STATE OF CALIFORNIA------- CALIFORNIA STATE TRANSPORTATION AGENCY Gavin Newsom, Governor

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| DEPARTMENT OF TRANSPORTATION OFFICE OF THE DIRECTOR  P.O. BOX 942873, MS-49  SACRAMENTO, CA 94273-0001  PHONE (916) 654-6130  FAX (916) 653-5776  TTY 711  www.dot.ca.gov | This is a photo of the Seal of the State of California.  *Making Conservation*  *a California Way of Life.* |

<Month Date, Year> Use the final due date for all applications to the program. Delete this line except for the date.

The Honorable Pete Buttigieg

Secretary of the United States Department of Transportation

1200 New Jersey Avenue, SE

Washington, DC 20590

Dear Secretary Buttigieg:

INSTRUCTIONS: keep to ONE page only, if possible. Spell out all acronyms. Partner agency must sign before Director will sign letter. Delete this line.

Paragraph 1: The California Department of Transportation (Caltrans) in partnership with the <Partner Agency> is pleased to submit the <Project Title> (Project) <Location> for consideration in the United States Department of Transportation’s (USDOT) <Year and Name of the Funding Program. E.g, 2021 Infrastructure for Rebuilding America (2021 INFRA) grant program>. Caltrans and <Partner Agency> are requesting a total of $XX million in grant funding. Caltrans and <Partner Agency> have committed <$xx> in <funding source>and Caltrans has committed an additional <$xx> in <funding source> funds as a match for the Project.

Paragraph 2: Briefly describe the project – purpose, need, scope; how it will improve safety; why it will be Regionally or Nationally significant; why Caltrans sees the project as significant; how it meets objectives of the <funding program year and name> Program.

Thank you for taking the time to review and consider our application for an <funding program year and name> award.

Sincerely,

TOKS OMISHAKIN <NAME>

Director, Caltrans <Title>, <Partner Agency>