

**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 **HUMBOLDT COUNTY**, 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 **Building Futures, Beautifying Humboldt Bay**, 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	\$285,389.00
	<b>Local Match/In-Kind</b>	\$9,911.00
	<b>Total Project Costs</b>	<b>\$295,300.00</b>

**For Caltrans Use Only**

I hereby Certify upon my own personal knowledge that budgeted funds are available for encumbrance.			
Jie Chen		04/23/2026	\$285,389.00
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 Peggy Murphy (707) 476-4806.
- b. **CALTRANS'** District Partnership Liaison is PRESTON ALLEN (707) 684-6996. "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:

Humboldt County Workforce Development Board  
 Attention: Peggy Murphy, Director of Economic Development  
 Phone Number: (707) 476-4806  
 Email: pmurphy@co.humboldt.ca.us  
 2420 6<sup>th</sup> St.  
 Eureka, California 95501

**California Department of Transportation, District Partnership Liaison**  
 District 1/Clean California  
 Attention: Preston Allen, Associate Transportation Planner  
 Phone Number: (707) 684-6996  
 Email: preston.allen@dot.ca.gov  
 1656 Union St,

Eureka, California 95501

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 1, 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 **\$285,389.00**.
- 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 proximity 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 (if applicable)
- 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:

**AGENCY NAME**

COUNTY OF HUMBOLDT

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

Printed Name: \_\_\_\_\_

Elishia Hayes

Title: \_\_\_\_\_

County Administrative Officer

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

**CALTRANS DISTRICT PARTNERSHIP LIAISON**

CLEAN CALIFORNIA PROGRAM

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

**CALIFORNIA DEPARTMENT OF TRANSPORTATION**

CLEAN CALIFORNIA PROGRAM

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

Printed Name: \_\_\_\_\_

Walter Yu

Title: \_\_\_\_\_

Clean California Program Director

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



# 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

Milestone	Date
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).

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## 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
1	<b>Building Futures, Beautifying Humboldt Bay</b>	<b>Humboldt County Workforce Development</b>	<b>Peggy Murphy</b>	<b>(707)476-4806</b>	<b>pmurphy@co.humboldt.ca.us</b>
		<b>Redwood Community Action Agency</b>	<b>Val Martinez</b>	<b>(707) 269-2009</b>	<b>val@rcaa.org</b>

### 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*

The Building Futures, Beautifying the Bay Project will beautify shared public spaces around Humboldt Bay and the Great Redwood Trail corridor while creating meaningful employment pathways for at-risk youth and low-income peninsula community members. This project builds upon the successes of the Peninsula Beautification project, a previous Clean California Project, and extends that momentum to other areas of the bay, including the Great Redwood Trail corridor. The project's community-centered, collaborative approach will create lasting impacts, including a deeper connection to the environment among program participants, a Clean California Community Designation for the Samoa Peninsula, and meaningful partnerships among local organizations and agencies to help ensure long-term care and maintenance of public spaces along the peninsula and around the bay.

#### **Community-led litter cleanup activities:**

- 6 Community Clean-up days, including the Samoa Peninsula, South Eureka, and Loleta
- Quarterly Adopt a Road cleanups along New Navy Base Road.
- 4 Abandoned Camp Clean-ups: Two during summer and two during fall/winter extension.
- **ADDITION: More dumpsters and abandoned camp clean-ups. RCAA labor hours increased to new clean-up days.**

#### **Employment or workforce training opportunities:**

- Youth employment and training program:
  - Redwood Community Action Agency (RCAA) will work with the County of Humboldt's workforce development program, RCAA's Youth Services Bureau (YSB), and Youth Ability, a local nonprofit working in youth workforce development, to ensure that two cohorts of 8 at-risk youth, ages 16-24 (16 youth total), have the appropriate training and pathways to long-term job placement. Cohorts will engage in 1) summer program and 2) fall/winter extension program.

- Work and educational opportunities with local agencies and organizations working to beautify and care for public spaces, including RCAA, Great Redwood Trail Agency (GRTA), Humboldt Trails Council (HTA), City of Eureka, and Friends of the Dunes.
- A minimum of 8 program participants will receive specialized training on how to safely remove debris left in abandoned encampment sites.
- Youth crews choose a final project, which may include research into litter patterns and ways to change human behavior, implementing the Adopt a Trail program/ Community Campaign, etc.
- **ADDITION:** Monetary bonus incentives at summer work program mid-way and end points, and fall/spring extension program to encourage completion of program. Increased hours for extension program: additional soft-skill development, more hours for environmental campaign/ final project, clean up additional abandoned encampments, and join the RCAA restoration field crew. Increase RCAA field crew and staff office hours to accommodate extended programming.
- RCAA will employ three Samoa Peninsula adult residents who face barriers to employment to maintain trash-free stretches of the Peninsula and put them on a career path of stewardship, sanitation/ maintenance, or natural resources management.
- **ADDITION:** one additional site caption (from 2 to 3) and funding to purchase a new or used mule four-wheeler for efficient site caption transportation and litter abatement. Additional site caption hours to beautify more public spaces and reduce litter on the Peninsula.

**Local partnerships with local organizations, nonprofits or public agencies:**

- Partnership with GRTA and local non-governmental organizations to develop and enhance long-term strategies for maintaining local rights-of-way. Strategies may include:
  - Implementation of the Adopt a Trail program for the Humboldt Bay Trail.
  - Development of an ongoing working group to enhance communication and promote collaboration between agencies and organizations to more effectively address maintenance needs around the bay.
- **ADDITION:** Increased partner reimbursements for additional fall/winter extension program oversight and opportunities for workforce youth (abandoned camps, trail events/activities, restoration work).

**Cleanup of public rights-of way or public spaces:**

- Work focused on the public right-of-way around the Great Redwood Trail Corridor, County Roads, community parks, and Caltrans right-of-way.
- Beautification of public spaces through native plantings, including Manila Community Park.
- Beautify the Bay Community Campaign: A community-wide campaign via social media, radio, and PSA promoting the Building Futures, Beautify the Bay message and how the public can engage in activities.
- Door-to-door outreach with flyers and info about services offered for trash pickup.
- Pet waste strategies to improve behaviors related to proper waste disposal.

### 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).*

The county's population center is the Humboldt Bay area, with Arcata and Eureka, along with the unincorporated towns of the Samoa Peninsula (Manila, Samoa, Fairhaven), located along its shores. Its beauty, cultural significance, and biological diversity serve as the centerpiece of the county. The completed connection of the Humboldt Bay Trail (HBT) between Eureka and Arcata (a part of the Great Redwood Trail) brings people even closer to the bay's natural beauty, opening new public access for transportation and recreation. There is a need to foster community engagement around litter abatement, graffiti removal, and beautification of the HBT and other corridor sections where the future GRT will be developed, such as the town of Loleta. Loleta, like the town of Samoa, is a rural, unincorporated, and under-resourced community, and while they do have volunteer community cleanup patrols, their beautification efforts will benefit greatly from added support. The Building Futures, Beautify the Bay project addresses the need to maintain this corridor while also providing vulnerable youth in Humboldt County with employment pathways that engage them in making a positive difference in the community.

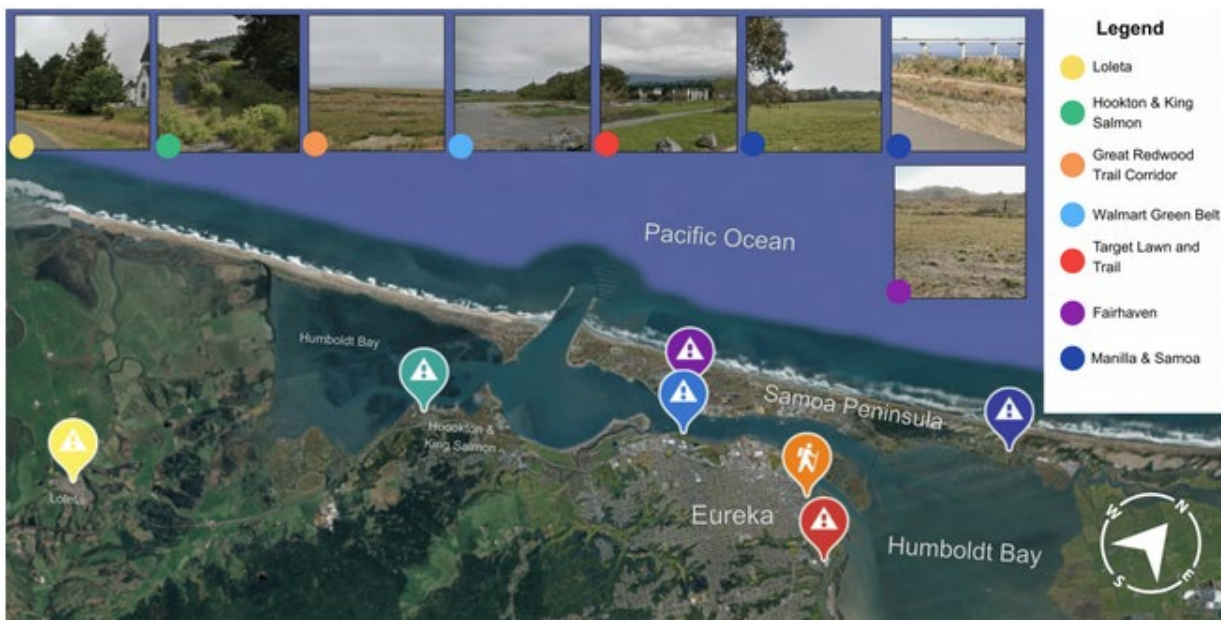
The project will follow up on the successes of the Peninsula Beautification grant and maintain the momentum by addressing graffiti and litter abatement along the 5-mile stretch of the Samoa Peninsula, the GRT Corridor, and Loleta public spaces. These areas are not consistently in public view, and illegal dumping and vandalism occur quite regularly. To address this need, youth crews will be deployed to each site to walk segments, collect litter, and remove large dump piles or abandoned encampments. This project will support two Peninsula Site Captains (residents who face employment barriers), employed by RCAA and supervised by the Humboldt Bay Harbor and

Recreation and Conservation District (HBHRCD), to clean litter and assist with beautification activities on the Samoa Peninsula.

Humboldt County has a significant need for at-risk youth employment due to barriers like poverty, homelessness, and educational obstacles. Factors contributing to this need include high-risk challenges such as being in foster care, unstable home life, dealing with juvenile detention, or having histories of abuse or substance misuse. The Humboldt County Youth Employment Opportunity Program and community partners are working to address these issues through programs that meet the needs of in-school and out-of-school youth. This proposal fits with their goals and has devised a gradual schedule of work and training opportunities to meet the youth where they are at and build a pathway to success. This is especially important now in the face of future federal funding directives that will require youth to be employed or in school to continue receiving housing support.

Unfortunately, rural areas in Humboldt County have been adversely impacted by illegal dumping, graffiti, and pet waste. RCAA's experience with the Peninsula Beautification Project showed what a difference community engagement can make, but work still needs to be done. This project will address the continuing needs for clean-up activities on the Peninsula and bring successful community engagement approaches to other areas around Humboldt Bay and the GRT corridor.

**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	\$40,000	✓ Yes
Project Implementation – Employment (based on historic number of litter crews/staff)	\$ 175,107.30	✓ Yes
Project Implementation – Materials, Transportation, Partner mentorship reimbursements	\$ 44,133.50	✓ Yes
Matching Funds – In-Kind Contribution	\$ 9,911	
Workforce Development 10% admin (Specify)	\$ 26,147.43	✓ Yes
TOTAL	\$ 295,299.23	

**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	April, 1 2026	June, 2026
Hiring/Training Program Launch	June, 2026	November, 2026
Cleanup Activities Begin	June, 2026	March, 2026
Project Completion (By April 1, 2027)		March 31, 2027
Project Close-out (By October 31, 2027)		August, 2027

**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).***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.)*
- **Job Creation & Employment Pathways:**  
*(Explain how the project provides direct employment, workforce training, and/or career pathway support for underemployed or underserved individuals.)*
- **Community Engagement & Partnership:**  
*(Describe how local community groups, nonprofits, and/or workforce boards are engaged in project design or implementation.)*
- **Sustainability:**  
*(Describe any strategies for sustaining outcomes beyond the grant term—e.g., partnerships, continued employment, long-term maintenance plans.)*

### **Litter Abatement**

Based on past clean-up efforts, we estimate that 200 cubic yards of trash will be cleaned up as a result of this project.

#### Samoa Peninsula:

- Cleanup days, coordinated by Youth Crews and supported by RCAA staff. This will involve 3, 40-yard dumpsters.
- Litter includes tires, abandoned appliances, miscellaneous items in the dunes, personal trash on roads, dump piles on public right of way, pet trash bag waste on trails, and hazardous materials such as needles.
- Locations: Fairhaven (around town, Park Street, along bay); Samoa dunes, vehicle pull-outs along New Navy Base Road; Ma-le'i trails, Manila (Community Park, around town), Vance Avenue (Parklet down to town), North Jetty.
- Graffiti: K-rails, signs, boulders, murals throughout the Peninsula, and bunkers on the Jetty. Youth will restore damaged murals implemented during Keep the Peninsula Beautiful.

#### Great Redwood Trail (GRT) Corridor:

- Locations: Northwestern Pacific Railroad right-of way from Samoa to Loleta, especially near low-population neighborhoods and GRTA property not maintained by other agencies.
- Common debris includes tires, shopping carts, mattresses, pallets, clothing, bike parts, blankets, food wrappers, cans.
- Clean-up will include removal of 4 abandoned encampments along the corridor, each averaging 400–800 pounds, requiring 1, 40-yard dumpster.
- Trail segments near urban areas, such as behind the Eureka mall and behind Target, will be cleared of scattered trash in coordination with HTC Volunteer Trail Stewards, City of Eureka, and Humboldt County.
- Graffiti: Old railroad electrical boxes (40 in the grant area), crossing arms throughout the trail area, and road crossings. Youth crews may paint new murals on GRTA electrical boxes.

#### Loleta:

- Targeted areas include the Park, northbound railroad tracks, under the trestle south of town, west of the 101 off-ramp, and southbound Eel River Drive towards Fortuna.
- Litter consists of dump piles and personal trash, needles, cans/bottles, food wrappers, and miscellaneous items
- Graffiti: Under and around the train trestle, on the old Creamery building

## **Job Creation and Employment Pathways**

Per recommendations from youth case managers and vocational counselors, participants will follow a scaffolded summer employment pathway. Offering a half-day schedule (4 hours/week) to a half-time schedule (20 hours/week) provides a supportive transition to help youth build confidence and sustain employment. Youth will receive field training on topics including team-building, safe use of PPE, litter abatement, graffiti removal, hazardous waste and invasive plant removal, trail maintenance, ecological restoration, GIS tools used in map and trail data, and native planting. Following summer employment with the RCAA field crew, youth will be offered paid work experience through the remainder of the grant term (fall and winter). Case managers, field crew mentors, and staff from community-based natural resource organizations will guide youth through progressive employment opportunities, including job shadowing, practice interviews, event facilitation support, and skill-building training.

### **Community Engagement & Partnership:**

Local community groups, nonprofits, and the Humboldt County Workforce Development Board collaboratively shaped project design and implementation through planning meetings, site and youth workforce coordination. Partners like the PCC, GRTA, and YouthAbility provide guidance, training, and on-the-ground support to ensure community priorities and equitable employment opportunities drive the project's success.

### **Sustainability:**

Partnerships: The partnerships established through this project will be leveraged to ensure a sustained, clean, and beautified Humboldt Bay by creating the Humboldt Bay working group. This group will bring together various agencies working to protect the Bay to develop a collaborative and organized strategy to effectively address maintenance needs around the Bay in perpetuity.

Community Campaign: Youth crews with the support of RCAA will develop and launch a 'Beautify the Bay' environmental campaign that will include running PSA's, Ads, and in-person advocacy against littering and life choices that increase trash and littering. This campaign will expand the 'Keep the Peninsula Beautiful' campaign, launched as part of the Peninsula Beautification project.

Adopt a Trail: RCAA staff, with the support of the Site Captains, youth crews, GRTA, and HTC, will develop and implement this program, allowing local organizations and businesses to adopt sections of the trail that do not already have established maintenance partnerships. These entities will sign an MOU with RCAA and be responsible for quarterly maintenance.

Certification of Completion: Youth crews will earn a stewardship certification from Humboldt County on completion of this program. This award, along with transferable skills, prepares youth for continued employment in environmental careers. This will guide youth on a path of lifelong stewardship of our natural resources.

Clean California Community Designation Pledge: The PCC committed to sign the pledge to establish the Samoa Peninsula as a Clean California Community.

### 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).*

Building Futures, Beautifying the Bay continues the success of the Keep the Peninsula Beautiful Clean California Project, completed in 2025 by the HBHRCD and RCAA. The Peninsula Community Collaborative (PCC), a grassroots group on the Samoa Peninsula, partnered with RCAA to plan and implement the original project. Through bi-monthly meetings, PCC identified beautification priorities, including illegal dumping, graffiti, vandalism, signage, waste disposal, and mural ideas, and organized clean-up and dumpster days, reducing waste and fostering civic pride and stewardship. RCAA continues to support PCC through meeting facilitation and organizational capacity, and the PCC will be a strong partner in planning and implementing the Building Futures, Beautifying the Bay project. PCC members unanimously endorsed the proposal at the October PCC meeting, using gradients of agreement, a group decision-making tool. PCC will help shape this project by identifying clean-up sites, guiding youth crews, leading outreach and education, co-organizing clean-up days, and developing a community campaign.

RCAA will collaborate with HBHRCD, Manila Community Services District (MCSD), and Peninsula Community Services District (PCSD), many of whom attend PCC meetings, to ensure that broad community input informs the project priorities and cleanup activities are efficient. HBHRCD worked closely with RCAA to ensure that stable, dignified employment pathways for Samoa Peninsula residents were included in this proposal. HBHRCD proposed hiring two Samoa Peninsula residents facing employment barriers as Site Captains to maintain litter-free areas and offered in-kind support to oversee the coordination and supervision of these roles.

RCAA partnered with the Loleta Chamber of Commerce, GRTA, and HTC to identify litter and beautification needs along the Great Redwood Trail (GRT) corridor. The town of Loleta is especially enthusiastic about the revitalization and economic opportunities that development of the GRT will bring and strongly supports efforts to maintain the corridor in anticipation of future development. Input from local businesses and groups like Foggy Bottom Boys and Loleta Grammar School helped identify clean-up locations. The GRTA collaborated with RCAA to envision youth training, mentoring, and workshops to build employment skills and connect RCAA with other service providers. YSB and Humboldt County Workforce Development's YouthAbility program provided input to identify at-risk youth groups facing homelessness who will benefit from this project.

#### **Engagement Plan during implementation:**

Throughout the project, RCAA will:

- Co-facilitate bi-monthly PCC meetings and bi-monthly PCC Steering Committee meetings to share updates, gather input, and develop sustainability and maintenance strategies.
- Engage with the Loleta community through events like the Loleta Community Celebration to share project updates and gather input.
- Work with local schools like the Loleta Grammar School, Peninsula Union, and Redwood Coast Montessori to develop youth education activities around anti-litter and beautification themes.
- Host volunteer clean-up and community dumpster days in partnership with Youth Crews and the PCC to ensure long-term stewardship on the Samoa Peninsula and GRT corridor.

- Implement the Beautify the Bay Community Campaign to inspire stewardship of the GRT corridor. Youth crews will lead the development and implementation, supported by project partners who will encourage creative strategies to reduce litter and foster community pride.

## 4 UNDERSERVED or HISTORICALLY EXCLUDED COMMUNITIES

4.1 ANALYSIS	
<p>Is the project located in an underserved or historically excluded community?</p> <p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> partially located in an underserved community</p>	<p>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)</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Median Household Income</li> <li><input checked="" type="checkbox"/> CalEnviroScreen 4.0</li> <li><input checked="" type="checkbox"/> Free or Reduced-Price School Meals</li> <li><input checked="" type="checkbox"/> Healthy Places Index</li> <li><input checked="" type="checkbox"/> Native American Tribal Lands</li> <li><input checked="" type="checkbox"/> OTHER: Runaway and Houseless Youth</li> </ul>

4.2 BENEFITS TO UNDERSERVED or HISTORICALLY EXCLUDED COMMUNITY
<p><i>Instructions: Describe how the project will benefit underserved or historically excluded communities through (300-500 words):</i></p> <ul style="list-style-type: none"> <li>• <i>Job access</i></li> <li>• <i>Cleaner, safer streets or public spaces</i></li> <li>• <i>Increased civic pride and stewardship</i></li> <li>• <i>Connection to public resources and services</i></li> </ul>

**Job Access:** Per recommendations from youth case managers and vocational counselors, participants will follow a scaffolded summer employment pathway. Offering a half-day schedule (4 hours/week) to a half-time schedule (20 hours/week) provides a supportive transition that will help youth build confidence and sustain employment. Following summer employment with our field crew, youth will be offered coordinated paid work experience throughout the remainder of the grant term (fall and winter months). Case managers, vocational counselors, RCAA field crew mentors, and staff from community-based organizations will guide youth through progressive employment opportunities, including job shadowing, practice interviews, event facilitation support, and skill-building training. Specialized training, such as hazardous waste disposal, will be offered. Upon program completion, this training and work experience will provide long-term job placement opportunities. In addition to the youth, two Samoa Peninsula adult residents facing economic constraints and barriers to employment will be hired as Peninsula Site Captains. Under the supervision of our Harbor District partner, these individuals will maintain trails, roads, and dune areas of the Samoa Peninsula.

**Cleaner public spaces:** Summer youth employment field crew experience focuses on beautification of public spaces, including the Great Redwood Trail (GRT) and Humboldt Bay Trail corridors and access areas, Samoa Peninsula parklets and dunes, and the Loleta train trestle and future GRT trail access areas.

**Increased Stewardship:** Youth will work in many highly visible, visited, and beloved community spaces. They will be part of a field crew dedicated to beautifying spaces that benefit both community enjoyment and wildlife habitat protection around Humboldt Bay. Youth will be engaged in an education campaign to reduce human impacts in our community's shared spaces and bay/dune environments. Youth crews will develop and launch a 'Beautify the Bay' environmental campaign, including running PSA's, Ads, and in-person advocacy against littering and life choices that increase trash and littering. This campaign will expand the 'Keep the Peninsula Beautiful' campaign, launched as part of the successful Peninsula Beautification project, a prior Clean California grant program.

**Connection to public resources & services:** Youth will have access to Workforce Development workshops via a vocational counselor for soft skills, including resume development and job professionalism. Redwood Community Action Agency's (RCAA) runaway and homeless youth receive housing, food security assistance, and health coverage. RCAA youth have access to mental health services through case managers and associated community agencies. Youth receive discounted bus passes and mentorship on how to use local transportation systems. Further, youth will receive training from Redwood Community Action Agency's field crew on topics including team building, PPE, litter abatement, graffiti, hazardous waste and invasive plant removal, trail maintenance, and native planting.

## 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:

*Lorey Keele*

11/3/25

Redwood Community Action Agency  
Executive Director  
Val Martinez (Lorey Keele/Acting Director)

Date

Lead Applicant Agency:

*Margaret V Murphy*

11/3/25

Date

County of Humboldt  
Humboldt County Workforce Development  
Board Executive Director  
Peggy Murphy

Approval Recommended by:

*Preston Allen*

11/4/25

District Clean CA Grant Coordinator

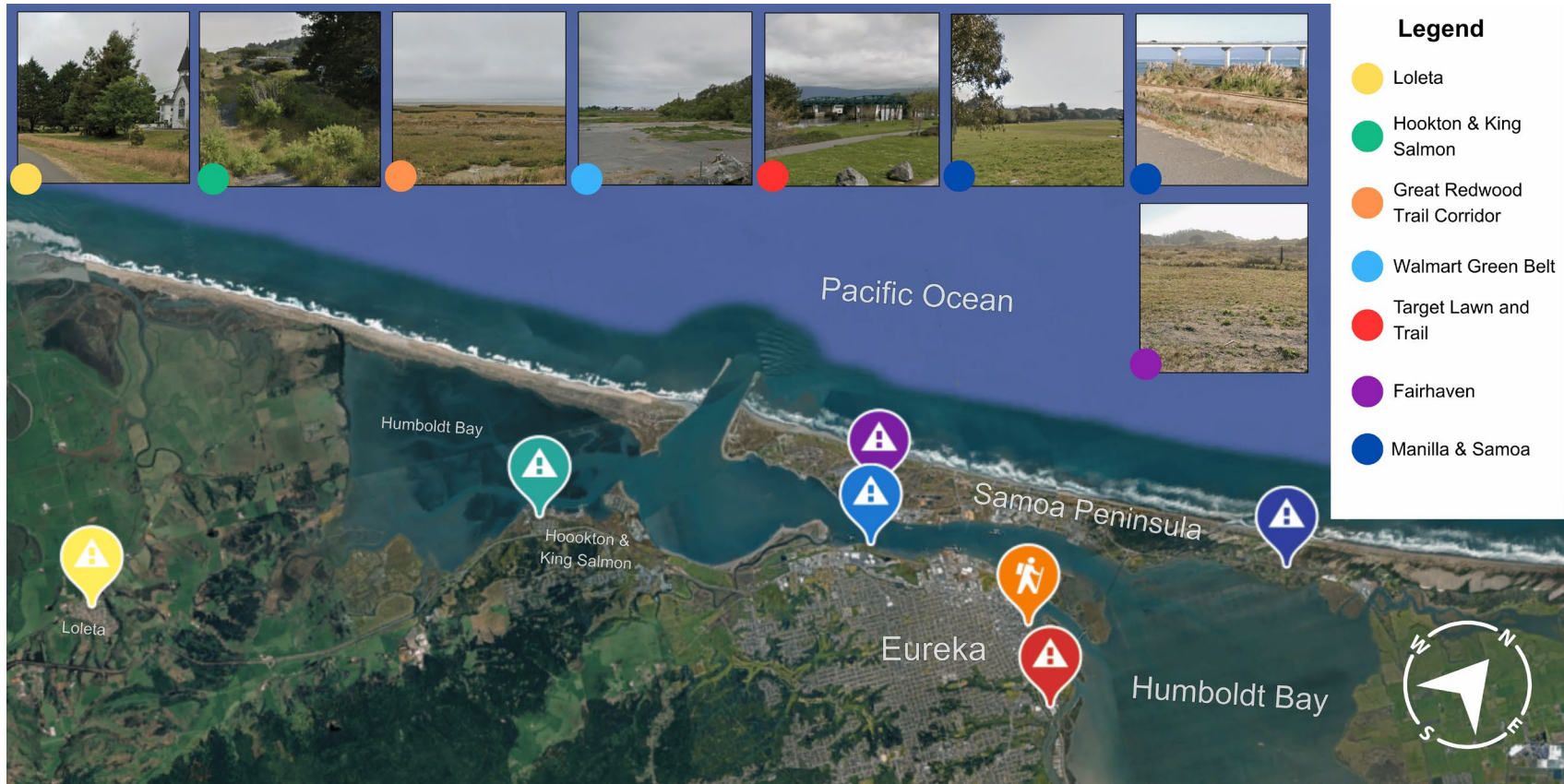
Date

Approved by:

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

\_\_\_\_\_  
Date

Attachment III - Approved Grant Application  
**ATTACHMENT A – Project Area Map**



**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program**

**Attachment B – Public Engagement Plan Template**

**Applicant Name:** Humboldt County Workforce Development Board and Redwood Community Action Agency

**Project Title:** Building Futures, Beautifying the Bay

**District:** 1

**Date:** 11/3/25

---

## **1. Engagement Overview**

*Instructions: Provide a summary of how your agency or organization will engage local community members, workforce development partners, and other stakeholders throughout project development, implementation, and maintenance.*

This Community Engagement Plan outlines Humboldt County Workforce Development Board and RCAA's strategy to ensure meaningful and sustained community participation throughout the Building Futures, Beautifying the Bay project. The project will engage residents, local agencies, workforce development partners, and community-based organizations in planning, implementing, and maintaining clean, safe, and beautiful public spaces along the Samoa Peninsula, the Great Redwood Trail (GRT) corridor, and the town of Loleta.

Engagement will occur through regular Peninsula Community Collaborative meetings, community clean-up and dumpster events, youth-led outreach campaigns, formation of the Humboldt Bay working group, and ongoing collaboration with partners such as the Great Redwood Trail Agency (GRTA), Humboldt Trails Council (HTC), Friends of the Dunes, and the Loleta Chamber of Commerce. These efforts will ensure that local input drives decision-making and that stewardship practices are embedded within the community for long-term sustainability.

The project's community-centered, collaborative engagement approach will create lasting impacts, including a deeper connection to the environment among program participants, a Clean California Community Designation for the Samoa peninsula, and meaningful partnerships among local organizations and agencies to help ensure long-term care and maintenance of public spaces along the peninsula and around the bay.

---

## **2. Engagement Objectives**

*Instructions: List the key objectives of your engagement process.*

- Ensure strong collaboration with Peninsula Community Collaborative, Humboldt Bay Harbor District, Loleta Chamber of Commerce, and Great Redwood Trail Agency to identify cleanup and beautification priorities.
- Maintain cleanup of public right-of-way public spaces and Humboldt Bay and GRT corridor stewardship through the "Beautify the Bay" campaign. This includes changing litter behavior through public education, PSAs, door-to-door outreach, and cleanup events.

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program****Attachment B – Public Engagement Plan Template**

- Build community ownership and a sense of pride in public spaces through direct involvement in community-led litter cleanups and beautification events.
- Provide meaningful employment and workforce training opportunities to be leveraged into Natural Resource careers for at-risk youth and vulnerable adults who face economic barriers.
- Strengthen partnerships with local organizations, nonprofits, community groups, local governments, and public agencies to sustain long-term maintenance of Humboldt Bay by implementing the Adopt a Trail program and a Humboldt Bay Working Group.

**3. Stakeholder Identification**

*Instructions: Identify key stakeholders who will be engaged and describe how they will participate.*

*Note: Fields are pre-populated in italics as examples for consideration.*

<b>Stakeholder Group</b>	<b>Engagement Role</b>	<b>Outreach Methods</b>
Peninsula Community Collaborative / Samoa Peninsula Residents	Identify litter hotspots, beautification needs, & local priorities. Organize, recruit & volunteer for community cleanup events.	PCC meetings, door-to-door-outreach, share flyers/ PSAs, Cleanup & dumpster days, social media
Local Workforce Development Partners (Youth Ability, Youth Services Bureau)	Recruit, train, and mentor youth crews. Provide soft workforce skills.	Coordinated meetings, engage youth services networks, and Certification of Completion
CSDs: (Manila CSD, Peninsula CSD, Loleta CSD)	Identify litter hotspots, beautification needs, & local priorities. Support community events.	Direct outreach, PCC meetings, and Loleta Community events
Local Businesses (Foggy Bottom Boys, Fox Farm Fertilizer and Soil)	Sponsor or participate in cleanup activities. Participate & recruit the Adopt-a-Trail program. Continue the Adopt-a-Road Program.	Direct outreach, PCC meetings
Schools (Loleta Grammar School, Peninsula Union, Redwood Coast Montessori)	Participate in education and litter prevention campaigns	Classroom presentations & activities, Clean CA youth education toolkit, bilingual communications

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program**

**Attachment B – Public Engagement Plan Template**

Community-Based Organizations (Humboldt Trails Council, Friends of the Dunes)	Co-lead cleanup events, promote participation, provide in-kind training and mentorship, support campaign development. Participate in the Humboldt Bay Working Group.	PCC meetings, planning meetings, and community events, social media; Humboldt Bay Working Group Meeting.
Great Redwood Trail Agency	Support logistics, coordination, and oversight for clean-up and beautification activities on GRTA property, provide in-kind training and job shadowing. Participate in the Humboldt Bay Working Group.	Ongoing collaboration & regular coordinated meetings, Humboldt Bay Working Group Meeting.
Loleta Chamber of Commerce	Identify litter hotspots, beautification needs, & local priorities.	Ongoing collaboration & coordinated meetings
Humboldt Bay Harbor Recreation and Conservation District	Identify litter hotspots, beautification needs, & local priorities. Support Peninsula events. Provide in-kind support to supervise Peninsula Site Captains.	PCC meetings, ongoing collaboration & coordinated meetings
Watershed Stewards Program	Give a presentation to Youth Crews to illustrate a real-world natural resource experience.	Coordinated meetings.

**4. Engagement Methods and Tools**

*Instructions: Describe the engagement tools and activities that will be used before, during, and after project implementation.*

- Monthly Peninsula Community Collaborative (PCC) & PCC Steering Committee monthly meetings; including maintaining and sharing notes, updates, events, etc. via PCC email list. Meetings will include listening sessions and surveys to identify community priorities.
- Youth education programs and art/beautification initiatives with Loleta Grammar School, Peninsula Union, and/or Redwood Coast Montessori.
- Information booths at community events like Loleta Community Day or the Great Redwood Trail Agency events
- Volunteer Cleanup and Community Dumpster Days: 3-4 community cleanups along the Samoa Peninsula, Loleta, and GRT corridor, co-led by youth crews and local residents.
- Beautifying the Bay community campaign; strategies for raising awareness include social media, local news media, radio, and PSA promoting the Building Futures, Beautify the Bay

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program****Attachment B – Public Engagement Plan Template**

message, and how the public can engage in activities. The campaign will be promoted at community cleanup events and may include art, signage, bumper magnets, stickers, shirts, etc.

- Beautifying public spaces with volunteer opportunities through native plantings, including Manila Community Park.
- Door-to-door outreach with flyers and info about services offered for trash pickup.
- Youth Crew final project: Youth program will culminate in a final project. Themes may include pet waste strategies to improve behaviors related to proper waste disposal, recruiting a ‘Community Champion’ to help lead the campaign locally, expanding/ promoting the campaign through art/ signage, etc.
- Humboldt Bay Working Group: Development of an ongoing working group to enhance communication and promote collaboration between agencies and organizations to more effectively address maintenance needs around the bay, including public outreach.
- Adopt-a-Road Program: Quarterly cleanups along New Navy Base Road on the Samoa Peninsula.
- Adopt- a- Trail Program: Quarterly trail cleanups along the GRT corridor in sections without a maintenance program in place.

**5. Timeline of Engagement Activities**

*Note: Fields are pre-populated in italics as examples for consideration.*

<b>Project Phase</b>	<b>Engagement Activities</b>	<b>Timeframe</b>
Pre-Application	Outreach, needs assessment, initial meetings with local partners: PCC, GRTA, Loleta Chamber, HTC, Friends of the Dunes, YSB, YouthAbility, HBHRCD.	Month 1–2
Phase 1 Project Initiation	Review scope of work with PCC & Loleta to confirm priority areas/ activities; Review implementation plan & cleanup locations with project partners (GRTA, HBHRCD, HTC, Loleta Chamber); Recruit and hire youth crews; recruit and hire Peninsula Site Captains.	April- June 2025 2-3 Months
Phase 2 Implementation	Bi-monthly PCC meetings; quarterly community cleanup events; youth-led outreach campaign launch; Regular meetings with project partners as needed (GRTA, HBHRCD, HTC, Loleta Chamber), outreach at Loleta Community Day, anti-litter/ beautification classroom education; launch Adopt-a-Trail	Ongoing during project 4-9 Months

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program**

**Attachment B – Public Engagement Plan Template**

Phase 3 Post-Implementation	Beautify the Bay Celebration and/or Building Futures, Beautifying the Bay Project celebration; establish Humboldt Bay Working Group for long-term coordination; Youth Crew final project; Volunteer native planting day.	October 2026- March 2027 6 Months
-----------------------------	--	--------------------------------------

**6. Measuring Engagement Success**

*Instructions: List how you will measure and report on the success of your engagement activities.*

- Number of community/ youth crew-led volunteer clean-up events and dumpster days, reported with attendance sheets, event flyers, and photos
- Number of community volunteers engaged, reported with attendance sheets
- Number of PCC meetings held, reported with meeting notes.
- Number of community partnerships established (Peninsula Union, Loleta Grammar, Friends of the Dunes, etc.); number of community partners who join the Humboldt Bay Working Group (Waterkeeper, Surf Rider, HBHRCD, etc.)
- PCC Clean California Community Pledge status and progress towards designation criteria
- Beautify the Bay Campaign, number of community members engaged
- Adoption of trail or road segments by local organizations under the “Adopt-a-Trail” initiative.
- Total volume of litter and debris removed (estimated 200 cubic yards).

**7. Community Endorsement and Partnerships**

*Instructions: Attach any letters of support from community groups, local agencies, and workforce partners confirming their participation in or endorsement of the proposed engagement activities.*

**Attachments (as applicable):**

- **Please see attachment A, Project/ Data Maps**
- **Please see attachment D, letters of support included in the Proposal**
- Examples of outreach materials (flyers, social media posts, etc.):

# Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program

## Attachment B – Public Engagement Plan Template



keepthepeninsulabeautiful

keepthepeninsulabeautiful Community engagement has played a significant role in guiding our efforts to keep the peninsula clean. The feedback and support we've received has helped us make more informed decisions and continue to improve. By partnering with the Peninsula Community Collaborative, we've been able to address and build upon the community's needs.

#communityengagement #litterabatement #murals #keepthepeninsulabeautiful

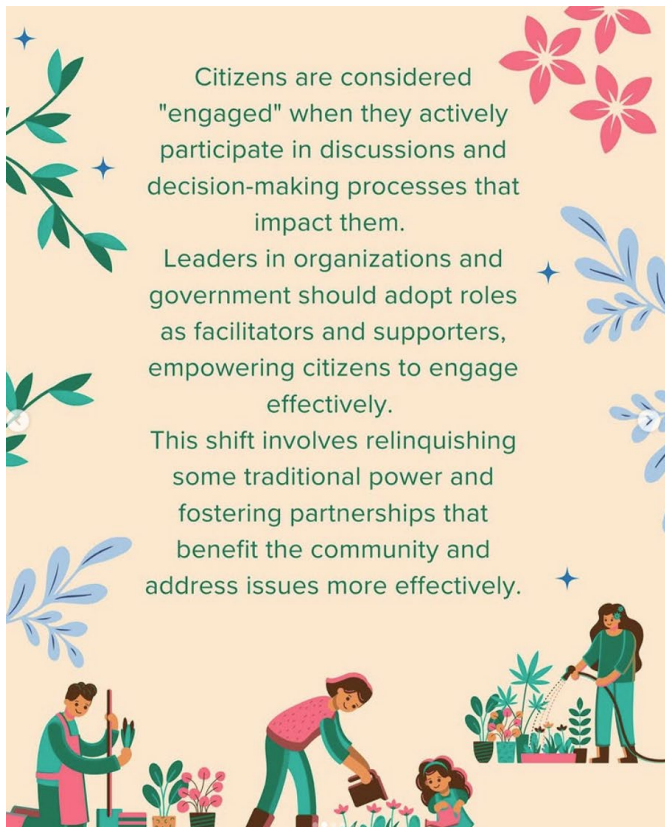
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View insights

Like Comment Share

Liked by studioundine and 7 others  
October 21, 2024

Add a comment... Post



keepthepeninsulabeautiful

keepthepeninsulabeautiful Community engagement has played a significant role in guiding our efforts to keep the peninsula clean. The feedback and support we've received has helped us make more informed decisions and continue to improve. By partnering with the Peninsula Community Collaborative, we've been able to address and build upon the community's needs.

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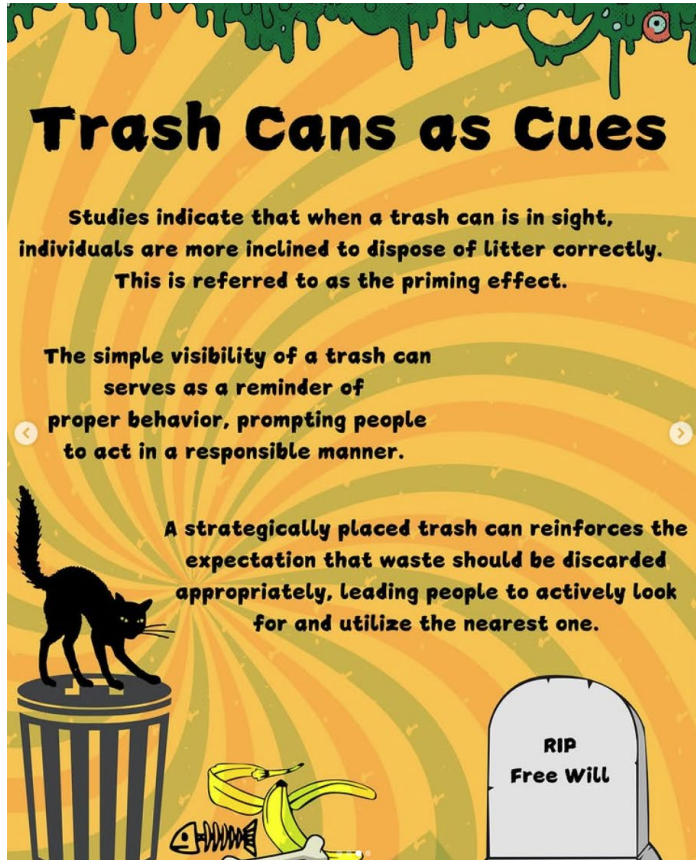
View insights

Like Comment Share

Liked by studioundine and 7 others  
October 21, 2024

Add a comment... Post

**Attachment B – Public Engagement Plan Template**



keepthepeninsulabeautiful

keepthepeninsulabeautiful Do you lose control when you see a trashcan?  
Edited · 54w

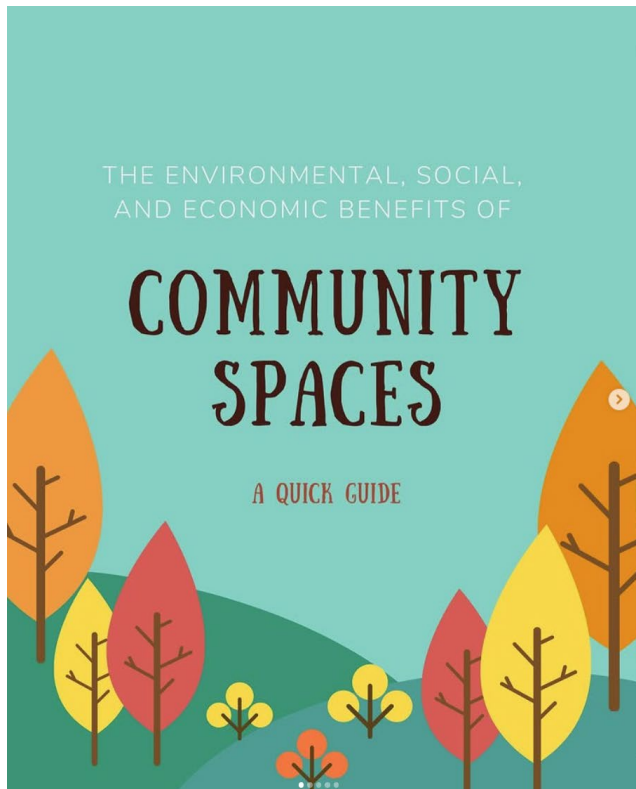
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3 likes  
October 16, 2024

Add a comment...

Post



keepthepeninsulabeautiful

keepthepeninsulabeautiful Parks are for everyone!  
53w

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Be the first to like this  
October 28, 2024

Add a comment...

Post

# Peninsula Beautification

## Bike ride & mural tour

**Sunday October 6**  
**11-2 PM**

**MEET AT  
MANILA  
COMMUNITY  
PARK**

The community is invited to join a guided bike ride tour of some of the Samoa Peninsula's newest murals. The ride will start at the Manila Community Park and continue to Samoa before heading back to Manila. We will end with a pizza party at the Park. Please come ready to ride with your bike, helmet, water & sunscreen. Safety vests will be provided.

Mural locations here:



Please RSVP with Alysia at [abixler@rcaa.org](mailto:abixler@rcaa.org)



# *Peninsula Beautification Community Event*

# *in* **FAIRHAVEN**

**SATURDAY, MARCH 18 10 AM  
MEET AT FIREHOUSE 1982 GASS ST**

Help clean up in & around Fairhaven, including along New Navy Base Rd from Lincoln to Bay St

*Community dumpsters will be available from 10 am-4 pm (or until filled) at the intersection of Duprey & Lindstrom & the Firehouse*

FOR QUESTIONS & MORE INFO, CONTACT  
CAROL VANDER MEER AT  
CVANDERMEER@RCAA.ORG (707) 834-4113



## **NO...**

- **CHEMICALS**
  - SHAMPOO, DISH SOAP, ORGANIC FERTILIZER
- **TIRES**
- **APPLIANCES**
- **PRESSURE-TREATED WOOD**
- **E-WASTE**
- **LIQUIDS**
- **PVC PIPE OVER 6 FT.**

This event is part of the Peninsula Beautification project, funded through Clean California Local Grants Program, a Caltrans initiative to beautify and reduce litter in our communities. Redwood Community Action Agency & Humboldt Bay Harbor Recreation & Conservation District are partnering with the community to complete the Peninsula Beautification Project.

# California Coastal Clean-up Day

## TRASH & TREASURE BEACH CLEAN UP



Meeting location here



**Saturday, September 20th**

**9:00-11:00 am**

**Power Poles Parking Lot**

**New Navy Base Rd, Samoa**

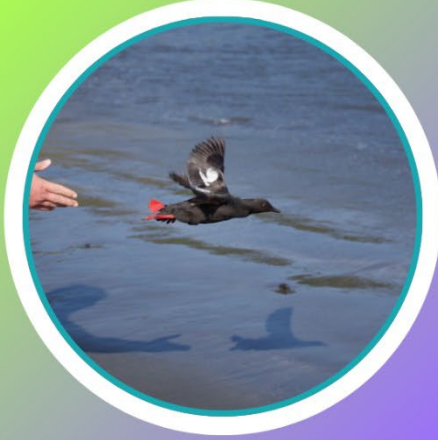


[abixler@rcaa.org](mailto:abixler@rcaa.org)

Join the PCC to celebrate California Coastal Clean-up Day for a beach clean-up, and hunt for handblown glass fishing float treasure!



**Attachment B – Public Engagement Plan Template**



**DNINSULA**  
**COMMUNITY**  
COLLABORATIVE

*Join us for our October meeting!*

When: Monday October 13 5:30-7pm

Where: Humboldt Coastal Nature Center, 220  
Stamps In in Manila

Special presentation by Monte Merrick & Laura Corsiglia of the Humboldt Wildlife Care Center. Located in Manila, Humboldt Wildlife Care Center works to rescue and rehabilitate injured wildlife, and when possible, release them back to the wild. They are the ones you call when you find a hurt wild animal. Learn more about their work and what you can do to help protect wildlife.



Attachment III - Approved Grant Application  
**ATTACHMENT C – Existing Site Photos**



Eureka Waterfront Trail & GRT Corridor

Attachment III - Approved Grant Application  
**ATTACHMENT C – Existing Site Photos**



Vance Avenue, Samoa CA



Fairhaven, CA

Attachment III - Approved Grant Application  
**ATTACHMENT C – Existing Site Photos**



Vance Avenue, Samoa CA



Manila, CA

## California Department of Transportation

DISTRICT 1  
P.O. BOX 3700 | EUREKA, CA 95502-3700  
(707) 445-6600 | FAX (707) 441-6314 TTY 711  
[www.dot.ca.gov](http://www.dot.ca.gov)



November 3, 2025

Walter Yu, Clean California Program Director  
Division of Maintenance  
California Department of Transportation

Subject: Letter of Support – Clean CA Community Cleanup and Employment Pathways (CCEP)  
Grant Program

Dear Mr. Yu:

As the District 1 Clean California Community Cleanup and Employment Pathways (CCEP) Grant Coordinator, I am pleased to provide this letter of support for the above-referenced grant proposal submitted by the Humboldt County Workforce Development.

The district has reviewed and approved the complete grant application package, including the project scope, budget, and implementation plan, and confirms that the proposed activities are consistent with the goals and objectives of the Clean California Program — specifically:

- Advancing litter abatement and community cleanup on local right-of-way;
- Supporting workforce development and employment pathways for vulnerable or under-served populations; and
- Fostering sustainable community engagement and local ownership of public spaces.

The district endorses the Humboldt County Workforce Development's proposal and recommends it move forward for consideration under the CCEP Grant Program. The project aligns with district priorities to enhance cleanliness, safety, and beautification of public spaces and reflects strong collaboration between Caltrans and local partners.

Should the project be selected for funding, I will continue to coordinate closely with the applicant to ensure successful implementation in accordance with program guidelines and performance metrics.

Sincerely,

*Preston Allen*

Preston Allen  
District 1 Clean California CCEP Grant Coordinator  
California Department of Transportation

cc: Tom Fitzgerald, District Deputy Director, Maintenance  
Brandon Larsen, District Deputy Director, Planning & Local Assistance  
Kerry Morgan, Clean California Program Manager



## GREAT REDWOOD TRAIL AGENCY

PO Box 458, Blue Lake, CA 95525  
(707) 463-3280 | [TheGreatRedwoodTrail.org](http://TheGreatRedwoodTrail.org)

---

### **Clean California Community Cleanup and Employment Pathway (CCEP) Program**

October 31, 2025

Dear Clean California Program Manager,

The Great Redwood Trail Agency (GRTA) is pleased to express its strong support for the Redwood Community Action Agency (RCAA) and the Humboldt County Workforce Development Board's joint application to the Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) Program for the project titled "*Building Futures, Beautifying the Bay.*"

This project represents an exciting opportunity to address two of our region's most pressing needs — beautifying our shared public spaces and creating meaningful employment pathways for at-risk youth. By engaging young people directly in cleanup, graffiti removal, and beautification work while equipping them with essential job-readiness and life skills, this initiative embodies the kind of collaborative, community-centered investment that creates lasting impact.

The GRTA is particularly encouraged by the project's emphasis on stewardship and empowerment. The agency responsible for maintaining the former Northwestern Pacific Railroad right-of-way and transforming it into a public recreation and transportation asset, the Great Redwood Trail. Cultivating local pride and participation in public land stewardship is of utmost importance. Involving youth in hands-on work along Humboldt Bay and the trail corridor will foster a deeper connection to the environment while providing tangible career exposure and mentorship opportunities.

To support this effort, the Great Redwood Trail Agency is committed to contributing in several key ways. Our staff will provide trail access, guidance, and supervision for project activities along both developed and undeveloped sections of the Great Redwood Trail. We will also offer in-kind staff time to assist with project coordination and mentoring. Additionally, GRTA will provide job-shadowing opportunities and introductory training on the GIS tools we use to map and manage trail data — skills that are highly relevant to careers in natural resource management, planning, and infrastructure development.

As the Great Redwood Trail continues to grow, it will bring with it many future opportunities in construction, maintenance, and operations. We are eager to share these pathways with participating youth, helping them see the direct link between their work today and potential careers that support sustainable, community-driven development in the region.

The Great Redwood Trail Agency enthusiastically supports the “Building Futures, Beautifying the Bay” proposal and the leadership shown by Humboldt County Workforce Development and RCAA. We are confident that this initiative will enhance the natural beauty of our bay and trail systems while empowering Humboldt County’s youth to build the skills, confidence, and pride necessary to shape their own futures.

Sincerely,

Elaine Hogan  
Executive Director  
Great Redwood Trail Agency

COMMISSIONERS

1<sup>st</sup> Division

Aaron Newman

2<sup>nd</sup> Division

Greg Dale

3<sup>rd</sup> Division

Stephen Kullmann

4<sup>th</sup> Division

Craig Benson

5<sup>th</sup> Division

Jack Norton

**Humboldt Bay**  
**Harbor, Recreation and Conservation District**  
(707) 443-0801  
P.O. Box 1030  
Eureka, California 95502-1030



November 3, 2025

Clean California Community Cleanup and Employment Pathway (CCEP) Program

Dear Clean California Program Manager,

The Humboldt Bay Harbor, Recreation, and Conservation District (HBHRCD) supports Redwood Community Action Agency (RCAA) and the Humboldt County Workforce Development's joint application for a Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) proposal, "Building Futures, Beautifying the Bay" (Project). This project will directly address two of our region's most pressing needs: beautifying our public spaces and creating meaningful employment pathways for residents.

This proposal's dual-focused approach of engaging youth in hands-on cleanup, graffiti removal, and beautification work while providing them with critical soft-skills training and professional development is a powerful model for community investment. We strongly believe this project will foster a lasting sense of pride, ownership, and environmental stewardship by empowering young people to take an active role in caring for Humboldt Bay, including the vital Great Redwood Trail corridor.

The "Building Futures, Beautifying the Bay" project continues the successful Clean California Keep the Peninsula Beautiful effort completed in 2025 by creating sustainable solutions to the challenges of litter abatement and maintaining our public right-of-way, directly engaging up to 2 Samoa Peninsula residents who face barriers to employment. In addition to the youth crew, interested residents may be hired as Site Captains by RCAA and supported by HBHRCD to maintain litter-free stretches of the Samoa Peninsula and assist with other beautification activities. This will create opportunities for community members to earn income, gain experience, make lasting contributions to the health of our communities, and realize pathways to success.

Our organization is committed to advancing project goals by providing in-kind contributions such as job shadowing, mentoring, training, education, mock interviews, and assistance in identifying priority areas for beautification. We will provide initial supervision, guidance, and logistical support for projects on the Samoa Peninsula.

HBHRCD enthusiastically supports Humboldt County's CCEP proposal. We are confident that this project will enhance the natural beauty of our bay and trail systems and build a brighter future for Humboldt County's youth and Samoa Peninsula residents, providing them with the skills and confidence to succeed.

Sincerely,

A handwritten signature in blue ink that reads "Chris Mikkelsen".

Chris Mikkelsen

Executive Director

**Re: Community Cleanup and Employm...**

Gmail is email that's intuitive, efficient, and...  
mail.google.com



**COMMUNITY  
CHAMBER**

## **Loleta's Voice for 68 Years**

**P.O. Box 327, Loleta, CA 95551**

### **Clean California Community Cleanup and Employment Pathway (CCEP) Program**

Dear Clean California Program Manager,

Loleta Community Chamber of Commerce supports Redwood Community Action Agency (RCAA) and the Humboldt County Workforce Development's joint application for a Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) proposal, "Building Futures, Beautifying the Bay" (Project). This project will directly address two of our region's most pressing needs: beautifying our public spaces and creating meaningful employment pathways for our at-risk youth.

This proposal's dual-focused approach of engaging youth in hands-on cleanup, graffiti removal, and beautification work while providing them with critical soft-skills training and professional development is a powerful model for community investment. We strongly believe this project will foster a lasting sense of pride, ownership, and environmental stewardship by empowering young people to take an active role in caring for Humboldt Bay, including the vital Great Redwood Trail corridor.

This project will bring together the County of Humboldt's Workforce Development Board, RCAA's Youth Services Bureau, the Great Redwood Trail Agency, and a network of community partners in a coordinated effort to create sustainable solutions to the challenges of illegal dumping, litter, and the maintenance of our public rights-of-way.

Loleta Community Chamber of Commerce enthusiastically supports Humboldt County's CCEP proposal. We are confident that this project will enhance the natural beauty of our bay and trail systems and build a brighter future for Humboldt County's youth, providing them with the skills and confidence to succeed.

Sincerely, Sue Foppiano, Secretary for Loleta Community Chamber of Commerce

*S Foppiano 10/27/25*

**Loleta Chamber of Commerce**

**Neighbors Helping Neighbors**



**Improve our Community**



Humboldt Trails Council  
P.O. Box 7164/ 2906 F Street  
Eureka, CA 95502  
[www.humtrails.org](http://www.humtrails.org)

October 27, 2025

**Subject:** Support for Redwood Coast Community Action Agency and Humboldt County Workforce Development's CCEP Grant Application

Dear CCEP Grant Review Committee:

Humboldt Trails Council (HTC) writes to express support for the Redwood Community Action Agency (RCAA) and the Humboldt County Workforce Development's joint application for a Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) proposal, "Building Futures, Beautifying the Bay" (Project). This project will address two of our region's most pressing needs: beautifying our public spaces and creating meaningful employment pathways for our at-risk youth.

This proposal's dual-focused approach of engaging youth in hands-on cleanup, graffiti removal, and beautification work while providing them with critical soft-skills training and professional development is a powerful model for community investment. We strongly believe this project will foster a lasting sense of pride, ownership, and environmental stewardship by empowering young people to take an active role in caring for Humboldt Bay, including the vital Great Redwood Trail corridor.

This project will bring together the County of Humboldt's Workforce Development Board, RCSS's Youth Services Bureau, the Great Redwood Trail Agency, and a network of community partners in a coordinated effort to create lasting solutions to challenges of illegal dumping, litter, and the maintenance of our public rights-of-ways.

The Humboldt Trails Council is one of those community partners. HTC is a 50(c)3 nonprofit that serves as a unified voice to support the development, maintenance, connection to, and use of trails for recreation and transportation throughout Humboldt County. It has a solid history in establishing the Volunteer Trail Stewards (VTS) groups that meet regularly to help maintain existing trails. We strongly support development efforts for the Great Redwood Trail. VTS crew dedicated 8280 volunteer hours in the past year towards maintenance of and litter abatement along the trails of Humboldt County. The VTS inspires volunteers from a range of ages and backgrounds to take pride in the community's open spaces and trails and take an active role in stewardship. The VTS will be supported with the help of this grant.

The planned activities to support youth with hands-on professional experience align with our mission and community goals. Our organization is committed to assisting project goals by providing in-kind contributions that may include helping identify priority areas for beautification and educating youth on trail issues.

We currently have twelve active VTS workday sites all of which could benefit from the addition of a youth work crew. Five sites are aligned with the Great Redwood Trail and include the Eureka Waterfront Trail (4 sections) and the Arcata Bay Trail North. Other work sites include the: Arcata Community Forest, McKay Community Forest, McKinleyville Community Forest, Hammond Trail, McKinleyville Land Trust (2 trails), and Freshwater Farms Reserve Trail.

Humboldt Trails Council enthusiastically supports Humboldt County's CCEP proposal. We are confident that this project will enhance the natural beauty of our bay and trail systems and build a brighter future for Humboldt County's youth, providing them with the skills and confidence to succeed.

Sincerely,

*Karen Underwood*

Karen Underwood  
Advocacy Chair  
Humboldt Trails Council



# Redwood Community Action Agency

10/27/25

Dear Clean California Program Manager,

**The Youth Service Bureau of Redwood Community Action Agency (RCAA)** supports the Humboldt County Workforce Development's joint application with RCAA for Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) proposal, "Building Futures, Beautifying the Bay." This project will directly address two pressing needs: creating meaningful employment pathways for our at-risk youth and beautifying & stewarding our public, shared natural areas.

This proposal's dual-focused approach of engaging youth in hands-on cleanup, graffiti removal, and beautification work while providing them with critical soft-skills training and professional development is a powerful model for community investment. We strongly believe this project will foster a lasting sense of pride, ownership, and environmental stewardship by empowering young people to take an active role in caring for Humboldt Bay, including the vital Great Redwood Trail corridor.

Job shadowing, mentoring, training, education, mock interviews and hands-on experience is critical for helping our youth develop new professional skills that will aid them in gaining long-term employment in the future. This, in turn, assists and prepares them for housing stability and financial security.

Case Workers and Support Service Specialists will connect and work side by side with our youth at the work site when first starting out to assist as mentors in their work experience. With advanced notice of a youth's work schedule, RCAA's YSB will be able to provide transportation for those living at our California Street site. For those that live outside the California Street site, we will provide bus passes on a short-term basis and assist them with learning the bus schedule in order to get to the work site. Additionally, we would prepare the youth ahead of time about the upcoming work site and professional considerations therein. Assisting the youth with developing a positive professional relationship with the work crew will be essential to the youth's success.

The Youth Service Bureau enthusiastically supports this Humboldt County Workforce CCEP proposal. We are confident that this project will help build skills and employable futures for Humboldt County youth while making a positive impact in beautifying our natural areas.

Sincerely,

*Lorey Keele*

Lorey Keele  
Community Services Director  
Redwood Community Action Agency  
(707) 269-2052  
lkeele@rcaa.org



27 October 2025

**Clean California Community Cleanup and Employment Pathway (CCEP) Program**

Dear Clean California Program Manager,

The Peninsula Community Collaborative (PCC) supports Redwood Community Action Agency (RCAA) and the Humboldt County Workforce Development's joint application for a Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) proposal, "Building Futures, Beautifying the Bay" (Project). This project will directly address two of our region's most pressing needs: beautifying our public spaces and creating meaningful employment pathways for our at-risk youth.

This proposal's dual-focused approach of engaging youth in hands-on cleanup, graffiti removal, and beautification work while providing them with critical soft-skills training and professional development is a powerful model for community investment. We strongly believe this project will foster a lasting sense of pride, ownership, and environmental stewardship by empowering young people to take an active role in caring for Humboldt Bay, including the vital Great Redwood Trail corridor.

This project will bring together the County of Humboldt's Workforce Development Board, RCAA's Youth Services Bureau, the Great Redwood Trail Agency, and a network of community partners in a coordinated effort to create sustainable solutions to the challenges of illegal dumping, litter, and the maintenance of our public rights-of-way.

The aim of the PCC is to engage residents, businesses and organizations on the Samoa peninsula in activities focused on preserving and enhancing the area's unique coastal culture and natural environments. This is accomplished through beautification, safety and community building projects that promote the well-being and resiliency of peninsula communities.

The planned activities to support youth with hands-on professional experience align with our mission and community goals. Our organization is committed to assisting project goals by providing in-kind contributions that may include job shadowing, mentoring, training, education, mock interviews, and helping identify priority areas for beautification. We will provide initial supervision and guidance for projects in Peninsula communities and areas around Humboldt Bay. The PCC also commits to sign the pledge to establish the Samoa Peninsula as a Clean California Community.

The PCC enthusiastically supports Humboldt County's CCEP proposal. We are confident that this project will enhance the natural beauty of our bay and trail systems and build a brighter future for Humboldt County's youth, providing them with the skills and confidence to succeed.

Sincerely,

*Colleen Clifford*, PCC CO-Facilitator



Attachment III - Approved Grant Application

**California Conservation Corps  
Watershed Stewards Program  
in partnership with AmeriCorps**



Dear Clean California Program Manager,

10/29/2025

The California Conservation Corps Watershed Stewards Program (WSP) supports Redwood Community Action Agency (RCAA) and the Humboldt County Workforce Development's joint application for a Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) proposal, "Building Futures, Beautifying the Bay" (Project). This project will directly address two of our region's most pressing needs: beautifying our public spaces and creating meaningful employment pathways for our youth.

This proposal's dual-focused approach of engaging youth in hands-on cleanup, graffiti removal, and beautification work while providing them with critical soft-skills training and professional development is a powerful model for community investment. We strongly believe this project will foster a lasting sense of pride, ownership, and environmental stewardship by empowering young people to take an active role in caring for Humboldt Bay, including the vital Great Redwood Trail corridor.

This project will bring together the County of Humboldt's Workforce Development Board, RCAA's Youth Services Bureau, the Great Redwood Trail Agency, and a network of community partners in a coordinated effort to create sustainable solutions to the challenges of illegal dumping, litter, and the maintenance of our public rights-of-way.

The planned activities to support youth with hands-on professional experience align with our mission and goals. Our organization can share opportunities where project participants can get involved in local restoration efforts and learn about opportunities within the CCC for further career pathways.

WSP enthusiastically supports Humboldt County's CCEP proposal. We are confident that this project will enhance the natural beauty of our bay and trail systems and build a brighter future for Humboldt County's youth, providing them with the skills and confidence to succeed.

For more information about WSP and the CCC please visit our website at [ccc.ca.gov/wsp](http://ccc.ca.gov/wsp)

A handwritten signature in black ink that reads "Zia Schatz".

**Zia Schatz**  
Program Manager

California Conservation Corps  
Watershed Stewards Program in partnership with AmeriCorps  
CCC - Wilderness and Watersheds Restoration District  
3517 W Street  
Eureka, CA 95503-5657

*The Watershed Stewards Program (WSP) is dedicated to improving watershed health by actively engaging in restoration science, civic service, and community education while empowering the next generation of environmental stewards.*

*A program of the California Conservation Corps, WSP is one of the most productive programs for future employment in the environmental field. WSP is administered by CaliforniaVolunteers, the Office of the Governor and sponsored by AmeriCorps and the California Department of Fish and Wildlife.*



Dear Clean California Program Manager,

YouthAbility Inc. supports Redwood Community Action Agency (RCAA) and the Humboldt County Workforce Development's joint application for Caltrans Clean California Community Cleanup and Employment Pathway (CCEP) proposal, "Building Futures, Beautifying the Bay." This project will directly address two pressing needs: creating meaningful employment pathways for our disadvantaged youth and beautifying & stewarding our public, shared natural areas.

This proposal's dual-focused approach of engaging youth in hands-on cleanup, graffiti removal, and beautification work while providing them with critical soft-skills training and professional development is a powerful model for community investment. We strongly believe this project will foster a lasting sense of pride, ownership, and environmental stewardship by empowering young people to take an active role in caring for Humboldt Bay, including the vital Great Redwood Trail corridor.

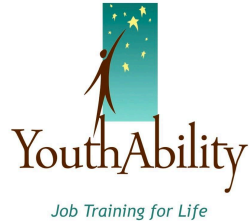
At YouthAbility, we believe that engaging with the local community and utilizing shared spaces are essential ways to empower the youth we serve. Our mission is to connect participants with services and resources throughout the area, providing them with diverse opportunities to develop job and life skills. We believe that being an active member of the community is a vital component of long-term success and overall well-being.

Within our shop, trainees are encouraged to express what matters most to them. By supporting their interests and helping them explore meaningful paths, we foster resilience, confidence, and self-assurance.

Our experience has shown that consistent support and guidance can spark significant personal and professional growth. When our program reaches capacity, we refer youth to partner projects to ensure they continue receiving valuable services. We also emphasize developing healthy habits that help them stay focused on their goals and responsibilities.

YouthAbility serves young people across Humboldt County who face barriers to independence, employment, and success. These challenges may include economic hardship, experiences in the foster system, neurodivergence, justice system involvement, or other systemic barriers. Our goal is to empower each individual by connecting them with the right opportunities and support.

Collaboration with other local programs has proven to be an effective way to help participants overcome obstacles and access valuable community resources. We provide mock interview practice, résumé development, and one-on-one mentorship to strengthen their professional readiness. Additionally, our retail store offers hands-on experience and meaningful engagement with community members—helping youth gain practical skills and confidence that extend far beyond the workplace.



Through this partnership, YouthAbility can refer youth participants to the Community Cleanup and Employment Pathway (CCEP) program, ensuring they continue to receive meaningful opportunities for growth and development. By connecting participants with CCEP, we help them build on the skills gained at YouthAbility while gaining hands-on experience, mentorship, and pathways to sustainable employment that strengthen their connection to the community and their future success.

YouthAbility Inc. enthusiastically supports Humboldt County's CCEP proposal. We are confident that this project will help build skills and employable futures for Humboldt County youth while making a positive impact in beautifying our natural areas.

Sincerely,

Autum McClellan

Program Director

YouthAbility Inc.

A handwritten signature in black ink, consisting of stylized, overlapping letters that appear to be 'AM'.

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program****Attachment E – Cost Breakdown and Estimate Template****Applicant Name:** Humboldt County Workforce Development, Redwood Community Action Agency**Project Title:** Building Futures, Beautifying Humboldt Bay**District:** 1**Date:** 1/14/26**1. Summary of Estimated Project Costs**

<b>Cost Category</b>	<b>Description of Activities / Deliverables</b>	<b>Estimated Cost (\$)</b>	<b>Funding Source</b>	<b>Eligible / In-Kind</b>
<b>A. Direct Labor Costs</b> (RCAA office staff and field crew)	Staff or crew time directly related to project implementation (cleanup, workforce training, insurance, coordination).	\$116,459.84	CCEP	
<b>B. Workforce Development Partners</b> (RCAA Youth Services Bureau, YouthAbility and Peninsula Site Captains and staff oversight)	Costs for partnerships with workforce organizations (e.g., training programs, minimum wage payments, summer/winter incentives, Workforce Development staff supervision) for Youth Summer Employment Program.	\$94,488.00	CCEP	
<b>C. Cleanup and Beautification Materials</b>	Litter collection supplies, disposal fees, landscaping or greening materials, safety equipment, ATV purchase, printing.	\$16,033.50	CCEP	
<b>D. Equipment Rental / Use</b> (dumpster rental)	Temporary use or rental of vehicles, tools, or heavy equipment directly used for project activities.	\$12,000	CCEP	
<b>E. Outreach and Engagement</b>	Community engagement events, educational campaigns, signage, printed materials, translation, youth outreach.	\$17,260	CCEP	
<b>F. Project Administration (Direct)</b>	Direct administrative work tied to project delivery, including reporting, documentation, and coordination.	\$26,147.43	CCEP	Eligible (Limited to ≤10%)
<b>G. In-Kind Contributions</b>	Volunteer labor, donated materials, facilities, trainings or services.		Local / Partner	\$9,911

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program****Attachment E – Cost Breakdown and Estimate Template**

<b>H. Other Direct Costs (Vehicle Use Costs)</b>	Transportation of youth to/from work sites.	\$3,000	CCEP	
<b>TOTAL ESTIMATED PROJECT COST</b>		<b>\$285,388.77</b>		

**2. Cost Estimate Narrative \*SEE 1.2 for Updated Project Description.**

*Instructions: Provide a detailed explanation of the cost assumptions used in your budget. Describe how each cost category supports the goals and deliverables of the proposed project.*

The proposed budget reflects RCAA office and field crew staff, youth and site captain workforce labor wages, cleanup and beautification materials, dumpsters, transportation and partner reimbursements for professional development, skill-building and mentorship.

The majority of **Labor Costs** are dedicated to our office and Restoration Field Crew Site Leads coordinating, mentoring, and implementing the Youth Summer Employment Program. The **Workforce Development Partners Costs** include two cohorts of youth (one from YouthAbility, see letter of support, and one from RCAA Youth Services Bureau, see letter of support). Additionally, three adult Peninsula Site Captains will be hired and work under the supervision of the Humboldt Bay Harbor Recreation and Conservation District. They will be maintaining litter-free stretches of the Samoa Peninsula, directed by the Harbor District. **Clean-up and Beautification Costs** include printing fees, items from graffiti remover, sharps containers, wood chips, native plants, and a mule four-wheeler for the Peninsula Site Captain's transportation and litter abatement. **Equipment Rental** includes dumpster fees. **Outreach and Engagement Costs** include pairing youth with partner organizations to support their clean-up events and beautification efforts after the summer field work concludes. This offers extended job shadow, mentoring, and professional experience. The Education Campaign will expand the Keep the Peninsula Beautiful effort with continued litter abatement and beautification activities. **Project Administration** costs go to the applicant agency, County of Humboldt, for all necessary administrative oversight. **In-kind** costs were determined based on the hours of job shadowing, mentorship, training, and supervision provided by Workforce vocational counselors, case managers, and our many partner organizations, who will work with youth to develop employable skills. In-kind dumpster funds were removed due to unconfirmed status. Lastly, we identified vehicle use/transportation for **Other Direct Costs**. RCAA staff will be transporting the majority of youth to and from work sites in lieu of public bussing that may or may not be feasible due to our unique work site locations.

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program****Attachment E – Cost Breakdown and Estimate Template****3. Funding Sources**

<b>Funding Source</b>	<b>Type</b>	<b>Amount (\$)</b>	<b>Status (Confirmed / Pending)</b>
Clean California CCEP Grant Request	State	<b>\$285,388.77</b>	
Local Agency Contribution			
Other Source (Specify)			[ ] Confirmed [ ] Pending
<b>TOTAL</b>		<b>\$285,388.77</b>	

**4. Schedule of Expenditures**

*Note: Fields are pre-populated in italics as examples for consideration.*

<b>Project Phase</b>	<b>Description of Activities</b>	<b>Estimated Start / End Dates</b>	<b>Estimated Expenditure (\$)</b>
<i>Phase 1: Project Initiation</i>	<i>Finalize agreement, hire crew, procure materials</i>	April-June 2025	\$40,000
<i>Phase 2: Implementation (SUMMER MONTHS)</i>	<i>Conduct cleanup events, training, and beautification</i>	June-September 2025	\$150,000
<i>Phase 3: Public Engagement (FALL/WINTER MONTHS)</i>	<i>Outreach, education, and training</i>	September-March 2026-2027	\$65,000
<i>Phase 4: Reporting and Close-Out</i>	<i>Final reports, outcomes documentation</i>	April-June 2027	\$30,388.47
<b>TOTAL</b>			<b>\$285,388.47</b>

**Clean California Community Cleanup and Employment Pathways (CCEP) Grant Program  
Attachment E – Cost Breakdown and Estimate Template**

**5. Cost Certification**

By signing below, the applicant certifies that:

- All costs are **reasonable, necessary, and directly related** to proposal / project delivery.
- No indirect or overhead expenses are included.
- All in-kind and partner contributions have been accurately represented.
- The applicant agrees to maintain cost documentation for audit purposes in compliance with CCEP guidelines.

**Authorized Signature:** Margaret V. Murphy

**Title:** \_\_\_Humboldt County Workforce Development Board Executive Director\_\_\_

**Date:** \_\_\_11/3/25\_\_\_\_\_

**Thank you for your review of our proposal!**

This proposal is backed by letters of support from the many community organizations and agencies poised and ready to help connect youth-at-risk with workforce skills.

Through this proposed work, we will truly be ‘Building Futures and Beautifying the Bay.’

~The RCAA team