

Project Delivery Requirements for Local HSIP Projects

Caltrans Division of Local Assistance

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Project Delivery Requirements for Local Highway Safety Improvement Program (HSIP) Projects

The reasons of establishing project delivery requirements for HSIP projects and encouraging the expeditious delivery are:

- a. Fixing identified roadway safety issues should be a priority for local agencies;
- b. The delivery history of the local safety improvement projects has been unsatisfactory; and
- c. The completion of existing HSIP projects releases FTIP capacity for new safety improvement projects.

1. Definition

Delivery Milestone - E-76 with PE: Request for Authorization to Proceed (E-76) with Preliminary Engineering (PE). For the purpose of this document, this milestone is considered having been met when the local agency submits the request package to the DLAE, the DLAE reviews and accepts the package.

Delivery Milestone - E-76 with CON: Request for Authorization to Proceed (E-76) with Construction (CON). For the purpose of this document, this milestone is considered having been met when the local agency submits the request package to the DLAE, the DLAE reviews and accepts the package.

Start date for the delivery requirements to apply: For the simplicity of tracking, January 1 of the year following the release of the HSIP cycle in which the project is selected for HSIP funding is used as the start date for the delivery requirements.

2. Delivery Requirements

The project delivery requirements for local safety programs are as follows:

- The milestone of E-76 with PE is met within 9 months; and
- The milestone of E-76 with CON is met within 36 months (3 years).

Exceptions are:

- a. The milestone of E-76 with PE does not apply if the project does not need E-76 with PE, e.g. not using HSIP funds for PE.
- b. For a project that a consultant is used for the PE work, an additional time of 6 months is allowed for meeting the CON E-76 milestone. The additional time is for the agency to advertise and select the consultant for the work of the PE phase.

3. Expedited Project Selection Procedures (EPSP)

HSIP projects are programmed in FTIP on a lump-sum basis. It is a misunderstanding that the federal HSIP funding for each HSIP project can only be requested in the year it is programmed. Local agencies are highly encouraged to request for federal HSIP funding in **any year of the current FTIP cycle**, using Expedited Project Selection Procedures (EPSP). Please see [the HSIP delivery web page](#) for more details regarding EPSP.

4. Tracking of the Delivery Requirements

Office of Bond, Bridge and Safety Programs (OBBSP) tracks the delivery of the local HSIP projects and post online [a quarterly report showing the delivery performance of each project](#).

5. Consequence for Not Meeting the Delivery Requirements

If a project fails to meet the delivery requirements, the consequence includes:

- a. The local agency (project sponsor) will not be eligible to submit new project applications in future HSIP calls for projects, until the delivery issue is resolved.
- b. If the E-76 with CON milestone is still not met within 5 years, the project will be removed from the HSIP Program. Expended federal funds on the early phases of the project are required to be paid back per federal regulations.

A HSIP project that has been removed may still compete for future HSIP Program cycles.

6. Extension Request

Extension to the delivery milestones may be considered and the requests will be reviewed on a case by case basis. A one-time extension is allowed for a project. If an extension is granted, the delivery requirements will be tracked based on the extended delivery milestone deadlines. Penalties as detailed in (5.a) will not be applied until the project fails to meet the extended delivery milestone deadlines.

The request should be submitted to [the District Local Assistance Engineer \(DLAE\)](#) prior to the current delivery milestone deadlines. Local agencies must provide the status of the project and the reasons why an extension should be granted.