

19. FHWA notifies the DLA Implementation that they approved the SEMP, and grants the Notice-to-Proceed (NTP) with project implementation.
20. The DLA Implementation relays the approval and NTP to the local agency thru the DLAE with a copy to the DLA ITS Coordinator.
21. The DLAE checks for environmental approval before transmitting the SEMP approval and NTP to the local agency.
22. Upon receiving final SEMP approval and NTP, the local agency may proceed with project implementation. Expenditures for such work prior to NTP are NOT eligible for reimbursement.

Construction:

23. If the ITS project includes activities defined as construction; the local agency must submit a PS&E package requesting construction authorization. The request includes the necessary federal-aid paperwork and approvals.
24. Beyond this point, normal federal-aid procedures apply for completing the project. Use Form 17-C “Final Inspection Form” of the LAPM to finalize the project.

13.5.2 Low-Risk (formerly “Minor”) ITS Projects

Processing Low-Risk ITS projects will follow the traditional federal-aid PE procedures (see Exhibit 13-B for detail). The SERF (Exhibit 7-I, System Engineering Report Form) must be filled out as part of the field review package. However, SERF review and approval by FHWA are **not** required.

13.5.3 Exempt Projects

Processing Exempt ITS projects will follow the traditional federal-aid PE procedures. The **SERF will not be required** as part of the field review package.

13.6 ENVIRONMENT

The environmental process and environmental approval for ITS projects are processed under normal federal-aid regulations and procedures. For environmental guidance, see Chapter 6 “Environmental Procedures” of the LAPM. With few exceptions, most ITS projects can be classified as a Categorical Exclusion (CE). CE determinations are made by Caltrans.

Generally, ITS projects involve little to no disturbance of the ground. The ground disturbance that normally occurs on ITS projects is related to digging foundations for utility, signal, camera, or message sign poles and excavation of trenches for communications cabling. Occasionally ITS

projects involve the construction of transportation management center buildings or information kiosks. Such projects are not likely to cause any negative environmental impacts, except in rare cases where they might encounter an archaeological site, a historic site or an endangered species habitat.

13.7 AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

ADA standards which deal with the public right of way (such as curb ramps, sidewalks, etc.) apply to ITS projects. Common elements in ITS projects in California are computer hardware/software, Changeable Message Signs (CMS) and Closed-Circuit Television (CCTV), Communications, and public websites. These elements are discussed individually below.

- 1.) Computer Hardware and Software
Computer hardware and software that is used **internally** by public agencies are generally not subject to ADA requirements. This includes computer equipment at traffic/transit management centers, or other locations. However, one key exception is websites or kiosks that are accessible to the general public (see item 4 below).
- 2.) Changeable Message Sign and Closed-Circuit Television
ITS projects sometimes include one or several Changeable Message Signs (CMS) or Closed-Circuit Television cameras (CCTV). These are often mounted on poles near a roadway. One key question for analyzing this element for ADA requirements is, "Does the installation or operation of a CMS or CCTV unit disturb any pedestrian facilities or travel routes"? The term "disturb" includes partial or complete removal as well as damage to the pedestrian facility or travel route that was caused by tunneling underneath. If a pedestrian facility or travel route is disturbed in any of these ways, then that portion disturbed **must be re-built in compliance with ADA standards**. If the installation of CMS or CCTV units do not disturb pedestrian facilities or travel routes, then they do not have to be rebuilt. Note that CMS and CCTV units generally require communications (see below).
- 3.) Communications
Communications systems are sometimes installed as part of ITS Integration projects. For both Wireline and Wireless communications, a key question in determining ADA requirements is, "Does the installation or operation of this ITS communication system disturb any pedestrian walkways"?

These systems can take several forms:

- a) "Wireline" (e.g. fiber-optic, coax, other types of cables) - If these are installed above ground using existing facilities (e.g. telephone or cable-TV poles) or underground in existing conduit, and if no pedestrian walkways are disturbed during the installation process, then the ADA standards do not require any changes to nearby walkways. If installation requires digging trenches in the ground and those trenches disturb a pedestrian facility or travel route, then that facility or travel route must be rebuilt to ADA standards. If the trench is within the roadway itself, all legal crossings and crosswalks are considered pedestrian facilities or travel routes and the portion of the roadway that is disturbed must be rebuilt to ADA standards.
- b) "Wireless" communications require antennas, which can be mounted on poles, buildings, roadside signs, or other structures. If these structures already exist and *no* pedestrian