

Highway Safety Improvement Program

Instructions for completing the BSPE HS1 - Local Highway Safety Improvement Proposal

Introduction

The HSIP Application is one step in a process of requesting financial assistance for certain transportation improvements from the federal government. Authorized users can fill out, submit, and view their applications online. This document will focus on the conventions and procedures to be used when an application is filled out. To that end, here is a division of the document:

1. [Definitions](#)
2. [Form Instructions](#)
3. [Filling Out the Application](#)
4. [Tips](#)

Definitions

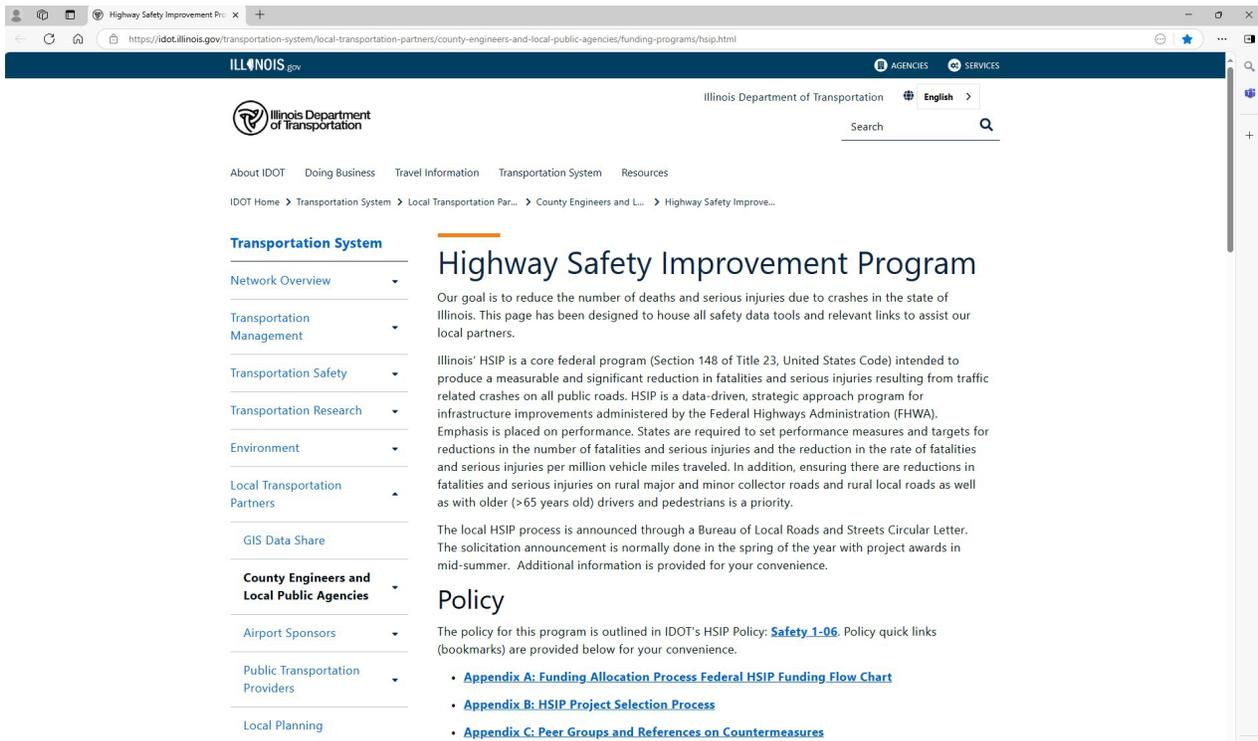
Listed here are the definitions of the not-so-obvious fields of the HSIP Candidate Application. These fields are new, easily misunderstood, or just in need of some special attention.

Name	Definition
HSIP ID	The HSIP ID is a 9-digit number which identifies your project. 2 digits: District = 01, 02, 03, etc. or Statewide = 00 1 digit: State = 1 or Local = 2 2 digits: Fiscal Year 2 digits: Fiscal Month 2 digits: Number of applications during that year and month received; 1 digit iteration



Form Instructions

Step #1 - Navigate to the HSIP Website: <https://idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/funding-programs/hsip.html>



The screenshot shows the Illinois Department of Transportation website. The page title is "Highway Safety Improvement Program". The navigation menu includes "About IDOT", "Doing Business", "Travel Information", "Transportation System", and "Resources". The breadcrumb trail is "IDOT Home > Transportation System > Local Transportation Partners > County Engineers and Local Public Agencies > Highway Safety Improvement...". The main content area is titled "Highway Safety Improvement Program" and contains the following text:

Our goal is to reduce the number of deaths and serious injuries due to crashes in the state of Illinois. This page has been designed to house all safety data tools and relevant links to assist our local partners.

Illinois' HSIP is a core federal program (Section 148 of Title 23, United States Code) intended to produce a measurable and significant reduction in fatalities and serious injuries resulting from traffic related crashes on all public roads. HSIP is a data-driven, strategic approach program for infrastructure improvements administered by the Federal Highway Administration (FHWA). Emphasis is placed on performance. States are required to set performance measures and targets for reductions in the number of fatalities and serious injuries and the reduction in the rate of fatalities and serious injuries per million vehicle miles traveled. In addition, ensuring there are reductions in fatalities and serious injuries on rural major and minor collector roads and rural local roads as well as with older (>65 years old) drivers and pedestrians is a priority.

The local HSIP process is announced through a Bureau of Local Roads and Streets Circular Letter. The solicitation announcement is normally done in the spring of the year with project awards in mid-summer. Additional information is provided for your convenience.

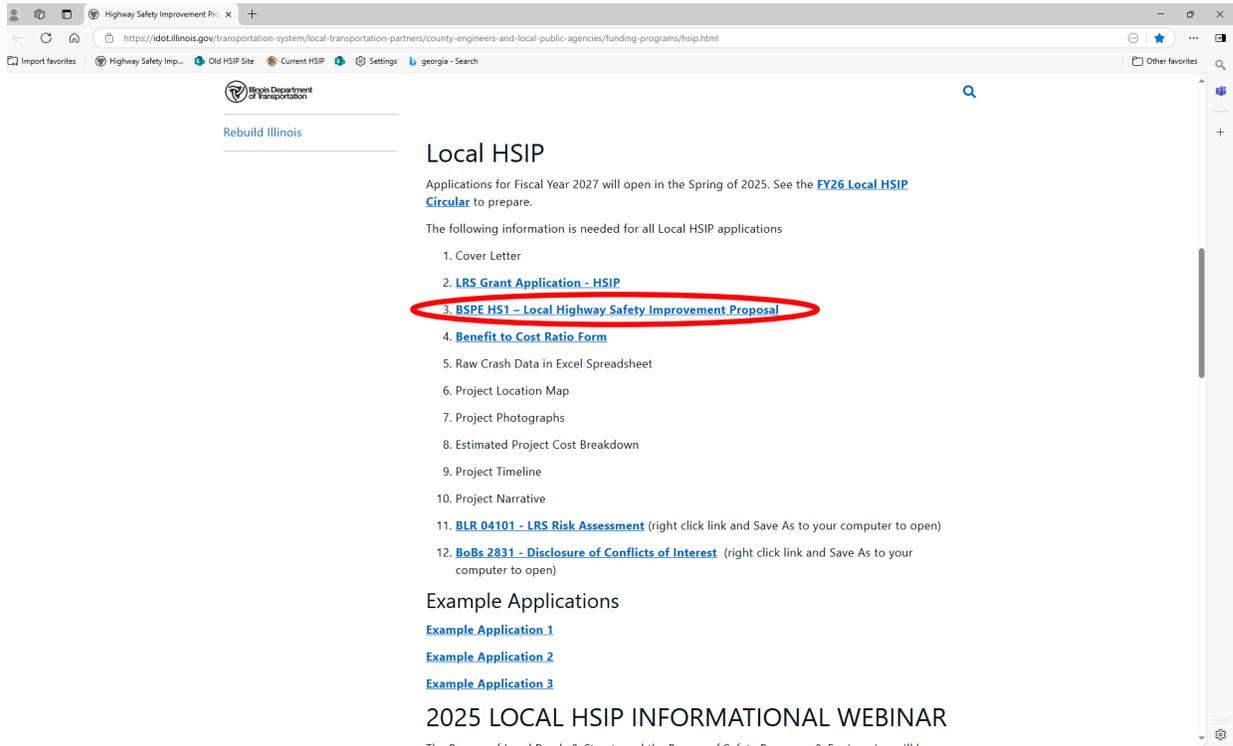
Policy

The policy for this program is outlined in IDOT's HSIP Policy: [Safety 1-06](#). Policy quick links (bookmarks) are provided below for your convenience.

- [Appendix A: Funding Allocation Process Federal HSIP Funding Flow Chart](#)
- [Appendix B: HSIP Project Selection Process](#)
- [Appendix C: Peer Groups and References on Countermeasures](#)



Step #2 - Scroll down to Local HSIP & Select BSPE HS1- Local Highway Safety Improvement Proposal Form



Highway Safety Improvement Program

https://idot.illinois.gov/transportation-system/local-transportation-partners/county-engineers-and-local-public-agencies/funding-programs/hsip.html

Rebuild Illinois

Local HSIP

Applications for Fiscal Year 2027 will open in the Spring of 2025. See the [FY26 Local HSIP Circular](#) to prepare.

The following information is needed for all Local HSIP applications

1. Cover Letter
2. [LRS Grant Application - HSIP](#)
3. [BSPE HS1 - Local Highway Safety Improvement Proposal](#)
4. [Benefit to Cost Ratio Form](#)
5. Raw Crash Data in Excel Spreadsheet
6. Project Location Map
7. Project Photographs
8. Estimated Project Cost Breakdown
9. Project Timeline
10. Project Narrative
11. [BLR 04101 - LRS Risk Assessment](#) (right click link and Save As to your computer to open)
12. [BoBs 2831 - Disclosure of Conflicts of Interest](#) (right click link and Save As to your computer to open)

Example Applications

[Example Application 1](#)
[Example Application 2](#)
[Example Application 3](#)

2025 LOCAL HSIP INFORMATIONAL WEBINAR



Step #3 - The PDF Version of HSIP Candidate Form should come into view:

Menu User Guide - FINAL.pdf ☆ BSPE HS1 x + Create

All tools Edit Convert E-Sign Find text or tools


Local Highway Safety Improvement Proposal

HSIP ID (IDOT Use Only)

Proposed Project Information

District: County: Municipality:
 New Resubmission
 Requested HSIP Funding Amt: Total Estimated Project Cost: Benefit-Cost Ratio:

Project Summary

Local project Systemic project Includes State Route Segment included in project Intersection included in project Various roads/routes

Location

Key Route	Marked Route	Road Name	Mile Station From	Mile Station To	Length (miles)	Termini Start	Termini End	Intersecting Road	Rural or Urban	Functional Class of Roadway

Total Number of Routes: Total Length:

AADT Type: Segment AADT: Intersection AADT: Speed Limit:

Location Description

Lighting present

Safety Tier

Safety Tier	Report Year	Total Score	Target Crash Type	Target Crash Type Score	Intersection or Segment	Major Road	Minor Road	Road Inventory Beg. End, Stationing Number

Printed 04/24/25 Page 1 of 3 BSPE HS1 (DRAFT)



Step #4 – Filling Out the Application

In this section, we will describe how to fill out and submit an HSIP Candidate Application. Please be sure to save your application periodically as not to lose data.

Page #1 – Proposed Project Information, Location, Safety Tier

Note: HSIP ID will be completed by IDOT Personnel Only.

The screenshot shows the 'Local Highway Safety Improvement Proposal' form from the Illinois Department of Transportation. The form is divided into several sections: 'Proposed Project Information', 'Location', and 'Safety Tier'. Red circles with numbers 1 through 19 point to specific fields and checkboxes. Red letters a through k are placed in the 'Location' table. A red circle labeled '10a-k' points to the 'Functional Class of Road' column in the table. At the bottom right, there is a small icon of an open book with the number 5 and a hand pointing to it.

1. **District** - Select the district this project will be in.
2. **County** - Select the county name this project will be in. Select Various if the project encompasses multiple counties.
3. **Municipality** - Select the name of the city if applicable.
4. **New or Resubmission** – Check appropriate box.
5. **Requested HSIP Funding Amount** - Enter an integer indicating how many dollars of HSIP funds are requested. Amount entered should be 90% of eligible safety costs.
6. **Total Estimated Project Cost** - Enter an integer indicating how many dollars are estimated to complete the entire project.
7. **Benefit Cost Ratio** - Enter as a decimal number. The B/C ratio is obtained from the B/C tool.



Page 1 - Proposed Project Information, Location, and Safety Tiers (Cont'd)

8. **Project Summary** - Describe the project.
9. **Check boxes that apply.**
10. **Location** - Select + or – to add or delete rows.
 - a. **Key Route** - Enter the IRIS Key Route Prefix and Number. Example: 084 10072A000000.
 - b. **Marked Route** - Enter the Map Marked Route.
 - c. **Road Name** - Enter the local route name.
 - d. **Mile Station From** - Enter the lowest Mile Station number concerning the project.
 - e. **Mile Station to** - Enter the highest Mile Station number concerning the project.
 - f. **Length (miles)** - This field is autogenerated. It is the absolute value of the difference between the fields “Mile Station From” and “Mile Station to”.
 - g. **Termini Start** - An identifier of one end of the project along a route.
 - h. **Termini End** - An identifier of the other end of the project along a route.
 - i. **Intersecting Road** - Enter the Key Route, Marked Route, Road Name as available for each intersecting road along the route.
 - j. **Rural or Urban** - Select whether the location is classified as Rural or Urban.
 - k. **Functional Class of Roadway** - Select which functional class applies to the project location.
11. **Total Number of Routes** - This field is autogenerated. It is the number of location records created.
12. **Total Length** - This field is autogenerated. It is the total length based on the location records.
13. **AADT Type** - Select whether the segment AADT is for the segment with the most traffic OR the combined AADT of all the segments OR the average of all the AADT counts of all the segments.
14. **Segment AADT** - Enter the Average Annual Daily Traffic count.
15. **Intersection AADT** - Enter the sum of all the AADT counts for every lane entering the intersection.
16. **Speed Limit** - Enter the posted or regulatory speed limit.
17. **Location Description** - Describe the location, providing any important or helpful information that is not already included in this application.
18. **Lighting Present** - Check this if there is lighting present at the project location.
19. **Safety Tier (Optional for LPA to complete)** - Select + or – to add or delete rows.
 - a. **Safety Tier** - Select whether the project location is classified as High, High*, Medium, or Low.
 - b. **Report Year** - Enter the 4-digit year of the Safety Tiers Report.
 - c. **Total Score** - Enter the total Safety score, which is the average of all individual scores.
 - d. **Target Crash Type** – Select the crash type that the application is addressing.
 - e. **Target Crash Type Score** - Enter the Safety score of the crash type that the application is addressing.
 - f. **Intersection or Segment** - Select whether the project location is an intersection or segment.
 - g. **Major Road** - Enter the Key Route, Marked Route, Road Name as available for the major road.
 - h. **Minor Road** - Enter the Key Route, Marked Route, Road Name as available for the minor road.
 - i. **Road Inventory Beg End Stationing Number** - Enter the Road Inventory Beginning Ending Stationing Number which identifies the tier segments individually.



Page #2 - Problem Identification & Safety Improvement

Problem Identification														
Problem Description											Predominant Crash Type			
20											21			
											Predominant Injury Crash Type			
22											23			
											24			
Crash Details														
Year	Number of Crashes	Fatal Crashes	Fatalities	A-Injury Crashes	A-Injuries	B-Injuries	C-Injury Crashes	C-Injuries	PDO	Wet Weather Crashes	Darkness (Not lighted) Crashes	Total Crashes	Total Fatal Crashes	
+ -	a	b	c	d	e	f	g	h	i	j	k	l	m	
											Total Fatalities	Total A-Injury Crashes		
											Total A-Injuries	Total B-Injury Crashes		
											Total B-Injuries	Total C-Injury Crashes		
											Total C-Injury Crashes	Total PDO		
											Total Wet Wx. Crashes	Total Darkness Crashes		
Safety Improvement														
Emphasis Area(s)				Proposed Scope							Peer Type			
25				26							27			
											Peer Group			
				Lanes			28							
							29							
<small>(Ctrl + click to select multiple)</small>														

Printed 04/24/25

Page 2 of 3

BSPE HS1 (DRAFT)

20. **Problem Description** - Describe the problem and important factors.
21. **Predominant Crash Type** - Select which crash type (occur the most often. Crash types have been updated to match SR 1050 Traffic Crash Report 2019 form.
22. **Predominant Injury Crash Type(s)** - Select all crash type(s) that apply to indicate which crash type(s) result in injury most often.
23. **Crash Details**- Add each year individually. Total crashes should match those used in IDOT's B/C Tool calculations. The most recent 5 years of data is preferred. Relevant crashes outside of the most recent year can be included in problem description. Select + or - to create a new crash detail record.
 - a-k. **Self-explanatory.**
 - l. **Wet Weather Crashes** - Enter the number of crashes that occurred during precipitation over this year.
 - m. **Darkness Crashes** - Enter the number of crashes occurring in darkness without lighting over this year.
24. **The totals for this section will be calculated automatically.**
25. **Emphasis Area(s)** - Select which SHSP Emphasis Area(s) will be addressed.
26. **Proposed Scope** - Describe the scope of this project.
27. **Peer Type** - Select the appropriate peer type for this location.
28. **Peer Group** - Select the appropriate peer grouping for this location.
29. **Lanes** - Enter an integer indicating how many lanes are marked at this location.



Page #3 – Previous Statement and Proposed Strategies Countermeasures

Previous Improvement		
Previous Improvement	Previous HSIP ID	Completed Year
30	31	32
Other Previous Improvement (Provide HSIP ID from table entry above)		
33		
Proposed Strategies/Countermeasures		
Engineering Strategy Category	Countermeasure	
34	35	

30. **Previous Improvement Type** - If applicable, select which improvements have been performed at this location. Select + or – to add or delete rows.
31. **Previous HSIP ID** - Enter the 9-digit integer of any previous HSIP IDs that included this location.
32. **Completed Year** - Enter 4-digit integer indicating which year the corresponding HSIP project was completed.
33. **Other Previous Improvement** – If applicable, please provide any additional not included in drop-down list. Please be sure to include the corresponding HSIP ID.
34. **Engineering Strategy Category** - Select the group of improvements that you want to choose from. Select + or – to add or delete rows.
35. **Countermeasure** - Select the specific improvement that is planned. The countermeasure selected should be consistent with countermeasure selected on B/C tool.
36. **Save** – Save HSIP Application using the “save” in the adobe acrobat menu.



Tips 1

When a magnifying glass is present, you cannot type in the box. You will need to select the magnifying glass in order to search for a specific item or to select an item. 2. Select the magnifying glass in order to see the full list.

