

## HSIP Proactive Child Project Development

VDOT Maintained System			Local Maintained System	
	<i>HSC P&amp; IS Candidates HSIP FY07 District-wide UPCs</i>	<i>Jurisdictional All Systems HSIP FY08 Jurisdiction UPCs</i>		<i>Jurisdictional All Systems HSIP FY08 Jurisdiction UPCs</i>
1.	Review HSC candidates for top F+I crash density.	Review top ten counties network (Establish working relationship with Henrico and Arlington Co)	1.	Jurisdiction TE to compile crashes and rank top 20 intersections with most deaths and injuries in three years and submit to HSIP staff
2.	Find intersections in top 5 percent deaths and injuries for jurisdiction or Region (STARS maps) that overlap. Focus on those not covered by STARS	Find top 5 percent death and injury intersections not covered by STARS to prioritize.	2.	Jurisdiction TE identify priority corridors and locations for detailed analysis and review in consultation with HSIP staff
3.	Conduct RSA on priority corridors with most intersections identified. Use District-wide RSA project for studies.	Conduct RSA on priority corridors with most intersections identified. Coordinate with Henrico and Arlington Co staff as needed. Consider setting up RSA child project for safety studies and PE; contact HSIP staff to arrange.	3.	Jurisdiction conducts RSA on priority corridors with most intersections identified. Consider setting up RSA child project for safety studies and PE; contact HSIP and District Local Assistance staff to arrange.
4.	Submit RTE or STARS generated RSA report and HSIP application spreadsheets to <a href="mailto:HSIPProgram@VirginiaDOT.org">HSIPProgram@VirginiaDOT.org</a>	Submit RTE or STARS generated RSA report and HSIP application spreadsheets to <a href="mailto:HSIPProgram@VirginiaDOT.org">HSIPProgram@VirginiaDOT.org</a>	4.	Submit RSA report and HSIP application spreadsheets to <a href="mailto:HSIPProgram@VirginiaDOT.org">HSIPProgram@VirginiaDOT.org</a>

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5.	HSIP staff will notify TE and PE staff of approvals to assign a project manager and develop child CN project. PE may begin using the RSA/PE UPC. District staff to generate CN child project in iSYP pool with lineage in <i>Misc tab</i> and submit PD-24 for transfers from parent district-wide program items.	HSIP staff will notify TE and PE staff of approvals to assign a project manager and develop child project. If a jurisdictional PE has been established, then work may commence; else the PE will be a phase of the improvement project. District staff to generate project (with PE and/or CN phases) in iSYP pool with lineage in <i>Misc tab</i> and submit PD-24 for transfers from parent district-wide program items. Programming Federal team will be notified when child is setup and funds are transferred.	5.	HSIP staff will notify jurisdiction TE and District LA and PE staff of approvals to assign a project manager and develop child project. If a jurisdictional PE has been established, then that work may commence; else the PE will be a phase of the improvement project. District LA staff to generate project (with PE and/or CN phases) in iSYP pool and submit PD-24 for transfers from parent district-wide program items.
6.	Project PM establish CN Job numbers, with HSIP fund and Participating type, and obtain Pool approvals. District PM then request Programming federal section to modify (adjust?) STIP and authorize HSIP funds for CN when PE complete.	Project PM establish PE and CN Job numbers as needed, with HSIP fund and Participating type, and obtain Pool approvals. District PM then request Programming Federal Team to modify (adjust?) STIP and obtain federal authorization of HSIP funds for PE and then CN when PE is complete. Request the Finance team to post the State Authorization and open project to charges.	6.	Project LA staff (PE staff?) establish PE and CN Job numbers as needed, with HSIP fund and Participating type, and obtain Pool approvals. District LA then request Programming federal section to modify STIP and authorize HSIP funds for PE and then CN when PE is complete.
7.	Programming will notify HSIP, District PE and PM staff with federal authorization has occurred and project is open to charges.	Programming will notify HSIP, District PE and PM staff with federal authorization has occurred and project is open to charges for PE.	7.	Programming will notify HSIP, District LA and PE staff with federal authorization has occurred and project is open to charges.
8.	HSIP staff will notify Regional Traffic Engineer that project will be constructed.	HSIP staff will notify Regional Traffic Engineer that project will be constructed.	8.	HSIP staff will notify Regional Traffic Engineer about project to be constructed.