



LOUISIANA DEPARTMENT OF
TRANSPORTATION & DEVELOPMENT

Safe Routes to Public Places Program (SRTPPP)

Program Guidelines

November 2023



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FOREWORD

The Safe Routes to Public Places Program (SRTPPP) is a data driven safety improvement program aimed at reducing fatalities and serious injuries of Vulnerable Road User (VRUs) involved in vehicular crashes on all public roads in Louisiana. SRTPPP is part of the overall Highway Safety Improvement Program (HSIP) and falls under the umbrella of the Louisiana Strategic Highway Safety Plan (SHSP). The vision for the SHSP is Destination Zero Deaths and the HSIP is the core federal-aid program that aims to implement the SHSP's mission to achieve a significant reduction in fatalities and serious injuries on all public roads.

The development of the SRTPPP is a result of the recognition that the transportation network is utilized by motorists and non-motorists, such as pedestrians, bicyclists, and transit users of all ages and abilities. The SRTPPP aims to address the safety needs of the non-motorists evidenced in fatality and serious injury data. **On average, 438 pedestrians and bicyclists are killed or seriously injured on Louisiana's public roads each year (Source: crashdata.lsu.edu, 2018-2022). This represents 18% of the overall annual fatalities and serious injuries.**

The purpose of this document is to outline the program requirements and guidelines for potential projects considered for the SRTPPP projects as part of the HSIP. All SRTPPP projects must adhere to the requirements and guidelines set forth in this document and in accordance with Section 148 of Title 23, United States Code (23 USC 148 (h) and 23 CFR 924).

This document, in part, presents the standard operating procedure to be used for the Department of Transportation and Development (DOTD) Office of Planning when managing the HSIP funds awarded through the SRTPPP. It also details the staff or agency that is responsible for various aspects of the activity, the procedure to be followed and includes links to any references that are relevant to this procedure. The document is intended to be a guide for DOTD employees and other public entities to understand the work processes for administering HSIP funds within the SRTPPP.

FUNDING

To address the need to reduce pedestrian and bicyclist fatalities and injuries, HSIP funds are eligible to be spent on projects to improve safety for pedestrians and bicyclists on all public roads (state-owned and locally-owned). Distribution of funds shall be at the discretion of the SRTPPP Project Selection Committee and Highway Safety Administrator considering the number and quality of applications received annually.

Federal funds for the project are provided for 100% of project costs with no required local match within the limits of the DOTD's project funding commitment and eligibility requirements. Funds are available for design engineering services, right-of-way acquisition, project construction, and construction contract administration.

The project sponsor will be responsible for costs incurred for

- Utility Relocations
- Permits
- Right-of-Way Acquisition Services (for locally funded right-of-way Acquisition),

- Project Construction on Private Property necessary for connectivity
- Additional costs above DOTD's project funding commitment.

The project sponsor may elect or be required to add or provide for additional work not eligible for federal funds at its expense, such as connectivity work on private property (necessary for hospitals, business centers, etc.) The application must identify this work and estimated costs. If applicable, funds for this work must be provided to DOTD prior to advertisement for construction of the project.

Each application will have a maximum limitation of federal funds applied to project construction and right-of-way acquisition costs of \$500,000. Federal funds applied to design engineering services, and construction contract administration may be provided by DOTD's forces or its consultant and is not included in this funding limitation.

Sponsors are encouraged, but not required, to provide additional financial support for the project. Additional financial support applied to services or items which are also eligible for federal funds will be considered in the evaluation and selection of projects. Additional financial support does not reduce the funding limitation noted above. The sponsor's commitment to provide additional financial support must be included in the application. If applicable, financial support funds must be provided to DOTD prior to advertisement for construction of the project.

The project sponsor may elect to provide professional engineering services for project design, right-of-way acquisition and/or right of way acquisition services at its own expense subject to DOTD rules and policies. These costs will be considered additional financial support and considered in the evaluation and selection process.

ELIGIBILITY

Any public agency is eligible to submit project application(s) to the SRTPPP during specific application periods designated by DOTD. The SRTPPP allows public agencies to compete for funding for SRTPPP projects for the purpose of facilitating the planning, development, and implementation of projects that will improve safety for pedestrians, bicyclists, and transit users of all ages and abilities. **Eligible projects include improving pedestrian and bicycle facilities to schools, libraries, governmental buildings, hospitals, transit facilities, public parks, other public places, and other types of pedestrian traffic generators.** All public roads, state and locally owned, are eligible under the SRTPPP.

Types of eligible projects may include but are not limited to:

- Pedestrian facilities (sidewalks, crosswalks, signs & signal devices)
- Curb extensions
- Bicycle facilities (on-street, buffered and separated bike lanes, cycle tracks, shared use paths)
- Traffic calming
- Bus turnouts
- Enhanced signing and striping (bike lane markings, bike boxes, crosswalks, etc.)

Applications must be submitted by the project sponsor. Eligible sponsors include:

- Local governments (any unit of local government below a State government agency, except for a Metropolitan Planning Organization)
- Regional transportation authorities
- Transit agencies (Any agency responsible for public transportation that is eligible for funds under the Federal Transit Administration)
- Tribal governments

For improvements on **locally owned roadways and right-of-ways**, the project sponsor must be the local government entity that owns the roadway and will ultimately be responsible for maintaining the safety improvements provided by the project.

For improvements on **state owned roadways and right-of-ways**, the project sponsor must be the local government entity that will ultimately assume responsibility for the operation and maintenance of the safety improvements provided by the project. Sponsors are encouraged to work with the DOTD Districts to determine priority projects on state routes. The DOTD District Administrator must concur with the scope of any project on a State Route prior to being accepted into the Program.

If a portion of the project is to be constructed on right-of-way not owned by the project sponsor, a letter of endorsement from the owner must accompany the application. For example, improvements on School, Library or other private / governmental building property will require an endorsement letter from the Local School Board or public entity owner included in the application.

Project applications are generally solicited and accepted on an annual basis. Applications are evaluated in a competitive manner using standardized criteria applied to the assessment of pedestrian and / or bicyclist safety and project feasibility. Positive consideration is given for projects that reflect priorities in any existing local or state **safety** plan, the 2023 Louisiana Vulnerable Road User Safety Assessment, the DOTD Bicycle Planning Tool (refer to **Appendix D**), the Regional Safety Coalition Action Plans, and/or other locally adopted transportation safety plans.

A Sponsor may submit more than one application per advertisement cycle. Should the estimated costs exceed the maximum funding limitation, sponsors may elect to split the project into smaller segments and submit multiple (phased) applications. Sponsor's submitting multiple applications in one advertisement cycle, whether for multiple sites or phased applications, must provide a local priority for the funding allocation. Applications for phased work will be evaluated independently. Subsequent phases will not receive any priority grading.

After applications are received, a confirmation email will be sent verifying receipt of the project application. The project sponsor will be contacted if additional information is necessary during the project application evaluation process.

COMPLETE STREETS COMPLIANCE

DOTD has a complete streets policy to create a comprehensive, integrated, connected transportation network for Louisiana that balances access, mobility and safety needs of motorists, transit users, bicyclists and pedestrians of all ages and abilities. All projects shall consider the impact that improvements will have on safety for all users and make all reasonable attempts to mitigate negative impacts on non-motorized modes. Restricting non-motorized access should not be considered as an appropriate strategy with the exception of those limited access facilities where pedestrians and bicyclists are prohibited. DOTD will strive to ensure projects do not become barriers to pedestrians, bicyclists, and transit users by providing appropriate safe crossings, providing corridor continuity, and ensuring transportation projects comply with the current accessibility guidelines. Exceptions for not accommodating bicyclists, pedestrians and transit users in accordance with the EDSM policy will require the approval of the DOTD Chief Engineer for State Roads or the Local Public Agency (LPA) Signature Authority. Requiring an exception will not negatively affect the evaluation of a proposed project.

Complete Streets Policy:

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/Complete_Streets/Misc%20Documents/cs-la-dotpolicy.pdf

Complete Streets EDSM:

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/EDSM/EDSM/EDSM_II_2_1_14.pdf

PROJECT APPLICATION AND SELECTION PROCESSES

APPLICATION PROCESS

The SRTPPP Project Selection Committee reviews and evaluates project applications. Each applicant must complete the electronic application file found on the DOTD Safe Routes to Public Places Program website (http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/SRTPPP/Pages/default.aspx).

Applications may be submitted physically or digitally to the Safe Routes to Public Places Program Manager. For physical submissions, one (1) completed hard copy of the application must be submitted along with an electronic pdf file of the complete application on USB flash drive. For digital submissions, one (1) complete digital copy of the application must be submitted. The LPA or their representative may send the application and appendices as attachments to an email or via drop box or other large file transfer. The file transfer service must be provided by the LPA.

The application must be certified by an entity employee who has legal authority to enter into a contract on behalf of the Local Public Agency (LPA) to implement the project.

To save time in processing the application, please follow directions and provide all requested application documentation as follows:

- a. Project scope
- b. Supporting data analysis and local plan, if applicable
- c. Pictures of site
- d. Map of site(s) including street names and historical districts (if applicable)
- e. Detailed and accurate cost estimate

- f. Signed certification by legal authority
- g. Responsible charge form
- h. Endorsement letter(s) from additional property owners (as applicable)

Accurate cost estimates for the services to be performed are extremely important to ensure that adequate funding is provided. If a project cost increases more than the maximum funding limitation, the LPA will need to decide between revising the project scope, reducing the cost, and may be required to reapply. Alternatively, the LPA is able to pay for all construction costs exceeding the maximum limitation. Funding requests should take into account that the project may not be under construction until the third (3rd) year after award of the project. It is recommended, but not required, that the services of a professional engineer familiar with DOTD procedures be acquired to assist in the development of the required project services and cost estimates compliant with DOTD standards. Costs for professional services associated with preparation of the application are not eligible for reimbursement.

Refer to **Appendix A** for information on how to submit an Application.

SELECTION PROCESS

The selection process consists of two evaluation steps:

The application will be graded on specific evaluation factors detailed below. Higher value (i.e. weight) is given to safety improvement potential and/or data driven factors. The weight is multiplied by the evaluation factor grade and then summed to achieve a total score.

STEP 1: APPLICATION EVALUATION

The safety evaluation factors and grading criteria are shown below.

Factor	GRADING CRITERIA
EXISTING PLAN OR NETWORK INCLUSION	
Identified in an existing local or state safety plan or assessment Weight: High	High – Project site is included in local or state plan for improved safety with high priority designation Medium – Project site is included in local or state plan for improved safety with medium or low priority designation Low - Project site is not included in any plan for improved safety
Enhances connectivity to a local pedestrian, bicycle, or transit network Weight: Medium	High – Provides a new and vital connection to an between multiple existing pedestrian/bicycle/transit networks that and enhances public non-motorized user safety Medium – Improves Expands connectivity to an existing pedestrian/bicycle/transit network that enhances non-motorized user public safety Low – Includes only a localized enhancement or upgrade to an existing facility without enhancing network connectivity

BICYCLE/PEDESTRIAN INCIDENT HISTORY

<p>Bicyclist/Pedestrian crashes reported within 1 mile of public place</p> <p>Weight: High</p>	<p><i>Review of appropriate pedestrian and/or bicycle incident data within 1 mile of the public place (as per the application) within the last 5 years:</i></p> <p>High – Occurrence of bicyclist/pedestrian crashes within ¼ mile of the public place</p> <p>Medium – Occurrence of bicyclist/pedestrian crashes ½-¾ mile of the public place</p> <p>Low – Occurrence of bicyclist/pedestrian crashes within 1 mile of the public place</p>
<p>Bicyclist/Pedestrian crash severity reported within 1 mile of public place</p> <p>Weight: High</p>	<p><i>Review of appropriate pedestrian and/or bicycle incident data within 1 mile of the public place (as per the application) within the last 5 years:</i></p> <p>High – High occurrence of fatal or severe injury (KA) bicyclist/pedestrian crashes within 1 mile of the public place</p> <p>Medium – High occurrence of all injury type (KABC) bicyclist/pedestrian crashes within 1 mile of the public place</p> <p>Low – Low occurrence of all injury type (KABC) bicyclist/pedestrian crashes within 1 mile of the public place</p>

POTENTIAL SAFETY RISKS BASED ON EXISTING CONDITION

<p>Location Context</p> <p>Weight: Medium</p>	<p><i>The context of the facility and its relation to the surrounding community. Assessed through population density. 2020 US Census Demographic Data will be used to determine population density</i></p> <p>https://maps.geo.census.gov/ddmv/map.html:</p> <p>High – Population density greater than 3500 persons per square mile</p> <p>Medium – Population density between 500 and 3500 persons per square mile</p> <p>Low – Population density less than 500 persons per square mile</p>
<p>Bicycle/Pedestrian Demand</p> <p>Weight: Medium</p>	<p><i>Account for reasonable bicyclist and pedestrian generators relative to the public place:</i></p> <p>High – Bicyclist/pedestrian trip generators located within ¼ mile of the public place</p> <p>Medium – Bicyclist/pedestrian trip generators located within ½-¾ mile of the public place</p> <p>Low – Bicyclist/pedestrian trip generators located within 1 mile of the public place</p>

<p>Roadway Characteristics</p> <p>Weight: Medium</p>	<p><i>Account for existing potential bicycle/pedestrian safety risks with vehicular traffic relative to the scope of the project. Target Facility Types are defined in Appendix A:</i></p> <p>High – Target (High) Facility type, or speed typically > 40 mph, or high number of intersections with potential for Bicycle/Pedestrian crossing improvements within project limits.</p> <p>Medium – Target (Medium) Facility type, or speed typically 25-40 mph, or moderate number of intersections with potential for Bicycle/Pedestrian crossing improvements within project limits.</p> <p>Low – Not a Target Facility Type, speed typically < 25 mph, no intersections with potential for Bicycle/Pedestrian crossing improvements within project limits</p>
<p>Other supporting risk data analysis</p> <p>Weight: Low</p>	<p><i>Compelling additional supporting data not identified or addressed in previous evaluation factors (e.g. high number of disabled users, traffic violation citations):</i></p> <p>High – Application includes additional high quality site specific data and data analysis that support the need and/or potential safety risk reduction provided by safety improvements.</p> <p>Medium – Application includes additional site specific data to support the need and/or potential safety risk reduction provided by safety improvements.</p> <p>Low – No additional supporting data and/or data analysis provided</p>

POTENTIAL SAFETY RISKS REDUCTION BASED ON PROPOSED PROJECT SCOPE

<p>Safety Effectiveness (potential to reduce vehicle-pedestrian incidents with implementation of bicycle and pedestrian safety countermeasures)</p> <p>Weight: High</p>	<p><i>Project scope should propose and infrastructure solution that matches the safety risk with local vehicular traffic relative to the public place:</i></p> <p>High – Application includes proven safety improvements that clearly address the potential safety risks for pedestrian/bicycle conflict with the roadway(s)</p> <p>Medium – Application includes safety improvements that may address the potential safety risks for pedestrian/bicycle conflict with the roadway(s)</p> <p>Low – Application project limits include a very low number of specific locations that clearly address the potential safety risks for pedestrian/bicycle conflict with the roadway(s)</p>
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<p>Implementing FHWA Proven Safety Countermeasures, (check all that apply)</p> <ul style="list-style-type: none"> ● Median & Pedestrian Crossing Refuge Islands ● Pedestrian Hybrid Beacon (PHB) ● Leading Pedestrian Interval ● Road Reconfiguration w/ Ped/Bike safety improvements (Road Diet) ● Walkways ● Rectangular Rapid Flashing Beacon (RRFB) ● Crosswalk visibility enhancements ● Raised crosswalks ● Speed Management ● Bicycle Lanes <p>Weight: High</p>	<p><i>Ratings should reflect the reasonable use of FHWA Proven Countermeasures proposed for the project.</i></p> <p>High – Project includes one or more FHWA Proven Countermeasure</p> <p>Low – Project does not include any FHWA Proven Countermeasures</p>
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EQUITY

Transportation Disadvantaged Community Weight: Medium	<i>Rating should reflect whether the project location is within a Transportation Disadvantaged Census Tract (Historically Disadvantaged Community) per the U.S. DOT</i> https://usdot.maps.arcgis.com/apps/dashboards/d6f90dfcc8b44525b04c7ce748a3674a : 4 – Yes 0 – No
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STEP 2: PRIORITY PROJECT SHORT LIST

A short list of potential projects will be developed based on results of the application evaluations. **Projects provided on the Short List do not represent or imply approval for funding or implementation. The short list may contain projects that will not be funded.** Upon completion of Step 2, all application Sponsors will receive formal notification of the status of their application. The Short List will also be posted on the DOTD website.

STEP 3: FINAL SELECTION

Once the Short List is complete, the SRTPPP Project Selection Committee will meet to review and vote to accept or reject each proposed project into the program and fund it through the HSIP. The number of projects approved for the SRTPPP program will be determined based on available program funds. Upon completion of Step 3, all Sponsors of Short List Projects will receive formal notification as to whether their application was approved for funding. Approved projects will be posted on the DOTD website.

IMPLEMENTATION OF PROJECTS

PROJECT FEASIBILITY ASSESSMENT

DOTD, or its engineering consultant, will prepare a Project Feasibility Report for each application on the short list. The Consultant shall meet with the DOTD Project Manager (PM) and Sponsor (LPA Responsible Charge) for a scoping meeting, visit the project site(s) and prepare a project feasibility report. Each report shall contain a detailed scope, a cost estimate for engineering and construction, and a time schedule for completion.

The primary goals of the Feasibility Assessment include:

- Review application information, data and project scope.
- Review the process, procedures, and implementation of the program. For LPAs who are participating in the program for the first time, this is a chance to ask questions about the process.

- Conduct a visual examination of the existing conditions and the proposed project as outlined in the application.
- Review project scope, construction items and costs with the LPA to determine if application accurately reflects the estimated construction activities necessary for the site conditions.

If the proposed safety improvement for a project includes changes to existing traffic control or roadway/intersection geometry then a Traffic Study will be required. Refer to DOTD’s Traffic Engineering Process Report for more information on Traffic Studies.

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/Traffic_Engineering/ManualsPublications/Pages/TEPR.aspx

ENTITY/STATE AGREEMENT

After the feasibility report is completed and the project is determined to be feasible, within proposed budget constraints, and will implement effective safety countermeasures to the documented safety concern, the LPA must enter into an Entity/State Agreement prior to the project entering the design phase. The agreement is a legally-binding contract between the Sponsor and the DOTD. In order to expedite initiation of the process, the Entity/State Agreement should be signed within 60 days of receipt. The agreement will specify the responsibilities of the local Sponsor and the DOTD, depending on the engineering option selected by the Entity. Prior to execution of the agreement by DOTD, the LPA Responsible Charge for the Entity must have completed or be registered for the next available offering of the LPA Qualification Core Training. To learn more about the Qualification Core Training or register online, visit the LTAP website at www.ltrc.lsu.edu/ltap/

Once the entity/state agreement is executed, project funding will be allocated to the project to be directly administered by DOTD as specified in the Entity/State Agreement.

LPA RESPONSIBLE CHARGE

The Sponsor must provide a full time employee of the Entity to be in “LPA Responsible Charge” of the Project. The LPA Responsible Charge need not be an engineer. The LPA Responsible Charge is expected to be able to perform the following duties and functions for the project:

1. Acts as primary point of contact for the Entity with the DOTD;
2. Participate in decisions regarding cost, time and scope of the Project, including changed/unforeseen conditions or scope changes that require change orders or supplemental agreements;
3. Visit and review the Project on a frequency that is appropriate in light of the magnitude and complexity of the Project;
4. Provide assistance or clarification to DOTD and its consultants, as requested;

5. Attend Project meetings as determined by the DOTD Responsible Charge, and shall attend the Project's "Final Inspection";
6. Review plan submittals, Plan/Constructability/Biddability Review form, and other current DOTD quality assurance documents;
7. Coordinate LPA approval signatures for Design Reports, Design Waivers, Design Exceptions and other forms documenting design decisions.

The LPA Responsible Charge will be the responsible for ensuring that entity supplied information is provided to DOTD in a timely manner. Examples of information required from the entities is as follows:

- Location of existing Right-of-Way limits within the project boundaries
- Executed Right of Entry Forms for work performed outside existing or acquired Entity Right-of-Way boundaries
- Permits
- Project compliance letters
- Processing of original or revised entity-state agreement and Funding Commitment Letters
- Project specific questions are answered by the appropriate person.

ENGINEERING

If federal funds are used, DOTD or its consultant will conduct the appropriate engineering studies, perform project designs, prepare plans, prepare estimates and prepare the construction bid proposals. DOTD or its consultant will serve as the "Project Responsible Charge" for the Project pursuant to 23 CFR635.105. DOTD or its consultant will perform the required work and prepare all necessary plans, specifications, and estimates to implement the installation or construction of the safety improvement project.

The project sponsor, at its expense, may elect to conduct appropriate engineering studies, perform project designs, prepare plans, and prepare estimates. The Sponsor will serve as the "Project Responsible Charge" for the Project pursuant to 23 CFR635.105 for the preconstruction phase of the project. The design standards shall comply with the criteria prescribed in 23 CFR Part 625 ("Design Standards for Highways") and DOTD guidelines. In the event that the Sponsor elects to contract with a consultant to perform this work, the Sponsor shall transfer to DOTD any rights that the Sponsor may have to recover from the provider of pre-construction engineering services. The Entity is prohibited from selecting or approving any consultant or sub-consultant who is on DOTD's disqualified list or who has been debarred pursuant to LSA-R.S. 48:295.1 et seq.

ENVIRONMENTAL CLEARANCE

Most safety improvement projects will be Programmatic Categorical Exclusions (PCE). However, all construction projects will require an environmental evaluation to determine the appropriate level of environmental clearance document required under the National Environmental Policy Act (NEPA). Projects in designated historical districts and/or Coastal Management Zone may require additional

environmental clearance and permit requirements. DOTD or its consultant will provide environmental services for the project.

RIGHT-OF-WAY (ROW) ACQUISITION AND RELOCATION SERVICES

ROW acquisition and relocation services are eligible for federal funding (if right of way acquisition is listed in the application) and will be subject to the project federal funding limitations.

Right of Way Acquisition will consist of the following:

- Providing funding for property acquisition and/or relocation
- Providing deed, sale, servitude and agreement documents

Right of Way Acquisition Services will consist of the following:

- Title Research Reports
- Property Surveys
- Title Updates
- Title Take-Offs
- Appraisals

For additional ROW acquired with federal funds regardless of who owns the ROW, the DOTD may provide ROW acquisition and relocation services.

For additional ROW acquired with local funds on locally owned right-of-way, the sponsor shall perform any ROW acquisition and relocation services in accordance with the project schedule.

Regardless of whether federal or local funds are used to acquire ROW, the following provision apply:

1. Acquisition of all real property and property rights required for this Project shall be in accordance with all applicable State and Federal Laws, including Title 49 CFR, Part 24 as amended; Title 23 CFR, Part 710 as amended; DOTD's Right-of-Way Manual; DOTD's LPA Right-of-Way Manual; DOTD's Guide to Title Abstracting and any additional written instructions as given by the DOTD Real Estate Section.
2. Acquisition of real property for the project becomes subject to the provisions of the Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, no matter if carried out by federal, state, local agencies, or by private parties. A LADOTD certified appraiser must perform right-of-way appraisals to determine property value even if Federal funds are not used for property acquisition. For additional information concerning ROW procedures, consult the LPA Real Estate Manual at the following web address on the LADOTD website: www.dotd.louisiana.gov/highways/project_devel/realestate/realestate.asp?page=manual

ENTITY REVIEWS

Entities, through the LPA Responsible Charge, should be actively involved in the project scoping, plan reviews and approvals to control increases and overruns as they may jeopardize completion of the entire

project. The Entity must review project plans and engineering construction cost estimates at various stages of the plan development and approval process. Should the construction & right-of-way acquisition costs increase beyond the project funding limitation, the entity will have the opportunity to revise the scope of the project, provide local funds, or terminate the project. In the case of project termination, the LPA may be required to repay DOTD for any federal funds spent on the project.

UTILITY RELOCATION

All utility relocation must be done by the LPA or provide a utility agreement for prior to DOTD advertising the project for construction. No utility relocation activity will be reimbursable.

ADMINISTRATIVE COSTS

Administrative costs are not eligible for reimbursement. Some examples of actions considered to be administrative are application preparation, certification and transmittal, and management.

NON-PARTICIPATING ITEMS

Items that are ineligible for federal funding may be included in the construction contract with DOTD approval as nonparticipating items with the funding to be provided by the Entity or others. The Entity shall provide all funds to DOTD for nonparticipating items as described in the Entity-State Agreement prior to advertisement for construction of the project.

PERMITS

PROJECT CONSTRUCTION ON STATE OWNED RIGHT-OF-WAY

With the exception of Coastal Use Permit & Corp of Engineer Permit, the Entity shall be responsible for obtaining required permits and approvals from private or public individuals pursuant to local, State or Federal rules, regulations, or laws.

For Coastal Use Permit & Corp of Engineer Permit, the DOTD shall be responsible for obtaining necessary permits and approvals from the Louisiana Department of Natural Resources and the Corp of Engineers.

PROJECTS CONSTRUCTION ON LOCALLY OWNED RIGHT-OF-WAY

The Entity shall be responsible for obtaining all required permits and approvals from private or public individuals pursuant to local, State or Federal rules, regulations, or laws. DOTD may provide guidance for preparation of required permits.

For Coastal Use Permit & Corp of Engineer Permit, DOTD will provide the necessary supporting documentation and provide application assistance. The entity will be responsible for submitting permit request to the Louisiana Department of Natural Resources and the Corp of Engineers.

CONSTRUCTION

This is the major category of work for eligible SRTPPP activities involving the actual construction of the project. DOTD will advertise the job, accept bids and hold the contract for the work. On locally owned

roads, the Entity shall grant DOTD access to the site to perform the work. The entity shall be responsible for obtaining rights of entry for all properties not on local or state owned right-of-way.

DOTD shall prepare construction proposals, advertise for and receive bids for the work, and award the contract to the lowest responsible bidder. DOTD will advertise for and receive bids for the work in accordance with DOTD's standard procedures. All such bids will be properly tabulated, extended, and summarized to determine the official low bidder. The award of the contract shall comply with state law and the latest edition of the Louisiana Standard Specifications for Roads and Bridges. The contract will be awarded by DOTD following the favorable recommendation of award by the DOTD Review Committee and approval from the DOTD Chief Engineer. Construction contracts will be prepared by DOTD after the award of contract.

CONSTRUCTION CONTRACT ADMINISTRATION

This includes the cost to provide contract administration, inspection and materials testing services during the project construction. DOTD or its consultant will perform contract administration for the project.

DOTD (or DOTD consultant) will be responsible for construction contract administration. DOTD will provide construction material testing services. After all phases of work under the construction contract and the Final Inspection has been completed, DOTD will formally accept the work with a Final Acceptance. Upon issuance of the Final Acceptance by DOTD, the Entity shall assume the ownership and maintenance of the improvement at its expense. The Final Acceptance shall be recorded by DOTD in the appropriate parish. Before making the Final Inspection, DOTD shall notify the Entity, and the Entity shall have representative(s) present for such inspection. The project shall be vested in the Entity but shall be subject to DOTD and FHWA requirements and regulations concerning abandonment, disposal, encroachments and/or uses for non-highway purposes.

APPENDIX A: DEFINITIONS

Local Safety Plan: Any plan developed by a local entity that identifies, analyzes, and prioritizes roadway safety improvements on local roads for pedestrians or bicyclists.

Pedestrian/Bike Trip Generators: Businesses or public facilities that have a high potential to generate bicyclist and pedestrian traffic. To include but not limited to:

- Convenience Store
- Entertainment
- Grocery Store
- Hospital/medical clinic
- Library
- Mall/shopping center
- Park
- Pharmacy
- Public Parking
- Restaurant
- School
- Stores
- Transit Stop

Pedestrian Network Screen: An analysis of pedestrian crashes on Louisiana State Roads using a systemic approach to help prioritize the implementation of engineering countermeasures and other projects related to reducing the number of pedestrian crashes on state-owned highways throughout Louisiana.

State Safety Plan: Any plan developed by LADOTD HQ or a District that provides identifies, analyzes, and prioritizes roadway safety improvements on State roads for pedestrians or bicyclists

Target (High) Pedestrian/Bike Facility: The facility types with the highest pedestrian and bike fatality-and serious injury densities are (See 2023 Louisiana VRU Safety Assessment):

- Urban roadways with six or more lanes and a continuous two-way left-turn lane
- Urban divided roadways with six or more lanes
- Urban four-lane roadways with a continuous two-way left-turn lane
- Urban four-lane undivided roadways
- Urban four-lane divided roadways (bike only)
- Urban three-lane roadway
- Rural two-lane roadways with a continuous two-way left-turn lane (pedestrian only).

Target (Medium) Pedestrian/Bike Facility: The facility types with moderate pedestrian and bike fatality-and serious injury densities are (See 2023 Louisiana VRU Safety Assessment):

- Urban four-lane divided roadways (pedestrian only)
- Rural four-lane roadways with a continuous two-way left-turn lane (pedestrian only)
- Rural three-lane divided roadways (pedestrian only)
- Urban two-lane roadways with a continuous two-way left-turn lane
- Urban two-lane divided roadways (pedestrian only)
- Urban one-way roadway with varied lanes (pedestrian only).

Transportation Disadvantaged Communities: An assessment performed by the U.S. Department of Transportation Justice40 team to identify census tracts that were transportation disadvantaged based on transportation access, health, environmental, economic, resilience and equity factors.

Vulnerable Road User: Any non-motorist, pedestrian, bicyclist, other cyclist, and person on personal conveyance or an injured person that is, or is equivalent to, a pedestrian or pedalcyclist. (See 23 U.S.C. 148(a)(15) and 23 CFR 490.205)

Vulnerable Road Users Assessment: An assessment of the safety performance in respect to vulnerable road users in Louisiana and the State's plan to improve the safety of vulnerable road users on all roadways. The assessment divided Louisiana into thousands of polygons; analyzed crash, network, socio economic, land use and other spatial data; utilized network screening methods to sequentially rank polygons and identify a top 200 for pedestrians and bicyclists for the potential of safety improvements. (Required by 23 U.S.C. 148(l). (23 U.S.C. 148(a)(16)).

APPENDIX B: SRTPPP APPLICATION INSTRUCTIONS

Page 1: Cover Sheet

- a. Provide Sponsor Name
- b. Provide Proposed Project Name

Page 2: Sponsor Information

- a. Provide official Entity name and mailing address
- b. Provide name of person with signatory authority
- c. Provide name and contact information of Responsible Charge Person
- d. Provide Entity Federal ID and Federal Unique Identification Number SAMS

Sheet 3: Project Name and Public Place(s) Information

- a. Provide name of project
- b. Provide name of roadway or facility name (if different from project name)
- c. Provide information on up to 3 Public Place Facilities (one primary and two secondary)

Sheet 4: Project Scope and Detailed Project Description

- a. Provide a detailed description of project scope. Project limits and scope of work should be very clear.
- b. Identify the safety improvements proposed to mitigate high risk road features to pedestrians and/or bicyclists
- c. Provide supporting data for projecting the benefits of the safety improvements such as potential risk reductions, increase facility use, etc. to support 4a & 4b

Sheet 5: Maps, Plans & Photographs

- a. Include detailed project location maps, clearly showing public places, and types and limits of work.

Sheet 6. Local Safety Plan

- a. Provide adopted local **safety** plan (if applicable) indicating priority of proposed project and safety improvements.
- b. Provide any other evidence that project location and scope is specifically identified in the local safety plan if applicable.

Sheet 7. Network Connectivity

- a. Provide how the proposed project will enhance or improve connectivity to an existing pedestrian, bicycle, or transit network (if applicable).

Sheet 8: Describe Existing Condition and Potential Safety Risks

- a. Describe existing condition and potential safety risks with local vehicular traffic relative to the current condition or lack of proper facility to support pedestrian and bicycle traffic to the public facility(s) identified in the application

- b. Description should include specific locations
- c. Provide pictures of existing conditions
- d. Provide location maps that clearly identify the potential safety risk(s) for pedestrian/bicycle walking or operating along, adjacent or across the roadway(s) within the proposed project limits.

Sheet 9: Existing Typical Section

- a. Provide a basic sketch of the existing typical section(s).
- b. Provide Right-of-Way limits and source of information.

Sheet 10: Proposed Typical Section

- a. Provide a basic sketch of the proposed typical section(s).
- b. Provide Right-of-Way limits and source of information.

Sheet 11: Roadway Characteristics

- c. Provide specific roadway characteristics for each of the existing road segments, such as ADT, road user types, number of lanes, shoulder information, roadway classification, speed limit, and number of intersections that pose a safety risk to pedestrians and / or bicyclists.

Sheet 12: Pedestrian and/or Bicycle Demand and Other Supporting Risk Data Analysis

- a. Provide statistical data through pedestrian / bicycle counts, population data and density, user surveys, community outreach or other data that supports a high potential for pedestrian and/or bicycle user demand with implemented safety improvements. Specific data needs to represent user demand to the public facility within one mile for pedestrians and bicyclists.
- b. Provide any additional data and/or data analysis that support a need for the proposed improvements such as traffic infractions, parking tickets, pedestrian counts, etc.

Sheets 13-14: Project Cost (Accurate & Comprehensive)

- a. Provide a detailed cost estimate
- b. List items with description, estimated quantities, unit prices, and total amount
- c. Include items for mobilization, signs, and barricades, construction layout, etc.
- d. Indicate those items being paid for with local funds (if any)

Sheet 15: Design Engineering Option / Consultant Information

- a. Selection option for responsible part for preconstruction engineering
- b. Provide consultant name and contact information (if applicable)

Sheet 16: General Information and Pre-Construction Engineering Option

- a. Describe land use adjacent to the project.
- b. Describe drainage issues or features associated with the project site location.
- c. Answer questions regarding right of way within the project limits.
- d. Answer questions regarding railroads within the project limits.
- e. Answer questions regarding ADA.
- f. Answer questions regarding project phasing.

- g. Answer questions regarding project priority.

Sheet 17: Stakeholder Support, Complete Streets and Other Pertinent Information

- a. Provide endorsement letters for other government entity owners of public places with proposed work on their property.
- b. Provide endorsement letters for private property owner(s) of public places with proposed work on their property.
- c. Answer questions regarding Complete Streets and whether this project will address both bicycle and pedestrian accommodations.
- d. Provide information on whether or not the Regional Safety Coordinators or the District provided assistance with the application.

Sheet 18: Operation and Maintenance and Certification

- a. Briefly describe the Maintenance and Operating Plan for this proposed project.
- b. Include an estimate of the annual cost of maintenance and operation, including the source of those funds.
- c. Certify that the person signing this application has the legal authority to enter into a contract with DOTD to implement the project.

Sheet 19: Responsible Charge and Financial Contact for Federal-Aid Projects

- a. Complete form.

APPENDIX C: COMPLETE STREETS EDSM

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Engineering/EDSM/EDSM/EDSM_II_2_1_14.pdf

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT OFFICE OF ENGINEERING		EDSM No: II.2.1.14	
ENGINEERING DIRECTIVES AND STANDARDS			
VOLUME	II	Revision Date:	04/19/2016
CHAPTER	2	Effective Date:	01/04/2000
SECTION	1	Subject:	Complete Streets
DIRECTIVE	14		

1. PURPOSE

The purpose of this directive is to implement the complete street policy.

2. SCOPE

This policy applies to the State highway system and to local roads where state or federal funds will be used, as well as to any improvements to the State highway system funded by a private entity, Parish or local government that are constructed by permit.

3. STATE LAWS

- Louisiana Revised Statute RS 32:1 Definitions
- Louisiana Revised Statute RS 48:22.1 Complete Streets, findings, requirements, exceptions
- Louisiana Revised Statute RS 48:163.1 Use of highway funds for bicycle facilities

4. DEFINITIONS

- **Bicycle facility** - any physical facility provided for the exclusive or semi-exclusive use of bicycles. This includes but is not limited to unmarked shared roadways, marked shared roadways, bicycle lanes, shared use paths, and end of trip facilities.
- **Bicycle lane** - the part of the roadway adjacent to the travel lane, designated by official signs or markings for the preferential or exclusive use by bicycles and electric mobility aid users. It is for one-way travel, in the same direction as the adjacent traffic lane.
- **Complete street** – Roadways that are designed and operated to enable safe access and travel for all users, including pedestrians, bicyclists, motorists and transit users of all ages and abilities.
- **Complete street plan** or **Bicycle plan** or **Pedestrian plan** or **Transit Plan** or **Plan** - an adopted plan by local government by formal resolution or signature by Mayor, Parish President or Police Jury that addresses the local community's bicycle, pedestrian and/or transit facilities. At a minimum this plan shall include: 1) a map with the labeled roadways within the local area with the different types of bicycle, pedestrian and transit infrastructure labeled such as a) transportation or recreation, b) bicycle lane, cycle track, sidewalk, on street facility, shelter, shared use path, side path, etc.; 2) a description of the facility types and how they provide a transportation network for non-motorized traffic; 3) a list of the state and local routes with the proposed infrastructure improvements identified. This plan shall be used to assist the DOTD

in determining the appropriate infrastructure for each construction project within the local community.

- **Crosswalk** - (a) That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks, shoulders, or a combination thereof on opposite sides of the highway measured from the curbs or, in absence of curbs, from the edges of the traversable roadway or if there is neither a sidewalk nor shoulder, a crosswalk is the portion of the roadway at an intersection that would be included within the prolongation of the lateral lines of the sidewalk, shoulder, or both on the opposite side of the street if there were a sidewalk or shoulder. (b) Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.
- **Cycle track** - the part of the roadway separated from the adjacent travel lane by a painted buffer, designated by official signs or markings for the exclusive use by bicycles. It is typically for one-way travel, in the same direction as the adjacent traffic lane.
- **Independent right-of-way** - general term denoting right-of-way outside the boundaries of a conventional highway.
- **Mobility aid** - a device used by individuals to ambulate independently and that is human or electric powered and used in- or outdoors.
- **Pedestrian** - any person afoot or utilizing a mobility aid.
- **Pedestrian and Bicycle Transportation Network** – consists of a series of interconnected facilities that allow non-motorized road users of all ages and abilities to safely and conveniently get where they need to go.
- **Separated Bicycle Lane** – an exclusive facility for bicyclists that is located adjacent to the roadway and that is physically separated from the motor vehicle traffic with a vertical element. A separated bicycle lane will have to be justified for each location since the MUTCD does not recommend vertical elements. Justification will have to consider at a minimum the type of vertical element, the turning movements and number and frequency of right turn lanes. Since there is a vertical element separating the bicycle lane from the roadway a maintenance agreement with a local municipality shall be required.
- **Shared use path or Shared use trail or Multi use path** - a public way separated by open space, or grade from motor traffic, either within the highway right-of-way or within an independent right-of-way that is designated for use by pedestrians, mobility aid users, and persons riding bicycles. May be either one way or two way.
- **Shared Lane** – a lane of a traveled way that is open to both bicycle and motor vehicle travel. This lane may or may not have markings or signs.
- **Shoulder** - the portion of the highway contiguous with the roadway for accommodation of stopped vehicles, for emergency use, pedestrian use, mobility aid use, bicycle use, and for lateral support of base and surface.
- **Sidewalk** - that portion of a highway between the curb lines, or the lateral lines of a highway, and the adjacent property lines, intended for the use of pedestrians. Typically, concrete or asphalt. May be placed on independent right of way.
- **Sidepath** - a shared use path located immediately adjacent and parallel to a roadway. Allowed on roadways with low driveway density. One way facilities are preferred.
- **Transit facilities** – improvements to roadways and access that help create safe and comfortable transit stops and smooth predictable transit trips.

5. POLICY

- a. DOTD will strive to accommodate pedestrians, bicyclists, and transit users by providing appropriate safe crossings, providing corridor continuity and ensuring transportation projects comply with the current accessibility guidelines. Provisions for all users will be integrated into the project development process for the entirety of all projects through design features, using Context Sensitive Solutions (CSS). All projects shall consider the impact that improvements will have on safety for all users and make reasonable efforts to mitigate negative impacts on non-motorized modes. Restricting non-motorized access should not be considered an appropriate strategy with the exception of those limited access facilities where pedestrians and bicyclists are prohibited.
- b. Facilities, such as interstates, where bicyclists and pedestrians are prohibited by law from using the roadway shall be excluded from this policy.
- c. DOTD Design Guidelines shall include guidance for complete streets facilities appropriate to the context of the roadway.
- d. On all new and reconstruction roadway projects that serve adjacent areas with existing or reasonably foreseeable future development or transit service, DOTD should plan, fund, and design pedestrian, bicycle and transit facilities. The appropriate facility type will be determined by the context of the roadway with local involvement as determined by the DOTD Design Guidelines and the complete street plan.
- e. On projects that are preservation/operations/rehabilitation/replacement only, DOTD will only consider improvements that do not require right-of-way acquisition, utility relocation, relocating or enclosing roadside drainage or major construction to provide bicycle, pedestrian or transit accommodations. These improvements may include narrowing lanes, restriping, road reconfiguration and other means of providing improved bicycle and pedestrian access according to the complete street plan.
- f. This EDSM may not apply to minor projects such as TSM projects, spot replacements, intersection improvements, turn lane projects, etc. if bicycle, pedestrian or transit facilities do not exist.
- g. In assessing the need for a particular facility, the DOTD shall give priority to the connection of pedestrian, transit and/or bicycle traffic generators (e.g., schools, shopping centers, parks and recreational areas, subdivisions). The DOTD shall utilize the Bicycle Planning Tool for bicycle facilities.
- h. Maintenance and liability for sidewalks and bicycle facilities outside the limits of the curb or barrier will be the responsibility of the local jurisdiction. This shall include separated bicycle lanes and any appurtenances in addition to the pavement. Maintenance and liability agreements will be required as a provision of the entire project or these facilities shall be excluded from the project.

- i. The addition of bicycle, pedestrian, and transit facilities should be excluded from the project if the cost of providing such facilities is excessively disproportionate (defined as exceeding 20% of the construction cost of the project) unless the local entity contributes the additional funds for those projects with complete street facilities.
- j. Consideration of complete street facilities for non-motorized access and mobility shall be included in feasibility of project development. Documentation of decisions and appropriate analysis is required in the feasibility report. If this documentation is not provided then the project shall not move forward.

6. IMPLEMENTATION

- a. All feasibility reports completed after the implementation date of this policy shall include complete streets considerations as required based on project type and scope.
- b. The Project Manager at the feasibility stage shall contact the local government to determine if a complete street plan exists as defined in this document. The Project Manager shall request a written recommendation from the affected local entity concerning the need for complete streets facilities in the project. The entity will also be required to provide a commitment for maintenance and liability for any facilities recommended which are outside the curb or shoulder of the proposed roadway. Upon receipt of the recommendation of facilities and commitment for maintenance and liability, DOTD will consider facilities for inclusion in the project. After any required analysis or alternatives have been reviewed and complete streets facilities have been determined to be feasible for inclusion in the project, the Project Manager shall request an entity agreement be executed for the maintenance and liability. The entity agreement shall be executed prior to incorporation of the complete streets facility into the design of the project. If the complete streets facilities are not feasible or cannot be included within compliance of this policy, the local entity will be notified of this decision by the Project Manager.
- c. If no plan exists or the entity chooses not to make a recommendation, the Project Manager shall request a written recommendation from the DOTD District Administrator. At a minimum the consideration shall be given to a minimum 4 foot paved shoulder, if:
 - i. funds allow, and
 - ii. appropriate for the roadway, and
 - iii. all conditions of this policy are met.
- d. For projects that are past the feasibility stage at the time of the revision date, the Project Manager at the current stage shall follow the above implementation.

7. WAIVERS

The Project Manager may request a waiver from the Chief Engineer with the proper justification.

8. APPLICATION OF STANDARDS

These standards shall apply immediately for all projects not in final plan development at the time of the revision date.

9. OTHER ISSUANCES AFFECTED

All directives, memoranda or instructions issued heretofore in conflict with this directive are hereby rescinded.

10. IMPLEMENTATION

This directive will become effective immediately upon issuance.


Chief Engineer

APPENDIX D: INFORMATIONAL LINKS

Safe Routes to Public Places Program Website

http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Multimodal/Highway_Safety/SRTPPP/Pages/default.aspx

DOTD A-Z | CONTACT US | SITE MAP | EMPLOYEE PORTAL

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Home > Inside LaDOTD > Divisions > Multimodal/Commerce > Highway Safety > Safe Routes to Public Places Program

Safe Routes to Public Places

Safe Routes to Public Places

Safe Routes to Public Places Program (SRTPPP)

SRTPPP is part of the overall Highway Safety Improvement Program (HSIP) and falls under the umbrella of the Louisiana Strategic Highway Safety Plan (SHSP). The vision for the SHSP is Destination Zero Deaths and the HSIP is the core federal-aid program that aims to implement the SHSP's mission to achieve a significant reduction in fatalities and serious injuries on all public roads. To address the need to reduce pedestrian and bicyclist fatalities and injuries, HSIP funds are eligible to be spent on projects to improve safety for pedestrians and bicyclists on all public roads (state-owned and locally-owned).

Funding

Federal funds for the project are provided for 100% of project costs with no required local match within the limits of the DOTD's project funding commitment and eligibility requirements.

Eligibility

Any public agency is eligible to submit a project application.

Public agencies may apply to fund projects for the purpose of facilitating the development and implementation of projects that will improve safety for pedestrians, bicyclists, and transit users of all ages and abilities.

Eligible projects include improving pedestrian and bicycle facilities to schools, libraries, governmental buildings, hospitals, transit facilities, public parks, and other public places.

All public roads, state and locally owned, are eligible under the SRTPPP.

What's New

Application Process Timeline

Our next application cycle will open February 19, 2018 with a deadline of April 20, 2018.

 [2018 SRTPPP Application.docx](#)  [2018 Safe Routes to Public Places Program Guidelines.pdf](#)

2017 SRTPPP Webinar Presentation

 [2017-02-01 09.03 The Safe Routes to Public Places Program Workshop.mp4](#)

 [SRTPPP Presentation 2017_FINAL.pdf](#)

SRTS Construction Item Average Bid Results

 [SRTS Construction Item Bid Averages.pdf](#)

2018 Safe Routes to Public Places Shortlist

 [2018 SRTPPP Short List for Website.pdf](#)

2017 SRTPPP Projects Recommended for Approval

 [2017 SAFE ROUTES TO PUBLIC PLACES RECOMMENDED PROJECTS.pdf](#)

Please forward all questions by email to:
Laura Riggs
Laura.Riggs@LA.GOV

STRIPED CROSSWALKS ON LOCAL PUBLIC AGENCY PROJECTS

[HTTP://WWWSP.DOTD.LA.GOV/INSIDE_LADOTD/DIVISIONS/ADMINISTRATION/LPA/APPENDIX/STRIPED%20CROSSWALKS%20ON%20LPA%20PROJECTS.PDF](http://wwwsp.dotd.la.gov/inside_laDOTD/divisions/administration/lpa/appendix/striped%20crosswalks%20on%20lpa%20projects.pdf)



Office of the Secretary
PO Box 94245 | Baton Rouge, LA 70804-9245
ph: 225-379-1200 | fx: 225-379-1851

John Bel Edwards, Governor
Shawn D. Wilson, Ph.D., Secretary

TO: LOCAL PUBLIC ASSISTANCE AGENCIES

FROM: JANICE P. WILLIAMS, P. E. *JPW*
CHIEF ENGINEER

SUBJECT: LPA TECHNICAL MEMORANDUM NO.1
STRIPED CROSSWALKS ON LOCAL PUBLIC ASSISTANCE
PROGRAM PROJECTS

DATE: January 12, 2016

Effective immediately, the following policy shall be applied to all projects within the design phase.

As per Louisiana State Law RS 32:1, a "Crosswalk" means:

- (a) That part of a roadway at an intersection included within the connections of the lateral lines of the sidewalks, shoulders, or a combination thereof on opposite sides of the highway measured from the curbs or, in absence of curbs, from the edges of the traversable roadway or if there is neither a sidewalk nor shoulder, a crosswalk is the portion of the roadway at an intersection that would be included within the prolongation of the lateral lines of the sidewalk, shoulder, or both on the opposite side of the street if there were a sidewalk or shoulder.
- (b) Any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by lines or other markings on the surface.

Striped crosswalks should not be used indiscriminately. Striped crosswalks on LPA projects shall be used as follows:

Local routes

Striped intersection crosswalk placements shall be in accordance with the latest version of the Manual on Uniform Traffic Control Devices (MUTCD). Documentation, approved by the entity responsible for road maintenance, must be sent to the DOTD Project Manager documenting justification as to why each striped crosswalk to be installed on an LPA project is needed.

LOCAL PUBLIC ASSISTANCE PROGRAMS

LPA Technical Memorandum No.1

January 12, 2016

Page 2

For locations away from an intersection (mid-block crossings), an engineering study as defined in the DOTD Traffic Engineering Manual stamped by a licensed engineer in the State of Louisiana **shall** be performed before a marked crosswalk is installed. The criteria for these locations shall be as defined in the DOTD Traffic Engineering Manual Sections 3B.2.6, 3B.2.7 or 7A.2.3 as applicable.

State routes

All new and existing crosswalk placements shall require approval of the District Traffic Operations Engineer (DTOE) and justification through an engineering study. The District DTOE shall be contacted to determine what information will be required to make a determination whether to grant approval. Guidance is provided in the DOTD Traffic Engineering Manual.

Applicable Sections of the DOTD Traffic Engineering Manual:

- Section 3B.2.1 describes the criteria required for placing a crosswalk for all areas except for the school crosswalks.
- Sections 3B.2.4-8 describes the requirements for a crosswalk at uncontrolled approaches, mid-block crossings, and controlled approaches.
- Section 3B.2.9 describes the requirement of a traffic engineering study.
- Section 7A.2.3 describes the criteria for school crosswalks.

Intersections of a state route and a local route will follow the procedure for state routes.

LADOTD BICYCLE PLANNING TOOL

<http://ladotd.maps.arcgis.com/home/webmap/viewer.html?webmap=2fa6dd795292471f8cc4f72ce6f60c3c>

Home ▾ Bicycle Planning Tool

Modify Map Sign In

esri

Enr, HERE, Garmin, FMO, USGS, EPA, WPS

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Legend

- StateBikeMap_RecommendedBikeFacility
- Points of Interest
- State Preservation Area
- Ferries
- National Parks
- Recommended Bicycle Facility Type
 - Shared Lane (no special provisions)
 - Marked Shared Lane
 - Marked Shared Lane or Shoulder
 - Paved Shoulder
 - Bike Lane or Buffered Bike Lane
 - Buffered or Separated Bike Lane
 - Separated Bike Lane
- State Highway Network
 - No Bikes
 - Pontchartrain Causeway Bridge

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PEDBIKESAFE Pedestrian Safety Guide and Countermeasure Selection System
Bicycle Safety Guide and Countermeasure Selection System

The Pedestrian Safety Guide and Countermeasure Selection System is intended to provide practitioners with the latest information available for improving the safety and mobility of those who walk.

PEDSAFE

Index
Explore all available resources.

Countermeasures
Also: **selection tool, matrices.**

Guide
Create a viable pedestrian system.

Case Studies
Examples of various treatments.

BIKESAFE

The Bicycle Safety Guide and Countermeasure Selection System is intended to provide practitioners with the latest information available for improving the safety and mobility of those who bicycle.

Index
Explore all available resources.

Countermeasures
Also: **selection tool, matrices.**

Guide
Create a viable bicycling system.

Case Studies
Examples of various treatments.

U.S. Department of Transportation
Federal Highway Administration

 Pedestrian and Bicycle Information Center

[FACTS & FIGURES](#) [TOPICS](#) [RESOURCES](#) [WEBINARS](#)



"Shifting Streets" COVID-19 Mobility Dataset

Dataset tracks immediate responses to changing demands on public space and the need for social distancing during the first five months of the COVID-19 pandemic.



Toward a Shared Understanding of Pedestrian Safety: An Exploration of Context, Patterns, and Impacts

Provides background context on pedestrian safety issues and risks, crash patterns and contributing factors, and resulting impacts.

POPULAR TOPICS



Research Roadmap for Transportation and Public Health

Builds upon existing resources that focus on the intersection of transportation and public health and provides a plan for funding research over the next decade that better aligns these topics for improved outcomes.

Find flexible design guidance

The Design Resource Index helps agencies navigate different guides, standards and resources for designing walkable, bikeable streets.

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 This site is funded by the U.S. Department of Transportation Federal Highway Administration and National Highway Traffic Safety Administration and maintained by the Pedestrian and Bicycle Information Center within the University of North Carolina Highway Safety Research Center. [Please read our Usage Guidelines.](#)





Memorandum

U.S. Department of Transportation
Federal Highway Administration

Subject: Bicycle and Pedestrian Facility Design Flexibility

From:

Gloria M. Shepherd
Associate Administrator for Planning,
Environment and Realty

Walter C. (Butch) Waidelich, Jr.
Associate Administrator for Infrastructure

Jeffrey A. Lindley
Associate Administrator for Operations

Tony T. Furst
Associate Administrator for Safety

To:

Division Administrators
Directors of Field Services

Date: August 20, 2013

Reply to: HEPH-10

This memorandum expresses the Federal Highway Administration's (FHWA) support for taking a flexible approach to bicycle and pedestrian facility design. The American Association of State Highway and Transportation Officials (AASHTO) bicycle and pedestrian design guides are the primary national resources for planning, designing, and operating bicycle and pedestrian facilities. The National Association of City Transportation Officials (NACTO) [Urban Bikeway Design Guide](#) and the Institute of Transportation Engineers (ITE) [Designing Urban Walkable Thoroughfares](#) guide builds upon the flexibilities provided in the AASHTO guides, which can help communities plan and design safe and convenient facilities for pedestrian and bicyclists. FHWA supports the use of these resources to further develop nonmotorized transportation networks, particularly in urban areas.

AASHTO Guides

AASHTO publishes two guides that address pedestrian and bicycle facilities:

- [Guide for the Planning, Design, and Operation of Pedestrian Facilities](#), July 2004, (AASHTO Pedestrian Guide) provides guidelines for the planning, design, operation, and maintenance of pedestrian facilities, including signals and signing. The guide recommends methods for accommodating pedestrians, which vary among roadway and facility types, and addresses the effects of land use planning and site design on pedestrian mobility.
- [Guide for the Development of Bicycle Facilities](#) 2012, Fourth Edition (AASHTO Bike Guide) provides detailed planning and design guidelines on how to accommodate bicycle travel and operation in most riding environments. It covers the planning, design, operation, maintenance, and safety of on-road facilities, shared use paths, and parking facilities. Flexibility is provided through ranges in design values to encourage facilities that are sensitive to local context and incorporate the needs of bicyclists, pedestrians, and motorists.

NACTO Guide

NACTO first released the [Urban Bikeway Design Guide](#) (NACTO Guide) in 2010 to address more recently developed bicycle design treatments and techniques. It provides options that can help create "complete streets" that better accommodate bicyclists. While not directly referenced in the AASHTO Bike Guide, many of the treatments in the NACTO Guide are compatible with the AASHTO Bike Guide and demonstrate new and innovative solutions for the varied urban settings across the country.

The vast majority of treatments illustrated in the NACTO Guide are either allowed or not precluded by the Manual on Uniform Traffic Control Devices (MUTCD). In addition, non-compliant traffic control devices may be piloted through the MUTCD experimentation process. That process is described in [Section 1A.10](#) of the MUTCD and a table on the FHWA's bicycle and pedestrian design guidance Web page is regularly updated ([FHWA Bicycle and Pedestrian Design Guidance](#)), and explains what bicycle facilities, signs, and markings are allowed in accordance with the MUTCD. Other elements of the NACTO Guide's new and revised provisions will be considered in the rulemaking cycle for the next edition of the MUTCD.

ITE Guide

In 2010, FHWA supported production of the ITE Guide [Designing Walkable Urban Thoroughfares: A Context Sensitive Approach](#). This guide is useful in gaining an understanding of the flexibility that is inherent in the AASHTO "Green Book," [A Policy on Geometric Design of Highways and Streets](#). The chapters emphasize thoroughfares in "walkable communities" - compact, pedestrian-scaled villages, neighborhoods, town centers, urban centers, urban cores and other areas where walking, bicycling and transit are encouraged. It describes the relationship, compatibility and trade-offs that may be appropriate when balancing the needs of all users, adjoining land uses, environment and community interests when making decisions in the project development process.

Summary

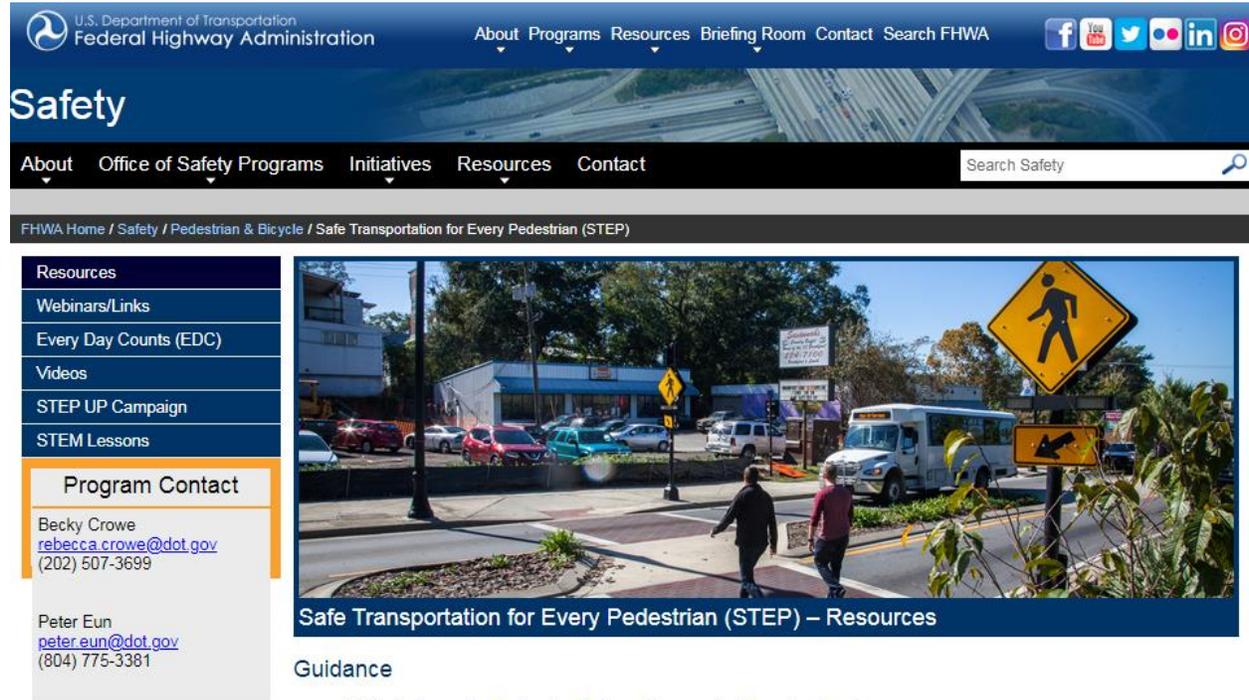
FHWA encourages agencies to appropriately use these guides and other resources to help fulfill the aims of the 2010 [US DOT Policy Statement on Bicycle and Pedestrian Accommodation Regulations and Recommendations](#) - "...DOT encourages transportation agencies to go beyond the minimum requirements, and proactively provide convenient, safe, and context-sensitive facilities that foster increased use by bicyclists and pedestrians of all ages and abilities, and utilize universal design characteristics when appropriate."

Accompanying this memo are the latest versions of the: 1) AASHTO Bike Guide, 2) NACTO Bike Guide; and 3) the ITE *Designing Walkable Urban Thoroughfares* Guide.

The attachments provide two examples that demonstrate the use of treatments illustrated in the NACTO Guide (i.e., buffered bike lanes and green colored pavement for bicycle lanes) by State or local DOTs, and a list of FHWA staff that can help with questions about pedestrian and bicycle design issues.

FHWA SAFE TRANSPORTATION FOR EVERY PEDESTRIAN (STEP) RESOURCES

https://safety.fhwa.dot.gov/ped_bike/step/resources/



U.S. Department of Transportation
Federal Highway Administration

About Programs Resources Briefing Room Contact Search FHWA

Safety

About Office of Safety Programs Initiatives Resources Contact Search Safety

FHWA Home / Safety / Pedestrian & Bicycle / Safe Transportation for Every Pedestrian (STEP)

Resources

Webinars/Links

Every Day Counts (EDC)

Videos

STEP UP Campaign

STEM Lessons

Program Contact

Becky Crowe
rebecca.crowe@dot.gov
(202) 507-3699

Peter Eun
peter.eun@dot.gov
(804) 775-3381

Safe Transportation for Every Pedestrian (STEP) – Resources

Guidance

- [Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations](#)
 - [Pocket Version](#)
 - [Process Graphic](#)

Countermeasure Tech Sheets

- [Crosswalk Visibility Enhancements](#)
- [Leading Pedestrian Interval \(LPI\)](#)
- [Pedestrian Hybrid Beacon \(PHB\)](#)
- [Pedestrian Refuge Island](#)
- [Raised Crosswalk](#)
- [Road Diet](#)
- [Rectangular Rapid-Flashing Beacon](#)

Others:

- FHWA Guidebook for Measuring Multimodal Network Connectivity
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/publications/multimodal_connectivity/#toc502339717
- FHWA Pedestrian and Bicycle Funding Opportunities
https://www.fhwa.dot.gov/environment/bicycle_pedestrian/funding/funding_opportunities.cfm

APPENDIX E: CRASH DATA ANALYSIS EXAMPLE

Access to Crash Query Tool through the CARTS Portal is necessary to obtain the pedestrian and/or bicycle crash data.

***Note: The note below should be included on any data pulled from the LADOTD Highway Crash List.

Any information compiled from the LADOTD Highway Crash List is prepared solely for the purpose of identifying, evaluating and planning safety improvements on public roads which may be implemented utilizing federal aid highway funds This information shall not be subject to discovery or admitted into evidence in a Federal or State court pursuant to 23 U.S.C 407. Contact the Highway Safety Office at (225) 379-1871 before releasing any information.

To perform an analysis, you must have the GPS coordinate of the public place facility.

The following example is provided with the DOTD Headquarters in Baton Rouge as the Public Place Site.

The following analysis example search is for **pedestrian crashes** only for the past five years of crash data.

1. Select the "Query" List (Left side of Screen) under "Crash Query Tool"
 - Select "Spatial"
 - Select "By Point"

Crash Query Tool

Date Range Location Route Control Section Load Crashes Reset

Query
Basic
Spatial
By Search Area
By Point
> Summary
> Tools
> View
> Project
> Help



0 mapped out of 0

MAP ICON LEGEND

Clear Filters

Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Manner of Collision	Pedestrian	Secondary Contributing Factor	Train Involved	Primary Contributing Factor
(All)	(All)	Q	Q	Q	Q	(All)	(All)	(All)	(All)	(All)

No data

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2. Select the **Date Range** tab

- Start Year: 2018
- End Year: 2022

Crash Query Tool

Date Range Location Route Control Section Load Crashes Reset

BY YEAR BY DATE

Start Year: 2017

End Year: 2021

CLOSE



0 mapped out of 0

MAP ICON LEGEND

Clear Filters

Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Manner of Collision	Pedestrian	Secondary Contributing Factor	Train Involved	Primary Contributing Factor
(All)	(All)	Q	Q	Q	Q	(All)	(All)	(All)	(All)	(All)

No data

3. Select the **Location** tab

- Lat/Long: Enter the GPS for the Public Place, 30.459231, -91.177548 for this example
- Within: 5280 ft

Crash Query Tool

Date Range **Location** Route Control Section Load Crashes Reset

Query

- Basic
- Spatial
 - By Search Area
 - By Point
- Summary
- Tools
- View
- Project
- Help

Lat/Long: 30.459232, -91.177548

Within: 5280 feet

CLOSE

0 mapped out of 0

MAP ICON LEGEND

Clear Filters

Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Manner of Collision	Pedestrian	Secondary Contributing Factor	Train Involved	Primary Contributing Factor
(All)	(All)	Q	Q	Q	Q	(All)	(All)	(All)	(All)	(All)

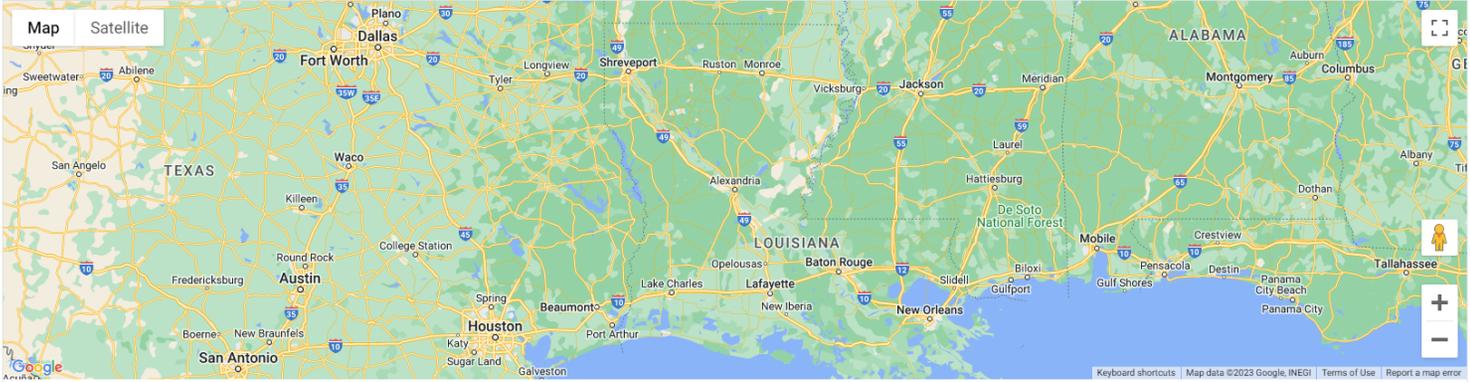
No data

- 4. Select **Column Chooser** button (bottom right of screen)
 - Ensure Pedestrians and Bikes are selected

Crash Query Tool

Date Range Location Route Control Section Load Crashes Reset

Map Satellite



0 mapped out of 0

MAP ICON LEGEND

Column Chooser

- Manner of Collision
- Pedestrian
- Secondary Contributing Factor
- Train Involved
- Primary Contributing Factor

Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Manner of Collision	Pedestrian	Secondary Contributing Factor	Train
(All)	(All)	Q	Q	Q	Q	(All)	(All)	(All)	(All)

No data

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5. Select the **Load Crashes** tab

Crash Query Tool

Date Range Location Route Control Section **Load Crashes** Reset

Map Satellite



0 mapped out of 0

MAP ICON LEGEND

Clear Filters

Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Manner of Collision	Pedestrian	Secondary Contributing Factor	Train Involved	Primary Contributing Factor
(All)	(All)	Q	Q	Q	Q	(All)	(All)	(All)	(All)	(All)

No data

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6. Click on the **Pedestrian** filter
 - Select **True** and Click **OK**

Crash Query Tool

Date Range Location Route Control Section Reset

Map Satellite

4143 mapped out of 4143

MAP ICON LEGEND

Clear Filters

Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Secondary Contributing Factor	Train Invol
(All)	(All)	Q	Q	Q	Q	(All)	(All)
104-(O) PROPERTY DAMAGE ONLY	<input type="checkbox"/>	-1	YES	-1	EAST BATON ROUGE	-1-NOT REPORTED	<input type="checkbox"/>
104-(O) PROPERTY DAMAGE ONLY	<input type="checkbox"/>	-1	NO	-1	EAST BATON ROUGE	-1-NOT REPORTED	<input type="checkbox"/>
103-(C) POSSIBLE INJURY	<input type="checkbox"/>	-1	YES	-1	EAST BATON ROUGE	-1-NOT REPORTED	<input type="checkbox"/>
104-(O) PROPERTY DAMAGE ONLY	<input type="checkbox"/>	-1	NO	-1	EAST BATON ROUGE	-1-NOT REPORTED	<input type="checkbox"/>
104-(O) PROPERTY DAMAGE ONLY	<input type="checkbox"/>	-1	YES	-1	EAST BATON ROUGE	100-VIOLATIONS	<input type="checkbox"/>

5 10 20

Page 1 of 829 (4143 items) 1 2 3 4 5 ... 829

This shows all the pedestrian crashes by severity displayed in the table and on the map.

7. Select Export Data to Excel

Total Crashes: 4143

Fatal Injury Crashes: 17

Injury Crashes: 1038

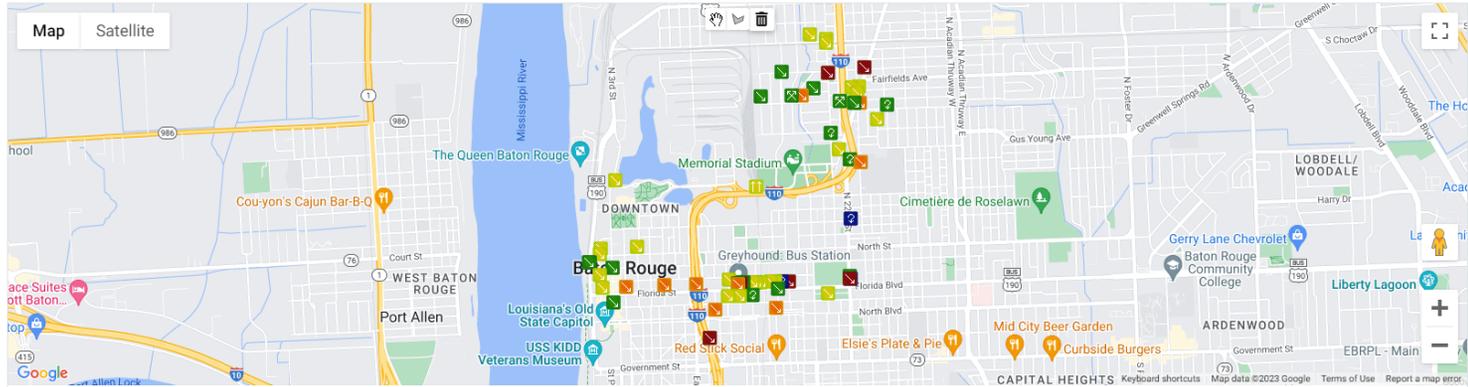
Property Damage Only Crashes: 3088

David.Worsham

Crash Query Tool

Date Range Location Route Control Section Reset

- Query
 - Basic
- Spatial
 - By Search Area
 - By Point
- Summary
- Tools
- View
- Project
- Help



64 mapped out of 64

Clear Filters



Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Manner of Collision	Pedestrian	Secondary Cc
(All)	(All)	Q	Q	Q	Q	(All)	(All)	(All)
101-(A) SUSPECTED SERIOUS INJURY	<input type="checkbox"/>	-1	NO	-1	EAST BATON ROUGE	000-NOT A COLLISION BETWEEN TWO MOTOR VEHICLES IN TRANSPORT	<input checked="" type="checkbox"/>	-1-NOT REPC
102-(B) SUSPECTED MINOR INJURY	<input type="checkbox"/>	-1	NO	-1	EAST BATON ROUGE	000-NOT A COLLISION BETWEEN TWO MOTOR VEHICLES IN TRANSPORT	<input checked="" type="checkbox"/>	-1-NOT REPC
102-(B) SUSPECTED MINOR INJURY	<input type="checkbox"/>	-1	YES	-1	EAST BATON ROUGE	000-NOT A COLLISION BETWEEN TWO MOTOR VEHICLES IN TRANSPORT	<input checked="" type="checkbox"/>	-1-NOT REPC
103-(C) POSSIBLE INJURY	<input type="checkbox"/>	-1	NO	-1	EAST BATON ROUGE	000-NOT A COLLISION BETWEEN TWO MOTOR VEHICLES IN TRANSPORT	<input checked="" type="checkbox"/>	-1-NOT REPC
104-(O) PROPERTY DAMAGE ONLY	<input type="checkbox"/>	0.929	NO	013-04	EAST BATON ROUGE	000-NOT A COLLISION BETWEEN TWO MOTOR VEHICLES IN TRANSPORT	<input checked="" type="checkbox"/>	110-NON-MC

5 10 20

Page 1 of 13 (64 items)

1 2 3 4 5 ... 13

8. Repeat steps 1-7 for bicyclists if so desired and filter by the bicyclist tab

Crash Query Tool

Date Range Location Route Control Section Reset

Lat/Long: 30.459232,-91.177548
 Within: 10560 feet
 CLOSE

1571 mapped out of 1571

MAP ICON LEGEND

Clear Filters

Select All
 false
 true
 OK Cancel

	Mapped	Crash Number	Month	Year	Day of Week	Severity	Bicycle	Log Mile	Intersection	Control Section	Parish	Manner of Collision
	(All)	Q	Q	Q	Q	Q	(All)	Q	Q	Q	Q	(All)
	<input checked="" type="checkbox"/>	2023038544	MARCH	2023	TUESDAY	10	<input checked="" type="checkbox"/>		0 YES		EAST BATON ROUGE	505-SIDESWIF
	<input checked="" type="checkbox"/>	2023074399	JUNE	2023	TUESDAY	10	<input type="checkbox"/>		0 NO		EAST BATON ROUGE	000-NOT A CC
	<input checked="" type="checkbox"/>	2023035928	MARCH	2023	TUESDAY	10	<input type="checkbox"/>		0 YES		EAST BATON ROUGE	505-SIDESWIF
	<input checked="" type="checkbox"/>	2023035711	MARCH	2023	FRIDAY	10	<input type="checkbox"/>		0 YES		EAST BATON ROUGE	104-ANGLE -
	<input checked="" type="checkbox"/>	2023034922	MARCH	2023	FRIDAY	10	<input type="checkbox"/>		0 YES		EAST BATON ROUGE	101-ANGLE -

5 10 20 Page 1 of 315 (1571 items) 1 2 3 4 5 ... 315