

FHWA-Eligible* Documents Checklist

This checklist applies to all FHWA-Eligible emergency repairs made on federal-aid routes on and after the date of the declared event. Contact VTrans+ Municipal Assistance Section (MAS) for additional guidance.

Contact VTrans Maintenance District for damages on all other routes for FEMA eligibility* managed through Vermont Emergency Management (VEM).

If damages exceed minor maintenance repairs (requiring engineering), contact VTrans Municipal Assistance immediately to coordinate a site visit with VTrans and FHWA for permanent repair eligibility.

Signatures needed during project (sent from VTrans MAS Project Supervisor)

- Detailed Damage Inspection Report (DDIR): required to be added to project list for damages
- Grant Agreement: authorizes access to funding program
- Right-of-Way (ROW): self-certification letter or equivalent (depending on extent of damages)
- Project Acceptance Memo: certifies that all work is complete

Send to MAS Project Supervisor when received (delays in VTrans receipt will impact process)

- Photographs of damages as soon as safe to be in area (critical for eligibility)
- Notices and Minutes from Public Meetings to discuss damages
- Quotes and estimates received from contractors (on their letterhead)
- Photographs of work completed (note if damages extended outside of ROW)
- Any sketches and other documents for construction from contractors
- Any additional documentation deemed necessary by VTrans

Reimbursement Request and Attachments (sent as one packet after work is completed)

- Signed VTrans Invoice Cover Letter
- Daily Log Reports from Municipal Foreman
- Timesheets for Municipal employees
- Receipts for Municipal purchases or rentals
- Hourly rate for Municipal equipment used
- Invoices from contractors on letterhead
- Summary of dates and all expenses with total amount requested
- Any additional documentation deemed necessary by VTrans

Additional State and Federal Resources

VTrans Maintenance District Offices: <https://vtrans.vermont.gov/operations/districts>

VTrans Mapping Unit: <https://vtrans.vermont.gov/planning/maps>

VTrans MAS: <https://outside.vermont.gov/agency/VTRANS/external/MAB-LP/SitePages/MAB-LP.aspx>

US General Services Administration (GSA) System for Award Management (SAM) for Unique Entity ID (UEI):
<https://sam.gov/content/home>

FHWA Emergency Relief Program for Funding: <https://www.fhwa.dot.gov/programadmin/erelief.cfm>

*FHWA means Federal Highway Administration and FEMA means Federal Emergency Management Agency

+VTrans means State of Vermont Agency of Transportation