

SAMPLE COMMUNITY TRANSPORTATION NEEDS ASSESSMENT VOUCHER APPLICATION

**FOR THE
CLEAN MOBILITY OPTIONS VOUCHER PILOT PROGRAM**



**Clean
Mobility
Options**



CALIFORNIA
AIR RESOURCES BOARD

Program Support

For questions about this sample application and to request individualized technical assistance, please contact:

CMO Hotline: 626-744-5670

Available Monday to Friday, 9AM- 5PM Pacific Time

Email: info@cleanmobilityoptions.org

Program Website: www.cleanmobilityoptions.org

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for the
Clean Mobility Options Voucher Pilot Program (CMO)**

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SAMPLE

Introduction

The Clean Mobility Options Voucher Pilot Program (CMO) features two types of voucher-funding to help communities access clean mobility options projects: Clean Mobility Project Vouchers and Community Transportation Needs Assessment Vouchers. Needs Assessment Vouchers support communities in identifying their unmet transportation needs and evaluating gaps through a community transportation evaluation process, which can then inform the type of mobility need(s) for a mobility project application. This document includes responses for a hypothetical project and project area that are consistent with the program eligibility criteria outlined in the CMO Implementation Manual (IM).

More specifically, this document includes an example of an approved *Needs Assessment Voucher* application to support project applicants in filling out their application. The CMO Administrator team vetted and approved all responses to provide thorough examples of what may be included in the Needs Assessment application. Voucher applicants should view this document as a guide to answering application questions and not as a prescriptive process to approach answers to questions.

Furthermore, requirements for application attachments vary depending on who is the lead applicant. Please reference the Community Transportation Needs Assessment Voucher APPLICATION CHECKLIST via this [link](#) to ensure that applicants are submitting all required documents.

Consistent with the Community Transportation Needs Assessments Voucher application, this document is outlined as follows:

- Community Transportation Needs Assessment Voucher Application Overview
- Project Team Profile Responses
- Project Narrative and Proposed Approach Responses, and
- Project Area Responses

All sample example responses are entered in green. If any questions arise when using this document, please contact the CMO Program Administrator Team as indicated on the “Program Support” page above.

Community Transportation Needs Assessment Voucher Application

To apply for a Community Transportation Needs Assessment Voucher (Needs Assessment Voucher), please complete this application by answering all required questions in the boxes, provide all relevant documentation and signatures, and submit the application to the Program Administrator in accordance with the eligibility terms and other requirements set forth in the CMO Implementation Manual. Answers to the application questions will be evaluated and determined to meet or not meet the minimum eligibility criteria set forth in the CMO Implementation Manual. Answers are not scored using a points-based system.

All fields with numbered questions are required. Questions lettered and in [blue](#) font are conditional questions that may be required based on certain previous responses. There is no minimum or maximum word count for individual questions or the application as a whole. This application includes the following attachment.

Attachment 1. Needs Assessment Voucher Budget Worksheet

In order to be evaluated, the entire application, including Attachment 1 must be completed; incomplete applications may not be considered. Applications submitted outside of the designated application submission window will also not be considered.

All information and data submitted in this application are the property of CARB and will become a public record under the Public Records Act (California Government Code Section 6254 et seq.) once the applicant has submitted the application. Do not include any personally identifiable information such as project staff home addresses, personal phone numbers, or personal email addresses. The Program Administrator may require additional documentation or clarification if needed.

If you need this document in an alternate format or language or to request other assistance with submitting the application, contact CALSTART at 626-744-5670 or by email at info@cleanmobilityoptions.org. **If additional space is needed in any section of the application, please attach a separate sheet.**

Project Team Profile

This section collects information about the project team.

1. Lead applicant (“you” or “your”) general contact information: (write-in)

Organization Name: The Equity Transportation Group	Authorized Officer Name: Juan Doe
Lead Contact Name and Title: Juan Doe, Transportation Service Program Coordinator	California-Based Affiliate Contact (if different from the Lead Contact Name): Not applicable
Person with Contract Signing Authority (if different from above): Not Applicable	
Street Address: 123 Main Street, Suite 101	
City: City of California	Zip Code: 93250
Phone: 888-888-8888	Email Address: Juandoe@email.org
Mailing Address (If different): Not Applicable	
<input checked="" type="checkbox"/> I have read and understood the terms and conditions of the Sample Voucher Agreement.	

I hereby certify under penalty of perjury that all information provided in this application and any attachments are true and correct.

Printed Name of Responsible Party: Juan Doe	Title: Transportation Service Program Coordinator
Signature of Responsible Party: 	Date: 06/01/2020

2. Please select your organization's type:

(select one)

- Public agency.** For example, City, County, Metropolitan Planning Organization, Council of Government, local or regional transit agency, local air quality management district, air pollution control district, public school district
- California Native American Tribe.** A Federally Recognized Tribe in California listed on the most recent notice of the Federal Register and other non-federally recognized California tribal governments, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission
- Non-profit organization.** A non-profit organization that has been incorporated for at least one year prior to the time of voucher application submittal and with at least one full-time staff person based in California

3. Does your application include sub-applicants?

(select one)

- Yes**
- No**

Note: Sub-applicants are entities other than the lead applicant who enter into a partnership with other eligible organizations to apply for voucher funds. Sub-applicants may include but are not limited to organizations that provide community outreach services, transportation planning, technical assistance, and data analytics. Sub-applicants may be public, private, or non-profit organizations. A single entity may participate as sub-applicant in multiple applications.

Conditional:

- a. If your application includes sub-applicants, please list each organization that is part of the team, with a summary of each organization's qualifications, and provide contact information for both decision-makers and day-to-day project leads from each organization.**

This proposal includes the Equity Transportation Group as the lead applicant and the Mapping Analysis Center and the City of California as sub-applicants:

- **The Equity Transportation Group** is a nonprofit organization that provides education, transportation services, and impacts public policy to promote a healthier and more sustainable California City. Established in 1998, the Equity Transportation Group advocates for transportation services for all populations to promote a better quality of life.

- **Juan Doe**, Transportation Service Program Coordinator, will be managing the program and may be reached at juandoe@email.org
- **Karla Smith**, Executive Director, is the organization director and may be reached at karla@email.org
- **Mapping Analysis Center** is based in Sacramento, California and they provide data mapping services to nonprofits and agencies across California since 2004. They are experts in finding and analyzing data from surveys, the US Census, and other geospatial software to show maps and trends useful to decision makers and policy makers. Their services range from transportation data analysis to community engagement data analysis. They will analyze any relevant data obtained from the project area to create maps for community engagement.
 - **John Washington**, CEO and Co-Founder is the contact lead for the Survey Analysis Center and may be reached at john@email.com
- **The City of California** was incorporated in 1957 and is located approximately 4.0 hours from Los Angeles. The City is approximately 4.0 square miles and predominantly a rural area, with large agricultural and manufacturing industries. The City has land-use decision making authority and oversees the jurisdiction of approximately 15,182 residents. The City will provide meeting space to conduct effective community engagement and help with the program Summary Report.
 - **Jorge Fulano**, City Coordinator, is the contact lead for the City of California and may be reached at jorge@email.gov

Note: If applicable, you must include a description of the team's qualifications, such as history of local engagement, key areas of expertise, or concrete examples of applicant representing or advocating in and for their community.

4. Do all partners included on your application team have full support and approval from decision-makers in their organization (e.g. Board of Directors, City Council, or other governing body, etc.) to participate in the project as proposed?

(select one)

Yes

No

Note: Applications may be processed pending final approval from internal decision-makers; however, proof of approval is needed prior to signing the voucher agreement.

Conditional:

- a. **If any application team members still require approvals to participate in the project, please state which member, who has the authority to approve, the process for approval, and anticipated approval timelines.**

The Transportation Equity Group received permission from Karla Smith, Executive Director, to pursue this project on 02/02/2020. Although the Transportation Equity Group does have a Board, the Executive Director has final say on whether to pursue any projects.

Mapping Analysis Center received permission from John Washington, CEO and Co-Founder, to pursue this project on 03/02/2020. Mapping Analysis Center requires the CEO to make a decision; there is no Board.

The City of California does not require Council approval to pursue project applications of less than \$65,000 but does require a formal approval procedure to accept funding of over \$5,000. In the event this project receives funding, the City of California will vote during a Council Meeting held on 07/19/2020 to formally support this project. Project support will entail offering meeting space to conduct community engagement and having staff personnel support with the development of a Summary Report.

Project Narrative and Proposed Approach

This section collects information about the project proposal and your transportation needs assessment approach. The project should aim to build capacity in the community by providing education to residents on clean transportation and mobility options, so that residents are fully informed and can play a meaningful role in identifying their community's transportation challenges, needs, and priority solutions. In this section, applicants must demonstrate an understanding of the community landscape in relation to transportation, and key activities that will be taken to conduct a comprehensive community transportation needs assessment.

5. **Please explain in detail why a transportation needs assessment is needed for your community, including history of environmental and social/economic challenges, areas of investment/disinvestment, and populations that have historically been underrepresented in community or transportation planning.**

Why does the community need a transportation needs assessment?

The project area needs a transportation needs assessment to better understand how people in the community without cars travel for their daily errands including travel to grocery stores, medical services, and places like postal services. Based on initial conversations with community residents and from experience not seeing public transportation or shaded

walking areas, it seems residents either need a car or need to carpool to get to destinations. This needs assessment will explore ways to help people without cars, especially older populations, so they can get to the places they need to visit.

History of environmental and social economic challenges

Historically, residents of the project area have not been at the forefront of economic development decisions or had their needs represented in local projects. Previous projects have primarily addressed businesses' needs and have not conducted any comprehensive community engagement efforts. In fact, most community engagement efforts have lacked resident input and feedback on an evaluation process. Many residents, therefore, are reserved about participating in decision-making processes, believing that community input will not sway any project that will be developed. A project that evaluates clean mobility options to help community residents get to their daily destinations will help shift some of the power back to residents by developing solutions that work for them.

Areas of investment/disinvestments

The project area has lacked investments in high quality and affordable transportation options and clean transportation options. Many people either drive or carpool to get to where they need to go. If someone does not have a car, they face extreme challenges in getting to work, obtaining things from the grocery store, or picking-up their children from school. Although the area does have transportation options including Dial-a-Ride programs and California Regional Transit, these options are limited because Dial-a-Ride requires people to wait a long time for services to arrive and the regional bus only stops by three times per day, making both options very unreliable for getting around in the community. The area also does not have clean transportation options, meaning that most cars on the road contribute to air pollution, which is burdening the area.

Populations that have historically been underrepresented in community or transportation planning.

The populations that have been historically excluded in community and transportation planning include agriculture workers, residents with lower levels of education, residents that do not drive, and undocumented community members that cannot vote. Many projects in the area, like the highway expansion project and the Dial-a-Ride bus program, did not include agricultural workers in decision-making because many outreach strategies targeted residents that worked in the city center. Similarly, community members with lower levels of education have not been as represented in the planning process because informational resources are

often written in technical language that is difficult for someone outside of the industry to understand. And because many residents with the ability to vote drive, decision makers often cater transportation and economic development projects to the voting population, meaning that needs of undocumented and carless residents go unnoticed because they seldom have their voices represented in voting processes. This needs assessment will engage residents from all backgrounds to create transportation solutions that work for all.

6. Please summarize any existing regional or community-level transportation needs assessment efforts and identify gaps that this needs assessment proposal will fill.

The City of California conducted some regional and community-level community engagement in 2013, 2015, and 2018.

In 2013, the City published the *Complete Street 2040 Circulation Element* plan. The plan looked at how to create complete streets in the area by developing bike routes, identifying corridors for public transportation, and suggested the necessary infrastructure to support the agriculture business from a freight standpoint. The plan did a great job at suggesting what changes need to be made on a City level to develop complete streets but did not include voices of the residents regarding what transportation options would best help them move in the project area. For example, the plan identified corridors for public transportation but did so on the City level, excluding the project area demands and needs for circulation. This needs assessment will go to community-level to identify what transportation options make complete streets for residents.

The 2015 *Vision Zero: Making Streets Safer* plan studied what roads to design for lower car speeds to reduce car crashes and fatalities in the area. The plan identified roads where most collisions occurred, found cost-friendly ways to reduce car speeds by putting speeds bump and reducing car lanes, and found ways to increase vehicle traffic flow by increasing traffic light changing frequency. However, the plan solely focused on data and did not host community engagement events with residents or provide opportunities for residents to comment on pedestrian safety, like how to make the streets safer and friendlier for those that walk. This needs assessment will evaluate what types of street improvements will make those who walk feel safer so they may continue walking and using clean and active transportation options.

Finally, in 2018 the City studied how to reduce freight congestion in the area through their *Reducing Freight Congestion in the City of California* study. The agricultural industry brings

many trucks in the area for cargo pick-up and delivery and the City studied how to reduce congestion so that residents in the area are not stuck in traffic with these trucks. The City found through surveys of business owners and trucking companies that to reduce freight congestion, they needed to incentivize truckers to pick-up and deliver goods during off-peak hours so they are not on the road at the same time as residents that commute to work. Again, this study neglected resident insight by focusing solely on the business side of the transport. The study did not recommend ways to help residents move around their community like creating better transportation options that help people move in their community at certain times.

The three previous city engagement efforts focused on ways to help the community with transportation but did not adequately include resident and community perspectives in the framework of studies or in the data gathering methods. The transportation needs assessment we propose will focus on community-level input to help offer solutions that help residents that have previously been excluded in transportation planning.

7. Please describe potential transportation needs and solutions that your needs assessment proposal will address (such as certain types of trips residents may not be able to make, or certain types of mobility services residents may prefer or have already been using).

Our transportation needs assessment will address:

- **How residents without vehicles travel.** The needs assessment will engage residents to see how those without vehicles travel in the community, whether it be walking, cycling, carpooling, or something else. Then, it will evaluate potential solutions like making more shared vehicles available in the project area.
- **How residents with vehicles travel.** The needs assessment will engage residents to determine what trips residents with personal vehicles make, and whether there is willingness or capacity to use alternative modes to make the same trips.
- **Where residents travel.** The assessment will also establish where residents travel to, whether work, recreation, or something else. In the event we find that residents are not traveling to grocery stores and medical appointments as we anticipate, we'll develop solutions to ensure residents get where they need to go.
- **Where residents cannot travel to.** Our assessment will also identify where residents have not been able to get to. Our hope is to find solutions for the near and long term to help people travel in their community, especially places they cannot get to because of transportation difficulties.

- **Barriers to accessing transportation services.** We'll also evaluate common barriers to accessing transportation services, like transportation costs of owning a vehicle, traveling locally, and more. We'll evaluate how residents feel walking in their community (i.e. safe or unsafe, and why?) and based on the common themes identified, we'll identify solutions to help resident get access to transportation services are affordable, convenient, and desirable.
- **Cultural attitudes.** We'll also evaluate if and how any existing cultural attitudes that play a role in how people travel. For example, we'll evaluate if biking or walking is perceived as an activity that only lower-status people participate in, if there is hesitance to using rideshare vehicles due to association with safety and appearing lower-status, and if clean mobility is perceived as an activity of value (and why). Our needs assessment will help inform the community of alternative transportation options that could help people travel in their community.

8. Please describe the people you will engage with, their basic demographics (e.g., income, household size, age, race, gender, languages spoken), and other important characteristics of the community and audience you are trying to reach.

The needs assessment will reach out to all of the residents of the project area, and considerable efforts will be made to engage residents with the following demographics:

- Median household incomes lower than \$33,281 that are considered living in poverty
- Households that have more than 4.1 people per household and house burdened
- Residents over the age of 60, who make up only 6% of the population
- Spanish speaking households often excluded from the planning process
- Women with children and without vehicles that rely on alternative methods of transportation
- Residents that are unbanked and may face difficulty paying for current transportation that are "cash-less"
- Residents that have difficult access to technology and face extra hurdles to receive services
- Undocumented populations that may not have driver licenses
- Residents that did not graduate high school and may not feel comfortable with the current way planning information is shared
- Residents that rent and do not own their place of residence and may be paying higher rents
- Agricultural workers that have historically been excluded from planning processes

We will also get in contact with community leaders and representatives and establish a compensated community advisory committee that engages key local constituents to provide feedback on the needs assessment process.

9. Please summarize your planned approach and key activities including the timeline for conducting a community transportation needs assessment in accordance with project requirements.

Our needs assessments is projected to take approximately 9 months to complete. The first months will focus on the Transportation Access Data Analysis followed by planning and preparing for community engagement activities. The anticipated timeline is included in the image below, where the x demonstrates when the deliverable is due:

Activity	Months								
	1	2	3	4	5	6	7	8	9
Project Execution	x								
Transportation Data Analysis Geospatial Maps		x	x						
Resident Surveys				x	x				
Community Engagement Plan	x	x	x	x	x		x	x	
Develop Feedback Hotline			x	x					
Install Feedback Boxes				x					
Summary Report							x	x	x
Draft Summary Report Presentation									x
CMO Project Preparation and Design							x	x	x

a. Transportation Access Data Analysis

Although program guidelines require us to look at survey responses and three additional variables, we would like to analyze additional characteristics to understand the community

better. The Mapping Analysis Center will conduct transportation data analysis through geospatial maps that show:

- Vehicles ownership per household in the project area
- Costs of existing transit and the average cost per week of fueling cars
- Median household income
- Access to job opportunities

The Mapping Analysis Center will have a draft report of these maps by Month 2 after project documents are signed, with a final report completed by Month 3.

During Months 4 and 5, the Transportation Equity Group will develop a resident survey using data from the maps to understand better what questions need to be asked in the survey. The Transportation Equity Group will adapt the Community Transportation Needs Assessment-Resident Survey available on the CMO website. Survey questions will collect information from residents, specifically asking about transportation costs and where residents travel as identified by the maps. The Transportation Equity Group will distribute and collect these surveys during the community engagement portion discussed below.

b. Community Engagement Plan

While the program guidelines only require two outreach events, we want to leverage partnerships in the region to encourage and empower the community to be part of the decision-making process. Each community engagement event will begin by clearly framing what the needs assessment is, followed by an overview of why community engagement is important, and will end with us sharing that feedback will be synthesized to create a summary report that shares results of the needs assessment. Community engagement efforts will begin broadly with a community forum held at a government building open to all, transition into more intimate focus groups that are still opened to all but detached from government affairs, and then move into house meetings to ensure voices and perspectives that may not have been shared in the previous two events are share. Between Months 1-5, the Transportation Equity Group will develop a Community Engagement Plan that will include:

- A community forum held in the City of California headquarters. City headquarters are located in the center of the project area and have wheelchair access, allowing everyone to participate. The community forum will be held during Month 5 (the specific date is still pending availability from the City, but efforts will be made to ensure it occurs after regular

working hours). The forum will share information about the needs assessment project, provide information about types of clean and shared mobility, and ask questions about what residents would like to see from a mobility project. The City of California will call residents from their database to inform them of the forum at least two weeks in advance. Staff will send online invitations via the constituent database and place invitation flyers throughout the City in specific locations of interest. The Transportation Equity Group will conduct outreach to invite residents to participate in the forum. The Transportation Equity Group will also distribute the Community Transportation Needs Assessment – Resident Survey during this public forum.

- A focus group held in the Transportation Equity Group office during Month 6. Residents that attended the forum will be invited to participate as well as those from our preexisting connections. Invites will be made via word of mouth, phone banking, and more outreach during Month 5 to encourage participation from residents. Some of that outreach will include providing information to community groups who will then share information and hosting a pop-up shop outside the local market to encourage residents to participate. We'll provide up to 10 \$25 gift cards to encourage participation. The Transportation Equity Group will administer the survey and also ask and document answers to the following questions:
 - How are existing transportation in the community structured and what options are available?
 - What populations are traditionally underrepresented in transportation planning?
 - What are community perspectives on transportation needs, preferences, and input on potential mobility solutions?
 - Is there anything cultural that makes people less likely to use one service over there other?
 - In the event social distancing measures are still in effect and meetings cannot be held in person, the Transportation Equity Group will host these meetings remotely, first by a call-in/video townhall and then on a one-on-one basis.
- A house meeting will be held during Month 7 after the focus group to ensure that residents that did not feel comfortable being in government spaces and who were not able to attend or travel to the focus group at our offices are still able to provide input in this process. The Transportation Equity Group will ask the focus group attendees if anyone is willing to host a house meeting. House meeting hosts will be compensated \$150 for the use of their space. The house meeting will be held after regular working hours to encourage the participation from agriculture workers and to help residents feel more comfortable providing feedback in their space. Up to 10 \$25 gift cards will be made

available to house meeting attendees to incentivize participation. Targeted outreach efforts will be made to encourage participation from agricultural and older populations, including door-to-door canvassing, word of mouth invites from neighbors, and providing an additional 10 \$25 gift cards to residents that bring a neighbor or a friend for the specified targeted areas. Similar questions to the ones above will be asked and documented and surveys will also be administered by the Transportation Equity Group to get a comprehensive picture of what types of mobility projects the community wants and needs.

c. Summary Report

The City of California and Transportation Equity Group will develop a summary report between Months 7 and 8 of the project timeline. The summary report will include:

- **Section I: Methodology Used to Conduct Community Transportation Needs Assessment.**
 - A detailed description of how the Survey Analysis Center developed its maps. The description will discuss the data sources and the variables used.
 - A discussion on how and why the Transportation Equity Group selected focus groups, house meetings, and public forums for the Community Engagement Plan. An emphasis will be placed on the process for determining outreach strategies, how the locations were selected, and why the specific dates were selected.
- **Section II: Findings and Results from the Needs Assessment**
 - A description of how many people were engaged in the Community Engagement Plan including general demographics (age, race, etc.).
 - A description of travel behavior, including how residents travel, where they travel to, places they cannot travel to, barriers to accessing transportation services, and cultural attitudes to transportation services drawn from survey responses.
 - Data visualizations of select survey responses.
 - A description of the main underlying causes in transportation gaps and challenges in the project area along with potential solutions.
 - General themes observed including cultural attitudes to transportation services, general feelings of trust about the system, and what residents want from the system.

- **Section III: Next Steps**

- A list of main factors that are, or could, contribute to successful transportation options in the project area.
- A description of near-term actions that could be made to support clean mobility options in the community.
- A discussion of how the progress in clean transportation mobility options will be monitored over time.
- A description of the plan for ongoing communication and engagement with the community members and key decision makers.

This summary report will be shared with anyone engaged throughout the outreach process during Month 9 through an email blast and online webinar presentation.

d. Clean Mobility Options Project Preparation and Design (Optional)

The Transportation Equity Group anticipates formulating a clean mobility project based on the needs assessment findings that could be funded through a CMO Project Voucher. The mobility project will be developed during Month 7 and 8, in conjunction with the needs assessment Summary Report. Part of the project preparation and design activities will include:

- Two additional community meetings to prioritize specific mobility solutions based on findings from the needs assessments.
- Identification, contact, and initial project planning with potential project partners using the CMO Mobility Provider Directory.
- Development of budget and future funding sources.
- Initial development of the CMO Clean Mobility Project Voucher application.

Note: The approach must include timeline and plan for the following elements:

- a. Transportation Access Data Analysis: Description of proposed survey administration and accessibility data indicators approach.*
- b. Community Engagement Plan to determine transportation gaps, needs, and preferences: Description of plans to engage with the community to conduct a needs assessment, including residents, businesses, or other stakeholders who may benefit or be affected by a new clean mobility service in the community. Detailed description of the two minimum required community engagement types (at minimum, description must include locations, intended audience, and plans for notifying residents about events, meetings, or gatherings).*

- c. *Summary Report: Description of timing and process for developing the Summary Report, and plans for how the information will be communicated to the community and local decision-makers.*
- d. *Clean Mobility Options Project Preparation and Design (optional). See Section R.4 of the CMO Implementation Manual for more details.*

10. How will you ensure that your needs assessment activities are representative of and reach the whole community, including those who are not typically served well by existing transportation services or existing public feedback processes? Describe in detail.

To ensure the needs assessment activities are representative and reach the whole community, including those not typically served well by existing transportation services, and to ensure feedback, the Transportation Equity Group will:

- Conduct a multi-layered community engagement plan to outreach to communities. This includes offering incentives to participate and hosting home meeting with key community members as outlined in the community engagement plan. All outreach will be conducted in English and Spanish.
- Outreach in priority areas identified from the data analysis with focus on typical locations including laundromats, gas stations, restaurants, high schools, phone stores, cultural venues, plazas, and other areas to encourage participation from those not typically involved in discussions. All priority areas will be established during Month 4 using data from the data analysis and will be verified by community leaders and representatives that we have existing relationships with in the areas.
- Develop an open hotline for anyone to offer feedback by directly calling the Transportation Equity Group. Public comment boxes will also be placed throughout the project area to allow anonymized feedback. These boxes will be in the designated areas identified in Month 4.
- Establish a compensated community advisory committee of 10-20 people that engages local constituents to provide feedback in the process. The advisory committee will include participants from our preexisting database and new members brought by the preexisting network. All members will be compensated \$75 for their participation in a one-hour session.
- A draft report and presentation of the findings will be available to the public, and the Transportation Equity Group will contact anyone involved to get final input and ensure they were able to access materials This will be completed during Month 9.

Project Area

This section collects information about physical boundaries of the project area in relation to the requirement that project benefit disadvantage and low-income communities as defined.

11. Which of the following geographies is your Project Area located within?

(select at least one and all that apply)

- SB 535 Disadvantaged Communities: Census tracts in the top 25 percent of CalEnviroScreen 3.0 scores.
- Affordable housing facility consistent with the CMO requirements.
- Tribal lands, only when within AB 1550-designated low-income communities or SB 535 Disadvantaged Communities. For the purposes of this criterion, “tribal lands” includes any property owned by a California Native America tribal authority and is not limited to federally recognized reservations.

Note: For the purposes of CMO Voucher Pilot Program, the affordable housing facility must meet the following criteria:

- a. The property must have at least five units.*
- b. 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.*

Conditional:

- a. If your project area is within an affordable housing facility, please provide the address of the facility or facilities.**

(write in)

- b. If your project area is within an affordable housing facility, please provide a copy of a recorded deed restriction, regulatory agreement or covenant that restricts the property to low-income residential housing as defined in the California Public Utilities Code Section 2852(a)(3)(A)(i) and has at least 10 years remaining on the term of the property’s affordability restrictions. Properties with fewer than 10 years remaining that are willing to extend affordability requirements for a total of 10 years must provide proof of completed extension of affordability restrictions from a state or local agency. Write in “attached” along with any comments.**

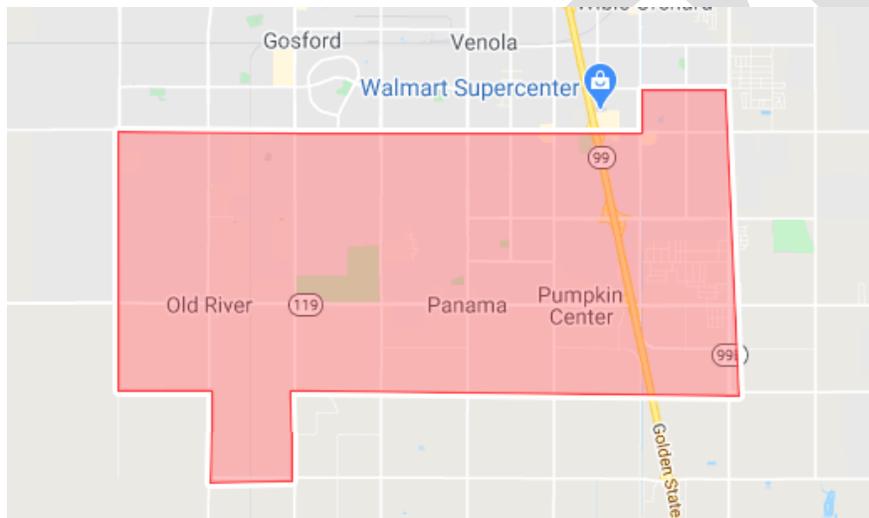
(write in)

- c. If your project area eligibility is based on location on tribal lands, please provide the name of the reservation, or if not part of a reservation, the address of the tribally owned facility.

(write in)

12. Describe the boundaries of the Project Area in only one of the following ways: (a) If Project Area boundaries are the same as census tract boundaries, list the census tracts, (b) provide a map showing the geographic boundaries, or (c) describe the boundaries using street names and cross streets.

Although only one way is required to describe the boundaries of the project area, we wanted to provide two ways. The project area will include two Census tracts and land in the City of California. The Census tracts are: 06602900001 and 06602900002, which is bound by Main Avenue on the North, 1st Street on the East, Park Avenue on the South, and 7th street on the West. A picture is below:



13. If applicable, identify the disadvantaged communities that the project intends to benefit, identified by census tract and ranking score in CalEnviroScreen 3.0.

The disadvantaged communities identified by CalEnviroScreen 3.0 are:
06602900001; with 75-80%
06602900002; with 85-90%

14. What is the population size of the project area?

The total project area population for the two Census tracts is 12,919.

15. Are you submitting application(s) for project area(s) that are located entirely inside unincorporated areas (i.e. no city government represent the area)?

(select one)

Yes

No

Note: If the answer is yes, you may submit up to three applications. Multiple proposals are allowed only for cases where a lead applicant is applying for projects that are located entirely in unincorporated County jurisdictions and therefore are not represented by city governments. If the answer is no, you may only submit one application in the course of each application submission window.

Conditional:

a. If you are submitting more than one application (up to three applications are allowed if the entire project area(s) are located in unincorporated communities), are the project areas located entirely within unincorporated county jurisdiction?

(write in)

b. Please indicate the location(s).

(write in)

Proposed Budget

16. Please indicate the total voucher amount you are requesting in this application.

\$47,724

17. Attach the Needs Assessment Voucher Budget Worksheet (Attachment 1) that quantifies the total requested voucher funding for all key project cost components during the voucher agreement. Write in "attached" along with any comments.

See Attachment 1: Needs Assessment Voucher Budget Worksheet at the end of the document.

Attestations and Signature

- a. I, the authorized officer to represent and sign this application on behalf of my organization as the Lead Applicant, have read, understand and agree to abide by all of the requirements, terms, and conditions in the CMO Implementation Manual;
- b. I attest to all of the following:
 - i. Our team complies with all applicable State and/or federal conflict of interest laws; and
 - ii. All information provided in this application and any attachments are true and correct.

Signed by officer of organization:

Name: Juan Doe	Signature: 
Title: Transportation Service Coordinator	Date: 06/01/2020

Applications may be submitted by email at application@cleanmobilityoptions.org, or by mail and in-person delivery to the following address:

**PLEASE RETURN SIGNED DOCUMENTS TO:
Attention: Clean Mobility Options
CALSTART
48 South Chester Avenue
Pasadena, CA 91106**

www.cleanmobilityoptions.org

Attachment 1: Community Transportation Needs Assessment Sample Budget Worksheet

Needs Assessment Voucher Budget Worksheet				
Instructions: Enter data in blue cells. Do not enter data in grey or white cells. Add rows as necessary. The entire sheet is "unlocked" and it is the applicant's responsibility to ensure that subtotals and calculations are accurate.				
Section 1: Project Components		Section 2: Description of Voucher Request		
(a) Expense Category	(b) Item description	(c) Voucher amount requested per unit or hour (\$)	(d) Number of units or hours requested	(e) Total voucher amount by item (\$)
Transportation Access Data Analysis	Survey Analysis Center Manager - Time (per hour)	\$125	30	\$3,750
	Survey Analysis Center Coordinator - Time (per hour)	\$110	20	\$2,200
	Transportation Equity Center Manger I - Time (per hour)	\$100	25	\$2,500
	Transprotaiton Center Manager II - Time (per hour)	\$90	40	\$3,600
	Transportation Equity Center Coordinator - Time (per hour)	\$80	40	\$3,200
Community Engagement to Determine Gaps, Needs, and Preferences	Transportation Equity Center Manager I - Time (per hour)	\$100	60	\$6,000
	Transportation Equity Center Coordinator - Time (per hour)	\$80	70	\$5,600
	Participation Gift Card (\$25 per gift card)	\$25	30	\$750
	Participation Raffle Prizes (\$25 per gift card)	\$25	5	\$125
	House Meeting Use Fee (\$150 per meeting)	\$150	2	\$300
	Advisory Committee (\$75 per member per hour, 5 hours)	\$75	15	\$5,625
	City of California Meeting Space (\$50 per hour discounted rate)	\$50	3	\$150
Summary Report	City of California Staff - Time (per hour)	\$75	20	\$1,500
	Transportation Equity Center Manager I - Time (per hour)	\$100	30	\$3,000
	Transportation Equity Center Coordinator - Time (per hour)	\$80	30	\$2,400
Project Preparation and Design	City of California Staff - Time (per hour)	\$75	10	\$750
	Transportation Equity Center Manager I - Time (per hour)	\$100	10	\$1,000
	Transportation Equity Center Coordinator - Time (per hour)	\$80	10	\$800
Voucher Administration Costs	City of California Staff - Time (per hour)	\$75	10	\$750
	Travel per month at \$0.56 per mile (200 miles max) for three people	\$336	9	\$3,024
	Project supplies including markers, poster boards, pens, and outreach supplies	\$300	1	\$300
	Contingency	\$400	1	\$400
Grand Total				
Grand Total - Voucher Funding Term (Voucher Funds)		n/a	n/a	\$47,724
Notes:				