



CLEAN CALIFORNIA

A transformative initiative to remove litter,
create jobs and beautify California

Clean California Local Grant Program, Cycle 2

Application Workshop #2

April 3, 2023



CLEAN CALIFORNIA

A transformative initiative to remove litter,
create jobs and beautify California



Hoopa Valley Tribal Council and Caltrans at a Clean California Community Day Celebration

<https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
CleanCA.LocalGrant@dot.ca.gov



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Agenda

1. Meet the Team
2. Participant Engagement
3. Updates and FAQs from Application Workshop #1
4. Overview of Application Package and Resources
5. Overview of 6 Remaining Application Forms
6. Next Steps



**Clean California Event for City of Sacramento
Florin Road Community Beautification Project**



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Participant Engagement

We want your questions on the:

- Project Outcomes Spreadsheet
- Application Checklist
- Spending Plan for applicants requesting Advance Payment
- Letters of Commitment for applicants using in-kind contributions
- Copy of the Right of Way certification document for infrastructure projects
- Other supporting materials document

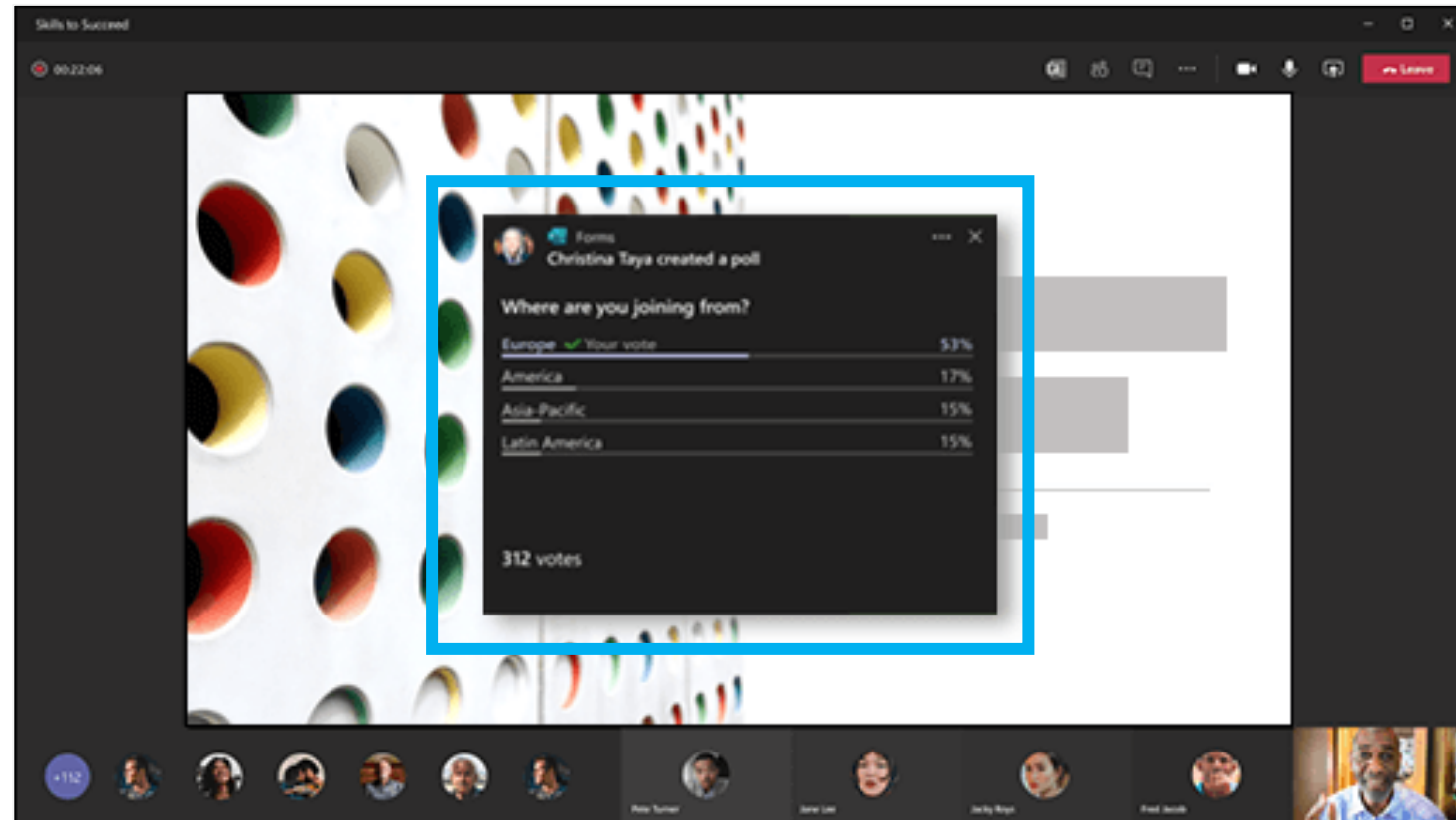
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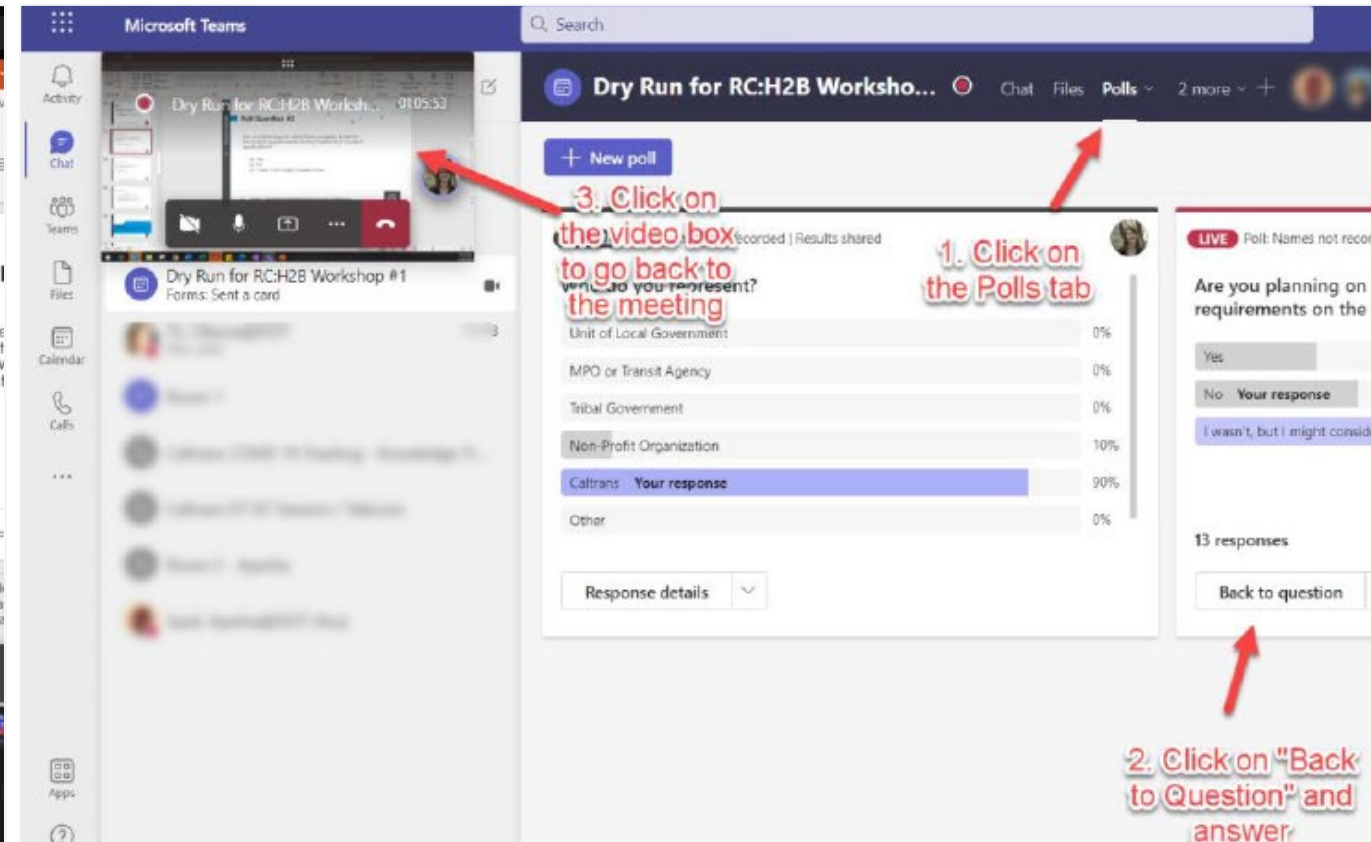
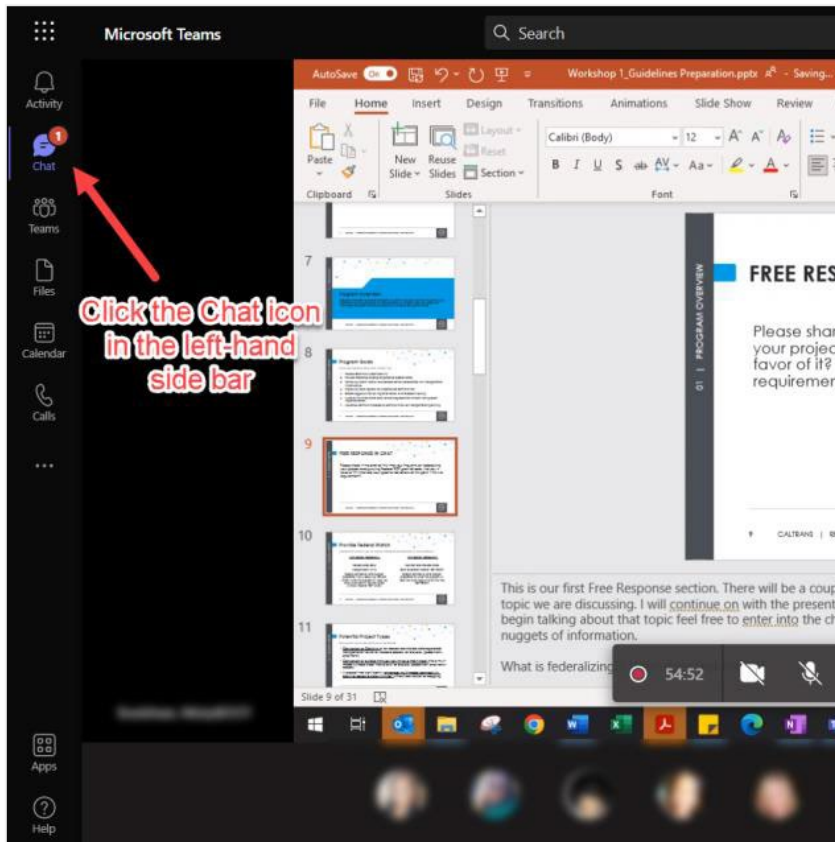
Polls on Desktop





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Polls on Web





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Polls on Mobile

The screenshot displays a mobile application interface. On the left, a presentation slide titled "Poll Question #2" is visible, containing the following text:

Poll Question #2
Are you planning on using these program funds for the match requirements on the Federal RCP Cycle 2 application?

- a) Yes
- b) No
- c) I wasn't, but I might consider it now.

Below the slide, a chat window is open, showing a poll result for the question "Are you planning on using these program funds for the match requirements on the Federal RCP Cycle 2?". The poll has 13 responses:

Response	Percentage	Count
Yes	23%	(3)
No	30%	(4)
I wasn't, but I might consider it now.	46%	(6)

The chat window also shows a "Submit Vote" button and a "13 responses" indicator. The background of the app shows a video conference with several participants.



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Poll Question 1: Who is participating today?

- Transportation agency
- Local agency
- Tribal representative
- Non-profit organization
- Consultant
- Caltrans
- Other



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Updates since Application Workshop #1

- Updated our application instructions and local match tutorials to address questions from workshop #1
- Updated the FAQ document
- Corrected the program guidelines to fix two mistakes:
 - The application deadline is 4/28/23 at 5:00 PM Pacific ~~Standard~~ **Daylight** Time
 - For Option 3, National School Lunch Program, the project must be located within ~~two miles~~ **a half mile** of the school(s) represented by this criterion



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FAQs from Application Workshop #1

- How do I know whether my project encroaches onto or touches Caltrans right of way?
 - A. Contact your [District Encroachments Permit Office](#) ASAP.
- If a census tract is partially located within the half mile buffer around my project site, should it still be included in my calculations?
 - A. Yes.
- If using Option 1, Area Median Income, how do I find census block group data?
 - A. See updated Option 1 tutorial.



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FAQs from Application Workshop #1

- How do I sign up for Office Hours?
 - A. We will email our mailing list when registration is available.
- What if a location does not have a street address?
 - A. See updated Application Instructions.
- Do you fill out the form “Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form” a little differently when using Option 3?
 - A. Yes.



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Overview of Application Package

Cycle 2 Application Form and Attachments



- Required for all applications:

- [Main Smartsheet Application Form](#)
- [Project Outcomes Spreadsheet \(XLXS\)](#)
- [Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form \(XLXS\)](#)
- [Narrative \(DOC\)](#)
- [Scope of Work, Cost, and Schedule Workbook \(XLXS\)](#)
- [Local Match Calculation Form \(XLXS\)](#) (only optional for Tribal projects. Open form for details.)
- [Application Checklist \(PDF\)](#)



- Applicable to only certain applications:


- If you are requesting Advance Payment, a [Spending Plan \(XLXS\)](#)
- If using in-kind contributions, [Letters of Commitment \(DOC\)](#) from third party contributors
- For infrastructure projects, copy of the Right of Way certification document (no standard template for this, see FAQ for details)
- Any other documents or materials that help demonstrate project need or viability (no standard template for this, see end of Smartsheet form for details)



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Project Outcomes Spreadsheet

Cycle 2 Application Form and Attachments

- Required for all applications:
 - [Main Smartsheet Application Form](#)
 -  [Project Outcomes Spreadsheet \(XLXS\)](#)
 - [Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form \(XLXS\)](#)
 - [Narrative \(DOC\)](#)
 - [Scope of Work, Cost, and Schedule Workbook \(XLXS\)](#)
 - [Local Match Calculation Form \(XLXS\)](#) (only optional for Tribal projects. Open form for details.)
 - [Application Checklist \(PDF\)](#)



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Key Points on the Project Outcomes Spreadsheet

- The more expected outcomes from your project and the more goals these outcomes relate to, the more competitive the application.
 - But it's also okay to leave the zeros for some outputs.
- Numbers don't need to be exact.
- Be conservative in estimates.
- If you have an output that doesn't match any information in the spreadsheet, log the output under a category that is similar to the output.



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Poll Question 2: Does your project involve outcomes that relate to the majority of the 4 legislative goals of the CCLGP?

- Yes
- No
- Unsure



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Please submit questions in the chat regarding Updates and FAQs since Workshop #1, Overview of the Application Package, and the Project Outcomes Spreadsheet.



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Application Checklist

Cycle 2 Application Form and Attachments

- Required for all applications:
 - [Main Smartsheet Application Form](#)
 - [Project Outcomes Spreadsheet \(XLXS\)](#)
 - [Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form \(XLXS\)](#)
 - [Narrative \(DOC\)](#)
 - [Scope of Work, Cost, and Schedule Workbook \(XLXS\)](#)
 - [Local Match Calculation Form \(XLXS\)](#) (only optional for Tribal projects. Open form for details.)
 - [Application Checklist \(PDF\)](#)





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Key Points on the Application Checklist

- Most of the questions are just asking if you have submitted all the attachments you are supposed to at the end of your Smartsheet form.
- The only applicants who can check “N/A” to question #5 are Tribes.
- The Primary Applicant signature must be wet.
- The person signing must have the authority to commit their agency’s resources to this project, and attest that the information in the application is true and correct.
 - Recommend identifying this person now, before the application deadline. Make sure the signer KNOWS they need to sign.



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Poll Question 3: Do you know who in your agency is the appropriate person to sign the application checklist?

- Yes
- No
- Maybe (will follow up and confirm soon)



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Please submit questions in the chat regarding the Application Checklist.



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Advance Payment Spending Plan

- Applicable to only certain applications:
 - If you are requesting Advance Payment, a [Spending Plan \(XLSX\)](#)
 - If using in-kind contributions, [Letters of Commitment \(DOC\)](#) from third party contributors
 - For infrastructure projects, copy of the Right of Way certification document (no standard template for this, see FAQ for details)
 - Any other documents or materials that help demonstrate project need or viability (no standard template for this, see end of Smartsheet form for details)



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Key Points on the Advance Payment Spending Plan

- You need to submit a brief justification for why you are requesting an advance payment.
- Many conditions need to be met by applicants requesting advance payment.
- The spending plan submitted with the application is an estimate. If awarded and the request is approved, an updated spending plan will be required.
- Advance Payments are limited to 30% of the grant amount request of \$1 million, whichever is smaller.



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Poll Question 4: Will you apply for an advance payment?

- Yes
- No
- Unsure



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Please submit questions in the chat regarding the Advance Payment Spending Plan.



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Letters of Commitment from In-Kind Contributors

- Applicable to only certain applications:
 - If you are requesting Advance Payment, a [Spending Plan \(XLXS\)](#)
 - If using in-kind contributions, [Letters of Commitment \(DOC\)](#) from third party contributors
 - For infrastructure projects, copy of the Right of Way certification document (no standard template for this, see FAQ for details)
 - Any other documents or materials that help demonstrate project need or viability (no standard template for this, see end of Smartsheet form for details)



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Key Points on Letters of Commitment

- Purpose is to demonstrate that the contributions will be provided in time for the project to be complete by June 30, 2026.
- For information on what is considered an in-kind contribution, see section “Local Match Sources” in the program guidelines.
- To determine retail value of a good or service, an applicant can find a reasonable quote online and save a copy of this for their records.
- All letters should be submitted as one PDF and that should be attached to the main online Smartsheet application form.



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Poll Question 5: Do you intend to use in-kind contributions to satisfy part or all of your local match requirement?

- Yes
- No
- Unsure



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Please submit questions in the chat regarding Letters of Commitment.



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Right of Way Certification Document

- Applicable to only certain applications:
 - If you are requesting Advance Payment, a [Spending Plan \(XLXS\)](#)
 - If using in-kind contributions, [Letters of Commitment \(DOC\)](#) from third party contributors
 - For infrastructure projects, copy of the Right of Way certification document (no standard template for this, see FAQ for details)
 - Any other documents or materials that help demonstrate project need or viability (no standard template for this, see end of Smartsheet form for details)



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Key Points on Right of Way Certification Document

- Required for all infrastructure projects.
- If the project is not on Caltrans RW, RW can be self-certified by the applicant.



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Please submit questions in the chat regarding the Right of Way Certification document.



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Other Supporting Materials Document

- Applicable to only certain applications:
 - If you are requesting Advance Payment, a [Spending Plan \(XLXS\)](#)
 - If using in-kind contributions, [Letters of Commitment \(DOC\)](#) from third party contributors
 - For infrastructure projects, copy of the Right of Way certification document (no standard template for this, see FAQ for details)
 - Any other documents or materials that help demonstrate project need or viability (no standard template for this, see end of Smartsheet form for details)



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Key Points on the Other Supporting Materials document

- Purpose is to provide any other materials that help demonstrate project need/viability.
- This is a good attachment to include items such as additional project photos, Letters of Support, Board Resolutions, renderings, etc..
- Include all supporting materials as **ONE** PDF so that it is easy to identify.
 - Keep the attachment size under 25 MB.
- Name the file something recognizable (e.g., “Other Supporting Materials”).



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Poll Question 6: For the third workshop, which forms would you like us to cover in more detail? (Choose up to 2 answers)

- Local Match Calculation Form
- Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form
- Scope of Work, Cost, and Schedule Workbook
- Narrative
- Project Outcomes Form
- Other (please type the name of the form into the chat)



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Please submit questions in the chat regarding the Other Supporting Materials document.



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Next Steps

- Submit additional questions to CleanCA.LocalGrant@dot.ca.gov.
- In approximately 1 week, recording of this meeting and slides will be posted at: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>.
- Look out for announcement of third workshop
 - Sign up for our mailing list here:
<https://lp.constantcontactpages.com/su/BX4kgoT/CleanCALocalGrant>.
- CCLGP Team will update the FAQ and instructions based on questions received.



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Next Steps

	Milestone	Date
✓	Call for Projects	February 14, 2023
→	Application Workshops	March through April 2023
	Application Due Date	April 28, 2023 at 5 PM PDT
	Award Announcement	August/September 2023
	Project Completion Date	June 30, 2026



Important Links

- The Clean California Local Grant Program webpage: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
- Join our mailing list to receive information on the Local Grant Program:
<https://lp.constantcontactpages.com/su/BX4kgoT/CleanCALocalGrant>
- Overall Clean California Program website:
www.cleancalifornia.dot.ca.gov