



PDA  
Documentation:  
Roads  
&  
Culverts





# Preliminary Damage Assessments: Roads & Culverts

- When documenting road and culvert damage, always provide:
  - Accurate Measurements
  - GPS locations
  - Photos that clearly show damage
- Only include sites you are legally responsible to maintain & repair.
- Only include damages that are visible.
- If a site is underwater/snow covered/under debris, no damages can be claimed until they are visible.
  - The site can be included as a damage site, but it's status should be listed as inundated until damage is visible.

# Roads and Culverts Worksheet

Damage Assessment Site Worksheet - Roads and Culverts														
Applicant Name		Name of Local Contact		Contact Phone #		Contact Email		County		Date		All sites must be identified on an attached map. Pictures of each site are required. Label each picture with the site number.		
Johns Township		James Doe		(605) 123-4567		james.doe@johnstownship.org		Jerald County		05/20/19				
This cell will show the total of all worksheets.		GRAVEL OR BASE	GRAVEL OR BASE	GRAVEL	BASE	CULVERT	CULVERT	CY	CY	CULVERT				
Map Site#	Description of Material	Length in Feet	Width in Feet	Depth in Inches	Depth in Inches	Length in Feet	Width in Inches	Gravel	Base	Cost per foot (applicant enters)	Latitude	Longitude	Work Complete %	Total Cost
1	Gravel	350	20	3				64.81						\$842.53
1	Base	125	16	4					24.69					\$370.35
1	Culvert					30	48			\$25.00	43.21560	-102.93470	0%	\$750.00
2	Gravel							0.00						\$0.00
2	Base								0.00					\$0.00
2	Culvert													\$0.00
3	Gravel													\$0.00
3	Base													\$0.00
3	Culvert													\$0.00
4	Gravel													\$0.00
4	Base								0.00					\$0.00
4	Culvert													\$0.00
5	Gravel							0.00						\$0.00
5	Base								0.00					\$0.00
5	Culvert													\$0.00
6	Gravel							0.00						\$0.00
6	Base								0.00					\$0.00
6	Culvert													\$0.00
7	Gravel							0.00						\$0.00
7	Base								0.00					\$0.00
7	Culvert													\$0.00
								CY (Gravel)	CY (Base)	Culverts	Tons (Gravel)	Tons (Base)		
Total cubic yards/Tons (Tons=CY*1.325)								64.81	24.69		85.87	32.71		
Applicant in place cost for work activity: Applicant enters cost per CY								\$ 13.00	\$ 15.00				Total Damage	
Total in place cost for sheet								\$ 842.53	\$ 370.35	\$ 750.00			\$ 1,962.88	

Cells highlighted in green must be filled out by the applicant. Hover over cells to see comments and instructions for specific cells. If a single road has multiple sites of gravel wash, that road can be rolled into a single site and indicated on the map.

Damaged culverts must include a picture of the culvert itself. All sites must have at least one photo showing damage. If the site is under water at the time of the assessment, still include a photo of the site.

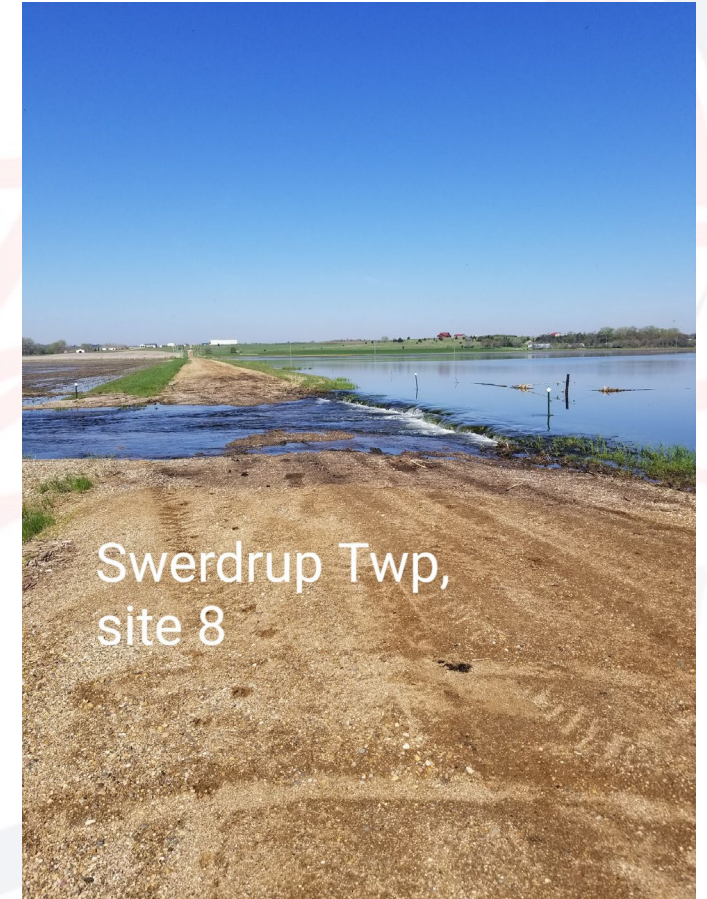
- Road and culvert damage should be documented on the Roads and Culverts damage assessment site worksheet.
- The Excel workbook comes with an instruction tab and an example tab.
- Fill in as much information as you can for each site.
- The site costs will roll into a total on the first site worksheet.
- GPS locations should be provided for each culvert, and for the starting and ending location of road damage.
- Sites should be indicated on a map, and corresponding photos should be labeled with the site number.



# Photos of Damage



- Site photos should clearly show damage.
- Site photos should be labeled with the site number.
- When possible, references for size, such as fence posts, should be included in the photo.
- Photos should be clear; nothing zoomed in, grainy, or blocked by people, animals, or vehicles.
- Multiple photos of the same site can be included to show damages from different angles.





# Roads and Culverts: wrap up

- FSA routes cannot be included.
  - Since another Federal agency is responsible for funding FSA roads, damage to these roads should be discussed with SD DOT.
- PDA documentation can be used to formulate projects if there is a Presidential Disaster Declaration.
- The more information provided during a PDA, the better we are able to substantiate the claimed damages.
- Don't wait for us to request documentation; start gathering information as soon after an incident as you can.





# Have Questions?

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