Purpose
To establish a Utah Department of Transportation (Department) policy for safe sidewalks. The State legislature has recognized the need for adequate sidewalk and pedestrian safety devices and declared that pedestrian safety be a consideration in all Department highway engineering and planning on all projects where pedestrian traffic can be a significant factor. The Safe Sidewalks Program provides a legislative funding source for construction of new sidewalks adjoining State Routes where sidewalks do not currently exist and where major construction or reconstruction of the route at that location is not included in the Statewide Transportation Improvement Program (STIP).

Policy
This policy will apply to all projects approved for construction under the Safe Sidewalks Program. A proposed sidewalk location must meet the following criteria in order to be considered for Safe Sidewalks Program funding:

1. The location must adjoin a State highway within an urban area or an area where the immediate environment of the project is of an urban nature.
2. The location must have significant pedestrian traffic.
3. Local government must match 25 percent in cash or right-of-way, or the match must meet the criteria set forth in the Department’s Flexible Match on Federal Aid Projects guidelines.

Safe Sidewalk projects may be combined with other state construction projects in locations that meet the program criteria in order to maximize its benefit to the location.

This policy does not relieve the Department of the responsibility to replace existing curbs, gutters, and sidewalks removed as a consequence of widening or altering highways according to existing law and policy nor to assume on the part of the Department any responsibility for jurisdiction over or maintenance of those portions of the rights-of-way of State highways relegated to political subdivisions by State law.
Sidewalks will not be required or constructed under this policy unless the local political subdivision within which the project is situated agrees to accept responsibilities for maintenance and jurisdictional control of the sidewalk either directly or by ordinance.

Safe Sidewalks Program projects must be constructed within two years from the date the funding is allocated. Funding not used within two years will be rolled into other safe sidewalks projects that are ready for construction.
Procedures
Safe Sidewalks Program

UDOT 06C-20.1

Responsibility: Engineer for Traffic and Safety or Designee

Actions
1. Determine funding allocation by County and Regions based on population, K-12 student enrollment, and pedestrian crash experience.

2. Calculate funding allocations per Region and distribute to each of the four Regions.

3. Submit program information to the Region Director or designee including:
   a. Region funding distribution
   b. Project recommendations
   c. Program guidance
   d. Statewide project status reporting

Responsibility: Region Director or Designee

4. Identify potential projects at locations that qualify for Safe Sidewalks Program funding.

5. Coordinate potential project locations with future Region construction projects to verify that route improvements are not included in the STIP.

6. Coordinate with City and County authorities to advise them of funding availability and to assist them in the application process. Request applications for projects to be considered with local funding commitment for each project. Funding for the projects will be a 75 percent State and 25 percent Local match, or the Local match must meet the criteria set forth in the Department’s Flexible Match on Federal Aid Projects guidelines.

7. Receive project requests from local authorities for possible inclusion and request assistance from the Division of Traffic and Safety to establish priorities within the Region.
8. Review proposed project submittals including written scope of work and cost estimate. Prioritize the project submittals for funding within the Region. Forward project information and Region prioritized list to Division of Traffic and Safety for review and possible inclusion in the Statewide Program.

**Responsibility:** Engineer for Traffic and Safety or Designee

9. Combine the prioritized Region lists into the Department proposed Safe Sidewalks Program. This program is submitted to the Transportation Commission for the year-end state report.

**Responsibility:** Region Director or Designee

10. Monitor the contract performance by the local agencies. This includes the project certifications and return of excess funds if a project is not completed in an expeditious manner.

11. Prepare a cooperative agreement with the local agencies after receiving the approved Region project list from the Division of Traffic and Safety. The local agency is responsible for constructing the project either by qualified in-house personnel or by contracting with a licensed contractor.

12. Receive local agency request for reimbursement. Reimbursement request should include final project invoice and supporting documentation. Perform final walk-through to verify compliance with cooperative agreement. Process reimbursement payment to local agency upon successful completion of the project.

13. The local agency may request 75 percent of the reimbursement at the start of construction and the remainder once the project is successfully completed. The local agency must submit a request letter including the construction schedule in order to receive early partial reimbursement. All reimbursed funds must be returned to the Department if the project is not completed within the two-year time frame following project funding.

14. The Region Director may request an equal value exchange of right-of-way in lieu of the 25 percent local agency match.