

Safety Funding Application

When: The safety funding application is due to Central Office annually by April 30 and September 30 of each year. This application and supporting documentation will be used by the Safety Program Committee to set the safety program priorities.

What is needed in the Safety Application: The safety funding application is submitted for projects that are on the District's SAWP. Projects which have fewer than ten crashes in the three year period and an annual rate less than 1.0 crashes / MVM are not eligible. Projects which cost less than \$50,000 are also not eligible. The following items should be included in the safety application:

1. Brief Project Description - Including CO-RT-SEC, District, PID if assigned
2. Summary of Problem Statement
3. Summary of Recommended Countermeasures
4. Project Priority (Rank, LPA priority)
5. Project Development Status
6. Crash data points
7. Copy of the Safety Engineering Study
8. Traffic Volume Data
9. Project Location Map
10. Photographs of the Project Site
11. Economic Analysis
12. Estimated Cost by phase and funding source
13. Affirmative signatures from a majority of the DSRT members
14. Name of a contact person
15. Project sponsoring agency
16. Project schedule

What the application is used for: The Safety program Committee evaluates the applications and project scoring to establish and publish an annual listing of approved safety Projects for funding from the Safety Program. The program committee reviews all documentation to insure the countermeasures address the safety problem and are a statewide priority. The project scoring emphasizes projects with a high frequency and severity of crashes.

Problems with Safety Applications:

1. Problems with submissions having the most current crash data
2. Problems with the photographs submitted not being clear enough
3. Project Cost Estimates changing drastically through the project development
4. Schedules changing dramatically through project development

5. Not enough reservoir committed for the safety program
6. Coordination of scope changes are not being reported / approved by the safety program committee / program manager
7. The District holding Project scoping meetings to review project history, schedule, and plan of action. The District needs to involve the appropriate District staff, safety program manager, and Central Office personnel (Office of Environmental Services, Office of Real Estate, Consultant Services, Office of Roadway Services, etc.) and conduct the meeting.
8. Microsoft project schedules on all safety projects are not being developed or kept up to date.

PROJECT COST UPDATES

The District shall review project costs and keep them up to date. At a minimum, the project costs shall be reviewed, revised, and entered in Ellis at the project initiation phase, the time a preferred alternative is selected, and at the completion of Stage 3 plans. The Safety Program manager must be kept apprized of any cost changes. These changes could require safety program committee approval if they exceed 10%.

The Office of Estimating will notify the Safety Program Manager of the approximate Safety funding estimated to be utilized on each Safety project after the official engineer's estimate has been prepared. The safety Program Manager will insure that the Safety funding estimate is within the safety commitment as outlined on the safety funding list.

Change Orders

- < The Scope of Services shall be provided to the Construction Project Engineer on all safety projects.
- < The District Planning Administrator shall review the Scope of Services with the Construction Project Engineer in order to provide him/her a clear understanding of the intent of the project and which items of work are related to the Safety program.
- < When processing an extra work change order, the Construction Project Engineer shall evaluate the extra work along with the Scope of Services to determine if the work is necessary to satisfy the intent of the safety portion of the project. The District Planning and Programming Administrator will coordinate with the safety program manager to determine if additional studies or analysis are required prior to acceptance of the change order. After the Construction Project Engineer and District Planning and Programming Administrator have determined that the extra work change order should be funded by the safety Program Manager, the request is

made to the safety program manager. The request shall include a description of the work involved and a justification for the requested change order.

- < Any change order in the amount greater than \$50,000 and all change orders after the project price has increased 10% must be approved by the safety program manager.
- < If a change order is deemed an emergency and the change order work must advance without approval of the safety program manager, the safety funding will be contingent on the justification and proceeding approval of the safety program manager. Any change order submitted for work advanced without safety approval will be funded from District allocation or other sources if safety funding is subsequently determined to be unjustified.