



Clean Mobility Options Voucher Pilot

Community Transportation Needs Assessment Voucher

APPLICATION CHECKLIST

➤ REQUIRED DOCUMENTS TO SUBMIT AS ONE PACKAGE AT THE TIME OF APPLICATION SUBMITTAL

All lead applicants must submit documents 1 through 7ⁱ listed in the table on the next page as one package at the time of application submittal during the designated application window. In addition, and depending on your organization type or proposed project area, you may need to submit the following supplemental documents:

A. Is your Project Area within an affordable housing communityⁱⁱ?

- If yes, submit document 8
- If no, see next question

B. Are you a non-profit Community-based Organization (CBO)ⁱⁱⁱ?

- If yes, submit documents 9 through 11
- If you are a non-profit organization, but not a CBO, submit documents 9 through 12

C. Are you a California Native American Tribe?

- If yes, submit document 13
- If no, there is no additional document required

➤ OTHER SUPPORTING DOCUMENTS TO BE SUBMITTED AFTER AWARD APPROVAL

If you are approved for a voucher award, you must submit the applicable **Other Supporting Documents** listed below before signing the Voucher Agreement. These documents may optionally be submitted with your application.

D. Are you a public agency or a non-profit organization?

- If yes, submit documents 14 and 15
- If no, see next question

E. Are you a California Native American Tribe?

- If yes, submit documents 16 through 18
- If no, there is no additional document required

ⁱ If your project team does not include a sub-applicant or any sub-contractor, document 7 is not required.

ⁱⁱ For the purposes of this program, the affordable housing community must be within AB 1550-designated low-income communities. In addition, the housing facility must meet the following criteria: 1. the property must have at least five units and 2. the property must be deed-restricted low-income residential housing, where at least 80 percent of property residents have incomes at or below 60 percent of the area median income.

ⁱⁱⁱ For the purposes of this program, CBO or local community group is defined as follows:

- The organization is place-based, with an explicit geographic focus area that includes the proposed project area.
- Staff members, volunteers, or Board members reside in the community where the project is located.
- The organization has a demonstrated track record of at least one year providing services in the proposed project area.

Application Documents	Supplemental Documents
<p>APPLICATION</p> <p><input type="checkbox"/> 1. Project Team Profile</p> <p><input type="checkbox"/> 2. Project Narrative and Proposed Approach</p> <p><input type="checkbox"/> 3. Project Area</p> <p><input type="checkbox"/> 4. Proposed Budget</p> <p><input type="checkbox"/> 5. Attestations and Signature</p> <p>ATTACHMENT</p> <p><input type="checkbox"/> 6. Attachment 1: Needs Assessment Voucher Budget Worksheet</p>	<p><input type="checkbox"/> 7. Letter(s) of commitment from all sub-applicants and project partners</p> <p><input type="checkbox"/> 8. Copy of a recorded deed restriction</p> <p><input type="checkbox"/> 9. Evidence of tax-exempt status with the IRS under Section 501 and with the California state law</p> <p><input type="checkbox"/> 10. Evidence of 1 year incorporation status</p> <p><input type="checkbox"/> 11. Evidence of active/good standing status</p> <p><input type="checkbox"/> 12. Letter of support from project-related CBO or local community group^{iv}</p> <p><input type="checkbox"/> 13. Documentation from the tribal authority that indicates your tribal status</p>
Other Supporting Documents	
<p><input type="checkbox"/> 14. Approved resolution of the governing board or authority</p> <p><input type="checkbox"/> 15. Certificate of insurance</p> <p><input type="checkbox"/> 16. Approved resolution or documentation of project approval from the tribal council or tribal chairperson</p> <p><input type="checkbox"/> 17. Bureau of Indian Affairs (BIA) consent^v</p> <p><input type="checkbox"/> 18. Limited Waiver of Sovereign Immunity^{vi}</p>	

➤ **APPLICATION SUBMISSION**

Your application and attachments must be submitted as one package during the designated application window using one of the following delivery methods:

- Via email to application@cleanmobilityoptions.org
- Via postal mail to:
 - Attention: Clean Mobility Options**
 - CALSTART**
 - 48 South Chester Avenue**
 - Pasadena CA 91106**

Please refer to the [Program Implementation Manual](#) for complete application submittal requirements or contact our Technical Assistance team at info@cleanmobilityoptions.org or (626) 744-5670 with any questions.

^{iv} A project-related organization or group represents community members that will be impacted by the project or has a service background related to the type of project.

^v The BIA consent to the applicant’s execution and recordation (as applicable) of all required documents that are subject to 25 C.F.R. Section 152.34 or 25 C.F.R. Section 162.12. This is required only for the Federally Recognized Tribes.

^{vi} This is required only for the Federally Recognized Tribes or Federally Recognized Tribal controlled entities.