

# Clean Mobility in Schools and the Sustainable Transportation Equity Project

## Fiscal Year 2022-23 REQUEST FOR APPLICATIONS



**Note:**

If you require this document in an alternate format or language, please contact Heather Choi at (279) 208-7556 or [heather.choi@arb.ca.gov](mailto:heather.choi@arb.ca.gov). TTY/TDD/Speech to Speech users may dial 711 for California Relay Service.

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More Information: [arb.ca.gov/lcti-step-pcb-cmis](http://arb.ca.gov/lcti-step-pcb-cmis)

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# Overview

## I. Summary

The California Air Resources Board (CARB) is issuing a competitive joint Request for Applications (RFA) for multiple grantees across the state under Planning and Capacity Building (Planning), Clean Mobility in Schools (CMIS), and the Sustainable Transportation Equity Project (STEP). The overarching purpose of these programs is to increase transportation equity in disadvantaged and low-income communities<sup>1</sup> throughout California.

Increasing transportation equity will create equitable access to social and economic opportunities for traditionally underserved communities. Attaining transportation equity requires considering all components of Title VI of the Civil Rights Act of 1964, environmental justice principles,<sup>2</sup> and nondiscriminatory practices.<sup>3</sup> Transportation equity will occur when the transportation system addresses unique transportation barriers; shifts decision-making power to the communities the system serves; and improves the quality of life for low-income people, people of color, and residents of communities disproportionately impacted by air pollution or who lack access to housing, jobs, and services.

Through the Low Carbon Transportation Investments Fiscal Year (FY) 2022-23 Funding Plan,<sup>4</sup> CARB has \$3 million available for Planning grants, \$14.8 million available for CMIS grants, and \$14.85 million available for STEP grants. These programs are part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities. A description of other guiding legislation can be found in the Application Guidance.<sup>5</sup>

This document is the Request for Applications for CMIS and STEP grants. For the Planning and Capacity Building grant Request for Applications, see:  
<https://ww2.arb.ca.gov/planning-cmis-step-fy-22-23>

The main priority of CMIS and STEP projects is to increase transportation equity in disadvantaged and low-income communities by addressing community-identified transportation needs, increasing access to key destinations and services, and reducing

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<sup>1</sup> CARB's California Climate Investments Disadvantaged and Low-income Communities Map:  
<https://webmaps.arb.ca.gov/PriorityPopulations/>

<sup>2</sup> <https://www.ejnet.org/ej/principles.pdf>

<sup>3</sup> U.S. Department of Transportation's Transportation Planning for Equity tools  
[https://www.planning.dot.gov/planning/topic\\_transportationequity.aspx](https://www.planning.dot.gov/planning/topic_transportationequity.aspx)

<sup>4</sup> [https://ww2.arb.ca.gov/sites/default/files/2022-10/proposed\\_fy2022\\_23\\_funding\\_plan\\_final.pdf](https://ww2.arb.ca.gov/sites/default/files/2022-10/proposed_fy2022_23_funding_plan_final.pdf)

<sup>5</sup> <https://ww2.arb.ca.gov/sites/default/files/2023-07/PCB-CMIS-STEP-FY22-23-AppGuide>

## FY 2022-23 CMIS and STEP Request for Applications

GHG emissions. CMIS and STEP projects inherently support planning and capacity building projects to help meet the needs of each community within that community's context.

**CMIS** is focused on supporting public school communities by funding innovative and holistic projects with the potential to benefit the student body, school staff, parents, and nearby residents. CMIS projects include planning for and implementation of shared mobility projects, active transportation projects, school-related zero-emission fleets, school buses, and landscaping equipment. Additionally, capacity building efforts such as education programs, training programs, and curriculum development have tremendous potential when incorporated into CMIS projects. Building relationships between school communities and the community-at-large is critical to developing a clean transportation system built on community engagement and to ensure grant funding benefits the community long-term.

**STEP** is focused on supporting projects that have the potential to reduce passenger vehicle miles traveled (VMT) and that prioritize long-term mode shift toward sustainable mobility and VMT reduction. Even with improvements in clean vehicle technology and fuels, reducing driving is necessary to meet State climate and air quality commitments. Strategies that reduce driving can also address entrenched inequities experienced by California's most overburdened low-income and disadvantaged communities.<sup>6</sup> STEP projects include new or expanded public transit and shared mobility services; active transportation infrastructure; and workforce development, planning, and capacity building activities that support clean transportation and transportation equity.

Based on feedback from previous CMIS and STEP solicitations and grants along with additional program feedback from CARB's Clean Transportation Incentive projects, CARB began development of a joint RFA for FY 2022-23 Funding Plan allocations. CARB hosted three public work group meetings between December 2022 and March 2023 to gather public feedback on the design of this RFA. CARB used input from these meetings to develop a Draft Requirements and Criteria document.<sup>7</sup> The Draft Requirements and Criteria underwent public comment in March 2023 and stakeholder comments<sup>8</sup> from that period were considered when finalizing this RFA.

Funding recipients will be selected via an open, competitive process. Concept Phase applications must be received by CARB by email no later than **11:59 pm (Pacific Time), September 8, 2023 (the Concept Phase Deadline)**. Technical assistance is available to interested Applicants through a technical assistance contract with the Institute for Local Government (see Technical Assistance sections below).

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<sup>6</sup> For more information refer to the 2022 Scoping Plan, Appendix E page 4 and the Draft 2022 Progress Report: California's Sustainable Communities and Climate Protection Act page 12.

<sup>7</sup> [https://ww2.arb.ca.gov/sites/default/files/2023-02/draft\\_requirements\\_criteria\\_pcb\\_cmis\\_step.pdf](https://ww2.arb.ca.gov/sites/default/files/2023-02/draft_requirements_criteria_pcb_cmis_step.pdf)

<sup>8</sup> Available at <https://ww2.arb.ca.gov/lcti-step-pcb-cmis>

## II. Available Funding

The maximum funding amount available this Fiscal Year for CMIS and STEP is \$29.65 million. CARB encourages each Lead Applicant to request the funding amount – no matter how small – that will efficiently and effectively meet their community’s needs. CARB expects to fund between two and four CMIS and STEP grants in total. Please note that \$29.65 million is the maximum amount of funding that may be available for CMIS and STEP and is contingent upon determination of the final amount of auction proceeds after the fourth cap-and-trade auction in 2023 and approval from the Department of Finance.

Out of the \$29.65 million available in CMIS and STEP, CARB intends to award \$14.8 million to school-related projects and \$14.85 million to other community projects. However, CARB will also prioritize keeping applications whole where possible. Based on the list of highest-scoring applications, this may mean that a portion of STEP’s \$14.85 million will be dedicated to funding required for the highest-scoring CMIS application or vice versa. More details on this approach are provided in the Full Phase Selection Process section.

This RFA includes the option for CARB to award new Grant Agreements or Grant Agreement amendments from future Fiscal Year funding, depending on the availability of funding and upon CARB’s sole discretion. If additional funds become available and eligible applications submitted in response to this request remain unfunded, those applications may be reviewed and accepted for funding without reissuing an RFA, as solely determined by CARB. Projects with funding from future Fiscal Years may be administered by CARB or by a third-party. If additional funding becomes available, the expenditure timeline of those new funds may extend the Grant Term beyond what is listed in this RFA. There is no guarantee that additional funds will be awarded, and CARB cannot provide assurance of future program funding.

## III. Application Process

CMIS and STEP applications require a significant amount of up-front work. Well-thought-out applications help CARB ensure that selected and funded projects are those that are most likely to address the community’s vision; help meet the State’s goals; and achieve objectives that intersect across the climate, transportation, equity, and housing sectors.

Lead Applicants may apply for a CMIS grant, a STEP grant, or a combined CMIS and STEP grant. A combined CMIS and STEP grant will include both school-based and community-based projects.

This RFA will be a two-step process. First, Applicants will apply to the Concept Phase. The Concept Phase is intended to reduce the resources needed to apply for funding while still providing sufficient information for CARB to evaluate the proposed projects. Interested parties must apply to the Concept Phase to be considered for the Full

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Phase and eventual funding awards.

CARB will evaluate Concept Phase applications for eligibility and then score the applications. Lead Applicants with Concept Phase applications that meet all applicable eligibility requirements and receive a minimum score of 70 percent will be invited to turn the concepts into full project proposals and apply in the Full Phase. Lead Applicants with Concept Phase applications that do not meet all applicable eligibility requirements or do not meet the minimum score will be notified and referred to technical assistance or other funding opportunities.

The Full Phase application builds on the Concept Phase application and requires fully developed budgets, partnerships, and timelines, among other application components. CARB will evaluate Full Phase applications for eligibility, including any updates made to the Concept Phase application that may have impacted their eligibility to move on to the Full Phase, and then score the applications. Full Phase applications that meet all applicable eligibility requirements and receive a minimum score of 70 percent will be eligible for funding. CARB will award funds based on the process outlined in the Full Phase Selection Process section.

Lead Applicants must submit their applications using the Application Templates in **Appendices A and B**. The templates outline all of the components that must be included in CMIS and STEP Concept and Full Phase applications.

### IV. Timeline

During the RFA, CARB will host multiple Question and Answer (Q&A) sessions to answer questions about the RFA (see Q&A Sessions sections) and will provide an opportunity to email questions to CARB before each session. All Concept Phase applications must be received by CARB by **11:59 pm (Pacific Time), September 8, 2023 (the Concept Phase Deadline)**. By September 25, 2023, CARB will invite Lead Applicants that meet the eligibility requirements and score at least a 70 percent to apply to the Full Phase. All Full Phase applications must be received by CARB by **11:59 pm (Pacific Time), November 3, 2023 (the Full Phase Deadline)**.

Grant Agreements must be fully executed by the Grantees and CARB no later than May 15, 2024. All projects must plan to be completed (including a Final Report) and all final disbursement requests for reimbursement must be received by CARB no later than March 15, 2027 to ensure adequate time for processing prior to the end of the fiscal year. All CMIS and STEP funds must be expended within the Grant Term.

Timelines are subject to change at CARB's sole discretion.

**Table 1. Concept Phase Timeline**

Milestone	Date	Time (Pacific Time)
Release of RFA & Start of Concept Phase	July 24, 2023	
Concept Phase Question Submission Deadline #1	August 7, 2023	12:00 pm
Concept Phase Q&A Session #1	August 10, 2023	2:00 pm
Deadline to submit Technical Assistance Survey	August 11, 2023	11:59 pm
Concept Phase Question Submission Deadline #2	August 24, 2023	12:00 pm
Concept Phase Q&A Session #2	August 29, 2023	10:00 am
<b>Deadline to Submit Concept Phase Application</b>	<b>September 8, 2023</b>	<b>11:59 pm</b>
Notification of Missing Proof of Eligibility	September 13, 2023	
Deadline to Update Proof of Eligibility	September 15, 2023	11:59 pm

**Table 2. Full Phase Timeline**

Milestone	Date	Time (Pacific Time)
Notification of Concept Phase Decision & Start of Full Phase	September 25, 2023	
Full Phase Question Submission Deadline #1	October 9, 2023	12:00 pm
Full Phase Q&A Session #1	October 12, 2023	2:00 pm
Full Phase Question Submission Deadline #2	October 19, 2023	12:00 pm
Full Phase Q&A Session #2	October 24, 2023	10:00 am
<b>Deadline to Submit Full Phase Application</b>	<b>November 3, 2023</b>	<b>11:59 pm</b>
Notification of Missing Proof of Eligibility	November 8, 2023	
Deadline to Update Proof of Eligibility	November 10, 2023	11:59 pm

**Table 3. Grant Timeline**

Milestone	Date
Preliminary Grantee Selection	December 8, 2023
Draft Grant Agreement to Grantee	January 5, 2023
Draft Grant Agreement Returned to CARB	January 26, 2024
Grant Agreement <sup>9</sup> Signed and Executed & Grant Term Starts	May 15, 2024
Draft Final Report to CARB	December 31, 2026
Grant Term Ends & Final Report and Final Disbursement Request Deadline	March 15, 2027

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<sup>9</sup> Includes submission of the governing board resolution and other requirements, as outlined in the Requirements Prior to Execution of Grant Agreement section.



## V. Terms and Definitions

The terms defined below will be in bold the first time they are used in the remainder of this document.

**Applicants:** Term used to refer to the Lead Applicant and all Sub-applicants.

**Capacity building:** The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources. For this RFA, the goal of capacity building is to help develop or increase the ability of disadvantaged and low-income communities, including tribal communities, to understand and analyze transportation needs based on their own unique context and lived experiences, identify transportation priorities, access funding, advocate for equitable planning processes, and equitably implement clean transportation projects in the future. Examples of capacity building projects are listed in the tables in Table 6 below.

**Community-based organization:** A nonprofit organization (as defined below) that is place-based, with an explicit geographic focus area that includes the Project Community. Staff or board members of the community-based organization must reside in the Project Community and the organization must have a demonstrated record of at least one year providing services in the community.

**Community Partner:** A community group, community resident, student, parent, school staff, health-based organization, faith-based organization, small business, or other entity in the Project Community that, while not responsible for implementing funded projects, serves as a key stakeholder and representative of the Project Community during both development of the application and implementation of funded projects.

**Direct costs:** Actual costs incurred that are directly tied to the implementation of the project, including, but not limited to, personnel costs (i.e., hourly wage), subcontracts, equipment costs, and travel expenses. Profits, profit sharing, shareholder interest, bonuses, and taxes (real and personal) are NOT reimbursable as direct or indirect costs. Allowable costs are paid on a reimbursement basis only except where all advance pay requirements have been satisfied as set out in this RFA.

**Disadvantaged community:** An area that experiences disproportionate amounts of pollution, environmental degradation, and socioeconomic and public health conditions, identified as disadvantaged by the California Environmental Protection Agency per Senate Bill 535. Disadvantaged communities include the top 25 percent of census tracts in CalEnviroScreen 4.0, census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest five percent of CalEnviroScreen 4.0 Pollution Burden composite scores, census tracts identified in 2017 as disadvantaged regardless of their scores in CalEnviroScreen 4.0, and lands

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under the control of federally recognized tribes.<sup>10,11</sup>

**Displacement prevention:** Activities that prevent substantial economic, environmental, and public health burdens that may lead to the physical or economic displacement of low-income households or small businesses. Examples of displacement prevention activities are listed in the Application Guidance.

**Grant Term:** The time period identified in the fully executed Grant Agreement in which all CARB Grant Funds must be spent and all project activities completed.

**Indirect costs:** Indirect costs are actual costs incurred for services or activities that are not directly tied to a specific project objective but support a common or joint purpose. Allowable indirect costs are a pro rata share of general management (overhead) costs for operations that support the work performed under the Grant Agreement, such as accounting, budgeting, payroll preparation, personnel services, utility costs, rent and centralized data processing not already identified or reimbursed as a direct cost. Profits, profit sharing, shareholder interest, bonuses, and taxes (real and personal) are NOT reimbursable as direct or indirect costs. Indirect costs shall NOT exceed one percent of the total CARB Grant Funds awarded. Allowable costs are paid on a reimbursement basis only except where all advance pay requirements have been satisfied as set out in this RFA.

**Key destinations:** Places to which residents of the Project Community need to travel. This may include but is not limited to school, work, healthcare centers, grocery stores, community centers, government services, transit hubs, childcare, and recreational sites.

**Lead Applicant:** The community-based organization, local government, public school, or tribal government that is responsible for leading the development of the application and implementation of the projects funded through CARB under this RFA. The Lead Applicant becomes the Grantee if their application is selected for funding.

**Local government:** A local public entity as defined in Section 900.4 of the California Government Code, which includes any local California county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State but does not include the State (e.g., school districts, special districts, local education agencies, councils of governments, air districts, transit agencies, and joint powers authorities).

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<sup>10</sup> <https://www.caclimateinvestments.ca.gov/priority-populations>

<sup>11</sup> All federally recognized tribal lands included in the American Indian Areas Related National Geodatabase were designated as Senate Bill 535 disadvantaged communities based on the May 2022 report found [here](#). A tribe can establish that a particular area of land is under its control (even if not represented as such on CalEPA's disadvantaged community map) by requesting a consultation with the CalEPA Deputy Secretary for Environmental Justice, Tribal Affairs and Border Relations at [TribalAffairs@calepa.ca.gov](mailto:TribalAffairs@calepa.ca.gov).

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**Low-income community:** Census tracts with median household incomes at or below 80 percent of the statewide median income or below the threshold designated as low-income by the Department of Housing and Community Development.<sup>12</sup>

**Nonprofit organization:** Any nonprofit corporation qualified to do business in California, registered with the California Secretary of State, qualified pursuant to subdivision (c)(3) under Section 501 of the Internal Revenue Code, and tax exempt under California state law. For the purposes of this RFA, nonprofit organizations must have at least one year of incorporation as a nonprofit organization under Section 501 of the Internal Revenue Code, be in active/good standing with the California Secretary of State, and have an office or at least one full-time staff person based in California. Certain nonprofits that are tribally chartered corporations under tribally enacted laws may be exempt from registration with the California Secretary of State.

**Project Community:** A geographic area where the residents who are primarily intended to benefit from the project reside. The Project Community may be represented by a contiguous or non-contiguous geographic area but must be at minimum within connected counties.

**Ride-hailing service:** On-demand ride services where rides are arranged online or over the phone to connect passengers with drivers using their personal vehicles.

**Resource contributions:** Cash match, in-kind services, and leveraged funding from other public or private sources to contribute to proposed projects and support their quality, breadth, and longevity within and beyond the Grant Term.

**School:** For the purposes of this RFA, a California-based kindergarten through grade twelve or adult educational institution that complies with the laws and meets the requirements for operating as a public school in the state of California. A public school must meet the California Department of Education's definition as described on their website: <https://www.cde.ca.gov/ds/si/ds/dos.asp>.

**Sub-applicant:** An entity that enters into a partnership with the Lead Applicant for the purpose of applying for a CARB grant and that is responsible for implementing a project or project elements funded through CARB. Sub-applicants will enter written agreements with the Lead Applicant if their application is selected for funding.

**Transportation equity:** Occurs when the transportation system addresses unique transportation barriers; shifts decision-making power to the communities the system serves; and improves the quality of life for low-income people, people of color, and residents of communities disproportionately impacted by air pollution or who lack access to housing, jobs, and services.

**Tribal government:** All California Native American Tribes. Either a federally-

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<sup>12</sup> <https://www.caclimateinvestments.ca.gov/priority-populations>

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recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission.<sup>13</sup>

**Useful Life:** The amount of time the funded vehicle or equipment may be operated or used productively, to be determined by each Grantee and for each vehicle or equipment type in consultation with CARB.

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<sup>13</sup> <http://nahc.ca.gov/>

# Eligible Communities, Applicants, and Partnership Structure

## I. Eligible Communities

Each application must identify and describe the **Project Community**, which is the geographic area that will be the focus of the project benefits. More than 50 percent of the geographic area of the Project Community must be within **low-income or disadvantaged community** census tracts and at least 50 percent of the total proposed budget must fund projects located within the low-income and disadvantaged community census tracts in the Project Community. Interested Lead Applicants may work with the Technical Assistance provider to create a map depicting their Project Community for their Concept Phase application and update the map as needed for their Full Phase application.

## II. Eligible Applicants

Each application must include partnerships between a **Lead Applicant, Sub-applicants**, and **Community Partners**. It is important that these entities, representing different interests and priorities in the Project Community, work together to collectively develop and implement projects that address the needs of community residents and local implementers.

Each application must have a single Lead Applicant. Should their application be selected for funding, the Lead Applicant will enter into a Grant Agreement with CARB and assume responsibility and accountability for the use and expenditure of received CARB Grant Funds. The Lead Applicant is responsible for contracting and working with all Sub-applicants and Community Partners to implement the proposed projects and Scope of Work as set out in the executed Grant Agreement.

Lead Applicants must be one of the following types of organizations, as defined in the Terms & Definitions section of this RFA above:

- **Community-based organizations**<sup>14</sup>
- **Tribal governments**<sup>15</sup>
- **Local governments**

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<sup>14</sup> To qualify as a Lead Applicant, a community-based organization must meet all of the requirements outlined in the definition of a nonprofit organization above.

<sup>15</sup> To qualify as a Lead Applicant, a tribal government must engage in negotiations with CARB to develop and execute a limited waiver of sovereign immunity agreeing to the personal and subject matter jurisdictions of state court and, at minimum, compliance with state construction standards and regulations.

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- **Public schools**<sup>16</sup>

Sub-applicants must have written agreements with the Lead Applicant in place for their work on the project at the time of project implementation and must comply with CARB's Grant Agreement terms alongside the Lead Applicant. Sub-applicants may include public, private, or nonprofit organizations, including but not limited to:

- Community-based organizations<sup>17</sup>
- Consultants (e.g., fleet and infrastructure planners, project management firms)
- Healthcare services and providers
- Institutions of higher education
- Local governments
- **Nonprofit organizations**
- Philanthropic organizations and foundations
- Private companies (e.g., private mobility providers, charging station providers, except private schools<sup>18</sup>)
- Public schools
- Small businesses
- Tribal governments
- Utilities and community choice aggregators
- Vocational schools
- Other public agencies

Community Partners serve as key stakeholders and representatives of the Project Community and should contribute to the development of the proposed projects and continue to participate in decision-making throughout project implementation. While not directly responsible for implementing components within the project, Community Partners should have a formal agreement, such as a contract or a Memorandum of Understanding (MOU),<sup>19</sup> with the Lead Applicant or a Sub-applicant. If appropriate compensation is offered, it must comply with applicable laws.

**Applicants** must comply with all relevant State laws, regulations, policies, and

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<sup>16</sup> Clean Mobility in Schools grantees selected from the Fiscal Year 2018-19 solicitation are not eligible to be Lead Applicants.

<sup>17</sup> For Sub-applicants, if the community-based organization is an unincorporated nonprofit, they must have a contract with a fiscal sponsor who is tax-exempt with the Internal Revenue Service under Internal Revenue Code Section 501 and tax-exempt under California state law. The fiscal sponsor must be registered in active/good standing with the California Secretary of State to perform financial management and administrative functions on their behalf.

<sup>18</sup> No public money shall ever be appropriated for the support of any sectarian or denominational school or any school not under the exclusive control of the officers of the public schools.

<sup>19</sup> Note that an MOU does not normally establish a contractual agreement but reflects an information understanding that does not bind either party. A contract, on the other hand, sets out the relationship and responsibilities of the parties and the consideration (compensation or exchange of value) given by both parties to each other.

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procedures. Where applicable, Applicants must demonstrate compliance with CARB regulations, including but not limited to regulations pertaining to trucks, buses, off-road equipment, and engine inspection requirements. After preliminary selection as a Grantee but before the Grant Agreement is fully executed, the Applicants will be required to verify compliance with CARB regulations, such as:

- Fleet Rule for Public Agencies and Utilities<sup>20</sup>
- Clean Truck Check Program<sup>21</sup>
- Innovative Clean Transit Regulation<sup>22</sup>
- In-use Off-road Diesel-fueled Fleets Regulation (Off-Road Regulation)<sup>23</sup>
- Large Spark-ignition Engine Fleet Requirements Regulation (LSI)<sup>24</sup>
- Periodic Smoke Inspections of Heavy-duty Diesel-fueled Vehicles (PSIP)<sup>25</sup>
- Truck and Bus Regulation<sup>26</sup>

Members of CARB advisory groups cannot be Lead Applicants, Sub-applicants, contractors, subcontractors, consultants, or Community Partners; cannot provide letters of support or references; cannot be signatories to the Grant Agreement or any other related contracts; cannot be listed as any of the persons completing tasks in the scope of work; cannot have any role in or influence over this RFA or the application review or selection process; and cannot communicate with CARB regarding CARB's decision on the applications received. If a CARB advisory group member makes any prohibited appearance or communication subject to Government Code section 87104 as described above, the application will be disqualified and will not be eligible for an award.

Any entity selected to be part of the Statewide Planning and Capacity Building Administrator Project Team or contracted to provide technical assistance for this RFA is not eligible to be a Lead Applicant, Sub-applicant, Community Partner, contractor, or subcontractor in this RFA.

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<sup>20</sup> Fleet Rule for Public Agencies and Utilities: <https://ww2.arb.ca.gov/our-work/programs/fleet-rule-public-agencies-and-utilities>

<sup>21</sup> Clean Truck Check: <https://ww2.arb.ca.gov/sites/default/files/truckstop/hdim/hdim.html>

<sup>22</sup> Innovative Clean Transit: <https://ww2.arb.ca.gov/our-work/programs/innovative-clean-transit>

<sup>23</sup> Off-Road Regulation: <https://ww2.arb.ca.gov/our-work/programs/use-road-diesel-fueled-fleets-regulation>

<sup>24</sup> LSI: <https://ww2.arb.ca.gov/our-work/programs/large-spark-ignition-lsi-engine-fleet-requirements-regulation>

<sup>25</sup> PSIP: <https://ww2.arb.ca.gov/our-work/programs/heavy-duty-diesel-inspection-periodic-smoke-inspection-program>

<sup>26</sup> Truck and Bus: <https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation>

### **III. Partnership Structure**

Each application must include a description of the partnership structure. The application should include partnerships between stakeholders and implementers with different skillsets and expertise. If the Lead Applicant is a local government, then at least one of the Sub-applicants must be a community-based organization. If the Lead Applicant is a community-based organization, then at least one of the Sub-applicants must be a local government or a tribal government. If the Lead Applicant is a tribal government, then specific Sub-applicants are not required.

CMIS projects must include a public school or local education agency as an Applicant. If the application only includes CMIS projects, then the public school or local education agency must be the Lead Applicant. If the application includes school-related projects as a portion of the full proposal, then the public school or local education agency must at least be a Sub-applicant. Private schools are not eligible Applicants.

Partnerships can serve many important purposes, including offering diverse perspectives and complementary strengths, providing both community representation and the necessary authority to implement certain activities, connecting the projects to opportunities for sustainable funding and financing, and situating the projects within the larger regional transportation strategy. CARB encourages partnerships that prioritize decision-making led by community residents and representatives.



## Eligible and Ineligible Projects and Costs

CMIS and STEP grants fund a variety of planning and **capacity building**, clean transportation, and supporting projects that work together to increase **transportation equity** and achieve the community’s vision.

CARB encourages Applicants to work with partners throughout the Project Community and identify cross-program connections and opportunities to synergize. For example, a community that is interested in both a CMIS grant and a STEP grant may develop one joint application that includes both school-based and community-based projects and that connects the projects to maximize benefits to students and other community residents.

### I. Eligible Projects

Each CMIS and STEP application must include at least two projects from the categories listed in Tables 4 and 5 and at least fifty percent of the total proposed budget must fund projects from the categories listed in Tables 4 and 5.

The project categories in Table 4 are eligible for CMIS and STEP funds.

**Table 4. Clean Transportation Projects (Funded by both CMIS and STEP)**

Project Category	Example Project Types
Active transportation	<ul style="list-style-type: none"> <li>• Bicycle and pedestrian-supportive infrastructure (e.g., bike racks, urban forestry)</li> <li>• Maintenance of infrastructure</li> <li>• New bikeways and networks (Class I, Class II, or Class IV) or bikeway upgrades from Class II to Class IV</li> <li>• New pedestrian walkways, sidewalks, and multi-use paths</li> <li>• Safety improvements (e.g., path/street lighting, traffic calming infrastructure, no-car zones)</li> <li>• Subsidies or vouchers to incentivize active transportation</li> </ul>
Fixed-route transit and school bus service	<ul style="list-style-type: none"> <li>• Fare subsidies</li> <li>• Improvements to increase accessibility and efficiency of service (e.g., network/fare integration, wayfinding, route optimization, and signage)</li> <li>• New or expanded service, including planning, zero-emission vehicles (ZEVs), infrastructure, and operations</li> <li>• Operations and operations improvements</li> <li>• Right-of-way improvements (e.g., bus rapid transit lanes)</li> <li>• Station improvements</li> </ul>
Shared mobility	<ul style="list-style-type: none"> <li>• Fare subsidies</li> </ul>

Project Category	Example Project Types
	<ul style="list-style-type: none"> <li>• New or expanded zero-emission service, including carshare, rideshare, vanpooling, carpooling, bikeshare, scooter-share, <b>ride-hailing</b>, shuttles, and microtransit</li> <li>• Operations and operations improvements</li> </ul>

The project categories in Table 5 are eligible for CMIS funds.

**Table 5. Clean Vehicle and Equipment Projects (Funded by CMIS only)**

Project Category	Example Project Types
School-related vehicles and equipment	<ul style="list-style-type: none"> <li>• Charging/fueling infrastructure and battery storage</li> <li>• School-related ZEV purchase (e.g., school buses, utility carts, delivery vans, passenger cars, work trucks) and associated charging/fueling and storage infrastructure</li> <li>• Zero-emission landscaping and maintenance equipment purchases to reduce noise and air pollution on school grounds (e.g., walk-behind and ride-on mowers, string trimmers, hedge trimmers, chainsaws/polesaws, edgers, and leaf blowers or vacuums) and associated charging/fueling and storage infrastructure</li> </ul>

The project categories in Table 6 are eligible as components of projects for CMIS and STEP funds, but they must be accompanied by projects from the project categories in Tables 4 or 5.

**Table 6. Planning, Capacity Building, and Supporting Projects (Funded by both CMIS and STEP)**

Project Category	Example Project Types
Clean transportation outreach, engagement, and capacity building	<ul style="list-style-type: none"> <li>• Behavior change, education, and marketing campaigns to support shifts toward cleaner modes of transportation (e.g., gamification programs, mobile apps)</li> <li>• Community and school resource portals, toolkits, and documents</li> <li>• Community resource centers for clean transportation education and outreach</li> <li>• Community transportation needs assessments<sup>27</sup></li> </ul>

<sup>27</sup> For the purposes of this RFA, a community transportation needs assessment is a community-led effort in which transportation gaps are evaluated and mobility challenges, needs, preferences, and priorities of residents in the Project Community are identified through direct community input and engagement.

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Project Category	Example Project Types
	<ul style="list-style-type: none"> <li>• Educational resources and training for clean transportation (e.g., curricula, videos, mobile apps, safety, and training courses)</li> <li>• Events (e.g., ZEV ride and drives, bicycle rodeos, bike repair pop-ups, temporary street closures or car-free days, workshops)</li> <li>• Long-term training and skills development</li> <li>• Participatory budgeting, lottery-selected panels, and other forms of community decision-making</li> <li>• Partnership building and network development</li> <li>• Pop-up and demonstration projects and other forms of tactical urbanism<sup>28</sup></li> <li>• Surveys and information gathering</li> <li>• Trip planners, street teams, and community ambassadors to connect residents to clean transportation options</li> </ul>
Clean transportation, land use, and transportation equity plans	<ul style="list-style-type: none"> <li>• Automated and connected vehicle plans for equitable shared mobility</li> <li>• Combined land use and mobility plans</li> <li>• Feasibility studies</li> <li>• Grid capacity analyses</li> <li>• Mobility equity analyses</li> <li>• Mobility plans (e.g., active transportation, new mobility, safe routes to school, transit, multi-modal ZEV readiness, and multi-modal corridor plans)</li> <li>• Planning activities related to achieving the Prohousing Designation where there is a clear nexus to VMT reduction<sup>29</sup></li> <li>• Plans and policies to support mode shift (e.g., transportation and energy demand management plans, car-free zone plans, curbside management policies)</li> <li>• Traffic calming and safety enhancement plans (e.g., collision, safety, and speed limit analyses; Vision Zero plans)</li> <li>• Transportation equity work plans</li> </ul>
Clean transportation workforce training and	<ul style="list-style-type: none"> <li>• Business/employer relationship building and network development</li> <li>• First responder training on ZEV safety</li> </ul>

<sup>28</sup> Low-cost, short-term changes to the built environment intended to improve local neighborhoods and create gathering places through traffic calming measures and the reimagining of road space for other purposes.

<sup>29</sup> <https://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program>. List of activities is also available in the Application Guidance.

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Project Category	Example Project Types
development	<ul style="list-style-type: none"> <li>• Gap analyses of education and training opportunities (e.g., transitioning to zero-emission transportation)</li> <li>• Internships for students seeking hands-on experience</li> <li>• Job assistance and career development, apprenticeships, and pre-apprenticeship programs</li> <li>• On-the-job training for clean transportation staff</li> <li>• Partnerships with job assistance and career development programs</li> <li>• Engagement and contracting with local small businesses and workforce groups and agencies</li> <li>• Clean transportation operations or maintenance training curriculum</li> </ul>
Supporting projects	<ul style="list-style-type: none"> <li>• Data collection and project evaluations</li> <li>• <b>Displacement prevention</b> activities related to funded projects</li> <li>• Projects that support infill and transit-oriented development and reduce passenger VMT (e.g., conservation easements, adoption of urban growth boundaries, transfer of development rights)</li> <li>• Infrastructure that supports zero-emission transportation (e.g., vehicle charging, renewable energy generation or storage, broadband)</li> <li>• Local goods delivery to individuals or small businesses to minimize trips in single-occupancy vehicles (e.g., zero-emission vehicles for expanded delivery services for local businesses, mobile libraries, zero-emission school meal or grocery delivery services)</li> <li>• Road pricing pilots, policies, or programs (e.g., parking, vehicle registration, de-congestion, or road pricing; feebates) to support mode shift away from single-occupancy combustion vehicles</li> <li>• Space conversion and placemaking projects or pilots (e.g., car-free zones, curbside management, parking conversion, parklets, public art)</li> </ul>

The examples provided in Tables 4, 5, and 6 are not exhaustive. Other project types not listed may be funded through CMIS or STEP, at CARB’s discretion. Projects must:

- Meet applicable State laws.
- Increase transportation equity.
- Support or achieve GHG emissions reductions.
- Address a community or school transportation need.
- Support increased access to **key destinations** and services.

CARB recommends that Applicants ask about other project types they are interested in during Concept Phase Q&A sessions to avoid proposing project types that CARB may deem ineligible.

## II. Ineligible Projects

Projects that are ineligible for CMIS and STEP funding include but are not limited to:

- Community-scale renewable energy or fuel production and storage
- Heavy rail service
- Highway or road capacity creation or expansion
- Inter-state transit
- Lab-scale technology research and development (Technology Readiness Level 4 or less)<sup>30</sup>
- Manufacturing, including but not limited to:
  - Acquisition of raw materials or inputs for the manufacture of commercial product(s)
  - Operations and maintenance of manufacturing facilities
- Personal or private automobile funding incentives (e.g., rebates, vouchers)
- Planning for highway or road capacity creation or expansion
- Projects that include purchase of internal combustion or hybrid vehicles
- Projects that increase GHG or air pollutant emissions
- Projects that increase passenger VMT
- Residential or commercial development
- Ride-hailing services unless they are providing services with zero-emission vehicles
- Road maintenance that is not directly linked to a complete streets project
- Vehicle or fleet replacement that does not support new or expanded service (except for the school-related vehicles and equipment in Table 5)

## III. Eligible Costs

Eligible costs that may be covered by CARB funding include:

- Access to proprietary data or research material, subject to CARB approval
- Community outreach and engagement events and support, including but not limited to:
  - Community and stakeholder advisory groups
  - Language translation and interpretation services
  - Marketing and advertisements

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<sup>30</sup> Technology must be at minimum ready to test in a relevant environment.

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- Participant incentives that are an exchange for services or information and are appropriately documented
- Public transit subsidies for participants with accessibility or transportation challenges
- Rental costs of equipment, facilities, or venues (Applicants are encouraged to seek access to free or low-cost facilities through partnerships with community facilities where possible)
- Consumer subsidies
- Costs for implementing new or expanded displacement prevention and clean transportation-supportive policies
- Development or update of clean transportation, land use, and transportation equity plans
- Electronic software licenses, services, and development or hardware support services
- Equipment and infrastructure design, engineering, procurement, lease, installation, construction, and commissioning, for elements such as:
  - Accessibility improvements
  - Battery storage
  - Consumer payment systems
  - External consultant fees
  - Green infrastructure (e.g., trees, bioswales, permeable pavement)
  - Software and hardware costs
  - Solar photovoltaic systems (when associated with project vehicles)
  - Street and sidewalk infrastructure
  - Vehicle charging and hydrogen refueling stations (when associated with project vehicles)
  - Vehicle locking and micromobility device storage stations
  - Vehicle-to-grid and vehicle-to-building elements
  - Zero-emission landscaping and maintenance equipment
  - Additional infrastructure supplements, including but not limited to equipment extended warranty, repair labor warranty, transformers, electric panels, conduit, wiring, stub-outs, demand management equipment, and parking space purchase or lease.
- Fuel and electricity costs
- Labor, including but not limited to:
  - Direct travel costs (travel reimbursement must adhere to the State rates and conditions established on the California Department of Human Resources (CalHR) website<sup>31</sup> with the exception of out-of-state travel, which is not eligible unless explicitly approved by CARB)
  - Salaries, wages, and stipends for staff and residents dedicated to the project (excluding bonuses, profit sharing, or anything not otherwise allowed by applicable laws)

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<sup>31</sup> <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>

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- Training for staff
- Light-, medium-, and heavy-duty ZEV purchase and lease
- Materials and supplies, including but not limited to:
  - Language translation services
  - Preparation of materials
  - Printing and mailing
- Micromobility device (e.g., standard bicycles, electric bicycles, electric scooters, tricycles, hand-pedaled cycles, recumbent bicycles) and neighborhood electric vehicle purchase and lease
- Operations and maintenance of vehicles, equipment, and infrastructure, including but not limited to:
  - Accessibility improvements (e.g., Americans with Disabilities Act-compliant mobile phone applications, curb cuts, wheelchair-accessible vehicles)
  - Costs to outfit vehicles, equipment, and infrastructure with necessary and appropriate workplace and safety equipment
  - Insurance (for vehicle and for rider or passenger)
  - Mileage and user tracking devices (e.g., data loggers or telematics, bike and walk count equipment)
  - Repairs, repair tools, and routine maintenance
  - Reservation system development and on-going maintenance costs
  - Roadside assistance
  - Safety and training courses
  - Software compatibility support and upgrades
  - Time-of-use management systems and software
  - User safety equipment (e.g., helmets for bicycle sharing participants)

### IV. Ineligible Costs

Costs that are ineligible for CARB funding include but are not limited to:

- Advocacy work, such as direct lobbying for the passage of specific bills or local propositions
- All costs associated with enabling non-shared automobile or motorcycle parking, including but not limited to parking fees and the addition or rent of parking spaces or structures
- Building permits and site approvals
- Ceremonial expenses
- Childcare-related costs
- Collateral on any debt or loan, payments on any debt or loan, or use of funds as an asset to secure financing, refinancing, a loan, or a line of credit
- Commission fees, commissions, bonuses, and bonus payments of any kind
- Cost of acquisition of any rights-of-way or any land use entitlements

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- Costs that occur outside the **Grant Term**, including for work completed before Grant Agreement execution and ongoing operational costs after the Grant Term
- Cost-sharing for infill development
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- Donations
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or California Environmental Quality Act (CEQA)
- Food and beverages
- General meetings that do not specifically discuss or advance implementation of the CARB-funded projects
- **Indirect costs** in excess of one percent of the total awarded funds
- Land or building acquisition, leasing, or renting, except for parking space purchase or lease
- Litigation costs, attorney fees, or lobbying
- Local, state, or federal taxes
- Mitigation activities that are already mandated by local or State governing bodies or agencies
- Out-of-state travel, unless explicitly approved by CARB
- Payment for any civil or criminal penalties or fines or to address, correct, or mitigate any past, present, or future violations or any alleged violations of law
- Payment of liens or to satisfy a judgment
- Political campaigns or support at the local, state, or federal level
- Profit or profit-sharing
- Publicity expenses unrelated to the CARB-funded projects
- Real estate brokerage fees or expenses
- Referral fees
- Services, materials, or equipment already paid for by another State program
- Stewardship of legal defense funds
- Travel that does not adhere to the State rates and conditions established by CalHR

### V. Project Eligibility Requirements

This section describes requirements for specific project types.

All proposed infrastructure projects (e.g., bike or pedestrian infrastructure, charging or fueling infrastructure) must qualify for an exemption under CEQA as determined by the Lead Agency. More information on how this must be documented can be found in the section "Requirements Prior to Execution of Grant Agreement" below.



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For funded outreach and engagement activities, funded activities must:

- Be directly related to the implementation of the grant.
- Focus on engaging community residents of the Project Community, and particularly on engaging hard-to-reach residents in disadvantaged and low-income communities whose interests have historically been under-represented.
- Develop and implement a process for community engagement that maximizes resident power to make decisions about project design and implementation.
- Meet the needs of residents and help maximize their ability to participate, such as translating meetings and materials and scheduling meetings at times that are convenient for them.
- Use methods recommended in the Application Guidance.
- Appropriately compensate community residents for their expertise and information provided when participating in engagement activities.
- Collect data on residents' current knowledge regarding clean transportation options.
- Use outreach, education, and press materials that have been approved by CARB and adhere to the California Climate Investments guidelines.
- Educate community residents about other applicable CARB funding opportunities, including Access Clean California and the clean vehicle ownership programs (e.g., the Clean Vehicle Rebate Program [CVRP], Clean Cars 4 All, the Clean Vehicle Assistance Program), and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project).

For funded light-, medium-, and heavy-duty vehicle purchases:

- Vehicles must be zero-emission. ZEVs include electric-drive, all-battery electric vehicles, and fuel-cell electric vehicles.
- Vehicles may be purchased or leased (two-year minimum lease period).
- Class 2b through Class 8 vehicles must be on the eligible Clean Trucks and Bus Vouchers (HVIP) Eligible Vehicle lists<sup>32</sup> at the time of purchase.
  - New vehicles funded by CMIS and STEP cannot receive additional incentives from HVIP.
- Fleets must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging or fueling infrastructure and repairs and maintenance of the vehicles.
- Vehicles must be registered in California.
- Vehicles must be compliant with all applicable State requirements, including, but not limited to applicable CARB engine or vehicle approval or certification and Department of Motor Vehicles licensing.

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<sup>32</sup> <https://californiahvip.org/vehiclecatalog/>

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- School buses must complete California Highway Patrol (CHP) safety certification within 60 days of delivery and maintain CHP certification through the end of the Grant Term.
- No modifications can be made to the vehicle's emissions control systems, hardware, or software calibrations (California Vehicle Code [CVC] Section 27156).
- Vehicle titles cannot be salvaged (as defined in CVC Section 544).
- Vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.
- Vehicles must be under warranty with the manufacturer for the duration of the Grant Term.
- Used vehicles must meet the following additional requirements at the time of purchase or lease:
  - Vehicle model years must be four years or newer.
  - Vehicle mileage cannot exceed 48,000 miles.
  - Vehicles cannot have any outstanding recall notices. If there has been a recall notice for the vehicle model, documentation must be provided that the problem has been addressed before the vehicle is purchased or leased.
  - Vehicles must be inspected by a licensed automotive mechanic.
  - Vehicles that previously have participated in CVRP or HVIP (received rebates) must have passed the compliance period and have fully complied with program requirements.
  - Vehicles must be formerly listed under the eligibility list of CVRP or HVIP according to their model years.
- Once the Grant Term ends, vehicles should continue to benefit the Project Community for their **Useful Life** during which they shall not be sold, leased, discontinued, discarded, abandoned, or dismantled, except where written authorization has been received from CARB in advance.

### For funded micromobility devices:

- Purchased micromobility devices must be new.
- Micromobility service must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging or fueling infrastructure and repairs and maintenance of the devices.
- Micromobility service must be registered with the local jurisdiction, where available.
- Micromobility devices must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.
- Once the Grant Term ends, micromobility devices should continue to benefit the Project Community for their Useful Life during which they shall not be sold, leased, discontinued, discarded, abandoned, or dismantled, except where

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written authorization has been received from CARB in advance.

For funded Electric Vehicle Supply Equipment (EVSE) purchase and installation:

- EVSE must be primarily intended for charging project-related vehicles but may be made available to other services or to the public.
- EVSE must be able to withstand extreme weather conditions associated with the project area (e.g., extreme temperature, heavy rains, high winds).
- Display screens must be protected from malfunctions due to condensation and any local weather conditions.
- EVSE may be installed in commercial, public, or residential locations. For EVSE installed in public locations, EVSE must meet the requirements for the “Electric Vehicle Charging Stations Open Access Act” (Senate Bill 454, Statutes of 2013).<sup>33</sup>
- EVSE may include mobile charging technologies or the use of existing charging networks.
- Charging capacity must be at minimum Level 2.
- EVSE must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging infrastructure.
- EVSE infrastructure and equipment must be installed by an electrician with Electric Vehicle Infrastructure Training Program certification.<sup>34</sup>
- Project must qualify for an exemption under CEQA as determined by the Lead Agency.
- Once the Grant Term ends, EVSE should continue to benefit the Project Community for their Useful Life during which the infrastructure shall not be sold, abandoned, discarded, discontinued, leased, or dismantled, except where written authorization has been received from CARB in advance.

For shared mobility projects:

- Shared mobility operators must offer inclusive access to services, including access to adaptive vehicles and devices that are designed for people with disabilities and that can carry equipment such as wheelchairs.
- For shared mobility services that operate with vehicles (rather than micromobility devices), the projected average per-vehicle occupancy must meet or exceed the relevant minimum included in Table 7 below.

**Table 7. Shared Mobility Vehicle Occupancy Requirements**

Passenger Trip Length	Ride-hailing Service?	Minimum Average Per-Vehicle Occupancy
Less than ten miles	No	2

<sup>33</sup> <https://ww2.arb.ca.gov/our-work/programs/electric-vehicle-supply-equipment-evse-standards>

<sup>34</sup> <https://evitp.org/training/>

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Passenger Trip Length	Ride-hailing Service?	Minimum Average Per-Vehicle Occupancy
Less than ten miles	Yes	3.34
Ten miles or more	No	1.21
Ten miles or more	Yes	2.01

For funded hydrogen refueling station installation, hydrogen refueling stations must:

- Be intended to provide fuel to project-related vehicles.
- Adhere to the minimum technical, renewable hydrogen, and other requirements described in CARB’s Hydrogen Fueling Infrastructure program<sup>35</sup>.
- Be designed to allow the station to accept delivery of hydrogen fuel from a mobile refueler or hydrogen tube trailer if on-site hydrogen production goes off-line or if hydrogen delivered via a pipeline is disrupted.
- Qualify for an exemption under CEQA as determined by the Lead Agency. Once the Grant Term ends, hydrogen refueling stations should continue to benefit the Project Community for the lifetime of the infrastructure.

For funded lawn and garden equipment (CMIS project category only), equipment must:

- Be on the eligible Clean Off-Road Equipment Voucher Incentive Project (CORE) Eligible Equipment<sup>36</sup> list at the time of purchase.
  - New equipment funded by CMIS cannot receive additional incentives from CORE.
- Be used on school property.

For funded displacement prevention activities (STEP project category only), funded activities must:

- Be focused on implementing additional or new policies and programs, which may include but are not limited to new policies not yet adopted, programs that address implementation barriers of existing policies and programs, and expanded efforts of existing policies and programs.
- Directly address the displacement vulnerabilities of the Project Community and the potential impacts of implementing STEP-funded projects.
- Be focused on engaging existing low-income households and small businesses within the Project Community.

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<sup>35</sup> <https://ww2.arb.ca.gov/our-work/programs/hydrogen-fueling-infrastructure>

<sup>36</sup> <https://californiacore.org/equipmentcatalog/>

# Grant Management, Budget, and Data Expectations

## I. Grant Management

Lead Applicants should plan to have the staff capacity and budget to support grant management for the entire Grant Term. Grant management may include but is not limited to process and project planning; partner contract development and execution; payments processing, invoicing, and disbursement requests; regular status reports for and check-ins with CARB and other partners; and data collection, evaluation, and reporting to CARB and the public.

After Grant Agreements are executed, Grantees must execute written agreements with each of their Sub-applicants. Fully executed agreements must be in place before the Sub-applicants can incur any costs for which the Grantee will seek reimbursement, so it is important to execute these agreements as soon as possible. All agreements must expressly incorporate by reference the terms and conditions of the Grantee's Grant Agreement with CARB in its entirety. These written agreements will govern the work completed by each partner. Applicants are encouraged to extend these written agreements, as well as the partnership agreement and other plans outlined below beyond the Grant Term to support long-term project sustainability. However, all CARB Grant Funds must be spent within the Grant Term.

Grantees must work with their partners to develop an overall Project Plan. This plan will include multiple parts. Depending on the project types funded, it may include the following:

- Data collection, evaluation, and reporting plan
- Individual project or service operations plans
- Internal procedures and communication plan
- Long-term sustainability project plan
- Outreach and engagement plan
- Partnership agreement
- Vehicle acquisition plan

The Project Plan will be identified as a deliverable in Task 1 of the Scope of Work in the Grant Agreement. The Project Plan will serve as a detailed blueprint of the scope of the overall grant project and will be reviewed and approved by CARB. It is meant to be a useful tool for the Grantee, CARB, and other partners to plan, understand, and refer to for details of the project. The plan may be developed over time as different parts become relevant. For example, the partnership agreement should be developed within six months of grant execution (the earlier, the better). The data collection, evaluation, and reporting plan should be developed before data collection is set to begin. The individual project plan for a project with a later start date may be

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developed later in the Grant Term, before that project is set to begin. The Grantee, CARB, and partners should revisit the Project Plan consistently over the Grant Term and update it as needed within the bounds of the Grant Agreement.

Grantees may request funds as reimbursements or in advance, assuming all advance pay requirements in the Draft Sample Grant Agreement (Appendix C) are met. However, CARB Grant Funds may not be advanced to anyone other than the Grantee; all other funding recipients must be paid on a reimbursement basis only.<sup>37</sup> Grantees are encouraged to work with their partners to plan a reimbursement payment system that eases this burden, particularly for smaller community-based organizations.

Technical assistance will be available during grant implementation to support Grantees on some or all of these tasks. The technical assistance provider will work with each Grantee individually to formulate a support plan that addresses the needs of the Grantee and their partners.

### II. Budget

A majority of the total proposed budget must fund projects located within the disadvantaged and low-income community census tracts in the Project Community. More than fifty percent of the total proposed budget must also fund projects from the project categories listed in Tables 4 and 5 above. At least five percent of the total proposed budget must be set aside for data collection, evaluation, and reporting. Indirect costs may not exceed one percent of the total requested funds for CMIS and STEP.

**Resource contributions** may be provided to cover project costs but are not required. CARB has no specific limitations on resource contributions, but any resource contributions must follow the requirements set forth in the funding source that they come from.

### III. Data Collection, Evaluation, and Reporting

During the Grant Term, the Grantee and their partners will be required to collect, evaluate, and report to CARB on data from each implemented project. At least five percent of the total proposed budget must be allocated to these activities. These activities should be identified in the Scope of Work of the application.

Data collection, evaluation, and reporting are important to 1) evaluate and understand the impacts and effectiveness of the projects and use of CARB Grant Funds; 2) learn from the projects, many of which are new pilots that may provide useful information for future efforts throughout the state; and 3) be able to actively update processes and project implementation based on the information collected. During the Grant

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<sup>37</sup> <https://ww2.arb.ca.gov/sites/default/files/barcu/regact/2019/advancepayment2019/fro.pdf>

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Term, the Grantee, in coordination with their partners, must create and implement a data collection, evaluation, and reporting plan, as referenced above, that includes the following components:

1. Data collection: Collect data on projects at least quarterly. Set up a process by which project implementers report data on project implementation to the Grantee for compilation.
2. Data evaluation: Regularly evaluate project impacts based on identified metrics of success, including direct community feedback. Regularly update processes and project implementation based on evaluation results. Some metrics of success are defined by CARB. Others should be identified for each project through collaboration with Community Partners and other residents. Metrics should be both quantitative and qualitative.
3. Data reporting: Report data annually to CARB, and more frequently when requested by CARB. The data reported may vary based on the project types funded and will be finalized by CARB in coordination with the Grantee after Grant Agreement execution.

Data types collected and reported to CARB will vary based on the activities and project types implemented and may include but are not limited to the lists in Table 8.

**Table 8. Data Types and Examples**

Data Types	Examples
Basic project data	Number of participants per event, number and location of vehicles, number and location of chargers, miles and location of bike lane or sidewalk, number and location of trees, number and value of subsidies
Vehicle telematics data	Number of users, average occupancy per vehicle, miles traveled per vehicle per day, hours of operation, number of charging events, kilowatt hours used per day
Charge management data	Number of hours per charge instance, pricing, power cycles
Demographics of participants/users	Age range, zip code of residence, gender, race/ethnicity, income level, student grade level
Surveys of participants/users	Rating of trip or activity experience, type of trip taken, primary reason for using service, transportation choice that would have been made without the project, aggregated origins and destinations of trips
Employment outcomes data	Quantity and quality of jobs supported
Lessons learned and best practices	N/A
Results of community and Grantee-led evaluations	N/A

## Concept Phase

Applications will be accepted and evaluated through a two-step process. First, Lead Applicants will apply to the Concept Phase. Concept Phase applications will be evaluated for eligibility. Eligible applications will then be scored. Concept Phase applications receiving a minimum score of 70 percent will be allowed to apply in the Full Phase. The Full Phase will only be open to Lead Applicants that were invited to submit a Full Phase application based on the outcomes of the Concept Phase.

### I. Application Submission

Lead Applicants must use the Concept Phase Application Template (Appendix A). All sections in the template must be completed for the application to be scored. All Concept Phase application responses will be considered draft. Lead Applicants will be required to describe any updates from the Concept Phase in the Full Phase application.

Concept applications must be submitted electronically via email. No oral, telephone, facsimile, or mailed applications will be accepted. Lead Applicants must send an email to [step@arb.ca.gov](mailto:step@arb.ca.gov) with the signed and complete Concept Phase application and Project Community map. CARB must receive the application no later than the Concept Phase Deadline. If the application is too large to send in one email, Applicants may submit different parts of the application in multiple emails and must include information in the body of the email about the number of emails that CARB should receive, so staff can confirm that CARB has received all parts of the application.

CARB will send a confirmation email to each Lead Applicant within 24 hours of receiving the electronic version of the application or on the next business day. Email is not instantaneous. Lead Applicants are encouraged to email their applications at least one day in advance of the Concept Phase Deadline to avoid delays due to technical difficulties. Applications received after the Concept Phase Deadline will be rejected and not scored.

### II. Q&A Sessions

CARB will hold two Q&A sessions during the Concept Phase, at which time CARB staff will be available to answer potential Planning, CMIS, and STEP Applicants' questions regarding eligibility requirements, application components and processes, and anything else related to the current RFA.

#### Concept Phase Q&A Session #1

Date: August 10, 2023

Time: 2:00 pm

Webinar registration:

[https://us06web.zoom.us/webinar/register/WN\\_IxIN0UwtTjiqLLbzZiKmbQ#/registration](https://us06web.zoom.us/webinar/register/WN_IxIN0UwtTjiqLLbzZiKmbQ#/registration)



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### Concept Phase Q&A Session #2

Date: August 29, 2023

Time: 10:00 am

Webinar registration:

[https://us06web.zoom.us/webinar/register/WN\\_p898EulXSe2lgD0XpEg1VQ#/registration](https://us06web.zoom.us/webinar/register/WN_p898EulXSe2lgD0XpEg1VQ#/registration)

The Q&A sessions will be open to all interested entities. Written questions submitted before each Q&A session will be given priority. Questions may be emailed to CARB staff at [step@arb.ca.gov](mailto:step@arb.ca.gov) up to 12:00 pm (Pacific Time) three business days prior to each Q&A session. Staff will only respond to questions regarding the Planning, CMIS, and STEP RFA during the Q&A sessions.

The questions and answers from the Q&A sessions will be posted on the CARB website three business days after the Q&A session. This date may be extended at CARB's sole discretion.

CARB will not answer questions regarding this RFA outside of the Q&A sessions. Any verbal communication with CARB staff concerning this RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.

### **III. Technical Assistance**

The Institute for Local Government, in collaboration with People for Mobility Justice and Fehr & Peers, are the technical assistance providers available to support potential Applicants. In the Concept Phase, they will focus on helping Applicants identify the funding program that best suits their needs, ensure that all eligibility requirements have been met, and develop a basic Project Community map. Applicants must sign up for technical assistance with the following link by **11:59 pm (Pacific Time) on August 11, 2023** to be guaranteed technical assistance:  
<https://www.ca-ilg.org/cleanmobilityta>.

### **IV. Eligibility Requirements and Scoring Criteria**

In the Concept Phase, applications must meet the eligibility requirements in Table 9 before they are scored. Eligibility requirements will be evaluated at CARB's sole discretion. CARB may request documentation or clarification from Lead Applicants. If an application does not appear to meet all eligibility requirements or requires additional documentation, the Lead Applicant will have two business days to respond to CARB by email. The Lead Applicant will be notified by CARB by September 13, 2023 and will be required to submit proof that the eligibility requirement has been met by **11:59 pm (Pacific Time) on September 15, 2023**. Any updates to the application during this time should not result in substantial changes to the application and only updates that are directly responsive to CARB's request will be considered.

**Table 9. Concept Phase Eligibility Requirements**

<b>Application Section</b>	<b>Eligibility Requirements</b>	<b>Yes/No/ N/A</b>
Overall	Are all sections of the Application Template complete?	
Overall	Was the application received by CARB at <a href="mailto:step@arb.ca.gov">step@arb.ca.gov</a> by the Concept Phase Deadline?	
Funding Request (Section 4)	Is the total budget requested less than or equal to \$14.85 million?	
Timeline (Section 5)	Will all CARB Grant Funds be spent by March 31, 2027?	
Project Community (Section 6)	Is more than 50% of the Project Community in disadvantaged or low-income community census tracts?	
Applicants and Partnership Structure (Section 7)	Are all Applicants eligible?	
Applicants and Partnership Structure (Section 7)	If the Lead Applicant is a local government, is one of the Sub-applicants a community-based organization? If the Lead Applicant is a community-based organization, is one of the Sub-applicants a local government or tribal government? (N/A for tribal governments as Lead Applicants.)	
Applicants and Partnership Structure (Section 7)	If the application includes school-related projects, is a public school or local education agency an Applicant? (N/A for STEP.)	
Project Descriptions and Transportation Equity (Section 8)	Are all projects eligible?	
Project Descriptions and Transportation Equity (Section 8)	Does the application include at least two projects from the categories listed in Tables 4 and 5 above?	

If all requirements are met (i.e., CARB staff answer “Yes” or “N/A” [not applicable] to each question in Table 8), the application will be scored using the scoring criteria in Table 9. The minimum score required to proceed to the Full Phase application is 70 percent (or 25.2 points out of 36 points).

**Table 10. Concept Phase Scoring Criteria**

<b>Application Section</b>	<b>Max. Points</b>	<b>90-100% / Yes</b>	<b>70-89%</b>	<b>50-69%</b>	<b>0-49% / No</b>
Project Community (Section 6)	2	Project Community does not overlap with an area served by an MPO or an urbanized area per the 2020 census - 100%.	N/A	N/A	Project Community overlaps with an area served by an MPO or an urbanized area per the 2020 census - 0%.
Project Community (Section 6)	2	Project Community does not overlap with locations that have received CMIS, STEP Implementation Grant, or Transformative Climate Communities (TCC) Implementation funding - 100%.	N/A	N/A	Project Community overlaps with locations that have received CMIS, STEP Implementation Grant, or TCC Implementation funding - 0%.
Applicants and Partnership Structure (Section 7)	8	Roles and responsibilities of each partner are clear, the partnership structure includes a plan to work collaboratively on the projects to ensure success, and the partnership structure identifies tangible ways to focus decision-making power to the community residents impacted by the project.	Partnership structure is clear and collaborative.	Partnership structure is not clear <u>or</u> does not identify important roles or collaboration approaches.	Partnership structure is not clear <u>and</u> does not identify important roles or collaboration approaches.
Applicants and Partnership Structure (Section 7)	2	Lead Applicant is a tribal government <u>or</u> at least two community-based organizations are Applicants - 100%.	N/A	N/A	Lead Applicant is not a tribal government <u>or</u> only one community-based organization is an Applicant - 0%.

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<b>Application Section</b>	<b>Max. Points</b>	<b>90-100% / Yes</b>	<b>70-89%</b>	<b>50-69%</b>	<b>0-49% / No</b>
Project Descriptions and Transportation Equity (Section 8)	6	Each project is clearly tailored to address one or more transportation needs identified through equitable engagement processes.	Most projects address at least one transportation need identified by the community.	Some projects address transportation needs identified by the community.	Community-identified transportation needs are not described.
Project Descriptions and Transportation Equity (Section 8)	2	Projects were identified through a STEP Planning Grant or a Clean Mobility Options (CMO) Community Transportation Needs Assessment (CTNA) Voucher - 100%.	N/A	N/A	Projects were not identified through a STEP Planning Grant or a CMO CTNA Voucher - 0%.
Project Descriptions and Transportation Equity (Section 8)	8	The proposed projects are clearly intended to increase transportation equity, connecting the needs of multiple different types of residents within the Project Community and considering workforce development, community resiliency, and economic opportunity.	The proposed projects focus on increasing transportation equity for multiple types of residents but may not consider workforce development, community resiliency, or economic opportunity.	Some but not all projects focus on increasing transportation equity for one target audience.	Transportation equity is not identified as a goal of the projects.
Project Descriptions and Transportation Equity (Section 8)	6	The proposed projects are clearly intended to increase access to key destinations and include project characteristics that consider residents with diverse transportation needs.	The proposed projects support increasing access to key destinations in some fashion and include basic considerations to meet diverse transportation needs.	Some projects support increasing access to key destinations in some fashion.	Increasing access to key destinations is not identified as a goal of the projects.

## **V. Selection Process**

CARB staff will evaluate Concept Phase eligibility requirements per Table 9. A CARB scoring committee will score eligible Concept Phase applications following the scoring criteria in Table 10. Applications that meet the eligibility requirements and score 70 percent or higher (25.2 points out of 36 points) will be invited to submit a Full Phase application. By September 25, 2023, CARB will post the list of applications submitted and the list of applications that are eligible to move on to the Full Phase online, and CARB will notify Lead Applicants by email.

# Full Phase

## I. Application Submission

Lead Applicants must use the Full Phase Application Template (Appendix B). All sections of the template must be completed and all required components must be included for the application to be scored.

Only Lead Applicants that were invited to move on to the Full Phase based on the outcomes of the Concept Phase will be allowed to submit a Full Phase application. When a Lead Applicant is informed that they have moved on to the Full Phase application, they will receive a link to the Kiteworks platform from CARB. This link will be unique to each Lead Applicant. Lead Applicants must upload their signed Full Phase application and all components listed in the Application Checklist in Appendix B electronically to Kiteworks no later than the Full Phase Deadline. No oral, telephone, facsimile, mailed, or e-mailed applications will be accepted. Lead Applicants may upload drafts to Kiteworks in advance of the deadline but must delete any documents they do not wish to submit as part of their Full Phase application by the Full Phase Deadline. CARB will not begin review of the Full Phase applications until November 4, 2023.

Applications uploaded after the Full Phase Deadline will be rejected and not scored. Lead Applicants are encouraged to upload applications in advance of the deadline to avoid delays due to technical difficulties. CARB will not accept applications uploaded after the deadline for any reason.

## II. Q&A Sessions

CARB will hold two Q&A sessions during the Full Phase at which time CARB staff will be available to answer potential Planning, CMIS, and STEP Applicants' questions regarding eligibility requirements, application components and processes, and anything else related to the current RFA.

### Full Phase application Q&A Session #1

Date: October 12, 2023

Time: 2:00 pm

Webinar registration: [https://us06web.zoom.us/webinar/register/WN\\_wRATPgrmSZ-5E1REhWSAdA#/registration](https://us06web.zoom.us/webinar/register/WN_wRATPgrmSZ-5E1REhWSAdA#/registration)

### Full Phase application Q&A Session #2

Date: October 24, 2023

Time: 10:00 am

Webinar registration: [https://us06web.zoom.us/webinar/register/WN\\_slLeGw4STcaL-tbpc-kyNg#/registration](https://us06web.zoom.us/webinar/register/WN_slLeGw4STcaL-tbpc-kyNg#/registration)

The Q&A sessions will be open to all interested entities that are a part of applications

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that have advanced to the Full Phase. Written questions submitted before each Q&A session will be given priority. Questions may be emailed to CARB staff at [step@arb.ca.gov](mailto:step@arb.ca.gov) up to 12:00 pm (Pacific Time) three business days prior to each Q&A session. Staff will only respond to questions regarding the Planning, CMIS, and STEP RFA during the Q&A sessions.

The questions and answers from the Q&A sessions will be posted on the CARB website three business days after the Q&A session. This date may be extended at CARB's sole discretion.

CARB will not answer questions regarding this RFA outside of the Q&A sessions. Any verbal communication with a CARB employee concerning this RFA is not binding on the State and shall in no way alter a specification, term, or condition of the RFA.

### III. Technical Assistance

The Institute for Local Government, in collaboration with People for Mobility Justice and Fehr & Peers, are the technical assistance providers available to provide tailored support to Applicants based on their needs. The technical assistance providers will reach out to each Lead Applicant invited to participate in the Full Phase to begin developing a workplan tailored to the Applicant's needs.

### IV. Eligibility Requirements and Scoring Criteria

In the Full Phase, Lead Applicants will be asked to identify any updates made to their Concept Phase application. CARB staff will evaluate these updates to ensure that the concept still meets the Concept Phase eligibility requirements and results in a minimum score of 70 percent based on the Concept Phase scoring criteria. If updates made to the Concept Phase application result in an application that would not have proceeded to the Full Phase application, per CARB's discretion, the Full Phase application will not be scored.

In the Full Phase, applications must meet the eligibility requirements in Table 11 before they are scored. CARB may request documentation or clarification from Lead Applicants. If an application does not appear to meet all eligibility requirements or requires additional documentation, the Lead Applicant will have two business days to respond to CARB. The Lead Applicant will be notified by CARB by November 8, 2023 and will be required to submit proof that the eligibility requirement has been met by **11:59 pm (Pacific Time) on November 10, 2023**. Any updates during this time should not result in substantial changes to the application and only updates that are directly responsive to CARB's request will be considered.

**Table 11. Full Phase Eligibility Requirements**

Application Section	Eligibility Requirements	Yes/No/N/A
Overall	Have all sections of the Application Template been completed and does the application include all required components listed in the Application Checklist in the Full Phase Application Template?	
Overall	Was the application uploaded to Kiteworks by the Full Phase Deadline?	
Concept Phase Application Updates and Confirmation (Section 4)	Do any updates made to the Concept Phase application still meet the Concept Phase eligibility requirements and result in a minimum score of 70% based on the Concept Phase scoring criteria?	
Budget (Section 10)	Does more than 50% of the total proposed budget fund projects located within disadvantaged or low-income community census tracts within the Project Community?	
Budget (Section 10)	Does more than 50% of the total proposed budget fund projects from the categories listed in Tables 4 and 5 above?	
Budget (Section 10)	Does at least 5% of the total proposed budget fund data collection, evaluation, and reporting?	
Budget (Section 10)	Is no more than 1% of the total requested funds set aside to cover indirect costs?	
Project Benefits (Section 11)	For any shared mobility projects, does the average minimum occupancy per vehicle meet the requirements outlined in Table 6 above? (N/A for applications that do not include shared mobility projects.)	
Readiness (Section 12)	Does the Lead Applicant confirm that proposed infrastructure installations are eligible for CEQA exemption and agree to comply with the CEQA documentation requirements, where applicable?	
Readiness (Section 12)	Does documentation confirm that any applicable site control and permits have or will be met before the relevant project is scoped to start, where necessary?	
Data Collection, Evaluation, and Reporting (Section 13)	Do Applicants agree to comply with all data requirements listed in the application materials, including regularly collecting data on all proposed projects; identifying, evaluating, and updating projects based on evaluation results; and reporting requested data to CARB?	

If all requirements are met (i.e., CARB staff answer “Yes” or “N/A” to each question in the table), an interagency review panel will score the application using the scoring criteria in Table 12. The minimum score required to be eligible for funding is 70 percent (or 70 points out of 100 points). The points from the Concept Phase do not carry over to the Full Phase application.



**Table 12. Full Phase Scoring Criteria**

Application Section	Max. Points	90-100%	70-89%	50-69%	0-49%
Applicants (Section 6)	7	Applicants demonstrate a high level of experience, expertise, and skillsets that in combination will fully support the proposed project.	Applicants demonstrate sufficient skills and experience to support the proposed projects.	Applicants demonstrate some skills and experience relevant to the proposed project.	Application does not provide examples of relevant work products, skillsets, and experience.
Applicants (Section 6)	7	Applicants have a documented commitment to furthering equity and environmental justice. Application demonstrates experience co-developing projects with community representatives.	Applicants acknowledge and address issues of equity and environmental justice. Application demonstrates a viable plan to incorporate partners that have relevant experience and includes a pathway for community engagement.	Application demonstrates a viable plan to incorporate project partners that have relevant experience.	Application fails to address or acknowledge issues of equity or environmental justice. Application demonstrates minimal or no relevant expertise or experience to ensure project success.
Partnership Structure (Section 7) & Letters of Commitment and Support (Section 8)	7	Applicants and Community Partners include a diverse group that represents the Project Community well. The partnership structure is clear, covers necessary processes, acknowledges and addresses existing power dynamics, includes a meaningful process for residents to make decisions about each	Applicants and Community Partners are diverse. The partnership structure is clear, covers necessary processes, considers ways to address existing power dynamics and involve residents meaningfully in project decisions, and is supported by the letters of commitment and support.	The partnership structure seems capable of implementing the project but does not acknowledge existing power dynamics, does not include a process for residents to make meaningful project decisions, <u>or</u> is not fully supported by the letters of commitment	The partnership structure does not extend beyond required Applicants, is unclear and confusing, does not address equitable and community-led decision-making, <u>or</u> is not fully supported by the letters of commitment and support.

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Application Section	Max. Points	90-100%	70-89%	50-69%	0-49%
		project, and is supported by the letters of commitment and support.		and support.	
Scope and Timeline (Section 9) & Budget (Section 10)	15	Scope, timeline, and budget are feasible and identify all high-level tasks and deliverables needed to successfully implement the projects.	Scope, timeline, and budget adequately identify tasks and deliverables needed to successfully implement the projects but may under- or overestimate time or resources needed.	Scope, timeline, or budget lack details to sufficiently demonstrate the ability to complete the project on time and within budget.	Scope, timeline, or budget do not demonstrate an understanding of the time or resources needed to implement the project.
Project Benefits (Section 11)	15	The proposed projects will increase transportation equity to benefit multiple different groups within the Project Community and consider multiple aspects of transportation equity within project design. If applicable, the proposed projects address any undue burdens, such as displacement, that may result.	The proposed projects will increase transportation equity with a focus on one group of residents within the Project Community and consider some aspects of transportation equity within project design. If applicable, undue burdens are minimally considered.	The proposed projects will increase transportation equity with a focus on one group of residents within the Project Community but are lacking important elements of transportation equity within project design. If applicable, undue burdens are minimally considered.	The proposed projects will not contribute to transportation equity or have serious flaws with their approach to transportation equity and undue burdens.
Project Benefits (Section 11)	10	Each project addresses at least one well-documented transportation need. Transportation needs were all clearly identified by residents of the Project	Most projects address transportation needs that were clearly identified by residents of the Project Community.	Some projects address transportation needs. Not all needs were clearly identified by residents of the Project Community.	Application does not adequately describe community-identified transportation needs <u>or</u> projects address transportation needs that were not

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Application Section	Max. Points	90-100%	70-89%	50-69%	0-49%
		Community.			identified by residents of the Project Community.
Project Benefits (Section 11)	10	The proposed projects will provide access to multiple key destinations, comprehensively considering the specific needs of hard-to-reach residents.	The proposed projects will provide access to multiple key destinations and consider some variation in transportation needs.	The proposed projects will provide access to multiple key destinations but clearly lack consideration of some transportation needs.	The proposed projects will not provide access to multiple key destinations.
Outreach and Engagement (Section 14)	12	Projects plan for diverse, inclusive, and context-specific approaches to outreach and engagement with a focus on hard-to-reach residents. Proposed engagement incorporates ways for residents to make decisions about the projects that will impact them. Proposed outreach will educate end users on clean transportation services offered and encourage the use of clean transportation.	Projects plan for outreach and engagement with a focus on hard-to-reach residents but lacks creativity in inclusivity and context-specific approaches. Proposed engagement considers resident decision-making and proposed outreach will educate end users on clean transportation services offered and encourage the use of clean transportation.	Projects plan for some outreach and engagement but lacks a focus on hard-to-reach residents. Proposed engagement is limited to giving feedback rather than making decisions.	Projects include minimal outreach or engagement <u>or</u> has serious flaws in the approach to outreach and engagement.
Long-term Sustainability (Section 15) & Letters of Commitment	8	Application includes a clear plan for the long-term sustainability of the proposed projects after the Grant Term ends, including financial tools	Application addresses the long-term sustainability of the proposed projects after the Grant Term ends. Application identifies	Application addresses the importance of long-term sustainability and has a plan for determining how the proposed	Application minimally addresses the importance of long-term sustainability and does not include a

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Application Section	Max. Points	90-100%	70-89%	50-69%	0-49%
and Support (Section 8)		and resources, enabling partnerships, and how capital investments and social infrastructure will continue to benefit the Project Community.	some resources that may be available to support and sustain the proposed projects.	projects will reach long-term sustainability <u>or</u> resources identified to sustain the proposed projects are minimal or highly uncertain.	plan or identify resources to maintain proposed projects after the Grant Term ends.
Workforce Development (Section 16)	10	Application includes a clear plan for workforce development in the climate and clean transportation sectors with a focus on Project Community residents who face barriers to employment.	Application includes workforce development in the climate and clean transportation sectors without a clear focus on Project Community residents who face barriers to employment.	Application considers relevant workforce development opportunities related to the proposed projects, but projects do not actively support workforce development.	Application does not consider workforce development in the climate and clean transportation sectors.

## V. Selection Process

An interagency review panel will evaluate the Full Phase applications based on the Full Phase application eligibility requirements and scoring criteria in the tables above. CARB will award funds to the applications that meet all eligibility requirements and that score the highest, based on the following priorities:

1. At minimum, award half (approximately \$7.4 million) of CMIS funds to school-related projects and award half (approximately \$7.4 million) of STEP funds to community-based projects.
2. Keep applications whole.
3. Fund down the list, starting with the application that scores the highest until all available funds are awarded.

Based on the list of highest-scoring applications, following these priorities may mean that a portion of STEP's \$14.85 million will be dedicated to funding required for the highest-scoring CMIS application or vice-versa. Projects that move on to the Full Phase are not guaranteed funding.

In the event funding has been awarded to the highest-scoring CMIS and STEP applications so at least half of the CMIS funds and half of the STEP funds are awarded, and the remaining available funds are less than the amount requested in the next highest-scoring application, CARB, in its sole discretion, may offer to fund a portion of the next highest-scoring application, carry the remaining funds forward to the next Fiscal Year, or direct funding to another project in the Funding Plan. CARB retains the right to remove discrete elements of applications selected for funding that CARB determines to be ineligible or to reduce the scope of an application to use any remaining funds.

While there are no restrictions on the number of applications that a Lead Applicant may submit, CARB will award at most one application per Lead Applicant. This policy may be modified at CARB's sole discretion.

The preliminary selection of an application does not in any way commit CARB to approving or finalizing the Grant Agreement. The preliminary Grantee will be required to sign a Grant Agreement with CARB to fulfill the duties of the Grantee (see Appendix C). CARB, in its sole discretion, may cancel the preliminary selection and select the next highest-scoring project, and so on, until an agreement is reached, or exercise its right, in its sole discretion, to not award a grant. If, in CARB's sole discretion, no submitted application meets the goals of this RFA, the Funding Plan, or AQIP Guidelines, no selection of a Grantee is required to be made. If funding remains, CARB may direct it to another project identified in the Funding Plan or re-issue the solicitation (Full Phase or both phases) as needed.

## Post-award Process

After funding recipients are preliminarily selected, each preliminary Grantee must work with CARB to refine the Scope of Work for their Grant Agreement.

### I. Scope of Work

Applicants must consider the duties listed in Task 1 of the Scope and Timeline Template (Appendix B, Attachment II) and the requirements in the Draft Sample Grant Agreement (Appendix C) when developing their application, especially the timeline and budget. The Scope of Work that is submitted as part of the Full Phase application will be included as the Scope of Work of the Grant Agreement. The Grant Agreement must be executed by May 15, 2024.

### II. Requirements Prior to Execution of Grant Agreement

Once selected and prior to Grant Agreement execution, preliminary Grantees must complete all of the following activities. If the following activities are not completed, then no award shall be made and no Grant Agreement will be approved or signed by CARB.

**Benefits Quantification:** Work with CARB to quantify the benefits of proposed projects using the California Climate Investments Clean Mobility Benefits Calculator.<sup>38</sup> Quantifiable benefits include GHG emission reductions, other co-benefits such as air pollutant reductions and travel cost savings, and jobs supported. To be eligible for funding, each CMIS and STEP project must not result in an increase in GHG emissions or passenger VMT according to the calculator. CMIS and STEP funding awards will be contingent on these results.

**CEQA:** Submit a completed CEQA worksheet, based on a template provided by CARB, for each proposed infrastructure installation to document the project's expected exemption from CEQA. Begin to prepare any necessary CEQA Notices of Exemption. No later than six months after Grant Agreement execution, submit documentation that the project is exempt from CEQA. Such documentation will typically involve showing that the "CEQA Lead Agency," as defined in CEQA and as responsible for any discretionary approval of the project, has properly filed a Notice of Exemption for the project and 35 days has elapsed since the filing of the Notice of Exemption without there being a judicial challenge to it.

**Consistency with Regional Plans Letter:** Submit a letter from a representative of the Metropolitan Planning Organization (MPO) in which the Project Community is located,

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<sup>38</sup> Final Benefits Calculator will be available at: <https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>

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or a representative of the equivalent regional planning agency if the Project Community is located in a non-MPO region, that documents which strategies in the most recently adopted Sustainable Community Strategy or equivalent regional sustainable planning document the project will contribute to implementing.

**Governing Board Resolution:** Submit a resolution from the preliminary Grantee's governing board that commits the entity to do the following things:

- Comply with the requirements of the Grant Agreement
- Accept grant funds from CARB
- Allocate and authorize any resource contributions that the entity has committed as part of the application
- CARB also recommends the resolution allow for grant amendments without governing board approval

**Payee Data Record:** Complete and submit the STD. 204 Payee Data Record form or Government Agency Taxpayer ID form provided by CARB.

**Verification of Compliance with CARB Regulations:** Submit certificates of compliance and other record-keeping documentation relevant to the preliminary Grantee's existing fleet such as copies of Opacity Test Reports, Department of Motor Vehicles reports, and Public Agency and Utility Fleet information.

Both CARB and the preliminary Grantee must sign the Grant Agreement to execute it. Signing the Grant Agreement will commit the Grantee to fulfilling the administrative and technical duties associated with the project. An executed Grant Agreement must be in place before work on the selected projects may begin. No work performed or expenses incurred prior to full Grant Agreement execution (by CARB and the Grantee) will be reimbursed.

Signed Grant Agreements, completed Benefits Calculators, CEQA worksheets, regional planning letters, and approved governing board resolutions must be submitted to CARB by no later than May 14, 2024. CARB reserves the right, but not the obligation, to extend this document submittal deadline. If these documents are not submitted by the deadline, CARB, in its sole discretion, may deny the application and redirect funds to another application submitted to this RFA or to another project in the Funding Plan, as needed.

CARB, in its sole discretion, may make changes to the proposed project milestones, work plan, or disbursement schedules in consultation with the Lead Applicant for inclusion in the Grant Agreement.

### III. Unawarded Applicant Debriefs and Support

Once Applicants have been selected for funding and CARB announces the anticipated awards, the Applicants that were not selected for funding have thirty days to submit a

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written request to [step@arb.ca.gov](mailto:step@arb.ca.gov) for a debrief meeting with CARB. The debrief will include a review of the strong and weak aspects of their submitted application and recommendations for how to improve their application for potential future funding. CARB will offer one debrief per application. The debrief may include the Lead Applicant, Sub-applicants, and other project partners.

CARB, within its sole discretion and with no obligation to do so, may explore other opportunities to support Applicants that were not awarded funding through this Fiscal Year's RFA, including funding from future Fiscal Years or technical assistance for future funding opportunities.



# Administration

## I. Advance Pay

Consistent with the Legislature's direction to expeditiously disburse grants, CARB, in its sole discretion, may provide advance payments of grant awards to support project initiation and implementation, with a focus on mitigating the constraints of modest reserves and potential cash flow problems. However, all advance payments must in each instance fully comply with all advance pay regulatory requirements. Additional information on advance pay is in the Draft Sample Grant Agreement (Appendix C). Only Lead Applicants may qualify for advance pay. Sub-applicants, Community partners, contractors, subcontractors, consultants, and other participants shall only be paid on a reimbursement basis.

## II. Applicant's Admonishment

This RFA contains the instructions governing the application process, including the required format of information and materials to be submitted, requirements that must be met to be eligible for consideration, and Applicant responsibilities. Applicants must carefully read the entire RFA, ask appropriate questions in a timely manner, submit a complete application with all required responses by the required date and time, and make sure that all procedures and requirements of the RFA are followed and appropriately addressed.

## III. Agreement Requirements

The content of this RFA and sections of each preliminary Grantee's application shall be incorporated by reference into the final Grant Agreement. CARB reserves the right to negotiate with selected Lead Applicants to modify the project scope, level of funding, or both. If CARB is unable to successfully negotiate and execute a Grant Agreement with a preliminary Grantee, CARB, at its sole discretion, reserves the right to withdraw the pending award and fund the next highest ranked eligible application. This does not limit CARB's ability to withdraw a proposed award for other reasons, including for no cause, or to take any other direction consistent with applicable law.

## IV. Cost of Developing Application

The Applicant is responsible for the cost of developing an application, and this cost cannot be charged to the State. This RFA does not commit CARB to award, nor does it commit CARB to pay, any costs incurred by any Applicants or by others resulting from the development or submission of an application or participation in the RFA process (including but not limited to travel expenses). Furthermore, no costs incurred prior to the full execution of a Grant Agreement by CARB and the Grantee are reimbursable. All costs associated with RFA participation, application preparation, and travel are the sole responsibility of each Applicant. In addition, CARB is not liable for

any costs incurred during environmental review (if applicable) or as a result of withdrawing a proposed award or canceling the RFA.

## **V. Claims against CARB**

Each Lead Applicant acknowledges, accepts, and understands that neither the Lead Applicant's organization nor any of the Lead Applicant's representatives shall have any claims whatsoever against CARB or any of its respective officials, agents, or employees arising out of or relating to this RFA or these RFA procedures, except as between CARB as the Grantor and the Lead Applicant as the Grantee, as set forth in the terms of a Grant Agreement signed by authorized representatives of CARB and the selected Grantee. Sub-applicants and other participants shall have no rights or claims of any kind or nature against CARB or any of its respective officials, agents, or employees.

## **VI. Disposition of Lead Applicant's Documents**

All applications and related material submitted in response to this RFA become the sole and exclusive property of the CARB, will not be returned, and are public records subject to the disclosure requirements of the California Public Records Act (CPRA) as solely determined by CARB.

If trade secret or proprietary information is contained in documents or other information submitted by the Lead Applicant as a part of the Application and the Lead Applicant has expressly claimed that such information falls within one or more CPRA exemptions, then the Lead Applicant must clearly mark such information "CONFIDENTIAL AND PROPRIETARY" and identify the specific lines containing the confidential information on each document before submitting the Application to CARB. In the event of a request for such information, CARB will make reasonable efforts to provide notice to the Lead Applicant prior to disclosure under the CPRA. If the Lead Applicant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, the Lead Applicant is required at its own cost, liability, and expense to obtain a protective order, injunctive relief, or other appropriate remedy from a court of law in Sacramento County at least three business days before CARB's deadline to respond to the CPRA request. If the Lead Applicant fails to obtain such a court remedy within said timeframe, then CARB may, at its discretion, disclose the requested information and CARB shall not be liable or responsible for such disclosure. The Lead Applicant agrees that it shall defend, indemnify, and hold CARB harmless for, from, and against any and all claims that may or do result from denial by CARB of a CPRA request for any Lead Applicant information.

In addition to the requirements of the CPRA, CARB may be under other legal obligations for release or disclosure of the information contained in any application submitted and makes no warranty or representation that such information and accompanying documents will not be released where required or allowed to be released by applicable law.

## **VII. Errors**

If a Lead Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in this RFA, the Lead Applicant shall immediately notify CARB of such error in writing and request modification or clarification of the document before the application deadline. CARB shall not be responsible for failure to correct errors.

## **VIII. Grant and Budget Revisions**

Changes in the project budget, deliverables, or extension of the project schedule should be avoided where possible. CARB will work with the Grantee to determine where flexibility is possible within the Grant Agreement to allow for community engagement to continue informing project design throughout grant implementation and will assist the Grantee with formal amendments where needed.

Once a Grant Agreement has been fully executed by both CARB and Grantee, changes to the work to be done or other project scope changes may be considered by CARB, if necessary, in consultation with the Grantee. In cases where changes may be allowed, they must be approved in advance and in writing by CARB and may require a grant amendment.

## **IX. Immaterial Defect**

CARB may waive any immaterial defect or deviation contained in an application. CARB's waiver shall in no way modify the application or excuse the successful Lead Applicant from full compliance.

## **X. No Agreement Until Signed**

No agreement between CARB and the selected Lead Applicant is in effect until the Grant Agreement is signed by the selected Lead Applicant and by the authorized CARB representative. Qualifying costs may be reimbursed by CARB only after full execution of the Grant Agreement. No costs incurred prior to execution of the Grant Agreement are reimbursable using CARB Grant Funds.

This RFA and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between CARB and any Lead Applicant, nor shall any information herein be construed as a representation or warranty on behalf of CARB or as a statement on which the Lead Applicant may justifiably rely in executing any license or agreement with CARB. All legal rights and obligations between any successful Lead Applicant and CARB will come into existence if and only if a Grant Agreement is signed by authorized representatives of both parties and approved by CARB. The legal rights and obligations of each party shall at that time be only those rights and obligations which are set forth in the approved and fully executed Grant Agreement.

## **XI. No Modifications to the General Provisions**

Because time is of the essence, if an Applicant at any time, including after preliminary selection, attempts to negotiate or otherwise seeks modification of the General Provisions (attached as Appendix C, Draft Sample Grant Agreement), CARB may reject the application or withdraw the proposed award. This does not alter or limit CARB's ability to withdraw a proposed award for other reasons, including for no cause.

## **XII. No Right to Protest**

Applicants acknowledge, understand, and agree that consideration for and award of a grant is fully discretionary and at no time shall an Applicant be entitled to protest, appeal, or challenge a decision to reject or accept an application, disqualify an Applicant or an application, or withdraw or amend the RFA in whole or in part.

## **XIII. Payment of Prevailing Wages**

All Applicants must read and pay particular attention to Appendix C, Draft Sample Grant Agreement Section 10.17 entitled "Prevailing wages and labor compliance." Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally required prevailing wage rates can result in substantial damages and financial penalties, termination of the Grant Agreement, disruption of projects, and other complications.

## **XIV. Prohibition of Gifts**

CARB officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms, or corporations either engaged in business with CARB or proposing to do business with CARB. The offering of any gift may be grounds for disqualification. To avoid even the appearance of impropriety, Applicants intending to submit or submitting an application shall not offer any gifts or souvenirs, even of minimal value, to any CARB officers, employees, or advisors.

## **XV. Remedies for Non-performance**

In the case of non-performance, remedies detailed in this section may be utilized at CARB's discretion. Examples of non-performance include but are not limited to: misuse of funding for ineligible expenses, failure to comply with program guidelines or requirements, inability to meet performance requirements or scheduled milestones, and failure to comply with the terms and conditions identified in legal agreements. Remedies may include:

- CARB may seek to resolve the dispute directly with the Grantee or involve a third-party mediator.
- CARB may issue a stop work order.
- CARB may terminate the agreement at its sole discretion.

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- CARB may recover grant funds, spent and unspent, to the degree they have been spent or are being spent inappropriately.
- CARB may withhold funds from payment.
- CARB may take civil actions.

### **XVI. RFA Cancellation, Amendments, and Outcomes**

CARB reserves the right to do any of the following at any time:

- Terminate this RFA (even after an intent to award has been determined), and, at CARB's sole discretion, issue a new RFA.
- Revise the amount of funds available under this RFA.
- Extend or modify deadlines specified in this RFA or in the Grant Agreement, including deadlines for accepting applications.
- Waive or correct any minor or inadvertent defect, irregularity, or technical error in an application, in the RFA, or in the RFA process, or as party of any subsequent grant negotiation.
- Modify the selection process, the Grant Term, or the contents or format of the forms, conditions, instructions, or requirements.
- Request that a Lead Applicant supplement or modify all or certain aspects of a submittal or other documents or materials that have been submitted.
- Reject any or all applications received in response to this RFA, without indicating any reason for such rejection.
- Modify any terms or conditions of the Draft Sample Grant Agreement.
- Terminate failed negotiations without liability and negotiate with other Applicants.
- Negotiate with any or none of the Applicants.
- Issue grants specified in this RFA by any other legal means.
- Disqualify any Lead Applicant or Grantee on the basis of a real or apparent conflict of interest or evidence of collusion that is disclosed by the Lead Applicant or other data available to CARB.
- Eliminate, reject, or disqualify an application from any Lead Applicant who fails to submit a responsive application or who later fails to demonstrate that they are a responsible Lead Applicant, as determined solely by CARB.
- Accept all or a portion of an application.

### **XVII. Withdrawal of Application**

Applicants may withdraw their applications at any time. The Lead Applicant must submit a written withdrawal request signed by the Lead Applicant's duly authorized representative and addressed and submitted to [step@arb.ca.gov](mailto:step@arb.ca.gov).