**IMPORTANT INSTRUCTIONS**

­­ Please use this Intake Form to collaborate with internal and external partners to collect ideas for partnership or co-leadership with Caltrans on project or planning grant proposals for the Federal Reconnecting Communities Pilot Program. Please compile the information to the best of your ability prior to completing the submittal form via Smartsheet. Information collected in this form will be used by Caltrans staff to evaluate project alignment with Federal and State goals and policies and maximize program competitiveness.

Fields marked with an asterisk (\*) are required for Smartsheet submittal form at the following link: [**https://app.smartsheet.com/b/form/02f9189408d0425a9eed793155b257ca**](https://app.smartsheet.com/b/form/02f9189408d0425a9eed793155b257ca)

Eligible applicants for **Planning Grants** include each States, units of local government, Federally recognized Tribal governments, Metropolitan Planning Organizations, and nonprofit organizations.

Eligible applicants for **Capital Construction Grants** include the owner of the transportation facility under consideration and eligible Planning Grant applicants partnering with the facility owner.

Each agency or organization may submit up to 2 nominations for Planning Grant and up to 2 nominations for Capital Construction Grants.

**Please submit a separate Intake Form via Smartsheet for each project and include the following attachments:**

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| **Required** | * **This Intake Form Worksheet** |
| **Optional** | * **Project Fact Sheet** * **Data or exhibits (including screenshots of the project location and Historically Disadvantaged Community map)** * **Community Engagement Documentation** * **Other Data Tables** * **Pictures/Graphics** * **Support Letters** |

**DEADLINE: Submit nominations via** [**Smartsheet**](https://app.smartsheet.com/b/form/02f9189408d0425a9eed793155b257ca) **by Close of Business June 30, 2022**

**Please contact Jimmy Tran at** [[**jimmy.b.tran@dot.ca.gov**](mailto:jimmy.b.tran@dot.ca.gov)](mailto:madison.buccola@dot.ca.gov) **or (916) 917-6509 with any questions.**

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| --- | --- | --- | --- | --- |
| **I. General Information** | | | | |
| 1. Contact Information\* | | | |  |
| Name (First, Last): |  | Email: | |  |
| Agency/Organization/Caltrans District: |  | | Phone: |  |
| **2. Project Name\*** | | | | |
| **3. Proposed Leadership or Support Request from Caltrans\***  Caltrans-Led Application Caltrans as Joint Applicant **(fill out 3a)** Caltrans Letter of Support **(fill out 3a)** | | | | |
| 3a. For Caltrans Joint Applicant and Letter of Support requests, please identify the Lead Applicant: | | | | |
| 4. Type of Grant\*  Planning Grant  Capital Construction Grant | | | | |
| 5. Eligible Applicant\* | | | | |
| **5a. Planning Grant**  State  Local Government  Federally Recognized Tribal Government  Metropolitan Planning Organization (MPO)  Nonprofit Organization | | | | |
| **5b. Capital Construction Grant**  Facility Owner (recipient of the grant)  Partnerships between the Facility Owner and a planning grant eligible applicant | | | | |
| 6. Eligible Transportation Facilities (Connectivity Barriers)\* Highway  Road and Street  Railroad  Transit Line  Airport  Port  Gas Pipeline | | | | |
| **II. Project Location Information** | | | | |
| **7. Caltrans District(s)\***        **8. County(ies)/City(ies)\***    **9. Community(ies)\***  **If Project is on a State highway system, please provide the following:**  **10. Routes(s)\***        **11. Begin Postmile**       **12. End Postmile** | | | | |
| **13. Location Description\*** | | | | |

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| **III. Project Information** |
| **14. Project Description\*** |
| **15. Legacy or History of Harm Caused by the Facility** |
| **16. Is the project in a State, Regional, or Local Plan? If yes, please list the plan(s).** |
| **17. Current Phase\* (Capital Construction Grant only)**  ☐ Concept/Planning Phase (Project Initiation)  ☐ Environmental Phase (Project Approval & Environmental Document)  ☐ Design and Right-of-Way (R/W) Phase |
| **18. Preliminary Cost (Escalated) and Schedule** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Components** | **Preliminary Estimates (in 1000s)** | **RCP Grant Request**  **(in 1000s)** | **Matching Funds**  **(in 1000s)** | **Potential Funding Sources** |
| **Planning Grant Only** | $ | $ | $ |  |
| **For Capital Construction Grant Only** | | | | |
| **Environmental\*** | $ | $ | $ |  |
| **Design** | $ | $ | $ |  |
| **R/W Support** | $ | $ | $ |  |
| **R/W Capital** | $ | $ | $ |  |
| **Construction Support** | $ | $ | $ |  |
| **Construction Capital** | $ | $ | $ |  |
| **Project Total\*** | $ | $ | $ |  |

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| Preliminary Schedule:Target Year for Begin Environmental\*       Target Year for Begin Construction\*  **Comments:** |

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| **IV. Additional considerations (please provide info where applicable)** |
| **19. MODE SHIFT:** Does the project have the potential for mode shift, including to rail, transit, or active transportation? |
| **20. PUBLIC ENGAGEMENT:** How does the project plan to include and document a meaningful public engagement process that includes community-based participation? Describe any previous public engagement efforts. |
| **21. BENEFITS TO HISTORICAL DISADVANTAGED COMMUNITY (DAC):** How does the project plan to incorporate local communities needs to provide benefits to a DAC?    ***21a*.** Is any segment of the project located in a [USDOT Transportation Disadvantaged Census Tracts (Historically Disadvantaged Communities)?](https://usdot.maps.arcgis.com/apps/dashboards/d6f90dfcc8b44525b04c7ce748a3674a+) Attach the map to the Smartsheet Form. |
| **22. IMPROVE SAFETY:** Does the project plan to include safety improvements/enhancements to reduce fatalities and severe injuries for all users in alignment with the Safe Systems approach? |
| **23. ANTI-DISPLACEMENT:**  What opportunities exist to address the potential displacement of communities due to the project? Are there existing anti-displacement policies or strategies locally that would protect those at risk for displacement? |
| 24. AFFORDABLE HOUSING: Is any segment of the project located in or adjacent to [a USDOT designated Opportunity Zone](https://maps.dot.gov/portal/apps/webappviewer/index.html?id=37997c2cb1c84be482934342d86d32d0) or California [Statewide Affordable Housing Opportunity Site](https://cadgs.maps.arcgis.com/apps/webappviewer/index.html?id=392e5e687e9041bb8f20e3acc5b211c7)? If applicable, attach map to the Smartsheet Form. |
| 25. OTHER DISADVANTAGE COMMUNITIES IDENTIFICATION SOURCES: If the project location is not located in a USDOT Transportation Disadvantaged Census Tracts, please select the source(s) of this determination and attach the map to the Smartsheet Form. [Median Household Income](https://data.census.gov/cedsci/?intcmp=aff_cedsci_banner)  [SB 535 Disadvantaged Community (CalEnviroScreen)](https://oehha.maps.arcgis.com/apps/View/index.html?appid=c3e4e4e1d115468390cf61d9db83efc4)  [National School Lunch Program](https://www.cde.ca.gov/ds/ad/filessp.asp)  [Healthy Places Index](https://map.healthyplacesindex.org/)  [Federally Recognized Tribal Lands](https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=400892a1a7d742d1bdd08b5d33566c96)  Other/Regional Definition  Not applicable |

**Nomination Intake Form Instructions**

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| No. | Instructions |
| 1 | CONTACT INFORMATION (Name, Agency/Organization/Caltrans District, Email Address, Phone): Enter contact information for the individual knowledgeable of the Project and can provide or coordinate any additional requests on the Project. |
| 2 | PROJECT NAME: Enter the project name. If one is not established, enter a temporary name or TBD. |
| 3 | LEADERSHIP/SUPPORT REQUEST FROM CALTRANS: Select the appropriate type of request to help Caltrans determine who the Lead Applicant would be if the Project Idea or Nomination is selected.   1. Caltrans-led: Select this option *IF* a Project Idea or Nomination is located on Caltrans’ Right-of-Way (ROW) *AND* the eligible partner recommends Caltrans be the Lead Applicant. 2. Joint-Application: Select this option *IF* a Project Idea or Nomination is located on Caltrans’ Right-of-Way (ROW) *AND* the eligible partner agency or organization is requesting Caltrans to be a joint applicant 3. Letter of Support: Select this option if partner agencies or organizations requests a Letter of Support from Caltrans. Eligible partners who select this option must complete and submit the Intake Form and Smartsheet.   If requesting a Joint-Application or Letter of Support, please identify the Lead Applicant. |
| 4 | TYPE OF GRANT: Determine the appropriate grant for the Project Idea or Nomination.  Eligible planning activities for Planning Grants:   * Planning studies of: current traffic patterns on the eligible facility proposed for removal, retrofit, or mitigation and the surrounding street network; transportation network capacity; alternative roadway designs or other uses for the right-of-way; impacts to the mobility of freight and people; impacts to the safety of the traveling public; cost; anticipated economic impacts and environmental impacts both human and natural. * Public engagement activities to provide the public opportunities to provide input into a plan to remove and convert an eligible facility. * Other transportation planning activities required in advance of a project to remove, retrofit, or mitigate an existing eligible facility to restore community connectivity, as determined by DOT.   Eligible capital construction projects:   * Removal, retrofit, or mitigation of an existing eligible facility. * Replacement of an eligible facility with a new facility that restores community connectivity and is sensitive to the context of the surrounding community. |
| 5 | ELIGIBLE APPLICANT: Determine which category best applies to the Lead Applicant of the Project Idea or Nomination.  For planning grant funding:   * State * Local government * Federally recognized Tribal governments * MPO * Nonprofit organizations   For capital construction grant funding   * Facility Owner * The Facility Owner of the eligible facility under consideration must serve as the recipient for capital construction grants. This is likely to be a State or local government agency with jurisdiction for transportation. * A Facility Owner must satisfy other eligibility requirements to receive a planning grant. * Partnerships between the Facility Owner and the other entities listed as eligible planning grant applicants. |
| 6 | ELIGIBLE TRANSPORTATION FACILITIES (CONNECTIVITY BARRIERS): Identify the transportation facilities that creates a barrier to community connectivity. This includes barriers to mobility, access, or economic development, due to high speed, grade separation, or other design factors. |
| 7 | CALTRANS DISTRICT(S): Please identify the [Caltrans District(s)](https://dot.ca.gov/caltrans-near-me) in which the project is located. Enter the district number as a 2-digit. |
| 8 | COUNTIES, CITIES: Enter the abbreviate form of the county (i.e., LA, SAC, etc.). If Project is located in multiple counties, enter all counties separated by a forward slash (i.e., SJ/STA). Enter the name of city(s) that the project is located in. Provide additional details in #13. |
| 9 | COMMUNITY: Enter the name of community(s) that the project is located in. If the community is not known enter N/A. |
| 10 | ROUTE: Enter the route number(s). Use commas to separate multiple routes (ex: "5,99"). For off-system, type "OFF.” Provide additional details, as needed, in #13. |
| 11-12 | BEGIN/END POST MILE: Utilize the [postmile query tool.](https://postmile.dot.ca.gov/PMQT/PostmileQueryTool.html) Enter the beginning post-mile limit. Please type numbers only (no hyphens). Include prefix or suffix, if applicable. If Project is on multiple routes, enter "MULTI" for PM and provide additional details of the locations in #13. If Begin/End post mile limits are not available, identify intersections/landmarks for approximate begin/end of the project in #13. |
| 13 | LOCATION DESCRIPTION: Provide a brief description of the project location(s). Include multiple counties, routes, PM limits, intersections, and/or landmarks as appropriate. |
| 14 | PROJECT DESCRIPTION: Provide a brief description of the proposed Project's description. Include relevant information, as applicable (bike class and lengths, adding/converting lanes, if pricing managed lanes, etc.). |
| 15 | LEGACY AND HISTORY OF PAST HARM CAUSED BY THE FACILITY: Provide a description of the history of the facility and its negative impacts to the neighborhood or community. Examples of negative impacts include health (e.g., environmental burden such as poor air quality, limited access to social and economic opportunities, and displacement of people or community resources due to the facility. |
| 16 | CONSISTENCY WITH STATE, REGIONAL, AND LOCAL PLANS: Is the project consistent with State, Regional, or Local Plans (e.g. RTPs, Corridor Plans, Transit Plans, Active Transportation Plans, Feasibility Studies)? Please list the plans and explain. |
| 17 | CURRENT PHASE: This question is applicable only to Capital Construction grants. Capital construction grants may be used for projects for which all necessary studies and other planning activities have been completed to remove, retrofit, mitigate, or to replace an existing eligible facility. The Federal program requires all necessary studies and other planning activities to be completed in order to be eligible for capital construction grants. For definition of phases, please see: [How Caltrans Builds Projects](https://dot.ca.gov/-/media/dot-media/programs/sustainability/documents/2011-how-caltrans-builds-projects-a11y.pdf) |
| 18 | PRELIMINARY COST (ESCALATED) AND SCHEDULE:  COST ESTIMATES (Planning Grant Only): Enter the total estimate for the planning work.  COST ESTIMATES (Capital Construction Only): Provide the preliminary cost estimate for each component, if available, using escalated costs and enter in thousands. For each component, identify any local funding commitments and state & federal discretionary funding sources for which the Project may be eligible. For Planning grant, Federal share not to exceed 80%, and for the Capital Construction grant Federal share not to exceed 50% of total project. If estimates are not available by component, enter the estimated total project cost.  TARGET Begin Environmental: Enter the anticipated year to begin environmental work based on the assumed funding sources. A range can be entered (i.e., 2023-2025).  TARGET Begin Construction: Enter the anticipated year to begin construction work based on the assumed funding sources and the scale of the Project. A range can be entered (i.e., 2023-2025). |
| 19 | MODE SHIFT: The purpose of this question is to identify the Project's ability to facilitate mode shift. Caltrans is looking to prioritize projects that provide viable, multimodal alternatives to vehicle travel or 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 highways. 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 plans 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 plans to invest 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. |
| 20 | 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 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. Previous public engagement efforts help to identify community need. |
| 21 | BENEFITS TO HISTORICALLY DISADVANTAGED COMMUNITY (DAC): The purpose of this question is to determine if the Project provides benefits a DAC. Caltrans seeks to prioritize 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.  PROJECT LOCATION WITHIN DAC: Please use the [USDOT Transportation Disadvantaged Census Tracts (Historically Disadvantaged Communities)](https://usdot.maps.arcgis.com/apps/dashboards/d6f90dfcc8b44525b04c7ce748a3674a+) and see if the project location is in one or more Disadvantaged Communities. |
| 22 | IMPROVE SAFETY: The purpose of this question is to identify how the Project proposes to incorporate safety countermeasures to reduce fatalities and severe injuries of all users toward zero on our roadways. Caltrans seeks to prioritize 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 plans to include 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 have the potential to 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 if available.  The [UC Berkeley’s Transportation Injury Mapping System (TIMS)](https://tims.berkeley.edu/login.php?next=%2Ftools%2Fquery%2Fsummary.php) may be used to supplement responses. |
| 23 | OTHER CONSIDERATIONS-ANTI-DISPLACEMENT: The purpose of this question is to identify what policies, strategies, and measures exist to protect communities that are at risk of displacement due to the project idea or nomination. The communities at risk can also include Historically Disadvantaged Census Tract and more specifically the residents and businesses that live along or near the proposed project area. Anti-displacement policies and strategies may include affordable housing funding and development, tenant protection policies, and affordable housing preservation to transportation investments. |
| 24 | OTHER CONSIDERATIONS-AFFORDABLE HOUSING: Provide available map if project location is on or adjacent to the following areas:  USDOT Opportunity Zones are economically distressed communities designated by the State’s Governor and certified by the United States Secretary of the Treasury. The interactive opportunity map provides information about the location and characteristics of significant transportation related facilities that are in or near [USDOT Opportunity Zones](https://maps.dot.gov/portal/apps/webappviewer/index.html?id=37997c2cb1c84be482934342d86d32d0).  Under Executive Order (EO) N-06-19, the California Department of General Services (DGS) and the Department of Housing and Community Development (HCD) identified and prioritized excess state-owned property to address the shortage of housing for Californians. The Statewide Affordable Housing Opportunities Sites are deemed potentially suitable for housing. Interactive map for [DGS’s Statewide Affordable Housing Opportunities Sites](https://cadgs.maps.arcgis.com/apps/webappviewer/index.html?id=392e5e687e9041bb8f20e3acc5b211c7). |
| 25 | OTHER CONSIDERATIONS-OTHER DAC IDENTIFICATION SOURCES: If the project location is not located in a USDOT Transportation Disadvantaged Census Tracts, please select the source(s) of this determination and attach the map to the Smartsheet Form.   * Median Household Income: (Table ID B19013) is less than 80% of the statewide median based on the most current Census Tract (ID 140) level data from the 2014-2018 American Community Survey (<$56,982). Communities with a population less than 15,000 may use data at the Census Block Group (ID 150) level. Unincorporated communities may use data at the Census Place (ID 160) level. Data is available at the [United States Census Bureau Website.](https://data.census.gov/cedsci/?intcmp=aff_cedsci_banner) * SB 535 DAC Map (CalEnviroScreen 3.0): An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the [California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0)](https://oehha.maps.arcgis.com/apps/View/index.html?appid=c3e4e4e1d115468390cf61d9db83efc4) scores (score must be greater than or equal to 39.34). * National School Lunch Program: At least 75% of public-school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at the [California Department of Education website.](https://www.cde.ca.gov/ds/ad/filessp.asp) Applicants using this measure must indicate how the Project benefits the school students in the project area. Project must be located within two miles of the school(s) represented by this criterion. * Healthy Places Index: The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the State. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The live map and the direct data can both be found on the [California Healthy Places Index website.](https://map.healthyplacesindex.org/) * Federally Recognized Tribal Lands: Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria), please use [the Native American Lands Viewer Map.](https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=400892a1a7d742d1bdd08b5d33566c96)   Other/Regional Definition: If it is believed that a project benefits a disadvantaged community but the Project does not meet the aforementioned criteria due to a lack of accurate Census or CalEnviroScreen data that represents a small neighborhood or unincorporated area, then please submit for consideration a quantitative assessment, to demonstrate that the community's median household income is at or below 80% of that state median household income; OR if it is believed that a project benefits a DAC based on an adopted regional definition, then submit for consideration the regional definition, as well as how their specific community qualifies under that definition. |