

Submittal Form Instructions

Use the following instructions for completing the [2018 HSIP Project Submission](#) form.

Segment	
District	Use the 3 letter district abbreviation
County	Enter the County(ies)
Highway	Enter the highway system and number (four digits including zeros). For off-system projects, enter the road name.
Control-Section	Enter the Control-Section(s)
Limits	Enter the physical description of the project limits. Refrain from using city limits, reference markers, bridges, end of maintenance or any description not easily found in the Map component of CRIS. This description will be used to verify the Distance From Origins (DFO's).
DFO	<p>Enter the DFO's that correspond with the limits entered. The DFO's must be obtained using the LRS Readout tool in the Map application of CRIS. The Beginning DFO must be smaller than the Ending DFO.</p> <p>Leave the field blank if road is off-system. DFO's are not used on off-system roads.</p> <p>For intersection projects, determine the DFO of the priority highway at the intersection and calculate the distance on each side of the intersection needed for the project (maximum of ½ mile on each side) If all of the work is being performed in the intersection, use 0.1 mile on each side of the intersection.</p>
Length	Enter the project length in miles (The length should be the difference of the beginning and ending DFO.)
Current AADT	Enter the most current AADT. This information is required for off-system projects as it is needed to calculate the SII. This information is optional for on-system projects as the SII program automatically derives the AADT for on-system highways.
Comments	Enter any comments needed to explain unusual situations.

Intersection	
Intersecting Road Name	Enter the highway system and number (four digits including zeros) if the intersecting highway is on-system. Enter the road name if the intersecting road is off-system.
DFO for Intersecting Road	Determine the DFO of the intersecting highway where it intersects with the priority highway and calculate the distance on each side of the intersection needed for the project (maximum of ½ mile on each side) If all of the work is being performed in the

	<p>intersection, use 0.1 mile on each side of the intersection. If they intersect more than once, specify which intersection needs to be evaluated (North, South, East or West intersection.)</p> <p>Leave the field blank if the intersecting road is off-system. DFO's are not used on off-system roads.</p>
Current AADT for Intersecting Road	Enter the most current AADT for the intersecting road. This information is required for off-system projects as it is needed to calculate the SII. This information is optional for on-system projects as the SII program automatically derives the AADT.
Urban	Check the box or indicate "Y" if the intersection is urban (Population ≥ 5,000)
Rural	Check the box or indicate "Y" if the intersection is rural (Population < 5,000)

Project Information	
Work Code(s)	Enter the work code(s) that apply to the project. A current list of all work codes and combination of work codes is provided with this program call.
Reduction Factor	Enter the reduction factor for the work code or combination of work codes.
Service Life	Enter the service life for the work code or combination of work codes.
Maintenance Cost	Enter the maintenance cost for the work code or combination of work codes.
SII	Enter the SII. This information will be shown on the SII report for on-system projects. Leave this field blank for off-system projects. TRF will calculate the SII for off-system projects.
Crashes	<p>Enter the number of preventable crashes for each category (K, A & B). This information will be shown on the SII report for on-system projects.</p> <p>Leave this field blank for off-system projects. TRF will determine the number of preventable crashes by category (K, A & B) for the defined location.</p>
Preferred Letting	Enter the preferred fiscal year letting for the project: FY 2019, FY 2020, FY 2021 or FY 2022.
Submitted By	Enter the TxDOT contact person. The city or county contact person is optional for off-system projects but a TxDOT contact is required.
File Name	Enter the file name for the project.
Safety Plan	Enter in a short narrative regarding how the proposal fits into a safety plan. i.e. What future projects are planned in the proposed project limits? What safety countermeasures have been installed within the last 3 years?