



MEMORANDUM  
Department of Transportation

**TO:** Regional Planning and Program Managers  
Regional Directors of Operations  
Regional Traffic Engineers  
MPO Directors

**FROM:** Robert Limoges, Safety Program Management and Coordination Bureau 

**SUBJECT:** Updated Guidance - Statewide Solicitation for Safety (HSIP) Projects FFY14

**DATE:** February 4, 2013

*Attachments: Highway Safety Improvement Program Application Form (SP1)  
Regional Contact List  
Capital Recovery Factors @ 4% Interest Rate  
Benefit/Cost Procedures and Forms*

Thank you for participating in the statewide solicitation of FFY13 HSIP projects. It's a busy time for everyone and we appreciate the extra time and effort spent to complete the application process as we all strive to continue to decrease fatal and serious injury crashes in New York State. The program was able to fund some excellent safety projects in FFY13 and we look forward to the same in FFY14. The following contains some updated guidance based on the lessons we learned from the FFY13 HSIP solicitation.

All FFY14 projects (state and local) are to be submitted to the Main Office from the Regional Planning and Program Manager (RPPM) by March 30<sup>th</sup>. The projects should be reviewed by the Regional SSO teams and the RPPM prior to submission to ensure the top safety projects from each Region are submitted for evaluation and that the submissions are limited to projects that are eligible for HSIP funding. We are expecting to receive a higher number of projects this time around. As in the FFY13 solicitation, a cap for each region is suggested = 2 X Annual Regional HSIP allocation per year. The cap is used to limit the number of submissions; it is not a rigid standard and a Region will be able to exceed the cap if it is reasonable and justified.

## **Summary of Changes to Guidance**

There are no significant changes to the HSIP application requirements. We essentially closed a few gaps in information and clarified some issues identified during the review process. A summary of the changes to the HSIP application are listed below.

- Additional data is requested on the application form including PIN, sponsor name and address, HSIP funds requested, other project funding sources, project schedule, and LOS and hours of delay improvements for capacity benefits.
- A vicinity/location map and a project map showing existing and proposed conditions is now required.
- Clarified that crash reductions in the application must be annualized.
- Clarified that costs and benefits used in Safety B/C should be limited to the project elements for which HSIP funds are being requested.
- HSIP Application Form was modified to identify elements required for site specific vs. systemic projects.
- The project should be delivered within the program period. Please note, in considering projects for FFY 14 funds, priority will be given to projects that can be let in FFY 2014. This means a PS&E should be ready no later than August of 2014.

## **Approach**

For FFY14, NYSDOT will allocate approximately \$40M in available HSIP funds for centrally managed proposals to be selected statewide. This statewide solicitation will be used to support safety specific projects that direct safety funds where they are most needed by targeting locations, corridors, or areas demonstrating the highest benefit-cost ratios to reduce fatal and severe injury crashes. Funding will be awarded based on an evaluation of these projects to maximize investment in the most cost-effective safety projects. Successful proposals will be consistent with the strategies and emphasis areas identified in the NYS Strategic Highway Safety Plan. Both targeted and systematic projects will be considered.

As stated above, funding will be awarded for projects statewide that provide the highest benefit-cost based on safety evaluation criteria. The purpose of the program is to fund the most beneficial/important projects in the state. As such, there is no guarantee that every Region will receive funding.

Projects approved for an award must adhere to the following:

- Successful projects will need to be amended to the new TIP/STIP after 10/1/13 if it is not already included in this document.
- Provision of local matching funds and cost over-runs where applicable, will be the responsibility of the sponsor.
- Post implementation evaluation of the project will be the responsibility of the sponsor. Regions are responsible for entering project data on state projects into the Post Implementation Evaluation System (PIES). The methodology for local projects will be developed and communicated in the near future.

## **Program Goals**

The purpose of this program is to facilitate the goals and strategies set forth in the Strategic Highway Safety Plan and progress the best transportation proposals that reduce fatal and severe injury crashes, regardless of ownership, mode (pedestrians, motorcycle/bicycles, grade crossings, etc.) or geographic restriction within the statewide funds available.

## **Evaluation/Scoring**

Proposals are limited to 20 pages and will be evaluated against the broadly defined criteria outlined below by the NYSDOT Safety and System Optimization Team. This team will review each application and recommend a prioritized list of proposals to the Comprehensive Program Team (CPT) and to the Commissioner for consideration and approval.

Proposals for site specific safety improvements, as well as systemic safety improvements of Centerline Audible Roadway Delineators (CARDS) and Pedestrian Countdown Timers, will be considered for the FFY14 evaluation.

### Minimum Criteria

The minimum criteria below must be met or the project will not advance for consideration and scoring.

- The project should be delivered within the program period. Please note, in considering projects for FFY 14 funds, priority will be given to projects that can be let in FFY 2014. This means a PS&E should be ready no later than August of 2014. See HSIP Statewide Solicitation Timeline below for FFY14 dates.
- Proposals shall include a completed SP-1 form to provide an overall description, location, traffic volume, cost, environmental process, permits needed, etc.
- The project must be clearly defined.
- The project must meet the funding requirements for the HSIP and align with the Strategic Highway Safety Plan emphasis areas. Project proposals should employ a data driven approach in selecting locations or programs and appropriate countermeasures.

### Project Scope

Proposals shall explain if the project is part of a larger effort to improve safety along a corridor as well as quantify other benefits that may be gained from the project.

### Benefit/Cost

Proposals will identify the potential return on the transportation investment by providing a detailed benefit/cost analysis such as that described in the Safety Investigations Procedures Manual (TE164a and TE204a). Documentation of this analysis needs to be provided on or with the SP-1 form. Specific reductions for fatal, severe injury and total crashes should be outlined. Costs should include project development costs (design, etc.) that have not been incurred yet.

#### General Benefit/Cost Guidance

- Method I or Method II from the Safety Investigations Procedure Manual are the preferred crash reduction methods.
- For reduction calculations, use DOT Crash Reduction Factors first, then the CMF Clearinghouse, then other studies.
- Crash costs should be from those published by DOT – “Average Accident Costs/Severity Distribution” Report.
- B/C Calculations should be done for Safety Benefits.
- Costs used in the analysis should include Construction, Real Estate, and Engineering costs.
- Service life should be based on the design life of major safety elements or Pavement Management System service life.
- An updated “Table 1 - Improvement Service Life” from the HSIP Procedures and Techniques Manual is attached and includes Capital Recovery Factors for a given service life at a 4% interest rate. Please use the updated Capital Recovery Factors when calculating cost.
- We recommend that the Regional Safety Evaluation Engineer review the accident reduction factors used on the benefit/cost calculations.
- An electronic version of the Te164a and Te204a forms are attached to assist with the benefit/cost calculations.

### Additional Safety benefits

If included in the project, the proposal shall describe measures that provide enhanced safety for special users. Features that could enhance safety such as addressing driver/user behavior issues or implementing educational campaigns should also be described.

### Involvement of Safety Partners

Proposals should identify how external safety partners were engaged in the process. This could include involvement of local enforcement agencies, Traffic Safety Boards, local safety planning agencies such as MPOs, community groups or others to address education, enforcement and emergency services issues.

**Process**

As referenced above, proposals must be submitted to the Main Office by March 30 for FFY 14. Proposals must address the broadly defined evaluation criteria outlined above. The Safety and System Optimization Team will evaluate and score these proposals, and recommend a prioritized list of projects to the Commissioner for consideration. The Commissioner will approve the final list of projects to be funded.

*HSIP Statewide Solicitation Timeline*

HSIP Solicitation Project Applications for FFY 14 due to Main Office	March 30, 2013	
HSIP Solicitation Project approvals for FFY 14 are provided to the Regions/MPO's**	May 30, 2013	

*\*\* FFY 14 projects will be amended to the new TIP/STIP after 10/1/13*

**Application Submission**

Please submit one joint, mutually agreed upon set of projects from your Region/MPO supplied by the RPPM's office. Send the completed SP-1 Application and all supporting materials to me by March 30, 2013 for FFY 2014.

RLD

cc: Comprehensive Program Team  
Regional Directors  
Todd Westhuis, Director - Office of Traffic Safety and Mobility