D R A F T

FEDERAL AID DATA SYSTEM

(FADS)

INSTRUCTIONS

* * Damage Assessment Form * *

- for -

Emergency Relief Programming

November 7, 1997

INTRODUCTION

In an effort to streamline the administration of Emergency Relief (ER) projects for the Department of Transportation (Caltrans) and for the Federal Highway Administration (FHWA), a new file has been added to the Federal-Aid Data System (FADS). The Damage Assessment Form (DAF) file should be used by the District to input DAF data for each affected site. Only data from approved DAFs should be entered into the DAF file. This information will be used by Headquarters staff and by FHWA to track damage at individual sites and to program federal funds for emergency repair and restoration work. If the DAF indicates that the damaged site is not located on a Federal-Aid route or that the work at a damaged site is not considered to be eligible for ER funds, DO NOT ENTER DAF DATA INTO THE DAF FILE.

For ER projects on the State Highway, the District Major Damage Coordinator will provide a paper copy of the approved DAF to the District FADS user for input. For local agency ER projects, the District Local Assistance Engineer will be responsible for FADS input.

Logon Procedure

Only DAFs which have been approved by FHWA (or by the Local Assistance Engineer for Local Agency DAFs) should be entered into the DAF file. Data from each DAF Report will be entered into FADS using the following procedure:

- Logon to your TS1 account.
- At the "READY" prompt, type "DAF".
- Enter "FEDAID" for the READ link password.

Once this is done a blank DAF screen will appear consisting of two pages as follows:

D R A F T

```
CMD: ____________
DAF  Disaster No:_____      DAMAGE ASSESSMENT FORM                    Page 1 of 2
 Report No: ___ - _____ - ___ - _    County: ___    Inspection Date: _______
 Dst __   Admin _   Resp Agcy ____   Maint-EA _____   Spec D ______________
=================================================================================
Applicant : ____________________________________________ FED HWY?: _ FRST HWY?: _
Road Name : ____________________________________________ FC: __    MAP NO. _____
Road/Bridge Data Bridge No. _________ Type: _________ BPM: _____  EPM: _____
   Traveled Way:      Width _________ Type: _________ State/Local  Rte: _____
       Shoulder:      Width _________ Type: _________ ADT (Existing)  : _____
Description of Damage                                  Photos Roll: __  Pic: __
_________________________________________________________________________________
_________________________________________________________________________________
Recommendation              Engineer                          INFORMAL CONTRACTS
 _ Eligible     FHWA  ____________________   Date: ________        EA: _____
 _ Concur/Elig  State ____________________   Date: ________        EA: _____
 _ Concur       Local ____________________   Date: ________        EA: _____
                                                                    EA: _____
Created By: ____________________   Date: ________   Last Modified: ________
 F1=ClrScrn F2=Show F3=Next F5=Del F8=For F9= ByPass F10=Add F11=Chg F12=END
```

```
CMD: ____________
DAF                          DAMAGE ASSESSMENT FORM                    Page 2 of 2
EMER OPENING(EO)                  Description of Work                 Summary Cost
To Date            ____________________________________________ PE  $ ____________
 _  Force Account  ____________________________________________ CE  $ ____________
 _  Contract       ____________________________________________ CON $ ____________
Work Remaining     ____________________________________________ PE  $ ____________
 _  Force Account  ____________________________________________ CE  $ ____________
 _  Contract       ____________________________________________ CON $ ____________
=================================================================================
PERM. RESTOR.(PR)  ____________________________________________ PE  $ ____________
 _  Force Account  ____________________________________________ CE  $ ____________
 _  Contract       ____________________________________________ CON $ ____________
=================================================================================
Environmental Clearance          Preliminary Engineering(10%):  $ ____________
                    EO          Construction Engineering(15%):  $ ____________
 Cat Exclusion      _                          Right-of-Way:  $ ____________
 Further Env Study  _                          Construction:  $ ____________
Stewardship: _  E/Y/N                  TOTAL ESTIMATED COST:  $ ____________
 F1=ClrScrn F2=Show F3=Next F5=Del F7=Back F9= ByPass F10=Add F11=Chg F12=END
```

The fields on these two pages coincide with the fill-in blanks found on the most current version of the Damage Assessment Form [FHWA DA Form (CA Rev 10/21/97)]. A number of other fields have been added to these two pages for administrative and reporting purposes.

PF Keys

The following is a brief description of each of the following PF keys which are located at the bottom of either Page 1 or Page 2 of the DAF screen.

F1=ClrScrn	This key clears the screen of all data. The Report No. field must be cleared before pressing "F1".
F2=Show	This key shows you the DAF record associated with the DAF Report Number entered by the user.
F3=Next	This key takes you to the next available DAF record.
F5=Del	This key deletes the current record. User will be asked to press F6 to confirm delete request.
F7=Back	This key takes you back from Page 2 of 2 to Page 1 of 2.
F8=For	This key takes you forward from Page 1 of 2 to Page 2 of 2.
F9=ByPass	If the keyboard freezes or if you want to stop the current action, this key "undoes" the last PF command.
F10=Add	This key adds the current record into the DAF file.
F11=Chg	This key updates the current record with new information added by the user.
F12=END	This key takes you out of the DAF file.

Field Entry Instructions

Please note that clearing the entry from a numeric field (e.g., Summary Cost, BPM, EPM, Widths, etc.) which has an existing entry cannot be made by pressing the SPACE BAR. If the SPACE BAR is used, the keyboard will freeze and the Reset Button will have to be engaged. The correct way to clear a numeric field (or portion of a field) is to enter the figures you want (or enter nothing if desired) over the existing figures and then press the "ERAEOF" PF Key to erase to the end of the field. If the "ERAEOF" PF Key is unavailable, try the "End" Key located on your keyboard.

1. Report No:

   Enter the DAF Report Number (must be completed) in this sixteen (16) space field. FHWA has standardized the Report Number format as follows:

   - The first 3 spaces are for the FHWA Engineer's first, middle and last initials (or something similar). If the FHWA Engineer does not attend the site visit for a local agency site, enter the initials of the

Caltrans District Local Assistance Engineer who attended. All 3 spaces must be filled in using alpha characters only. The letter "O" should be avoided if possible.

- The next 6 spaces are used to indicate the agency (abbreviated) which is administering the ER project at the damaged site. Not all spaces are required to be filled in. However, no empty spaces are permitted between letters. For Caltrans projects, exactly 4 spaces are to be used to indicate the District number (eg., CT01, CT02, and so on).
- The next 3 spaces are used to designate the actual report number for a given agency. All 3 spaces must be filled in with numeric characters only. The entry for the first report for an agency will be "001". The next report for a different site will be "002", and so on.
- The last single space entry is to show the report revision number. The initial report must show a "0" (zero) in this space. If major changes are made to the existing Report (Revised Report), change this entry from "0" to "1" and "Add" (PF10) the Revised Report as a new record.
- The following is an example of the third DAF report for the County of Yuba: CBA-YUBCO-003-0.
- The following is an example of the first revision to the eighteenth DAF report for Caltrans District 2: ABC-CT02 _ -018-1.

The primary link between the DAF file and the FNM76 file will be the DAF Report Number. It is critical that the Report Number you enter is exactly as shown on the paper copy of the DAF.

2. Disaster No:

   This six (6) space field (must be completed) is used to designate the disaster number as provided by FHWA.

3. County:

   This three (3) space (must be completed) field is used to enter the county code. A listing of County Codes is located in the FADS Instruction Manual for the FNM76 under instructions for the Detail Screen.

4. Inspection Date:

   Enter the site inspection date [in MM/DD/YR (i.e., 01/06/97) format].

5. Dst

   This double space field (must be completed) is to show the Caltrans District number where the damaged site is located (e.g., 02 or 10).

6. Admin

   This single space field (must be completed) identifies whether the project is being administered by the State (Federal Resources Office) or by a local agency (Office of Local Programs). Enter "S" for State projects and "L" for Local projects. Do not mis-code this field.

7. Resp Agn (*Local Agency projects only*)

   This four (4) space field (must be completed) is used to designate the responsible local agency. The standard Office of Local Programs LOCODE will be used for this entry.

8. Maint-EA *(Caltrans Projects only)*

   This six (6) space field (must be completed) is used to show the Expenditure Authorization Number which was used by District Maintenance in performing the Emergency Repair (Opening) work at this damaged site.

9. Spec D *(Caltrans Projects only)*

   This six (6) space field (must be completed) is used to show the Special Designation Number which was used by District Maintenance in performing the Emergency Repair (Opening) work at this damaged site.

10. Applicant:

    Enter "Caltrans" or the name of the Local Agency who has jurisdiction over the damaged site (maximum of forty (40) spaces).

11. Fed Hwy?:

    This single-space field is used to verify that the damaged site is located on a Federal-Aid route. Enter a "Y" if the damaged site is located on a Federal-Aid route. Otherwise, leave blank.

    NOTE: If the DAF indicates that the damaged site is not located on a Federal-aid route or that the work at the damaged site is not considered to be eligible for ER funds, do <u>not</u> enter the DAF data into system.

12. Frst Hwy?:

    This single-space field is used to indicate if the damaged site is located on a Forest Highway. Enter a "Y" if the site is located on a Forest Highway. Otherwise, leave blank.

13. Road Name:

    This forty (40) space field (must be completed) is used to provide the name of the road where the damaged site is located.

14. FC: *(Local Agency projects only)*

    This two (2) space field (must be completed) is used to designate the functional classification of the road at the damaged site. A listing of functional classification (Type of Highway) codes is located in the FADS Instruction Manual for the FNM76 under instructions for the Detail Screen.

15. Map No.: *(Local Agency projects only)*

    This five (5) space field (must be completed) is used to designate the Map Number from the County Road System Maps which shows the functional classification of the road at the damaged site.

16. Road/Bridge Data, Bridge No:

    If a bridge is involved, this nine (9) space field is used to designate the National Bridge Inventory Structure Number at the damaged site. Enter data starting in the first space. A blank space, *, or other symbol that is part of the number must also be reported. The number entered should distinguish between the number "Ø" and the alpha "O".

17. Road/Bridge Data, Bridge Type:

    This four (4) space field designates the Bridge Work Type code for the structure under consideration. A listing of Bridge Work Type Codes are located in the FADS Instruction Manual under instructions for the Detail Screen.

18. BPM: & EPM:

    These five (5) space fields are used to designate the Beginning Post Mile and Ending Post Mile for the damaged site. If only one Post Mile entry is made on the paper copy of the DAF, enter that number in the BPM field.

19. Road/Bridge Data, Traveled Way and Shoulder Width and Type:

    Enter data as recorded in the DAF for these nine (9) space fields.

20. State/Local Rte:

    This six (6) space field allows for the entry of the State or local route.

21. ADT (Existing):

    Enter data as recorded in the DAF for this six (6) space field.

22. Photos, Roll: & Pic:

    Enter Film Roll Number and Picture Number data as recorded in the DAF for these two (2) space fields (e.g., 02 or 24).

23. Description of Damage

    Enter data as recorded in the DAF for this field.

24. Recommendation, Eligible/Concur

    These single space fields indicate that FHWA Engineer has determined that the site is/is not eligible for ER funding and that the State and/or Local Engineers concur with the determination. Enter "Y" for yes or "N" for no. If the Local Assistance Engineer makes the eligibility determination, enter "Y" or "N" in the State Engineer "Concur/Elig" space. Nothing is entered in the FHWA Engineer "Eligible" space if the Local Assistance Engineer makes the eligibility determination.

25. FHWA/State/Local Engineer

    These twenty (20) space fields show the names of the FHWA, State or Local Engineers who signed their names to the original DAF.

26. FHWA/State/Local Engineer Date:

    These eight (8) space fields are used to show the dates that the FHWA, State or Local Engineers signed the original DAF.

27. INFORMAL CONTRACTS, EA:

    Enter the EAs used for any informal contracts required by the District for Emergency Opening work.

    Update DAFs when subsequent EAs are added.

28. Created By:

    This twenty (20) space field is to show who entered the DAF data into this record.

29. Created By Date:

    This eight (8) space field is to show the date this DAF record was first created by the user.

30. Last Modified:

    The contents of this eight (8) space field are computer generated. It shows the last date that the contents of this record were modified.

31. EMER OPENING (EO), To Date, Force Account/Contract
    EMER OPENING (EO), Work Remaining, Force Account/Contract
    PERM. RESTOR. (PR), Force Account/Contract

    These single space fields are used to indicate if the work being done for the phase of work indicated will be done by Force Account or by Contract. Enter an "X" where appropriate.

32. EMER OPENING (EO), To Date, Description of Work
    EMER OPENING (EO), Work Remaining, Description of Work
    PERM. RESTOR. (PR), Description of Work

    Enter the work description as indicated in the original DAF on the three (3) lines provided for the appropriate phase of work.

33. EMER OPENING (EO), To Date, PE Summary Cost
    EMER OPENING (EO), Work Remaining, PE Summary Cost
    PERM. RESTOR. (PR), PE Summary Cost

    Enter the estimated cost to perform the Preliminary Engineering phase of work described as indicated in the original DAF for the appropriate phase of work. Enter the number from the left end of the field and press the ERAEOF key after the last character is entered to clear the remaining spaces of the field. If the "ERAEOF" PF Key is unavailable, try the "End" Key located on your keyboard.

34. EMER OPENING (EO), To Date, CE Summary Cost
    EMER OPENING (EO), Work Remaining, CE Summary Cost
    PERM. RESTOR. (PR), CE Summary Cost

    Enter the estimated cost to perform the Construction Engineering phase of work described as indicated in the original DAF for the appropriate phase of work. Enter the number from the left end of the field and press the ERAEOF key after the last character is entered to clear the remaining spaces of the field. If the "ERAEOF" PF Key is unavailable, try the "End" Key located on your keyboard.

35. EMER OPENING (EO), To Date, CON Summary Cost
    EMER OPENING (EO), Work Remaining, CON Summary Cost
    PERM. RESTOR. (PR), CON Summary Cost

    Enter the estimated cost to perform the Construction phase of work described as indicated in the original DAF for the appropriate phase of work. Enter the number from the left end of the field and press the ERAEOF key after the last character is entered to clear the remaining spaces of the field. If the "ERAEOF" PF Key is unavailable, try the "End" Key located on your keyboard.

36. Environmental Clearance, EO

    This single space field is used to indicate if the emergency opening work being done at the damaged site is categorically excluded from further environmental studies or if further environmental studies are deemed to be necessary. This determination is to be shown for EO (Emergency Opening) only. Enter an "X" where appropriate.

37. Preliminary Engineering (10%):
    Construction Engineering (15%):
    Right-of Way:
    Construction:

    These thirteen (13) space fields are used to indicate the total estimated cost to perform the phase of work indicated. Except for Right-of-Way, all entries are computer generated, adding all Emergency Repair and Restoration estimates from the above entries.

    The Right-of-Way cost is to be entered by the user. Enter the number from the left end of the field and press the ERAEOF key after the last character is entered to clear the remaining spaces of the field. If the "ERAEOF" PF Key is unavailable, try the "End" Key located on your keyboard.

38. TOTAL ESTIMATED COST:

    The contents of this thirteen (13) space field are computer generated. It shows the sum of the costs indicated for Emergency Repair, Restoration, Preliminary Engineering, Construction Engineering, and Right-of-Way.

39. Stewardship:

    This single space field (must be completed) is used to indicate if the project requires Certification Acceptance. Enter "Y" for yes, "N" for no or "E" for exempt projects.

DAF Report Entry Instructions

New DAF Report Record - On a cleared screen enter the DAF Report Number and all DAF data in the spaces provided and press the PF10 key.

Minor Changes - If minor changes or corrections are being made to an existing DAF record, make the changes where needed and press the PF11 key.

Major Changes - If changes are major enough to warrant a revised DAF (see **Revised DAF Criteria** below), call up the current version of the report and change the last field of the Report Number field. Once all other necessary changes are made to the record, press the PF10 key. This will add the revised record which will supersede the old record.

Revised DAF Criteria

The scope of work eligible for ER funds is established on the DAF. A revised DAF must be prepared if significant deviations from the approved DAF scope is proposed or if a significant quantity change is made. Generally, a significant quantity change is considered for:

- DAF amount is $40,000 or less and the change is more than $10,000.
- DAF amount is $100,000 or less and the change is greater than 25%.
- DAF amount is $1,000,000 or less and the change is greater than 15%.
- DAF amount is greater than $1,000,000 and the change is greater than 10%.