



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

February 5, 2018

CIRCULAR LETTER 2018-02

FY 2020 LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM

COUNTY ENGINEERS / SUPERINTENDENTS OF HIGHWAYS
MUNICIPAL ENGINEERS / PUBLIC WORKS DIRECTORS / MAYORS
METROPOLITAN PLANNING ORGANIZATIONS – DIRECTORS
TOWNSHIP HIGHWAY COMMISSIONERS
CONSULTING ENGINEERS

The Department has recently published the 2017 Local Safety Tiers which includes 5%, high, medium, and low lists for both intersection and segment locations. Also, please note that several resources, including the Benefit Cost Tool, have been revised. An additional circular letter will be distributed detailing these changes.

The Department intends to add a FY 2020 local increment to the Highway Safety Improvement Program (HSIP) as we develop the FY2020 - 2025 proposed Multi-Year Highway Improvement Program. Applications for this funding program will be received through Friday, March 30, 2018. Announcement of the selected projects for funding will be made by June 15, 2018.

The anticipated funding level is approximately \$15 million for FY 2020. The federal funding level per project is a maximum 90 percent of the total eligible improvement cost for the project with the local public agency responsible for the ten (10) percent matching funds and any non-participating items. All phases of a safety improvement project are eligible for this program, including preliminary engineering, design, construction and construction engineering. Right-of-way costs are typically not eligible to be covered by this funding program. Local public agencies are expected to obligate these funds within two (2) years of the fiscal year for which they are announced.

HSIP funds may be used to address safety issues without completely reconstructing entire roadway segments or intersections to the latest policies and standards. Fatal and serious injury crashes associated with roadway departure, intersections, and pedestrians are high priority emphasis areas based on the current Illinois Strategic Highway Safety Plan. Several resources have been developed to aid local public agencies in identifying locations and emphasis areas. These include county emphasis area tables, heat maps, data trees, pedestrian corridors, top 50 curves, and the 2017 Local Safety Tier List. Use of these resources is important and strong consideration

will be given to projects that demonstrate a safety issue based on the use of these documents. Attached is the memorandum entitled "*Guidelines for Local Agencies in Using the 2017 Local System Safety Tier Analysis Results.*"

Strong consideration will also be given to specific safety strategies that offer significant benefit to the reduction of fatal and serious injury crashes. The key is to identify the issue(s) contributing to the fatal and serious injury crashes and how the safety strategy will address these issues. Please note if the roadway(s) you are improving is a rural major collector, rural minor collector, or rural local road, as these will potentially qualify as a High Risk Rural Road (HRRR) project. Please contact your applicable IDOT District Local Roads and Streets office for further assistance and to coordinate HSIP applications.

HSIP funds may also be used for system-wide, systemic, safety improvements. These may include items such as guardrail improvements / upgrades, guardrail end terminal upgrades, signage, pavement markings, rumble strips, etc. The funding limitation on guardrail improvements / upgrades and guardrail end treatments will be a maximum of \$1,000,000 of federal HSIP funds (plus the ten (10) percent local match) per local public agency per fiscal year.

The local HSIP application form is attached along with the benefit to cost ratio spreadsheet. Each candidate project must have a completed application form, benefit to cost ratio form, raw crash data in an Excel spreadsheet, project location map, photographs of the project location, estimated project cost breakdown (including contingencies and non-participating items), estimated project timeline, and a project narrative describing the details of the project.

The project narrative should be a brief one to two page summary of the project history, crash locations, and desired improvements. The project narrative should not include information on every aspect of every crash on the project, every aspect of the desired improvement, or letters of support from other entities concerned about the project.

Projects with a benefit to cost ratio less than one may be submitted for consideration. These may be project locations that do not have a fatal crash, but the crash data would support the likelihood of a future fatal or serious injury crash. The project narrative should be used in these cases to explain the proactive countermeasures that will be used at the project location.

The application form should be completed with as much information as possible about the subject project. The crash table should be completely filled in with crash totals or zeros if no crash types were present. The estimated project cost should be the total cost for the completed project. If a lesser amount should be used to calculate the HSIP funding (due to contingencies and non-participating items), please indicate this reduced amount on the application form.

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The project location map should include information on the map as to where any fatal or A-injury crashes occurred within the project limits during the crash evaluation period. The estimated project timeline should include information on time requirements for Phase I engineering, Phase II design, a target letting date, and an estimated construction completion date.

To aid in the application process, an example of a concise, successfully completed application is attached [here](#). Please refer to this example as you complete the paperwork required for the FY 2020 HSIP application.

In addition, under the Grant Accountability and Transparency Act (GATA), each candidate project must also complete the Uniform Application for State Grant Assistance, a Uniform Grant Budget Template, a Programmatic Risk Assessment Questionnaire, and a Conflict of Interest Form which are also attached.

The [HSIP website](#) contains additional information on the IDOT HSIP Policy and analysis tools which may be used to guide the applicant through the application process.

In summary, each candidate application submittal should contain the following information:

1. BSPE HS1 – Application form
2. Benefit to Cost Ratio form
3. Raw crash data in Excel spreadsheet
4. Project location map
5. Project photographs
6. Estimated project cost breakdown
7. Project timeline
8. Project narrative
9. Uniform Application for State Grant Assistance
10. Uniform Grant Budget Template
11. Programmatic Risk Assessment Questionnaire
12. Conflict of Interest Form

Completed applications should be sent electronically to the appropriate District Local Roads and Streets Engineer by March 30, 2018. Questions concerning the Local HSIP may be directed to Mr. Thomas Winkelman, Local Program Development Engineer, by telephone at (217) 782-0675 or by email at Tom.Winkelman@illinois.gov.

Sincerely,



Maureen E. Kastl, P.E.
Engineer of Local Roads and Streets
TW/
Attachments

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cc: Alan Ho, FHWA – Illinois Division
Erin Aleman, Director, Office of Programming and Planning
Paul Lorton, Bureau of Safety Programs and Engineering
David Marth, Illinois Association of County Engineers
Joseph McCoy, Illinois Municipal League
Bryan Smith, Township Officials of Illinois
Charlie Montgomery, Township Highway Commissioners of Illinois