

Louisiana Local Road Safety Program

Guidelines & Policies

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INTRODUCTION

The Local Road Safety Program (LRSP) 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 LRSP is intended to address improvements on local public roads.

The purpose of this document is to outline Louisiana's processes for analyzing safety data, conducting engineering studies, and establishing priorities for the LRSP in accordance with Title 23 of the Code of Federal Regulations Subchapter J Part 924.

The Louisiana Local Technical Assistance Program (LTAP) administers the LRSP in coordination with the DOTD for the benefit of Louisiana's Parish, Municipal and/or Tribal jurisdictions (also known to DOTD as LPAs - Local Public Agencies). The LTAP facilitates project application development and offers technical assistance to local public agencies in identifying safety priorities in their city and/or parish. To assist local agencies LTAP developed Local Road Safety Profiles which contain frequency based local road network screenings and statistical analysis identifying overrepresented crash characteristics. LTAP also facilitates submittal and review of applications for the LRSP.

This document provides guidance to LPAs as road owners when requesting consideration for funding under the LRSP. All projects must meet the criteria outlined in this document to be considered for LRSP funding.

OVERVIEW

The development of the LRSP is a result of the recognition that the safety of users over the entire transportation network, including locally owned (Parish or Municipal or Tribal) public roadways is of primary importance to the transportation safety mission of the Louisiana Department of Transportation and Development (DOTD), as well as, that of our local jurisdictions. The LRSP is intended to increase local community participation in roadway safety and to develop and implement safety improvements to reduce fatalities and injuries on locally owned public roads.

There is no mandated set aside for locally owned roads; however, all public roads are eligible for funding under the HSIP and the SHSP focuses on all public roads.

Although safety professionals recognize that infrastructure improvements alone are not the solution, the Highway Safety Improvement Program (HSIP) is a core federal aid program with a specific focus on infrastructure improvements (23 CFR 924). The LRSP aims to address the safety needs of local road users as evidenced in fatality and serious injury data, with particular regard to infrastructure and operations needs of local roadways across the state. That is, infrastructure and operations as opposed to driver behavior. Behavior modification emphasis areas are also addressed within the Louisiana's Strategic Highway Safety plan (SHSP) efforts toward reaching "Destination Zero Deaths" by the work of the State's Regional Safety Coalitions. These behavior modification emphasis areas and the methods used to address are further defined and discussed at <http://www.Destinationzerodeaths.com>

The Local Road Safety Program (LRSP) was established in 2006 as the implementation arm of the HSIP at the local level. The locally owned public roadways experience around 21% of the fatalities and 39% of severe injuries, yet make up roughly 73% of the highway miles in the state. For this reason, the focus of

the LRSP has been to implement low-cost safety improvements. Since its inception in 2006, local road data collection efforts have significantly improved. In conjunction with the local road data improvements, federal legislation has introduced the concept of performance management. Therefore, a more data-driven approach has been instituted in the LRSP project selection process and the efforts to develop parish safety profiles are some of the outcomes of the process change.

ELIGIBILITY

Funding for Local Road Safety Improvement Projects is available through the LRSP. Louisiana Parish, Municipal and/or Tribal jurisdictions with direct authority over impacted roadways are eligible to apply for LRSP funding.

Eligible safety projects include those for roadways and transportation systems owned and operated by parish, municipal and tribal road owners. Projects involving state roads are not eligible under this program.

LRSP PROCESS

Pre-Application Process

An outreach, education and implementation process has been established by the LRSP to focus efforts at the local level. At the core, this consists of Louisiana's Parish, Municipal and/or Tribal jurisdictions coordinating with the Louisiana Strategic Highway Safety Plan's (SHSP) Regional Transportation Safety Coalitions.

These coalitions, established by DOTD in each region of the State, help to facilitate a process that starts with examining each parish's Local Road Safety Crash Data Profile, then encourages stakeholder participation (transportation safety advocates from the public, parish/municipal administrations and staff, law enforcement, transportation planners, etc.). Outreach, education and coordination with these groups through the Regional Transportation Safety Coalition's Infrastructure and Operations Emphasis Area Working Group informs the development of a Local Road Safety Improvement Plan (LRSIP) for each Parish which will facilitate LRSP application submittals for locally vetted projects. It is envisioned that this proposed process, when fully implemented and repeated annually, will provide sustainability in terms of institutionalizing safety in the planning process and consistency in Local Public Agency involvement.

The *FHWA approved* methodology described herein, is consistent with the approved process used in the Louisiana Department of Transportation and Development's Highway Safety Improvement Program (HSIP) Project Selection Process. Safety improvement projects developed based on the data contained in the jurisdiction's profile will be eligible for funding consideration under the LRSP and the DOTD administered Highway Safety Improvement Program.

Parish's Local Road Safety Crash Data Profile

"Local Road Safety Crash Data Profiles" have been prepared by the DOTD and the LRSP for each Parish as part of the implementation activities of the Louisiana Strategic Highway Safety Plan (SHSP). These Local Road Safety Crash Data Profiles provide jurisdictions (Parishes, Municipalities and Tribal Governments) with information to more easily and efficiently evaluate local public road safety needs in each parish and principal municipalities. The data is compiled and presented to assist users in identifying potential problems, selecting appropriate countermeasures, and developing plans to implement lifesaving infrastructure improvements.

The data provided in these profiles have been compiled utilizing 2020-2014 local road crash data.

The profile contains a listing of roads (by road owner) rated by crash frequency and additional analyses on crash types, crash patterns and crash locations. The data are arranged in a way to allow users to quickly identify high priority roads and the associated causes of crashes. This information can be used as guide to select and implement lifesaving countermeasures designed to improve safety.

These *Local Road Safety Crash Data Profiles* have been distributed to each of the Top 20 Parishes in the State ranked by the number crashes on local roads.

Within the State, crashes are concentrated in the higher populated parishes. By focusing efforts on the parishes with the highest number of crashes, serious injuries, and deaths, the largest improvement in safety will result.

The Top 20 Parishes are ranked by the number crashes on local public roads. The list was developed by sorting, in descending order, the number of non-intersection, severe injury crashes for 2010-2014. The listed 20 parishes represent 91% of all reported local road crashes in the state of Louisiana.

Efforts have been focused on the top 20 parishes due to limited resources, but additional parishes may be addressed based on local interest and available resources.

Meanwhile, all of the other parishes (not in the Top 20) have been evaluated and spreadsheets are available through the LRSP, if requested in the preparation of a local road safety plan.

Local Regional Transportation Safety Coalitions’ “Infrastructure and Operations” Emphasis Area Working Group

Louisiana’s Parish, Municipal and/or Tribal jurisdictions are encouraged to participate in Louisiana’s Strategic Highway Safety plan (SHSP) efforts toward reaching “Destination Zero Deaths” by becoming a stakeholder in the Regional Safety Coalition in your area. There are nine coalitions established across the State. Information about your local Safety Coalition can be found at <http://www.Destinationzerodeaths.com>



Regional Safety Coalition meetings are attended by Regional Planning Commission and MPO Transportation Planners, local parish engineers and public works personnel, law enforcement agencies and other transportation safety advocates and professionals, these groups meet to promote safe design, maintenance and operation of the local public roadways within their region.

Specifically, with regards to Local Road Safety Program projects, the Regional Transportation Safety Coalitions facilitate an Infrastructure and Operations Emphasis Area Working Group. As part of their “road safety tool box”, this group uses the data analyses from their Local Road Safety Crash Data Profile from which transportation safety projects as conceived, evaluated, funded and ultimately constructed.

LPA’s Local Road Safety Improvement Plan (LRSIP)

It is one of the provisions of the LRSP that local public road owners (LPAs) use the data supplied by their Parish’s Local Road Safety Crash Data Profile as a foundation from which to develop a Local Road Safety Improvement Plan (LRSIP). The LRSIP can then be adopted by the Council or Police Jury resolution. Once documented and adopted the LRSIP can be implemented in a defensible and sustainable manner over time.

LRSIPs should reflect the LPA’s goals and aspirations with regards to addressing transportation safety concerns on locally owned public roadways within their jurisdiction. While not limited exclusively to LRSP projects the Parish or Municipality’s LRSIP should also coordinate with and reflect the Regional Safety Coalitions plan and goals. In turn the Regional Safety Coalition’s Regional Transportation Safety Plan meshes with the State’s Strategic Highway Safety Plan (SHSP) efforts.

The resulting LRSIP will include a list of transportation safety improvement projects for the region’s local public roadways derived by using the crash data analysis methodology from the Parish’s Local Road Safety Crash Data Profile. These high Potential for Safety Improvement (PSI) projects are identified, inventoried and documented in the LRSIP for future consideration. An added benefit of the LRSIP is that it encourages coordination with other transportation improvement efforts such as road maintenance, overlays, widenings, state DOTD work on adjoining State Routes and at intersections with local roadways. Another benefit is that as projects are identified in the LRSIP other funding streams such as Safe Routes to Public Places (SRTPP) and State Transportation Improvement Plan (STIP) can be considered to supplement LRSP funds and leverage projects scope and benefits.

Application Process

Project applications are required.

Louisiana jurisdictions (Parish, Municipal, or Tribal Governmental entities - LPAs) that own local public roads are encouraged to participate in the LRSP’s pre-application process (described above) to identify locations on their locally owned roadways have been determined, by analyzing the crash data, to have a high Potential for Safety Improvement (PSI). It is recommended that LPAs work with their local Regional Safety Coalition to draft a Local Road Safety Improvement Program to identify and prioritize projects prior to submitting individual projects for funding.

Local Road Safety Program and Application Guidance as well as a downloadable application form are

available at LTAP's website (<http://www.ltrc.lsu.edu/lrap/lrsp.html>).

Completed applications may be submitted anytime throughout the year. Project applications will be reviewed and eligible projects recommended for inclusion in the Local Road Safety Program on a quarterly basis.

Documentation Required for Project Application

Section I - Applicant Information

In addition to supplying the name, contact and identifying information for the project's sponsoring entity, referred to as the Local Public Agency (LPA), on the application form you will be required to designate and provide contact info for your LPA's Signatory Person and Responsible Charge Person. For more information on what is required of these persons please refer to http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/LPA/Pages/default.aspx

Section II - Engineering Consultant Information

DOTD is offering to provide and pay for all engineering services for design, plan preparation and construction inspection under the LRSP. In this case, DOTD will select consultants and contractors as specified in the Entity/State Agreements.

The LPA has the option to provide engineering services at their expense. If your LPA chooses to provide engineering services at your own expense, you will be required to provide contact information on your consultant choice at the time of application.

Section III - Project Background

Name and identify the location, affected roadways and extents of your proposed project.

Section IV - Purpose and Need

Document your participation in the LRSP pre-application process and the proposed project's roadway's ranking in your Parish's Local Road Safety Profile to satisfy the purpose and need criteria.

Otherwise the LPA must prepare and document their own purpose and need statement, focused on safety, that describes the methodology with which the LPA identified the potential project for which they are applying. Be sure to explain how the LPA determined the Potential for Safety Improvement (PSI) which would result from implementing the project.

Section V – Project Description

If the project has multiple routes or sites, copy and attach a description sheet for each.

Attach Route Analysis Spreadsheet (available through LTAP/LRSP) based upon crash data or other data to support countermeasure selection for proposed project.

Attach project location map(s); project boundary map (as per instructions in application) and site plan (if available).

Include photographs of the existing site and/or facility (as per instructions in application).

Attach Letters of Support from other supporting agencies, for example your local Metropolitan Planning Organization (MPO), Regional Planning Commission (RPC), Regional Safety Coalitions, DOTD District, Parish and/or Municipal Government, etc.

The LPA, as owners of the roadway on which a project is recommended (and therefore the improvements) assume responsibility for assuring the maintenance and operation of the project. Include a brief description of the Maintenance and Operating Plan the LPA will use for this project after it is completed.

Section VI – Project Cost

As completely and accurately as possible itemize all project elements and their costs on the form provided in the application using DOTD Item Numbers and expected costs supplied in the pre-application process and at www.dotd.la.gov. Consider inflationary costs due to the amount of time (3+ years) project is anticipated to require for completion.

Section VII – Certification

Certify that the signatory has legal authority to enter into contract to implement this project. Certify that all information provided is complete and accurate to their best knowledge. Acknowledge that if the project is accepted, the funding and scope of work requested in this application shall not be changed from that originally requested without written approval. Sign and date the application.

Project Selection Process

Application Submittal

To save time in processing your application, please follow these directions and provide all requested application documentation as completely and accurately as possible. Please either submit the application in .pdf form or if you submit a hard copy, paperclip your application together, no other binding is necessary. Please note this application will be reproduced, so please provide maps in a "reproducible friendly" format on 8-1/2" X 11" paper.

Send Project Applications to:

Leonard Marretta, LRSP Manager
Local Technical Assistance Program
Louisiana Transportation Research Center
4101 Gourrier Avenue
Baton Rouge, LA 70808
Phone: (225) 767-9122
Email: Leo.Marretta@la.gov

Project Application Receipt Acknowledgement Letter

After submitting your application, you will receive a confirmation e-mail which will contain information on how to proceed. The LRSP staff will contact you if additional information is necessary.

Review and Evaluation Committee

The LRSP utilizes a Review and Evaluation Committee composed of LADOTD project engineers and representatives from the Local Technical Assistance Program (LTAP). This Committee recommends projects for inclusion in the Local Road Safety Program to the LADOTD Safety Section on a quarterly basis. Funding for selected projects is approved considering the safety benefits of eligible applications, the annual funding levels and other criteria.

The Local Road Safety Program utilizes a streamlined process that is a bit different from that of the larger state road projects. It focuses on using the crash and roadway characteristics that are available through a process and methodology vetted by LADOTD and approved by FHWA. Project locations identified using this methodology are selected for inclusion in the LRSP based upon their use of FHWA proven safety countermeasures to affect a high potential for safety improvements (PSI) in areas where there has been an overrepresentation of severe and fatal crashes on a local road network. Projects are selected from applications generated by local entities, from applications from regional safety coalitions and through systemic data analysis process conducted by the LRSP staff. LOW COST, HIGH PSI, DATA DRIVEN PROJECTS ARE ENCOURAGED.

The following low cost Proven Safety Countermeasures are the standard for LRSP projects:

- Roadside Design Improvement at Curves
- Reduced Left-Turn Conflict Intersections
- Systemic Application of Multiple Low Cost Countermeasures at Stop-Controlled Intersections
- Leading Pedestrian Interval
- Local Road Safety Plan
- USLIMITS2
- Enhanced Delineation and Friction for Horizontal Curves
- Longitudinal Rumble Strips and Stripes on 2-Lane Roads
- Median Barrier
- Safety EdgeSM
- Backplates with Retroreflective Borders
- Corridor Access Management
- Dedicated Left- and Right-Turn Lanes at Intersections
- Roundabouts
- Yellow Change Intervals
- Medians and Pedestrian Crossing Islands in Urban and Suburban Areas
- Pedestrian Hybrid Beacon
- Road Diet
- Walkways
- Road Safety Audit

For more information please refer to FHWA's Proven Safety Countermeasures at <https://safety.fhwa.dot.gov/provencountermeasures/>

Project Recommended for Inclusion in the LRSP

If a proposed project scores well at the Review and Evaluation Committee's quarterly meeting it is recommended for inclusion in the Local Road Safety Program. At this point the LPA will receive a letter from the LRSP Manager by email notifying them that their proposed project has been recommended for inclusion in the LRSP.

Feasibility Study and Cost Benefit Analysis. Site Visits

Recommended projects are then evaluated for feasibility and a cost benefit analysis is prepared to move the project towards funding allocation. This step may involve site visits and further analysis by DOTD's consulting engineers.

Entity/State Agreement Signed

Once a viable project is agreed upon by DOTD and the LPA then DOTD will draft an Entity/State Agreement for both parties to sign. This agreement is a legally-binding contract between the Entity and LADOTD. This Entity/State Agreement details roles and responsibilities for each party in a contractual document. In order to expedite initiation of the process, the Entity/State Agreement should be signed and returned to DOTD within 60 days of receipt. Following an executed agreement, the DOTD Project Engineer works with the LPA's Person in Responsible Charge for this project to coordinate the next steps in the project development and implementation process.

Funding

A committee comprised of representatives from DOTD, FHWA, the Louisiana Highway Safety Commission, and the Local Technical Assistance Program (LTAP) meet once a year to review DOTD's safety budget and fund as many Local Road Safety Program applications with an executed entity/state agreement as possible.

Ineligible Items

Though not a comprehensive list, there are some activities that will not be funded through the LRSP:

1. Administrative costs are not compensable. The LPA is responsible for these costs. Some examples of actions considered to be administrative are application preparation, certification and transmittal, coordination with LADOTD, LPA Responsible Charge's Time or Expenses. Engineering consultant selection, management and charges for the resulting product, should the LPA choose to hire their own (as per section II of the Application, ENGINEERING CONSULTANT INFORMATION) are not considered eligible expenses.
2. Reconstruction/rehabilitation projects are not eligible for funding through the program. These projects are considered maintenance projects and should be part of an LPA's normal maintenance program.
3. Local Road Safety Program funds cannot be used for utility relocation. LRSP funds will only pay for adjustment of utilities (such as manholes or water meter that need to be raised due to sidewalk construction).
4. Actions (or work) taken prior to USDOT/FHWA project authorization are not eligible for compensation. This does not mean the portion of the action done before authorization is ineligible and the portion done after authorization is eligible. None of the action is eligible. For example, if the Entity intends to be compensated for their right-of-way acquisition, and if they inadvertently begin work before authorization, none of the right-of-way acquisition is eligible for reimbursement.

Items that are ineligible for funding by the Local Road Safety Program can be included in the construction contract as nonparticipating items with the funding to be provided by the LPA or others.

Project Implementation

Approved projects will be implemented in two phases: (1) Engineering and Design, followed by (2) Construction. Before these phases can be implemented, the development and signature of Entity/State Agreement is required. These agreements will specify that the local LPA and LADOTD will perform the following:

1. Engineering and Design Phase:

LADOTD normally will conduct the consultant selection process on behalf of the LPA. The Entity also has the option to hire their own consultant to perform engineering (as per Section II Engineering Consultant Information of the LRSP Application). If the Entity chooses to hire their own consultant resulting engineering cost will not be reimbursed.

- LADOTD will select consultants to conduct appropriate engineering studies, project designs, plan preparation, prepare estimates and construction bid proposals.
- They will also be responsible for construction administration and inspection.
- The 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 LPA will appoint a project manager who will have responsible charge of the project during the construction and design phases. For more information see http://wwwsp.dotd.la.gov/Inside_LaDOTD/Divisions/Administration/LPA/
- The consultant will schedule a Plan-in-Hand meeting with the LPA and LADOTD to review the project and provide the necessary deliverables for the installation and/or construction phase.

2. Construction Phase:

- The consultant will prepare construction proposals. LADOTD will advertise for and receive bids for the work on behalf of the LPA. The bids will be tabulated, extended and summarized to determine the official low bidder. The award of contract will be made by LADOTD on behalf of the local LPA following concurrence by the Federal Highway Administration and the LPA.
- Construction contracts will be prepared and processed by LADOTD for the local Entity.
- The contractor will perform the work and invoice DOTD who will pay the contractor.
- Standardized forms may be provided by LADOTD for consultant and contractor invoices; issuance of task orders by the LPA to consultant and/or contractors; and reimbursement requests.
- The Entity/State agreement will include a requirement to describe how safety improvement projects will be monitored and maintained at the expense of the LPA.

Cost Increases

Funding for project costs in excess of those awarded initially will not be provided. Therefore, obtaining realistic cost estimates for the services to be performed are extremely important to insure that adequate funding is provided. Funding requests should take into account that the project will not be under construction until the third (3rd) year in the program.