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

**All requests are due to HQ via** [**Smart****sheet**](https://app.smartsheet.com/b/form/8af097c0bb604a3392a0e7179de6c544)**\***

***Visit our*** [***website***](https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/strategic-investment-planning) ***or the Smartsheet Form for Request Due Date***

**Program Interest:**

[ ]  Reconnecting Communities Pilot (RCP) [ ]  Neighborhood Access & Equity (NAE) [ ]  Both

**Request Type:** [ ]  Caltrans Letter of Support [ ]  Caltrans as a Partner (Co-Applicant)

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

**I. General Project Information**

|  |
| --- |
| **1. District:**        **2. EA:**       **3. County/City/Community:**        **4. Route:**        **5. Begin/End PM:       /**       |
| **6. Project Name:**       |
| **7. Project Location and Scope of Work Description:**  |
| **8. Describe the Legacy of the History of Harm Caused by the Facility:**       |
| **9. Requesting Agency (Lead Applicant):**       |
| **10. Implementing Agency:**       |
| **11. Grant Type:** [ ]  Community Planning [ ]  Capital Construction [ ]  Regional Partnerships Challenge       |
| **12. Current Phase:**       |
| **13. Phase(s) Requesting Grant:**       |
| **14a. Are the eligible facility and project area located in an economically disadvantaged community?** [ ]  Yes [ ]  No14b. If YES, indicate the tool used to identify the economically disadvantaged community and attach a screenshot/map in Smartsheet:            |
| **15. Public Engagement: Does the Project include and document a meaningful public engagement process that includes community-based participation (including stakeholder)?**       |
| **16. Displacement Avoidance: 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?**       |
| **17. Affordable Housing:** **How will the Project create opportunities for the implementation of affordable housing and affirmatively furthering fair housing?**       |

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| **Primary & Secondary Modes** |
| **18a. Modes Aligned with State Goals & Policies****Primary Modes** [ ]  Bike/Pedestrian [ ]  Complete Streets [ ]  ITS [ ]  Port [ ]  Transit [ ]  Rail (Freight) [ ]  Rail (Passenger)[ ]  N/A [ ]  Other, specify:       **Secondary Modes**[ ]  Bike/Pedestrian [ ]  Complete Streets [ ]  ITS [ ]  Port [ ]  Transit [ ]  Rail (Freight) [ ]  Rail (Passenger)[ ]  N/A [ ]  Other, specify:        |
| **18b. Modes Requiring Further Evaluation*****Important:*** *If one or more modes are selected in* ***18b****, continue to Section II. If N/A (Not Applicable) is selected for both primary & secondary modes, skip Section II.***Primary Modes** [ ]  N/A [ ]  Highway [ ]  Highway (Freight-Focused) [ ]  Managed Lanes [ ]  Other, specify:       **Secondary Modes** [ ]  N/A [ ]  Highway [ ]  Highway (Freight-Focused) [ ]  Managed Lanes [ ]  Other, specify:       |

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

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| **19. Mode Shift: How does the Project promote mode shift, including to rail, transit, or active transportation?** Describe specific rail, transit, or active transportation improvements (quantify assets).       |
| **20a. Vehicle Miles Traveled (VMT) Impact: How does the project impact VMT?**      **20b. Does the Project propose to expand existing facility to include:**[ ]  A General-Purpose Lane  [ ]  An HOV +2 Lane  [ ]  An HOV +3 Lane [ ]  N/A  [ ]  Other, specify:      **20c. VMT Analysis and/or Mitigation Plan for the Project is:** [ ]  Completed\* [ ]  Pending\* [ ]  Not Required**20d. If 16c is marked “Not Required,” enter the approval date of the Environmental Document:** *\* Attach VMT analysis and/or mitigation plan, if available.*  |
| **21a. 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 & Ecosystems[ ]  Expand Zero Emission Vehicles [ ]  Support Infill Development[ ]  Address Climate Change **21b. Describe how the Project promotes each goal checked in 18a:**       |

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| **III. Contact Information**  |
| **22. Name (First, Last):**        |
| **Title:**       |
| **Phone:**       |
| **Email Address:**       |

**IV. Attachments**

1. **Required:** Intake Form (this document)
2. **Required:** Draft Letter of Support or Partnership Letter using Caltrans letter templates [here](https://dot.ca.gov/programs/transportation-planning/division-of-transportation-planning/strategic-investment-planning).
3. **Required:** Screenshot the tool used to identify the economically disadvantaged community in #14b

**Optional:** Project Factsheet that includes a Vicinity Map (required for #18b)

**Optional:** Summary of VMT Analysis/Mitigation Plan, if available

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

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

**Intake Form Instructions**

| **No.** | **Instructions** |
| --- | --- |
| **REQUEST TYPE:** Select if you are requesting a Caltrans Letter of Support and/or Caltrans Co-Applicant |
| **SECTION I** |
| **1** | **DISTRICT:** Enter the Caltrans district number in a 2-digit format. |
| **2** | **EA:** Enter the EA in a 5-digit format. |
| **3** | **COUNTY/CITY/COMMUNITY:** Enter the abbreviated form of the county (LA, SAC, etc.). If Project is in multiple counties, enter all counties separated by a 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 prefixes or suffixes, if applicable. If Project is on multiple routes, enter “MULTI” for PM. Leave blank if Off System. |
| **6** | **PROJECT NAME:** Enter the project name. |
| **7** | **PROJECT LOCATION & SCOPE OF WORK DESCRIPTION:** Briefly describe the project location(s). As appropriate, include multiple counties, routes, PM limits, intersections, and/or landmarks. Provide a brief description of the proposed Project’s description. Include relevant information (bike class and lengths, adding/converting lanes, if pricing managed lanes, etc.). |
| **8** | **Legacy of the History of the Harm Caused by the Facility:** Describe the facility’s history and its negative impacts on the neighborhood or community. Examples of negative impacts include health (e.g., environmental burdens such as poor air quality, limited access to social and economic opportunities, and displacement of people or community resources due to the facility. |
| **9** | **requesting agency (LEAD APPLICANT):** Enter the agency name submitting the grant application as a lead applicant. |
| **10** | **Implementing Agency:** Enter the agency name to implement the Project if the grant is awarded. |
| **11** | **grant type:** Select if the grant application is for Community Planning, Capital Construction or Regional Partnerships Challenge.  |
| **12** | **Current Phase:** Enter the Project’s current phase. |
| **13** | **PHASE(S) REQUESTING GRANT:** Enter the project phase(s) the applicant requests grant funding.  |
| **14a** | **Are the eligible facility and project area located in an economically disadvantaged community?** Select Yes or No if the Project is in an economically disadvantaged community. *See instructions in 14b to determine if the Project is within an economically disadvantaged community.* |
| **14b** | **If YES, please indicate the tool used to identify the economically disadvantaged community (Include a screenshot/map in Smartsheet):** For the purposes of the RCP NOFO, applicants may demonstrate the “economic disadvantage” of the project area according to ONE of the following tools: 1) EPA Environmental Justice Screening and Mapping tool (EJSCREEN), Socio-economic indicator for low income, block groups in the 80th percentile or above, compared to the State. 2) Areas of Persistent Poverty table for the County or Census tract level. 3) DOT’s mapping tool for Historically Disadvantaged Communities, See Transportation Disadvantaged Census Tracts in ArcGIS Dashboards. 4) Other Federally designated community development zones (for example: Opportunity Zones, Empowerment Zones, Promise Zones, or Choice Neighborhoods). |
| **15** | **PUBLIC ENGAGEMENT:** This question aims 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 documented 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, culminating in the project proposal. Please describe the local participation process and events that occurred or planned; how the involvement of disadvantaged community stakeholders resulted in the need 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. |
| **16** | **Displacement Avoidance:** Demonstrate an understanding of known displacement vulnerabilities within the proposed improvement area. Consider the unhoused when responding to this item. Identify and explain economic, environmental, and public health burdens that may directly occur due to reconnection actions that may lead to the long-term physical or economic displacement of low-income households, small businesses, and unhoused and cultural spaces. “Lead” is a key word here, indicating that anti-displacement assessment should include indirect and longer-term displacement, not just immediate impacts. Explain existing policies or plans that address displacement avoidance in your community or identify displacement avoidance mitigation programs or coordination that will result from the proposal. |
| **17** | **Affordable Housing:** Applicants must demonstrate an understanding of the project area’s housing needs that aligns with California and Federal goals for Affirmatively Furthering Fair Housing and addressing Affordable Housing (AFFH). While the RCP grant program cannot directly fund the provision of housing, the funds may be applied in ways that support other aspects of AFFH to increase access to opportunity. Affirmatively furthering fair housing is defined as taking meaningful actions that, taken together, address significant disparities in housing needs and access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming racially and ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing laws. The duty to affirmatively further fair housing extends to all of a public agency’s activities and programs relating to housing and community development. The proposal should demonstrate an understanding of the area’s housing needs and how solutions to address the transportation barrier would support needed housing solutions. Use these tools from HCD to analyze and describe existing access to opportunity and proposal outcomes and objectives that intend to increase access to opportunity: AFFH 2.0 Data Viewer: <https://experience.arcgis.com/experience/834b33b812c949a0820ed25c8ee4eedd/?draft=true> TCAC/HCD Opportunity Maps: <https://www.treasurer.ca.gov/ctcac/opportunity.asp> |
| **18** | **18a. Modes Aligned with State Goals & Policies:** Select the primary mode(s) and Secondary modes(s) of the proposed Project. If none, select N/A. If a community does not know which modes the proposal may address or improve, please contact Caltrans for support at RCP@dot.ca.gov **18b. Modes Requiring Further Evaluation:** Select the proposed Project’s primary mode(s) and Secondary modes(s). Important: If one or more modes are selected in 18b, continue to Section II. If N/A (Not Applicable) is selected for both primary & secondary modes, skip Section II. |
| **SECTION II** |
| **19** | **MODE SHIFT:** This question aims to identify the Project’s ability to facilitate mode shift. Caltrans is looking to support projects that provide viable, multimodal alternatives to vehicle travel or eliminate gaps in 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 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 how the Project invests 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 a small town or rural main streets, with a focus on investments in low-income and disadvantaged communities. Provide available data/exhibits. |
| **20a to 20d** | **VMT IMPACT:** This question aims 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.**Does the project propose to expand existing facility to include:** Select the type of system expansion if the Project proposed to expand the state highway system, including auxiliary lanes and interchanges. If N/A, skip questions 16c and 16d.**VMT Analysis and/or Mitigation Plan for the Project:** Indicate if a VMT Analysis and/or Mitigation Plan for the Project is complete, pending, or not required. Attach the applicable VMT analysis or mitigation plan, if available**approval date of the Environmental Document:** If “Not required” is checked in question 16c, provide the Environmental Document approval date. |
| **21** | **ADDITIONAL CAPTI ALIGNMENT: Does the Project promote any of the following benefits?** **21a:** Check all boxes that apply.**21b:** 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 possible 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. 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. |
|  | **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. |
|  | **SUPPORT INFILL DEVELOPMENT:** This question aims to determine if the Project promotes infill development and land use patterns while protecting residents and businesses from displacement. The development will be considered infill if it lies within dark purple areas of the Heatmap layer in the Governor’s Office of Planning and Research’s Site Check tool available at <https://sitecheck.orp.ca.gov/> and how the Project provides opportunity for walking, biking, transit, and providing transportation options to support infill development. Describe how the Project proposes to promote compact infill development and land use patterns while protecting residents and businesses from displacements, especially in disadvantaged communities.  |
| **SECTION III** |
| **22** | **NAME, TITLE, PHONE, EMAIL:** 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. |