A General Guide for Implementing
Systemic Safety Analysis Report Program (SSARP) Projects
(Updated on July 25, 2017)
(http://www.dot.ca.gov/hq/LocalPrograms/HSIP/SSARP.htm)

After an SSARP application has been selected for funding, the local agency will proceed to implement the analysis/report-only project. In addition to the applicable provisions of the Local Assistance Procedures Manual (LAPM), local agencies will need to follow the below implementation steps:

1. When ready to proceed with their study, the local agency submits the following documents to their District Local Assistance Engineer (DLAE) to request an allocation of funds:
   a. A letter of request for SSARP Funding Allocation (template downloadable);
   b. Finance Letter (template downloadable);
   c. Copy of the SSARP Application;
   d. Printout of the page from the list of selected projects online containing the project for which the allocation is being requested (please mark the project);
   e. Copy of the award notification letter or email from Caltrans DLA, if available.

   As an SSARP project utilizes state funds for a study only and no right-of-way or construction is involved, the allocation will be under Preliminary Engineering (PE) phase.

   The amount of state funds requested should not exceed the amount of funds originally awarded. Additional funds shall not be allocated without the written approval from the SSARP manager.

2. The DLAE reviews the allocation request package for consistency with the application, assigns project numbers and Advantage IDs, and forwards the request to the DLA HQ Area Engineer for allocation. The prefix for an SSARP project is SSARPL.

   An allocation request will be rejected if the scope or request amount does not match the application. Any change to the scope of work needs to be approved by the SSARP manager in advance of the allocation.

3. After receipt of a complete request package, the DLA HQ Area Engineer will:
   a. Prepare an allocation letter which will serve as the authorizing document for the local agency to begin reimbursable work. A copy of the allocation letter and Finance Letter will be distributed to the local agency, DLAE, the SSARP manager, and Local Programs Accounting (LPA). **Note that any work performed prior to the effective date of the allocation letter is not eligible for reimbursement**.

b. Prepare a Program Supplement Agreement (PSA) and send it to the local agency for execution. If the local agency does not have a "State-only Funds Master Agreement" on file with Caltrans, one will need to be executed in conjunction with the PSA.

4. All costs incurred by the local agency will be reimbursed in arrears. The local agency invoices Caltrans (Refer to LAPM Chapter 5 and Exhibit 5-C). In order for the project to remain active, the local agency must submit invoices to Caltrans at least every six (6) months after funds are allocated.

   DLAE reviews invoices for payment. Invoice payment will be rejected if the scope of the project has been changed without prior notification and approval of the District and the SSARP manager.

   If local agency intends to claim reimbursement for Indirect Costs, they must comply with Section 5.3, LAPM, prior to submitting first invoice.

5. The analysis and the SSAR report must be completed within thirty-six (36) months of the allocation. The local agency must submit the final report (refer to Section 6 of the SSARP Guidelines, Reporting Requirements) to the DLAE. The DLAE reviews and verifies that the report has been completed in accordance with the approved scope and the program guidelines, and then forward a copy of the report to the SSARP manager.

6. The local agency must submit the Final Invoice (LAPM Exhibit 5-C) and the Final Report of Expenditures (LAPM Exhibit 17-M) to the DLAE within six (6) months of the report completion. The DLAE reviews the submittals for compliance and then forward the package to Local Programs Accounting (LPA) for processing.

7. The LPA and the DLA close out the project.