

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF LOCAL ASSISTANCE

P.O. BOX 942874, MS-1  
SACRAMENTO, CA 94274-0001  
PHONE (916) 654-1776  
FAX (916) 653-1905  
TTY 711  
www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

March 26, 2021

Highway Safety Improvement Program (HSIP) Cycle 10 Awardee

Dear Recipient:

Congratulations! Your HSIP application has been selected for funding.

The complete list of funded projects in HSIP Cycle 10 Call for Projects is available online at <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/approved-project-lists>.

The agency's first step is to contact the appropriate District Local Assistance Engineer (DLAE) who can assist with the funding allocation process and other project management requirements. The DLAE contact information is available at <https://dot.ca.gov/programs/local-assistance/other-important-issues/local-assistance-contacts>.

To help in the success of your project, here are some important items to note:

1. All HSIP Cycle 10 projects will be funded with State-only funding.
2. The HSIP is a reimbursement program. Reimbursable work cannot commence on your project until:
  - a. You receive an allocation from Caltrans Division of Local Assistance (DLA) for this project;
  - b. You have a State-only Funds Master Agreement for your agency; and
  - c. You have a Program Supplement Agreement (PSA) for this project.

For implementation guidance, allocation request form and other documents, please visit <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/state-funded-hsip>.

Please note:

- a. the funding allocation process for HSIP projects with State-only Funding is different from projects in other programs such as ATP/STIP and SB1. The funding allocation for HSIP projects is processed through Caltrans DLA, not the CTC.
  - b. The funding allocation request is Phase specific, i.e. Preliminary Engineering (PE), Right of Way (ROW) or Construction (CON).
3. The delivery of the HSIP Cycle 10 projects must meet the below milestones:
    - a. The PE phase (if applicable) must be allocated by 12/31/2021;
    - b. The Construction (CON) phase must be allocated by 3/31/2024.
    - c. The project must be completed and closed out by 3/31/2026.

You may submit your funding allocation for PE to the DLAE now. Allocation request for CON may be submitted after 3/1/2022.

HSIP project delivery requests and status of the projects are available at <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/delivery-requirements-status-approved-projects>.

4. It is the agency's responsibility to review their project scope throughout the project delivery process and confirm that HSIP funding is used to fund the approved eligible scope as defined in your HSIP application. In case that any scope or cost change is needed, please contact your [DLAE](#).
5. Prior to engaging in any Architectural and Engineering (A&E) contract procurement(s), agencies should reference Chapter 10 (Consultant Selection) of the Local Assistance Procedures Manual (LAPM), located at: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>.

For more guidance on implementing State-funded HSIP projects, please visit <https://dot.ca.gov/programs/local-assistance/fed-and-state-programs/highway-safety-improvement-program/state-funded-hsip>.

If you have any questions about your project, please contact your [DLAE](#).

Sincerely,



DEE LAM  
Division of Local Assistance, Chief

- c: DLAEs and HSIP Coordinators, Caltrans Districts  
Chiu Liu/Richard Ke, HSIP Managers, Caltrans HQ  
Robert Peterson, Chief, Office of Federal Programs, Caltrans HQ  
Sujaya Kalainesan, Chief, Office of Project Implementation - South, Caltrans HQ  
Felicia Haslem, Chief, Office of Project Implementation - North, Caltrans HQ