Memorandum

To: CHAIR AND COMMISSIONERS **CTC Meeting**: August 20-21, 2026

From: TANISHA TAYLOR, Executive Director

Reference Number: 4.11, Action

Prepared By: Kayla Giese
Assistant Deputy Director

Published Date: August 7, 2026

Subject: 2026 Local Partnership Formulaic Program Guidelines Adoption, Resolution G-26-65

Recommendation:

Staff recommends the California Transportation Commission (Commission) adopt the proposed 2026 Local Partnership Formulaic Program Guidelines, included as Attachment B. The adoption of the 2026 Local Partnership Formulaic Program Guidelines will initiate the call for projects for the upcoming program cycle, with initial Project Nominations due November 13, 2026.

Issue:

The 2026 Local Partnership Formulaic Program will provide two years of funding in Fiscal Years 2027-2028 and 2028-29, for a total of $216,000,000. The 2026 Local Partnership Formulaic Program represents the sixth cycle of the program.

Commission staff prepared the proposed 2026 Local Partnership Formulaic Program Guidelines (Attachment B) in consultation with the Interagency Equity Advisory Committee, California Department of Transportation (Caltrans), regional transportation planning agencies, local agencies, advocates, and other public stakeholders.

Following the initial Senate Bill 1 Programs kick-off workshop on November 20, 2025, the Commission hosted four additional public workshops through May 2026 to solicit stakeholder feedback to inform the draft guidelines. This included two program-specific workshops and two standalone workshops focused on workforce development considerations and advancing equity and community engagement across the Senate Bill 1 Programs. Workshop materials and recordings are posted on the Commission's website. In addition, the Commission hosted 24 virtual office hour sessions from March 2026 to June 2026, where Commission staff provided technical assistance to applicants wanting to discuss their project nominations or funding eligibility for the 2026 Local Partnership Program.

The initial draft 2026 Local Partnership Formulaic Program Guidelines were presented at the June 25-26, 2026, Commission meeting. Since then, Commission staff hosted two additional standalone workshops on July 15 which were focused on alternative delivery methods guidance included in all Senate Bill 1 Programs, and efficient land use and housing guidance included in the Local Partnership Competitive Program and the Solutions for Congested Corridors Program. The following updates were informed by public comment received at the July 2026 workshop and feedback from implementing agencies, and are each reflected as **bolded**, **red** font in Attachment B:

Delivery Methods
Part V, Sections 22

The Delivery Methods section was updated to clarify how the Commission programs and allocates funds for projects using alternative delivery methods including design-build, progressive design-build, and Construction Manager/General Contractor across SB 1 Programs. The updates confirm that projects using alternative delivery methods follow the existing programming and allocation process. These changes support timely and flexible project delivery while ensuring responsible expenditure of program funds committed by the Commission.

Background:

Senate Bill 1 (Chapter 5, Beall, Statutes of 2017) created the Local Partnership Program and authorized $200 million annually to fund the Program. This legislation requires the Commission, in consultation with Caltrans, regional transportation planning agencies, local agencies and other transportation stakeholders, to develop guidelines. Assembly Bill 115 (Chapter 20, Committee on Budget, Statutes of 2017) clarified Senate Bill 1 language regarding local and regional transportation agency eligibility and expanded the types of projects eligible for the program.

The Local Partnership Program provides 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. Funding for the Local Partnership Program is divided into two programs: the Formulaic Program and the Competitive Program.

The 2026 Local Partnership Formulaic Program Guidelines describe the policy, standards, criteria, and procedures for the development, adoption, and management of the Local Partnership Formulaic Program. The guidelines address statutory requirements, incorporate partner feedback, and include Commission procedures for programming and project delivery.

Attachments:

- Attachment A: Resolution G-26-65
- Attachment B: 2026 Local Partnership Formulaic Program Guidelines

Reference No.: 4.11
August 20-21, 2026
Attachment A

CALIFORNIA TRANSPORTATION COMMISSION
2026 LOCAL PARTNERSHIP FORMULAIC PROGRAM
GUIDELINES ADOPTION

RESOLUTION G-26-65

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 Formulaic Program objective 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; and

1.3 **WHEREAS,** the Commission hosted seven virtual public workshops and 24 virtual office hour sessions and worked collaboratively with the Interagency Equity Advisory Committee, California Department of Transportation, regional transportation agencies, local agencies, advocates, and other stakeholders to develop the 2026 Local Partnership Formulaic Program guidelines, and

1.4 **WHEREAS,** Commission staff presented an initial draft of the 2026 Local Partnership Formulaic Program Guidelines to the Commission at its June 25-26, 2026, meeting, and

1.5 **WHEREAS,** the Commission held one public hearing on August 20, 2026.

2.1 **NOW, THEREFORE BE IT RESOLVED,** that the Commission adopts the 2026 Local Partnership Formulaic Program Guidelines, and

2.2 **BE IT FURTHER RESOLVED,** that the purpose of these guidelines is to identify the Commission's policy, standards, criteria and procedures for the development, adoption, and management of the 2026 Local Partnership Formulaic Program, as well as provide guidance to applicants, implementing agencies, and the California Department of Transportation, and

2.3 **BE IT FURTHER RESOLVED,** that Commission staff is authorized to make minor technical changes to the guidelines, as needed, 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 Commission staff to post the 2026 Local Partnership Formulaic Program guidelines to the Commission's website.

CALIFORNIA
TRANSPORTATION
COMMISSION

2026 LOCAL PARTNERSHIP FORMULAIC PROGRAM GUIDELINES

ANTICIPATED ADOPTION
August 20, 2026

RESOLUTION
G 26 65

TABLE OF CONTENTS

I. INTRODUCTION

1. Purpose

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[l]).

2. Authority

The Road Repair and Accountability Act of 2017, or SB 1 (Beall, Chapter 5, Statutes of 2017) established 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).

The Local Partnership Program consists of a Formulaic Program and Competitive Program. These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Formulaic 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 Formulaic Program (Formulaic Program) guidelines were developed in consultation with the Interagency Equity Advisory Committee, California Department of Transportation (Caltrans), regional transportation planning agencies, county transportation commissions, local agencies, advocacy groups, and other stakeholders, pursuant to Streets and Highways Code Section 2033.

3. Schedule

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

MILESTONE	DATE
Publish proposed Formulaic Funding Distribution	June 25, 2026
Draft Guidelines Presented to the Commission	June 25, 2026
Guidelines Hearing	August 20-21, 2026
Guidelines Adoption and Fund Distribution Adoption *(Call for Projects)*	August 20-21, 2026
Project Nominations Due *(Initial Programming)*	November 13, 2026
Staff Recommendations Released	January 15, 2027
Initial Program Adoption	January 28-29, 2027
Project Nominations Due *(Final Deadline)*	April 30, 2030

II. ELIGIBILITY

4. Eligible Applicants

An eligible applicant under the Formulaic 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. To be eligible that agency must also administer those taxes, tolls, or fees.

5. Eligibility Verification

Taxing authorities that have established eligibility prior to the adoption of these guidelines are listed in Appendix C.

Taxing authorities with new voter-approved tax measures, tolls, or fees that are potentially eligible for the Formulaic Program, must notify the Commission no less than six weeks prior to any future formulaic funding distribution adoption.

To verify eligibility, a taxing authority must submit the following information to the Commission:

- A cover letter signed by the taxing authority's Executive Director 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, and 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.

Upon receipt of all required documentation, the Commission will conduct a review and notify the taxing authority of the Commission's determination. The Commission may contact the taxing authority for additional information during the eligibility verification process.

Taxing authorities seeking verification of eligibility after adoption of the formulaic funding distribution must notify the Commission to be considered. If eligibility is established, an amendment to the funding distribution will be considered (refer to Section 10, *Distribution*).

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 the following:

A. Improvements to the state highway system including, but not limited to, 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 micro transit, 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 micro transit, 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's 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 tolled 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 Formulaic 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 2026 Local Partnership Program (Formulaic and Competitive) will include Fiscal Years 2027-28 and 2028-29. 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.

8. Funding Restrictions
The Formulaic Program shall fund:

- Any phase of a capital project (Project Approval and Environmental Document; Plans, Specifications, and Estimate; Right-of-Way; and Construction).
- Projects or project phases that are fully funded.

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

9. Matching Requirement
Projects funded by the Formulaic Program will require at least a one-to-one match of private, local, federal, or state funds with the following exceptions:

- Taxing authorities with a voter-approved tax, toll, or fee which generates less than $2 million annually are required to provide a match equal to 25 percent of the requested Formulaic Program funds. This exception is based on the revenue generated by the nominating agency’s voter-approved taxes, tolls, or fees.

- For Soundwall only projects, the expenditure of local funds to complete the Project Approval and Environmental Document, Plans, Specifications, and Estimate, and Right-of-Way phases may be used to meet the one-to-one match for the Construction phase.

For purposes 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.

The matching funds must be expended concurrently and proportionally on the project phase programmed with Formulaic 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 Formulaic Program funds.

10. Distribution

Prior to each programming cycle, the Commission will adopt the formulaic distribution of funding for each eligible taxing authority rounded to the nearest whole thousand dollars. The Commission determines the formulaic funding amount for each eligible taxing authority with a voter-approved tax, toll, or fee that will be collected during the current programming cycle.

All taxing authorities eligible for formulaic funding will receive a minimum annual amount of $200,000. The Commission may adjust this minimum funding in future programming cycles.

Distribution Factors

- **Revenue and Population**
  The Commission will determine the total amount of annual revenue generated from voter-approved sales taxes, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes dedicated solely to transportation improvements according to the most recent available data reported as follows:
  - Local sales tax revenues: the sum of gross revenues for the most recent four quarters as reported for each local tax by the Department of Tax and Fee Administration.
  - Parcel and property tax revenues: the revenues for the most recent fiscal year, as reported to the State Controller pursuant to Government Code Section 53891.
  - Tolls and other tax revenues: the sum of revenues for the most recent fiscal year, as reported in the taxing authority's most recent audited financial statements.
  - Population: the annual population estimate for cities and counties issued by the Department of Finance in May directly prior to the adoption of the formulaic funding distribution.

- **Geographic Location**
  The Commission will establish funding for northern California and southern California by attributing the proportional share of revenues from voter-approved sales taxes, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes dedicated solely to transportation improvements and imposed in counties in northern California to the northern share; and by attributing the proportional share of revenues from voter-approved sales taxes, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes imposed in counties located in southern California to the southern share. The determination as to whether a county is in northern or southern California shall be based on the definitions set forth in the Streets and Highways Code Section 187.

Southern Distribution. Program funds made available to the southern share will be distributed as follows:

- 75 percent based on the population of the county in which the taxing authority is located compared to the total population of southern California counties with voter-approved sales taxes dedicated solely to transportation improvements.
- 25 percent based on the total amount of sales tax revenue generated by the voter-approved sales tax measures dedicated solely to transportation improvements administered by the taxing authority compared to the total amount of sales tax revenue generated from voter-approved sales tax measures dedicated solely to transportation improvements in southern California.

Northern Distribution. Program funds made available to the northern share will be distributed as follows:

- Program funds generated by voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes, excluding sales taxes, dedicated solely to transportation improvements shall be distributed to the taxing authority based on the proportional share of revenues generated by the toll or tax by that entity in comparison to the total revenues generated by, voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes dedicated solely to transportation improvements in northern California.
- Program funds generated by voter-approved sales taxes dedicated solely to transportation improvements shall be distributed to the taxing authority as follows:
  - 75 percent based on the population of the county in which the taxing authority is located compared to the total population of northern California counties with voter-approved sales taxes dedicated solely to transportation improvements.
  - 25 percent based on the total amount of sales tax revenue generated by the voter-approved sales tax measures dedicated solely to transportation

improvements administered by the taxing authority compared to the total amount of sales tax revenue generated from voter-approved sales tax measures dedicated solely to transportation improvements in northern California.

The following factors will be considered for calculating the funding distribution, as applicable:

- Where a city has a voter-approved local sales tax and is located within a county without a countywide sales tax, the Commission will adopt a formulaic funding distribution for the city based on the city's population and the city's sales tax revenue.
- Where a city has a voter-approved local sales tax and is located within a county with a voter-approved local sales tax, the Commission will adopt a countywide formulaic funding amount based on the county's population and the county's sales tax revenue; and a formulaic funding amount for the city based on the city's sales tax revenue.
- Where there are multiple eligible taxing authorities with a voter-approved local sales tax within a county (or counties) with a countywide sales tax, the Commission will adopt a formulaic funding distribution for each taxing authority based on the relative tax rates of each voter-approved sales tax.

Distribution Adjustments

The adopted formulaic funding distribution amounts for each taxing authority will not be adjusted mid-cycle to accommodate the inclusion of new voter-approved tax measures, tolls, or fees. Adjustments will be made to the total funding amount available for all taxing authorities in the subsequent cycle of the Formulaic Program except when unused incentive funding is redistributed (refer to Section 11, Incentive Funding).

Taxing authorities that receive voter approval for new tax measures, tolls, or fees after adoption of the formulaic funding distribution, will be eligible to receive formulaic funding on the first day following the measure effective date.

- For taxing authorities with new voter-approved sales taxes, the formulaic funding shall be distributed based on 75 percent of the county's population in which the taxing authority is located compared to the total population of the region's (Northern or Southern) counties with voter-approved sales taxes dedicated solely to transportation improvements.
- For taxing authorities with new voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes, excluding sales taxes, the formulaic funding shall be distributed based on the proportional share of the projected annual revenue of the voter-approved tax initiative in comparison to the total revenues generated by voter-approved parcel or property taxes, voter-approved tolls, and other voter-approved taxes in Northern California.

11. Incentive Funding

The Formulaic Program recognizes new or renewed voter-approved self-help efforts and incentivizes jurisdictions to pursue future voter-approved tax measures, tolls, or fees. Incentive funding will be set-aside each fiscal year from the Local Partnership Program.

One-time incentive funding will be provided to jurisdictions that seek and receive voter approval of new or renewed tax measures, tolls, or fees, if those tax measures, tolls, or fees meet the following criteria:

- Have a minimum period of ten years, and
- Are dedicated solely to transportation, and
- For sales taxes, are equal to or greater than one quarter cent.

The total amount of incentive funding awarded to jurisdictions will not exceed $20 million annually. The incentive funding amount is based upon the projected annual revenue of the voter-approved tax, toll, or fee initiative. Incentive funding amounts will be a minimum of $200,000 and may range up to a maximum of $5,000,000 for each jurisdiction. Jurisdictions with a projected tax revenue of less than $200,000 will receive the minimum incentive funding amount of $200,000.

Should the sum of eligible incentive funding amounts (based on the above criteria) exceed $20 million in any fiscal year, each incentive funding amount provided in that fiscal year will be reduced proportionally while still maintaining the $200,000 minimum funding amount. If this occurs, the Commission may elect to provide funding equal to the reductions in the following fiscal year, if incentive funding is available (that is, if the incentive funding in that following year is not depleted).

Incentive funding will be made available to eligible jurisdictions in June of each year.

Unused Incentive Funding

Unused incentive funding will be redistributed as outlined below. If there are unused incentive funds in the last year of the programming cycle, those funds will be redistributed in the subsequent cycle.

- Based on the program funding distribution (60 percent via formulaic and 40 percent via competitive).
- The amount to the Formulaic Program will first be used to offset the formulaic funding distribution amounts of new tax measures, tolls, or fees added during the fiscal year. Then the remaining balance will be redistributed to eligible taxing authorities in the next fiscal year.
- The amount to the Competitive Program will be redistributed in the last fiscal year of the Competitive Program programming cycle.

12. Supplemental Funding

A taxing authority may nominate an existing programmed project for supplemental funding if the project was allocated Formulaic Program funding and the supplemental funding is programmed to the same project phase.

Supplemental funding requests for pre-construction phases may be considered up to six months prior to the expenditure deadline. The expenditure deadline for a supplemental allocation must be the same as the original allocation.

Supplemental funding for the Construction phase must be programmed and allocated prior to contract award.

The supplemental funding may be to replace local funding already committed to the project, subject to the required match (refer to Section 9, *Matching Requirements*).

To streamline the programming process, a taxing authority may request to program supplemental funds with a simplified project nomination submittal as outlined in Appendix B. Taxing authorities requesting to add funding to an unallocated phase should refer to Section 26, *Amendments*.

13. Reimbursement

The Formulaic 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. PROGRAMMING

14. Screening Criteria

The Commission will include each project nominated by a taxing authority in the formulaic program of projects provided that the Commission finds the nomination meets the requirements of statute and Commission guidelines.

Project nominations will be screened for the following:

- Project eligibility.
- A completed Project Nomination prepared and submitted in accordance with the 2026 Local Partnership Formulaic Program Guidelines and instructions provided in Part VII, Appendix A.
- The project demonstrates the required funding match.
- The project demonstrates that all other funds for the proposed project (segments and phases) are committed.

15. Program of Projects

The program of projects is a list of projects adopted by the Commission at the beginning of each programming cycle that shows the amount of Formulaic Program funds approved for each nominated project.

The Formulaic Program of projects for each fiscal year will include, at a minimum for each project, the nominating and implementing agency, project title, and the amount to be funded from the Formulaic Program. The program of projects will not include projects that request Formulaic Program funding that exceeds a taxing authority's formulaic funding distribution.

A taxing authority can nominate a project for inclusion in the program of projects by submitting a project nomination as outlined in Appendix A. Projects nominated for inclusion in the Formulaic Program after the initial deadline will be amended into the program of projects with subsequent Commission action.

16. Programming Requirements

The Commission will program eligible project costs in the following phases: Project Approval and Environmental Document; Plans, Specifications, and Estimate; Right-of-Way; and Construction.

For Caltrans implemented projects only, the cost of Right-of-Way support and Construction support will be separated out and programmed separately from the Right-of-Way capital and Construction capital costs.

The Commission will program and allocate funding to projects in whole thousands of dollars.

The Commission will program a project phase only if it finds that the phase itself is fully funded from a combination of Formulaic Program and other committed funding, or uncommitted funding as outlined in Section 15, and that the required match has been met. The Commission will regard funds as committed when they meet the requirements outlined in Part IV, Section 19, *Committed and Uncommitted Funds*.

A project nomination may identify an agency other than the eligible taxing authority to be the implementing agency. The implementing agency assumes responsibility and accountability for the use and expenditure of program funds as well as staying in compliance with Part VI, Section 28, *Project Reporting*.

These guidelines do not preclude the transfer of formulaic funding between eligible taxing authorities. Taxing authorities may agree to transfer their Formulaic Program funding by nominating a project in another county. The taxing authority must include a letter signed by all parties agreeing to the transfer as part of the project nomination.

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

The Commission expects collaboration and cooperation between the taxing authority (nominating agency), implementing agency, and Caltrans for all projects on the state highway system.

17. Unprogrammed Formulaic Funding

If the initial program of projects adopted by the Commission does not program the full amount of a taxing authority's formulaic or incentive award funding, the balance will remain available for later program amendments supported by eligible project nominations until June 30, 2030 (first fiscal year of the subsequent programming cycle). The taxing authority must submit project nominations by April 30, 2030.

Unprogrammed funds must be programmed and allocated by June 30, 2030. Funds that remain unprogrammed and unallocated by the deadline will be redistributed to the Local Partnership Program. Where a project will not be ready for allocation, the implementing agency should request an extension of the allocation deadline (refer to Part V Sections 24 and, *Timely Use of Funds – Deadlines* and Section 25, *Timely Use of Funds - Extensions*).

18. Advanced Programming

For the 2026 Local Partnership Formulaic Program Cycle, advanced programming may be considered before Initial Programming in January 2027 for eligible agencies seeking to deliver projects that will support significant events of statewide economic impact, such as the 2028 Olympic and Paralympic Games in Los Angeles. Advanced programming requests will be subject to current available program allocation capacity, the eligible agency's available Formulaic distribution, and all other Formulaic Program requirements. Agencies should contact Commission staff as soon as possible should they have questions regarding eligibility of their advanced programming request before submittal.

All documents must be submitted to Commission staff at least 60 days prior to the Commission Meeting where advanced programming will be considered and recommended for approval. This will allow Commission staff to perform a timely review of the project application and its statewide impact, analyze funding impacts to the applicable program cycle, and formulate a recommendation to the Commission. Project Nominations for advanced programming must follow the Project Nomination process outlined in Appendix A.

19. Committed and Uncommitted Funds

The Commission will regard funds as committed when they are programmed by the Commission or when the taxing authority 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, Congestion Mitigation and Air Quality Improvement Program, 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:

- Trade Corridor Enhancement Program
- Solutions for Congested Corridors Program
- Local Partnership Competitive Program
- Federal discretionary grant program

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.

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

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

20. Letter of No Prejudice

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

21. 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.

All projects programmed for Formulaic Program funds must comply with Title VI requirements, as follows:

- 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.

V. DELIVERY

22. Delivery Methods

The Commission supports and encourages innovative delivery methods. Projects **may** use alternative delivery methods such as design-build **(DB)**, progressive design-build **(PDB)**, design sequencing procurement, or Construction Manager/General Contractor **(CMGC) in accordance with the statutory authority applicable to the implementing agency and/or mode being delivered. Projects using these methods do not follow the same procedures as projects using design-bid-build delivery. Flexibility may be requested and approved consistent with programming and allocation capacity, program guidelines, and state and federal law.**

Programming and Allocating Projects Using Alternative Delivery Methods

- **Funds programmed in pre-construction phases of a project or project segment are not affected by this section and remain subject to the existing programming process as specified in Part IV, Section 16, and allocation process as specified in Part V, Section 23.**
- **If an implementing agency changes the delivery method of a programmed project, the implementing agency shall notify Commission staff as soon as the change is identified. The change will be processed through the project amendment process as specified in Part V, Section 26, and does not extend timely use of funds deadlines.**
- **Projects using any alternative delivery method remain subject to the existing programming process as specified in Part IV, Section 16, and allocation process as specified in Part V, Section 23. Construction phase allocation requests shall be based on the final engineer's estimate, as specified in Part V, Section 23.**
    - For projects **using the** design-build **and progressive design-build** delivery methods, the Commission will program the **Local Partnership Formulaic Program** funds in the construction component of the project. **However,** the allocation may be a combined amount to include design, right of way, and construction.
    - **Construction allocations for progressive design-build projects may fund costs associated with both design and construction, or construction only, depending on how the contracts are structured.**
    - **Allocations for projects will not be approved before environmental clearance is achieved for the entire project, as specified in Part V, Section 23.**
- **Progressive design-build and Construction Manager/General Contractor projects may be divided into segments or work packages to facilitate project delivery. A segment is a portion of a project that has independent utility. A work package is a contracting and delivery bundle within a project or segment, such as grading,**

demolition, utility relocation, or long-lead procurement. A work package is not required to have independent utility.

- **If progressive design-build or Construction Manager/General Contractor projects are divided into separate work packages for the construction phase, then:**
  - **Work packages will be programmed in the Local Partnership Formulaic Program by the Commission through an amendment after receiving a request from the implementing agency, as specified in Part V, Section 26.**
  - **Allocations for a work package will be approved only if the work package is part of a project or segment that is fully funded (i.e., the current cost estimate for the entire project is within the project's committed funding).**
  - **A list of the anticipated work packages with their delivery years and scopes of work must accompany the allocation request for the initial work package, and subsequent work package allocation requests must provide an updated list of the remaining anticipated work packages.**
  - **Work packages shall be for severable portions of work, such that:**
    - **The implementing agency is not obligated to have the contractor construct any other portion of the work.**
    - **The magnitude of the remaining work packages maintains the contractor's engagement for the remainder of the project.**
    - **The work package does not conflict with work to be performed under subsequent work packages.**
  - **Implementing agencies must engage with Commission staff and Caltrans when considering work packages.**

23. Allocations

When an agency is ready to implement a project or project phase, 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 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.

Review Process

Caltrans will review the allocation request and provide a recommendation to the Commission for action. The recommendation from Caltrans must include:

- Determination of project readiness.
- Availability of appropriated funding.
- Availability of all identified and committed supplementary and matching funds.

- For a construction allocation recommendation, certification from Caltrans verifying that the 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).

Commission staff may request additional information as part of the Commission's review.

Allocation Requirements

- In compliance with Section 21150 of the Public Resources Code, the Commission will not allocate funds for Plans, Specifications, and Estimate; Right-of-Way; or Construction prior to documentation of environmental clearance under the California Environmental Quality Act (CEQA). As a matter of policy, the Commission will not allocate funds for Plans, Specifications, and Estimate; 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](#).
- 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.
- The implementing agency must not award a contract for any project phase until the Commission has approved allocation of the Formulaic Program funds on that project phase.

Construction 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, Right-of-Way Support and Construction Support costs must be allocated separately from Right-of-Way capital and Construction capital costs.
- The implementing agency must not award the Construction contract for a project until the Commission has approved allocation of the Formulaic Program funds for the project.
- 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 that has Commission approval to use more than one contract to deliver the programmed project scope, then it must request separate allocations for each independent contract.
- If a project or project phase is ready for implementation earlier than the fiscal year in which it is programmed in the Formulaic 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 the allocation will not delay availability of funding for other projects.

Allocation Adjustments

Allocated funds may be shifted between programmed project phases to accommodate cost changes within the following limits:

- Any amount that is allocated for the Project Approval and Environmental Document phase may also be expended for the Plans, Specifications, and Estimate phase.
- The implementing agency may expend an amount allocated for Project Approval and Environmental Document, Plans, Specifications, and Estimate, Right-of-Way, and Construction for another allocated project phase, provided that the total expenditure shifted to a phase in this way is not more than 20 percent of the amount actually allocated for either phase. This means that the amount transferred by the implementing agency from one phase to another may be no more than 20 percent of whichever of the phases has received the smaller allocation from the Commission. Shifting of allocated funds between phases will not impact the amount of Formulaic Program funding programmed to the project. The implementing agency must coordinate with Commission staff and Caltrans and receive the approval of all the partners that nominated the project before submitting allocation adjustment requests to Commission staff and Caltrans.

24. Timely Use of Funds - Deadlines

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 prior to the expiration of a deadline, the Formulaic Program funds will be deleted from the project phase and the funds will be redistributed in the subsequent Local Partnership Program cycle.

- **Allocation Deadline –** 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. An allocation request must be placed on the Commission meeting agenda no later than the June Commission meeting of the fiscal year in which the funds are programmed.

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 36 months for project completion outlined in the Timely Use of Funds Policy, to accommodate the proposed expenditure plan for the project.

- **Contract Award Deadline –** The Construction phase contract(s) must be awarded within six months of an approved allocation.

  The implementing agency must not award the contract(s) for a project until the Commission has allocated the Formulaic Program funds programmed for the project.

- **Project Expenditure Deadline (Pre-Construction) –** Funds allocated for project development (Project Approval and Environmental Document; Plans, Specifications, and Estimate) or Right-of-Way costs must be expended by the end of the second fiscal year following the fiscal year in which the funds were allocated. The implementing agency must invoice Caltrans for these costs no later than 180 days after the expenditure deadline.

- **Project Completion Deadline –** After award of the construction phase contract(s) (project completion), 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.

- **10-Year Requirement –** Projects must commence right-of-way acquisition or construction within 10 years of receiving pre-construction funding (Project Approval and Environmental Document; Plans, Specifications, and Estimate) through the Formulaic Program, or the implementing agency must repay the Formulaic Program funds. Repaid funds will be redistributed in the subsequent Local Partnership Program cycle.

25. Timely Use of Funds - Extensions

The Commission may extend the deadlines listed in Part V, Section 20 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 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.
- An implementing agency must submit a time extension request to Caltrans at least 60 days prior to the Commission meeting at which the extension is requested to be approved.
    - An allocation extension request must be approved by the Commission before June 30 of the fiscal year the funds are programmed.
    - Except for the allocation of funds, time extension requests must be received by Caltrans before the expiration dates indicated in Section 20.
- 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 it receives a time extension request with a recommendation from Caltrans.
- If a time extension is not approved prior to the expiration of a deadline, the Formulaic Program funds will be deleted from the project phase and the funds will be redistributed in the subsequent Local Partnership Program cycle.

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

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

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

3. **Project Expenditure Extension (12 month maximum) –** May be requested if pre-construction phase expenditures (Project Approval and Environmental Document; Plans, Specifications, and Estimate; and Right-of-Way) cannot be completed by the end of the second fiscal year following the fiscal year in which the funds were allocated.

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

26. Amendments

The Commission will consider amendment requests to assist agencies in implementing their projects and maximize the overall benefits of the Formulaic Program. 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 scope, cost, schedule, and benefits (outputs and outcomes). Amendment requests are not guaranteed to receive approval.

The Formulaic Program amendments are defined as significant or minor updates, changes, or corrections to a programmed project including the information submitted in the project nomination package.

Schedule changes to a project will not be considered unless a time extension is approved (refer to Section 25).

If there is a cost increase to the project, the implementing agency must submit an updated electronic Project Programming Request form that identifies the cost increase and the fund source that will cover the cost increase.

General Instructions for all Amendments

Implementing agencies must notify Caltrans of proposed amendments. 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).
    - Provide a comparison between the proposed benefits (outputs and outcomes) and those submitted in the initial project nomination, noting an increase, decrease, or no change.
- Revised electronic Project Programming Request form documenting the proposed changes and the amendment request.
- Written concurrence of the proposed amendment from all partners that nominated the project.

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

Amendment requests include but are not limited to scope changes, contract separation, and reprogramming formulaic funding.

Scope Changes

The Commission will consider changes to the approved scope submitted in the project nomination to assist agencies in implementing their projects and to maximize the benefits.

The Commission and Caltrans should be notified as soon as possible of a potential change in project scope.

- Scope changes occurring before an allocation approval and deemed by Commission staff to be minor changes will be presented to the Commission as part of the project allocation request. Minor changes are those with little or no impact to the project benefits or those that increase the project benefits.
- Scope changes deemed by Commission staff to be significant changes, and the project benefits are less, will be presented to the Commission as an amendment with a Commission staff recommendation.
- The Commission will not consider scope changes after construction phase allocation unless the request is to expand the scope due to savings at contract award. A scope change due to savings at contract award must be submitted and approved by the Commission prior to contract award (refer to Section 23, *Project Cost Savings*).

Contract Separation

If the project is divided into more than one contract after programming, the Commission will consider a program amendment. The Commission and Caltrans should be notified as soon as possible if the project is divided into more than one contract.

- Each project phase must remain programmed in the fiscal year in which it was originally programmed.
- The amendment request must identify the scope, funding plan, and schedule for each contract. This includes contracts without Formulaic Program funding but delivering any portion of the project scope that was originally programmed.
- A separate electronic Project Programming Request must be submitted for each contract.
- The benefits (outputs and outcomes) that will be achieved should be described for all contracts combined.
- An agency may only request to separate contracts for a programmed project once during the life of a project.
- Contract separation must be approved prior to the construction phase allocation.

Reprogramming Formulaic Funding

The Commission will consider reprogramming Formulaic Program funds on a programmed project if the funds have not been allocated. Project cost savings will be reprogrammed consistent with the policy outlined in Section 27, *Project Cost Savings*.

- Requests to increase the amount of Formulaic Program funding on a programmed, unallocated project phase must be submitted prior to allocation of the project phase.

- Unused funds from an approved reprogramming action (i.e., when partial funds are deprogrammed from a project) will be returned to the taxing authority's unprogrammed Formulaic Program funding balance.
- The Commission will not consider reprogramming a deleted project in the same programming cycle.
- An allocation adjustment should be requested to reprogram allocated funds (refer to Section 23, *Allocation Adjustments*).
- Requests for programming a new project or adding supplemental funds to an existing project should reference Appendix A, *Project Nominations* and Appendix B, *Supplemental and Amendment Project Nominations*.

27. Project Cost Savings

Project cost savings will be returned proportionally through a Commission action with the following requirements:

- Cost savings will be returned proportionally to the formulaic funding balance of the eligible taxing authority that nominated the project.
- The implementing agency must coordinate with Caltrans and the nominating agency to confirm the cost savings amount prior to a Commission action.
- The Commission will only consider a request to return cost savings after the implementing agency submits a written request to Commission staff and Caltrans. The written request must include confirmation of the cost savings and the amount to be returned. All written requests must be emailed to LPP@catc.ca.gov.
- The Commission must be notified in writing of cost savings within the expenditure deadline (refer to Section 24, Timely Use of Funds - Deadlines).
- The implementing agency must submit a deallocation request to Caltrans. After receipt of the request, the average time required to complete Caltrans review and recommendation, and Commission deallocation is 60 days. Depending on the complexity of the request, some requests may take longer than 60 days.
- Cost savings returned to the taxing authority are available for programming after the Commission approves an action to both deprogram and deallocate the funds.
- Returned cost savings must be programmed and allocated within twelve (12) months of the Commission action. Funds that remain unprogrammed and unallocated after twelve months will be redistributed in the subsequent Local Partnership Program.
- Cost savings will be returned proportionally unless the agency requests to use the savings on the same project to fund a cost increase on a subsequent programmed phase.

“Proportionally”, when used in reference to project cost savings, means that savings will be returned based on the percentage contributed from each fund source. As an example, cost savings realized in a project phase that is funded 50 percent with Formulaic Program funds and 50 percent with local funds, the savings will go back to each “pot” of funds based on the percentage contributed to the project phase from each funding type.

Construction Phase Cost Savings

Cost savings at contract award may be used to expand the scope of the project. The expanded scope will be considered a scope change amendment and must be reviewed and approved by Commission prior to contract award (refer to Section 22.2, *Scope Changes*). All other contract award savings will be returned proportionally at project completion.

Cost 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.

Pre-construction Phase Cost Savings

The Commission must be notified in writing of cost savings in pre-construction project phases within the expenditure deadline (refer to Section 20, *Timely Use of Funds - Deadlines*). Commission review of cost savings requests in pre-construction project phases will take place after the expenditure deadline. Pre-construction phases include Project Approval and Environmental Document; Plans, Specifications, and Estimate; and Right-of-Way.

VI. PROJECT REPORTING

28. Project Reporting

Pursuant to SB 1, the Commission must track and report the progress of projects funded by the Formulaic Program. The reporting requirements as outlined in the Commission's Accountability and Transparency Guidelines are required for all projects programmed in the Formulaic Program.

- Baseline Agreements are not required for Local Partnership Program Formulaic projects.
- All Local Partnership Program Formulaic projects must submit a 1st Section Progress Report, Completion Report, Final Delivery Report, and a Project Performance Analysis.

29. Project Tracking Database

Caltrans maintains an electronic database of the adopted Formulaic Program and Commission actions. The database includes project specific information, including project description, location, cost, scope, schedule, status, and a map. The project information from the database is accessible at https://build.ca.gov/.

30. Project Auditing

The audit requirements are outlined in the Commission's Accountability and Transparency Guidelines and are required for all projects programmed in the Formulaic Program.

31. 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.

32. Workforce Development

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 VI, Section 28.

VIII. APPENDICES

APPENDIX A – PROJECT NOMINATIONS FORMAT AND REQUIREMENTS

Project Nomination Deadline

- Project nominations must be submitted to the Commission by November 13, 2026, to be included in the initial program of projects.
- The final deadline to submit project nominations to the Commission for subsequent programming is April 30, 2030.

General Submittal Instructions

- All project nominations must be submitted by the deadlines listed above.
  - Project nominations submitted on November 13, 2026, or April 30, 2030, must be submitted at or before 11:59 pm.
- 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.
- Electronic copies should be sent via email to LPP@catc.ca.gov. If electronic files are too large to send via a single email, please break up the files and send via multiple emails.
- 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 Formulaic Program as specified in Part I, Section 1 of the Local Partnership Formulaic 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. The cover letter must include the signature of the Chief Executive Officer or other officer authorized by the nominating agency's governing board, authorizing and approving the project 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 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. Screening Criteria

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

2. **Electronic Project Programming Request (ePPR):** The ePPR form must be included in the project nomination and list all funding match sources (federal, state, local, and private).
   - The Formulaic Program request and the required match should be clearly identified.
   - The information submitted in the ePPR must align with the project nomination.
   - The final version of the ePPR must be submitted ("draft" watermark not shown).
   - If the project is divided into more than one independent contract, a separate ePPR must be submitted for each contract.
   - More information about CalSMART and ePPRs can be found on the Caltrans Office of Capital Improvement Programming (OCIP) website.

3. **Performance Metrics:** The required Performance Measures in Appendix E may be submitted as part of the ePPR.
   - Performance metrics must be applicable and relevant to the proposed project scope and support the narrative of the project.
   - The SB 1 Technical Performance Measurement Methodology Guidebook provides instructions on how to complete required performance metrics.

General Information

1. **Overview:** Include a brief, one to three paragraph, non-technical description of the project. If the project includes multiple project modes, each project mode must be described.

c.

2. **Project Location:** Provide a brief description of the project location(s) including city and county boundaries.
   - Provide a map (or maps) that clearly show(s) the project location(s).
   - Photos: Photos (rendering or actual) of the project location(s).

3. **Scope:** A clear, concise (no more than two paragraphs), publicly understandable description of the project scope to be programmed with Formulaic Program funding.

4. **Project Benefits:** A brief description of the project benefits including the outcomes proposed for funding. 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.
   - Projects requesting Formulaic Program funding in pre-construction phases only should include a brief description of the completed project's anticipated outcomes.

5. **Community Engagement and Outreach**: Provide a description of how your agency developed the scope through demonstrated partnership, engagement, and collaboration. How was input received and incorporated into the project? If a disadvantaged or historically impacted and marginalized community is within the project area, describe how they were engaged.
   a. Equitable projects demonstrate meaningful and effective public participation in the decision-making processes, particularly by disadvantaged or historically impacted and marginalized communities.
   b. The Commission's *Senate Bill 1 Programs Transportation Equity Supplement* in Appendix F should be referenced as a guide to this section.
   c. Engagement should occur through the development of the project; for road rehabilitation projects, applicants should describe demonstrated partnership at the environmental phase and during construction.
   d. Projects requesting only pre-construction phases should describe the plan for community engagement and partnership for the project.

6. **Economic Development and Job Creation and Retention** – The nomination should address how the proposed project stimulates local economic activity, supports economic development, creates, or increases access to employment.

a. How does the project support economic development and improve access to employment for disadvantaged or historically impacted and marginalized communities?
b. How does the proposed project improve access to economic opportunities and the movement of goods and services in the region?
c. 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.
d. Identify and discuss other economic impacts the project will have.

7. **Nominating Agency and Implementing Agency Agreement (if applicable):** Where the project is to be implemented by an agency other than the nominator, provide confirmation of the agreement between the project nominator and implementing agency.

8. **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.

Project Delivery

1. **Delivery Method:** Specify which delivery method is being used for the project. This can be one sentence but no more than one paragraph.
   - 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 noted in the project nomination and then reported as soon as it is known.

2. **Contracts:** If the project is divided into more than one contract which requires separate allocations, explain that in this section.

3. **Schedule Risks:** In narrative form or table format, list any potential risks and proposed mitigation strategies to keep the project on schedule.
   - The risks considered should include, but not be limited to, risks associated with deliverability, engineering issues, and funding commitments.
   - Examples of schedule risks include the need for geotechnical analysis or related concerns, complicated utility relocations, or land acquisition concerns.

E. Project Funding

1. **Funding Plan:** Provide the table below for all project phases. The table should be consistent with the information provided in the electronic Project Programming Request.
   - Cost Estimates: A project cost estimate includes the amount and source of all funds committed to the project and the basis for concluding that the funds are expected to be available. Cost estimates 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: The project funding plan must include the required funding match (Section 9, *Matching Requirements*) in each project phase where Formulaic Program funds are requested.
   - Total Project Cost: Include the total project cost.
     - If the project nomination is requesting Formulaic Program funding for pre-construction phases only, provide the estimated total project cost through the Construction phase.
   - Uncommitted Funds: May only be from those programs outlined in Section 19, *Committed and Uncommitted Funds*.
     - When 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 the plan for securing an alternate source of funding.

Phase	Fiscal Year of Allocation (LPP F)	Amount	Funding Source	Committed or Uncommitted	Total

F. Other

1. **Interagency Cooperation:** Projects on the state highway system must provide evidence of cooperation between the nominating agency and Caltrans. (Refer to Appendix G, *State Highway System Project Impact Assessment*).

2. **Transfer of Formulaic Program Funds Between Taxing Authorities:** (if applicable) The project nomination must include a letter, addressed to the California Transportation Commission's Executive Director, that clearly identifies the following:

- The taxing authority to which the funds are being transferred,
- The project (title and scope) where funds will be programmed,
- The implementing agency of the project, and
- The amount of Formulaic Program funding being transferred.

The letter must include the signatures of both taxing authorities:

- Taxing authority transferring the funding: The Chief Executive Officer or another officer authorized by the taxing authority's governing board to authorize and approve the transfer.
- Taxing authority receiving the funding: The Chief Executive Officer or another officer authorized by the taxing authority's governing board to authorize and approve the acceptance of the transfer.

APPENDIX B – SUPPLEMENTAL AND AMENDMENT PROJECT NOMINATIONS

General Submittal Instructions

- 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.
- Electronic copies should be sent via e-mail to LPP@catc.ca.gov. If electronic files are too large to send via a single e-mail, please break up the files and send via multiple e-mails.
- Each supplemental or amendment project nomination should be limited to ten (10) pages and utilize the letter convention as specified below.

Cover letter

A.
- A cover letter must be submitted with the supplemental or amendment project nomination.
- The cover letter must be addressed to the California Transportation Commission's Executive Director and clearly identify the nominating agency or agencies and the implementing agency or agencies.
- The cover letter must clearly identify the existing programmed project and briefly describe the supplemental or amending funding request (one or two sentences).
- The cover letter must include the signature of the Chief Executive Officer or other officer authorized by the nominating agency's governing board, authorizing and approving the nomination.
    - Where the project will be implemented by an agency or multiple agencies other than the nominating agency, the cover letter must also include the signature(s) of the Chief Executive Officer or other authorized officer(s) of the implementing agency or agencies.

B.

Screening Criteria

- The revised electronic Project Programming Request (ePPR) form must list all funding match sources (federal, state, local, and private) and other committed funds.
    - The supplemental or amendment funding request and the required match should be clearly identified separately from the original Formulaic Program funding request.
    - The information submitted in the ePPR must align with this project nomination.
    - The final version of the ePPR must be submitted ("draft" watermark not shown).
    - If the original project nomination was divided into more than one independent contract, a separate revised ePPR must be submitted for each contract.

    - If an ePPR was not part of the initial project nomination, one must be submitted for the project as part of this request.
- If applicable, include the revised Performance Metrics required in the initial project nomination.
    - If Performance Metrics were not part of the initial project nomination, they must be submitted for the project as part of this request.

General Information

- **Overview:** Provide the project title and implementing agency.
- **Project status:** Provide a brief description of the current status of the project.

C.

- **Funding Request:** Provide a clear description of the supplemental or amendment funding request and the reason for the proposed request.
- **Project Updates:** Describe how the following differs from the original project nomination. If no changes are anticipated, provide notation in section.
    - Project scope.
    - Project location: Provide a brief description of the revised project location(s) including city and county boundaries.
        - Revised Map (if applicable): A revised map (or maps) that clearly show the original and revised project location(s).
    - Project schedule.
    - Project benefits: Provide a comparison between the proposed benefits (outputs and outcomes) and those submitted in the initial project nomination, noting an increase, decrease, or no change.
    - Funding plan: Provide the table below with updates to the funding plan submitted in the original project nomination.

Phase	Fiscal Year of Allocation (LPP F)	Amount	Funding Source	Committed or Uncommitted	Total

Other

- **Interagency Cooperation:** If the project scope is changing with the addition of supplemental funds, an updated State Highway System Project Impact Assessment Form should be submitted to show evidence of cooperation between the nominating agency and Caltrans. (Refer to Appendix G, *State Highway System Project Impact Assessment*).

D.

APPENDIX C – ELIGIBLE TAXING AUTHORITIES RECEIVING FORMULAIC FUNDING

ADMINISTERING AGENCY	BALLOT DESIGNATION	EXPIRATION DATE	ADDED TO LPP F
Alameda County Transportation Commission	Measure BB	March 31, 2045	2017
	Measure F-VRF	None	
Alameda-Contra Costa Transit District	Measure C1/VV	June 30, 2039	2017
Albany, City of	Measure C	June 30, 2035	2025
	Measure F	None	
Amador, City of	Measure K	June 30, 2034	2025
Bay Area Rapid Transit District (BART)	Measure RR	None	2017
Bay Area Toll Authority	Regional Measure 1	None	2017
	Regional Measure 2	None	
	Regional Measure 3	None	
Caltrain	Measure RR	June 30, 2051	2021
Clearlake, City of	Measure V	March 31, 2037	2017
Contra Costa Transportation Authority	Measure J	March 31, 2034	2017
Council of San Benito County Governments	Measure G	March 31, 2049	2019
El Cerrito, City of	Measure A	None	2017
Fort Bragg, City of	Measure J	None	2017
Imperial County Local Transportation Authority	Measure D	March 31, 2050	2017
Los Angeles County Metropolitan Transportation Authority	Proposition A	None	2017
	Proposition C	None	
	Measure M	None	
	Measure R	June 30, 2039	
Madera County Transportation Authority	Measure T	March 31, 2027	2017
Martinez, City of	Measure D	March 31, 2032	2017
Merced County Transportation Authority	Measure V	March 31, 2047	2017
Monterey-Salinas Transit District	Measure Q	March 31, 2030	2017
Napa Valley Transportation Authority	Measure T	June 30, 2043	2017
Orange County Transportation Authority	Measure M	March 31, 2041	2017
Orinda, City of	Measure L	September 15, 2038	2017
Point Arena, City of	Measure C	None	2017
Riverside County Transportation Commission	Measure A	June 30, 2039	2017
Sacramento Transportation Authority	Measure A	March 31, 2039	2017
San Bernardino County Transportation Authority	Measure I	March 31, 2040	2017
San Diego Regional Transportation Commission	Proposition A	March 31, 2048	2017
San Francisco, City and County of	Proposition D	November 5, 2045	2020

San Francisco County Transportation Authority	Proposition AA		None	2017
	Proposition L		March 31, 2053	
San Joaquin County Transportation Authority	Measure K		March 31, 2041	2017
San Mateo, City/County Association of Governments of	Measure M		May 1, 2036	2020
San Mateo County Transit District	Proposition A		None	2017
	Measure W		June 30, 2049	
San Mateo County Transportation Authority	Measure A		December 31, 2034	2017
Santa Barbara County Local Transportation Authority	Measure A		March 31, 2040	2017
Santa Clara Valley Transportation Authority	Measure A	1976	None	2017
		2000	March 31, 2036	
	Measure B	2008	June 30, 2042	
		2010	None	
		2016	March 31, 2047	
Santa Cruz County Regional Transportation Commission	Measure D		March 31, 2047	2017
Santa Cruz Metropolitan Transit District	Measure G		None	2017
Sonoma County Transportation Authority	Measure M		March 31, 2025	2017
	Measure DD - *renewal (operative April 1, 2025)*		March 31, 2045	
Sonoma Marin Area Rail Transit District	Measure Q		March 31, 2029	2017
Stanislaus County Transportation Authority	Measure L		March 31, 2042	2017
Transportation Agency for Monterey County	Measure X		March 31, 2047	2017
Transportation Authority of Marin County	Measure AA		March 31, 2049	2017
	Measure B		None	
Truckee, City of	Measure R		September 30, 2024	2017
	Measure U *-renewal (operative October 1, 2024)*		None	
	Measure V		December 31, 2028	
Tulare County Transportation Authority	Measure R		March 31, 2037	2017
Ukiah, City of	Measure Y		None	2022
	Measure Z			
Willits, City of	Measure A		None	2017
Yuba County	Measure D		None	2017

APPENDIX D – ELECTRONIC PROJECT PROGRAMMING REQUEST

Each application must include an electronic Project Programming Request (ePPR) form. The electronic Project Programming Request must list federal, state, local, and private funding sources and amounts by project component, 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 on the electronic Project Programming Request form must be consistent with the information provided in the nomination.

Visit the Caltrans Office of Capital Improvement Programming (OCIP) for more information about electronic Project Programming Requests, including a User's Guide.

APPENDIX E – PERFORMANCE MEASURES

Refer to the SB 1 Technical Performance Measurement Methodology Guidebook for guidance and resources to complete this table. All entries must be consistent with the project's electronic Project Programming Request form. Commission staff may contact applicants for additional details.

Measure	Metric	Project Type	Build	Future No Build	Change	Increase/ Decrease
Congestion Reduction	Change in Daily Vehicle Miles Traveled	Local Road, Highway, Transit				
	Change in Daily Truck Hours of Delay					
Throughput	Bicyclist and Pedestrian Screen Line Counts (Optional)	Active Transportation				
System Reliability	Peak Period Travel Time Reliability Index	National and State Highway System Only				
	Level of Transit Delay	Highway Road				
Safety	Number of Fatalities	All				
	Number of Serious Injuries					
	Rate of Fatalities					
	Rate of Serious Injuries					
Economic Development	Jobs Created (Direct and Indirect)	All				
Cost Effectiveness	Cost Benefit Ratio	All				

Measure	Metric	Project Type	Build	Future No Build	Change	Increase/ Decrease
Air Quality	Particulate Matter (PM 10)	All				
	Particulate Matter (PM 2.5)					
	Carbon Oxide (CO2)					
	Volatile Organic Compounds (VOC)					
	Sulphur Oxides (SOx)					
	Carbon Monoxide (CO)					
	Nitrogen Oxides (NOx)					
Accessibility	Number of Jobs Accessible by Mode	All				
	Access to Key Destinations by Mode					
	Percent of Population Defined as Low Income or Disadvantaged within half mile of rail station, ferry terminal, or high-frequency bus stop					
System Preservation	Pavement Condition Index	Local Road, Highway				
(Pavement and Bridge Rehabilitation only)	Bridge Condition Rating for Bridge Deck, Superstructure, Substructure	Local Road, Highway				
Noise Level *(Sound walls only)* (For reporting only)	Number of Receptors	Sound walls				
	Properties Directly Benefited					
	Number of Decibels					

APPENDIX F – SB 1 PROGRAMS TRANSPORTATION EQUITY SUPPLEMENT

I. BACKGROUND

A. Racial Equity Statement

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

> The California Transportation Commission recognizes that throughout California's history, improvements to the State's transportation system have disproportionately benefitted some population groups and burdened others. The Commission condemns all forms of racism and is actively working to promote equitable outcomes through our programs, policies, and practices.
>
> In the mid-Twentieth Century, California undertook a major expansion of transportation infrastructure aided by an influx of federal funding. While infrastructure improvements were being planned, designed, and constructed, Black, Indigenous, and other people of color were disenfranchised, lacked voting protections, and were underrepresented in government decision-making. New highways were frequently constructed through predominately Black, Latino, Asian, and low-income neighborhoods to meet the needs of primarily white suburban commuters, and through tribal lands. Racist policies and decisions also influenced the siting of other types of transportation infrastructure, such as commuter railways, and the delivery of transit services. The results of racial segregation and disinvestment of transportation funds in communities of color are still visible in cities today.
>
> Californians who live in historically underserved communities are more likely to be negatively impacted by increased exposure to air pollution and noise from cars, trucks, ships, trains, and aircraft, and struck or killed by drivers when walking and biking. These vulnerable communities may have limited access to safe and affordable transportation options to connect residents to jobs, education, healthcare, and recreation. In addition, people of color may experience diminished safety and comfort while walking, biking, driving, or using public transportation as a result of racial discrimination in enforcement.
>
> The Commission vows to create mobility opportunities for all Californians, especially those from underserved communities, to thrive in all aspects of life. The Commission will:
>
> - Work to build and strengthen relationships with community-based organizations, non-profits, advocacy organizations, and other equity experts and practitioners;
> - Empower the Commission's Equity Advisory Roundtable and future related efforts to help inform transportation decision making;

- Strengthen understanding of community transportation needs and challenges through the forthcoming Community Listening Sessions;
- Ensure equity, public health, and robust public engagement via our planning and programming guidelines;
- Provide expanded opportunities for Commissioner and staff training related to diversity, equity, and inclusion; and
- Feature equity topics and elevate diverse perspectives in public meetings of the Commission.

We uphold our dedication to serve and improve the quality of life for all Californians by continuing to prioritize transportation equity issues and ensuring all experience safe, affordable, and efficient transportation.

B. Supplement Purpose

The Commission developed this supplement in collaboration with members from the Interagency Equity Advisory Committee and other interested parties as a resource for applicant agencies preparing project nominations for Senate Bill 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, Native American Tribal Governments and other Tribal communities, 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 and Tribal feedback, where applicable? 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, as required in the Solutions for Congested Corridors Program.

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.

II. RESOURCES AND EXAMPLES

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.

i. **Median Household Income:** Census tracts where the 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.

ii. **California Communities Environmental Health Screening Tool (CalEnviroScreen)**: CalEnviroScreen is 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.
   - Senate Bill 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 Senate Bill 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.

iii. **Healthy Places Index:** The Healthy Places Index was developed by the Public Health Alliance of Southern California, and 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 a census tract to other tracts in the state. Within the Healthy Places Index, a census tract must be in the 25th 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.

iv. **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 California Native American Tribes.

v. **Regional Definition:** Regional definitions 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 members' 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 Senate Bill 1 Program funding.

vi. **California Department of Transportation Equity Index (EQI):** A mapping tool developed by the California Department of Transportation (Caltrans) to identify areas with the greatest need for improved transportation access and safety. It incorporates multiple indicators, including underserved communities (based on Census blocks aligned with Senate Bill 535 and Assembly Bill 1550 (Gomez, Chapter 369, Statutes of 2016)), traffic exposure (such as proximity to high-volume corridors), access to destinations (measuring multimodal access to essential services), and transportation-based priority populations (considering demographic factors and the intersection of transportation benefits and burdens). Together, these components provide a comprehensive, data-driven view of transportation equity conditions at a granular level. The live map and detailed use instructions can be accessed on the California Department of Transportation's website.

- **Underserved Communities:** Caltrans defines underserved communities using a combination of socioeconomic and geographic criteria captured in the EQI. This includes low-income communities as well as Tribal lands. These definitions align with state guidance (i.e., Senate Bill 960 (Wiener, Chapter 630, Statutes of 2024)) and are intended to ensure consistency in identifying communities most affected by transportation inequities, therefore supporting more equitable planning, investment, and decision-making. For additional details, users can refer to the

EQI User Guide and the [Senate Bill 960 Underserved Communities Guidance] available on the [EQI website].

vii. **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 who rely on public transit).
- 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].

C. Example Equity Outcomes

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

1. Increase access to educational, economic, social, and cultural opportunities and amenities, including shopping centers, health centers, schools, community organizations, museums, social services, transit centers, employment sites, parks, and open space.
2. Reduce travel times and congestion, especially in the long term.
3. Reduce pollution.
4. Improve access to active transportation and provide alternatives to automotive options.
5. Improve safety of active transportation and non-motorized modes of travel in the community and the corridor.
6. Enhance opportunities to increase physical activity by encouraging use of active transportation.
7. Enhance opportunities to encourage use of zero-emission modes of travel.
8. Increase access to accessible facilities and infrastructure with first-and-last-mile connectivity to accommodate all types of travelers, especially mobility impaired users and seniors and elders.
9. Incorporate community and Tribal art into the design of project elements.

D. 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 or 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, applying multifaceted approaches may provide the best opportunity to effectively engage with and learn from the communities and populations in question. 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.

While effective engagement strategies are important, building trust with disadvantaged or historically impacted and marginalized communities is also critical. Meaningful engagement often depends on establishing and maintaining trusted relationships through consistent follow-up, transparency, and culturally competent communication, and the acknowledgement of past harms that contribute to community distrust and shape community perspectives.

Potential engagement strategies include:

1. Identify, contact, engage, and include the perspectives of disadvantaged or historically impacted and marginalized groups. Public outreach should include a mix of traditional and digital communication strategies to reach a broad range of community members:
   - Traditional engagement methods may include phone calls, mailers, flyers, and in-person events, as disadvantaged and historically impacted and marginalized groups may lack access to computers and the Internet.
   - Digital engagement methods may include virtual meetings, online surveys, social media, infographics, and other accessible online content, to broaden participation and reach community members through multiple formats.
   - In-person engagement activities should be conducted at community-relevant locations such as schools, community centers, senior centers, food distribution locations, parks, transit stops, community events, and other commonly visited public spaces, and at times that are convenient for community members.
   - Agencies should endeavor to make in-person engagement activities as accessible and inclusive as possible by selecting locations that are accessible by public transit, and considering supportive accommodations, such as food and childcare, where allowable by law.
   - Engagement resources should be provided in multiple languages for non-native English speakers, and in accessible formats based on community needs, including braille, accessible digital formats, human readers, captioning, interpretation, and other accommodations for persons with visual, auditory, or other accessibility needs.
2. 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, senior centers, 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. When engaging with individuals with disabilities, applicants should consider coordination with organizations such as California Independent Living Centers, centers for the blind, and other organizations and advocates that serve individuals with disabilities.

3. 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.
4. 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.
5. Demonstrate how community-identified and community-driven perspectives were solicited and included or integrated into the project purpose and need or scope.
6. 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.
7. Incorporate opportunities for community members to share personal and community experiences, histories, challenges, and perspectives as part of the engagement process.
8. Develop relationships and conduct meaningful engagement with Tribal governments and incorporate their feedback into the project planning and delivery process.
9. Collaborate, fund, or contract with local organizations to support community engagement efforts in the project planning and delivery process.
10. Prioritize community-identified high-need areas, such as those identified through robust community engagement.
11. Prioritize contracting strategies that benefit disadvantaged or historically impacted and marginalized groups such as the communities identified in this supplement.
12. 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.

E. Example Anti-Displacement Resources

Anti-displacement strategies help ensure that transportation investments benefit existing residents and businesses rather than contributing to involuntary displacement, loss of community ties, reduced access to jobs and services, or exclusion from future opportunities. These strategies can help protect housing stability, preserve community cultural identity, and promote more equitable outcomes for disadvantaged and historically impacted or marginalized groups.

Definitions

- Anti-displacement refers to various strategies, programs, and laws that intend to counteract the displacement pressures felt by individuals. Some examples include, but are not limited to, rent assistance, subsidized housing, tenant protections, legal assistance to at-risk renters, rent stabilization, foreclosure prevention programs, and eviction prevention programs.

- Displacement refers to a situation in which households or businesses are involuntarily forced to relocate. Displacement effects can include homelessness, loss of community, loss of access to jobs and services, and loss of economic opportunity, and disproportionately affects historically marginalized groups.
  - Direct displacement may occur due to economic (foreclosure, rent increases, eviction, etc.) or physical reasons (environmental catastrophe, demolition of existing housing, etc.).
  - Indirect or “exclusionary” displacement prevents people or businesses from moving into a neighborhood (i.e., excluded) because of high rents or other conditions they are unable to control or prevent, such as policies that prohibit overnight parking, which may affect unhoused individuals who sleep in their vehicle.

Resources

1. **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.

2. **Urban Displacement Project**: Comprehensive website with reports, data mapping, and resources for California local, regional, and state entities.

3. **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.

4. **Greening Without Gentrification**: Ongoing study that identifies and classifies parks-related anti-displacement strategies.

5. **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.

F. Tribal Coordination and Consultation Resources

Assembly Bill 52 (Gatto, Chapter 532, Statutes of 2014) requires public agencies to consult with California Native American Tribes (federally and non-federally recognized) during the California Environmental Quality Act process for projects that may affect Tribal cultural resources.

California embraces meaningful consultation and collaboration with Tribal Nations. Agencies are encouraged to develop relationships and conduct meaningful engagement with Tribal Governments and incorporate their feedback into project planning and implementation.

Resources:

1. **The Governor's Office of Tribal Affairs:** Website that includes training, reports, and other resources related to Tribal engagement, Tribal cultures, California Native American Tribe history, and more.

2. **California Governor's Office of Land Use and Climate Innovation (LCI) Tribal Cultural Resources (Assembly Bill 52):** Includes additional information to assist with the implementation of Assembly Bill 52 regarding the analysis of tribal cultural resource impacts and tribal consultation requirements.

3. **Caltrans Tribal Relations:** Caltrans resource that includes links to Native American land maps and contact lists.

APPENDIX G – STATE HIGHWAY SYSTEM PROJECT IMPACT ASSESSMENT
(FORM CTC-0002)

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 (CEQA) and National Environmental Policy Act (NEPA) [e.g., Negative Declaration, Environmental Impact Report (EIR) / Environmental Impact Statement (EIS), etc.] Indicate N/A if a NEPA 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 of Travel (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.

STATE OF CALIFORNIA - CALIFORNIA TRANSPORTATION COMMISSION

Page 1 of 1

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 6.
☐ 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 6.
☐ 4. Enter the project lane-miles in the NCST 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 QMAP (ca.gov) and Applicant's checklist to determine the appropriate Caltrans review process (TR-0416) to identify the applicable Caltrans review process that best fits the project parameters. Encroachment requests with completed permit application, checklists and supporting project documents must be submitted to District encroachment 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 Encroachment Exception Approval (Reference: Encroachment 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. Encroachment Permit Oversight Process - Standard Encroachment 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 HQ

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).

CALIFORNIA
TRANSPORTATION
COMMISSION

ctc@catc.ca.gov