

Clean California Local Grant Program

Program Guidelines

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Clean California Local Grant Program Overview

Background

The Clean California Local Grant Program (CCLGP) 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 CCLGP 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 California Department of Transportation (Caltrans) and its partners. Other parts of the Clean California initiative include litter abatement efforts, state beautification and safety projects, and public education campaigns. Significant investments in time and resources are needed to collect, recycle, and dispose of litter and hazardous waste.

These guidelines describe the policies, criteria, and procedures for the development, adoption, and management of the CCLGP. The guidelines were developed in consultation with representatives from Caltrans and through public workshops that included participation from local government agencies, transit agencies, and tribal governments, among other stakeholders.

Budget

The program is funded by \$296 million dollars in fiscal year 2021/22 General Fund money. All projects must be completed and all funds must be expended by June 30, 2024.

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

Goals

Pursuant to statute, the intent of the CCLGP is to achieve the following goals:

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

Schedule

The following schedule lists the major milestones for the CCLGP. Visit <https://cleancalifornia.dot.ca.gov/local-grants> for the most up-to-date information, including the forthcoming final dates for application workshops #4 and #5. Also note that no action is needed from applicants at the Call for Projects Announcement. On this day, final program documents will be released for applicants to view.

Grant Program Timeline

Milestone	Date
Public Workshop #1	September 1, 2021
Public Workshop #2	October 7, 2021
Application Workshop #3	November 18, 2021
Call for Projects Announcement	December 1, 2021
Application Workshop #4	Mid-December 2021
Application Workshop #5	Mid-January 2022
Project Application Deadline	February 1, 2022
Project Award Notification	March 1, 2022
Date by when projects must be completed and all funds expended. If the project involves infrastructure components, all components must be opened to the public and all funds expended by this date.	June 30, 2024
Date by when final invoicing and project closeout must be complete.	December 31, 2024

Eligibility

Eligible Applicants

The applicant must be a local or regional public agency, transit agency, or [federally recognized tribal government](#). Nonprofit organizations may partner with eligible applicants, as sub-applicants.

Eligible Project Types

Eligible projects meet the goals of the CCLGP and may include, but not be limited to:

- Infrastructure related community litter abatement and beautification projects.
- Non-infrastructure related community litter abatement events and/or educational programs.

Example Projects

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

Eligible Project Area

The location of the projects within the CCLGP are determined by the applicant. It is recommended that projects are accessible by a multimodal transportation network. Eligible project locations may include projects located on local streets and roads, tribal lands, parks, pathways, transit centers, and other public spaces.

Projects that encroach on Caltrans right-of-way are allowed; however, the applicant must demonstrate that all necessary right-of-way clearances, encroachment permits, and other permits can be obtained, and the project completed, by June 30, 2024. For more information on Caltrans Encroachment Permits, including contact information for local District Encroachment Permit Offices, see <https://dot.ca.gov/programs/traffic-operations/ep>.

Art projects on Caltrans right-of-way also need to complete and abide by the [Caltrans' Transportation Art Process](#). This includes:

- Separate approval by the Caltrans Transportation Art program.
- Artwork ownership, including copyrights, assigned to Caltrans, with rights licensed back to the artist.
- Waiver of moral rights (California Civil Code § 987).
- Adhering to Transportation Art content restrictions.
- Maintenance plan/funding (i.e. graffiti abatement).

See Caltrans' [Transportation Art Guidelines for Local Agencies](#) and the [Transportation Art Proposal](#) for details. [Gateway Monuments](#) and [Community Identification](#) projects on Caltrans right-of-way entail separate processes and requirements.

Eligible Activities and Expenses

Eligible activities must meet CCLGP goals. Examples of eligible features within the project area include:

- Enhanced paving to address the needs of the space, using permeable pavements where possible.
- Pavement alternatives, such as wood chips.
- Inert material, such as rubberized pavement.
- Shade structures.
- Shade trees or drought-tolerant plantings.
- Irrigation systems.
- Bioretention, swales, and other green street elements.
- Architectural fencing.
- Art installations, including community identification or cultural elements.
An art installation should:
 - Be appropriate and safe to its proposed setting.
 - Be in proper scale with its surroundings.
 - Be composed of materials that are durable for the projected lifespan.
 - Include graphics or sculptural artwork that express unique attributes of an area's history, resources, or character.
 - Not display symbols or icons, including but not limited to, logos or political and commercial symbols. Sponsor recognition should be unobtrusive, discreet, and not appear to be an integral part of the artwork.
 - Not display text.
 - Be designed to minimize ongoing maintenance needs.
- [Gateway Monuments](#) and [Community Identification](#) projects. If these are on Caltrans right-of-way, they have different requirements than art installations.
- Human-scale, energy-conserving lighting.
- Walking and/or biking facilities through the space.
- Wayfinding signage.
- Amenities related to proper waste collection or prevention (e.g., signage, bins, etc.).

- Seating and play equipment.
- Public bathrooms and water fountains.
- Travel Expenses: Grant recipients may be eligible to claim travel expenses if they have been approved in the scope, cost, and schedule included in the grant agreement. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Personnel Administration for similar employees (i.e. non-represented employees). For more information on eligible travel expenses, visit the [Caltrans Travel Guide Website](#).

Ineligible Activities and Expenses

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

Ineligible activities and expenses include:

- Displacing people experiencing homelessness.
- Acquisition of rights-of-way or land.
- Work performed prior to or after the execution of the grant agreement.
- Acquisition of vehicles or shuttle programs.
- Other items unrelated to the project or CCLGP goals.
- Maintenance of a project improvement for this grant agreement is not a reimbursable expense (however it can be an [in-kind contribution](#) if it occurs prior to June 30, 2024).
- Other activities that extend beyond June 30, 2024.

Selection Criteria

Selection criteria focuses on demonstrated benefits and needs including, but not limited to:

- Demonstrated need of the applicant and ability to achieve the program's goals.
- Demonstrated enhancement and beautification of a public space(s), including improved access to the space.
- Enhanced greening to provide shade, reduce the urban heat island effect, and use native, drought-tolerant plants.
- Abatement of litter and debris to improve access and use of public space(s).
- Public engagement that reflects community priorities and is consistent with local or regional plans such as General Plans, Improvement Plans,

bicycle and/or pedestrian plans, and complete street plans. The project should also align with the public outreach that occurred during the preparation of these plans.

- Identification of the [population benefit](#), including to [underserved communities](#). Projects that demonstrate a benefit to an underserved community, either directly or indirectly, will be more competitive. For these projects, applicants must explain which underserved community is benefited, how the project benefits that community, and the percentage of the work and budget that benefits that community.
- Project deliverability, in which projects are open to public and/or all funds are expended by June 30, 2024.

Underserved Communities

No less than 50 percent of the CCLGP funds are to fund projects that benefit underserved communities. An eligible project should clearly demonstrate a benefit to an underserved community or be directly located in an underserved community.

The definition for these communities may include disadvantaged 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 underserved communities. To qualify, the community served by the project must meet at least one of the following criteria:

- **Option 1. 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](#).
- **Option 2. 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 3.0¹) [scores](#). Score must be greater than or equal to 39.34. Do not mistake “percentile” for “score”. The mapping tool can be found [here](#) and the list can be found under “[Background: SB 535 Identification of Disadvantaged Communities \(2017\)](#).”

¹ During the development of these guidelines, the final CalEnviroScreen 4.0 was released. Since the SB 535 List of Disadvantaged Communities based on CalEnviroScreen 4.0 is in draft at time of writing, applicants should use CalEnviroScreen 3.0 rather than 4.0.

- **Option 3. National School Lunch Program:** Based on pre-pandemic data², at least 75% of public-school students in the project area are eligible to receive free or reduced-price meals (FRPM) under the National School Lunch Program. Data is available at the [California Department of Education website](#). Note that if an applicant uses this option, it must be explained in the Project Narrative how students will benefit from the project.
- **Option 4. 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 a census tract 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 direct data can both be found on the [California Healthy Places Index website](#).
- **Option 5. 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 will benefit an underserved community, but the project does not meet any of the criteria above, other means of qualifying may be submitted with the application for consideration as Attachment J in Section 3.1 of the application, "ATTACHMENTS". 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.

² During the development of these guidelines, the National School Lunch Program started offering free lunches to all students. Thus, if an applicant still wants to use this option, it is recommended that pre-pandemic data be used.

- 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," 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.

If you chose to define a community as underserved using a criterion other than one of the 5 options listed above, you must submit your criterion and justification for consideration as Attachment J in the application.

Other Selection Considerations

The State may consider additional factors in its selection decisions. These include, but are not limited to, the geographic distribution of awards, willingness to accept partial funding, and quality of the maintenance plan (which is not required for educational programs). The State may also consider the responsiveness and responsibility of the applicant, based on data such as previous performance on other grant programs.

Local Match Requirement

Required local match is the minimum percentage of the project's funding the applicant commits to provide as a condition of accepting a program grant. The required local match will range from 0% (i.e., no local match required) to 50%. The percentage is determined **based on the "severity of disadvantage" (SOD) of the community surrounding the project**. The community surrounding the project is defined as all census tracts within a ¼ mile radius of the project site (or sites, if there are multiple locations.) The required local match will decrease as the SOD of the surrounding community increases. The SOD of the surrounding community is defined below and the relationship of the SOD to percent required local match can be found in Table 2, Severity of Disadvantage and Corresponding Local Match Requirement. Tribal Communities that qualify per Option 5 on Table 2 require zero local match.

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

Calculating SOD of the Community Surrounding the Project and Local Match Requirement

How to calculate the SOD and the local match percentage is described below. The calculation forms must be submitted with the application as part of Attachment I.

$$\begin{aligned} \text{SOD of} & \\ \text{surrounding} & \\ \text{community} & = \text{Weighted average of the SODs of the surrounding census tracts.} \\ & = \frac{\text{Sum} [(Pop. CT 1 \times \text{metric score CT 1}) + (Pop. CT 2 \times \text{metric score CT 2}) + (Pop. CT N \times \text{metric score CT N...})]}{\text{Sum}(Pop. CT 1 + Pop. CT 2 + Pop. of CT N...)} \end{aligned}$$

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 is determined using one of the allowable 5 options listed in Table 2 of the guidelines.

When calculating SOD, the metric score of all census tracts must be determined using the same option. The 5 options are detailed above in the section “[Underserved Communities](#)”. If the community surrounding the project is considered underserved using multiple options, choose the option that best supports the community’s status as underserved.

Table 1. SOD of Community Surrounding the Project Site(s)					
List the Option Used to Determine SOD: (For definitions of each of the 5 options, see the section " Underserved Communities ".)					
Location Relative to Project Site(s)		Census Tract Number	Census Tract Population	Metric Score of Census Tract using the chosen option listed above.	SOD of Tract (3) x (4)
(1)		(2)	(3)	(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			=	$\frac{\text{Total of Column 5}}{\text{Total of Column 3}}$	=

An example of a completed Table 1 is in [Appendix A.0](#).

Determine Required Local Match

Use the SOD of the community surrounding the project calculated above, and Table 2 below, to determine the required local match for your project.

Table 2. Severity of Disadvantage and Corresponding Local Match Requirement			
<i>SOD Criteria</i>	<i>Ranges for SOD of Community Surrounding the Project</i>	<i>Required Local Match %</i>	
Option 1: Area Median Income (AMI) compared to Statewide Median Income (SMI)*			
Data: Census Tract Level Data from the 2019 American Community Survey 5-year (ACS5) Estimates			
If the AMI SOD of the surrounding community is...	> \$60,188	Then local match is...	50
	\$56,426 to \$60,188		37.5
	\$52,665 to \$56,425		25
	\$48,903 to \$52,664		12.5
	< \$48,903		0
Option 2: CalEnviroScreen 3.0 Score (not percentile)			
Data: CalEnviroScreen 3.0 Results (June 2018 Update)			
If the CalEnviroScreen 3.0 SOD of the surrounding community is...	< 39	Then local match is...	50
	39 to 42		37.5
	43 to 46		25
	47 to 50		12.5
	> 50		0
Option 3: Percentage of Students that Receive Free or Reduced Lunches**			
Data: California Department of Education website			
If the Free Lunch SOD of the surrounding community is...	< 75	Then local match is ...	50
	75 to 79		37.5
	80 to 84		25
	85 to 90		12.5
	> 90		0
Option 4: Healthy Places Index (HPI) Score (use overall HPI score only)			
Data: California Healthy Places Index website			
If the HPI SOD of the surrounding community is...	> 25	Then local match is...	50
	21 to 25		37.5
	16 to 20		25
	10 to 15		12.5
	< 10		0
Option 5: Tribal Communities			
Data: List of Federally Recognized Tribal Governments in California			
If 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).		Then the local match is...	0
*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.			
**During the development of these guidelines, the National School Lunch Program started offering free lunches to all students. Thus, if an applicant still wants to use this option, it is recommended that pre-pandemic data be used.			

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, or private foundation contributions, among other sources. If federal funding is a source for local cash match, the entire project must comply with all federal requirements, which may affect the project schedule. Check the federal program guidelines for details.
 - Staff time from the primary applicant can be counted as cash match. However, staff time charged to a specific project that has already been funded and/or reimbursed cannot be used to meet the match requirement for a Clean CA project.
- Third-Party In-Kind Match
 - Third party in-kind contributions are typically goods and services donated from outside the primary applicant's agency. Examples include the value of donated:
 - Plants/trees.
 - Art resources (e.g., materials, labor, supplies).
 - Equipment and materials.
 - Volunteered time from stakeholders.
 - Other goods and services.
 - Maintenance activities related to the project if these occur prior to June 30, 2024.
 - If third party in-kind contributions are used to satisfy the local match requirements, all of them must be itemized in the application. If a project is awarded funds, as part of the grant agreement, the grant recipient will be asked to provide letters of commitment from each third-party contributor detailing what services are included with the match and a commitment to reaching the project completion date of June 30, 2024.

Payment Process

For an item to be eligible for payment, the primary use or function of that item must meet the program goals and be consistent with the approved grant scope and budget as well as applicable cost principles. Payments will be made by reimbursement unless advance payment is requested and approved.

The CCLGP is primarily a reimbursement program for eligible costs incurred. An implementing agency may begin incurring eligible costs upon execution of a grant agreement with Caltrans as well as receipt of notice to proceed from Caltrans.

Applicants may request advance payment. Requests must be included in the project application and include a justification to support the request, as detailed in the [Advance Payment Process](#) section.

Caltrans may provide funding directly to federally recognized Tribal governments, but only if a Tribal government is willing to grant a limited waiver of sovereign immunity for the purposes of their CCLGP project and for the duration of the project. As an alternative to waiving sovereign immunity, Tribal governments may consider applying as a sub-applicant through partnership with a public or transit agency.

If requesting reimbursement for indirect costs, grant recipients 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. A "cognizant" agency is the Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals.

An approved indirect cost rate must be included in the grant agreement. If the agency does not have a current ICAP/ICRP with Caltrans or its cognizant agency, it must submit an ICAP/ICRP request in accordance with the options and submission processes found on the following webpage:

<https://ig.dot.ca.gov/resources>. Agencies can also e-mail ICAP-ICRP@dot.ca.gov. The ICAP/ICRP documentation must be submitted with the work plan if the agency is claiming indirect costs.

For non-infrastructure projects, indirect cost rates are limited to what is approved by Caltrans or the cognizant agency. For infrastructure projects, per the [Caltrans Local Assistance Procedures Manual](#), the total cost for Construction Engineering (CE) should not exceed 15% of the construction costs and all costs over that must be shown in the application as non-participating.

Advance Payment Process

As described in State statute, Caltrans may authorize advance payments necessary for projects funded by the CCLGP. This is consistent with the Legislature's direction to expeditiously award and disburse grants. Specifically, the Department, in its sole discretion, may provide advance payments of grant awards in a timely manner to support program initiation and implementation, with a focus on mitigating the constraints of modest reserves and potential cash flow problems. In considering whether to apply for an advance payment, the

applicant acknowledges that the Advance Payment guidelines contained herein are solely for the purposes of the CCLGP.

Conditions

Recognizing that appropriate safeguards are needed to ensure grant moneys are used responsibly, the Legislature has outlined the grant conditions described below to establish control procedures for advance payments. Accordingly, the Department may provide advance payments to grant applicants of the CCLGP only if the Department determines, pursuant to [SHC Section 91.41\(e\)](#), that all the following conditions are met:

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

Additional Conditions

In evaluating a grant applicant's request for advance payment, the Department has established the following additional conditions of award.

Advance Payment Amounts

A grant applicant may request one advance payment equal to the anticipated project cost for the first four months of the project, as described in the project schedule, budget, and spending plan. The advance payment may not exceed 30% of the grant award or \$1,000,000, whichever is smaller.

General Conditions

- a. The advance payment is necessary immediately to meet the purposes of the grant project.
- b. Only one advance payment, at the beginning of the project, will be awarded.
- c. The use of the advance funds is adequately regulated by project budgetary controls.

- d. The grant applicant provides a finding approved by its governing body that demonstrates the financial need for an advance payment.
- e. The grant applicant has no outstanding financial audit findings related to any of the moneys eligible for advance payment and is in good standing with the Franchise Tax Board and Internal Revenue Service.
- f. The grant applicant agrees to revert all unused moneys to the Department if they are not expended within the timeline specified in the grant agreement.
- g. The grant applicant assumes legal and financial risk of the advance payment.
- h. In the event of nonperformance by the grant recipient, the Department shall require full recovery of all disbursed moneys. A grant recipient shall provide a money transfer confirmation within 60 days upon the receipt of a notice from the Department.

Fiscal Administration

- a. The grant applicant shall indicate its request for advance payment on the initial application. A spending plan shall be submitted with the application.
 - 1. The spending plan shall include project schedules, timelines, milestones, and the grant recipient's fund balance for all state grant programs applied to the project.
 - i. The grant recipient will report to the Department any material changes to the spending plan within 30 days of identification of the change.
- b. The grant applicant shall submit an updated spending plan along with an Advance Payment Invoice to the Department for review prior to receiving the advance payment.
- c. The grant recipient shall submit requests for reimbursement packages ***monthly***³, commencing at the conclusion of the first full calendar month of project implementation. Reimbursement packages shall include supporting documentation for all expenditures including, but not limited to, receipts, invoices, and timesheets.
- d. The advance payment will be closed out at the end of the project, with final reimbursement packages satisfying all advance funds. Any funds not accounted for shall be returned to the Department.
- e. The grant recipient shall place funds advanced under this section in an interest-bearing account. The grant recipient shall track interest accrued

³Note, projects that do not request Advance Payments may submit invoices no more frequently than monthly and no less frequently than quarterly. See the section [Accounting Requirements](#) for details.

on the advance payment. Interest earned on the advance payment shall be used for eligible grant-related expenses as outlined in [Eligible Activities and Expenses](#), or returned to the Department.

- f. The grant recipient shall report to the Department the value of any unused balance of the advance payment and interest earned, and submit quarterly fiscal accounting reports consistent with the provisions in the CCLGP Grant Agreement.
- g. The grant recipient shall remit to the Department any unused portion of the advance payment and interest earned at project close-out.

Advance Payment Requests

- a. The Department will advance one payment from the total grant award after the grant recipient submits the following to the Department:
 - i. A fully executed Grant Agreement;
 - ii. Advance Payment Invoice (to be provided by the Department); and
 - iii. Updated Spending Plan that includes project schedules, timelines, milestones, and the grant recipient's fund balance for all fund sources applied to the project.
- b. The grant recipient must email the completed Advance Payment Invoice and Spending Plan to the Department Grant Coordinator. The invoice shall include the secured digital signature of a person legally authorized to sign.
- c. Advance grant payments are subject to the Department's approval of the Advance Payment Invoice and Spending Plan.
- d. Quarterly reports must substantiate grant costs incurred as discussed in the [Reporting](#) section for which the Advance Payment was utilized.

Project Application Process

- 1. Applications, including the supporting documentation, are submitted online:
 - a. Access to the application and other required templates are available on the CCLGP website, <https://cleancalifornia.dot.ca.gov/local-grants>.
 - b. No hardcopy applications will be accepted.
- 2. Project Proposals are reviewed and evaluated:
 - a. Caltrans subject matter experts, with district representation, conduct a review of all applications for eligibility, submission of proper documentation, deliverability, and demonstrated benefits that align with the grant program goals. They then score the

applications using a standardized scoring methodology, which is described in the [Scoring Criteria](#) section.

- b. Incomplete or ineligible applications may be removed from the competitive process.
 - c. Caltrans headquarters grant program staff then verifies the scores and provides the award recommendations list, to be approved by the State.
 - d. Award recommendations are submitted to the Secretary of the California State Transportation Agency for concurrence.
3. Awarded projects are announced.
 4. Grant Agreements between the grant recipients and Caltrans are executed.

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 any law or policy at another public agency. Potential violations include, but are not limited to, being in default of performance requirements for other contracts or grant agreements issued by the State, engaging in or being suspected of criminal conduct that could poorly reflect on or bring discredit to the State, or failing to have all required licenses and permits 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 past contractual 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 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 as explained in Table 3 and in the following subsections 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. [Other selection considerations](#) may factor into the final project selection.

Component Number	Scored Component	Possible Score (points)	Weight (percent of overall score)
1	Narrative (Qualitative)	20	10
2	Project's Population Benefit (Quantitative)	20	10
3	Project's Relative Population Benefit to Underserved Communities (Quantitative)	35	17.5
4	Demonstrated Community Need (Quantitative)	50	25
5	Project's Outcomes Assessment Form (Quantitative)	40	20
6	Scope, Cost, and Schedule (Qualitative)	35	17.5
Sum		200	100

1. Narrative

The narrative scoring component will be based on the applicant's description of how well the project meets the program's statutory goals, requirements, and guidelines. This component is worth up to 20 points and 10 percent of the total application score. The narrative component will be assessed by a committee of subject matter experts using a scoring rubric based on grant criteria.

At a minimum, the narrative shall include a discussion of:

- The project location and any project description details not included in section 1.8 of the main application form. Describe the public space or spaces to be addressed; specifying right-of-way, park, pathway, transit center, tribal land, or other space. Discuss where the space is located, including its visibility and access to the public.

- The demonstrated community need that addresses the goals of the CCLGP program. Specifically, describe the existing conditions of the project location(s), and how the project meets one or more of the four stated program goals listed below.
 1. Reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, and other public spaces.
 2. Enhance, rehabilitate, restore, or install measures to beautify and improve public spaces and mitigate the urban heat island effect.
 3. Enhance public health, cultural connections, and community placemaking by improving public spaces for walking and recreation.
 4. Advance equity for underserved communities.

Address each goal selected separately in the narrative. For each goal selected, also include the information requested in the respective paragraphs below:

Goal 1. Reduce the Amount of Waste and Debris: Describe types of existing waste and debris, work to be performed to remove it, and by whom.

Goal 2. Beautify and Improve Public Space: Describe the beautification or access improvements to be performed, including enhanced greening measures. Include any enhancements to be made, rehabilitation or restoration to be performed, and new installations placed.

Goal 3. Improving Public Spaces for Walking and Recreation: Describe improvements to be made to the public spaces for walking and recreation, and how these improvements will enhance public health, cultural connection, and/or community placemaking.

Goal 4. Advance Equity for [Underserved Communities](#): Projects that demonstrate a benefit to an underserved community, either directly or indirectly, will be more competitive. For these projects, applicants must explain which underserved community is benefited, how it was identified, and how the project benefits that community. Applicants should also explain the percentage of grant funds that will benefit the community and how these percentages were calculated. Calculations can be based on the project's relative population benefit to underserved communities or another methodology. If another methodology is used, provide a brief justification for using it.

- The local public engagement process that culminated in the project identification and how the project reflects community priorities. Specifically, the Narrative should describe the stakeholder/community engagement efforts that went into identifying the proposed elements as a priority for the community. These efforts should include engagement with

underserved communities and/or any community-based organizations that serve them. The applicant can reference engagement that was sponsored by Caltrans or others. The Narrative should also describe how the project is consistent with or included in existing local or regional plans such as General Plans, Improvement Plans, bicycle and/or pedestrian plans, and complete street plans, that were the products of extensive public outreach. Finally, the Narrative should discuss how exactly the engagement influenced the project proposal.

- Project deliverability, including the applicant's certainty the project will be completed, opened to public, and all funds expended by June 30, 2024. Identify all permits required for the project and note all that have not been approved at time of application submittal. For any permit not obtained, explain how its approval will be achieved and the project completed by June 30, 2024. For infrastructure projects, describe all pre-construction work required to deliver this project by its completion date.
- If you are requesting advance payment, a justification.
- How the applicant is going to market the project, through materials such as press releases, press advisories, letters to the editor, fact sheets, social media posts, website pages, or speeches. Also state whether there will be a ground-breaking or ribbon cutting ceremony for any infrastructure improvements that are part of the project.
- If applicable, how the improvement(s) will be maintained. Identify the lifespan of the improvement(s), how the improvements will be maintained throughout their lifespans, the resources to fund maintenance activities, and the commitment of those resources. This information is required for physical project improvements and litter abatement events (i.e., there needs to be an explanation of the strategy for preventing litter from accumulating again, after the abatement event). This information is also required for any artwork or vegetation that is part of the proposal. Maintenance information is not required for educational programs.

2. Project's Population Benefit (PB) to Overall Community

For *infrastructure* projects, the project's PB to the overall community is the sum of the population of all census tracts within a quarter mile radius of the project added to the average daily ridership of transit routes that have stops within a half mile radius of the project. This sum is then increased by a factor related to the hours the improved site will be open to the public.

For *non-infrastructure* projects, the PB is the sum of the population benefit of each non-infrastructure activity. The population benefit of each activity is calculated based on the estimated number of unique people who attend an

activity or will be reached by a campaign, multiplied by the number of activities or campaigns.

Points for this scoring component will be awarded on a curve relative to all applications received. This component is worth a maximum of 20 points and up to 10 percent of the total application score. Details on how to calculate the PB and an example can be found in Appendices A1-A4.

3. Project's *Relative* PB to Underserved Communities

A project's relative population benefit to underserved communities is determined by a ratio of the project's PB to underserved communities over the project's PB to the overall community.

For *infrastructure* projects, the PB to underserved communities is the sum of the population of all *underserved* census tracts within a quarter mile radius of the project added to the average daily ridership of transit routes that have stops within a ½ mile radius of the project. This sum is then increased by a factor related to the hours the improved site will be open to the public. Note, the transit ridership is the same as it is for calculating the PB for the overall community in scoring component 2 described in the above section.

For *non-infrastructure* projects, the project's PB to underserved communities is the same as for the overall community.

Points for this scoring component will be awarded as a percentage based on the ratio of the underserved project benefit to the overall project benefit. This component is worth up to 35 points and 17.5 percent of the total application score. Details on how to calculate the PB to underserved communities can be found in Appendices A1-A4. See the section [Underserved Communities](#) in these guidelines for definitions of underserved communities.

4. Demonstrated Community Need

The demonstrated community need scoring component measures the demonstrated need of the applicant or sub-applicant to address the program goals. Needs include those for waste and debris reduction, beautification, enhanced public health, cultural connection, increased equity, or greening. This component is worth up to 50 points and 25 percent of the total application score. The score is based on the applicant's answers to questions about the existing public space(s) or community conditions. The questions can be found on the "Demonstrated Community Need Assessment Form." The form has five (5) sections, each relating to a program goal. Within each section, the applicant may choose up to two questions to answer. The form can be viewed in [Appendix B1](#), and an example of a completed form can be viewed in [Appendix B3](#).

5. Project's Outcomes Assessment

This scoring component measures the proposal's potential to accomplish the goals of the program. This component is worth up to 40 points and 20 percent of the total application score. The score is based on the applicant's answers to questions about anticipated project outcomes. The questions can be found on the "Project's Outcomes Assessment Form" in [Appendix B2](#). Like the "Demonstrated Community Need Assessment Form", the form has five (5) sections, each relating to a program goal. Within each section, the applicant may choose up to two questions to answer. A sample completed form based on a fictitious project can be viewed in [Appendix B3](#).

6. Scope, Cost, and Schedule

The scope, cost, and schedule submittals will be reviewed by a committee of subject matter experts who will evaluate how well the documents maximize project benefits versus costs. This component is worth up to 35 points and 17.5 percent of the total application score. A standardized scoring methodology will be used to assess this component.

The scope, cost, and schedule component must include the following, which are in the templates provided:

- The scope must include detailed project plans, and/or an educational programming workplan.
- The application must include a schedule showing planned start and end dates of salient infrastructure work activities and/or non-infrastructure tasks. The schedule must show all activities completed and all funds expended by June 30, 2024. If the project contains infrastructure components, these must also be opened to the public by June 30, 2024.
- The application must include a cost breakdown of all project components. Do not provide costs as lump sum expenses.

Other Attachments

Section 3.1 of the application will allow additional documents to be uploaded beyond what is listed above. Details on what these attachments should include are in the Application Instructions provided on the [CCLGP website](#).

Project Award Process

After evaluation is complete and the list of successful applicants is approved by the State, the list of awarded projects will be posted to the Caltrans website. Successful grant applicants will receive an award letter from Caltrans that outlines important next steps, such as executing the grant agreement, as well as program requirements the grant recipient must adhere to.

The CCLGP is limited to one cycle of funding. As a result, unsuccessful grant applicants will not receive a debrief.

Grant Agreement Processing

A restricted grant agreement will be utilized for the distribution of funds. The agreement will specify, among other things, the amount of funds granted, local 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. A copy of the grant agreement will be made available on the CCLGP website.

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, proper procurement procedures must be used. Grant recipients may use their agency's procurement procedures. They should also 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 grant recipient's scope, cost, and schedule. A grant recipient is fully responsible for all work performed by its sub-recipients, consultants, or sub-consultants. Caltrans solely enters contracts directly with grant recipients.

Financial Requirements

Accounting Requirements

Grant recipients 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 grant recipient, including its sub-recipients and sub-contractors, must conform to Generally Accepted Accounting Principles that enable the determination of incurred costs at interim completion points. This accounting system must also provide 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 grant recipient's responsibility to monitor work and expenses to ensure the project is completed according to the contracted Scope, Cost, and Schedule. The grant recipient agrees to revert all unused grant funds to the Department if they are not expended within the timeline specified in the grant agreement. In the event of nonperformance by the grant recipient, or if project outcomes and benefits are not met, the Department shall require full recovery of all disbursed grant funds. A grant recipient shall provide a money transfer confirmation within 60 days upon the receipt of a notice from the Department that grant funds must be reimbursed. If a grant recipient does not expend funds within the timeline specified in the grant agreement or does not perform, this

could also impact the grant recipient's competitiveness in any potential future funding cycles of this program.

Grant recipients must submit invoices on a regular and timely basis. This is no more frequently than monthly and no less frequently than quarterly for projects not requesting advance payments. This is monthly for projects requesting [advance payments](#).

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 requirements. CCLGP funds shall not supplant other committed funds and are not available to fund cost increases. Funds must be expended concurrently and proportionally with the approved local match unless an advance payment request is approved. Cost savings will be shared proportionally between all committed fund sources.

Grant recipients must communicate with the Caltrans project manager to ensure any issues are addressed early during the project period.

Audits and Investigations

Clean California Local Grant Program projects are subject to audit. Therefore, all financial records related to the project must be retained for a minimum of three years from project closeout.

Reporting

Upon execution of a CCLGP agreement, grant recipients must submit quarterly Project Progress Reports and a Final Delivery Report to Caltrans. The reports will be required to assess whether projects are meeting their scope and are being delivered on time and within budget. They will be submitted electronically and due within 45-days of the end of a quarter.

The State may make periodic visits, including a final inspection, to project sites. The State will determine if the work is consistent with the approved project scope. Caltrans staff 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. Complete final delivery reports and invoices must be submitted to Caltrans no later than November 1, 2024.

Project Photos

A before photo will be required with the application and an after photo will be required as part of the closeout reporting process for grant recipients. Caltrans must be granted the right to use photos of the completed project.

Project Amendments

The CCLGP 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 project reporting process.

Scope changes will not be considered unless the change is minor, does not reduce project benefits, and does not change the approved project schedule. Scope changes must be requested in writing to the Caltrans project manager and may require an amendment to the restricted grant agreement.

Projects must be complete with all funds expended by June 30, 2024. If the project involves infrastructure components, these must be opened to the public by June 30, 2024. Amendments for time are not permitted.

Program Evaluation

The CCLGP will be evaluated for its effectiveness in meeting its goals. Grant recipients must collect and submit data to Caltrans as described in the [Reporting](#) section.

As part of the fiscal year 2022–23 and 2023–24 California budgets, Caltrans shall report to the Legislature on the CCLGP, 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 program effectiveness in terms of planned and achieved outcomes in litter abatement and beautification efforts, as well as timely use of funds. It will also include a summary of its activities relative to program administration, including projects awarded, projects completed to date by project type, projects completed to date by geographic distribution, and projects completed to date by benefit to underserved communities.

Appendix A.0. Example Calculations to Determine Required Local Match for a Fictitious Project

For demonstration purposes, this appendix performs an example calculation to determine the required local match for a fictitious project. You will first determine the SOD of the surrounding community, and then use that number to determine the corresponding required local match. The required local match will decrease as the SOD of the surrounding community increases.

Fictitious 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 people/week for 52 weeks in total, and a ribbon cutting event/litter abatement event with 200 people invited.

Step 1. Choose a definition by which to define the community surrounding the project as underserved. See the section [Underserved Communities](#) of these 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 none of these calculations.

Step 2. Determine the SOD of the community surrounding the project:

$$\begin{aligned} \text{SOD of} \\ \text{surrounding} \\ \text{community} &= \text{Weighted average of the SODs of the surrounding census tracts.} \\ &= \frac{\text{Sum} [(Pop. CT 1 \times \text{metric score CT 1}) + (Pop. CT 2 \times \text{metric score CT 2}) + (Pop. CT N \times \text{metric score CT N...})]}{\text{Sum}(Pop. CT 1 + Pop. CT 2 + Pop. of CT N...)} \end{aligned}$$

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, SOD of Community Surrounding the Project Site(s). 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 ".)				AMI	
Location Relative to Project Site(s)		Census Tract Number	Census Tract Population	Metric Score of Census Tract using the chosen option listed above.	SOD of Tract (3) x (4)
(1)		(2)	(3)	(4)	(5)
1	Project Site A	5	4450	\$32,500	\$144,625,000
2	Within a ¼ mile radius.	6	4998	\$28,700	\$143,442,600
3	Within a ¼ mile radius.	1	4242	\$51,600	\$218,887,200
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			13,690		\$506,954,800
SOD of Community Surrounding the Project			=	Total of Column 5 Total of Column 3	= \$37,031

Why we filled in Table 1 as we did:

- We chose option 1, Area Medium Income (AMI), to define an underserved community. Then we looked up the project address in the 2019 American Community Survey 5-yr. Estimates (ACS5) and found it is in census tract 5 with a population of 4,450 people and a median income of \$32,500. We logged this information on line 1 accordingly.
- We then drew a ¼ mile buffer around the project limits and determined all other census tracts that fell totally or partially within buffer limits. Two tracts met this criterion, census tracts 6 and 1. We completed lines 2 and 3 based on the populations and median incomes of those tracts.

- The remaining values auto calculated. The tables provided on the CCLPG website in Attachment I are fillable and will calculate for you. (Note, all dollar values and populations shown were made up for demonstration purposes.)

Step 3. Use Table 2 below to determine the Required Local Match based off the SOD of Community Surrounding the Project. For this example, the required local match would be 0% (see highlighted values).

Table 2. Severity of Disadvantage and Corresponding Local Match Requirement			
<i>SOD Criteria</i>	<i>Ranges for SOD of Community Surrounding the Project</i>	<i>Required Local Match %</i>	
Option 1: Area Median Income (AMI) compared to Statewide Median Income (SMI)*			
Data: Census Tract Level Data from the 2019 American Community Survey 5-year (ACS5) Estimates			
If the AMI SOD of the surrounding community is...	> \$60,188	Then local match is...	50
	\$56,426 to \$60,188		37.5
	\$52,665 to \$56,425		25
	\$48,903 to \$52,664		12.5
	< \$48,903		0
Option 2: CalEnviroScreen 3.0 Percentile Score			
Data: SB 535 List of Disadvantaged Communities or SB 535 Disadvantaged Communities Map			
If the CalEnviroScreen 3.0 SOD of the surrounding community is...	< 39	Then local match is...	50
	39 to 42		37.5
	43 to 46		25
	47 to 50		12.5
	> 50		0
Option 3: Percentage of Students that Receive Free or Reduced Lunches**			
Data: California Department of Education website			
If the Free Lunch SOD of the surrounding community is...	< 75	Then local match is ...	50
	75 to 79		37.5
	80 to 84		25
	85 to 89		12.5
	> 90		0
Option 4: Healthy Places Index (HPI) Score (use overall HPI score only)			
Data: California Healthy Places Index website			
If the HPI SOD of the surrounding community is...	> 25	Then local match is...	50
	21 to 25		37.5
	16 to 20		25
	10 to 15		12.5
	< 10		0
Option 5: Tribal Communities			
Data: List of Federally Recognized Tribal Governments in California			
If 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).		Then the local match is...	0
*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.			
**During the development of these guidelines, the National School Lunch Program started offering free lunches to all students. Thus, if an applicant still wants to use this option, it is recommended that pre-pandemic data be used.			

Appendix A.1. Definition of the Project's Population Benefit (Overall)

$$\text{Project's Population Benefit (PB) (Overall)} = \begin{matrix} \text{(A) Infrastructure Work PB} \\ \text{(Overall)} \\ + \\ \text{(B) Non-infrastructure Work PB} \end{matrix}$$

Where:

A. **Infrastructure Work PB** = (Direct PB + Indirect PB) x Dose

Where:

- **Direct PB** = Sum of the *population* of all census tracts within a $\frac{1}{4}$ mile radius of the project site(s).
- **Indirect PB** = Sum of the average daily ridership of *transit routes* that have stops within a $\frac{1}{2}$ mile radius of the project site(s).
- **Dose** = Hours the site will be accessible to the public under the improved conditions. (If the project has multiple sites and hours differ, use the average number of hours.)

B. **Non-infrastructure Work PB** = Sum of the PB of each non-infrastructure (NI) activity.

Where:

- **The PB of NI Activity = Reach x Dose**

Where:

- **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.

Copies of the forms to perform the calculations are provided in Appendix A3. Example calculations based on a fictitious project are provided in Appendix A4. When submitting the application, complete the form in Attachment I from the CCLGP website and attach it to your application.

Appendix A.2. Definition of the Project's Relative Population Benefit (PB) (Underserved Communities)

$$\text{Project's Relative PB (underserved communities)} = \frac{\text{Projects PB (underserved)} \times 100}{\text{Projects PB (overall)}}$$

$$\text{Project's PB Underserved Community} = \begin{matrix} \text{(A) Infrastructure Work PB Underserved} \\ + \\ \text{(B) Non-infrastructure Work PB} \end{matrix}$$

Where:

$$\text{A. Infrastructure Work PB Underserved} = (\text{Direct PB Underserved} + \text{Indirect PB}) \times \text{Dose}$$

Where:

- **Direct PB Underserved** = Sum of the population of all underserved census tracts within a ¼ mile radius of the project site(s).
- **Indirect PB** = same as used in Appendix A.1.
- **Dose** = same as used in Appendix A.1.

$$\text{B. Non-infrastructure PB} = \text{Same as used in Appendix A.1.}$$

Copies of the forms to perform the calculations are provided in Appendix A3. Example calculations based on a fictitious project are provided in Appendix A4. When submitting the application, complete the form in Attachment I from the CCLGP website and attach it to your application.

Appendix A.3. Forms for Calculating Population Benefit (PB) (Overall) and Relative PB (Underserved Community)

Step 1. If your project has no infrastructure work, skip to Step 3.

Step 2. If your project has infrastructure work, complete Tables 1 through 5 below. 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.

Table 1. Infrastructure Work – Direct PB (Overall and Underserved Community)

- On line 1, list the census tract in which the project is located.
- On subsequent lines, list all census tracts within a ¼ mile radius of your project. If your project is large or long, use a ¼ mile from the outer edges. If your project has multiple locations, list the census tracts for each location. Add more rows on the last page if necessary.
- For each census tract listed, provide the information requested. For columns 4 and 5, consult the CCLGP guidelines on how to define an underserved community. If you choose “other” as your option, you must submit Attachment J with a justification of your methodology.
- Total column 3 and column 5.

Table 1. Infrastructure Work- Direct Population Benefit					
Location Relative to Project Site(s)		Census Tract Number	Census Tract Population (Overall)	If the tract is underserved community, record the option used to make the determination. (ACS5, SB535, CDEdu, HIP, Other)	Census Tract Population (Underserved) If the tract is an underserved community, also record population in this column.
(1)		(2)	(3)	(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.				
Population Totals		(Overall) =		(Underserved) =	

Table 2. Infrastructure Work – Indirect PB

- List all transits routes with at least one transit stop within a ½ mile radius of your project. If you project is large or long, use a ½ mile from the outer edges. Add more rows on the last page if necessary.
- Total all ridership numbers.

Table 2. Infrastructure Work - Indirect Benefit Population	
Name of Transit Route with at least One Stop within a 1/2 Mile of Project Site(s)	
Average Daily Ridership of the Route	
(1)	
(2)	
1	
2	
3	
4	
5	
6	
7	
Total of the Average Daily Ridership of Qualifying Routes	

Table 3. Infrastructure Work – Dose

Determine the “dose” factor for the infrastructure work, which are 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 on the last page if necessary.
- Calculate the average number of hours of all sites.

Table 3. Infrastructure Dose	
Infrastructure Site	
Hours Improved Site Accessible to Public	
(1)	
(2)	
1	
2	
3	
4	
5	
6	
7	
Average of Hours if Project Contains Multiple Sites	

Table 4. Infrastructure Work PB (Overall)

Use information from Tables 1-3 to complete Table 4.

Table 4. Infrastructure Work PB (Overall)						
(Direct PB) <i>(Table 1, Column 3)</i> <i>(1)</i>	+	Indirect PB) <i>(Table 2, Column 2)</i> <i>(2)</i>	×	Dose <i>(Table 3, Column 2)</i> <i>(3)</i>	=	Infrastructure Work PB (Overall) <i>(4)</i>
	+		×		=	

Table 5. Infrastructure Work PB (Underserved Community)

Use information from Tables 1-3 to complete Table 5.

Table 5. Infrastructure Work PB (Underserved Community)						
(Direct PB) <i>(Table 1, Column 5)</i> <i>(1)</i>	+	Indirect PB) <i>(Table 2, Column 2)</i> <i>(2)</i>	×	Dose <i>(Table 3, Column 2)</i> <i>(3)</i>	=	Infrastructure Work PB (Underserved Community) <i>(4)</i>
	+		×		=	

Step 3: 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 your application does not propose these activities, skip to Step 4.

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.

Table 6. Non-Infrastructure Work (NI) PB						
NI Activity Number	NI Activity Name	Activity Reach (1)	x	Activity Dose (2)	=	PB of NI Activity (3)
1			x		=	
2			x		=	
3			x		=	
4			x		=	
Total NI Work PB						

Step 4. Calculate the Project's Population Benefit (Overall). This score will be graded by the Department on a curve relative to all applications submitted. The number of points the applicant will be awarded for Scoring Component 2, Project Population Benefit, will be granted accordingly. The maximum number of points is 20.

Table 7. Project's PB (Overall)

Table 7. Project's PB (Overall)				
Infrastructure Work PB (Overall) (From Table 4, Column 4) (1)	+	Non-Infrastructure Work PB (From Table 6, Column 3) (2)	=	Project's PB (Overall) (3)
	+		=	

Step 5. Calculate the Project's Population Benefit (Underserved Community).

Table 8. Project's PB (Underserved Community)

Table 8. Project's PB (Underserved Community)				
Infrastructure Work PB (Underserved Community) (From Table 5, Column 4) (1)	+	Non-Infrastructure Work PB (From Table 6, Column 3) (2)	=	Project's PB (Underserved Community) (3)
	+		=	

Step 6. Calculate the Project's *Relative* Population Benefit to the underserved community.

Table 9. Project's Relative PB to Underserved Communities				
Project's PB (Underserved Community) (From Table 8, column 3) (1)	÷	Project's PB (Overall) (From Table 7, column 3) (2)	=	Project's Relative PB (Underserved Community) (3)
	÷		=	

Step 7. 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 number of points is 35.

Table 10. Applicant's Points for Scoring Component 3, Project's Relative PB (Underserved Community)

Table 10. Scoring Component 3, Project's Relative PB (Underserved Community)				
Project's Relative PB (Underserved Community) (From Table 9, column 3) (1)	×	Maximum Possible Points (2)	=	Score (Pts.) (3)
	×	35	=	

Examples of completed calculation forms based on a fictitious project can be found in Appendix A.4.

Additional rows for Tables 1 and 2. (Only use these pages if needed.)

Table 1. Infrastructure Work- Direct Population Benefit (CONTINUED)					
Location Relative to Project Site(s)		Census Tract Number	Census Tract Population (Overall)	If the tract is underserved community, record the option used to make the determination. (ACS5, SB535, CDEdu, HIP, Other)	Census Tract Population (Underserved) If the tract is an underserved community, also record population in this column.
(1)		(2)	(3)	(4)	(5)
9	Project Site C				
10	Within a ¼ mile radius.				
11	Within a ¼ mile radius.				
12	Within a ¼ mile radius.				
13	Project Site D				
14	Within a ¼ mile radius.				
15	Within a ¼ mile radius.				
16	Within a ¼ mile radius.				

Table 2. Infrastructure Work - Indirect Benefit Population (CONTINUED)		
Name of Transit Route with at least One Stop within 1/2 Mile of Project Site(s)		Average Daily Ridership of the Route
(1)		(2)
8		
9		
10		
11		
12		
13		
14		
15		

Additional rows for Tables 3 and 6. (Only use these pages if needed.)

Table 3. Infrastructure Dose (CONTINUED)		
Infrastructure Site (1)		Hours Improved Site Accessible to Public (2)
8		
9		
10		
11		
12		
13		
14		
15		

Table 6. Non-Infrastructure Work (NI) PB (CONTINUED)						
NI Activity Number	NI Activity Name	Activity Reach (1)	x	Activity Dose (2)	=	PB of NI Activity (3)
5			x		=	
6			x		=	
7			x		=	
8			x		=	
9			x		=	
10			x		=	
11			x		=	
12			x		=	
13			x		=	
14			x		=	
15			x		=	
16			x		=	

Appendix A.4. Example PB (Overall) and Relative PB (Underserved Communities) Calculations Performed for a Fictitious Project

For demonstration purposes, this appendix performs sample population benefit calculations based on a fictitious project.

Fictitious 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 people/week for 52 weeks in total and will host a ribbon cutting and litter abatement event with 200 people invited. I have filled this form out as the applicant for the purposes of showing how this would be accomplished and the results you might see from this.

Example Population Benefit Calculations:

Step 1. If your project has no infrastructure work, skip to Step 3.

Our project has infrastructure, so we continue to Step 2.

Step 2. If your project has infrastructure work, complete Tables 1 through 5 below. 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.

Table 1. Infrastructure Work – Direct PB (Overall and Underserved Community)

- On line 1, list the census tract in which the project is located.
- On subsequent lines, list all census tracts within $\frac{1}{4}$ mile radius of your project. If your project is large or long, use a $\frac{1}{4}$ mile from the outer edges. If your project has multiple locations, list the census tracts for each location. Add more rows on the last page if necessary.
- For each census tract listed, provide the information requested. For columns 4 and 5, consult the CCLGP guidelines on how to define an underserved community. If you choose “other” as your option, you must submit Attachment J with justification of your determination method.
- Total column 3 and column 5.

Table 1. Infrastructure Work- Direct Population Benefit					
Location Relative to Project Site(s)		Census Tract Number	Census Tract Population (Overall)	If the tract is underserved community, record the option used to make the determination. (e.g. ACS5, SB535, CDEdu, HIP, Other)	Census Tract Population (Underserved)
(1)		(2)	(3)	(4)	(5)
1	Project Site A	5	4,450	ACS5	4,450
2	Within a ¼ mile radius.	6	4,998	ACS5	4,998
3	Within a ¼ mile radius.	1	4,242	ACS5	4,242
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.				
Population Totals		(Overall) =	13,960	(Underserved) =	13,690

Why we filled in Table 1 as we did:

- We chose to use option 1 of the 5 options provided in the guidelines to determine if the community around the project is underserved. We looked up the project address in the 2019 American Community Survey 5-Year Estimates (ACS5) and found it is in census tract 5 with a population of 4,450 people and has a median income less than 80% of the State Median Income. This means the census tract qualifies as an underserved community. We logged this information on line 1 accordingly.
- We drew a ¼ mile buffer around the project limits and then determined all other census tracts that fell totally or partially within the project site or buffer limits. Using the ACS5, two tracts met this criteria, census tracts 6

and 1, and both also qualified as underserved. We completed lines 2 and 3 accordingly.

- Note, you are not limited to one option when making the “underserved” determination. If a tract did not qualify as underserved on the ACS5, we could have also checked another option, such as the Healthy Places Index. If it qualified under one of the options, we could have designated that tract as underserved.

Table 2. Infrastructure Work – Indirect PB

- List all transits routes with at least one transit stop within a ½ mile radius of your project. If you project is large or long, use a ½ mile from the outer edges. Add more rows on the last page if necessary.
- Total all ridership.

Table 2. Infrastructure Work - Indirect Benefit Population		
Name of Transit Route with at least One Stop within 1/2 Mile of Project Site(s)	Average Daily Ridership of the Route	
(1)	(2)	
1	Redwood Transit System Route	500
2	Southern Humboldt Intercity Route	500
3		
4		
5		
6		
7		
Total of the Average Daily Ridership of Qualifying Routes		1,000

Why we filled out Table 2 as we did:

We drew a ½ mile buffer around the project limits and determined what transit stops existed within the project limits or the buffer zone. We found two bus routes that stopped within a ½ mile of the project and logged the route information accordingly.

Table 3. Infrastructure Work – Dose

Determine the “dose” factor for the infrastructure work, which is 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 on the last page if necessary.

- Calculate the average number of hours of all sites.

Table 3. Infrastructure Dose		
Infrastructure Site (1)		Hours Improved Site Accessible to Public (2)
1	Greenside Park	24
2		
3		
4		
5		
6		
7		
Average of Hours if Project Contains Multiple Sites		24

Why we filled in Table 3 as we did:

- The park will be accessible to the public 24 hours per day upon completion of the project. If we had multiple sites with different hours, we would have averaged the hours.

Table 4. Infrastructure Work PB (Overall)

Use information from Tables 1-3 to complete Table 4.

Table 4. Infrastructure Work PB (Overall)						
(Direct PB (Table 1, Column 3) (1))	+	(Indirect PB) (Table 2, Column 2) (2))	×	(Dose (Table 3, Column 2) (3))	=	(Infrastructure Work PB (Overall) (4))
13,960	+	1,000	×	24	=	359,040

Table 5. Infrastructure Work PB (Underserved Community)

Use information from Tables 1-3 to complete Table 5.

Table 5. Infrastructure Work PB (Underserved Community)						
(Direct PB) <i>(Table 1, Column 5)</i> <i>(1)</i>	+	Indirect PB) <i>(Table 2, Column 2)</i> <i>(2)</i>	×	Dose <i>(Table 3, Column 2)</i> <i>(3)</i>	=	Infrastructure Work PB (Underserved Community) <i>(4)</i>
13,960	+	1,000	×	24	=	359,040

Note, because all the tracts within a ¼ mile of the project qualified as underserved, the project's Infrastructure Work PB (Overall) in Table 7 equals the project's Infrastructure work PB (underserved community) in Table 8.

Step 3: 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 your application does not propose these activities, skip to Step 4.

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.

Table 6. Non-Infrastructure Work (NI) PB						
NI Activity Number	NI Activity Name	Activity Reach <i>(1)</i>	×	Activity Dose <i>(2)</i>	=	PB of NI Activity <i>(3)</i>
1	Social Media Litter Abatement Campaign	1000	×	52	=	52,000
2	Ribbon Cutting and Litter Abatement Event	200	×	1	=	200
3			×		=	
4			×		=	
Total NI Work PB						52,200

Why we filled in Table 6 as we did:

- The project includes 2 non-infrastructure events, a media campaign that will reach 1,000 social media followers (the Activity 1 reach) once a week for 52 weeks (the Activity 1 dose) and a ribbon cutting and trash disposal education event to which 200 people (the Activity 2 reach) will be invited. The ribbon cutting event is a one-time affair (the Activity 2 dose.)

Step 4. Calculate the Project's Population Benefit (Overall). This score will be graded by the Department on a curve relative to all applications submitted. The number of points the applicant will be awarded for Scoring Component 2, Project Population Benefit, will be granted accordingly. The maximum number of points is 20.

Table 7. Project's PB (Overall)

Table 7. Project's PB (Overall)				
Infrastructure Work PB (Overall) (From Table 4, Column 4) (1)	+	Non-Infrastructure Work PB (From Table 6, Column 3) (2)	=	Project's PB (Overall) (3)
359,040	+	52,200	=	411,240

The number calculated here will be graded on a curve relative to other applications submitted to determine the percentage of the maximum possible 20 points to award.

Step 5. Calculate the Project's Population Benefit (Underserved Community).

Table 8. Project's PB (Underserved Community)

Table 8. Project's PB (Underserved Community)				
Infrastructure Work PB (Underserved Community) (From Table 5, Column 4) (1)	+	Non-Infrastructure Work PB (From Table 6, Column 3) (2)	=	Project's PB (Underserved Community) (3)
359,040	+	52,200	=	411,240

Step 6. Calculate the Project's *Relative Population Benefit* to the underserved community.

Table 9. Project's Relative PB to Underserved Communities				
Project's PB (Underserved Community) (From Table 8, column 3) (1)	÷	Project's PB (Overall) (From Table 7, column 3) (2)	=	Project's Relative PB (Underserved Community) (3)
411,240	÷	411,240	=	100%

Step 7. 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 number of points is 35.

Table 10. Applicant's Points for Scoring Component 3. Project's Relative PB (Underserved Community)

Table 10. Scoring Component 3 Project's Relative PB (Underserved Community)				
Project's Relative PB (Underserved Community) (From Table 9, column 3) (1)	×	Maximum Possible Points (2)	=	Score (Points) (3)
100%	×	35	=	35

Appendix B1. Demonstrated Community Need Assessment Form

This table measures the demonstrated need of the community to execute the goals of the program. Needs can be the community's need for waste and debris reduction, beautification, enhanced public health, cultural connection, or another 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 the **existing site** or community conditions. 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 must answer question 1-1, as one of their two questions in Section 1.

Table 1: Demonstrated Community Need Assessment Form

Section 1: Answer question 1-1, and one other question of your choice.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Points Guidance	Applicant Response	Applicant's Self Score
To reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, and other public spaces.	1 -1	5	Describe the evidence there is a recurring litter or land misuse in the project area under existing conditions. Summarize trash collection data or other empirical data.	(Range 0-5pts., No evidence= 0pts.)	Use box below	
	1-2	5	Under existing conditions, does the project site have adequate signage and amenities for proper waste disposal or prevention?	No = 5 pts., Somewhat = 3pts., Yes = 0 pts.		
	1-3	5	Under existing conditions, does the site have physical features to discourage inappropriate waste disposal or dumping?	No = 5 pts., Somewhat = 3pts., Yes = 0 pts.		
	1-4	3	Under existing conditions, does the proposed community or project site lack educational programs or events about litter abatement or proper waste disposal?	Yes = 3pts., Somewhat=2pts., No or NA = 0pts.		

Section 2: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">To enhance, rehabilitate, restore, or install measures to beautify and improve public spaces.</p>	2-1	5	Under existing conditions what percentage of the project site needs beautification?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,		
	2-2	5	Under existing conditions, what percentage of the project site is not functional and/or accessible for community use?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,		
	2-3	5	Based on the hours the project site is open, approximately what percentage of time is it significantly underutilized?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,		
	2-4	5	What percentage of the project site is negatively affected by graffiti or other vandalism?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,		

Section 3: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">To enhance public health, cultural connection, and community placemaking by improving public spaces for walking and recreation.</p>	3-1	5	Does the project area currently prevent a critical connection to daily life destinations such as school, medical care, jobs, or groceries via walking, biking, or transit?	Yes = 5 pts., Somewhat= 3pts., No = 0 pts..		
	3-2	5	Is the public space a barrier or hazard on a walking or biking route?	Yes = 5 pts., Somewhat= 3pts., No = 0 pts..		
	3-3	5	Is the existing public recreation space unusable for its intended purposes?	Yes = 5 pts., Somewhat= 3pts., No = 0 pts..		
	3-4	5	Under existing conditions, are there adequate/sufficient recreation places in the community?	No= 5 pts., Somewhat=3pts., Yes = 0 pts.		
	3-5	3	Under existing conditions, are there enough places to sit at the project site?	No= 3 pts., Somewhat=2pts., Yes = 0 pts.		
	3-6	5	Does the existing project site lack features or elements that connect it to the culture or history of the surrounding community?	Yes= 5 pts., Somewhat=3pts., No = 0 pts.		

Section 4: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">To advance equity for underserved communities.</p>	4-1	5	How does the percentage of usable public space in the underserved community compare to the region's average?	Below Average = 5pts., Average =3pts., Above Average = 0pts.		
	4-2	5	Is the project area an underutilized connection in an underserved community?	Yes = 5pts., Somewhat=3pts., No or NA = 0pts.		
	4-3	5	Is the project site an underutilized public space in an underserved community?	Yes = 5pts., Somewhat=3pts., No or NA = 0pts.		
	4-4	5	Does the space function for people with disabilities or special needs?	No = 5pts., Somewhat=3pts., Yes or NA = 0pts.		

Section 5: Answer 2 questions below.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
Greening to provide shade, reduce urban island effect, and use native, low-water plants.	5-1	5	Under existing conditions what percentage of the space is landscaped and/or soft-scaped?	0-20%=5pts., 21-40=4pts., 41-60=3pts., 61-80=2pts., 81-100=1pts.		
	5-2	5	Under existing conditions, what percentage of landscape lacks native or low-water plants?	0-20%= 5pts., 21-40=4pts., 41-60=3pts., 61-80=2pts., 81-100=1pts.		
	5-3	5	What percentage of the space is unusable due to lack of shade at midday?	0-20%=1pts., 21-40=2pts., 41-60=3pts., 61-80=4pts., 81-100=5pts.		
	5-4	5	What percentage of the project site is unusable due to excessive heat at midday?	0-20%=1pts., 21-40=2pts., 41-60=3pts., 61-80=4pts., 81-100=5pts.		
	Total Score from Sections 1 to 5: Community Need Assessment (Max Possible Points is 50)					0

Appendix B2. Project's Outcomes Assessment Form

This form measures the proposal's potential to accomplish the goals of the program. 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. 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.**

Table 2: Project's Outcomes Assessment Form

Section 1: Answer 2 questions below.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
To reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, and other public spaces.	1-1	4	By what percentage will the waste and debris within the project site be reduced?	0-25% =1 pt., 26-50%= 2pts., 51-75%= 3pts., 76-100%= 4pts.		
	1-2	3	By what percentage will the signage and amenities for proper waste disposal or prevention increase at the project site?	0-33% = 1 pt., 34-66% = 2pts., 67-100% = 3pts.		
	1-3	4	What is the estimated reduction of waste or debris at the project site because of new physical features to discourage inappropriate waste disposal or dumping?	0-25% =1 pt., 26-50%= 2pts., 51-75%= 3pts., 76-100%= 4pts.		
	1-4	3	What is the percent increase in the number of educational programs or events about litter abatement and proper waste disposal?	0-33% = 1 pt., 34-66% = 2pts., 67-100% = 3pts.		
	1-5	3	What is the percent increase in the number of litter pickup and waste disposal events?	0-33% = 1 pt., 34-66% = 2pts., 67-100% = 3pts.		

Section 2: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
To enhance, rehabilitate, restore, or install measures to beautify and improve public spaces.	2-1	4	By what percentage will the project site be beautified or improved?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	2-2	4	By what percentage do the improvements increase the number and/or diversity of viable uses in the project site?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	2-3	5	By what percentage do the improvements increase access to the project site?	0-20% = 1 pt., 21-40% = 2 pts., 41-60% = 3 pts., 61-80% = 4 pts., 81-100% = 5pts.		
	2-4	4	By what percentage will the quantity of human scale, energy conserving lighting be increased?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	2-5	4	What percentage of project site will be improved with anti-graffiti/anti-vandalism solutions?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	2-6	4	Will visual art pieces be added to the project site?	2 or more = 4pts., 1 = 3 pts.		
	2-7	4	What is the percentage increase in educational programs informing the community how to do sanctioned public artwork (as opposed to vandalism/graffiti)?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		

Section 3: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">To enhance public health, cultural connection, and community placemaking by improving public spaces for walking and recreation.</p>	3-1	4	Will the project create or enable a critical connection to daily life destinations such as school, medical care, jobs, or groceries via walking, biking, or transit?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	3-2	4	Will the project improve a walking or biking route?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	3-3	4	Will the project improve or rehabilitate an existing public recreation space?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	3-4	4	Will the project add new recreation space to the community?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	3-5	4	By what percentage will the project site(s) be improved for walking or recreation?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	3-6	4	Will the improved project site incorporate features or elements that connect it to the culture or history of the surrounding community?	Definitely = 4 pts., Sufficiently = 3 pts., Somewhat = 2 pts., A little = 1 pt. Not at all = 0 pts.		

Section 4: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">Advance equity for underserved communities.</p>	4-1	4	What percentage of census tracts within a 1/4 mile of the project site qualify as underserved?	> 51%=4pts, 40-50%=3pts, 20-39%=2pts < 20% = 1pts		
	4-2	4	What percentage of transit routes within a 1/2 mile of the project site reach an underserved community?	> 51%=4pts, 40-50%=3pts, 20-39%=2pts < 20% = 1pts		
	4-3	4	Will the project create or improve access to a key connection across a major physical barrier in an underserved community?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	4-4	4	Will the improved project site function for people with disabilities or special needs?	Yes = 4pts., Somewhat = pts., No or NA = 0pts.		

Section 5: Answer 2 questions below.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Question	Point Guidance	Applicant Response	Applicant's Self Score
Greening to provide shade, reduce urban island effect, and use native, low-water plants.	5-1	4	What is the anticipated decrease in impervious surfaces at the project site?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	5-2	4	What will be the percent increase in native, drought tolerant plantings?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	5-3	4	What is the anticipated percent increase of shade measured at the noon hour?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	5-4	4	What is the anticipated increase of greening or tree canopy?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
Total of Scores from Sections 1 to 5: Project Outcomes (Max Possible is 40)						0

Appendix B3. Example of Forms in Appendix B1 and Appendix B2 Completed for a Fictitious Project

For demonstration purposes, this appendix contains completed Demonstrated Community Need Assessment and Project's Outcomes Assessment forms based on a fictitious project.

Fictitious Project Summary:

One-acre public space that will include landscaping, 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 the community.

Table 1: Completed Demonstrated Community Need Assessment Form

Section 1: Answer question 1-1, and one of your choice.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Points Guidance	Applicant Response	Applicant's Self Score
To reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, and other public spaces.	1-1	5	Describe the evidence there is a recurring issue of trash production or land misuse in the project area under existing conditions. Summarize trash collection data or other empirical data.	(Range 0-5pts., No evidence= 0pts.)	Use box below	
	<p>Trash bins are always overflowing. The amount of trash has increased by approximately 300% according to the maintenance department. Many people dump their garbage around the park. Park walls have re-occurring graffiti. There have been citizen complaints and about garbage and broken benches. The park has seen reduced usage over the years due to safety concerns and poor lighting. Reservations for youth sports at the facility and picnic areas have reduced by 25%.</p>					5
	1-2	5	Under existing conditions, does the project site have adequate signage and amenities for proper waste disposal or prevention?	No = 5 pts., Somewhat = 3pts., Yes = 0 pts.		
	1-3	5	Under existing conditions, does the site have physical features to discourage inappropriate waste disposal or dumping?	No = 5 pts., Somewhat = 3pts., Yes = 0 pts.	No	5
	1-4	3	Under existing conditions, does the proposed community or project site lack educational programs or events about litter abatement or proper waste disposal?	Yes = 3pts., Somewhat=2pts., No or NA = 0pts.		

Section 2: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">To enhance, rehabilitate, restore, or install measures to beautify and improve public spaces.</p>	2-1	5	Under existing conditions what percentage of the project site needs beautification?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,	81	5
	2-2	5	Under existing conditions, what percentage of the project site is not functional and/or accessible for community use?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,		
	2-3	5	Based on the hours the project site is open, approximately what percentage of time is it significantly underutilized?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,	61	4
	2-4	5	What percentage of the project site is negatively affected by graffiti or other vandalism?	0-20%= 1 pt., 21-40%= 2 pts., 41-60%= 3 pts., 61-80%= 4 pts., >80%= 5 pts.,		

Section 3: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
<p>To enhance public health, cultural connection, and community placemaking by improving public spaces for walking and recreation.</p>	3-1	5	Does the project area currently prevent a critical connection to daily life destinations such as school, medical care, jobs, or groceries via walking, biking, or transit?	Yes = 5 pts., Somewhat= 3pts., No = 0 pts..		
	3-2	5	Is the public space a barrier or hazard on a walking or biking route?	Yes = 5 pts., Somewhat= 3pts., No = 0 pts..		
	3-3	5	Is the existing public recreation space unusable for its intended purposes?	Yes = 5 pts., Somewhat= 3pts., No = 0 pts..		
	3-4	5	Under existing conditions, are there adequate/sufficient recreation places in the community?	No= 5 pts., Somewhat=3pts., Yes = 0 pts.	Somewhat	3
	3-5	3	Under existing conditions, are there enough places to sit at the project site?	No= 3 pts., Somewhat=2pts., Yes = 0 pts.		
	3-6	5	Does the existing project site lack features or elements that connect it to the culture or history of the surrounding community?	Yes= 5 pts., Somewhat=3pts., No = 0 pts.	Yes	5

Section 4: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">To advance equity for underserved communities.</p>	4-1	5	How does the percentage of usable public space in the underserved community compare to the region's average?	Below Average = 5pts., Average =3pts., Above Average = 0pts.	<p align="center">Below Average</p>	<p align="center">5</p>
	4-2	5	Is the project area an underutilized connection in an underserved community?	Yes = 5pts., Somewhat=3pts., No or NA = 0pts.		
	4-3	5	Is the project site an underutilized public space in an underserved community?	Yes = 5pts., Somewhat=3pts., No or NA = 0pts.	<p align="center">Yes</p>	<p align="center">5</p>
	4-4	5	Does the space function for people with disabilities or special needs?	No = 5pts., Somewhat=3pts., Yes or NA = 0pts.		

Section 5: Answer 2 questions below.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Community Need Assessment Question	Point Guidance	Applicant Response	Applicant's Self Score
Greening to provide shade, reduce urban island effect, and use native, low-water plants.	5-1	5	Under existing conditions what percentage of the space is landscaped and/or soft-scaped?	0-20%=5pts., 21-40=4pts., 41-60=3pts., 61-80=2pts., 81-100=1pts.		
	5-2	5	Under existing conditions, what percentage of landscape lacks native or low-water plants?	0-20%= 5pts., 21-40=4pts., 41-60=3pts., 61-80=2pts., 81-100=1pts.	35	4
	5-3	5	What percentage of the space is unusable due to lack of shade at midday?	0-20%=1pts., 21-40=2pts., 41-60=3pts., 61-80=4pts., 81-100=5pts.	75%	4
	5-4	5	What percentage of the project site is unusable due to excessive heat at midday?	0-20%=1pts., 21-40=2pts., 41-60=3pts., 61-80=4pts., 81-100=5pts.		
	Total Score from Sections 1 to 5: Community Need Assessment (Max Possible Points is 50)					45

Table 2: Completed Project’s Outcomes Assessment Form

Section 1: Answer 2 questions below.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Project’s Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
To reduce the amount of waste and debris within public rights-of-way, pathways, parks, transit centers, and other public spaces.	1-1	4	By what percentage will the waste and debris within the project site be reduced.	0-25% =1 pt., 26-50%= 2pts., 51-75%= 3pts., 76-100%= 4pts.	100	4
	1-2	3	By what percentage will the signage and amenities for proper waste disposal or prevention increase at the project site?	0-33% = 1 pt., 34-66% = 2pts., 67-100% = 3pts.		
	1-3	4	What is the estimated reduction of waste or debris at the project site because of new physical features to discourage inappropriate waste disposal or dumping?	0-25% =1 pt., 26-50%= 2pts., 51-75%= 3pts., 76-100%= 4pts.	80	4
	1-4	3	What is the percent increase in the number of educational programs or events about litter abatement and proper waste disposal?	0-33% = 1 pt., 34-66% = 2pts., 67-100% = 3pts.		
	1-5	3	What is the percent increase in the number of litter pickup and waste disposal events?	0-33% = 1 pt., 34-66% = 2pts., 67-100% = 3pts.		

Section 2: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
To enhance, rehabilitate, restore, or install measures to beautify and improve public spaces.	2-1	4	By what percentage will the project site be beautified or improved?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.	80	4
	2-2	4	By what percentage do the improvements increase the number and/or diversity of viable uses within the project site?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	2-3	5	By what percentage do the improvements increase access to the project site?	0-20% = 1 pt., 21-40% = 2 pts., 41-60% = 3 pts., 61-80% = 4 pts., 81-100% = 5pts.		
	2-4	4	By what percentage will the quantity of human scale, energy conserving lighting will be increased?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.	60	4
	2-5	4	What percentage of project site will be improved with anti-graffiti/anti vandalism solutions?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	2-6	4	Will visual art pieces be added to the project site?	2 or more = 4pts., 1 = 3 pts.		
	2-7	4	What is the percentage increase in educational programs informing the community how to do sanctioned public artwork (as opposed to vandalism/graffiti)?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		

Section 3: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
<p align="center">To enhance public health, cultural connection, and community placemaking by improving public spaces for walking and recreation.</p>	3-1	4	Will the project create or enable a critical connection to daily life destinations such as school, medical care, jobs, or groceries via walking, biking, or transit?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	3-2	4	Will the project improve a walking or biking route?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	3-3	4	Will the project improve or rehabilitate an existing public recreation space?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.	Yes	4
	3-4	4	Will the project add new recreation space to the community?	Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.		
	3-5	4	By what percentage will the project site(s) be improved for walking or recreation?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	3-6	4	Will the improved project site incorporate features or elements that connect it to the culture or history of the surrounding community?	Definitely = 4 pts., Sufficiently = 3 pts., Somewhat = 2 pts., A little = 1 pt. Not at all = 0 pts.	Definitely	4

Section 4: Answer 2 questions below.

Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Questions	Point Guidance	Applicant Response	Applicant's Self Score
<p>Advance equity for underserved communities.</p>	4-1	4	<p>What percentage of census tracts within a 1/4 mile of the project site qualify as underserved?</p>	<p>> 51%=4pts, 40-50%=3pts, 20-39%=2pts < 20% = 1pts</p>	<p>100%</p>	<p>4</p>
	4-2	4	<p>What percentage of transit routes within a 1/2 mile of the project site reach an underserved community?</p>	<p>> 51%=4pts, 40-50%=3pts, 20-39%=2pts < 20% = 1pts</p>	<p>50</p>	<p>3</p>
	4-3	4	<p>Will the project create or improve access to a key connection across a major physical barrier in an underserved community?</p>	<p>Yes = 4pts., Somewhat = 2pts., No or NA = 0pts.</p>		
	4-4	4	<p>Will the improved project site function for people with disabilities or special needs?</p>	<p>Yes = 4pts., Somewhat = pts., No or NA = 0pts.</p>		

Section 5: Answer 2 questions below.						
Program Goal or Objective	ID #	Max. Poss. Pts.	Project's Outcomes Question	Point Guidance	Applicant Response	Applicant's Self Score
Greening to provide shade, reduce urban island effect, and use native, low-water plants.	5-1	4	What is the anticipated decrease in impervious surfaces at the project site?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	5-2	4	What will be the percent increase in native, drought tolerant plantings?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.	65	3
	5-3	4	What is the anticipated percent increase of shade measured at the noon hour?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.		
	5-4	4	What is the anticipated increase of greening or tree canopy?	0-25% = 1 pt., 26-50% = 2pts., 51-75% = 3pts., 76-100% = 4pts.	60	3
Total of Scores from Sections 1 to 5: Project Outcomes (Max Possible is 40)						37