

2024
Trade Corridor Enhancement Program
Guidelines

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CALIFORNIA TRANSPORTATION COMMISSION





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I. Introduction

1. Program Purpose

The objective of the Trade Corridor Enhancement Program is to fund freight infrastructure improvements on federally designated Trade Corridors of National and Regional Significance, on California's portion of the National Highway Freight Network, as identified in the California Freight Mobility Plan, and along other corridors that have a high volume of freight movement as determined by the Commission, including Senate Bill 671 Corridors. Senate Bill 671 corridors are corridors that were identified in the Commission adopted Senate Bill 671 Assessment as freight corridors that are priority candidates for zero-emission freight. The Trade Corridor Enhancement Program also supports the goals of the National Highway Freight Program, the California Freight Mobility Plan, and the guiding principles in the California Sustainable Freight Action Plan. Projects within the boundaries of a metropolitan planning organization shall be included in an adopted regional transportation plan that includes a sustainable communities strategy determined by the California State Air Resources Board to achieve the region's greenhouse gas emissions reduction targets, if implemented. Attachment 8 provides a list of the various goals and guiding principles.

2. Program Authority

The Road Repair and Accountability Act of 2017 or Senate Bill (SB) 1 (Beall, Chapter 5, Statutes of 2017), established the Trade Corridor Enhancement Account to fund corridor-based freight projects nominated by local agencies and the state. Implementing legislation was enacted with the approval of SB 103 (Chapter 95, Statutes of 2017) which directs the California Transportation Commission (Commission) to allocate the Trade Corridor Enhancement Account funds and the federal National Highway Freight Program funds to infrastructure improvements along corridors that have a high volume of freight movement. The Infrastructure Investments and Jobs Act (IIJA), signed on November 15, 2021 by President Biden, continued the funding for the federal National Highway Freight Program that is used in the Trade Corridor Enhancement Program.

The Commission is responsible for programming and allocating these state and federal funds and the funds will be administered through the Trade Corridor Enhancement Program.

These guidelines describe the policy, standards, criteria, and procedures for the development, adoption and management of the Trade Corridor Enhancement Program. The guidelines were developed in consultation with stakeholders representing state, regional, and local government entities, advocacy groups and private industry.

The Commission may amend these guidelines after first giving notice of the proposed amendments. 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 in order to comply with the amended guidelines.

3. Program Schedule

The following schedule lists the major milestones for the development and adoption of the Trade Corridor Enhancement Program:



Milestone	Date
Draft Guidelines presented to the Commission	June 27-28, 2024
Adoption of the Guidelines and Call for Projects	August 15-16, 2024
Project Nominations Due	November 22, 2024
Release staff recommendations	June 06, 2025
Program adoption	June 26-27, 2025

II. Funding

4. Funding and Program Cycle

The 2024 Program will provide two years of programming in fiscal years 2025-26 and 2026-27 for an estimated total of \$1.071 billion. Due to approved advanced programming and supplemental project funding requests, the available funding capacity for the 2024 Trade Corridor Enhancement program is \$900,389,000. Any unused balance or savings generated will be added to the available funding in the following cycle.

Over the two years in this programming cycle (2025-26 and 2026-27) it is estimated that \$254 million of National Highway Freight Program Funds will be available and that \$646 million from the Trade Corridor Enhancement Account Fund will be available. A two-year Fund Estimate is provided in Attachment 7.

5. Distribution

The Commission supports a corridor-based programming approach to the Trade Corridor Enhancement Program, which recognizes and complements the goods movement planning work already done within the major trade corridors. The Commission also recognizes and supports the key role that the state and regions have in project identification.

After consulting the California Freight Mobility Plan and conducting several stakeholder workshops, the Commission has determined that the following corridors (a.k.a. freight regions) are eligible for funding under this program:

- Bay Area (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, and Sonoma counties)
- Central Valley (El Dorado, Placer, Fresno, Kern, Kings, Madera, Merced, Sacramento, San Joaquin, Stanislaus, Sutter, Tulare, and Yolo counties)
- Central Coast (Monterey, San Benito, San Luis Obispo, Santa Barbara, and Santa Cruz counties)
- Los Angeles/Inland Empire (Los Angeles, Orange, Riverside, San Bernardino, and Ventura counties)
- San Diego/Border (Imperial and San Diego counties)
- Other (Alpine, Amador, Butte, Calaveras, Colusa, Del Norte, Glenn, Humboldt, Inyo, Lake, Lassen, Mariposa, Mendocino, Modoc, Mono, Nevada, Plumas, Shasta, Sierra, Siskiyou, Tahoe Basin Counties, Tehama, Trinity, Tuolumne, and Yuba counties)

The Commission acknowledges that other regions may have goods movement infrastructure needs along corridors that have a high volume of freight movement that are eligible for funding. The Commission anticipates those regions will nominate their projects for consideration.



Programming Targets		
<i>(This table will be completed once the fund estimate is finalized.)</i>		
Statewide Target (40 percent of total funds)		
Caltrans		\$320,789,000*
Regional Corridor Targets (60 percent of total funds) \$579,600,000**		
	Percentage	Target
Bay Area/Central Valley	29 percent	\$123,354,000
Central Coast	2.5 percent	\$16,065,000
Los Angeles/Inland Empire	56 percent	\$359,856,000
San Diego/Border	10 percent	\$64,260,000
Other	2.5 percent	\$16,065,000

*40 percent of total funds is \$428,400,000. This amount is reduced by \$107,611,000 to account for approved cost increases and approved advance 2024 Trade Corridor Enhancement Programming for one project.

**60 percent of total funds is \$642,600,000. This amount is reduced by \$63,000,000 to account for the approved advance 2024 Trade Corridor Enhancement Programming for one project out of the Bay Area/Central Valley Regional Corridor Target. The \$63,000,000 reduction comes solely from that one region’s target; all other targets were calculated using the original amount of \$642,600,000.

6. Matching Requirements

Projects funded from the Trade Corridor Enhancement Program require a match of private, local, federal, or state funds. The required match is 30 percent.

- For the 40 percent of funding where projects are nominated by Caltrans, no match will be required. These projects may be nominated by Caltrans or jointly nominated by Caltrans and another agency.
- For the 60 percent of funding where projects are nominated by regions, the match is required.
- When calculating the required match, the Commission will, except for State Transportation Improvement Program funding, only consider funds that are not allocated by the Commission on a project specific basis.
- The match will be calculated based on the total amount of regional Trade Corridor Enhancement Program funds being requested.
- When calculating the match, funds programmed in fiscal years prior to the first year of the requested Trade Corridor Enhancement Program funds will not be counted, unless non-



proportional spending is approved. Please note that whether or not non-proportional spending is approved, funds programmed in prior program cycles do not count towards the match requirement.

- If the initial funding request is broken into separate projects after initial programming because of project segmenting, and this impacts the regional Trade Corridor Enhancement Program funds, the local match will be re-calculated.

Costs incurred prior to allocation will not be counted towards match.

The matching funds must be expended concurrently and proportionally on the project programmed with Trade Corridor Enhancement Program funds unless the Commission approves non-proportional spending at the time of programming or allocation.

For projects receiving federal National Highway Freight Program funds, 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 Trade Corridor Enhancement Program funds.

7. Leveraging Federal Discretionary Funds

The Commission will consider approving state Trade Corridor Enhancement Program funds in advance of the normal program approval timeframes for projects that are both eligible Trade Corridor Enhancement Program projects and are also being submitted to the federal government for federal discretionary (grant) funding. Advance funds will be considered when the applicant could use state Trade Corridor Enhancement Program Funds as a non-federal match in a federal grant application to increase the grant's competitiveness.

Commission staff must have the time needed to adequately review the project, analyze potential impacts on the applicable program cycle, and make a recommendation to the Commission. Where feasible, staff should receive applications requesting advance funds 60 days prior to the Commission meeting at which the advance funds will be voted on.

The project must demonstrate a significant freight benefit as defined in these guidelines.

These advance funds are limited to up to 50% of the applicable regional corridor target.

The federal grant must be awarded before any advance funds will be allocated via this process. If the project requesting advance funds is not successful in obtaining the federal discretionary funds, then the state Trade Corridor Enhancement funds will be returned to the regional corridor funding target and will not be awarded to the project. In that case, to obtain funds the project must compete through the regular process.

8. Funding Restrictions

Trade Corridor Enhancement Program funds shall not:

- Supplant other committed funds.
- Fund a project that is already fully funded.



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- Fund a capital improvement that is required as a condition for private development approval or permits.
- Be shifted between programmed project phases/components unless the project justifies the reason for this need and obtains special approval from the Commission to do so. In order for requests to be considered, they must be submitted to Caltrans 60 days in advance of a Commission action. Any shift must be approved in advance of expenditures.
- Fund cost increases, except as noted below.

A project must demonstrate significant public benefit to be eligible for funding.

Trade Corridor Enhancement Program funding may be used to fund cost increases on Caltrans nominated projects. The Trade Corridor Enhancement Program funding available in future programming cycles will be adjusted accordingly. The Commission will allocate the cost increase on a project-by-project basis consistent with Section 23 of these guidelines. For projects jointly nominated by Caltrans and another local agency, the Commission expects the responsibility to pay for cost increases will be negotiated and agreed upon prior to application, and that this agreement will be memorialized in the baseline agreement and adhered to by all parties involved.

Each year California receives Federal-aid funding for transportation projects, including the National Highway Freight Program funding that is used in the Trade Corridor Enhancement Program. It is the intent of the Commission that California utilizes all available federal funding and does not lose federal funding because not enough projects have been federalized. To be prepared for unanticipated project delays and failures, it is necessary to federalize more projects than may ultimately be allocated federal funding while recognizing that unnecessarily federalizing a project increases project costs. In this context, “federalize” means to fund a project with federal National Highway Freight Network funds. If a project is funded with federal funds, it is then subject to federal requirements, such as National Environmental Policy Act requirements. Commission staff will work with Caltrans to update its Federal-Aid Project Funding Guidelines to specifically address the Trade Corridor Enhancement Program to establish Federal-aid funding level requirements for this program.

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

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

9. Reimbursement

The Trade Corridor Enhancement Program is a reimbursement program for eligible costs incurred. An 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.



10. Eligible Applicants

Eligible applicants are public entities, such as cities, counties, Metropolitan Planning Organizations, Regional Transportation Planning Agencies, port authorities, public construction authorities, and Caltrans.

Project proposals from private entities must be submitted by a public agency sponsor. The Commission requires private entities who are partnered with a public agency sponsor to adhere to all Commission policies and deadlines when implementing projects, as well as legal requirements for the program. A written Letter of Interest between involved parties must also be provided with the project nomination. A written Memorandum of Understanding, that outlines how all contractual arrangements will be achieved within the program's required deadlines must also be provided by the time a project Baseline Agreement is approved by the Commission, or within six months of program adoption, whichever occurs sooner. It is encouraged that potential private/public partnerships begin well in advance of application deadline to ensure compliance with Commission policies.

The Commission expects collaboration and cooperation between the applicant, implementing agency, and Caltrans for all projects. Any statements about cost increases agreed to in a project's Commission approved baseline agreement must be adhered to and baseline agreements must be consistent with these guidelines.

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

The Metropolitan Planning Organizations will be responsible for compiling project nominations from their respective agencies as described in Attachment 1 Project Nominations.

11. Eligible Projects

To be eligible for funding under this program, a project must meet the following conditions:

- Be a freight infrastructure improvement with public benefits and meet the screening and evaluation criteria.
- Be compliant with Streets and Highways Code section 2192.
- Be consistent with Article XIX of the California Constitution.
- Meet the objectives of the Trade Corridor Enhancement Program and support the goals of the National Highway Freight Program, The California Freight Mobility Plan, and the California Sustainable Freight Action Plan.
- Be included in an adopted regional transportation plan by the time of program adoption and if applicable, consistent with a Sustainable Communities Strategy determined by the California Air Resources Board to achieve the region's greenhouse gas emissions reduction targets.
- As applicable by law, projects that propose to construct a toll transportation facility must request approval from the Commission to operate the toll facility in accordance with the Commission's Toll Facility Application Guidelines prior to the project being programmed.



Trade Corridor Enhancement Program funds may be used for the plans, specifications, and estimates; right-of-way; and construction phases. Trade Corridor Enhancement Program funds may not be used for the Project Approval and Environmental Documents phase.

Projects eligible for funding under the program include, but are not limited to, the following: Highway improvements, freight rail system improvements, border improvements, port enhancements, truck corridor improvements, surface transportation, local road, and connector road improvements to effectively facilitate the movement of goods, freight infrastructure (excluding vehicles) that enables zero-emission or near-zero emission goods movement, environmental/community mitigation that occurs as a part of a freight infrastructure (including zero-emission vehicles if they are part of an approved CEQA mitigation for a larger freight infrastructure project), and freight infrastructure related advanced technology. Advanced technology includes the installation of broadband (conduit and fiber) where appropriate and feasible along strategic corridors.

Purchases of human-operated zero-emission or near-zero emission equipment are eligible for funding if they are part of an infrastructure project.

Where possible, it is the intent of the Commission that the Trade Corridor Enhancement Program work in alignment with other state and federal funding programs to support projects that achieve multiple objectives, such as freight throughput, air quality, and zero emissions goals. The Commission encourages projects that align with the state's climate and equity goals as well as projects that identify and incorporate the installation of conduit and fiber optic cable where appropriate and feasible along strategic corridors.

National Highway Freight Program Fund Requirements

In addition to meeting the requirements above, projects receiving federal National Highway Freight Program funds must also meet the following requirements.

Project must comply with the provisions of Section 167 of Title 23 of the U.S. Code of Federal Regulation and be located on the Primary Highway Freight System or a designated Critical Rural Freight Corridor or Critical Urban Freight Corridor.

The designation of the Critical Rural Freight Corridor or Critical Urban Freight Corridor is not required at the time of project nomination; however, the designation must be federally approved prior to the project requesting allocation. Grade Crossing improvement projects, Grade Separation projects, Intermodal projects, and Intelligent Transportation System projects are not required to have a Critical Rural Freight Corridor or Critical Urban Freight Corridor designation.

Pursuant to federal statute, the Commission may not program more than 30 percent of the total federal yearly apportionment amount for freight intermodal or freight rail projects, which include the following:

- Projects within the boundaries of public or private freight rail or water facilities (including ports).
- Projects that provide surface transportation infrastructure necessary to facilitate direct intermodal interchange, transfer, and access into or out of the facility.

12. California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) Requirements



Design, right of way, and construction capital costs will only be programmed if the agency completes a project level environmental process in accordance with the California Environmental Quality Act (CEQA), within six months of program adoption.

If the project requires National Environmental Policy Act (NEPA) compliance, design, right of way, and construction capital costs will only be programmed if the agency completes a project level environmental process in accordance with the National Environmental Policy Act, within six months of program adoption. Furthermore, all projects subject to federal action must complete the NEPA process.

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

It is the intent of the Commission to expend all federal funds every program period, therefore, it is strongly encouraged that projects achieve NEPA clearance in order to maximize each project's federal funding eligibility. Projects with NEPA clearance may, therefore, have a higher likelihood of securing an award through the TCEP program.

13. Delivery Methods

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

For a project expected to use design-build or design-sequencing delivery method, the Commission will program the Trade Corridor Enhancement funds in the construction component of the project. The allocation however may be a combined amount to include design, right-of-way, and construction.

When using the Construction Manager/General Contractor delivery method, the project will be programmed and allocated in the same manner as design-bid-build. During the environmental or design phase, Construction Manager/General Contractor contract costs are considered environmental and/or design phase expenditures. As the project advances in the design phase, it may be desirable to separate the project into packages for efficiencies in the construction delivery. If this is the case, the project may be separated into separate delivery contracts and the Commission must be notified as soon as possible. The delivery dates and the scope of work must be consistent with the approved baseline agreement. If there is a change in cost, the change must be identified as specified in Section 23.

14. Project Segmenting

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



segmenting the project. Each construction phase segment must have independent utility, meaning that each segment must have stand-alone benefits specific to that segment. The nomination should address how each segment of the corridor project will have independent utility, and how it will be delivered. The nomination should include an estimated timeline for completing the overall project and each segment in the corridor.

The evaluation of the project will be based on the segment proposed for funding. Therefore, the nomination should: clearly identify the benefits (outputs and outcomes) for the segment proposed for funding; provide a full funding plan of the segment; and demonstrate the segment has independent utility.

15. Multiple Projects / Modes / Contracts

Project nominations may include multiple modes to be delivered in separate contracts (i.e. roadwork, port/rail work, advanced technology elements) referred to as project modes. The applicant must clearly identify the scope of work for each mode. The benefits (outputs and outcomes) that will be achieved may be described for all project modes combined in the project nomination. If a proposed project mode does not show a clear connection or a benefit to the corridor, the Commission may choose not to fund that individual project mode.

If the scope of a project mode includes more than one contract to achieve the benefits as proposed (i.e. roadwork, advanced technology), the application must identify the scope, funding plan and schedule for each contract (each contract should have a Project Programming Request Form), including any contracts not requesting Trade Corridor Enhancement Funds. The nomination should explain the strategy for project delivery. If after program adoption, the project is divided into more than one contract, it should be reported as soon as possible. A project amendment will need to be approved by the Commission prior to allocation.

16. Screening Criteria

Nominations will receive an initial screening by the Commission for completeness and eligibility, before moving to the evaluation process. An agency submitting multiple project applications must clearly prioritize its project nominations.

Incomplete or ineligible applications will not be evaluated.

Nominations will be screened for the following:

- The Project Nomination form in Attachment 1 must be complete, including the performance metrics form.
- Project must be an eligible project listed in Section 11 of these guidelines.

17. Project Rating Process

All project nominations that meet the screening criteria will be selected through a competitive process by evaluating the applications for compliance with the objectives of the program and rating them based on the evaluation criteria as specified in Section 18.

Each evaluation criteria will be scored with a “High”, “Medium-High”, “Medium”, “Medium-Low” or “Low”. The highest-ranking nominations will be selected for funding. The Commission may group projects for the purposes of comparing the ratings of like applications or for purposes of comparing projects within a region.



The Commission will prioritize projects jointly nominated and jointly funded by Caltrans and local agencies, and construction ready projects. Caltrans' commitment of State Transportation Improvement Program funds or State Highway Operation and Protection Program funds will be considered joint funding.

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

To maximize the effectiveness of program funds, the Commission's intent is to fund a small number of projects which provide for the greatest benefits and may elect to only evaluate the highest priority application(s) submitted by each applicant.

The Commission may collaborate with the following state agencies when evaluating project nominations: The California Air Resources Board to review the air quality and greenhouse gas emissions benefits and Caltrans to review the Life-Cycle Benefit-Cost Analysis.

18. Evaluation Criteria

The project nomination must include information that demonstrates how the project meets each of the criteria below.

Providing information for each of these criteria is required.

Completing the performance metrics form and required back-up information will provide quantitative information for some of these criteria.

Where a project is proposed to improve private infrastructure, the Commission's evaluation will examine the public/private benefit assessment of the project.

For the criteria that are also performance metrics, the performance metrics instructions are in Attachment 4.

The governing statute for the Trade Corridor Enhancement Program (Streets and Highways Code 2192 (g)) requires the Commission to consider velocity, throughput, reliability, and congestion reduction when allocating program funds. Zero-emission infrastructure projects, when combined with projects that produce significant freight benefits, will better meet the intention of the governing statute. Projects that do not evaluate well in these freight system criteria, such as standalone zero-emissions infrastructure projects, can still be competitive when evaluated across other criteria.

Applicants must provide a response for each of the evaluation criteria listed below.

Nominations will be evaluated on the following:

- **Freight System Factors**
 - **Throughput** – Project provides for increased volume of freight traffic through capacity expansion or operational efficiency to improve the interregional transportation network and move goods to, through, and from ports. This is a performance metric and instructions are in Attachment 4.



Installation of zero-emission charging or hydrogen refueling infrastructure should be publicly accessible. Please state whether the infrastructure will be primarily for public or private use. Projects that serve only a private use are not eligible for federal or state funding.

If the project has a mix of private and public benefits, complete the public/private cost benefit analysis requested in the “Other” section of the Nomination Form and explain what the public benefits of the project are.

19. Other Project Information Areas

The information below is requested as a part of project applications. This information is not evaluated however it is captured for project informational purposes.

Project nominations must demonstrate the project’s consistency with identified co-benefits of the proposed project. Projects funded in the Trade Corridor Enhancement Program are expected to provide diverse benefits in a variety of areas, which may include some or all the criteria identified below. If an area below is not relevant to a project, please write “Not applicable” in your application.

Below are instructions for the following subject matter areas:

- **Accessibility** – Project improves access to jobs or key destinations, improves access for specific populations, or improves transportation options.
- **Climate Change Resilience and Adaptation** – Project identifies and includes project features or strategies to mitigate the impacts of climate change.
- **Protection of Natural and Working Lands, and Enhancement of the Built Environment** – Does the project minimize the impact on natural and working lands (e.g., forests, rangelands, farms, urban green spaces, wetlands, and soils) or incorporate natural and green infrastructure?
- **Public Health** – This section outlines the areas in which these guidelines capture public health information, and reviewer considerations related to public health.

A. Accessibility

There are many different ways a project may improve access. For example, a project may improve access to jobs or key destinations by allowing people to get there faster, adding more or different routes, or improving connections between existing transportation options. A project may also improve access for a specific group of people, such as a disadvantaged community or low-income population.

Since there are many different types of projects and ways in which a project may improve access, it is up to the applicant to demonstrate how the project improves access.

The definition of improved accessibility includes but is not limited to any improvement in the ability of a person to travel to or from a destination, such as a job; improvement in the options for how a person can travel to and from a destination, such as via car or train; and improvement in the ease with which a person can travel to or from a destination. The benefit may focus on specific segments of the population, such as improving access for the low-income people or people with disabilities.

Required Information



20. Programming Capacity

The Trade Corridor Enhancement Program will be developed consistent with the estimated annual amount of funds available based on 50% of the revenues generated by the diesel fuel excise tax imposed by state statute and the obligation authority limits on the National Highway Freight Program.

21. Program of Projects

The program of projects is a list that is created at the beginning of each cycle that shows which Trade Corridor Enhancement Program funds were approved for each selected project. The program of projects will include, for each project, the amount to be funded from the Trade Corridor Enhancement Program, the fiscal year in which the Trade Corridor Enhancement Program Funds are programmed, and the estimated total cost of the project.

Caltrans and Commission staff will have additional details such as the phase funded for each project in their tracking documents.

Project costs must be programmed in the fiscal year the work can be done. In other words, Trade Corridor Enhancement Program Funds will be programmed in the fiscal year in which the phase is implemented, not before.

For Caltrans implemented projects, 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 cost.

22. Committed/Uncommitted Funds

The Commission will program and allocate funding to projects in whole thousands of dollars and will include a project only if the phase being funded is fully funded from a combination of Trade Corridor Enhancement Program funds, other committed funds, and eligible uncommitted funds.

The Commission will regard funds as committed when they are programmed by the Commission or when the agency with discretionary authority over the funds has made its commitment to the project by ordinance or resolution.

For federal formula funds, including Surface Transportation Block Grant, Congestion Mitigation and Air Quality, and federal formula transit funds, the commitment may be by federal Transportation Improvement Program adoption. For federal discretionary funds, the commitment may be by federal approval of a funding grant agreement or by grant approval.

Uncommitted funds may only be from the following competitive programs: the Solutions for Congested Corridors Program, the Local Partnership Program, or a federal discretionary grant program. The applicant must indicate its plan for securing a funding commitment; explain the risk of not securing that commitment, and its plan for securing an alternate source of funding should the commitment not be obtained. If a project with uncommitted funds is programmed, all funding commitments must be secured prior to July 1 of the year in which the project is programmed, or the project will be removed from the program.



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

III. Project Amendments

23. Amendment Requests

Project amendments will be considered for the Trade Corridor Enhancement Program as follows:

- **Scope Changes** – The Commission may not consider changes to the scope of the project unless the change is minor and has no impact to the project benefits or the scope change increases the benefits of the project. The Commission should be notified as soon as possible of a change in project scope. In the case where scope changes are significant, and the project benefits are less, the Commission will evaluate the proposed changes and make a determination to either continue funding the project with reduced TCEP funds or to delete the project from the program through a formal amendment.
- **Cost Changes** – The Trade Corridor Enhancement Program will not participate in cost increases to the project, except as allowed under Section 8 for Caltrans nominated projects. Any cost increases must be funded from other fund sources. If there is a change in the cost estimate, the Commission should be notified as soon as possible in writing explaining the change and the plan to cover the increase. A revised Project Programming Request form identifying the source of funding must also be included as described below.
- **Schedule Changes** – Schedule changes to a project will not be considered unless a time extension was approved as specified in Section 26. For projects programmed in the last year of the Trade Corridor Enhancement Program, the implementing agency may request to reprogram the project only once with justification. The request must include: a cover letter from all the partners that nominated the project; a clear and concise explanation for the request; the extraordinary circumstances that led to the request; consequences if the request is not approved; and an updated Project Programming Request. The Commission may approve the request only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the change.

General Instructions for All Amendments:

- Implementing agencies must notify Caltrans in writing of proposed project amendments.
- Caltrans shall coordinate all amendment requests and utilize the Project Programming Request to help document the change.
- In a timely manner, Caltrans will review the proposed amendment change and forward the proposed amendment change with Caltrans' written analysis and recommendation to the Commission for the Commission's approval.
- The written notification to Caltrans must include:
 - An explanation of the proposed change.



- The reason for the proposed change.
 - The impact the proposed change would have to the project.
 - An estimate of the impact the proposed change would have on the potential of the project to deliver the project benefits as compared to the benefits identified in the project application (increase or decrease in benefits) and an explanation of the methodology used to develop the aforementioned estimate.
 - A revised Project Programming Request form must be included in the notification.
- Project amendments requested by implementing agencies, must be consistent with program guidelines, and shall receive the approval of all partner and funding entities before presentation to the Commission.
 - Amendment requests should be submitted in a timely manner and include documentation that supports the requested change and its impact on the scope, cost, schedule, and benefits (outputs and outcomes).
 - Commission staff will present recommended changes deemed by staff to be minor changes, such as those with little or no impact to project benefits or which increase the benefits of the project, to the Commission as a part of the project allocation request. Staff will present all other amendment changes to the Commission as project amendments.

24. Allocation Requests

The Allocation Submission, Review, and Approval Process

When an agency is ready to implement a project component/phase, the following steps will occur as part of the allocation approval process.

1. The agency submits a request to Caltrans **at least 60 days prior** to the meeting in which they wish to have the allocation approved.
 - a. This allows time for Caltrans review and recommendation, Commission staff review and recommendation, and Commission allocation.
 - b. Where the project is to be implemented by an agency other than the applicant, the allocation request must include a copy of the Memorandum of Understanding or Interagency Agreement between the project applicant and implementing agency.
2. Caltrans will review the allocation request and provide a recommendation to Commission staff for review.
3. Commission staff will review the allocation request when Caltrans provides the request and a recommendation on how to proceed.
4. The recommendation from Caltrans must include:
 - a. A determination of project readiness
 - b. The availability of appropriated funding
 - c. The availability of all identified and committed supplementary funding
 - d. Consistency with the executed Baseline Agreement, if applicable.



- e. For a construction allocation recommendation, certification from Caltrans showing that a project's plans specifications and estimate are complete, environmental and right-of-way clearances are secured, and all necessary permits and agreements (including railroad construction and maintenance) are executed. Caltrans considers these projects Ready to List (RTL).
5. 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 design, right-of-way, or construction prior to documentation of environmental clearance under the California Environmental Quality Act. As a matter of policy, the Commission will not allocate funds for plans, specifications, and estimate; right-of-way; or construction of a federally funded project prior to documentation of environmental clearance under NEPA. Exceptions to this policy may be made in instances where federal law allows for the acquisition of right-of-way prior to completion of NEPA review.

Projects receiving federal National Highway Freight Program funds must comply with the provisions of Title 23 of the U.S. Code of Federal Regulation and be located on the Primary Highway Freight System or a designated Critical Rural Freight Corridor or Critical Urban Freight Corridor. The designation of the Critical Rural Freight Corridor or Critical Urban Freight Corridor must be federally approved prior to the project requesting allocation. Grade Crossing improvement projects, Grade Separation projects, Intermodal projects, and Intelligent Transportation System projects are not required to have a Critical Rural Freight Corridor or Critical Urban Freight Corridor designation.

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 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.

25. Letter of No Prejudice

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

26. Timely Use of Funds

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



No deadline may be extended more than once. However, there are separate deadlines for allocations, contract award, expenditures, and project completion. Each project component has its own deadlines. The Commission may consider the extension for each of the deadlines separately.

- **Allocation extension (12 months maximum).** The Commission may extend the deadline only once for allocation and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.
- **Contract award extension (12 months maximum).** The Commission may extend the deadline only once for contract award and only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed twelve months.
- **Expenditure extension (12 months maximum).** Upon request of the implementing agency, the Commission may extend the deadlines for expenditures for any phase/component no more than one time, only if it finds that an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed more than 12 months.
- **Project delivery extension after allocation.** If additional time is needed for project delivery (including expenditures) after allocation, the Commission may extend the deadline one time if there is an unforeseen and extraordinary circumstance beyond the control of the responsible agency has occurred that justifies the extension. The extension will not exceed the period of delay directly attributed to the extraordinary circumstance and cannot exceed more than 20 months.
- **Schedule Changes with No Commission Action**
 - If an agency has a schedule change that does not impact the timing of the phase where Trade Corridor Enhancement Program funds are programmed, then no Commission action is needed for the Trade Corridor Enhancement Program. However, a corrected Project Programming Report should be submitted to Caltrans and Commission staff.
 - If, prior to allocation, an agency has a minor schedule change that changes the month but not the fiscal year programmed for allocation of Enhancement Program funds, no Commission action is needed. However, a corrected Project Programming Report should be submitted to Caltrans and Commission staff.

27. Project Inactivity

Once funds for a project are encumbered, project applicants are expected to invoice on a regular basis (for federal funds, see 23 CFR 630.106 and the Caltrans' Inactive Obligation



Policy). Failure to do so will result in the project being deemed "inactive" and subject to de-obligation and deallocation if proper justification is not provided.

28. Project Cost Savings

Project cost savings will be evaluated taking each phase into account.

When the word “proportionally” is used in reference to project cost savings, it includes the following meanings.

- If there are savings that affect more than one funding source, for example, there are savings in the right-of-way phase and the right-of-way phase was funded with two different funding sources, then the savings will be returned to each funding program proportionally based on the percentage of funds that were originally programmed to the phase from each fund source. The only exception is if an agency wishes to use the savings to fund a cost increase on the project as allowed in this section.
- If the project is funded with both the 40 percent of Caltrans statewide Trade Corridor Enhancement Program funds and the 60 percent of regional Trade Corridor Enhancement Program funds, the savings will go back to each category of funds based on the proportional amount originally programmed from each funding type.

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

Trade Corridor Enhancement Program savings may be used to fund cost increases in any subsequent project phase until the proportions match those at programming. Any additional savings must be returned proportionally at project completion, through a Commission action, and made available for programming in subsequent programming cycles.

IV. Reporting

29. Project Reporting

SB 1 places responsibility on the Commission to track the performance of and report to the public how well funding recipients are delivering projects receiving Trade Corridor Enhancement Program funds. The reporting requirements as outlined in the Commission’s Accountability and Transparency Guidelines are required for all projects programmed in the Trade Corridor Enhancement Program.

The National Highway Freight Program funds administered under the Trade Corridor Enhancement Program will be subject to the National Performance Management Measures for assessing Performance of Freight Movement. These are Federal Highway Administration performance measures used to help identify needed transportation improvements and monitor their effectiveness. Contact [Caltrans’ Division of Transportation Planning](#) for further information. Below is a link to a website about these measures:

https://ops.fhwa.dot.gov/freight/freight_analysis/perform_meas/index.htm#fhwa



30. Project Tracking Database

Caltrans maintains an electronic database of the adopted Trade Corridor Enhancement Program and Commission actions. The database includes project specific information, including project description, location, cost, scope, schedule, progress of the project, and a map. The project information from the database is accessible at www.RebuildingCA.ca.gov.

31. Project Auditing

The audit requirements as outlined in the [Commission's Accountability and Transparency Guidelines](#) will be required for all projects programmed in the Trade Corridor Enhancement Program.

32. 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.

33. 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 VII, Section 25](#).

V. 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 TCEP funds shall comply with Title VI requirements, as follows:

- The implementing agency assumes responsibility and accountability for the use and expenditure of program funds. Applicants 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.



VI. Attachments

Attachment 1. SB 1 Programs Transportation Equity Supplement

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;



Attachment 2. Project Nominations Format

Nomination Deadline

Project nominations and supporting documentation must be submitted to the Commission by **November 22, 2024**. Nominations will be treated in accordance with California Public Records Act requirements and information, subject to those requirements, may be publicly disclosed.

Metropolitan Planning Organization Letter

The Metropolitan Planning Organizations (MPOs) will be responsible for compiling project nominations from their respective agencies to the Commission. Project nominations coming from Imperial County will be considered as part of the San Diego/Border programming target, but the project nominations from Imperial County will be compiled and submitted through the Southern California Association of Governments as its Metropolitan Planning Organization. All other project nominations will be submitted directly to the Commission.

Each Metropolitan Planning Organization will submit a cover letter signed by the respective Executive Director. The submittal will include:

- A full list of all nominations received, and
- Confirm that projects that fall within the MPO boundary are included in an adopted Regional Transportation Plan and if applicable, its Sustainable Communities Strategies and adopted regional freight plan.

This cover letter is submitted by the MPOs and is separate from the cover letters that are to be submitted with each project.

The MPO cover letter is due prior to the nomination form deadline and can be submitted via email to TCEP@catc.ca.gov.

General Nomination Submission Instructions

- Applications must be submitted by the deadline listed above, which is November 22, 2024.
- Applicants must submit one (1) electronic copy. Electronic copies should be sent via e-mail to TCEP@catc.ca.gov.
- Each project nomination should be limited to 35 pages, excluding information requested in appendices.
- Each project nomination must utilize the lettering convention outlined below. For example, the overview of the project, the map, and the project scope should all be part of a section in your application that has a section heading such as, "C. General Information." Screening criteria information should be under a section labeled something like, "D. Screening Criteria."



Attachment 3. Performance Metrics Form

Trade Corridor Enhancement Program

Existing Average Annual Vehicle Volume on Project Segment						
Existing Average Annual Truck Percent on Project Segment						
Estimated Year 20 Average Annual Vehicle Volume on Project Segment with Project						
Estimated Year 20 Average Annual Truck Percent on Project Segment with Project						
Measure	Metric	Project Type	Build	Future No Build	Change	Increase/Decrease
Congestion Reduction (Freight)	Change in Daily Vehicle Hours of Delay	All				
	Change in Daily Truck Hours of Delay	All (except rail)				
	(Optional) Person Hours of Travel Time Saved	All				
	(Optional) Daily Truck Trips Due to Mode Shift	Rail, Sea Port				
	(Optional) Daily Truck Miles Travelled Due to Mode Shift	Rail, Sea Port				
	(Optional) Other Information	All				
Throughput (Freight)	Change in Truck Volume	Highway, road, and port projects only				
	Change in Rail Volume	Rail				



Attachment 4. Project Programming Request

Each application must include a Project Programming Request form. The Project Programming Request must list federal, state, local, and private funding categories by project component and fiscal year. If the proposed project includes multiple project modes to be delivered under separate contracts, each project mode must have its own Project Programming Request. The scope, benefits, schedule and funding plan of the Project Programming Request must be consistent with the information in the application. The template of the Project Programming Request form may be found at: <https://dot.ca.gov/programs/financial-programming/office-of-capital-improvement-programming-ocip>



Attachment 5. State Highway System Project Impact Assessment ([Form CTC-0002](#))

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: $(\text{Area within State Right of Way} \div \text{Total project area}) \times 100$ and Estimated dollar (\$) value of project area within State Right of Way
9. Total construction cost of physical project elements within State Right of Way: Provide a separate estimate for the total construction cost (capital and support costs) of the project for only those physical elements and/or portions of elements that are on or within State Right of Way. This includes project elements within State airspace. Please refer to the completed estimates form or figures included in the project application.
10. Indicate the anticipated environmental documentation that will be required for California Environmental Quality Act and National Environmental Policy Act (ex. Negative Declaration, EIR/ EIS, etc.) Indicate N/A if a National Environmental Policy Act document is not required.
11. Fully describe the scope of work to be performed within State Highway Right of Way. This includes all new or modifications to any physical assets within State Right of Way.
12. Follow the steps and linked resources to determine induced Vehicle Miles Traveled (VMT) on the State Highway System (SHS) and applicable calculations. Enter text inputs on 4, 5, or 6 as applicable. Note: Active Transportation Program (ATP) projects may not induce VMT per the ATP Guidelines. ATP applicants check number 1 and proceed to Section 13.
13. Review the linked flowchart and resources for appropriate level of involvement. Check the applicable items in the checklist to determine appropriate process. Check the processes that apply.

Caltrans will review and retains the right to make a final determination.



Attachment 6. Clean Freight Corridor Efficiency Assessment

Senate Bill 671 (Gonzalez, Chapter 679, 2021) required that the CTC prepare a Clean Freight Corridor Efficiency Assessment to identify freight corridors, or segments of corridors, and the infrastructure needed to support the deployment of zero-emission medium and heavy-duty vehicles. The Clean Freight Corridor Efficiency Assessment was submitted to the Legislature in December 2023 and can be found on the CTC website here:

<https://catc.ca.gov/-/media/ctc-media/documents/programs/sb671/sb671-final-clean-freight-corridor-efficiency-assessment-dor.pdf>



Attachment 7. Fund Estimate

**TRADE CORRIDOR ENHANCEMENT PROGRAM (TCEP)
FUND ESTIMATE
(\$ millions)**

	2025-26	2026-27	2-Year Total
RESOURCES			
STATE RESOURCES			
Trade Corridor Enhancement Account ¹	\$405	\$413	\$817
Previously Programmed Resources	0	0	0
State Resources Subtotal	\$405	\$413	\$817
FEDERAL RESOURCES			
National Highway Freight Program ^{2,3}	\$126	\$128	\$254
Previously Programmed Resources	0	0	0
Federal Resources Subtotal	\$126	\$128	\$254
TOTAL RESOURCES	\$531	\$541	\$1,071
Prior Commitments ⁴	(\$171)	\$0	(\$171)
NET RESOURCES AVAILABLE	\$360	\$541	\$900

Note: Individual numbers may not add to total due to independent rounding.

TCEP projects must be compliant with Streets and Highways Code, Section 2192.

¹ Amounts provided by the Department of Finance and includes adjustments for inflation.

² Federal Resource dollars are representative of obligation authority and are estimated California apportionments under the Infrastructure Investment and Jobs Act (IIJA) including reductions for post-apportionment set-asides, penalties, and sequestration. Fiscal Year 2026-27 is escalated using the average inflationary rate over the entire IIJA funding period (1.7%).

³ California may use up to 30% of the National Highway Freight Program funds on freight and/or freight rail projects.

⁴ Includes pending and allocated commitments in excess of prior cycle programming, offset by anticipated savings.



Attachment 8. Goals and Guiding Principles of the Trade Corridor Enhancement Program

2023 California Freight Mobility Plan

The California Freight Mobility Plan 2023 is a complete update to California's previous Freight Mobility Plan adopted in 2018, the CFMP 2018. The creation of a state freight plan is required by Assembly Bill (AB) 14 (Lowenthal, 2013), codified under California State Government Code (GC) Section 13978.8, and the Infrastructure Investment and Jobs Act (IIJA, 2021), codified under 49 United States Code 70202 to update the plan every four years to receive programmatic funding.

<https://dot.ca.gov/-/media/dot-media/programs/transportation-planning/documents/cfmp/cfmp-july-2023-final-v1-a11y.pdf>

California Sustainable Freight Action Plan

This document integrates investments, policies, and programs across several State agencies to help realize a singular vision for California's freight transport system. This Action Plan provides a recommendation on a high-level vision and broad direction to the Governor to consider for State agencies to utilize when developing specific investments, policies, and programs related to the freight transport system that serves our State's transportation, environmental, and economic interests.

https://ww2.arb.ca.gov/sites/default/files/2019-10/CSFAP_FINAL_07272016.pdf

National Highway Freight Program Implementation Guidance (Updated December 2022)

This document provides background and guidance to clarify eligibility requirements for the National Highway Freight Program (NHFP) under the Infrastructure Investment and Jobs Act (IIJA)

https://ops.fhwa.dot.gov/freight/documents/NHFP_Implementation_Guidance.pdf?_gl=1*_1opois*_ga*Mjg5MjUyOTg3LjE2ODAxOTAyNTQ.*_ga_VW1SFWJKBB*MTcxNzg4OTQ1NS43LjEuMTcxNzg4OTU1MC4wLjAuMA