

California Department of Transportation

OFFICE OF CLEAN CALIFORNIA LOCAL GRANT PROGRAM
DIVISION OF LOCAL ASSISTANCE

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

Clean California Local Grant Program

Transmittal Letter



5/17/2022

Dear Grant Recipient:

Congratulations on being selected as an awardee for the Clean California Local Grant Program (CCLGP)! A list of awarded projects can be found here: <https://cleancalifornia.dot.ca.gov/local-grants>. Please note the CCLGP is a reimbursement program. Reimbursable work cannot commence on a project until you have a fully executed (i.e., signed) Restricted Grant Agreement (RGA) with Caltrans. Included, is the RGA document for your review and signature. The Agreement will need to be executed by both your agency or tribe and Caltrans before project work can begin. **This is not a Notice to Proceed.** No funds will be released to a grant awardee until the RGA is fully executed by both parties. Expenses incurred prior to the execution of the grant agreement cannot be reimbursed or counted towards any local match requirements for a project.

In addition to the RGA, an *Amendment to the Grant Application* may be included for your review and signature based on previous discussions between your agency/tribe and its District Grant Manager. We encourage you to reach out to your District Grant Manager with any questions you may have on these proposed changes to the Grant Application.

A complete RGA package, that includes the following list of documents, will need to be completed and returned to your District Grant Manager before the RGA can be fully executed by Caltrans. Copies of forms that need to be completed and samples of documents have been emailed with this letter.

- Checklist of Documents to include in the RGA Package
- An updated Payee Data Record (form STD. 204). If you have not done this, please email this form to Payee.Data.Records@dot.ca.gov and CC your grant manager. In the email, please request confirmation when the form has been processed by Payee Data Records and a Vendor ID has been generated.

Even if your agency or tribe has previously completed this form for another project and has a Vendor ID, please submit this form again, to ensure that Caltrans has the most up to date information for your agency/tribe and that it will receive reimbursements in a timely manner.

The Federal Employer Identification Number (FEIN #) can be listed on this form. If the SSN# is listed instead, please black this out, and once the form is received, Payee Data Records will call the requestor for the Social Security Number. For Section 2, Tribes should check "EXEMPT", and local agencies (e.g., Cities and Counties) should check "ALL OTHERS". Section 6 should contain the following information.

| Section 6 – Paying State Agency | | | |
|---|-------------|--|---|
| Please return completed form to: | | | |
| STATE AGENCY/DEPARTMENT OFFICE Department of Transportation / Division of Local Assistance | | UNIT/SECTION Office of Clean California Local Grant Program | |
| MAILING ADDRESS 1120 N. Street | | FAX | TELEPHONE (include area code) |
| CITY Sacramento | STATE CA | ZIP CODE 95814 | E-MAIL ADDRESS CleanCA.LocalGrant@dot.ca.gov |

- A Board, City Council, or Tribal Government resolution (or similar approval document) approving the project and authorizing the agency/tribe to execute the restricted grant agreement with the State of California, Department of Transportation. A sample resolution has been sent with this letter that you can complete with your agency or tribe's information and present to your agency/tribe. Note, some local agencies have a blanket resolution authorizing it to receive state funds and identifying specific managers to sign contracts up to a certain dollar amount. If that applies to your agency/tribe, you can provide this blanket resolution that authorizes the person signing the RGA instead. In general, if you have an existing resolution that you would like to use instead of the sample resolution provided, please reach out to your District Grant Manager to confirm that it meets the criteria for an agency or tribal resolution.
- If requesting reimbursement for indirect costs, an approval letter(s) of the indirect cost rate for the fiscal year(s) that your agency/tribe will be claiming indirect costs from either Caltrans or the federal cognizant agency must be provided. See page 15 of the [Program Guidelines](#) and the Independent Office of Audits and Investigations website for details: <https://ig.dot.ca.gov/resources>.

To ensure the success of your project, please note the following:

- The Clean California Local Grant Program (CCLGP) homepage is located here: <https://cleancalifornia.dot.ca.gov/local-grants/local-grant-program>. Resources, including the Program Guidelines, are available to applicants from this main page. Please re-familiarize yourself with the Grant Guidelines as they will be included in the RGA package as an attachment.
- Prior to executing the RGA, if preconstruction work was not included in Attachment C (Scope of Work, Cost, and Project Schedule Workbook for Infrastructure Projects) as a participating cost, please ensure you have completed all applicable environmental clearances such as CEQA or NEPA. Also, verify that

any applicable encroachment permits are completed, or almost complete to ensure the project delivery deadline will be met.

- Invoicing will be submitted on a quarterly basis. However, if the agency or tribe requested an advance payment, the agency/tribe shall **invoice monthly** (refer to the section "Advance Payment Process" of the [Program Guidelines](#)). Awardees who requested advance payment will be receiving instructions from their District Grant Managers on how to complete an invoice for this payment.
- If requesting reimbursement of funds to be electronically deposited directly to the agency or tribe's account, please complete the *Electronic Funds Transfer Document* (FA-2656). Note that participation in the EFT program is limited to local agencies that do not have delinquent account receivables with Caltrans. The Federal Employer Identification Number (FEIN #) can be listed on this form. If the SSN# is listed instead, please black this out, and once the form is received, Payee Data Records will call the requestor for the Social Security Number. Mail original form with wet signatures, along with a voided check or a bank reference number, directly to:

Division of Accounting – MS 33
Attn: Suet Wong/Payee Data Records
P.O. Box 168043
Sacramento, CA 95816

It is recommended that with the original form, you include a note requesting confirmation when this form has been processed. Note that it can take up to 30 days between when the form is submitted and when funds can be transferred electronically.

- Quarterly Progress Reports are to be submitted to Caltrans for review. Agencies will be provided further direction on the schedule and format of these Quarterly Progress Reports from their District Grant Managers. A template for these progress reports will also be provided.
- The project must be completed, open to the public, and/or all capital funds expended by **June 30, 2024**.
- Final Delivery Reports and invoicing must be submitted to Caltrans no later than **November 1, 2024**. The final invoice will be paid upon submission and acceptance of the Final Delivery Report.
- Projects may be subject to an audit by Caltrans to evaluate the following:
 - Performance of the project
 - Whether project costs incurred and reimbursed are compliant with the following:
 - Executed RGA and/or approved amendment(s)
 - State and Federal laws and regulations
 - Contract provisions
 - Program Guidelines

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- Approved Indirect cost Rate
- Consistency with project scope, schedule and benefits described in the RGA and/or approved amendment(s), and approved project application.

If you have any questions about your project or the CCLGP, please contact your District Grant Manager, **Linda Phoen (linda.phoen@dot.ca.gov)**. We look forward to working with you!

Sincerely,



Gretchen Chavez
Office Chief
Clean California Local Grant Program
Division of Local Assistance

Enclosed:

Restricted Grant Agreement
Amendment to Grant Application
Amended Attachments (If Applicable)
RGA Checklist
STD 204 Form
Sample Resolution
CCLGP Guidelines
Awardees' Original Grant Application
Electronic Funds Transfer Document (FA-2656)



CLEAN CALIFORNIA LOCAL GRANT PROJECTS

Learn more about the [Clean California Local Grant Program](#).

| Agency Name | Project Title | Grant Amount | Total Project Cost | Project Description |
|---|---|--------------|--------------------|---|
| Alameda County District Attorney's Office | Alameda County District Attorney's Clean Streets Initiative | \$2,369,091 | \$3,010,069 | The Alameda County District Attorney's (DA) office proposes to contract with homeless advocacy nonprofit Downtown Streets Team (DST) to provide continuous litter abatement through un-housed persons at three project areas: two in East Oakland and one in Hayward. Waste Management, Inc. will cover DST's disposal costs. Local recycler Argent Materials, which has heavy equipment, will conduct additional abatement in one of the areas and join in community clean-ups. The DA's Environmental Unit will provide oversight, support, and coordination with the efforts of Alameda County Illegal Dumping Task Force (ACID), and will conduct two billboard and transit center campaigns. |



| Agency Name | Project Title | Grant Amount | Total Project Cost | Project Description |
|------------------|--|--------------|--------------------|--|
| City of Richmond | Richmond Communities Clean Collaborative | \$5,000,000 | \$9,165,000 | <p>Richmond Communities Clean Collaborative consists of two Infrastructure projects, The Boorman Park Revitalization Project and the 7th Street Connection Project. Boorman Park was redesigned by the community and will reconstruct an existing park and change the site layout for safety and ease of maintenance. The 7th Street project consists of a sidewalk and bicycle facility gap closure and the transformation of an unpaved alley. The remaining of the Clean Collaboratives include multiple projects concentrated in a cluster of underserved neighborhoods in the heart of the City of Richmond: the Iron Triangle, Atchison Village, Richmore Village/Metro Square, Belding Woods, Cortez/Stege, Coronado, and Santa Fe. The programs will engage and uplift youth, individuals impacted by the social justice system, unhoused neighbors, and other residents through employment and volunteer service, dumpster days, clean-up and enhancement activities, and outreach and waste reduction education.</p> |



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|------------------|---|--------------|--------------------|---|
| City of Richmond | Yellow Brick Road: Clean, Green & Beautiful | \$4,999,955 | \$5,009,955 | <p>"Yellow Brick Road: Clean, Green, and Beautiful" is Phase 3 of the Yellow Brick Road Project (YBR) in Richmond's Iron Triangle neighborhood. While Phase 1 constructed pedestrian-friendly street infrastructure and Phase 2 will add plants and trees, Phase 3 will install human-scale street lighting, litter abatement facilities, wayfinding and placemaking signage, and public art elements to 8th Street and Pennsylvania Avenue in Richmond. The Project also proposes decorative fencing at the two parks that bookend the YBR route (Elm Playlot and Harbour-8 Park) as well as a litter abatement and public art maintenance campaign for residents who live within a 1/4-mile of the project site. This project will clean and beautify the project site, and it will provide necessary place-making elements to complete the community's vision to create a clean, green and safe street for biking and walking in the Iron Triangle neighborhood.</p> |

