



## *Local Programs Procedures*

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### **LPP 01-02 Pedestrian Safety Program (PSP)**

Effective Date: February 15, 2001

Approved: Original signed  
TERRY L. ABBOTT  
Acting Program Manager  
Local Assistance Program

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#### **PURPOSE**

This LPP provides a set of guidelines for the Pedestrian Safety Program (PSP). This program is a state-funded program that was created by the enactment of AB 2522. The program became effective January 1, 2001. It is a single year program with an \$8 million appropriation.

#### **EXISTING PROCEDURES**

There were no existing procedures for the PSP program.

#### **NEW PROCEDURES**

Please refer to the attached Pedestrian Safety Program Guidelines.

#### **REFERENCES**

AB 2522: Streets and Highways Code, Division 1, Chapter 8, Article 4, Sections 894.6 – 894.8

# ***PEDESTRIAN SAFETY PROGRAM GUIDELINES***

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# Pedestrian Safety Program (PSP)

## I. Introduction

The Pedestrian Safety Program is a new single-year program that resulted from Assembly Bill 2522 (Shelley) which was signed by the Governor on September 28, 2000. AB 2522, also known as the Pedestrian Safety Act of 2000, adds Article 4, Sections 894.6-894.8 to Chapter 8 of Division 1 of the Streets and Highways Code. The entire text of AB2522 may be found at [www.leginfo.ca.gov/](http://www.leginfo.ca.gov/). Section 894.7 reads:

- (a) *The department (Caltrans) shall make grants available to local governmental agencies based on the results of a statewide competition that requires submission of proposals for funding and rates those proposals on all of the following factors:*
- (1) *Needs of the applicant as demonstrated by a high rate of pedestrian injuries or fatalities.*
  - (2) *Potential of the proposal for reducing pedestrian injuries and fatalities.*
  - (3) *Potential of the proposal for encouraging increased walking.*
- (b) *Priority for grants shall be given to applicants with the highest pedestrian injury and fatality rates.*
- (c) *Eligible projects may include, but are not limited to, traffic calming measures, intersection safety improvements, traffic signal timing, crosswalk construction or improvements, and any traffic safety or enforcement program authorized by law.*
- (d) *A grant recipient shall engage in public education efforts to encourage pedestrian safety and awareness that may include a pedestrian safety program.*
- (e) *The department shall award the grants as expeditiously as possible.*

AB 2522 also requires the department, in cooperation with county and city governments, the Department of the California Highway Patrol (CHP), and relevant stakeholders, to adopt the necessary guidelines for implementing this program.

**Procedural Requirements:** The Pedestrian Safety Program is funded from **State Transportation funds**. Applicants that receive funding approval must follow all State of California policies, directives, and laws. Applicants are urged to familiarize themselves with procedures for procuring and expending state funds. For more information, see the Caltrans *Local Assistance Procedures Manual* that can be found at [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/) under "Publications".

**Project Eligibility:** As established by AB 2522, the funds appropriated for the Pedestrian Safety Program can be used for construction improvements and traffic safety or enforcement activities. All project applications must include a public education component. Projects that require continuous operational costs, such as enhanced traffic enforcement activities or crossing guards at school cross walks, must identify the duration of these services.

**Schedule:** Caltrans will solicit project applications from local agencies in February of 2001. Project applications must be submitted to your Caltrans District Office by May 22, 2001. In the summer of 2001, Caltrans will select approximately \$8 million worth of PSP projects to be funded.

**Funds:** The maximum amount of PSP funds that an applicant can request for a project is \$400,000. The reimbursement ratio for all projects will be 100%. Applications that contain total project costs that exceed \$400,000 must identify elements of the project that are being financed with other sources and exclude those elements from the scope of this funding request.

**Online References:** These guidelines contain several references to other Caltrans publications. Further information on, and links to, these publications can be found at Caltrans' Internet site, [www.dot.ca.gov](http://www.dot.ca.gov). For a direct link to Caltrans Local Assistance Program use [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/), for Caltrans Traffic Operations use [www.dot.ca.gov/hq/traffops/](http://www.dot.ca.gov/hq/traffops/) and for Caltrans Highway Design use [www.dot.ca.gov/hq/oppd/](http://www.dot.ca.gov/hq/oppd/). These sites provide additional information on policies, procedures, standards, and specifications that will be applied to, and may impact, Pedestrian Safety Program project designs.

## II. Applicants

The applicant, or project sponsor, for PSP funds is the local governmental agency that assumes responsibility and accountability for the use and expenditure of State funds. The applicant should be an incorporated city or a county within the State of California. Exceptions to this requirement will be reviewed on a case by case basis. Applicants that do not represent a city or county must provide written justification for the exception and attach it to the application.

## III. Rating Factors and Criteria

In the development of projects, applicants should structure their proposed improvements to meet as many of the rating factors and criteria as possible. The statewide PSP Guidelines Development Committee (comprised of representatives from federal, state, and local agencies along with bicycle and pedestrian stakeholder groups), included the three (3) specific factors identified in Streets and Highways Code, Section 894.7, (a)(1) through (a)(3), and added three others. The PSP Application Form (Exhibit A) requires applicants to provide specific information related to these factors. Project applications will be rated in each of these categories as being excellent, good, fair, poor, or ineligible. The following list identifies the six (6) factors that will be used to rate a project:

1. Needs of the applicant as demonstrated by a high rate of pedestrian injuries or fatalities
2. Potential of the proposal for reducing pedestrian injuries and fatalities
3. Potential of the proposal for encouraging increased walking
4. Proposed public education efforts to encourage pedestrian safety and awareness
5. Consultation and support for project by local traffic engineers, local elected officials, law enforcement agencies, and other government or community groups
6. Potential for timely implementation of project

## IV. Project Categories

The Pedestrian Safety Program project categories listed below are neither all-inclusive nor are they arranged in any particular order. They are based upon input from agencies and stakeholders and represent program areas that are broad in nature and are typical of the range of approaches used to address pedestrian and bicycle safety issues. Applicants with an interest in the emerging field of traffic calming are also encouraged to consult with the Institute for Transportation Engineers at (202) 554-8050 or visit their web site at [www.ite.org](http://www.ite.org) for the latest design guidance.

**Sidewalk improvements:** Includes new sidewalks, widened sidewalks, sidewalk gap closures, sidewalk repairs and upgrades, curb ramps, curbs and gutters, etc.

**Traffic calming and speed reduction:** Includes roundabouts, traffic circles, neck downs, sidewalk bulb-outs, speed humps, raised crosswalks, raised intersections, narrowed traffic lanes, full or half-street closures, other speed reduction techniques and project related signs, stripes and pavement markings.

**Pedestrian/bicycle crossing improvements:** Includes new or upgraded traffic signals, red-light-running prevention and detection devices, crosswalks, median refuges, pavement markings, traffic signs, traffic stripes, lighted crosswalks, safety lighting, pedestrian and bicycle overcrossings and undercrossings, flashing beacons,

traffic signal phasing extensions, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades, and sight distance improvements.

**Off-street pedestrian/bicycle facilities:** Includes exclusive pedestrian or pedestrian/bikeway trails and pathways and project related signs, stripes and pavement markings.

## V. Funding Considerations

By signing AB 2522, the Governor established the Pedestrian Safety Account in the State Transportation Fund and made available, upon appropriation, the allocation of grants to local governmental agencies for pedestrian safety improvements. This Bill provided for the transfer of \$8 million from the State Transportation Fund to the Pedestrian Safety Account. It is a one-year program that was authorized for the 2000/2001 Fiscal Year only.

**Maximum State Reimbursement:** The maximum amount of state funds that will be authorized for a single project is \$400,000. The State reimbursement for all projects will be 100%.

**Master Agreement:** Applicants receiving funding approval for a project must execute a Master Agreement with Caltrans. Many local agencies already have a Master Agreement on file with Caltrans. Applicants should check with their District Local Assistance Engineer to determine if a Master Agreement is needed, or needs amending, if their project receives funding.

**Supplemental Agreements:** In addition to the Master Agreement, applicants receiving funding approval for a project must execute a Supplemental Agreement with Caltrans. This agreement identifies the effective date for State reimbursement of costs and formalizes the financial responsibilities of each party. Special covenants or clauses in the Supplemental Agreement define the applicant's specific responsibilities in implementing and maintaining the project. Other clauses define Caltrans' responsibilities for reimbursement of project expenses.

**Eligible Project Costs:** Eligible project costs that the applicant is entitled to reimbursement include:

- Preliminary engineering, which includes  
    Environmental studies and reports  
    Preparation of Plans, Specifications and Estimate (PS&E)
- Right-of-way
- Construction, which includes  
    Construction costs  
    Construction Engineering
- Public education
- Law enforcement

**Eligibility Date:** The first day that any project phase becomes eligible for State reimbursement is the 'effective date' of the Program Supplement. Project expenses that occur prior to this date will not be eligible for reimbursement. Applicants that perform work prior to the 'effective date' do so at their own expense. Applicants that award a construction or service contract prior to the 'effective date' will not be eligible for any reimbursement.

**Eligible Project Elements:** The project elements proposed in the scope of the application must be eligible in order to obtain reimbursement. Ineligible project elements will be removed from the project scope and deducted from the total project cost estimate. Construction improvements must be made on public property. Construction improvements proposed for private property are ineligible for reimbursement and will be removed from the project scope. Questions concerning eligible project elements should be directed to your District Local Assistance Engineer. See Exhibit D for telephone numbers.

**Cost Increases:** Requests to increase the total project cost shown on the application form will not be granted except in unusual circumstances and subject to the availability of funds.

**Lump Sum Transfer:** Applicants receiving funding approval for projects costing \$300,000 or less may request a lump sum advancement for the entire project cost. Applicants may request this advancement anytime after the final list of approved projects has been released by Caltrans, providing a Program Supplement has been executed to formalize the transfer.

**Invoice Reimbursement:** Applicants receiving funding approval for projects costing more than \$300,000 will be reimbursed for expenses after submitting project invoices to Caltrans for payment. However, applicants will not be reimbursed for any phase of the project until after the construction or service contract has been awarded. See the *Local Assistance Procedures Manual (LAPM)*, Chapter 5, for additional invoicing information.

## VI. Schedule and Milestones

Caltrans District staff will solicit candidate PSP projects from local agencies within their District boundaries. The following schedule identifies milestones and dates for this single year appropriation:

Feb. 15, 2001	Caltrans District Offices solicit candidate PSP projects from local agencies.
May 22, 2001	Local agencies or other applicants submit candidate projects to Caltrans District Offices.
June 22, 2001	District Offices submit a list of categorized projects to Headquarters, Local Assistance Program.
July 27, 2001	Project Recommendation Committee submits a statewide list of projects to the Director of Caltrans with recommendations of projects to approve for funding.
Summer 2001	Caltrans HQ issues an approved list of funded projects.

### Applicant Submittals

An Application Form is included as Exhibit A. It must be completed in its entirety and accompany all application submittals.

An applicant must submit candidate projects to its respective Caltrans District Office, directed to the attention of the District Local Assistance Engineer (see Exhibit D for addresses and telephone numbers). An original application, plus 2 copies, is required. Any maps, schematics or letters of support that are attached to the application should be made on 8- $\frac{1}{2}$ " x 11" paper.

1. Candidate projects must include cost estimates for all phases of the project.

Candidate projects must include estimated dates when various project milestones will be completed.

Candidate projects should contain information on accident histories or a description of the potential for accidents. Photographs should be submitted to better illustrate the problem. Also, schematic plans showing the general nature and location of the proposed improvements should be submitted for all projects.

Applicants submitting multiple candidate projects must prioritize the projects.

An applicant should not combine several individual, dissimilar projects into one master project application. A candidate project may contain similar improvements at several different locations, or it may contain several different improvements at a single or general location.

Any PSP project encompassing a freeway, state highway or county road where the CHP has enforcement authority should be approved by the CHP to ensure that the project complements their "Pedestrian Corridor Safety Program" and is consistent with its statewide pedestrian safety statistical analysis. The applicant should obtain the CHP's approval prior to submitting the project to Caltrans.

## Caltrans District Review

Caltrans District staff may establish a District Review Committee comprised of regional stakeholders to assist in the prioritization of projects. This committee will rank all projects, using the factors identified in Section III: Rating Factors and Criteria, and categorize each project as excellent, good, fair, poor or ineligible. The District will then submit this prioritized list of projects to Caltrans Headquarters, Local Assistance Program.

## Project Selections

Caltrans, CHP, local agency personnel and stakeholders will be representatives on a Project Recommendation Committee. This committee will categorize all projects on a statewide basis and submit a recommended list of projects to be funded to the Director of Caltrans. The final list of approved projects will be determined by Caltrans and will be posted on the Internet at [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/). Caltrans will also notify all applicants of the results.

## VII. Design Standards

Chapter 11, "Design Standards" of the *Local Assistance Procedures Manual* describes statewide design standards, specifications, procedures, guides and references that are acceptable for application in the geometric, drainage, and structural design of local assistance projects. The chapter also describes design exception approval procedures. This chapter and its procedures shall be used in the design of all PSP projects.

All projects that contain bikeway components shall be designed in accordance with the Caltrans *Highway Design Manual* and the Caltrans *Traffic Manual*. Exceptions to using these standards will be handled in accordance with the exception approval process described in each manual. All other projects shall be designed in accordance with the appropriate design standards applicable to the type and location of the improvement.

All projects will be subject to meeting the requirements of the Americans with Disabilities Act (ADA).

Any public agency which proposes to install an experimental Traffic Control Devices (TCD) on a public roadway should follow the process prescribed in Section 1A.10 of the *MUTCD 2000, Manual on Uniform Traffic Control Devices, millennium edition, December 2000*, published by the Federal Highway Administration. A direct link to the *MUTCD 2000* can be found at [www.mutcd.fhwa.dot.gov/](http://www.mutcd.fhwa.dot.gov/). The public agency should also comply with the experimental process of the California Traffic Control Devices Committee (CTCDC) at [www.dot.ca.gov/hq/traffops/signtech/newtech/](http://www.dot.ca.gov/hq/traffops/signtech/newtech/).

## VIII. Status Reports

Applicants are required to provide an update of project schedules and costs on July 1 of each year for each project that has not been awarded a construction contract by that date. Applicants that fail to provide these annual status reports may have their projects dropped from the program. A Project Status Report form is included as Exhibit B.

## IX. Deadlines

It is the intent of the Pedestrian Safety Act to award the project grants as expeditiously as possible. Since this is a new program and local agencies will not know if a project is approved for funding until the 2001/2002 Fiscal Year, the deadline for awarding a construction contract for an approved project will be June 30, 2002. Projects unable to meet this initial delivery deadline will be allowed one time extension for a period of one year, providing the applicant's written justification is approved by the District Local Assistance Engineer. Projects unable to meet subsequent delivery deadlines will be dropped from the program.

## **X. Evaluations**

To determine the cost effectiveness of this program, Caltrans requires that the improvements funded by this program be evaluated for a two-year period after the project is completed. Applicants that receive funding approval for PSP projects must conduct a before/after evaluation. Safety deficiencies that are corrected by this program may justify increased funding in the future. Successful applicants will be sent guidelines on how to conduct a quality evaluation.

## **XI. References**

Streets and Highways Code, Sections 894.6 – 894.8  
*Caltrans Local Assistance Program Guidelines*  
*Caltrans Local Assistance Procedures Manual*  
*Caltrans Highway Design Manual*  
*Caltrans Traffic Manual*  
*Manual on Uniform Traffic Control Devices - 2000*  
*AASHTO: A Policy on Geometric Design of Highways and Streets - 1994*



**APPLICATION FORM**  
**FOR**  
**PEDESTRIAN SAFETY PROGRAM FUNDS**

Applicants seeking funds for the Pedestrian Safety Program (PSP) must use this form. Read instructions carefully. All sections must be completed. Failure to provide information that is required or failure to prepare the application in accordance with general formatting instructions will result in your application being disqualified.

This entire Application Form must be submitted, including this introductory page. Applicants should download the Application Form from the Internet. It can be found on the Local Assistance Program Home Page at [www.dot.ca.gov/hq/LocalPrograms/](http://www.dot.ca.gov/hq/LocalPrograms/)

Limit the application to twelve (12) pages plus attachments. Attachments should be grouped and numbered to correspond with the application section number. Do not provide brochures and samples of materials unless they are directly related to a response.

**APPLICANT:** Required – City of: \_\_\_\_\_ *or* County of: \_\_\_\_\_

**CALTRANS DISTRICT:** 1 – 12 **ASSEMBLY DISTRICT** \_\_\_\_\_ **SENATE DISTRICT** \_\_\_\_\_

**SHORT DESCRIPTION OF PROPOSED IMPROVEMENTS:** Required - Provide a “short” description – 50 words or less – of the proposed improvements using project terminology described in Section IV: Project Categories, of the guidelines. Example: Construct curb, gutter and sidewalk; Install traffic signal; install pavement markings and traffic signs.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**GENERAL LOCATION OF PROJECT:** Required - Provide street name or geographical references to project location(s). Attach map showing general location of improvements.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT PRIORITY:** 1, 2, 3, etc.,.....Required if applicant is submitting more than 1 application.

Complete the following "Project Costs" section. Include only those costs that are being requested for this project. The "Total Project Cost" should not exceed \$400,000.

**PROJECT COST ESTIMATE: (Required)**

Complete the following cost estimate for the project. If a line item does not apply, leave it blank or write \$0 on the line.

Preliminary Engineering	
Environmental.....	\$ _____
PS&E.....	\$ _____
Right of Way.....	\$ _____
Construction	
Construction*.....	\$ _____
Construction Engineering.....	\$ _____
Public Outreach and Education**.....	\$ _____
Law Enforcement**.....	\$ _____
Subtotal.....	\$ _____
Contingency.....	\$ <u>(10% of Subtotal; max)</u>
Total Project Cost.....	\$ _____

\*Section 8 of this application requires the applicant to provide further details on the construction costs. The amount shown for "Construction" on the above estimate should match the total construction costs tallied in Section 8.

\*\*Section 9 of this application requires the applicant to provide further details on public education and/or law enforcement costs.

The following parts of this Application Form request specific project related information. Most of the sections request the applicant to provide narration related to a specific topic. Other sections contain questions that the applicant can simply answer in the space provided. Pictures, maps, exhibits, diagrams, survey summaries, petitions, etc. must be attached to the application. If a section does not apply to the proposed project or if data is not available, simply write "NA" beneath the section heading.

**1. DEMONSTRATED NEED**

This section requires the applicant to describe the needs for the project as demonstrated by a high rate of pedestrian injuries or fatalities. Using the following questions and statements as a guide, provide a detailed, narrative description of the problem:

If available, attach a listing of pedestrian-related accidents that resulted in injuries or fatalities during the past three years. Summarize the primary and secondary causes of the accidents.

Provide some background information about the risks pedestrians are exposed to because of unsafe conditions in your proposed project area. How, and by whom, have these unsafe routes been identified as a local problem by organizations and officials (e.g., council or board resolution, agency's plan, pedestrian safety reports, etc.)? Given that unsafe routes may exist in numerous locations in your jurisdiction, explain why these routes have been targeted for improvements. Describe the magnitude of the risks facing pedestrians who walk in the

proposed project area. Use whatever demographic information, community surveys and audits, injury data, traffic and other environmental conditions that apply.

Select the following categories that most closely reflect the primary need(s) your project is targeting:

- Separating pedestrians from motor vehicles
- Improving pedestrian’s ability to cross streets
- Improving pedestrian pathways
- Improving visibility of motorists and/or pedestrians (by removing obstacles, improving sight-distance or installing safety lighting, etc.)
- Encouraging calm or safe driving by motorists
- Increasing connectivity of pedestrian walkways or paths
- Other (please describe)

Provide photographs to illustrate the problem as attachments to the application. Video tapes not accepted.

If it will help describe and define the nature of the problem, provide diagrams, exhibits, maps and listings as attachments to the application.

**2. POTENTIAL TO REDUCE PEDESTRIAN INJURIES AND FATALITIES**

This section requires the applicant to describe how the proposed solution will improve the safety for pedestrians by reducing injuries and fatalities. The applicant must clearly demonstrate the connection between the problem and the proposed solution. Using the following questions and statements as a guide, provide a detailed, narrative description of the proposed improvement:

How does the proposed project correct or improve the pedestrian traffic safety at or near the project site, especially in reducing injuries and fatalities? Justify your response.

Describe any law enforcement strategies or programs that are proposed to remedy the problem. Attach a letter of commitment from the local law enforcement agency supporting the strategy.

Discuss how the proposed improvement is the best, most cost effective solution to the problem.

Describe options or alternatives that were considered.

If applicable, describe how the proposed solution improves traffic safety for other users of the facility or system.

If it will help describe and define the scope of the improvements, provide pictures, diagrams, exhibits or maps as attachments to the application.

**3. POTENTIAL FOR ENCOURAGING INCREASED WALKING**

This section requires the applicant and participants to describe how the proposed improvements will encourage increased walking. Using the following questions and statements as a guide, provide a narrative response:

- Number of pedestrians currently traveling along route(s) targeted for improvements \_\_\_\_\_
- Estimated number of pedestrians traveling along route(s) after improvements \_\_\_\_\_
- Expected percentage increase of travel along targeted route(s) \_\_\_\_\_

Justify your responses to the figures provided above.

	Yes	No
Will the improvements create shorter walking distances?	___	___
Will the improvements create more direct walking routes?	___	___

Will the improvements provide connectivity with other routes?      —      —

If known, describe how this project will impact the current pedestrian level of service. Describe whether the improvements will enable or encourage walking along the route(s).

If it will help describe how the project will encourage students to walk or bicycle to school, provide pictures, diagrams, exhibits or maps as attachments to the application.

#### **4. PUBLIC EDUCATION EFFORTS (Required)**

This section requires the applicant to describe the public education components of the project. An application that fails to provide a public education component in the scope of the project will be ineligible to receive funding. Using the following questions and statements as a guide, provide a narrative response.

Describe the public education efforts in the proposal that will encourage pedestrian safety and awareness.

Identify the group or groups of populations that are targeted for the education. e.g. children, adult, seniors, drivers, bicyclists, pedestrians, etc.

Describe the forum or medium by which the targeted populations will be educated. e.g. community events; training; workshops; meetings; media campaign; presentations; etc. Include the frequency and duration of the activity.

#### **5. CONSULTATION AND SUPPORT FOR PROJECT**

This section allows the applicant to provide information on the consultation and support for the project.

List the participants and the roles they played in the development of this proposal. Identify organizations that pledged their support of the project. Attach no more than one (1) letter of support from each organization. Support letters should be addressed to the applicant, not Caltrans or the CHP. Include these letters as attachments to the application.

The following is a list of potential participants and organizations to consider as project partners:

- Local traffic engineers
- Local planning agencies
- Law enforcement agencies
- Public health agencies or organizations
- School based associations
- Local elected officials
- Other community groups

Letters of support that are submitted after May 22, 2001, will not be accepted nor considered in the project evaluation.

Do not submit or attach individual survey sheets or petitions. Narratives and summaries of surveys or petitions are acceptable.

#### **6. POTENTIAL FOR TIMELY IMPLEMENTATION**

This section requires the applicant to provide information on project implementation schedules.

Applicants must estimate dates for the following milestones based upon the final list of approved projects being released by Caltrans on August 1, 2001. Note: Any work performed prior to Caltrans releasing the approved list of projects is not eligible for reimbursement.

- Obtain Environmental Clearance \_\_\_\_\_ *(required)*
- Obtain Right of Way Clearance \_\_\_\_\_ *(required)*
- Complete design bid package  
(Plans, Specifications and Estimate) \_\_\_\_\_ *(required)*
- Advertise Project for Construction \_\_\_\_\_ *(required)*
- Award Project \_\_\_\_\_ *(required)*
- Complete Construction of Project \_\_\_\_\_ *(required)*

**7. CALIFORNIA HIGHWAY PATROL APPROVAL**

If any of the improvements are located on a freeway, state highway, or county road where the California Highway Patrol has enforcement authority, the CHP should approve the proposed improvement.

California Highway Patrol Approval: \_\_\_\_\_ *(when applicable)*  
 (Signature)

\_\_\_\_\_ *(when applicable)*  
 (Signing Officer’s Name and Division)

**8. DETAILED CONSTRUCTION COSTS: *(Required, if applicable)***

Identify the category (or categories) that contain descriptions of work that are included in the project. Provide some level of detail of the estimated costs associated with specific components. An example is shown in italics.

**Sidewalk improvements:** Includes new sidewalks, widened sidewalks, sidewalk gap closures, sidewalk repairs and upgrades, curb ramps, curbs and gutters, etc.

*-New sidewalks: \$XX,000 (includes curb cuts)*  
*-Curb and gutter: \$YY,000*

**Traffic calming and speed reduction:** Includes roundabouts, traffic circles, neck downs, sidewalk bulb-outs, speed humps, raised crosswalks, raised intersections, narrowed traffic lanes, full or half-street closures, other speed reduction techniques and project related signs, stripes and pavement markings.

*- # of Speed humps @ \_\_\_\_ ea. = \$ZZ,000*

**Pedestrian/bicycle crossing improvements:** Includes new or upgraded traffic signals, red-light-running prevention and detection devices, crosswalks, median refuges, pavement markings, traffic signs, traffic stripes, lighted crosswalks, safety lighting, pedestrian and bicycle overcrossings and undercrossings, flashing beacons, traffic signal phasing extensions, bicycle-sensitive signal actuation devices, pedestrian activated signal upgrades, and sight distance improvements..

*-Upgrade traffic signal: \$XX,000 (include pedestrian activated push buttons and upgraded Walk/Don’t Walk indicators)*

- Traffic signs: \$YY,000
- Pavement markings: \$ZZ,000

**Off-street pedestrian/bicycle facilities:** Includes exclusive pedestrian or pedestrian/bikeway trails and pathways and project related signs, stripes and pavement markings.

-Upgrade and enhance existing pedestrian trail: \$ZZ,000

**Total Construction Costs:** *(Add all costs shown above and write the total amount on this line. This amount should match the "Construction" line item cost estimate shown on Page 2 of this application form.)*

**9. DETAILED PUBLIC EDUCATION AND/OR LAW ENFORCEMENT COSTS: (Required)**

All applications must include a public education component for the project. Identify the component(s) and provide a detailed cost estimate for each.

If the application contains a law enforcement component, identify the activities and provide a detailed cost estimate for each.

The estimates for each component should match the respective line item cost estimates shown on Page 2 of this application form.

**10. APPLICATION SIGNATURES (Required)**

An agency official, representing the applicant, must sign the application. The undersigned affirms that the statements contained in the application package are true and complete to the best of the applicant's knowledge. If portions of the improvements extend into areas where the applicant has no jurisdictional authority, a notation must be made that officials representing the affected local agency(ies) support the project. In the notation, provide names and telephone numbers of whom to contact for corroboration. Only one agency official needs to sign the application. "Agency Official" means Director, Assistant Director, Executive Director, Assistant Executive Director, or their respective designated administrators, engineers, or planners.

Agency Official: \_\_\_\_\_ *(required)*

Name

\_\_\_\_\_ *(required)*

Signature

Title: \_\_\_\_\_ *(required)*

Phone Number: \_\_\_\_\_ *(required)*

Fax Number: \_\_\_\_\_ *(if available)*

Email: \_\_\_\_\_ *(if available)*

Notation: *(If applicable)*

# Project Status Report

Due July 1 each year

*("Required" only if a construction contract has not been awarded by July 1)*

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Project Number: \_\_\_\_\_ *(to be completed by Caltrans District)*

Description of Project: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Projected Award Date: \_\_\_\_\_

Current Projected Award Date: \_\_\_\_\_

If "current" award date is not the same as "original" award date, explain reason for change:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Original Cost Estimate: \_\_\_\_\_

Cost Estimate as of this Report: \_\_\_\_\_

Reason for difference (increase or decrease): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared By: \_\_\_\_\_

Telephone: \_\_\_\_\_

## Post-Construction Project Evaluation Form

Agency \_\_\_\_\_ Project Number \_\_\_\_\_

Project Location: \_\_\_\_\_

Type of Work: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

<u>Accident Data</u>	<u>Fatal + Injury</u>	<u>Property Damage Only</u>	<u>ADT</u>
Before: Total previous 3 yrs.	_____	_____	_____
After: Total last 2 yrs.	_____	_____	_____

Note: Caltrans, CHP, local agencies, stakeholders and participants are revising this form. The revised "Post Construction Project Evaluation" form will be sent to each successful project applicant after their PSP project receives funding approval.

**Caltrans District Local Assistance Offices****District 1**

1656 Union St.  
Eureka, CA 95501  
(707) 445-6399

**District 2**

1657 Riverside Drive  
Redding, CA 96049  
(530) 225-3484

**District 3**

703 "B" St.  
Marysville, CA 95901  
(530) 741-5450

**District 4**

P.O. Box 23660  
Oakland, CA 94623-0660  
(510) 286-5226

**District 5**

50 Higuera St.  
San Luis Obispo, CA 93401  
(805) 542-4606

**District 6**

826 "L" St.  
Fresno, CA 93721  
(559) 488-4105

**District 7**

700 North Alameda St.  
Los Angeles, CA 90012  
(213) 620-6544

**District 8**

464 West Fourth St.  
San Bernardino, CA 92401  
(909) 383-4030

**District 9**

500 S. Main St.  
Bishop, CA 93514  
(760) 872-0681

**District 10**

1976 E. Charter Way  
Stockton, CA 95205  
(209) 948-3689

**District 11**

2829 Juan St.  
San Diego, CA 92110  
(619) 688-6778

**District 12**

3347 Michelson Dr., Suite CN380  
Irvine, CA 92612  
(949) 756-7805