

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

To meet the local HSIP program's intent for HSIP funds being expended on safety projects that can be designed and constructed expeditiously and to ensure that all selected projects are delivered in a timely manner, the Division of Local Assistance (DLA) has created delivery requirements for all ongoing HSIP projects. The local HSIP delivery requirements apply to federally funded and state funded HSIP projects alike. Section 9.10 of the Local HSIP guidelines also covers these project delivery requirements.

1. Definitions

The local HSIP project delivery requirements are based on the following terms:

- 1) **Preliminary Engineering (PE) Milestone:** The PE E-76 approval date for a federally funded HSIP project, or the PE allocation effective date for a state funded HSIP project.
- 2) **Construction (CON) Milestone:** The CON E-76 approval date for a federally funded HSIP project, or the CON allocation effective date for a state funded HSIP project.
- 3) **Program Release Date:** The date that the list of funded projects is released in each cycle of the call-for-projects.
- 4) **Cycle Start Date:** The earliest date that a Local Public Agency (LPA) can submit requests for funding for a funded project in each cycle of call-for-projects. For a cycle in which the projects are federally funded, the Cycle Start Date normally is January the 1st of the year following the Program Release Date of the HSIP cycle. For a cycle in which the projects are state funded, the Cycle Start Date usually falls within a few weeks from the Program Release Date of the HSIP cycle.

The Cycle Start Date is available in the notification letter to the awarded LPAs of each HSIP cycle.

2. Delivery Requirements

The delivery requirements for the local HSIP projects are:

- 1) **PE Milestone** must be achieved within 9 months from the Cycle Start Date. This requirement does not apply if the project does not use HSIP funds for PE phase.
- 2) **CON Milestone** must be achieved within 3 years from the Cycle Start Date if a consultant has not been hired for the PE phase of the project, or within 3.5 years otherwise.

3. Tracking of the Delivery Requirements

The DLA tracks the delivery of the local HSIP projects and post online [a quarterly report showing the delivery performance of each project](#).

4. Consequence for Not Meeting the Delivery Requirements

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

- 1) The LPA (project sponsor) will not be eligible to submit new project applications in future HSIP calls for projects, until the delivery issue has been resolved.
- 2) If the CON Milestone is still not achieved within 5 years from the Cycle Start Date, the project will be removed from the HSIP Program, unless a time extension has been approved by the Local HSIP Advisory Committee. Expended funds on the early phases of the project are required to be paid back per federal regulations.

An HSIP project that has been removed from the program may still compete for funding in future HSIP Program cycles.

5. Time Extension Request

If a project cannot meet the delivery requirements in unexpected circumstances, the LPA may request a time extension by completing the HSIP Project Time Extension Form, which can be downloaded at the Local HSIP website. The time extension should be requested prior to the due date of the project delivery requirement of the phase.

The LPA submits the time extension request to the DLAE. After review, the DLAE may reject the request, or recommend approving the request and forward it to the HQ HSIP Managers for further review. For the first time extension request of the phase, the HQ HSIP Managers will make a decision. The DLAE will notify the LPA of the time extension approval or denial.

Normally, only one-time extension is allowed for each phase of the project (PE or CON). If the extension request is not the first one for the phase of the project, or the CON Milestone will be beyond 5 years from the Cycle Start Date as a result of approving the time extension, the request will be reviewed by the Local HSIP Advisory Committee. The LPA may be required to present at one of the committee meetings.