

Appendix C.1: Right-of-Way Protocols Checklist

Item/Category		Reference Link(s)	Yes	No	Action Item	Contact Info
A	Safe and Reliable Access for All: Enhance safety and access for people walking, bicycling, and taking transit					
1	Does the project area overlap with a street on the High Injury Network?	High Injury Network	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact team to discuss opportunities to incorporate safety elements.	LADOT Vision Zero visionzero@lacity.org
2	Does the project area fall within Safe Routes to School Zone?	Safe Routes to School	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact team to discuss opportunities to incorporate safety elements.	LADOT SRTS ladot.saferoutes@lacity.org
3	Does the project area overlap with a Sidewalk Repair Program Access Request?	Sidewalk Repair Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact team to discuss opportunities to improve access.	BOE Sidewalk Repair Division sidewalks@lacity.org
4	Does the project area overlap with street segment or intersection identified on Level of Travel Stress Network as "high stress" (score of 3 or 4)	Level of Travel Stress Network	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact team to discuss opportunities to improve access.	LADOT TPP stressfreeconnections@lacity.org
5	Does the project fall in a Stress Free Connection priority focus area? (turn on layer in 'map viewer')	Focus Areas	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact team to discuss opportunities to improve access.	LADOT TPP stressfreeconnections@lacity.org
6	Are there bus stops within the Project limits identified as priority stops in the Sidewalk Transit Amenity Program?	Sidewalk Transit Amenity Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact team to discuss opportunities to improve access.	BSS STAP Division lance.oishi@lacity.org audrey.netsawang@lacity.org
7	Does the project fall on the LADOT ATD Priority Project List? (Check on LADOT MIP Interactive Map - coming soon)	LADOT MIP Interactive Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact team to discuss opportunities to include Plan recommendations	LADOT ATD ladot.active@lacity.org
8	Does the project area overlap with existing or proposed al fresco, people street plaza, or parklets?	LA Al Fresco Dining	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact teams to coordinate	LADOT AL Fresco laalfresco@lacity.org
		Parklets	<input type="checkbox"/>	<input checked="" type="checkbox"/>		LADOT People St peoplest@lacity.org
		People Street Plazas	<input type="checkbox"/>	<input checked="" type="checkbox"/>		LADOT People St peoplest@lacity.org
		LADOT Vision Zero	<input checked="" type="checkbox"/>	<input type="checkbox"/>		LADOT Vision Zero visionzero@lacity.org or ladot.active@lacity.org
9	Does the project area include Metro Bike Share stations or EV carshare stations?	Bike Share Stations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact teams to coordinate	joshua.fogelson@lacity.org
		EV Carshare Stations	<input type="checkbox"/>	<input checked="" type="checkbox"/>		anita.tang@lacity.org
10	Does the area within the project limits fall into a Pavement Preservation Work Plan or envision any work that may alter or change pavement conditions, including pavement cuts, modifications, or re-pavements?	Pavement Preservation Work Plan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact team to discuss opportunities to coordinate	BSS Street Renewal Division sherarade.nichols@lacity.org
B	Climate Action: Advance Los Angeles' environmental resilience					
1	Is the project along an identified Wildlife Corridor?	Wildlife Corridor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact DCP Citywide Policy to coordinate	LA City Planning lana.mik@lacity.org alexander.linz@lacity.org
2	Does the project maximize tree planting within its project limits, especially allowing space for large tree species?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact City Plants and Sanitation for trees available for planting. Contact UFD at StreetsLA to identify tree planting locations and species	BSS Urban Forestry hector.banuelos@lacity.org

3	Is there overlap with a proposed or existing water mainline project?	Intranet Navigate LA: DWP Water Distribution Mainline Projects under the DWP Group layer incorporated into the Right of Way Project Planning	<input checked="" type="checkbox"/>	<input type="checkbox"/>	LADWP Water Distribution System group LADOT Planning Group, StreetsLA ERT	LADWP - Water Distribution Division Interagency Coordination Group Alice Han Alice.Han@ladwp.com
4	Will the proposed project result in water being infiltrated into an aquifer? (LADWP to integrate existing GIS data with PWRS/Navigate LA)?	Ground Water Basins Feature Layer	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, coordinate with BOS Safe Clean Water Implementation Office and LADWP Watershed Management Group to identify opportunities to incorporate water infiltration	LADWP Watershed Management art.castro@ladwp.com
C	Equitable Project Planning & Delivery: Improve lives of people most burdened by environmental injustice, transportation inequity, and economic vulnerability.					
1	Does the project area fall within a Digital Inclusion Priority Area?	Digital Inclusion Priority Area	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, notify BSL and LADWP as an opportunity to install more broadband infrastructure.	BSL IT/Smart Cities clinton.tsurui@lacity.org BSL Co-Location victor.turcios@lacity.org LADWP Fiber Optic Enterprise Group vincent.bozin@ladwp.com alex.valdez@ladwp.com
2	Can the work be performed without a specialty contractor? Can the work be unbundled and split into smaller work packages of less than \$100,000? Examples of work that may fall into this category are sidewalk repair/construction, bus bench lighting, solar panel installations, or landscaping and landscape maintenance.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, or possibly yes, contact the Bureau of Contract Administration to discuss the project and determine whether it is appropriate for a Community Level Contracting opportunity.	BCA lynda.mcglinchey@lacity.org
	REFERENCE DOCUMENTS/MAPS/TOOLS					
A	Safe and Reliable Access for All: Enhance safety and access for people walking, bicycling, and taking transit					
1	Mobility Plan 2035 Enhanced Networks	LADOT's Interactive Map				
2	LA City Complete Streets Design Guide	Complete Streets Design Guide (2015) and Supplemental Street Design Guide (2020)				
3	NACTO Design Guides					
4	Metro's Transit to Parks Strategic Plan					
5	(Check on LADOT MIP Interactive Map) If the project falls on the Mobility Plan's Bicycle Enhanced Network or Bicycle Lane Network, does it make it more challenging to install the infrastructure envision for that street by introducing new uses such as additional travel lanes, additional parking or new curb uses	LADOT MIP Interactive Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, lead department to consider ways to update project design. If unable to, PM should seek assistance from the Street Working Group.	Schedule for Streets Working Group by contacting LA City Planning Mobility Policy Team planning.mobility@lacity.org
6	Does the project fall on a Metro NextGen Tier 1 or otherwise priority corridor?	NextGen	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, discuss opportunities to include transit-priority elements. Use Email Subject Line: [short project name] – City of LA MOU Review request The email body should indicate project location and a brief scope of work.	Metro Bus Operations Service Development, Scheduling & Analysis, Stephen Tu TuS@metro.net

7	Is there an existing, under construction, or planned Metro rail or BRT transit corridor in the project vicinity? a. If a Metro Rail or BRT corridor is within 1/2 mile of the project, and the project scope/extent is not yet finalized, is there opportunity to improve connections to the planned Metro facility? b. Does the project overlap with a designated First/Last Mile corridor? If so, does it overlap with a 'Priority Project' street (i.e., eligible for a 3% credit)?	Metro Rail / BRT Transit Corridor	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact Metro Countywide Planning Department for consultation Use Email Subject Line: [short project name] – City of LA MOU Review request The email body should indicate project location and a brief scope of work.	Metro Countywide Planning DevReview@metro.net Metro Countywide Planning Paul Backstrom BackstromP@metro.net
8	Is the project within a Metro First/Last Mile area?	Metro First/Last Mile Completed FLM plans (Blue Line, ESFV, Inglewood/AMC, PLE, Expo-Crenshaw, G Line Sepulveda) MAT projects (G Line Sepulveda, C Line Aviation, Western Slauson, Expo Culver) Designated FLM priority network locations from the ATSP	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact Metro Countywide Planning Department for consultation Use Email Subject Line: [short project name] – City of LA MOU Review request The email body should indicate project location and a brief scope of work.	Metro Countywide Planning Jacob Lieb LiebJ@metro.net
9	Does the project area fall within the boundaries of the LA River Improvement Overlay zone?	Ordinance 183144 or zoning in NavigateLA or ZIMAS, the zone will end in "-RIO"	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact team to discuss opportunities to improve access to the LA River	Mayor's Office LARiverWorks Team michael.affeldt@lacity.org
10	Does the project include a roadway reconfiguration (reduction of through travel lanes) along a street designated as a Boulevard or Avenue (layer on Navigate LA)?	Mobility Plan 2035 Settlement Agreement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, the project may be subject to the terms of the Mobility Plan 2035 settlement agreement. Contact team to discuss requirements and schedule office hours.	To be determnd after community engagement has begun. ADD: Contact Metro as well LADOT TPP ladot.tpp@lacity.org
11	Does the project area lack storm drains?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact the Safe Clean Water Implementation Division for consultation Use Email Subject Line: [short project name] – City of LA MOU Review request The email body should indicate project location and a brief scope of work.	LASAN- Safe Clean Water Implementation Division - san.safecleanwater@lacity.org
12	Does the project fall within an area with a high risk of localized flooding?		<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Safe Clean Water Implementation Division for consultation Use Email Subject Line: [short project name] – City of LA MOU Review request The email body should indicate project location and a brief scope of work.	LASAN- Safe Clean Water Implementation Division - san.safecleanwater@lacity.org
13	Does the project area overlap with high priority near-term compliance watershed or sub-watershed?		<input type="checkbox"/>	<input type="checkbox"/>	If yes, contact the Safe Clean Water Implementation Division for consultation Use Email Subject Line: [short project name] – City of LA MOU Review request The email body should indicate project location and a brief scope of work.	LASAN- Safe Clean Water Implementation Division - san.safecleanwater@lacity.org
14	Does this project's street design align with the most current City of Los Angeles Fire Code?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	If no, contact LAFD.	Captain Chris Mittino Hydrants and Access Unit Fire Development Section christopher.mittino@lacity.org
15	Does this project contain a traffic calming device or any type of permanent fixture that modifies an access roadway or reduces its width?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact LAFD.	Captain Chris Mittino Hydrants and Access Unit Fire Development Section christopher.mittino@lacity.org

16	Do the traffic calming devices in the project impede the minimum roadway standards as determined by the Fire Department?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact LAFD.	Captain Chris Mittino Hydrants and Access Unit Fire Development Section christopher.mittino@lacity.org
17	Does the project's scope include traffic calming devices on a street with two lanes of opposing traffic?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact LAFD.	Captain Chris Mittino Hydrants and Access Unit Fire Development Section christopher.mittino@lacity.org
18	Does the project contain elements that impede access to fire hydrants or fire department connections?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact LAFD.	Captain Chris Mittino Hydrants and Access Unit Fire Development Section christopher.mittino@lacity.org
19	Does the project area have the potential to interfere with fire station or hospital access?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact LAFD.	Captain Chris Mittino Hydrants and Access Unit Fire Development Section christopher.mittino@lacity.org
20	Has the lead department received LAFD apparatus specifications to incorporate design considerations?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If no, contact LAFD.	Captain Chris Mittino Hydrants and Access Unit Fire Development Section christopher.mittino@lacity.org
B Climate Action: Advance Los Angeles' environmental resilience						
1	Does the project increase Vehicle Miles Traveled (VMT)? Does the project degrade or alter existing pedestrian, bicycle, or transit facilities?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes to either, lead department to consider ways to prioritize people walking, bicycling, and transit over people driving. If unable to reduce VMT, PM should seek assistance from the Street Working Group.	Schedule for Streets Working Group by contacting LA City Planning Mobility Policy Team planning.mobility@lacity.org
2	Is the project area within a neighborhood with less than 10% tree canopy?	Neighborhood Tree Canopy	<input checked="" type="checkbox"/>	<input type="checkbox"/>		BSS - Advanced Planning Division: Joseph Perman, GIS Specialist joseph.perman@lacity.org
3	Does the project fall in a high or medium urban heat island effect? (Note: user can make free login credentials to access)	Urban Heat Island	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Within High to Very High temp zones. Need for urban heat island effect mitigation is High.	BSS - Street Maintenance Division (Cool Pavement) and BSS - Advanced Planning Division: Joseph Perman, GIS Specialist joseph.perman@lacity.org
4	Does the project increase carbon dioxide emissions due to tree removals?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Contact UFD at StreetsLA	BSS Urban Forestry hector.banuelos@lacity.org
5	Does the project fall in a high or medium urban heat island effect? (Note: user can make free login credentials to access)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact UFD at StreetsLA	BSS - Advanced Planning Division: Joseph Perman, GIS Specialist joseph.perman@lacity.org
6	Is the project in an anticipated maintenance activity area for tree trimming or landscaping?		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contact UFD at StreetsLA	BSS Urban Forestry hector.banuelos@lacity.org
C Equitable Project Planning & Delivery: Improve lives of people most burdened by environmental injustice, transportation inequity, and economic vulnerability.						
1	Is the project within 0.5 mi (radius) to community assets like libraries, schools, community and senior centers, and health facilities? (Reference LADOT MIP Interactive Map)	Senior Centers LADOT MIP Interactive Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, consider connecting project to community assets	
a	Is the project within 0.5 mi (radius) to a park and open space (Reference LADOT MIP Interactive Map)? Is the project within a priority area for a new park (Trust For Public Land)?	LADOT MIP Interactive Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, contact RAP Planning and Construction Branch	RAP Darryl Ford darryl.ford@lacity.org
		Trust for Public Land				TPL Janelle Gonzales losangeles@tpl.org

2	Does the project area fall within a vulnerable, disadvantaged, or priority community according to at least one of the following methodologies? If the project has or is applying for a grant that references a specific methodology, use that one. Otherwise, refer first to the City's Community Health and Equity Index (A, below), and then to other methodologies for additional information as appropriate.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes to any of the below, Lead department to: 1) note above as part of "Project Information" and 2) consider prioritizing within their work plans.	
a	Does any part of the project area fall within the top quintile (top 20%) of vulnerable communities in the Health Atlas for the City of Los Angeles Community Health and Equity Index (Maps 114 and 115, maintained by City Planning)?	Health Atlas for the City of Los Angeles (PDF) (interactive map coming soon, in the meantime contact City Planning with questions)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above	LA City Planning emily.gable@lacity.org marie.cobian@lacity.org
b	Does any part of the project area fall within the top 25% category (76th-100th percentile) using the state CalEnviroScreen mapping tool?	CES Mapping Tool	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above	
c	Do any of the the project area census tract(s) have an Healthy Places Index (HPI) score of 25 or less in the California Healthy Places Index?	CA HPI	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above	
d	Does any part of the project area fall within a Clean Up Green Up (CUGU) Zone (Pacoima, Boyle Heights, Wilmington)?	In ZIMAS , select a parcel adjacent to your project, look under "Planning and Zoning" for "CUGU: Clean Up-Green Up." Regulations are in LAMC 13.18, the CUGU Ordinance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See above	
e	Does any part of the project area fall within an area considered a disadvantaged community (DAC) as defined by the state Department of Water Resources? If the project is located in a disadvantaged community, coordinate to identify opportunities to leverage the project with the Safe, Clean Water Program with Integrated Regional Water Management Plan (IRWMP), and other County funding measures for multi-benefit water projects.	DAC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If yes, coordinate to identify opportunities to leverage the project with the Safe, Clean Water Program, with LADWP for opportunities to leverage with Integrated Regional Water Management Plan (IRWMP), and other County funding measures for multi-benefit water projects.	LASAN Safe Clean Water Implementation Division san.safeandcleanwater@lacity.org
3	Is your project subject to the 1% for Public Arts Program? (Reference: LAAC: Public Works Improvements Arts Program)	LAAC: Public Works Improvements Arts Program	<input type="checkbox"/>	<input checked="" type="checkbox"/>	If yes, contact DCA for more information.	DCA felicia.filer@lacity.org yami.duarte@lacity.org
4	Are there active Community Plan updates or major discretionary private development projects in progress in the Project Area?				(Planning can provide a list to this group of Major Projects and Active Community Plans or work with our GIS team to create a map)	
5	The City has identified up to 9 Jobs and Economic Development (JEDI) Zones to help small businesses in economically disadvantaged with facade improvement grants. It would make sense to try to align/leverage this investment with street improvements where opportunities arise.	See current map of approved JEDI Zones in the city.		<input checked="" type="checkbox"/>	Fred Jackson, AGM of EWDD is overseeing this program, together with Vanessa Willis.	EWDD fred.jackson@lacity.org vanessa.willis@lacity.org
6	Asset Management: [Placeholder]					BSS Asset Management Team alice.kim@lacity.org kenneth.tang@lacity.org