

# APPENDIX O - Preparation Guidelines for Damage Assessment Form

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## Use of Damage Assessment Form

The Damage Assessment form (DAF) is used for emergency projects, including, but not limited to the HA23 program for major damage restoration. It is the programming document and the project approval document for emergency projects for the SHOPP. Neither a Project Study Report (PSR) nor a Project Report (PR) is required unless the scope of the restoration is so extensive that an environmental document is required.

If the project is eligible for FHWA Emergency Relief (ER) funding, the federal Damage Assessment Form (DAF) is used. If damage occurs and there is no federal disaster declaration, the DAF is used and the "ineligible" line is checked. In the rare instance when an ER project is eligible for FEMA, a "Damage Survey Report" is used. Contact the HA23 Program Advisor for instructions.

## Form Format

The DAF is prepared and submitted using the accompanying form which is administered by the Maintenance Program.

## Advisory

Damage Assessment forms for emergency Opening and Restoration projects whose scope of work is to restore a facility to its pre-disaster condition do not need to be signed nor sealed by a licensed Professional Engineer. This applies to the vast majority of A23 projects.

Restoration projects whose scope of work is primarily a "betterment" (facility upgrade) require the signature and seal of a licensed Professional Engineer." A sheet should be inserted behind the DAF cover sheet, containing the following statement and the stamp or seal and signature of the engineer in responsible charge:

"This Site Damage Report has been prepared under the direction of the following registered civil engineer. The registered civil engineer attests to the technical information contained herein and the engineering data upon which recommendations, conclusions, and decisions are based."

Appendixes  
 Project Development Initiation and Approval Reports

U. S. Department of Transportation Federal Highway Administration - California Division Damage Assessment Form - Title 23		Report No. _____ Sheet No. _____ Disaster Number:	
Applicant _____ County _____		Inspection Date:	
Location of Damage (Name of Road and Mile Post)		Federal-Aid Highway? ___ Yes (if no, ineligible for ER)	
Caltrans Maintenance EA _____ Special Designator _____		Map No. State Highway on Forest Hwy System: ___ Yes (Possible ERFO)	
Road/Bridge Data	Bridge No. _____ Type _____	State/Local Route No.	
Traveled Way:	Width _____ Type _____		
Shoulder:	Width _____ Type _____		
Description of Damage:		ADT (Existing)	
		Photos Roll# _____ Picture # _____	
<b>COST ESTIMATE</b>			
	Type of Repair	Description of Work	Summary Cost
E M E R G E N C Y	EMERGENCY OPENING (EO) TO DATE ____ Force Account ____ Contract		
	EMERGENCY OPENING (EO) WORK REMAINING ____ Force Account ____ Contract		
Subtotal Emergency			\$
	EMERGENCY RESTORATION (PR) Recommended Method of Work: ____ Force Account ____ Contract		
NOTE: PRIOR AUTHORIZATION (APPROVED FNM-76) IS REQUIRED TO PROCEED WITH PERMANENT RESTORATION .....Subtotal Restoration			\$
<u>Environmental Clearance:</u> _____ <u>EO</u>		Preliminary Engineering (10%) ....\$	
Categorical Exclusion		Construction Engineering (15%)....\$	
Further Environmental Coordination		Right-of-Way .....\$	
NOTE: Environmental clearance for permanent restoration is conducted through normal Federal-aid project procedures			
Stewardship: __ Exempt (E) __ FHWA Oversight (N)		TOTAL ESTIMATED COST .....\$ (EO+PR+PE+CE+R/W)	
Recommendation: _____ Eligible _____ Ineligible		FHWA Engineer	Date
Concurrence: _____ Yes _____ No		State Engineer	Date
Concurrence: _____ Yes _____ No		Local Agency Engineer	Date

FHWA DA Form (CA Rev 10/26/98)



U. S. Department of Transportation Federal Highway Administration - Region 9  Damage Assessment Form Title 23, Federal-Aid Highways	Report No. Sheet No. _____ of Applicant
Sketches and/or Narrative	