



# **Alaska Department of Transportation & Public Facilities Emergency Response Contracts, Administration and Accounting**

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## **Now what do we do? (!!)**

This is what we faced at **Eagle**, in **May 2009**, when high water and broken ice from the Yukon River inundated buildings and roads at the city and native village locations





## **How to get access to Eagle Village?**

Instead of removing ice and debris from the roadway, we quickly cleared trees and built an alternative path (4,500 LF) to be able to access Eagle Village from the airport and city of Eagle.





Procured/contracted for ground overlying path of HDPE DuraBase panels, placed and joined/interlocked, then waited approx six weeks for ice to melt, and then started road repairs





**June 2010:** Just one year later the ground was recovering fairly nicely. Majority of the path was “healing”, without particularly serious damage, though evidence of 4 months of use is still visible.





# Emergency Response Administration

- State of Alaska, DOT&PF
  - ❖ Incident Field Operations Guide/2011 (revision of 2006 original)
  - ❖ DOT&PF, P&P - Alternate Procurements **10.01.040**
- Alternate Procurement Methods/Emergency Procurements**
- [http://www.dot.state.ak.us/admsvc/pnp/assets/chapt\\_10/10\\_01\\_040.pdf](http://www.dot.state.ak.us/admsvc/pnp/assets/chapt_10/10_01_040.pdf)
- Federal Aid Highways - Emergency Relief Manual
  - <http://www.fhwa.dot.gov/reports/erm/>
- Federal Emergency Management Agency (FEMA)
  - <http://www.fema.gov/government/index.shtm>
  - ❖ Public Assistance Policy Digest FEMA 321/January 2008
  - ❖ Public Assistance Guide FEMA 322/June 2007
  - ❖ Public Assistance Applicant Handbook FEMA P-323/March 2010
  - ❖ 44CFR – Code of Federal Regulations



# Understanding Thresholds

**An Emergency Declaration must be made by the Governor to get State assistance, and also by the President to be allowed to receive Federal financial assistance.**

**FEMA and DMVA Thresholds (Current):**

**Damage threshold - \$1,000 per site/project worksheet**

**FY15 Small Project: up to \$67,499**

**FY15 Large Project: \$67,500 and up**

**FHWA threshold, only for “eligible highways”:**

- **entire disaster total of \$700,000 (or greater)**
- **\$5,000, or more, per site/Project Worksheet**





# Delta Flooding – May 2004

Gene Eggleston,  
Delta Foreman,  
observes road  
washout (calmly)







**This is not good for the roadway**



**Undercutting at Berm Road (Delta)**



# Emergency Project Tracking

From the on-set of the emergency, begin tracking costs daily on written

Foreman's Daily Reports (FDRs):

- Labor
- Equipment
- Materials

**Daily tracking is crucial for reimbursement!**





# COST COLLECTORS

- ❖ As soon as possible, identify damage sites, then establish cost “collectors” and begin tracking costs. Include maps drawn with dimensions.
- ❖ Contact your financial/accounting group’s lead Administrative Officer, to determine what cost collector codes can be set aside for field workers and contractors, to record efforts and all project expenditures by site.
- ❖ Damages are to be accurately split out by site.



## **Storm Surge @ Nome – Oct. 2004**



**Front  
Street  
with  
storm  
debris**





# Winter storm @ Nome - 2004



**Council  
Road,  
east of  
Nome**



# PHOTOS

Photos are an essential part of documentation and should be taken to document the event and project phases:

- Emergency event
- Emergency response during the event
- Repairs (both emergency and permanent)
- Completion of temporary repairs
- Completion of permanent repairs, thus sites back to “as-built” conditions
- Helpful if each photo is dated, and is (digitally) saved and packaged so the site and location of the photo can be readily identified.





# Keystone Canyon Before October 2006 Flooding Event





# Keystone Canyon after October 2006 Flooding Event







# Removing Debris

Take pictures of debris and document daily on FDRs and photographs where and how it was disposed, and the total yards removed.





# Foreman's Daily Reports

## What is documented on the FDR:

- Date work performed
- Cost Collector identifier (Ledger Code)
- Force Account Labor
- Force Account Equipment
- Equipment matched to operator (Federal requirement)
- Rental Equipment used and for what purpose
- Materials used
  - ◆ Total CY
  - ◆ Type (aggregate, oil, borrow)
- Diary of work performed
- Maps and Dimensions of work areas





1. Entries in ink

FAIRBANKS M&O SURFACE MAINTENANCE				Foreman's Daily Report		
HIGHWAY		WORK LOCATION (MP-MP)				
Richardson		299.8		<input checked="" type="checkbox"/> In Terrain?		
WEATHER: Sky: CLB PC QLSY		SHIFT:		Start: 7:00 AM		
Surface: Dry Damp Wet		Start Temp:		End: 5:30 PM		
H2O: None Mod Rain Snow		Wind: None L M H		Logger Code: 34002226		
PERSONNEL				EQUIPMENT		
Name	WG	Up-grade	Duties	Hrs	Equip ID	Description
Bartlett, Bob	53		Bank Repair	2.5	32704	Loader
Benson, Leta	58		Flag	3.0	36099	Pick-up
Bullen, Floyd	53		Bank Repair	1.5	35814	8 cy
Hamm, Skip	53		Bank Repair	1.0	33447	Pick-up
Lee, Ray	53		Flag	3.0	35814	8 cy
Nicola, Rich	53		Bank Repair	3.0	35823	8 cy
Reese, Keith	53		Bank Repair	3.0	35936	Tractor
Thomas, Jeff	54		Bank Repair	2.5	Rental	Side Dump
Tilton, Doug	53		Bank Repair	3.0	36391	Pick-up
Pederson, Paul	53	lead	Bank Repair	6.5		
Schack, David	50		Foreman	2.0		
MATERIAL PLACEMENT						
Description	Source	Destination	Quantity			
Medium Rip Rap	Brown's Hill	MP 299.8 Rich	148.88 Ton			
DIARY: Repaired shoulder wash out at MP 299.8 Rich Hwy. Arrived with Class 2 Rip Rap.						
Labor, equipment, and materials have been properly coded for this work and are within the limits of the project.						
Date: 7/31/09	Foreman's Signature: [Signature]		Page no. 1 of 1			

S M T W T F S

**Foreman's Daily Report  
FEMA DR-1796-AK 08  
Tanana Basin Flooding  
PW1 Richardson Hwy  
MP 299.8**



## Nenana Canyon bank erosion – Sept. 2012







# **What is Eligible? (for reimbursement)**

- **Construction Engineering (Engineers)**
- **Preliminary Engineering**
  - i.e. hydrologists and repair designers
- **Consultants (Consulting Firms)**
- **Private Contractors**
- **Purchase of Materials**
- **Equipment Rentals**
- **State/DOT&PF Employees physically working on the project (Operators/Laborers/Flagmen/Foreman)**
- **State/DOT&PF Equipment**



## **Additional Clarification Regarding Eligible Work Items:**

- For FHWA reimbursement, damage and work, has to be on Federal Aid Routes within the right-of-way only (No city, subdivision or private roads).
- Work is eligible, only to restore to pre-disaster conditions; you cannot improve beyond “pre-existing conditions”.

**Example:**

**You cannot add a culvert, in an area where there wasn't one, without prior approval from FHWA, FEMA/DHS&EM (this improvement is considered a “betterment”).**





# **Non-Eligible Costs:**

- Normal maintenance work
- Maintenance administration (Regional Staff, M&O and Other)
- Local costs for State, Local or other Federal agencies
- Overall assessment of the damage; early response visits
- General Supervision – i.e. District Manager level efforts
- Project planning & scheduling
- Once it snows ... ice and snow control is not eligible
- Emergency services, such as ambulances, helicopters (emergency evacuation).



## What documents and backup are needed?

**For each individual work site, document/provide the following:**

- Employee Timesheets (Hours separated by site collectors)
- Copies of invoices
- Stockpile material (material source listed along with total CY used on each FDR to provide backup for an adjusting journal entry to transfer costs to the cost collector/s)
- Any Materials Testing and the specific tests that were performed.
- Equipment Rental Contracts (showing hourly rates for equipment )
- All travel documentation (TAs, charters, Alaska Airline Receipts, etc.)
- All procurement documentation: (i.e. stock requests, purchase orders and contracts)
- Photos: before (if available), during emergency repairs, after repairs are complete (dated) for both temporary and permanent efforts.





# Dalton Highway/Sag River – April 2015





# Breakup slams Dalton: May 2015







# Final Considerations

- If there are specific repair/design determinations made that are not obvious, document why the determination was made and submit evidence to the “file”. Consider that often the individual reviewing and/or auditing the project paperwork is a non-engineer, critically auditing to determine eligibility.
- Submit notes, files, maps, etc. Anything that will clearly assist in understanding the why/how of what was done.
- DOCUMENT!! In some instances, projects can take many years to get to close-out and FHWA/FEMA audit stage. Key personnel may no longer be available to discuss/review files.



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STATE OF ALASKA  
DEPARTMENT OF TRANSPORTATION  
AND  
PUBLIC FACILITIES

Item No. \_\_\_\_\_  
DATE 11-20-06  
Project No. 26258  
Project Name Debris Removal  
Calc. by A. Sullivan  
Checked by \_\_\_\_\_

**Computations**  
For DYNAMIC RENTAL - JIM CREEK ENTERPRISES

LOCATION	HOURS	%	DATE	COST ALLOCATED
SEG 46.9	6	20%	10.19.00	\$620.00
SEG 46.8	6	20%	10.19.00	\$620.00
SEG 55.2	1	5%	10.20.00	\$155.00
SEG 50.7	3	10%	10.20.00	\$310.00
SEG 46.9	4	15%	10.20.00	\$465.00
SEG 61.2	3	10%	10.20.00	\$310.00
SEG 69.8	2	5%	10.22.00	\$155.00
SEG 71.3	2	5%	10.22.00	\$155.00
SEG 72.4	3	10%	10.23.00	\$310.00
	<u>30</u>	<u>100%</u>		<u>\$3100.00</u>

**Example of split coding computation document (for debris removal) which clearly defines/justifies hours and cost percentages by work site.**





# Records Retention

- Audits can be initiated well after a project is closed. If you are have a Disaster event, even if you closed all of your emergency projects, the primary disaster “log” remains open until all projects related to the disaster are closed.
- The retention clock doesn’t start ticking until you have received closure paperwork from FHWA/DHS&EM.
- Depending on the agency in-charge we hold project documents from 3 to 7 years. Note: these timeframes are subject to change. Check with your retention schedule coordinator for current schedules.



# QUESTIONS/DISCUSSION??





# Taylor Hwy – July 2010

**Rain!!**







# Taylor Hwy - 2010







# Taylor Hwy – July 2010







# Walker Fork; MP 81 – July 2010







# Taylor Hwy – July 2010







# American Creek







# **Taylor Hwy – August 2010 (3<sup>rd</sup> event)**

