

Aug 31, 2011

**MAG Highway Safety Improvement Program (HSIP) Project Development Process FY 2012-2014**

1. MAG issues a call for HSIP projects applications for “Systematic” and “Spot” road safety improvements.
2. Project applications are submitted by local agencies to MAG using the Arizona Department of Transportation (ADOT) approved Excel-based template customized for MAG. One application per project.
3. Projects applications are summarized by MAG, for each program year 2012, 2013 & 2014 and forwarded to the MAG Transportation Safety Committee (TSC) for review.
4. MAG TSC recommends a list of HSIP projects, with possible scope adjustments, for each fiscal year totaling \$1 million per year
5. TSC recommendation makes its way through the MAG approval process – Transportation Review Committee, Management Committee and Regional Council.
6. Member agencies revise HSIP project applications, if necessary, to accurately reflect the final TSC recommended project list, project scope and cost.
7. Member agencies submit revised HSIP applications to ADOT, pending formal MAG approval (this step is recommended by ADOT to help expedite the ADOT procurement process).
8. MAG informs ADOT upon formal MAG approval of the list of HSIP projects.
9. ADOT & Federal Highway Administration complete the review of revised project applications for HSIP eligibility.
10. ADOT informs member agencies of HSIP eligibility approval. Member agencies MUST inform MAG as soon as ADOT informs them on HSIP eligibility determination, and submit a request to MAG for including the projects in the MAG Transportation Improvement Program (TIP). At present, ADOT does not inform MAG about this determination. Any delays could jeopardize project obligation.
11. MAG initiates steps to include the list of approved HSIP projects in the MAG TIP in respective program years. TIP project numbers are provided to ADOT by MAG.
12. ADOT issues TRACS numbers and initiates the procurement process.
13. Member agencies coordinate with ADOT Local Government’s Traffic Safety Section in carrying out all required steps for implementing HSIP projects. They include: completion of all required environmental/right-of-way/utility clearances and development of Intergovernmental Agreements with ADOT.