



Department of Transportation & Public Facilities
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TO: SEE DISTRIBUTION

DATE: May 26, 2022

FROM: Carolyn H. Morehouse, P.E.
Chief Engineer

SUBJECT: Chief Engineer's
Directive –Emergency
Funding Guide

The *Guidance on Emergency Funding and Documentation* Manual is to be used by DOT&PF staff to assist in obtaining federal resources to respond to infrastructure that has been damaged or destroyed due to natural disaster or catastrophic events.

The focus of this guide is primarily on funding through the Federal Highway Administration (FHWA) and Federal Emergency Management Agency (FEMA). Maximizing federal reimbursement of disaster response and recovery requires strict documentation, adherence to contract and procurement guidelines, and completion of activities by established deadlines.

This guide provides contextual information and procedural guidelines to prepare documentation needed to respond or recover from such events. It also references best practices on how to track damaged locations to comply with federal regulations for twice-damaged assets. Use this guide in conjunction with the DOT&PF's Field Operations Guide (FOG).

This guide is intended to advise non-field staff with responsibility for funding recovery. Field staff should refer to the FOG for initial response and recovery action items. Staff who should have familiarity with the contents of this guide include emergency support staff in finance, contracts, administration and design. Maintenance and operations (M&O) staff should be aware of the funding requirements for complete and timely site condition documentation.

The *Guidance on Emergency Funding and Documentation* Manual is available on the Design & Engineering Services manuals webpage at this location:
<https://dot.alaska.gov/stwddes/dcspubs/index.shtml#manuals>

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