA DOT Employees - Only" and "Log in to UPACS using Login.gov via Okta For External Users - Only". A central notice states: "**** Notice **** We are no longer using ORCA as a credentialing service. Please click on the UPACS - Login.gov Process Document link above for instructions to complete the new registration process in order to access UPACS. For UPACS Support please send an email to FHWAITAppSupport@dot.gov". At the bottom, there are links for "Feedback", "Privacy Policy", and "Exit", and a footer with the FHWA logo and "United States Department of Transportation - Federal Highway Administration".

FHWA Employees only

All Other Users

Once you have logged into the UPACS system, select PIDP Policy Information Data Portal from the menu.

FHWA Information Systems - UPACS Production Menu

Application List FAQ Other Systems Phone List Logout

FMIS5-P	Fiscal Management Information System 5.0	Info	Contacts
NHW	National Highway Institute Web Portal	Info	Contacts
PIDP	Policy Information Data Portal	Info	Contacts
UPACS	User Profile & Access Control System	Info	Contacts

[Feedback](#) | [Privacy Policy](#) | [Logout](#)

United States Department of Transportation - **Federal Highway Administration**

Select the hyperlinked Emergency Relief (ER) text.

POLICY INFORMATION DATA PORTAL

User Name: _____

Forms Admin Contact Us Help Exit

Welcome to the FHWA's Policy Information Data Portal (PIDP)!

The Data Portal includes:

- Emergency Relief (ER) Data Portal**

This data portal was designed to provide a single point of access to **Emergency Relief (ER)** program and financial data.

Congress authorized the Emergency Relief Program in Title 23, United States Code, section 103, a special program dedicated to funding 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, their political subdivisions, or other Federal agencies to help pay for unusually heavy expenses resulting from extraordinary conditions. The applicability of the ER program to a natural disaster is based on the extent and intensity of the disaster. The ER program provides for repair and restoration of highway facilities to pre-disaster conditions.

The ER Program has expanded over time and regularly receives Congressional attention through requests for information and extensive audit. In the past, FHWA relied on a variety of applications and systems to track and analyze recipients' utilization of ER funds and project future needs. When an ER event occurs, the majority of event information was tracked by the recipient and available either in paper copy or stored electronically at the Division Office. The ER Data Portal provides recipients a data entry interface to populate information, incorporates data connections to existing systems, and includes a workflow to document decision points.

Data collected in the ER Forms is authorized by OMB Control Numbers #2125-0525 and 2125-656.

** Important information about the use of unobligated ER funds - ER funds are obligated for a specific ER event and should only be used on the event for which they were allocated. Following a U.S. Government Accountability Office (GAO) Audit on the Emergency Relief Program published in November 2011, the Office of Program Administration issued a memorandum addressing GAO's recommendation to "no longer permit states to transfer unobligated allocations from a prior emergency relief event to a new event." The memorandum is available here for your reference: [Management of Emergency Relief Funds \(1/23/2012\)](#)

** ER Resources List: [View Additional ER Resources](#)

If you have difficulty accessing the portal, email EmergencyReliefDataPortal@dot.gov to report and describe your issue, and include screenshots if it would help explain the problem you are having.

Adding an Emergency Event

The State DOT decides if it will seek ER funding for repair of either State or local agency-owned Federal-aid highways. The State DOT may submit this form to initiate the event for division review and approval.

Navigate to the Emergency Relief Data Portal – Dashboard.

The screenshot shows the 'Emergency Relief Data Portal - Dashboard' with tabs for 'In Progress' and 'Archived Events'. A table lists emergency events with columns for Details, Administering Agency, State, ER Code, Year, Event Title, and Workflow. The workflow column shows steps like 'Obligation Plan', 'Event', and 'QR (2)'. A red arrow points to the 'Add Emergency Event' button in the top right.

Details	Administering Agency	State	ER Code	Year	Event Title	Workflow - Forms that have been established for an Emergency Event
	ERFA	Florida	FL202235	2022	FL22-35, May 22, 2023 Earthquake	Obligation Plan
	ERFA / ERFO	Delaware	DE202408	2024	DE24-8, July 09, 2024 Earthquake	Event QR (2)
	ERFA / ERFO	Guam	GQ202404	2024	GQ24-4, July 16, 2024 Hurricane or Typhoon	QR (2) Event
	ERFO	Delaware	DE202409	2024	DE24-9, July 16, 2024 Hurricane or Typhoon	Event
	ERFA	Florida	FL202462	2024	FL24-62, May 22, 2023 Earthquake	Obligation Plan
	ERFA	Florida	FL202234	2022	FL22-34, May 22, 2023 Earthquake	Obligation Plan
	ERFO	Idaho	ID22201	2022	ID22-1, July 15, 2024 Basin flooding	Event
	ERFA	Connecticut	CT202101	2021	CT21-1, July 17, 2024 Earthquake	Event
	ERFA	Florida	FL202233	2022	FL22-33, May 22, 2023 Earthquake	Obligation Plan
	ERFO	Arkansas	AR202303	2023		Event Application

Select “Add Emergency Event.”

A close-up screenshot of the 'Add Emergency Event' button in the top right corner of the dashboard, with a red arrow pointing to it.

Select the State or territory and the **Federal fiscal year** where and when the ER Event occurred.

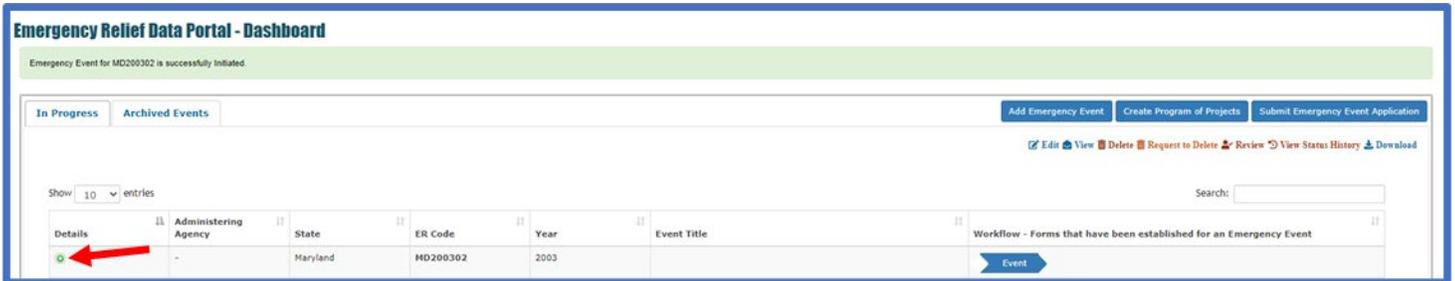
- The Federal fiscal year runs from October 1 of one calendar year through September 30 of the next (e.g., Fiscal Year 2023 (FY 2023) started on October 1, 2022, and ended on September 30, 2023).

The screenshot shows the 'Establish Emergency Event' form with two dropdown menus. The first dropdown is labeled 'Select the state or territory where the ER Event occurred.' and has 'Maryland' selected. The second dropdown is labeled 'Select the Federal Fiscal Year that the ER Event occurred.' and has '2003' selected. There are 'Save' and 'Close' buttons at the bottom.

Adding an Emergency Event

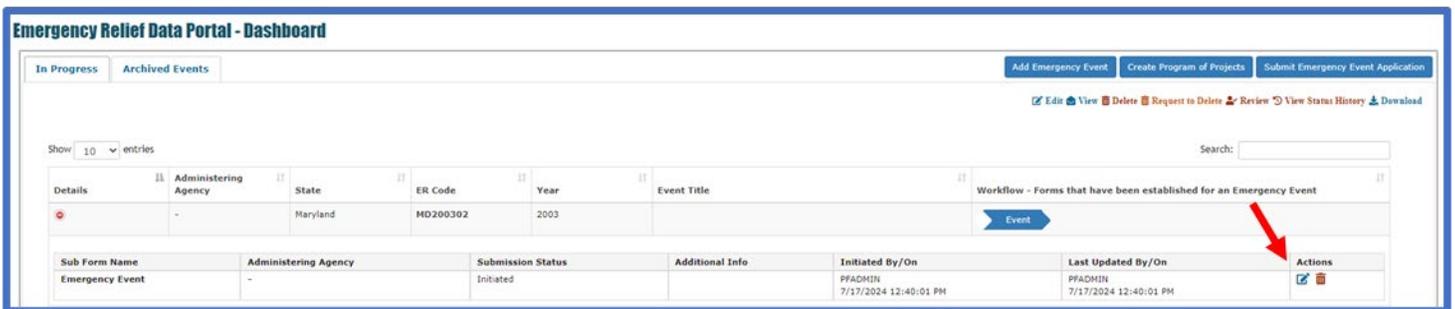
Select “Save” to initiate the Event and close the window. Navigate to the ER dashboard. Your event should be at the top of the list. Note the ER Code of the event.¹ If your event is not at the top of the list, use the search bar to locate it by entering the ER Code, the two-letter State or territory code and the four-digit year of the event.

Now, select the green “+” symbol under the “Details” column.



The screenshot shows the 'Emergency Relief Data Portal - Dashboard' with a notification at the top: 'Emergency Event for MD200302 is successfully Initiated'. Below the notification are buttons for 'Add Emergency Event', 'Create Program of Projects', and 'Submit Emergency Event Application'. A search bar is present. The main table has columns: Details, Administering Agency, State, ER Code, Year, Event Title, and Workflow. The first row contains: Details (with a green plus icon), -, Maryland, MD200302, 2003, and Workflow - Forms that have been established for an Emergency Event. A red arrow points to the green plus icon in the 'Details' column.

Select the edit symbol under “Actions.” This will open the Emergency Event form, where you can add information about the new Event.



The screenshot shows the 'Emergency Relief Data Portal - Dashboard' with the same notification. The table now shows a detailed view of the event. The 'Details' column has a red minus icon. Below the main table is a sub-table with columns: Sub Form Name, Administering Agency, Submission Status, Additional Info, Initiated By/On, Last Updated By/On, and Actions. The 'Actions' column contains an edit icon (pencil) and a delete icon (trash). A red arrow points to the edit icon.

¹ Beginning August 26, 2013, all projects using program code ER90, and all subsequent emergency relief program codes, require an Emergency Relief Code (ER Code). The Fiscal Management Information System (FMIS) has been modified to include the ER Code which will allow FHWA to track funding allocations by disaster event to ensure we comply with legislative provisions.

Adding an Emergency Event

Double-check that the pre-populated Event information matches that of the Event you created.

Emergency Event - Edit

State	Year	ER Code	Administering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302		Initiated	PFADMIN	7/17/2024 12:40:01 PM

Administering Agency *
Dropdown to select Administering Agency - Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

Event Type *
Category of the emergency event

Event Title *
Title of the event. Nomenclature: Recipient ID (XX), Fiscal Year (XX), "-", sequence number, Date and brief title "AL16-1, December 24, 2015 Heavy Rains and Severe Flooding"

Event Description *
Provide a general description of the typical damages and location of damages within the state - central, western, statewide. An example event description "Beginning in March 2019, severe winter storms, including freezing rains, ice, and heavy snows, have resulted in severe flooding throughout Nebraska. Nebraska Department of Transportation estimates nearly 190 highway miles and 27 state bridges with damages, including 6 full replacements, 7 with major repairs and 14 with repair, scour and washout work."

Event Start Date *
Beginning date of ER eligibility

Declaration Type *
To be considered for Emergency Relief funding, a disaster declaration/proclamation is required. Select all declarations that apply to the event.

Date of Governor's Disaster Proclamation
A declaration of emergency by the Governor of the affected State.

Date of Presidential Declaration

Select Administering Agency
Administering Agency - Required

Select Event Type
Event Type - Required

Populate an event title in the appropriate format
Event Title - Required

Provide the event description
Event Description - Required

mm/dd/yyyy
Event Start Date - Required

Select Declaration Types
Declaration Type - Required

mm/dd/yyyy

mm/dd/yyyy

Select the "Administering Agency" dropdown menu. Select either "ERFA" (Emergency Relief for Federal-Aid Highways), or "ERFO" (Emergency Relief for Federally-Owned Roads).

Emergency Event - Edit

State	Year	ER Code	Administering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302		Initiated	PFADMIN	7/17/2024 12:40:01 PM

Administering Agency *
Dropdown to select Administering Agency - Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

Select Administering Agency
Administering Agency - Required

Then select the "Event Type", which describes the disaster that instigated the Event. If several Event Types apply, select the greatest contributor. A sample title will automatically populate—skip it for now.

Emergency Event - Edit

State	Year	ER Code	Administering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302		Initiated	PFADMIN	7/17/2024 12:40:01 PM

Administering Agency *
Dropdown to select Administering Agency - Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

Event Type *
Category of the emergency event

ERFA

Select Event Type
Event Type - Required

Adding an Emergency Event

Write an Event Description. It should succinctly answer the following questions:

- When did the event take place, and about how long did it last?
- What type of event occurred? (e.g., winter storm, tornado, landslide, etc.)
- What was the effect of this event on roadways?
- What are the expected repairs?
- Which counties were affected?

See below for an example.

Event Description *

Provide a general description of the typical damages and location of damages within the state - central, western, statewide. An example event description "Beginning in March 2019, severe winter storms, including freezing rains, ice, and heavy snows, have resulted in severe flooding throughout Nebraska. Nebraska Department of Transportation estimates nearly 190 highway miles and 27 state bridges with damages, including 6 full replacements, 7 with major repairs and 14 with repair, scour and washout work."

From July 23rd, 2024 continuing into August, a series of severe winter storms struck northern Maryland, resulting in major flooding, damaged roadways, landslides, failed drainage systems, and support slope washouts. Typical repairs will include bridge and road reconstruction, retaining wall repairs, embankment restoration, addition of riprap protection, detours, and debris removal. Counties affected: Baltimore, Carroll, Cecil, Frederick, Harford, Howard, and Montomery.

Enter the Event Start Date by selecting the calendar icon on the right of the text box and choosing the applicable date, or by entering it into the text box in mm/dd/yyyy format.

Event Start Date *
Beginning date of ER eligibility

07/23/2024



Scroll back up to the Event Title. A sample title should have populated once you selected the Administering Agency, the Event Type, and the Event Start Date. Add some more detail—e.g., if the event type is Storms and Flooding, elaborate on the type of storm (winter storm, severe storm, etc.). Expand on the location of the event (e.g., in and near Baltimore), and if the event is also recognized by FEMA, add the FEMA disaster ID to the end of the title (e.g., FEMA DR-9472-MD). For example, a full event title might be “MD03-2, July 23, 2024, Severe Storms in and near Baltimore (FEMA DR-9472-MD).”

Administering Agency *
Dropdown to select Administering Agency - Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

ERFA

Event Type *
Category of the emergency event

Storms and Flooding

Event Title *
Title of the event. Nomenclature: Recipient ID (XX), Fiscal Year (XX), "-", sequence number, Date and brief title "AL16-1, December 24, 2015 Heavy Rains and Severe Flooding"

MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-

Scroll back down to the Declaration Type. In accordance with 23 U.S.C. 125 (d)(1), to be considered for ER funding, a Governor of the State with concurrence by the Secretary needs to have declared a disaster, or the President needs to have declared a Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (23 U.S.C. 5121 et seq.). For ERFO events only, it is sufficient for the Federal Lands Highway (FLH) Division Director to issue a “positive finding.” Selecting the date these declarations were issued is optional but encouraged.

Adding an Emergency Event

Note: FEMA events require a Presidential Declaration. If your event also has a FEMA disaster ID, it has been declared by the President. Check the Disaster Declaration page on the FEMA website for additional information: <https://www.fema.gov/disaster/declarations>

After the Administering Agency, Event Type, Event Title, Event Description, Event Start Date, and Declaration Type are filled out, you should be able to Save. Scroll to the bottom of the page and select “Save” so you don’t lose any of your progress.

Declaration Type * To be considered for Emergency Relief funding, a disaster declaration/proclamation is required. Select all declarations that apply to the event.	Governor's Proclamation, Presidential Declaration
Date of Governor's Disaster Proclamation A declaration of emergency by the Governor of the affected State.	07/29/2024
Date of Presidential Declaration A Presidential Major Disaster Declaration is provided under the authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121-5207).	08/03/2024
Date of FLH Positive Finding Date Date of FLH Positive Finding Date	mm/dd/yyyy

Enter the total Estimated Repair Cost for reconstruction or restoration (i.e., Total of All Funding – Federal/State/Other).

Estimated Repair Cost (Total) Preliminary estimate of costs for restoration or reconstruction of damaged Federal-aid highways	\$ 3700000
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Calculate the federally eligible Estimated Repair Cost.

Except as otherwise provided, the Federal share payable for projects or activities carried out under title 23, U.S.C., shall be:

- 90% of the total cost thereof for a project on the Interstate System (including a project to add high occupancy vehicle lanes or auxiliary lanes but excluding a project to add other lanes) [23 U.S.C. 120(a)]; and
- 80% of the total cost thereof for any project that is not on the Interstate System. [23 U.S.C. 120(b)].

There are various exceptions and adjustments to the “standard” Federal share. Visit the above website for more information.

Estimated Repair Cost (Federal Share) Estimated federally-eligible cost of repair	\$ 2800000
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Adding an Emergency Event

Estimate the Net Allocation Needs for the next three 6-month intervals. If needs are unknown, you can leave these blank and then fill them in later, such as when semi-annual allocation requests are issued.

Net Allocation Needs – 0 to 6 Months Allocation needs for next 6 months (0-6)	\$ 1900000
Net Allocation Needs – 6 to 12 Months Allocation needs for subsequent 6 months (6-12)	\$ 500000
Net Allocation Needs – 12 to 18 Months Allocation needs for subsequent 6 months (12-18)	\$ 400000

Provide a point of contact in case an FHWA representative has questions.

Point of Contact (POC) from State Transportation Agency (STA) or Federal Land Management Agency (FLMA) The person FHWA should contact for questions.	[Name], [Position]: pointofcontact@example.gov
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Add any helpful attachments, such as an official Event declaration.

Attachments Select one or more files which are less than 50MB in total to attach	<input type="button" value="Choose Files"/> MD200302_GovnrProclamation.png
--	--

Hit Save at the bottom of the page to view and manage your uploaded documents. The user will receive an email that an ER event has been initiated. Emails are automatically generated by the system.

Attachments Select one or more files which are less than 50MB in total to attach	<input type="button" value="Choose Files"/> No file chosen																
Manage Attachments																	
<table border="1"><thead><tr><th>Name</th><th>Uploaded By</th><th>Uploaded On</th><th>Actions</th></tr></thead><tbody><tr><td>MD200302_PrstdntDeclaration.jfif</td><td>PFADMIN</td><td>7/24/2024 11:26:40 AM</td><td> </td></tr><tr><td>MD200302_Road Damage.jfif</td><td>PFADMIN</td><td>7/24/2024 11:26:40 AM</td><td> </td></tr><tr><td>MD200302_GovnrProclamation.png</td><td>PFADMIN</td><td>7/24/2024 11:22:36 AM</td><td> </td></tr></tbody></table>	Name	Uploaded By	Uploaded On	Actions	MD200302_PrstdntDeclaration.jfif	PFADMIN	7/24/2024 11:26:40 AM		MD200302_Road Damage.jfif	PFADMIN	7/24/2024 11:26:40 AM		MD200302_GovnrProclamation.png	PFADMIN	7/24/2024 11:22:36 AM		
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MD200302_PrstdntDeclaration.jfif	PFADMIN	7/24/2024 11:26:40 AM															
MD200302_Road Damage.jfif	PFADMIN	7/24/2024 11:26:40 AM															
MD200302_GovnrProclamation.png	PFADMIN	7/24/2024 11:22:36 AM															
<p>Submission of this form is an electronic Notice of Intent (NOI) to apply for Emergency Relief Funds. <i>Under the provisions of Title 23, U.S.C., Section 125, this is notice of intent to request emergency relief funds to assist in the repair or reconstruction of Federal-aid Highways or Federal Lands which are found to have suffered serious damage by a natural disaster over a wide area or by catastrophic failure.</i></p>																	
<input type="button" value="Cancel/Back to Dashboard"/>	<input type="button" value="Save"/>																
<input type="button" value="Submit Emergency Event"/>																	

Adding an Emergency Event

Review the application. If satisfied, submit your Emergency Event. **Note that submission of the Emergency Event is an official submission of a Notice of Intent to apply for Emergency Relief funds.**

Attachments Choose Files No file chosen

Select one or more files which are less than 50MB in total to attach

Manage Attachments

Name	Uploaded By	Uploaded On	Actions
MD200302_PrsdntDeclaration.jfif	PFADMIN	7/24/2024 11:26:40 AM	
MD200302_Road Damage.jfif	PFADMIN	7/24/2024 11:26:40 AM	
MD200302_GovnrProclamation.png	PFADMIN	7/24/2024 11:22:36 AM	

Submission of this form is an electronic Notice of Intent (NOI) to apply for Emergency Relief Funds.
Under the provisions of Title 23, U.S.C., Section 125, this is notice of intent to request emergency relief funds to assist in the repair or reconstruction of Federal-aid Highways or Federal Lands which are found to have suffered serious damage by a natural disaster over a wide area or by catastrophic failure.

Cancel/Back to Dashboard Save

Submit Emergency Event

When you submit the event, the page will reload. Above the summary table, a green banner confirming you successfully submitted the event will appear.

Emergency Event - View

Emergency Event for MD200302 is successfully Submitted!

State	Year	ER Code	Administering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302	ERFA	Submitted	PFADMIN	8/2/2024 9:18:19 AM

After the event is submitted, an administrator will either Accept, Reject, or Require Revision. To view the status of the event, search for the event on the dashboard, expand 'Details', and select the 'View Status History' icon.

Show entries Search: md200302

Details	Administering Agency	State	ER Code	Year	Event Title	Workflow - Forms that have been established for an Emergency Event
	ERFA	Maryland	MD200302	2003	MD03-2, July 23, 2024 Severe Winter Storms In and near Baltimore (FEMA 94721-MD)	

Sub Form Name	Administering Agency	Submission Status	Additional Info	Initiated By/On	Last Updated By/On	Actions
Emergency Event	ERFA	Accepted	\$2,800,000.00	PFADMIN 7/17/2024 12:40:01 PM	PFADMIN 8/2/2024 9:59:52 AM	

Showing 1 to 1 of 1 entries (filtered from 2,149 total entries) First Previous **1** Next Last

Adding an Emergency Event

You will be able to view the status of your Event Application and any comments the reviewer left for you.

Emergency Event - Status History

Status History

State	Year	ER Code	Administering Agency	Event Type	Status	Updated By	Updated On	View
Maryland	2003	MD200302	ERFA	Storms and Flooding	Accepted	PFADMIN	8/2/2024 9:18:19 AM	

Show entries Search:

Date Created	Created By	Status	Comments
8/2/2024 9:59:51 AM	PFOwner	Accepted	Hmm... looks good to me. Whoever did this does excellent work... Read more
8/2/2024 9:18:19 AM	PFADMIN	Submitted	Submitted
7/17/2024 12:40:01 PM	PFADMIN	Initiated	Initiated

Showing 1 to 3 of 3 entries Previous **1** Next

[Back to Dashboard](#)

Note that Acceptance of the Emergency Event Application serves as the acknowledgment of the Notice of Intent.

Submitting an Emergency Event Application

Select the edit icon under the Emergency Event Application.

Show 10 entries Search: mar

Details	Administering Agency	State	ER Code	Year	Event Title	Workflow - Forms that have been established for an Emergency Event	
	ERFA	Maryland	MD200302	2003	MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-MD)	Event	Event Application

Sub Form Name	Administering Agency	Submission Status	Additional Info	Initiated By/On	Last Updated By/On	Actions
Emergency Event	ERFA	Accepted	\$2,800,000.00	PFADMIN 7/17/2024 12:40:01 PM	PFADMIN 8/2/2024 9:59:52 AM	  
Emergency Event Application	ERFA	Initiated		PFADMIN 8/2/2024 10:43:13 AM	PFADMIN 8/2/2024 10:44:06 AM	  

Once inside the Emergency Event Application form, double check that the pre-populated Event information matches that of the Emergency Event you created. This includes the ER Code.

Submit Emergency Event Application - Edit

State	Year	ER Code	Administering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302	ERFA	Initiated	PFADMIN	8/2/2024 10:44:06 AM

The Administering Agency should have been pre-populated. Double check that it is correct.

Submit Emergency Event Application to FHWA:

Administering Agency
Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

ERFA

Attaching an Application Letter from State DOT leadership to the FHWA Division Administrator is optional but encouraged. It summarizes the eligibility of the project under the Emergency Relief Program and contains either the Governor's Proclamation or a Presidential Declaration or both as well as the Disaster Survey Summary Report (DSSR) for review.

1. Application Letter (optional)
Select one or more files which are less than 50MB in total to attach

Choose Files No file chosen

You must submit a list of all eligible project sites and repair costs within three months after the natural disaster of catastrophic failure. As per the ER Manual, this program of projects should:

- Indicate the natural disaster or catastrophic failure and the time of its occurrence.
- Relate the damage to that described in the damage assessment reports prepared and/or detailed damage inspections.

Submitting an Emergency Event Application

- Describe proposed permanent repairs or replacements on a site-by-site basis (although sites may be lumped by route and county for program purposes).
- Include supporting material indicating the suitability and economy of upgrades or betterments including relocation proposed for participation with ER funds. For some projects it will be necessary to complete additional design work in order to develop justification for added protective features. When betterments are considered, the State or local agency should contact the Division Administrator so that further project development is accomplished with FHWA involvement.
- Identify emergency repairs.

See below for an example:

	A	C	D	E	F	I	K	AC	AD	AE
	Report Number/ Detailed Damage Inspection Report (DDIR) Number	Describe Proposed Permanent Repairs	Emergency Repairs Estimate	Permanent Repairs Estimate	DDIR Amount	Total Federal Share ER Eligible Amount	Site Status	Federally-eligible cost of betterment (not related to Resiliency)	Federally-eligible cost of betterment (related to Resiliency)	Total Federally-eligible cost of betterment
1										
2			\$200,000.00	\$1,800,000.00	\$2,000,000.00	\$1,640,000.00	Initiated			0
3			\$300,000.00	\$2,700,000.00	\$3,000,000.00	\$2,960,000.00	Pending			0
4			\$500,000.00	\$12,500,000.00	\$13,000,000.00	\$10,500,000.00	Final Accept & Sign		2000000	2000000
5		stabilize slope	\$100,000.00	\$500,000.00	\$600,000.00	\$500,000.00	Applicant Accept & Sign			0
6										

Upload the program of projects here.

2. Comprehensive list of all eligible project sites and repair costs*

Select one or more files which are less than 50MB in total to attach


 No file chosen

Attach a copy of the Governor's proclamation and/or the Presidential Declaration.

3. A copy of the:*

a. Governor's proclamation, or
 b. Presidential Declaration per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)

Select one or more files which are less than 50MB in total to attach


 No file chosen

Submitting an Emergency Event Application

Once all documents are attached, select Save. Double check to make sure the correct documentation was uploaded. When ready, select Submit.

Submit Emergency Event Application to FHWA:

Administering Agency
Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

ERFA

1. Application Letter (optional)
Select one or more files which are less than 50MB in total to attach

Choose Files No file chosen

Manage Attachments

Name	Uploaded By	Uploaded On	Actions
Application Letter.pdf	PFADMIN	8/5/2024 9:03:25 AM	

2. Comprehensive list of all eligible project sites and repair costs*
Select one or more files which are less than 50MB in total to attach

Choose Files No file chosen

Manage Attachments

Name	Uploaded By	Uploaded On	Actions
Sites and Repair Cost.pdf	PFADMIN	8/5/2024 9:03:25 AM	

3. A copy of the:

a. Governor's proclamation, or
b. Presidential Declaration per the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)

Select one or more files which are less than 50MB in total to attach

Choose Files No file chosen

Manage Attachments

Name	Uploaded By	Uploaded On	Actions
Presidential Declaration.pdf	PFADMIN	8/5/2024 9:03:25 AM	

Back to Dashboard Save **Submit**

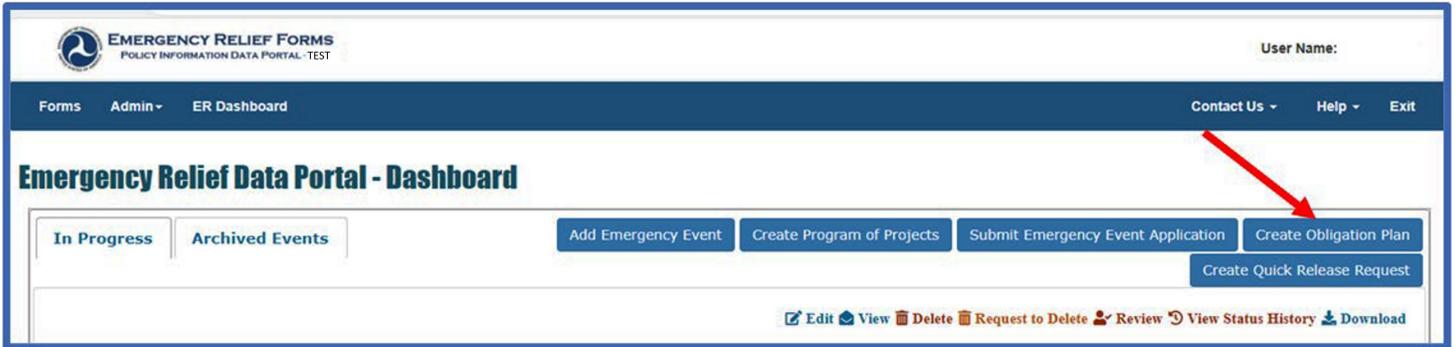
Note that submission of the Emergency Event Application is an official submission of an application to seek funding for repairs and reconstruction through the ER Program.

There are three potential actions that can be taken by the Division:

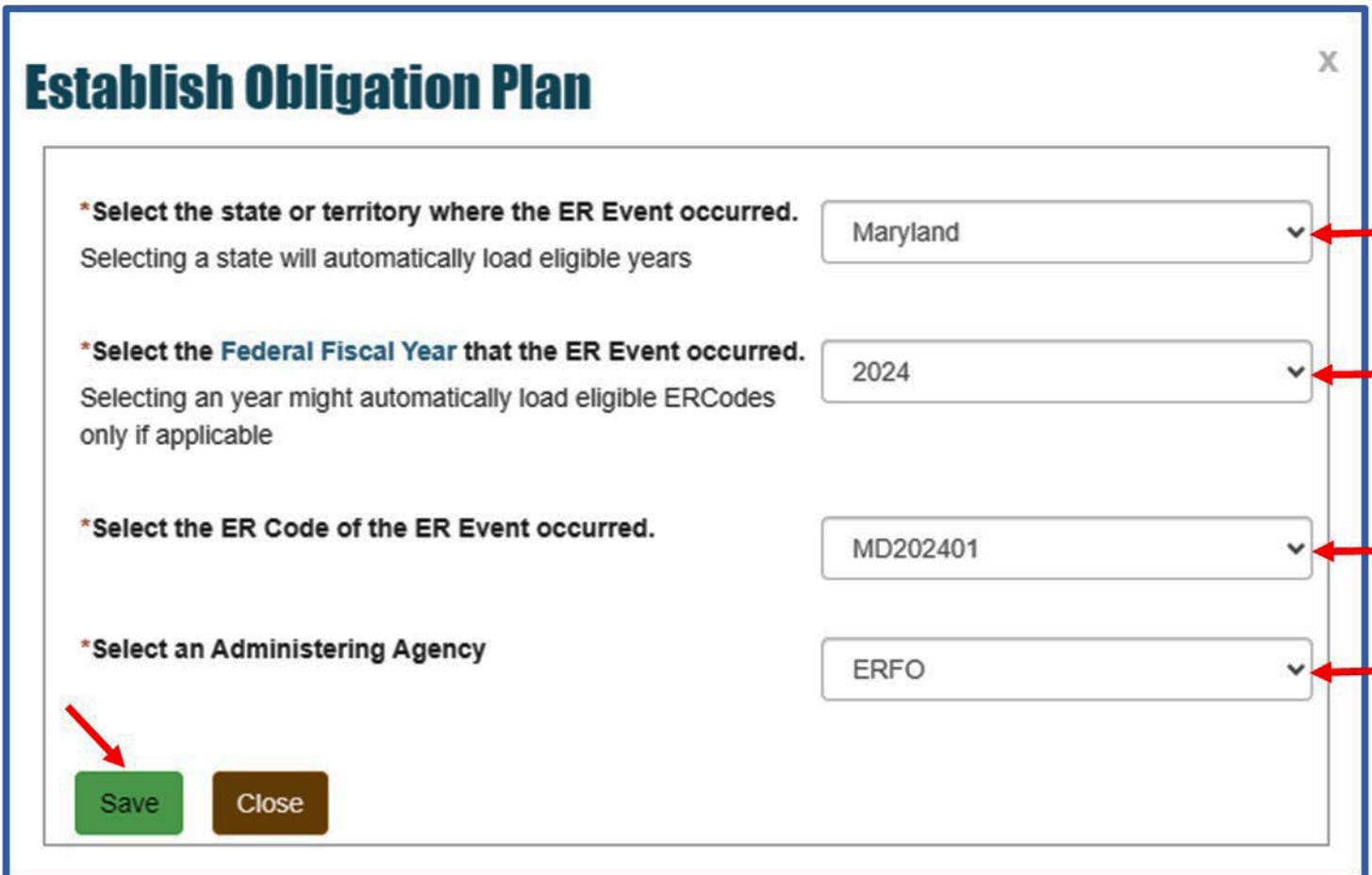
1. "FHWA Accept and Sign" serves as an **Affirmative Finding Determination**.
2. "Require Revision" provides comments for the Applicant to address and resubmit the request.
3. "Return" serves as a **Negative Finding Determination**.

Creating and Submitting an Obligation Plan

If an Obligation Plan for the event does not exist in the data portal yet, you will need to create one. To do this, on the Data Portal landing page click the “Create Obligation Plan” button.



Select the State, Federal Fiscal Year of the event, the ER Code of the event, and the administering agency (ERFA or ERFO). Then select “Save.”



Creating and Submitting an Obligation Plan

You should now be able to see the Obligation Plan as “Initiated” as part of the event. Select the edit icon under the Obligation Plan.

Hint: If you idle for too long, PIDP will log you out and you may have to re-enter your submissions. Please save frequently or compose your responses offline to copy and paste in the form.

Details	Administering Agency	State	ER Code	Year	Event Title	Workflow - Forms that have been established for an Emergency Event
	ERFA	Maryland	MD200302	2003	MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-MD)	Event → Event Application → Obligation Plan
Sub Form Name	Administering Agency	Submission Status	Additional Info	Initiated By/On	Last Updated By/On	Actions
Emergency Event	ERFA	Accepted	\$2,800,000.00	PFADMIN 7/17/2024 12:40:01 PM	PFADMIN 8/2/2024 9:59:52 AM	
Obligation Plan	ERFA	Initiated		PFREVIEWER 8/5/2024 4:13:00 PM	PFREVIEWER 8/5/2024 4:13:00 PM	
Emergency Event Application	ERFA	Submitted		PFADMIN 8/2/2024 10:43:13 AM	PFADMIN 8/6/2024 8:35:36 AM	

Double check that the pre-populated information is accurate.

State	Year	ER Code	Administering Agency	Status	Updated By	Updated On
Maryland	2003	MD200302	ERFA	Initiated	PFREVIEWER	8/5/2024 4:13:00 PM

For the first five questions, reuse the answers provided for the Emergency Event form.

Emergency Relief Program Obligation Plan and Allocation Request

ER funds are generally distributed to projects nationwide twice during the fiscal year based on availability of funds, outstanding needs, and State readiness to obligate funds in the Fiscal Year. The Obligation Plan submission is the Division Office's request for the allocation of ER Funds.

Administering Agency *
Emergency Relief for Federal-aid Highways (ERFA) or Emergency Relief for Federally-Owned Roads (ERFO)

Event Type *
Drop-down to select the primary category of the emergency event.

Event Start Date *
Date the emergency event occurred.

Event Title *
Recipient ID (XX), Fiscal Year (XX), "-", Disaster Sequence Number (X), Event Start Date and the Event Type. Modify the Event Type to include additional text to distinguish this event from Use 'Title Case'/Headline Style' for all entries. Example: "AL24-1, December 24, 2023 Heavy Rains and Severe Flooding in Southwest Portion of the State"

Event Description *
Provide a general description of the typical damages and location of damages within the state - central, western, statewide. An example event description "Beginning in March 2019, severe winter storms, including freezing rains, ice, and heavy snows, have resulted in severe flooding throughout Nebraska. Nebraska Department of Transportation estimates nearly 190 highway miles and 27 state bridges with damages, including 6 full replacements, 7 with major repairs and 14 with repair, scour and washout work."

ERFA

Storms and Flooding

07/23/2024

MD03-2, July 23, 2024 Severe Winter Storms in and near Baltimore (FEMA 94721-

From July 23rd, 2024 continuing into August, a series of severe winter storms struck northern Maryland, resulting in major flooding, damaged roadways, landslides, failed drainage systems, and support slope washouts. Typical repairs will include bridge and road reconstruction, retaining wall repairs, embankment restoration, addition of riprap protection, detours, and debris

Creating and Submitting an Obligation Plan

Select the Counties and Congressional Districts impacted by the event.

Select all Counties Impacted by the Event *
Select all counties that were impacted by the event. Select via dropdown selection (filtered by state)

Select all Congressional Districts Impacted by the Event *
Select all congressional districts that were impacted by the event. Select via dropdown selection (filtered by state)

Baltimore, Carroll, Cecil, Frederick, Harford, Howard, Montgomery, Baltimore

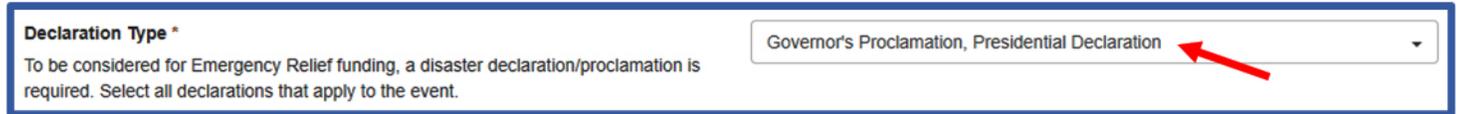
Congressional District 1, Congressional District 3, Congressional District 7



Select all applicable declarations the event has received.

Declaration Type *
To be considered for Emergency Relief funding, a disaster declaration/proclamation is required. Select all declarations that apply to the event.

Governor's Proclamation, Presidential Declaration



Stafford eligibility will populate based on the Declaration type. If the event received a Presidential Declaration, Stafford eligibility will populate.

Stafford Eligible? *
"YES" indicates a Presidential Declaration is selected under 'Declaration Type'. The President has declared an emergency or a major disaster for the purposes of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.)

No



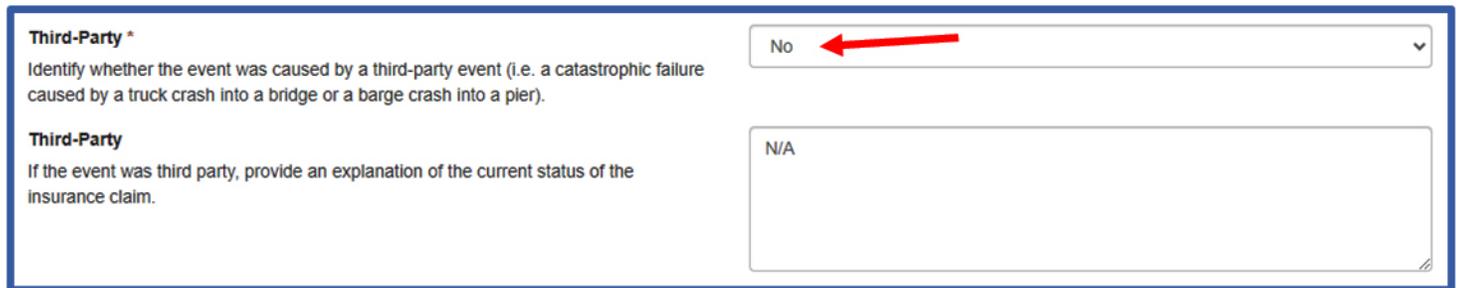
Indicate whether a third party is involved. This is not applicable to natural disasters but can be for catastrophic failures (e.g., a truck crashing into a bridge). If "Yes," record the status of any insurance claims. States are obligated to pursue repair costs from the responsible party to reduce ER fund liability on the project per 23 CFR 668.105.

Third-Party *
Identify whether the event was caused by a third-party event (i.e. a catastrophic failure caused by a truck crash into a bridge or a barge crash into a pier).

Third-Party
If the event was third party, provide an explanation of the current status of the insurance claim.

No

N/A



Whether a Quick Release was requested will auto-populate. If a Quick Release was filled out for the Event, it will choose "Yes." If not, it will choose "No."

Quick Release Requested? *
"YES" indicates there is a Quick Release Allocation for this ER Code and administering agency with a status of Pending or Complete. "NO" indicates there is not a Quick Release Allocation in Pending or Complete status for this ER Code and administering agency.

No



Creating and Submitting an Obligation Plan

The Emergency Repair Timeframe will auto-populate based on the Event start date. Under 23 U.S.C. 120(e), the Federal share for eligible repairs to minimize damage, protect facilities, or restore essential traffic may amount to 100% if accomplished within 270 days.

Emergency Repair Timeframe The Federal share for eligible repairs to minimize damage, protect facilities, or restore essential traffic may amount to 100% if accomplished within [1] 180 days for events with an event start date that preceded the effective date of the Infrastructure Investment and Jobs Act (IIJA) (October 1, 2021), or [2] 270 days for events with an event start date on or after October 1, 2021. Field calculates "Event start date + 180 calendar days" or "Event start date + 270 calendar days".	04/19/2025
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Record the Federal share of the Event cost approved for repairs. It should match the Federal share recorded in the Program of Projects submitted under the Emergency Event Application. Do not worry about number formatting; this will be done automatically within the Data Portal.

ER Event Financial Overview	
Federal Share of Event Cost * Total ER Federally eligible amount approved for repairs of eligible damage under 23 CFR 668.109(a). Amount should align with current eligible amount from the Program of Projects (PoP). If a Federal Share of Event Cost is less than the event threshold (\$700,000), include an explanation in the 'Additional Information' Field.	\$ 15,600,000.00 

The Quick Release Amount Allocated will auto-populate. If a Quick Release form was never filled out in the ER Data Portal, it will be \$0.

Quick Release Amount Allocated Amount of Quick Release funds that were allocated for the event.	\$ 0.00
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The Previously Allocated ER Funds will auto-populate based on prior requests.

Previously Allocated ER Funds Net allocated balance by Administering Agency: Sum of 'Semi-annual Allocations [ERFA]' - Sum of 'Deallocation Amount [ERFA]'	\$ 0.00
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The Allotment Transferred to Federal Lands Highway (FLH) will auto-populate based on prior requests. This is not applicable to ERFA events.

Previously Allocated ER Funds Net allocated balance by Administering Agency: Sum of 'Semi-annual Allocations [ERFA]' - Sum of 'Deallocation Amount [ERFA]'	\$ 0.00
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ER Unmet Need auto-populates. It subtracts allocations and allotments from the total ER federally eligible amount approved for repairs.

ER Unmet Need Total ER Eligible Amt - Quick Release Amount Allocated - Previously Allocated ER Funds - Allotment Transferred to Federal Lands Highway (FLH)	\$ 15,600,000.00
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Creating and Submitting an Obligation Plan

Net Allocated Balance auto-populates. It subtracts deallocations from the sum of allocations.

Net Allocated Balance Sum of Allocations - Sum of Deallocations	\$ 0.00
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Next, fill out a semi-annual allocation request or request a de-allocation.

To do so, first select the administering agency, ERFA (Federal aid), ERFO (federally owned), or both ERFA and ERFO, then either “Request Semi-annual Allocation” or “Request De-allocation.” If you are requesting a semi-annual allocation, record the obligation needs for the next six months. Double check for accuracy and select the checkbox underneath to confirm. Click “Request Semi-annual Allocation” to finalize the request for review.

Quick Release Allocation, Semi-annual Allocation, Allotment Transfer & De-allocation Requests

ERFA ERFO Both ERFA and ERFO

Admin Agency	Transaction Type	Status	Final Allocation	Allocation Amount	De-allocation Amount	Program Code	Date of Request	Date of Completion
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Select the respective Semi-annual allocation request or De-allocation request to input and submit.

Request Semi-annual Allocation Request De-allocation

Net Allocation Needs – 0 to 6 Months

Populate the allocation request for next 6 months of obligation needs. The actual allocation amount may be less than the amount requested, depending on the availability of Emergency Relief Funds.

Final Semi-annual Allocation Request

Check the box, if this request is a final Semi-annual Allocation request.

(A) No funds shall be so expended unless an emergency has been declared by the Governor of the State with concurrence by the Secretary, unless the President has declared the emergency; and

(B) the Secretary has received an application from the State transportation department that includes a comprehensive list of all eligible project sites and repair costs by not later than 2 years after the natural disaster or catastrophic failure. 23 U.S.C.125 (d)(1)

The user will receive an email that a semi-annual allocation has been requested. Emails are automatically generated by the system. If the user does not receive an email and the status does not show as “Pending” in the table, then the request has not been properly submitted. The user should review the steps to submit the semi-annual allocation to identify missing information and then resubmit the request.

Creating and Submitting an Obligation Plan

If you are requesting a de-allocation, enter the funds being de-allocated and the corresponding program code. Divisions should verify ER available funds to de-allocate using the [FMIS Job Aid document](#) provided to Division Office ER Coordinators in July 2024 and accessible on the ER Program SharePoint site. Finalize the request by selecting “Request De-allocation.”

Quick Release Allocation, Semi-annual Allocation, Allotment Transfer & De-allocation Requests

ERFA ERFO Both ERFA and ERFO

Admin Agency	Transaction Type	Status	Final Allocation	Allocation Amount	De-allocation Amount	Program Code	Date of Request	Date of Completion
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Select the respective Semi-annual allocation request or De-allocation request to input and submit.

Request Semi-annual Allocation Request De-allocation

Available Funds That Can Be De-allocated
Identify any ER funds on hand that are no longer needed for this event.

\$ Program Code:

The net allocation needs for the next 6 months will auto-populate from the request.

ER Event Allocation Plan - Current and Future

It is important that the Division Offices keep the Office of Stewardship, Oversight and Management apprised of the most current needs for any known ER-eligible events. The Allocation Plan should be updated as new events occur or when there are any changes to the current Event Allocation Plan.

Net Allocation Needs – 0 to 6 Months \$ 0.00
Request Allocation needs for next 6 months (0-6) using the [above form](#).

Input the anticipated net allocation needs going forward. The net allocation amounts should be equal to the total unmet need in the obligation plan above.

Net Allocation Needs – 6 to 12 Months \$ 0.00
Allocation needs for subsequent 6 months (6-12).

Net Allocation Needs – 12 to 18 Months \$ 0.00
Allocation needs for subsequent 6 months (12-18).

Remaining Allocation Needs – Beyond 18 Months \$ 0.00
Remaining event allocation needs. Only populate allocation needs not included in allocation need fields above.

Creating and Submitting an Obligation Plan

Fill out contact information for the Division, make comments (recommended comments include a brief summary of changes being submitted), and attach any helpful documents at the bottom of the form.

Division Information

Division ER Coordinator (Primary) *
The primary ER division point of contact

Jane Doe - janedoe@email.com

Division ER Coordinator (Secondary)
The secondary ER division point of contact

John Doe - johndoe@email.com

Additional Information
Additional comments provided by the division for those reviewing the Obligation Plan.

Enter comments here.

Attachments
Select one or more files which are less than 50MB in total to attach

Choose Files No file chosen

Select “Save,” and when the Obligation Plan is ready, select “Submit.”

[Back to Dashboard](#) [Save](#) 

[Submit Obligation Plan](#) 