ERFO Flow Chart

District Action Green, FLH Action Blue, USACE ERFO PM Yellow

Event Occurs

District should report potential damages directly to FLH Division. FLH Division will consider the scope and scale of the event to determine if it might meet Emergency Relief (ER) Criteria.

Notice of Intent

District sends a letter to FLH Division with their notice of intent to report ER related damages. This letter must be sent within 45 days of the event occurring.

It is understood that USACE roads may be under water or inaccessible for days or months after the 45 day window, If there is potential of damages, go ahead and submit the NOI, can always let FLH know that there are not damages once the water recedes.

Disaster Finding

Based on the scope and scale of the event and preliminary disaster assessments from federal agencies, FLH will issue a finding on the event. If the finding is positive a disaster number will be assigned and the federal agency may continue in the process.

Damage Survey Report (DSR)

District will work directly with FLH to submit Damage Survey reports and related documentation to FLH via the MSAR application. This activity will likely require a site visit by FLH staff to verify damages and eligibility.

ERFO Funding Needs

USACE HQ ERFO PM will be working to respond to FLH HQ and FLH divisions to determine unmet funding needs and submit these as requested to FLH HQ. Ultimately FLH HQ prepares request to congress for funding allocations for particular disasters.

Approved Program of Projects

Following the completion of the DSR's FLH will issue a letter with the approved program of projects (POP).

Initiate Fund Request

Once there is an approved POP AND there has been a congressional allocation to the disaster, the District may initiate a request for funds by following the instructions tab in the ERFO Fund Request and Distribution file.

Request funds from FLH HQ

HQ ERFO PM will work with FLH HQ to determine how much funding is actually available for USACE to request be transferred. The worksheet and draft letter is updated as needed. A PDF is made of the ERFO Fund Request tab. The Letter is printed to PDF, the two files are combined and a digital signature block is added to the letter. This is sent to Jeff Krause for his signature. Then the returned signed file is sent to FLH HQ.

FLH Transfers Funds

Upon receipt of the signed letter requesting funds, FLH will issue a memo indicating an allocation of funds. This will be followed by the posting of a 370 Form on OMB Max. The USACE ERFO HQ PM needs to download a copy of the 370 form.
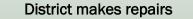
Request District to set-up receiving account.

The initial memo sent by FLH has some of the identifier information that the District will need to set-up their receiving account (s). E-mail them their modified fund request and distribution excel file and the memo and request them to set-up receiving accounts and indicate distribution on tab 5b

District Updates Fund Request with receiving account info

Upon receipt of the signed letter requesting funds, FLH will issue a memo indicating an allocation of funds. This will be followed by the posting of a 370 Form on OMB Max. The USACE ERFO HQ PM needs to download a copy of the 370 form.

Request load and distribution of funds

The USACE HQ PM e-mails the downloaded 370 form and related memo to HQ USACE Budget and Finance Center. The body of the e-mail should have an opening paragraph that requests distribution of funds then a breakdown of distribution roughly organized around the table included in the memo from FLH – i.e. the memo has a break down by state, but you may have more than one district receiving funds from that line item.

District makes repairs

District uses the funds received to either reimburse O&M funds outlaid on debris removal and repairs or initiates contracts for repairs. They need to follow any documentation procedures indicated by FLH. In addition if work will extend beyond the FY, they need to request extensions.

Project Close out

Once all repairs are completed, District works with FLH Division to close out the project. This process also includes reconciliation of funding provided. If there is DOT funding that remains, then District would begin the ERFO Fund Return process

Initiate Fund Return Process

District follows ERFO fund return instructions and sends documentation to USACE HQ ERFO PM. This includes providing the worksheet with the location of the funds to be returned.

Notify FLH of funds to return and Initiate revocation of district funds to HQ

USACE HQ ERFO PM prepares two e-mails. One e-mail is for FLH HQ indicating the total funding to return by Appropriation, event, and Program code and requests a 370 be prepared to revoke the funds from USACE. The second e-mail is to HQ Budget, with district cc'd, requesting that the funds at the district be revoked to HQ.

FLH Revokes Funds

Upon receipt of the e-mail letter requesting fund to be revoked, FLH will issue a memo indicating an revocation of funds. This will be followed by the posting of a 370 Form on OMB Max. The USACE ERFO HQ PM needs to download a copy of the 370 form.

Request HQ Budget return the funds

The 370 form and related memo is e-mailed to HQ Budget and Finance Center requesting a non-expenditure transfer (SF1151) back to DOT

FLH Notifies Funds were returned

Updated 2022

Important Links

FLH ERFO Website with ERFO Division Coordinators - https://flh.fhwa.dot.gov/programs/erfo/

Congressional ERFO Allocations - https://www.fhwa.dot.gov/programadmin/erelief.cfm

USACE ERFO Sharepoint Site - https://team.usace.army.mil/sites/HQ-CW/CO/N/EMRFFOR/default.aspx