

## LOCAL ROADWAY SAFETY PLAN (LRSP) FUNDING APPLICATION FORM INSTRUCTIONS

### WHAT IS AN LRSP?

Federal regulations require each State has a Strategic Highway Safety Plan (SHSP). An SHSP is a statewide data-driven traffic safety plan that coordinates the efforts of a wide range of organizations to reduce traffic accident fatalities and serious injuries on all public roads. In coordination with federal, state, local and private sector safety stakeholders, the SHSP establishes goals, objectives, and emphasis (or challenge) areas. The SHSP addresses the 4Es of traffic safety: Engineering, Enforcement, Education, and Emergency Services.

While the SHSP is used as a statewide approach for improving roadway safety, A Local Road Safety Plan (LRSP) can be a means for providing local and rural road owners with an opportunity to address unique roadway safety needs in their jurisdictions while contributing to the success of the SHSP. The process of preparing an LRSP creates a framework to systematically identify and analyze safety problems and recommend safety improvements. Preparing an LRSP facilitates the development of local agency partnerships and collaboration, resulting in a prioritized list of improvements and actions that can demonstrate a defined need and contribute to the statewide plan. The LRSP offers a proactive approach to addressing safety needs and demonstrates agency responsiveness to safety challenges.

An LRSP provides a framework for organizing stakeholders to identify, analyze, and prioritize roadway safety improvements on local roads. The process of developing an LRSP can be tailored to local protocols, needs, and issues. For more information regarding the LRSP, please visit [the HSIP program's LRSP/SSARP web page](#).

### LRSP REQUIREMENT FOR HSIP CALLS-FOR-PROJECTS:

In the current and future HSIP Calls-for-Projects, an LRSP (or its equivalent such as Systemic Safety Analysis Report (SSAR) or Vision Zero Action Plan) will be preferred or required for an agency to be eligible to apply for the HSIP funds:

- HSIP Cycle 10 (May 2020): an LRSP (or its equivalent) is highly recommended but not required for an agency to apply;
- HSIP Cycle 11 (around April 2022) and on: an LRSP (or its equivalent) will be required for an agency to be eligible to apply.

### NOTES:

- 1) The LRSP may cover one local agency or multiple ones. If the LRSP is to cover multiple local agencies, the lead agency is the applicant. Once the LRSP has been completed, the agencies covered by the LRSP are all considered to have met the above LRSP requirement for applying for the HSIP funding.
- 2) The maximum LRSP amount allowed for your application is calculated based on the population, the roadway centerline miles and lane miles of the agency or agencies covered by the proposed LRSP. Please refer to "Detailed Instructions" below for more information.
- 3) The state LRSP funds are awarded to the applicants on a "first come first serve" basis. There is no application deadline. Caltrans will continue to accept applications as long as the funding is still available.
- 4) After the application is approved and the funding is allocated to the project, the applicant must complete the LRSP within three (3) years. After completion, the LRSP is expected to be updated/validated at least every five (5) years.

- 5) Adobe Acrobat Reader DC is required to complete the application form. You may download it for free [here](#).
- 6) Please submit the application with **digital signature** to HSIPDoNotReply@dot.ca.gov with cc to [the District Local Assistance Engineer \(DLAE\)](#). If the digital signature does not work, please print the last page of the application form, sign and attach the scanned page to the application form. You will receive a submittal confirmation email within two business days of the submittal.
- 7) For more information, please visit [the HSIP program's LRSP/SSARP web page](#).

## DETAIL INSTRUCTIONS

### Applicant:

Select your agency's name from the drop-down list. Enter if your agency is not in the list. If the proposed safety plan covers multiple jurisdictions, please enter the lead agency here.

Select the county name and Caltrans District.

### Contact Information

Please provide the contact information including name, title, phone number, email and address. The email address provided here will be used for future correspondence and notification.

### General Information and Funding

**Agency or agencies covered by the LRSP:** Provide the agency's name covered by the proposed LRSP. Provide the names of all the agencies if the proposed LRSP covers multiple jurisdictions.

**Population:** enter the total population of the agency or agencies covered by the proposed LRSP.

**Centerline Miles:** enter the total number of roadway centerline miles of the agency or agencies covered by the proposed LRSP.

**Lane Miles:** enter the total number of roadway lane miles of the agency or agencies covered by the proposed LRSP.

#### Maximum LRSP Amount Allowed:

The maximum LRSP amount allowed for the proposed LRSP is calculated based on the population, the centerline miles and the lane miles provided above. This maximum LRSP amount has two components: population share and mileage share:

- i. Population share:  $\text{population}/2$ , rounded up to the nearest thousand. (\$20k or \$90k if less than \$20k or more than \$90k);
- ii. Mileage share: the larger of centerline mileage  $\times 125$  and lane mileage  $\times 50$ , rounded up to the nearest thousand. (\$20k or \$90k if less than \$20k or more than \$90k);
- iii. Total = Population share+ Mileage share (\$40k to \$180k).

**Example 1:** a rural local agency has a population of 14,000, road centerline mileage of 690, and lane miles of 1,100.

- i. Population share = \$20,000 ( $14,000/2 = 7000 < 20,000$ . Use 20,000)
- ii. Mileage share = the larger of  $\$ = 690 \times 125 = \$87,000$  (rounded up to thousands) and  $1,100 \times 50 = \$55,000$ , which is \$87,000.
- iii. Total =  $\$20,000 + \$87,000 = \$107,000$

Example 2: an urban city has a population of 120,000, road centerline mileage of 170, and lane miles of 520.

- i. Population share = \$60,000
- ii. Mileage share = the larger of  $\$=170 \times \$125 = \$22,000$  (rounded up to thousands) and  $520 \times \$50 = \$26,000$ , which is \$26,000.
- iii. Total =  $\$60,000 + \$26,000 = \$86,000$

**Total Project Cost, LRSP Funds Requested, Local Funds:**

Enter the total project cost and the LRSP funds requested. The Local Funds are calculated as (the total project cost – the LRSP funds).

- The LRSP funds must be no more than 90% of the total project cost.
- The LRSP funds must be no more than the Maximum LRSP Amount as calculated above.

Error message will show up if the above two rules are violated.

**Question: Describe the scope of work the LRSP is expected to accomplish.**

Enter the scope of work (main tasks). To better understand what an LRSP is about, please visit:

- [FHWA - Local and Rural Road Safety Briefing Sheets: Local Road Safety Plans](#)
- [FHWA - Developing Safety Plans: A Manual for Local and Rural Road \(2012\)](#)
- [DLA LRSP/SSARP webpage](#)

## Signature

The form needs to be signed digitally by the local agency's project manager for this LRSP project.

If the digital signature does not work, please print the signature page, sign and submit the scanned signature page (as a separate file) together with the completed application form.

## Application submittal

Once the form has been completed, please submit it by email to [HSIPDoNotReply@dot.ca.gov](mailto:HSIPDoNotReply@dot.ca.gov). The contact email address will receive a submittal confirmation email within two business days of the submittal.

**Note:** Please submit the completed application form **in its original format**. Do not scan the completed application form or modify its format. The form will be used to export data.