

FHWA EMERGENCY RELIEF (ER) PROGRAM DETAILED DAMAGE INSPECTION REPORT

What is a Detailed Damage Inspection Report (DDIR):

- It is a preliminary cost estimate
- It is a determination of eligibility
- It is a brief description of the scope of work
- It is used to support our request to FHWA for Emergency Relief funding

A Detailed Damage Inspection Report (DDIR) is not:

- It is not a contracting mechanism
- Is never to be used to indicate actual scope, quantities, or prices to the contractor
- It is not a NEPA determination or approval
- It is not authorization to begin work

Information included in the Detailed Damage Inspection Report (DDIR) Form:

- Specific location (Beginning and Ending Limits, federal-aid route number)
- Nature and extent of damage
- State/County
- Congressional District
- Emergency Repair (ER)
- Permanent Restoration (PR)
- Eligible FHWA road
- Date of the event
- Disaster # (provided by FDOT)
- DDIR # (provided by FDOT)
- Cost and quantity estimates
- Type of contracting method used

Items to accompany the Detailed Damage Inspection Report (DDIR) Form:

- Cost summaries or spreadsheet – not lump sum
- Photographs of the **damaged** site
- Bridge inspection report
- Copy of the contract (If work already started)
- Functional Classification Map showing site location on FHWA ER road

Other Pertinent Information related to the Detailed Damage Inspection Report (DDIR)

1. The site must have suffered \$5,000 in actual damages (material and labor)
 - a. Detours, removal of damaged items (i.e. sign, signal,) MOT, mobilization, generator use, etc. don't count to the \$5,000 in damages, even though that work may be eligible for reimbursement.
 - b. Generally, a site is an individual location where damage has occurred.
 - c. A site could include several adjoining locations where similar damage, related to the same cause, has occurred. **Sites within ¼ of a mile may be grouped together to form an eligible ER site. Grouped sites must be on the same federal road.** Damage on a continuous stretch of roadway can be grouped, but once there is ¼ mile or more with no damage, the next damage found is a new site.
 - d. Sites not within ¼ of a mile and/or not on the same federal road cannot be combined to meet the \$5,000 minimum damage threshold.

2. It is not permissible to do a Citywide/Countywide DDIR to meet the \$5,000 site threshold, but one DDIR can be written for all sites that each have \$5,000 in damage.
3. Photos should be provided with DDIR. Damage photos are a must, pre-event condition photos are recommended (required for bridges.)
4. A good “estimate” for design cost is 10% of total cost. A good estimate for CEI is 12% of the total cost.
5. A revised DDIR is required when costs increase 20% or more or there is a change in scope. The revised DDIR must include a justification of the changes and requires FHWA approval.

Please note: The District will be the primary contact and work directly with the Local Agency to assist with the assembly of the DDIR. Once the District has obtained the DDIR form and associated documentation required, the District can determine Federal Aid eligibility/ineligibility for the work and submit to FHWA for approval.

Additional information, including the FHWA ER manual can be found online at:

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

The FHWA ER Manual supersedes this document in any areas of conflict.