**Please use this form to collaborate and compile all the information *prior* to submitting the Smartsheet form*.***

**All requests are due to Caltrans HQ via** [**Smartsheet**](https://app.smartsheet.com/b/form/63854db4ca29470fb57c3e5af2ca7bfb) **by June 13, 2025.**

***\**Fields in blue are required**

**Request Type:** [ ]  Letter of Support [ ]  Partnership

**I. General Project Information**

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| --- |
| **1. District:**        **2. Project ID (EFIS)/EA:**       **3. County:**        **4. Route:**        **5. Begin/End PM:**         |
| **6. Project Name:**       |
| **7. Project Location:** |
| **8. Requesting Agency (Lead Applicant):**       |
| **9. Implementing Agency (if different from above):**       |
| **10. Grant Type:** [ ]  Planning [ ]  Capital [ ]  Other, specify:       |
| **11. Current Phase:**       |
| **12. Phase(s) Requesting Grant Funds:**       |
| **13. Project Description and Benefits:** |
| **14a. Grant funds requested**:  |
| **14b. Amount of other federal funding**:  |
| **14c. Amount of non-federal funding:** |

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

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| **15a. Is the project located within a Disadvantaged Community (DAC):** [ ]  Yes [ ]  No **15b. Will the project benefit a DAC:** [ ]  Yes [ ]  No **15c. If YES in 15a and/or 15b, select the source(s) of this determination.** See instructions. **[ ]** Median Household Income **[ ]** SB 535 Disadvantaged Community (CalEnviroScreen)**[ ]** National School Lunch Program **[ ]** Healthy Places Index **[ ]** Federally Recognized Tribal Lands **[ ]** Other/Regional Definition**15d. If YES in 15a and/or 15b, describe how the project incorporates community needs to benefit a DAC.** *Note: limit response to 500 characters* |
| **16. What are the economic benefits of the project?** *Note: limit response to 500 characters* |
| **17. Is the project a collaboration with other port authorities, commissions, State or local governments, Tribal agencies, public agencies, or private entities? If so, who?** |
| **18a. 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 [ ]  Address Climate Change **18b. Describe how the project promotes each goal checked in 18a.** *Note: limit response to 500 characters* |
| **19a. Has the project garnered community support?** [ ]  Yes [ ]  No**19b. If YES, in 19a, please describe who supports this Project.****19c. Has the project garnered any opposition?** [ ]  Yes [ ]  No**19d. If YES, in 19c, please describe the nature of any known opposition.**  |

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| **III. Contact Information**  |
| **Name (First Last):**        |
| **Title:**       |
| **Email Address:**  |
| **Phone:**       |

**IV. Attachments**

1. **Required:** Intake Form (this document)
2. **Required:** Draft Letter of Support using Caltrans letter templates found [here](https://transportationplanning.onramp.dot.ca.gov/letters-support)
3. **Optional:** Project factsheet that includes a vicinity map

If you have questions, please contact: technical.freight@dot.ca.gov

**Intake Form Instructions**

| **No.** | **Instructions** |
| --- | --- |
| **SECTION I** |
| **1** | [**DISTRICT**](https://cwwp2.dot.ca.gov/documentation/district-map-county-chart.htm)**:** Enter the Caltrans district number as a 2-digit format. |
| **2** | **Project ID (EFIS)/EA:** If applicable, enter the 10-digit project ID (a.k.a. EFIS ID) or the EA as a 5-digit format beginning with the District number. |
| **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:** If applicable, enter the route number. Separate multiple routes by commas (ex: “5,99”).  |
| **5** | **BEGIN/END PM:** If applicable, 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:** 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** | **ReQUESTING AGENCY (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 if it is different than the lead applicant.  |
| **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.  |
| **13** | **PROJECT DESCRIPTION AND BENEFITS:** Provide a concise description of the project scope and the benefits of funding this project (one paragraph). Include specifics, as applicable, and spell out first instances of acronyms. |
| **14a****14b****14c** | **Grant funds requested:** Enter the amount of grant funding the applicant is requesting.**Amount of other federal funding:** Enter the amount of other federal funding the applicant is allocating to the project.**Amount of non-federal funding:** Enter the amount of other non-federal funding the applicant is allocating to the project. |
| **SECTION II** |
| **15a** | **Is The PROJECT IS LOCATED WITHIN A Disadvantaged CommunitY (dac):** Select Yes or No if the Project is located in a DAC as defined in 15c instructions below. |
| **15b** | **Will The PROJECT will benefit a dac:** Select Yes or No if the Project will benefit in a DAC. If yes, explain how in question 15d |
| **15c** | **If 15a and/or 15b 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:• **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/?intcmp=aff_cedsci_banner).• **SB 535 Disadvantaged Communities 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://www.healthyplacesindex.org/)• **Federally Recognized Tribal Lands:** Please use [the Native American Lands Viewer Map](https://biamaps.doi.gov/indianlands/).• **Other/Regional Definition:** If the District/Agency believes a project benefits a disadvantaged community but the Project does not meet the aforementioned criteria due to a lack of accurate Census data or CalEnviroScreen data that represents a small neighborhood or unincorporated area, the District/Agency can 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 the District/Agency believes a project benefits a disadvantaged community based on an adopted regional definition, the District/Agency can submit for consideration the regional definition, as well as how their specific community qualifies under that definition. |
| **15d** | **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. |
| **16** | **ECONOMIC DEVELOPMENT:** This question aims to evaluate the extent to which the Project aligns with State goals to support the economic competitiveness of California’s freight sector through increased system efficiency, productivity, and workforce preparation. Describe how this project leverages transportation investments for equitable economic and workforce development, which are critical to ensure a just and fair recovery. Describe how this project prepares the workforce to operate new equipment and prevents the replacement of workers because of new technology. |
| **17** | **AGENCY COLLABORATION:** The purpose of this question is to determine if the project is the result of a collaborative effort with another entity. |
| **18a 18b** | [**CAPTI**](https://calsta.ca.gov/-/media/calsta-media/documents/capti-july-2021-a11y.pdf) **ALIGNMENT: Does the Project promote any of the following benefits?** **18a:** Check all boxes that apply.**18b:** 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. 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 plan. 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. |
| **19a****19b****19c****19d** | **PUBLIC SUPPORT:** The purpose of this question is to determine if the Project is being supported by members of the community, the public and stakeholders.**PUBLIC SUPPORT:** The purpose of this question is to determine who has expressed support for this Project.**PUBLIC OPPOSITION:** The purpose of this question is to determine if there is any opposition to the Project being funded that would prevent Caltrans from providing a letter of support.**PUBLIC OPPOSITION:** If Yes, in 20b, please describe the nature of any known opposition.  |
| **SECTION III** |
|  | **NAME, TITLE, EMAIL, PHONE:** 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. |
| **SECTION IV** |
|  | **ATTACHMENTS:** Attach this Intake Form to the Smartsheet submittal. Attach a Draft Letter of Support or Co-applicant Letter using Caltrans letter templates. |