STATE OF CALIFORNIA – DEPARTMENT OF TRANSPORTATION

Bridge Investment Program

Caltrans Letter of Support Request Intake Form

DIVISION OF TRANSPORTATION PLANNING

Rev 9/2023 v1.0

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

All requests are due to HQ via Smartsheet

Visit our website or the Smartsheet Form for Request Due Date

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

I. General Information

1. District: **2. EA:** **3. County:** **4. Route:** **5. Begin/End PM:** /
6. Project Name:
7. Brief Project Location and Scope Description:
8. Grant Program: ☐ Planning ☐ Large (>$100m) ☐ Bridge (≤ $100m**)**
9. Lead Applicant Agency:
10. Implementing Agency:
11. Responsible Agency for Bridge:
12. Current Phase:
13. Target/Actual End Environmental (MM/YYYY):
14. Target/Actual RTL (MM/YYYY):
15. Target Begin Construction (MM/YYYY):
16. Phase(s) Requesting Grant:
17. Total Project Cost (x1000): $
18. Grant Request (x1000): $
19. The project is located in ☐ Urban ☐ Rural **20. The project is located within an Area of Persistent Poverty (AoPP)** ☐ Yes ☐ No **21. The project is located within a Historically Disadvantaged Community (HDAC)** ☐ Yes ☐ No
22. Briefly describe the extent of past/future Caltrans stakeholder engagement and partnership on the project.

II. Consistency with Statewide Goals & Priorities – Scoring Criteria

23. VEHICLE MILES TRAVELED (VMT) IMPACT: How does the project impact VMT?

23a. Does the project propose to expand existing facility to include:
☐ A General-Purpose Lane ☐ an HOV +2 Lane ☐ an HOV +3 Lane

24. PUBLIC ENGAGEMENT: Does the project include and document a meaningful public engagement process that includes community-based participation?

25. BENEFITS TO DISADVANTAGED COMMUNITY (DAC): Does the project incorporate local communities needs to provide benefits to a DAC?

26. IMPROVE SAFETY: Does the project include safety improvements/enhancements to reduce fatalities and severe injuries for all users in alignment with the Safe Systems approach?

27. ADDRESS CLIMATE CHANGE: Does the project improve climate adaptation and resiliency by addressing one or more climate risk(s)?

28. NATURAL AND WORKING LANDS: Does the project plan to minimize the impact on natural resources and ecosystems?

29. Describe if the project will improve the condition of Poor condition bridges or address identified scour critical bridges.

30. Additional considerations/story telling:

III. Contact Information

31. Contact Name (First, Last): **Title:** :)

IV. Attachments

1. **Required:** Intake Form (this document)
2. **Required:** Draft Letter of Support or Co-applicant Letter using Caltrans letter templates HERE.
3. **Optional:** Project Factsheet that includes a Vicinity Map
4. **Optional:** Other relevant data/documents

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

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

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Intake Form Instructions

No.	Instructions
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	**GRANT PROGRAM:** Select which Bridge Improvement funding category in which project is seeking funding.
9	**LEAD APPLICANT:** Enter the agency name that is submitting the grant application as a lead applicant.
10	**IMPLEMENTING AGENCY:** Enter the agency name that will implement the project if the grant is awarded.
11	**RESPONSIBLE AGENCY FOR BRIDGE:** Enter the agency name who is the owner of the bridge
12	**CURRENT PHASE:** Enter the project's current phase.
13	**TARGET OR ACTUAL PA&ED (ENVIRONMENTAL):** Enter the environmental start date. Entering only the year is acceptable.
14	**TARGET OF ACTUAL RTL:** Enter the RTL start date. Entering only the year is acceptable
15	**BEGIN CONSTRUCTION:** Enter the anticipated construction start date. Entering only the year is acceptable.
16	**PHASE(S) REQUESTING GRANT:** Enter the project phase(s) the applicant is requesting grant funding.
17	**TOTAL PROJECT COST:** Enter the total project cost (all phases) in thousands.
18	**GRANT REQUEST:** Enter the grant amount (in thousands) the applicant is requesting.
19	**URBAN/RURAL:** Select if the project is in an urban or rural area as defined by the grant Notice of Funding Opportunity.
20	**AREAS OF PERSISTENT POVERTY:** Select Yes or No if the project is located in an Area of Persistent Poverty as defined by the grant Notice of Funding Opportunity.
21	**HISTORICALLY DISADVANTAGED COMMUNITY:** Select Yes or No if the project is located in a Historically Disadvantaged Community as defined by the grant Notice of Funding Opportunity.
22	**ENGAGEMENT & PARTNERSHIP:** Briefly describe the history and future plans of Caltrans stakeholder engagement and partnership throughout the life of the project.
23	**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. **GENERAL-PURPOSE CAPACITY:** Enter Yes or No if the project is increasing general-purpose capacity on the state highway system, including auxiliary lanes and interchanges.
24	**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

No.	Instructions
	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.
25	**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.
26	**IMPROVE SAFETY:** The purpose of this question is 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.
27	**ADDRESS CLIMATE CHANGE:** The purpose of this question is 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.
28	**NATURAL AND WORKING LANDS:** The purpose of this question is to measure how the project incorporates nature-based solutions to protect or enhance natural and working lands, which include natural ecosystems

No.	Instructions
	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.
29	**DESCRIBE IF THE PROJECT WILL IMPROVE THE CONDITION OF POOR CONDITION BRIDGES OR ADDRESS IDENTIFIED SCOUR CRITICAL BRIDGES:** Describe the current condition of the bridge and how the bridge condition will be improved.
30	**ADDITIONAL CONSIDERATIONS/STORY TELLING:** Provide other significant information to be considered in the evaluation process that is not covered in other sections, such as project benefits, challenges (risks, constraints, etc.), issue(s) the project is trying to solve, and how the project will resolve the issue(s).
31	**CONTACT NAME, TITLE, PHONE:** Enter the contact information of the person that is knowledgeable of the project and can provide or coordinate any additional requests on the project.