

Clean California Local Grant Program Cycle 2 Application Instructions

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Getting Started

Important Information:

- Applications, including all supporting documents and attachments, must be **received online by 5:00pm Pacific Daylight Time sharp**, on the day of the application submittal deadline, which is **April 28, 2023**.
- Applicants are required to complete and submit their application(s), including all supporting documents and attachments, using the online tool Smartsheet. A license is **not** needed to use Smartsheet and is not needed to complete and submit the application.
- Access the application and other required documents on the Clean California Local Grant Program (CCLGP) website at: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>.
- Click the link that says, "Cycle 2 Application Form and Attachments."
 - Click on "CCLGP Cycle 2 Application" to open the application in Smartsheet.
 - *Please Note: The application must be completed in one sitting and you will not be able to save your progress and return later to complete the application. For your convenience, there is an "Intake Form" on the CCLGP website for you to use, if you wish, that follows the online application. This form will not be submitted and is only an aide to assist you in completing all your project information prior to starting the online application, so that when you begin the Smartsheet application you will be prepared to finish it in its entirety.*
- Any question with a red Asterix (*) requires a response. Your application will not be successfully submitted until all required responses have been entered.
- For additional information on any of the topics included in the application, please see the CCLGP Cycle 2 Guidelines (Guidelines) located on the CCLGP website at: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>. You might also find other documents on the website, such as the FAQ document, helpful.
- Once you have submitted your application, you will not have the ability to correct any mistake(s) and/or add any additional information. Resubmitting the application to correct any mistake(s) or to add additional information is not permitted. If more than one application is submitted with the same project title, the application submitted last will be rejected.
- You may only submit one project per application. An agency wishing to apply for a CCLGP grant for more than one project must submit a separate application for each project.

Smartsheet On-line Application Instructions

Section 1 - Project Information

- Primary Agency Name (*response required)
 - Enter the name of the agency applying for the CCLGP grant.
- Project Title
 - Enter a unique title for this project.
- Caltrans District (*response required)
 - Select which district(s) the project is in. *For assistance in determining your Caltrans District, visit [Caltrans Near Me](#).*
- Project Description (*response required)
 - Enter a brief description of the project. *This section allows for a maximum of 150 words. More room to describe the project is provided in the Project Narrative attachment.*

Section 2 - Location Information

- Will this project or activities related to the project be located near, on, under, over or adjacent to Caltrans right of way (which is mostly the State Highway System)? (*response required). *Additional information can be found in section "Other Selection Considerations" of the Guidelines on our website.*
 - *If answered Yes*
 - Will this project need a Caltrans Encroachment Permit? (*response required) *If you are unsure, contact your [Caltrans Encroachment Permit Representative](#).*
 - *If answered No*
 - ✓ Please explain why your project doesn't need a Caltrans Encroachment Permit even though it is on Caltrans right-of-way. (*response required)
 - *If answered I don't know, please note projects that have obtained all necessary permits will be considered more competitive.*
 - *If answered Yes*
 - ✓ Has your agency started or completed the Caltrans Encroachment Permit process? (*response required) *Note that art projects on the State Highway System entail a separate process on top of the encroachment permit process, see the [Caltrans Transportation Art Guidelines](#) for more information.*

- *If answered Started*
 - Enter what step you are at in the Caltrans Encroachment Permit process? (*response required)
 - *If answered Completed*
 - Enter the Caltrans Encroachment Permit number (*response required)
- ✓ Will this project require a maintenance agreement with Caltrans? (*response required)
 - Select appropriate response.
 - *If answered I don't know*
 - *Please note projects that have obtained all necessary permits will be considered more competitive.*
- Will this project need any permit(s) from other agencies? (*response required)
 - *If answered Yes*
 - Please list all other agencies in the space provided. (*response required)
 - What is the anticipated completion date for the permit(s) from other agencies? (*response required)
 - *If answered I don't know, please note projects that have obtained all necessary permits will be considered more competitive.*

Location Information – Local Jurisdiction

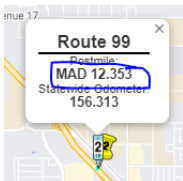
Note, this section is for project sites NOT located on Caltrans right-of way.

- Caltrans District (check all that apply)
- Enter project site street address.
 - For projects that do not have a street address, such as a social media campaign or a county-wide litter abatement program, this field can be left blank. However, please try to provide as much location information as possible in the below fields. For instance, a social media campaign or litter abatement program should still provide the city, zip code, and/or county it is targeting, and clarify what the project area is in the “Description” field.
 - For projects that entail implementing several smaller improvements (e.g., trash bins along a long street) rather than entering an address for each improvement separately (e.g., an address for each trash bin), it is acceptable to just enter the address of the center of the entire project area (e.g., the center of the street) and then in the “Description” field, clarify what the project area is.

- Enter project site city
- Enter project site zip code
- Enter project site county
- Enter project site description
- Additional project sites?
 - Select the appropriate response.
 - If yes, a new section will open to enter the project site information. *If you have more than two sites for the project, list all additional sites in the space provided.*

Location Information – State Highway System

- Fill out this information if your project is near, on, under, over or adjacent to Caltrans right-of-way. Provide all applicable information.
 - Enter project location address
 - Enter project location description (examples: shoulder of State Route 99, side of Highway 101)
 - Enter Caltrans District the project is in
 - Enter county the project is in
 - Enter Caltrans route or Caltrans property or nearest Caltrans facility the project is in (example: State Route 168 or Highway 33 overpass).
- Enter the Begin Postmile of the project ([Caltrans Postmile Tool](#)). See image below for what to enter as the Postmile.



- Enter the End Postmile of the project ([Caltrans Postmile Tool](#))
- Additional project sites?
 - Select the appropriate response.
 - If yes, a new section will open to enter the project site information. *If you have more than two sites for the project, list all additional sites in the space provided.*

Section 3 – Summary Budget Information

- Grant Amount Requested (*response required)
 - Enter amount of the grant being requested. *Note the maximum grant amount that can be requested is \$5 million per application. If more than \$5 million is requested for the project, then the application may be rejected.*

Round dollar amount to the nearest thousand (example: requested grant amount of \$1,200,900.32 would round to \$1,201,000.00).

- Total Project Cost (*response required)
 - Enter the total project cost. *This total equals the requested grant amount plus any local or additional funds (if applicable).* If the grant amount being requested is to fund a portion of the project, then this amount should exceed the amount entered above for “Grant Amount Requested.” If the grant amount being requested is to fund the entire project, then this amount should equal the amount entered above for “Grant Amount Requested.” Round dollar amount to the nearest thousand (example: requested grant amount of \$1,200,900.32 would round to \$1,201,000.00).
- Minimum Required Local Match % (*response required)
 - Choose the percent of the required local match for the project. If none, enter 0.
 - *This percentage should match the percentage calculated in the Local Match Calculation Form. To download this form, which includes instructions on how to complete it, visit the [CCLGP website](#). Additional information can be found in the “Local Match Requirement” section of the Guidelines on our website.*
- Minimum Required Local Match Value (*response required)
 - Enter the minimum required local match value in dollars. If none, enter 0.
- Total Cash Local Match (*response required)
 - Enter the total cash amount of the local match. This is the total amount of local match funds your agency will provide through cash sources. If none, enter 0. *Additional information can be found in the section “Local Match Sources” of the Guidelines on our website.* This value should match the value stated in the Local Match Calculation Form.
- Total In-Kind Local Match (*response required)
 - Enter the total amount of the local match your agency will provide from third-party in-kind contributions. If none, enter 0. This value should match the value stated in the Local Match Calculation Form. If third party in-kind contributions are used to satisfy the local match requirements, you must submit a letter of commitment from each third-party contributor (as one PDF attachment) with the online Smartsheet application.
 - *A template for the letter of commitment is available on the [CCLGP Website](#). Additional information can be found in the section “Local Match Sources” of the Guidelines on our website.*
- Total Local Match Provided (*response required)

- This total equals the “Total Cash Local Match” plus the “Total In-Kind Local Match” amounts. *This total can either equal or exceed the “Minimum Required Local Match Value.” If none, enter 0. Additional information can be found in the section “Local Match Sources” of the Guidelines on our website.*
- Total of Other Additional Funds
 - If applicable, enter the total dollar amount of other additional funds (e.g., from other grant programs).
- If your agency was awarded a grant in Cycle 1 of the CCLGP, is this application for a different project or a different unfunded part of the same project? (*response required)
 - Select the appropriate response for this project. An answer of “N/A” notes this project was not awarded in Cycle 1. *Note that Cycle 2 funds cannot be used to fund cost overruns on a project awarded in Cycle 1.*
- Is your agency submitting more than one application in Cycle 2? (*response required)
 - Select the appropriate response for this project. *Additional information can be found in the section “Project Application and Award Process” [1(c)] of the Guidelines on our website.*
 - *If answered yes*
 - *In the space provided, list and rank all projects, including this project, with 1 being the highest. This ensures more consideration will be given to projects rated with the highest priority if agencies have more than one competitive project*
- Is the applicant seeking advance payment? (*response required)
 - Select the appropriate response for this project. *Note, if the answer to this question is “yes” then you will need to attach an Advance Payment Spending Plan with the application.*
 - *A template for the Advance Payment Spending Plan is available on the [CCLGP website](#).*

Section 4 – Primary Project Application Information

- Contact Name (*response required)
 - Enter the name of the individual to contact for the primary project application information. *The person listed here will be the person emailed if the project is awarded. Thus, it is recommended that the Project Manager be named as the primary contact.*
- Title (*response required)

- Enter title of the individual listed as the primary project application information contact.
- Organization (*response required)
 - Enter the name of the organization.
- Phone Number (*response required)
 - Enter the phone number of the individual listed as the primary project application information contact.
- Email Address (*response required)
 - Enter the email address of the individual listed as the primary project application information contact.
- Agency Type (*response required)
 - Select the appropriate response from the list. *Additional information can be found in the section “Eligible Applicants” of the Guidelines on our website.*

Section 5 – Primary Project Applicant Marketing/Communications Contact Information

- Contact Name
 - Enter the name of the individual to contact from the primary project applicant’s agency for marketing/communications information. If the project is awarded, this person might be contacted about information such as upcoming ribbon cutting or groundbreaking ceremonies.
- Title
 - Enter the title of the individual listed as the primary project applicant’s marketing/communications contact.
- Organization
 - Enter the name of the organization for the individual listed as the primary project applicant’s marketing/communications contact.
- Phone Number
 - Enter the phone number of the individual listed as the primary project applicant’s marketing/communications contact.
- Email Address
 - Enter the email address of the individual listed as the primary project applicant’s marketing/communications contact.

Section 6 – Sub-Applicant Information (If Applicable)

Sub-applicants are usually other public agencies, nonprofits, or Federally Recognized Tribes that partner on a project by contributing funds or project development work such as project management, design, contract administration, volunteers for a project, or in-kind contributions. Non-profits can only apply as sub-applicants to this program. *Note that types of subcontractors or subconsultants should be included in the Scope, Cost,*

and Schedule attachment instead of this section. If the project does not involve sub-applicants, skip this section, and continue to Section 7.

- Contact Name
 - Enter the name of the individual to contact from the sub-applicant organization.
- Title
 - Enter the title of the individual listed as the contact from the sub-applicant organization.
- Organization
 - Enter the name of the sub-applicant organization.
- Phone Number
 - Enter the phone number of the individual listed as the contact from the sub-applicant organization.
- Email
 - Enter the email address of the individual listed as the contact from the sub-applicant organization.
- Agency Type
 - Select the appropriate response from the list.
 - If “Other Public Agency” is selected, enter the type of public agency in box provided.
- Additional Sub-Applicants?
 - Select the appropriate response.
 - If yes, a new section will open to enter the sub-applicant's information. *If you have more than two sub-applicants, list all additional sub-applicants in the space provided.*

Section 7 – Project Overview

- Will this project displace people experiencing homelessness? (*response required)
 - Select appropriate response. Note that funding from the CCLGP cannot be used to fund displacement of people experiencing homelessness and the scope of work for the project cannot include any displacement activities.
- Indicate which elements are included in the project. (*response required)
 - Select appropriate response. *Note that while some project elements, such as education campaigns, are clearly not infrastructure, it is not as clear whether other elements, such as murals, are infrastructure or non-infrastructure. This determination may be based on where and how the item is being created or installed. As an example, Caltrans' [Local](#)*

[Assistance Procedures Manual](#) 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.” 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.

- Is this project associated with or located within two miles of any other Caltrans projects, including Clean California projects? (*response required)
 - Select appropriate response.
 - If answered Yes
 - ✓ Please briefly describe the Caltrans project, including the location. (*response required)

If unsure whether this project is within two miles of any other Caltrans projects, you can try searching the [Caltrans Project Portal](#), and/or list of [Clean California Beautification Projects](#) and the [Cycle 1 Clean California Local Grant Program Projects](#).

Section 8 – Benefits to Underserved Communities

See section “Underserved Communities” in the Guidelines on our website for additional information and definitions of historically excluded, disadvantaged, or underserved communities.

- Is this project located in an underserved community? (*response required)
 - Select appropriate response.
- What percentage of the total grant request will go towards benefiting underserved communities? (*response required)
 - Enter the percent number. If none, enter 0. Note to be eligible for funding, this percentage must be at least 75%. Also, this percentage should match the percent included in the form “Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form” which is available on the [CCLGP website](#).

Application Attachments

The attachments listed below under “Required” must be completed and uploaded with the application prior to submission, along with any other attachments that pertain to the project listed under “If Applicable.” Downloadable templates for most of these attachments will be posted on the CCLGP website by the Call for Projects. Each attachment includes instructions for how to complete it. The maximum file size for the Narrative and “any other materials” attachment is 25MB each. The maximum file size for all other attachments is 5MB.

REQUIRED:

- Project Outcomes Spreadsheet
- Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form
- Project Narrative (*including project location maps and photo of project site before improvements*)
- Scope of Work, Cost and Schedule Workbook (*applies to both infrastructure and non-infrastructure projects*)
- Local Match Calculation Form (*only optional for Tribal projects. Open form for details*)
- Application Checklist (*must be signed by the primary applicant, which should be the Chief Executive Officer, Public Works Director, or other officer authorized by the governing board, prior to uploading*)

IF APPLICABLE:

- If you are requesting an Advance Payment, an Advance Payment Spending Plan
- If using in-kind contributions, Letters of Commitment from Third-Party Contributors (*which should be combined and submitted as one PDF*)
- Right of Way Certification (*applies only to infrastructure projects*)
- Any other documents or materials that help demonstrate project need or viability (*example: Letters of Support, Board Resolutions, Project Renderings, Survey Results, etc.*). These should all be submitted as a single PDF.

Submit Application

IMPORTANT: You must read and check the box confirming “the applicant submitting this form attests that all information is complete and accurate to the best of their knowledge.” Applications will not be accepted without marking the box.

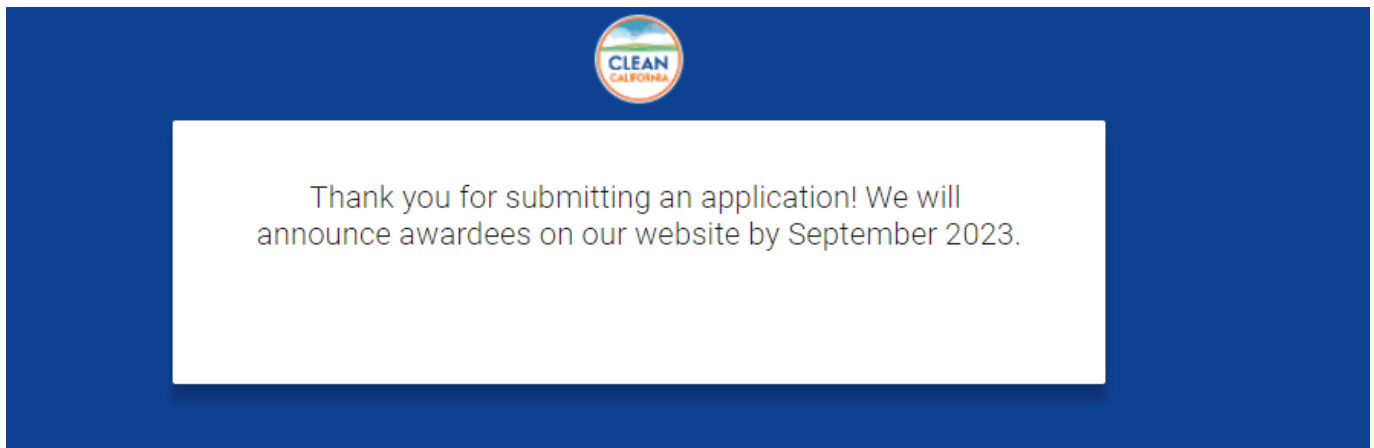
Check the box “Send me a copy of my responses” if you would like the information entered in the main Smartsheet application form to be emailed to you. We strongly encourage you to do this. If you’d like, you can then print the email or save a digital version of the email for your records. You can also save copies of the attachments you submitted with the application for your records.

Submit

Be sure to click the blue “Submit” box to submit your application.

**APPLICATIONS MUST BE RECEIVED NO LATER THAN
5:00PM (PDT) ON FRIDAY, APRIL 28, 2023.**

If your application has been received, then you will see the below screen after you click "Submit". This screen serves as your confirmation of receipt by Caltrans.



We encourage submitting your application as early as possible in the event of technical errors and recommend submitting at least a day before the application deadline.

If you have any questions, please email us at cleanca.localgrant@dot.ca.gov. We will host application workshops between March and April on how to complete the application. Sign up for our [mailing list](#) to get announcements on those workshops. They will be recorded and posted to our website approximately one week after each workshop.