

Supplemental Preparation Guidelines for SHOPP Drainage Program Project Initiation Report

OVERVIEW

The report should be prepared using the guidance provided in the Interim SHOPP PIR Guidance along with the State Highway Operation and Protection Program (SHOPP) program specific information found here. Consult with the district program advisor and the Headquarters SHOPP program manager to determine how to handle individual project aspects.

This guidance is for completing the project initiation report and not for developing the project. While there is obvious overlap between the information needed in the report and project development requirements, the purpose of the report is to provide enough information for management to approve programming subsequent phases of the project.

Properly determining the report documentation level is intended to maintain simplicity in the documentation process and to properly define the scope, cost and schedule of the project being initiated. This decision should be based on the necessity to describe the project's specific issues and identify the risks associated with excluded information.

Regardless of which SHOPP program the project is being developed for, the goal is to begin at the lowest level (Level 1) of detail needed in each section and only provide additional detail when warranted by the project's unique characteristics.

This supplemental guidance applies to the following SHOPP Drainage Program:

Drainage System Restoration (20.XX.201.151)

The SHOPP program manager has determined that all projects are subject to varying documentation level and shall include discussion for some of the outline topics from Interim SHOPP PIR Guidance as designated within this document. Differentiation of the documentation level also matters for determining the attachments. Guidance to supplement each topic from Interim SHOPP PIR Guidance is as follows.

MAIN BODY OF REPORT

1. Introduction, Work Description and Summary Table

Funding Source	SHOPP Drainage (20.XX.201.151)
SHOPP Project Output	<i>Culverts</i>

In the summary table, change “Number of Structures” to “Number of Culverts.”

Include the Culvert Inspection Program individual identification numbers (ID#s) for each culvert. Both end treatment numbers are used to identify culverts.

Use Interim SHOPP PIR Guidance.

2. Purpose and Need

Use Interim SHOPP PIR Guidance.

3. Recommendation

Use Interim SHOPP PIR Guidance.

4. Risk Summary

Use Interim SHOPP PIR Guidance.

5. Background

Use Interim SHOPP PIR Guidance.

6. Asset Management

Use Interim SHOPP PIR Guidance.

7. Corridor and System Coordination

Use Interim SHOPP PIR Guidance.

8. Existing Facility Condition

The SHOPP program manager has determined that the strikethrough items do not need to be discussed in the report. Include the topics designated by the SHOPP program manager and provide information as appropriate.

Copy and paste the following into the report template; delete italicized text.

Drainage System Information and Condition

Drainage Worksheet (Culverts Inspection Report) will be filled out by the district branch responsible for culvert inspection and included as an attachment in Section 23. The Drainage Worksheet (Culverts Inspection Report) is available at the following link:

<https://maintenance.onramp.dot.ca.gov/maintstormenvcomp/shopp-151-drainage-system-restoration-program-shopp-151>

Corridor Geometric Information and Condition

Right-of-way

Include the width and whether or not there is controlled access.

Fences

Include the location, height and type.

Noise barriers

Include the location, height and type.

Earth retaining systems

Include the location, height and type.

Utilities

Include the location and type.

Landscape

Include the location and type.

Landscape irrigation facilities

Include the location and type.

Hydraulic facilities

Include the location and type.

Traffic management systems

Include the location and type.

Traffic signals

Include the location and type.

Lights

Include the location and type.

Signs

Include the location and type.

Metal beam guardrail

Include the location and type.

Traffic volumes

Include the information discussed in [Highway Design Manual \(HDM\) Topic 104 – Design Designation](#). Include bicycle, pedestrian, and transit volumes.

Traffic collisions

Include the latest 3-year collision data for the length of the facility and any concentrated locations as needed, including bicycle and pedestrian collisions, fatalities, and injury.

Collision Rates:

The three-year period from ###/###/##### to ###/###/#####:

County-Route (post mile range)	Number of Accidents			Actual Rate (Acc/Million Vehicle Miles)			Average Rate (Acc/Million Vehicle Miles)		
	F ¹	F+I ²	Total ³	F ¹	F+I ²	Total ³	F ¹	F+I ²	Total ³

Notes:

- 1. Fatal accidents
- 2. Fatal accidents plus injury accidents
- 3. All reported accidents

Land uses, destinations, and services surrounding the project vicinity

Railroad facilities

Include any relevant information.

Other – Fish passage obstructions

Include any other pertinent topics and information.

Culvert material considerations

Include any other pertinent topics and information.

Land uses, destinations, and services surrounding the project vicinity

Other -any other topic with importance to the project.

Roadway Geometric Information and Condition

Please refer to Supplemental Preparation Guidelines for SHOPP Pavement Program PIR

[Supplemental Preparation Guidelines for SHOPP Pavement Program Project Initiation Report](#)

Structure Geometric Information and Condition

Include the following:

Structures	Width Between Curbs			Vertical Clearance			Work Identified in Project EA Report (Y/N)	Replace Bridge Approach Rail (Y/N)	Replace Bridge Approach Slab	
	Exist (ft)	RRR Std (ft)	Prop (ft)	Exist (ft)	RRR Std (ft)	Prop (ft)			(Y/N)	Number

Use Interim SHOPP PIR Guidance instructions for the rest of this section.

9. Alternatives

The SHOPP program manager has determined that some of the topics need to be discussed in the report. Include the topics designated by the SHOPP program manager and provide information as appropriate.

The topics listed for the specific SHOPP program may not apply to some projects. When this occurs, include the topic and state that the project does not involve the topic or that the project has no effect on the topic. The list of topics includes:

Required for Levels:	Topic
1, 2, & 3	Proposed engineering features
1, 2, & 3	Design standards and deviations from mandatory and advisory design standards (Highway Design Manual , Tables 82.1A and 82.1B)
1, 2, & 3	Interim features
	High-occupancy vehicle lanes
	Ramp metering

1, 2, & 3	California Highway Patrol (CHP) enforcement activities
	Park and ride facilities
1, 2, & 3	Highway planting and irrigation
1, 2, & 3	Erosion control
1, 2, & 3	Roadside design and management
1, 2, & 3	Noise barriers
1, 2, & 3	Earth retaining systems
1, 2, & 3	Non-motorized and pedestrian features
1, 2, & 3	Context sensitive solutions and complete streets
1, 2, & 3	Traffic analysis
1, 2, & 3	Current construction and right-of-way cost estimates
1, 2, & 3	Other – Fish passage obstructions
1, 2, & 3	Other – Culvert material considerations (hazardous material and compatibility concerns)

Use Interim SHOPP PIR Guidance instructions for the rest of this section.

10. Complete Streets

List all the Complete Street elements that are included in this project. Lack of Complete Street elements in the project requires valid justification presented as a narrative.

Include all the existing Complete Street elements existing in the project boundaries and, if needed, how they will be updated.

For general information on Complete Streets policy and planning guidance, refer to the general Caltrans Complete Streets Program website. <http://www.dot.ca.gov/transplanning/ocp/complete-streets.html>

Use Interim SHOPP PIR Guidance for more information.

11. Climate Change Considerations

Use Interim SHOPP PIR Guidance.

12. Environmental Compliance

Use Interim SHOPP PIR Guidance.

13. Right-of-Way

Use Interim SHOPP PIR Guidance.

14. Stormwater

Use Interim SHOPP PIR Guidance.

15. Transportation Management Plan

Use Interim SHOPP PIR Guidance.

16. Broadband and Advance Technologies

Describe the anticipated accommodation for:

- A. Wired broadband facility
- B. Fueling opportunities for zero-emission vehicles.
- C. Provision of infrastructure-to-vehicle communications for transitional or full autonomous vehicle.

For more information refer to Interim SHOPP PIR Guidance.

17. Additional Considerations

The SHOPP program manager has determined that some of the topics need to be discussed in the report. Include the topics designated by the SHOPP program manager and provide information as appropriate.

The topics listed for the specific SHOPP program may not apply to some projects. When this occurs, include the topic and state that the project does not involve the topic or that the project has no effect on the topic. The list of topics includes:

Required for Levels:	Topic
1, 2, & 3	Maintenance and worker safety
1, 2, & 3	Contaminated material including regulated, designated and hazardous waste
1, 2, & 3	Material and/or disposal site
	Salvaging and recycling of hardware and other non-renewable resources
	Recycled materials
	Resource conservation
	Value analysis
	Air quality conformity
	Environmental Justice (Title VI considerations)
	Noise abatement decision report
1, 2, & 3	Public hearing process
	Route adoptions, freeway agreements, relinquishments & modification of access control
	Report on feasibility of providing access to navigable rivers
	Public boat ramps
	Floodplain issues
1, 2, & 3	Constructability issues
1, 2, & 3	Construction staging

Required for Levels:	Topic
1, 2, & 3	Accommodation of oversize loads
	Graffiti control
	Other

Use Interim SHOPP PIR Guidance instructions for the rest of this section.

18. Estimate, Funding and Programming

Use Interim SHOPP PIR Guidance instructions for this section.

19. Delivery Schedule

Use Interim SHOPP PIR Guidance instructions for this section.

20. External Agency Coordination

Use Interim SHOPP PIR Guidance instructions for this section.

21. Project Reviews

Use Interim SHOPP PIR Guidance instructions for this section.

22. Project Personnel

Use Interim SHOPP PIR Guidance instructions for this section.

23. Attachments (Number of Pages)

The Drainage Worksheet printout from the SHOPP Asset Management Tool with the following statement:

“The Culvert Information provided in the Drainage Worksheet is accurate at the time of this printout”

Use Interim SHOPP PIR Guidance instructions for the rest of this section.