Welcome
Poll

What type of organization are you representing today?

a) Tribal Government
b) Gov/Transit Agency
c) Nonprofit
d) Other
Agenda

Clean Mobility Options (CMO) Program Overview
  • Background
  • Program Goals
  • Voucher Funding

Community Transportation Needs Assessment (CTNA) Overview
  • Funding Amount
  • Eligibility
  • Application Process

CTNA Application Walkthrough
  • Step-by-Step Guidance

Next Steps
  • Opening Date
  • TA and Support
Clean Mobility Options Voucher
Pilot Program Overview
Clean Mobility Options Program

A statewide public program that empowers under-resourced communities across California to **identify and overcome mobility obstacles** with funding for community needs assessments and zero-emission, shared transportation projects.
Clean Mobility Options is part of California Climate Investments (CCI), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in under-served communities, and California Energy Commission’s Clean Transportation Program, which is investing more than $1 billion to accelerate the deployment of zero-emission transportation infrastructure and support in-state manufacturing and workforce training and development.
Clean Mobility Options Program Goals

• Increase zero-emission, shared mobility choices for all Californians, including disadvantaged communities, low-income communities, and Tribes.

• Fund **community-driven** shared mobility solutions

• Improve access to clean mobility options that are **safe, reliable, convenient, and affordable** to communities throughout California

• Reduce **greenhouse gases** and criteria pollutants
Clean and Shared Transportation

Zero Emission:

- Carsharing
- Bikes-sharing/Scooter-sharing
- Carpooling/Vanpooling
- Microtransit (or Innovative Transit)
- Fixed Route Transit
- Ride-on-Demand
CMO Funding Amount of at least $21 Million

Community Transportation Needs Assessment (CTNA)
- 12 Month Term
- $1 Million Total is available
- Up to $100,000 per CTNA Project
- Up to $200,000 set-aside for eligible Tribal Governments

Mobility Project
- 5 Year Term
- At least $20 Million Total available
- Up to $1 Million per Mobility Project
- $2 Million set-aside for Tribal Governments
- $10 Million set-aside for previous CTNA Awardees
CMO is a Voucher-Based Program

- **Voucher Agreement:**
  - Contract between the CMO Program Administrator and Awardee that serves as “Promise of Payment”

- **Payments Issued:**
  - When project milestones are reached based on the Voucher Agreement terms
Community Transportation Needs Assessment Overview
CTNA Application Guide

**Application Guide:**
- To use as a reference throughout application process
- Provides examples and guidance for each step of the application

**Implementation Manual:**
- For the full program requirements
What is a Community Transportation Needs Assessment?

Identification and evaluation of transportation access needs, preferences, and priorities in underserved communities through meaningful, representative community engagement and leadership.

CTNA Components:

- Transportation Access Data Analysis:
  - Community Survey
  - At least three data sources

- Community Engagement
  - Minimum 2 engagement activities

- Final Summary Report
Why Complete a Needs Assessment?

OUTCOMES

Capacity Building
• Build Relationships in Community
• Community-led Projects
• Issue Education

Leverage for More Funding
• Grants that score community engagement (ATP, AHSC)
• CMO - Next Window of MPV to implement a clean shared mobility project in your area
• Advocacy tool
CTNA Funding

- 12 Month Term
- $1 Million Total is available
- Up to $100,000 per CTNA Project
- Up to $200,000 set-aside for eligible Tribal Governments
Eligible Project Areas

- **CalEnviroScreen 4.0** Disadvantaged Communities
- **AB 1550 Low-Income Communities**
- **Tribal Lands** within AB 1550 Low-Income Communities or DACs

Legend:
- **Purple**: SB 535 Disadvantaged Communities & AB 1550 Low Income Communities
- **Orange**: SB 535 Disadvantaged Communities (DACs)
- **Light Blue**: AB 1550 Low Income Communities
Eligible Applicants

Lead Applicants
- Public Agencies
- Nonprofit Organizations
- Tribal Governments

Sub-Applicants
- Public, Private or Nonprofit Organizations
- Includes providers of
  - Community Outreach
  - Technical Expertise
  - Consulting Services
CTNA Application Process
CTNA Application Process

Technical assistance and application development.

All Needs Assessment applications due while application window is open.

Applications reviewed for completeness and eligibility.

If the total amount requested in applications on day 1 exceeds the amount of funds available, then the applications will be randomized and put into review order to ensure equitability.

If they do not exceed available funds, they will be reviewed in the order received.

Voucher execution and reimbursement training.
Window-Two CTNA Application Process

DATES

November 2, 2022, at 9:00 am PT
- Application Portal Opens for CTNA

November 9, 2022
- In the event funding is oversubscribed on the first day of the application window opening the Administrator will implement a randomization process

December 7, 2022
- CTNA Application Window Closes
Where to Apply for Your Needs Assessment?

Fillable Application Form: 
cleanmobilityoptions.org/na-application/

Applications can be mailed to: 
CALSTART
48 South Chester Ave.
Pasadena CA, 91106

Applications and supporting documentation can be emailed to: 
application@cleanmobilityoptions.org
Application Submission Requirements

Timestamps:
• Based on the Date and Time the application is received by the Program Administrator’s email system or the postmark date and time

No Early Submissions:
• Early submissions will be rejected
• Early applications will not be returned

No Incomplete Submissions:
• Submitted applications must be complete with all required documents to be evaluated
Application Review and Awards

1. **Review:** Administrator begins the review process after receiving your application.

2. **Grace Period:** Applicants may be asked to provide clarifications to application without losing place in the queue.

3. **Notification of Awards:** To notify applicants within eight-weeks after submission window closes.

4. **Post-Notification of Awards:** Applicant must have approvals from board, council, or necessary authority before signing voucher agreement.
Questions
CTNA Application Walkthrough
Application Requirements

- Project Team Profile
- Project Narrative & Proposed Approach
- Project Area
- Proposed Budget
- Letters of Commitment or Support
- Other Supporting Documentation
## SECTION 1. PRIMARY CONTACT INFORMATION

*Click here for guidance on section 1.*

<table>
<thead>
<tr>
<th>Individual’s Name *</th>
<th>Title *</th>
<th>Email Address *</th>
<th>Phone *</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill in</td>
<td>Fill in</td>
<td>Fill in</td>
<td>Fill in</td>
<td>Fill in</td>
</tr>
</tbody>
</table>

- **Individual’s Name**: First and last name of lead applicant’s primary contact for application correspondence.
- **Title**: Title or role in the organization.
- **Email Address**: Email address for submission receipt and other application correspondence.
- **Phone**: Phone number of primary contact.
- **Additional Information**: Additional information about communication, coordination, or accessibility. For example, “I am hard of hearing.” (optional).
Section 1: Primary Contact Information

Primary Contact can save, submit and return to the saved application

They must be authorized by the Lead Applicant's Organization to act on behalf of the organization

Additional Information is Optional
Section 2: Applicant and Team Profile

SECTION 2. APPLICANT AND TEAM PROFILE
Click here for guidance on section 2.

Lead Applicant Organization Name *
Fill in

Lead applicant entity's formal name. If applying as a tribal government, this is the name of the tribal government.

Lead Applicant Organization Address *
Address Line 1
Address Line 2
City
State
Zip Code

Lead Applicant Organization Type *
- Non-Profit Organization
- Tribal Government
- Public Agency

Legal business address of primary contact for the Lead Applicant. Will be used for official correspondence.

Application Includes Sub-Applicants
Check if the application includes Sub-Applicants. Sub-Applicants are entities who enter into a partnership with the Lead Applicant to apply for CMO funds.

List All Sub-Applicants. Indicate all entities other than the Lead Applicant who enter into a partnership with the Lead Applicant to apply for CMO funds.

<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Role in Project</th>
<th>Organization Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fill in</td>
<td>Fill in</td>
<td>Select</td>
</tr>
<tr>
<td>Fill in</td>
<td>Fill in</td>
<td>Select</td>
</tr>
</tbody>
</table>

+ Add item
Section 2: Applicant and Team Profile

**Lead Applicants:**
- Address basic details about the party leading the application
- Enter into a legal agreement with CMO Administrator
- Legally responsible for project implementation and oversight of entire team.

**Sub Applicants:**
- Describe how they support the project

Examples:
- Conducting Community Outreach
- Providing Technical Support
- Mapping and Design Services
Section 2: Applicant and Team Profile

**Description of Team’s Qualifications to Conduct the Needs Assessment***

Description of team’s qualifications in 6000 characters (which is about 2 pages) or less.

- History of Local Engagement and trust-building
- Key Areas of Expertise
- Your Understanding of Equity
- Examples of representing or advocating for the community

**Description of Team’s Connection to the Community***

Description of team’s qualifications in 6000 characters (which is about 2 pages) or less.

- Relationships of Project Team and target population or community
- Ties to Grassroots and Community-based organizations in project area
# Section 3: Project Narrative

**Explanation of Why a Transportation Needs Assessment is Needed**

*Fill in*

*Max length is 6000 characters (which is about 2 pages).*

**Summary of Existing Regional or Community-Level Transportation Needs Assessment Efforts**

*Fill in*

*Max length is 6000 characters (which is about 2 pages).*

**Description of Potential Transportation Gaps and Solutions that the Needs Assessment will Address**

*Fill in*

*Max length is 6000 characters (which is about 2 pages).*

**Description of Timeline and Plan for Activities Conducted to Satisfy the Required Elements of the Transportation Needs Assessment Methodology**

*Fill in*

*Max length is 6000 characters (which is about 2 pages).*
Section 3: Project Narrative

Why is a Transportation Needs Assessment Needed?

- Discuss the history of environmental and social/economic challenges.
- Describe areas of disinvestment, intentional neglect, and the built environment.
- What are the populations, communities, demographics historically underrepresented in community transportation or environmental planning?
Section 3: Project Narrative

Summary of Existing Transportation Needs Assessment Efforts

What are the existing regional or community level transportation needs assessment (planning) efforts?

- Sustainability Plans
- Active Transportation Plans
- Specific Plans

What will you be doing that's new or different?

- New Strategies
- New Connections
- Community Leadership
Section 3: Project Narrative

Potential Transportation Gaps and Solutions the CTNA will Address

• What gaps exist?
  - Key unanswered questions
  - Lack of knowledge
  - Insufficient engagement
  - Limitations with methods that have been employed
  - Outdated analyses

• What do you think the community might propose as potential solutions?

• Unmet needs in transportation, mobility or accessibility
Section 3: Project Narrative

Timeline and Plan for Activities to Satisfy the CTNA Methodology

Transportation Access Data Analysis
- Description of Plan to Administer Survey
- Description of Data Collection Approach (at least 3 sources)

Community Engagement Plan
- Description of plans to engage with the community to conduct a CTNA

Final Report
- Description of timing and process for developing the Final Report and plans for distribution to the community and local decision-makers.

Clean Mobility Options Project Preparation and Design (optional)
- Why and how the mobility project is needed based on the needs assessment
## Section 3: Project Timeline

<table>
<thead>
<tr>
<th>Activity</th>
<th>Month 1-2</th>
<th>Month 3</th>
<th>Month 4-5</th>
<th>Month 6</th>
<th>Month 7</th>
<th>Month 8-9</th>
<th>Month 10</th>
<th>Month 11</th>
<th>Month 12</th>
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<tr>
<td>Develop and Draft Resident Survey</td>
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<td>Conduct Resident Survey</td>
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<td>Conduct Bike Repair Outreach</td>
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<td>Online Webinar/Listening Session</td>
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<td>Mobility Device Demonstration</td>
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<td>Summary Report</td>
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</tbody>
</table>
Section 3: Project Narrative

Needs Assessment Planning Resources

• Community Engagement Guide
• Community Engagement Guide Appendix
• Survey Guide w/ Sample Surveys
• Data Collection Guide
• Data Collection Appendix
Questions?
Section 4: Project Area

SECTION 4. PROJECT AREA
Click here for guidance on section 4.

Where is Your Project Located?

☐ SB 535 Disadvantaged Communities (see Map Reference)
☐ AB 1550 Low-income Communities (see Map Reference)
☐ Tribal Lands, only when within SB 535 Disadvantaged Communities or AB 1550 Low-income Communities

Check at least one option for which your Project Area meets CMO program eligibility requirements. Your services must support residents who live and reside within the above selection.

Map Reference:

SB 535 Disadvantaged Communities map: https://calepa.ca.gov/envjustice/ghginvest
AB 1550 Low-income Communities map: https://webmaps.arb.ca.gov/PriorityPopulations

Eligible Census Tracts of Project Area *

Fill in

Provide a list of census tract(s) in your Project Area. Census tracts contain six digits, a 4-digit basic code between 0001 and 9999, and may have a 2-digit suffix ranging from .01 to .98. Lookup tool at: https://geopmap.fiec.gov/FFIECGeoMap/GeocodeMap1.aspx, if multiple census tracts, please separate with commas.

Project Area Setting Description *

Select

Choose the closest description. The Project Area is defined as the geographic area where community residents live and most infrastructure is to be installed. Only select “unincorporated community” if none of the Project Area falls within an incorporated area.
Section 4: Project Area

Where is your project located?

• **CalEnviroScreen 4.0** SB 535 Disadvantaged Communities

• **AB 1550 Low-Income Communities**

• **Tribal Lands** within AB 1550 Low-Income Communities or DACs

• **Census Tract Lookup Tool**
Section 4: Project Area

- Only select "Unincorporated Community" if and only if none of the project area falls within an incorporated area.

- Each lead applicant may only submit one CTNA application for an eligible area.
### Section 4: Project Area

**Name of County (or Counties)***

| Fill in |  |

*Name of county represented by your Project Area.*

**Description of Demographics**

| Fill in |  |

*Max length is 3000 characters (which is about 1 page).*

**Project Area Map***

**Upload or drag files here.**


---

**Data you could use:**
- Income
- Household Size
- Age
- Race
- Gender
- Languages Spoken
- Anything else you think is relevant

**Who are the target demographics that will benefit from the project?**
Section 4: Project Area

Project Area Map *

Upload or drag files here.

Upload your Project Area map here. File type may be PDF (.pdf), Word (.doc), Excel (.xls), and PowerPoint (.PPT). Up to three files, maximum of 20 MB each.

LINK to CMO Mapping Tool
Section 5: Project Area

Using the CMO Mapping Tool

1. Find your project area
2. Click the Icon
3. Click ‘Select’
4. Click ‘Select by Point’
Section 4: Project Area

Then, Click on your project area

- The Census Tract will be highlighted

- If there are multiple tracts, click on them while holding SHIFT to highlight more than one at a time.
Section 4: Project Area

STEP 1: Click the Printer Icon

STEP 2: Do NOT Adjust Layout and Format

STEP 3: Click HERE and A PDF of your project area has been created! Upload it through the application.
SECTION 5. BUDGET SUMMARY

Click here for guidance on section 5.

Enter Your Requested Voucher Amount *

Fill in (up to $100,000)

Budget Using the CMO Template

CMO Budget Template:

www.cleanmobilityoptions.org/application

Section 5: Budget Summary

• Provide a Budget Summary with estimated project costs
  o Template Provided

• Budget will become the basis for future payment requests

• Refer to Section P in the Implementation Manual for all eligible costs.
### Section 5: Budget Summary

#### Needs Assessment Voucher Budget Worksheet (INCLUDES SAMPLE INFORMATION)

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.

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<thead>
<tr>
<th>Section 1: Project Components</th>
<th>Section 2: Description of Voucher Request</th>
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<tr>
<td>(a) Expense Category</td>
<td>(b) Item description</td>
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<td>Transportation Access Data</td>
<td>Manager time</td>
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<tr>
<td>Analysis</td>
<td>Assoc 1 time</td>
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<tr>
<td>Assoc 2 time</td>
<td>$15/hr</td>
</tr>
<tr>
<td>Community Engagement</td>
<td>Manager time</td>
</tr>
<tr>
<td>to Determine Gaps, Needs, and</td>
<td>Assoc 1 time</td>
</tr>
<tr>
<td>Preferences</td>
<td>Assoc 2 time</td>
</tr>
<tr>
<td></td>
<td>Meeting events</td>
</tr>
<tr>
<td>Summary Report</td>
<td>Manager time</td>
</tr>
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<td></td>
<td>Assoc 1 time</td>
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<td></td>
<td>Assoc 2 time</td>
</tr>
<tr>
<td>Project Preparation and</td>
<td>Manager time</td>
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<td>Design</td>
<td>Assoc 1 time</td>
</tr>
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<td></td>
<td>Assoc 2 time</td>
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<td>Voucher Administration Costs</td>
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<td>Printing</td>
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<td>Mail</td>
</tr>
<tr>
<td>Grand Total</td>
<td>Grand Total - Voucher Funding Term (Voucher Funds)</td>
</tr>
</tbody>
</table>

**Notes:**
CTNA funds may be applied to eligible costs relating to the following categories:

- Transportation Access Data Analysis
- Summary Report
- Voucher Administration
- Community Engagement
- Project Presentation & Design
Section 5: Quick Tips

CMO covers many expenses including:

- Public Engagement
- Marketing
- Travel/Mileage
- Supplies
- Labor Overhead
- Subcontractor/Consulting
- Other

Consider all hidden costs:

- Insurance
- Overhead
- Administration
- Clean Mobility Equity Alliance (CMEA) Costs

Avoid granularity or being too specific:

- Projects are dynamic
Questions?
Section 6: Community-Based Organization Support

CBO Requirements (must meet 2):

1. The organization is place-based, with an explicit geographic focus area that includes the proposed project area;

2. Staff members, volunteers, or Board members reside in the community where the project is located; and

3. The organization has a demonstrated track record of at least one year providing services in the proposed project area.
Section 7: Supporting Documents

This section contains an optional field for all applications that wish to submit additional information and required follow-up fields for some Applicants

Some examples of supporting documents include:

- Letter(s) of commitment from a Local or Regional Public Agency
- Evidence of Tax-Exempt Status with the IRS or State
- Evidence of Lead Applicant Incorporation for at least one year
Section 8: Signature and Attestation

- Primary contact acknowledges and will comply with critical program and application rules and procedures.

- Please ensure that the whole team including legal counsel has read through and agrees to comply with all program requirements and terms and conditions described in the IM.
## Additional Resources

### CTNA Sample Application

**COMPANION APPLICATION GUIDE:**

The Application Guide is a companion to this application form with tips for answering each question. We recommend that you read the guide before starting the application. "Guidance" links in the application questions below will take you to their corresponding sections in the guide to make this resource easy to use as you progress through your application.

**MORE INFORMATION AND SUPPORT:**

Technical assistance is available to help complete the application:

- Email: info@cleanmobilityoptions.org
- Phone: (626) 744-5760
- Web: www.cleanmobilityoptions.org/help

### SECTION 1. PRIMARY CONTACT INFORMATION

<table>
<thead>
<tr>
<th>Individual’s Name</th>
<th>Title</th>
<th>Email Address</th>
<th>Phone</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Juan Doe</td>
<td>Executive Officer</td>
<td><a href="mailto:DoeJuan@email.org">DoeJuan@email.org</a></td>
<td>(555) 555-2345</td>
<td></td>
</tr>
</tbody>
</table>

### SECTION 2. APPLICANT AND TEAM PROFILE

- **Lead Applicant Organization Name:** CleanTech Incubator
- **Lead Applicant Organization Address:** 321 First Street, Suite 101, Zenith Beach, California 90000
- **Lead Applicant Organization Type:** Non-Profit Organization
# Technical Assistance Support

One-on-one Technical Assistance is Available to All Prospective Applicants!

<table>
<thead>
<tr>
<th>Get Technical Assistance:</th>
<th>Get Help With:</th>
<th>Technical Assistance is NOT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td>Understanding Eligibility</td>
<td>• Filling out Application</td>
</tr>
<tr>
<td>Phone Calls</td>
<td>Budget Advice</td>
<td>• Writing Budget</td>
</tr>
<tr>
<td>CMO Office Hours</td>
<td>Project Design</td>
<td></td>
</tr>
<tr>
<td>Regional Information</td>
<td>Developing Partnerships</td>
<td></td>
</tr>
<tr>
<td>Sessions</td>
<td>And more!</td>
<td></td>
</tr>
</tbody>
</table>
Technical Assistance Support

• Complete online form at cleanmobilityoptions.org/help/

• Call into CMO Hotline 626-744-5670

• Access one on one assistance: info@cleanmobilityoptions.org

• CMO Regional Information Sessions: We travel to your community info@cleanmobilityoptions.org

• CMO Thursday Office Hours: 12pm-1pm PT weekly- ZOOM
Join Us for Upcoming Webinars

Upcoming CMO Webinar dates and times are accessible at: www.cleanmobilityoptions.org/events/

- MPV Application Part-One Walkthrough - September 28, 2022
- MPV Application Part-One Walkthrough-Tribal Communities - September 29, 2022
- Setting CMO Applicant Expectations - October 19, 2022
- Benefits of Mobility Provider for MPV - Dates coming soon
- MPV Application Part-Two Walkthrough - Dates coming soon
- MPV Application Part-Two Walkthrough- Tribal Communities - Dates coming soon
Thank You!