



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  
FFY15-FFY17

**DATE:** December 10, 2013

*Attachments: Highway Safety Improvement Program Application Form (SP1.v3)  
Regional Contact List  
Capital Recovery Factors @ 4% Interest Rate  
Benefit/Cost Procedure and Forms*

Thank you to those who participated in the state solicitation for FFY13 and FFY14 HSIP projects. It continues to be a busy time for everyone and we appreciate the extra time and effort spent to complete the application process as we all strive to reduce fatal and serious injury crashes in New York State. In the previous call for projects (FFY13 and FFY14) we were able to fund over \$80M in safety projects and we look forward to the same this time around.

Based on feedback from previous years, we will look to support projects requiring a longer development time. Toward that end, this solicitation is a 3 year competitive program to provide HSIP funding for safety projects that will be delivered between October 1, 2014 and September 30, 2017. Projects considered for funding can be delivered at any point within the three year time-frame. However, in order to achieve a balanced distribution of funds during the three years, priority will be given to projects that will be delivered early in the program period.

**PLEASE NOTE: FUNDING AVAILABILITY FOR FFY15-17 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 February 21, 2014. 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 = 3 X Annual Regional HSIP allocation. 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 Program Guidance**

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

- This is a three year HSIP solicitation for projects that will be delivered in FFY15-FFY17.
- Systemic projects such as CARDS and Pedestrian Countdown Timers will continue to be focus areas, however other measures will be considered.

### **Approach**

NYSDOT expects to allocate between \$60M-\$80M in HSIP funds for the 3-year period to support 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 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:

- Successful projects will need to be amended into the current STIP which covers FFY 2014-2017.
- 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 (pedestrians, motorcycle/bicycles, grade crossings etc.) or geographic restriction with the statewide funds available.

## **Evaluation and 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 (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 within the program period between October 1, 2014 and September 30, 2017. In order to achieve a balanced distribution of funds during the three years, priority will be given to projects that can be delivered early in the program period.
- 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 location 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.
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- 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 for each project submitted.
- 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’s, 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 February 21, 2014. Proposals must address the broadly defined evaluation criteria outlined above. The Safety System and 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 Application for FFY15-FFY17 due to Main Office	February 21, 2014
HSIP Solicitation Project approvals for FFY15-17 are provided to the Regions/MPO’s**	May 30, 2014

**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 on-system locations will be given priority over other systemic solutions. CARDS and Countdown Timer installations to off-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 the completed SP-1 Application and all supporting material on the P drive at:  
P:\Office of Engineering\Traffic Eng and Hwy Safety Div\spm\HSIP\SW Solicitation\FFY 15-17\Region XX.
- Send an email to myself and Regina Doyle so we know to look for the application.

RLD

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