



How to Improve Your Project's Chances of Receiving HSIP Funding

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The objective of the HSIP Program:

“Reducing Fatalities and Serious Injuries”

- Candidate projects must meet the objective to be approved
- Federal Safety Funds are not intended to supplement local agency’s available CIP funding levels
- Simpler, systemic type improvements can be very effective and often don’t involve LAP commitments





Key Issues and Requirements

- Effectiveness of project in meeting objective of the Off-System HSIP Funding Program is *paramount!*
- Identify a local agency coordinator for the program
- Perform “Due diligence” on candidate projects
- Beware R/W, drainage, utility and environmental issues
- Adherence to applicable standards
- Fulfilling LAP commitments
- Support from elected officials & affected public
- Competent concept drawings and construction estimates
- Competent crash modification and B/C analyses



Completing the HSIP Application

FLORIDA DEPARTMENT OF TRANSPORTATION-DISTRICT 7						Off-System Safety Project Application Form			
									
County:			City:						
Preparer:			Phone:		email:				
Facility type:			<input type="checkbox"/> Corridor		<input type="checkbox"/> Intersection				
Major Road:				Minor Road: (if intersection)					
Length:		<input type="checkbox"/> N/A		Section:		<input type="checkbox"/> N/A		Milepost: <input type="checkbox"/> N/A	

- Preparer should be able to answer questions regarding information presented on the application



Completing the HSIP Application

Location description:						
Class:	<input type="checkbox"/> Urban	<input type="checkbox"/> Suburban	<input type="checkbox"/> Rural	No. of lanes:	Major:	Minor:
AADT:	Major	Minor:	<input type="checkbox"/> N/A	Speed limit:	Major:	Minor:
Friction test results:	<input type="checkbox"/> N/A		Lighting:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Minor: <input type="checkbox"/> Yes <input type="checkbox"/> No
Does this project support the Florida SHSP as identified at:				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
http://www.dot.state.fl.us/safety/SHSP/StrategicHwySafetyPlan.shtm?						
SHSP Emphasis Area:	<input type="checkbox"/> Intersection	<input type="checkbox"/> Lane Departure	<input type="checkbox"/> Vulnerable Road User	<input type="checkbox"/> Aggressive Driving		
Is this Project Part of an Official Highway Safety Action Plan?				<input type="checkbox"/> Yes	<input type="checkbox"/> No	
(ex. "County" Pedestrian Safety Action Plan) If yes, which one?						
Benefit-to-Cost Ratio (from "Annual Cost Benefit Analysis")						
Right-of-Way required:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(provide supporting documentation)			
Are utility adjustments/relocations required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Are there any environmental impacts?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Has plans preparation begun:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have plans been reviewed by FDOT:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

- A detailed project description aids initial review by DOT
- Attach explanation of R/W, Utility and Env. impacts



Completing the HSIP Application

Crash History																				
Year	Total Crashes	Fatal Crashes	Incapacitating Injury Crashes	Non-Incapacitating Injury Crashes	Bike Crashes		Ped Crashes		Motorcycle Crashes		Wet Weather Crashes		Dark (not lighted) Crashes		Intersection Crashes		Run Off Road Crashes			
					Fatal	Incap. Injury	Fatal	Incap. Injury	Fatal	Incap. Injury	Fatal	Incap. Injury	Fatal	Incap. Injury	Fatal	Incap. Injury	Fatal	Incap. Injury	Fatal	Incap. Injury
Total:																				

- Three year crash history is adequate
- Numbers of total, fatal and injury crashes is requested
- Remaining crash data is beneficial if pertinent to safety improvement



Completing the HSIP Application

Problem description: (identify types of crashes/injuries targeted for reduction):
Past improvements / actions to correct issue?
Proposed improvements:
Crash/Injury reduction: (based on Proposed Improvement to Problem):
Collision Diagram: <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Crash Type:
Secondary Crash Type:

- Thorough explanation of crash problem, proposed improvement to mitigate problem and projected crash reduction required



Completing the HSIP Application

Summary of Project Cost and Schedule				
Phase	Estimated / Actual Cost (\$)	Requested Funding (\$)	FDOT Fiscal Year	Notes / Assumptions
Study				
Design				
ROW				
Construction				
MOT & Mobilization				
CEI				
Other				
Contingency				
Totals				

Note: Appropriate / required documentation *must* be provided for application to be considered.

Does the Agency propose to provide matching funds?

Design:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$	Enforcement:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Right-of-Way:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$	Education:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$
Construction:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$	Other:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	\$

Authorized Agency Signature: _____ (requires Public Works Director or higher)

Information below to be completed by FDOT

District Safety Engineer: Approved Dissapproved Signature: _____

Comment: _____

District LAP Administrator: Approved Dissapproved Signature: _____

Comment: _____

- Application must be signed by Public Works Director or higher level agency official



Identify “HSIP Program Coordinator”

Several County or City staff within the same agency are committed to safety and many may want to champion safety improvements, but....

... .the application development and review processes will run much smoother if there is a single “HSIP Program Coordinator” for each jurisdiction.

Functions of the Coordinator:

- Identified as agency’s official point of contact
- Empowered to coordinate agency disciplines
- Communicates agency’s needs and questions to Dave Skrelunas or Safety Ambassador
- Serves as clearinghouse for submittals and review comments
- Communicates with other concerned agencies



“Due Diligence”

- Is there a demonstrated crash history with fatalities and/or injuries? Gather crash data and assess causative factors.
- Are there safety countermeasures that will mitigate crashes? Apply crash modification factors.
- Perform detailed field review. Note all opportunities to improve safety. (Several countermeasures may be effective and eligible for funding)
- Research available R/W maps and plats, easements, existing roadway and signalization plans and utility plans. Assess impacts of improvements.
- Prepare concept drawings, preliminary estimate and initial B/C calculation. (This is a good point to coordinate with Safety Ambassador/District 7)
- Assign responsibilities for all aspects of project such as project management, design, utility coordination, public involvement, etc.



The HSIP Application Checklist

FLORIDA DEPARTMENT OF TRANSPORTATION – DISTRICT 7 Off-System Safety Project Application Checklist

This project was reviewed for consistency with the “FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways” and the Plans Preparation Manual. Note: The information listed below must be completed by the local agency and submitted with the Off-System Safety Project Application. Incomplete or missing information will require the application be returned.

Project Title _____ Project Location _____

Date _____ Agency Preparer Name _____

		Included	Not Included	Not Applicable
Cost Estimate	Itemized costs for drainage, structure widening, pedestrian structures, signal modifications, signing and striping, and special amenities, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Cost Effective Do the proposed improvements require substantial design amenities such as Drainage restructuring, wooden structures curb and gutter, gravity walls, etc?
(Circle) Yes No

Does the facility appearance show evidence and support for this type of improvement? (Circle) Yes No

The intention of the proposed improvements is not to create a roadway reconstruction project.

- Cost Estimate
- Cost Effective
- Right-of-Way
- Photo Log
- Special Design Provisions & Guidelines
- Agency Approval
- Maintenance



The HSIP Application Checklist

Preliminary Environmental Assessment Is project within limits of wetlands, contamination, hazardous waste or endangered/threatened species?
(Circle) Yes No (If yes, the District EMO should be notified for review.

If yes, which one? _____ Type of documentation _____

Is environmental permitting required? (Circle) Yes No

If yes, which one? _____ Type of documentation. _____

Local Agency Program Is the Local Agency LAP Certified? Does the Local Agency intend for this to be a LAP project?
(Circle) Yes No (Circle) Yes No

Typical Sections Include a sketch of the proposed project and include information on slopes, pavement, curbs gutters, shoulders, drainage items and existing terrain, etc.

Agency Field Review Was a Local Agency Project field review completed?

Name: _____ Title: _____ Review date _____

Signed Application Authorized Agency Person: _____ (print name)

Authorized Agency Signature: _____

Title: _____ Date: _____

District 7 Review Authorized person: _____ Signature: _____

Title: _____ Date: _____



Project Follow-through

- Fulfillment of all LAP project commitments by each FDOT District is monitored by FDOT's Executive Board and the Florida Transportation Commission.
- Before the Department “locks down” a LAP project in the 5-Yr Work Program, it will seek reasonable assurances that the project will be delivered as programmed.
- Securing and maintaining project support among elected officials and agency managers is essential.
- *Remember, District 7 Safety Office staff, the LAP Program Administrator and the Safety Ambassadors are available to assist in advancing your projects.*

