Draft Requirements and Criteria

Planning and Capacity Building, Clean Mobility in Schools, and the Sustainable Transportation Equity Project

Low Carbon Transportation Investments Fiscal Year 2022-23 California Climate Investments

Note:
The California Air Resources Board (CARB) is accepting public comments on this Draft Requirements and Criteria for Planning and Capacity Building, Clean Mobility in Schools (CMIS), and the Sustainable Transportation Equity Project (STEP) until March 31, 2023 via step@arb.ca.gov or a Google Forms survey (see next page). This Draft Requirements and Criteria document is subject to change pending stakeholder comments. The final request for application materials will tentatively be available in May 2023 on the CARB website at: https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low.

DRAFT
February 28, 2023

How to Use This Document

This document covers the draft eligibility requirements, scoring criteria, and other relevant information for Fiscal Year 2022-23 Planning and Capacity Building, CMIS, and STEP funds.

CARB is currently accepting public comments on this document until March 31, 2023 via step@arb.ca.gov or this Google Form survey: https://forms.office.com/pages/responsepage.aspx?id=7qrlnYh3sUCkOMDMyYyHzAB hdz0GG8VMsf2K1SuRTN5UOU5QVlFOQ1ZEUUlVUjZUOTMxQ1kyUjZSUy4u. The requirements, criteria, and other information outlined in this document are subject to change at CARB's discretion and pending stakeholder comments.

The final request for application materials may be formatted differently and will include instructions on how to submit the application and information on the grant review, selection, and implementation process, as well as other standard CARB exhibits. It will be available on the CARB website at: https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low and sent out via email. Sign up to receive this email by selecting Clean and Sustainable Mobility Options under Clean Transportation Incentives at: https://public.govdelivery.com/accounts/CARB/subscriber/topics.

When reviewing this document, please consider the following questions:
- Does the concept phase ask for an appropriate amount of information for CARB to select projects to move to the full application phase? If not, what should change?
- Are the eligibility requirements (e.g., applicant types, partnership structure) reasonable and feasible for the programs' target audiences?
- What characteristics would help indicate that proposed projects can sustain themselves in the long-term? What approaches for sustaining service would you suggest?
- What application guidance and templates would be helpful for applicants? What changes to past STEP and CMIS application guidance and templates would you suggest?
- What other funding programs (public or private) were easy to apply to? Why?

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Draft Planning and Capacity Building, CMIS, and STEP Requirements and Criteria

I. Summary

Planning and Capacity Building, Clean Mobility in Schools (CMIS),[1] and the Sustainable Transportation Equity Project (STEP)[2] are three programs funded through the Low Carbon Transportation Investments Fiscal Year 2022-23 Funding Plan.[3] CARB will be issuing a competitive solicitation for multiple Grantees across the state to implement planning and capacity building, clean transportation, and supporting projects under these three programs. Within the upcoming solicitation, $3 million will be available for Planning and Capacity Building grants, $15 million will be available for CMIS grants, and $15 million will be 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.

Planning and Capacity Building, CMIS, and STEP focus on increasing transportation equity. Transportation equity occurs when the transportation system addresses unique transportation barriers by improving the quality of life of low-income communities and communities disproportionately impacted by air pollution or who lack access to housing, jobs, and services.

> **Planning and Capacity Building** projects are intended to increase transportation equity in disadvantaged and low-income communities by improving the local understanding of residents' transportation needs, helping develop organizational and community capacity building so communities are ready to plan for clean transportation solutions, and preparing communities to implement community-identified projects that fill transportation gaps and improve clean transportation access.

> **CMIS and STEP** projects are intended to increase transportation equity in disadvantaged and low-income communities by addressing community-identified transportation needs and increasing access to key destinations and services. **CMIS** is focused on supporting public school communities by funding innovative, holistic projects with the potential to benefit the school student body, district staff, parents, and nearby residents. CMIS projects include purchases such as zero-emission school buses, white fleet, and custodial and landscaping equipment as well as clean transportation education, training, and curriculum for students, staff, and community members. **STEP** is focused on supporting projects that have the potential to reduce current passenger vehicle miles traveled (VMT) and support projects that prioritize long-term mode shift towards sustainable mobility and VMT reduction. Even with improvements in clean vehicle technology and fuels, reducing driving is necessary to

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[1] https://ww2.arb.ca.gov/lcti-clean-mobility-schools-pilot-project
[2] https://ww2.arb.ca.gov/lcti-step
[3] https://ww2.arb.ca.gov/sites/default/files/2022-10/proposed_fy2022_23_funding_plan_final.pdf

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.[4] STEP projects include new or expanded public transit and shared mobility services; active transportation infrastructure; and workforce development, planning, and capacity building activities that facilitate clean transportation and transportation equity.

The maximum funding amount available for a Planning and Capacity Building grant is $750,000. CARB expects to fund between 4 to 15 Planning and Capacity Building grants with the $3 million available to award to that category. The maximum funding amount available for each CMIS and STEP grant is $15 million. CARB expects to fund between 2 and 4 CMIS and STEP grants in total with the $30 million available between the two programs.

The upcoming request for applications includes a concept application phase and a full application phase. CMIS and STEP projects will use the same application; Planning and Capacity Building projects will use a similar but modified application. The concept phase is intended to limit the resources needed for Applicants to apply to Planning and Capacity Building, CMIS, and STEP 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 application phase and eventual funding awards. If an Applicant is interested in both a Planning and Capacity Building grant and a CMIS or STEP grant, they must submit separate applications: one for the Planning and Capacity Building funding and one for the CMIS and STEP funding. For more information, see the Selection Process, Requirements, and Criteria section below.

The Planning and Capacity Building projects are subject to the selection process, requirements, and criteria as described in detail below; however, these projects will be administered using a third-party administrator.

II. Timeline

CARB hosted two public work group meetings in December 2022 and January 2023 to gather recommendations on the design of Planning and Capacity Building, CMIS, and STEP criteria and requirements. CARB used the information provided from these meetings to develop this document. CARB will host one more public work group meeting on March 9, 2023[5] to gather additional recommendations.

A technical assistance provider will support Applicants during the application period, which may include support on activities such as community and project area mapping, partnership development, project identification, and community engagement and

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[4] 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.

[5] https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-0

decision-making, among other activities. CARB will also host multiple public Question & Answer sessions during the application period.

The table below outlines the tentative timeline for applications and projects for Fiscal Year 2022-23.

Table 1. Draft Timeline

Milestone	Date
Concept Application Phase with two Q&A sessions	May – June 2023
Concepts Selected to Move On	June 2023
Full Application Phase with two Q&A sessions	July – August 2023
Applications Preliminarily Selected for Funding	September 2023
Grant Agreement Development	October 2023 – March 2024
Project Kickoff	May 2024
Project End Date and Draft Final Report	January 31, 2027
Final Disbursement Request and Final Report	March 31, 2027

III. Terms and Definitions

Capacity building: The process of strengthening local coordination, leadership, knowledge, skills, expertise, and access to resources in tribal, disadvantaged, and low-income communities with the goal of helping to develop or increase the ability of that community to compete for grants and implement clean transportation projects in the future. Examples of capacity building projects are listed in the tables in the Eligible Projects section.

Community-based organization: A nonprofit organization that is place-based, with an explicit geographic focus area that includes the Project Community. Staff or board members of the community-based organization reside in the Project Community. The organization has 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.

Disadvantaged community: Areas that experience 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. These areas 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 under the control of federally recognized tribes.[6]

Displacement avoidance: Activities that avoid 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 avoidance activities are listed in the Displacement Avoidance Guidance.[7]

Grant term: The time period in which all CARB funds must be spent and all project activities completed.

Indirect costs: Costs for activities that may not be directly related to grant management or project activities but are necessary for organizational operations, such as general administrative expenses, rent and office space, phones and telephone services, and printing.

Lead Applicant: The entity that is responsible for leading the development of the proposal and implementation of the projects funded through CARB. The Lead Applicant will become the Grantee if their application is selected for funding.

Local government: Includes any local public agency, including but not limited to cities, counties, school districts, local education agencies, councils of governments, air districts, transit agencies, and joint powers authorities.

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.[8]

Project Community: A geographic area where the residents who are primarily intended to benefit from the project reside.

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 become Sub-grantees if their application is selected for funding.

Transportation equity: Occurs when the transportation system addresses unique transportation barriers by improving the quality of life of low-income communities and communities disproportionately impacted by air pollution or who lack access to

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[6] https://www.caclimateinvestments.ca.gov/priority-populations

[7] https://ww2.arb.ca.gov/sites/default/files/classic/msprog/step/step_displacement_and_housing_guidance.pdf

[8] https://www.caclimateinvestments.ca.gov/priority-populations

housing, jobs, and services.

Tribal government: All California Native American Tribes. Either a federally-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.[9]

IV. Eligible Communities, Applicants, and Partnership Structure

A. Eligible Communities

More than 50 percent of the Project Community[10] must be within low-income or disadvantaged community census tracts.[11]

B. Eligible Applicants

Each application must include partnerships between a Lead Applicant, Sub-applicants, and Community Partners.[12] It is important that these entities, representing different interests and priorities in the Project Community work together to collectively develop and implement a proposal that addresses the needs of both community residents and local implementers.

Each application must have one single Lead Applicant. Should their application be selected for funding, the Lead Applicant will enter into a grant agreement with CARB or a third-party administrator and would assume responsibility and accountability for the use and expenditure of received CARB funds. The Lead Applicant is responsible for contracting and working with all Sub-applicants and Community Partners to implement the proposed projects.

Lead Applicants may only be the following types of entities:
- Community-based organizations[13]
- Tribal governments
- Local governments, public school districts, and public schools[14] as defined

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[9] http://nahc.ca.gov/
[10] See Terms and Definitions for a definition of Project Community.
[11] See Terms and Definitions for definitions of low-income community and disadvantaged community.
[12] See Terms and Definitions for definitions of Lead Applicant, Sub-applicants, and Community Partners.
[13] To qualify as a Lead Applicant, a community-based organization must have at least one year of incorporation as a nonprofit organization that qualifies for tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 and is also tax-exempt under California state law at the time of application submittal, be at all times registered and 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.
[14] California Department of Education's definition of a school: https://www.cde.ca.gov/ds/si/ds/dos.asp

by California Department of Education[15],[16]

Sub-applicants must have contracts for their work on the project at the time of project implementation and must comply with CARB's grant agreement terms along with the Lead Applicant. Sub-applicants may include public, private, or nonprofit organizations, including but not limited to:

- Community-based organizations[17]
- Consultants
- Institutions of higher education
- Joint powers authorities
- Local governments
- Nonprofit organizations[18]
- Philanthropic organizations and foundations
- Private companies (e.g., private mobility providers, charging station providers)
- Public schools as defined by California Department of Education[19]
- Small businesses
- Transit agencies
- Tribal governments
- Utilities and community choice aggregators
- Vocational schools
- Other public agencies

Community Partners should have contributed to the development of the project concepts and application 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, with the Lead Applicant or a Sub-applicant and be offered appropriate compensation

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[15] Clean Mobility in Schools grantees selected from the Fiscal Year 2018-19 solicitation are not eligible to be Lead Applicants.

[16] See Terms and Definitions for definitions of community-based organizations, tribal governments, and local governments.

[17] 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.

[18] Must have at least one year of incorporation as a nonprofit organization that qualifies for tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 and is also tax-exempt under California state law at the time of application submittal, be at all times registered and 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.

[19] See Terms and Definitions for definitions of community-based organizations, tribal governments, and local governments.

for their role.

Lead Applicants and Sub-applicants must comply with all relevant State laws, regulations, policies, and procedures. In particular, where applicable, Applicants and Sub-applicants must comply with CARB regulations such as those that regulate trucks, buses, off-road equipment, and engine inspection requirements prior to grant agreement execution. After preliminary selection as an Awardee, Applicants will be required to verify compliance with CARB regulations, such as:
- Fleet Rule for Public Agencies and Utilities[20]
- Heavy-duty Inspection and Maintenance Program (HD I/M)[21]
- Innovative Clean Transit Regulation[22]
- In-use Off-road Diesel-fueled Fleets Regulation (Off-Road Regulation)[23]
- Large Spark-ignition Engine Fleet Requirements Regulation (LSI)[24]
- Periodic Smoke Inspections of Heavy-duty Diesel-fueled Vehicles (PSIP)[25]
- Truck and Bus Regulation[26]

C. 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. If the Lead Applicant is a tribal government, then specific Sub-applicants are not required.

CMIS projects must be led by a public school district or local education agency. If the application only includes CMIS projects, then the public school district 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 district or local education agency must at least be a Sub-applicant.

Partnerships can serve many important purposes in a project, 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

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[20] Fleet Rule for Public Agencies and Utilities: https://ww2.arb.ca.gov/our-work/programs/fleet-rule-public-agencies-and-utilities
[21] HD I/M: https://ww2.arb.ca.gov/sites/default/files/truckstop/hdim/hdim.html
[22] Innovative Clean Transit: https://ww2.arb.ca.gov/our-work/programs/innovative-clean-transit
[23] Off-Road Regulation: https://ww2.arb.ca.gov/our-work/programs/use-road-diesel-fueled-fleets-regulation
[24] LSI: https://ww2.arb.ca.gov/our-work/programs/large-spark-ignition-lsi-engine-fleet-requirements-regulation
[25] PSIP: https://ww2.arb.ca.gov/our-work/programs/heavy-duty-diesel-inspection-periodic-smoke-inspection-program
[26] Truck and Bus: https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation

situating the projects within the larger regional transportation strategy. CARB encourages partnerships that prioritize decision-making led by community residents and representatives. Examples of potential partnership structure are listed below. Note that these are illustrations only and other partnership structures are acceptable.

- A community-based organization is the Lead Applicant. As the Lead Applicant, the community-based organization serves as the project lead and is responsible for overseeing project and grant implementation efforts. They partner with a local government entity as a Sub-applicant who can provide planning and administrative support, and, if applicable, management of infrastructure project elements. The project is supported by additional Sub-applicants, including another community-based orgnization that leads community engagement activities.
- A school district is the Lead Applicant. The school district partners with a local electric utility as a Sub-applicant that is responsible for project charging infrastructure and a nonprofit organization that facilitates a community advisory group consisting of students, parents, community residents, and school district staff to ensure community-level participation and decision-making.
- A tribal government is the Lead Applicant. The tribal government primarily focuses on tribal community engagement and managing the partnership structure. They partner with a consultant as a Sub-applicant that provides administrative support, data plan development, and leads evaluation efforts. An electric utility as another Sub-applicant leads a community grid capacity analysis.
- A local government is the Lead Applicant. The Sub-applicants include a mobility provider to provide and operate a shared mobility service and a trusted community-based organization that leads community engagement and outreach activities and convenes a diverse committee of residents to facilitate community decision-making throughout project implementation.

Each application must include a description of the partnership structure. Within the first six months after grant execution, the partners must collectively develop a formal agreement, e.g., a Memorandum of Understanding, between the Lead Applicant, Sub-applicants, and Community Partners that outlines the roles and responsibilities of each of the parties in the agreement. This partnership agreement will govern implementation of the entire grant. The agreement must describe the governance, legal, and financial relationships within the partnership structure. This should include identification of which Applicant will be the lead implementer for each proposed project tasks where determined, account for existing power dynamics between partners, and incorporate a transparent decision-making process that centers the voices of Community Partners and other residents.

V.   Eligible and Ineligible Projects and Costs

Planning and Capacity Building, CMIS, and STEP grants fund a variety of planning and capacity building, clean transportation, and supporting projects that work together and complement each other to increase transportation equity and achieve the community's vision.

CARB encourages Applicants to work with partners throughout the 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 connects the projects to maximize benefits to students and other community residents.

A. Eligible Projects

The project categories in Table 2 are eligible as standalone projects for Planning and Capacity Building funds. They are also eligible as components of projects for CMIS or STEP funds, but they must be accompanied by components from other project categories.

Table 2. Planning and Capacity Building Projects (Funded by All Programs)

Project Category	Example Project Types
Community outreach, engagement, and capacity building for clean transportation	• Behavior-change, education, and marketing campaigns to support shifts toward cleaner modes of transportation (e.g., gamification programs, mobile apps) • Community (including school) resource portals, toolkits, and documents • Community resource centers for clean transportation education and outreach • Community transportation needs assessments[27] • Educational resources for clean transportation (e.g., curricula, videos, mobile apps, training) • Events (e.g., ride and drives, bicycle rodeos, bike repair pop-ups, temporary street closures or car-free days to encourage active transportation, workshops, first responder training) • Long-term training and skills development • Participatory budgeting and other forms of community decision-making

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[27] For the purposes of this solicitation, 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 area are identified through direct community input and engagement.

Project Category	Example Project Types
	• Partnership, relationship building, and network development • Pop-up and demonstration projects and other forms of tactical urbanism[28] • Surveys and information gathering
Clean transportation, land use, and transportation equity plans	• Automated and connected vehicle plans for equitable shared mobility • Combined land use and mobility plans • Feasibility studies • Grid capacity analysis • Mobility equity analysis • Mobility plans (e.g., active transportation, new mobility, safe routes to school, transit, multi-modal ZEV readiness,[29] and multi-modal corridor plans) • Planning activities related to achieving the Prohousing designation where there is a clear nexus to VMT reduction[30] • Plans and policies to support mode shift (e.g., transportation demand management plans, car-free zone plans, curbside management policies) • Traffic calming and safety enhancement plans (e.g., collision, safety, and speed limit analysis; Vision Zero plans) • Transportation equity work plans
Workforce training and development related to clean transportation	• Business/employer relationship building and network development • Gap analysis of education and training opportunities (e.g., transitioning to zero-emission transportation) • Internships for students seeking hands-on experience • Job assistance and career development, apprenticeship, and pre-apprenticeship programs • On-the-job training for clean transportation staff • Partnerships with job assistance and career development programs • Engagement and contracting with local small businesses and local workforce groups and agencies • Clean transportation operations or maintenance training curriculum • Trip planners, street teams, and community ambassadors to connect residents to clean transportation options

[28] Low-cost, short-term changes to the built environment, usually in cities, intended to improve local neighborhoods and create gathering places through traffic calming measures and reimagining of road space for other purposes.

[29] https://ww2.arb.ca.gov/resources/fact-sheets/local-government-zero-emission-vehicle-readiness

[30] https://www.hcd.ca.gov/planning-and-community-development/prohousing-designation-program

Draft Planning and Capacity Building, CMIS, and STEP Requirements and Criteria

The project categories in Table 3 are eligible for CMIS and STEP funds.

Table 3. Clean Transportation Projects (Funded by CMIS and STEP)

Project Category	Example Project Types
Active transportation	• Bicycle and pedestrian-supportive infrastructure (e.g., bike racks, urban forestry) • Maintenance of infrastructure • New bikeways and networks (Class I, Class II, or Class IV) or bikeway upgrades from Class II to Class IV • New pedestrian walkways and multi-use paths • Safety improvements (e.g., path/street lighting, traffic calming infrastructure, no-car zones) • Subsidies or vouchers to incentivize active transportation
Fixed-route transit and school bus service	• Improvements to increase accessibility and efficiency of service (e.g., network/fare integration, wayfinding, and signage) • New or expanded service, including planning, zero-emission vehicles, infrastructure, and operations • Public transit fare subsidies • Operations improvements • Right-of-way improvements (e.g., bus rapid transit lanes) • Public transit station improvements
Shared mobility	• New or expanded zero-emission service, including carshare, rideshare, vanpooling, carpooling, bikeshare, scooter-share, ride-hailing, shuttles, and microtransit • Operations, promotion, and improvements • Fare subsidies
Supporting projects	• Displacement avoidance activities related to funded projects • Projects that support infill, transit-oriented development and reduce passenger VMT (e.g., conservation easements, adoption of urban growth boundaries, transfer of development rights) • Infrastructure that supports zero-emission transportation (including vehicle charging, renewable energy generation or storage, and broadband) • 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 service) • Road pricing pilots, policies, or programs (e.g., parking, vehicle registration, de-congestion, or road pricing; feebates)

Project Category	Example Project Types
	to support mode shift away from single-occupancy combustion vehicles • Project evaluations and data collection • Space conversion and placemaking projects or pilots (e.g., car-free zones, curbside management, parking conversion, parklets, public art)

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

Table 4. Clean Vehicle and Equipment Projects (Funded by CMIS Only)

Project	Example Project Types
School district vehicles and equipment	• School-related zero-emission vehicle purchase and infrastructure (e.g., school buses, utility carts, white fleet vehicles used for school district purposes including cars and trucks) • Zero-emission landscaping and custodial equipment purchase (e.g., mowers, hedge trimmers, edgers, leaf blowers)

Other project types not included in the tables above may be funded through Planning and Capacity Building, CMIS, or STEP, at CARB's discretion. Projects in this category must:

- Meet applicable State laws.
- Demonstrate or achieve GHG emissions reductions.
- Be related to a transportation activity such as reduced idling or VMT.
- Address a community or school transportation need.
- Meet CARB's goals for Low Carbon Transportation Incentives.

CARB recommends that Applicants ask about other project types they are interested in during the application window to avoid proposing project types that CARB may deem ineligible.

To meet the goals of the community and of CARB, CARB expects that applications will include multiple project components. Each CMIS and STEP application must include at least one project from the categories "Active transportation," "Fixed-route transit and school bus service," "Shared mobility," or ''School district vehicles and equipment" and at least one project from the other categories, for a minimum of two project types.

B. Ineligible Projects

Projects that are ineligible for Planning and Capacity Building, 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)[31]
- Manufacturing, including but not limited to:
    - Acquisition of raw materials or inputs for the manufacture of commercial product(s)
    - Operations and maintenance of manufacturing facility
- Personal or private automobile funding incentives (e.g., rebates, vouchers)
- 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 provide new or expanded service (except for school-related vehicles and equipment)

C. Eligible Costs

Eligible costs covered by CARB funding for all of the eligible projects listed above include:
- Access to proprietary data or research material subject to CARB approval
- Acquisition of right-of-way
- 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
    - Participant incentives that are an exchange for services or information and are appropriately documented
    - Public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges

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[31] Technology must be at minimum ready to test in a relevant environment.

- - 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
- Direct costs for implementing new or expanded displacement avoidance 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 PV 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
  - 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:
  - Salaries, wages, and stipends for nonprofit or consultant staff dedicated to the project
  - Staff time spent on the project
  - Training for staff
  - Travel
- Light-, medium-, and heavy-duty zero-emission vehicle 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:

- o Accessibility improvements (e.g., Americans with Disabilities Act-compliant mobile phone applications, curb cuts, wheelchair-accessible vehicles)
- o Costs to outfit vehicles, equipment, and infrastructure with necessary and appropriate workplace and safety equipment
- o Insurance (for vehicle and for rider or passenger)
- o Mileage and user tracking devices (i.e., data loggers or telematics, bike and walk count equipment)
- o Repairs, repair tools, and routine maintenance
- o Reservation system development and on-going maintenance costs
- o Roadside assistance
- o Safety and training courses
- o Time-of-use management systems and software
- o User safety equipment (e.g., helmets for bicycle sharing participants)

D. 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.
- Bonus payments of any kind
- Building permits and site approvals
- Ceremonial expenses (including food and beverages)
- 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
- 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
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or California Environmental Quality Act (CEQA)
- Publicity expenses unrelated to the CARB-funded projects
- Land or building acquisition, leasing, or renting, except as an indirect cost or for parking space purchase or lease
- Litigation costs, attorney fees, or lobbying
- Ongoing operational costs beyond the grant term
- 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

- Real estate brokerage fees or expenses
- Right-of-way purchase
- Services, materials, or equipment obtained under any other State program
- Specific expenses related to community outreach and engagement:
    - Childcare-related costs
    - Food and beverages
    - General meetings that do not specifically discuss or advance implementation of the CARB-funded projects
- Stewardship of legal defense funds
- Using funds for mitigation activities that are already mandated by local or State governing bodies or agencies

E. Project Eligibility Requirements

This section describes requirements for specific project types and are presented for prospective applicants as guidance. Final solicitation materials will include pertinent details and examples.

For funded community outreach and engagement activities, funded activities must:
- Be directly related to the implementation of the grant.
- Focus on engaging community residents located or involved in the Project Community.
- Emphasize language access with multilingual outreach activities where appropriate.
- Collect data on residents' current knowledge regarding clean transportation options.
- Include an evaluation of the success of the activities throughout implementation and adapt methods used accordingly.
- Appropriately incentivize community residents for their time and expertise when participating in community engagement activities.

For funded light-, medium-, and heavy-duty vehicles:
- Vehicles must be part of a fleet and must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- Vehicles must be zero-emission.
- Vehicles may be purchased or leased (2-year minimum lease period).
- Vehicles must be on the eligible Clean Vehicle Rebate Project (CVRP) or Clean Trucks and Bus Vouchers (HVIP) Eligible Vehicle lists[32,33] at the time of purchase.
    - New vehicles fully funded by CMIS and STEP cannot receive

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[32] https://cleanvehiclerebate.org/en/eligible-vehicles
[33] https://californiahvip.org/vehiclecatalog/

additional incentives from CVRP and HVIP programs.
- Fleet 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.
- No modifications can be made to the vehicle's emissions control systems, hardware, or software calibrations (California Vehicle Code (CVC) Section 27156).
- Vehicle title 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 year must be 4 years or newer.
  - Vehicle mileage cannot exceed 48,000 miles.
  - Vehicle 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 the lifetime of the vehicle. This may include maintaining service operations or transferring ownership of the vehicle to a community resident or community group.

For funded micromobility devices:
- Purchased micromobility devices must be new.
- Micromobility devices must comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- 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 the lifetime of the device. This may include maintaining service operations or transferring ownership of the device to a community resident or community group.

For funded Electric Vehicle Supply Equipment (EVSE)[34] purchase and installation:
- EVSE must be primarily intended for charging project-related vehicles.
- EVSE 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, including extreme temperature, heavy rains, and high winds.
- Display screens must be protected from malfunctions due to condensation and any local area weather conditions.
- EVSE may be installed in commercial, public, or residential locations.
- EVSE may include mobile charging technologies.
- EVSE may include the use of existing charging networks.
- Charging capacity must be at minimum Level 2 and may be Level 3.
- 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.[35]

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.
- Projected average per-vehicle occupancy must meet or exceed the relevant minimum included in the table below.

Table 5. Shared Mobility Vehicle Occupancy Requirements

Primary Use of Service	Ride-hailing[36] Service?	Minimum Average Per-Vehicle Occupancy
Short-distance Passenger Trip[37]	No	2
Short-distance Passenger Trip	Yes	3.34

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[34] CARB is considering including requirements from other State programs that fund EVSE such as Clean Mobility Options, the California Electric Vehicle Infrastructure Project (CALeVIP), and the Energy Infrastructure Incentives for Zero-Emission Commercial Vehicles Project (EnergIIZE).
[35] https://evitp.org/training/
[36] On-demand ride services where rides are arranged online or over the phone to connect a passenger with drivers using their personal vehicles.
[37] A passenger trip that is less than ten miles.

Primary Use of Service	Ride-hailing[36] Service?	Minimum Average Per-Vehicle Occupancy
Long-distance Passenger Trip[38]	No	1.21
Long-distance Passenger Trip	Yes	2.01

For funded hydrogen refueling station installation, hydrogen refueling stations must:
- Be installed 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[39].
- 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.

For funded displacement avoidance activities (STEP 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 CARB-funded projects.
- Be focused on engaging existing low-income households and small businesses located or involved within the Project Community.
- Include an evaluation of the success of that activity in avoiding displacement of existing low-income households and small businesses.

VI.   Grant Management Expectations

Applicants should ensure that they have the staff capacity and set aside enough budget to cover grant management for the life of the grant term. Grant management may include 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; data collection, evaluation, and reporting to CARB and the public; etc. CARB will provide more detail in the final Request for Application materials on expectations and resources needed for each aspect of grant management.

In addition, at least five percent of the total project budget must be set aside for data collection, evaluation, and reporting.

Indirect costs[40] may not exceed five percent of the total requested funds for Planning

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[38] A passenger trip that is ten or more miles.
[39] https://ww2.arb.ca.gov/our-work/programs/hydrogen-fueling-infrastructure
[40] See Terms and Definitions for a definition of indirect costs.

and Capacity Building and may not exceed one percent of the total requested funds for CMIS and STEP.

After grant agreements are executed, Grantees must develop an overall Project Plan. This plan will include multiple parts, which, depending on the project types funded, may include:
- Outreach and engagement plan
- Data collection, evaluation, and reporting plan
- Internal procedures, communication, and partnership structure plan
- Vehicle acquisition plan
- Individual project or service operations plans
- Long-term sustainability project plan

This plan will serve as a more detailed blueprint of the scope of the grant overall. It is meant to be a useful tool for the Grantee, CARB, and other partners to plan, understand, and refer back to details of the work agreed upon. The Grantee, CARB, and project partners should revisit the Project Plan consistently over the grant term and update as needed within the bounds of the grant agreement scope.

A. Data Collection, Evaluation, and Reporting

During the grant term, the Grantee will be required to collect, evaluate, and report to CARB on data from implemented projects. The Grantee must create a data collection, evaluation, and reporting plan that includes the following components:
1. **Data collection:** Collect data on projects at least quarterly. Set up a process by which Sub-applicants and other project implementers report data on project implementation to the Grantee for compilation.
2. **Data evaluation:** Collect relevant data and regularly evaluate project impacts based on identified metrics of success and including direct community feedback. Regularly update processes and project implementation based on evaluation results. Some metrics of success are defined by CARB (e.g., GHG reductions, VMT reductions, jobs supported). Others should be identified for each project through collaboration with Community Partners and other residents. Metrics may be qualitative or quantitative.
3. **Data reporting:** Report data annually to CARB. The data reported may vary based on the project types funded and will be finalized by CARB after project selection.

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:
- Basic project data
  - Examples: number of participants per event, number and location of vehicles deployed, number and location of chargers installed, miles and location of bike lane deployed, miles and location of sidewalk

deployed, number and location of trees planted, number and value of subsidies provided
- Vehicle telematics data
    - Examples: number of users, average occupancy of vehicle, miles traveled per vehicle per day, average trip distance, hours of operation, number of charging events, kilowatt hours used per day
- Charge management data
    - Examples: number of hours per charge instance, pricing, power cycles
- Demographics of participants/users
    - Examples: age range, zip code of residence, gender, race/ethnicity, income level
- Surveys of project participants/users
    - Examples: 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
- Results of community and Grantee-led evaluations

VII.   Application Templates and Guidance

Applications will be initially screened for completeness. Incomplete applications may not be scored. The final request for applications will include a separate application template with more detailed instructions.

A. Concept Phase Application Template

All components listed below must be included for the application to be scored. In total, this application should be no more than five pages.

1. **Project Community:** Describe the community that the projects are intending to benefit. Describe the residents, students, and others 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. Describe the types and quality of transportation options currently available within the community. Include a map (as a shapefile or KMZ file type) of the Project Community's boundaries.
2. **Project Descriptions and Transportation Equity:** Describe each proposed project and associated project categories in the Eligible Projects section. Describe how the proposed projects work toward the community's vision and address transportation equity in the Project Community. Describe the community's transportation needs, how these needs were identified, and how each project addresses those needs.

3. **Applicants:** List the Lead Applicant, Sub-applicants, and Community Partners. Identify what type of entity each Applicant or Community Partner is. Describe how partners plan to coordinate on project objectives to ensure timeliness and ability to achieve project goals.
4. **Overall Timeline**.
5. **Overall Budget.**

B. Full Application Phase Application Template

Applicants who are selected to advance beyond the concept phase will be invited to submit a full application.

Follow the instructions below. All components listed below must be included for the application to be scored. In total, this application should be no more than 20 pages, not including supporting documentation. The final request for applications will include a separate application template with more detailed instructions.
1. **Concept Application:** Identify any changes made to the concept application.
2. **Applicants:** Describe each Applicant's organizational capacity and why, through relevant expertise, experience, and skillsets, each Applicant is suited for their identified role and how the project team has the necessary qualifications to complete the project. Identify documentation for each Applicant's commitment to equity and environmental justice. Describe each Applicant's past relationships with Community Partners. Provide documentation of and describe the outcomes of past work with community representatives.
3. **Letters of Commitment and Support:** Provide a letter of commitment and support from each Applicant. Letters of commitment and support from Community Partners, as well as from entities that are necessary for the project to move forward and be sustained in the long-term, such as elected officials, electrical utilities, and government entities that own the right-of-way, are encouraged. Each letter of commitment and support should, where applicable:
   a. Describe the entity's role and history in the Project Community.
   b. Describe why the proposed projects are important for the community.
   c. Confirm the entity's role in the proposed scope and commit to supporting the scope should it be awarded.
   d. Confirm any resource contribution (i.e., match or in-kind funding) the entity is committed to providing.
4. **Conflict of Interest:** All Applicants must disclose any Conflict of Interest in fulfilling the duties of the Grantee or Subgrantee. Summarize each Applicant's current, ongoing, or pending direct or indirect interest, which poses an actual, apparent, or potential conflict of interest with their ability to fulfill the duties of the Grantee or Sub-grantee. CARB may consider the

nature and extent of any potential or apparent conflict of interest in evaluating, considering, or scoring the application and may disqualify the application at CARB's sole discretion.

5. **Partnership Structure:** Outline the roles and responsibilities of each Lead Applicant and Sub-applicant. Describe the governance and decision-making structure of the partnership, including how the structure centers the voices of Community Partners and other community residents. Describe the legal and financial structure of the partnership, including who is contracting with whom and how the Lead Applicant will procure, contract with, and pay Sub-applicants and Community Partners. Finally, describe how the partnership structure will address potential inequities that may exist between partners.

6. **Project Description:** Describe each project and how the projects work together to address community-identified needs, further the community's vision, and meet CARB's objectives. For any shared mobility projects, include the average minimum occupancy per vehicle expected. For community-based (not school-based) clean transportation projects, describe displacement vulnerabilities that currently exist in low-income households and small businesses within the community and how the proposed projects will enact new or coordinate with existing policies and programs to help avoid displacement of existing low-income households and small businesses that may occur due to the CARB-funded projects.

7. **Scope and Timeline:** Provide a scope and timeline that outlines all of the tasks needed to complete each project and an expected timeline for each task and sub-task. This should include:
   a. A description of each task with an associated task number
   b. The expected start and completion date of each task
   c. The roles of each Applicant in completing each task
   d. Any deliverables associated with each task

8. **Budget:** Provide a detailed budget using the template in Attachment I. The proposed budget should estimate all labor, material, equipment, construction, installation, and grant management costs associated with the proposed projects. Labor rates must account for overhead and fringe benefits. Projected costs must account for any expectation of cost increases (e.g., cost of living increases, inflation).

9. **Readiness:**
   a. **CEQA:** Provide documentation to confirm that CEQA clearance has been obtained or will be obtained within six months of grant agreement execution, where necessary.
   b. **Other Readiness:** Provide documentation to confirm that any applicable site control or permits have been obtained or will be obtained before the relevant projects are scoped to start, where necessary.

10. **Data Collection, Evaluation, and Reporting:** Confirm that Applicants will 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 data to CARB.

11. **Community Outreach and Engagement:** Describe how the proposed projects will be inclusive and encourage diverse community resident feedback and incorporate specific ways for community residents to make decisions about the projects that will impact them, where relevant. Describe how the proposed projects will encourage the use of the clean transportation services provided and educate end users on the clean transportation options available. Describe how outreach and engagement activities will focus intentionally on involving hard-to-reach residents.

12. **Long-term Sustainability:** Describe the plan for the long-term sustainability of the proposed and planned projects after the grant term ends. This may include what financial tools and resources are available to support the projects in the long-term, the future impact of capacity building activities and sustained community engagement, and what partnerships will enable projects to be sustained in the long-term. For example, how will ongoing funding be procured? Will the projects pursue or receive public (federal, regional, local) funding or private (philanthropic) funding? What steps will be taken to achieve long-term sustainability during the grant term? Once the grant term ends, how will vehicles, micromobility devices, and other capital investments and social infrastructure continue to benefit the Project Community? If this information is not available, describe a plan for determining how the proposed projects will reach long-term sustainability. For Planning and Capacity Building projects, long-term sustainability may focus on readiness to implement projects that were identified or planned during the grant project.

13. **Workforce Development:** Describe how the proposed projects will support workforce development in the climate and clean transportation sectors (e.g., partnering with workforce development and training programs with career pathways, providing economic opportunities through high-quality jobs) with a focus on community residents that face barriers to employment.

C. Application Guidance

CARB plans on providing additional guidance beyond the application templates to help Applicants develop their applications and meet program requirements. This guidance may include, but is not limited to, application checklists; guidance on grant management, partnership structures, outreach and engagement, workforce development, and displacement avoidance; and templates for scopes, timelines, budgets, partnership agreements, and letters of commitment and support.

VIII. Selection Process, Requirements, and Criteria

CARB staff will evaluate concept applications based on the concept phase eligibility requirements and scoring criteria identified in the tables below. Applications that meet

the eligibility requirements and score 70 percent or higher (25.2 points out of 36 points) will move on to the full application phase. After CARB verifies eligibility requirements and scores concept applications, a list will be posted on CARB's website identifying the applications that are eligible to move on to the full application phase. CARB will also notify Lead Applicants by email.

An interagency review panel will evaluate full applications based on the full application phase eligibility requirements and scoring criteria in the tables below. CARB will award funds to the applications that meet all eligibility requirements and that score the highest until all available funds are awarded. Projects that move on to the full application phase are not guaranteed funding.

In both phases of the application period, Planning and Capacity Building applications will be evaluated and scored separately from CMIS and STEP applications. CMIS and STEP applications will be evaluated and scored together. Out of the $30 million available in CMIS and STEP, CARB will try to reserve $15 million for school-related projects and $15 million for 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 $15 million will be dedicated to funding required for the highest-scoring CMIS application or vice-versa.

Prior to grant execution, awardees must work with CARB to quantify the benefits of proposed projects using the California Climate Investments Clean Mobility Benefits Calculator (link will be provided when available). Quantifiable benefits include GHG emission reductions and other co-benefits such as air pollutant reductions and travel cost savings from funded clean transportation projects in CMIS and STEP as well as modeled jobs supported by all programs. To be eligible for funding, CMIS and STEP projects must 1) result in a reduction in GHG emissions according to the calculator and 2) not result in an increase in passenger VMT according to the calculator. CMIS and STEP funding awards will be contingent on these results.

Prior to grant execution, the awardees will also be responsible for other project coordination and planning documentation. This may include:
- A resolution from the governing board or council that approves accepting the award and implementing the project.
- A letter from a representative of the Metropolitan Planning Organization (MPO) in which the Project Community is located, 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.

Applicants that were not awarded Fiscal Year 2022-23 funding will be offered a debrief with CARB staff and provided information on next steps, which may include recommending other potential sources of funding for the proposed projects.

A. Concept Phase Requirements and Criteria

In the concept phase, applications must meet the eligibility requirements in Table 6 before they are scored. If all requirements are met (i.e., CARB staff answer "Yes" or "N/A" [not applicable] to each question in Table 6), the application will be scored using the scoring criteria in Table 7. The minimum score required to proceed to the full application phase is 70 percent (or 25.2 points out of 36 points).

Table 6: Concept Phase Eligibility Requirements

Application Component	Eligibility Requirements	Yes/No/ N/A
Overall	Does the application include all required components listed in the application template?	
Project Community	Is more than 50% of the Project Community disadvantaged or low-income community census tracts?	
Project Descriptions and Transportation Equity	Does the application include at least one project from the categories "Active transportation," "Fixed-route transit and school bus service," "Shared mobility," or ''School district vehicles and equipment" and at least one project from the other categories, for a minimum of two project types? (N/A for Planning and Capacity Building *applications*.)	
Applicants	Are all Applicants eligible (per the list of eligible Applicants and requirements)?	
Applicants	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?	
Applicants	If the application includes school-related projects, is a public school district or local education agency a partner? (N/A for STEP or Planning and Capacity Building *applications*.)	
Overall Timeline	Will the project be completed by January 31, 2027?	
Overall Budget	Is the total budget requested less than or equal to $750,000 for Planning and Capacity Building projects or $15 million for CMIS and STEP projects?	

Table 7: Concept Phase Scoring Criteria

Application Component	Scoring Criteria	Maximum Points
Project Community	Project serves a rural community.[41]	2
Project Community	**Planning and Capacity Building:** Project Community has no overlap with communities that have received funding through past STEP Planning and Capacity Building Grants or Clean Mobility Options (CMO) Needs Assessment Vouchers. **CMIS:** Project Community includes a school site that has not received funding through CMIS before. **STEP:** Project Community has no overlap with communities that have received funding through past STEP Implementation Grants, CMO Mobility Project Vouchers, or the Strategic Growth Council's Transformative Climate Communities program.	2
Project Descriptions and Transportation Equity	Projects increase transportation equity, considering the needs of different groups of residents within the Project Community. **Planning and Capacity Building:** Projects improve local understanding of residents' transportation needs, prepare communities to implement clean transportation and land use projects, and develop a foundation for organization and community capacity building. **CMIS and STEP:** Each project is tied to at least one community-identified transportation need. Projects prioritize increasing access to key destinations (e.g., school, work, medical appointments, grocery stores) for community residents with diverse transportation needs. Projects were identified through a STEP Planning and Capacity Building Grant or a CMO Community Transportation Needs Assessment Voucher.	30

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[41] A rural community is defined as a community not served by a Metropolitan Planning Organization or that is not in an urbanized area per the 2020 census.

Application Component	Scoring Criteria	Maximum Points
Applicants	Lead Applicant is a community-based organization or a tribal government.	2
	TOTAL	36

B. Full Application Phase Requirements and Criteria

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

In the full application phase, applications must meet the eligibility requirements in Table 8. If all requirements are met (i.e., CARB staff answer "Yes" or "N/A" to each question in the table), the application will be scored using the scoring criteria in Table 9. 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 application phase.

Table 8: Full Application Phase Eligibility Requirements

Application Component	Eligibility Requirements	Yes/No/ N/A
Overall	Does the application include all required components listed in the application template?	
Concept Application	Do any changes made to the concept application still meet concept phase eligibility requirements and result in a minimum score of 70% based on the concept phase scoring criteria?	
Conflict of Interest	Was a conflict-of-interest declaration provided?	
Budget	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	Does more than 50% of the total proposed budget fund at least one project from the categories "Active transportation," "Fixed-route transit and school bus service," "Shared mobility," or ''School district vehicles and equipment"? *(N/A for Planning and Capacity Building applications.)*	
Budget	Does at least 5% of the total proposed budget fund data tracking and reporting?	

Application Component	Eligibility Requirements	Yes/No/ N/A
Budget	**Planning and Capacity Building:** Is no more than 5% of the total proposed budget set aside to cover indirect grant management costs? **CMIS and STEP:** Is no more than 1% of the total proposed budget set aside to cover indirect grant management costs?	
Readiness	Does documentation confirm that CEQA clearance has or will be met within six months after grant execution, where necessary? *(N/A for Planning and Capacity Building applications.)*	
Readiness	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	Does the Lead Applicant 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 data to CARB?	

Table 9: Full Application Phase Scoring Criteria

Application Component	Scoring Criteria	Maximum Points
Applicants	Lead Applicant and Sub-applicants have a documented commitment to furthering equity and environmental justice and relevant expertise, experience, and skillsets to implement the proposed projects. Applicants have existing and mutually beneficial relationships with each other and with Community Partners and demonstrate their openness to co-development of projects with community representatives through past collaborations, community engagement efforts, and project outcomes.	10
Letters of Support, Partnership Structure	Partners include a diverse group of key stakeholders that represent the Project Community. The partnership structure acknowledges and addresses existing power dynamics and includes a meaningful process for Community Partners and other Project Community residents to make decisions about each project. The community engagement approach is tied to a governance structure that will help address community ideas and concerns.	10

Application Component	Scoring Criteria	Maximum Points
Project Description	Projects increase transportation equity, considering the needs of different groups of residents within the project area. **Planning and Capacity Building:** Projects improve local understanding of residents' transportation needs, prepare communities to implement clean transportation and land use projects, and develop a foundation for organization and community capacity building. **CMIS and STEP:** Each project addresses at least one community-identified transportation need and was designed with the appropriate scope, scale, and other elements to meet the need identified. Project Community residents and other key stakeholders were involved in the identification of the community's transportation needs using recommended, context-specific methods of engagement. Projects prioritize increasing access to key destinations (e.g., school, work, medical appointments, grocery stores) for community residents with diverse transportation needs. Projects support an integrated transportation system, complementing each other and existing clean transportation services and modes in a manner that maximizes the ability to address community residents' transportation needs. For community-based (not school-based) projects, the proposed projects will enact new or coordinate with existing policies and programs to help avoid displacement of existing low-income households and small businesses that may occur due to the CARB-funded projects.	35
Scope, Timeline, and Budget	Scope, timeline, and budget are feasible and identify all high-level tasks and deliverables needed to successfully implement the projects.	15
Community Outreach and Engagement	Application incorporates diverse, context-specific approaches to community outreach and engagement for each proposed project. Identified approaches enable Project Community residents to be involved in decision-making processes during the grant term. Identified approaches also educate end users on clean transportation services offered and encourage the use of clean transportation options. (See Community	15

Application Component	Scoring Criteria	Maximum Points
	Outreach and Engagement Guidance.[42])	
Long-term Sustainability	Application includes a clear plan for the long-term sustainability of the proposed projects after the grant term ends, including what financial tools and resources are available to support the projects in the long-term, future impact of capacity building activities, what partnerships will enable projects to be sustained in the long-term, and how capital investments and social infrastructure will continue to benefit the Project Community. Established partnerships and letters of support indicate that projects have the external support necessary to maintain long-term sustainability. For Planning and Capacity Building projects, long-term sustainability may focus on readiness to implement projects that were identified or planned during the grant project.	5
Workforce Development	Application includes workforce development in the climate and clean transportation sectors (e.g., partnering with workforce development and training and apprenticeship programs with career pathways, providing economic opportunities through high-quality jobs) with a focus on Project Community residents who face barriers to employment. (See Workforce Development Guidance.[43])	10
	TOTAL	100

[42] https://ww2.arb.ca.gov/sites/default/files/classic/msprog/step/step_community_inclusion_guidance.pdf

[43] https://ww2.arb.ca.gov/sites/default/files/classic/msprog/step/step_workforce_development_guidance.pdf