




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: **Guidance – Statewide Solicitation for Safety (HSIP) Projects
FFY16-FFY20**

DATE: **October 16, 2015**

*Attachments: Highway Safety Improvement Program Application Form (SP1.v4)
Regional Contact List
Capital Recovery Factors @ 4% Interest Rate
Benefit/Cost Procedure and Forms*

Thank you for your commitment to the Highway Safety Improvement Program (HSIP) and your participation in previous HSIP project solicitations. Since FFY13, the statewide HSIP solicitation program has funded over \$163M in safety projects. Building on this success, we are extending this program and look forward to funding additional safety projects to reduce fatal and serious injury crashes in New York State.

This solicitation will focus on funding safety projects that can be delivered in FFY18, FFY19 and FFY20 (October 1, 2017 through September 30, 2020), but projects that can be delivered in FFY16 and FFY17 (October 1, 2015 through September 30, 2017) will also be considered. Projects considered for funding can be delivered at any point prior to September 30, 2020, however, in order to achieve a balanced distribution of funds during the five years, priority will be given to projects that can be delivered early in the program period.

PLEASE NOTE: FUNDING AVAILABILITY IS CONTINGENT UPON AN EXTENSION TO MAP-21 OR THE PASSAGE OF NEW SURFACE TRANSPORTATION LEGISLATION CONTAINING SIMILAR FUNDING LEVELS FOR HSIP.

All projects (state and local) are to be submitted to the Main Office from the Regional Planning and Program Manager (RPPM) by November 30, 2015. As with prior HSIP solicitations, 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. A cap for each region is suggested = 5X Annual Regional HSIP allocation. The cap is used to limit the number of submissions; it is not a rigid standard; and a Region may exceed the cap if it is reasonable and justified.

Summary of Changes to Program Process

The application process is basically the same as in prior HSIP solicitations. A couple of changes are noted below.

- This is a multi-year HSIP solicitation for projects that will primarily be delivered in FFY18, FFY19 and FFY20, but projects with let dates in FFY16 and FFY17 will also be considered.
- Systemic projects other than CARDS and Pedestrian Countdown Timers will be considered.
- Each region submitting one or more applications must also provide an HSIP application summary sheet. The summary sheet should contain the region, project name, HSIP amount requested, priority, file name, and the number of application pages for each project. See attached template.
- One pdf file (30 pages maximum) should be submitted for each project.
- An open conference call will be held in November to provide applicants with an opportunity to ask questions about the application process.

Approach

NYSDOT expects to allocate up to \$100M in HSIP funds for the program period. This statewide solicitation will be used to support safety specific projects and direct safety funds where they are most needed in 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 site specific and systemic 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:

- We anticipate most projects awarded will need to be added to the new STIP under development which will cover FFY 17 – FFY 20. Depending on the MPOs' TIP schedules in individual Regions, some projects to be let in FFY 16 and FFY 17 may need to be amended into the current STIP.
- Provisions 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 data on state projects into the Post Implementation Evaluation System (PIES). The methodology for local projects will be developed in the 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 injury crashes, regardless of ownership, mode (motorized/non-motorized) or geographic restriction with the statewide funds available.

Evaluation and Scoring

Proposals are limited to 30 pages and will be evaluated against the broadly defined criteria outlined below by the NYSDOT Safety and System Optimization Team (SSO). The SSO 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.

Minimum Criteria

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

- The project must be delivered by September 30, 2020.
- Proposals must include a completed HSIP Application (SP-1 form).
- 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 the 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. The source should be provided if other studies are used.
- 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.
- The Regional Safety Engineer should review the accident reduction factors used in the benefit/cost calculations.
- An electronic version of the Te164a and T204a forms are attached to assist with the benefit/cost calculations.

Additional Safety Benefits

If applicable, the proposal shall describe the 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 November 30, 2015. 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 Capital Program Team and the Commissioner for consideration and approval.

HSIP Statewide Solicitation Timeline

HSIP Solicitation Guidance Memo Issued	October 15, 2015
Open HSIP Solicitation Conference Call	Early November
HSIP Solicitation Project Application for FFY16-FFY20 due to Main Office	November 30th, 2015
HSIP Solicitation Project approvals for FFY16-20 are provided to the Regions/MPOs	January 2016

Systemic Projects

In prior solicitations, systemic projects were limited to CARDS and Countdown Timers. This solicitation will consider projects that implement additional systemic countermeasures if they support one of the emphasis areas in the Strategic Highway Safety Plan. Systemic projects other than CARDS and Pedestrian Countdown Timers will need to be vetted by FHWA prior to approval. Therefore, you must contact me or Regina Doyle to determine whether the project would be eligible prior to completing the application process. Systemic projects that expand the installation of CARDS and Countdown Timers to off-system locations will be given priority over other systemic solutions. CARDS and Countdown Timer installations to on-system roads will be the second priority, followed by other systemic countermeasures.

Application Submission

Please submit one joint, mutually agreed upon set of projects from your Region/MPO supplied by the RPPM's office.

- Place one pdf file per project (maximum 30 pages per project) on the P drive at P:\Office of Engineering\Traffic Eng and Hwy Safety Div\spm\HSIP\SW Solicitation\FFY 16-20\Region XX.
- Include an HSIP Application Summary sheet. See attached template.
- Send an email to myself and Regina Doyle so we know to look for the application.

Award Notification

Award notifications will be made via an email to the Regional Planning and Program Manager, the Regional Traffic Engineer and the Contact listed on Page 1 of the HSIP Project Application Form (SP-1).

RLD

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

