

# Supplemental Preparation Guidelines for SHOPP Safety Program Project Initiation Report

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## 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 Safety Program:

Safety Improvements (20.XX.201.010)

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

<b>Funding Source</b>	SHOPP Safety (20.XX.201.010)
<b>SHOPP Project Output</b>	<i>No. of Collisions Reduced</i>

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

## 2. Purpose and Need

Include discussion as to what initiated the project, such as: a monitoring programs, table C investigation, a complaint from a citizen, politician or district Traffic safety-initiated project.

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

### 2.1 Purpose

Use Interim SHOPP PIR Guidance instructions for this section.

For example: the purpose of this project is to reduce the frequency and severity of collisions.

### 2.2 Need

There have been xx # of collisions in xx years within the project limits. The actual fatal + Injury (F+I) collisions rates for this segment of highway are approximately xx and xx greater that the Statewide average rate for similar facilities respectively.

Use Interim SHOPP PIR Guidance instructions for this section

## 3. Recommendation

Use Interim SHOPP PIR Guidance instructions for this section.

## 4. Risk Summary

Identify all threats, include risk registrar table as an attachment

Use Interim SHOPP PIR Guidance instructions for this section.

## 5. Background

Use Interim SHOPP PIR Guidance instructions for this section.

## 6. Asset Management

This is a stand-alone project

Use Interim SHOPP PIR Guidance instructions for this section.

## 7. Corridor and System Coordination

Use Interim SHOPP PIR Guidance instructions for this section.

## 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.

Include an overall general description of the facility and setting for roadway conditions.

### Traffic collisions Analysis

Include the latest 3, 4 or 5-year **Table B** 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, four or five -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 <sup>1</sup>	F+I <sup>2</sup>	Total <sup>3</sup>	F <sup>1</sup>	F+I <sup>2</sup>	Total <sup>3</sup>	F <sup>1</sup>	F+I <sup>2</sup>	Total <sup>3</sup>

Notes:

1. Fatal accidents
2. Fatal accidents plus injury accidents
3. All reported accidents
4. For roadway segment, rates are expresses as # of accidents/ million vehicle miles.
5. For intersection and ramp, rates are expresses as # of accidents/ million vehicles.

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

**Corridor Geometric Information and Condition**

Right-of-way

*Include the width and whether 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.*

Land uses, destinations, and services surrounding the project vicinity

**Roadway Geometric Information and Condition**

Traveled Way, Shoulders, and Median Geometric Information

*Include the following:*

Facility Location (Post Mile Limits)	Minimum Curve Radius Radius (ft)	Through Traffic Lanes			Paved Shoulder Width		Median Width (ft)	Additional Paved Width for Bicycle Lane or Other (ft)
		Number of Lanes	Lane Width (ft)	Type (Flexible, Rigid, or Composite)	Left (ft)	Right (ft)		

Traveled Way, Shoulders, and Median Pavement Condition

*Include the following:*

PMS Category (1-29) \_\_\_\_\_ Priority Classification (.1-.4) \_\_\_\_\_

International Roughness Index (IRI) \_\_\_\_\_

\*Rigid Pavement:

\*Flexible Pavement:

\* From latest PMS-Pavement Condition Inventory Survey Data.

3rd Stage Cracking % \_\_\_\_\_

Alligator B Cracking % \_\_\_\_\_

Faulting \_\_\_\_\_

Patching % \_\_\_\_\_

Joint Spalls \_\_\_\_\_

Rutting \_\_\_\_\_

Pumping \_\_\_\_\_

Bleeding \_\_\_\_\_

Corner Breaks % \_\_\_\_\_ Raveling \_\_\_\_\_

Deflection Study Results (if available):

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

**9. Alternatives**

Alternative scope of work should focus on addressing the identified safety need of the project (Triggered collisions) that needed to be mitigated as shown on table B analysis above. Highway Safety Improvement Projects (HSIP) are typically stand-alone projects, quick to deliver& with minum environmental and right of way impact.

HSIP fund shall be used for highway safety improvement projects that are consistent with the state Strategic Highway Safety Plan (SHSP). HSIP funds should be used to maximize opportunities to advance highway safety improvement projects that have the greatest potential to reduce the state’s roadway fatalities and serious injuries. (23.CFR 924.5(b))

Refer to 2017 State Highway Improvement Program Guidelines section 4.3.

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:

PIR level	Topic
1, 2, & 3	Proposed engineering features
1, 2, & 3	Deviations from mandatory and advisory design standards
1, 2, & 3	Interim features
1, 2, & 3	High-occupancy vehicle lanes
1, 2, & 3	Ramp metering
1, 2, & 3	California Highway Patrol (CHP) enforcement activities
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	Context sensitive solutions
1, 2, & 3	Traffic analysis
1, 2, & 3	Current construction and right-of-way cost estimates
1, 2, & 3	Other

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. All complete street facilities and proposed new ones must be shown on the plans. Lack of new complete street elements in the project requires valid justification presented as a narrative.

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 instructions for this section.

## **11. Climate Change Considerations**

Use Interim SHOPP PIR Guidance instructions for this section.

## **12. Environmental Compliance**

Use Interim SHOPP PIR Guidance instructions for this section.

## **13. Right-of-Way**

For Level 1 documentation, the SHOPP program manager has determined that this topic does not need to be discussed in the report. Include the following in the report:

Discussion for this topic is not required by the guidelines.

For Level 2 and Level 3 documentation use Interim SHOPP PIR Guidance instructions.

## **14. Stormwater**

For Level 1 documentation,

the SHOPP program manager has determined that this topic needs to be discussed in the report for all projects in TMDL watersheds, Areas of Special Biological Significance (ASBS), and significant trash generating areas (SGTA). Discussion for this topic is not required if the projects falls outside the previously indicated areas.

For Level 2 and Level 3 documentation use Interim SHOPP PIR Guidance instructions.

## 15. Transportation Management Plan

Use Interim SHOPP PIR Guidance instructions for this section.

## 16. Broadband and Advance Technologies

Use Interim SHOPP PIR Guidance instructions for this section.

## 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
1, 2, & 3	Salvaging and recycling of hardware and other non-renewable resources
1, 2, & 3	Recycled materials
1, 2, & 3	Resource conservation
1, 2, & 3	Value analysis
1, 2, & 3	Air quality conformity
1, 2, & 3	Environmental Justice (Title VI considerations)
1, 2, & 3	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
1, 2, & 3	Floodplain issues
1, 2, & 3	Constructability issues
1, 2, & 3	Construction staging
1, 2, & 3	Accommodation of oversize loads
1, 2, & 3	Graffiti control
1, 2, & 3	Other – Road safety audit

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



## **18. Estimate, Funding and Programming**

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

## **19. Delivery Schedule**

Use Interim SHOPP PIR Guidance.

## **20. External Agency Coordination**

Use Interim SHOPP PIR Guidance.

## **21. Project Reviews**

Use Interim SHOPP PIR Guidance.

## **22. Project Personnel**

Use Interim SHOPP PIR Guidance.

## **23. Attachments (Number of Pages)**

Use Interim SHOPP PIR Guidance.