

Submission Instructions for Off System Projects

After completing the analysis and determining the appropriate corrective action(s) for an identified location, complete the “HSIP Submission Form”. You will not complete an SII Report for off-system projects.

Using the “Combine Files” option in Adobe Acrobat, combine the following files:

- HSIP Submission Form
- Detailed Estimate
- Existing and Proposed Typical Sections (if applicable)
- Intersection Layouts (if applicable)
- Warrants (if applicable)

Save the form as a PDF report and name the file using the naming convention described in Project File Naming Convention of this document. Submit a separate PDF file for each project proposal.

TRF will determine the number of preventable crashes by category (K, A & B) for the defined location. A SII will be calculated using the information provided on the “HSIP Submission Form”.

By the program call deadline, upload all of the project proposals to the TxDOT DropBox using WinZip. As mentioned in Project Documentation, ensure to send the [District Project Summary](#) spreadsheet to TRF-TE-Safety@txdot.gov.

Project File Naming Convention

The file name shall consist of the District Abbreviation, Highway System and Number (four digits including zeros), Road Name and City or County (if off-system), Sequence Number (if necessary) as follows:

On-System Projects –

District Abbreviation_
Highway System and Number (four digits including zeros)_
Sequence Number (if necessary)

AUS_FM0487_1
AUS_FM0487_2
AUS_US0183
AUS_US0290

Note: The county is no longer used in the naming format of on-system projects. The Sequence Number should be ordered from smallest DFO to largest DFO.

Off-System City Projects –

District Abbreviation_
Road Name_
City Name_
Sequence Number (if necessary)

AUS_LamarBlvd_Austin_1
AUS_LamarBlvd_Austin_2
AUS_LittigRoad_Elgin

Off-System County Projects –

District Abbreviation_
Road Name_
County Name_
Sequence Number (if necessary)

AUS_HamiltonPoolRoad_Travis_1
AUS_HamiltonPoolRoad_Travis_2
AUS_OldHighway290_Hays