***Please use this form to collaborate and compile all the information prior to completing Smartsheet form. Submit one intake/Smartsheet form per project.***

**All requests are due to HQ via** [**Smart****sheet**](https://app.smartsheet.com/b/form/0a1316f680ed498e809d7c6a5fd76e32)

***Visit our*** [***website***](https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/strategic-investment-planning) ***or the Smartsheet Form for Request Due Date***

***This Smartsheet link will be posted and activated when the federal NOFO is released.***

***Note: Fields in* blue *are required for input in Smartsheet.***

**Request Type (mark both if applicable):**

Caltrans Letter of Support  Caltrans as a Partner (Co-Applicant)

**I. General Project Information**

|  |
| --- |
| **1. District:**        **2. EA:**       **3. County:**        **4. Route:**        **5. Begin/End PM:**        / |
| **6. Project Name:** |
| **7. Project Location and Scope Description:** |
| **8. Requesting Agency (Lead Applicant):** |
| **9. Implementing Agency:** |
| **10. Grant Type:**  Planning  Capital  Other, specify: |
| **11. Current Phase:** |
| **12. Phase(s) Requesting Grant Funds:** |
| **13a. The project is located within Areas of Persistent Poverty and Historically Disadvantaged Communities**  Yes  No  **13b. The project will benefit a DAC:**  Yes  No **13c. If YES in 13a and/or 13b, select the source(s) of this determination.** *See instructions.*  **Not Applicable** Climate & Economic Justice Screening Tool (CEJST)  USDOT Equitable Transportation Community (ETC) Explorer  Federally Recognized Tribal Lands  **13d. If YES in 13a and/or 13b, describe how the project incorporates community needs to benefit a DAC:** |
| **Primary & Secondary Modes** |
| **14a. Modes Aligned with State Goals & Policies**  **Primary Modes**  Bike/Pedestrian  Complete Streets  ITS  Port  Transit  Rail (Freight)  Rail (Passenger)  N/A  Other, specify:  **Secondary Modes**  Bike/Pedestrian  Complete Streets  ITS  Port  Transit  Rail (Freight)  Rail (Passenger)  N/A  Other, specify: |
| **14b. Modes Requiring Further Evaluation**  ***Important:*** *If one or more modes are selected in* ***14b****, continue to Section II. If N/A (Not Applicable) is selected for both primary & secondary modes, skip Section II.*  **Primary Modes**  N/A  Highway  Highway (Freight-Focused)  Managed Lanes  Other, specify:  **Secondary Modes**  N/A  Highway  Highway (Freight-Focused)  Managed Lanes  Other, specify: |

**II. Consistency with Statewide Goals & Policies – Evaluation Criteria**

|  |
| --- |
| **15. MODE SHIFT:** Describe specific rail, transit, or active transportation (quantify assets)? |
| **16a. VEHICLE MILES TRAVELED (VMT) IMPACT:** How does the project impact VMT?    **16b. Does the project propose to expand existing facility to include:**  A General-Purpose Lane   An HOV +2 Lane   An HOV +3 Lane  N/A  Other, specify:  **16c. VMT Analysis and/or Mitigation Plan for the Project is:**  Completed\*  Pending\*  Not Required  **16d. If 16c is marked “Not Required,” enter the approval date of the Environmental Document:**  *\* Attach VMT analysis and/or mitigation plan, if available.* |
| **17. PUBLIC ENGAGEMENT:** Does the project include and document a meaningful public engagement process that includes community-based participation? (Including stakeholder) |
| **18. Displacement Avoidance:** Will this project cause displacement? What opportunities exist to address the potential displacement of communities due to the Project? |
| **19a. ADDITIONAL CAPTI ALIGNMENT: Does the project promote any of the following benefits?**  Check all that applies. *See instructions.*  Improve Safety  Minimize Impacts on Natural Resources and Ecosystems  Expand Zero Emission Vehicles  Support Infill Development  Address Climate Change  **19b. Describe how the project promotes each goal checked in 19a:** |
| **III. Contact Information** |
| **20. Name (First, Last):** |
| **Title:** |
| **Phone:** |
| **Email Address:** |

**IV. Attachments**

1. **Required:** Intake Form (this document)
2. **Required:** Draft Letter of Support or Co-applicant Letter using Caltrans letter templates [here](https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/strategic-investment-planning).
3. **Optional:** Project Factsheet that includes a Vicinity Map (required for project modes in #14b)
4. **Optional:** Summary of VMT Analysis/Mitigation Plan, if available

This form is not password-protected. To unprotect, click **Developer 🡪 Restrict Editing 🡪 Stop Protection**

Questions? Please email: <mailto:dotp.osip@dot.ca.gov>

**Intake Form Instructions**

| **No.** | **Instructions** |
| --- | --- |
|  | **GRANT PROGRAM:** Please select if the request is for RAISE or MPDG |
|  | **REQUEST TYPE:** Select if you are requesting a Caltrans Letter of Support and/or Caltrans Co-Applicant |
| **SECTION I** | |
| **1** | **DISTRICT:** Enter the Caltrans district number as a 2-digit format. |
| **2** | **EA:** Enter the EA as a 5-digit format. |
| **3** | **COUNTY:** Enter the abbreviated form of the county (LA, SAC, etc.). If Project is in multiple counties, enter all counties separated by forward slash (i.e. SJ/STA). |
| **4** | **ROUTE:** Enter the route number. Separate multiple routes by commas (ex: “5,99”). For off-system, type OFF. |
| **5** | **BEGIN/END PM:** Enter the begin/end post mile limits. Include prefix or suffix, if applicable. If Project is on multiple routes, enter “MULTI” for PM. |
| **6** | **PROJECT NAME:** Enter the project name. |
| **7** | **PROJECT LOCATION & SCOPE DESCRIPTION:** Provide a brief description of the project location(s), including multiple counties/routes, and description of the proposed Project. Include relevant information, as applicable (bike class and lengths, adding/converting lanes, priced managed lanes, etc.). |
| **8** | **LEAD APPLICANT:** Enter the agency name that is submitting the grant application as a lead applicant. |
| **9** | **Implementing Agency:** Enter the agency name that will implement the Project if the grant is awarded. |
| **10** | **grant type:** Select if the grant application is for a Planning or Capital component of the grant. If the grant application is for a different component, select “Other” and specify the component. |
| **11** | **Current Phase:** Enter the Project’s current phase. |
| **12** | **PHASE(S) REQUESTING GRANT:** Enter the project phase(s) the applicant is requesting grant funding. |
| **13a** | **THE PROJECT IS LOCATED WITHIN A Disadvantaged CommunitY (dac):** Select Yes or No if the Project is located in a DAC as defined in 13c instructions below. |
| **13b** | **THE PROJECT will benefit a dac:** Select Yes or No if the Project will benefit in a DAC. If yes, explain how in question 13d |
| **13c** | **If 13a and/or 13b is YES, select the source(s) of this determination:**  To determine if the Project is located in a Disadvantaged Community, please use the following definitions and resources:  **Historically Disadvantaged Community**  A "Historically Disadvantaged Community" is defined by the Office of Management and Budget (OMB)’s Interim Guidance for the Justice 40 Initiative and the 2023 Addendum to this Guidance. Specifically, a project is located in a Historically Disadvantaged Community if:   1. the project is located in certain qualifying census tracts that are identified as "disadvantaged" in this [Climate and Economic Justice Screening Tool;](https://screeningtool.geoplatform.gov/en/#3/33.47/-97.5) OR 2. the project is located on Tribal land.   **USDOT Equitable Transportation Community (ETC) Explorer**  Applicants are strongly encouraged to use the USDOT Equitable Transportation Community (ETC) Explorer to understand how their community or project area is experiencing disadvantage related to lack of transportation investments or opportunities. Through understanding how a community or project area is experiencing transportation-related disadvantage, applicants are able to address how the benefits of a project will reverse or mitigate the burdens of disadvantage and demonstrate how the project will address challenges and accrued benefits. <https://www.transportation.gov/priorities/equity/justice40/etc-explorer>.  **Federally Recognized Tribal Lands:** Please use [the Native American Lands Viewer Map](https://biamaps.doi.gov/indianlands/). |
| **13d** | **BENEFITS TO DISADVANTAGED COMMUNITY (DAC):** The purpose of this question is to determine if the Project provides benefits a DAC. Caltrans seeks to support those projects which provide the greatest benefits that serve the most severely disadvantaged communities. Describe how the Project proposes to advance equity and reduce or eliminate transportation burdens and/or barriers for low-income communities, communities of color, people with disabilities, and other disadvantaged groups. Describe how the Project is expected to directly benefit disadvantaged, low-income communities; and if the Project is expected to improve low-cost access to opportunity and/or reduce VMT and traffic volumes in that community. Provide available data/exhibits. |
| **14a** | **Modes Aligned with State Goals & Policies:** Select the primary mode(s) and Secondary modes(s) of the proposed Project. If none, select N/A. |
| **14b** | **Modes Requiring Further Evaluation:** Select the primary mode(s) and Secondary modes(s) of the proposed Project. If one or more modes are selected in **14b**, continue to Section II. **If N/A (Not Applicable) is selected for both primary & secondary modes, skip Section II.** |
| **SECTION II** | |
| **15** | **MODE SHIFT:** The purpose of this question is to identify the Project’s ability to facilitate mode shift. Caltrans is looking to support projects that provide viable, multimodal alternatives to vehicle travel or that eliminate gaps to the first or last mile of multimodal trips. Priority freight projects will facilitate intermodal interchange, transfer, and/or access into or out of a port/rail facility to shift cargo from roadways to rail/marine highway. Priority rural projects will increase transit and passenger rail service through investment in bus service, vanpools, micro-transit or mobility on demands services, park and ride facilities and adjacent passenger rail service. Describe how the Project to build towards an integrated, statewide rail and transit network (i.e. transit lane) to provide seamless, affordable, multimodal travel options in all contexts. Describe how the Project invests in networks of safe and accessible bicycle and pedestrian infrastructure, particularly by closing gaps on portions of the State Highway System that intersect local active transportation and transit networks, or serve as small town or rural main streets, with a focus on investments in low-income and disadvantaged communities. Provide available data/exhibits. |
| **16a to 16d** | **VMT IMPACT:** The purpose of this question is to determine the Project’s VMT impacts. Caltrans is looking to support projects that do not significantly increase motor vehicle travel, particularly in congested urbanized settings where other mobility options can be provided and where projects are shown to induce significant auto travel. These projects should generally aim to reduce VMT and not induce significant VMT growth (CAPTI page 17). In less congested rural areas, highway capacity expansion can be less likely to induce travel. Nevertheless, the benefits and drawbacks of widening roadways in this context must be weighed carefully. Describe how the Project proposes to reduce VMT and include alternatives to highway capacity expansion, such as providing multimodal and non-auto mode options in the corridor, employing pricing strategies, and using technology to optimize operations. Describe if the Project considers alternatives to general purpose lane, HOV, and HOT lane additions that may potentially induce demand. Provide available data/exhibits.  **Does the project propose to expand existing facility to include:** Select the type of system expansion if the Project proposed to expand the state highway system, including auxiliary lanes and interchanges. If N/A, skip questions 16c and 16d.  **VMT Analysis and/or Mitigation Plan for the Project:** Indicate if a VMT Analysis and/or Mitigation Plan for the Project is complete, pending, or not required. Attach the applicable VMT analysis or mitigation plan, if available  **approval date of the Environmental Document:** If “Not required” is checked in question 16c, provide the Environmental Document approval date. |
| **17** | **PUBLIC ENGAGEMENT:** The purpose of this question is to determine if a project adequately includes the needs of underrepresented groups through its public engagement process. Consideration is given to whether a project provided a diverse array of opportunities for members of underrepresented groups, contacted community leaders of underrepresented groups, provided engagement at the appropriate times of project development, adequately documents the public engagement process, ensured adequate resources were allocated to the public engagement process, and demonstrates that the project design or scope was changed to accommodate needs and perspectives provided by the public engagement process. Describe how the Project includes or plans to include community-based public participation, including noticed meetings and consultation with local stakeholders, which culminated in the project proposal. Please describe the local participation process and events that occurred or planned; how involvement of disadvantaged community stakeholders resulted in the needs to mitigate disproportionate and adverse health, environmental, social, and economic impacts to minority populations and low-income populations; and if the Project was requested and supported by the affected disadvantaged community. Provide available data/exhibits (event dates, approximate attendees), significant support/opposition to the Project, major comments raised, and Caltrans’ response to those comments. |
| **18** | **Displacement Avoidance:** Both USDOT and California are placing greater attention to the need to mitigate and/or avoid displacement. Note in 2023 MPDG NOFO the following language: *The project application should describe planning and engagement with diverse community representatives, especially representatives from vulnerable populations and disadvantaged communities, in the project design phase to mitigate and, to the greatest extent possible, prevent, physical and economic displacement. The applicant may also use this section to describe comprehensive planning and policies to promote hiring of underrepresented populations including local and economic hiring preferences and investments in high-quality workforce development programs with supportive services, including labor-management programs, to help train, place, and retain people in good-paying jobs or registered apprenticeships.* In this section, explain the reviewer if this project will cause displacement. If yes, please explain the steps taken to mitigate or prevent harms to the community. |
| **19a & 19b** | **ADDITIONAL CAPTI ALIGNMENT: Does the Project promote any of the following benefits?**  **19a:** Check all boxes that apply.  **19b:** Describe how the Project promotes each goal checked. See below for definitions. |
|  | **IMPROVE SAFETY:** This question aims to identify how the Project incorporates safety countermeasures to reduce fatalities and severe injuries of all users toward zero on our roadways. Caltrans seeks to support projects in alignment with the Safe Systems Approach, which involves anticipating human mistakes and designing & managing infrastructure to keep the risk of a mistake low.  Describe how the Project includes safety improvements/enhancements to reduce fatalities and injuries of all users toward zero on the State Highway System, railways, and transit systems. Please describe elements that improve or enhance safety, such as context appropriate speeds, prioritizing vulnerable user safety to support mode shift, designing roadways to accommodate potential human errors and injury tolerances that ultimately implements a safe-systems approach, and potential reduction in trips or miles travels that may yield inherent safety benefits. Provide available data/exhibits. |
|  | **EXPAND ZEV INFRASTRUCTURE:** This question aims to evaluate the extent to which the Project supports and encourages the use of ZEVs and alternative fuels. Caltrans seeks to support projects that provide and improve access to ZE charging and alternative fueling infrastructure, especially in rural/remote areas and where key gaps in charging/fueling infrastructure exist. Caltrans looks to support rail projects that provide ZE/alternative fuel l freight or passenger rail projects and freight projects that provide ZE truck chargers or alternative fueling. Describe how the Project supports the innovation and development of the ZE market and helps ensure ZEVs are accessible to all, particularly to those in more rural or remote communities, if applicable. If the Project plans to install new ZE infrastructure, indicate the number of units and potential locations being considered. Provide available data/exhibits. |
|  | **ADDRESS CLIMATE CHANGE:** This question aims to evaluate how the project addresses identified climate risks and implement adaptation strategies/measures to enhance resilience to climate impact(s) that are occurring or anticipated. All projects are required to demonstrate consideration of and consistency with State goals, and, where applicable, regional, or local adaptation plans or policies. Projects on the SHS should reference Caltrans’ products on climate vulnerability, including the Vulnerability Assessments and Adaptation Priority Reports. These data sources may be supplemented as needed to identify climate impacts to adjacent areas beyond the SHS using other State or federal climate data sources. Projected climate impacts for non-highway projects such as passenger/freight rail, seaport, transit, or active transportation projects are not available through Caltrans vulnerability assessments or adaptation priority reports. Those types of projects may use other resources such as Cal-Adapt.org or other local climate data sources to explain vulnerability to a climate change impact. Describe how the Project achieves statewide GHG emission reduction targets, increase resilience to climate change, and/or has engaged communities most vulnerable to climate change. Please Indicate if the project area is identified in the District Vulnerability Assessments Report, Adaptation Priorities Report, Corridor Plan, and/or a regional or local climate change adaptation plans. Describe how the Project may consider project elements that combat climate change and/or improve existing assets that are potentially exposed to climate change stressors as identified in the aforementioned documents. Describe if the Project is identified as an emergency evacuation route or in an emergency plan/hazard mitigation plan and potential improvements using an approach that is supported by state/local emergency services. Provide available data/exhibits. |
|  | **MINIMIZE IMPACTS ON NATURAL AND WORKING LANDS:** This question aims to measure how the Project incorporates nature-based solutions to protect or enhance natural and working lands, including natural ecosystems and other landscapes like agricultural lands. Specifically, on how the Project avoids conversion of natural or working lands to more intensified uses, and/or how it enhances biodiversity. The question also measures how the Project supports local and regional conservation planning that focuses development where it already exists, and how the Project aligns transportation investments with conservation priorities to reduce transportation’s impact on the natural environment. Response to this criterion is intended to be independent of potential mitigation measures pursuant to the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA) or other laws rules or regulations regarding natural resources. Describe how the Project proposes to protect natural and working lands from conversion to more intensified uses and enhance biodiversity by supporting local and regional conservation planning that focuses development where it already exists. Describe the extent to which the Project may reduce land use development that may consume natural or working lands or focus development that may allow for both development and land preservation. Describe how the Project aligns transportation investments with conservation priorities to reduce transportation’s impact on the natural environment. Provide available data/exhibits. |
|  | **SUPPORT INFILL DEVELOPMENT:** This question aims to determine if the Project promotes infill development and land use patterns while protecting residents and businesses from displacement. The development will be considered infill if it lies within dark purple areas of the Heatmap layer in the Governor's Office of Planning and Research's Site Check tool available at <https://sitecheck.orp.ca.gov/> and how the Project provides opportunity for walking, biking, transit, and providing transportation options to support infill development. Describe how the Project proposes to promote compact infill development and land use patterns while protecting residents and businesses from displacements, especially in disadvantaged communities. |
| **SECTION III** | |
| **20** | **NAME, TITLE, PHONE, EMAIL:** Enter the District/Agency contact information that is knowledgeable of the Project and can provide or coordinate any additional requests on the Project. Signed letters will be sent to the contact person listed via Email. |