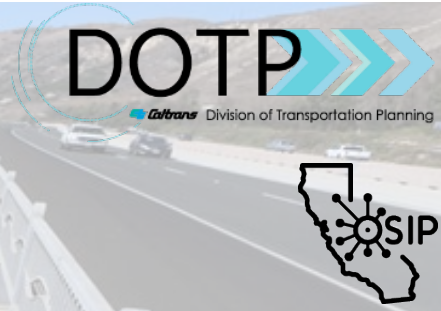


CALTRANS LETTER OF SUPPORT GUIDE FOR PARTNER AGENCY

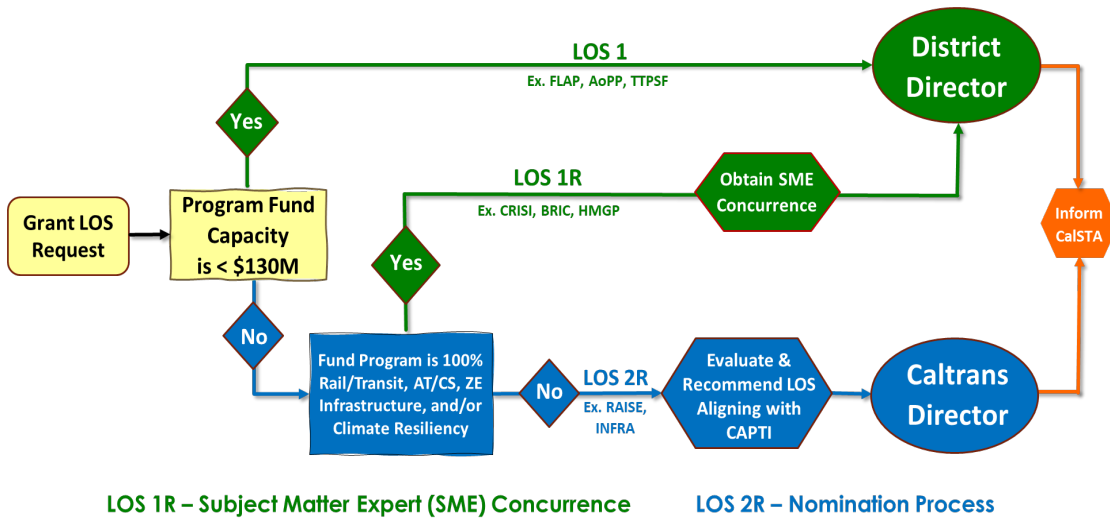


DOTP | Office of Strategic Investment Planning | February 2023

HQ Division of Transportation Planning (DOTP), Office of Strategic Investment Planning (OSIP), has a lead role in providing guidance, oversight, and processing of Caltrans letters of support (LOS) for federal, state, and local discretionary fund programs.¹ As DOTP recognizes the importance and urgency of these requests throughout the year, the **LOS Signature Authority Decision Tree** (Exhibit 1) was developed to streamline the LOS request process. This Guide will assist partners through simple step-by-step when requesting Caltrans LOS for various competitive programs.

- STEP 1:** Find the LOS category (LOS 1, 1R, or 2R) of the program in the [LOS Program Category List](#).
- STEP 2:** If the program is not found in Step 1, refer to Exhibit 1 to determine the LOS category.
- STEP 3:** Based on the LOS category, follow the Checklist (right) instructions for that category.

EXHIBIT 1: LOS SIGNATURE AUTHORITY DECISION TREE



Checklist

LOS 1⁵

- Partner Agency sends a project factsheet and draft LOS⁴ to the [District Representative](#)
- Partner Agency works with the District Rep to ensure the project does not conflict with any of the 10 CAPTI Guiding Principles in Exhibit 2³
- If approved, Partner works with District Rep to obtain LOS signature from Caltrans District Director

LOS 1R⁵

- Partner Agency sends project factsheet and draft LOS⁴ to the [District Representative](#)
- Partner Agency will be notified by District if additional information is required
- If approved, Partner works with District Rep to obtain LOS signature from Caltrans District Director

LOS 2R

- Follow instructions from the [HQ Call for LOS](#)
- Partner Agency submits the intake form and draft LOS to their [District Representative](#) or directly to HQ via Smartsheet found in the Call for LOS
- Partner Agency will be notified by their District Rep if the LOS request is approved or requires additional information
- Partner Agency receives Caltrans Director signed LOS

EXHIBIT 2: 10 CAPTI GUIDING PRINCIPLES²

VMT	Promoting projects that do not significantly increase passenger vehicle miles traveled (VMT)
Rail & Transit	Building toward an integrated, statewide rail and transit network
Bike & Ped	Investing in networks of safe and accessible bicycle and pedestrian infrastructure
Equity	Strengthening our commitment to social and racial equity by reducing public health and economic harms and maximizing community benefits
Safety	Making safety improvements to reduce fatalities and severe injuries of all users toward zero
Climate Risk	Assessing the physical climate risk of the infrastructure
ZEV	Investments in light, medium, and heavy-duty zero-emission vehicle (ZEV) infrastructure
Freight ZEV	Developing a zero-emission freight transportation system
Natural & Working Lands	Protecting natural and working lands
Infill Development	Promoting compact infill development while protecting residents and businesses from displacement

¹ This is for discretionary fund programs only. Please consult with OSIP for instructions on other Caltrans LOS requests, such as congressionally directed spending LOS requests.

² [Climate Action Plan for Transportation Infrastructure \(CAPTI\), July 2021](#)

³ If a project does not align with CAPTI and is not recommended a LOS, District and Partner should further discuss areas of concerns.

⁴ Contact your District Representative for a Caltrans District Director Letterhead

⁵ No intake form is needed

Questions? Contact your [District Representatives](#)