CCLGP Frequently Asked Questions

Contents

Application Process

Q1: Who is an eligible applicant?

    A. The applicant must be a local or regional public agency, transit agency, or federally recognized tribal government. Nonprofit organizations may partner with eligible applicants, as sub-applicants.

Q2: Are school districts, special districts, Metropolitan Transit Agencies (MTA), Metropolitan Planning Organizations (MPOs), or Joint Powers Authorities (JPA) eligible applicants?

    A. The applicant must be a local or regional public agency, transit agency, or federally recognized tribal government.

       Public agency status is determined based on the agency's enacting documents. Additionally, it must be established that the agency has jurisdiction over the public space being improved.

Q3: Who can be a sub-applicant? For instance, can an artist be a sub-applicant?

A. Although anyone can be a sub-applicant, most frequently they are other public agencies or non-profits. Usually sub-applicants contribute funds or project development work such as project management, design, or contract administration. The work they provide must add value to the project in some way. While an artist can be listed as a sub-applicant, this is not necessary.

Q4: How would you define a "project"?

A. A project can include multiple elements such as infrastructure and non-infrastructure elements, as well as multiple locations. For example, one project may include installation of lighting, litter abatement, and painting of a mural. All infrastructure and non-infrastructure project elements must be included in their respective cost proposals on the CCLGP website.

Q5: Can I submit multiple projects in one application?

A. One application can contain more than one project element and can include both infrastructure and non-infrastructure elements, but all elements must be under one project. Applications that include multiple elements may be more competitive.

Q6: Can an agency submit multiple applications?

A. Yes. There is no limit to the number of applications an applicant can submit. Also, multiple departments within one agency can submit separate applications.

Q7: Do I need to submit a City Council resolution (or similar approval document) for my project with my application?

A. A City Council Resolution or similar approval document is not required to be submitted with an application. A resolution will be required at the time a grant agreement is executed. See the template of the Restricted Grant Agreement for details.

Q8: Can a project that has already received funding from another program apply for additional funding with this grant?

A. CCLGP funds cannot be used to supplant existing funds. If the project is adding scope, that portion of the project may be eligible for CCLGP funds.

Q9: If an application includes both infrastructure and non-infrastructure components, do cost proposals need to be submitted for each?

A. Yes.

Q10: Is there a limit to the number of sub-applicants that can be included?

A. No.

Q11: How detailed do the engineering and/or project plans submitted with the Scope need to be?

A. Applications that more strongly support a project can be completed by the project delivery date of June 30, 20**24** will be more competitive. The level of detail needs to be sufficient to support the scope, schedule, and budget in the grant application.

Q12. What do I submit as a PSR or PSR Equivalent under Attachment D?

A. A Project Study Report (PSR) or PSR Equivalent is needed for all projects with infrastructure elements. If your project does not contain any infrastructure elements, you can leave the Attachment D field in your main application form blank.

PSRs and PSR Equivalents are engineering reports whose purpose is to document an agreement on the scope, schedule, and estimated cost of a project. The PSR or PSR Equivalent shall be prepared under the direction of a California registered Civil Engineer.

If you already have a PSR or PSR Equivalent for your project, attach it to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment D:** For Infrastructure Projects, Project Study Report or Equivalent with Engineer's Stamp" field.

If you do not already have a PSR or PSR Equivalent for your project, and your project is on the State Highway System, you should reach out to your District Contact listed on the CCLGP website as soon as possible. There are

different levels of PSR and PSR Equivalent documents that may be required through the encroachment permit process depending on your project scope. Your District Contact can assist you in identifying which type of document you need to submit under the Attachment D field.

If you do not already have a PSR or PSR Equivalent for your project, and your project is off the State Highway System, you may consider the completed application as a PSR Equivalent, if the requirements in the Attachment D checklist are met. Complete the form "Checklist for Agencies Considering their Application as a PSR Equivalent" and attach this to your application, in the "**Attachment D:** For Infrastructure Projects, Project Study Report or Equivalent with Engineer's Stamp" field.

See the section "Complete Attachment D: For Infrastructure Projects, Project Study Report or Equivalent" in the Application Instructions for more information.

Q13: In Section 1.2 in the main application form, how do I determine latitude and longitude coordinates when I have a large project location (e.g. of 2 miles)?

A. Enter the coordinates of the approximate center of your project site.

Q14: If my project has dozens of sites, should I enter location information for all these sites in sections 1.2 and 2.1 in the main application form?

A. If the sites include different project elements, yes. For instance, if you are planning on installing a sign at one site and a trash can at another, please list both sites. There is no limit to the number of rows you can add in these sections.

If the sites include the same project elements, and they are within a quarter mile of each other, you can group them together into one row. For instance, if you are installing signs at dozens of sites and 3 of your signs are located at the same intersection, you can group all those sites into one row in sections 1.2 and 2.1.

Q15: How do I complete sections 1.2 and 2.1 in the main application form if my project does not include any physical improvements (i.e. it is purely an educational or outreach campaign)?

A. For projects that don't involve any physical improvements (e.g. an anti-litter social media campaign in a City), in section 1.2, enter the center coordinates of your campaign, and for section 2.1, enter the number of

the census tract closest to the center of your campaign. Also, in the Project Narrative, clarify the project location.

If you are doing an outreach campaign that does involve physical improvements, such as billboards or clean up days, then enter the location information for those improvements in sections 1.2 and 2.1.
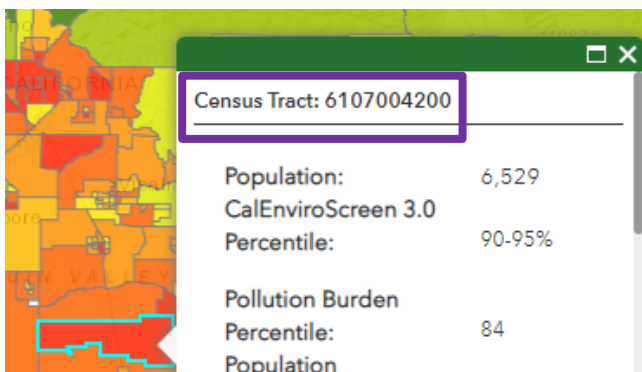
Q16: My project is purely an educational or outreach campaign that does not include a specific project site. What do I submit for the required Attachment G, "Photo of Project Site Prior to Improvements"?

A. Submit a photo of an example of a physical site you aim to improve because of your educational or outreach campaign. For instance, if your project is an anti-litter social media campaign in a City, submit a picture of a park in your City that currently suffers from litter, that your agency would like to see contain less litter as a result of the social media campaign.

Q17: In Section 2.1, when I enter the census tract numbers in the popups on the CalEnviroScreen site, I get an error message. Why is this?

A. This is because the number in the popup on the CalEnviroScreen site isn't the official census tract number, which follows the following format: XXXX.XX. This is the only census tract number format that Section 2.1 accepts. However, the number in the popup on the CalEnviroScreen site contains the official tract number. It is the last 6 digits of the number shown, with a decimal point after the first 4.

To avoid receiving an error message when completing Section 2.1, enter the last 6 digits of the number you see in the popup in the following format: XXXX.XX. (e.g. enter 6107004200 as 0042.00).

Q18: I have a latitude or longitude coordinate that includes a negative sign, but I cannot enter this sign into the main application form. What do I do?

   A. Enter the coordinate without the negative sign. The negative sign is implied.

Q19: How do I complete the Demonstrated Community Need and Project Outcomes forms (Attachment K) if the project has more than a dozen different sites?

   A. Enter answers in one Attachment based on average of the sites (i.e., do not complete multiple Attachments).

Award Process and Administrative Requirements

Q20: Is it possible for the same agency to be awarded multiple grants if they submit multiple applications?

   A. Yes.

Q21: Are indirect costs eligible for reimbursement?

   A. Awardees may only claim an indirect cost rate that is approved by the California Department of Transportation Independent Office of Audits and Investigations, or the applicant's cognizant agency. Also, if claiming indirect costs, an approved indirect cost rate will need to be included in the grant agreement. To obtain or update an indirect cost rate with Caltrans, please visit this link for instructions: https://ig.dot.ca.gov/resources.

Q22: Will CCLGP projects fall under our Master Agreement?

   A. The Master Agreement/Program Supplement process will not be used for this program. Awardees will need to execute a Restricted Grant Agreement (RGA) with Caltrans. See the template of the Restricted Grant Agreement for details.

Q23: Can I use grant money to add work to an existing project, or do I have to create a new project?

   A. You're not prohibited from using grant money to add work to an existing project, however if you do this you need to make sure that you are

complying with all the laws, regulations, and guidelines from the other grant program in addition to the CCLGP.

Public Engagement

Q24: Does public engagement need to be completed before the proposal is submitted on 2/1/22?

A. The application needs to show the need for the project was identified through a public engagement process. That process needs to be explained in the project narrative portion of the application, which is submitted as Attachment A of the application. More information can be found in the section, "1. Narrative," (third bullet) of the Guidelines and also in the Attachment A: Project Narrative template on the CCLGP website.

Q25: Do we need to do new community engagement for our project, or can we use the results of past community engagement events or needs assessments related to our proposed project to satisfy our engagement requirement?

A. New community engagement does not need to be conducted for your project if past engagement related to your project was performed that reflects community priorities and is consistent with local or regional plans. Examples of these plans are general plans, specific plans, bicycle and/or pedestrian plans, and complete street plans. Your project should also align with the public outreach that occurred before or during the preparation of these plans.

Q26: What is the expectation for public engagement for this program considering COVID-19?

A. In-person engagement events are not expected. Online engagement activities such as online workshops and surveys that follow locally approved community engagement polices are sufficient forms of community engagement. More information can be found in the section, "1. Narrative," (third bullet) of the Guidelines.

Q27: How do I find volunteers for my project?

A. California Volunteers is an excellent resource for finding volunteers. Please visit the following link for more information: https://www.californiavolunteers.ca.gov/.

Competitive Projects

Q28: How can I make my application competitive?

A. Please see the "Selection Criteria" section of the grant guidelines.

Q29: Will preference be made to projects that are shovel-ready?

A. Projects that can clearly be completed by the project delivery date of June 30, 2024 will be more competitive.

Q30: Are projects with multiple elements, such as infrastructure and non-infrastructure elements, more competitive?

A. Projects that have more than one element may be more competitive if these elements meet the grant objectives.

Q31: Are projects with a higher local match requirement more competitive?

A. The amount of the required local match is not an evaluation criterion.

Q32: Would it be better to submit more applications with smaller projects, or one application with one large project?

A. The scoring is designed to prioritize quality of transformation over quantity of space transformed. However, applications that include multiple types of project elements may be more competitive.

Q33: Is a project more competitive if it's adjacent to or on Caltrans property?

A. The CCLGP program is intended to beautify and improve public spaces in local communities that meet the program's goals and objectives. Caltrans has separate funding for projects on the State's right-of-way.

Underserved Communities

Q34: Now that CalEnviroScreen 4.0 Final is available, should I use that instead of 3.0?

A. No. Since the map of SB 535 Disadvantaged Communities based on CalEnviroScreen 4.0 was still in draft form at time of writing the program guidelines, please use CalEnviroScreen 3.0.

Q35: If our agency is not underserved or disadvantaged, can we still apply?

    A. Yes. Projects that benefit underserved communities, either directly or indirectly, are competitive, regardless of the agency.

Eligible Expenditures and Activities

Q36: Are renewable and clean energy technologies considered an eligible activity?

    A. This may be an eligible item if it meets the goals and objectives of the program, and can be completed by June 30, 2024.

Q37: Would the public engagement portion of the project that occurred prior to the application submittal be considered an eligible expenditure?

    A. Work performed prior to the execution of the grant agreement is ineligible for reimbursement.

Q38: Is maintenance an eligible activity?

    A. Maintenance of a project improvement is not a reimbursable expense. However, it can be an in-kind contribution if it occurs prior to June 30, 2024.

Q39: Is the construction of a new landscaped median island on a local road eligible?

    A. This may be an eligible item if it meets the goals and objectives of the program, and can be completed by June 30, 2024.

Q40: Is vegetation or invasive species management an eligible activity?

    A. This may be an eligible item if it meets the goals and objectives of the program, and can be completed by June 30, 2024.

Q41: Are new transportation connections such as bike lanes, pedestrian paths, or sidewalks eligible?

    A. This may be an eligible item if it meets the goals and objectives of the program, and can be completed by June 30, 2024.

Q42: Is pavement rehabilitation an eligible activity?

A. Replacing impermeable pavement with permeable pavement or pavement alternatives such as wood chips are eligible activities if performance of the work accomplishes the goals and objectives of the program, and can be completed by June 30, 2024.

Q43: Can funds only be used towards construction or implementation expenses, or can they also be used for project-related expenses such as administration, design, and environmental review?

A. Generally, project-related costs that meet the program guidelines, goals, and objectives, and that can be completed by June 30, 2024 are eligible expenses.

Q44: Does the project have to relate to transportation?

A. Eligible projects must meet program goals and objectives to beautify and clean up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces.

Q45: Is graffiti abatement considered an eligible activity?

A. This may be an eligible activity if it meets the goals and objectives of the program, and the activities can be completed by June 30, 2024.

Funding

Q46: Does this program involve federal money?

A. The CCLGP is 100% state funded.

Q47: Do projects require California Transportation Commission (CTC) allocation of funds?

A. Funds for the CCLPG are not allocated through the CTC.

Q48: Will there be future rounds for this grant?

A. Currently the legislature authorized a one-time budget for the CCLGP.

Q49: Is the $5 million maximum per grant application or per Agency?

A. The $5 million maximum is per grant application.

Q50: Can funding be used to support smaller components of a larger project that exceeds $5 million?

A. CCLGP funds cannot supplant other funds. However, if the proposed smaller components meet the goals and objectives of the program and are not already funded by another program, they may be eligible. The smaller components must all be completed by June 30, 2024 to be eligible.

Local Match

Q51: Is required local match determined by the disadvantage of the agency or the project location?

A. The local match is determined by the disadvantage of the project location. The required local match will decrease as the disadvantage of the community surrounding the project increases. This is an important change to the draft guidelines. See the section, "Local Match Requirement," in the final guidelines for details.

Q52: Is the local match requirement based on the entire project cost or the grant request?

A. The minimum local match requirement is based on the grant request. Applicants will be held responsible for any local commitments at or above their minimum local match requirement as part of their grant agreement with Caltrans.

Q53: Are there any limitations on the types of funds that can be used to meet the local match requirement?

A. The CCLGP guidelines do not prohibit using funds from other programs, however, they do prohibit the supplanting of funds, which means you cannot substitute committed funds with CCLGP funds.

If you are considering using State, Federal, or CTC programmed funds towards the local match requirement, note that you need to comply with those programs' requirements. This can be difficult to accomplish by the

CCLGP deadlines. For instance, federal and CTC programmed funds are subject to federal and CTC requirements, such as allocation, NEPA, Buy America, DBE, and federal prevailing wage.

To use other programmed funds, you need to demonstrate that they are available and committed for this project at time of application, and that leveraging these funds would not adversely impact the project delivery deadline of 6/30/2024.

Q54: I am following the Local Match Calculation Tutorial, "START HERE: Determine the ¼ or ½ mile limits (buffer) around your project site using Google Maps". If my project site is large, do I determine the ¼ mile buffer from the perimeter of my project site or from one point within the site?

A. Determine the ¼ mile "buffer" around the project perimeter.

Q55: When determining Local Match, is it correct that the same Severity of Disadvantage (SOD) option must be used for all census tracts?

A. Yes. While you may investigate all the options to see which serves you best, you must choose one option and use it throughout your calculations.

Q56: If my project is an educational or outreach campaign with no physical improvements (e.g. a social media campaign), how do I enter location information into Table 1, "SOD of Community Surrounding the Project Site(s)" in Attachment I?

A. Determine the area targeted by the campaign and complete the form using those census tracts.

If you are covering a broad area, such as an entire City or County, it is easiest to use Option 1. Area Median Income (AMI) to help you fill out this table, as you can obtain the AMI and population for a City, County, or Place on the U.S. Census Bureau website. You can then enter only one line in Table 1 using the census tract of the City/County/Place center, and the total population as well as AMI data for the City/County/Place. The other options (e.g. CalEnviroScreen or Healthy Places Index) do not allow you to get a single score for a City or County. If you wish to use one of the other options, you will need to do the calculations on your own spreadsheet with all the census tracts of your campaign area and submit this spreadsheet under the Attachment N field.

Q57: There is not enough space in Table 1, "SOD of Community Surrounding the Project Site(s)" in Attachment I for me to enter all the census tracts for my project. What do I do?

A. Create your own spreadsheet to perform the calculations for Table 1 and submit this with your application under Attachment N. Enter the result into Table 1, "SOD of Community Surrounding the Project Site(s)" in Attachment I.

Population Benefit

Q58: When calculating Population Benefit, can I use different SOD options for each census tract?

A. Yes. When performing population benefit calculations, you may pick the SOD option that best represents that census tract. You do not need to use the same SOD criteria for all tracts. This is only allowed for Population Benefit calculations and is not allowed for Local Match calculations.

Q59: Can transit ridership numbers be pre-pandemic?

A. You <u>must</u> use pre-pandemic numbers.

Partnering with Caltrans and Other Agencies

Q60: Where can I get information about the Caltrans encroachment permit process?

A. Please visit the following website for information on the Caltrans encroachment permit process: https://dot.ca.gov/programs/traffic-operations/ep.

Q61: If one agency will implement the project and another agency will maintain it, how should this be conveyed through the application?

A. This must be explained in the Narrative portion of the application in the discussion on the maintenance plan. Also, the application must include a formal letter of commitment from the agency performing the in-kind services.

Permits

Q62: Do we need to obtain all permits and approvals for the project prior to submitting the application on 2/1/22?

  A. It is recommended that you obtain all permits and approvals for the project prior to submitting the application to ensure the June 30, 2024 project delivery deadline can be met.

Q63: Will CEQA Environmental Review be required?

  A. CEQA requirements are not waived for this program.

Timeline and Deadlines

Q64: Can we spend local match funds after the June 30, 2024 deadline?

  A. All funds must be expended by June 30, 2024.

Q65: Can the June 30, 2024 project delivery deadline be extended?

  A. There is no authority to extend the project delivery deadline.

Miscellaneous

Q66: Will signs notifying the public that this is a Clean CA project be required?

  A. There are currently no sign requirements for this program.

Q67: Will Right-of-Way (RW) Certification be required?

  A. All infrastructure projects will need RW Certification.

Q68: Which project elements are considered "infrastructure" elements?

  A. While some project elements, such as education campaigns, are clearly not infrastructure, it is not as clear whether other elements (e.g. murals) are infrastructure or non-infrastructure.

  This determination may be based on where and how the item is being placed or installed. As an example, the Local Assistance Procedure Manual (LAPM) defines non-infrastructure as: "transportation-related projects that will NOT involve engineering design, right of way acquisition,

and the eventual physical construction of transportation facilities." Thus, if an art project requires any of those three processes, it may require additional considerations that normally apply to infrastructure projects, per Caltrans' definition of non-infrastructure.

In sum, please work with your local engineer and follow your agency's applicable laws, regulations, and policies to determine whether a project element should be considered infrastructure or non-infrastructure.

Q69: To whom should Letters of Support (Attachment M) be addressed?

A. Gretchen Chavez
Acting Office Chief
Clean California Local Grant Program
Division of Local Assistance