RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TRANSPORTATION
LANSING

KIRK T. STEUDLE
DIRECTOR

June 21, 2016

Ms. Denise Donohue, Director
County Road Association of Michigan
417 Seymour, Suite 1
Lansing, Michigan 48933

Mr. John LaMacchia II, Legislative Associate
Michigan Municipal League
208 North Capitol Avenue, 1st Floor
Lansing, Michigan 48933-1354

Dear Ms. Donohue and Mr. LaMacchia:

Fiscal Year 2018 Federal Local (HSIP) Safety Program

The Michigan Department of Transportation (MDOT) is pleased to announce the solicitation of new applications for the fiscal year (FY) 2018 general Local Safety Program. Federal funds for the general Local Safety Program are to be used for highway safety improvements on the local roadway system. All locally controlled roadways, regardless of National Functional Classification, are eligible for the Local Safety Program. The FY 2018 federal budget for this program is estimated at $6,000,000. This amount may be subject to revisions. We are asking the County Road Association of Michigan and the Michigan Municipal League to distribute this notice to their member agencies.

Local Agencies may submit more than one project application for consideration. Federal safety funds shall not exceed $600,000 per project or a maximum amount of $2,000,000 per Local Agency (HSIP and HRRR combined) for the fiscal year. FY 2018 projects are to be developed and obligated between October 1, 2017 and August 25, 2018.

Applications are to be electronically submitted or postmarked by Friday, September 23, 2016.

Refer to the enclosed Exhibits for information regarding submitting candidate Safety Project Applications.

Our goal is to maintain a fiscally constrained program while maximizing the use of available federal funds. If you have any questions, please feel free to contact Pamela Blazo, Safety Programs Engineer, at (517) 335-2224 or at blazop@michigan.gov.

Sincerely,

Tracie J. Leix
for Matthew W. DeLong, Administrator
Development Services Division

Enclosures

cc: Dave Morena, FHWA
Matt DeLong, MDOT
Pam Boyd, MDOT
Mark Harbison, MDOT
Pamela R. Blazo, MDOT
Steve Shaughnessy, MDOT
MDOT Region Engineers
MDOT TSC Managers
MDOT LAP Listserv Members
Metropolitan Planning Organizations
Rural Task Forces

Exhibit 1 – Funding Participation

- Projects will be funded at 80 percent federal funds/20 percent local funds unless it meets one of the categories below.
  - If the project scope addresses a roadway feature related to a fatality (K) and/or an incapacitating (A) injury within the limits of proposed work, it will be funded at 90 percent federal funds and 10 percent local funds.
  - If it is an approved systemic project (that supports the State Strategic Highway Safety Plan), then it will be funded at 90 percent federal funds and 10 percent local funds.

- Portion eligible for federal aid:
  - Project's Construction Phase ('A' Phase.)
  - Preliminary Engineering, **ONLY** if criteria of Preliminary Engineering Section outlined below is met.

- Portion not eligible for federal aid:
  - Right-of-way costs.
  - Preliminary engineering, unless criteria of Preliminary Engineering Section outlined below is met.
  - Construction engineering.
  - Decorative items, not safety related in nature.

- Selected projects will be 'Lump Summed' at the lesser of the original estimate plus $20,000, or the original estimate plus 20 percent. Projects may, at MDOT's discretion, be funded by a "Pro-Rata" method.

- Projects will be let by MDOT or performed by Local Force Account, as approved by MDOT's Local Agency Program (LAP) office: information found at www.michigan.gov/mdot ~ Doing Business ~ Local Agency Program ~ Force Account and Local Agency Reimbursement System (LARS) Information.

- All social, economic and environmental impacts within the project limits impacts must be mitigated before federal funds can be appropriated and obligated. Project applications which are expected to have significant public controversy and/or require an environmental assessment will not be considered until these outstanding issues have been resolved.

- Local Agencies within Metropolitan Planning Organization (MPO) areas must coordinate with their MPO to ensure inclusion of their project in the area's Transportation Improvement Program for the fiscal year for which the project was selected. LAP will supply a list of selected projects to the MDOT Planning group, but it is the local agency's responsibility to ensure these projects are included in the State Transportation Improvement Program.

Preliminary Engineering (up to 10% of the estimated eligible construction costs)

Preliminary engineering for selected safety projects may be programmed for one or more of the following:

- Transparency (5 percent) location (funded at 90 percent federal funds/10 percent local funds)
  - Identified in the 2009 through 2015 Transparency (5%) Reports.
  - Proposed scope of work must address the noted location deficiencies.
  - Projects that are on the Transparency (5%) Report must be clearly identified and a copy of the 5% report included with the application.

- MDOT Local Safety Initiative (LSI) identified location (funded at 50 percent federal funds/50 percent local funds)
  - Proposed scope of work must address the noted location deficiencies reviewed and identified by the LSI Program.
  - A copy of the MDOT LSI written suggestion list must be included with application.

- Traffic Signal Optimization (funded at 80 percent federal funds/20 percent local funds)
  - Must complete a traffic signal optimization study to analyze the timing of signal controllers and implement the revised timings.
  - Signals should be studied to allow for a minimum of one second all red phase and the yellow change interval phase must be evaluated to meet current guidelines.
  - A maximum of $5,000 total cost will be allowed per signal location for the analysis and adjustment of signal controllers.
  - Signal component upgrades are not permitted under this category.
  - The analysis/study portion of the project will be programmed under a ‘C’ Phase with the physical adjustments of timing being programmed under an ‘A’ Phase.

- Road Safety Audits (RSAs) (funded at 80 percent federal funds/20 percent local funds)
  - An RSA proposal may be submitted without an associated construction phase. It is anticipated that the construction phase would be submitted in the next call for projects.
  - A maximum of $15,000 in total project costs will be set up for each RSA.
  - The RSA Final Report/findings must be submitted to the Safety Program Administrator for reimbursement.
  - It is anticipated that this work will be completed by a consultant or another agency other than the road owner.

Exhibit 2 – Financial Goals

Project Type	**Total Program**
Road Safety Audits (RSA)	$50,000
Non-motorized facility/Pedestrian improvements	$100,000
High Friction Surface	$100,000
Centerline and Shoulder Rumble Strip	$200,000
Guardrail Upgrades and Clear Zone Improvements	$600,000
Projects with scopes that directly correct areas with a concentration of Types "A" and "K" crashes	$4,000,000
Safety Funds per MDOT Region	$350,000

Project Application Examples

- Corridor wide shoulder and center line rumble strips, improved permanent signing (such as chevrons on curves or intersection signing), pavement markings (such as the addition of edge line markings), clear vision corners or reflectorized backplates
- High Friction Surface applications at spot locations
- Elimination, replacement or installation of guardrail or slope flattening
- Removal of fixed objects
- Traffic and pedestrian signal optimization, installation, and upgrades
- Access management
- Intersection safety improvements (lighting, stopping sight distance, clear vision corners)
- Horizontal and vertical curve modifications
- Sight distance improvements
- Bridge railing replacement or retrofit
- Mid-block pedestrian crossings; improvements to school zones
- Projects from a Local Road Safety Plan priority emphasis area (these projects will received additional consideration during the selection process)

This list is not all inclusive and other types of safety improvement projects can be submitted for consideration. The Safety Program Financial Goals allow for the submittal of systemic projects. Systemic safety projects involve the use of countermeasures that are widely implemented (corridor or area wide) based on similar roadway or intersection features that correlate with particular K/A crash types.

Exhibit 3 – Design Requirements

- Must meet current standards and warrants, current Americans with Disabilities Act and Buy America requirements.

- Designed in accordance with 3R, 4R, American Association of State Highway and Transportation Officials (AASHTO) Geometric Design of Highways and Streets, or the AASHTO Guidelines for Geometric Design of Very Low-Volume Local Roads Standards. Use of the Capital Preventative Maintenance guidelines and fixes will not be permitted.

- Traffic signal upgrade projects shall include the installation of signal back plates with reflectorized borders.

- High friction surface projects shall use or follow the intent/material requirements of the most current MDOT Special Provision.

- Corridor (or local agency-wide) permanent signing or pavement marking projects must be of a higher standard than the minimums required by the Michigan Manual of Uniform Traffic Control Devices and/or standards. These type projects shall include additional signing improvements beyond upgrading sign reflectivity requirements; i.e., adding reflective sheeting to sign posts, larger signs, etc., and permanent pavement markings shall include improvements such as being recessed or high quality ‘durable’ markings.

Exhibit 4 - Submitting Candidate Safety Project Applications

Applications submitted electronically must be received no later than **Friday, September 23, 2016.**

- The Local Safety Program Call for Applications Funding Year 2018 Electronic Submittal Form is located at www.michigan.gov/mdot ~ Doing Business ~ Local Agency Program ~ Safety Program ~ FY 2018 HSIP - Electronic Submittal Form.
- Electronic submittals are limited to 15MB.

Applications sent hardcopy must be postmarked no later than **Friday, September 23, 2016.**

- Projects postmarked after Friday, September 23, 2016, may or may not be reviewed for selection, at MDOT's discretion.
- It is recommended that your application be submitted by certified mail or other traceable delivery service.

Applications are reviewed and selected by a committee. Projects that are part of a Local Road Safety Plan priority emphasis area will receive additional consideration. The six required submittal documents are listed below. All MDOT forms and spreadsheets mentioned can be found online at http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html in the Application Process section of the page.

1. Cover Letter
   - Provide a brief overview discussion as to the proposed project, crash pattern that has been experienced, and how the proposed scope of work will remedy the past crash history.

2. MDOT Form 1627

3. MDOT Time of Return (TOR) Analysis*
   - Only the MDOT TOR spreadsheet will be accepted*. A copy of the data input page and results page must be included in the application submittal.
   - Guardrail oriented projects and independent RSA submittals do not require a TOR analysis.
   - Common Crash Reduction Factors (CRF) are listed in the TOR Spreadsheet
     - Additional CRFs may be used. If submitting a TOR utilizing a CRF not listed on the TOR form, include a copy of the source used to obtain the CRF.

4. UD-10s
   - Include for all crashes that are used to compile the TOR or Highway Safety Manual analysis/computation. Note: The HSM requires all crashes to be input, including animal crashes. Animal crashes are NOT to be submitted with the application.
   - Use the most current 3 to 5 year period of available data (2011-2013 through current availability).

- Include only those UD-10 crash reports that relate to the proposed scope of work, except include all UD-10 reports relating to Fatal (K) or Incapacitating (A) injury crashes within the project limits.

5. Detailed cost estimate or Michigan Engineers Resource Library (MERL) estimate.

6. Map showing project location(s).

Applications, to provide additional support, may (not required) also include:

- A copy of the Local Road Safety Plan priority emphasis areas or priority projects list
- Crash analysis used to determine the proposed project's scope.
- Crash concentration maps in the proposed project's limits.
- MDOT LSI written suggestion list (required if requesting participation for Preliminary Engineering)
- Photos of existing project site conditions.
- Preliminary proposed plan view, cross-sections, and/or profiles.
- Ability to deliver a construction package for obligation within this fiscal year.
- Project coordination with other construction projects.
- Highway Safety Manual Analysis*

*Highway Safety Manual Analysis
A Highway Safety Analysis may replace or supplement the TOR Analysis. Local Agencies are encouraged to utilize the HSM for locations where little to no crash history exists, proposed systemic improvements, and locations where additional support of the TOR is desired.

FY 2018, HSM Analysis Requirements:

- Use the MDOT HSM spreadsheet located at http://www.michigan.gov/mdot/0,4616,7-151-9625_25885_40552---,00.html in the Application Process section of the page.
- An electronic copy of the analysis or screenshots of the input and output tabs must be included with the application submittal.
- Calibration factors for use as part of HSM analysis have been compiled by MDOT and are included in the spreadsheet. Local Agencies performing hand calculations will need to refer to the www.michigan.gov/highwaysafety website for calibration factors and distribution values.
- For any questions an agency might have regarding the HSM Calibration factors, please contact Dean Kanitz, MDOT Traffic and Safety Unit, at 517-335-2855.

Additional information available for application development:

- Visit www.michigan.gov/highwaysafety or link to it from the MDOT Local Agency Safety Program Website.
  - Traffic Crash Data maps per Region (Traffic Crash Data)

- HSM Calibration Factors/Distribution Values (Safety Links, Traffic Standards and Typicals, Safety Programs, Highway Safety Manual)
- Safety Guides (Safety Links, Traffic Standards and Typicals, Safety Programs, Safety Guides)

Please send all eligible projects and supporting information by **Friday, September 23, 2016**, to the following:

Mrs. Pamela R. Blazo, P.E.
Safety Engineer, Local Agency Programs
Development Services Division
425 W. Ottawa Street, P.O. Box 30050
Lansing, Michigan 48909-7550