

**EXHIBIT 9-B APPLICATION FORM INSTRUCTIONS FOR HSIP FUNDS**

Applicants should submit the original application and two copies to the respective Caltrans District Offices, directed to the attention of the District Local Assistance Engineer (DLAE), by the designated deadline.

Download the Application Form from the Division of Local Assistance HSIP web site at: [www.dot.ca.gov/hq/LocalPrograms/hsip.htm](http://www.dot.ca.gov/hq/LocalPrograms/hsip.htm). Limit the application to eight (8) pages plus attachments. Do not provide brochures and samples of materials unless they are directly related to a response. Any maps, schematics, drawings, figures and/or photographs attached to the application should be made on 8-1/2 x 11-inch paper.

For projects that involve multiple locations, a separate form must be submitted for each spot location.

For projects that involve roadway segments that exceed 1 mile in length, a single application may be submitted if the Average Daily Traffic (ADT) throughout the project's limits does not vary by more than 20%.

**The application form contains the following fields:**

**Agency:** Provide the name of your agency.

**Date:** Indicate the Application Date.

**Total number of applications being submitted by your agency:** Provide the total number of applications being submitted by your agency for HSIP Funds, including this application.

**Rank of this project:** Rank of this project among all the applications submitted by your agency. "1" means the highest priority. Each project application must have a different rank.

**Name of Contact Person:** Name of the contact person for this application.

**Telephone:** Telephone number of the contact person.

**E-mail:** E-mail address of the contact person.

**Mailing Address:** Mailing address of the contact person for this application.

**County:** Name of the County where the proposed project will be constructed.

**Caltrans District:** From the drop-down list, select the Caltrans District (1 to 12) where the proposed project will be constructed.

**MPO:** From the drop-down list, select the MPO (Metropolitan Planning Organization) that will be involved with the programming of the project in the FTIP. Select "Other" if not applicable. The following 18 MPOs are available from the drop-down list:

AMBAG: Association of Monterey Bay Area Governments  
BCAG: Butte County Association of Governments  
COFCG: Council of Fresno County Governments  
KCAG: Kings County Association of Governments  
KCOG: Kern Council of Governments  
MCAG: Merced County Association of Governments  
MCTC: Madera County Transportation Commission  
MTC: Metropolitan Transportation Commission  
SACOG: Sacramento Area Council of Governments  
SANDAG: San Diego Association of Governments  
SJCOG: San Joaquin Council of Governments  
SLOCOG: San Luis Obispo Council of Governments  
SBCAG: Santa Barbara County Area of Governments  
SCRTPA: Shasta County Regional Transportation Planning Agency  
SCAG: Southern California Association of Governments

STANCOG: Stanislaus Council of Governments  
TCAG: Tulare County Association of Governments  
TMPO: Tahoe Metropolitan Planning Organization

**Project Location:** Provide road name and/or geographical references to project location.

**Description of Proposed Improvement(s):** Describe the proposed improvements.

**Intelligent Transportation Systems Component:** Answer “yes” or “no.” If the reply is “yes,” Chapter 12.6 of the LAPG shall be followed.

**Type of Improvement:** Proposed type of improvement. Select one (and only one) from the predefined list (see below).

**Type of Improvements**

1. Roadway Illumination (where no lighting exists)
2. Relocation or Breakaway Utility Poles
3. Traffic Signs (General)
4. Curve Warning Arrows
5. Advance Curve Warning with Advisory Speed
6. 4-Way Stop
7. Upgrade with Breakaway Supports
8. Upgrade Median Barrier (includes new median barrier)
9. Remove Obstacles
10. New Traffic Signals
11. Upgrade Guardrail (include new guardrail)
12. Impact Attenuators
13. Upgrade Traffic Signals (includes interconnection)
14. Sight Distance Improvement
15. Construct Raised Median for Traffic Separation
16. Groove Pavement for Skid Treatment
17. Turning Lanes (except for new left-turn lane) and Traffic Channelization
18. New left-turn lane at signalized intersection (with no left-turn phase)
19. New left-turn lane at signalized intersection (with left-turn phase)
20. New left-turn lane at nonsignalized intersection
21. Two-way left-turn lane
22. Pavement Markings and Delineation
23. Widen or Improve Shoulder
24. Flatten Side Slopes
25. Realign Roadway
26. Overlay for Skid Treatment
27. Reconstruction (combinations & miscellaneous)
28. Emergency Vehicle Priority Systems
29. Bicycle/Pedestrian Improvements
30. Public Transportation Facility
31. Traffic Calming
32. Red Light Running Detection System
33. In-pavement Crosswalk Lights
34. Other

Item 28, 29, 30, 31, 32 and 33 are eligible improvements for Work Type projects, but not for Safety Index projects.

**Intersection or Road Section:** Check the appropriate description. If it is for a road section, indicate the length of the road section in miles.

**Speed Limit (mph):** Indicate the speed limit.

**Number of Lanes:** Indicate the total number of travel lanes of the road (both directions). Do not include left-turn lanes, right-turn lanes or two-way turn lanes. If it is an intersection, use the average number of lanes of the roads approaching the intersection. For example, if 2 approaches have 2 lanes each, and 2 other approaches have 1 lane each, the average number of lanes is 1.5.

**Functional Classification:** Select one from the following twelve categories:

- 01-Rural Principal Arterial Interstate
- 02-Rural Other Principal Arterial
- 06-Rural Minor Arterial
- 07-Rural Major Collector
- 08-Rural Minor Collector
- 09-Rural Local
- 11-Urban Principal Arterial Interstate
- 12-Urban Principal Arterial - Other Fwys or Expwys
- 14-Urban Other Principal Arterial
- 16-Urban Minor Arterial
- 17- Urban Collector
- 19- Urban Local

Visit <http://web1.dot.ca.gov/hq/hpms/Page1.php> to verify the functional classification.

**Average Daily Traffic (ADT):**

Indicate the existing (or most current) ADT volume of the proposed location. The ADT is required to qualify as a Safety Index project.

If the proposed improvement is at an intersection, add the existing (or most current) ADT volumes approaching the intersection from all directions. The ADT is the combined traffic volume of all approaches to the intersection on an average day.

If the proposed improvement is not at an intersection, the ADT is the number of vehicles that use the section of roadway proposed for improvement in both directions on an average day.

**Traffic Collision Information:**

The information to be provided in the table is required to qualify as a Safety Index project.

Do not include unreported collisions since the evaluation formula has already been adjusted to account for this anomaly. Collision summary reports that corroborate the values must be attached to the application. Do not attach the law enforcement collision reports.

For spot improvements, collisions that occurred within 1/10 mile may be included.

For corridor or linear improvements, collisions that occurred within the corridor plus collisions that occurred within 1/10 mile of the ends of the project limits may be included.

For intersection improvements, collisions that occurred within 300 feet of the intersection in all directions may be used. If the distance to the nearest intersection is less than 600 feet, only those collisions that occurred from midblock may be used.

If "1. Roadway Illumination (where no lighting exists)" is selected as Type of Improvement, enter only night-time collisions.

**Time Period:** The time period of the collision data provided. Data should be provided for at least the last three years.

**Number of Collisions:** The number of the collision occurrences (**not number of victims**) in the time period per three severities: Fatal, Injury and Property Damage Only (PDO).

**Project Cost Estimate:** See the Application Form.

**Identification and Demonstration of Need:** See the Application Form.

**Potential for Proposed Improvement to Correct or Improve the Problem:** See the Application Form.

**Implementation Schedule:** Estimated dates of the project implementation milestones.

**Project Site is a Listed Location in the Current California Five Percent (5%) Report:** See the Application Form.

**Application Signatures:** See the Application Form.