

See other side of sheet for information on completing this form.

 U.S. Department of Transportation Federal Highway Administration	DETAILED DAMAGE INSPECTION REPORT (Title 23, Federal-aid Highways)	Report Number
		Sheet _____ of _____
Location (Name of Road and Milepost)		FHWA Disaster Number
		Inspection Date
Description of Damage		Federal-aid Route Number
		State _____ County _____

Cost Estimate US Congressional District #:

	Description of Work to Date (Equipment, Labor, and Materials)	Unit	Unit Price	Quantity	Cost	
					Completed	Remaining
Emergency Repair						
Method				Subtotal		
<input type="checkbox"/> Local Forces <input type="checkbox"/> State Forces <input type="checkbox"/> Contract				PE/CE		
Emergency Repair Total						

Permanent Restoration						
Method				Subtotal		
<div style="background-color: black; width: 200px; height: 15px; display: inline-block;"></div> <input type="checkbox"/> Contract				PE/CE		
Perm. Repair Totals						

Environmental Assessment Recommendation <input type="checkbox"/> Categorical Exclusion <input type="checkbox"/> E/A/EIS		Estimated Total	
Recommendation <input type="checkbox"/> Eligible <input type="checkbox"/> Ineligible	FHWA Engineer		Date
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No	State Engineer		Date
Concurrence <input type="checkbox"/> Yes <input type="checkbox"/> No	Local Agency Representative		Date

DDIR Form is on the other side of this sheet.

Purpose of the Detailed Damage Inspection Report (DDIR):

1. Establish estimate for eligible ER Disaster damages.
2. Establish scope of work through adequate Location and Description of Damage information.
3. Serves as the baseline for the Damage Summary Survey Report (DSSR) that the ODOT Central Office submits to the FHWA Oklahoma Division Office, who determines if event qualifies as an ER Disaster.

The DDIR needs to contain adequate information for: 1) *An independent evaluator who is not familiar with the project, such as a State/Federal auditor, ODOT Management, FHWA Division Management, etc. to come out in the field and verify the location and work is eligible as an ER Project.* 2) *The FHWA Oklahoma Division Administrator to review to make a determination if all of the eligible DDIRs for a given event meet the requirements to become an FHWA Emergency Relief Disaster.*

Attach all supporting documentation (photos, calculations, debris tally sheets, etc.) to the DDIR. Number all pages.

The DDIR must include all work elements (labor, equipment, and materials) to perform the described work; any DDIR lacking these items will be returned to you to correct. If the City/County Local Government Applicant doesn't have labor and equipment costs available, then either:

- Use the ODOT bid item price history, which is an "in place" cost including all materials, labor and equipment, or
- Estimate \$250/hr. for the typical City/County work crew (labor and equipment).

DDIR Form Items:

Report Number: The following format seems to work well to generate "unique" report numbers for a given ER event.

MMDD-CC-NN, where

MMDD is a four-digit number representing the month and day that you performed the inspection. (Ex: 0802 represents Aug. 2)

CC is the two-digit county number. This is the first two digits from the RFC NFL ID numbers from the ODOT *Atlas of County Maps*. (Ex: 04 represents Beaver County)

NN is two-digit number to identify a DDIR for a given ER Disaster within a given county. (Ex: 09 is the ninth DDIR written in Beaver Co. on Aug. 2 for a given flood event)

FHWA Disaster Number: Enter the assigned FHWA ER Disaster number. If unknown, pencil in the associated FEMA Disaster Number or a disaster description. The ODOT Central Office will write in the applicable ER Disaster Designation once established by the FHWA Division Office.

Federal-aid Route Number: Use the RFC NFL ID number for the county roads (Ex: 0412C), the street name or highway number for urban roads, and the highway number for ODOT highways. Refer to the current Oklahoma rural or urban functional classification maps for this information.

US Congressional District #: Enter the US Congressional District number (1-5) where the project is located.

Inspection Date: The date that you visited the site in the field; not the date that you prepared the report back at the office.

Location: Describe the extents of the project. GPS coordinates work best, but measurements from/to the end of route or nearby intersections work well too. Use Federal-aid route numbers, EW or NS section line road numbers, urban street names, E911 (Enhanced 911) rural street names, or established USGS (US Geological Survey) names for reference points. Do not use unsigned "local" landmarks as reference points.

- For ice storm timber debris cleanup *only*, the "location" may be one DDIR per County, County Commissioner District, or City/Town.
- For all other damage or debris DDIRs, the "location" must be site-specific with a minimum of \$5,000/site. Similar damage locations within close proximity to each other (quarter to half mile) may be combined to reach the \$5,000 minimum. Each "location" must be on a separate DDIR.

Description of Damage: Describe the damage at each location and the proposed repairs. Attach documentation, as necessary, to adequately describe the location and type of damage (ice storm debris or gravel surfacing tally sheets, etc.).

Emergency Repairs: See Chapter II, Item D of the FHWA ER Manual - 2003 Interim Update for typical Emergency Repairs. In addition to the items listed

in Chapter II, Item D, the FHWA Oklahoma Division typically considers most of the following Applicant "force account" type work as eligible Emergency Repairs:

- Replacement of washed out concrete or steel culverts.
- Repair of damaged culvert headwalls.
- Replacement of washed out gravel surfacing – the repair cost must average a minimum of \$5,000/mile over the length of the repairs. Anything less than this will be considered "heavy maintenance" (not ER-eligible) by the FHWA Oklahoma Division.
- Limited placement of asphalt/concrete surfacing (primarily as part of a culvert, approach fill, or embankment repair project).
- Non-structural repairs to damaged bridges (i.e.: damaged bridge rail, damaged asphalt deck overlay).
- Repair or replacement of damage signs or guardrail.
- Recovery of lost roadway materials outside of roadway ROW. This is limited *only* to the recovery of lost roadway materials, and the Applicant *must* obtain landowner permission with documentation for the project file.

The Applicant may perform Emergency Repairs either by force account or contract. The Applicant must follow all applicable State and Federal requirements if they contract the project themselves.

For any solicited contract, the bidder must sign and submit a non-collusion affidavit/statement with their bid for the contract to be eligible for Federal-aid participation on an ER project.

The Applicant must consult with ODOT before entering into any large-scale (city- or county-wide) debris removal contracts. ODOT may, at their discretion, require these contracts to go through the ODOT Federal-aid project contracting process.

Permanent Repairs: See Chapter II, Item D of the FHWA ER Manual - 2003 Interim Update for information. Although an Applicant may perform the following work as part of their "regular" job duties, the FHWA Oklahoma Division considers these to be Permanent Repairs:

- Replacement of damaged box culvert structures.
- Replacement of damaged bridges.
- Repair of damaged structural bridge elements (i.e.: girders, piers, abutments).
- Slide stabilization/repair.

All Permanent Repair projects must be done through the ODOT Federal-aid project contracting/construction process. The Applicant may not perform Permanent Repairs by force account, nor let the contracts themselves.

Force Account: Work performed by an Applicant's own employees ("Local Forces" for City/County Applicant, or "State Forces" for ODOT Applicant).

PE/CE: This represents Preliminary/Construction Engineering costs – design, construction inspection, etc.

Environmental Assessment Recommendation: The FHWA Engineer will make the environmental recommendation for the DDIR.

FHWA Engineer Recommendation: The FHWA Engineer will note the work as being ER-eligible or not and sign and date the form.

State Engineer Concurrence: An ODOT Field Div., Maintenance Div. or Local Gov't Div. Engineer will concur/non concur with the FHWA Engineer's Recommendation *after* the FHWA Engineer has signed the form. The State Engineer needs to concur/not concur on both ODOT and City/County Local Government projects.

Local Agency Representative Concurrence: Local concurrence is needed for City/County Local Government projects only – leave blank on ODOT projects. A City/County Local Government Representative will concur/non concur with the FHWA Engineer's Recommendation *after* the FHWA Engineer has signed the form.

Emergency Relief Program resources:

FHWA Emergency Relief (ER) Program website, including links to online and downloadable copies of ER Manual:

<http://www.fhwa.dot.gov/programadmin/erelief.cfm>

- Please download and print your own ER Manual, the FHWA HQ Office no longer distributes printed copies.

Oklahoma Rural and Urban Roadway Functional Classification Maps:

<http://www.okladot.state.ok.us/hqdiv/p-r-div/maps/index.htm>

- Please download and use the latest copy of a functional classification map for each ER Disaster.