

# Clean California Local Grant Program

Program Guidelines (DRAFT)

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## Clean California Local Grant Program Overview

### Background

The Clean California Local Grant Program is a competitive statewide program created to beautify and clean up local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces. Assembly Bill 149 (Sec.16) created the Clean California Local Grant Program of 2021 and was codified under Streets and Highway Code §91.41 et.al. The Program is one part of the nearly \$1.1 billion Clean California initiative that takes direct aim at the continuous trash generation that has overwhelmed the significant investment of time and resources by Caltrans and its partners collecting, recycling, and disposing of litter and hazardous waste.

These guidelines describe the policy, criteria, and procedures for the development, adoption, and management of the Clean California Local Grant Program. The guidelines were developed in consultation with representatives from the California Department of Transportation (Caltrans) and through public

workshops that include participation from local government agencies, transit agencies, other stakeholders, and tribal governments.

### Budget

The budget is approximately \$296 million from the General Fund, for projects to be open to the public with all funds expended by June 30, 2023.

Each grant shall not exceed five million dollars (\$5,000,000). There is no minimum award.

### Goals

Pursuant to statute, the intent of the Clean California Local Grant Program is to achieve the following goals:

- Reduce the amount of waste and debris within public rights -of -way, pathways, parks, transit centers, and other public spaces.
- Enhance, rehabilitate, restore, or install measures to beautify and improve public spaces and mitigate the urban heat island effect.
- Enhance public health, cultural connection, and community placemaking by improving public spaces for walking and recreation.
- Advance equity for underserved communities.

### Schedule

The following schedule lists the major milestones for the Clean California Local Grant Program:

<b>Milestone</b>	<b>Date</b>
Public Workshop #1	September 1, 2021
Public Workshop #2	October 7, 2021
Call for Projects	December 1, 2021**
Project Application Deadline	February 1, 2022**
Project Award Notification	March 1, 2022**
Date by when projects must be open to the public or all non-infrastructure activities are complete	June 30, 2023**
Date by when final invoicing and project closeout must be complete	December 30, 2023**
*Visit <a href="https://cleancalifornia.dot.ca.gov/local-grants">https://cleancalifornia.dot.ca.gov/local-grants</a> for the most up-to-date information.	
**Schedule is still being finalized and is subject to change. Stakeholders will be notified of any changes to the schedule.	

## Eligibility

### Eligible Applicants

The applicant must be local or regional public agencies, transit agencies, or [federally recognized tribal governments](#). Nonprofit organizations may be sub-applicants and are encouraged to partner with eligible applicants.

### Eligible Project Types

Eligible projects shall include, but not be limited to either or both of these project types:

- Community litter abatement and beautification projects
- Community litter abatement events and/or educational programs

### Example Projects

- Beautification and placemaking of existing public spaces, including but are not limited to:
  - Community park space/public space
  - Transit centers
  - Park-and-ride facilities
  - Viaducts, underpasses, or pedestrian overpasses
- Educational campaigns or community events about litter abatement, proper waste disposal or how to get involved with doing sanctioned artwork in a community

### Eligible Project Area

The location of the projects within the Clean California Local Grant Program are determined by the applicant. Project locations that can be accessed through the multimodal transportation network are encouraged and can include local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces.

If the project area encroaches on Caltrans right of way, that is allowed, but the applicant must include the necessary encroachment paperwork upon submittal of the application.

### Eligible Activities and Expenses

Eligible activities must meet the Clean California Local Grant Program goals. Examples of eligible features within the project area include:

- Enhanced paving to address the needs of the space, using permeable pavements where possible
- Decreasing pavement

- Inert material
- Shade structures
- Shade trees or drought-tolerant planting
- Irrigation
- Bioretention, swales, and other green street elements
- Architectural fencing
- Art installations, including community identification elements
- Human-scale, energy-conserving lighting installed within the project area
- Walking and/or biking facilities through the space
- Wayfinding signage
- Amenities (signage, bins, etc.) related to proper waste collection or waste prevention
- Seating and play equipment
- Installation of public bathrooms and water fountains

### **Ineligible Activities and Expenses**

Some activities or project components are not eligible under this grant program. If an application has any of the following elements, it will be disqualified.

Ineligible activities and expenses include:

- Displacing people experiencing homelessness
- Acquisition of rights-of-way or land with the funds awarded by Caltrans. (Land acquisition can count towards the local match, however).
- Work performed prior to the execution of the grant agreement
- Acquisition of vehicles or shuttle programs
- Other items unrelated to the project

### **Selection Criteria**

Projects containing the following elements will be given priority consideration in funding decisions:

- Demonstrated needs of the applicant to address the goals of the program
- Production of the greatest population benefit, including to those underserved ([see Appendix A](#))
- Potential to enhance and beautify public space

- Potential for greening to provide shade, reduce the urban heat island effect, and use native drought-tolerant plants
- Potential for abatement of litter and debris to improve access to use of public space(s)
- Public engagement in the project proposal that reflects community priorities and are consistent with local or regional plans such as General Plans, Improvement Plans, bicycle and/or pedestrian plans, complete street plans, and the public outreach that may have already taken place during the preparation of such plans
- Benefit to [underserved communities](#)
- Low risk of deliverability, in which projects are open to public and/or all funds are expended by June 30, 2023.

### Underserved or Historically Excluded Communities

No less than 50 percent of the Clean California Local Grant Program funds are to fund projects that benefit underserved communities.

The definition for these communities may include disadvantaged communities and low-income communities, as defined in Sections 39711 and 39713 of the California Health and Safety Code, or another metric with verifiable information that identifies an historically excluded, disadvantaged, or underserved community. To qualify, the community served by the project must meet at least one of the following criteria:

- **Area Median Income:** is less than 80% of the statewide median based on the most current Census Tract level data from the 2019 American Community Survey 5-Year Estimates (<\$60,188). Communities with a population less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level. Data is available at the [United States Census Bureau Website](#).
- **CalEnviroScreen:** An area identified as among the most disadvantaged 25% in the state according to the CalEPA and based on the California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) scores (score must be greater than or equal to 39.34). The mapping tool can be found [here](#) and the list can be found under "[SB 535 List of Disadvantaged Communities](#)"
- **National School Lunch Program:** At least 75% of public-school students in the project area are eligible to receive free or reduced-price meals under the National School Lunch Program. Data is available at the [California Department of Education website](#). Applicants using this measure must indicate how the project benefits the school students in the project area. Project must be located within two miles of the school(s) represented by this criterion.

- **Healthy Places Index:** The Healthy Places Index includes a composite score for each census tract in the State. The higher the score, the healthier the community conditions based on 25 community characteristics. The scores are then converted to a percentile to compare it to other tracts in the State. A census tract must be in the 25th percentile or less to qualify as a disadvantaged community. The live map and the direct data can both be found on the [California Healthy Places Index website](#).
- **Native American Tribal Lands:** The project is located within or partially within Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria), lands owned by or held in trust for an Indian tribe, allotted lands, and/or sensitive tribal areas (which might include areas in which a Native American Tribe has a significant interest such as traditional cultural properties and sacred sites).
- **Other:** If the project may benefit a disadvantaged community, but the project does not meet the criteria above, another means of qualifying for consideration may be allowed. Suggested alternative assessment methods that can be submitted under this category include:
  - 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.
  - 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.
  - A Regional Definition such as "environmental justice communities" or "communities of concern," must document a robust public outreach process that includes the input of community stakeholders and be stratified based on severity. A regional definition of disadvantaged communities must be adopted as part of a regular 4-year cycle adoption of a Regional Transportation Plan (RTP) / Sustainable Communities Strategy (SCS) by an MPO or RTPA per obligations with Title VI of the Federal Civil Rights Act of 1964. A regional definition of disadvantaged communities should be used for the region's broader planning purposes.

An eligible project shall clearly demonstrate a benefit to an underserved community or be directly located in an underserved community.

### Other Selection Considerations

If the scoring methodology results in a tie, the State may consider additional factors including, but not limited to, previous grant performance, geographic

distribution of funds, [quality of the required maintenance plan](#), and feasibility to accept partial funding.

### **Local Match Requirement**

The local match component will range from 0% to 50% of the total project costs and will be based on the capacity of the community to leverage local capital. Depending on the applicant's severity of disadvantage, a grant may not require a local match.

Applicants will be held responsible for any local commitments at or above their minimum requirement as part of the grant agreement with Caltrans.

### **Severity of Disadvantage**

To determine the required match amount, the applicant must identify its severity of disadvantage using the thresholds provided in table 2:

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**Table 2. Severity of disadvantage thresholds for determining local match**

Local match required of total project costs (%)	Threshold criteria	Threshold (if applicable)
<b>Area Median Income (AMI) compared Statewide Median Income (SMI)*</b>		
50	Greater than or equal to 80% of the SMI	Greater than \$60,188
37.5	75% through <80% of SMI	\$56,426.25 through \$60,188
25	70% through <75% of SMI	\$52,664.50 through \$56,426.25
12.5	65% through <70% of SMI	\$48,902.75 through \$52,664.50
0	<65% of SMI	Less than \$48,902.75
<b>CalEnviroScreen v3.0</b>		
50	Above 25% most disadvantaged	Less than 39.34
37.5	20% through 25% most disadvantaged	39.34 through 42.86
25	15% through <20% most disadvantaged	42.87 through 46.63
12.5	10% through <15% most disadvantaged	46.64 through 51.18
0	<10% most disadvantaged	51.19 through 94.09
<b>Free or Reduced Lunches</b>		
50	Less than 75% of students receive free or reduced lunches	Not applicable (N/A)
37.5	≥ 75% through 80% of students receive free or reduced lunches	N/A
25	>80% through 85% of students receive free or reduced lunches	N/A
12.5	>85% through 90% of students receive free or reduced lunches	N/A
0	>90% of students receive free or reduced lunches	N/A
<b>Healthy Places Index Score**</b>		
50	Healthy Places Index Score above 25 Percentile	N/A
37.5	Healthy Places Index Score 20 through <25 Percentile	N/A
25	Healthy Places Index Score 15 through <20 Percentile	N/A
12.5	Healthy Places Index Score 10 through <15 Percentile	N/A
0	Healthy Places Index Score <10 Percentile	N/A
<b>Tribal communities: applicable only for Federally Recognized Tribal Governments or Projects where a Tribal community is a sub-applicant</b>		
0	The project applicant or sub-applicant is a Federally Recognized Tribal Government or the project area is located within (or partially within) Federally Recognized Tribal Lands (typically within the boundaries of a Reservation or Rancheria), lands owned by or held in trust for an Indian tribe, allotted lands, and/or sensitive tribal areas (which might include areas in which a Native American Tribe has a significant interest such as traditional cultural properties and sacred sites)	N/A
<p>*Statewide median income is based on the most current Census Tract level data from the 2019 American Community Survey 5-year estimates (where 80% of SMI = &lt;\$60,188). Communities with a population less than 15,000 may use data at the Census Block Group level. Unincorporated communities may use data at the Census Place level.</p> <p>**Healthy Places Index Score considered should only be the overall HPI Score.</p>		

## Local Match Sources

The local match can be all cash, all third-party in-kind contributions, or a combination of the two:

- Cash Match
  - Revenue sources for local cash match can include local sales tax, special bond measures, private donations, private foundations, etc.
  - Staff time from the primary applicant counts as cash match. Staff time charged to a specific project that has been funded and or reimbursed, cannot be used to meet the match requirement for another project.
- Third-Party In-Kind Match
  - Third party in-kind contributions are typically goods and services donated from outside the primary applicant's agency. If third party in-kind contributions are used to satisfy the local match requirements, they must be itemized in the application.
  - Land acquisition to support the project area (note: Caltrans-awarded funds cannot be used for land acquisition)
  - Examples of Third-Party In-Kind contributions is the value of donated:
    - Plants/trees
    - Art (materials, labor, supplies)
    - Equipment and materials
    - Future maintenance as part of the maintenance plan
    - Volunteered time from stakeholders
    - Other goods and services

## Payment Process

For an item to be eligible for payment, the primary use or function of that item must meet the goals of the program and be consistent with the approved grant scope. Payments can be made either by reimbursement or advanced payment.

The Clean California Local Grant Program is a reimbursement program for eligible costs incurred. An implementing agency may begin incurring eligible costs upon execution of a grant agreement with Caltrans. Reimbursement is requested through the invoice process detailed in the [Local Assistance Procedures Manual, Chapter 5, Invoicing](#). Applicants may request advanced payment at the time of application. Requests must be included in the project

application and include justification to support the request, as detailed in the [Advance Payment Process](#) section.

Caltrans can provide funding directly to federally recognized Tribal governments only if a Tribal government is willing to grant a limited waiver of sovereign immunity for the purposes of the Clean California Local Grant Program project and the period of time of the project. As an alternative to waiving sovereign immunity, Tribal governments may want to consider applying as a sub-applicant through partnership with a public agency or transit agency.

### **Advance Payment Process**

Caltrans may authorize advance payments necessary for projects funded by this grant, as mentioned in state statute. An applicant may be eligible for an advance payment from Caltrans for projects funded by the program only if all of the following conditions are met:

- The applicant for advance payment is a public agency.
- The grant application submitted requests an advance payment.
- The project or project component for which the advance payment is requested is well-defined and can be delivered by an agreed upon date.
- The applicant has a record of good financial management and has not been sanctioned by any state or federal agency within the last five years.
- Upon request of the department, the applicant offers sufficient capital, as determined by the department, as a security for an advance payment.
- Upon request of the department, the applicant provides a finding approved by its governing body that demonstrates a financial need for an advance payment under this program to deliver this project.

*The full guidelines for advanced payment will be added to this document by the date of the second workshop.*

### **Project Selection Process**

1. Applications, including the supporting documentation, are submitted Online. *More detailed submittal instructions will be added to the guidelines by the date of the second workshop.*
  - a. Access to the application and other required templates are available on the Clean California website. *A direct link will be added to the guidelines here by the date of the second workshop.*
  - b. No hardcopy applications are required.
2. Project Proposals are reviewed and evaluated:
  - a. Caltrans grant program staff, with district representation, conducts a review of all applications for eligibility, submission of proper

documentation, deliverability, and overall relationship to the goals of the grant program.

- b. Incomplete or ineligible applications may be removed from the competitive process.
  - c. Subject matter experts from Caltrans HQ then score the applications using a standardized approach. The specific standardized scoring methodology is described in the [scoring criteria section](#).
  - d. Caltrans HQ grant program staff then verifies the scores and provides the award recommendations list to be approved by every level of Caltrans management.
  - e. Award recommendations are submitted to the California Secretary of Transportation for concurrence.
3. Awarded projects are announced.

All information contained in the application and supporting documentation is confidential until grant awards are announced.

The State reserves the right to reject an applicant who is in violation of law or policy at any other public agency. Potential violations include, but are not limited to, being in default of performance requirements in other contracts or grant agreements issued by the State, being engaged in or suspected of criminal conduct that could poorly reflect on or bring discredit to the State or failing to have all required licenses necessary to carry out the project.

The State further reserves the right to reject any applicant who has a history of performance issues with past grants or other agreements with any public entity.

### **Conflict of Interest**

All applicants and individuals who participate in the review of submitted applications are subject to state and federal conflict of interest laws. Any individual who has participated in planning or setting priorities for a specific solicitation over and above the public comment process, or who will participate in any part of the grant development and negotiation process on behalf of the public, is ineligible to receive funds or personally benefit from funds through that solicitation. Failure to comply with conflict of interest laws, including business and financial disclosure provisions, will result in the application being rejected and any subsequent grant agreement being declared void. Other legal actions may also be taken. Applicable statutes include, but are not limited to, California Government Code section 1090 and Public Contract Code sections 10365.5, 10410, and 10411.

## Scoring Criteria

Applications will be scored using an index score, as explained in table 3 and in the following sub-sections of this document. The scoring methodology is designed to support performance of the grant objectives and encourages context-sensitive proposals. The scoring is designed to prioritize quality of transformation over quantity of space transformed. For communities that may not have a lot of public space, but can still benefit from a transformative project, their application would be competitive under this scoring methodology. If the index score in table 3 results in ties, [additional funding considerations](#) will factor into the reconciliation of ties.

<b>Scored component</b>	<b>Possible score (points)</b>	<b>Weight (percent of overall score)</b>
Narrative (Qualitative)	20	10
Project's population Benefit (Quantitative)	25	12.5
Project's benefit to underserved communities (Quantitative)	35	17.5
Needs Assessment (Quantitative)	50	25
Estimated Performance (Quantitative)	40	20
Maintenance Plan*	Pass/Fail	N/A
Scope, cost, schedule	30	15
<b>Sum</b>	<b>200</b>	<b>100</b>
*Application must include a quality maintenance plan to be evaluated.		

### Narrative

The narrative portion of the application will assess how well the application meets the statutory requirements.

The narrative component will be scored by a committee of subject matter experts that will review the narrative section using a scoring rubric, awarding up to 20 points for this component. For this action, a rubric will be developed to standardize scoring based on grant criteria. The narrative portion will consist of the following questions/topics:

- Demonstrated Need:
  - Provide evidence there is a recurring issue of litter or land misuse in the project area under existing conditions.
- Project Potential:

- Describe how the project will enhance and beautify public space (greening, shade, reduce urban heat island effect, usage of low-water plants)
- Describe how the project will improve access to public space (public health, cultural connection, community placemaking, public space for walking and recreation).
- Community Engagement:
  - Describe the local public engagement process that culminated in the project proposal and reflects community priorities.
- Maintenance:
  - Describe how the project will be maintained to keep the site free of litter and debris, vandalism, and support healthy greenery.
- The project will not displace people experiencing homelessness (true/false). Note: If the applicant answers “false,” the application will be disqualified. Per statute, Clean California funds may not be used in any way to support the displacement of people experiencing homelessness.

#### Project’s Population Benefit and Benefit to Underserved Communities

The project’s population benefit is worth 12.5 percent of the total application score, and the project’s population benefit to underserved communities is worth 17.5 percent of the total application score. For guidance on how to calculate these two components, see [Appendix A.1.](#) and [Appendix A.2.](#) For guidance on how to define underserved communities, see section [“Underserved or Historically Excluded Communities”](#).

An applicant’s responses for these two components will each be evaluated on a curve among the pool of applicants, to receive the subtotal point score for each of these components.

#### Needs Assessment

The needs assessment component is worth 25 percent of the total application score. The needs assessment asks a series of questions about existing conditions related to the program objectives. The applicant should choose up to two metrics per grant objective to be scored on. See [Appendix B](#) for more information.

#### Estimated Performance

The estimated performance component is worth 20 percent of the total application score. The estimated performance asks a series of questions about the proposal related to the program objectives. The applicant should choose up to two metrics per grant objective to be scored on. See [Appendix B](#) for more information.

## Maintenance Plan

Applications must include a detailed maintenance plan that describes anticipated life-span of the proposed improvement, the effort, needed resources and commitment of those resources to maintain the improvement for that life.

## Scope, Cost and Schedule

The Scope, Cost, Schedule component will be scored by a committee of subject matter experts that will review these submissions using a scoring rubric, awarding up to 30 points for this component. For this action, a rubric will be developed to standardize scoring based on how well the scope, cost, and schedule meet the grant criteria and maximize the benefits. The following includes specific attributes we will be looking for within the scope, cost and schedule.

The scope must include detailed engineering project plans and/or an educational programming workplan. *Templates will be developed by the date of the second workshop.*

The application must include a schedule of when the various components of construction and/or educational programming will occur. *Templates will be developed by the date of the second workshop.* The application must propose to be open to the public and expend all funds by June 30, 2023.

The application must include a cost breakdown of all project components. Do not provide costs as lump sum expenses. *Templates will be developed by the date of the second workshop.*

## Project Award Process

After evaluation is complete, a list of awarded projects will be posted to the Caltrans website. Successful grant applicants (now called grantees) will receive an award letter from Caltrans that outlines important next steps, such as executing the grant agreement, as well as program requirements the grantee must adhere to.

A grant agreement developed specifically for this program will be utilized for the distribution of funds. The agreement will specify, among other things, the amount of funds granted, match funds required, timeline for expenditure of funds, delivery schedule, and the approved project scope. Reporting timeframes and other requirements will also be identified in the agreement. Once the agreement is executed, the grantee can begin work. *Note: more details about the Agreement will be added to these guidelines by the date of the second guidelines workshop.*

The Clean California Local Grant Program is limited to one cycle of funding. As a result, unsuccessful grant applicants will not receive a debrief.

## Grant Project Administrative Requirements

### Sub-contracts

If a grantee or a sub-grantee is going to hire a third-party to perform work during the project, proper procurement procedures should be used. Grantees may use their agency's procurement procedures as long as they comply with all applicable sections of the California Public Contract Code and Government Code and any other applicable code. In addition, work cannot be sub-contracted unless it has been stated in the applicant's Scope of Work and Cost and Schedule. A grantee is fully responsible for all work performed by its sub-recipient, consultant, or sub-consultant. Caltrans solely enters into a contract directly with the grantee.

### Financial Requirements

#### Accounting Requirements

Grantees and sub-recipients are required to maintain an accounting system that properly records, and segregates, incurred project costs and matching funds by line item. The accounting system of the grantee, including its sub-applicants and subcontractors, must conform to Generally Accepted Accounting Principles that enable the determination of incurred costs at interim points of completion and provides support for reimbursement payment vouchers or invoices sent to or paid by Caltrans. Allowable project costs must comply with [2 Code of Federal Regulations \(CFR\), Part 200](#). It is the grantee's responsibility, to monitor work and expenses to ensure the project is completed according to the contracted Scope of Work and Cost and Schedule. Grantees must monitor work and costs to ensure invoices are submitted on a regular and timely basis (on a minimum quarterly basis). Costs incurred prior to an executed agreement are not eligible for reimbursement. Grantees must communicate with their local Caltrans district office to ensure any issues are addressed early during the project period.

#### Audits and Investigations

Audits may be required.

### Reporting

Upon execution of a Clean California Local Grant Program agreement, grantees must submit quarterly Project Progress Reports and a Final Delivery Report to Caltrans. Quarterly reports will be required to assess whether projects are meeting their scope and are being delivered on time and on budget. Before and after photos are required as part of the reporting process. If there are faces of minors in the before and/or after photos you must also submit a [photo release form](#). Reporting will be conducted through CalSMART, an Online reporting system.



The State may make periodic visits to project sites, including a final inspection. The State will determine if the work is consistent with the approved project scope. Staff from the Division of Local Assistance within Caltrans districts will be responsible for conducting and coordinating site visits with the awarded projects.

The final invoice will be paid upon submission and acceptance of the Final Delivery Report to Caltrans.

### **Project Amendments**

The Clean California Local Grant Program will not participate in cost increases to the project. Any cost increases must be funded from other fund sources. If there is a change in the project cost, it must be reported through the quarterly report process.

Scope changes will not be considered unless the change is minor, does not reduce the project benefits and does not change the approved overall schedule. Scope changes must be requested in writing and submitted to the Caltrans HQ Division of Local Assistance, with a CC to the [District DLAE](#) to keep the Districts aware of scope changes.

Projects must be open to the public with all funds expended by June 30, 2023. Time amendments are not permitted.

### **Program Evaluation**

The Clean California Local Grant Program will be evaluated for its effectiveness in meeting the goals of the program. Applicants that receive funding for a project must collect and submit data to Caltrans as described in the [Reporting](#) section.

As part of the 2022–23 and 2023–24 California budgets, Caltrans shall report to the Legislature on the Clean California Local Grant Program of 2021, including, but not limited to, cubic yards of litter collected, the locations and types of projects, and any other important program outcomes. The report will include a discussion on the effectiveness of the program in terms of planned and achieved outcomes in litter abatement and beautification efforts and timely use of funds, and will include a summary of its activities relative to the administration of the Local Grant Program including projects awarded, projects completed to date by project type, projects completed to date by geographic distribution, projects completed to date by benefit to disadvantaged communities.

### **Guidelines Disclaimer**

Caltrans may amend the program guidelines after conducting at least one public hearing. Caltrans will make a reasonable effort to amend the guidelines and communicate amendments prior to a call for projects or may extend the deadline for project submission to comply with the amended guidelines.

## Appendix A.1. Calculate Your Project’s Population Benefit (and Benefit to Underserved Communities)

Note: see [Appendix A.2.](#) to see demonstration notes, which provide all the answers below.

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

	Check the box that is most applicable	
Yes	<b>X</b>	If yes, continue filling out this worksheet.
No		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:	<b>411,240</b>	359,040	N/A	52,200
	<b>Total Population Benefit</b>	No. of underserved people who benefit by dose	No. of other who benefits by dose	(No. of people reached by campaign by dose) + (no. of people reach by an event by dose)

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 tracks<sup>1</sup> within a quarter mile<sup>2</sup> 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 <sup>3*</sup> :	<b>14,690</b>	13,690	1,000
	<b>No. of underserved people who benefit</b>	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:	<b>0</b>
	0
<b>No. of others who benefit</b>	No. of people within ¼ <sup>1</sup> mi
1. minus the No. of underserved people within ¼ mi	

<sup>1</sup> See Guidelines section on “Underserved or historically excluded communities” for guidance on what is defined as an underserved census track.

<sup>2</sup> ¼ mi = “within walking distance”

<sup>3</sup> \*This question is required for legislative reporting purposes.

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 (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)<sup>4</sup> + (number of people who will attend an event)]**

Total reach of non-infrastructure portions of project		
Your answer:	1,000	200
	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:	24	52	1
	No. of hours per day the project site will be accessible to the public under improved conditions <sup>1</sup>	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.			

<sup>4</sup> 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 examples

## Appendix A.2. Demonstration Notes on How to Calculate your Project's Population Benefit (and Benefit to Underserved Communities)

Note: this appendix item should be used to complete [Appendix A.1.](#)

### Demo

#### Project Summary

*The sample project proposes improving the parkland at the Greenside Park in the City of Eureka, CA (M St & 12th St, Eureka, CA 95501) with beautification upgrades and litter abatement. In addition to physical improvements, the project proposes to launch a litter abatement campaign on social media that will reach 1,000/week for 52 weeks in total and will host a ribbon cutting event/litter abatement event with 200 people invited. I have filled this worksheet out as the applicant for the purposes of showing how this would be accomplished and the results you might see from this.*

#### Demonstration Notes

1. Consult Clean California Local Grant Program guidelines on how to define an underserved community [insert jump link].
2. Determine whether your project site(s) are within an underserved census tract and the number of underserved census tracts it is within walking distance to (1/4 mile or less).
  - a. Is the median income of Humboldt County less than 80% of the statewide median income? Yes, it is. The Median household income of Humboldt County, CA is \$51,662, which is less than 80% of the statewide median income, meaning the project site is within an underserved community by Clean California Local Grant Program guidelines.
    - i. This census tract (6023000500, or census tract 5 in ACS) is also considered a low-income community (Low-income definitions per Assembly Bill [\(AB\) 1550](#) (Gomez, Chapter 369, Statutes of 2016))
      1. It is also within walking distance of two additional low-income census tracts:
        - a. 6023000600 (or Census tract 6, ACS)
        - b. 6023000100 (or Census tract 1, ACS)
      - ii. This census tract is also considered an underserved community based on its Healthy Places Index (HPI) overall Score that is in the 8.7 percentile

- iii. This census tract is not considered underserved by its calenviroscreen 3.0 ranking, but is within walking distance (1/4 mi or less) to census tract 6023000100 (or Census tract 1, ACS), which is considered underserved based on its Calenviroscreen score.
- b. What is the population of the underserved census tract(s) that the project site(s) are within and within walking distance to? *(Note: This question tells us the number of underserved people who directly benefit from this project.)*
  - i. 13,690, as detailed in Table 1.
- 3. Are there any other census tracts within walking distance from the project site? If yes, what is the population of them? *(Note: this question allows us to understand the full number of people who benefit directly from the project if you add it to the answer of 2b.)*
  - a. No, there are only two census tracts within walking distance of the project's sites, and they are the underserved census tracts we've already calculated.

**Table 1. Direct Benefit Population**

Location Relative to Project Site(s)	Census Tract Name (ACS, 2019)	Population (no. of people)	Population Benefit	Underserved Population Benefit
The project site	Census Tract 5 (the location of the project)	4,450	4,450	4,450
Within walking distance	Tract 6	4,998	4,998	4,998
Within walking distance	Tract 1	4,242	4,242	4,242

- 4. Is the project site accessible by transit? *(draw half mile buffer around project site(s) and identify if there are transit stops within the buffer)*
  - a. Yes, I see some transit stops within the ½ mile buffer.
- 5. What is the average daily ridership of the transit that stops within the ½ mile buffer?
  - a. There are two routes that stop within the ½ mi buffer at least once each, and the average daily ridership for each route is 500 people,

as detailed in Table 2. The total indirect, underserved population benefit is therefore 1,000 people.

<b>Table 2. Indirect Benefit Population (counts towards underserved and overall population benefit)</b>	
<i>Transit routes that have stops within ½ mile of project site(s)</i>	<i>Average daily ridership of routes that serve each stop*</i>
Redwood Transit System	500
Southern Humboldt Intercity Route	500
<i>*These are made-up numbers for the purposes of the demo. For accurate average daily ridership numbers, please use verifiable data sourced from the transit provider.</i>	

6. Calculate the total of direct and indirect population reach
  - a. (Direct population benefit = 13,960)+ (indirect population benefit = 1,000) = 14,960
7. How many hours per day is the project site accessible to the public under improved conditions? Note: If you have more than one project site and their hours differ, use the average number of hours here.
  - a. 24 hours
  - b. 24 hours = dose of the infrastructure components of your project
  - c.  $24 \times 14,960 = 359,040$
8. Calculate reach and dose of non-infrastructure components of your project.
  - a. How many people will you reach with your campaign?
    - i. 1,000
  - b. How many campaigns will you hold?
    - i. 1 per week for a year, so 52 campaigns.
    - ii.  $52 \times 1,000 = 52,000$
  - c. How many events will you hold about litter abatement?
    - i. 1, the ribbon cutting event
  - d. How many people will attend each event?
    - i. 200 people
    - ii.  $200 \times 1 = 200$
  - e. What is the total reach and dose of non-infrastructure components of your project?
    - i. 52,200
9. Add non-infrastructure and infrastructure population benefit together to get total population benefit.
  - a.  $359,040 + 52,200 = 411,240$
10. Fill out [the worksheet \(Appendix A.1.\)](#) with the data analysis you've done

## Appendix B. Sample Needs Assessment and Estimated Performance Scoring Sheet

*Example applicant project: 1 acre public space that will include landscaping, three shade trees, improved street furniture, new bins for proper waste disposal, enhanced lighting, a mural by a local artist, and upgrades to the bus stop shelter at the site. Youth volunteers will be recruited to help clean the space before improvements are made, and they will learn about litter abatement and the free dump days in our community.*

### Legend

■ = the metrics this applicant chose to be scored on (an applicant should pick up to two metrics per each subsection of metrics of each grant objective).

■ = Reviewer's score

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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.	Yes, many 311 records. See summary of records in application attachment	If evidence, get the max of points for this section. If no evidence, get zero.	5	5
	EP1	Waste and debris within the public rights of way are reduced by what percent?	100	Curve scoring, where a higher number gets more points	4	7
	EP2	The total project space is cleaned or improved by what percent?	100	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
<b>Enhance, rehabilitate, restore, or install measures to beautify and improve public spaces and mitigate the urban heat island effect.</b>	NA2	Under existing conditions less than 1/3 of the space is landscaped and/or softscaped. (true/false)	true	if true = give max points; if false = give zero points here	7	15
	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 = we don't allow access to this space after sunset and will not/cannot change that rule upon receiving this grant award)	false	if false = give max points; if true = give zero points here. If NA = give zero points.	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	10
	EP4	Percent decrease of impervious surface	30%	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)	true	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	

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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	12
	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)	true	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	
	NA9	Under existing conditions, there are enough places to sit. (true/false)	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	7
	EP12	The improved space incorporates features or elements that connect the space to the culture or history of the surrounding community. (true/false)	true	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)	true	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)	true	if true = give max points; if no = give zero points here	5	10
	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)	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	(would depend on curve scoring, but will give max score for example purposes) 9
	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.	12	Curve scoring, where a higher number gets more points	4	
	EP16	The improved space functions for people with special needs (true/false).	true	if true = give max points; if no = give zero points	5	

Section 5 of 5

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	7
	NA14	Under existing conditions, the improved space has adequate signage or amenities for proper waste disposal. (true/false)	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)	true	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?	1	Curve scoring, where a higher number gets more points	3	(would depend on curve scoring, but will give max score for example purposes) 7
	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?	125%	Curve scoring, where a higher number gets more points	4	
	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	

Total Needs Assessment Combined Score: 49/50  
Total Estimated Performance Combined Score: 40/40

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