

**Clean California Local Grant Program (State)**  
**Restricted Grant Agreement**

This Restricted Grant Agreement (RGA), between the State of California acting by and through its Department of Transportation, referred to herein as **CALTRANS**, and the San Bernardino County Workforce Development Department, hereinafter referred to as **AGENCY**, will commence on **April 15, 2026, or upon approval by CALTRANS, whichever occurs later**. This RGA is of no effect unless approved by **CALTRANS**. **AGENCY** shall not receive payment for work performed prior to approval of this RGA and before receipt of Notice to Proceed from **CALTRANS**. This RGA shall expire on **November 30, 2027**.

**Recitals**

1. Under this RGA, **CALTRANS** intends to convey State restricted grant funds to **AGENCY**, pursuant to Budget Act Line Item 2660-130-0001, who will implement the project pursuant to the attached Approved Grant Application and Amendment(s) to Grant Application, Attachment III under the terms, covenants, and conditions of this RGA.
2. **CALTRANS** and **AGENCY** intend that only funds that are authorized as restricted grants will be subject to this RGA, and that no funds that should be the subject of a Joint Powers Agreement, Interagency Agreement, or other non-grant agreement shall be subject to this RGA.
3. WHEREAS, the Clean CA Program, through its Clean CA Local Grants Program, is authorized under California Streets and Highways Code Section 91.41 to provide funding and resources to support local projects that advance the program's goals and objectives;
4. WHEREAS, California Streets and Highways Code Section 91.41 provides the legislative authority for the Clean CA Program to advance the following intent and objectives:
  - a. Reduce Waste and Beautify Public Spaces: The primary goal of the program is to allocate grants to local and regional public agencies, transit agencies, and tribal governments to reduce waste and debris within public rights-of-way, tribal lands, parks, pathways, transit centers, and other public spaces. The program aims to enhance, rehabilitate, restore, or install measures to beautify and improve these public spaces.
  - b. Improve Public Health and Community Placemaking: The program seeks to enhance public health, cultural connection, and community placemaking by improving public spaces for walking and recreation. By investing in the improvement of these spaces, it aims to create a positive and welcoming environment for the community.
  - c. Promote Equity for Underserved Communities: The program places a strong emphasis on advancing equity for underserved communities.
  - d. Support Sustainable Practices: The program encourages the implementation of sustainable practices in the beautification and enhancement of public spaces. This includes greening efforts, such as providing shade and reducing the urban heat island effect, as well as using native, low-water plants.
  - e. Engage Local Communities: The program promotes community engagement by requiring project proposals to reflect community priorities. It encourages the involvement of local communities in the development and selection of projects to ensure they meet the needs and preferences of the affected population.

- f. Prohibit Displacement of Persons Experiencing Homelessness: The program prohibits grants from funding projects that displace persons experiencing homelessness. This reflects the intention to address public space improvements without negatively impacting vulnerable populations.
  - g. Transparent and Efficient Grant Allocation: The program requires the program to issue a call for projects and announce grant awards. The guidelines for allocating grants must include project selection criteria and program evaluation metrics.
5. WHEREAS, the purpose of this RGA is to authorize Caltrans districts to enter into agreements with local agencies to support the development, implementation, and funding of local agencies partnership projects that align with the goals and priorities of the Clean CA Program and comply with California Streets and Highways Code Section 91.41;
  6. WHEREAS, this RGA establishes a framework for Caltrans districts to provide financial contributions and other assistance to local agencies, fostering effective collaboration and coordination to deliver successful transit partnership projects;
  7. WHEREAS, this RGA emphasizes transparency, objective evaluation, and fair allocation of resources, ensuring that projects scoring higher based on established criteria receive prioritization for funding and implementation;
  8. WHEREAS, the Clean CA Program facilitates collaboration between Caltrans districts and local agencies to support litter abatement and public space beautification efforts on locally owned public right-of-way while creating workforce development opportunities for individuals facing barriers to employment that align with the goals and priorities of the Clean CA Program and comply with California Streets and Highways Code Section 91.41;
  9. WHEREAS, the Clean CA Program, in partnership with Caltrans districts, seeks to enhance local right-of-way areas to address waste management challenges, graffiti mitigation, and public space beautification, thereby contributing to create cleaner, safer, and more equitable public spaces throughout California;
  10. WHEREAS, the Clean CA Program, established by the State of California, is a transformative initiative which promotes sustainable transportation alternatives, reducing greenhouse gas emissions, and combatting climate change to improve the overall quality of life for residents and visitors of California;
  11. WHEREAS, the Clean CA Program envisions a comprehensive approach to address transportation challenges, enhance transit infrastructure, and support local agencies in their efforts to create efficient, safe, and environmentally friendly transit options;
  12. NOW, THEREFORE, in consideration of the premises and mutual covenants herein contained, the Parties enter into this RGA to advance the purpose and intent of the Clean CA transit initiative, harnessing the legislative authority provided under California Streets and Highways Code Section 91.41, and collaborating on transit partnership projects that contribute to a sustainable, innovative, and well-connected transportation network throughout the State of California.

Now, Therefore, based upon the terms, covenants, and conditions of this RGA, the parties agree as follows:

### **Section I**

**AGENCY Agrees:**

To timely and satisfactorily complete all Project work described in **Attachment III** ("Project Work") within the project budget and in accordance with the items of this RGA.

## Section II

### **CALTRANS Agrees:**

That when conducting an audit of the costs claimed by **AGENCY** under the provisions of this RGA, to conduct the audit in accordance with applicable laws and regulations.

## Section III

### **It Is Mutually Agreed:**

1. Under this RGA, **CALTRANS** will convey State grant restricted funds to **AGENCY**, pursuant to Budget Act Line Item 2660-130-0001, and **AGENCY** will use the funds to only conduct the scope of work identified in this agreement and authorized by Streets and Highway Code section 91.41. The funds subject to this RGA must be identified as available to a public entity that is responsible for implementing the scope of work authorized under the Clean California Program in **CALTRANS'** budget, and **AGENCY** represents and warrants that it is a public entity that is responsible for implementing the scope of work authorized under the Clean California Program.
2. Under this restricted grant, funds may be only used for the purposes set forth in this RGA, **AGENCY** Resolution (**Attachment IV**), Approved Grant Application and Amendment(s) to Grant Application (**Attachment III**), and the Grant Program Guidelines (**Attachment I**), and the funds may only be used for costs and expenses that are directly related to such purpose.
3. **AGENCY** shall perform all the duties and obligations described in **San Bernardino Clean Roads**, hereinafter "Project", subject to the terms and conditions of this RGA and Approved Grant Application and Amendment(s) to Grant Application (**Attachment III**), which are attached hereto as **Attachment III**.
4. The resolution authorizing **AGENCY** to execute this RGA pertaining to the above-described Project is attached hereto as **Attachment IV**.
5. All services performed by **AGENCY** pursuant to this RGA shall be subject to and performed in accordance with California Streets and Highways Code §91.41 including, but not limited to, Government Code Section 14460(a)(1), as well as all applicable Federal, State, and Local laws, regulations, and ordinances, all applicable **CALTRANS** policies and procedures, and all applicable **CALTRANS** published manuals, including, but not limited to, the Grant Program Guidelines (**Attachment I**).

California Government Code Section 14460(a)(1) provides: "The department [**CALTRANS**], and external entities that receive state and federal transportation funds from the department, are spending those funds efficiently, effectively, economically, and in compliance with applicable state and Federal requirements. Those external entities include, but are not limited to, private for profit and nonprofit organizations, local transportation agencies, and other local agencies that receive transportation funds either through a contract with the department or through an agreement or grant administered by the department."

6. Project funding is as follows:

Fund Title	Fund Source	Dollar Amount
Clean California Funds	State General Fund (0001) Budget Item 2660-130-0001 State Program Code 20.30.010.900 FY 2025/26	\$575,000.00
	<b>Local Match/In-Kind</b>	\$75,000.00
	<b>Total Project Costs</b>	<b>\$650,000.00</b>

**For Caltrans Use Only**

I hereby Certify upon my own personal knowledge that budgeted funds are available for encumbrance.			
<b>Kam Wong</b>	<i>Kam Wong</i>	4/23/2026	\$575,000.00
Accounting Officer Printed Name	Accounting Officer Signature	Date	Amount Certified

7. This RGA is exempt from the legal review and approval by the Department of General Services, pursuant to Legal Opinions of the Attorney General: 58 Ops. Cal. Atty. Gen. 586 (1975), 63 Ops. Cal. Atty. Gen. 290 (1980), 74 Ops. Cal. Atty. Gen. 10 (1991), and 88 Ops. Cal. Atty. Gen. 56.

8. Notification of Parties

- a. **AGENCY's** Project Manager for Project is Robert Chavez, 909-387-9858.
- b. **CALTRANS'** District Partnership Liaison is Brandy Ybarra, 909-925-7529. "District Partnership Liaison" as used herein includes his/her designee.
- c. All notices herein provided to be given, or which may be given, by either party to the other, shall be deemed to have been fully given when made in writing and received by the parties at their respective addresses:

San Bernardino County Workforce Development Department  
 Attention: Robert Chavez, Assistant Director  
 Phone Number: (909) 387-9858  
 Email: Robert.Chavez@wdd.sbcounty.gov  
 290 North D Street, Suite 600  
 San Bernardino, California 92415

**California Department of Transportation, District Partnership Liaison**  
 08/Clean California  
 Attention: Brandy Ybarra, Analyst II  
 Phone Number: (909) 925-7529  
 Email: Brandy.Ybarra@dot.ca.gov

464 West 4<sup>th</sup> Street  
San Bernardino, California 92401

9. Period of Performance

- a. Reimbursable work under this RGA shall begin no earlier than on **April 15, 2026**, following the written approval of **CALTRANS** and **AGENCY's** receipt of the Notice to Proceed letter of this RGA by **CALTRANS**. All reimbursable work shall terminate no later than **July 30, 2027**. Project closeout and final invoicing to **CALTRANS** must be submitted no later than **November 30, 2027**. Work incurred after **July 30, 2027**, will not be reimbursed. Payment shall be forfeit for any and all invoicing submitted to **CALTRANS** after **November 30, 2027**. Notwithstanding the foregoing, Caltrans will reimburse for actual close out costs incurred by **AGENCY** through **November 30, 2027** (which, in total, shall not exceed 5% of the grant award).
- b. If requested by the **CALTRANS District Partnership Liaison**, **AGENCY** will attend a kickoff meeting with **CALTRANS** to be scheduled within one (1) week from receipt of Notice to Proceed sent by **CALTRANS**.

10. Changes in Terms/Amendments

This Agreement may only be amended or modified by mutual written agreement of the parties.

11. Cost Limitation

- a. The maximum total amount granted and reimbursable to **AGENCY** pursuant to this RGA by **CALTRANS** shall not exceed **\$575,000.00**.
- b. It is agreed and understood that the Clean CA funds are limited to the amount granted. **CALTRANS** will only reimburse the cost of services actually incurred in accordance with the provisions of this RGA and as authorized by the **CALTRANS District Partnership Liaison** at or below that fund limitation established herein.

12. Termination

- a. **CALTRANS** reserves the right to terminate this RGA upon written notice to **AGENCY** at least 30 days in advance of the effective date of such termination in the event **CALTRANS** determines (at its sole discretion) that **AGENCY** failed to proceed with PROJECT Work in accordance with the terms of this RGA. In the event of termination for convenience, **CALTRANS** will reimburse **AGENCY** for all allowable, authorized, and non-cancelled costs up to the date of termination. **AGENCY** shall return any unused advance amounts which cannot be supported by eligible expenditure documentation.
- b. This RGA may be terminated by either party for any reason by giving written notice to the other party at least 30 days in advance of the effective date of such termination. In the event of termination for convenience, **CALTRANS** will reimburse **AGENCY** for all costs that are expressly allowable, pre-authorized in writing, and non-cancellable, up to the date of termination.
- c. **AGENCY** has 60 days after the Termination Date to submit accurate invoices to **CALTRANS** to make final allowable payments for Project costs in accordance with the terms of this RGA. Failure to submit invoices within this period of time shall result in a waiver by **AGENCY** of its right to reimbursement of expended costs. Costs that are reimbursed and later determined to be ineligible for reimbursement shall be returned by **AGENCY** to **CALTRANS**.

13. Budget Contingency Clause

- a. It is mutually agreed that if the US Congress or the State Legislature fail to appropriate or

allocate funds during the current year and/or any subsequent years covered under this RGA do not appropriate sufficient funds for the program, this RGA shall be of no further force and effect. In this event, **CALTRANS** shall have no liability to pay any funds whatsoever to **AGENCY** or to furnish any other considerations under this RGA and **AGENCY** shall not be obligated to perform any provisions of this RGA.

- b. The certification of FY 2025/26 funds will be contingent upon the passage of the FY 2023/24 Budget. Payment for any work performed that is funded by FY 2023/24 will be delayed if the FY 2023/24 Budget is not signed by June 30, 2023. Pursuant to Government Code (GC), Section 926.10, no late payment penalty shall accrue during any time period for which no Budget Act in effect. If funding for any fiscal year is reduced or deleted by US Congress or State Legislature for purposes of this program, **CALTRANS** shall have the option to either terminate this RGA with no liability occurring to **CALTRANS** or offer an RGA Amendment to **AGENCY** to reflect reduced amount.

#### 14. Payment and Invoicing

- a. **AGENCY**, its contractors, subcontractors and sub-recipients, shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line. The accounting system of **AGENCY**, its contractors, all subcontractors, and sub-recipients shall conform to Generally Accepted Accounting Principles (GAAP) and any standards specified by the source of funds, to enable the determination of incurred costs at interim points of completion, and to provide support for reimbursement payment vouchers or invoices.
- b. The method of payment for this RGA will be based on the actual allowable costs that are incurred in accordance with the provisions of this RGA and in the performance of the Approved Grant Application and Amendment(s) to Grant Application (**Attachment III**). **CALTRANS** will reimburse **AGENCY** for expended actual allowable direct costs, and including, but not limited to, labor costs, travel, and contracted consultant services costs incurred by **AGENCY** in performance of the Project Work. Indirect costs are reimbursable only if the **AGENCY** has identified the estimated indirect cost rate in **Attachment II** and an approved Indirect Cost Allocation Plan or an Indirect Cost Rate Proposal as set forth in **Section III–Cost Principles, Item 16d**. The total cost shall not exceed the cost reimbursement limitation set forth in **Section III–Cost Limitations, Item 11a**. Actual costs shall not exceed the estimated wage rates, labor costs, travel, and other estimated costs and fees set forth in **Attachment III** without an amendment to this RGA, as agreed between **CALTRANS** and **AGENCY**.
- c. Reimbursement of **AGENCY** expenditures will be authorized only for those allowable costs actually incurred by **AGENCY** in accordance with the provisions of this RGA and in the performance of Project Work. **AGENCY** must not only have incurred the expenditures on or after the start date and the issuance of the Notice to Proceed letter for this RGA and before the Expiration Date but must have also paid for those costs to claim any reimbursement.
- d. The **AGENCY** indirect cost rate must be approved in writing by the California Department of Transportation Independent Office of Audits and Investigations or federal cognizant agency before any reimbursement payment is made by **CALTRANS** to **AGENCY** for such cost.
- e. Travel expenses and per diem rates are not to exceed the rate specified by the State of California Department of Human Resources for similar employees (i.e. non-represented employees) unless written verification is supplied that government hotel rates were not then commercially available to **AGENCY**, its subrecipients, contractors, and/or subcontractors, at the

time and location required as specified in the California Department of Transportation's Travel Guide Exception Process at the following link: <https://travelpocketguide.dot.ca.gov/>.

Also see website for summary of travel reimbursement rules.

- f. **AGENCY** shall submit invoices to **CALTRANS** at least quarterly, but no more frequently than monthly, in arrears upon completion of project tasks, milestone and/or deliverables in accordance with the Project Timeline in **Attachment III** to the satisfaction of **CALTRANS District Partnership Liaison**
- g. Invoices shall reference this RGA Number and shall be signed and submitted to **CALTRANS District Partnership Liaison**, as stated in **Section III–Notification of Parties, Item 8c**.
- h. Invoices shall include the following information:
  - 1) Names of the **AGENCY** personnel performing work
  - 2) Dates and times of Project Work
  - 3) Locations of Project Work
  - 4) Itemized costs as set forth in **Attachment III**, including identification of each employee, contractor or subcontractor staff who provided services during the period of the invoice, the number of hours and hourly rates for each employee, contractor, sub-recipient or subcontractor staff member, authorized travel expenses with receipts, receipts for authorized materials or supplies, and contractor, subrecipient and subcontractor invoices.
  - 5) **AGENCY** shall submit written progress reports with each set of invoices to allow **CALTRANS District Partnership Liaison** to determine if **AGENCY** is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.
- i. Incomplete or inaccurate invoices shall be returned to the **AGENCY** unapproved for correction. Failure to submit invoices on a timely basis may be grounds for termination of this RGA for material breach per Section III–Termination, Item 12.
- j. **CALTRANS** will reimburse **AGENCY** for all allowable Project costs at least quarterly, but no more frequently than monthly, in arrears as promptly as **CALTRANS** fiscal procedures permit upon receipt of an itemized signed invoice.
- k. The RGA Expiration Date refers to the last date for **AGENCY** to incur valid Project costs or credits and is the date this RGA expires. **AGENCY** has until **July 30, 2027**, to make final allowable payments to Project contractors or vendors, and November 30, 2027, to submit the Project's Final Report, as defined in Attachment I and a final invoice to **CALTRANS** for reimbursement for allowable Project costs. Any unexpended Project funds not invoiced by the 60th day from RGA Expiration Date will be reverted and will no longer be accessible to reimburse late Project invoices to contractor.
- l. The final invoice will be paid upon submission by **AGENCY** to **CALTRANS** and acceptance by **CALTRANS** of the Final Delivery Report. Complete final delivery reports and invoices must be submitted to **CALTRANS** by **November 30, 2027**.

#### 15. Quarterly Progress Reporting

- a. **AGENCY** shall submit written quarterly progress reports to the **CALTRANS District**

**Partnership Liaison** to determine if **AGENCY** is performing to expectations, is on schedule, is within funding cost limitations, to communicate interim findings, and to afford occasions for airing difficulties respecting special problems encountered so that remedies can be developed.

16. Cost Principles

- a. **AGENCY** agrees to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- b. **AGENCY** agrees, and will assure that its contractors, sub-recipients, in-kind contributors, and subcontractors will be obligated to agree, that (a) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, et seq., shall be used to determine the allowability of individual Project cost items and (b) and (b) all parties shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Every sub-recipient receiving Project funds as a sub-recipient, contractor, or subcontractor under this RGA shall comply with Federal administrative procedures in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards to the extent applicable.
- c. Any Project costs for which **AGENCY** has received payment or credit that are determined by subsequent audit to be unallowable under 2 CFR, Part 200, and/or Part 48, Chapter 1, Part 31, are subject to repayment by **AGENCY** to **CALTRANS**. Should **AGENCY** fail to reimburse moneys due **CALTRANS** within 30 days of discovery or demand, or within such other period as may be agreed in writing between the parties hereto, **CALTRANS** is authorized to intercept and withhold future payments due **AGENCY** from **CALTRANS** or any third-party source, including, but not limited to, the State Treasurer, the State Controller or any other fund source.
- d. Prior to **AGENCY** seeking reimbursement of indirect costs, **AGENCY** must have identified estimated indirect cost rate in **Attachment II**, prepare and submit annually to **CALTRANS** for review and approval an indirect cost rate proposal and a central service cost allocation plan (if any) in accordance with 2 CFR, Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and Chapter 5 of the Local Assistance Procedures Manual which may be accessed at: <https://dot.ca.gov/-/media/dot-media/programs/local-assistance/documents/lapm/ch05.pdf>
- e. **AGENCY** agrees and shall require that all its agreements with consultants and subrecipients contain provisions requiring adherence to this section in its entirety **except for section c, above**.

17. Americans with Disabilities Act

By signing this Agreement, **AGENCY** assures **CALTRANS** that in the course of performing Project Work, it will fully comply with the applicable provisions of the Americans with Disabilities Act (ADA) of 1990, as amended, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA (42 USC Section 12101 et seq.).

18. Iran Contracting Act

**AGENCY** must complete and submit to **CALTRANS** the Iran Contracting Act Certification certifying

that it is not on the most current DGS list of Entities Prohibited from Contracting with Public Entities in California per the Iran Contracting Act, 2010 (<https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/List-of-Ineligible-Businesses>), before the Agreement has been executed, unless Agency or its contractor(s) is exempted from the certification requirement by Public Contract Code Section 2205(c) or (d). If claiming an exemption, the proposed Agency or its contractor(s) shall provide written evidence that supports an exemption under Public Contract Code Section 2203(c) or (d) before execution of the Agreement.

#### 19. Indemnification

- a. Neither **CALTRANS** nor any officer or employee thereof is responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents, its contractors, its subrecipients, or its subcontractors under or in connection with any work, authority, or jurisdiction conferred upon **AGENCY** under this RGA. It is understood and agreed that **AGENCY** shall fully defend, indemnify, and save harmless **CALTRANS** and all of **CALTRANS'** officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, including, but not limited to, tortious, contractual, likeness statutes under California Civil Code §§ 3344 and 3344.1, inverse condemnation, or other theories or assertions of liability occurring by reason of anything done or omitted to be done by **AGENCY**, its officers, employees, agents, contractors, subrecipients, or subcontractors under this RGA.
- b. **AGENCY** agrees to fully defend, indemnify, and save harmless **CALTRANS** and all of its officers and employees from any and all claims, lawsuits, or legal actions, including reasonable attorneys' fees and legal costs, relating to intellectual property claims arising from or related to the Project and/or any work procured under this RGA, including but not limited to claims based on (1) U.S. federal or state trademark infringement laws, (2) patent infringement laws (3) 17 U.S.C. §§ 101-810 (the Copyright Act of 1976, as modified), (4) 17 U.S.C. § 106A(a) (the Visual Artists Rights Act of 1990, "VARA"), (5) 17 U.S.C. § 113, (6) California Civil Code § 987 (the California Art Preservation Act), California Civil Code §989, or (7) any other rights arising under U.S. federal or state laws or under the laws of any other country that conveys rights and protections of the same nature as those conveyed under 17 U.S.C. §106A(a) and California Civil Code §987, including intellectual property claims arising from or related to breach of contract, inverse condemnation, conversion, and/or taking of property.

#### 20. Nondiscrimination Clause (2 CCR 11105 Clause b)

- a. During the performance of this RGA, the **AGENCY**, its contractors, its subrecipients, and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. **AGENCY** shall ensure that the evaluation and treatment of employees and applicants for employment are free of such discrimination.
- b. **AGENCY** shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code Sections 12900 et seq.), the regulations promulgated thereunder (California Code of

Regulations, Title 2, Sections 11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code Sections 11135-11139.5), and the regulations or standards adopted by **CALTRANS** to implement such article.

- c. **AGENCY** shall permit access by representatives of the Department of Fair Employment and Housing and **CALTRANS** upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or **CALTRANS** shall require to ascertain compliance with this clause.
- d. **AGENCY** and its contractors, its sub-recipients, and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.
- e. **AGENCY** shall include the nondiscrimination and compliance provisions of this clause in all agreements with its sub-recipients, contractors, and subcontractors, and shall include a requirement in all agreements with all of same that each of them in turn include the nondiscrimination and compliance provisions of this clause in all contracts and subcontracts they enter into to perform work under this RGA.

#### 21. Retention of Records/Audits

- a. **AGENCY**, its contractors, subcontractors, and sub-recipients, agree to comply with Title 2, Code of Federal Regulations (CFR), Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
- b. **AGENCY**, its contractors, subcontractors, and sub-recipients shall establish and maintain an accounting system and records that properly accumulate and segregate incurred Project costs and matching funds by line. The accounting system of **AGENCY**, its contractors, all subcontractors, and sub-recipients shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices. All accounting records and other supporting papers of **AGENCY**, its contractors, subcontractors and sub-recipients connected with Project performance under this RGA shall be maintained for a minimum of three (3) years from the date of final payment to **AGENCY** and shall be held open to inspection, copying, and audit by representatives of **CALTRANS**, the California State Auditor, and auditors representing the federal government. Copies thereof will be furnished by **AGENCY**, its contractors, its subcontractors, and sub-recipients upon receipt of any request made by **CALTRANS** or its agents. In conducting an audit of the costs and match credits claimed under this RGA, **CALTRANS** will rely to the maximum extent possible on any prior audit of **AGENCY** pursuant to the provisions of State and **AGENCY** law. In the absence of such an audit, any acceptable audit work performed by **AGENCY's** external and internal auditors may be relied upon and used by **CALTRANS** when planning and conducting additional audits.
- c. For the purpose of determining compliance with applicable State and **AGENCY** law in connection with the performance of **AGENCY's** contracts with third parties pursuant to Government Code Section 8546.7, **AGENCY**, **AGENCY's** sub-recipients, contractors, subcontractors, and **CALTRANS**, shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times during the entire Project period and for three

(3) years from the date of final payment to **AGENCY** under this RGA. **CALTRANS**, the California State Auditor, or any duly authorized representative of **CALTRANS** or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent to a Project for audits, examinations, excerpts, and transactions, and **AGENCY** shall furnish copies thereof if requested.

- d. **AGENCY**, its subrecipients, contractors, and subcontractors will permit access to all records of employment, employment advertisements, employment application forms, and other pertinent data and records by the State Fair Employment Practices and Housing Commission, or any other agency of the State of California designated by **CALTRANS**, for the purpose of any investigation to ascertain compliance with this RGA.
- e. Additionally, all grants may be subject to a pre-award audit prior to execution of this RGA to ensure **AGENCY** has an adequate financial management system in place to accumulate and segregate reasonable, allowable and allocable costs.
- f. Any contract with a contractor, subcontractor, or sub-recipient entered into as a result of this RGA shall contain all the provisions of this article.

## 22. Adjudication of Facts in Disputes

- a. Any dispute concerning a question of fact arising under this RGA that is not disposed of by agreement shall be decided by the **CALTRANS** Contract Officer, who may consider any written or verbal evidence submitted by **AGENCY**. The **CALTRANS** Contract Officer shall issue a written decision within 30 days of receipt of the dispute. If **AGENCY** rejects the decision of the **CALTRANS** Contract Officer, **AGENCY** can pursue any and all remedies authorized by law. Neither party waives any rights to pursue remedies authorized by law.
- b. Neither the pendency of a dispute nor its consideration by **CALTRANS** Contract Officer will excuse **AGENCY** from full and timely performance in accordance with the terms of this RGA.

## 23. Third-Party Contracts

- a. **AGENCY** shall perform the work contemplated with resources available within its own organization and no portion of the work shall be contracted to a third party without prior written authorization by the **CALTRANS District Partnership Liaison** unless expressly included (subrecipient identified) in **Attachment III** as Project Work.
- b. All State-government-funded procurements must be conducted using a fair and competitive procurement process. **AGENCY** may use its own procurement procedures as long as the procedures comply with the local **AGENCY's** laws, rules, and ordinances governing procurement and all applicable provisions of State law, including, without limitation, the requirement that the **AGENCY** endeavor to obtain at least three (3) competitive bids for solicitation of goods, services, and consulting services (see Part 2, Chapter 2, Articles 3 and 4 of the Public Contract Code); a qualifications-based solicitation process, for which statements of qualifications are obtained from at least three (3) qualified firms for architecture and engineering services (see Title 1, Division 5, Chapter 10 of the Government Code); and, the applicable provisions of the State Contracting Manual (SCM), Chapter 5, which are not inconsistent with this **Item 23, Third Party Contracts**. The SCM can be found and the following link: <https://www.dgs.ca.gov/OLS/Resources/Page-Content/Office-of-Legal-Services-Resources-List-Folder/State-Contracting>.

- c. Any contract entered into as a result of this RGA shall contain all the provisions stipulated in this RGA to be applicable to **AGENCY's** sub-recipients, contractors, and subcontractors. Copies of all agreements with sub-recipients, contractors, and subcontractors, must be submitted to the **CALTRANS District Partnership Liaison**.
- d. **CALTRANS** does not have a contractual relationship with the **AGENCY's** subrecipients, contractors, or subcontractors, and the **AGENCY** shall be fully responsible for all work performed by its subrecipients, contractors, or subcontractors.
- e. Prior authorization in writing by the **CALTRANS District Partnership Liaison** shall be required before **AGENCY** enters into any non-budgeted sub-agreement. **AGENCY** shall provide an evaluation of the necessity or desirability of incurring such costs. **AGENCY** shall retain all receipts for such purchases or services and shall submit them with invoices per **Section III–Payment and Invoicing, Item 14(h)(4), above**.
- f. Any contract entered into by **AGENCY** as a result of this RGA shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subrecipients, contractors, and subcontractors, will be allowable as Project costs only after those costs are incurred and paid for by the subrecipients, contractors, and subcontractors. Travel expenses and per diem rates for subcontractors shall be reimbursed pursuant to **Section III–Payment and Invoicing, Item 14c, above**.

#### 24. Drug-Free Workplace Certification

By signing this RGA, **AGENCY** hereby certifies under penalty of perjury under the laws of California that **AGENCY** will comply with the requirements of the Drug-Free Workplace Act of 1990 (Gov. Code Sections 8350 et seq.) and will provide a Drug-Free workplace by doing all of the following:

- a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).
- b. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(a)(2) to inform employees about all of the following:
  - 1) The dangers of drug abuse in the workplace.
  - 2) The person's or organization's policy of maintaining a Drug-Free workplace.
  - 3) Any available counseling, rehabilitation, and employee assistance programs.
  - 4) Penalties that may be imposed upon employees for drug abuse violations.
- c. Provide, as required by Government Code Section 8355(a)(3), that every employee who works on the proposed contract or grant:
  - 1) Will receive a copy of the company's Drug-Free policy statement.
  - 2) Will agree to abide by the terms of the company's statement as a condition of employment on the contract or grant.
- d. Failure to comply with these requirements may result in suspension of payments under this RGA or termination of this RGA or both, and **AGENCY** may be ineligible for the award of any future state contracts if **CALTRANS** determines that any of the following has occurred: (1) **AGENCY** has made a false certification or, (2) **AGENCY** violates the certification by failing to

carry out the requirements as noted above.

## 25. Relationship of Parties

It is expressly understood that this agreement is executed by and between two (2) independent governmental entities and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of an independent party.

## 26. State-Owned Data

- a. **AGENCY** agrees to comply with the following requirements to ensure the preservation, security, and integrity of State-owned data on portable computing devices and portable electronic storage media:
  - 1) Encrypt all State-owned data stored on portable computing devices and portable electronic storage media using government-certified Advanced Encryption Standard (AES) cipher algorithm with a 256-bit or 128-bit encryption key to protect **CALTRANS** data stored on every sector of a hard drive, including temp files, cached data, hibernation files, and even unused disk space.
  - 2) Data encryption shall use cryptographic technology that has been tested and approved against exacting standards, such as FIPS 140-2 Security Requirements for Cryptographic Modules.
  - 3) Encrypt, as described above, all State-owned data transmitted from one computing device or storage medium to another.
  - 4) Maintain confidentiality of all State-owned data by limiting data sharing to those individuals contracted to provide services on behalf of the State, and limit use of State information assets for State purposes only.
  - 5) Install and maintain current anti-virus software, security patches, and upgrades on all computing devices used during the course of the Agreement.
  - 6) Notify the **CALTRANS District Partnership Liaison** immediately of any actual or attempted violations of security of State-owned data, including lost or stolen computing devices, files, or portable electronic storage media containing State-owned data.
  - 7) Advise the owner of the State-owned data, the **AGENCY** Information Security Officer, and the **AGENCY** Chief Information Officer of vulnerabilities that may present a threat to the security of State-owned data and of specific means of protecting that State-owned data.
- b. **AGENCY** agrees to use the State-owned data only for State purposes under this Agreement.
- c. **AGENCY** agrees to not transfer State-owned data to any computing system, mobile device, or desktop computer without first establishing the specifications for information integrity and security as established for the original data file(s) (State Administrative Manual (SAM) Section 5335.1).

## 27. CALTRANS' Use of "Before" and "After" Project Photographs

- a. **AGENCY** acknowledges it provided a "Before" photograph of the Project with the **AGENCY's** application for the Clean California Local Grant Program. **AGENCY** acknowledges and agrees it must provide an "After" photograph of the Project as part of the close out reporting process.
- b. **AGENCY** warrants it is the copyright owner of the "Before" and "After" Project photographs.
- c. Neither the "Before" nor "After" Project photographs shall include the faces of any

individuals.

- d. **AGENCY** grants to **CALTRANS** an irrevocable, perpetual, royalty-free, sublicensable, unlimited, worldwide license to prepare derivative works, make, publish, display, and distribute two-dimensional reproductions and/or copies, digitally and in print, of the “Before” and “After” Project photographs, or derivatives thereof, for non-commercial purposes or any State government purposes. This includes, but is not limited to, reproductions used in brochures, media publicity, public outreach campaigns (including television and social media campaigns), education, and exhibition catalogues or other similar publication.
  - e. When applicable, **AGENCY** shall obtain and provide to **CALTRANS** any and all documentation **CALTRANS** reasonably determines is necessary or desirable to perfect the license described in this RGA to **CALTRANS**. This documentation shall be provided to **CALTRANS** within fifteen (15) days of written notice that this documentation is required.
28. Limited Grant of Rights to **CALTRANS** for Use of Educational Programming (“educational programming”) Created or Produced for Project and Visual Art Located Outside of State Right-of-Way (“**Artwork**”) Created or Produced for Project
- a. Educational programming:
    - i. **AGENCY** shall obtain from any and all copyright owner(s) of educational programming a sublicensable, irrevocable, perpetual, royalty-free, unlimited, worldwide license to prepare derivative works, make, publish, display, and distribute two-dimensional reproductions and/or copies, digitally and in print, of the educational programming created or produced for Project under this RGA, or derivatives thereof, for non-commercial purposes or any State government purposes. This includes, but is not limited to, reproductions used in brochures, media publicity, public outreach campaigns (including television and social media campaigns), education, exhibition catalogues or other similar publication. **AGENCY** shall obtain any and all other intellectual property rights necessary to make this grant to **CALTRANS** as described in this RGA.
    - ii. **AGENCY** grants to **CALTRANS** an irrevocable, perpetual, royalty-free, sublicensable, unlimited, worldwide license to prepare derivative works, make, publish, display, and distribute two-dimensional reproductions and/or copies, digitally and in print, of the educational programming created or produced for Project under this RGA, or derivatives thereof, for non-commercial purposes or any State government purposes. This includes, but is not limited to, reproductions used in brochures, media publicity, public outreach campaigns (including television and social media campaigns), education, and exhibition catalogues or other similar publication.
    - iii. When applicable, **AGENCY** shall obtain and provide to **CALTRANS** any and all documentation **CALTRANS** reasonably determines is necessary or desirable to perfect the license or sublicense described in this RGA to **CALTRANS**. This documentation shall be provided to **CALTRANS** within fifteen (15) days of written notice that this documentation is required.
    - iv. To the extent any logos, including trademarks or service marks, belonging to third parties and/or the **AGENCY** are used on educational programming created or produced for Project under this RGA, **AGENCY** agrees to obtain and grant all necessary rights for **CALTRANS** to use and allow agents of **CALTRANS** to use the logos in connection with use of the educational programming for non-commercial purposes or State government purposes. This includes but is not limited to reproductions used in brochures, media publicity, public outreach

campaigns (including television and social media campaigns), education and exhibition catalogues or other similar publication. This documentation shall be provided to **CALTRANS** within fifteen (15) days of written notice that this documentation is required.

b. **Artwork:**

- i. **AGENCY** shall obtain from the artist(s), or any other copyright owner(s) of **Artwork**, a sublicensable, irrevocable, perpetual, royalty-free, unlimited, worldwide license to prepare derivative works, make, publish, display, and distribute two-dimensional reproductions and/or copies, digitally and in print, of **Artwork** created or produced for Project under this RGA, or derivatives thereof, for non-commercial purposes or any State government purposes. This includes, but is not limited to, reproductions used in brochures, media publicity, public outreach campaigns (including television and social media campaigns), education, and exhibition catalogues or other similar publication. **AGENCY** shall obtain any and all other intellectual property rights necessary to make this grant to **CALTRANS** as described in this RGA.
- ii. **AGENCY** grants to **CALTRANS** an irrevocable, perpetual, royalty-free, sublicensable, unlimited, worldwide license to prepare derivative works, make, publish, display, and distribute two-dimensional reproductions and/or copies, digitally and in print, of **Artwork** created or produced for Project under this RGA, or derivatives thereof, for non-commercial purposes or any State government purposes. This includes, but is not limited to, reproductions used in brochures, media publicity, public outreach campaigns (including television and social media campaigns), education, and exhibition catalogues or other similar publication.
- iii. **AGENCY** shall obtain and provide to **CALTRANS** any and all documentation **CALTRANS** reasonably determines is necessary or desirable to perfect the license or sublicense described in this RGA to **CALTRANS**. This documentation shall be provided to **CALTRANS** within fifteen (15) days of written notice that this documentation is required.

29. Government Purpose Rights for Inventions

- a. Inventions are any idea, methodologies, design, concept, technique, invention, discovery, improvement or development regardless of patentability made solely by **AGENCY** or jointly with the **AGENCY's** contractor, subcontractor and/or subrecipient during the term of this RGA and in performance of any work under this RGA, provided that either the conception or reduction to practice thereof occurs during the term of this RGA and in performance of work issued under this RGA.
- b. **CALTRANS** will have Government Purpose Rights to any inventions created as a result of the Project. "Government Purpose Rights" are the unlimited, irrevocable, worldwide, perpetual, royalty-free, non-exclusive rights, and licenses to use, modify, reproduce, perform, release, display, create derivative works from, and disclose any said invention. "Government Purpose Rights" also include the right to release or disclose said invention(s) outside **CALTRANS** for any State government purpose and to authorize recipients to use, modify, reproduce, perform, release, display, create derivative works from, and disclose the invention(s) for any State government purpose. "Government Purpose Rights" do not include any rights to use, modify, reproduce, perform, release, display, create derivative works from, or disclose the invention(s)

for any commercial purpose.

30. Additional Intellectual Property Provisions

- a. To the extent any intellectual property is created or produced for Project under this RGA, and not covered in other provisions of this RGA, **AGENCY** agrees to take reasonable steps to ensure that **CALTRANS** has the rights necessary to allow for use of the intellectual property in a fashion substantially similar to other rights for non-commercial uses and State government purposes described in this RGA.
- b. If additional uses are reasonably determined to be needed by **CALTRANS** for public outreach purposes, **AGENCY** will obtain rights and grant **CALTRANS** and its agents said additional rights for use of the “Before” and “After” Project photos, **Artwork** created or produced for Project under this RGA, and educational programming created or produced for Project under this RGA. The grant will be an irrevocable, non-exclusive, perpetual, royalty-free, sublicensable, unlimited, worldwide license.
- c. When requested to so do by **AGENCY**, all reproductions and/or copies by **CALTRANS** of “Before” or “After” Project photographs, educational programming, and **Artwork** shall contain a credit to the Artist/ Copyright owner(s) and a copyright notice in substantially the following form: © [Artist/Copyright owner’s name, date of publication]. **AGENCY** bears sole responsibility to promptly notify **CALTRANS**, in writing, about instances where such accreditation is requested and provide the Artist/ Copyright owner’s name and date of publication. **CALTRANS** will make reasonable efforts to affix the copyright notice in a timely manner.
- d. Required disclaimer language for educational programming and **Artwork** created or produced for Project under this RGA.
  - i. Educational programming: **AGENCY** must place a disclaimer statement in a conspicuous manner on the educational programming created or produced for Project under this RGA a disclaimer that states the content of the educational programming does not reflect the official views or policies of **CALTRANS**. The educational programming does not constitute a standard, specification, or regulation.
  - ii. **Artwork**: **AGENCY** must place a disclaimer statement in a conspicuous manner on or in close proximately to the **Artwork** created or produced for Project under this RGA a disclaimer statement that the contents of the artwork do not reflect the official views or policies of **CALTRANS**.
- e. Avoidance of Infringement: In performing work under this RGA, **AGENCY** and its employees agree to avoid designing or developing any items that infringe one or more patents or other intellectual property rights of any third party. If **AGENCY** or its employees becomes aware of any such possible infringement in the course of performing any work under this RGA, **AGENCY** or its employees shall immediately notify **CALTRANS** in writing.
- f. **Contractors, Subcontractors, and Subrecipients**: Through contract with its sub-recipients, contractors, and subcontractors, **AGENCY** shall affirmatively bind by contract all of its contractors, subcontractors, subrecipients, and service vendors (hereinafter “**AGENCY’s Contractor/Subcontractor/Subrecipient**”) providing services under this RGA to conform to the provisions of paragraphs 31-33 of this RGA. In performing services under this RGA, **AGENCY’s Contractor/Subcontractor/Subrecipient** shall agree to avoid designing or developing any items that infringe one (1) or more patents or other intellectual property rights of any third party. If **AGENCY’s Contractor/Subcontractor/Subrecipient** becomes aware of any such possible

infringement in the course of performing any work under this RGA, **AGENCY's** Contractor/Subcontractor/Subrecipient shall immediately notify the **AGENCY** in writing, and **AGENCY** will then immediately notify **CALTRANS** in writing.

31. Visual Art Located on California State Right-of-Way

**AGENCY** agrees if Project involves visual art located on California State right-of-way, Project must be submitted and adhere to **CALTRANS'** most current Transportation Art Proposal process, policies, guidelines, and requirements. Information regarding **CALTRANS'** Transportation Art program can be found at <https://dot.ca.gov/programs/design/lap-landscape-architecture-and-community-livability/lap-liv-j-transportation-art>. **AGENCY** bears sole responsibility for ensuring that any Project will be timely submitted through **CALTRANS'** Transportation Art Proposal process, approved, and installed prior to any deadlines as required by this RGA.

- a. **AGENCY** acknowledges that funds provided by **CALTRANS** under this RGA shall not be used for maintenance outside of the project time limits as provided in this RGA.
- b. **AGENCY** acknowledges that the **CALTRANS'** Transportation Art Proposal process requires, among other things, **CALTRANS** ownership of any tangible visual final artwork, an unlimited, irrevocable copyright assignment to **CALTRANS** of the final artwork, and waiver of moral rights under California Civil Code § 987 (the California Art Preservation Act) and 17 U.S.C. § 106A(a) (the Visual Artists Rights Act of 1990, "VARA") of the final artwork.
- c. **AGENCY** acknowledges that any submittal to the **CALTRANS'** Transportation Art Proposal process includes restrictions on the type of work that can be located on California State right-of-way.

32. Assumption of Risk and Indemnification Regarding Exposure to Environmental Health Hazards

In addition to, and not a limitation of, **AGENCY's** indemnification obligations contained elsewhere in this Agreement, **AGENCY** hereby assumes all risks of the consequences of exposure of **AGENCY's** employees, agents, Subcontractors, Subcontractors' employees, and any other person, firm, or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, to any and all environmental health hazards, local and otherwise, in connection with the performance of this Agreement. Such hazards include, but are not limited to, bodily injury and/or death resulting in whole or in part from exposure to infectious agents and/or pathogens of any type, kind or origin. **AGENCY** also agrees to take all appropriate safety precautions to prevent any such exposure to **AGENCY's** employees, agents, Subcontractors, Subcontractors' employees, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement. **AGENCY** also agrees to indemnify and hold harmless **CALTRANS**, the State of California, and each and all of their officers, agents and employees, from any and all claims and/or losses accruing or resulting from such exposure. Except as provided by law, **AGENCY** also agrees that the provisions of this paragraph shall apply regardless of the existence or degree of negligence or fault on the part of **CALTRANS**, the State of California, and/or any of their officers, agents and/or employees.

33. Mandatory Organic Waste Recycling

It is understood and agreed that pursuant to Public Resources Code Sections 42649.8 et seq., if **AGENCY** or its subcontractor generates two (2) cubic yards or more of organic waste or commercial solid waste per week, **AGENCY** or its subcontractor shall arrange for organic waste or commercial waste recycling services that separate/source organic waste for organic waste

recycling. **AGENCY** shall provide proof of compliance, i.e. organic waste recycling services or commercial waste recycling services that separate/source organic waste recycling, upon request from **CALTRANS District Partnership Liaison**

34. Project Close Out/Closeout Report

- a. **AGENCY** will provide a final close out report to the **CALTRANS District Partnership Liaison** no later than November 30, 2027.  
**CALTRANS** reserves the right to inspect the project location prior to approving the final invoice and closeout report.
- b. **CALTRANS** reserves the right to withhold final payment to **AGENCY** pending receipt and approval of the final closeout report by the **CALTRANS District Partnership Liaison**.
- c. Payments shall be forfeit if invoices are submitted after **November 30, 2027**.

35. ADA Compliance

All entities that provide electronic or information technology or related services that will be posted online by **CALTRANS** must be in compliance with Government Code Sections 7405 and 11135 and the Web Content Accessibility Guidelines (WCAG) 2.0 or subsequent version, published by the Web Accessibility Initiative of the World Wide Web Consortium at a minimum Level AA success. All entities will respond to and resolve any complaints/deficiencies regarding accessibility brought to their attention.

36. Prevailing Wages and Labor Code Compliance

**AGENCY** shall comply with any and all applicable labor and prevailing wage requirements in Labor Code Sections 1720 through 1815 and implementing regulations for any public works or maintenance contracts and subcontracts executed for the **AGENCY**'s work on or for the Project.

37. In the event of any inconsistency between the provisions which constitute this RGA, the following order of precedence shall apply:

- I. This Restricted Grant Agreement (as amended);
- II. The **CALTRANS** Local Grant Program Guidelines;
- III. Approved Indirect Cost Rate (if applicable);
- IV. Approved Grant Application (as amended); and
- V. **AGENCY** Resolution.

38. Survival

**AGENCY**'s representations, the indemnification provisions in paragraph 21, intellectual property provisions in paragraphs 30, 31, 32, and 33, and all other provisions which by their inherent character establish ongoing obligations shall remain in full force and effect, regardless of any expiration and/or termination of this RGA.

39. Sanctions

No agreements under this RGA shall be made with individuals and/or entities that are determined to be a target of sanctions by the State of California while such sanctions are in

effect.

#### **Section IV**

##### **Attachments:**

The following attachments are incorporated into and are made a part of this RGA by this reference and attached hereto.

- I. Clean CA Community Cleanup and Employment Pathway (CCEP) Grant Program Guidelines
- II. Approved Indirect Cost Rate (N/A)
- III. Approved Grant Application and Amendment(s) to Grant Application (if applicable)
- IV. **AGENCY** Resolution

In Witness Whereof, the parties hereto have executed this RGA on the day and year first herein above written:

**SAN BERNARDINO COUNTY**

By: \_\_\_\_\_

Printed Name: Dawn Rowe

Title: Chair, Board of Supervisors

Date: \_\_\_\_\_

**CALTRANS DISTRICT PARTNERSHIP LIAISON  
CLEAN CALIFORNIA PROGRAM**

By: \_\_\_\_\_

Printed Name:

Brandy Ybarra

Title:

Analyst II

Date: \_\_\_\_\_

**CALIFORNIA DEPARTMENT OF TRANSPORTATION  
CLEAN CALIFORNIA PROGRAM**

By: \_\_\_\_\_

Printed Name:

Walter Yu

Title:

Clean California Program Director

Date: \_\_\_\_\_

# Attachment I



## Community Cleanup and Employment Pathway Grants PROGRAM GUIDELINES

Clean CA Program  
Summer 2025

**Clean CA Program  
Community Cleanup and Employment Pathway Grant Program Guidelines**

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# Clean CA Program

## Community Cleanup and Employment Pathway Grant Program Guidelines

### Introduction

The Community Cleanup and Employment Pathway (CCEP) Grant Program is a signature initiative under the Clean California Program, administered by the California Department of Transportation (Caltrans). This grant program is designed to support litter abatement and public space beautification efforts on locally owned public right-of-way while creating workforce development opportunities for individuals facing barriers to employment.

Through competitive grants, the program provides funding to local agencies (including federally recognized tribal governments) to conduct targeted litter cleanup and graffiti removal activities, complemented by educational and engagement efforts that foster community pride and long-term maintenance. The program places strong emphasis on serving disadvantaged and underserved communities (as identified in Section 4.1 of grant application template) and encourages local commitment through participation in the Clean California Community designation pledge<sup>1</sup>.

A core component of this program is the creation of employment pathways through partnerships with workforce development organizations or use of existing employment development departments. These partnerships will connect justice-impacted individuals, those experiencing homelessness, at-risk youth, and others with meaningful job training and paid transitional employment opportunities focused on litter abatement, landscaping, and environmental stewardship.

### Program Objectives

- **Litter and Graffiti Abatement:** Support sustained litter cleanup and graffiti removal on local right-of-way.
- **Workforce Development:** Create transitional employment and training opportunities for vulnerable populations either through partnerships with workforce development organizations or use of existing employment development departments.
- **Equity and Inclusion:** Prioritize disadvantaged communities and support pathways to community self-sufficiency.
- **Sustainable Community Engagement:** Promote public education and anti-littering campaigns. Take the online Clean California Community designation pledge to ensure sustainability and long-term impact.

By integrating cleanup, workforce development, and community engagement, the CCEP Grant Program seeks to create cleaner, safer, and more equitable public spaces throughout California.

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<sup>1</sup> <https://cleanca.com/designation/>

## Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines

### Eligible Entities

For the purposes of the CCEP Grant Program, eligible entities will be defined as:

- **Local Governments** – Cities, counties, and special districts responsible for community services and maintenance.
- **Transit Agencies** – Public transportation agencies with jurisdiction over facilities or right-of-way that intersect with cleanup needs.
- **Tribal Governments** – Federally recognized tribes.
- **Joint Applications** – Partnerships among the above entities, including collaborations with community-based organizations, workforce development boards, educational institutions, or local nonprofits, are encouraged and eligible.

### Eligible Expenses

Eligible expenses may include, but are not limited to:

- **Staff Time:** Local agency staff time directly related to proposal delivery is eligible. This includes staff time for developing and administering contracts, program management, and coordination with community-based organizations.
- **Travel Costs:** Reasonable and necessary travel costs that are directly related to proposal implementation (e.g., site visits, stakeholder engagement, workforce coordination) are eligible.
- **Materials and Supplies:** Tools, equipment, safety gear, and cleanup supplies needed for community cleanup activities.
- **Workforce Development Costs:** Training, certification, stipends, or wages directly tied to workforce development opportunities for program participants.
- **Public Outreach and Education:** Costs related to promoting cleanup events, workforce opportunities, and community engagement.

## Caltrans District Partnerships

The Caltrans districts possess in-depth knowledge of the local context and unique challenges, making them invaluable enablers to support grant applicants in proposal identification, development, and implementation processes. They are encouraged to foster strong partnerships with local agencies to ensure seamless coordination and efficient proposal delivery. By leveraging their expertise and collaborating closely with stakeholders, districts can support local agencies in effectively address challenges related to waste management, graffiti, and aesthetic appeal in urban areas, ultimately beautifying public spaces within their districts.

# Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines

## Proposals

### Objectives

The grant proposal is the foundation for securing funding under the CCEP Grant Program. The proposal must demonstrate how the applicant will use grant funding to meet the program's core objectives through locally led, community-driven efforts. Proposals should clearly articulate the public benefit of the proposed activities, particularly in disadvantaged or underserved communities.

Applicants are expected to:

- Identify litter abatement and graffiti removal needs in specific areas of local right-of-way.
- Detail a plan for workforce development, including partnerships with workforce organizations and strategies for engaging vulnerable populations.
- Commit to community engagement strategies and educational outreach that promote long-term cleanliness and civic pride.
- Demonstrate alignment with the Clean California Community designation pledge. The pledge is not required to apply for or receive funding.
- Provide a sustainable approach to maintaining the public space improvements achieved through the grant.

Each proposal must be comprehensive, feasible, and results-driven, ensuring that awarded funding leads to measurable environmental, social, and economic impacts in the applicant's community.

### Evaluation Criteria

Applications will be submitted by local agencies to their respective Caltrans district coordinators, then evaluated and scored competitively by the Clean CA Program based on the criteria listed below. Applications that score highest across these categories will be prioritized for funding.

#### **1. Community Need and Impact (15 points)**

- Demonstrates a clear need for litter abatement and graffiti removal, including information such as description of the history of the area, prior efforts to address the issues and how this grant will make a difference.

**Clean CA Program  
Community Cleanup and Employment Pathway Grant Program Guidelines**

- Identifies underserved or disadvantaged areas where the proposal will be implemented.
- Outlines benefits to public health, safety, environmental quality, and community aesthetics.

**2. Workforce Development Strategy (15 points)**

- Includes a detailed plan for engaging and employing vulnerable populations.
- Establishes partnerships with workforce development organizations (e.g., BCOE Back 2 Work, Center for Employment Opportunities (CEO), Chrysalis or similar) or leverage existing employment departments.
- Provides evidence of transitional employment (as measured by participants who are able to find long-term employment), training, and pathways to long-term job placement.

**3. Community Engagement and Education (15 points)**

- Describes plans for community input, public education, and volunteer participation.
- Commits to youth education, anti-littering outreach, or (encouraged but not mandatory) participation in the Clean California Community designation program.

**4. Long-Term Sustainability and Maintenance (15 points)**

- Outlines a long-term plan to fund the maintenance of cleaned and beautified spaces.
- Includes partnerships, volunteer programs, or recurring community events in alignment with the Clean CA community designation pledge.
- Describes infrastructure or policy measures to prevent future littering.

**5. Clean California Community Designation Pledge (10 points)**

- Applicant has taken or plans to take the Clean California Community pledge.
- Demonstrates commitment to meeting at least 10 of the 15 designation criteria.

**6. Proposal Feasibility and Readiness (10 points)**

- Provides a detailed implementation schedule.
- Demonstrates capacity to manage the proposal, including procurement, reporting, and oversight.

## **Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines**

### **7. Matching Funds and Leveraged Resources (10 points)**

- Describes how matching funds (cash or in-kind) will support and expand proposal activities.
- Ensures that match contributions are additive and not part of existing baseline cleanup operations.

### **8. Disadvantaged or Under-served Community (10 points)**

Applicants will be required to include supporting documentation (e.g., CalEnviroScreen map outputs, local demographic data, or letters from community organizations) to demonstrate that the proposed project serves a disadvantaged or under-served community. The following criteria will be recognized as indicators of disadvantaged or under-served communities (see grant proposal template for details):

- Median Household Income
- CalEnviroScreen 4.0
- Free or Reduced-Price School Meals
- Healthy Places Index
- Native American Tribal Lands

## **Application Submissions**

- The Clean CA grant program proposal template must be used for submitting the proposal. Ensure that all sections of the template are completed comprehensively and provide sufficient detail to support the evaluation and decision-making process.
- Local agencies, in collaboration with districts, complete the template and submit comprehensive proposals.
- Each proposal submitted for consideration must include a letter of support from the Caltrans district that is submitting the proposal. The letter of support should demonstrate the district's endorsement to the proposal. It will serve as evidence of the district's collaboration and partnership with local agencies, ensuring seamless coordination and efficient proposal delivery. The inclusion of the letter will help validate the proposal's feasibility and foster confidence in the successful implementation of the proposal.

## **Outreach and Partnership**

# Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines

## District-Level Engagement

- Caltrans district staff will serve as on-the-ground liaisons to promote the program locally, identify high-need areas, and encourage eligible applicants to submit proposals.
- District coordinators will collaborate with grant applicants to build partnerships aligned with the program's objectives.

## Encouraging Clean California Community Pledges

- As part of the outreach effort, Caltrans will actively promote the Clean California Community designation pledge, encouraging applicants to take the pledge during the grant application process.
- The Clean CA Program will provide technical assistance as needed to help communities understand the benefits of designation and complete the pledge requirements.

Through strategic outreach and strong partnerships, Caltrans will ensure that the grant program reaches a diverse range of communities and delivers equitable opportunities to participate in the Clean California mission.

## Selection and Notification

### 1. Proposal Review and Evaluation:

- Clean CA Program reviews all proposals against qualitative evaluation criteria outlined in the guidelines.
- Proposals are assessed for alignment with waste management, graffiti mitigation, aesthetics and equity objectives.

### 2. Proposal Selection:

- Clean CA Program selects proposals based on evaluation results and criteria alignment. High-priority proposals that benefit underserved communities are prioritized.

### 3. Proposal Award Notification:

- Clean CA Program notifies Caltrans districts of the selected proposals by email. Districts inform the corresponding local agencies about their grant award. Debriefs will be provided upon request to applicants who were not awarded a grant.

**Clean CA Program  
Community Cleanup and Employment Pathway Grant Program Guidelines**

## Schedule

<b>Milestone</b>	<b>Date</b>
Program Launch & Public Outreach Begins	July 1, 2025
Grant Guidelines Finalized & Published	August 15, 2025
Call for Proposals Opens	September 15, 2025
Proposal Submission Deadline	November 3, 2025
Application Review and Scoring	November–December 2025
Award Notifications Issued	January 15, 2026
Grant Agreements Executed	February–March 2026
Proposal Implementation Period Begins	April 1, 2026
Quarterly Progress Check-In (Reporting Due)	April 2026–April 2027
Proposal Implementation Period Ends	April 1, 2027
Final Reports and Closeout Due	November 1, 2027

## Funding Mechanism

The funding mechanism for the CCEP proposals involves a restricted grant agreement (RGA) between the Caltrans district and the grant recipient (local agency, including federally recognized tribe) which is a legal mechanism that outlines the terms and conditions of the financial commitments for the awarded grant funding . It serves as a formal contract that establishes the roles and responsibilities of each party in the CCEP proposal.

The agreement includes the following elements:

- **Proposal Scope:** The RGA defines the scope of the proposal, detailing the specific improvements and enhancements to be undertaken within the local right-of-way.
- **Funding Commitment:** It outlines the financial contributions, specifying the amount that Caltrans will provide for the proposal and any in-kind contribution from the grant applicant.
- **Timeline and Milestones:** The agreement sets forth a clear timeline for proposal development, implementation, and completion, including key milestones to be achieved during each phase.
- **Roles and Responsibilities:** It outlines the roles and responsibilities of the Caltrans district and the local agency in the proposal's execution, ensuring seamless coordination and cooperation.

## **Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines**

- **Compliance and Reporting:** The RGA may include requirements for compliance with relevant regulations, reporting on proposal progress, and any necessary documentation and record-keeping.
- **Dispute Resolution:** In the event of any disputes or disagreements, the RGA may outline a mechanism for resolving issues between the Caltrans district and the local agency.

### **Matching Funds / In-Kind Contributions**

The CCEP Grant Program is designed to reduce financial barriers for local agencies, nonprofits, and community-based organizations. As such, no cash match requirement is imposed on applicants. However, applicants are encouraged to identify and document in-kind contributions and other non-state resources that will help maximize the impact of state funds.

#### **Eligible In-Kind Contributions may include:**

- Staff time dedicated to project planning, implementation, or coordination.
- Volunteer labor associated with cleanup events, outreach, or community engagement.
- Donated materials or equipment used directly in cleanup or beautification activities.
- Facilities and meeting space contributed for trainings, workforce activities, or project planning.
- Complementary programs or services provided by partner agencies or organizations that directly support grant objectives.

#### **Program Expectations:**

- In-kind contributions are not required to apply for or receive funding.
- Applicants who provide in-kind support should quantify contributions where possible (e.g., estimated dollar value of staff time, equipment, or materials).
- In-kind contributions will be considered during proposal evaluation as evidence of community commitment, partnership strength, and project sustainability.
- Documentation of in-kind contributions should be included in the proposal budget narrative at the time of application and reported during proposal implementation.

**Clean CA Program  
Community Cleanup and Employment Pathway Grant Program Guidelines**

## Funding Disbursement

Grant awards will be issued as reimbursable agreements, not lump sum payments.

- **Reimbursable Basis:** Grantees will be required to incur and document eligible expenses up front. Caltrans will then reimburse those expenses upon submission of proper invoices and supporting documentation.
- **Invoicing:** Invoices must include receipts, staff time records, or other documentation demonstrating that expenses are consistent with approved Caltrans Division of Local Assistance guidelines/template (Form LAP 5-A).
- **Payment Timeline:** Reimbursements will generally be processed within 45 days of receipt of a complete and accurate invoice package.
- **Advance Payments:** No advance or upfront lump sum disbursements will be provided under this program.

## Performance Metrics

To ensure accountability and evaluate success, all grantees are required to track and report on key performance metrics aligned with the program's goals. These metrics will be tracked by grantees on templates provided by Caltrans to help measure the environmental, economic, and social impact of funded activities.

### **Environmental Impact Metrics**

- Volume of litter and debris removed (in cubic yards or pounds with supporting documentation, e.g. weight/dump tickets and before/after photos)
- Square footage of graffiti abated (before/after photos)
- Number of litter cleanup events conducted (event attendance sheets and/or event flyers)
- Number of hard-to-recycle or bulky item collection events held (event attendance sheets and/or event flyers)

### **Workforce Development Metrics**

- Number of individuals employed through workforce programs (with supporting documentation of individuals/crews employed, e.g. payroll logs)

## **Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines**

- Hours of paid work experience and job training provided (with supporting documentation of individuals paid and training provided, e.g. payroll logs)
- Demographics of workforce participants (e.g., justice-involved, unhoused, at-risk youth)
- Number and percentage of participants securing long-term employment post-program

### **Community Engagement Metrics**

- Number of community volunteers engaged (attendance sheets)
- Number of public outreach events or education campaigns implemented (event flyers / attendance sheets)
- Clean California Community pledge status and progress toward meeting designation criteria
- Number of community partnerships established (e.g., schools, businesses, nonprofits)

### **Sustainability and Maintenance Metrics**

- Number of anti-litter infrastructure elements installed (e.g., bins, signage with supporting documentation, e.g. before/after photos)
- Planned frequency of cleanup and maintenance activities post-grant implementation
- Plan for ongoing community stewardship and long-term litter prevention practices post-grant implementation

Grantees will submit quarterly progress reports and a final close-out report at the end of the implementation period. These reports will summarize accomplishments, challenges, lessons learned, and include supporting documentation such as photographs, volunteer logs, and workforce data.

## **Clean CA Roles/Responsibilities**

- **Program Management:** Responsible for overall program management and coordination of CCEP proposals statewide. Ensure that proposals align with the CalSTA objectives on climate action and meet the program's guidelines and priorities.

## **Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines**

- **Proposal Selection:** Select proposals based on factors such as recognizing underserved communities, high litter areas known challenges for waste management, graffiti, and lack of aesthetic appeal in urbanized districts and local agencies which align with CCEP Program objectives.
- **Proposal Oversight:** Provide oversight and guidance throughout the proposal lifecycle. Review proposals, assess their feasibility and alignment with program objectives, and ensure that the proposals adhere to the guidelines and timelines.
- **Technical Assistance:** Provide technical assistance to grant applicants and recipients during the proposal planning and implementation phases. Provide expertise and support in areas such as graffiti abatement, employment pathways, litter abatement, beautification, , and climate action.
- **Budget Management:** Responsible for overseeing the allocation and management of funds for CCEP proposals. Ensure that budgetary requirements are met and that funds are appropriately allocated to prioritize high-visibility proposals with an urgency to be delivered within their respective districts.
- **Monitoring and Evaluation:** Monitor proposal progress, track milestones, and evaluate the effectiveness of implemented enhancements. Assess the impact of CCEP proposals on improving waste management practices, reducing graffiti, and enhancing the aesthetic appeal of local areas .
- **Quarterly Reporting and Documentation:** Maintain accurate records of proposal activities, including proposals, RGAs, progress reports, and proposal outcomes. Prepare periodic reports to communicate proposal status, achievements, and challenges to Caltrans leadership.

## **District Roles**

### **Partnership Identification**

- **Stakeholder Engagement:** Engage with local stakeholders, such as city officials, local agency representatives, community organizations, and advocacy groups, to foster partnerships and collaborations.

### **Project Management and Oversight**

- **Project Implementation:** Monitor and facilitate the implementation of proposals according to the defined scope of work, schedule, and milestones.
- **Communication and Coordination:** Maintain regular communication and coordination with partner organizations to address any issues, provide guidance, and track progress.

## **Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines**

- **Performance Evaluation:** Conduct periodic evaluations to assess project performance, identify any necessary adjustments, and ensure adherence to objectives and quality standards.

### **Reporting and Documentation**

- **Progress Updates:** Maintain regular communication with the Clean CA Program on project status, achievements, challenges, and any adjustments made to the scope of work or schedule.
- **Documentation Retention:** Ensure proper documentation of all agreements, communication records, project plans, and reports for record-keeping and future reference.
- **Performance Monitoring:** Monitor the progress and performance of projects to ensure the allocated funds are being effectively utilized.
- **Reporting:** Require regular reporting from local/transit agencies on the implementation and outcomes of the funded projects, including progress updates and evaluation results.
- **Data Collection:** Coordinate with partners to collect relevant project data, metrics, and deliverables.

### **Invoice Verification (Reimbursement)**

- **Ensure Compliance with RGA:** Confirm that submitted invoices align with the terms and conditions outlined in the RGA.
- **Validate Eligible Expenditures:** Review costs to ensure they are allowable under program guidelines, e.g., litter abatement, beautification, and employment pathway activities.
- **Confirm Completion of Work:** Verify that the work claimed in the invoice has been completed as described, including site visits or photographic documentation if required.
- **Check Supporting Documentation:** Ensure that all required backup materials (e.g., receipts, timesheets, contractor invoices) are included and accurate.
- **Monitor Project Progress:** Track milestones and deliverables to confirm that the project is on schedule and consistent with the approved scope.
- **Coordinate with Local Agencies:** Communicate with grantees to resolve discrepancies, request missing documentation, or clarify unclear charges.

## Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines

- **Approve for Reimbursement:** Once verified, inform the Clean California Program to proceed with payment processing by Caltrans Accounting.
- **Report and Escalate Issues:** Flag any non-compliance, ineligible costs, or incomplete work for further review and potential corrective action.

### Project Close-out Verification

- **Review Final Deliverables:** Confirm that all project components were completed as outlined in the original grant scope and agreement.
- **Verify Documentation Accuracy:** Ensure the closeout report includes complete and accurate records, e.g. before/after photos, receipts, payroll logs, and performance metrics.
- **Confirm Use of Funds:** Check that all expenditures align with approved budget categories and Clean CA eligibility requirements.
- **Assess Community Impact:** Evaluate whether the project met its stated goals (e.g., litter reduction, beautification, job creation) and delivered measurable benefits.

### Stakeholder Engagement

- **Community Outreach:** Engage with local communities to provide updates on project progress, gather feedback, and address any concerns or inquiries related to the urbanized transit projects.
- **Public Awareness:** Promote the projects and their benefits to raise public awareness of their benefits, climate action goals, and improvements in active transportation, micro-mobility, and transit station aesthetics.

## Grant Recipient Responsibilities

### RGA Development

- **Scope of Work:** Collaborate with Caltrans district coordinator to define the scope of work for each proposal, including the specific activities, objectives, and desired outcomes.
- **Schedule and Milestones:** Work with Caltrans district coordinator to establish a comprehensive schedule with realistic milestones to ensure completion of all proposals. The schedule should consider proposal complexity, resource availability, and potential challenges that may arise during implementation.
- **Resource Planning:** Determine the necessary resources, including funding, personnel, equipment, and materials, required to execute the proposals successfully.

## **Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines**

- **Legal and Administrative Considerations:** Ensure that all RGAs and cooperative agreements comply with Caltrans legal requirements and administrative procedures.

### **Proposal Management and Oversight**

- **Proposal Implementation:** Monitor and facilitate the implementation of proposals according to the defined scope of work, schedule, and milestones.
- **Communication and Coordination:** Maintain regular communication and coordination with Caltrans district coordinator to address any issues, provide guidance, and track progress.
- **Performance Evaluation:** Conduct periodic evaluations to assess proposal performance, identify any necessary adjustments, and ensure adherence to objectives and quality standards.

### **Reporting and Documentation**

- **Progress Updates:** Maintain regular communication with the Caltrans district coordinator and Clean CA Program on proposal status, achievements, challenges, and any adjustments made to the scope of work or schedule.
- **Documentation Retention:** Ensure proper documentation of all agreements, communication records, proposal plans, and reports for record-keeping and future reference.
- **Performance Monitoring:** Monitor the progress and performance of proposals to ensure the allocated funds are being effectively utilized.
- **Quarterly Reporting:** Complete quarterly reporting on the implementation and outcomes of the funded proposals, including progress updates and evaluation results.
- **Data Collection:** Collect relevant proposal data, metrics, and deliverables.

### **Final Vouchering and Project Close-out**

- **Submit Final Documentation:** Provide a comprehensive close-out report detailing completed work, expenditures, and outcomes.
- **Include Proof of Completion:** Attach visual evidence (e.g., before/after photos), final deliverables, and any required certifications to demonstrate project completion.
- **Provide Financial Reconciliation:** Submit a final invoice with itemized costs and supporting documentation to reconcile total grant expenditures.

## Clean CA Program Community Cleanup and Employment Pathway Grant Program Guidelines

- **Address Scope and Budget Alignment:** Confirm that all activities and costs align with the approved project scope and budget in the RGA.
- **Respond to Caltrans Requests:** Be prepared to clarify, revise, or supplement the report if requested by Caltrans District Coordinators.
- **Submit Final Voucher Request:** Package the close-out report with the final payment request for review and approval by Caltrans.

### **Stakeholder Engagement**

- **Community Outreach:** Engage with local communities to provide updates on proposal progress, gather feedback, and address any concerns or inquiries related to the urbanized CCEP proposals.
- **Public Awareness:** Promote the proposals and their benefits to raise public awareness of their benefits, climate action goals, and improvements in graffiti abatement, employment pathways, litter abatement, and local area aesthetics.

In addition, applicants are encouraged to include:

- **Community education campaigns** that highlight the impacts of litter, encourage behavior change, and promote responsible waste disposal.
- **Engagement strategies** such as school partnerships, volunteer events, and youth training that build long-term stewardship.
- **Collaboration with local businesses** to reduce litter at the source (e.g., convenience stores, fast food outlets, or transit hubs).

**Clean CA Program  
Community Cleanup and Employment Pathway (CCEP) Grant Proposal**

**I. PROJECT DESCRIPTION**

CALTRANS DISTRICT	PROJECT TITLE	AGENCY NAME	AGENCY CONTACT NAME	PHONE NUMBER	EMAIL ADDRESS
District 8	SBC Clean Roads	San Bernardino County Workforce Development Department	Robert Chavez	909-387-9858	robert.chavez@wdd.sbcounty.gov
			Agency Contact Name (Secondary)	Phone Number (Secondary)	Email Address (Secondary)
			Fabian Garcia	909-387-9883	fabian.garcia@wdd.sbcounty.gov

**1.2 PROJECT DESCRIPTION**

*Instructions: Describe the proposed project, including key activities and outcomes.*

*Indicate if the project includes (300-500 words):*

- Community-led litter cleanup activities
- Employment or workforce training opportunities
- Local partnerships with local organizations, nonprofits, or public agencies
- Cleanup of public rights-of-way or public spaces

San Bernardino County Workforce Development Department (WDD) proposes the SBC Clean Roads initiative, a comprehensive effort to remove litter and debris from locally owned rights-of-way while providing employment opportunities to residents facing significant barriers to workforce entry, including justice system involvement and homelessness.

WDD will contract with Chrysalis to deploy a cleaning crew, comprising six to eight workers and one supervisor. This crew will operate five days per week, performing litter abatement and landscape maintenance at locations identified by the County. Crew will serve the High Desert region and the urban core of San Bernardino County. Cleanup efforts will be documented, including quantifiable data such as the weight of the collected trash. The County will publicize project achievements to highlight community impact.

Cleanup sites will be identified within the first month through a collaborative process involving public input directed to County officials, Caltrans representatives, and local community organizations.

This initiative will expand Chrysalis' workforce programs within San Bernardino County, delivering a comprehensive job-readiness curriculum, ongoing supportive services, and paid transitional employment to residents facing employment barriers.

**Key Project Activities**

Under the guidance of Caltrans District 8 and San Bernardino County, Chrysalis will deliver the following services:

- **Litter Abatement:** Collection and disposal of litter—including cigarette butts, pet waste, and general refuse—from sidewalks, planters, parkways, tree wells, gutters, and other high-accumulation areas. Tasks include sidewalk and gutter sweeping and abatement of illegal dumping.

- **Bulky Item Removal:** Pickup and disposal of large, discarded items.
- **Weed Abatement:** Removal and disposal of overgrown vegetation in tree wells, planters, parkways, and other public rights-of-way.
- **Additional Services:** Cleaning street furniture, removal of unauthorized stickers and flyers, installation of signage to discourage littering and dumping, and other tasks as directed by the project management team.

Before deployment, all crew members will complete Chrysalis’ core job preparation program, covering foundational workplace skills and expectations. Job-specific training will be provided at each assignment’s start and reinforced through end-of-shift reviews. Participants will receive ongoing supportive services throughout their tenure with SBC Clean Roads.

**Project Management and Coordination**

A project management teams from WDD, Caltrans, and Chrysalis will oversee implementation. During the initial planning month (April 2026), the team will meet twice to identify cleanup sites and develop the implementation schedule. Subsequently, they will meet monthly to add sites, adjust schedules, and conduct evaluations for continuous improvement.

WDD staff will coordinate project evaluation, submit quarterly reports to Caltrans, and manage project closeout.

**Anticipated Outcomes**

- San Bernardino County will formally adopt the Clean California Community designation and demonstrate alignment with its goals.
- The project will achieve substantial abatement of litter, weeds, and illegal dumping countywide, enhancing public spaces and fostering community pride and cohesion.
- Recruitment of up to 100 individuals facing employment barriers will gain the opportunity to apply as Clean Roads crew members to gain meaningful work experience, earn a living wage, and develop marketable skills.

**1.3 PURPOSE AND NEED**

*Instructions: Explain the problem the project is addressing and why the project is needed in the community. Describe the local conditions (e.g., litter, illegal dumping, blight, unemployment, etc.) and how this project supports community revitalization and workforce development (300-500 words).*

San Bernardino County is the largest county in the contiguous United States by area, encompassing 20,105 square miles. Most of the population is centered in the area south of the San Bernardino Mountains along Highway 10, Highway 80, and Highway 15. San Bernardino County faces significant environmental and socioeconomic challenges. Litter and illegal dumping have become widespread, especially along public rights-of-way and highways, parks, and underserved neighborhoods, contributing to visual blight, health hazards, and reduced property values. San Bernardino County has several areas that rank extremely low on the Healthy Places Index and scored extremely high in pollution according to the CalEnviroScreen 4.0 map.

These conditions discourage investment and community pride, perpetuating cycles of neglect. These more urban and suburban communities have significant “hot spots” of litter and illegal dumping. These communities also contain encampments of unhoused individuals and groups who collect and use mattresses, furniture, shopping carts, cooking devices, and other items that when abandoned become blight. There are over 1,000 unhoused and unsheltered people living in San Bernardino as of January 2025. The region struggles with high unemployment rates, particularly among youth and underserved or historically excluded communities, making workforce development a critical need. The area has a disproportionate number of people with barriers to employment. The two-county region called the Inland Empire, consisting of San Bernardino and Riverside Counties, is home to 7,020 parolees, a ratio of 151/100,000 residents, above the statewide ratio of 128/100,000. 17,400 additional individuals are on San Bernardino County-supervised probation.

About 3,000 individuals are living in temporary or transitional housing or have found permanent housing with support from the County and nonprofit community agencies. For these individuals, self-sufficiency is unlikely without transitional employment such as that offered by Chrysalis.

San Bernardino County’s Workforce Development Department will work closely with several partner county departments including Public Works, Regional Parks, Airports, Building and Safety, Community Revitalization, Fleet Management, and Land Use Services by connecting participants to jobs in litter abatement, landscaping, construction, and maintenance. The County prioritizes hiring from underserved communities, offering training and career pathways that contribute to long-term economic stability. Youth, formerly incarcerated and homeless/un-housed individuals will gain access to employment opportunities that not only provide income but also build valuable skills. This grant opportunity, if awarded, will act as a catalyst for community revitalization.

The SBC Clean Roads program offers transformative benefits for underserved and historically excluded communities, particularly in some of the most economically disadvantaged and historically excluded communities and areas in San Bernardino County. Through this grant application for the Community Cleanup and Employment Pathway (CCEP), will provide this much needed opportunity to fund efforts to remove waste, install public art, improve walkways, and restore green spaces. By addressing environmental degradation and economic disparity simultaneously it empowers the County to reclaim public spaces, uplift residents, and build a cleaner, greener future. This initiative fosters healthier, more vibrant neighborhoods, opens pathways to long-term prosperity that transforms neglected areas back into safe and welcoming environments.

#### 1.4 MAP (Attachment A)

*Instructions: Include any relevant project location maps, and associated data maps.*

#### 1.5 COST – Suggested Amount: \$50,000 to \$200,000

*Instructions: Provide a detailed cost estimate for each activity below and submit with Attachment E.*

Activity	Estimated Cost	Would applicant accept partial funding for this activity?
Planning / Outreach	\$ 2,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Implementation – Employment (based on historic number of litter crews/staff)	\$ 364,551.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Project Implementation – Cleanup (based on historic quantities of litter collection)	\$ 133,449.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Other (County Administration @ 10%)	\$ 75,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
TOTAL	\$ 575,000.00	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

## 1.6 SCHEDULE

Note: Project implementation should be completed by April 1, 2027 and final reports/close-out completed by October 31, 2027.

Milestone	Start Date	End Date
Planning & Community Engagement Begins	5/19/26	6/1/26
Hiring/Training Program Launch	6/1/26	12/15/26
Cleanup Activities Begin	6/15/26	3/31/26
Project Completion (By April 1, 2027)	3/1/27	4/1/27
Project Close-out (By October 31, 2027)	10/1/27	10/31/27

## 1.7 KNOWN CONCERNS OR RISKS

Known environmental concerns or risks

No

Yes

Known right-of-way concerns or risks

No

Yes

*Instructions:*

Please list any other known risks that could impact this project from being delivered on schedule, budget and scope (300-500 words).

There are no known risks that could impact this project from being delivered on schedule, budget and scope.

## 2 EVALUATION CRITERIA ALIGNMENT

### 2.1 EVALUATION CRITERIA ALIGNMENT

*Instructions:*

Describe how the project addresses the following goals (include narrative under each section, 500-700 words):

- **Litter Abatement:**

*(Describe the type, scale, and location of cleanup efforts.)*

Chrysalis will deploy a crew of six to eight participants and one supervisor each to implement the cleaning plans in locations identified by San Bernardino County. The crew will operate on a regular weekday schedule except holidays during the project period, beginning on June 15, 2026. Crew will serve the High Desert region and the urban core of San Bernardino County.

Chrysalis crew will deploy in the area designated for that day. Crew will use blowers, brooms, pans, trash picks, and gloved hands to move and pick up litter including paper, dog droppings, and other trash items and place them in a lined trash receptacle. Bulky items will be identified and loaded by the Chrysalis crew. If items exceed the capacity of the Chrysalis trailer, Chrysalis will work with the County to identify an appropriate County crew or private trash hauler to transport and dispose of the items. Areas surrounding improperly disposed of items will be swept as necessary. Crew will also remove stickers, signs, and leaflets that have been illegally posted. Chrysalis crew will use hand tools to remove weeds in parkways, medians, tree wells, and vacant lots. Debris will be collected in trash receptacles and hauled away by Chrysalis.

- **Job Creation & Employment Pathways:**

*(Explain how the project provides direct employment, workforce training, and/or career pathway support for underemployed or underserved individuals.)*

All workers in SBC Clean Roads will enroll as Chrysalis clients and will complete the Chrysalis core program prior to assignment to a crew. The core program provides employment services to a range of populations facing significant barriers to employment, including individuals impacted by the criminal justice system, homelessness, and experience of trauma. Chrysalis' unique program empowers its clients to increase marketability and overcome barriers while working with specialized supervisors in employment assignments to increase skills through on-the-job training, and to eventually secure sustainable employment in the mainstream job market. Chrysalis believes the benefits of getting and keeping a job are about more than just income and survival – employment contributes to housing stability; increases self-esteem; improves physical and mental health; and has a positive effect on families, communities, and public safety.

Participants will be assigned to SBC Clean Roads crew where they will work as a team and receive on the job training. As appropriate, they are trained and certified in HAZMAT and HAZWOPER. Daily tailgate training covers safety, handling emergencies, incident reporting, planning work, operating equipment, overhead utilities, and many other topics. Chrysalis provides all training and supervision. All participants earn above the legal minimum wage. Chrysalis hires crew supervisors, job coaches, and trainers from among our participants who can share their experiences, offering inspiration and practical tips to individuals with criminal records and other barriers to employment.

In addition to employment in SBC Clean Roads, each participant will have ongoing wrap-around case management, job coaching, and peer support groups. As the individual approaches the end of their SBC Clean Roads employment they will work with an employment specialist to prepare for their desired job goal and enroll in any training relevant to that career, with training paid for by Chrysalis. Chrysalis helps participants progress to permanent employment with public and private sector employers and provides ongoing post-employment support.

- **Community Engagement & Partnership:**

*(Describe how local community groups, nonprofits, and/or workforce boards are engaged in project design or implementation.)*

This project was designed with the full participation of our community partner, Chrysalis, and staff of the WDD Chrysalis recruits its participants from nonprofit service providers and advocacy groups in the County and will continue to encourage people receiving reentry and homeless services to advance their employment goals through Chrysalis services.

Chrysalis works with a wide range of community partners including, Cal State San Bernardino Reentry Initiative, COPE, Family Assistance Program, Goodwill, Kindful Restoration, Mercy House, Project Rebound, and Community Action Partnership.

- **Sustainability:**

*(Describe any strategies for sustaining outcomes beyond the grant term—e.g., partnerships, continued employment, long-term maintenance plans.)*

WDD will incorporate maintaining the cleaned areas into its annual public works planning, and will work with community partners, including Chrysalis, to address maintenance needs on an ongoing basis. The County will encourage community members and local agencies to prevent recurrences of illegal dumping and the establishment of encampments, incorporating these goals into community development and social services investments. Partnerships that are created through this project are a valued County asset.

### 3 COMMUNITY ENGAGEMENT

#### 3.1 COMMUNITY ENGAGEMENT INFLUENCE

*Instructions (300-500 words):*

- *Identify how community input shaped the proposal.*
- *Describe planned engagement during implementation.*
- *Attach Public Engagement Plan (Attachment B).*

San Bernardino County WDD collaborated closely with Chrysalis to develop this proposal, aiming to support residents seeking workforce entry or advancement, particularly those facing significant barriers such as justice system involvement, housing instability, and limited access to training opportunities. The County's Workforce Development Department and America's Job Center of California (AJCC) offices serve as critical touchpoints for residents, regularly collecting input from job seekers about the specific challenges they encounter and their career aspirations. This ongoing engagement ensures that program design aligns with community needs and labor market demands.

The County's experience in workforce development aligns closely with Chrysalis's mission of empowering individuals with barriers to employment through comprehensive training and transitional job opportunities. Chrysalis's proven success as a Caltrans partner—in delivering measurable outcomes in environmental cleanup coupled with workforce development—significantly informed and strengthened this proposal. This partnership exemplifies a collaborative approach that integrates social services, workforce readiness, and public infrastructure improvement to create sustainable, long-term community benefits.

Throughout project implementation, San Bernardino County will leverage its robust community engagement infrastructure to establish meaningful connections and ensure broad-based support through multiple coordinated channels:

1. **Community Partners:** The County will actively engage a network of contracted social service agencies, business associations, neighborhood councils, and nonprofit organizations. These partners will assist in identifying priority cleanup locations based on community needs and environmental impact, while also helping to develop collaborative strategies for ongoing maintenance and community stewardship. This partnership approach will promote shared responsibility, enhance local capacity, and foster community pride in maintaining public spaces.
2. **County Supervisor Offices:** Each of the five County Supervisors maintains multiple field offices staffed with experienced community outreach specialists. These offices serve as vital liaisons between County government and residents, particularly in underserved and marginalized communities. Supervisor offices will be integral to designing targeted engagement strategies that bring the project's resources directly to neighborhoods with the greatest need.
3. **County Communications Infrastructure:** In the first month of the project, the WDD department will work with various County departments to develop a comprehensive communications and outreach plan that maximizes public awareness and engagement. The Workforce Development Department and Public Works communications teams will integrate the project into their existing outreach platforms to ensure consistent messaging across departments. Signage will be strategically posted at project sites before, during, and after cleanup activities to educate the public about the initiative's goals and progress. Moreover, a multi-faceted communications campaign will be deployed, incorporating traditional and digital media—such as social media channels, website updates, community newsletters, and utility bill inserts—to increase visibility, promote positive behavioral change, and discourage future littering and illegal dumping.

This coordinated community engagement and communications strategy will not only support the immediate goals of the cleanup but also build long-term awareness, participation, and stewardship, fostering a culture of environmental responsibility and workforce inclusion throughout San Bernardino County.

## 4 UNDERSERVED or HISTORICALLY EXCLUDED COMMUNITIES

### 4.1 ANALYSIS

Is the project located in an underserved or historically excluded community?

- Yes  
 No  
 partially located in an underserved community

What was the basis for determining if any part of project is located in or benefits an historically excluded community: (only check a box if in or partially in an historically excluded community)

- a.  Median Household Income  
b.  CalEnviroScreen 4.0  
c.  Free or Reduced-Price School Meals  
d.  Healthy Places Index  
e.  Native American Tribal Lands  
f.  Other

### 4.2 BENEFITS TO UNDERSERVED or HISTORICALLY EXCLUDED COMMUNITY

*Instructions: Describe how the project will benefit underserved or historically excluded communities through (300-500 words):*

- *Job access*  
One of the SBC Clean Roads's most impactful features is its emphasis on workforce development in partnership with Chrysalis. San Bernardino County WDD will utilize the America's Job Centers of California (AJCC) to connect to partner county departments and cities job openings in litter abatement, landscaping, construction, and public art installation. These roles are often filled by residents from disadvantaged communities, including youth, veterans, homeless/un-housed and formerly incarcerated individuals. By offering paid training, on-the-job training and career pathways, the program helps break cycles of unemployment and underemployment, equipping participants with marketable skills and stable income.
- *Cleaner, safer streets or public spaces*  
Illegal dumping, litter, and urban blight are persistent issues in underserved areas, contributing to health risks and deterring community engagement. If awarded, SBC Clean Roads's plans to directly combat these problems by funding cleanup efforts, beautification projects, and infrastructure improvements. Enhanced lighting, walkways, and green spaces not only improve aesthetics but also increase safety and accessibility. Cleaner streets reduce exposure to pollutants and hazards, while revitalized public areas encourage outdoor activity and social interaction. People who live near such areas or even just pass by them become disillusioned about the social framework. Tourists are discouraged from visiting the great natural resources in San Bernardino County. Business investors turn away from blighted areas. Cleaning up public spaces prevents additional disorder and improves the environment for residents, visitors, and business.
- *Increased civic pride and stewardship*  
Revitalized neighborhoods inspire a renewed sense of pride among residents. When communities see tangible improvements—like murals, gardens, and clean parks—they're more likely to engage in stewardship and maintenance. SBC will utilize its Youth Programs and initiatives from other County Departments to involve local artists and volunteers, fostering collaboration and ownership in projects that will build upon the scope of this proposed grant. This collective effort strengthens social ties and empowers residents to advocate for continued investment and care in their neighborhoods.
- *Connection to public resources and services*  
The SBC Clean Roads's proposed program also serves as a bridge to broader public support systems. Including the County's partner departments can include signage, wayfinding, and informational kiosks that guide residents to nearby county and city services such as transit, health clinics, libraries, and community centers. By improving

infrastructure and visibility, the initiative helps residents access essential resources more easily. Additionally, the County will collaborate with local city governments and nonprofits to ensure that improvements are aligned with broader equity and sustainability goals. The project will also introduce employers to County resources that can be used to find qualified employees as businesses grow. We hope to familiarize employers with the public resources available to support them as they consider hiring people with histories of justice system involvement or unstable housing. In sum, SBC Clean Road will be a strategic investment in equity, health, and opportunity. By creating jobs, cleaning up neighborhoods, and fostering civic engagement, the program uplifts historically excluded communities and lays the foundation for lasting change.

## 5 LETTER OF SUPPORT

### 5.1 LETTER OF SUPPORT

*Instructions: Attach signed letters from Caltrans district (where proposal is located) endorsing the project.*

## 6 ADDITIONAL ATTACHMENTS

### 6.1 SUPPLEMENTAL MATERIALS

*Instructions – Attach any applicable documents as follows:*

- **Attachment A:** Project / Data Maps
- **Attachment B:** Public Engagement Plan
- **Attachment C:** Existing Site Photos
- **Attachment D:** Letters of Support
- **Attachment E:** Cost Breakdown & Estimate
  - Break down expenses by category (e.g., staff time, equipment, materials, outreach, etc.)
  - Briefly explain the purpose of each cost to demonstrate alignment with project goals.

Prepared by:

  
\_\_\_\_\_  
Robert Chavez  
Assistant Director  
San Bernardino County Workforce  
Development Department

5/4/2026  
Date

Approval Recommended by:

  
\_\_\_\_\_  
District Clean CA Grant Coordinator

5/5/2026  
Date

Approved by:

\_\_\_\_\_  
Clean California Program Director

\_\_\_\_\_  
Date

Instructions – Attach any applicable documents as follows:

- **Attachment A:** Project / Data Maps
- **Attachment B:** Public Engagement Plan
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## San Bernardino County's SBC Clean Roads Public Engagement Plan

### Objective:

To actively engage San Bernardino County residents, community organizations, stakeholders, and local government representatives throughout SBC Clean Roads project lifecycle. This plan ensures transparent communication, community input in site selection, sustained stewardship of cleaned areas, and promotion of the workforce development opportunities embedded in the program.

---

## 1. Stakeholder Identification and Mapping

- **Primary Stakeholders:**
    - Local residents, especially in identified “hot spot” areas
    - Neighborhood associations and community councils
    - County Departments
    - Social service agencies and nonprofits serving vulnerable populations (Chrysalis)
    - Local businesses and chambers of commerce
    - Environmental groups and advocacy organizations
    - Workforce Development Department and AJCC staff
    - Caltrans District 8 representatives
  - **Secondary Stakeholders:**
    - Media outlets (print, radio, digital)
    - Educational institutions (high schools, colleges)
    - Faith-based organizations
    - Volunteers and workforce program participants
- 

## 2. Goals and Outcomes of Engagement

- Raise awareness of the SBC Clean Roads program and its community benefits
  - Collect community input on priority areas for cleanup and ongoing maintenance needs
  - Foster partnerships that support project implementation and sustainability
  - Promote workforce development and employment opportunities to residents with barriers
  - Establish ongoing communication channels for feedback and reporting progress
  - Encourage community stewardship and ownership of public spaces post-cleanup
- 

## 3. Engagement Methods and Activities

### A. Community Outreach and Input

- **Surveys and Online Feedback Forms:**

Distribute surveys both digitally and in paper format at community centers, libraries, and partner agency offices to gather broader input on cleanup priorities and public perceptions.

- **Pop-Up Information Booths:**  
Set up booths at farmers’ markets, transit centers, and community events to share project information, distribute materials, and gather informal feedback.

**B. Partnership Collaboration**

- **Regular Coordination with County Departments:**  
Engage County Departments in outreach to leverage their established networks and credibility.
- **Collaboration with Social Service Agencies:**  
Partner with agencies to reach underserved populations and promote workforce participation opportunities.
- **Business and Civic Organization Meetings:**  
Present project goals and progress at chamber of commerce and civic group meetings to encourage local business support and involvement.

**C. Communications and Public Information**

- **Multi-Channel Communications Campaign:**  
Implement a campaign including:
  - Project signage at cleanup sites before, during, and after work
  - Press releases and media advisories to local news outlets
  - Social media updates featuring crew activities, success stories, and community benefits
  - Website updates with project timeline, FAQs, and contact information
  - Utility bill inserts and community newsletters
- **Media Engagement:**  
Coordinate with local journalists to feature stories about the program’s impact and participant success, highlighting workforce development outcomes.

**4. Timeline**

Phase	Activities	Timeline
<b>Planning &amp; Prep</b>	Stakeholder identification, development of materials, initial outreach planning	Month 1 (April 2026)
<b>Initial Engagement</b>	Surveys, pop-up booths, media launch	Months 1-2 (April-May 2026)
<b>Ongoing Engagement</b>	Monthly community updates, coordination meetings, continuous outreach	Months 3-12 (June 2026 - March 2027)
<b>Evaluation &amp; Reporting</b>	Collect feedback, assess engagement outcomes, adjust plan	Quarterly throughout project
<b>Project Closeout</b>	Final reporting, community celebration events, stewardship planning	Final month (April 2027)

**5. Roles and Responsibilities**

- **San Bernardino County Workforce Development Department:**  
Lead overall engagement efforts, coordinate with Chrysalis and County departments, manage communications.
  - **Chrysalis:**  
Support community outreach by providing workforce participant stories and assisting at events.
  - **County Departments:**  
Provide feedback and assist in facilitating outreach activities.
  - **Caltrans District 8:**  
Provide guidance on communication best practices and review engagement materials.
  - **Community Partners and Agencies:**  
Assist in outreach to target populations and disseminate project information.
- 

## 6. Evaluation Metrics

- Number of surveys
  - Quantity and quality of community feedback received
  - Social media engagement rates and website traffic statistics
  - Media coverage frequency and reach
  - Participant job placement and retention rates as workforce development outcomes
  - Successful identification and cleanup of priority sites with community buy-in
- 

## 7. Sustainability and Stewardship

- Develop community-led “Adopt-a-Spot” programs with local organizations and residents
  - Train local volunteers to support ongoing maintenance and monitoring
  - Establish regular follow-up communications to maintain public interest and pride in cleaned spaces
- 

This Public Engagement Plan will ensure the SBC Clean Roads project not only achieves its environmental and employment objectives but also fosters long-lasting community involvement and ownership, consistent with Caltrans’ commitment to inclusive, sustainable transportation and environmental stewardship initiatives.

October 13, 2025

**Robert Chavez, Assistant Director**  
Workforce Development Department  
San Bernardino County  
290 North D Street, Suite 600  
San Bernardino, CA 92415

Dear Mr. Chavez:

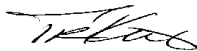
The Chrysalis Center is pleased to support the County's funding proposal to Caltrans under the Clean CA program. Chrysalis currently contracts with Caltrans District 8 and welcomes this opportunity to provide additional services at sites throughout San Bernardino County.

Chrysalis will partner with the County to provide the personnel who will clean up County-identified sites. Chrysalis will also provide supervision, training, equipment, and supplies for cleaning activities.

The project will develop employment pathways for Chrysalis clients who will earn wages and learn skills through the project. Chrysalis will employ County residents who have barriers to employment related to justice system involvement and lack of housing. Participants complete an employment readiness program and receive ongoing support in accessing supportive services and enhancing life skills with the goal of achieving self-determination and economic stability.

We look forward to our partnership with San Bernardino County to clean up public rights-of-way while building paid work experience among local individuals who have significant barriers to employment.

Sincerely yours,



Trevor Kale  
Chief Operating Officer

10/22/25

**Caltrans Small Business & Workforce Development Center Office of Civil Rights Letter of Support**

**To:** Clean California Local Grant Program Review Committee  
Brad Gates-Director, San Bernardino County Workforce Development Department

**Subject:** Letter of Support for County of San Bernardino's Community Cleanup and Employment Pathway Grant Application

Dear Clean California Local Grant Program Review Committee,

On behalf of Caltrans Small Business & Workforce Development Center Office of Civil Rights, I am pleased to express our full support for the County of San Bernardino's application for the Community Cleanup and Employment Pathway Grant under the Clean California initiative. San Bernardino County continues to face significant challenges related to litter, illegal dumping, and urban blight—particularly in underserved and historically excluded communities. These conditions not only degrade the environment but also hinder economic development, public safety, and overall community well-being. The County's proposed project aligns strongly with Clean California's mission to beautify public spaces, reduce waste, and create meaningful employment opportunities. Caltrans District 8 and the Office of Civil Rights recognizes the transformative potential of this proposal. By investing in cleanup and beautification efforts, the project will revitalize neglected corridors, enhance pedestrian safety, and foster civic pride. Importantly, it will also provide job training and employment pathways for residents who face barriers to workforce entry, including youth, veterans, and formerly incarcerated individuals.

We commend the County of San Bernardino for its commitment to environmental stewardship and equitable development. Their proposal reflects a thoughtful, community-driven approach that will deliver lasting benefits across the region. Caltrans District 8 stands ready to collaborate and support the successful implementation of this project by administering the following roles:

1. Partnership Identification
2. Project Management and Oversight
3. Reporting and Documentation
4. Invoice Verification (Reimbursement)
5. Project Close-Out Verification
6. Stakeholder Engagement

Thank you for your consideration of this important initiative. We look forward to the opportunity to work together in support of a cleaner, safer, and more vibrant San Bernardino County.

Sincerely,

*Marjani Rollins*

Marjani Rollins  
Office Chief  
Caltrans Small Business & Workforce Development Center Office of Civil Rights




# Letter of Support Caltrans

Final Audit Report

2025-10-22

Created:	2025-10-22
By:	Gisela Everhard (s160048@dot.ca.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAABYXY3AIUjqjovDVG39FvNCuzBmNcGyL9

## "Letter of Support Caltrans" History

-  Document created by Gisela Everhard (s160048@dot.ca.gov)  
2025-10-22 - 5:52:55 PM GMT- IP address: 149.136.17.253
-  Document emailed to Marjani Rollins (marjani.rollins@dot.ca.gov) for signature  
2025-10-22 - 5:53:26 PM GMT
-  Email viewed by Marjani Rollins (marjani.rollins@dot.ca.gov)  
2025-10-22 - 6:43:34 PM GMT- IP address: 149.136.17.247
-  Document e-signed by Marjani Rollins (marjani.rollins@dot.ca.gov)  
Signature Date: 2025-10-22 - 6:46:27 PM GMT - Time Source: server- IP address: 149.136.17.247
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Organization	SAN BERNARDINO COUNTY WORKFORCE DEVELOPMENT DEPARTMENT	
Project Name	SBC CLEAN ROADS	

PLANNING / OUTREACH-Contractor (Chrysalis)		
Planning /Outreach	Planning and outreach activities by Operations and Administration personnel during April–May 2026.	2,000.00
<b>Total Planning/Outreach Cost</b>		<b>2,000.00</b>
PROJECT IMPLEMENTATION-Contractor (Chrysalis)		
Employment	Wages and benefits for 1 crew of 8 workers plus 1 supervisor per crew, working 208 days (June 2026–March 2027).	364,551.00
Cleanup	Includes Operations and Client Services Personnel, Client Resources, van rental/fuel/maintenance, licensing and insurance, uniforms, equipment, and general administration.	133,449.00
<b>Total Project Implementation Cost</b>		<b>498,000.00</b>
OTHER (SBCWDD)		
County Program Staff	Program Staff Cost Co-enrollment WIOA	17,500.00
County Administration 10%	Administrative oversight, fiscal management, and reporting costs.	57,500.00
<b>Total Other Cost</b>		<b>75,000.00</b>
<b>Grant Total</b>		<b>\$575,000.00</b>
<b>Matching Funds: Staff time, donated materials and equipment, facilities and meeting spaces for trainings, workforce development activities and project planning.</b>		<b>\$75,000.00</b>