



Clean California Local Grant Program (CCLGP)
PROPOSAL/DRAFT – For discussion purposes only.

I. PROJECT DESCRIPTION

1.1 PROJECT INFORMATION								
Assembly District*	Senate District	Congressional District	Caltrans District	PROJECT TITLE	COUNTY	ROUTE (if applicable)	PM Back (if applicable)	PM Ahead (if applicable)
Latitude and Longitude of Project Parameters: (return to another line if you have more than 1 project location.)					Location 1. [((x) #.#####), ((y) #.#####)]			
Description of Project Location:					[park, path, bus stop, viaduct, etc.]			
Notes: *For information on Senate, Assembly, and Congressional Districts, see: https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=4c2e0aba9e174138a794a98e82cb22cc .								

PRIMARY PROJECT APPLICANT CONTACT INFORMATION				
CONTACT NAME	TITLE	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS

PRIMARY PROJECT APPLICANT MARKETING/COMMUNICATIONS CONTACT INFORMATION				
CONTACT NAME	TITLE	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS

CO APPLICANT CONTACT INFORMATION (if applicable)				
CONTACT NAME	TITLE	ORGANIZATION	PHONE NUMBER	EMAIL ADDRESS

1.2 PROJECT OVERVIEW	
Will this project displace people experiencing homelessness? <input type="checkbox"/> Yes (Note: Project is ineligible for funding) <input type="checkbox"/> No	
Check the box next to the following component(s) that are part of your project: <input type="checkbox"/> ENHANCED INFRASTRUCTURE – Transformative Sites <input type="checkbox"/> ENHANCED NON-INFRASTRUCTURE	Include expected numbers for the following Performance Measures. If not applicable, state "N/A". Art Installations Number: ____ Beautification Sites Number: ____ Safety Measure Sites Number: ____ Jobs Created Number: ____
Estimated Installation/Construction Complete Date: _____ (MUST BE ON OR before June 30, 2024)	
<input type="checkbox"/> Sub Agreement(s) Required?	(REPLACE TEXT) Enter Agency name and/or Artist(s) name(s), and Type of Agreement (i.e., is the agency providing an in-kind contribution or cash?)



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<p><i>(REPLACE TEXT)</i> List the name of any other Caltrans projects this Clean California project is associated with, and the name and email of the Caltrans point of contact.</p>	<p><i>(REPLACE TEXT)</i> If applicable, enter other project's general CCLGP activity or description.</p>
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1.3 PROJECT DESCRIPTION

(REPLACE TEXT) Provide a general description of the project. May include enhanced paving, inert material, green street elements, planting/irrigation, public art installations such as murals or sculptures, improvement of public spaces in underserved communities, safety measures, or alternative uses (e.g., Zero Emission Vehicle Charging). Please attach any renderings to supplement (but not in lieu of) the description. (Applicant's score will not be affected by whether or not renderings are provided.)

1.4 PURPOSE AND NEED

(REPLACE TEXT) Provide the purpose and need of the proposed elements and include a summary of the project's overall benefits to the community. Include any additional information that will help "tell the story" of why this project should be approved. When thinking about the purpose of the project, think about the root problems you are trying to solve through this project.

1.5 MAP

(REPLACE TEXT) Attach a map (see Attachment A for a project location map) of the project location that includes overall project limits, proposed elements or activities, and any additional information that helps demonstrate need. Clearly label the map, and include a North arrow, as well as any jurisdictional boundaries.

1.6a COST AND SCHEDULE

For **INFRASTRUCTURE** projects

All Project phases or tasks must be explained in detail in the narrative portion of the application.

Project Phase*	Cost (1000s of dollars)	Start Date and End Date
ENVIRONMENTAL		
PS&E		
R/W (SUPPORT)		
R/W (CAPITAL)		
CON (SUPPORT)		
CON (CAPITAL)		
PROJECT COMPLETION		<p><i>(REPLACE TEXT)</i> Project must be open to the public and all expenses incurred no later than June 30, 2024.</p>
RIBBON CUTTING CEREMONY (if applicable)		<p><i>(REPLACE TEXT)</i> If a ribbon cutting ceremony is planned, please address in the project narrative coordination with the local Caltrans District Clean California Coordinator and Caltrans District External Affairs office.</p>



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PROJECT CLOSEOUT		(REPLACE TEXT) Project closeout means all final reports, invoices, and project site inspections are submitted to or completed by Caltrans no later than December 31, 2024.
TOTAL		

Notes: *Only report data for project phases that you are seeking funding for through this grant application.
 Definitions: PS&E = plans, specifications and engineering phase; R/W = right-of-way phase; CON = construction phase; capital = [insert what this means or why it's important or how it juxtaposes with "support"]; support = [insert what this means or why it's important or how it juxtaposes with "capital"]

1.6b COST AND SCHEDULE
 For **NON-INFRASTRUCTURE** projects
All Project Phases or tasks must be explained in detail in the narrative portion of the application.
Use this cost and schedule format for each subcontractor.

Task Summary	Task Description	Start	End	Cost*
Task "A"				
Task "B"				
Task "C"				
Project Completion	(REPLACE TEXT) Project must be open to the public and all expenses incurred no later than June 30, 2024.			
Ribbon Cutting Ceremony (if applicable)	(REPLACE TEXT) If a ribbon cutting ceremony is planned, please address in the project narrative regarding coordination with the Caltrans District Clean California Coordinator and Caltrans District External Affairs office.			
Project Closeout	(REPLACE TEXT) Project closeout means all final reports, invoices and project site inspections are submitted to or completed by Caltrans no later than December 31, 2024.			

Notes: * State the actual dollar amount in this column, including cents.

Staff/Other Costs*:			
Staff Description	Hours	Rate (\$ earned per hour)	Total (hours by rate)
Person 1 – Position/Title			
Person 2 – Position/Title			
Person 3 – Position/Title			
		Staff Costs	
		Indirect Costs	
		Total Staff Costs	
Other Costs			
	Travel		
	Equipment		



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Materials and Supplies	
Other Direct Costs	
Total Other Costs	
Grand Project Total	

Notes:
 *Caltrans cannot reimburse for full meals provided to volunteers or participants at educational or marketing events. However, light snacks and beverages at these events are reimbursable, subject to Caltrans approval.
 **Grantees may be eligible to claim travel expenses if they have been approved in the Scope, Cost, and Schedule. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration for similar employees (i.e. non-represented employees). For more information on eligible travel expenses, visit the [Caltrans Travel Guide Website](#).

1.7 ADVANCED PAYMENT INFORMATION

Are you seeking advanced payment?
 Yes
 No

Did you attach a spending plan to your application?
 Yes
 No

1.8 KNOWN CONCERNS OR RISKS

(REPLACE TEXT) Describe known concerns or risk to meeting the June 30, 2024 project delivery date.

II. POTENTIAL PUBLIC SPACE ENHANCEMENTS

2.1 BACKGROUND INFORMATION

(REPLACE TEXT) Describe the existing conditions of the project site(s), how the proposed project will enhance, beautify, and improve public space, with justification for improvement(s) as they pertain to the objectives of this grant program

III. LOCAL ALIGNMENT

3.1 LOCAL ALIGNMENT

(REPLACE TEXT) Identify if the proposed project activities are included in a local, regional, or statewide plan, and describe support from local agencies surrounding this proposal.

IV. COMMUNITY ENGAGEMENT

4.1 CALTRANS ENGAGEMENT

(REPLACE TEXT) Describe the stakeholder/community engagement efforts that went into identifying the proposed elements as a priority for the Department and community, including engagement with communities and/or community-based organizations for projects that benefit underserved communities. Describe how the proposal is consistent with local or regional plans such as General Plans, Improvement Plans, bicycle and/or pedestrian plans, and complete street plans, as well as the public outreach that may have already taken place during the preparation of such plans. Include information on how the engagement influenced the project proposal. May include references to engagement that was sponsored by Caltrans, as well as by others.



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V. UNDERSERVED COMMUNITIES

5.1 ANALYSIS OF BENEFITS TO UNDERSERVED COMMUNITIES* (see section XYZ in guidelines for more guidance)	
<p>Is the project located in an historically excluded community?</p> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Partially located in an underserved community <p>List the census tract number(s) of the underserved communities:</p> <ul style="list-style-type: none"> • Census Tract XXXX.XX • Census Tract XXXX.XX 	<p>What was the criteria for determining if any part of project is located in an historically excluded community? (Note: only check a box if the project is within or partially within an historically excluded community)</p> <input type="checkbox"/> Median Household Income <input type="checkbox"/> CalEnviroScreen 3.0 <input type="checkbox"/> Free or Reduced Priced School Meals <input type="checkbox"/> Healthy Places Index <input type="checkbox"/> Native American Tribal Lands <input type="checkbox"/> Other
<p><i>Notes: See section "Underserved or Historically Excluded Communities" in the Program Guidelines for definitions of historically excluded, disadvantaged, or underserved communities.</i></p>	

5.2 LOCAL MATCH REQUIREMENT
<p>(REPLACE TEXT) What is your community's required local match, as a percentage of total project costs?*</p> <input type="checkbox"/> 50 <input type="checkbox"/> 37.5 <input type="checkbox"/> 25 <input type="checkbox"/> 12.5 <input type="checkbox"/> 0 <p>What was the criteria used to determine your community's required local match?</p> <input type="checkbox"/> Median Household Income <input type="checkbox"/> CalEnviroScreen 3.0 <input type="checkbox"/> Free or Reduced Priced School Meals <input type="checkbox"/> Healthy Places Index <input type="checkbox"/> Native American Tribal Lands <input type="checkbox"/> Other
<p><i>Notes: *See Table 2 "Severity of Disadvantage Thresholds for Determining Local Match" in the Program Guidelines for how to determine the local match required.</i></p>

VI. ADDITIONAL ATTACHMENTS

6.1 PROJECT NARRATIVE
<p>(REPLACE TEXT) THIS SECTION IS NOT TO EXCEED 10 PAGES. In addition to what was briefly described in other sections, the project narrative should thoroughly address/define the following:</p> <ul style="list-style-type: none"> • The project and project location, • The project need that address the goals of the grant program, • Project eligibility, goals, outcomes, and benefits <ul style="list-style-type: none"> a. Include a discussion regarding how underserved communities were identified and will be served by the project. b. Acknowledgment/explanation that the project will not displace people experiencing homelessness. • Detailed scope of work and project schedule <ul style="list-style-type: none"> a. Include a discussion of each subcontractor or project co-applicant, the role of that entity in delivering the scope of work, budget, etc. • Discuss the project budget, local matches, and third-party in-kind contributions <ul style="list-style-type: none"> a. Identify each budget/ contribution source, the commitment of that resource and how it will meet the needs of the project.



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- b. If you are requesting advanced payment, provide your justification for this request and attach your spending plan to this application.
- If applicable, a project maintenance plan that details the anticipated life of the project improvement, the length of time a project will be maintained, the resources necessary and commitment of those resources. If planting of trees or other vegetation is a part of the proposal, the maintenance plan must address plant establishment.
- Involvement of the community for project selection and delivery.
- How the CCLGP goals will be met and how the project(s) meets the selection criteria
 - a. Litter removed
 - b. Beautification made
 - c. Educational campaign goals
 - d. Number of expected paid employees
 - i. Existing employees vs. new hires for all prime and subcontractors or consultants
 - e. Number of expected volunteers
- If applicable, include the request for an Advance Work Request or Advance Payment along with the supporting justification for the request.
- An explanation of how the applicant is going to publicize the project.

6.2 SUPPLEMENTAL MATERIALS

(REPLACE TEXT) List (and label) any attachments (beyond Attachment A) that help to demonstrate why the proposed elements are needed (i.e. photos, letters of support, survey results, additional maps, outreach materials, etc.)

Attachment A: Project Narrative

Attachment B: Project Location Map

Attachment C: Letters of Support from the Community.

Attachment D: Letters of Commitment from In-Kind Contributors

Attachment E: Letter of Commitment from Artist(s), which states how the art piece will be maintained and who will maintain it

Attachment F: If you are requesting advanced payment, a spending plan

Attachment G: Other documents such as project renderings or engineering plans



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VII. PROJECT OUTCOMES

Category	Output	Unit	Total
Litter Abatement	Litter collected	Cubic Yards	
	Public space cleaned	Square Feet	
Transit Centers	Litter collected	Cubic Yards	
	Beautification of space	Number of Bus Stops	
		Number of Transit Centers	
Art Installation			
Enhance Public Health	Increased walking paths, bike paths, children's play areas	Sq. Feet	
Beautification	Art Installations	Number of installations	
	Urban Heat Island reduction	Decrease in temperature by degrees Fahrenheit at each improved site, measured at the noon hour.	
	Shade trees planted	Number planted	
	Drought-tolerant, native plants	Number planted	
	Other	TBD	
Enhanced Use	Furniture added	Number of seats added	
	Play equipment installed	Number of play equipment features installed	
	Public Space reclaimed for public use or added for public use	Square Feet	
	Increased use of existing public space	Increased number of hours per day available	
Enhanced Community Connection	Way finder signs	Number of signs added	



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Category	Output	Unit	Total
Jobs Created	New jobs, temporary, permanent created and number of artists supported, by the prime awardee and all consultants/ contractors to implement or maintain the project(s)	Number of permanent persons hired	
		Number of temporary persons hired	
		Number of artists supported	
Infrastructure	Enhanced paving (permeable surface)	Square Feet	
	Decreased pavement	Square Feet	
	Upgraded or improved permanent irrigation	Linear Feet	
	Bioretention swales and other green street elements	Each	
	Energy-conserving lighting installed	Number of energy-conserving lights installed	
	Installations of water fountains	Number of water fountains installed	
	Installation or refurbishment of bathrooms	Number of toilets installed or refurbished	
	Architectural fencing (not chain-link)	Linear Feet	
	Other	TBD	
Education	Campaigns	# of campaigns	
	Campaigns	Reach of the campaign	
		Frequency of the Campaign	
	Community events	# of events	
		# of attendees	
Other	TBD		



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VIII. CALCULATE YOUR PROJECT'S POPULATION BENEFIT (AND BENEFIT TO UNDERSERVED COMMUNITIES)

See Appendix A.2. in the grant guidelines for demonstration, which provide all the answers below.

1. Does your application propose to improve a physical space?

	Check the box that is most applicable	
Yes	<input type="checkbox"/>	If yes, continue filling out this worksheet.
No	<input type="checkbox"/>	If no, skip to 2.c.

2. Calculate the population benefit of your project through the steps outlined in this worksheet

[Project population benefit = Reach x Dose]

Total Population Benefit				
Your answer:				
	Total Population Benefit	No. of underserved people who benefit by dose	No. of others who benefits by dose	(No. of people reached by campaign by dose) + (no. of people reached by an event by dose)



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2.a Calculating number of underserved people who benefit

[no. of underserved people who benefit = (the sum of the population of all the underserved census tracks¹ within a quarter mile² of the project site(s)) + (Combined total of average daily ridership of transit routes that stop within ½ mile of the project site(s))]

Total reach of underserved population benefit			
Your answer ^{3*} :			
	No. of underserved people who benefit	No. of underserved people within ¼ mi	Combined total of average daily ridership of transit routes that stop within ½ mile of the project site(s)

2.b Calculating number of others who benefit

[no. of others who benefit = ((the sum of the population of all census tracks within a quarter mile of the project site(s)) minus the sum of the population of all the underserved census tracks within a quarter mile of the project site(s))]

Total reach of others who benefit	
Your answer:	
	No. of others who benefit
	No. of people within ¼ ¹ mi
	1. minus the No. of underserved people within ¼ mi

¹ See Guidelines section on "[Underserved or Historically Excluded Communities](#)" for guidance on what is defined as an underserved census track.

² ¼ mi = "within walking distance"

³ *This question is required for legislative reporting purposes.



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2.c Total reach of non-infrastructure portions of project

Optional: If your application proposes educational campaigns or events about litter abatement, proper waste disposal or how to do sanctioned artwork (as opposed to vandalism), in addition to improving a physical space(s), please calculate the reach for that component here:

[No. of people reached by campaign or event = (number of people reached by an educational campaign)⁴ + (number of people who will attend an event)]

Total reach of non-infrastructure portions of project		
Your answer:		
	No. of people reached by a campaign	No. of people reached by an event

2.d. Factoring in Dose

Dose factors by which you will multiply reach components			
Your answer:			
	No. of hours per day the project site will be accessible to the public under improved conditions ¹	No. of campaigns	No. of events
1. If you have more than one project site and their hours differ, use the average number of hours here.			

IX. NEEDS ASSESSMENT AND ESTIMATED PERFORMANCE SCORING SHEET

For this section, an applicant should pick a maximum of two metrics per each subsection of metrics of each grant objective section. Each section (organized grant objective) below is subdivided into subsections of needs assessment (NA#) and estimated performance (EP#). For more information on how to complete this scoring sheet, see the "Needs Assessment" and "Estimated Performance" sections in the Program Guidelines, as well as Appendix B for a sample of a completed scoring sheet.

NA# = Needs Assessment

EP# = Estimated Performance

⁴ This could be based on the size of a media market (of a radio, tv station, website or newspaper you would use to communicate), or the size of the market you can reach on social media for a given amount of money (response in people, not dollars), or classroom size, for example.



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Section 1 of 5

Grant Program Objective	ID #	Metrics	My Response	Scoring Suggestion	Max Score per Metric	Reviewer's Score
Reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, and other public spaces.	NA1	Provide evidence there is a recurring issue of trash production or land misuse in the project area under existing conditions.		If evidence, get the max of points for this section. If no evidence, get zero.	5	
	EP1	Waste and debris within the public rights of way are reduced by what percent?		Curve scoring, where a higher number gets more points.	4	
	EP2	The total project space is cleaned or improved by what percent?		Curve scoring, where a higher number gets more points.	3	

Section 2 of 5

Grant Program Objective	ID #	Metrics	My Response	Scoring Suggestion	Max Score per Metric	Reviewer's Score
Enhance, rehabilitate, restore, or install measures to beautify and improve public spaces, and mitigate the urban heat island effect.	NA2	Under existing conditions less than 1/3 of the space is landscaped and/or softscaped. (true/false)		If true = give max points; if false = give zero points here.	7	
	NA4	Under existing conditions, space is well utilized to provide both beauty and function. (true/false)		If false = give max points; if true = give zero points here.	5	
	NA5	Under existing conditions, the space can be utilized for multiple functions during the daylight as well as after sunset (true/false/NA. NA would mean we don't allow access to this space after sunset and will not/cannot change that rule upon receiving this grant award).		If false = give max points; if true or NA = give zero points here.	8	
	EP3	Percent increase of shade at each improved site, measured at the noon hour.		Curve scoring, where a higher number gets more points.	5	



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	EP4	Percent decrease of impervious surface.		Curve scoring, where a higher number gets more points.	5	
	EP5	Percent increase of tree canopy at each improved site.		Curve scoring, where a higher number gets more points.	4	
	EP6	Percent increase of native, low drought plantings at each improved site.		Curve scoring, where a higher number gets more points.	5	
	EP7	Percent of the day that the site will now be lighted using human-scale, energy-conserving lights and/or daylight.		Curve scoring, where a higher number gets more points.	4	
	EP8	The improved space increases the number and diversity of viable uses within the space. (true/false)		If true = give max points; if false = give zero points.	5	
	EP9	The improved space will improve previously underutilized space that was prone to vandalism (such as blank walls) with beautification solutions. (true/false)		If true = give max points; if false = give zero points.	5	
	EP10	The improved space includes visual art. (true/false)		If true = give max points; if false = give zero points.	4	

Section 3 of 5

Grant Program Objective	ID #	Metrics	My Response	Scoring Suggestion	Max Score per Metric	Reviewer's Score
Enhance public health, cultural connection, and community placemaking by improving public spaces for walking and recreation.	NA6	The project area is used as a public space currently.		If yes = give max points; if no = give zero points here.	5	
	NA7	The project area could or does provide a critical connection to daily life destinations such as school, medical care, jobs, or groceries via walking, biking, or transit. (true/false)		If true = give max points; if false = give zero points here.	5	
	NA8	The space is on a safe route to school (SRTS) or is a gap in an otherwise SRTS.		If yes = give max points; if no = give zero points here.	6	



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	NA9	Under existing conditions, there are enough places to sit. (true/false)		If false = give max points; if true = give zero points here.	7	
	EP11	Percent increase of improved public space.		Curve scoring, where a higher number gets more points.	3	
	EP12	The improved space incorporates features or elements that connect the space to the culture or history of the surrounding community. (true/false)		If true = give max points; if false = give zero points here.	4	
	EP13	The improved space is visible from a distance, with its interior visible from the outside. (true/false)		If true = give max points; if false = give zero points here.	3	

Section 4 of 5

Grant Program Objective	ID #	Metrics	My Response	Scoring Suggestion	Max Score per Metric	Reviewer's Score
Advance equity for underserved communities.	NA10	Under existing conditions, the number of public space acres accessible in a half-hour walk from project area is lower than the region's average (true/false).		If true = give max points; if no = give zero points here.	5	
	NA11	The project area is one of 5 or less opportunities within a 1 mi radius to cross a major physical barrier (true/false/NA).		If yes = give max points; if no = give zero points here; if N/A = give zero points here.	5	
	NA12	Does the space function for people with special needs? (yes/no)		If no = give max points; if yes = give zero points here.	5	
	EP14	The improved space is within a ¼ mile of X number of underserved census tracts.		Curve scoring, where a higher number gets more points.	4	
	EP15	The improved space is within a ½ mile of X number of transit stop(s) on routes that reach underserved census tract(s) on their route.		Curve scoring, where a higher number gets more points.	4	
	EP16	The improved space functions for people with special needs (true/false).		If true = give max points; if no = give zero points.	5	



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Grant Program Objective	ID #	Metrics	My Response	Scoring Suggestion	Max Score per Metric	Reviewer's Score
Support local events and educational programming about litter abatement, proper waste disposal, and/or how to do sanctioned art within a community	NA13	Under existing conditions, there are X average number of existing programmed activities within the space per week.		Curve scoring, where a lower number gets more points.	3	
	NA14	Under existing conditions, the improved space has adequate signage or amenities for proper waste disposal. (true/false)		If false = give max points; if true = give zero points here.	4	
	NA15	Under existing conditions, the applicant feels the improved space, or the benefitting community needs an increase in educational programs or events about litter abatement or proper waste disposal. (true/false)		If true = give max points; if false = give zero points here.	3	
	EP17	The number of events you will hold, either at the improved space, or not tied to a space but about litter abatement and proper waste disposal, will increase by what percent?		Curve scoring, where a higher number gets more points.	3	
	EP18	The number of educational programs, either within the improved space, or not tied to a space but about litter abatement and proper waste disposal, will increase by what percent?		Curve scoring, where a higher number gets more points.	3	
	EP19	Number of people reached about litter abatement or proper waste disposal will increase by what percent?		Curve scoring, where a higher number gets more points.	3	
	EP20	Number of amenities (signage, bins, etc.) related to proper waste collection or waste prevention within the space will increase and or upgraded by what percent?		Curve scoring, where a higher number gets more points.	4	



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	EP21	The number of educational programs, either within the improved space, about how to do sanctioned artwork in the community (as opposed to vandalism), will increase by what percent?		Curve scoring, where a higher number gets more points.	3	
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Total Needs Assessment Combined Score: XX/50

Total Estimated Performance Combined Score: XX/40

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