

Planning and Capacity Building FY 2022-23 Request for Applications

APPENDIX A: Concept Phase Application Template

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. TTY/TDD/Speech to Speech users may dial 711 for California Relay Service.

July 24, 2023

More information: <https://ww2.arb.ca.gov/lcti-step-pcb-cmis>

The California Air Resources Board (CARB) requires applications to be accurate, and Lead Applicants are strongly encouraged to ensure their applications are brief and clear. 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.

Instructions: Complete the Application Template below to apply for Planning and Capacity Building. Refer to the Request for Applications (RFA) for more information. All sections in this template must be completed for the application to be scored.

Lead Applicants must send an email to step@arb.ca.gov with the signed and complete Concept Phase application and Project Community map. CARB must receive the application no later than **11:59 pm (Pacific Time) on September 8, 2023 (the Concept Phase Deadline)**. If the application is too large to send in one email, Lead 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.

The Institute for Local Government, in collaboration with People for Mobility Justice and Fehr & Peers, are 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>.

CARB will hold two Question & Answer sessions during the Concept Phase to help answer potential Applicants' questions. See the section "Q&A Sessions" in the RFA for more details.

1. Cover Page

Print clearly or type all information on this application.

1. Project Name:
2. Organization Name:
3. Type of Organization:
4. Contact Name and Title:
5. Person with Contract Signing Authority (if different from above):
6. Mailing Address and Contact Information: Street:
City, State, Zip Code:
7. Phone:
8. Email:
9. <input type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.

The undersigned declares that he or she is an official/agent of responding Lead Applicant and Sub-applicants and is empowered to represent, bind, and execute contracts and other agreements on behalf of the Lead Applicant (and Sub-applicants and Project Teams). The undersigned hereby represents, warrants, certifies and declares under penalty of perjury, under the laws of the State of California, that all statements and responses in this application package are true and correct, with full knowledge that all statements and responses are subject to investigation and that any incomplete, unclear, false or dishonest statements or responses may be grounds for rejection of the application, disqualification from this RFA process, termination of any or all executed Grant Agreements and/or other legal consequences.

Printed Name of Responsible Party:	Title:
Signature of Responsible Party:	Date:

Third Party Certification (if applicable)

I have completed the application, in whole or in part, on behalf of the Lead Applicant.

Printed Name of Third Party:	Title:
Signature of Third Party:	Date:
Amount Being Paid for Application Completion in Whole or Part:	Source of Funding to Third Party:

2. Eligibility Requirement Review

Answer the questions in the table below. Use this section to check that all applicable eligibility requirements have been met.

CARB will also review and confirm that all applicable eligibility requirements have been met. Applications must meet all applicable eligibility requirements to be scored.

Application Section	Eligibility Requirements	Yes/No/N/A
Overall	Are all sections of the Application Template complete?	
Overall	Was the application received by CARB at step@arb.ca.gov by the Concept Phase Deadline?	
Funding Request (Section 4)	Is the total budget requested less than or equal to \$500,000?	
Timeline (Section 5)	Will all CARB Grant Funds be spent by December 31, 2026?	
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.)	
Project Descriptions and Transportation Equity (Section 8)	Are all projects eligible?	

6. Project Community

- A. Describe the community that the projects will benefit. For example, you may want to describe the residents, workers, and students in the benefitting community, including demographics such as race/ethnicity, age, gender, income level, employment, languages spoken, vehicle ownership, travel patterns to key destinations, and transportation mode share. You may also want to describe the types and quality of transportation options currently available within the community.

This response will be used as background for scoring other application sections.
(Maximum 1,500 characters)

Input response below:

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- B. Attach a map of the Project Community's boundaries to this application document. Work with the technical assistance providers to create this map in the required format (.shp, .kml, or .kmz file type). This map will be used to confirm that the Project Community meets eligibility requirements and will be used to score whether the Project Community is rural and whether the Project Community has received past planning funding from STEP or similar State programs.

Input name of map file below:

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