



*Expires – When LPP is issued*

## HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP)

### I. BACKGROUND

The current Highway Safety Improvement Program (HSIP) Guidelines are included in the Local Assistance Program Guidelines (LAPG) as Chapter 9. The latest version, dated November 29, 2007, was used for Cycle 2 of the HSIP. The latest Guidelines were amended by Division of Local Assistance (DLA) Office Bulletin (OB) number 09-04, issued on July 21, 2009. With the upcoming call for Cycle 4 HSIP projects, the HSIP Guidelines were updated and issued in this Office Bulletin with the intent of issuing a formal LPP at a later date. This Office Bulletin supersedes Office Bulletin 09-04 dated July 21, 2009. Once the LPP process is completed, this Office Bulletin will expire.

### II. POLICY

The major policy changes from the previous HSIP Guidelines used for Cycle 3 include the following:

- The Safety Index category has been transformed into the Benefit/Cost (B/C) Ratio category to better reflect current safety research and practices. These Guidelines contain only two categories: B/C Ratio and Work Type. Funding for each category is proposed to be 60-75% B/C Ratio and 25-40% Work Type.
- Many attachments are now required as part of application and are included in the rating factors. Applications that do not include the required attachments will be disqualified.
- All Cycle 4 HSIP projects that are approved for funding must meet specific delivery requirements. Go to [http://www.dot.ca.gov/hq/LocalPrograms/HSIP/delivery\\_status.htm](http://www.dot.ca.gov/hq/LocalPrograms/HSIP/delivery_status.htm) for additional information.
- An [Application Tool](#) has been created to guide applicants through the process of preparing the application and entering the required data. Once the data has been entered, the tool automatically calculates the B/C ratio for the project and prepares a significant portion of the application for the applicants. The applicant will still need to prepare and append to the application a number of required attachments.

### III. PROCEDURE

Upon execution of this Office Bulletin, the District Local Assistance Engineers (DLAEs) will notify all local agencies that Caltrans is soliciting HSIP projects. Local agencies will be asked to submit their applications to the DLAE within approximately 3 months. The selection and prioritization process will be a joint effort by Headquarters and District Local Assistance offices.



When the recommended list of projects is developed and approved for funding, the Districts will notify applicants of the results and their required delivery schedule if their project is funded.

**IV. APPLIC ABILITY/IMPACTS**

The attached Highway Safety Improvement Program Guidelines will be used by local agencies applying for Cycle 4 HSIP funds. No significant impacts to the program or applicants are anticipated. Chapter 9 of the Local Assistance Program Guidelines will be updated when the LPP process is completed at a later date.

**Original Signed By**

Recommended: \_\_\_\_\_ 9/1/2010  
Ted Davini, Highway Safety Program Coordinator Date  
Office of Bridge and Safety Programs

**Original Signed By**

Approved: \_\_\_\_\_ 9/1/2010  
Yin-Ping Li, Office Chief Date  
Office of Bridge and Safety Programs

Attachments:

- 1) Attachment 1 – HSIP Guidelines

Superseded by  
OB 12-02