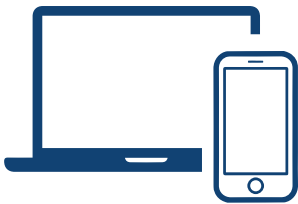


# HSIP APPLICATION PORTAL GUIDE

## ACCESS THE ONLINE FORM

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Click on the following link: [HSIP Request Form](#)

Click on the HSIP Request Form link, above, to fill out relevant information about your request including equipment type, requested location, and relevant crash history.

## ATTACHMENTS & SUPPORTING DOCUMENTS

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Include your email address on the form.

If your request requires supporting documents such as photos, crash data, traffic studies, location maps, etc., you must include your email address under question 18 on the form. Then, you will receive an automated email with instructions on how to provide additional files.

**Note:** If you are not adding any attachments, submit your form as usual.

## ADDING YOUR ATTACHMENTS

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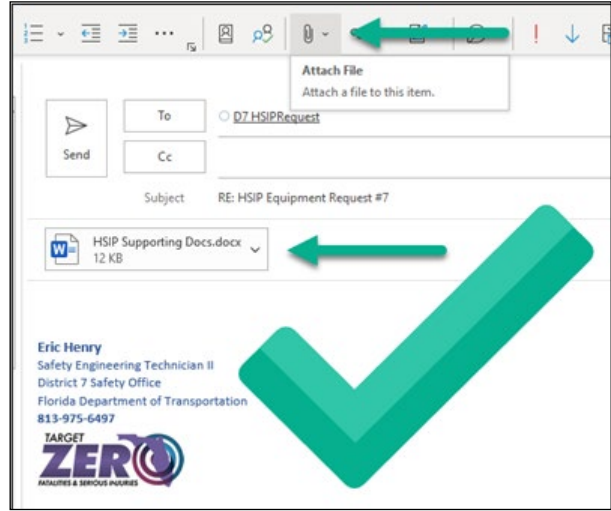
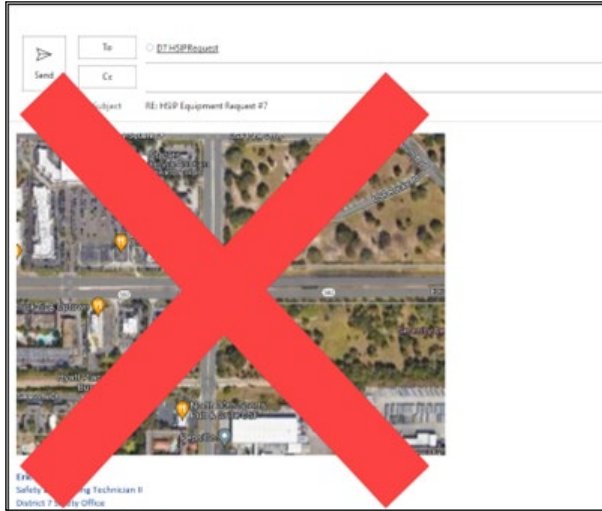


Reply to the automated email and attach supporting documents.

If attaching supporting documents to the form, reply to the automated email you received earlier. Be sure to include all required documents.

**Note:** Do not include any supporting documents or photos in the body of the email. They must be attached to the email separately or they will not be recognized and added to the application.

To include images, please insert them into a Word document or PDF file and attach them to the email.



## SUBMITTING YOUR FORM



Submit your email to add your request to our SharePoint Portal.

Once your email is submitted, we will add your request to our District Seven HSIP SharePoint Portal for review.

## PORTAL ASSISTANCE

For application help, please visit our 'how to' video at <https://youtu.be/pk5lZG2l8TU>. The video helps users navigate the questions on the form and how to best respond.

**Note:** For further help, please reach out to us.

### Local agencies in Hillsborough and Pinellas Counties

Mahshid Arasteh, PE  
American Quality Consultants, LLC  
727.543.1458  
[americanqualityconsultants@gmail.com](mailto:americanqualityconsultants@gmail.com)

### Local agencies in Citrus, Hernando, and Pasco Counties

Melissa Shepherd  
Johnson, Mirmiran & Thompson, Inc.  
813.868.6181  
[mshepherd@jmt.com](mailto:mshepherd@jmt.com)