



Traffic Safety Improvement Program Application Instructions

(Revised May 2018)

General Instructions

The TRAFFIC SAFETY IMPROVEMENT PROGRAM (TSIP) operates under the rules of the Iowa Administrative Code 761—Ch. 164. A copy of the rules can be found through a link on the TSIP website. TSIP allocates funds in three categories: Site-Specific Improvements; Traffic Control Devices; and Studies and Outreach. Eligible and ineligible uses are defined in the Iowa Administrative Code. Only city and county governments, the Iowa Department of Transportation (Iowa DOT), or another public agency may apply for TSIP Funds. Joint applications submitted by two or more agencies must specify a lead agency and list all participating jurisdictions.

Applications must be received in the Office of Traffic & Safety by **August 15**. Approval notifications are typically sent by mid-January. If approved, funds will be available for use on July 1.

Total application shall be no more than 25 pages in length. Do not include studies, endorsement letters, or testimonials with the application. Hyperlinks to these documents can be included if further information is necessary.

Submit complete applications electronically (as a clear and legible pdf) to:

DOT-TSIP@iowadot.us

Questions regarding the program should be directed to the Office of Traffic and Safety at DOT-TSIP@iowadot.us.

SITE-SPECIFIC Application Requirements

Each of the following documents shall be included with a Site-Specific Improvements application. In the upper right-hand corner of each page, include the letter (shown below) which the document supports. Electronic submittals are required and should be combined into a single file (as a clear and legible pdf).

- A. APPLICATION CERTIFICATION(S) or RESOLUTION(S) approved by the applying local government(s) (must be dated within the past 12 months). The application should be endorsed by the local government submitting the application and include assurance that any funded improvements will be adequately maintained. A scanned copy is acceptable.
- B. NARRATIVE describing existing conditions, the proposed concept, and safety justification. **Include speed limits, clear zone and Manual on Uniform Traffic Control Devices (MUTCD) requirements.** The intent is to identify the problem, its relationship to the crash experience, and how the proposal will improve safety. This should be a maximum of 2 pages in length.
- C. ITEMIZED BREAKDOWN OF ALL COSTS for the project including a list of the sources and amounts of supplementary funds for the project. **Safety-related work items and quantities shall be listed separately. Contingencies are not eligible for reimbursement.**
- D. TIME SCHEDULE including **completion date**, for the proposed project and any other adjacent or related projects.
- E. MAP identifying the location of the project.
- F. COLOR PICTURES of the project site.
- G. PLAN VIEW of the existing conditions and proposed project with existing ROW and proposed ROW requirements shown as well as the existing access and proposed access.
- H. AERIAL PHOTOGRAPH of the site (if available).
- I. ICAT CRASH SUMMARY OF MOTOR VEHICLE ACCIDENTS
 - 1) 3 most recent years (or more) for locations averaging 10 or more crashes per year.
 - 2) 5 most recent years (or more) for locations averaging less than 10 crashes per year.
- J. Recent TRAFFIC VOLUMES AND/OR TURNING MOVEMENT count diagrams showing the day, month, and year when counts were taken. Intersection counts should be provided in the smallest time increments available (down to 15-minute intervals). Assistance is available from the local DOT District or <http://www.iowadot.gov/maps/msp/traffic/tmaps.html>.
- K. If signals are proposed, include information on TRAFFIC SIGNAL LAYOUT, TYPE, PROPOSED PHASING, AND DETECTOR LOCATIONS. If there is an existing traffic signal, include signal layout, phasing, timing and detector locations, if available.
- L. BENEFIT/COST ratio worksheet. Include documentation of assumptions and calculations. **The cost used shall be the safety related improvement cost, not the entire project cost or the requested funding amount.**

TRAFFIC CONTROL DEVICE Application Requirements

The following documents shall be included with a Traffic Control Device (TCD) application. In the upper right-hand corner of each document, write the letter (shown below) which the document supports. Electronic submittals are required and should be combined into a single file (as a clear and legible pdf) for each application.

- A. APPLICATION CERTIFICATION(S) or RESOLUTION(S) approved by the applying local government(s) (must be dated within the past 12 months). The application should be endorsed by the local government submitting the application and include assurance that any funded improvements will be adequately maintained. A scanned copy is acceptable.
- B. NARRATIVE describing existing conditions, the proposed concept, and safety justification. **Include speed limits, clear zone and Manual on Uniform Traffic Control Devices (MUTCD) requirements.** The intent is to identify the problem, its relationship to the collision experience, and how the proposal will improve safety. This should be a maximum of 2 pages in length.
- C. ITEMIZED BREAKDOWN OF COST for the project including a list of the sources and amounts of supplementary funds for the project. **Safety-related work items and quantities shall be listed separately. Contingencies are not eligible for reimbursement.**
- D. TIME SCHEDULE for the proposed project with a **completion date**.
- E. MAP identifying the location of the project.
- F. COLOR PICTURES of the project site.
- G. PLAN VIEW of the existing conditions and proposed project with existing ROW and proposed ROW requirements shown as well as the existing access.
- H. Recent TRAFFIC VOLUMES AND/OR TURNING MOVEMENT count diagrams showing the day, month, and year when counts were taken. Intersection counts should be provided in the smallest time increments available (down to 15-minute intervals). Assistance is available from the local DOT District or <http://www.iowadot.gov/maps/msp/traffic/tmaps.html>.
- I. If signals are proposed, include information on TRAFFIC SIGNAL LAYOUT, TYPE, PROPOSED PHASING, AND DETECTOR LOCATIONS. If there is an existing traffic signal, include signal layout, phasing, timing and detector locations, if available.
- J. B/C worksheet may be helpful, but is **not required** for consideration in the Traffic Control Devices category.

TRAFFIC SAFETY RESEARCH, STUDIES OR INFORMATION INITIATIVE Application Requirements

The following documents shall be included with a Studies and Outreach application. In the upper right-hand corner of each document or separate paragraph in the narrative, write the letter (shown below) which the document/paragraph supports. Electronic submittals are required (as a clear and legible pdf).

Please check that the following are included with the completed application form:

- A. APPLICATION CERTIFICATION(S) or RESOLUTION(S) approved by the applying local government(s) (must be dated within the past 12 months).
- B. NARRATIVE outlining the proposed concept and the goals or expected results. Include statewide applicability, and provide adequate transportation safety justification.
- C. ESTIMATED COST including a list of the sources and amounts of supplementary funds (itemized if possible).
- D. A TIME SCHEDULE for the proposed project with a **completion date**.