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**APPLICATION FORM INSTRUCTIONS FOR HSIP FUNDS**  
**Cycle 3 – 2009/2010 Federal Fiscal Year**

Applicants should submit the original application and one copy to their respective Caltrans District Local Assistance Office, 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: [http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply\\_now.htm](http://www.dot.ca.gov/hq/LocalPrograms/HSIP/apply_now.htm). Limit the application to ten (10) 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 Application Form should be submitted for each spot location. If this is unrealistic due to the scope of the project, consult your DLAE for alternatives.

**Most of the questions and data fields in the Application Form are self explanatory. A few clarifications are provided for some of the fields below:**

**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, intersection cross street names, or geographical references of where the project is located. Be brief. Example: On Elm St. between Oak Ave. and Cherry Blvd.

**Description of Proposed Improvement(s):** Describe, in general, the types of work that are proposed for the project. Example: Install traffic signal; Construct curb, gutter, sidewalk, and curb ramps; Install traffic signs, stripes and pavement markings.

**Type of Improvement:** Check all boxes that apply to the proposed improvements. However, do not check boxes for work that is incidental in nature to the primary improvements being made.

**Intersection or Road Section:** Check the appropriate road segment where the majority of work will occur. If it is for a road section, indicate the length of the road section in miles. If significant improvements are being proposed for both an intersection(s) and a road segment(s), check both boxes and indicate the road section length.

**Functional Classification:** Select the functional classification where most of the work will be constructed:

- 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 Freeways or Expressways
- 14-Urban Other Principal Arterial
- 16-Urban Minor Arterial
- 17- Urban Collector
- 19- Urban Local

Visit [http://www.dot.ca.gov/hq/tsip/hseb/crs\\_maps/](http://www.dot.ca.gov/hq/tsip/hseb/crs_maps/) to determine the functional classification.

**Current Average Daily Traffic (all directions):** Required for Safety Index project

Indicate the existing (or most current) Average Daily Traffic (ADT) volume at the proposed location. Identify the 'year' of the count in the following box.

If the proposed improvement is at an intersection, add the 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 on a road segment, the ADT is the number of vehicles that use that section of roadway, in both directions, on an average day.

**Traffic Collision Information:** Required for Safety Index project

Do not include unreported collisions. Collision summary reports that corroborate the values must be attached to the application. Do not attach collision reports prepared by the law enforcement officer.

For spot improvements, collisions that occurred within 1/10 mile of the project 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 mid-block may be used.

If Roadway Illumination is the primary type of work for the project, enter only night-time collisions.

**Project Cost Estimate:** Complete table showing all costs associated with the project. The table automatically calculates the Subtotal and Total Project Costs. Finally, indicate the amount of Federal funds you are requesting for this project. That amount cannot exceed \$900,000 or 90% of the Total Project Cost, whichever is less. The table then calculates the balance of local or other funds that the applicant needs to fully fund the project.

**Identification and Demonstration of Need:** Complete this section.

**Potential for Proposed Improvement to Correct or Improve the Problem:** Complete this section.

**Potential for Timely Implementation of Project:** Complete this section. Under the Implementation Schedule, base your delivery schedule on your project being amended into the FTIP on January 1, 2010.

**Application Attachments:**

All applications must attach a [Detailed Engineer's Estimate](#) to the application. Any application that does not include a Detailed Engineer's Estimate will be disqualified.

All applications submitted under the Safety Index category must attach a collision diagram and a collision summary report. Applications that do not contain these attachments will be placed under the Work Type category and will not be eligible to compete for SI funding.

All applications that include an improvement that requires an engineering study to warrant the installation of certain traffic control devices, e.g., traffic signals, pedestrian signals, new left-turn phasing, etc., must attach a completed warrant form. Applications that do not contain these warrant forms will be disqualified.

All joint funded projects with Caltrans must have a letter of support from Caltrans indicating the project's scope, schedule, cost and cost sharing ratios. Applications for joint funded projects that do not contain a letter of support will be disqualified.

**Application Signatures:** Make sure the application is signed by a person that meets the descriptions contained in this section. Applications that do not contain a signature and accompanying information will be disqualified.

**Application Due Date:** Submit your application along with one copy to your District Local Assistance Engineer by the due date. Applications that are delivered after close of business on the due date or are postmarked later than the due date will not be accepted.