



CLEAN CALIFORNIA

A transformative initiative to remove litter,
create jobs and beautify California

Clean California Local Grant Program, Cycle 2

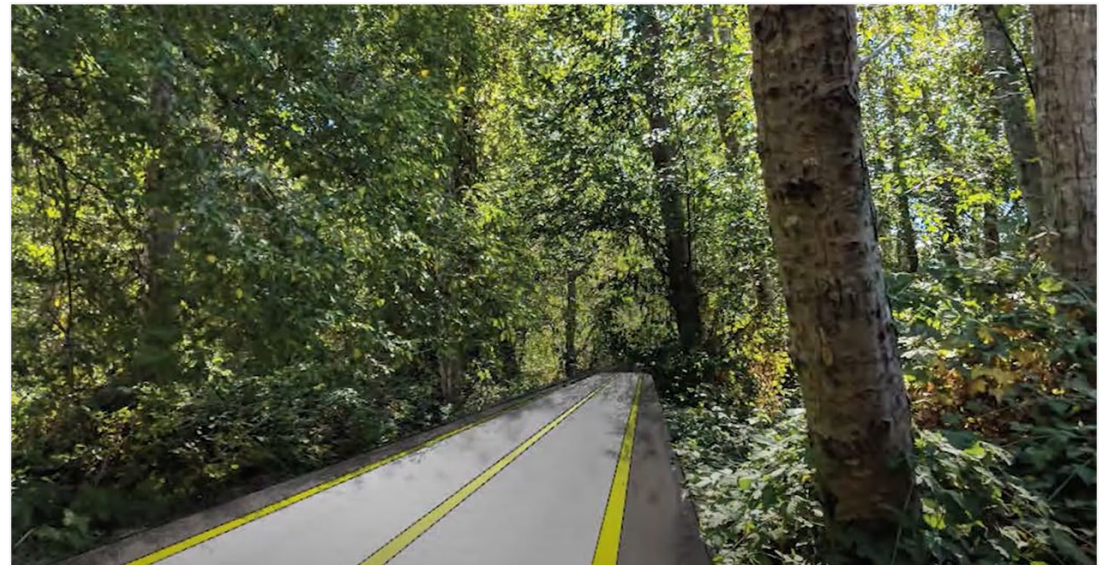
Guidelines Workshop #2

December 13, 2022



CLEAN CALIFORNIA

A transformative initiative to remove litter, create jobs and beautify California



<https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
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Agenda

1. Welcome and Opening Remarks
2. Meet the Team
3. Participant Engagement
4. Recap of Workshop #1 and changes to Guidelines based on Stakeholder Feedback
5. Updates to Guidelines for New Topics
6. Summary and Next Steps



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Participant Engagement

We want your feedback on program updates to:

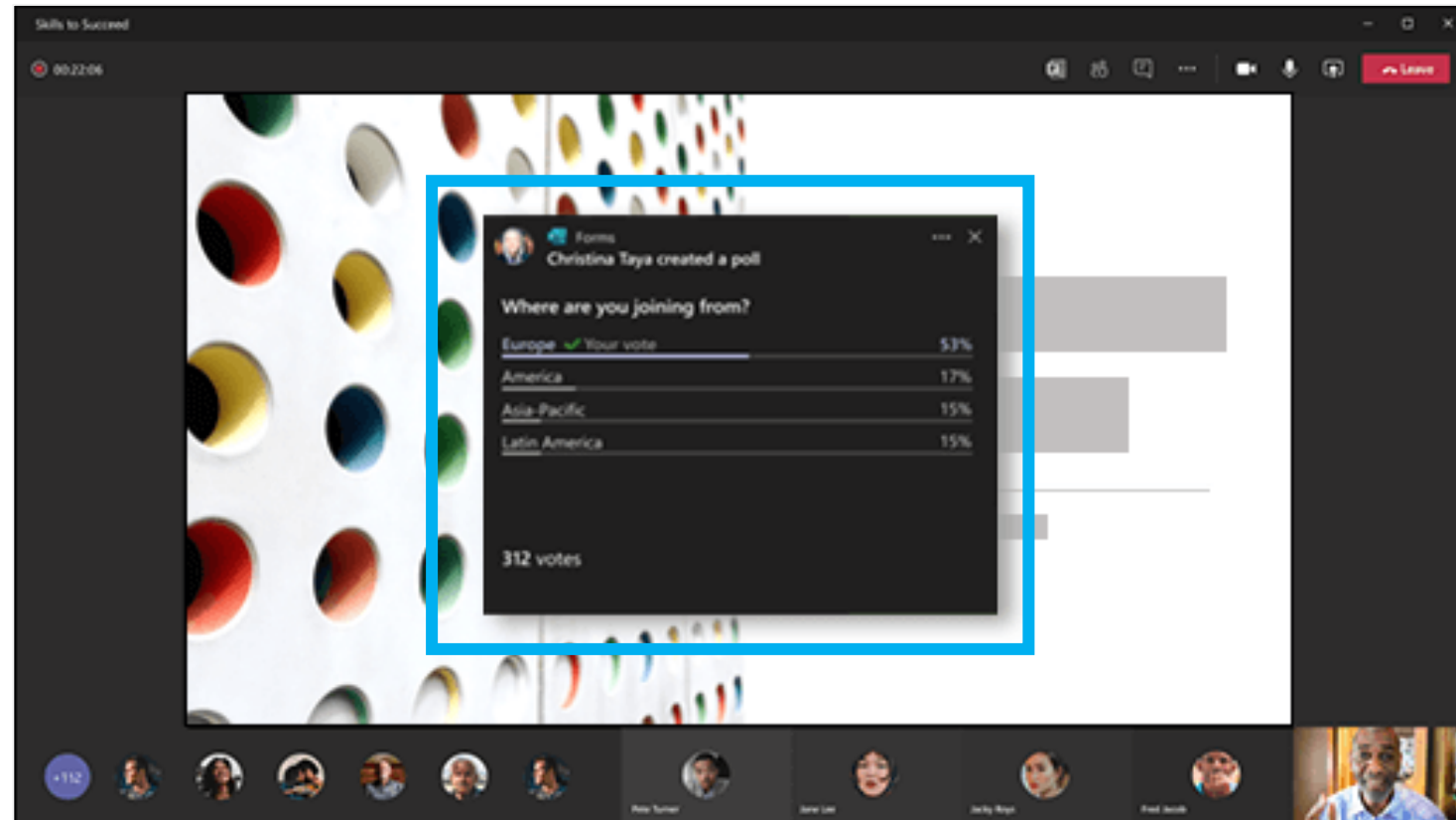
- Project Application and Award Process
- Grant Administrative Requirements
- Grant Agreement Process
- Payment Process





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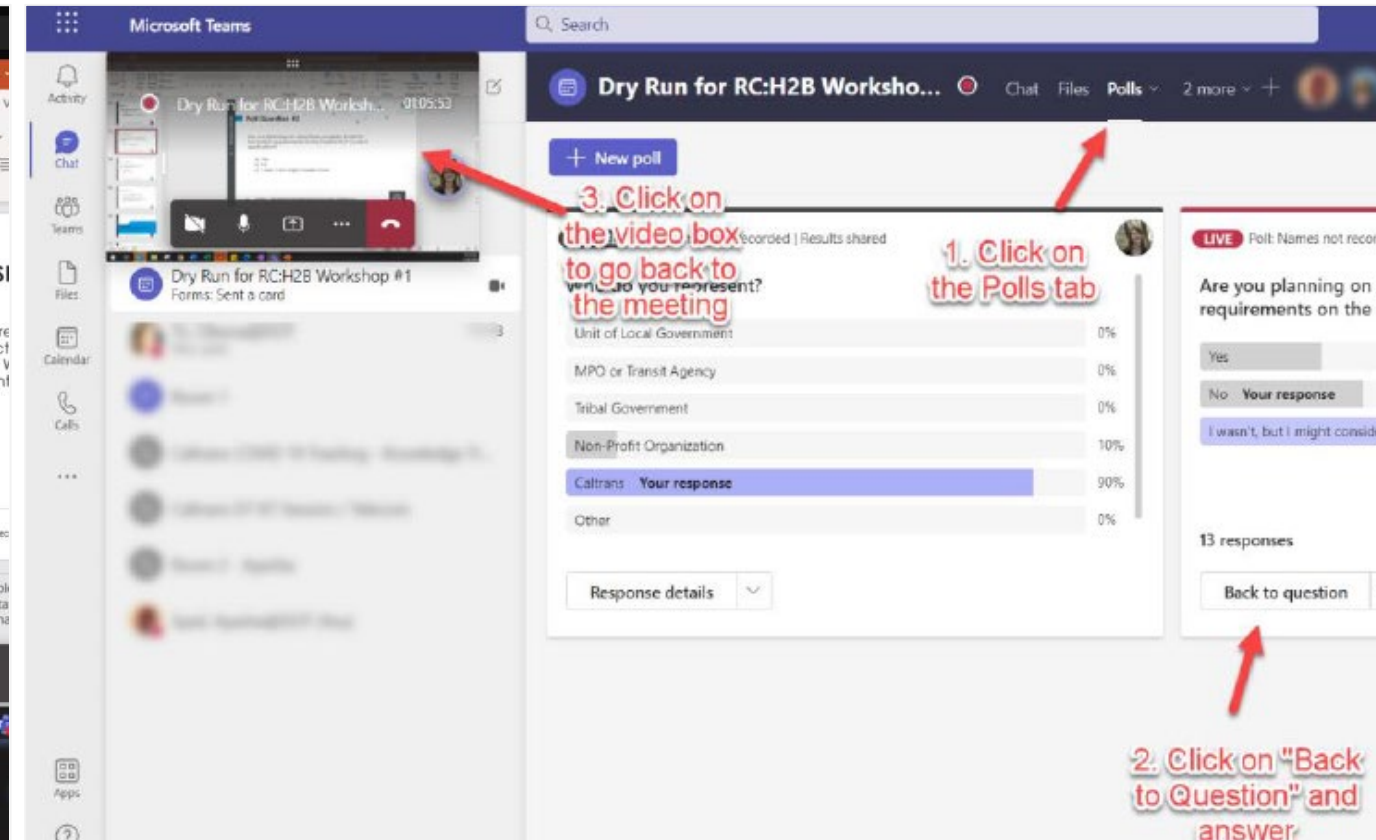
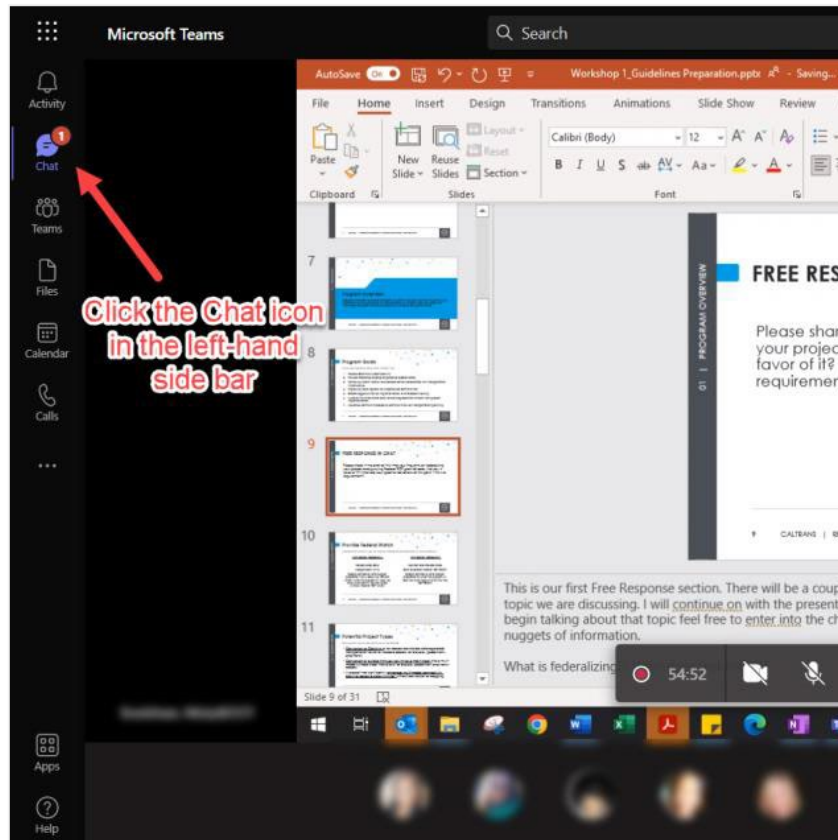
Polls on Desktop





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Polls on Web



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Polls on Mobile

Poll: Not record name ; R... [View](#)

Are you planning on using these program funds for the match requirements on the Federal RCP Cycle 2 application?

- Yes
- No
- I wasn't, but I might consider it now.

[Submit Vote](#)

Yes	23% (3)
No	30% (4)
I wasn't, but I might consider it now.	46% (6)

13 responses

Chat: Dry Run for RC:H2B Wor... 14 participants

Forms

LIVE Poll: Not record name...

Bradshaw, M: Well it sounds like that's

Misty@DOT B. ...

Ayesha@DOT S. Chavez, Gret... Begley, Alys... Misty@DOT B. Emily@DOT G.

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1. Who is participating today?

- Transportation agency
- Local agency
- Tribal representative
- Non-profit organization
- Consultant
- Caltrans
- Other



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Recap of Guidelines Workshop #1 and Changes to Guidelines



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What was Discussed

- Program Overview:
 - 4 Legislative Goals
 - ~ \$100 million budget
 - Most awarded projects will be \$3 million or less
 - Tight schedule

Milestone	Date
Call for Projects	January 2023
Application Workshops	January through March 2023
Application Due Date	April 2023
Award Announcement	August/September 2023
Project Completion Date	June 2026



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What was Discussed

- Proposed Updates to the following sections in the guidelines:
 - Eligibility
 - Definitions of Underserved Communities
 - Local Match Requirement
 - Scoring Criteria
 - Competitive Projects





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Key Changes to the Guidelines based on Stakeholder Feedback

- Awardees in Cycle 1 are just as competitive as in Cycle 2
- In the Scope, Cost, and Schedule section, considerations added for building a realistic project schedule
- Area Median Income data updated





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Key Changes to the Guidelines Based on Stakeholder Feedback

- Added back National School Lunch Program as a Definition for Underserved Communities
 - Applicants using this measure must indicate how the project benefits students within 2 miles of the project





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Key Changes to the Guidelines based on Stakeholder Feedback

- More flexibility for how “surrounding the project site” is defined
 - Current Proposal: Census tracts located within a ½ mile of the perimeter of the project site
 - If your project’s target audience is located further or closer than this, can explain in the Narrative why your project should still be eligible



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Key Actions Since Last Workshop

- The following have been posted to the CCLGP website:
 - Recording and presentation slides from Workshop #1
 - FAQ
 - Updated Guidelines

Milestone	Date
First Workshop on Program Guideline Updates	November 3, 2022 Watch First Workshop on Youtube View First Workshop Slideshow (PDF) Correction: Agencies that were awarded in Cycle 1 are just as competitive in Cycle 2.



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2. Should “surrounding the project site” be defined as?

- ¼ mile or less
- ½ mile or less
- 1 mile or less
- 2 miles or less



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Please submit questions in the chat regarding:

- Program Overview
- Key Changes to Guidelines since Workshop #1
- Key Actions since Workshop #1



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Updates to Guidelines for New Topics

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Guideline Sections that will be Discussed Today:

- Project Application and Award Process
- Grant Administrative Requirements
- Grant Agreement Process
- Payment Process





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Project Application and Award Process

1. Application Package is submitted online
 - Application materials available on the CCLGP website by the Call for Projects in January 2023
 - Applications due in April 2023, **by 5 PM sharp**
 - 3 workshops on how to complete the application between Jan and March 2023
 - **New:**
 - Applications submitted online through Smartsheets
 - Streamlined application
 - Updated application instructions and resources



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Project Application and Award Process

2. Application Package is reviewed and evaluated

- Reviewed by multi-disciplinary teams
- Applications scored using a standard scoring methodology and rubric
- All scored applications compiled and projects awarded based on highest score
- Award recommendations submitted to the Secretary of the California State Transportation Agency for concurrence



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Project Application and Award Process

3. Awarded Projects are announced in August/September 2023 via email and the CCLGP website

4. Caltrans reaches out to the Grant Awardees and starts the Restricted Grant Agreement Process





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3. Are you familiar with Smartsheets?

- Yes
- No
- Maybe



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Please submit questions in the chat regarding:

- Project Application Process
- Award Process



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Grant Project Administrative Requirements

Sub-contracts

- If a grant recipient or a sub-recipient will hire a third-party to perform work during the project, competitive procurement procedures must be used
- Grant recipients may use their agency's procurement procedures
 - Should also comply with Chapter 10.2 of the Caltrans Local Assistance Procedures Manual (LAPM) and the California Public Contract Code and Government Code
- **A grant recipient is fully responsible for all work performed by its sub-recipients, consultants, or sub-consultants**



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Grant Project Administrative Requirements

Financial Requirements

- Grant recipients and sub-recipients required to maintain an accounting system that records and segregates costs
- The accounting system of the grant recipient, its sub-recipients, and sub-contractors must conform to Generally Accepted Accounting Principles
- Allowable project costs comply with 2 Code of Federal Regulations, Part 200
- It is the grant recipient's responsibility to monitor work and expenses



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Grant Project Administrative Requirements

Financial Requirements

- **New:** Invoice no more frequently than monthly and no less frequently than every 6 months, for projects not requesting advance payments
 - Projects requesting advance payment must submit monthly invoices
- Costs incurred prior to or after the end date of an executed agreement are not eligible for reimbursement and will not be counted towards local match
- CCLGP funds shall not supplant other funds or fund cost increases



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Grant Project Administrative Requirements

Financial Requirements

- Grant recipients must submit quarterly Project Progress Reports and a Final Delivery Report to Caltrans
- Complete final delivery reports and invoices must be submitted to Caltrans no later than November 1, 2026



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Grant Project Administrative Requirements

Project Amendments

- The CCLGP will not participate in cost increases to the project
- Amendments for time not permitted





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4. Are you familiar with your agency's competitive procurement procedures?

- Yes
- No
- Maybe



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Please submit questions in the chat regarding:

- Sub-contracts
- Financial Requirements
- Project Amendments



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Grant Agreement Process

- A restricted grant agreement (RGA) will be used
- A copy of the grant agreement will be on the CCLGP website
- The Caltrans Master Agreement/Program Supplement process can not be used
- Takes approximately 6 months to execute an RGA
 - **New:** This time must be factored into the project schedule in the application



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Payment Process

- For an item to be eligible, the primary use of that item must meet program goals and be consistent with the grant scope, grant budget, and cost principles
- Payments made by reimbursement, unless advance payment is approved
- Can begin incurring eligible costs upon execution of a RGA and receipt of a Notice to Proceed letter



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Payment Process

Mechanisms for Tribes to Receive Funding

- *Directly*, through granting a limited waiver of sovereign immunity
- *Indirectly*, by partnering with another agency as a sub-applicant
- To discuss options, contact CleanCA.LocalGrant@dot.ca.gov



Hoopa Tribe
CCLGP Project
Site Photos





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Payment Process

Indirect Cost Rates

- If requesting reimbursement for indirect costs, grant recipients must have an approved Indirect Cost rate from Caltrans or its “cognizant” agency
- If the rate is not approved, can submit application to the Caltrans Internal Audits Office (CIAO)
- Approval letter must be included in the executed grant agreement package



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Payment Process

Advance Payment

- Caltrans may authorize advance payments to mitigate modest reserves and potential cash flow problems
- Several conditions must be met for the request to be approved



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Payment Process

Advance Payment

- May request only one advance payment at the beginning of project
- May not exceed 30% of the grant award or \$1,000,000
- Equal to project costs for the first four months of the project
- An advance payment spending plan needs to be submitted
- After executing the grant agreement, the awardee will submit an advance payment invoice and updated spending plan
- Recipients must invoice **monthly**
- The advance payment will be closed out at the end of the project, with final reimbursement packages satisfying all advance funds



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5. Will your agency seek reimbursement for indirect costs?

- Yes
- No
- Maybe



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6. Is your agency considering applying for an advance payment?

- Yes
- No
- Maybe



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Please submit questions in the chat regarding:

- Grant Agreement Process
- Payment Process
- Advance Payment



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Summary and Next Steps



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Summary

- Based on stakeholder feedback from the first workshop, we updated the guidelines
- Our goal is to make the project application, award, grant agreement, and payment processes more efficient and easier to understand for everyone
- We want your feedback on these areas of the guidelines before the Call for Projects



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Next Steps

- Submit additional questions or comments to CleanCA.LocalGrant@dot.ca.gov
- In approximately 1 week, recording of this meeting and presentation will be posted at: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
- Look out for announcement of the Call for Projects in January 2023
 - Sign up for our mailing list
- CCLGP Team will finalize the guidelines, and develop additional FAQs, the application, and application instructions
 - Applications will be due in April 2023, at **5 PM SHARP**



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Next Steps

Milestone	Date
Call for Projects	January 2023
Application Workshops	January through March 2023
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Project Completion Date	June 2026



Important Links

- The Clean California Local Grant Program webpage: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>
- Join our mailing list to receive information on the Local Grant Program:
<https://lp.constantcontactpages.com/su/BX4kgoT/CleanCALocalGrant>
- Overall Clean California Program website: www.cleancalifornia.dot.ca.gov