DRAFT SAMPLE APPLICATION TEMPLATE
2024 SOLUTIONS FOR CONGESTED CORRIDORS PROGRAM

NOTE: All project nominations **must be completed and submitted as required in the 2024 Solutions for Congested Corridors Program Guidelines**. This is an instructional *sample* template created as an example to assist applicant agencies in the development of SCCP project nominations.

This is the project cover sheet. Include the organization(s) name(s), project name, and all corresponding logos. Get creative or keep it simple, just make it clear and accessible.
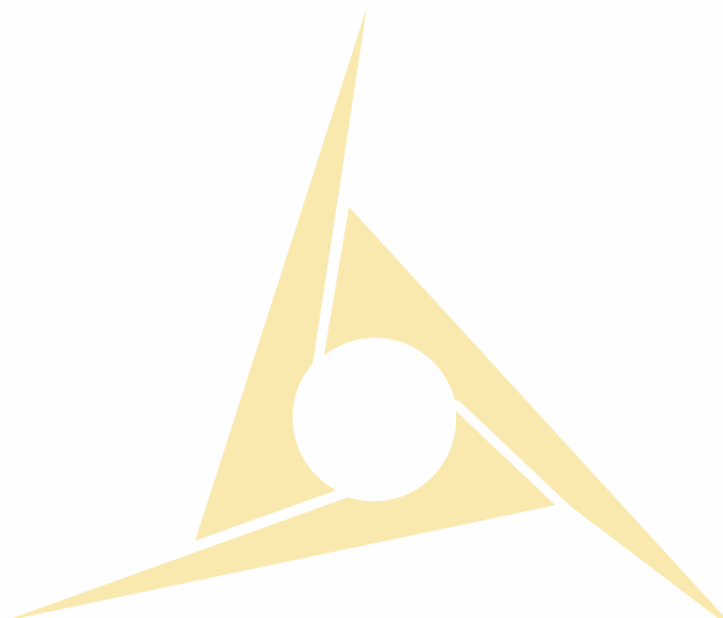
CALIFORNIA TRANSPORTATION COMMISSION

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A. COVER LETTER

Sample cover letter is provided only as an example. Refer to program guidelines for details.

CALIFORNIA TRANSPORTATION COMMISSION
1120 N STREET, MS-52 | SACRAMENTO, CA 95814
(916) 654-4245
http://www.catc.ca.gov

STATE OF CALIFORNIA
GAVIN NEWSOM, Governor

[insert date]

TANISHA TAYLOR, Executive Director
California Transportation Commission
1120 N Street, MS 52
Sacramento, CA 95814

RE: Sample 2024 SCCP Project Nomination

Dear Director Taylor:

The [Nominating Agency/Agencies] are pleased to submit the [Project Name] in [County] for consideration in the California Transportation Commission's 2024 Solutions for Congested Corridors Program (SCCP).

[Include information as requested in 2024 SCCP Guidelines, Part VIII, Appendix A, Part A]

Sincerely,

[INSERT NAME IN ALL CAPS]
[Insert Title]

CARL GUARDINO, Chair
DARNELL GRISBY, Vice Chair
JAY BRADSHAW
JOSEPH CRUZ
LEE ANN EAGER
CLARISSA FALCON

ADONIA E. LUGO, PH.D.
JOSEPH TAVAGLIONE
BOB TIFFANY

ASSEMBLY MEMBER LORI D. WILSON, EX OFFICIO
SENATOR DAVE CORTESE, EX OFFICIO
TANISHA TAYLOR, Executive Director

B. FACT SHEET

Sample **fact sheet is provided only as an example. Refer to program guidelines for details.**
Reference: Past project fact sheets from the 2022 and 2020 Programs on the SCCP webpage.

C. SCREENING CRITERIA

Sample layout is provided only as an example.
Refer to program guidelines to provide complete responses to all identified screening criteria.

Use tables, charts, bullets, illustrations, or other visual content in lieu of lengthy paragraphs.

1. **Project Location Map(s)**
   - Include at least one high-resolution project location map which includes a map legend.

2. **Reversible Lanes**
   - Confirm consideration [explain].

3. **Regional Transportation Plan (RTP) and Sustainable Communities Strategy (SCS)**
   - Confirm project is included in an adopted RTP/SCS.
   - Description: [Project is consistent with RTP/SCS goals and objectives]
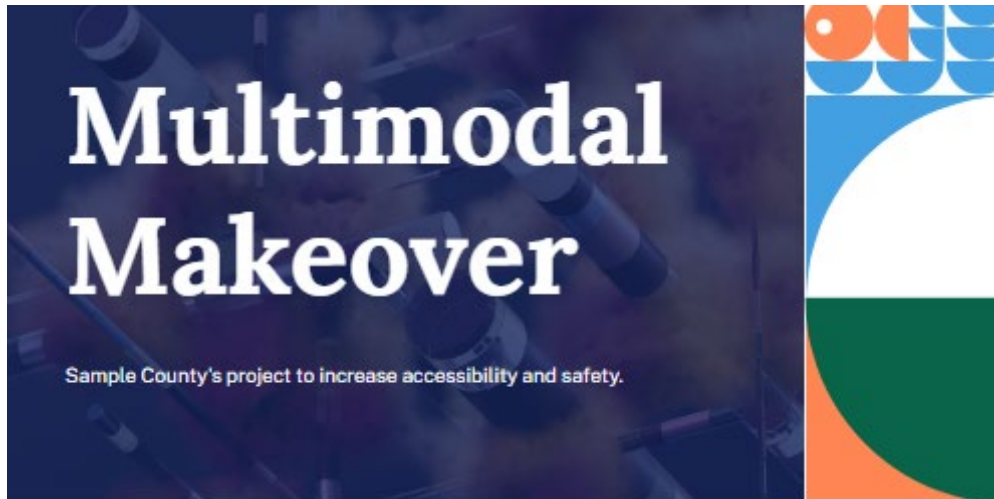   - RTP Link:
     - Page Number:
     - Project ID Number:
   - SCS Link:
     - Page Number:
     - Project ID Number:
   - Signed letter from metropolitan planning organization included in Section L, page [number].

4. **Comprehensive Multimodal Corridor Plan (CMCP)**
   - Confirm project is included in a CMCP.
   - Description: [Project is consistent with CMCP objectives]
   - CMCP Link:
     - Page #:
     - Project ID Number:
   - Completed CMCP Self-Certification Form included in Section G, page [number].

5. **Environmental and Community Impacts**
   - Confirm project has achieved environmental clearance at the time of program adoption or will achieve environmental clearance within six months of program adoption.
   - **_California Environmental Quality Act (CEQA)_** – *specify for each project segment.*
     - Current Status and (Expected) Clearance Date:
     - Final (or Draft) Environmental Document Link:
   - **_National Environmental Policy Act (NEPA)_** – *if applicable*
     - Current Status and (Expected) Clearance Date:
     - Final (or Draft) Environmental Document Link:

6. Construction Ready

- Confirm project is (or will be) ready for construction by December 31, 2027.

7. Funding Commitments

- Confirm project has complete funding commitments in alignment with program guidelines.

D. EVALUATION CRITERIA

Sample layout is provided only as an example.
Refer to program guidelines to provide complete responses to all identified evaluation criteria.

Use tables, maps, bullets, illustrations, or other visual content in lieu of lengthy paragraphs.

1. **Congestion Evaluation Criteria**
   a. **Extent of Congestion**
      - *Current Conditions*
      - *No-Build Environment*
      - *Completed or Ongoing Improvements*
      - *Other Issues*

      Italicized bullets are **example** subsections.

   b. **Proposed Solution**
      - *Reducing Congestion*
      - *Incorporating Multiple Modes*
      - *Increasing Throughput and Reducing Vehicle Miles Traveled*
      - *Balanced Solution*
      - *Solution Benefits*
      - *Induced Demand*

2. **Additional Evaluation Criteria**
   a. **Safety**
      - *Current Conditions*
      - *Increasing Safety*
      - *Health Impacts*
      - *Other Safety Measures*

COLLISION DATA FOR LAST FIVE FULL YEARS			
Project / Area	Property	Injury	Fatal
Corridor	#	#	#
Segment 1: Bike/Ped	#	#	#
Segment 2: Sample Road	#	#	#

   b. **Accessibility**
      - *Multimodal Choices*
      - *Gap Closure*
      - *Connectivity*
      - *Other Accessibility Measures*

   c. **Community Engagement**
      - *Identification*
      - *Engagement*
      - *Outcomes*
      - *Impacts*
      - *Pre-existing Plans and Activities*

d. Economic Development and Job Creation and Retention

- *Stimulating Economic Activity*
- *Increasing Access and Retaining Opportunities*
- *Creating Jobs*
- *Workforce Development*
- *Movement of Goods and Services*
- *Other Economic Impacts*

e. Air Quality and Greenhouse Gases

- *Reducing Emissions and Pollutants*
- *Advancing State Climate Goals*
- *Zero Emission Infrastructure, Equipment, and Vehicles*
- *Other Environmental Benefits*

f. Efficient Land Use and Housing

- *Local Land Use Policies and Patterns*
- *Prohousing*
- *Existing or Developing Housing Issues*
- *Residential, Mixed-Use, Infill Development and Multimodal Choices*

g. Matching Funds and Deliverability

- *Cost Estimate and Fund Sources*
- *Uncommitted Funds*
- *Cost Overruns*
- *Delivery Plan and Timeline*
- *Risks and Contingencies*

h. Collaboration

- *Partner Agencies*
- *Combined Resources*

i. Cost Effectiveness

- *Methodology*
- *Benefit-Cost Ratio*

E. ADDITIONAL INFORMATION

Sample layout is provided only as an example.
Refer to program guidelines to provide complete responses.

1. **Private Infrastructure**
   - *Public and Private Benefit-Cost Analysis*
   - *Asset Ownership*

2. **Rail Infrastructure**
   - *Public and Private Benefit-Cost Analysis*
   - *Investment Levels*

F. OTHER OPTIONAL PROJECT INFORMATION AREAS

Sample layout is provided only as an example.
Refer to program guidelines to provide complete responses.

1. **Climate Change Resilience and Adaptation**
   - *Mitigating Climate Change Impacts*
   - *Utilized Strategies*

2. **Protection of Natural and Working Lands, and Enhancement of the Built Environment**
   - *Employing Land Conservation Measures*
   - *Natural or Green Infrastructure Solutions*

3. **Public Health**
   - *Physical Activity and Mental Health Impacts*

NOTE: Information provided in Sections G to L is **not** subject to the 35-page limit. This is a **sample** order for forms and attachments to be included with the project nomination.

G. CMCP SELF-CERTIFICATION FORM

H. ELECTRONIC PROJECT PROGRAMMING REQUEST

I. PERFORMANCE INDICATORS AND MEASURES

J. LETTERS OF SUPPORT *(optional)*

K. APPENDICES / ADDITIONAL ATTACHMENTS *(optional)*