

Supplemental Preparation Guidelines for SHOPP Storm Water Mitigation Program Project Initiation Report

OVERVIEW

The report should be prepared using the guidance provided in the [Interim SHOPP PIR Guidance](#)¹ along with the State Highway Operation and Protection Program (SHOPP) program specific information found here. Consult with the district program advisor and the Headquarters SHOPP program manager to determine how to handle individual project aspects.

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

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

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

This supplemental guidance applies to the following SHOPP Storm Water Mitigation Program:

Storm Water Mitigation (program code 20.XX.201.335)

The SHOPP program manager has determined that all projects are subject to varying documentation level and shall include discussion for some of the outline topics from [Interim SHOPP PIR Guidance](#)¹ as designated within this document. Differentiation of the documentation level also matters for determining the attachments. Guidance to supplement each topic from [Interim SHOPP PIR Guidance](#)¹ is as follows.

¹ The PIR guidance when adopted by the [Project Development Procedures Manual](#) will be available in the PDPM.

MAIN BODY OF REPORT

1. Introduction, Work Description and Summary Table

Funding Source	20.XX.201.335
SHOPP Project Output	<i>Acres</i>

Use [Interim SHOPP PIR Guidance](#) instructions for the rest of this section.

2. Purpose and Need

Use [Interim SHOPP PIR Guidance](#).

3. Recommendation

Use [Interim SHOPP PIR Guidance](#).

4. Risk Summary

Use [Interim SHOPP PIR Guidance](#).

5. Background

Use [Interim SHOPP PIR Guidance](#).

6. Asset Management

Use [Interim SHOPP PIR Guidance](#).

7. Corridor and System Coordination

Discuss coordination of implementation efforts with local agencies. Use [Interim SHOPP PIR Guidance](#) instructions for the rest of this section.

8. Public Engagement

[Use Interim SHOPP PIR Guidance](#).

9. Existing Facility Condition

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

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

Corridor Geometric Information and Condition

Right-of-way

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

Fences

Include the location, height and type.

Noise barriers

Include the location, height and type.

Earth retaining systems

Include the location, height and type.

Utilities

Include the location and type.

Landscape

Include the location and type.

Landscape irrigation facilities

Include the location and type.

Hydraulic facilities

Include the location and type.

Traffic management systems

~~*Include the location and type.*~~

Traffic signals

~~*Include the location and type.*~~

Lights

~~*Include the location and type.*~~

Signs

~~*Include the location and type.*~~

Metal beam guardrail

~~*Include the location and type.*~~

Traffic volumes

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

Traffic collisions

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

Collision Rates:

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

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

Notes:

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

Land uses, destinations, and services surrounding the project vicinity

Other – Best management practices (BMPs)

Include any relevant information.

Other – Side slopes

Include any relevant information.

Roadway Geometric Information and Condition

Traveled Way, Shoulders, and Median Geometric Information

Include the following:

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

Traveled Way, Shoulders, and Median Pavement Condition

Include the following:

PMS Category (1-29) _____ Priority Classification (.1-.4) _____

International Roughness Index (IRI) _____

*Rigid Pavement: _____ *Flexible Pavement: _____

*From latest PMS Pavement Condition Inventory Survey Data.

3rd Stage Cracking % _____ Alligator B Cracking % _____

Faulting _____ Patching % _____

Joint Spalls _____ Rutting _____

Pumping _____ Bleeding _____

Corner Breaks % _____ Raveling _____

Deflection Study Results (if available):

Structure Geometric Information and Condition

Include the following:

Structures Name Number	Width Between Curbs			Vertical Clearance		
	Exist (ft)	RRR Std (ft)	Prop (ft)	Exist (ft)	RRR Std (ft)	Prop (ft)

Use Interim SHOPP PIR Guidance [Interim SHOPP PIR Guidance](#) instructions for the rest of this section

10. Alternatives

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

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

Required for Levels:	Topic

1, 2, & 3	Proposed treatment BMP(s)
1, 2, & 3	Design standards and deviations from mandatory and advisory design standards (Highway Design Manual , Tables 82.1A and 82.1B)
	Interim features
	High occupancy vehicle lanes
	Ramp metering
	California Highway Patrol (CHP) enforcement activities
Optional	Park and ride facilities
1, 2, & 3	Highway planting and irrigation
1, 2, & 3	Erosion control
1, 2, & 3	Roadside design and management
	Noise barriers
1, 2, & 3	Earth retaining systems
	Non-motorized and pedestrian features
	Context sensitive solutions and complete streets
1, 2, & 3	Complete streets (refer to SHOPP Tool attachments)
1, 2, & 3	⊖ Pedestrian facilities
1, 2, & 3	○ Bicycle facilities
1, 2, & 3	○ Transit facilities
1, 2, & 3	○ Park and ride facilities
	Traffic analysis
1, 2, & 3	Current construction and right-of-way cost estimates
	Other

Notes:

Proposed Treatment BMP(s) – discussion should include treatment best management practices which improve stormwater quality for specific pollutant(s) of concern (e.g., Total Maximum Daily Load (TMDL) and/ or Significant Trash Generation Area (STGA)).

Use [Interim SHOPP PIR Guidance](#) instructions for the rest of this section

11. Complete Streets

List all the Complete Street elements that are included in this project. All complete street facilities and proposed new ones must be shown on the plans. Lack of new complete street elements in the project requires valid justification presented as a narrative.

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

Use [Interim SHOPP PIR Guidance](#) for more information

12. Climate Change Considerations

Use [Interim SHOPP PIR Guidance](#).

13. Environmental Compliance

Use [Interim SHOPP PIR Guidance](#).

14. Right-of-Way

Use [Interim SHOPP PIR Guidance](#).

15. Stormwater

Discussion should include the plan for adhering to the Construction General Permit during and after construction.

Use [Interim SHOPP PIR Guidance](#) for the rest of this section.

~~**16. Transportation Management Plan**~~

Use ~~[Interim SHOPP PIR Guidance](#)~~

~~**17. Broadband and Advance Technologies**~~

~~Describe the anticipated accommodation for:~~

~~A. Wired broadband facility~~

~~B. Fueling opportunities for zero-emission vehicles~~

~~C. Provision of infrastructure to vehicle communications for transitional or full-autonomous vehicle~~

For more information refer to [Interim SHOPP PIR Guidance](#)

18. Public Engagement

Use [Interim SHOPP PIR Guidance](#).

19. Advanced Technologies & Communication Systems

Use [Interim SHOPP PIR Guidance](#).

20. Additional Considerations

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

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

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

Use [Interim SHOPP PIR Guidance](#) instructions for this section.

21. Estimate, Funding and Programming

For the project initiation phase, the SHOPP program manager has designated the contingency should start at 15 percent. Any contingency higher than 15 percent must be justified by risk elements listed in the risk register.

Use [Interim SHOPP PIR Guidance](#) instructions for the rest this section.

22. Delivery Schedule

Use [Interim SHOPP PIR Guidance](#).

23. External Agency Coordination

Use [Interim SHOPP PIR Guidance](#).

24. Project Reviews

Use [Interim SHOPP PIR Guidance](#).

25. Project Personnel

Use [Interim SHOPP PIR Guidance](#).

26. Attachments (Number of Pages)

Use [Interim SHOPP PIR Guidance](#).