

# HSIP Standard Work Form

Description of the task:		HSIP Call for Projects	Revision Date: 10/13/2023
Process Owner:		HSIP Program	Revision #: 4
Purpose:		To create standard work for the HSIP call for projects	Document Owner: HSIP Program
Supplies & safety equipment required:		Resources listed below	
<b>Important Steps:</b>		<b>Key Points:</b>	<b>Resources:</b>
1	Review Draft HSIP Standard Work by ADOT	Submit Standard work, HSIP call for projects schedule, HSIP manual , revised HSIP application, <b>project definition form</b> and required documents for review and approval	
2	COG/MPO review of Draft HSIP Standard Work	COG/MPO Planner meeting presentation and Statewide presentation	
3	Call for Projects Announced <b>1/4/2024</b>	The HSIP Program Manager sends the HSIP call for projects to all state and local agencies.	Resources: General HSIP Information: FHWA HSIP Guidelines: AZDOT HSIP: Updated documents will be posted online soon
4	Webinar Training for all Stakeholders <b>December 14, 2023 or January 18, 2024</b>	Training will be provided on the HSIP standard work, manual and HSIP application.	
5	HSIP Application for due to HSIP team on <b>May 3, 2024</b>	Local and State agencies submit HSIP Application to HSIP team ( <b>4 months after the Call for projects</b> ).	
6	Application Review by ADOT HSIP team	Review of HSIP applications (application checklist, CMF, B/C, crash data and cost estimates) to determine effectiveness, constructability, schedule and budget. ( 1 month)	
7	Initial Ranking, <b>May 31, 2024</b>	<ul style="list-style-type: none"> <li>• Viable projects ranked and applicants notified. (One month after applications due date).</li> <li>• If applications not HSIP eligible,                             <ul style="list-style-type: none"> <li>○ Applicant notified</li> </ul> </li> <li>• If application is HSIP eligible,                             <ul style="list-style-type: none"> <li>○ Applicant notified</li> </ul> </li> </ul>	
8	List of projects to SuPIRB (Only State projects), PRB for scoping. PRB Forms on <b>June 5, 2023 and June 11, 2024</b>	<ul style="list-style-type: none"> <li>• SuPIRB for State projects only</li> <li>• Approved list of projects will be submitted to PRB for approval by the HSIP team.</li> <li>• STIP and TIP numbers assigned</li> </ul>	Subprogram Project Initiation Review Board (SuPIRB). <a href="#">Project Resource Office (PRO)</a> <a href="#">and Local Public Agency (LPA)</a>
9	List of projects to PPAC for scoping, <b>July 3, 2024</b>		
10	State Transportation Board <b>July 19, 2024</b>		

11	HSIP eligibility letters for scoping. <b>July 19, 2024</b>	ADOT HSIP team in Traffic Safety Section will issue HSIP eligibility letters for the scoping phase on approved projects.	
12	Project initiation <b>August 19, 2024 (30 days)</b>	<ul style="list-style-type: none"> <li>Local projects: Project Sponsor submits initiation paperwork to ADOT LPA Section</li> <li>State projects: ADOT PMG to establish project.</li> <li>Project number: 01L phase</li> </ul>	<a href="#">ADOT Local Public Agency</a>
13	PMG Starts the Scoping Process. Upload HSIP Packet in Workfront <b>October 18, 2024 (3 months)</b>	<ul style="list-style-type: none"> <li>Local projects: Assigned PM will initiate an IGA and start the Development Process. <ul style="list-style-type: none"> <li>IGA executed for Scoping (3 months after PRB)</li> <li>ADOT Finance invoice applicant <ul style="list-style-type: none"> <li>Projects requires local match</li> <li>PRB only action for establish 01L for each project</li> <li>FHWA authorization for 01L</li> <li>NTP to consultants for scoping 10/15/2024</li> </ul> </li> </ul> </li> </ul>	Can We advertise for a consultant without an ADOT project number? Safety Circuit Rider Program
14	Scoping Documents complete <b>December 18, 2024</b>	Consultants will provide scoping documents and revise HSIP applications to update scope, schedule and budget. (2 months for scoping documents and revised HSIP applications)	
15	PMG & HSIP team Final Review, <b>January 17, 2025</b>	Final review of applications for conflicts (1 month)	
16	B/C equal or above 2.5 and the project is below the funding line	<p>Applicant notified:</p> <ul style="list-style-type: none"> <li>Project is anticipated to be HSIP eligible and can be funded if funds become available, and other source of funding may be recommended.</li> <li>HSIP team sends the ADOT projects list of below the funding line projects to MPD for inclusion in P2P process.</li> <li>On local projects, HSIP team will recommend other source of funds for example TA funds</li> </ul>	
17	B/C below 2.5	<p>Applicant notified:</p> <ul style="list-style-type: none"> <li>Project is not HSIP eligible and other source of funding may be recommended.</li> <li>HSIP team sends the ADOT projects list of below the funding line projects to MPD for inclusion in P2P process.</li> <li>On local projects, HSIP team will recommend other source of funds for example TA funds</li> </ul>	
18	B/C equal or above 2.5 and project is above the funding line. February 27, 2025	<ul style="list-style-type: none"> <li>Review and approval of final application by Project Sponsor</li> <li>Fully scoped document is returned to applicant for their final approval (2 months)</li> </ul>	
19	Final Ranking and Approval, <b>February 16, 2025</b>	Submit final ranking of selected HSIP projects to TSMO Management and HSIP Committee (1 month)	
20	List of HSIP projects to PRB, Forms on June 5, 2023 <b>March 18, 2025</b>	List of HSIP projects to PRB and PPAC for approval to include design/construction in the Five Year Program. Projects added to the STIP and TIP.	
21	List of HSIP projects to PPAC, <b>April 2, 2025</b>		

22	State Transportation Board Approval, <b>April 18, 2025</b>		
23	Eligibility letters for design, ROW, Utility and Construction cost <b>May 2, 2025</b>	Letters sent to applicants and FHWA following final approval of the STB. Local agencies begin project initiation up on receipt of eligibility packet. On State projects, PM will be assigned and a project number will be established.	
24	Project initiation <b>no later than 1-2 months after receiving eligibility letter</b>	<ul style="list-style-type: none"> <li>Local projects: Project Sponsor submits initiation paperwork to ADOT LPA Section</li> <li>State projects: ADOT PMG to establish project.</li> <li>Project numbers sub-phases: 01D, 03D, 01R, 01U and 01C phases</li> </ul>	<a href="#">ADOT Local Public Agency</a>
25	PMG Starts the Development Process	Assigned PM will initiate an IGA on local projects and start the Development Process. (01D, 03D, 01R, 01U, 01C). Upload HSIP Packet in Workfront. All projects programmed for design in FY27: PRB and authorization for design in July 2026 (Q1)	
26	Last call for list of projects from ADOT subprograms	November 15 every year for update to the Five Year Program	
27	Annual review of HSIP projects programmed in the Five Year Program	HSIP team will conduct an annual review with PMG on all HSIP projects to check the status of projects' budget, schedule, and scope. (August and September each year). Due to MPD by October 1 <sup>st</sup> every year.	Project Estimate Update Checklist Template
28	Revise eligibility letter for currently programmed projects	<ul style="list-style-type: none"> <li>If scope, budget or project limit change</li> <li>Notify HSIP program manager <ul style="list-style-type: none"> <li>If request is eligibility for HSIP and funds are available <ul style="list-style-type: none"> <li>PM submit to PRB, PPAC and State Transportation Board Approval</li> <li>Revised eligibility letter issued</li> <li>Copy of the revise eligibility letter and all documents attached sent to FHWA, PMG, ADOT Finance, OTSG and District</li> </ul> </li> <li>If revised eligibility letter is not approved, If HSIP funds are not available, other source of funds will need to be identified</li> </ul> </li> </ul>	
29	Draft Project Deferrals ( Not approved yet)	<ul style="list-style-type: none"> <li>Project must meet all milestones for project initiation, IGA execution and design authorization to be considered for the one time deferral.</li> <li>Due to the challenges with local project delivery, two policies are being proposed to assist local agencies and to protect the State from losing federal aid which may not be useable on ADOT projects: <ul style="list-style-type: none"> <li>One-time project deferrals</li> <li>Request should be received no later than July 1<sup>st</sup> of SFY in which the project phase is currently programmed.</li> <li>Request is subject to PRB, PPAC and Board approval</li> <li>Request is subject to funding availability</li> </ul> </li> </ul>	Lisa Danka, Draft project Deferrals policies for TA (5 pages document). Deferral Request Form
30	If No Deferral is allowed	<ul style="list-style-type: none"> <li>If a submitting agency delays, postpones or withdraws a project because design or construction cannot be delivered in the programmed SFY, as stated in the project's eligibility letter, due to funding or because of other delays, ADOT TSS must be notified in writing and project can be resubmitted with a revised HSIP application in the next call-for-projects for the next available funding SFY.</li> </ul>	

30	Project cancelation	Sponsors must submit: <ul style="list-style-type: none"><li data-bbox="500 226 1170 310">• A cancelation request with written justification to HSIP team no later than July 1st of the SFY in which the project is currently programmed for design.</li></ul>	
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