Application Instructions

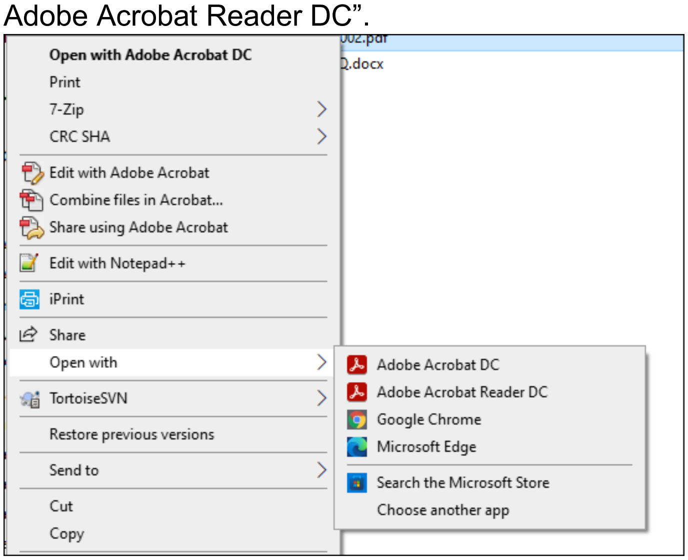
Contents

Get Started

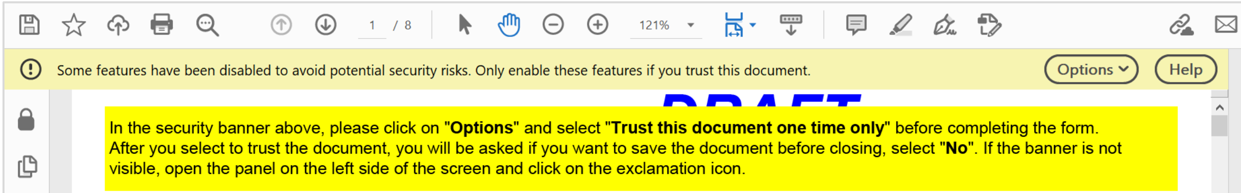
1. Visit the Clean California Local Grant Program website at: https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones.
2. Click the link that says “Application Form”. A form should automatically download.
3. Click the form to open it:
   a. If the form automatically opens in Adobe Acrobat DC or Adobe Acrobat Reader DC, continue to the next step.
   b. If you get the below message, this means that the form opened in a browser (e.g. Google Chrome, Firefox, or Internet Explorer).

   > This form cannot be opened from a browser. Please download the form and open it using Adobe Acrobat DC or Adobe Reader DC.
   >
   > The form can be downloaded from this page by selecting the browser's download option. After the form is downloaded and re-opened using Adobe Acrobat or Adobe Reader, this message will be replaced with the form fields.
   >
   > To download Adobe Acrobat Reader DC, visit http://www.adobe.com/go/reader_download

   Close the browser, navigate to your Downloads folder, right click on the download, scroll down to “Open with” and choose either “Adobe Acrobat DC or Adobe Acrobat Reader DC”.



4. Once the form is open in Adobe, you will two yellow banners at the top of it. Click "Options" on the top banner, and then "Trust this document one time only".

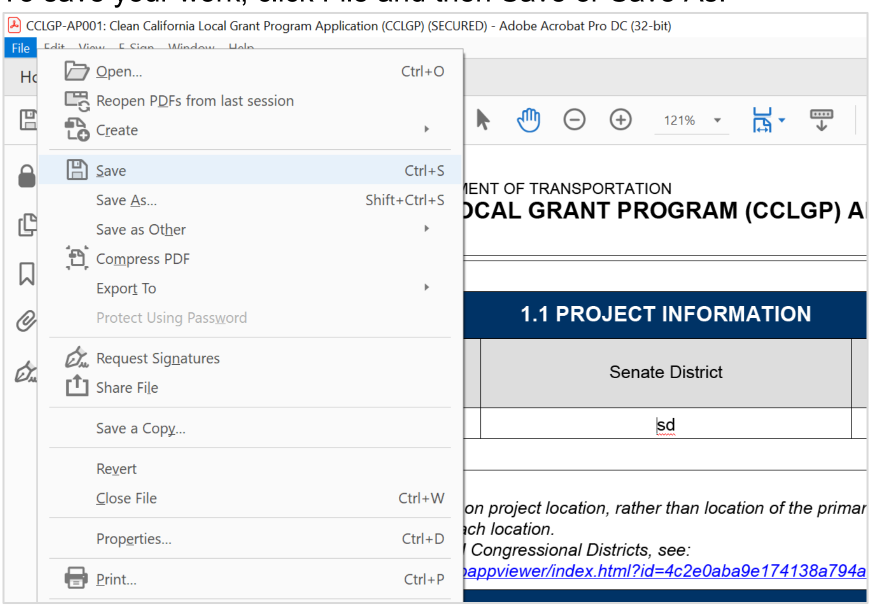


5. You will get a message stating "Do you want to save changes to 'CCLGPAP001' before closing?" Click **NO.** You can now start completing your application.

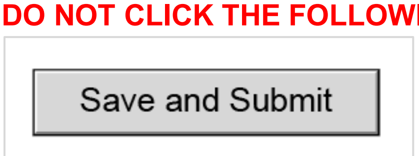
Save and Resume your Work Later

You do not have to complete the application in one setting and then submit it. You can work on part of the application, save your work, and then resume completing the application at another time. This section describes how to save your work, and then resume editing the application later.

1. To save your work, click File and then Save or Save As:



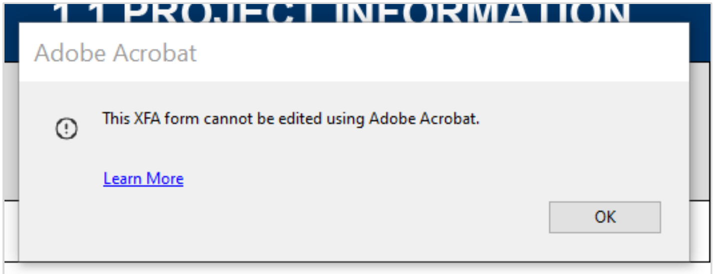
DO NOT CLICK THE FOLLOWING BUTTON TO JUST SAVE YOUR WORK:



This button is to submit your application after it is completed and finalized (see section "Submit the Application" in these instructions for details on how to submit your application). **If you click the above button before the application is complete, you will not be able to re-submit your application.**

2. To resume completing the application, just continue entering information in the form.

If the form is closed, you do not need to right click the form and select “Edit with Adobe Acrobat”. If you do, you will receive the following message:



Complete Section 1.1, Project Information

1. Fill out the Assembly District, Senate District, and Congressional District fields based on the location of the project, rather than the location of the primary project applicant:
    a. If a project contains multiple locations, and each location has different Assembly, Senate, and Congressional District information, complete a row for each location with unique information. To add a row, click the + sign at the far left of the row. To delete a row, click the – sign at the far left of the row.
    b. For information on Senate, Assembly, and Congressional Districts, see: https://caltrans.maps.arcgis.com/apps/webappviewer/index.html?id=4c2e0aba9e174138a794a98e82cb22cc.
2. Enter the Caltrans District that this project is located in. If the project spans multiple Caltrans Districts, enter the District that most of the project is in. To determine your Caltrans District, visit https://dot.ca.gov/caltrans-near-me.

Complete Section 1.2, Location Information

1. If the project encroaches onto Caltrans right-of-way (which is mostly the State Highway System), check “Yes”, otherwise, check “No.”
2. If the project is located on the property of a local public agency, enter information about that location in the section titled “Location Information - Local Jurisdiction”:
    a. Provide Latitude and Longitude Information in the following format: [((x) ###.######), ((y) ###.######). Note that x=Latitude and y=Longitude. To get the coordinates of a location on Google Maps, see this page, and read the section “Get the coordinates of a place”. Positive and negative signs cannot be used for the lat/long data. Just enter the numbers without the positive or negative sign.
    b. Enter a brief description of the project location. For example, is the project located in a park, path, bus stop, or viaduct?
    c. Enter Street Address, City, and Zip code of the Project Location.
    d. If your project contains multiple locations, add a row for each location using the + sign at the far left of the first row. To delete rows, click the – sign under the + sign.
3. If the project is located on Caltrans right-of-way or the State Highway System, enter information about that location in the section titled “Location Information - State Highway System”:
    a. Enter a brief description for the project location.
    b. Enter the Caltrans District and County the project is in, as well as the number of the Route (e.g. 101) it is located on.

c. Enter Post Mile information for your project location. If a location is a single point, then provide the same begin and end postmile values. To look up post mile information, visit: https://postmile.dot.ca.gov/PMQT/PostmileQueryTool.html.
d. If your project contains multiple locations, add a row for each location using the + sign at the far left of the first row. To delete rows, click the – sign under the + sign.

Complete Section 1.3, Summary Budget Information

1. Enter the Project Title in the first field. Note that if you try to submit multiple applications with the same Organization listed in Section 1.4 and the same Project Title, you will receive an error message and will be prevented from submitting your application. Thus, ensure that for each application from the same Primary Project Applicant organization, a unique Project Title is entered.
2. Enter the total Grant Amount you would like to receive from this program. Note that the maximum request is $5 million per application. If you try to enter more than this in the application, you will receive an error message.
3. Enter the Total Project Cost. If you would like a grant to fund a portion of your project, then this amount will exceed the amount you entered for Grant Amount Requested.
4. Choose your required Local Match % from the drop-down menu. See the section titled "Local Match Requirement" in the program guidelines for details on how to determine this percentage.
5. Enter the Total Cash Local Match. This is the total amount of local match funds your agency will provide through cash sources. See "Local Match Sources" in the program guidelines for details.
6. Enter the Total Third-Party In-Kind Local Match. This is the total amount of local match funds your agency will provide through third-party in-kind contributions. See "Local Match Sources" in the program guidelines for details. Total Local Match automatically populates as the sum of the previous two values.
7. If the project involves funding from other Federal, State, Local, or Private sources, check "Yes" to the next question and continue to step 8. Otherwise, check "No" and skip to the "Advance Payment Information" section (Step 9).
8. For each additional program that your project is receiving funding for, enter the name of the program and the total amount of grant money received from that program, under each type of other funding source (i.e., Federal Programs, State Programs, Local Funds, and Private Fund).
    a. For funding sources (i.e., Federal Programs, State Programs, Local Funds, and Private Fund) that do apply to your project, check the box next to them. These boxes will be highlighted if you checked "Yes" in Step 7.
    b. Leave the rows under funding sources (i.e., Federal Programs, State Programs, Local Funds, and Private Fund) that do not apply to your project blank.
    c. If your project involves funding from multiple Federal Programs, State Programs, Local Funds, or Private Funds, add a row for each funding source using the + sign at the far right of the first row. To delete rows, click the – sign under the + sign.
9. If you are seeking Advance Payment, check "Yes", otherwise check "No" and skip to the next section.

10. Enter the total value of your advance payment request. Note that this cannot exceed $1 million.
11. Enter the advance payment as a percentage of the grant award. Note that this cannot exceed 30%.

Complete Section 1.4, Primary Project Applicant Information

1. Enter a Contact Name, Title, Organization, Phone Number, and Email Address for the main contact person from the Primary Project Applicant organization. This is the organization that Caltrans will enter a grant agreement with if funds are awarded.
2. Note that the Email Address entered in this section will receive an email after the application is submitted stating whether submittal was successful (i.e., the application was received) or not. This is the person who will be contacted if the project is selected for award. Finally, if you leave a space after entering the email address, you will receive an error message stating that the email address pattern is invalid. To address this, remove the space.
3. Check the agency type that best describes the primary project applicant's agency. If none of the types listed apply, check "Other" and write the type of agency in the line provided (e.g. Joint Powers Authority or School District).

Complete Section 1.5, Primary Project Applicant Marketing/Communications Contact Information

1. Enter a Contact Name, Title, Organization, Phone Number, and Email Address for the main Marketing or Communications contact person from the Primary Project Applicant organization. This is the organization that Caltrans will contact about marketing the project, if funds are awarded.
2. Note that the Email Address entered in this section will receive an email after the application is submitted stating whether submittal was successful (i.e., the application was received) or not. Also, if you leave a space after entering the email address, you will receive an error message stating that the email address pattern is invalid. To address this, remove the space.

Complete Section 1.6, Sub-Applicant Project Applicant Information (If Applicable)

1. If your project does not involve sub-applicants, skip to the next section, otherwise, proceed to step 2.
2. Enter a Contact Name, Title, Organization, Phone Number, and Email Address for the main contact person from the Sub-Applicant organization. Examples of sub-applicants include tribes and non-profits.

   Note that if you leave a space after entering the email address, you will receive an error message stating that the email address pattern is invalid. To address this, remove the space.
3. Check the agency type that best describes the primary project applicant's agency. If none of the types listed apply, check "Other" and write the type of agency in the line provided (e.g. Joint Powers Authority or School District).

4. If your project involves multiple sub-applicants, enter information for each by clicking the Add button on the bottom left of this section. To remove additional sections for additional sub-applicants, click Remove. **Also, if a sub-applicant is a tribe, list this sub-applicant first.**

Complete Section 1.7, Project Overview

1. Check “Yes” or “No” for the question “Will this project displace people experiencing homelessness?” Note that if you check “Yes”, the project is ineligible for funding and you won’t be able to submit your application.
2. Indicate what types of elements are included in the project(s) (i.e., infrastructure or non-infrastructure elements). If your project contains both types, check both boxes.

   Note that 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 created or installed. As an example, Caltrans’ 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.”

   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.
3. Enter the Estimated Installation/Construction Complete Date. This must be on or before June 30, 2024, or you will not be able to submit the application.
4. If you project does NOT involve sub-agreements skip the next step. If it does, for each sub-agreement, enter the Agency or Artist Name, and the type of agreement your agency is entering into with the agency, (e.g. is the agency providing an in-kind contribution or cash?)?
   a. If your project involves multiple sub-agreements, add a row for each sub-agreement using the + sign at the far left of the row. Use the – sign under the + sign to remove any extra rows.
5. If the project is related to any other Caltrans project, check “Yes” and enter the email address of your main Caltrans contact who we can follow up with for more information about how the two projects are related. Otherwise, check “No”. If your project is related to multiple Caltrans projects, enter the email address of one Caltrans contact, and explain how the project is related to other projects in Attachment A: Project Narrative. Within that explanation, include the email addresses of main Caltrans contacts for the other projects.

Complete Section 1.8, Project Description

1. Enter a brief description of the project. This section allows for a maximum of 150 words. You can provide more information on the Project Description in Attachment A, Project Narrative.

Complete Section 1.9, Purpose and Need

1. Enter a brief description of the purpose and need of the project. This section allows for a maximum of 150 words. You can provide more information on the Purpose and Need in Attachment A, Project Narrative.

Complete Section 2.1, Analysis of Benefits to Underserved Communities

1. Check whether the project is completely located in an underserved community, not located in an underserved community at all, or partially located in an underserved community. See section "Underserved Communities" in the Program Guidelines for definitions of historically excluded, disadvantaged, or underserved communities
2. List all the census tract number(s) applicable to the project. "Applicable" means the tract is within a quarter mile radius of the project location.

   To look up Census Tract Numbers, visit: https://data.census.gov/cedsci/?intcmp=aff_cedsci_banner.

   You can also see the tutorials on the CCLGP website about how to determine the local match requirement based on Options 1 through 4, for details on how to determine census tract numbers from the websites for these options.

   Note that projects with locations on tribal lands should work with the tribal government on identifying the census tract numbers and boundaries, as these may differ from how census tracts are defined by the U.S. Census Bureau.
3. If your project has multiple locations, list the tracts within a quarter mile radius of each location. Use the + sign at the far left of the first row to add more rows, and the – sign under the + sign to delete unnecessary rows.
4. For each Tract, choose which underserved community definition was used. If "Other" was used, enter a brief description of this definition in the field to the right. If the Tract is not underserved, choose "N/A".
5. Enter the approximate percentage of the total grant request that will go towards benefiting underserved communities.

Complete Section 2.2, Local Match Requirement

1. Choose which criteria was used to determine the applicant's required local match. If "Other" was used, enter a brief description of this definition on the line to the right.
   a. Note that if you choose the option "Free or Reduced Priced School Meals" you will need to explain in section A.2 of the Project Narrative how the project benefits students.
2. Choose your required Local Match % from the drop-down menu. The required local match is a percentage of total project cost. See the section titled "Local Match Requirement" in the program guidelines for details on how to determine this percentage.
3. Enter the Total Cash Local Match. This is the total amount of local match funds your agency will provide through cash sources. See "Local Match Sources" in the program guidelines for details.

4. Enter the Total Third-Party In-Kind Local Match. This is the total amount of local match funds your agency will provide through third-party in-kind contributions. See "Local Match Sources" in the program guidelines for details. Total Local Match automatically populates as the sum of the previous two values.

Manage Attachments (Directions for All Attachments)

1. To upload an attachment, scroll to the field that pertains to the attachment you want to upload, click "Attach", navigate to the location of the file on your computer, select the file, click "Open", and if the attachment uploaded successfully, the name of the file will be listed in the blank field. Note that the maximum file size for attachments D, E, and G is 25MB each and 5MB for all other files.
2. To view the attachment you uploaded, click "Open File" and the attachment will open in a new tab in Adobe.
3. To remove an attachment, click "Remove".

Complete Attachment A: Project Narrative

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click "**Attachment A:** Project Narrative" to download the template for this form.
2. Complete all sections in this form. See the instructions in each section for what to include in that section. If a section is not applicable to your project, write "N/A". Do not leave any sections blank.
3. Provide succinct and complete responses in each section. The Narrative should include all pertinent information not already stated, or not explained sufficiently, in other application sections.
4. **THIS FORM SHALL NOT EXCEED 10 PAGES.** If you need additional space, you can delete these directions. Do not change the font in this form to include more information.
5. Do not assume that the application reviewer is familiar with your community. For more information on what the Narrative should include, see the section "Narrative" in the Program Guidelines.
6. Save the form as a .PDF and ensure its size does not exceed 5 MB. If it does, when you try to attach it to your application you will get a message stating it exceeds 5 MB and **you will not be able to submit your application** until you attach a Narrative that is 5 MB or smaller.
7. Attach the PDF to your application, in section 3.1, "ATTACHMENTS", in the **Attachment A:** Project Narrative field. **If you don't attach a Project Narrative to your application, you will not be able to submit it.** See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment B: For Non-Infrastructure Projects, Scope of Work, Cost, and Project Schedule Workbook

Below are instructions for projects with any non-infrastructure elements. If your project does not contain these, skip this section.

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click "**Attachment B:** For Non-Infrastructure Projects, Scope of Work, Cost, and Project Schedule Workbook" to download the template for this form.

The first tab of the spreadsheet contains instructions for how to fill it out. These instructions are also included in this section.

2. **Date:** Insert today's date
3. **Implementing Agency Name:** Insert name of agency that will be implementing the project.
4. **Project Title:** Enter the title for entire project included in the application.
5. **Project Description:** Provide brief project description (e.g., "Conduct bicycle and pedestrian safety education, encouragement, and traffic safety enforcement near schools.")

Task Details

Tasks are primary elements of a project. Provide a "Task Detail" table for each. (Task A, Task B, Task C, etc.)

6. **Task Name:** Provide name of Task.
7. **Task Summary:** Provide a brief Task description for the various components to be completed in your project.
8. **Activities and Deliverables:** List all associated Activities for each task and all corresponding deliverables for each activity.
   a. **Start Date and End Date:** Provide a start and end date for each Task Activity. (Month - Year)
   b. **Activities:** List all activities that will be completed in each Task.
   c. **Deliverables:** List all the corresponding deliverables for each activity listed.
9. **Staff Costs:**
   a. **For the Agency:**
      - **Staff Time (Agency):** List all agency staff title/position(s) that will work on this task. If more than one Agency, indicate staff & Agency Affiliation in each staff position. (Example: Party 1 - Program Manager, LA Schools).
      - **Select CCLGP or In-kind:** Select the fund source (CCLGP or In-kind) that will pay for each staff position. In-kind refers to local funds, donations, or any other funding source that will not be reimbursed by the CCLGP.
      - **Staff Hours:** Provide the total number of estimated hours for each party listed.
      - **Rate Per Hour:** Provide the rate per hour of each party listed.
      - **Subtotal Agency Costs:** Leave Blank - This is automatically calculated.

   b. **For the Consultant:**
      - **Staff Time (Consultant):** Consultants do not have to identify the staff positions. For each consultant listed include an identifier to distinguish the work that the consultant will perform. (Example: Part 2 - Consultant: Bike Safety Training)
      - **Select CCLGP or In-kind:** Select the fund source (CCLGP or In-kind) that will pay for each staff position. In-kind refers to local funds, donations, or any other funding source that will not be reimbursed by the CCLGP.
      - **Staff Hours:** Provide the total number of estimated hours for each party listed.

        - **Rate Per Hour:** If using a Consultant to perform the work, list the estimated Consultant cost/hr. or include an overall cost for that work. (Put "1" in Staff Hours and the "overall cost amount" in Rate Per Hour)
        - **Subtotal Consultant Costs:** Leave Blank - This is automatically calculated.
    c. **Total Staff Costs:** Leave Blank - The Total Staff Cost is automatically calculated.

10. **Indirect Costs:** Only fill out this section if asking for indirect costs to be reimbursed through CCLGP.

    Agencies should have an approved Indirect Cost Allocation Plan (ICAP) agreement with Caltrans. Local agencies without an approved ICAP may request the approval of a “provisional ICAP rate” from the Caltrans Audits and Investigations (A&I) unit. Upon receiving an Acceptance Letter from Caltrans A&I, the local agencies will be allowed to invoice for their indirect costs using this “provisional rate” until A&I has completed the review of the local agencies ICAP proposal.
    a. **Approved ICAP:** Select the box if the implementing agency has an approved ICAP
    b. **Rate:** Input the "provisional rate" or the approved rate.
    c. **CCLGP Indirect Costs:** Input your own calculation of the rate by the cost to get the indirect rate.
11. **Task Notes:** Provide any additional information that will clarify the work to be conducted under this task. Describe the who, what, when and where of your project. Attach an additional sheet if needed.
12. **Other Costs:** You must click the link provided to direct you to the Itemized Other Costs section. Note: An itemized cost estimate for each of the following categories, if applicable, must be provided. For each item select the fund source (CCLGP or In-kind) that will pay for each staff position. In-kind refers to local funds, donations, or any other funding source that will not ask for reimbursement by the CCLGP.

    The totals for each "Other Costs" category listed below will automatically calculate from information entered in the itemized other costs section:
    a. **Travel:** Total cost of Travel; if applicable
    b. **Equipment:** Total cost of Equipment(s); if applicable
    c. **Supplies/Materials:** Total cost of Supplies/Materials; if applicable
    d. **Incentives:** Total cost of Incentives; if applicable.
    e. **Other Direct Costs:** Additional other direct costs; if applicable
    f. Provide any additional Other Direct Costs; if applicable
    g. **Total Other Costs:** Leave Blank - This is automatically calculated from Other Cost information provided.
13. **Task Grand Total:**
    a. **Task Grand Total:** Leave Blank - This is automatically calculated from the information provided under this task.
    b. **CCLGP Grand Total:** Leave Blank - This is automatically calculated from the information provided under this task.
14. Save the document and attach it to your application, in section 3.1, “ATTACHMENTS”, in the **Attachment B:** For Non-Infrastructure Projects, Scope of Work, Cost, and Project

Schedule Workbook field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment C: For Infrastructure Projects, Scope of Work, Cost, and Project Schedule Workbook

Below are instructions for projects with any infrastructure elements. If your project does not contain these, skip this section.

Applicants are expected to use this template for estimating/documenting the cost of construction items and the overall project costs (i.e., participating & non-participating costs). Participating costs are eligible for reimbursement while non-participating costs are not. However, both types of costs need to be included in this workbook.

The Detailed Engineer's Estimate and Total Project Costs must tie to the information presented in the CCLGP Application Form.

Do NOT input values in gray cells. These cells are formula-driven and will automatically update.

Project (Engineer's) Information: The Licensed Engineer in 'responsible charge' of the overall CCLGP application must review all information presented in this Estimate form and ensure the values are consistent with the corresponding plans included in the application. This requirement is considered necessary to ensure the CCLGP application meets the PSR-Equivalent requirements - including the use of construction items, quantities, and unit prices that meeting industry standards for PSR-Equivalents. The engineer is also expected to review the breakdown of participating vs. non-participating costs shown in estimate and confirm they are consistent with Program Guidelines.

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click "**Attachment C:** For Infrastructure Projects, Scope of Work, Cost, and Project Schedule Workbook" to download the template for this form.

   The first tab of the spreadsheet contains instructions for how to fill it out. These instructions are also included in this section.
2. **Engineer's Estimate & Cost Breakdown:**
   a. For each construction item in this table, the following items must be filled:
      - **Item:** Indicate the name of a construction item used in this project.
      - **Quantity:** Indicate the total quantity of each construction item.
      - **Units:** Indicate the units of measurement (i.e. Square Feet or SQFT.) Only use Lump Sum (LS) for items listed on the Allowable Lump Sum tab.
      - **Unit Cost:** Indicate the unit cost for one quantity.
      - Total Item Cost will be automatically calculated once the above information is provided for each line item (row).
      - The Project Estimate form only has a limited number of lines. If your estimate has more items; you will have to combine similar items. If an applicant has already developed a complete estimate using another tool, the items can be grouped into sub-categories such as overhead, bike lanes, sidewalks, drainage, utilities etc., as long as the full estimate is

attached to the estimate or with the application in the Additional Attachments section.

- **General Overhead:** Costs for these items have been separated out to reduce confusion relating to participating vs. non-participating costs calculations. The percentage of participating vs. non-participating costs are automatically calculated based on the ratio of these costs for all the other construction items.

b. Provide the Cost Breakdown.

c. **Participating Items/costs:** these are expected to represent all scope of work construction items that are necessary for the purposes of beautifying and cleaning up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces.
   - %- Insert the percentage of the total item cost that is directly attributed to "Participating items".
   - $- This field will automatically calculate once a percentage is entered in the previous question.

d. **Non-participating Items/costs:** these are expected to represent all construction items that are NOT necessary for the purposes of beautifying and cleaning up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces. They are costs for items outside of the program guidelines or necessary project parameters of proposed scope of work.

e. **Subtotals and Contingencies:**
   - **Subtotal of Construction Items:** This field will automatically calculate the total of all construction items indicated above.
   - **Construction Item Contingencies:** Insert percentage of contingencies, which is intended to account for the cost of minor construction items not defined at the time the applications are prepared.
   - **Total (Construction Items and Contingencies) Cost:** This field will automatically calculate the total from all information indicated above.

3. **Project Delivery Costs:** The participating vs. non-participating split is automatically calculated for all Project Delivery Costs.

   a. **Project Approval & Environmental Document (PA&ED):** Total cost of Environmental Studies and Permits phase of the project.

   b. **Plans, Specifications & Estimate (PS&E):** Total cost of Plans, Specifications and Estimates phase of the project.

   c. **Total Preliminary Engineering (PE):** This total is automatically calculated. Total of (PA&ED) + (PS&E). Note: Per the Caltrans Local Assistance Procedures Manual, the total cost for PE should not exceed 25%. All costs over the 25% must be shown in the application as non-participating.

   d. **Right of Way Engineering:** Total cost of Right of Way Engineering, including obtaining the RW Certification.

   e. **Acquisitions and Utilities:** Total cost of Acquisitions and Utilities.

   f. **Total RW:** This total is automatically calculated. Total of (RW Eng.) + (Acq.&Utilities)

   g. **Total Pre-Construction Costs:** This total is automatically calculated. Total of (PE) + (RW)

    h. **Construction Engineering (CE):** Total cost of Construction Engineering. Note: Per the Caltrans Local Assistance Procedures Manual, the total cost for CE should not exceed 15%. All costs over the 15% must be shown in the application as non-participating.
    i. **Total Construction Costs:** This total is automatically calculated. Total of (CE) + (Con. Item. & Contig.)
4. **Total Project Cost Estimate:** The participating vs. non-participating split is automatically calculated for the Total Project Costs.
    a. This is automatically calculated from all information entered above.
    b. This value must represent the total estimated cost of the entire CCLGP project.
    c. The application must account for the non-participating costs being funded with local funds. Because this local funding is considered non-participating, it cannot be considered leveraging or matching funding.
5. **Documentation of Non-Participating Costs:**
    a. **Non-participating Items/costs:** these are costs for items outside of the program guidelines or necessary project parameters of proposed scope of work. Master plan or other activates not necessary for the purposes of beautifying and cleaning up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces are considered non-participating costs.
    b. Engineers must present their logic and calculations for splitting the projects costs between participating and non-participating costs.
    c. If requesting reimbursement for indirect costs, applicants must have an approved Indirect Cost Allocation Plan/Indirect Cost Rate Proposal (ICAP/ICRP) agreement with Caltrans, or the grant recipient's cognizant agency, to be reimbursed. See the Section "Payment Process" in the Program Guidelines for details.
6. Save the document and attach it to your application, in section 3.1, "ATTACHMENTS", in the **Attachment C:** For Infrastructure Projects, Scope of Work, Cost, and Project Schedule Workbook. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment D: For Infrastructure Projects, Project Study Report or Equivalent

Below are instructions for projects with any infrastructure elements. If your project does not contain these, skip this section.

Project Study Reports (PSR) 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, ensure the size of the document does not exceed 25 MB. Then, 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. See the section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Read on for more information about what PSR or PSR equivalents are and what your next steps are if you do not already have one of these documents.

PSRs

PSRs are prepared for projects on the State Highway System. The format of a PSR and its content are outlined in the [Caltrans Project Development Procedures manual]. Note that while CCLGP projects on the State Highway System are technically allowed, the additional steps, permits, and approvals required can put such a project at risk for not meeting the June 30, 2024 project completion deadline.

PSR Equivalents

PSR equivalents are prepared for projects NOT on the State Highway System. A PSR equivalent contains the same information required in a PSR but need not be in the same format.

PSR equivalents will be prepared and approved by the local agency having jurisdiction over the public space. PSR equivalents for these projects do not require review and approval by Caltrans, unless the proposed project impacts a State right-of-way or facility.

Next Steps for Projects without an Existing PSR or PSR Equivalent

Projects that are on the State Highway System, or off the State Highway System but will nonetheless impact a State right-of-way or facility, should consult their District Contact listed on the CCLGP website about PSRs as soon as possible.

Projects off the State Highway System that will NOT impact State right-of-way may consider the completed application with all required attachments as the PSR equivalent. These applicants must also ensure that the topics listed below are thoroughly addressed in other parts of the application package:

- Project background and history (discuss this in Section A.2, “Demonstrated Community Need”, of the Project Narrative).
- Inventory of environmental resources, identification of potential environmental issues, and the anticipated environmental processing type. In addition, describe potential mitigation requirements and associated costs. (Discuss this in Section A.4, “Project Deliverability”, of the Project Narrative.)
- Description of potentially hazardous materials/waste problems, potential mitigation or avoidance measures, and potential costs. (Discuss this in Section A.4, “Project Deliverability”, of the Project Narrative.)
- Identification of other funding sources, if applicable. (List these in Section 1.3, “Summary Budget Information”, in the main application form.)

Complete the form “Checklist for Agencies Considering their Application as a PSR Equivalent” which can be found on the CCLGP website. Then, attach this 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. See the section “Manage Attachments (Directions for All Attachments)” for general directions on how to upload an attachment to your application.

Complete Attachment E: Project Location Map

Create a map showing all locations for the project.

1. Ensure that the map includes the following:
    a. Overall project limits.
    b. Jurisdictional boundaries.
    c. Proposed elements or activities.

    d. Clear labels.
    e. A North Arrow.
2. Include any additional information in the map that helps demonstrate need.
3. Save the map as a PDF and ensure it does NOT exceed 25 MB, otherwise it will not upload to the application.
4. Attach the map to your application, in section 3.1, “ATTACHMENTS”, in the “**Attachment E:** Project Location Map” field. See the above section “Manage Attachments (Directions for All Attachments)” for general directions on how to upload an attachment to your application.

Complete Attachment F: If you are requesting Advance Payment, a Spending Plan

If your agency is requesting an advance payment with your application, you will need to submit Attachment F, which is a spending plan. If your agency is NOT requesting an advance payment, skip this section.

As described in the program guidelines in the section “Advance Payment Process”, advance payments are available for a one-time disbursement at the beginning of the project and will be reconciled at the end of the project. Advance payment requests are limited to 30% of the total grant award or $1M, whichever is smaller.

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click “**Attachment F:** If you are requesting Advance Payment, a Spending Plan” to download the template for this form.
2. Complete the project information:
    a. **Project Title**
    b. **Project Sponsor:** Please enter the name of the agency that is applying for the grant.
    c. **Contact:** Please enter the name and phone number of the project/grant manager.
    d. **Contract No.**: Please leave this section blank. CCLGP staff will use this section later if the grant is awarded.
    e. **Last Updated**: Please note when this plan was last updated, and please keep it up to date.
3. Complete the project task list:
    a. **Task #**: Use this column to number your project’s tasks. This section of the spreadsheet is editable, and rows can be added or deleted as necessary. The text can also be amended to fit your specific project needs.
    b. **Task Item:** List the tasks that are anticipated to be included in the first four months of your project. Enter them in the spreadsheet one per row.
4. Complete the Anticipated Expenditures section:
    a. **Month 1:** Use this form to identify all funds expected to be used on your project’s tasks in the first month. Assign the different fund types to each task item in your list. All tasks should have funding attached to them. The spreadsheet is broken down by the following fund types by column:
        - **Local Cash Match**: The project’s local match requirement is determined elsewhere in the project application. Here, only the amount expected to be spent on the identified tasks needs to be included. The local cash

match are actual funds from a non-state source being used to cover expenses of the project.

- **In-Kind Match:** The in-kind local match is determined along with the local cash match by formula. For this section of the application, only in-kind match activities are reported for each associated task item. Local in-kind match includes volunteer hours or donated materials, for example. Please see the Local Match section of the application for more details. In the Spending Plan worksheet, please enter the cash value of the in-kind contribution.
    - For example, if the project included 100 hours of volunteer work for 2 people at a rate of $15/hour in the first month. The cash value of that in-kind contribution would be

      (100 hours x 2 people) x $15/hour

      = $3,000

      In this example, $3,000 would be entered in the In-Kind column for month 1.
- **CCLGP:** If the project is awarded and the sponsoring agency is requesting an advance payment, please enter the estimated amount of the grant award that would be needed to cover expenditures in the first month of the project.
- **Other:** If the project has a funding source that does not qualify as local match but will still be applied to the project, please enter the first month expenditure value in this column and row for each task it is expended to be applied to.

5. Complete Months 2, 3, and 4:
    a. After completing the anticipated expenditures for month 1, please follow the same process to complete months 2, 3, and 4. This spending plan is an estimate for budgeting purposes and is intended to provide the grant recipient enough cash flow to ensure the project is successful. Please ensure the estimates are as close to actual expenditures as possible.
6. Sub-totals and Totals:
    a. The Subtotals row at the bottom of the task list will auto populate as the spreadsheet is filled in with the project anticipated expenditure values.
    b. The Totals box at the bottom of the spreadsheet contains formulas which automatically calculate values based on entries in the Months 1-4 columns. These include:
        - **Total Local Cash:** This is a sum of the Local Cash columns.
        - **Total In-Kind:** This is a sum of the In-Kind columns.
        - **Total CCLGP:** This is a sum of the CCLGP columns.
        - **Total Other:** This is a sum of the Other columns.
        - **Month 1-4 Project Cost Total:** This is a sum of all funds expected to be expended in the first 4 months of the project.
7. Analyze expenditures and determine the project's advance payment needs.
    a. **CCLGP Grant Requested:** Manually enter the CCLGP grant requested amount. This is the full grant application amount for the CLGP funds. Only include the

amount that is being requested for the project from the Clean CA grant program. Do not include any other fund sources in this amount.

   b. **30% of CCLGP Grant Requested:** After entering the CCLGP grant requested, this section will auto calculate and populate the dollar value that is 30% of the grant requested amount.
   c. **Advance Payment Eligible:** This section auto calculates the amount that the agency is eligible to request for an advance payment. It is based on the program guidelines restricting advance payments to 30% of the grant award or $1M, whichever is smaller. It will populate once the other fields have been completed.

8. Complete the Total Advance Payment Requested Box
   a. After analyzing the expenditure needs, available funding sources, and advance payment eligibility, the Total Advance Payment Requested box at the bottom of the page can be manually entered. This box does not auto populate, giving the applicant flexibility to request less advance payment than it is eligible for.
9. Save the document and attach it to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment F:** If you are requesting Advance Payment, a Spending Plan" field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment G: Photo of Project Site Prior to Improvements

Take a photo of the project site prior to the implementation of any of the project site improvements. If the project is awarded funding, this photo will be used in marketing materials.

1. Follow the below guidelines when taking Before photos:
   a. Pictures should be at least 1,600 pixels wide.
   b. The formats of JPEGs or TIFFs are preferable to PNGs.
   c. Photos should be taken with the camera or phone held in horizontal (landscape) orientation, not in vertical (portrait) mode.
   d. Don't use any settings on your camera or phone which will cause text to be superimposed on the finished pictures.
   e. Don't transfer pictures from your phone using text. Texting causes the pictures to degrade considerably in quality.
   f. The best practice is to upload the photo at its original quality, or the highest quality setting available.
   g. Note the exact spot where the "before" image is taken and return to that same spot for the "after" picture, if your project is selected for funding. The "after" picture should be taken the same distance away from the cleanup area as the "before" picture, and the image should be framed in a similar way as the "before".
2. Ensure that photo is not more than 25 MB or you won't be able to attach it to your application.
3. Attach the photo to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment G:** Photo of Project Site Prior to Improvements field". See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment H: Project Fact Sheet

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click "**Attachment H:** Project Fact Sheet" to download the template for this form.

2. Enter the title of the Project
3. Enter the name of the Project Sponsor. This should match the name stated in Section 1.4 of the main application form.
4. Enter contact information for the Primary Contact. This should also match the information stated in Section 1.4 of the main application form.
5. Enter information for all locations within the project. Use one row for each location. If you need more rows, download another template, enter information for the additional Project Locations, and combine that PDF with the first form.
6. Under Project Scope, briefly describe the project. Note that you will have space to expand on the Scope in **Attachment A:** Project Narrative.
7. Complete Project Cost and Project Schedule information.
8. Under Project Benefits, briefly describe the project's anticipated outcomes. Note that you will have space to expand on the project's benefits in **Attachment A:** Project Narrative.
9. Save the PDF and save it to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment H:** Project Fact Sheet" field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment I: Local Match Calculation, Population Benefit, and Population Benefit to Underserved Communities forms

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click "**Attachment I:** Local Match Calculation, Population Benefit, and Population Benefit to Underserved Communities forms" to download the template for this form.

Determine buffers around your project site using Google Maps

2. See the tutorial on the CCLGP website "START HERE: Determine the ¼ or ½ mile limits (buffer) around your project site using Google Maps" for details on how to do this.

Determine Local Match:

3. Choose a definition by which to define the community surrounding the project as underserved. See the section "Underserved Communities" of the program guidelines for more information. If the community surrounding the project is considered underserved based on multiple options, choose the option that best supports the community's status as underserved. Per Option 5, Tribal Communities require zero local match, and thus do not need to perform any of the below calculations.

   Steps 3 and 4 below need to be completed regardless of whether you choose Option 1, 2, 3, or 4 to define your community as underserved. For more detailed instructions on how to complete steps 3 and 4 for each Option (i.e. Area Median Income, CalEnviroScreen, Free or Reduced School Lunch, or Healthy Places Index) visit the CCLGP website and click on one of the local match tutorials located under the heading "Guidelines and Other Documents."

4. Determine the SOD of the community surrounding the project:

SOD of surrounding community = Weighted average of the SODs of the surrounding census tracts.

$$= \frac{\text{Sum [(Pop. CT 1 x metric score CT 1) + (Pop. CT 2 x metric score CT 2) + (Pop. CT N x metric score CT N…)]}}{\text{Sum(Pop. CT 1 + Pop. CT 2 + Pop. of CT N…)}}$$

Where:

- **Pop. CT** = Population of a census tract within a ¼ mile radius of the project site or sites.
- **Metric Score** = The underserved community score of a census tract determined using one of the 5 options listed in Table 2 of the guidelines.

Perform this calculation using Table 1, below. When calculating SOD, the same definition of underserved community must be used throughout Table 1.

Table 1. SOD of Community Surrounding the Project Site(s)

List the Option Used to Determine SOD: (For definitions of each of the five options, see the section "Underserved Communities".)					
Location Relative to Project Site(s) (1)		**Census Tract Number** (2)	**Census Tract Population** (3)	**Metric Score of Census Tract** using the chosen option listed above. (4)	**SOD of Tract** (3) x (4) (5)
1	**Project Site A**				
2	Within a ¼ mile radius.				
3	Within a ¼ mile radius.				
4	Within a ¼ mile radius.				
5	**Project Site B**				
6	Within a ¼ mile radius.				
7	Within a ¼ mile radius.				
8	Within a ¼ mile radius.				
		TOTALS			
SOD of Community Surrounding the Project		=	**Total of Column 5** / **Total of Column 3**	=	

5. Use Table 2 in the program guidelines to determine the Required Local Match based off the SOD of Community Surrounding the Project.

Calculate Population Benefit (PB) (Overall) and Relative PB (Underserved Community)

These forms are for Scoring components 2 and 3, respectively. It is recommended that you **read Appendix A1- A4** in the guidelines prior to starting these forms. There instructions also appear on the forms themselves.

6. If you project has no infrastructure work, skip to Step 3.
7. If your project has infrastructure work, complete Tables 1 through 5. Information from tables 1 through 3 will be used to calculate the Infrastructure Work PB for both the overall and underserved community in Tables 4 and 5, respectively.
    a. **Table 1. Infrastructure Work – Direct PB (overall and underserved):**
        - On line 1, list the census tract in which the project is located.
        - On subsequent lines, list all census tracts within ¼ mile radius of your project. If your project is large or long, use ¼ mile from the outer edges. Add more rows if needed.
        - For each census tract listed, provide the information requested. For columns 4 and 5, consult the CCLGP guidelines on how to define an undeserved community. If you choose "other' as your option, you must submit Attachment I with justification of your determination method.
        - Total column 3 and column 5.
    b. **Table 2. Infrastructure Work – Indirect PB**
        - List all transits routes with at least one transit stop within 1/2-mile radius of your project. If you project is large or long, use 1/2 mile from the outer edges. Add more rows if necessary.
        - Total all ridership.
    c. **Table 3. Infrastructure Work – Dose**
        - Determine the "dose" factor for the infrastructure work; the hours the site will be accessible to the public under the improved conditions.
        - List all sites and the hours for each site. Add more rows if necessary.
        - Calculate the average number of hours of all sites.
    d. **Table 4. Infrastructure Work PB (Overall):** Use information from Tables 1-3 to complete Table 4. The value in the fourth column of the table, which will automatically calculate, should equal [(column 1 value)+(column 2 value)] X (column 3 value).
    e. **Table 5. Infrastructure Work PB (Underserved Community):** Use information from Tables 1-3 to complete Table 5. The value in the fourth column of the table, which will automatically calculate, should equal [(column 1 value)+(column 2 value)] X (column 3 value).
8. If your application proposes educational campaigns or events about litter abatement, proper waste disposal or how to do sanctioned artwork (as opposed to vandalism), use Table 6 to calculate PB of each non-infrastructure activity and total. If not, skip to Step 4:
    f. **Table 6. Non-Infrastructure Work PB.**
    Reach = Number of people reached at least once by an educational campaign or eligible event.

Dose = Number of times the campaign will run, or the event will be held.

9. Using Table 7., calculate the Project's Population Benefit (Overall). This score will be graded by the State on a curve relative to all applications submitted and the number of points the applicant will be awarded for **Scoring Component 2, Project Population Benefit**, will be granted accordingly. The maximum possible points is 20.
10. Table 8., calculate Project's Population Benefit (Underserved Community).
11. Using Table 9., calculate Project's *Relative* Population Benefit to the underserved community
    Using Table 10., calculate the number of points you, the applicant, will be awarded for **Scoring Component 3**, **Project's *Relative* Population Benefit to the Underserved Community.** The maximum possible points is 35.

Submit the forms

12. Save all the forms as one PDF and attach them to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment I:** Local Match Calculation, Population Benefit, and Population Benefit to Underserved Communities forms" field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment J: If claiming a project benefit to an underserved community in Section 2.1 using a criterion other than one of the five options listed in the program guidelines, the proposed criterion and justification for consideration

1. In Section 2.1, if you claimed a project benefit to an underserved community using a criterion other than one of the five options listed in Table 2 the program guidelines, state what your proposed criterion is and provide a brief justification for it.
2. Suggested alternative assessment methods that can be submitted under this category include:
    a. Census data that represents a small neighborhood or unincorporated area. Submit a quantitative assessment, such as a survey, to demonstrate that the community's median household income is at or below 80% of the state median household income.
    b. CalEnviroScreen data that represents a small neighborhood or unincorporated area. Submit an assessment to demonstrate that the community's CalEnviroScreen score is at or above 39.34.
    c. A regional definition such as "environmental justice communities" or "communities of concern," which must be stratified based on severity. It must also be based on a robust public outreach process that includes community stakeholder input. A regional definition of underserved communities must be used for the region's broader planning purposes. It must be adopted as part of a regular 4-year cycle adoption of a Regional Transportation Plan (RTP)/Sustainable Communities Strategy (SCS) by a Metropolitan Planning Organization (MPO) or Regional Transportation Planning Agency (RTPA), per obligations with Title VI of the Federal Civil Rights Act of 1964.
3. Save the attachment as a PDF and attach it to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment J:** If claiming a project benefit to an underserved community in Section 2.1 using a criterion other than one of the five options listed in the

program guidelines, the proposed criterion and justification for consideration" field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment K: Demonstrated Community Need and Project Outcomes forms

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click "**Attachment K:** Demonstrated Community Need and Project Outcomes forms" to download the template for this form.

Complete Demonstrated Need Assessment Form (Scoring Component 4)

2. It is recommended that you read Appendix B1 though B4 before completing this form. This form measures the demonstrated need of the community to execute the goals of the CCLGP; the community's need for waste and debris reduction, beautification, enhanced public health, cultural connection, or other need. This component is worth a maximum of 50 points and up to 25 percent of the total application score. The score is based on the applicant's answers to questions about **existing** site or community conditions. Answers can be based on educated estimates, and do not need to be based on precise calculations. The form has five (5) sections, each relating to a program goal or objective**. Within each section**, **choose a maximum of two (2) questions to answer**, for a total of 10 questions. All applicants much answer question 1-1, as one of their two questions in Section 1.

Complete Project's Outcomes Assessment Form (Scoring Component 5)

3. It is recommended that you read Appendix B1 though B4 before completing this form. This form measures the proposal's potential to accomplish the goals of the CCLGP. This component is worth a maximum of 40 points and up to 20 percent of the total application score. The score is based on the applicant's answers to questions about anticipated project results. Answers can be based on educated estimates, and do not need to be based on precise calculations. The form has five (5) sections, each relating to a program goal or objective. Within each section, choose a maximum of two questions to answer, for a total of 10 questions.

Submit the Forms

4. Save all the forms as one PDF and attach them to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment K:** Demonstrated Community Need and Project Outcomes forms" field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment L: Application Checklist

1. Visit https://cleancalifornia.dot.ca.gov/local-grants/workshops-milestones and click "**Attachment L:** Application Checklist" to download the template for this form.
2. Answer all the questions in the document. All answers should be "YES" or "N/A" before submitting your application.
3. Save the PDF and attach it to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment L:** Application Checklist". See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment M: Letters of Support from the Community

Note that completing this attachment is optional for all applicants.

1. If you have letters of support from the community for the project, combine them into one PDF.
2. Ensure that the PDF does not exceed 5 MB, otherwise you will not be able to upload it to your application.
3. Attach the PDF to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment M:** Letters of Support from the Community" field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

Complete Attachment N: Other materials that help demonstrate why the proposed elements are needed (i.e. project renderings, survey results, additional maps, outreach materials, etc.)

Note that completing this attachment is optional for all applicants.

1. If you would like to submit other materials that help demonstrate need, combine these into one document. For instance, if you would like to submit multiple Before photos, include all of them in one PDF. Note that only the photo submitted in the field for "**Attachment G:** Photo of Project Site Prior to Improvements."
2. Examples of materials that help demonstrate need include:
    a. Videos (e.g. MP3s. Ensure the video does not exceed 5 MB)
    b. Project renderings
    c. Survey results
    d. Additional maps
    e. Outreach materials
3. Ensure that the document you submit does not exceed 5 MB, otherwise you will not be able to submit the application. For instance, if you want to submit renderings, submit these as PDFs, so as not to exceed the file size limit.
4. Attach the document to your application, in section 3.1, "ATTACHMENTS", in the "**Attachment N:** Other materials that help demonstrate why the proposed elements are needed (i.e. project renderings, survey results, additional maps, outreach materials, etc.)" field. See the above section "Manage Attachments (Directions for All Attachments)" for general directions on how to upload an attachment to your application.

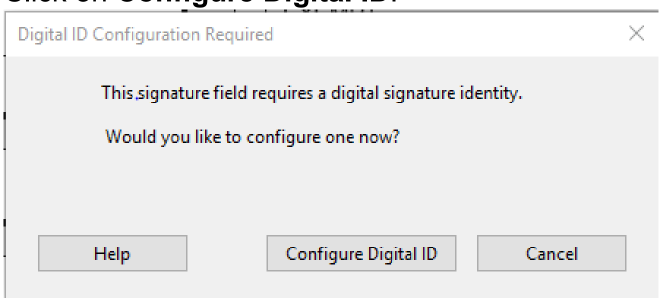
Complete Section 4.1, Project Outcomes

1. Enter values in the "Total" Column to the far right for potential project outcomes that apply to your project. Leave any fields that don't apply to your project as zero.

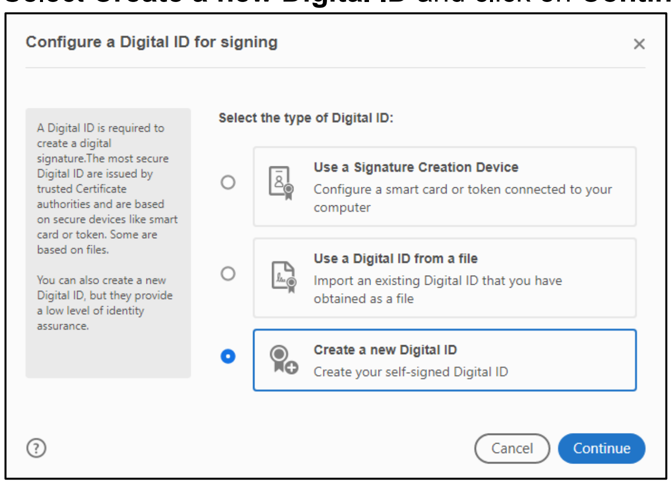
Complete Section 5.1, Authorized Official (Primary Applicant) Signature

1. Enter the Full Name, Title, Phone Number, and Email Address of the Authorized Official to sign the grant application from the Primary Applicant Agency. Note that if you leave a space after the Email Address, you will receive a message that the email address pattern is invalid, and you will need to remove the extra space.

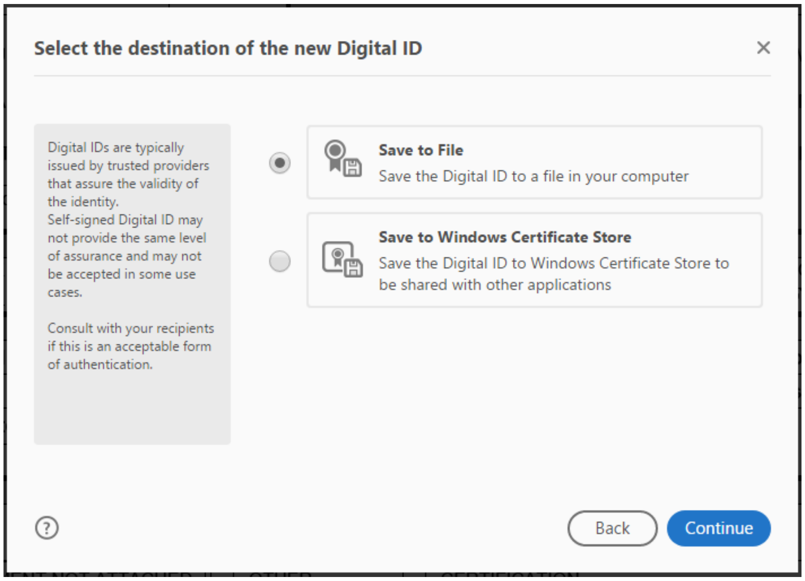
2. Enter the date the application is signed.
3. Apply an electronic signature. When you click on the signature field, you will receive a message stating that after you apply your electronic signature, you will not be able to upload additional attachments without clearing the signature. If you do not wish to make changes to the attachments, click “Yes”.
    a. Note that it is also possible to complete the form, save it, and send it to someone else for their signature. If you would like to do this, inform them of Steps 4 and 5 below when you send them the completed form for them to sign.
4. If you have never created a self-certified digital signature, a pop-up box will appear with the option to configure a digital ID. Follow to steps below to do so:
    a. Click on **Configure Digital ID**.



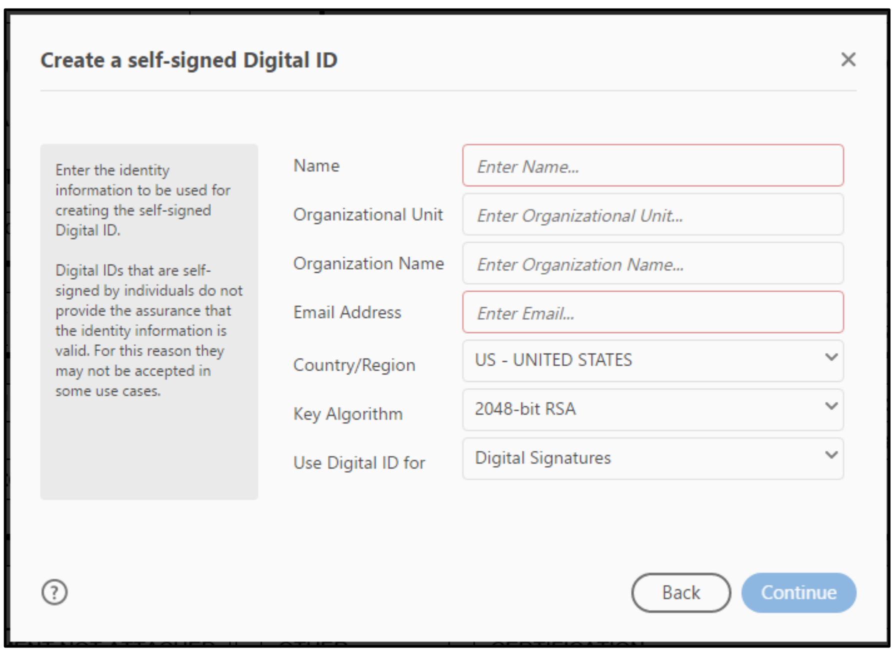
    b. Select **Create a new Digital ID** and click on **Continue**.



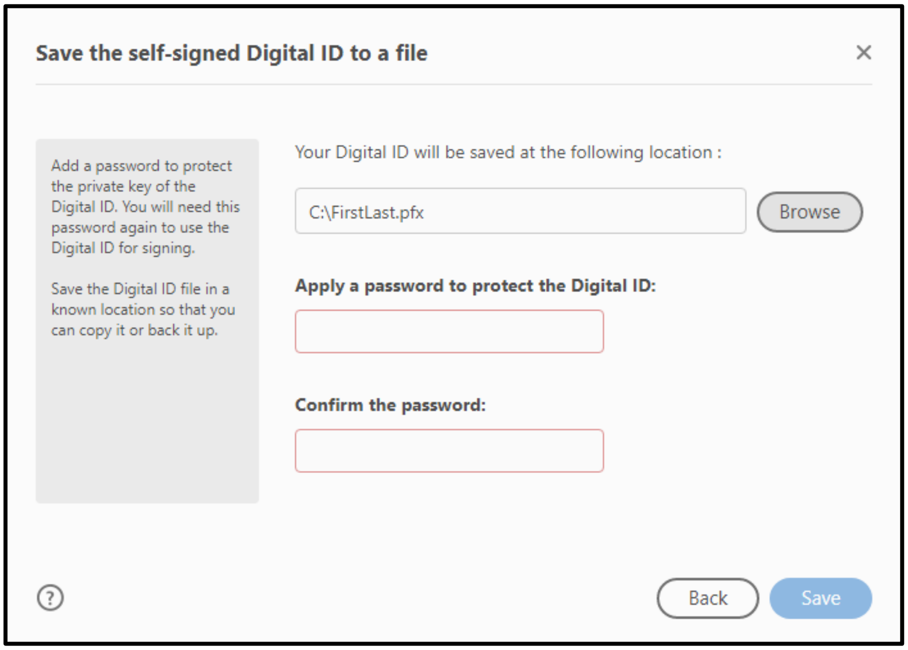
c. Select Save to File and click on Continue.



d. Enter your first and last name in the Name field, your program name in the Organization Unit field, Caltrans in the Organization Name field, and your Caltrans E-mail in the Email Address field. Keep the default for the other three fields and click on **Continue**.



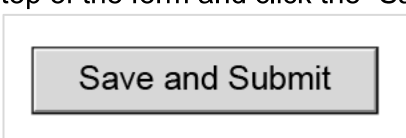
e. Use the default folder path or choose another folder to save your Digital Signature file. Create a password that will be used for signing pdf documents. Click **Save**.



5. If you already created a Digital ID, follow the prompts in the dialog box to sign the form.

Submit the Application

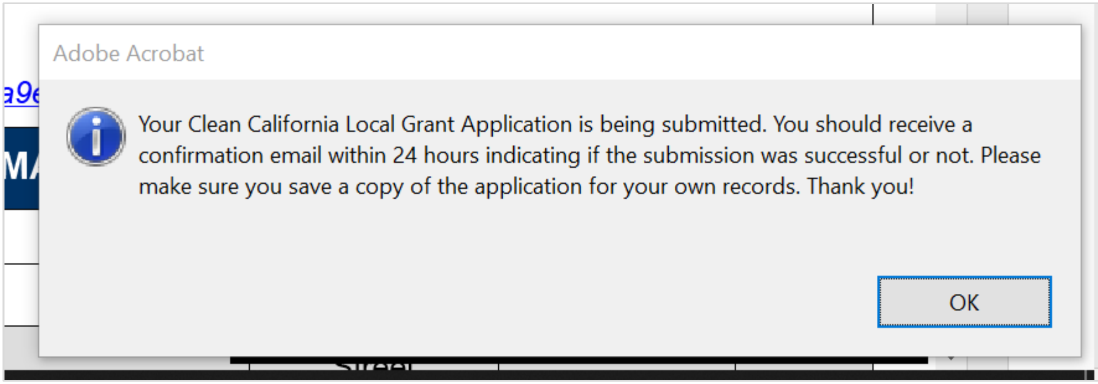
1. After you have made sure that your application is complete and accurate, scroll up to the top of the form and click the "Save and Submit" button:



You cannot update the application after you submit it. Please ensure that all application information is final before clicking this button.

   a. If there is missing required information in your application, you will receive a message alerting you of this, and the fields that you need to address before submitting will be highlighted. You will not be able to submit your application before all required information is entered.
2. Once the application is completed correctly, you will be asked to save your application to your computer. Choose a location to save the application and click Save.
3. You will receive a message stating that you cannot update the application after you submit it. If you want to continue submitting the application, click "Yes".

4. You should see a message on the bottom right hand side of your screen:



   Click OK.
5. The email address of the primary applicant listed on the application will receive an email either stating whether submittal was successful or not.
   a. If the submittal was successful, you will receive an email stating so. Wait for March 1, 2022 to learn about the list of awardees.
   b. If the submittal was unsuccessful, you will receive an email stating so. Please email CleanCA.LocalGrant@dot.ca.gov and we will help troubleshoot.

IMPORTANT: APPLICATIONS ARE DUE FEBRUARY 1, 2022, BY 5:00 PM. WE WILL NOT ACCEPT ANY LATE APPLICATIONS.

Please do not wait until February 1st to submit your application in case there is a technical glitch in submitting it. We recommend submitting the application as early as possible in the event of technical errors, but at least a day before the application deadline.