



Louisiana Local Public Agency Manual for Accessing Federal & State Transportation Funds Through DOTD¹

General Information

July 2011

Purpose of the Manual

The purpose of the Local Public Agency (LPA) Manual is to familiarize the public agencies with the programs that are available to them through the DOTD for local transportation and public works projects. It is also intended to help Louisiana's public agencies fulfill the requirements of planning, environmental clearance, design, right-of-way purchase, construction and maintenance of transportation facilities using state or federal funds. To assist agencies in accomplishing these goals, the manual describes the processes, documents, and approvals necessary to obtain Federal Highway Administration (FHWA) federal aid funds or state funds through DOTD to develop local transportation projects and defray the **sponsoring entity's** costs. A **sponsoring entity** is a local public agency that initiates and sponsors a project to be included in the DOTD Highway Program, Public Works projects and Intermodal Transportation Programs using state and/or federal funds.

The first section of this manual gives an overview of the available programs administered by DOTD. It will identify how to get a project into a program and answer some frequently asked questions.

The second part of the manual, the appendix, is a compilation of information from many sources. It can serve as a reference source for administrative and field personnel in any governmental agency. The manual describes project development requirements and also outlines procedures for obtaining approval when local conditions warrant departures from DOTD adopted criteria.

**These are Cost
Reimbursable Programs;
Do Not Spend Money
Without Prior Written
Approval**

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- Transportation Enhancement Program (TEP)
- Local Roads Safety Program (LRSP)
- Safe Routes to School (SRTS)
- Off System Bridge Replacement (OSBR) Program
- High Priority Project Program (“DEMO” Projects)
- Transportation, Community and System Preservation (TCSP) Program
- National Scenic Byways Program
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Federal Transit Administration (FTA) Funded Programs

- Public Transportation Programs

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Background

The successful delivery of transportation projects is only achieved through an effective partnership between the Department of Transportation and Development (DOTD) and local public agencies (LPA). DOTD has and will continue to develop programs and processes that provide local governments the necessary tools to successfully deliver transportation projects so federal and state stewardship and oversight obligations can be met and projects can be implemented in the most efficient and effective manner possible.

APPLICABILITY

This manual is applicable to any LPA-sponsored project receiving either federal aid or state funding through DOTD. The project contracts are executed between the **sponsoring entity** and the contractor/consultant. **THESE ARE COST REIMBURSABLE PROJECTS**. (*Exception: The Off-System Bridge Replacement (OSBR) project contracts are executed and managed by DOTD and are matched directly by DOTD with Parish Transportation Funds*).

Many of the legal requirements that local governments must meet for transportation projects funded through DOTD programs are no different than requirements the local governments would need to meet for any other state funded capital outlay project.

AUTHORITY

Federal law authorizes state transportation departments to enter into Entity-State Agreements with LPAs to administer federal-aid projects provided certain criteria are met. Any LPA that chooses to take advantage of this opportunity must adhere to applicable state and federal laws.

BACKGROUND – FEDERAL FUNDS

Section §1904 of the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) (2005) requires that the states be fiscally responsible for the sub-recipients' (LPA's) proper expenditure of federal aid funds. DOTD is responsible to ensure that the federal transportation funds are properly obligated, authorized and utilized. (Federal authorization is when FHWA officially approves the project and establishes the funding for the project in the federal financial system.) For all projects, including LPA projects, this responsibility extends from the programming of the funds through project completion and closeout.

With the exception of the Off-System Bridge Replacement (OSBR) Program where the design and construction inspection is administered by DOTD, the LPAs are responsible for all aspects of design and, unless otherwise established in the Entity-State

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Agreement, responsible for providing construction inspection to DOTD's standards to ensure that the project is constructed in accordance with the contract documents and specifications. Federal funds may be used to fund the design and construction inspection, but the contracts must be advertised and selected through the DOTD [Consultant Contract Services process](#) (unless the LPA has a federally approved selection process). This cannot be done until the project is authorized by FHWA.

The LPA sponsored projects must be compliant with all applicable federal and state requirements. Non-compliance can result in partial or complete withdrawal of federal participation in the project. In the event of the LPA's noncompliance with applicable requirements, DOTD may impose such contract sanctions as it, or the Federal Highway Administration (FHWA), may determine to be appropriate, including but not limited to withholding of payments to the LPA until the LPA complies; and/or cancellation, termination or suspension of the Entity-State Agreement, in whole or in part. Where reimbursements have been made, FHWA has the authority to seek repayment from DOTD for non-compliance. DOTD has the authority to seek repayment if the LPA's non-compliance is not resolved.

GENERAL EXPECTATIONS/OBLIGATIONS

DOTD has responsibility for assuring that federal funds are properly utilized throughout project development and delivery. DOTD also assists the LPAs so that they are successful in their implementation of transportation and public works projects.

Some of the major DOTD federal-aid oversight activities include:

- Project programming (Verify Funding/Agreement)
- Phase approvals (Project Development, Right of Way and Construction) (A request for approval must be made by the LPA to the project manager prior to beginning a phase. The LPA project manager will obtain authorization from the FHWA and will send a Notice to Proceed (NTP) notification letter to the LPA)
- National Environmental Policy Act (NEPA) studies and approvals
- Consultant procurement (Request for Proposal (RFPs), etc.), as necessary
- Design review at key milestones
- Design exception approval (*Exception: Off-System Bridge Replacement (OSBR) – **Sponsoring entity** approves for [Rural Local \(RL\) roadway classifications](#) (http://www.dotd.la.gov/highways/project_devel/design/road_design/Memoranda/English_Design_Guidelines.pdf); RL-1 and RL-2 roadways and recommends for approval for RL-3 roadways)*)
- Right of Way Certification after the sponsoring entity has acquired the right-of-way per federal and state requirements
- Plans Specifications and Estimates Approval - Bid package review/award

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- Civil Rights monitoring and Disadvantaged Business Enterprise (DBE) goal setting
- Construction administration reviews to ensure the **sponsoring entity** or their consultant is properly documenting the construction of the project.
- Project acceptance/financial closeout

GENERAL LPA EXPECTATIONS

The LPA shall provide a full time employee of the Local Public Agency that will be in “responsible charge of the project”. This person is not required to be an engineer. This duty may also be shared among a number of public agency employees.¹ The LPAs must maintain administrative records of project development and delivery activities that sufficiently demonstrate compliance with federal requirements i.e. quantities of materials delivered, used and rejected, records supporting pay quantities, compliance with the American with Disabilities Act (ADA), staffing and inspector qualifications, inspection records, etc. These records must be maintained and available for review by FHWA or DOTD for a minimum of five years after final financial closeout of the project. The following list includes some of the obligations that an LPA must meet:

- Perform adequate project scoping to accurately define the project (*Exception: OSBR – **Sponsoring entity** chooses projects from priority list*)
- Preparation of National Environmental Policy Act (NEPA) documents (*depends on program; DOTD may perform this for some programs*)
- Public involvement during the NEPA process as well as other phases of the project, as appropriate
- Project design (*in part or whole depends on the program*)
- Design Quality Control/Quality Assurance (QC/QA) (*in part or whole depends on the program*)
- Obtain Permits (*Federal Aviation Administration (FAA), Scenic River, wetlands, bridge, etc*) which may require fees and/or mitigation at the LPA’s expense
- Right of way acquisition
- Utility Agreements
- Preparation of bid documents (*in part or whole depends on the program*)
- Construction management (*depends on the program*)
- Project acceptance (*depends on the program*)
- Financial controls/invoicing (*depends on the program*)

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The LPA Project Management Representative's Expectations

The LPA's representative (the Responsible Charge designee)¹ is responsible for ensuring that project specifications and all federal and state regulations applicable to highway construction projects are met. The LPA's representative/Responsible Charge¹ must have the responsibility, authority and resources to effectively manage the project and will serve as the LPA contact for all issues. The representative/Responsible Charge¹ must be actively engaged and familiar with project progress and make final decisions on project development and delivery. The project¹ must follow the inspection requirements set forth by the DOTD construction contract administration manual during the project construction. Generally the LPA Responsible Charge¹ is responsible for:

- Acting as the primary point of contact for the Entity with the DOTD Project Manager¹
- Overseeing project activities; cost, time adherence to contract requirements, design and construction quality and scope¹
 - Confirmation of Funding Availability/ Authorization of different phases of the project
 - Consultant Contract Administration
 - Assurance of Timely Submittals to DOTD Project Coordinator
 - Assurance of LPA Project Progress and Flow
 - Assurance of Adequate Construction Inspection
 - Reimbursement Requests/Documentation
- Ensuring the contract is properly recorded¹
- Directing project staff, agency or consultant, to carry out project administration and contract oversight including proper documentation¹
 - Completion of the Federal application for funding allocation to Louisiana (if required by the program).
 - Coordination of Entity-State Agreement Review/Signature
 - Stage 0, Feasibility Report
 - Stage 1, NEPA documents
 - Right-of -Way Acquisition per state and federal requirements
 - Utility Agreements and Utility Certification Letter
- Being aware of the qualifications, assignments and on-the-job performance of the agency and consultant staff at all stages of the project¹

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- Assurance of Compliance with Civil Rights, Environmental, Materials Acceptance Requirements (*DOTD district personnel and/or the Consultant Construction Contract Administrator*)
- Making or participating in decisions about changed conditions or scope changes that require change orders or supplemental agreements¹
 - Local Approval of Change Orders (*depends on the program*)
- Reviewing financial processes, transactions and documentation to ensure that safeguards are in place to minimize fraud, waste and abuse¹
- Maintaining familiarity of day to day project operations & safety issues¹
- Visiting and reviewing the project on a frequency that is proportionate with the magnitude and complexity of the project¹
- Attending all project related meetings (It is understood that if the person in Responsible Charge is not in attendance, the meeting will be cancelled)¹

The LPA may utilize a contract employee to manage day-to-day progress of the project.

The DOTD Project Manager Expectations

DOTD will assign a project manager (PM) to work with the LPA Responsible Charge to provide guidance, as needed, for all aspects of project development. However, the PM is not responsible for specific project administration, and the LPA Responsible Charge must not expect the PM to provide quality control for their consultant's work. The PM will be the LPA Responsible Charge's liaison with DOTD staff having an approval, review or advisory role for the project. It is essential that adequate communication and coordination between the LPA Responsible Charge and the PM be maintained. Unless otherwise indicated all communication to DOTD support and review staff must be coordinated with, or through, the DOTD Project Manager.

General activities the PM is responsible for include:

- Providing the LPA Responsible Charge with applicable guidance materials, forms, checklists
- Receiving all submittals from LPA Responsible Charge and coordinate DOTD review
- Providing feedback to LPA Responsible Charge on all submittals

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- Providing guidance as issues are identified
- Monitoring LPA Responsible Charge schedule to ensure federal obligations can be met
- Acting as liaison between LPA Responsible Charge project manager and DOTD technical staff

The DOTD District Construction Coordinator Expectations

The DOTD will assign a project engineer from its District Office to serve as a district construction coordinator (DCC) for the DOTD during project construction. The District Construction Coordinator (DCC) assumes the role as DOTD's project coordinator once the project has been awarded and proceeds to construction. The DCC provides the required DOTD oversight for the construction project and is a resource to the LPA Responsible Charge and their project manager. The DCC is familiar with a wide range of construction activities and will be the single point of contact for all DOTD site visits and project reviews during construction. No other DOTD staff performs construction inspections without the prior knowledge of the DCC. This allows the DCC to be on site and facilitate the inspection.

The DCC's primary role is to oversee the LPA Responsible Charge's construction contract's project manager. The LPA PM's responsibility is to ensure the contractor conforms with project specifications and specific legal or regulatory requirements through periodic project reviews. The DCC is expected to use his/her professional judgment to determine which aspects of the project should be evaluated during each review. The DCC is responsible for providing a general level of oversight during the construction process. The DCC is not responsible or accountable for actions/inactions of the LPA or their contractor. Throughout construction the DCC may enlist the support of other DOTD staff to assist in the oversight of the locally administered projects, as needed. A few of the DCC's oversight duties will include:

- Attending preconstruction/progress meetings
- Periodically reviewing project documentation
- Verifying materials acceptance procedures
- Periodically spot checking inspection of work (does not substitute for LPA Construction Engineering Inspection)
- Reviewing/approving reimbursement requests
- Participating in work/change orders as appropriate
- Participating in final project inspection

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Projects on State Routes

For a LPA sponsored project selected on a **state route** the procedures from above **may** change. DOTD **may** choose to perform the following activities.

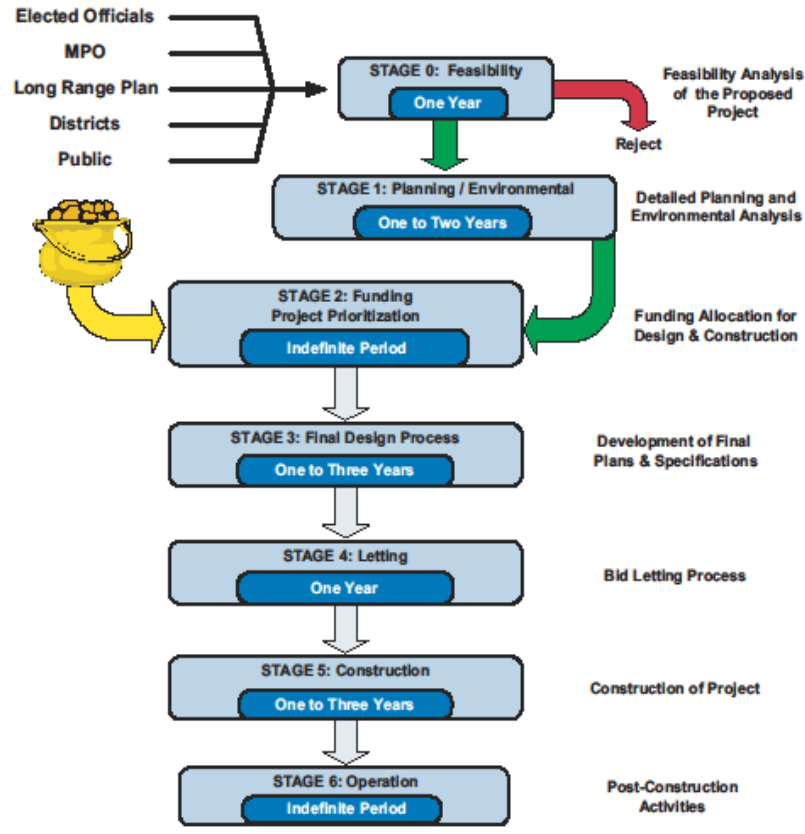
- Preparation of Feasibility Reports
- Project design (*in part or whole depends on the program*)
- Design QC/QA
- Public participation
- Right of Way Acquisition
- Utility Agreement
- Preparation of bid documents
- Construction management/Construction Inspection
- Project acceptance
- Obtain permits and the required mitigation
- Financial controls

To ensure that clear expectations have been communicated, the DOTD will document in the Entity-State Agreement the activities they will perform from the list above.

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THE LOUISIANA HIGHWAY PROJECT DELIVERY PROCESS

This seven-stage project delivery system takes an integrated, multi-disciplinary team approach to managing and delivering projects, streamlining an often complex process. Project managers are responsible for a given project from "cradle to grave", and project timetables reflect project delivery dates, rather than the more unpredictable bid letting date, to more accurately represent project schedules.

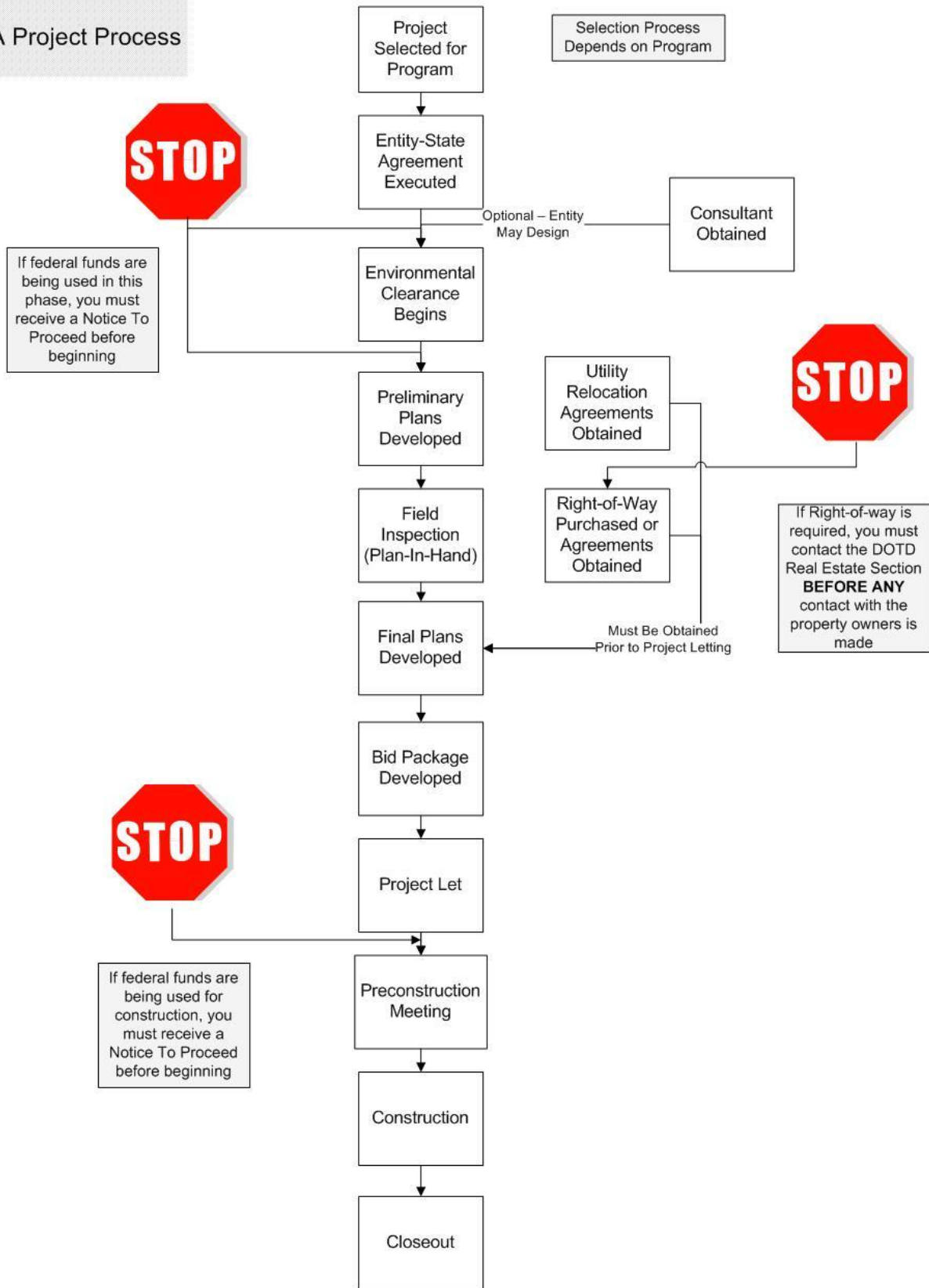


STAGE 0 FEASIBILITY STUDY	TYPICAL ACTIVITIES <ul style="list-style-type: none"> Develop preliminary purpose and need for project Examine technical feasibility Conduct preliminary scan to identify potential impacts to the human & natural environment Develop preliminary scope and budget 	TIME REQUIRED <ul style="list-style-type: none"> Typically one year for major projects Very large or highly complex projects may require several years to properly evaluate <p>★ <i>Outcome: Go / No Go decision</i></p>
STAGE 1 PLANNING/ ENVIRONMENTAL	TYPICAL ACTIVITIES <ul style="list-style-type: none"> Develop alternative corridors/alignment Conduct public meetings and hearings Document impacts to both the human and natural environment Select preferred alternatives Identify mitigation for environment impacts Develop project scope Develop project budget 	TIME REQUIRED <ul style="list-style-type: none"> Typically 1 to 2 years for major projects Very large or highly complex projects may require 3 years or longer <p>★ <i>Outcome: Conceptual design and environmental decision, scope and budget memorandum</i></p>
STAGE 2 FUNDING	TYPICAL ACTIVITIES <ul style="list-style-type: none"> Identify funding for design and construction Establish project delivery date 	TIME REQUIRED <ul style="list-style-type: none"> Indefinite period Funds for a project are dependent on appropriation of State and/or Federal funds <p>★ <i>Outcome: Financial Plan</i></p>
STAGE 3 FINAL DESIGN	TYPICAL ACTIVITIES <ul style="list-style-type: none"> Develop final plans, specifications, and estimates Obtain any required Federal or railroad permits or agreements Acquire right-of-way Obtain utility relocation agreements Develop traffic management plan and procedures 	TIME REQUIRED <ul style="list-style-type: none"> Typically 1 to 3 years for major projects Very large or highly complex projects may require more than 3 years <p>★ <i>Outcome: Delivery of RW, utility agreements, and final construction documents</i></p>
STAGE 4 LETTING	TYPICAL ACTIVITIES <ul style="list-style-type: none"> Establish letting date Determine construction period Prepare contract Develop public information plan Conduct bid letting Award the contract 	TIME REQUIRED <ul style="list-style-type: none"> Typically 1 year for major projects <p>★ <i>Outcome: Project scheduled, bids received, contract awarded</i></p>
STAGE 5 CONSTRUCTION	TYPICAL ACTIVITIES <ul style="list-style-type: none"> Construction process continues until project is completed Implement Public Information Plan Implement Traffic Management Plan Follow through on environmental mitigation 	TIME REQUIRED <ul style="list-style-type: none"> Typically 1 to 3 years for major projects Completion of the construction process is dependent on many variables such as complexity, location, and weather <p>★ <i>Outcome: Construct and open to use</i></p>
STAGE 6 OPERATION	TYPICAL ACTIVITIES <ul style="list-style-type: none"> Dispose of excess right-of-way Comply with environmental monitoring and commitments Document new utilities Monitor materials performance and warranties Evaluate project for ease of maintenance and for smooth traffic operations 	TIME REQUIRED <ul style="list-style-type: none"> Indefinite period <p>★ <i>Outcome: Operate, evaluate performance, and maintain</i></p>

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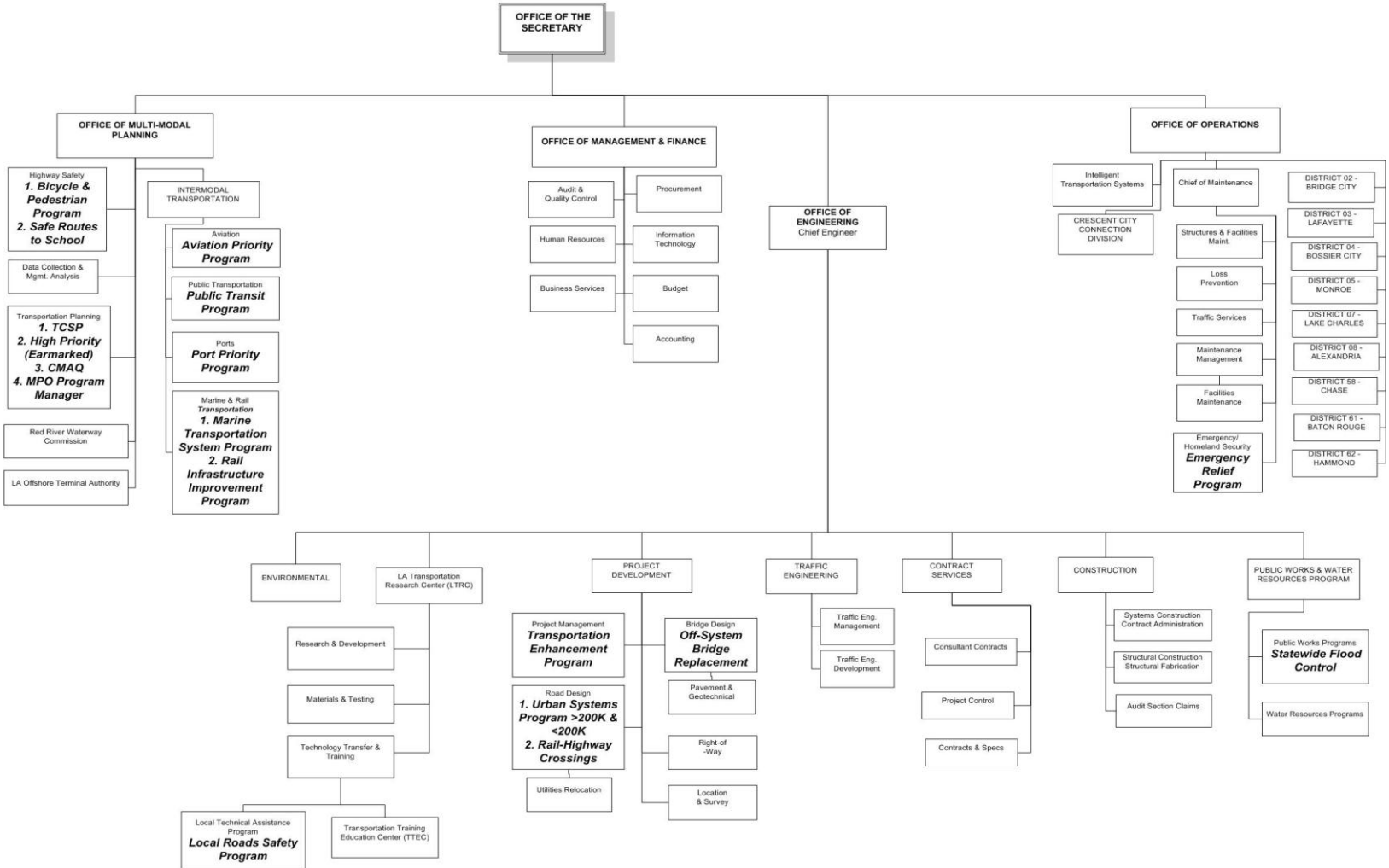
LPA Manual for Accessing Federal & State Transportation Funds¹
Project Flowchart

LPA Project Process



LPA Manual for Accessing Federal &
 State Transportation Funds¹
**DOTD Organizational
 Chart**

Louisiana Department of Transportation and Development



Proposed Structure Subject to 2011 Legislation

Description of each program
Federal Highway Administration (FHWA)

NOTE: FHWA FUNDS ARE NOT A GRANT. DO NOT BEGIN WORK PRIOR TO RECEIVING A NOTICE TO PROCEED FROM DOTD FOR ALL REIMBURSABLE WORK

Federal Highway Administration Programs Fact Sheets
<http://www.fhwa.dot.gov/safetealu/factsheets.htm>

- [Surface Transportation Program \(STP\) >200K and <200K](http://www.fhwa.dot.gov/safetealu/factsheets/stp.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/stp.htm>)
- [Metropolitan Planning Program](http://www.fhwa.dot.gov/safetealu/factsheets/mp.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/mp.htm>)
- [Congestion Mitigation and Air Quality Program \(CMAQ\)](http://www.fhwa.dot.gov/safetealu/factsheets/cmaq.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/cmaq.htm>)
- [Transportation Enhancement Program \(TEP\)](http://www.fhwa.dot.gov/safetealu/factsheets/transenh.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/transenh.htm>)
- [Local Roads Safety Program \(LRSP\)](http://www.fhwa.dot.gov/safetealu/factsheets/hsip.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/hsip.htm>)
- [Safe Routes to School \(SRTS\)](http://www.fhwa.dot.gov/safetealu/factsheets/saferoutes.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/saferoutes.htm>)
- [Off-System Bridge Replacement Program \(OSBR\)](http://www.fhwa.dot.gov/safetealu/factsheets/bridge.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/bridge.htm>)
- [High Priority Project Program \(DEMO Projects\)](http://www.fhwa.dot.gov/safetealu/factsheets/highpriproj.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/highpriproj.htm>)
- [Transportation, Community, and System Preservation Program \(TCSP\)](http://www.fhwa.dot.gov/safetealu/factsheets/tcsp.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/tcsp.htm>)
- [National Scenic Byways Program](http://www.fhwa.dot.gov/safetealu/factsheets/scenic.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/scenic.htm>)

FHWA Federal Fact Sheet Links

- [FHWA Recreational Trails Program for Louisiana \(FRTPL\)](http://www.fhwa.dot.gov/safetealu/factsheets/rectrails.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/rectrails.htm>)
- [Railway-Highway Crossings](http://www.fhwa.dot.gov/safetealu/factsheets/railcrossings.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/railcrossings.htm>)
- [Emergency Relief Program \(ER\)](http://www.fhwa.dot.gov/safetealu/factsheets/emergencyrelief.htm)
(<http://www.fhwa.dot.gov/safetealu/factsheets/emergencyrelief.htm>)

How is a Project Programmed?*

***For More Details on Each Program See Specific Program Information Found on
Pages 27-65**

Surface Transportation Program (STP) >200K and <200K

This program provides federal funds to metropolitan areas to use on their federal aid highways. (*Federal-aid highways* include highways on the Federal-aid highway system and all other public roads not classified as local roads or rural minor collectors.)

For STP >200K and <200K funded projects, the Metropolitan Planning Organization (MPO) or their consultant or the **sponsoring entity** completes the Stage 0 documentation as outlined in Chapter 6 of the Stage 0 Manual of Standard Practice. The documentation is submitted by the MPO to the DOTD Urban Transportation Planning Engineer within the Transportation Planning Section for review. The documentation is reviewed for completeness, ensuring that funding is available and the MPO's program is fiscally constrained.

If everything is deemed satisfactory, the DOTD Urban Transportation Planning Engineer will approve the Stage 0 documentation, obtain a project number, and send a memorandum to the DOTD >200K or <200K Program Manager indicating the project has been approved for further processing through Stage 1, NEPA process. A copy of the Stage 0 study and/or memorandum is also sent to other appropriate DOTD sections and district.

Any significant changes to the approved project scope or budget must be submitted to the DOTD Urban Transportation Planning Engineer for approval. The DOTD Urban Transportation Planning Engineer reviews the MPO Transportation Improvement Program (TIP) to ensure fiscal constraint. If a project on the TIP does not have an approved Stage 0, then the TIP will not be accepted.

Once a construction project is approved and included in the program, the project is managed like a typical DOTD project. It is assigned a project manager and is subject to all standard reviews as described in the Road Design [Plan Preparation Manual](#)

Some projects that use STP >200K or <200K are studies/research and must be included on the TIP. A request is submitted to the Urban Transportation Planning Engineer to use the funds. A scope of services and description of the study must accompany the request. If the MPO has an approved consultant selection procedure they can advertise and select a consultant once DOTD and FHWA have approved the request/scope. If the project is a study, then it will be reviewed and approved by the DOTD Office of Multimodal Planning.

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Congestion Mitigation and Air Quality (CMAQ) Program

This program provides assistance only to parishes in the air quality maintenance or non-attainment areas. DOTD will issue a call for projects from qualified applicants during even numbered years. The State, MPO's, parishes and municipalities in areas that qualify for CMAQ funds can submit applications. All applications will be required to have a Stage 0 document and air quality analysis. Proposed projects and the air quality analysis shall be in conformance with guidance from FHWA.

Applications will be reviewed and chosen by a selection committee. Members of the committee include: the DOTD Transportation Planning Engineer, DOTD Air Quality Engineer, DOTD Road Design Representative, FHWA representative (ex officio), LA Department of Environmental Quality (DEQ) representative, and DOTD Public Transit Administrator.

Projects are graded on both their quantitative and qualitative benefits.

Transportation Enhancement Program (TEP)

A "call for applications" is sent to potential **sponsoring entities** and posted on the DOTD website every two years (odd numbered years unless otherwise advertised). The applications will be received by DOTD from June 1st – July 31st of the selection year. The **sponsoring entity** can obtain a copy of the application on the TEP website.

The applications are reviewed for eligibility by the Enhancement Coordination Committee, which is comprised of the following DOTD staff: TEP Manager, TEP Coordinator, Architect, Landscape Architect and FHWA representative. Eligible projects are sent to the respective DOTD District Administrator for selection.

Sponsoring entities are notified in writing of acceptance into the program.

Local Roads Safety Program (LRSP)

The purpose of this program is to reduce deaths and serious injuries on Louisiana's local road system. Program services include:

- Outreach and information sharing
- Technical assistance to local agencies and communities
- Free road safety training
- Funding for low cost safety improvements on locally owned roads.

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State Transportation Funds¹
How is a Project Programmed?

Projects involving state roads are not eligible under this program.

The Louisiana Local Road Safety Program utilizes a Review and Selection Committee composed of representatives from local government, DOTD, FHWA, the Louisiana Highway Safety Commission and the Local Technical Assistance Program (LTAP). The Committee recommends a priority ranking of projects to the DOTD Safety Section, which then approves funding of specific projects. Sponsoring entities are notified in writing of acceptance into the program.

Low-cost projects are encouraged. Selection of projects is based on: safety benefits of eligible applications, annual funding level and other criteria. DOTD will select consultants (as necessary) and let the contract as specified in the Entity-State Agreements. The **sponsoring entity** will enter into a contract with the consultant and contractor. Approved project costs will be reimbursed per specifications in the Entity-State Agreement. All purchases must be made according to state contract regulations as specified by the LA Division of Administration.

The application deadline is January 15th each year. The formal application can be found at <http://www.ltrc.lsu.edu/ltap/lrsp.html>

Safe Routes to School (SRTS)

Funds are awarded through an application process. Applications are accepted during the months of January and February of each year. The application and guidelines are posted on the DOTD website and can be downloaded at http://www.dotd.la.gov/planning/highway_safety/safe_routes/ Applications are graded and prioritized by the SRTS staff based on their conformance with the goals of the program. The SRTS Advisory Board composed of state officials from various state agencies, reviews the prioritized list and recommends adjustments if needed. The top applications are approved based on funds available.

Sponsoring entities are notified in writing of acceptance into the program.

Off-System Bridge Replacement (OSBR) Program

The matching funds for this program are provided by the Parish Transportation Fund. The purpose of this program is to improve the safety of the traveling public by eliminating deficient parish bridges. Every two years each parish police jury receives a list of deficient bridges in their parish that qualify for this program. This list includes the structure number, the sufficiency rating and an estimated cost for replacement.

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How is a Project Programmed?

In addition to this list they will receive their funding allocation. The funding allocation to each parish is the respective pro rata share of deficient off-system bridges based on deck area.

With this information, the parish police juries are requested to provide a fiscally constrained prioritized list. The Off-System Bridge Replacement Manager provides a completed Stage 0 study of prioritized bridges to the DOTD Transportation Planning Section for inclusion into the program.

High Priority Project Program (Earmarked Projects)

The purpose of this program is the designation of funds by Congress to specific projects. This program has federal funds designated to a specific project by law. All projects have a **sponsoring entity**. The request to Congress is usually made by an application for a project. The funds are appropriated by Congress. These funds can only be applied to the specific project scope designated by law.

Transportation, Community and System Preservation (TCSP) Program*

The purpose of the Transportation, Community, and System Preservation (TCSP) Program is to provide funding for a comprehensive initiative including planning grants, implementation grants and research to investigate and address the relationships between transportation, community, and system preservation and to identify private-sector-based initiatives.

States, metropolitan planning organizations, local governments and tribal governments are eligible recipients (**sponsoring entities**) for TCSP program discretionary funding. This includes towns, cities, public transit agencies, air resources boards, and school boards. Non-governmental organizations that have projects they wish to fund under this program are encouraged to partner with an eligible recipient as the project's **sponsoring entity**.

The types of projects eligible for this discretionary funding include:

- Planning and implementation strategies improving the efficiency of the transportation system
- Reducing the environmental impacts of transportation
- Reducing the need for costly future public infrastructure investments
- Ensuring efficient access to jobs, services and centers of trade

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- Examining development patterns and identifying strategies to encourage private sector development patterns which achieve these goals

The **sponsoring entity** should notify DOTD once Congress passes the funding for the project. It is recommended that the **sponsoring entity** notify DOTD when the project/funding is designated by law. Once funding is approved by Congress, a federal application providing additional project information is required before the funding can be allocated to Louisiana. The **sponsoring entity** should work with the DOTD to complete this application and provide it to the FHWA Division office for review and approval.

Once approved, funding will be allocated to Louisiana and is available for reimbursement. Every effort should be made to obligate funds during the first year they are allocated for the project.

***Note to the sponsoring entity:** these funds can only be applied to the eligible project specifically designated by law.

National Scenic Byways Program

The Scenic Byway Program promotes tourism to our state's treasured routes. This is a grass-roots program involving public and private partnerships to increase accessibility to Louisiana's unique treasures.

The National Scenic Byways Program is part of the U.S. Department of Transportation, Federal Highway Administration. The program is a collaborative effort established to recognize, preserve and enhance selected roads throughout the United States. The U.S. Secretary of Transportation recognizes certain roads as All-American Roads or National Scenic Byways based on one or more archeological, cultural, historic, natural, recreational and scenic qualities. Funding is allocated to States and Indian tribes to implement projects. The Secretary of Transportation selects the projects through a national competitive application process. Once the Secretary of Transportation selects a project for funding, the applicant must work with the State byway coordinator, Indian tribe byway coordinator, and/or FHWA division office byway contact to implement the project and to be reimbursed for eligible expenses.

FHWA Recreational Trails Program for Louisiana (FRTPL)

The FRTPL is a state-administered, federal aid program (see CFDA RTP 20.219) funded by the National Recreational Trails Fund Act (NRTFA) of 1991 for the purpose of providing and maintaining recreational trails and trails-related facilities. Funds are awarded annually through an application process. The application form can be

¹Revised May 2012

How is a Project Programmed?

downloaded from the [Louisiana Department of Culture, Recreation and Tourism website](http://www.crt.state.la.us/parks/ioutdoorrec.aspx), <http://www.crt.state.la.us/parks/ioutdoorrec.aspx>. The deadline for applications submitted to the Department of Culture Recreation and Tourism is May 1. Along with a resolution from the **sponsoring entity**, an approval by the Land Manager is required with the applicant's submission. This assures the project has his approval, accessibility to the public for 25 years, and if on federal land, is in compliance with all applicable laws. The applications are reviewed by the award committee. Assignment of points is outlined in the application form. Awards are sent out 60-90 days after due date.

Railway-Highway Crossings

The purpose of this program is to increase public safety at railroad crossings. DOTD systematically evaluates the almost 3,000 public highway/rail crossings in Louisiana based on estimated train traffic, vehicular traffic, existing warning and collision history. Input is collected from DOTD Districts, railroads, local governments and citizens. From this a list of potential 'target' crossings is selected and presented to the Railroad Safety Committee for discussion and approval. DOTD welcomes LPA input or the LPA may negotiate with the railroad itself. If you use this program the project must be evaluated with others around the state and the LPA will be responsible for the Advance Warning Signs and Railroad Pavement Markings which may be required on the Parish or municipal roadway approaches to the crossing.

Emergency Relief (ER) Program

This is a cost reimbursable program that assists LPAs with disaster recovery costs. To qualify for ER funds the damages to be corrected must have resulted directly from a declared disaster or catastrophic failure and be necessary for emergency opening, repair, or reconstruction of roadways and facilities on federal functionally classified routes. The total statewide damage for the entire event must exceed \$750,000.¹ Individual sites must have \$5,000 or more in repair costs to be eligible and not be programmed for federal-aid funding. Local governmental agencies and/or Parishes must work with DOTD to coordinate their participation in the ER program.

Public Transportation Programs

The mission of the Public Transportation program is to improve public transit in all areas of the State so that Louisiana's citizens may enjoy an adequate level of personal mobility regardless of geographical location, physical limitation or economic status. Money is allocated through the Federal Transit Administration (FTA). Depending on the

¹Revised May 2012

How is a Project Programmed?

program, the **sponsoring entity** can be the State, local governments, non-profit organizations and local transportation providers. DOTD works with the eligible groups to ensure applications are completed to receive federal funds for operating assistance, capital assistance, and training.

The Public Transportation Programs are grant programs funded by the Federal Transit Administration (FTA). Applications for these programs are advertised annually between August and September. The applications are due to LA DOTD by February 1st of the following year. The transit agency can obtain a copy of the application on the Public Transportation website. An Annual Public Transportation Conference is conducted to provide training and technical assistance to the transit providers.

The applications are reviewed for eligibility by the Application Committee comprised of the following state agencies and LADOTD staff: Public Transportation Administrator, Public Transportation Assistant Administrator, DOTD Intermodal Transportation Program Managers, Department of Health and Hospitals, Department of Social Services, Governor's Office of Elderly Affairs, and the Governor's Office of Disabilities Affairs. Eligible projects are submitted to FTA for approval.

Transit agencies are notified in writing of acceptance into the program.

Airport Construction and Development Priority Program (Aviation Priority Program)

The purpose of the Airport Construction and Development Priority Program is to improve Aviation safety throughout the state; and to facilitate with the Federal Aviation Administration and Airport Sponsors for the planning, development, and implementation of airport projects that will continue to improve the state's Aviation infrastructure to insure a safe, modern, and well managed system of airports. The Aviation Section Staff currently registers airports and provides counsel to Airport Sponsors, Legislators, Commissioners, Managers, Consultants, Engineers, Pilots, and Finance Officers regarding multiple aviation issues.

A "call for applications" is sent to airport sponsors in August of each year. The applications will be received by DOTD no later than November 1st of each year. The sponsor can obtain a copy of the application on the Aviation Section website.

The applications are reviewed for eligibility by the Aviation Section Program Managers. Eligible projects are scored and compete for funding against other projects and finally prioritized by the following DOTD Aviation staff: Aviation Director, Assistant Aviation Director, Aviation Program Managers, and Aviation Safety and Compliance Inspectors.

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The draft priority program is coordinated with the airport managers and **sponsoring entities** prior to the Joint Transportation Committee public hearing.

Louisiana Statewide Flood Control Program

The purpose of the Statewide Flood Control Program is to help solve flood problems through an active, innovative approach that provides long-term solutions to flood problems and protects existing developments without encouraging further development. The Statewide Flood Control Program is governed by LA Revised Statute 38:90 et seq and the projects are funded through the State Transportation Trust Fund.

Applications into the Statewide Flood Control Program can be submitted by Parish Governments, Municipal Governments, Levee Boards, and Drainage Districts. The Program requires a pre-application be submitted by the 1st of May and once approved; a complete application can be submitted no later than the 1st of October for consideration of funding or funding obligation authority in the following fiscal years. The application is a detailed feasibility study that justifies the need for the project, determines benefited areas, provides a detailed cost estimate, calculates program benefits, etc.

The applications are reviewed and evaluated by the Louisiana Department of Transportation and Development. Applications shall also be reviewed by any appropriate state agencies. Only applications which are complete as determined by the Department shall be reviewed and evaluated.

Sponsoring Entities are notified in writing of any comments concerning their application and provided an opportunity to address the concerns. Once all applications and any additional comments are reviewed, the **Sponsoring Entities** are notified if their proposed project will be recommended for funding.

Louisiana Port Construction and Development Priority Program

The purpose of the Louisiana Port Construction and Development Priority Program is to insure that adequate landside facilities are available to meet a definite market need by providing guidance and public funds to build landside infrastructure; thereby, providing jobs and competitive transportation cost to move cargo, minimizing highway congestion, improving safety and reducing maintenance cost on our highways. The Louisiana Port Construction and Development Priority Program is governed by LA Revised Statute 34:3451 et seq and the projects are funded through the State Transportation Trust Fund.

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Any Louisiana public port authority may submit an application for funding. Applications may be submitted on a quarterly basis no later than the 1st of March, June, September and December of each calendar year for consideration of funding or funding obligation authority in the following fiscal years.

The applications are reviewed and evaluated by the Louisiana Department of Transportation and Development. Applications shall also be reviewed by any appropriate state agencies. Only applications which are complete as determined by the Department shall be reviewed and evaluated.

Sponsoring Entities are notified in writing of any comments concerning their application and provided an opportunity to address the concerns. Once all applications and any additional comments are reviewed, the **Sponsoring Entities** are notified if their proposed project will be recommended for funding.

Marine Transportation System Program (MTS)

These are U.S. Army Corps of Engineers' projects undertaken by the Corps itself or by a consultant following Corps guidelines. These navigation projects require a non-federal sponsor.

A request is made by the LPA to DOTD to assist with funding and to be the non-federal sponsor of navigation projects (studies through construction). Usually a channel deepening request to the Corps is made by a port or local government. If the project is too large for a port or community to handle or part of the project falls outside the jurisdiction of the port or community, a request is made by letter to the DOTD. If DOTD concurs with the request, DOTD will submit a Capital Outlay request for the necessary cost share funds. (Transportation Trust Funds are not used for navigation projects.)

DOTD will fund the project through construction, but the port or community must agree to provide the lands, easements, rights-of-way, relocations, disposal areas and maintain any mitigation sites. DOTD is not responsible for any maintenance

Rail Infrastructure Improvement Program

NOTE: This is NOT YET an approved or funded program. This proposed program would provide financial assistance to railroads to make infrastructure improvements to enhance public safety or provide economic benefits to the state or local communities. While not yet a stand-alone program, state funds have been used for rail planning.

¹Revised May 2012

How is a Project Programmed?

Once established, applications will be accepted by DOTD not later than September 30 of each year. The application will include project information as well as safety and economic benefit information. Each project application is evaluated and scored based on benefits to the public. A prioritized list of projects is prepared and approved by the Louisiana Legislature's Joint Committee on Transportation. The highest priority projects will then received assistance from DOTD. **NOTE:** The program and its procedures have presently not been approved by the Louisiana Legislature and program funding has not been identified.

¹Revised May 2012

Specific Program Information
Surface Transportation Program >200K and <200K

Surface Transportation Program (STP) >200K and <200K: The Surface Transportation Program (STP) provides flexible funding that may be used by localities for projects on any federal aid eligible road, including the National Highway System, bridge projects on any federal aid eligible public road, transit capital projects, and intracity and intercity bus terminals and facilities. It can be used for a broad array of highway purposes, and flexibly used for major transit purposes as well.

The STP >200K and <200K is a sub-allocation of STP funds for urbanized areas of more than 200,000 inhabitants and a separate funding allocation for urbanized areas with a population between 50,000 and 200,000. Each of these areas has a Metropolitan Planning Organization (MPO) that works with the LA DOTD Planning Section to determine projects for their areas.

DOTD Program Management: This program is administered from the Office of Multimodal Planning and Office of Engineering, Road Design Section. The Multimodal Planning Office coordinates projects with the MPO. The Office of Engineering coordinates projects with the **sponsoring entity**. The projects are divided into 2 categories; MPO areas that have a population of >200K and population areas between 50K and <200K. Federal guidelines require that construction projects are bid through DOTD and engineering consultants are obtained through the DOTD Consultant Selection process when funded through this program

Typical Types of Projects: This program has many eligible types of projects.

<p>1. Roadway Construction – Projects can include both new alignment, adding capacity, reconstruction and overlay projects</p>	<p>2. Signalization – Improvements such as new signal equipment, synchronization of corridors, ITS related improvements</p>	<p>3. Bridge Construction – Projects can include both new construction and rehabilitation</p>
<p>4. Pedestrian and bicycle facilities – Sidewalks, walkways, curb ramps; bike lane striping, wide paved shoulders, bike parking and bus racks; bike and pedestrian bridges and underpasses</p>	<p>5. Landscaping and scenic beautification – Improvements such as street furniture, lighting, and landscaping along travel corridors</p>	<p>6. Mass Transportation – Purchase of buses</p>
<p>7. Studies – Transportation Planning Studies; Environmental Impact Studies</p>		

¹Revised May 2012

Specific Program Information
Surface Transportation Program >200K and <200K

Key Points:

- **ALL** projects must be studied for feasibility during the DOTD Stage 0 process, as managed by the Office of Multimodal Planning. A Stage 0 report must be completed.
- After the Stage 0 report is approved, a Stage 1 NEPA document must be prepared and approved.
- After the Stage 0 report is approved, a project must be included in the MPO's financially constrained Transportation Improvement Program (TIP).
- Entities must work with their MPO to have projects included in the program. DOTD does not select the projects placed in this program.
- Though the MPO has great flexibility in its funding use, projects must be on highways that are eligible for federal funds based on their functional classification (major collectors and above), within the MPO geographic area and comply with all federal and state requirements related to the project type and scope. Projects may be on state highways or local roads and streets
- The majority of these construction projects are funded at 80% federal / 20% local match ratio.
- Engineering consultants performing design and/or construction inspection may be reimbursed by this program. If reimbursement is sought, they must be obtained through the DOTD Consultant Selection process.
- Right-of-way must be publically owned. The **sponsoring entity** must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the "*DOTD LPA Right-of-Way Manual*"

References:

1. [DOTD Urban System website:](http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=ROAD&PG=URBANSYS)
http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=ROAD&PG=URBANSYS

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Specific Program Information
***Congestion Mitigation and Air
Quality Program (CMAQ)***

Congestion Mitigation and Air Quality Program: The purpose of the CMAQ program is to support transportation projects or programs that will improve air quality and relieve congestion in areas that do not meet National Ambient Air Quality Standards. Reducing pollution and other adverse environmental effects of transportation projects and transportation system inefficiency have been long-standing objectives of the Department of Transportation. CMAQ funds may be used to establish new or expanded transportation projects or programs that reduce emissions, including capital investments in transportation infrastructure, congestion relief efforts and diesel engine retrofits. Other CMAQ projects include operating assistance for new transit services, travel demand management (TDM) strategies, traffic flow improvement programs that reduce emissions and bicycle/pedestrian facilities and programs.

DOTD Program Management

DOTD manages this program. The Office of Multimodal Planning prepares this program. The type of project will determine the DOTD project manager. Federal guidelines require that construction projects are bid through DOTD and engineering consultants are obtained through the DOTD Consultant Selection process when funded through this program

Typical Types of Projects

<p>1. Traffic Flow & Intelligent Transportation Systems (ITS) — Traffic Signal Coordination, Intersection Improvements, Congestion Management Process (CMP) routes & Roundabouts, Roadway ITS, Transit ITS, Speed Limit Enforcement, Intersection Improvement (Low truck traffic volume), Intermodal Freight Improvements, Access Management Improvements, Incident Management Improvements, Interoperable communications, High Occupancy Vehicle (HOV) lanes</p>	<p>2. Alternative Fuel/Diesel Retrofits — Idling controls, Diesel Fleet Conversion/Retrofit, Purchase (start-up or expansion) of alternative fuel (non-transit) vehicles, Passenger Vehicle Inspection/Maintenance (I/M) Controls, Clean Fuel Incentive Programs, Infrastructure or Vehicles, Heavy Duty I/M Controls, Vehicle repair subsidy (in IM areas)</p>	<p>3. Transit/Diesel Retrofits — Fleet retrofitting, Start-up or expansion of alternative fuel transit vehicles, Transit startup or expansion, Start-up or expansion of diesel transit vehicles.</p>
<p>4. TDM — Employer incentives, Alternative transportation incentive program (ex. Transit incentives), Carpool/Vanpool programs, startup or expansion, Public Relations (PR), Advertising and Outreach (employer & school), Improved transit information to the Public, Congestion/Value Pricing, Startup or Expansion of Employer Services Organizations, Park and Ride lots, Shared car program</p>	<p>5. Bicycle/Pedestrian — New Bike/Ped facilities providing direct access to existing transit and/or schools, New Bike/Ped facilities linking existing bike/ped facilities (addresses “missing link” sections), Installing pedestrian or bike access to facilitate high use during peak travel times (access to major destinations), Pedestrian and bicycle projects intended primarily for use during non-work trip times.</p>	

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Specific Program Information
Congestion Mitigation and Air
Quality Program (CMAQ)

Key Points

- See the DOTD CMAQ selection process to determine the priority rankings for the project types. The ranking is based on the relative anticipated emissions benefit and cost effectiveness.
- The applicant must provide a technical air quality analysis (in compliance with federal rules) that justifies the expenditure of these funds with their request. The request must be accompanied by the scope, cost and air quality analysis.
- There are limited funds available and this program is very competitive
- Performance Indicators Emission Benefits are established
- **ALL** projects must be studied for feasibility following the DOTD Stage 0 process, as managed by the Office of Multimodal Planning. A Stage 0 report must be completed
- Right-of-way for construction projects must be publically owned. The sponsoring entity must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the “*DOTD LPA Right-of-Way Manual*”

References

1. [The Congestion Mitigation and Air Quality \(CMAQ\) Improvement Program under the SAFETEA: A Legacy for Users - Final Program Guidance, October 2008 \(http://www.fhwa.dot.gov/environment/air_quality/cmaq/ \)](http://www.fhwa.dot.gov/environment/air_quality/cmaq/)

Specific Program Information
Transportation Enhancement Program (TEP)

Transportation Enhancement Program: Transportation Enhancement Program (TEP) activities offer opportunities to help expand transportation choices and enhance the transportation experience through activities related to surface transportation, including pedestrian and bicycle infrastructure and safety programs, scenic and historic highway programs, landscaping and scenic beautification, historic preservation, and environmental mitigation. TEP projects must relate to surface transportation and must qualify under one or more of the eligible categories. More information can be acquired at the TEP website: <http://www.dotd.la.gov/planning/tep/>

DOTD Program Management: This program is administered from the Engineering Division, Road Design Section. The projects are divided into construction and non-construction types. Construction projects are funded at a 95% federal / 5% local match ratio. The **sponsoring entity** is responsible for all design engineering and construction contract administration. Construction projects are bid through DOTD. At no time will **sponsoring entities** be authorized to receive bids on these construction projects. Non-construction projects (right-of-way acquisitions, bicycle safety projects, etc) are funded at an 80% federal / 20% local match ratio.

Typical Types of Projects: All projects must be directly related to surface transportation (land or water) and must fit into one of the twelve categories defined below:

<p>1. Pedestrian and bicycle facilities — Sidewalks, walkways, or curb ramps; bike lane striping, wide paved shoulders, bike parking and bus racks; off-road trails; bike and pedestrian bridges and underpasses</p>	<p>5. Landscaping and scenic beautification — Improvements such as street furniture, lighting, and landscaping along travel corridors</p>	<p>9. Inventory, control, and removal of outdoor advertising — DOTD elects not to fund this category</p>
<p>2. Pedestrian and bicycle safety and educational activities — Campaigns promoting safety awareness; safety training activities & classes; training material</p>	<p>6. Historic preservation — Restoration of historic buildings for transportation-related purposes; access improvements to historic sites</p>	<p>10. Archaeological planning & research — Research, preservation planning and interpretation; developing interpretive signs, exhibits and guides; inventories and surveys</p>
<p>3. Acquisition of scenic or historic easements and sites: Acquisition of scenic lands or easements; purchase of historic properties or buildings in historic districts, including battlefields</p>	<p>7. Rehabilitation and operation of historic transportation buildings, structures or facilities — Restoration of railroad depots, bus stations and lighthouses; rehabilitation of rail trestles, tunnels, bridges and canals</p>	<p>11. Environmental mitigation of runoff pollution and provision of wildlife connectivity — Runoff pollution studies; soil erosion controls; detention and sediment basins; river clean-ups; wildlife underpasses</p>
<p>4. Scenic or historic highway programs including tourist and welcome centers — Construction of turnouts & overlooks; visitor centers & viewing areas; designation signs and markers</p>	<p>8. Conversion of abandoned railway corridors to trails — Acquisition of railroad rights-of-way; planning, design and construction of multi-use trails and rail with trail projects.</p>	<p>12. Establishment of transportation museums — Conversion of railroad stations or historic properties into museums with transportation themes; construction of new museums; purchase of exhibit materials</p>

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Specific Program Information
Transportation Enhancement Program (TEP)

Key Points:

- Projects must be designed by Louisiana licensed professionals. Example: Electrical engineers must design electrical systems; landscape architects must design landscaping projects, etc.
- If the project is adjacent (within 200') or crosses a railroad track, the **sponsoring entity** will be responsible for obtaining the railroad permit. (This can be a long process.)
- TEP projects DO NOT have to be located on state owned roads.
- Right-of-way must be publically owned. The sponsoring entity must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the "*DOTD LPA Right-of-Way Manual*"

References:

1. FHWA website for TEP <http://www.fhwa.dot.gov/environment/te/guidance.htm>
2. National Transportation Enhancement Clearinghouse
<http://www.enhancements.org/>
3. DOTD TEP website <http://www.dotd.la.gov/planning/tep/>

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Specific Program Information
Local Roads Safety Program (LRSP)

The **Local Road Safety Program (LRSP)** is intended to improve safety on local roads. This program was established to increase local community participation in roadway safety and to develop and implement road safety improvements to reduce fatalities and injuries on local public roads under parish or municipal jurisdiction. Projects involving state roads are not eligible under this program. Specific funds are available for selected projects and additional funding sources or resources may be available depending on the type of project.

DOTD Program Management: This program is administered by the Louisiana Local Technical Assistance Program (LTAP) for the Office of Multimodal Planning, Highway Safety Section. Funding for approved projects may include purchases, engineering and construction activities. Federal guidelines require that construction projects are bid through DOTD and engineering consultants are obtained through the DOTD Consultant selection process when funded through this program. **Sponsoring entities** may choose their own consultant if the engineering or consulting services are not included in the reimbursement for the project and provided the selected consultant is not on DOTD’s disqualified list or is not debarred pursuant to LSA-R.S. 48:295.1 et seq. All construction projects are bid and let by DOTD.

Typical Types of Projects: Eligible projects will fall into one of the following categories:
1. Construction that will **improve traffic and roadway safety** at a specific site with a documented crash history, or 2. Transportation and roadway safety initiatives.

<p>1. Site Specific Traffic and Roadway Safety</p> <ul style="list-style-type: none"> • Horizontal Curve Treatments • Enhanced Intersection Signing • Roadside Hazard Removal • Guardrails • Rumble Strips • Culvert Safety End Treatments • Flashing Warning Devices • Line-of-sight Improvements • Other 	<p>2. Transportation and roadway safety initiatives</p> <ul style="list-style-type: none"> • Crash and Location Data Development and Analysis • Road Safety Audits • Road safety training • Local Road Safety Plans • Work zone Safety Improvements • Public Information and Education
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Specific Program Information
Local Roads Safety Program (LRSP)

Key Points:

- Projects must be on roadways and transportation systems owned and operated by parish and municipal road agencies
- State funding cannot exceed \$500,000 per project (or **sponsoring entity**). A local match of 10% on construction projects and 5% for other projects is usually required.
- Can fund engineering, construction, contract administration and right-of-way costs
- Cannot fund administration costs, rehabilitation/reconstruction projects and utility relocation costs
- Right-of-way for construction projects must be publically owned. The sponsoring entity must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the “*DOTD LPA Right-of-Way Manual*”

References

1. [Louisiana Strategic Highway Safety Plan](http://www.ite.org/safety/stateprograms/Louisiana_SHSP.pdf)
(http://www.ite.org/safety/stateprograms/Louisiana_SHSP.pdf)
2. [Louisiana Local Road Safety Program Manual](http://www.ltrc.lsu.edu/ltap/pdf/lrsp_policies.pdf)
(http://www.ltrc.lsu.edu/ltap/pdf/lrsp_policies.pdf)

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Specific Program Information
Safe Routes to School (SRTS)

Safe Routes to School Program (SRTS): The purpose of this program is to enable and encourage children, including those with disabilities, to walk and bicycle to school; to make walking and bicycling to school safe and more appealing; and to facilitate the planning, development and implementation of projects that will improve safety, and reduce traffic, fuel consumption, and air pollution in the vicinity of schools.

DOTD Program Management: This program is administered from the Division of Planning and Programming, Highway Safety Section. Federal guidelines require that construction projects are bid through DOTD and engineering consultants are obtained through the DOTD Consultant Selection process when funded through this program

Typical Types of Projects: These projects include both infrastructure (sidewalk improvements, traffic calming, pedestrian and bicycle facilities, etc.) and non-infrastructure (training and education materials, encouragement incentives, data gathering, law enforcement, equipment, etc.) projects. All projects must be directly related to improving the safety of elementary and middle school children walking and riding their bikes to school and must fit into one of the five categories (5 Es of Safe Routes To School) defined below:

<p>1. Engineering: Construction projects and projects that alter the built environment around a school.</p>	<p>2. Education: Activities that aim to teach pedestrian and bicycle safety skills to kids.</p>	<p>3. Encouragement: Activities that aim to build enthusiasm around walking and cycling as well as increase the number of kids walking and cycling to school.</p>
<p>4. Enforcement: Activities that aim to improve compliance with established rules and regulations for arrival and dismissal as well as involve law enforcement as a means of encouraging compliance with traffic laws.</p>	<p>5. Evaluation: Activities that aim to provide data and feedback on the success of planned activities and help guide program development for optimal success.</p>	

Key Points:

- Projects must be within 2 miles of school (K-8)
- Projects can be on state highways or local roads and streets
- Can fund both infrastructure projects and non-infrastructure activities

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Specific Program Information
Safe Routes to School (SRTS)

- Maximum project funds of \$250,000 for infrastructure and \$50,000 for non-infrastructure
- 100% Federal funds – No match required
- Funds secured through a competitive application process
- Procurement process for non-construction projects must be in accordance to all state and local laws
- Right-of-way must be publically owned. The sponsoring entity must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the “*DOTD LPA Right-of-Way Manual*”

References:

1. FHWA website for SRTS <http://safety.fhwa.dot.gov/saferoutes/>
2. National Center for Safe Routes to School <http://www.saferoutesinfo.org/>
3. DOTD SRTS website
http://www.dotd.la.gov/planning/highway_safety/safe_routes/

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Specific Program Information
Off-System Bridge Replacement
Program (OSBR)

Off-System Bridge Replacement Program: The Highway Bridge Program provides funding to enable Parishes to improve the condition of structurally deficient or functionally obsolete highway bridges through replacement or rehabilitation. The bridges must be highway bridges carrying public traffic over waterways, other topographical barriers, other highways, or railroads.

DOTD Program Management: This program is administered from the Engineering Division, Road Design Section. The overwhelming majority of the projects are bridge replacement projects with an occasional rehabilitation project. Rehabilitation project candidates are bridges with concrete superstructures and substructures. Construction projects are funded 80% federal and 20% state match ratio. The **sponsoring entity** is responsible for all permits, right-of-way acquisition and utility costs; the Entity-State Agreement (Cooperative Endeavor Agreement) between the **Sponsoring Entity** and DOTD outlines responsibilities and expectations. All aspects of the engineering services' contracting process are totally managed and paid for by DOTD through 80% federal and 20% state match ratio (with Parish Transportation Funds), with the rare exception of a **sponsoring entity** choosing to select and pay for a consultant to perform the engineering services. This program is a turnkey program totally managed by DOTD with **sponsoring entity** participation outlined in the Entity-State Agreement.

Typical Types of Projects: All projects selected by the **sponsoring entity** must be on a publically owned road and serve the public and not just an individual person or a special interest. The usual types of structures are as follows:

1. Reinforced concrete box	2. Culvert pipe – this structure type is not utilized very much anymore	3. AASHTO girder – this structure type is used for spans great than 40'
4. Concrete slab span – this structure type is used for 20' spans	5. Quad beam span – this structure type is used for 40' spans	6. Steel arch
7. Lift span and swing span movable structure - Very rare due to high costs		

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Specific Program Information
Off-System Bridge Replacement
Program (OSBR)

Key Points:

- Projects must be on public parish roads
- Projects must serve the general public at large and not just an individual person or special interest
- Funding is 80% federal and 20% state match ratio
- Projects are selected by their **sponsoring entity** after having met certain requirements outlined in the project selection packet. (A parish must have adequate funds in their program ledger to cover the cost of selected structures. Due to the recent inflationary times and the use of the construction inspection consultants, many parishes have accumulated large deficits that could take several programming cycles to bring their ledger balances into a surplus balance. An exception to this requirement can be made by the Program Manager in support of public safety only if a parish has all of their programmed structures let or they are ready to be let.)
- Structures selected for replacement must be structurally deficient or functionally obsolete with a sufficiency rating of less than 50
- New projects are selected for programming every two years
- Eligible structures must be listed in the NBIS (National Bridge Inventory system)
- Project construction is totally managed by DOTD or one of its construction engineering & inspection (CE&I) consultants coupled with DOTD oversight
- **Sponsoring Entities** shall be in compliance with all DOTD bridge inspection requirements to participate in this program
- A bridge is eligible for federal funds only once in a ten year period
- Contact the DOTD Program Manager for consultation and advice
- Right-of-way must be publically owned. The sponsoring entity must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the "*DOTD LPA Right-of-Way Manual*"

References:

1. [Title 23, U.S.C. CFR-650 \(http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=acfc0821687127660521bcdf66badd4c&rqn=div5&view=text&node=23:1.0.1.7.28&idno=23 \)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=acfc0821687127660521bcdf66badd4c&rqn=div5&view=text&node=23:1.0.1.7.28&idno=23)

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Specific Program Information
Off-System Bridge Replacement
Program (OSBR)

2. [Federal Aid Off-System Highway Bridge Program Guidelines](http://onlinemanuals.txdot.gov/txdotmanuals/bpd/highway_bridge_program.htm)
(http://onlinemanuals.txdot.gov/txdotmanuals/bpd/highway_bridge_program.htm)
3. [National Bridge Inventory System](http://www.fhwa.dot.gov/bridge/nbi.htm)
(<http://www.fhwa.dot.gov/bridge/nbi.htm>)
4. [Louisiana Off-System Bridge Replacement website](http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=ROAD&PG=OFFSYSTEM)
(http://www.dotd.la.gov/highways/project_devel/design/home.asp?ID=ROAD&PG=OFFSYSTEM)

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Specific Program Information
High Priority Project Program
(DEMO Projects)

High Priority Projects Program This program designates funding for specific projects identified by the U. S. Congress in national transportation laws (current national law is SAFETEA-LU). These projects can also be referred to as DEMO or Earmarked projects.

DOTD Program Management: This program is administered from the Office of Multimodal Planning and Office of Engineering, High Priority Program Unit. The type of project determines the project manager.

Typical Types of Projects: This program has many eligible types of projects. These projects include both infrastructure (roads, bridges, landscaping, pedestrian projects, etc.) and non-infrastructure (planning documents and engineering plans.) projects

<p>1. Planning Document – Develop a plan for the future project</p>	<p>2. Engineering Plans – Development of construction plans</p>	<p>3. Construction – Projects can include both new construction and rehabilitation</p>
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Key points

- The projects are identified by a Congressional law that sends the money to the FHWA for specific projects. The law dedicates the funds and it can only be used for that purpose.
- The language of bill is critical. If the law is specific on a phase i.e. construction, this is all the money can be spent on. It cannot be spent on other phases such as planning and plan development
- **Sponsoring entity(s)** and DOTD will make contact.
- **ALL** projects must be studied for feasibility following the DOTD Stage 0 process, as managed by the Office of Multimodal Planning. A Stage 0 report must be completed.
- If the projects are determined feasible and funds are available, the projects will continue to subsequent project development phases.
- These projects typically have Entity-State Agreements
- **Sponsoring entities** may choose their own consultant if the engineering or consulting services are not included in the reimbursement for the project and provided the selected consultant is not on DOTD’s disqualified list or is not debarred pursuant to LSA-R.S. 48:295.1 et seq. The exception is for a major MPO with FHWA/DOTD approved selection process for Stages 0 & 1 (Feasibility and Environmental)

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High Priority Project Program
(DEMO Projects)

- If federal earmarked funds are to be used for construction DOTD must advertise and receive bids.
- The funds are typically an 80/20 match.
- Right-of-way must be publically owned. The **sponsoring entity** must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the “*DOTD LPA Right-of-Way Manual*”

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Specific Program Information
Transportation, Community and
System Preservation Program (TCSP)

Transportation, Community, and System Preservation Program (TCSP): This program is intended to address the relationships among transportation, community, and system preservation plans and practices and identify private sector-based initiatives to improve those relationships. These are discretionary funds, usually earmarked by Congress that may be used to carry out eligible projects to integrate transportation, community, and system preservation plans and practices.

DOTD Program Management: This program is administered from the Office of Multimodal Planning and Office of Engineering, Road Design Section. The type of project identifies the project manager within DOTD.

Typical Types of Projects: This program has many eligible types of projects. These projects must not be damaging to the social or physical aspects of the community. The projects preserve the transportation plan and community system. These projects include both infrastructure (roads, bridges, landscaping, pedestrian projects, etc.) and non-infrastructure (planning documents and engineering plans.) projects

<p>1. Planning Document – Develop a plan for the community for a future project</p>	<p>2. Engineering Plans – Development of construction plans</p>	<p>3. Construction – Projects can include both new construction and rehabilitation</p>
------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------

Key Points

- The projects are identified by a Congressional law that sends the money to the FHWA for specific projects. The law dedicates the funds and it can only be used for that purpose.
- The language of bill is critical. If the law is specific on a phase i.e. construction, this is all the money can be spent on. It cannot be spent on other phases such as planning and plan development
- **Sponsoring entity** and DOTD make contact
- **ALL** projects must be studied for feasibility following the DOTD Stage 0 process, as managed by the Office of Multimodal Planning. A Stage 0 report must be completed
- If the project is feasible the Stage 1, NEPA process may begin if funds are available.
- **Sponsoring entities** may choose their own consultant if the engineering or consulting services are not included in the reimbursement for the project and provided the selected consultant is not on DOTD’s disqualified list or is not

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Transportation, Community and
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debarred pursuant to LSA-R.S. 48:295.1 et seq. The **sponsoring entities** can use their local funds and select their consultant for Stages 0-3 (Feasibility through Plan Development), but the funds cannot be applied towards the match.

- If federal earmarked funds are to be used for construction DOTD must advertise and receive bids.
- These projects typically have Entity-State Agreements
- These projects are typically funded with an 80/20 match
- Right-of-way must be publically owned. The **sponsoring entity** must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the “*DOTD LPA Right-of-Way Manual*”

References

1. [FHWA Transportation, Community and System Preservation Program Website \(http://www.fhwa.dot.gov/tcsp/ \)](http://www.fhwa.dot.gov/tcsp/)

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Specific Program Information
National Scenic Byways Program

National Scenic Byways Program: This program recognizes roads having outstanding scenic, historic, cultural, natural, recreational, and archaeological qualities and provides for designation of these roads as National Scenic Byways or All-American Roads or America's Byways. Funding and technical assistance are provided to States and Indian tribes to implement projects on highways designated as National Scenic Byways, All-American Roads, America's Byways, State scenic or Indian tribe scenic byways; and to plan, design, and develop a State or Indian tribe scenic byway program. This program is administered by the LA Department of Culture, Recreation and Tourism.

DCRT/DOTD Program Management: This program is administered from the State of Louisiana by the Department of Culture Recreation and Tourism, Office of Tourism in conjunction with DOTD's Engineering Division, Project Management Section. The projects are divided into construction and non-construction types. Construction projects are administered through DOTD's plan development process which includes consultant selection, bidding and construction inspection. At no time will **sponsoring entities** be authorized to receive bids on these construction projects. Non-construction projects are managed through CRT and must follow all State Procurement Procedures.

Typical Types of Projects

<p>1. State and Indian Tribe Scenic Byway Programs – An activity related to the planning, design, or development of a scenic byway program</p>	<p>2. Corridor Management Plan – Development and implementation of a corridor management plan to maintain the scenic, historical, recreational, cultural, natural, and archaeological characteristics of a byway corridor while providing for accommodation of increased tourism and development of related amenities,</p>	<p>3. Safety Improvements – Safety improvements to a scenic byway, to the extent that the improvements are necessary to accommodate increased traffic and changes in the types of vehicles using the highway as a result of the designation as a scenic byway (with traffic study accompanying application)</p>
<p>4. Byway Facilities – Construction along a scenic byway of a facility for pedestrians and bicyclists, rest area, turnout, overlook, or interpretive facility</p>	<p>5. Access to Recreation – An improvement to a scenic byway that will enhance access to an area for the purpose of recreation</p>	<p>6. Resource Protection – Protection of scenic, historical, recreational, cultural, natural, and archeological resources in the corridor of designated scenic byway</p>
<p>7. Interpretive Information Development and provision of tourist information to the public, including interpretive information about a scenic byway</p>	<p>8. Marketing Program – Development and implementation of a scenic byway marketing program</p>	

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Specific Program Information
National Scenic Byways Program

Key Points:

- Must be within the corridor of a designated Louisiana Byway
- Must enhance the visitor experience along the byway
- Must be part of byway goals as indicated in the Corridor Management Plan (CMP)
- The maximum Federal share is 80 percent.
 - Private, Local, Indian tribe and State funds may be used as the match share.
 - Federal land management agencies are allowed to provide funds for the match share for projects on Federal or Indian lands.
 - An applicant proposing Federal funds from other sources must document that those Federal funds can be used to match National Scenic Byways Program funds. Coordination with the State or Indian tribe byway coordinator and FHWA is recommended prior to submitting an application proposing such a match.
 - Federal funds from most other sources are **not** allowed as the match, such as:
 - Transportation Enhancements
 - Save America's Treasures
 - National Endowment for the Arts
- The **sponsoring entity** should determine if the proposed project is eligible for funding consideration, and if their organization has the **capacity** to oversee the implementation of the proposed project using National Scenic Byways Program funds.
- Right-of-way for construction projects must be publically owned. The **sponsoring entity** must ensure that all right-of-way acquisition for the project follows all state and federal requirements.
- Right-of-way must be obtained in accordance with the procedures described in the "*DOTD LPA Right-of-Way Manual*"

References:

1. [Louisiana American Byways \(http://www.byways.org/explore/states/LA/ \)](http://www.byways.org/explore/states/LA/)

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Specific Program Information
Recreational Trails Program

The Recreational Trails Program (RTP): This program provides funds to States to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. The RTP is an assistance program of the Department of Transportation's Federal Highway Administration (FHWA). Federal transportation funds benefit recreation including hiking, bicycling, in-line skating, equestrian use, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, and/or other off-road motorized vehicles. This program is managed by the LA Department of Culture, Recreation and Tourism (DCRT). Their website is <http://www.crt.state.la.us/parks/RTPTrails-FAQ.aspx>

DCRT Program Management: The FHWA Recreational Trails Program for Louisiana (RTP) is an assistance program of the US Department of Transportation's Federal Highway Administration (FHWA) administered for the State of Louisiana by the Department of Culture Recreation and Tourism, Office of State Parks, Recreational Trails Program Section (RTP) with assistance from the Louisiana Department of Transportation and Development. DCRT handles the promotion, project application solicitation and award selection portions of the program, interfacing with the project **sponsoring entity** as well as all the day-to-day work on administering each project. DOTD handles the environmental clearance and financial management for each project.

Typical Types of Projects: There are two types of projects, motorized and non-motorized recreational trails.

1. Motorized – ATV, motorcycle and off-road, 4-wheel drive vehicle trails

2. Non-motorized – Pedestrian, nature, bicycle, paddling, equestrian, mountain bike, etc.

Key Points:

- The FHWA Recreational Trails Program for Louisiana (FRTPL) is an 80/20 reimbursable (RTP reimburses **sponsoring entities** 80% of eligible expenditures) matching grant program. The **sponsoring entity** match (20%) can be either cash or the value of documented contributions of land, material, equipment, labor or services.
- The minimum (federal share) is \$5,000 and the maximum is \$100,000 for non-motorized projects and \$200,000 for motorized projects.
- Funding may be provided to non-profit, governmental or commercial entities.

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Recreational Trails Program

- Funding can be used for the entire trail project or a component (trail tread, bridge, trailhead, trailside, etc.) of the trail.
- Projects will be selected based on criteria developed by the FRTPL Advisory Committee and the FRTPL Administrator in compliance with federal regulations.
- Projects must be completed within one year after the signature date of the Letter of Commitment Agreement.

References:

1. [Louisiana Culture, Recreation and Tourism Recreational Trail Website: http://www.crt.state.la.us/parks/ioutdoorrec.aspx](http://www.crt.state.la.us/parks/ioutdoorrec.aspx) scroll to Recreational Trails Program."

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Specific Program Information
Railway-Highway Crossings

Highway/Railway Safety Program: The purpose of this program is to reduce the number of fatalities and injuries at public highway-rail grade crossings through the elimination of hazards and/or the installation/upgrade of warning devices at crossings.

DOTD Program Management: This program is administered from the Project Development Division, Road Design Section, Railroad Unit. The projects are construction projects to enhance highway/rail safety at public railroad crossings on any public road throughout Louisiana. For railway-highway grade crossings, the Federal share may amount up to 100% for projects for signing, pavement markings, active warning devices, and crossing closures. There are some types that may require a match.

For each highway/rail safety project proposed by DOTD for funding, a diagnostic review of that crossing must be performed by a diagnostic team. DOTD defines a diagnostic team as a group of knowledgeable representatives of parties of interest in a highway-rail grade crossing, organized by the public authority responsible for that crossing, who, using crossing safety management principles, evaluates conditions at a grade crossing to make determinations or recommendations for the public authority concerning safety needs at that crossing. According to DOTD's Diagnostic Review Process effective January 2009, the diagnostic team shall consist of DOTD personnel, from the Railroad Safety Unit and the District Office (generally, the District Railroad Coordinator, and possibly a representative for the District Traffic Engineer's Office and the Area Engineer's Office), Local Officials (city/parish leaders and council members, public works personnel, law enforcement and emergency responders), Railroad Company Officials and possibly other local entities such as school officials, the chamber of commerce, etc.

Typical Types of Projects: All projects must be directly related to a public highway/rail crossing. I.e. the crossing is open to the public and both approaches are maintained by the State (DOTD), a Parish or municipality. The types of projects are defined below:

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<p>1. Warning Devices — This is an upgrade to the Crossing's warning. It may be installation of active warning devices (flashing lights at the crossing with or without gates) or installation of passive warning devices (Crossbucks with stop or yield signs). These devices are installed by the railroad and maintained by the railroad. Advanced warning signs, pavement markings</p>	<p>2. Crossing Surface Enhancements — This is an upgrade to the Crossing's surface. There are very limited funds for these safety enhancements and most are reserved for state routes designated for state infrastructure and prioritized through our local Districts' evaluation. There is some funding available for Parishes or municipalities when road crossing surfaces are part of a corridor project (See 3 below).</p>
<p>3. Corridor Projects — This is where more than one crossing is reviewed with a Railroad and the LPA and there are upgrades to one or more Crossings' warning along a rail line. There may be one or more closure negotiated with the LPA within this 'corridor' by consolidating traffic and upgrading other crossings' active warning devices within the Corridor. These are done by DOTD, the railroad, and the LPA all working together for safety.</p>	

Key Points:

- The Railroads have special requirements for their rail lines in keeping with their own system and federal guidelines. Therefore, most all projects must be designed by the railroads as they are responsible to comply with these requirements.
- These projects are almost always on the railroads' right-of-way or their easement.
- The LPA can assist DOTD's evaluation process by supplying local information such as traffic, special or 'unique' characteristics of the crossing to aid in its prioritization.
- The LPA can assist DOTD's evaluation by supplying additional local funding to lessen the cost of the proposed project. By reducing the cost of the project, the LPA can aid its prioritization by increasing its opportunity for funding. If this is an option the LPA wants to pursue a Memo of Understanding will have to be executed between DOTD and the LPA and these funds will have to be submitted to DOTD prior to the project authorization.
- The LPA must note that every public crossing must be evaluated for its potential closure. Although most of these crossings submitted for review will easily be justified, please note when a crossing is submitted for review both the railroad and DOTD have a responsibility to review the adjacent track for any potential closure candidates to be considered with the LPA.
- If a sidewalk or pathway is adjacent to the submitted crossing the LPA will be responsible for their approaches even if the roadway is maintained by DOTD. The adjacent sidewalks or pathways are to be part of our joint review process.

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Specific Program Information
Railway-Highway Crossings

References

1. [Manual on Uniform Traffic Control Devices \(MUTCD\)](http://mutcd.fhwa.dot.gov/pdfs/2009/pdf_index.htm)
(http://mutcd.fhwa.dot.gov/pdfs/2009/pdf_index.htm)
2. [TRB Railroad-Highway Grade Crossing Handbook](http://www.ite.org/bookstore/gradecrossing/lo_res_RR_BOOK.pdf)
(http://www.ite.org/bookstore/gradecrossing/lo_res_RR_BOOK.pdf)
3. [Federal Railroad Administration website](http://www.fra.dot.gov/) (<http://www.fra.dot.gov/>)
4. [Louisiana Operation Lifesaver website](http://www.laoperationlifesaver.org/) (<http://www.laoperationlifesaver.org/>)

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Specific Program Information
Emergency Relief Program (ER)

The ER program is intended to help state and local highway agencies pay for the extraordinary costs incurred by repairing damage to **federal aid route & facilities** functionally classified as interstates, principal arterials, minor arterials, urban collectors and rural major collectors by either natural disasters or catastrophic failures. Examples of natural disasters include floods, hurricanes, earthquakes, tornadoes, tidal waves, severe storms, or landslides. A bridge suddenly collapsing after being struck by a barge is an example of a catastrophic failure.

ER funds may be used for both “emergency repairs” and “permanent repairs.”

DOTD Program Management: This program is administered through the DOTD Office of Operations, Emergency Operations Section with assistance from the Project Management Section. The Emergency Operations Office as the lead section will be the Point of Contact for local entities. The DOTD Damage Assessment Teams (consisting of FHWA and DOTD employees) will coordinate with the parish and/ or local governmental agencies to conduct inspections and develop Damage Inspection Reports (DIR) on Federal Aid eligible roads and facilities for submission to FHWA. Once eligible projects are identified and preapproved (if required) and work is complete, the Emergency Operations Office in coordination with the Road Design Section will work with the parish and or local governmental agencies to prepare and process requests for reimbursement from FHWA. Upon approval and payment of reimbursement requests from FHWA, DOTD will reimbursement the parish and or local governmental agency.

Typical Types of Projects: Emergency Relief (ER) work is divided into two categories – Emergency Repairs and Permanent Restoration

Emergency Repairs	Permanent Restoration
<ul style="list-style-type: none"> • Repairs during and immediately following a disaster to restore essential traffic, to minimize the extent of damage, or to protect the remaining facilities • Can begin immediately and does not require prior approval from FHWA • Emergency repair work accomplished within the first 180 days after the occurrence may be reimbursed at 100% federal share, after 180 days may be reimbursed at 80% federal share 	<ul style="list-style-type: none"> • Repairs undertaken to restore the highway or facility to its pre-disaster condition • Must have FHWA approval and authorization unless done as part of emergency repairs • Permanent repairs may be reimbursed at 80% federal share

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Emergency Relief Program (ER)

The ER Program is not intended to fund repairs to roads and facilities damaged as a result of pre-existing or non-disaster conditions. All work must be eligible under the ER Program

Eligible Projects	Ineligible Projects
<ul style="list-style-type: none"> • Exceed heavy maintenance • Damage estimate \$5,000 or more per site • Extraordinary • Will restore to pre-disaster service • Examples of eligible projects include but are not limited to: <ul style="list-style-type: none"> • Engineering and right-of-way • Detours • Roadside appurtenances • Timber and debris removal • Pavement • Shoulders • Signs and traffic control devices • Culverts • Bank control features • Pedestrian and bike paths 	<ul style="list-style-type: none"> • Heavy maintenance • Damage estimates under \$5,000 per site • Applicant owned material • Prior scheduled work • Costs associated with evacuation activities prior to a disaster (traffic control & management) • Emergency Protective Measures (FEMA Category B) • Examples of ineligible projects include but are not limited to: <ul style="list-style-type: none"> • Emergency/medical transportation • Mitigation/preventive work prior to the disaster • Debris not deposited as a direct result of a disaster

Key Points:

- Must be a declared disaster by the governor and request assistance from the federal government.
- Eligible cost of damage must exceed \$750,000¹ state wide per event.
- Eligible cost must exceed \$5,000 per site.
- The State (DOTD) must request ER financial assistance.
- The FHWA Division Administrator determines whether the disaster is eligible for ER funding.
- Must be on a Federal Aid eligible road or facility.
- Local responsibility to assess damages and advise DOTD Emergency Operations Section.
- Emergency Repairs may proceed in advance of DIR approval and authorization
- Permanent Repairs must be documented on DIR and have FHWA approval and authorization prior to any work or advertisement or solicitation of bids.
- Entity-State Agreement is required.
- ER is a cost reimbursement program. Detailed records of costs incurred must be provided to request reimbursement.

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Specific Program Information
Emergency Relief Program (ER)

References:

1. [DOTD Website for Emergency Operations](http://www.dotd.la.gov/operations/emergency/)
(<http://www.dotd.la.gov/operations/emergency/>)
2. [FHWA ER Manual, November 2009](http://www.fhwa.dot.gov/reports/erm/) (<http://www.fhwa.dot.gov/reports/erm/>)
3. [Louisiana Emergency Relief \(ER\) Funding Eligibility Maps](http://www.dotd.la.gov/planning/mapping/erfe.aspx)
(<http://www.dotd.la.gov/planning/mapping/erfe.aspx>)
4. [LADOTD/FHWA ER Program Summary](http://www.dotd.la.gov/operations/emergency/training/DOTD%20FHWA%20ER%20Program%20Summary%2011-08.pdf)
(<http://www.dotd.la.gov/operations/emergency/training/DOTD%20FHWA%20ER%20Program%20Summary%2011-08.pdf>)
5. [LADOTD/FHWA ER Program—Local Government Outreach](http://www.dotd.la.gov/operations/emergency/additional_information/Federal%20Reimbursement%20Funding%20for%20Disasters%20-%20Brochure.pdf)
(http://www.dotd.la.gov/operations/emergency/additional_information/Federal%20Reimbursement%20Funding%20for%20Disasters%20-%20Brochure.pdf)¹
6. [LADOTD Administration of FHWA ER for Local Government](http://www.dotd.la.gov/opertions/emergency/training)
(<http://www.dotd.la.gov/opertions/emergency/training>)
7. [FHWA ER Training Video, Part 1 and 2](http://www.dotd.la.gov/operations/emergency/)
(<http://www.dotd.la.gov/operations/emergency/>)¹

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Bicycle & Pedestrian Program

Bicycle and Pedestrian Program: This program issues guidance and is responsible for overseeing that requirements in legislation are understood and met by the State and other implementing agencies. Each State has a Bicycle and Pedestrian Coordinator in its State Department of Transportation. The Coordinator's primary functions are to institutionalize non-motorized transportation within a larger state agency and to increase the number of citizens safely bicycling and walking in the state. To accomplish this, the coordinator must build internal and external partnerships, manage projects, provide technical review, secure funding, implement safety programs and work with the public and media. The primary programs that target bicycle and pedestrian projects are the Recreational Trails Program, the Transportation Enhancement Program and the Safe Routes to School Program.

DOTD Program Management – The State Bicycle and Pedestrian Coordinator is located within the Division of Planning and Programming, Highway Safety Section. The function of the coordinator is to promote pedestrian and bicycle consideration in compliance with the Complete Streets Policy.

Typical types of projects – The focus is bicycle and pedestrian planning and education

1. Bicycle Suitability Map – Identifies route suitability by region with significant landmarks. Identifies roads with shoulders and low volume roads

2. Statewide Bicycle and Pedestrian Master Plan - The Plan was developed to ensure that bicycling and walking are fully integrated into the state's transportation system

Key points

- The Louisiana Bicycle and Pedestrian Master Plan establishes new policies for the Louisiana Department of Transportation and Development which encourage a **complete** and **multi-modal transportation system for the State of Louisiana**.
- The Department will consider the needs of pedestrians and bicycles at appropriate stages during all projects and use current nationally recognized planning and design guidelines, manuals and best practices to ensure facilities are built to appropriate standards.

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Specific Program Information
Bicycle & Pedestrian Program

References

1. [Highway Safety: Bicycle & Pedestrian website](http://www.dotd.la.gov/planning/highway_safety/bike_ped/)
(http://www.dotd.la.gov/planning/highway_safety/bike_ped/)
2. [Statewide Bicycle and Pedestrian Master Plan](http://www.dotd.la.gov/planning/highway_safety/bike_ped/masterplan.aspx)
(http://www.dotd.la.gov/planning/highway_safety/bike_ped/masterplan.aspx)
3. [Bicycle Suitability Map](https://www8.dotd.la.gov/estore/products/105-louisiana-bicycle-map-2007-folded.aspx) (<https://www8.dotd.la.gov/estore/products/105-louisiana-bicycle-map-2007-folded.aspx>)

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Specific Program Information
Public Transportation Programs

Public Transportation Programs: The purpose of these programs is to improve public transit in all areas of the state so Louisiana's Citizens may enjoy an adequate level of personal mobility regardless of geographical location, physical limitation or economic status. The website for this program is <http://www.dotd.la.gov/intermodal/transit/>

DOTD Program Management: This program is administered from the Office of Multimodal Transportation, Intermodal Division, Public Transportation Program. Federal Transportation Administration (FTA) funds received are primarily used to either purchase vehicles for Louisiana's rural residents, elderly and disabled population and/or to help defray those expenses associated with operating these vehicles in rural areas; provide training and technical assistance to recipient agencies; construction projects; and fund transit planning activities of the state and Metropolitan Planning Organizations. These programs have various matching fund requirements.

Typical Types of Projects: These programs provide operating, capital, planning, construction and technical assistance projects statewide. These are defined below:

<p>1. Elderly and Persons with Disabilities Program – To assist in meeting transportation needs of elderly persons and persons with disabilities where public transportation services are unavailable, insufficient or inappropriate – urbanized, small urban, and rural</p>	<p>2. Job Access/Reverse Commute – Assists in developing new or expanded transportation services that connect welfare recipients and other low income persons to jobs and other employment related services</p>
<p>3. Metropolitan Planning Program – Establishes a cooperative, continuous, and comprehensive framework for making transportation investment decisions in metropolitan areas</p>	<p>4. New Freedom Program – Supports services and facility improvements to address the transportation needs of persons with disabilities that go beyond those required by the American with Disabilities Act (ADA)</p>
<p>5. Rural Public Transportation Program – Applies to non-urbanized areas only. Enhance access for people to health care, shopping, education, employment, public services & recreation. Assist in maintenance, development, improvement and use of public transportation. Assist development & support of intercity bus transportation. Provide participation of private transportation providers in non-urbanized areas</p>	<p>6. State Planning & Research Program – Assists in development of cost effective multimodal transportation improvement programs – planning, engineering, designing Federal transit projects</p>
<p>7. Statewide Training & Technical Assistance Program – Assists in the design & implementation of training and technical assistance projects and other support services for transit operators in non-urbanized areas.</p>	<p>8. LaSwift – Provides transportation services to/from Baton Rouge and New Orleans for jobs, job searches and recovery efforts.</p>

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Public Transportation Programs

Key Points:

- Details of the scope of each program can be found on the [DOTD Public Transportation website](http://www.dotd.la.gov/intermodal/transit/) (<http://www.dotd.la.gov/intermodal/transit/>).
- The programs have various required matching rates for the federal funds. The Entity should consult with the [DOTD Public Transportation website](http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=5) (<http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=5>) for program specific match.
- The eligible applicants vary with the program. The Entity should consult with the [DOTD Public Transportation website](http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=5) (<http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=5>) to determine the eligible **sponsoring entities**.
- The available funding and time allowed for the Entity to use the funds is program specific. This information can be found on the [DOTD Public Transportation website](http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=5) (<http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=5>).
- Reporting requirements and record maintenance can be obtained from the Program Managers.
- Information on project selection can be found on the [DOTD Public Transportation website](http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=5).
- Applications for the programs can be located on the [DOTD Public Transportation website](http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=7) (<http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=7>) website under Applications and Manuals

References

1. [DOTD Public Transportation general website](http://www.dotd.la.gov/intermodal/transit/) (<http://www.dotd.la.gov/intermodal/transit/>)
2. [Useful Links on DOTD Public Transportation website](http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=3) (<http://www.dotd.la.gov/intermodal/transit/sitemap.aspx?id=3>)

LPA Manual for Accessing Federal &
State Transportation Funds¹
Specific Program Information
*Airport Construction and
Development Priority Program*

Airport Construction and Development Priority Program: The DOTD-Aviation Section assists **sponsoring entities** in the development and submittal of airport projects for funding that meets the provisions of the section’s Aviation Priority Program. The section also inspects public general aviation airports annually, conducts aviation “outreach” programs to strengthen the section’s education initiative and partnerships throughout the aviation community; and administers the development and improvements of airports.

DOTD Program Management: This program is administered from the Office of Multimodal Planning, Intermodal Division, Aviation Section. The policies and programs are administered in accordance with the Louisiana Administrative Code, Title 70 – Transportation, Part IX – Intermodal Transportation. Airport projects are typically funded at a 95% federal and 5% state match ratio. Airport sponsors may also receive 100% state funding for eligible projects. The **sponsoring entity** is responsible for all project applications and contract administration.

Typical Types of Projects: All projects should be submitted with an application and must be accompanied by the **sponsoring entity’s** resolution requesting funding assistance for the following types of projects:

<p>1. Safety Projects – Correction of Runway Failures, Non-Functional Lighting System, Obstruction Removal Requiring Displacement of threshold, Airport Rescue & Fire Fighting Vehicles</p>	<p>5. NAVAIDS Projects – Improvements to the Aviation System’s Navigational Aids, Installation of new Navigational Aids Infrastructure for the purpose of improving pilot navigation.</p>	<p>9. Air Carrier Maintenance Program – Assists the Air Carrier Airports in the High Cost of Maintaining and Airport. Pavement Repairs, Lighting Maintenance, NAVAID Maintenance, Striping, Safety Area Maintenance.</p>
<p>2. Airside Preservation Projects – Runway Infrastructure, Taxiway Infrastructure, Aprons, Airfield Lighting, Navigational Aids</p>	<p>6. Obstruction Removal Safety Projects – Removal of Obstructions that Penetrate the Airports Approach Slopes, runway Protection Zones, and Transitional Surfaces.</p>	<p>10. General Aviation Economic Development Program – Assists the General Aviation Airports with revenue enhancement projects. T-hangars, Corporate Hangars, Fuel Farms, Terminal Buildings</p>
<p>3. Airside Improvement Projects – Runway Infrastructure, Taxiway Infrastructure, Aprons, Airfield Lighting, Navigational Aids, Agricultural Loading Areas, Noise Mitigation, Terminal Buildings</p>	<p>7. Planning Projects– Airport Layout Plans, Preliminary Planning for Engineering, Airport Actions Plans.</p>	
<p>4. Landside Improvement Projects – Land Acquisition for Future Expansion, Primary Vehicle Access Roads, Non-Revenue Generating Parking, Other</p>	<p>8. General Aviation Maintenance Program – Assists the General Aviation Airports in the High Cost of Maintaining and Airport. Pavement Repairs, Lighting Maintenance, NAVAID Maintenance, Striping, Safety Area Maintenance.</p>	

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Specific Program Information
Airport Construction and
Development Priority Program

Key Points:

- New projects may be requested for programming every fiscal year
- An application and requesting resolution need to be submitted each fiscal year no later than October 31 for a project to be eligible for funding
- Funding is not guaranteed and may be contingent upon compliance of airport regulations and guidelines as mandated by the Federal Aviation Administration
- Airport Improvement funding typically is 95% federal and 5% match ratio for airports in the National Plan of Integrated Airport Systems

References:

1. Louisiana Administrative Code Title 70 Transportation, Part IX Intermodal Transportation, Chapter 9
2. Louisiana Revised Statutes Title II Aeronautics, Chapter 7, Airport Construction and Development Priority Program
3. [Federal Administrative Order 5100.38C, "Airport Improvement Program Handbook"](http://www.faa.gov/airports/resources/publications/orders/media/aip_5100_38c.pdf)
(http://www.faa.gov/airports/resources/publications/orders/media/aip_5100_38c.pdf)
4. [Louisiana Department of Transportation and Development, Aviation Section, "Louisiana Airport Managers Handbook"](http://www.doa.la.gov/OPB/pub/FY10/SupportingDocument/07A_Department_of_Transportation_and_Development.pdf)
(http://www.doa.la.gov/OPB/pub/FY10/SupportingDocument/07A_Department_of_Transportation_and_Development.pdf)
5. Louisiana Department of Transportation and Development, Aviation Section, "Consultant Selection Manual for Louisiana Airport Projects"
6. [Louisiana DOTD Aviation Website www.dotd.la.gov/intermodal/aviation](http://www.dotd.la.gov/intermodal/aviation)
7. [Federal Aviation Administration Southwest Region Airports Website](http://www.faa.gov/airports/southwest/)
<http://www.faa.gov/airports/southwest/>

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Specific Program Information
***Louisiana Statewide Flood
Control Program***

Louisiana Statewide Flood Control Program: The Statewide Flood Control Program is set up to reduce existing flood damages in Louisiana by both structural and non-structural solutions. The Program was created when the legislature passed Act 351 in the 1982 Regular Session and the projects are funded by the Transportation Trust Fund. The Program provides up to 90% of the construction cost for non-federal projects. For federal projects, the Statewide Flood Control Program provides up to 70% of the local sponsor's non-federal share. The local **sponsoring entity** pays for engineering, right-of-way, and utilities. The Statewide Flood Control Program is competitive and the projects are prioritized based on potential damage reduction versus State investment. The Program is uniquely structured to provide an equitable distribution of funds throughout the state.

DOTD Program Management: This program is administered from the DOTD Office of Engineering, Statewide Flood Control Section. The **sponsoring entity** is responsible for all design engineering, contract administration, obtaining all necessary permits, and providing necessary rights-of-ways and easement necessary to construct the project. The **sponsoring entity** agrees to assume maintenance and operating costs. The **sponsoring entity** must have a fully executed and approved Agreement before entering into any contracts which obligate state funding and must follow all laws pertaining to public bidding.

Typical Types of Projects: The projects must reduce existing flood damage while protecting existing developments in flood prone areas. The projects must stand alone without encouraging further development in the area. The projects must provide long term solutions to flood problems and have a total construction cost of \$100,000 or more. Some projects may include the following:

1. Channel Enlargement	2. Levees	3. Pump Stations
4. Retention Ponds	5. Relocations of dwellings and business structures	6. Reservoirs

Key Points:

- Pre-Applications must be submitted by May 1st
- Once the pre-application has been approved, an application shall be submitted no later than October 1st

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Specific Program Information
***Louisiana Statewide Flood
Control Program***

- Only complete applications are reviewed and evaluated
- The projects must reduce existing flood damage without encouraging further development in the area
- Statewide Flood Control Program provides 90% of the cost of construction for non-federal projects and 70% of the local sponsor's non-federal share for federal projects
- The Program is uniquely structured to provide an equitable distribution of funds statewide
- The Joint Transportation Committee reviews and approves all projects recommended for funding

References:

1. Louisiana Statewide Flood Control Program Guidelines and Procedures Manual
2. Louisiana Statewide Flood Control Program Procedures Manual for Funded Projects
3. [DOTD Statewide Flood Control Website](http://www.dotd.la.gov/intermodal/division/ports_flood/flood_control.aspx)
http://www.dotd.la.gov/intermodal/division/ports_flood/flood_control.aspx

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Specific Program Information
Louisiana Port Priority Program

Louisiana Port Construction and Development Priority Program: The Port Program is to improve the infrastructure of LA ports and harbors, promote economic development, provide jobs, minimize congestion, improve safety, and reduce maintenance costs of our highways. The Port Program is governed by Louisiana Revised Statute 34:3451, et seq and the projects are funded by the Transportation Trust Fund. The Port Program provides 90% of eligible construction cost and local sponsors provide 10% construction cost plus engineering cost. Project must provide a benefit cost ratio of one or greater. The discount rate used in the evaluation process shall be based on the interest rate paid on 20-year U.S. Treasury Inflation Protected Securities (TIPS) which is currently 2.375%.

DOTD Program Management: This program is administered through the Office of Multimodal Planning, Intermodal Division, Port Priority Program. The sponsoring entity is responsible for all design engineering and construction administration, obtaining all necessary permits, and providing necessary land, rights-of-ways, and easements to construct the project. The sponsoring entity agrees to assume maintenance and operating costs. The sponsoring entity must have a fully executed and approved Agreement before entering into any contract which obligates state funding and must follow all laws pertaining to public bidding.

Typical Types of Projects: The projects shall be limited to the construction improvements, capital facility rehabilitation, and expansion of publicly owned port facilities. Some projects may include the following:

1. Wharves	2. Cargo Handling Capital Equipment	3. Utilities
4. Railroads	5. Primary Access Roads	6. Buildings

Key Points:

- Applications may be submitted quarterly by the 1st of March, June September and December
- Only complete applications are reviewed and evaluated
- Projects must be located of sponsoring entity/public owned lands

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Specific Program Information
Louisiana Port Priority Program

- Projects must have a benefit cost of one or greater and a return of state investment based on 20-year U.S. TIPS, which is currently 2.375%.
- Port Program provides 90% of the cost of construction
- The Joint Transportation Committee reviews and approves all projects recommended for funding.

References:

1. Louisiana Port Construction and Development Priority Program Rules and Regulations Manual
2. Louisiana Port Construction and Development Priority Program Procedures Manual for Funded Projects
3. [DOTD Port Program website](http://www.dotd.la.gov/intermodal/division/ports_flood/ports.aspx)
http://www.dotd.la.gov/intermodal/division/ports_flood/ports.aspx

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Specific Program Information
*Marine Transportation
System Program*

Marine Transportation System Program (MTS): These are typically navigation projects. The U.S. Army Corps of Engineers requires Congressional authorization and funding to begin a study. A Study Resolution may begin the project if funding is provided in the Appropriations Act. Corps studies are cost shared after the initial Reconnaissance Phase.

DOTD Program Management: This program is administered by the Office of Multimodal Planning, Intermodal Division, Marine and Rail Section.

Typical Types of Projects: Typical projects are for deepening navigation channels.

1. AGMAC – Acadiana Gulf of Mexico Access Channel – To provide deeper navigation access to the Gulf of Mexico from the Port of Iberia for manufacturers of offshore oil and gas structures.	2. Baptiste Collette Deepening - DOTD is providing funds to Plaquemines Parish for a consultant to study the feasibility to deepen Baptiste Collette Bayou for access to the Eastern Gulf of Mexico oil and gas fields.	3. Mississippi River Deepening - DOTD is the non-federal sponsor for deepening the Mississippi River.
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Key Points:

- All of DOTD funds for this program are from the state’s Capital Outlay Program.
- Corps projects are cost shared.
- Congress must authorize and fund Corps projects.
- DOTD will enter into an agreement with the port or community to provide the funds required.
- An agreement with the Corps is also required after the Reconnaissance Phase. This will be a tri-party agreement with the Corps and the port or community.
- Local entities must agree to provide lands, easements, rights-of-way, relocations, and mitigation areas. And must agree to maintain mitigation areas.

References:

1. [US Army Corps of Engineers website for Civil Works](http://www.usace.army.mil/CECW/Pages/Index.aspx)
<http://www.usace.army.mil/CECW/Pages/Index.aspx>
2. [DOTD website for Marine and Rail](http://www.dotd.la.gov/intermodal/marineandrail/)
<http://www.dotd.la.gov/intermodal/marineandrail/>

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Rail Infrastructure Improvement Program

Rail Infrastructure Improvement Program: This program is different from the Rail-Highway Crossing Program. This program is for rail infrastructure improvements and cannot be used for rail crossings. The primary target for this program is to upgrade the short-line tracks to accommodate the standard 286K pound rail cars. This improves safety between the manufacturers/plants and the mainline.

DOTD Program Management: This program is administered by the Office of Multimodal Planning, Intermodal Division, Marine and Rail Section.

Typical Types of Projects: Typical projects must demonstrate a compelling public benefit.

1. "286" Project – To upgrade rail and bridge structures to safely transport the industry standard 286,000 pound railcar on class 3 railroads

2. Track Extension - Extend Class 3 railroad tracks to serve additional industries

Key Points:

- Legislation to establish the program, and program rules and procedures must be approved by the Louisiana Legislature.
- Projects must demonstrate a compelling public benefit.
- A **sponsoring entity** can be a port or a short-line railroad.
- Any land purchase or right-of-way easement must be the responsibility of the **sponsoring entity** and is not a part of the proposed project.
- The sponsor must guarantee to maintain the improvements in good operational condition for a minimum of 20 years.
- All environmental clearances and permits are the responsibility of the sponsor.

References:

1. [DOTD website for Marine & Rail](http://www.dotd.la.gov/intermodal/marineandrail/)
(<http://www.dotd.la.gov/intermodal/marineandrail/>)

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Overall	Name changed from Local Public Agency Manual to Local Public Agency Manual for Accessing Federal & State Transportation Funds
Page 7	General LPA Expectations
Pages 8-10	LPA Project Management Representative's Expectations The DOTD Project Manager Expectations The DOTD District Construction Coordinator Expectations
Page 22	Emergency Relief (ER) Program –amount changed from \$700,000 to \$750,000
Page 52	“Key Points” 2 nd bullet – changed amount from \$700.000 to \$750,000
Page 52	References – deleted the following: <ul style="list-style-type: none">• 5. LADOTD/FHWA ER Program – Local Government Outreach• 7. FHWA ER Training Video, Part 1 and 2