



U.S. Department
of Transportation

**Federal Highway
Administration**

California Division

October 25, 2018

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In Reply Refer To:
HDA-CA

Ms. Laurie Berman
Director
California Department of Transportation
1120 N Street
Sacramento, CA 95814

Attention: Mr. Fardad Falakfarsa, Chief
Office of Federal Resources

**SUBJECT: Event Eligibility and Funding Needs: Emergency Relief Damage Survey
Summary Report and Program of Projects**

Dear Ms. Berman:

The purpose of this letter is to clarify the difference between the Damage Survey Summary Report (DSSR) and the Program of Projects (PoP) for the purposes of determining event eligibility and seeking Emergency Relief (ER) funding.

Both the DSSR and PoP are required components the Federal Highway Administration uses to determine disaster event eligibility and funding needs to restore damaged highway facilities to pre-disaster conditions.

The DSSR is one of the documents required to satisfy the conditions of the ER Application. The DSSR is a summary report that offers preliminary information for the California Division Office to provide a finding that serious damage to Federal-aid highways has occurred as a result of a natural disaster or catastrophic event. At a minimum, DSSRs should include the following:

- Description of the damage type, extent of damages and estimated cost;
- Description of the limits of the areas involved and the nature and characteristics of the natural disaster or catastrophic event; and,
- Photos showing the extent of serious damages.

The inclusion of Director's Orders (DO) and the Local Initial Damage Estimates (IDE) in the DSSR is acceptable; however, please note the DO and Local IDEs do not equate to the total eligible cost of the event. DOs and Local IDEs are not evaluated by California Division Office

engineers for program applicability, therefore the estimates recorded on DOs cannot be used to request an allocation of ER funding.


The California Division Office will use the DSSR in conjunction with preliminary site visits to determine event eligibility. Caltrans will be made aware of the California Division's evaluation of event eligibility through a separate action called the Finding of Eligibility. The California Division's Finding of Eligibility will only be provided once the ER Application has been submitted in its entirety.

If the disaster event is found to be eligible and Caltrans and the Local Public Agency, if applicable, have provided signatory concurrence on the Damage Assessment Form (DAF), California Division Office engineers may subsequently provide signatory recommendations on DAFs pertaining to the eligible event. A signatory recommendation by California Division Office engineers are the prior authorization required to start the physical construction of permanent repairs as described in the 2013 FHWA ER Manual. This prior authorization pertains only to permanent repairs performed during the permanent restoration phase, as opposed to permanent repairs constructed under Caltrans' emergency procedures.

All DAFs that have received the California Division Office's signatory recommendation should be recorded in Caltrans' PoP. Upon request, the California Division Office will provide Caltrans with a complete list of all projects that have received the California Division Office's signatory recommendation. In accordance with 23 CFR 668.113, the PoP should be submitted within three months following the receipt of the Division's Finding of Eligibility and must contain sufficient details. The California Division Office and Caltrans will work together to reach a common understanding of what additional program data will constitute as sufficient details. It is imperative for the California Division Office and Caltrans to properly maintain the PoP, as the PoP is an indicator of the immediate and future funding needs. The California Division Office will request ER funding according to the eligible damage estimates provided in the PoP.

Should you have any questions relating to this clarification, please contact Keaton Browder, ER Program Manager, at (916) 498-5344 or Keaton.Browder@dot.gov.

Sincerely,


Matthew Schmitz
Director, Project Delivery