

**CALIFORNIA TRANSPORTATION COMMISSION  
ADOPTION OF THE 2024 LOCAL PARTNERSHIP COMPETITIVE PROGRAM  
GUIDELINES**

**RESOLUTION G-24-63**

- 1.1 **WHEREAS**, Streets and Highways Code Section 2033 requires the California Transportation Commission (Commission) to adopt guidelines for the Local Partnership Program; and
- 1.2 **WHEREAS**, the Local Partnership Program objective is to provide funding to counties, cities, districts, and regional transportation agencies in which voters have approved fees, tolls, or taxes dedicated solely to transportation improvements or that have imposed fees, including uniform developer fees, dedicated solely to transportation improvements; and
- 1.3 **WHEREAS**, the Commission held five virtual public workshops and 25 virtual office hour sessions, and worked collaboratively with the Interagency Equity Advisory Committee, the California Department of Transportation, and regional transportation planning agencies, local agencies, and other public stakeholders to develop the 2024 Local Partnership Program Guidelines (Competitive and Formulaic); and
- 1.4 **WHEREAS**, Commission staff presented an initial draft of the 2024 Local Partnership Competitive Program Guidelines to the Commission at its June 27-28, 2024 meeting, and
- 1.5 **WHEREAS**, the Commission held one public hearing on August 15, 2024.
- 2.1 **NOW, THEREFORE, BE IT RESOLVED**, that the Commission adopts the 2024 Local Partnership Competitive Program Guidelines; and
- 2.2 **BE IT FURTHER RESOLVED**, that the purpose of the guidelines is to identify the Commission's policies, standards, criteria, and procedures for the development, adoption and management of the 2024 Local Partnership Competitive Program, and thus provide guidance to applicant taxing authorities, implementing agencies, and the California Department of Transportation; and
- 2.3 **BE IT FURTHER RESOLVED**, that staff is authorized to make minor technical changes as needed to the guidelines; and
- 2.4 **BE IT FURTHER RESOLVED**, that the guidelines do not preclude any project nomination or any project selection that is consistent with the implementing legislation; and
- 2.5 **BE IT FURTHER RESOLVED**, that the Commission directs staff to post the 2024 Local Partnership Competitive Program Guidelines to the Commission's website.

**2024**  
**LOCAL PARTNERSHIP COMPETITIVE**  
**PROGRAM GUIDELINES**

Adopted August 15, 2024

Resolution G-24-63

**CALIFORNIA TRANSPORTATION COMMISSION**





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## I. INTRODUCTION

### 1. Authority and Purpose

The [Road Repair and Accountability Act of 2017](#), (Senate Bill [SB] 1, Beall, Chapter 5, Statutes of 2017) created the Local Partnership Program and continuously appropriates two hundred million dollars (\$200,000,000) annually to be allocated by the California Transportation Commission (Commission) to local or regional transportation agencies that have sought and received voter approval of taxes or that have imposed fees, which taxes or fees are dedicated solely for transportation improvements. The Local Partnership Program was subsequently amended by Assembly Bill (AB) 115 (Committee on Budget, Chapter 20, Statutes of 2017) and AB 135 (Committee on Budget, Chapter 255, Statutes of 2017).

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Local Partnership Program. The Commission may amend these guidelines after first giving notice of the proposed amendments and conducting at least one public hearing. The Commission will make a reasonable effort to amend the guidelines prior to a call for projects or may extend the deadline for project submission to comply with the amended guidelines.

Local Partnership Competitive Program (Competitive Program) guidelines were developed in cooperation with the Interagency Equity Advisory Committee, California Department of Transportation (Caltrans), transportation planning agencies, county transportation commissions, local agencies, and other stakeholders, pursuant to Streets and Highways Code Section 2033.

### 2. Program Objectives

The primary objective of the Local Partnership Program is to provide funding to counties, cities, districts, and regional transportation agencies in which voters have approved fees or taxes dedicated solely to transportation improvements or that have imposed fees, including uniform developer fees, dedicated solely to transportation improvements (as defined by Government Code Section 8879.67[b]). Consistent with SB 1, the Commission intends this program to balance the need to direct increased revenue to the state's highest transportation needs while fairly distributing the economic impact of increased funding (SB 1 Section 1[I]).



### 3. Program Schedule

The following schedule lists the major milestones for the development and adoption of the Competitive Program:

Milestone	Date
Draft Guidelines presented to the Commission	June 27-28, 2024
Guidelines hearing	August 15-16, 2024
Adoption of the Guidelines and <b>Call for Projects</b>	<b>August 15-16, 2024</b>
<b>Project nominations due</b>	<b>November 20, 2024</b>
Release staff recommendations	June 6, 2025
Program adoption	June 26-27, 2025

## II. ELIGIBILITY

### 4. Eligible Applicants

An eligible applicant under the Competitive Program is a local or regional transportation agency:

- that has sought and received voter approval of taxes, tolls, or fees which taxes, tolls, or fees are dedicated solely to transportation improvements and that agency administers those taxes, tolls, or fees; or
- that imposes fees, including uniform developer fees as defined by subdivision (b) of Section 8879.67 of the Government Code, which fees are dedicated solely to transportation improvements.

### 5. Eligibility Verification

Applicants that have applied in a prior programming cycle and have established eligibility must submit the following documentation with the project nomination:

- A cover letter signed by the applicant’s Executive Director (or other officer authorized by the applicant’s governing board) identifying the taxes, tolls or fees the applicant used to establish eligibility, and to affirm the taxes, tolls, or fees are currently in effect and are dedicated solely to transportation improvements.



Applicants that have applied in a prior programming cycle and need to reestablish eligibility due to expired taxes, tolls, or fees must submit the relevant required documentation listed below.

Applicants that are listed in Appendix VI must explain their eligibility in the project nomination.

### **5.1. Applicants with Voter-Approved Taxes, Tolls, or Fees**

Applicants that are not listed in Appendix VI, and have sought and received voter approval of taxes, tolls, or fees, which taxes, tolls, or fees are dedicated solely to transportation improvements must submit all required documentation listed below with the project nomination.

- A cover letter signed by the applicant's Executive Director (or other officer authorized by the applicant's governing board) to affirm the taxes, tolls, or fees are dedicated solely to transportation improvements.
- A copy of the ordinance or resolution seeking voter approval of the tax, toll, or fee.
- Ballot information.
- Election results (Official Statement of Votes Cast).
- For tolls, fees, or taxes other than sales taxes, a copy of the relevant section of the taxing authority's most recent audited financial statements indicating the revenue generated by the tax, toll, or fee, including posting location on the internet and information about how the revenues are reported to the State.

### **5.2. Applicants with Imposed Fees**

Applicants that have imposed fees, including uniform developer fees, and have not received voter approval of taxes, tolls, or fees are only eligible for the Competitive Program funding.

Applicants with imposed fees, including uniform developer fees, must submit all required documentation listed below with the project nomination:

- A cover letter signed by the applicant's Executive Director (or other officer authorized by the applicant's governing board) to affirm the fees are imposed by the applicant and the fees are dedicated solely to transportation improvements.
- A copy of the ordinance or resolution seeking to impose the fee.



- A copy of the relevant section of the applicant's (or administering agency's) most recent audited financial statements indicating the revenue generated by the imposed fee, including posting location on the internet and information about how the revenues are reported to the state.

Applicants are encouraged to submit eligibility verification documents prior to submitting the project nomination package.

## 6. Eligible Projects

Eligible projects for the Local Partnership Program will be consistent with subdivisions (a) and (b) of Government Code Section 8879.70, and Streets and Highways Code Section 2032(a). The Commission encourages projects that align with the state's climate and equity goals as well as those that identify and incorporate the installation of conduit or fiber, where appropriate and feasible, along strategic corridors.

Eligible projects shall include all of the following:

- A) Improvements to the state highway system including, but not limited to, all of the following:
  - Major rehabilitation of an existing segment that extends the useful life of the segment by at least 15 years;
  - New construction to increase capacity of a highway segment that improves mobility or reduces congestion on that segment; and
  - Safety or operational improvements on a highway segment that are intended to reduce accidents and fatalities or improve traffic flow on that segment.
- B) Improvements to transit facilities, including guideways, that expand transit services, increase transit ridership, improve transit safety, enhance access or convenience of the traveling public, or otherwise provide or facilitate a viable alternative to driving.
- C) Acquisition of zero-emission buses, and the cleanest available rail cars, locomotives, vans, or other rolling stock including, where eligible, those necessary for the provision or maintenance of fixed route or demand responsive transit services including microtransit, paratransit, non-medical transportation (NMT) and non-emergency medical transportation (NEMT).
- D) Capital projects that employ advanced and innovative technology, including but not limited to Intelligent Transportation Systems, digital signage and wayfinding systems, real-time travel information devices, demand responsive technology





necessary for the provision of microtransit, paratransit, non-medical transportation (NMT) and non-emergency medical transportation (NEMT), and efficient and intelligent parking infrastructure and systems.

- Identified system and device performance and optimization to support those investments are eligible if they are considered capital costs.
- E) Improvements to the local road system, including, but not limited to, the following:
- Major roadway rehabilitation, resurfacing, or reconstruction that extends its useful life by at least 15 years;
  - New construction and facilities to increase capacity, improve mobility, or enhance safety; and
  - Safety or operational improvements that are intended to reduce accidents and fatalities or improve traffic flow on that segment.
- F) Improvements to bicycle or pedestrian safety or mobility with an extended useful life.
- G) Improvements to mitigate the environmental impact of new transportation infrastructure on a locality or region's air quality or water quality, commonly known as "urban runoff," including management practices for capturing or treating urban runoff.
- H) For purposes of the Local Partnership Program, a separate phase or stage of construction for an eligible project may include mitigation of the project's environmental impacts, including, but not limited to, sound walls, landscaping, wetlands or habitat restoration or creation, replacement plantings, and drainage facilities.
- I) Sound walls for a freeway that was built prior to 1987 without sound walls and with or without high occupancy vehicle lanes if the completion of the sound walls has been deferred due to lack of available funding for at least 20 years and a noise barrier scope summary report has been completed within the last 20 years.
- J) Road maintenance and rehabilitation.
- K) Other transportation improvement projects.

As applicable by law, projects that propose to construct a toll transportation facility must obtain Commission approval to operate the toll facility in accordance with the



Commission's Toll Facility Application Guidelines prior to the project being programmed in the Local Partnership Competitive Program.

### III. FUNDING

#### 7. Funding and Programming Cycle

The Local Partnership Program receives \$200 million annually from the Road Maintenance and Rehabilitation Account and each program cycle will include two years of funding. The 2024 Local Partnership Program (Formulaic and Competitive) will include Fiscal Years 2025-26 and 2026-27. New cycles will be programmed every two years.

The Formulaic Incentive Funding of \$20 million will be set-aside each fiscal year from the Local Partnership Program leaving \$180 million to be distributed annually, 60 percent via Formulaic and 40 percent via Competitive. The 40 percent allotted to the Competitive Program is \$72 million annually, or \$144 million every two years.

The total funding capacity for the 2024 Local Partnership Competitive Program will be **\$195,670,000** for Fiscal Years 2025-26 and 2026-27.

#### 8. Matching Requirements

Projects funded from the Local Partnership Competitive Program will require at least a one-to-one match of private, local, federal, or state funds with the following exceptions:

- Taxing authorities with voter-approved taxes, tolls, or fees, or applicants with an imposed fee, which generates less than \$2 million annually are required to provide a match equal to 25 percent of the requested Competitive Program funds. This exception is based on the revenue generated by the nominating agency's (or administering agency's) generated revenue.
- For Soundwall only projects, the expenditure of local funds to complete the Project Approval and Environmental Document; Plans, Specifications, and Estimates; and Right-of-Way phases may be used to meet the one-to-one match for the Construction phase.

For the purpose of calculating the required match, the Commission will, except for State Transportation Improvement Program (STIP) funding, only consider funds that are not allocated by the Commission on a project specific basis.



Local Streets and Roads Program funding may be used; however, apportionments must be received from the State Controller's Office and the project must be eligible as outlined in the Local Streets and Roads Program Guidelines.

Priority will be given to projects that have committed discretionary federal funds at time of project nomination. The commitment should be in the form of a letter or public announcement issued by the authorizing federal agency.

The matching funds must be expended concurrently and proportionally on the project phase programmed with Competitive Program funds, except as noted below. Costs incurred prior to allocation will not be counted towards the match.

The Commission may, at the time of programming or allocation, approve non-proportional spending. For projects receiving federal funds, the non-proportional spending must be approved by the Federal Highway Administration prior to allocation.

Adjustments will be made at project closeout to ensure matching funds were spent proportionally to the Competitive Program funds.

The implementing agency must provide a project funding plan through construction that demonstrates the non-Competitive Program funding in the plan (local, federal, state, private sources) is reasonably expected to be available and sufficient to complete the project.

## **9. Distribution**

The Competitive Program will be divided in two parts: one for taxing authorities with voter-approved taxes, tolls, or fees; and the second for applicants with only imposed fees. In no case will the portion for applicants with only imposed fees be less than \$5,000,000.

The Commission may identify a contingency list of projects to be amended in the Competitive Program in the event a redistribution of incentive funding occurs. The contingency list will be in effect only until the adoption of the next programming cycle.

## **10. Funding Restrictions**

Applicants may only request funding for the Construction phase of a capital project.

A project will be considered for funding if, at time of adoption, the project has completed a project level environmental process, and/or completed the final draft of a project level environmental document, in accordance with the California Environmental Quality Act (CEQA) and, if the project is federalized, the National Environmental Policy Act (NEPA). Environmental clearance must be completed for CEQA and NEPA (if applicable) within



6 months of program adoption. If these requirements are not met, the project will be deleted from the program. For projects that will not meet the applicable environmental requirements by program adoption, applications must explain the status of the environmental phase and the plan for environmental requirements to be met within six months of program adoption.

Funds will not be allocated to any portion of a project until all project components have completed the environmental process.

Projects on the state highway system and projects implemented by Caltrans require a Caltrans approved Project Report prior to program adoption.

The Competitive Program funds shall not supplant other committed funds.

The Competitive Program will not participate in cost increases to the project. Any cost increases must be funded from other fund sources. The implementing agency or agencies must provide evidence of their ability to absorb any cost overruns and deliver the project with no additional funding from the program.

For jointly nominated projects, the Commission expects the responsibility for payment of cost increases will be negotiated and agreed upon through a funding agreement between both nominating agencies.

The Competitive Program will only fund projects, or segments of projects that are fully funded, have independent utility, and will be ready to start Construction (contract award) by **December 30, 2027**.

## **11. Reimbursement**

The Competitive Program is a reimbursement program for eligible costs incurred. The implementing agency may begin incurring eligible costs upon allocation; however, reimbursement is dependent upon entering into an agreement with Caltrans. Costs incurred prior to Commission allocation and, for federally funded projects, Federal Highway Administration project approval (i.e., Authorization to Proceed) are not eligible for reimbursement.

## **IV. EVALUATION**

### **12. Screening Criteria**

Project nominations will receive an initial screening by the Commission for completeness and eligibility before proceeding to the evaluation process.



An applicant submitting multiple project nominations must clearly prioritize its project nominations.

Incomplete or ineligible project nominations will not be evaluated.

Project nominations will be screened for the following:

- The Competitive Program funding request does not exceed the maximum amount (\$25 million) per project nomination.
- Demonstrate the required funding match (as outlined in Section 8).
- Provide required documentation for eligibility verification (as outlined in Section 5).
- Demonstrates that negative environmental and community impacts will be avoided or mitigated.
- Demonstrates that all other funds for the proposed project (segment) are committed.

### **13. Project Rating Process**

All project nominations that meet the screening criteria will be evaluated and selected through a competitive process.

Each project nomination will be evaluated for compliance with the objectives of the program. Each project nomination will be rated using the evaluation criteria as specified in Section 14. Each evaluation criterion will be scored with a “High”, “Medium-High”, “Medium”, “Medium-Low”, or “Low”. The highest-ranking project nominations will be selected for funding.

The Commission may collaborate with the Interagency Equity Advisory Committee (to review the accessibility and community engagement benefits); the California Air Resources Board to review the air quality benefits; the Department of Housing and Community Development to review the land use and housing benefits; and Caltrans to review the Life-Cycle Benefit/Cost Analysis benefits when evaluating project nominations.

To ensure a more equitable competition, the Commission will compare projects based on the population of jurisdiction(s) across which the tax or fee is applied. In most cases, this will be a county or city.



For voter-approved tolls, the population will be the sum of the population of the jurisdictions that voted on the toll. The following population categories will be used:

- Category I:  $\geq 1,500,000$
- Category II: 700,000 to 1,499,999
- Category III: 300,000 to 699,000
- Category IV: 100,000 to 299,999
- Category V:  $< 100,000$

Please indicate in the application which population category the nominating agency is eligible for.

The maximum request for Competitive Program funds is \$25,000,000 per project.

An applicant submitting multiple project nominations must clearly prioritize its projects. The Commission may elect to only evaluate the highest priority project nomination(s) submitted by each applicant.

In approving funding for inclusion in the program of projects, the Commission will give consideration to geographic balance over multiple programming cycles.

#### **14. Evaluation Criteria**

The project nomination(s) must include documentation regarding the quantitative and qualitative measures validating the project's consistency with the Competitive Program policy objectives and the identified benefits (outputs and outcomes) of the proposed project. Each evaluation criterion must be addressed and include relative data of the performance metrics. The Commission's [SB 1 Technical Performance Measurement Methodology Guidebook](#) provides instructions on how to complete required performance metrics.

For sound wall only projects, a project nomination must be for a freeway that was built prior to 1987 without sound walls and with or without high occupancy vehicle lanes if the completion of the sound walls has been deferred due to lack of available funding for at least 20 years and a noise barrier scope summary report has been completed within the last 20 years.

For all other projects, the Commission will give higher priority, individually, to the following criteria:



- **Accessibility** – The project nomination must address current accessibility issues and concerns in the project area and how the proposed project will improve accessibility and connectivity for residents and non-residents that travel or need to travel through the project area.

The project nomination should discuss access to multi-modal infrastructure for those with mobility devices, or the lack thereof, such as sidewalks, protected bus or bike lanes, lighting, ease of access to curb ramps, elevators at transit stations, etc.

- Will the project close an existing gap in transit or active transportation?
  - How will the project connect to jobs, major destinations, and residential areas, especially for disadvantaged or historically impacted and marginalized communities?
  - If applicable, include destinations that may be priority destinations for disadvantaged or historically impacted and marginalized communities.
  - Describe how the project increases or creates accessibility to key destinations for disadvantaged or historically impacted and marginalized communities. This can be demonstrated by utilizing mapping tools that overlay the identified accessibility points with population distribution by various demographics (reference the resources provided in the *SB 1 Programs Transportation Equity Supplement* in Appendix D).
- **Air Quality and Greenhouse Gases** – The project nomination should address how the proposed project will reduce greenhouse gas emissions and criteria pollutants and advance the State’s air quality and climate goals. Identify and discuss other environmental benefits the project will provide.
  - **Community Engagement** – In alignment with the Commission’s Racial Equity Statement, nominations will be evaluated based on their ability to create mobility opportunities for all Californians, especially those from disadvantaged or historically impacted and marginalized communities. Equitable projects will demonstrate meaningful and effective public participation in decision-making processes, particularly by disadvantaged or historically impacted and marginalized communities.

Refer to the *SB 1 Programs Transportation Equity Supplement* included in Part VIII, Appendix D, and use the indicators and examples provided to respond to this criterion.



- Identification: Identify the disadvantaged or historically impacted and marginalized communities within the project study area. Provide a demographic profile and metropolitan area map that identify locations of disadvantaged or historically impacted and marginalized communities within the project study area.
- Engagement: Explain how communities in the project study area were engaged to identify their needs. If there are disadvantaged or historically impacted and marginalized communities within the project study area, how did the agency directly engage them? How was community feedback incorporated into the project? How did the agency inform the community about whether their feedback was incorporated into the project?
- Outcomes: Describe how the project scope was developed with community feedback. Was the alternatives analysis developed to include community feedback? Can the agency demonstrate its partnership and collaboration with the disadvantaged or historically impacted and marginalized communities? Identify any strategies included in the project scope that avoid or minimize impacts on disadvantaged or historically impacted and marginalized communities.
- Impacts: How did the agency assess if the project would cause any disparate impacts on the basis of race, color, socioeconomic status, gender, sexuality, disability status, or national origin? If disparate impacts were identified, did the agency consider and incorporate alternate options as applicable?

Pre-existing community engagement plans and activities developed and implemented in the project study area in the recent past (at most five years before program guidelines adoption) may be referenced to respond to this criterion. The nomination must explain how and why the pre-existing community engagement plans and activities are still applicable and why developing new community engagement plans and activities was either not feasible or not necessary. Provide the month and year the existing community engagement plans and activities were finalized and implemented. Include information about any community engagement plans and activities that are under development or planned for the near-term future (within two years) specifically for the nominated project.

- **Economic Development, Job Creation and Retention, and Cost Effectiveness** – The project should provide positive benefits in relationship to the project costs. The Commission will consider measurable benefits using the





California Life-Cycle Benefit/Cost Analysis or an alternative proposed by the applicant.

The nomination must address how the proposed project stimulates local economic activity, supports economic development, creates or increases access to employment.

- How does the project support economic development and improve access to employment for disadvantaged or historically impacted and marginalized communities?
  - How does the proposed project improve access to economic opportunities and the movement of goods and services in the region?
  - If applicable, provide the number and types of jobs created by this project's delivery. Include any efforts to develop local jobs and workforce development opportunities consistent with federal and state laws. For more information about workforce development, visit the [California Workforce Development Board's website](#).
  - Identify and discuss other economic impacts the project will have.
- **Deliverability** – Priority will be given to projects that are ready to start construction and have completed the project design and rights of way components. If the project will be delivered using the design-build method, the start of construction will be the basis for project evaluation.
  - **Projects that leverage funds above the required matching funds amount**, in the Construction phase. (Refer to Section 8).
  - **Safety** – The project nomination should address safety issues and concerns, including actual reported property, injury, and fatality collisions for the last 5 full years. Demonstrate how the proposed project increases safety for motorized and non-motorized users. Identify and discuss other safety measures the project will address, including health impacts.
  - **System Preservation** – The project nomination should demonstrate how the project will improve the current conditions. Identify and discuss other performance measures the project will address such as the Pavement Condition Index or the project's impact to the overall transit/transportation system.



- **Transportation, Land Use, and Housing Goals**

The nomination must address how the proposed project will support and advance transportation, land-use, and housing goals and/or Prohousing principles.

- **Regional** - The project nomination should explain how the project will advance transportation, land use, and housing goals within the region as identified in the region’s Regional Transportation Plan, Sustainable Communities Strategy (where applicable), and Regional Housing Needs Allocation. This may also include demonstrating how the project will support or align with the region’s Regional Early Action Planning (REAP) grant investments or other regional planning or implementation efforts.
- **Local** - The project nomination should explain how the project will advance local transportation, land use, and housing goals. This may include:
  1. Demonstrating, at the time of project nomination, the local jurisdiction has submitted its Housing Element annual progress report to the State of California for the current and prior year; or
  2. Demonstrating the local jurisdiction applied to the Department of Housing and Community Development’s Prohousing Designation Program and meets Prohousing criteria that support efficient land use.

The project nomination must include a commitment by the local jurisdiction to continue pursuing full Prohousing Designation after receiving Competitive Program funding.

The Prohousing Designation Supplement developed in partnership with the California Department of Housing and Community Development is available in Attachment E. Cities or counties that contain proposed projects are encouraged to apply for the California Department of Housing and Community Development’s Prohousing Designation Program.

If housing is not an issue for the local jurisdiction, provide a detailed explanation, including an accounting of the jurisdiction’s assigned local share of the Regional Housing Needs Allocation and the jurisdiction’s progress toward meeting those needs documented in the jurisdiction’s Housing Element annual progress report for the current and prior years.

- **Vehicle-Miles Traveled** – The project nomination should demonstrate how the project will minimize vehicle miles traveled while maximizing person throughput.



## V. PROGRAMMING

### 15. Programming Funds

The Competitive Program of projects for each fiscal year will include, for each project, the amount to be funded from the Competitive Program, and the estimated total cost of the project. Project costs in the Competitive Program will include the construction phase only.

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if it is fully funded from a combination of Competitive Program funds and other committed funds and uncommitted funds.

For Caltrans implemented projects, the cost of Construction Support will be programmed separately from the Construction capital cost.

A project nomination may identify an implementing agency other than the applicant. The implementing agency assumes responsibility and accountability for the use, expenditure, and reporting of program funds.

Applicants and implementing agencies must comply with all relevant federal and state laws, regulations, policies, and procedures.

The Commission expects collaboration and cooperation between the applicant, implementing agency, and Caltrans for all projects on the state highway system.

### 16. Committed and Uncommitted Funds

The Commission will regard funds as committed when they are programmed by the Commission or when the applicant with discretionary authority over the funds has made its commitment to the project by ordinance or resolution. For federal formula funds, including Regional Surface Transportation Program, Congestion Mitigation and Air Quality, and federal formula transit funds, the commitment may be by Federal Transportation Improvement Program adoption. For federal discretionary funds, the commitment may be by federal approval of a full funding grant agreement or by grant approval.

Uncommitted funds may only be from the following competitive programs:

- Solutions for Congested Corridors Program;
- Trade Corridor Enhancement Program; or
- A federal discretionary grant program.



The applicant must indicate its plan for securing a funding commitment, explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. **If a project with uncommitted funds is programmed, all funding commitments must be secured prior to July 1 of the year in which the project is programmed.**

Projects programmed by the Commission in the Competitive Program will not be given priority in other programs under the Commission's purview.

### **17. Letter of No Prejudice**

The Commission will consider approval of a Letter of No Prejudice to advance a project programmed in the Competitive Program. Approval of the Letter of No Prejudice will allow the implementing agency to begin work and incur eligible expenses prior to allocation. The [Letter of No Prejudice Guidelines](#) are available on the Commission's website.

### **18. Title VI Requirements**

Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq. ("Title VI") prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives federal funds or other federal financial assistance.

**Projects programmed for Competitive Program funds must comply with Title VI requirements:**

The implementing agency assumes responsibility and accountability for the use and expenditure of program funds. Nominating agencies and implementing agencies must comply with all relevant federal and state laws, regulations, policies, and procedures.

The implementing agency will ensure that no person or group(s) of persons shall, on the grounds of race, color, national origin, sex, age, disability, limited English proficiency, or income status, be excluded, or otherwise subject to discrimination, related to projects programmed and allocated by the Commission, regardless of whether the programs and activities are federally funded. The implementing agency will comply with all federal and state statutes and implementing regulations relating to nondiscrimination.

A current list of Title VI nondiscrimination and related authorities is available on the Commission's website at:

<https://catc.ca.gov/programs/equity-and-public-engagement/title-vi-information>.



## VI. DELIVERY

### 19. Delivery Methods

The Commission supports and encourages innovative delivery methods. Projects using alternative delivery methods such as design-build, progressive design-build, design sequencing procurement, or Construction Manager/General Contractor delivery should be identified in the project nomination, before programming, or as soon as possible before allocation. Due to the non-traditional nature of alternative delivery methods, it is possible that projects using alternative delivery methods might not follow the same procedures as projects utilizing design bid-build delivery. Flexibility may be requested and approved consistent with programming and allocation capacity, program guidelines, and state and federal law.

For a project expected to use design-build or design-sequencing delivery method, the Commission will program the Competitive Program funds in the Construction phase of the project. The allocation however may be a combined amount to include Design, Right-of-Way, and Construction.

When using the Construction Manager/General Contractor delivery method, the project will be programmed and allocated in the same manner as design-bid-build. During the environmental or design phase, Construction Manager/General Contractor contract costs are considered environmental or design phase expenditures. As the project advances in the design phase, it may be desirable to separate the project into packages for efficiencies in the Construction delivery.

If this is the case, the project may be separated into distinct delivery contracts and the Commission must be notified as soon as possible. The delivery dates and the scope of work must be consistent with the approved baseline agreement.

### 20. Project Segmenting

Scaling a project into segments because of its size, funding or delivery schedule may be necessary for certain large corridor projects. When segmenting a project into separate independent segments, the nomination should discuss the total corridor and the reasons for segmenting the project.

The nomination should address how each segment of the corridor project will be delivered and include an estimated timeline for completing the overall project and each segment in the corridor.

The evaluation of the project will be based on the segment proposed for Competitive Program funding. Therefore, the project nomination should: clearly identify the benefits



(outputs and outcomes) for the segment proposed for funding; provide a full funding plan of the segment; and demonstrate the segment has independent utility.

## **21. Multimodal Projects and Contracts**

Project nominations may include multiple modes to be delivered in separate contracts (i.e., roadwork, rail work, bike lanes) referred to as project modes. The applicant must clearly identify the scope of work for each project mode.

The benefits (outputs and outcomes) that will be achieved may be described for all project modes combined in the project nomination.

If the scope of a project mode includes multiple contracts to achieve the benefits as proposed (i.e., rail project mode may include tracks, vehicle purchases, station improvements), the project nomination must identify the scope, funding plan and schedule for each contract (each contract must have an electronic Project Programming Request form), including any contracts not requesting Competitive Program funds, but completing the balance of the project scope.

The project nomination should explain the strategy for project delivery. If after program adoption, the project is divided into more than one contract, it should be reported as soon as possible. In this case, a project amendment must be approved by the Commission prior to allocation.

## **22. Allocations**

When an agency is ready to implement a project, the agency will submit an allocation request to Caltrans. After receipt of the request, the typical time required to complete Caltrans review and recommendation and Commission allocation is 60 days.

If the project will be implemented by an agency other than the applicant, the allocation request must be signed by the implementing agency and include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.

### **22.1. Review Process**

1. Caltrans will review the request and provide a recommendation to the Commission for action.
2. The recommendation from Caltrans will include:
  - Determination of project readiness,
  - Availability of appropriated funding,



- Availability of all identified and committed supplementary and matching funds,
  - Consistency with the executed Baseline Agreement, if applicable,
  - Certification from Caltrans verifying that a project's Plans, Specifications, and Estimate are complete, environmental and Right-of-Way clearances are secured, and all necessary permits and agreements (including railroad construction and maintenance) are executed. Caltrans considers these projects Ready to List (RTL).
3. Commission staff may request additional information as part of the Commission's review.

## 22.2. Allocation Requirements

In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for Plans, Specifications, and Estimate (design), Right-of-Way, or Construction prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds for design, Right-of-Way, or Construction of a federally funded project prior to documentation of environmental clearance under the National Environmental Policy Act (NEPA).

- The Commission, as a Responsible Agency, must approve the environmentally cleared project for future funding consideration. The submission forms for this approval are available on the [Commission website](#)<sup>1</sup>.

The Commission will approve an allocation in whole thousands of dollars. If there are insufficient program funds to approve an allocation, the Commission may delay the allocation of funds to a project until the next fiscal year without requiring an extension.

### Construction phase and Construction Support phase allocations:

- A project will only be placed on the Commission's agenda for an allocation of Construction and Construction support funds if the project is ready to advertise.
- When Caltrans is the implementing agency, Construction Support costs must be allocated separately from Construction capital costs.
- The implementing agency must not award the Construction contract for a project until the Commission has approved allocation of the Competitive Program funds for the project.

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<sup>1</sup> <https://catc.ca.gov/programs/environmental>



- The implementing agency should not request an allocation of construction funds unless it is prepared to award contract(s) related to the allocation within six months of allocation approval.
- If an agency has Commission approval to use more than one contract to deliver the programmed project scope, then it must request separate allocations for each contract.
- If the project will be implemented by an agency other than the taxing authority, the allocation request must be signed by the implementing agency and include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant (taxing authority) and implementing agency.

If a project or project phase is ready for implementation earlier than the fiscal year that it is programmed in the Competitive Program, the implementing agency may request an allocation in advance of the programmed year. The Commission may approve an allocation in advance of the programmed year if it finds that the allocation will not delay availability of funding for other projects.

## 23. Timely Use of Funds

The Commission expects certain deadlines to be met as programmed projects are implemented. If the expected deadlines are not met and a time extension is not approved before the expiration of a deadline, the project will be deleted from the Competitive Program.

### 23.1. Deadlines

**Allocation** – Allocation for a programmed project phase must be requested in the fiscal year in which the funds are programmed. Funds programmed to a project expire on June 30 of the fiscal year in which the funds are programmed. The implementing agency must submit an allocation request to Caltrans to be placed on a Commission meeting agenda no later than the June Commission meeting of the fiscal year in which the funds are programmed for its project(s). If programmed funds are not allocated within the fiscal year programmed, or within the time allowed by an approved extension, the project will be deleted from the Competitive Program.

At the time of fund allocation, the implementing agency may request that the Commission extend the deadline for completion of work and the liquidation of funds beyond the normal 36 months allowed for project completion outlined in the Timely Use of Funds policy, if necessary, to accommodate the proposed expenditure plan for the project.

**Contract Award** – Construction phase contracts must be awarded within six months of an approved allocation.





Implementing agencies must not award the contract for a project until the Commission has allocated Competitive Program funds previously programmed to the project.

**Project Completion** - After award of the construction phase contract(s), the implementing agency has up to 36 months to complete (accept) the contract(s). The implementing agency must invoice Caltrans for these costs no later than 180 days after the completion deadline.

## 23.2. Extensions

The Commission will consider extending the deadlines listed above under the following conditions:

- An unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred to justify the extension.
  - Extension requests should describe the specific unforeseen and extraordinary circumstance and identify the delay directly attributable to the circumstance.
- No deadline will be extended more than once.
- Each deadline extension request will be considered separately for each programmed project or project phase.
- The extension will not exceed the period of delay directly attributed to the extraordinary circumstance.
- The extension request cannot exceed the maximum period of delay identified in this section.
- The implementing agency must submit a time extension request to Caltrans at least 60 days prior to the Commission meeting where the extension needs to be approved.
  - An allocation extension request must be approved by the Commission before June 30 of the fiscal year the funds are programmed.
  - All time extension requests must be received by Caltrans in time for an action by the Commission before the dates indicated under the Deadlines subsection.
- Caltrans will review and prepare a written analysis of the proposed extension request and forward the written analysis and recommendation to the Commission for action.



- The Commission will consider a time extension request when Caltrans provides the request and a recommendation on how to proceed.
- If a time extension is not approved prior to the expiration of a deadline, the project will be deleted from the Competitive Program.

**The following types of extensions may be requested in the Competitive Program:**

**Allocation (12 months maximum)** – May be requested if a project phase cannot be allocated before June 30 in the fiscal year it is programmed.

**Contract Award (12 months maximum)** – May be requested if the Construction contract(s) cannot be awarded within six months of the approved allocation of funds.

**Project Completion (20 months maximum)** – May be requested if, after allocation, the implementing agency finds that project completion will not occur within 36 months of the construction contract award.

## **24. Amendments**

Project amendments will be considered for the Competitive Program as follows:

**Scope Changes** – The Commission will not consider changes to the scope of the project unless the change is minor and has no impact to the project benefits or the scope change increases the benefits of the project. The Commission should be notified as soon as a change in project scope has been identified. In the case where scope changes are significant, and the project benefits are less, the Commission will evaluate the proposed changes and make a determination to continue funding the project or deleting the project from the program through a formal amendment.

**Cost Changes** – The Competitive Program will not participate in cost increases to the project. Any cost increases must be funded from other fund sources. If a change in the cost estimate is identified, the Commission should be notified right away in writing, explaining the change and the plan to cover the increase. A revised electronic Project Programming Request form identifying the source of funding must also be included. If the fund source(s) is not identified to cover the cost increase, the project will be deleted from the Competitive Program.

**Schedule Changes** – Schedule changes to a project will not be considered unless a time extension was approved as specified in Section 23. For projects programmed in the last year of the Competitive Program, the implementing agency may request by December 1, 2022, to reprogram the project only once with justification. In addition to the written notification, the request must include: a cover letter from all the partners that nominated the project; a clear and concise explanation for the request; the extraordinary



circumstances that led to the request; consequences if the request is not approved; and an updated electronic Project Programming Request form.

The Commission may approve an amendment request only if an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred to justify the amendment at the time the 2022 Program is adopted.

Amendment requests must be submitted as soon as the implementing agency has identified a need for one and must include documentation that supports the requested change and its impact on the scope, cost, schedule, and benefits (outputs and outcomes).

### **General Instructions for All Amendments:**

- Implementing agencies must notify Caltrans of proposed project amendments.
- Caltrans shall coordinate all amendment requests and utilize the electronic Project Programming Request form to help document the change.
- Amendment requests must be documented in writing and include the following:
  - Detailed explanation of the proposed change.
  - Reason for the proposed change. Provide documentation as applicable.
  - Impacts to the project benefits (outputs and outcomes).
  - Comparison between the proposed benefits (outputs and outcomes) and those submitted in the initial project nomination, noting an increase, decrease, or no change and an explanation of the methodology used to develop the comparison.
  - Revised electronic Project Programming Request form documenting the proposed changes and the amendment request.

Caltrans will review the proposed amendment and present the agency's proposal along with Caltrans' written analysis and recommendation to Commission staff for the Commission's approval.

Commission staff will present recommended changes deemed by staff to be minor changes, such as those with little or no impact to project benefits or which increase the benefits of the project, to the Commission as a part of the project allocation request. Staff will present all other amendment changes to the Commission as project amendments.



## 25. Project Cost Savings

Savings at contract award may be used to expand the scope of the project only if the expanded scope provides additional quantifiable benefits. The expanded scope must be approved by Commission staff before contract award. All other contract award savings will be returned proportionally to the Local Partnership Program and made available for redistribution in subsequent programming cycles.

Savings at project completion must be returned proportionally except when an agency has, after project programming, committed additional funds to the project to fund a cost increase. In such instances, savings at project completion may be returned to other fund types first, until the proportions match those at programming.

Any additional savings must be returned proportionally to the Local Partnership Program, through a Commission action, and will be made available for programming in subsequent programming cycles.

When used in reference to project cost savings the word “proportionally” means that savings will be returned to each funding source based on the percentage contributed from the respective source.

## VII.REPORTING

### 26. Project Reporting

SB 1 places responsibility on the Commission to track the performance of and report to the public how well funding recipients are delivering projects receiving Local Partnership Program funds. The reporting requirements are outlined in the [Commission’s SB1 Accountability and Transparency Guidelines](#)<sup>2</sup>.

### 27. Project Tracking Database

Caltrans is responsible for developing, upgrading, and maintaining an electronic database record of the adopted Competitive Program and Commission actions. The database will include project specific information, including project description, location, cost, scope, schedule, expected benefits, and progress of the project and a map. The project information from the database will be accessible at [www.RebuildingCA.ca.gov](http://www.RebuildingCA.ca.gov)<sup>3</sup>.

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<sup>2</sup> <https://catc.ca.gov/programs/sb1/accountability-and-reform-measures>

<sup>3</sup> <https://www.rebuildingca.ca.gov/>



## 28. Project Auditing

The audit requirements are outlined in the [Commission's SB 1 Accountability and Transparency Guidelines](#)<sup>4</sup>.

## 29. Workforce Development Requirements

Implementing agencies may track and report any information about how they participate in, invest in, or partner with, new or existing State of California approved pre-apprenticeship training programs following the requirements specified in Part VII, Section 24.

## 30. Project Signage

An implementing agency must include construction signage stating that the project was made possible by [SB 1 - The Road Repair and Accountability Act of 2017](#) (or Rebuilding California Funds) and include the Commission's official logo which can be requested from the [Clerk of the Commission](#). The signage should comply with applicable federal and state laws, and Caltrans' manual and guidelines, including but not limited to the provisions of the [California Manual on Uniform Traffic Control Devices](#). Reference Caltrans' [Construction Project Funding Identification Sign](#) webpage for additional details and requirements about project construction signage.

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<sup>4</sup> <https://catc.ca.gov/programs/sb1/accountability-and-reform-measures>



## VIII. APPENDICES

### APPENDIX A - PROJECT NOMINATIONS

#### Project Nomination Deadline

Project nominations and supporting documentation must be submitted to the Commission by November 20, 2024.

#### General Project Nomination Submittal Instructions

- All project nominations must be submitted via email to [LPP@catc.ca.gov](mailto:LPP@catc.ca.gov) at or before 11:59 pm on **November 20, 2024**. If electronic files are too large to send via a single email, please break up the files and send via multiple emails.
- Project nominations will be treated in accordance with California Public Records Act requirements and information, subject to those requirements, may be publicly disclosed.
- Applicants must submit one (1) electronic copy of the project nomination package.
- Project nominations must include a hyperlinked table of contents, listing all sections using the lettering convention outlined below. The table of contents should list and hyperlink all corresponding subsections and appendices separately for clarity, as applicable.
- Each project nomination should be limited to 35 pages, excluding information requested in appendices.

Each project nomination must utilize the letter convention as specified below.

#### A. Cover Letter

The cover letter must include a brief non-technical description of the project scope, cost, schedule, benefits (outputs and outcomes), and requested funding amount. If the project includes multiple project modes, each project mode must be described. Specifically include a “project purpose and need” section to describe how the project meets the primary purpose of the Local Partnership Competitive Program as specified in Part I, Section 1 of the Local Partnership Competitive Program Guidelines. If multiple nominations are submitted, identify each nominated project and its priority.

- If proposing a segment of a corridor, the applicant should discuss the entire corridor and why the project is being segmented. The project must demonstrate



the segment proposed for funding has independent utility and include a narrative of the plan to complete the remaining improvements of the corridor.

- If proposing the last segment of the corridor, the nomination should discuss the benefits that have been achieved through the completion of all other segments and the overall benefits of completing the corridor. The cover letter should address the impacts of not completing the segment(s). The analysis should be coordinated with other jurisdictions if the corridor crosses multiple jurisdictions.

The cover letter must be addressed to the California Transportation Commission’s Executive Director and identify the nominating agency or agencies on a formal letterhead. Nominations from regional agencies must include the signature of the Chief Executive Officer or another authorized officer of the agency. Nominations from Caltrans must include the signature of the Director of Transportation, or a person authorized by the Director to submit the nomination. Jointly nominated projects must have the duly authorized signatures of both agencies.

If a project will be implemented by an agency or multiple agencies other than the nominating agency, the nomination must also include the signature(s) of the Chief Executive Officer or other authorized officer(s) of the implementing agency or agencies, and documentation of the agreement between the project nominator and implementing agency.

## **B. Fact Sheet**

A one or two-page fact sheet describing the project scope, cost, schedule, and benefits (outputs and outcomes), which also includes a brief narrative of how the project would impact greenhouse gas emissions, how the project considers transportation equity, and how the project mitigated or avoided negative community impacts to result in better outcomes. The fact sheet should be written in “plain language” so a non-technical audience can understand it. It also must include a high-quality project picture or rendering of at least 300 Dots Per Inch (DPI), as well as a nominating agency logo. The fact sheet will be posted on the Commission’s website and therefore must meet the latest state and federal web accessibility laws. Information about California website accessibility laws is available on the State’s [website](https://webstandards.ca.gov/accessibility/)<sup>5</sup>.

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<sup>5</sup> <https://webstandards.ca.gov/accessibility/>



### **C. General Information**

Overview: Include a brief, one to three paragraph, non-technical description of the project, total project cost and requested amount. If the project includes multiple project modes, each project mode must be described.

Map: A map (or maps) that clearly show the project location(s). Provide a brief description of the project location(s) including city and county boundaries.

Photos: A high-quality project picture or rendering of at least 300 Dots Per Inch (DPI) as well as a high-quality picture or rendering of the nominating agency's logo. If there are multiple nominating agencies, each agency's logo must be included.

Priority: Project priority (if the applicant (nominating agency) is submitting multiple project nominations).

Scope: A clear, concise (no more than two paragraphs), publicly understandable description of the project scope. Include a list of outputs for the project. Make sure the outputs listed here are consistent with the outputs submitted in the electronic Project Programming Request form.

Independent Utility: Explain (no more than two paragraphs) why the project is being segmented and demonstrate that the segment(s) proposed for funding has independent utility.

Nominating Agency and Implementing Agency Agreement: Where the project is to be implemented by an agency other than the nominator, documentation of the agreement between the project nominator and implementing agency must be submitted with the project nomination.

Reversible Lanes: A confirmation that any capacity-increasing project or a major street or highway lane realignment project was considered for reversible lanes pursuant to Streets and Highways Code Section 100.15.

### **D. Screening Criteria**

Explain (no more than one or two paragraphs) how the project is eligible based on the categories outlined in the guidelines, Section 6.

The electronic Project Programming Request form, (see Appendix B), must list all funding match sources (federal, state, local, and private) and other committed funds.

Include the required documentation for eligibility verification as outlined in Section 5.





A description of any negative impacts to a disadvantaged community and low-income community, in terms of displacement or other negative impacts, and any related mitigations.

## **E. Project Delivery**

Delivery Method: If a delivery method other than design-bid-build is used for the project, identify the delivery method used. If the delivery method is unknown at the time of nomination, it should be reported as soon as it is known. This can be a one sentence statement, but no more than one paragraph.

Contracts: If more than one contract is needed for the Construction phase and separate allocations are needed, explain in this section.

Schedule Risks: In narrative form or table format, list any potential schedule risks and proposed mitigation strategies to keep the project on schedule. Examples of schedule risks include geotechnical analysis needs or concerns, complicated utility relocations, or land acquisition needs.

- If the project requests allocation in the last fiscal year of the program, explain why the project will be ready for allocation on time.

Other Potential Risks: A description of other potential risks considered including, but not limited to, risks associated with deliverability and engineering issues, and funding commitments.

Rail Company Coordination: Include a timeline for any necessary coordination with rail companies such as the Union Pacific Railroad or the Burlington Northern Santa Fe railroad. Below are examples of rail company involvement.

- A construction maintenance agreement.
- Permission from a rail company is required to use, make changes to, acquire, or work on their land.
- A rail company must review and approve the project design.
- Any other kind of significant involvement.
- If the project requires coordination with a rail company, include a timeline with the following information:
  - When the project team will begin and end engagement with the rail company.



- Average review and approval timeframes for the rail company.
- Dates when the project team will secure any necessary approvals.
- Any other major milestones.

California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Status:

Include a one to two paragraph description of where the applicant is at in the process of securing approval for CEQA and if necessary NEPA.

If the CEQA documents are not complete, in a one or two paragraph description, explain how the applicant will ensure the completion of required environmental documentation within six months of program adoption as required in the guidelines (as outlined in Section 10). This should include:

- A one to two paragraph description of the environmental and community impacts as identified in the environmental document and if applicable the proposed mitigations. This can also be presented in a table format.
- A link to the final environmental document(s), or the draft environmental document(s), must be included for all project segments.

**F. Evaluation Criteria**

A quantitative and qualitative analysis of the proposed project compared to the no-build environmental alternative.

Performance Metrics: The required Performance Metrics (see Appendix C) must be submitted as part of the electronic Project Programming Request form.

For evaluation criteria that are also performance metrics, quantitative information must be included on the Performance Metrics form. Qualitative descriptions should be consistent with the information provided in the Performance Metrics form. Instructions for calculating the performance metrics can be found in the Commission's [SB 1 Technical Performance Measurement Methodology Guidebook](#).<sup>6</sup>

Required Criteria: Each criterion identified in Section 14 of the guidelines must be addressed. If a criterion is not addressed, the project may not be funded in the Competitive Program. Include at least one separate paragraph addressing each criterion outlined in Section 14. The required criteria are listed below for reference.

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<sup>6</sup> <https://catc.ca.gov/-/media/catc-media/documents/catc-workshops/2022/sb-1/performance-measurement-guidebook-final-draft.pdf>



- Sound wall only project nominations – Include a noise barrier scope summary report that has been completed within the last 20 years.
- Accessibility – The project nomination should address current accessibility issues and concerns in the project area and how the proposed project will improve accessibility and connectivity for residents and non-residents that travel or need to travel through the project area.

The project nomination should discuss access to multi-modal infrastructure for those with mobility devices, or the lack thereof, such as sidewalks, protected bus or bike lanes, lighting, ease of access to curb ramps, elevators at transit stations, etc. Will the project close an existing gap in transit or active transportation?

How will the project connect to jobs, major destinations, and residential areas, especially for disadvantaged or historically impacted and marginalized communities? If identifiable, include destinations that may be priority destinations for disadvantaged or historically impacted and marginalized communities. Describe how the project increases accessibility to key destinations for disadvantaged or historically impacted and marginalized communities, which could be demonstrated by utilizing mapping tools that overlay the identified accessibility points with population distribution by various demographics.

- Air Quality and Greenhouse Gases – Address how the proposed project will reduce greenhouse gas emissions and criteria pollutants and advance the State’s air quality and climate goals. Identify and discuss other environmental benefits the project will provide.
- Community Engagement – In alignment with the Commission’s Racial Equity Statement, nominations will be evaluated based on their ability to create mobility opportunities for all Californians, especially those from disadvantaged or historically impacted and marginalized communities. Equitable projects will demonstrate meaningful and effective public participation in decision-making processes, particularly by disadvantaged or historically impacted and marginalized communities.

Refer to the *SB 1 Programs Transportation Equity Supplement* included in Appendix D, and use the indicators and examples provided to respond to this criterion.

- *Identification*: Identify the disadvantaged or historically impacted and marginalized communities within the project study area. Provide a demographic profile and metropolitan area map that identify locations of disadvantaged or historically impacted and marginalized communities within the project study area.



- *Engagement*: Explain how communities in the project study area were engaged to identify their needs. If there are disadvantaged or historically impacted and marginalized communities within the project study area, how did the agency directly engage them? How was community feedback incorporated into the project? How did the agency inform the community about whether their feedback was incorporated into the project?
- *Outcomes*: Describe how the project scope was developed with community feedback. Was the alternatives analysis developed to include community feedback? Can the agency demonstrate its partnership and collaboration with the disadvantaged or historically impacted and marginalized communities? Identify any strategies included in the project scope that avoid or minimize impacts on disadvantaged or historically impacted and marginalized communities.
- *Impacts*: How did the agency assess if the project would cause any disparate impacts on the basis of race, color, socioeconomic status, gender, sexuality, disability status, or national origin? If disparate impacts were identified, did the agency consider and incorporate alternate options as applicable?

Pre-existing community engagement plans and activities developed and implemented in the project study area in the recent past (at most five years before program guidelines adoption) may be referenced to respond to this criterion. The nomination must explain how and why the pre-existing community engagement plans and activities are still applicable and why developing new community engagement plans and activities was either not feasible or not necessary. Provide the month and year the existing community engagement plans and activities were finalized and implemented. Include information about any community engagement plans and activities that are under development or planned for the near-term future (within two years) specifically for the nominated project.

- Cost Effectiveness – The project should provide positive benefits in relationship to the project costs. The Commission will consider measurable benefits using the California Life-Cycle Benefit/Cost Analysis or an alternative proposed by the applicant.
- Deliverability – Projects are rated on whether design and right-of-way certification are completed, or when they will be completed unless the project is being delivered using Design-Build or Construction Manager/General Contractor method. If using these methods, the start of construction will be the basis for the evaluation.



- Leveraged Funds - Projects that leverage funds above the required matching funds amount, in the Construction phase. (Refer to Section 8).
- Safety – The project nomination should address safety issues and concerns, including actual reported property, injury, and fatality collisions for the last 5 full years. Demonstrate how the proposed project increases safety for motorized and non-motorized users. Identify and discuss other safety measures the project will address, including health impacts.
- System Preservation – The project nomination should demonstrate how the project will improve the current conditions. Identify and discuss other performance measures that the project will address, such as the Pavement Condition Index or the project’s impact to the overall transit/transportation system.
- Transportation, Land Use, and Housing Goals
  - *Regional* - The project nomination must explain how the project will advance transportation, land use, and housing goals within the region as identified in the region’s Regional Transportation Plan, Sustainable Communities Strategy (where applicable), and Regional Housing Needs Allocation. This may also include demonstrating how the project will support or align with the region’s Regional Early Action Planning (REAP) grant investments or other regional planning or implementation efforts.
  - *Local* - The project nomination must explain how the project will advance local transportation, land use, and housing goals. This may include:
    - Demonstrating, at the time of project nomination, the local jurisdiction has submitted its Housing Element annual progress report to the State of California for the current and prior year; or
    - Demonstrating the local jurisdiction applied to the Department of Housing and Community Development’s Prohousing Designation Program and meets Prohousing criteria that support efficient land use.

The project nomination must include a commitment by the local jurisdiction to continue pursuing full Prohousing Designation after receiving Competitive Program funding. The Prohousing Designation Supplement developed in partnership with the California Department of Housing and Community Development is available in Appendix E.



If housing is not an issue for the local jurisdiction, provide a detailed explanation, including an accounting of the jurisdiction’s assigned local share of the Regional Housing Needs Allocation and the jurisdiction’s progress toward meeting those needs documented in the jurisdiction’s Housing Element annual progress report for the current and prior years.

- Vehicle-Miles Traveled – The project nomination should demonstrate how the project will minimize vehicle miles traveled while maximizing person throughput.

**G. Other Project Information Areas**

Provide information for the following areas:

Climate Change Resilience and Adaptation – Identify and include project features or strategies to mitigate the impacts of climate change.

Protection of Natural and Working Lands, and Enhancement of the Built Environment – Does the project minimize the impact on natural and working lands (e.g., forests, rangelands, farms, urban green spaces, wetlands, and soils) or incorporate natural and green infrastructure?

Public Health – Project reduces exposure to criteria air pollutants and supports active modes of travel such as walking and bicycling.

If an area above is not relevant to a project, write “Not Applicable” in the project nomination.

Refer to Appendix F, *Instructions and References for Project Nomination* which provides detailed information to complete this section, including instructions, tools, and resources.

**H. Funding**

**Funding Table** – Provide the table below for all project phases. This table should be consistent with the electronic Project Programming Request form submitted with the project nomination.

Phase	Fiscal Year of Allocation	Amount	Funding Source	Committed or Uncommitted



**Cost estimates:** A project cost estimate which includes the amount and sources of all funds committed to the project and the basis for concluding that the funding is expected to be available. Costs should be escalated to the year of proposed implementation and be approved by the Chief Executive Officer or other authorized officer of the implementing agency.

**Required Match:** Project funding must include the required funding match (as outlined in Section 8) in the Construction phase.

**Total Project Cost:** Include the total project cost. Include the total costs at the bottom of the table. Make sure it matches the electronic Project Programming Request form.

**Uncommitted Funds:** May only be from those programs identified in Section 16. If uncommitted funding is proposed, the project nomination must address the plan for securing a funding commitment, explain the risk of not securing that commitment, and its plan for securing an alternate source of funding.

**Cost Overruns:** A description that demonstrates the ability to absorb any cost overruns and deliver the proposed project with no additional funding from this program. For Caltrans implemented projects, Caltrans must demonstrate the plan to secure alternate source(s) to fund potential cost overruns.

**Contracts:** If more than one contract is needed for the Construction phase, then each contract requires a separate allocation. Explain the need for more than one contract in this section.

**Federal Discretionary Grant Funds:** Identify any discretionary federal grant funds that have been committed as of the project nomination due date, or those discretionary federal grant funds that have been applied for and not yet committed. Proof of the commitment should be provided in the form of a letter or public announcement issued by the authorizing federal agency.

## I. Other

**Interagency Cooperation** - For projects on the state highway system, evidence must be provided of cooperation between the nominating agency and Caltrans. (See Appendix H)



## APPENDIX B - ELECTRONIC PROJECT PROGRAMMING REQUEST

Each project nomination must include an electronic Project Programming Request (ePPR) form. The electronic Project Programming Request form must list federal, state, local, and private funding categories by project phase and fiscal year. If the proposed project includes multiple project modes to be delivered under separate contracts, each project mode must have its own electronic Project Programming Request form. The scope, benefits, schedule and funding plan of the electronic Project Programming Request form must be consistent with the information in the project nomination. Access to the electronic Project Programming Request form may be found on the [Caltrans website](#).





### APPENDIX C - PERFORMANCE METRICS

Please fill in the table included in this section with the requested information for the proposed project. This information must be consistent with the information in the electronic Project Programming Request form that is submitted with the project nomination under Appendix B.

Commission staff may contact applicants for additional information.

Please refer to the [Senate Bill \(SB\) 1 Technical Performance Measurement Methodology Guidebook](#) which includes additional information and resources for completing the table.

Measure	Metric	Project Type	Build	Future No Build	Change	Increase or Decrease
<b>Congestion Reduction</b>	Change in Daily Vehicle Miles Travelled	Local Road/Hwy Road Transit				
	Person Hours of Travel Time Saved	Local Road/Hwy Road Transit				
<b>Throughput</b>	Bicyclist and Pedestrian Screen Line Counts (Optional)	Active Transportation				
<b>System Reliability</b>	Peak Period Travel Time Reliability Index	Hwy Road				
	Level of Transit Delay	Transit				
<b>Safety</b>	Number of Fatalities	All				
	Number of Serious Injuries	All				
	Rate of Fatalities	All				
	Rate of Serious Injuries	All				
<b>Economic Development</b>	Jobs Created	All				
<b>Air Quality</b>	Particulate Matter (PM 2.5 PM 10)	All				
	Carbon Dioxide (CO <sub>2</sub> )	All				
	Volatile Organic Compounds (VOC)	All				
	Sulphur Oxides (SO <sub>x</sub> )	All				
	Carbon Monoxide (CO)	All				
	Nitrogen Oxides (NO <sub>x</sub> )	All				

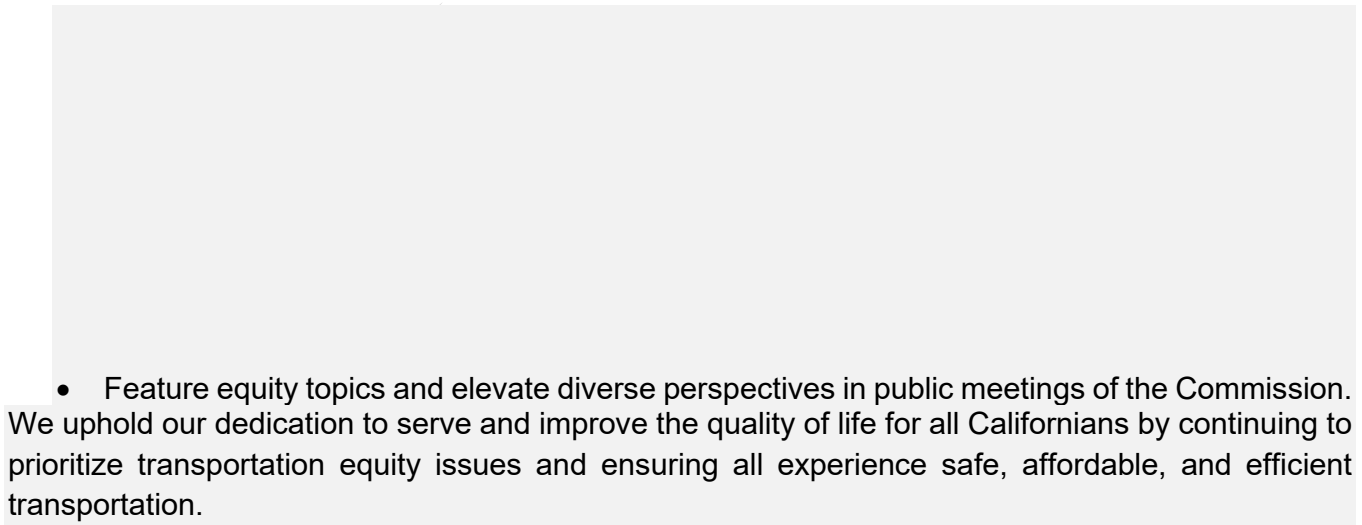
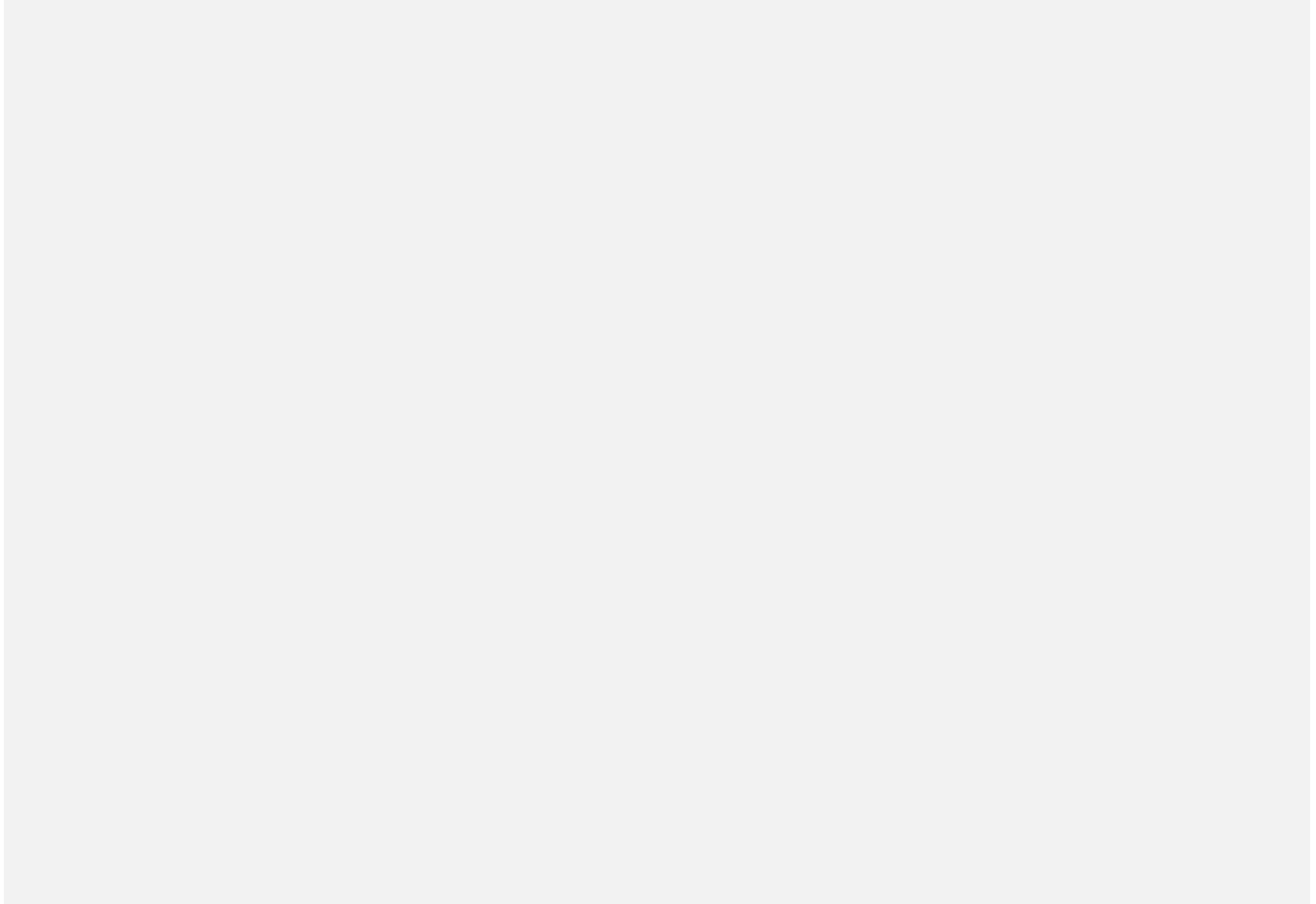


<b>Cost Effectiveness</b>	Benefit Cost Ratio	All				
<b>Accessibility</b>	Number of Jobs Accessible by Mode	All				
	Access to Key Destinations by Mode	All				
	Percent of Population Defined as Low Income or Disadvantaged within ½ mile of rail station, ferry terminal, or high-frequency bus stop	All				
<b>System Preservation</b> <i>(Pavement and Bridge Rehabilitation only)</i>	Pavement Condition Index	Local Road Hwy Road				
	Bridge Condition Rating for Bridge Deck, Superstructure, Substructure	Local Road Hwy Road				
<b>Noise Level</b> <i>Sound walls only</i> (For reporting only)	Number of Receptors	Sound walls				
	Properties Directly Benefited	Sound walls				
	Number of Decibels	Sound walls				



## APPENDIX D - SB 1 PROGRAMS TRANSPORTATION EQUITY SUPPLEMENT

On January 27, 2021, the California Transportation Commission (Commission) adopted its [Racial Equity Statement](#), which states:





The Commission developed this supplement in collaboration with members from the Interagency Equity Advisory Committee and stakeholders as a resource for applicant agencies preparing project nominations for Senate Bill (SB) 1 Programs (Local Partnership Program, Solutions for Congested Corridors Program, and Trade Corridor Enhancement Program). The Commission endeavors to ensure program policies progress by embedding equity considerations in the project development, nomination, and selection process.

This supplement provides information on key statistics, benefits, and communication strategies that may be used during project development to yield more equitable outcomes. An applicant agency may use the information and strategies presented here to explain how a project advances transportation equity from identification and inclusion to impacts and outcomes:

- How did the agency engage communities in the project study area to identify their needs? Did the agency directly engage with disadvantaged or historically impacted and marginalized groups, including Black, Indigenous, and other people of color, displaced or unhoused persons, individuals with disabilities, seniors and elders, and low-income individuals or communities? How was community feedback incorporated into the project? How did the agency inform communities about whether their feedback was incorporated into the project?
- How did the agency develop the project scope? Was the alternatives analysis developed to include community feedback? Can the agency demonstrate its partnership and collaboration with the disadvantaged or historically impacted and marginalized communities in the project study area?
- How did the agency assess if the project would cause any disparate impacts on the basis of race, color, socioeconomic status, gender, sexuality, disability status, or national origin? If disparate impacts were identified, did the agency consider and incorporate alternate options as applicable?

Equitable practices should be considered through a project's lifecycle (planning, development, and delivery). This can include structural and procedural equity strategies like the examples provided in this supplement. Structural strategies reform planning practices to create inclusive, affordable, and resource-efficient transportation infrastructure, whereas procedural strategies provide special benefits to disadvantaged groups to create fairness in process. Mindful and meaningful inclusion and engagement are critical to successfully advance equity in transportation planning as well as project development and delivery.



Agencies may use this supplement to incorporate equitable corridor improvement strategies and advance projects with more equitable outcomes in their comprehensive multimodal corridor plans, if applicable.

Agencies may also consult the [California Strategic Growth Council's Racial Equity Resource Hub](#) to learn more about racial equity best practices (key focus hubs to consider: Creating Your Roadmap, Growing Awareness, Taking Action). The California Strategic Growth Council represents seven state member agencies, including the California State Transportation Agency, and created the Racial Equity Resource Hub to consolidate, streamline, and promote racial equity resources and tools for state agencies' implementation.

## A. EXAMPLE INDICATORS USED TO IDENTIFY DISADVANTAGED OR HISTORICALLY IMPACTED AND MARGINALIZED GROUPS

Pursuant to California Health and Safety Code Section 39711, disadvantaged communities are identified based on geographic, socioeconomic, public health, and environmental hazard criteria. Disadvantaged communities may include either of the following:

- (1) Areas disproportionately affected by environmental pollution and other hazards that can lead to negative public health effects, exposure, or environmental degradation.
- (2) Areas with concentrations of people that are of low income, high unemployment, low levels of homeownership, high rent burden, sensitive populations, or low levels of educational attainment.

Recognizing localized differences helps to identify disadvantaged or historically impacted and marginalized groups. Some example indicators are included for reference below.

- **Median Household Income** – Is less than 80 percent of the statewide median based on the most current Census Tract (ID 140) level data. 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](#).
- **California Communities Environmental Health Screening Tool (CalEnviroScreen)** – A mapping tool developed by the California Office of Environmental Health Hazard Assessment on behalf of the California Environmental Protection Agency that uses environmental, health, and socioeconomic information to produce scores for every census tract in the state which can be accessed on the California Office of



Environmental Health Hazard Assessment's [website](#).

- SB 535 (De León, Chapter 830, Statutes of 2012) established initial requirements for minimum funding levels to “Disadvantaged Communities” for specified programs and required the California Environmental Protection Agency to identify those communities. The [SB 535 Designation of Disadvantaged Communities](#) identifies four types of geographic areas as disadvantaged, including census tracts that receive the highest 25 percent of overall scores in the most recent version of CalEnviroScreen.
- **Healthy Places Index** – Developed by the Public Health Alliance of Southern California, 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. Within the Healthy Places Index, a census tract must be in the 25<sup>th</sup> percentile or less to qualify as a disadvantaged community. The live map and direct data can be accessed on the [California Healthy Places Index website](#).
- **Extreme Heat Edition** – Developed by the Public Health Alliance in partnership with the UCLA Luskin Center for Innovation, the Healthy Places Index Extreme Heat Edition provides datasets on projected heat exposure for California, place-based indicators measuring community conditions and sensitive populations. It also provides a list of resources and funding opportunities that can be used to address extreme heat. More information about the tool and a live map can both be found on the [UCLA Luskin Center for Innovation website](#). This tool complements the [California Heat Assessment Tool](#) funded by the California Natural Resources Agency as part of the state’s Fourth Climate Change Assessment.
- **Native American Tribal Governments** – Projects located within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria) or projects that provide benefits to Native American Tribal Governments and communities.
- **Regional Definition** – Such as “environmental justice communities,” “equity priority communities,” or “communities of concern.” The regional definition must be developed through a robust public outreach process that includes community stakeholders’ input and must be stratified based on severity. A regional definition of disadvantaged communities must be adopted as part of a regular four-year cycle adoption of a Regional Transportation Plan (RTP) or Sustainable Communities Strategy (SCS) by a



metropolitan planning organization or regional transportation planning agency per obligations with Title VI of the Federal Civil Rights Act of 1964. A regional definition of disadvantaged communities must be used for the region's broader planning purposes rather than only to apply for SB 1 Program funding.

- **California Department of Transportation's Transportation Equity Index (EQI)** – A spatial screening tool designed to identify transportation-based priority populations at the census block level. The Transportation Equity Index integrates transportation and socioeconomic indicators into three screens that all reflect low-income status and tribal land status: 1) transportation-based priority populations, 2) traffic exposure, and 3) access to destinations. The live map and detailed use instructions can be accessed on the [California Department of Transportation's website](#).
- **United States Department of Transportation's Equitable Transportation Community (ETC) Explorer** – Developed under the [Justice40 Initiative](#), this interactive web application uses census tracts and data to explore the cumulative impacts of transportation underinvestment in the areas of transportation insecurity, environmental burden, social vulnerability, health vulnerability, and climate and disaster risk burden. Census tracts are considered “disadvantaged” in communities if the final index score is greater than the 65<sup>th</sup> percentile. The map can be accessed on the United States Department of Transportation's [website](#).
- **Other** – If an applicant agency cannot utilize the aforementioned indicators, it may submit other documentation to demonstrate the project benefits a disadvantaged or historically impacted and marginalized community. Suggested alternatives include:
  - Census data that represents an assessment of the project study area. The agency must submit a quantitative assessment (e.g.: a survey) to demonstrate that the population contained within the project study area boundary includes:
    - A median household income that is at or below 80 percent of the state median household income.
    - A significant number of households at risk of displacement due to cost-of-living burden or project siting.
    - A significant number of households receiving food stamps or public assistance.



- A significant population of seniors and elderly residents.
- A significant population of individuals with disabilities or mobility impaired residents.
- A significant population of single-parent households.
- A significant population of immigrant or foreign-born households.
- A significant population of veterans.
- A significant number of car-less households.
- A significant number of public transit users (including mobility impaired users).
- Unemployment measurements.
- Nearby amenities including shopping centers, health centers, schools, social services, and employment sites, or lack thereof.
- Traffic safety indicators including collisions and injuries sustained.
- Community derived safety information and indicators such as high-risk zones for pedestrians and cyclists, illegal dumping hot-spots, or school-safety priority zones
- Areas of Persistent Poverty and Historically Disadvantaged Communities as defined by the United States Department of Transportation and identified using the mapping tools provided [here](#).

## B. EXAMPLE EQUITY BENEFITS

Advancing equity in transportation results in a more diverse, affordable, accessible, and efficient transportation system for everyone. Equitable transportation projects can:

- Increase access to social, educational, and economic opportunities and amenities, including shopping centers, health centers, schools, community organizations, museums, social services, transit centers, and employment sites.
- Reduce travel times and congestion.
- Reduce pollution.





- Improve access to active transportation and provide alternatives to automotive options.
- Improve safety of active transportation and non-motorized modes of travel in the community and the corridor.
- Enhance opportunities to increase physical activity by encouraging use of active transportation.
- Enhance opportunities to encourage use of zero-emission modes of travel.
- Increase access to accessible facilities and infrastructure with first-and-last-mile connectivity to accommodate all types of travelers, especially mobility impaired users.

### C. EXAMPLE INCLUSION AND ENGAGEMENT STRATEGIES

Meaningful inclusion and engagement require sustained interactions and consistent, transparent communications to build trust through every step of the project planning process—from first thought to last action. This is especially important in disadvantaged and historically impacted and marginalized communities.

Community inclusion and engagement may be pursued during each stage in the project development and delivery process. An applicant agency should demonstrate how its inclusion and engagement strategies align with the types of strategies included as examples below, describe how recently that engagement has occurred, and how it is actively implemented.

While there are many types of engagement strategies to utilize, multifaceted approaches may yield optimal benefits for communities and applicant agencies. For example, direct engagement strategies, such as meeting with community leaders to develop relationships, can be combined with indirect strategies, such as surveys and polls to understand community needs, in which case both the communities and the applicant agencies benefit from building trust and gaining new insights through collaboration. Potential strategies include:

- Identify, contact, engage, and include the perspectives of disadvantaged or historically impacted and marginalized groups. Public outreach should include traditional forms of communication, including phone calls, mailers, flyers, and in-person events as disadvantaged and historically impacted and marginalized groups may lack access to computers and the Internet. Provide resources in multiple languages and formats based on community needs (e.g., non-native English speakers, or persons living with visual or auditory impairments, etc.).
- Develop relationships with community-based leaders, groups, or organizations, such as environmental justice groups, religious or spiritual leaders, well-known individual



advocates and community organizers, local pedestrian and bike advocacy groups, public school leadership, local transit riders, long-distance commuters (super commuters), linguistically or physically isolated groups, seniors and elders, and youth individuals and groups. This can also include community members who may face barriers including formerly incarcerated persons; undocumented persons; individuals with disabilities; displaced and unhoused persons; and lesbian, gay, transgender, and queer communities.

- Collaborate with community-based groups and organizations to establish a local or regional project study area organization or committee (e.g., planning, oversight, advisory, steering, etc.) with decision-making authority to empower community leaders and solicit quality community input and feedback through the project planning process.
- Develop a community benefits agreement with a project study area community to strengthen incentives for good-faith community engagement and deliver targeted, meaningful benefits to the community.
- Demonstrate how community-identified and community-driven perspectives were solicited and included or integrated into the project purpose and need or scope.
- Survey and collect information on non-motorized travel demands and the unmet mobility needs of disadvantaged and historically impacted and marginalized groups identified in the project study area. Use this information to develop transportation improvements to address these needs.
- Develop relationships and conduct meaningful engagement with tribal governments and incorporate their feedback into the project planning and delivery process.
- Collaborate, fund, or contract with local organizations to support community engagement efforts in the project planning and delivery process.
- Prioritize community identified high-need areas, such as those identified through robust community engagement.
- Prioritize contracting strategies that benefit disadvantaged or historically impacted and marginalized groups such as the communities identified in this supplement.
- Ensure stability in neighborhoods and communities through the successful implementation of short-term and long-term anti-displacement strategies and policies consistent with federal and state law.



#### D. EXAMPLE ANTI-DISPLACEMENT RESOURCES

- [California Department of Housing and Community Development Final 2020 Analysis of Impediments to Fair Housing Choice](#) – Report detailing impediments to fair housing and recommendations for anti-displacement strategies.
- [Urban Displacement Project](#) – Comprehensive website with reports, data mapping, and resources for California local, regional, and state entities.
- [Framework for Evaluating Anti-Displacement Policies](#) – Criteria that can be utilized to better understand the ways that certain policy tools can be used to address the needs of vulnerable groups impacted by displacement.
- [Greening Without Gentrification](#) – Ongoing study that identifies and classifies parks-related anti-displacement strategies.
- [Transit-Oriented Development Without Displacement: Strategies to Help Pacoima Businesses Thrive](#) – Research study focused on commercial anti-displacement strategies that can support a predominantly immigrant-owned small business community.



## APPENDIX E - PROHOUSING DESIGNATION SUPPLEMENT

This supplement was developed by the California Department of Housing and Community Development (HCD) in partnership with the California Transportation Commission, as a resource for applicants preparing project nominations for the Local Partnership Competitive Program (Competitive Program). This supplement describes types of policies that serve as indicators of supporting efficient local land use patterns.

A project nomination for Competitive Program funding can demonstrate that the project supports efficient land use by substantiating that the project serves a local government jurisdiction that has both:

- A. Applied to HCD for the Prohousing Designation under HCD's [Prohousing Designation Program](#), and
- B. Received written verification by HCD that the local government's application meets at least one of the Prohousing criteria described below. These criteria can include Prohousing Policies or Prohousing Enhancement Factors.

Local government jurisdictions seeking to participate in the Prohousing Designation Program, can reach HCD at [ProhousingPolicies@hcd.ca.gov](mailto:ProhousingPolicies@hcd.ca.gov). Adopting local policies meeting these criteria confer benefits to local communities under the Competitive Program as well as numerous other State funding programs.

### **Prohousing Policies:**

- Density bonus programs which exceed statutory requirements.
- Increasing allowable density in low-density, single-family residential areas beyond the requirements of state Accessory Dwelling Unit law (e.g., permitting more than one Accessory Dwelling Unit (ADU) or Junior Accessory Dwelling Unit (JADU) per single-family lot).
- Reducing or eliminating parking requirements for residential development.
- Zoning to allow for residential or mixed uses in one or more non-residential zones.
- Modification of development standards and other applicable zoning provisions to promote greater development intensity.
- Establishment of geographic areas for promoting workforce housing or sustainability, such as Workforce Housing Opportunity Zones defined in Government Code section 65620 or housing sustainability districts defined in Government Code section 66200.
- Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law (such as Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28).
- Priority permit processing or reduced plan check times for Accessory Dwelling Units, multifamily housing, or homes affordable to lower- or moderate-income households.



- Adoption of policies to reduce barriers for property owners to create Accessory Dwelling Units.
- Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand sidewalks or protect bike and micro-mobility lanes; creation of on-street parking for bikes; transit-related improvements; or establishment of carshare programs.
- Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas.

**Prohousing Enhancement Factors:**

- Policies that represent one element of a unified, multi-faceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, affordable housing, climate change solutions, and hazard mitigation.
- Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1.
- Policies that go beyond state law requirements in reducing displacement of lower income households and conserving existing housing stock that is affordable to lower income households.
- Rezoning and other policies that support high-density development in Location Efficient Communities.
- Other policies that involve meaningful actions towards affirmatively furthering fair housing pursuant to Government Code section 8899.50.



## APPENDIX F - INSTRUCTIONS AND REFERENCES FOR PROJECT NOMINATION SECTION G - PROJECT INFORMATION AREAS

### A. Climate Change Resilience and Adaptation

Climate change resilience refers to the capacity of any entity, such as a transportation agency, to prepare for weather-related disruptions, to recover from shocks and stressors, and to adapt and grow from a disruptive experience. Climate change impacts – including increased wildfires, droughts, landslides, rising sea levels, floods, severe storms, heat waves, and impacts to wildlife – are occurring and will only become more frequent and severe. Climate change poses many threats to our communities’ health, well-being, environment, and property, and to the resilience of the State’s transportation system upon which we all rely.

Climate resilience and adaptation are often discussed together; however, adaptation is typically an action or set of actions, while resilience describes the desired outcome. Resilience is achieved through a series of adaptation steps that aim to make adjustments in natural or human systems in response to actual or expected impacts from climate change and extreme weather events.

Incorporating adaptation elements into transportation projects will enhance the resiliency of California’s transportation system to protect the infrastructure itself as well as Californians from climate impacts. Preparing for the impacts of climate-related disasters will also support preparedness for other potential disasters, such as earthquakes. These measures are critical to ensure the safety of Californians, the health of the State’s economy, and they will extend the lifespan of our infrastructure.

#### Project Benefits: Climate Resilience and Adaptation

To communicate a project’s benefits related to advancing climate change resilience, an applicant should identify both the climate change impact(s) that are occurring or anticipated, and the adaptive strategies. Identifying which climate change impacts will be felt, as well as the level of risk they pose, to a transportation asset is a key step in identifying the appropriate adaptation strategies.

Climate change impacts include:

- Changes in temperature, including more frequent and severe extreme heat events
- Changes in precipitation, including extreme rainfall and drought
- Wildfire
- Sea level rise and storm surge

Secondary climate change impacts include, but are not limited to the following:

- Flooding
- Severe Storms
- Landslides



- Cliff retreat

It is recommended that the applicant evaluate multiple adaptation strategies during the development of the project and provide sufficient evidence for choosing certain strategies over others.

Examples of climate change adaptation strategies:

- Including roadway warning systems for extreme weather events.
- Realigning or relocating transportation infrastructure that is impacted by sea level rise.
- Incorporating nature-based solutions, such as wetlands restoration, along transportation corridors to protect infrastructure from flooding and storm impacts.
- Including transit shelters with shade, water, or other means of cooling in locations expected to see temperature increases.
- Replacing wooden infrastructure with fire-resistant infrastructure in areas vulnerable to wildfire.
- Including energy storage solutions to both safeguard against loss of power and to support electric vehicles in case of climate-related grid disruptions (which can include public power safety shut-offs (PSPS)).
- Including a wildlife crossing element for species that are intended to shift migratory patterns due to climate change.
- Incorporating 'Complete Street' elements, such as street trees, to provide cooling and shade for pedestrians and bicyclists in locations expected to see temperature increases.
- Providing evacuation planning and infrastructure to deploy expanded throughput or transportation options and temporary increases in person throughput (such as through reversible lanes) in corridors that have been identified to support emergency evacuation.

### Resources

The resources below are included to assist applicants with measuring and communicating the potential climate change impacts to projects and adaptive strategies that can be pursued. These resources are not intended to be an exhaustive list, and applicants are encouraged to also refer to local resources (climate action plans or climate adaptation plans for instance) and expert testimony.

### State Resources to Identify Climate Change Impacts:

These resources were created by the State to both identify climate impacts in California as well as provide guidance on adaptation and resilience planning.

- *Cal-Adapt*: Cal-Adapt provides State-endorsed climate change projections for the primary climate impacts listed above through various tools and datasets, providing climate information specific to California. <http://cal-adapt.org/>





- **California Heat Assessment Tool:** This tool allows applicants to understand and identify how extreme heat from climate change will impact specific communities across the state. It is available here: <https://www.cal-heat.org/explore>.
- **California Ocean Protection Council's Sea Level Rise Policy Guidance:** For sea level rise specifically, applicants should consult the OPC's sea level rise guidance for additional information on evaluating and planning for sea level rise risk that is not captured on Cal-Adapt. [https://opc.ca.gov/webmaster/ftp/pdf/agenda\\_items/20180314/Item3\\_Exhibit-A\\_OPC\\_SLR\\_Guidance-rd3.pdf](https://opc.ca.gov/webmaster/ftp/pdf/agenda_items/20180314/Item3_Exhibit-A_OPC_SLR_Guidance-rd3.pdf)
- **Caltrans Vulnerability Assessments:** To ensure the resiliency of the State Highway System, Caltrans conducted vulnerability assessments statewide to identify vulnerable segments to climate change and extreme weather events. These reports can be used to see vulnerability of the State Highway System to various climate impacts in Caltrans Districts. <https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/office-of-smart-mobility-and-climate-change/caltrans-climate-change-vulnerability-assessment-statewide-summary-feb2021-a11y.pdf>
- **Fire Hazard Severity Zones Map:** While most of California is subject to some degree of fire hazard, there are specific features that make some areas more hazardous. This mapping utility may help applicants identify areas based on the severity of fire hazard that is expected to prevail there, considering factors such as fuel, slope, and fire weather. The map is intended to be used for implementing wildland-urban interface building standards for new construction and property development standards such as road widths. This resource is available here: <https://osfm.fire.ca.gov/divisions/wildfire-planning-engineering/wildland-hazards-building-codes/fire-hazard-severity-zones-maps/>
- **State Guidance on Resilience Planning:** The Adaptation Planning Guide: This resource, which is accessible in an interactive format as well as for download on the State's Adaptation Clearinghouse, was created by the State in 2020 to provide guidance to local governments on local adaptation and resilience planning. It contains a step-by-step process that communities can use to plan for climate change (including identifying climate impacts), and it was designed to be flexible and responsive to community needs. It also contains a summary of statewide guidance, resources, and tools, as well as best practices, best available science, and the latest updates to state plans, policies, programs and regulations. Importantly, equity and community engagement considerations are integrated throughout all planning phases. <https://resilientca.org/apg/>
- **Strategic Fire Plan for California:** CalFire's Plan provides objectives to achieve a vision for infrastructure that are more fire resistant and a natural environment that is more fire resilient. Applicants may review Unit Strategic Fire Plans to explore county-specific fire management strategies and tactics that should be considered when designing projects. This resource can be found here: <https://www.fire.ca.gov/about/cal-fire-strategic-plan-2024>
- **Defining Vulnerable Communities in the Context of Climate Adaptation:** This resource guide includes information on publicly available tools and resources that may be used to define vulnerable communities in an adaptation context. While definition of "vulnerable





communities” provides clarity on the underlying factors of community vulnerability, and how these are exacerbated by climate impacts, a definition alone may not provide the level of detail needed to take actionable steps within the context of climate adaptation plans and implementation actions. The California Governor’s Office of Planning and Research, with input from the Integrated Climate Adaptation and Resiliency Program (ICARP) Technical Advisory Council, developed this resource guide as a starting point for practitioners to use when first considering how to define vulnerable communities in an adaptation context. [https://opr.ca.gov/docs/20200720-Vulnerable\\_Communities.pdf](https://opr.ca.gov/docs/20200720-Vulnerable_Communities.pdf)

- *California’s Fourth Climate Assessment*: California’s Climate Change Assessments contribute to the scientific foundation for understanding climate-related vulnerability and informing resilience actions. There were some studies performed on transportation in the Fourth Climate Change Assessment, which can be found under “Technical Reports”. The Statewide Summary Report also offers a statewide view of climate impacts to various sectors. <http://www.climateassessment.ca.gov/>

### Identifying Adaptation Strategies

- *Caltrans Adaptation Strategy Report*: This report was released in 2020 to provide information and recommendations to Caltrans on integrating adaptation into project planning and implementation. Appendix A, which starts on page 100, provides detailed information on the representative types of projects that Caltrans will likely be implementing more regularly in the future due to climate change and associated changing weather patterns. This information may also be useful for applicants in considering various adaptation strategies to climate impacts.
- *California Adaptation Clearinghouse*: The Adaptation Clearinghouse is the State of California’s consolidated searchable database of resources for local, regional, and statewide climate adaptation planning and decision-making. These resources include examples of adaptation strategies for transportation projects. Also as mentioned above, the Adaptation Planning Guide, housed on the site, can offer guidance on adaptation strategies as well. <https://resilientca.org/>
- *Sacramento Area Council of Governments (SACOG) Project-Level Adaptation Strategies Guidance Document*: This report provides guidance for transportation practitioners for addressing climate change risk at the project-level in the Sacramento Region, but practitioners working in other regions may also find it useful. <https://www.sacog.org/planning/major-initiatives/climate-adaptation-planning>
- *California Coastal Commission Sea Level Rise Policy Guidance*: This guide provides an overview of the science on sea level rise for California as well as adaptation strategies. <https://www.coastal.ca.gov/climate/slrguidance.html>

## **B. Protection of Natural and Working Lands and Enhancement of the Built Environment**

Natural and working lands have the potential to sequester carbon, reduce greenhouse gas emissions, and increase the capacity for California to withstand climate impacts.<sup>7</sup> In addition,

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<sup>7</sup> CalEPA, et. al., January 2019 Draft California 2030 Natural and Working Lands Climate Change Implementation Plan, April 2019, available at: <https://ww2.arb.ca.gov/resources/documents/nwl-implementation-draft>.



projects can increase carbon sequestration in the natural and built environments through natural and green infrastructure. Executive Order B-30-15 directs state entities to give priority to natural and green infrastructure in its plans and investments.

This project information area looks at whether the project employs land conservation measures and integrates natural or green infrastructure.

### Employ Land Conservation Measures

Projects should aim 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 and aligns with conservation priorities to reduce transportation's impact on the natural environment. Examples of land conservation measures include:

- Prioritizing large habitat preservation, particularly in any environmentally sensitive areas, and locating construction along existing transportation corridors.
- Avoiding habitat and population fragmentation and invasive species expansion.
- Design and incorporate wildlife crossing or passage structures to allow movement of plants and animals between different habitats.
- Design structures that reduce stressors (e.g., erosion and sedimentation) impacting water bodies.
- Implement species and habitat mitigation measures, such as restoration activities or establishing permanent conservation easements.

### Natural or Green Infrastructure Solutions

Projects should evaluate whether natural or green infrastructure solutions are available to integrate into design. These are natural and ecological processes and features that are engineered to supplement traditional built infrastructure, which can provide benefits such as water catchment, infiltration, and surface cooling. Examples of this hybrid use of natural infrastructure include:

- Planting trees along streets and walkways, and
- Creating urban greenspaces, such as public parks or gardens.

### Resources

The resources below are included to assist applicants with considering strategies that can be pursued to protect natural and working lands. These resources were created to both identify impacts on natural and working lands in California as well as provide guidance on conservation, restoration, and management activities. These resources are not intended to be an exhaustive list, and applicants are encouraged to also refer to local resources.

- Areas of Conservation Emphasis: The Areas of Conservation Emphasis is an effort from the California Department of Fish and Wildlife to gather spatial data on wildlife,



vegetation, and habitats from across the state, and then synthesize this information into thematic maps to determine locations to prioritize biodiversity conservation, habitat connectivity, and climate change resiliency. The maps may help applicants to obtain a coarse level view of information for conservation planning purposes. Resource available here: <https://wildlife.ca.gov/Data/Analysis/Ace>

- *California 2030 Natural and Working Lands Climate Change Implementation Plan*: The natural and working lands implementation plan aims to coordinate all natural and working lands programs under a united approach that will move the State towards the combined goal of maintaining a resilient carbon sink and improved air and water quality, water quantity, wildlife habitat, recreation, and other benefits. Applicants may use this resource to explore mitigation strategies when siting projects in or near existing natural and working lands. Resource available here: <https://ww2.arb.ca.gov/our-work/programs/natural-and-working-lands>
- *California Biodiversity Collaborative*: Established by Executive Order N-82-20, the collaborative brings together state agencies, other governmental partners, California Native American tribes, experts, business and community leaders and other stakeholders from across California to protect and restore the State's biodiversity. Applicants may engage with the collaborative during the planning process to help advise on potential project impacts and mitigation strategies. Resource available here: <https://www.gov.ca.gov/wp-content/uploads/2020/10/10.07.2020-EO-N-82-20-.pdf>
- *Natural Community Conservation Plans*: Working with landowners, environmental organizations, and other interested parties, a local agency oversees the numerous activities that compose the development of a Natural Community Conservation Plan. The plans help applicants identify strategies that support the regional protection of plants, animals, and their habitats, while allowing compatible and appropriate economic activity. Resource available here: <https://wildlife.ca.gov/Conservation/Planning/NCCP/Plans>
- *State Wildlife Action Plan 2015 Transportation Companion Plan*: The California State Wildlife Action Plan 2015 Update provides a vision and a framework to sustainably manage ecosystems across the state in balance with human uses of natural resources. The transportation companion plan provides guidance on methods to incorporate natural and wildlife resource conservation in transportation project planning and can help applicants identify adaptation strategies. Resource available here: <https://wildlife.ca.gov/SWAP>
- *TerraCount*: This tool models the greenhouse gas and natural resource implications of different development patterns and management activities. TerraCount can allow applicants to evaluate the application of management activities including restoration activities, such as riparian restoration, and avoided conversion, such as avoided conversion of agricultural land to development. Resource available here: <https://maps.conservation.ca.gov/terraaccount/>



## **C. Public Health**

Public health has many aspects and can be described in both quantitative and qualitative terms. The facets most easily connected to transportation planning include the categories of physical activity and mental health; traffic safety; environmental quality and pollution exposure; and accessibility to health-promoting goods and services.

These guidelines collect information about public health in the following performance metrics, which are also part of the evaluation criteria: safety, air quality, and accessibility. In addition, the community engagement evaluation criterion requires applicants to consider health impacts to communities disproportionately burdened by air pollution.

In addition to these measures, project designs that remove or alleviate conflicts between vehicles and other travel modes are encouraged. The inclusion, for example, of protected intersection designs or signal phasing in locations with existing vehicle and active transportation conflicts would improve safety and support physical activity.

Project evaluators will take into consideration the need to reduce toxic air pollutants in the most polluted and vulnerable communities. This will be reflected in the evaluation of the air quality evaluation criterion and the community engagement evaluation criterion.



**APPENDIX G - ELIGIBLE TAXING AUTHORITIES RECEIVING FORMULAIC FUNDING**

(Updated June 12, 2024)

<b>Administering Agency</b>	<b>Ballot Designation</b>	<b>Expiration Date</b>
Alameda County Transportation Commission	Measure BB Measure F	March 31, 2045 None
Alameda-Contra Costa Transit District	Measure C1/VV	June 30, 2039
Amador	Measure K	June 30, 2034
Bay Area Rapid Transit District (BART)	Measure RR	None
Bay Area Toll Authority	Regional Measure 1 Regional Measure 2 Regional Measure 3	None None None
Caltrain	Measure RR	June 30, 2051
City/County Association of Governments of San Mateo County	Measure M	May 1, 2036
City and County of San Francisco	Proposition D	November 5, 2045
Clearlake	Measure V	March 31, 2037
Contra Costa Transportation Authority	Measure J	March 31, 2034
Council of San Benito County Governments	Measure G	March 31, 2049
El Cerrito	Measure A	None
El Paso de Robles	Measure E-12 Measure F-12	March 30, 2025 March 30, 2025
Fort Bragg	Measure J	None
Fresno County Transportation Authority	Measure C	June 30, 2027
Imperial County Local Transportation Authority	Measure D	March 31, 2050
Los Angeles County Metropolitan Transportation Authority	Proposition A Proposition C Measure R Measure M	None None June 30, 2039 None
Madera County Transportation Authority	Measure T	March 31, 2027
Martinez	Measure D	March 31, 2032
Merced County Transportation Authority	Measure V	March 31, 2047
Monterey-Salinas Transit District	Measure Q	March 31, 2030
Napa Valley Transportation Authority	Measure T	June 30, 2043
Orange County Transportation Authority	Measure M	March 31, 2041



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Administering Agency	Ballot Designation	Expiration Date
Orinda	Measure L	September 15, 2038
Point Arena	Measure C	None
Riverside County Transportation Commission	Measure A	June 30, 2039
Sacramento Transportation Authority	Measure A	March 31, 2039
San Bernardino County Transportation Authority	Measure I	March 31, 2040
San Diego Regional Transportation Commission	Proposition A	March 31, 2048
San Francisco County Transportation Authority	Proposition L Proposition AA	March 31, 2053 None
San Joaquin County Transportation Authority	Measure K	March 31, 2041
San Mateo County Transit District	Measure W Proposition A	June 30, 2049 None
San Mateo County Transportation Authority	Measure A	December 31, 2034
Santa Barbara County Local Transportation Authority	Measure A	March 31, 2040
Santa Clara Valley Transportation Authority	Measure A (1976) Measure A (2000) Measure B (2008) Measure B (2010) Measure B (2016)	None March 31, 2036 June 30, 2042 None March 31, 2047
Santa Cruz County Regional Transportation Commission	Measure D	March 31, 2047
Santa Cruz Metropolitan Transit District	Measure G	None
Sonoma County Transportation Authority	Measure M <i>Measure DD -renewal (operative April 1, 2025)</i>	March 31, 2025 March 31, 2045
Sonoma Marin Area Rail Transit District	Measure Q	March 31, 2029
Stanislaus County Transportation Authority	Measure L	March 31, 2042
Transportation Agency for Monterey County	Measure X	March 31, 2047
Transportation Authority of Marin County	Measure AA Measure B	March 31, 2049 None
Truckee	Measure R Measure V <i>Measure U -renewal (operative October 1, 2024)</i>	September 30, 2024 December 31, 2028 None



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<b>Administering Agency</b>	<b>Ballot Designation</b>	<b>Expiration Date</b>
Tulare County Transportation Authority	Measure R	March 31, 2037
Ukiah	Measure Y Measure Z	None
Willits	Measure A	None
Yuba County	Measure D	None



## APPENDIX H - STATE HIGHWAY SYSTEM PROJECT IMPACT ASSESSMENT

(Form CTC-0002)

<https://dot.ca.gov/programs/sb1>

**This form is only required for local projects that are not Caltrans nominated.**

- Applicant must complete ALL fields in Sections I and II. Write N/A if not applicable. Applicant must also provide the Attachments requested in Section IV.
- Assessment Form and all attachments must be submitted to Caltrans District Contacts (contact link in Section III) no later than four (4) weeks prior to Application Due Date. Late or incomplete submissions of this form and attachments may delay applications.

1. Applying Agency
2. Name of Person submitting the application
3. Title
4. Phone
5. Email
6. Project Title - The title must be consistent with the application and all project documentation
7. Indicate the State Funding Program(s) associated with the project. Check all that apply.
8. Percentage of project area within State Right of Way:  
(Area within State Right of Way ÷ Total project area) x 100  
  
And  
  
Estimated dollar (\$) value of project area within State Right of Way
9. Total construction cost of physical project elements within State Right of Way: Provide a separate estimate for the total construction cost (capital and support costs) of the project for only those physical elements and/or portions of elements that are on or within State Right of Way. This includes project elements within State airspace. Please refer to the completed estimates form or figures included in the project application.
10. Indicate the anticipated environmental documentation that will be required for California Environmental Quality Act and National Environmental Policy Act (ex. Negative Declaration, Environmental Impact Report/ Environmental Impact Statement, etc.) Indicate N/A if a National Environmental Policy Act document is not required.
11. Fully describe the scope of work to be performed within State Highway Right of Way. This includes all new or modifications to any physical assets within State Right of Way.
12. Follow the steps and linked resources to determine induced Vehicle Miles Traveled (VMT) on the State Highway System (SHS) and applicable calculations. Enter text inputs on 4, 5, or 6 as applicable. Note: Active Transportation Program (ATP) projects





may not induce VMT per the ATP Guidelines. ATP applicants check number 1 and proceed to Section 13.

13. Review the linked flowchart and resources for appropriate level of involvement. Check the applicable items in the checklist to determine appropriate process. Check the processes that apply.  
Caltrans will review and retains the right to make a final determination.
-



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**STATE HIGHWAY SYSTEM PROJECT IMPACT ASSESSMENT**

CTC-0002 (06/2024)

**I. APPLICANT INFORMATION**

1. APPLICANT

2. APPLICANT CONTACT

3. CONTACT TITLE

4. CONTACT PHONE

5. CONTACT EMAIL

**II. PROJECT INFORMATION**

6. PROJECT TITLE

7. PROJECT PROGRAM  ATP  LPP-C  LPP-F  LSRP  SCCP  SGR  TCEP  SHOPP  STIP  TIRCP  LTCAP

8. PERCENT OF PROJECT AREA WITHIN STATE HIGHWAY RIGHT OF WAY

9. TOTAL CONSTRUCTION COST WITHIN STATE HIGHWAY RIGHT OF WAY

10. ANTICIPATED ENVIRONMENTAL DOCUMENTATION FOR:

CEQA:

NEPA:

11. DESCRIBE THE SCOPE OF WORK TO BE DONE WITHIN STATE HIGHWAY RIGHT OF WAY

**12. SB743 VEHICLE MILES OF TRAVEL (VMT) IMPACT ASSESSMENT**

- 1. Project is screened as unlikely to induce traffic under Section 5.1.1 in [Transportation Analysis under CEQA](#). If checked, stop. Proceed to Section 13.
- 2. Project is in a [Metropolitan Statistical Area](#). If checked, proceed to step 3. If not, proceed to step 8.
- 3. Project adds lane-miles to the SHS. If yes, proceed to step 4. If the project adds other types of traffic-inducing capacity, e.g. an interchange, proceed to step 8.
- 4. Enter the project lane-miles in the [NCS&T Induced Travel Calculator](#) and report the result here.
- 5. If the project team believes induced VMT will be different than what is shown in step 4, provide a best estimate based on guidance in the [Transportation Analysis Framework](#) and [Transportation Analysis Under CEQA](#), and a brief justification here. Stop. Proceed to Section 13.
- 6. Provide an estimate of the project's induced VMT based on guidance in the [Transportation Analysis Framework](#) and [Transportation Analysis Under CEQA](#), and a brief justification here. Stop. Proceed to Section 13.

**13. EXPECTED LEVEL OF CALTRANS INVOLVEMENT (Note: Final determination will be at the discretion of Caltrans)**

Follow the [Flowchart to Determine the GMAP \(ca.gov\)](#) and [Applicant's checklist to determine the appropriate Caltrans review process \(TR-0418\)](#) to identify the applicable Caltrans review process that best fits the project parameters. Enroachment requests with completed permit application, checklists and supporting project documents must be submitted to District enroachment permit offices for further processing.

For determination of the processes required, check the following if the project:

- a.) Will impact an Environmentally Sensitive Area, or requires an Environmental Impact Report (EIR) or Environmental Impact Statement (EIS).
- b.) Requires Federal Highway Administration (FHWA) approval.
- c.) Requires Right-of-Way dedication from Caltrans.
- d.) Requires modification to a Caltrans Bridge or Structure.
- e.) Requires Design Standard Decision Document (Reference: Highway Design Manual, Design Information Bulletin 78).
- f.) Requires Enroachment Exception Approval (Reference: Enroachment Permit Manual, Chapter 300).
- g.) None of the Above.

If any items "a" through "f" are checked a Standard Project Delivery Process is required, see #2 below. If item "g" is selected a Short Form is permitted, see #3 below.

- 1. Enroachment Permit Oversight Process - [Standard Enroachment Permit Application \(TR-0100\), Instructions and related forms](#)
- 2. Standard Project Delivery Quality Assessment Process
- 3. Project Delivery Short Form Quality Assessment Process (using a DEER) - [Design Engineering Evaluation Report Guidelines](#)

**III. CALTRANS PROJECT**

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

District Director, District \_\_\_\_

The above signature indicates, based on available information:  
Caltrans acknowledges the Project

\*\*\*APPLICANTS SUBMIT TO  
DISTRICT CONTACT LIST FOUND HERE\*\*\*  
<https://dot.ca.gov/contact-us>  
Form submissions with attachments are due  
Four Weeks PRIOR to Application Deadline.

**IV. ATTACHMENTS**

The Project Programming Request (PPR) must be provided to Caltrans with this form. Additional information may be required by Caltrans, including, but, not limited to: (1) project level documents and (2) draft funding application(s).