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

Fiscal Year 2022-23 Application Guidance

This document is intended to support potential applicants of the Fiscal Year 2022-23 Planning and Capacity Building (Planning), Clean Mobility in Schools (CMIS), and Sustainable Transportation Equity Project (STEP) Requests for Applications (RFA).

The recommendations, examples, and resources discussed throughout this document are based on the experience of the California Air Resources Board (CARB), Applicants, and Grantees from past CARB solicitations. While it is not all-inclusive, CARB encourages Applicants to use this guidance document as a starting place to help them understand CARB expectations and develop their 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. TTY/TDD/Speech to Speech users may dial 711 for California Relay Service.

July 24, 2023

Table of Contents

Application Packages

Refer to the Planning RFA and the CMIS and STEP RFA, both available on CARB's website: https://ww2.arb.ca.gov/lcti-step-pcb-cmis, for all application deadlines, eligibility requirements, scoring criteria, application templates and checklists, and procedural information on how to apply for Planning, CMIS, and STEP.

Planning, 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.

Applying for Planning, CMIS, or STEP funding is a two-phase process. Applicants must apply to the Concept Phase to be eligible for the Full Phase. Throughout both phases, CARB encourages Applicants to use the resources offered in this document to help them develop competitive applications.

I.   Recommendations

Sign Up for Technical Assistance

The Institute for Local Government, in collaboration with People for Mobility Justice and Fehr & Peers, are available to support potential Applicants. 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.

Attend the Q&A Sessions

CARB will host two Question & Answer sessions in each application phase. 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. The schedule, meeting links, and notes from each session will be available on CARB's website: https://ww2.arb.ca.gov/lcti-step-pcb-cmis.

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

Review the Terms and Conditions

CARB encourages all Applicants to carefully review the Sample Grant Agreement and Task 1 of the Scope and Timeline template to ensure they understand and accept all of the expectations and requirements that come with managing a CARB-funded grant and that they have or have requested the necessary staff, budget, and timeline to

meet these expectations.

Budgets and Procurement

Estimating projects costs can be complex – especially with price fluctuations and high rates of inflation. To minimize underestimating projects costs, CARB encourages Applicants to build contingencies into the proposed budget, anticipating higher-than-expected costs due to project delays, necessary infrastructure upgrades, insurance costs, cost of living increases, inflation, and other causes that must be accounted for at the time of application. Refer to additional sections within this document for resources on procurement of ZEVs and infrastructure.

I.   Recommendations

Start with the assumption that onboarding partners and kicking off the elements of your application will take twice as long as you think. Build in more time in the beginning of the project for initial planning, scheduling, and finalizing policies and procedures than you do for the mid-term of the project when tasks and communications are likely running more smoothly. Account for the time point you expect to purchase items and utilize forecasted costs. Likewise, build in more time at the end of the term for final reporting and wrapping up projects and documentation.

CARB and Third-Party Communication

CARB will require Grantees to hold regular check-ins to discuss project questions/challenges and ensure projects stay on track. Applicants should account for at least one virtual meeting per month with CARB or the Statewide Planning and Capacity Building Project Administrator (PCB Administrator) and at least one virtual meeting per month with a technical assistance provider. Applicants should also budget for the additional time needed to keep CARB or the PCB Administrator in the loop as issues come up and get resolved between check-ins.

Cost-Sharing

This RFA has no resource contribution requirement, but CARB does encourage resource contributions to maximize the benefits from CARB funding. CARB encourages Applicants to pay attention to the requirements of other funding programs and identify potential conflicts with leveraged funds before including them as resource contributions in the application.

Insurance

CARB encourages Applicants to ensure they are setting aside enough resources to adequately cover the State's insurance requirements. The RFA and Sample Grant Agreement appendix to the RFA contains more information about insurance requirements.

Payments

At this time, all funding recipients that do not receive funding directly from CARB

must only be paid on a reimbursement basis. For the purposes of the Planning, CMIS, and STEP RFA, that means that Planning Grantees, all partners on Planning Grants, and all partners on CMIS and STEP Grants must be paid on a reimbursement basis. CMIS and STEP Grantees are eligible to be paid in advance, assuming all advance pay requirements have been satisfied. CARB encourages Grantees to consider how to design a budget and work with their partners to plan a reimbursement payment system that eases this burden, particularly for smaller community-based organizations.

Peer Learning

CARB encourages Grantees to take advantage of peer learning opportunities facilitated by CARB, the PCB Administrator, and other Project Administrators. Applicants should budget for one peer learning opportunity per month, including but not limited to the Clean Mobility Equity Alliance.

Project Management

The more partners and project types are included in your application, the more time is required to coordinate, assimilate, and summarize progress, challenges, resolutions, and findings. Project reporting activities must be continued throughout the term of the grant, for all tasks. CARB encourages Applicants to ensure sufficient budget is dedicated to project management, scaled appropriately based on the size of the project and partnership structure.

Reports and Publications

California requires all public facing and online posted materials to be accessible, which includes but is not limited to considering additional languages, use of plain language, graphic design colors, and alternative text and screen reader requirements. Refer to the Sample Grant Agreement for accessibility requirements.

Travel Expectations

CARB hosts a variety of events throughout the State to showcase California Climate Investments projects. Anticipate at least one person traveling to at least one in-person event per year during the grant term for this purpose. Use the CalHR Travel Cost Guidelines and the Sample Grant Agreement to understand limitations on travel costs.

II.   Resources

Applicants may refer to the following resources for budgeting and procurement suggestions:

- California Department of General Services (DGS) Buying Green Guide: https://www.dgs.ca.gov/PD/Resources/Find-EPP-Goods-and-Services
- Clean Mobility Options Toolkits:
  - Calculate Costs: A Guide for Budgeting a Mobility Project: https://cleanmobilityoptions.org/wp-content/uploads/2023/06/Calculate-Cost-Guide_Project-Implementation-Toolkit_2023.pdf
  - Hire Locally: Strategies for Local Hiring and Community Investment

> within Project Implementation and Design:
> https://cleanmobilityoptions.org/wp-content/uploads/2022/10/Hire-Locally_Project-Implementation-Toolkit_2022.pdf
> - o Finalize Contracts and Procurement: Strategies and Considerations for Setting Up Contracts for Your Mobility Project: https://cleanmobilityoptions.org/wp-content/uploads/2022/10/Finalize-Contracts-and-Procurement-Guide_Project-Implementation-Toolkit_2022.pdf

- DGS Statewide Supplier Diversity Program: https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Statewide-Supplier-Diversity-Program/Statewide-Supplier-Diversity-Program
- Travel reimbursement must adhere to the State rates and conditions established on the California Department of Human Resources website with the exception of out-of-state travel, which is not eligible unless explicitly approved by CARB: https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx

Partnership Structures

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 situating the projects within the larger regional transportation strategy. CARB encourages partnerships that prioritize decision-making led by community residents and representatives.

I. Recommendations

Lead Applicants should factor in enough time in the timeline to develop and execute agreements with each of their Sub-applicants before they start work on the project. Applicants should also consider how each partner should be involved in reporting and check-ins with the rest of the partners and with CARB or the PCB Administrator to improve communication and ensure everyone (including CARB) has the information necessary to support the project.

During implementation of CARB-funded projects, all partners, including Subgrantees and Community Partners, should receive appropriate compensation for their time and expertise. This exchange of funds for time, expertise, information, and other support should be documented via a formal agreement.

II. Examples

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 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 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 engagement and outreach activities and convenes a diverse committee of residents to facilitate community decision-making throughout project implementation.

Examples of partnership structures used by past Grantees of State programs are listed below.

- Examples of previous STEP Grantees' partnership structures:
    - City of Commerce's Commerce Moving Forward project: https://ww2.arb.ca.gov/lcti-commerce-moving-forward
    - Isla Vista Community Mobility Plan: https://ww2.arb.ca.gov/lcti-isla-vista-community-mobility-plan
    - Los Angeles Department of Transportation's Universal Basic Mobility project & Resident Advisory Committee: https://ladot.lacity.org/ubm
    - San Francisco Municipal Transportation Agency's Our Community, Our Shuttle project & Community Congress: https://www.sfmta.com/projects/bayview-community-shuttle
    - San Joaquin Council of Governments' Stockton Mobility Collective project & Steering Committee: https://www.sjcog.org/556/Stockton-Mobility-Collective-SMC
    - Solano Sustainable Transportation Equity Project:

https://ww2.arb.ca.gov/lcti-solano-sustainable-transportation-equity-project-sol-step
- Examples of previous Transformative Climate Communities (TCC) awardees' collaborative stakeholder structures:
  - Ontario Together's TCC Trustees (Appendix 3): https://innovation.luskin.ucla.edu/wp-content/uploads/2023/06/Ontario-Together-2023-Progress-Report.pdf
  - Transform Fresno's Collaborative Stakeholder Structure, Community Partner Outreach Methods, and Anti-Displacement Task Force Members structure (Appendix 3): https://innovation.luskin.ucla.edu/wp-content/uploads/2023/06/Transform-Fresno-2023-Progress-Report.pdf
  - Transform Fresno's Outreach and Oversight Committee: https://www.transformfresno.com/outreach-oversight-committee/
  - Watts Rising's Collaborative Stakeholder Structure (Appendix 3): https://innovation.luskin.ucla.edu/wp-content/uploads/2023/06/Watts-Rising-2023-Progress-Report.pdf

III.   Resources

Applicants may refer to the following resources for partnership structure connections and developing partnership structures:

- California Climate Investments Community Connections: https://www.caclimateinvestments.ca.gov/communityconnections
- Clean Mobility Provider Directory: https://cleanmobilityoptions.org/mobility-provider-directory/
- Empower Innovation: https://www.empowerinnovation.net/
- Regional Climate Collaboratives Collective Impact Resources: https://sgc.ca.gov/programs/cace/docs/20230705-R2_Collective_Impact_Resources.pdf

Transportation Equity

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, and nondiscriminatory practices. Transportation equity will occur when the transportation system addresses unique transportation barriers, shifts decision-making power to the communities it 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.

I.   Examples

Planning, CMIS, and STEP are intended to fund community-based projects designed and implemented in collaboration with the community to address transportation needs and inequities. Some examples of solutions to transportation inequities are provided below and may be identified through a Planning effort or implemented through CMIS, and STEP:

- Well-lit transit stations or stops where people regardless of gender or racial identity feel safe
- Pedestrian infrastructure that is accessible to people in wheelchairs or with strollers and that reduces the chance of traffic collisions
- Transportation options that enable trip-chaining and non-commute trips as well as commute trips
- Transportation options that overcome physical barriers that hinder access to key destinations such as schools, grocery stores, workplaces, daycare facilities, community centers, or medical facilities
- Increased transportation options in historically disinvested communities
- Increased reliability of transportation can both increase ridership and quality of life for low-resource residents that may be reliant on transit to go to work, appointments, etc. and may spend significant amounts of valuable time waiting for transit
- Reducing the cost of transportation can increase access to transportation for low-income residents and support economic growth and opportunity
- Engagement with residents often excluded from transportation planning to co-develop solutions that fill transportation gaps and meet needs
- Relationship building with trusted community advocates to help allay mistrust that marginalized community residents may feel towards getting involved in a public process
- Workforce development that prioritizes training for local businesses and for community residents who face barriers to employment in the clean transportation sector (e.g., women, people who were previously incarcerated)

II.   Resources

- Greenlining Institute Mobility Equity Framework: https://greenlining.org/publications/mobility-equity-framework-how-to-make-transportation-work-for-people
- List of previously awarded STEP grants. Click on each individual grant for more information on the projects and how they address transportation equity: https://ww2.arb.ca.gov/lcti-sustainable-transportation-equity-project-step
- U.S. Department of Transportation (USDOT) Transportation Planning for Equity tools: https://www.planning.dot.gov/planning/topic_transportationequity.aspx
- USDOT Planning and Equity Tool: https://plan-equity-tool-

usdot.hub.arcgis.com/
- USDOT's Shared Mobility and Transportation Equity Primer: https://www.fhwa.dot.gov/policy/otps/shared_use_mobility_equity_final.pdf

Long-term Sustainability

CARB-funded projects are intended to plan for and catalyze clean transportation solutions that can continue to address communities' transportation needs beyond the grant term.

I. Recommendations

CARB encourages Applicants to consider how projects are building a foundation for sustainability or will be sustained to maintain benefits for community residents beyond the grant term. Long-term sustainability of projects is a multi-faceted challenge and will likely require multiple solutions. Some considerations include:

- What project types are best suited to be maintained and sustained after the grant term ends?
- How will projects be designed to maximize ability to adapt based on changing community needs?
- What financial tools and resources are available to support the projects in the long-term?
  - o Will Applicants pursue other sources of public (federal, regional, local) funding or private (philanthropic) funding?
- What partnerships will help sustain projects in the long-term or support the development of future projects?
- What type of future impact may funded capacity building activities and sustained community engagement generate?
- What steps will Applicants take to move toward long-term sustainability during the grant term?
- Once the grant term ends, how will CARB's investments (e.g., vehicles, micromobility devices, other capital investments, social infrastructure) be able to continue to benefit the community?

CARB encourages Applicants to communicate early and often with the community and with other stakeholders to build partnerships and buy-in. Instilling excitement on every aspect of the project may help spur new ideas and buy-in to support long-term sustainability.

CARB also encourages Applicants to consider how they will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects and facing similar challenges.

II. Examples

Examples of how projects may be able to be sustained or deliver sustained benefits to

the Project Community are listed below.

- Building partnerships with existing educational facilities for new zero-emission maintenance and infrastructure trainings. Partnerships with existing entities may help sustain interest and the ability to continue offering trainings after the grant term ends.
- If new clean transit and mobility services reduce the need for parking spaces or parking lots, the parking spaces could be converted to community gatherings spaces such as parklets to continue delivering benefits to the community. The parking lots could be converted to affordable housing, and developer impact fees from the new development could be used to help fund the new clean transit and mobility services in the long-term.
- An agreement with a large local employer or healthcare provider could help fund new mobility services that offer improved access to work or healthcare services.
- Setting up the social and logistical infrastructure to support ongoing community advisory groups beyond the grant term can help sustain the engagement originally funded through the grant.

III. Resources

Applicants may refer to the following resources for more information on how to plan for long-term sustainability:

- CARB White Paper: Sustainable Financing Tools and Strategies for Equitable, Community-Based Mobility and Transportation Solutions: https://ww2.arb.ca.gov/our-work/programs/sustainable-communities-program/research-solicitations/financing-clean-mobility

Outreach and Engagement

Applicants must directly engage community residents, including but not limited to the Community Partners, in all phases of the application's development and implementation to ensure projects provide direct, meaningful, and assured benefits to community residents. While quantity of outreach and engagement is important, Applicants should also prioritize the quality of their outreach and engagement, including targeted and consistent outreach and engagement to hard-to-reach residents.[1]

I. Recommendations

Applicants should incorporate the following five principles into all aspects of

---

[1] Residents whose interests, due to social, economic, and institutional barriers, have historically been under-represented.

engagement:

- **Clarity:** Clear communication about the purpose of the engagement, the project, and the community's role in project planning and implementation.
- **Accessibility**: Accessible times and locations of events, meetings, and gatherings (e.g., virtual engagement, evening meetings, meeting locations close to transit, neutral meeting locations) and accessible materials (e.g., language and ADA accessibility).
- **Representation**: Activities that reach a broad and representative subset of the whole community, with an emphasis on including hard-to-reach residents that are not typically served well by existing public feedback processes.
- **Transparency:** Consistent, clear, and easily available information about engagement activities, including notices before they happen and follow-up after they happen.
- **Accountability:** In addition to following up with communities, communicate how feedback was incorporated and affected project decisions and future actions.

[The Spectrum of Community Engagement to Ownership](#) is a helpful tool to set the stage for how outreach and engagement will occur. CARB encourages Applicants to develop and implement outreach and engagement that aligns with levels 4 and 5 (Collaborate and Defer To, respectively), both during application development and project implementation. There may be instances where applying a different level on the spectrum is more appropriate. In those instances, Applicants should be clear with community members about what the goals of the outreach and engagement are and what this approach will mean for members' involvement, and Applicants should be receptive to feedback from community members on the approach they've taken.

The COVID-19 pandemic taught many important lessons about how to reach community members in challenging conditions. Applicants should use a mix of outreach and engagement methods and tools to help maximize participation and ensure that community residents are appropriately involved. This may mean that that Applicants will need to rely on a variety of engagement methods, including both in-person and virtual engagement.

Virtual Engagement

Applicants should consider who may be excluded from participating in virtual engagement activities (e.g., the elderly, people with limited internet access) and find other methods to ensure their views are represented such as direct calls and mailed materials. Consider virtual and analog methods to inform residents of virtual engagement (e.g., emails and posting flyers around the proposed project area or at nearby community centers, social media, and notices on utility bills). Engagement is about both informing community residents and hearing from community residents, so Applicants should make sure that any virtual engagement activities are set up for two-way communication. Public meetings should be set up so that attendees can easily

speak or write in their ideas and feedback. Short online surveys are another helpful way to get quick information from residents.

Past Engagement

Applicants are also encouraged to use information collected from past engagement activities to inform application development and project design. Past engagement may have been done through a more formal process (e.g., as part of the development of a Transportation Plan, General or Specific Plan, Climate Action Plan, or Sustainable Communities Strategy; via Community Air Protection Program – Assembly Bill 617 Steering Committee meetings) or through a more informal process.

Incentivizing Engagement

Providing incentives for community residents to participate in engagement activities is important to appropriately and explicitly value the time and information residents provide as an essential element in understanding specific transportation needs and developing successful projects. Incentives can also boost the quantity and quality of participation in engagement activities.

During implementation of CARB-funded projects, engagement participants who are not already being paid for their participation (including community residents, members of community groups and community-based organizations, community leaders, and members of environmental justice organizations) should receive appropriate incentives for their time and expertise.

CARB funds may be used to pay for some of the recommendations, but CARB funds may not be used to pay for childcare-related costs, food and beverages, general meetings that do not specifically discuss or advance implementation of the CARB-funded projects, or any of the other costs listed as ineligible in the CMIS and STEP RFA. CARB recommends that Grantees use resource contributions to fill the funding gaps that CARB funds cannot fill.

CARB's expectations for engagement incentives are outlined in the recommendations below:

- Compensation that is provided to all attendees of an event should be provided in a way that maximizes participation and attentiveness (e.g., distribute gift cards after the end of a meeting or after collecting completed surveys).
- The nature of the compensation, instructions for receipt and use, any relevant restrictions, and other key information must be clearly explained to all attendees or recipients in advance of engagement activities taking place.
- For targeted or variable compensation, the actions, activities, and criteria a participant must undertake or meet to receive the compensation should be clearly communicated to all participants before engagement participation begins. For example, explain at the beginning of the meeting that only

participants that fill out a survey at the end of the meeting will receive a gift card.

Applicants should consider how they can provide resources or subsidies to help ensure that community residents have what they need to be able to attend and actively participate in engagement activities. These resources may include:

- Offering transportation (preferred) or providing a subsidy for transportation services (e.g., shuttle, vanpool, carshare) or travel in personal vehicles to and from in-person events
- Subsidizing lodging needed for longer-distance travel for in-person events under special circumstances
- Offering food at events (preferred) or providing a standard subsidy for food to replace meal missed by attending an in-person event
- Offering childcare at events (preferred) or providing a standard subsidy for childcare so parents and guardians can attend in-person events

The incentive amount may increase based on the level of participation or in proportion to the level of engagement required of different engagement activities. For example, participation in more formal advisory or steering committees may require a more intensive commitment of time and resources that warrants a written agreement between the organizer and the participant and larger incentives. Residents that participate in more formal advisory or steering committees may also be required to complete other tasks relevant to the committees, such as conflict of interest declarations and outreach to other community residents and community groups. Another example of when an increased level of participation may warrant a higher hourly rate is if a participant provides additional services during the engagement activity as part of a distinct role, such as meeting or survey facilitator, note-taker, translator, or host.

Lastly, Applicants should consider how they may provide prizes to incentivize participation and increase the level of involvement in engagement activities. Prizes could be distributed via raffles, trivia, or other similar games. Prizes could be distributed to community members in return for deliverables such as a completed survey or feedback form. CARB may choose to set monetary limits on prizes in its sole discretion. Prizes should be relevant to the targeted audience (e.g., backpacks with school supplies for students, money towards the use of a carsharing service for carshare users).

<u>Transparency and Accountability When Incorporating Feedback</u>

A crucial part of any engagement activity is reporting back to community residents on how their feedback was incorporated into project design and implementation. Applicants should be accountable and plan to incorporate a transparent process to report back to community residents on takeaways from engagement activities and how these takeaways were incorporated into project development and

implementation.

- **Transparency:** Report-back information should be easily available to anyone from the public that is interested regardless of whether they were able to participate in the engagement process and should be translated into other languages if necessary. The practice of transparency can help hold organizations accountable and build trusting relationships between community residents and local implementers.
- **Report-backs:** May include posting recordings of online engagement activities, descriptions of how project design was changed based on stakeholder input, and Frequently Asked Questions or Question and Answer documents online. May also include hosting public meetings after engagement activities have occurred to share takeaways. Report-back information may be provided by multiple attendees to reflect differing perspectives. All report-backs and follow-ups should be planned, consistently communicated, and conducted with a clear indication of the intended purpose and a focus on solutions.
- **Audience:** Consider who participated in engagement, and make sure the information that is being reported is accessible to those residents in particular. This may include having direct, one-on-one conversations as well as holding larger public meetings or posting publicly available materials. Direct communication can help ensure that feedback received was properly understood and satisfactorily incorporated and can further strengthen relationships.

Educational Materials

Applicants should plan to use educational materials to help community residents use new transportation services and directly participate in decision-making processes during project development and implementation.

- **Content:** Content in educational materials will vary based on the purpose of the materials. However, when conducting engagement to identify community residents' transportation needs, Applicants and recipients should make sure to define the various transportation options available in the community (both existing services and potential future services) and outline the advantages and disadvantages to each option. Having this information will help residents actively participate in decision-making to identify and prioritize the clean transportation and supporting projects that will best meet their transportation needs. Applicants and recipients should also publish and keep up to date a basic summary of the projects, progress, and final results for interested residents.
    - **Accessibility:** Funding recipients should display information on their websites and printed materials in a way that is accessible to the broader public. Use clear and simple language, avoid jargon and acronyms as

much as possible, and write at an accessible reading level.[2] Keep statutory and background information at the bottom of the page.

- o **Translation:** Materials should be translated into the common languages spoken in that community. Use the Environmental Protection Agency's Environmental Justice screening tool[3] to determine languages spoken in any area.
- o **Visuals:** Consider when infographics and other accessible data visuals may be the best way to share information, especially if it is quantitative or technical.
- **Distribution of Materials:** Using existing relationships between community residents and community groups is a valuable way to distribute educational materials and conduct outreach and engagement. Training residents to be ambassadors for CARB-funded projects can help improve participation in engagement activities and in use of the funded services. Consider incorporating ways for community members to utilize their long-standing relationships to educate and inform their neighbors on funded transportation services and on how to engage with project development and implementation.

Evaluating Success

Evaluating success of outreach and engagement activities and adapting the activities based on that evaluation is an important part of any outreach and engagement process. Applicants should plan to regularly evaluate their outreach and engagement activities to ensure that their engagement process is actually resulting in projects that community residents want and support.

- **Audience:** Track and maintain more granular information on the participants of engagement activities, such as the city or zip code participants live in, range of organizations represented, and demographic data. Understanding the demographics of the residents that are being reached by the engagement activities can help identify gaps in engagement and support creation of a more inclusive and strategic plan for additional engagement.
  - o **Quality:** Don't confuse quantity with quality. While the goal should be to engage a wide swath of community residents in CARB-funded projects, targeted engagement of specific groups of community residents can be important to make sure that all residents' needs and ideas are being heard. Smaller meetings can also be incredibly effective for relaying information and building a long-lasting relationship that can reap benefits for a longer period of time.
- **Groundtruthing:** Groundtruthing is the practice of confirming project details directly with stakeholders to ensure feedback has been appropriately incorporated. Funding recipients are encouraged to use groundtruthing to find

---

[2] Sixth grade reading level is generally considered accessible. Microsoft Word includes a tool to check reading levels.
[3] https://ejscreen.epa.gov/mapper

out if community-identified transportation needs are being addressed as intended and if the outreach and engagement process is sufficiently transparent. Groundtruthing strategies may include many of the engagement activities identified earlier in this document, including door-to-door surveys, focus groups, and listening sessions.

II. Examples

Applicants should consider which outreach and engagement activities will be accessible to community residents, facilitate residents' participation and understanding, and reach the most residents, in particular those that are hardest-to-reach or that have been historically underrepresented. Applicants should also consider which outreach and engagement activities will best suit the timeframe and purpose of outreach and engagement (e.g., engagement to identify community's transportation needs, engagement during project planning and development, outreach and education to encourage use of the project, engagement to evaluate and modify project during implementation).

The list below identifies some of the activities and actions that Applicants can consider to engage community residents directly and meaningfully in the development and implementation of CARB-funded projects. Applicants should employ the combination of these activities that works best in their community's context.

- Advisory body or shared decision-making body
- Community-based participatory research and surveys
- Community and stakeholder meetings, webinars, and calls
- Community benefit agreements
- Design charettes[4]
- Door-to-door canvassing
- Educational events (e.g., ride and drives, bicycle ride and drives, bicycle rodeos, temporary street closures to encourage active transportation, workshops)
- Educational materials and information sharing (e.g., website, social media, flyers, signs in project area, radio, newspaper)
- Focus groups and listening sessions
- Lottery-selected panels[5]
- Outreach through existing community groups
- Participatory budgeting[6]
- Pop-up or demonstration projects and other forms of tactical urbanism
- Stakeholder and end user trainings, tutorials, and videos
- Staff positions focused on engagement, outreach, and education

---

[4] A meeting in which stakeholders work together to design a project or a solution to a particular challenge.
[5] https://healthydemocracy.org/what-we-do/lottery-selected-panels/
[6] A process by which community residents decide how to spend public dollars.

- Subcontract with community-based organizations to conduct engagement or outreach
- Teach-ins[7]
- Iteratively evaluate success of outreach and engagement strategies and update accordingly

III. Resources

Applicants may refer to the following resources for more information on how to plan for and conduct outreach and engagement.

- California Climate Investments Engagement Best Practices: https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/cci-community-leadership-bestpractices.pdf
- Clean Mobility Options' Engage the Community: A Guide for Developing a Community Engagement Plan: https://cleanmobilityoptions.org/wp-content/uploads/2022/10/Engage-the-Community-Guide_Project-Implementation-Toolkit_2022.pdf
- Climate Science Alliance's Building Authentic Collaborations with Tribal Communities: https://www.climatesciencealliance.org/info/meaningful-engagement
- How Participatory Budgeting Works: https://www.participatorybudgeting.org/how-pb-works/
- Institute for Local Government Inclusive Public Engagement: https://www.ca-ilg.org/inclusive-public-engagement
- Just Communities provides extensive guidance on how to deliver multilingual outreach that supports language justice: https://www.just-communities.org/lji
- The Praxis Project's Language Justice Toolkit: https://www.thepraxisproject.org/resource/2012/languagejustice
- The Spectrum of Engagement to Ownership: https://www.communitycommons.org/entities/3aec405c-6908-4bae-9230-f33bef9f40e1

Workforce Development

Applicants are encouraged to consider how to contribute to workforce development in the climate and clean transportation sectors wherever possible. This may include providing economic opportunities through high-quality jobs[8] or partnering with workforce development and training programs with career pathways for residents of

---

[7] Educational, interactive forums where community residents learn about and discuss a specific topic.

[8] Offer local living wages, benefits, predictable scheduling, opportunities for advancement, geographic accessibility, good working conditions, and job retention.

the community. To the extent feasible, Applicants are encouraged to particularly consider how to target jobs and job training to residents of disadvantaged and low-income census tracts, residents of low-income households, residents who were previously incarcerated, and other residents who face barriers to employment.

I.   Recommendations

Lead Organizations

Organizations leading workforce development and training programs should have a demonstrated track record of experience in workforce development, preferably providing training with high rates of completion or post-training job placement using existing formalized pathways and partnerships with potential employers or industries. Funding recipients are encouraged to develop partnerships with existing programs or institutions that provide training and skills such as community colleges, nonprofit organizations, labor management partnerships, State-certified apprenticeship programs, and high school career technical academies.

High-Quality Jobs

Emphasize and promote job quality. Factors commonly considered to influence job quality include, but are not limited to:

- Local living wages
- Benefits provided (i.e., health insurance, paid leave, sick leave, childcare services)
- Geographic accessibility, connectivity, and commute distance
- Job strain, schedule, and flexibility
- Worker engagement and involvement
- Robust metrics to measure job progress beyond self-reporting (e.g., enrollment, completion, placement, career opportunities, and documentation of labor market advancement)
- Working conditions and health risks
- Job retention or duration of employment

Credentials

Include capacity building projects that result in credentials (e.g., certifications, certificates, degrees, licenses, other documentation of competency and qualifications) to support long-term, stable employment and career development.

Targeted Hiring

Use targeted hiring strategies to direct opportunities to individuals with barriers to employment,[10] residents of disadvantaged communities, and veterans, among others. Approaches for targeted hiring may include, but are not limited to:

- Community Benefits Agreement (CBA) – A CBA is a contract between community-based organizations and funding recipients that identifies benefits to be provided as part of a project or program. Hiring priority for low-income individuals and prevailing wage requirements are commonly found in CBAs. CBAs may also include provisions for ongoing engagement and mechanisms to ensure continued input and success.
- Labor agreements or community workforce provisions – Develop or expand comprehensive agreements with labor unions and funding recipients (e.g., contractors, developers, transit agencies, cities) to achieve a breadth of objectives including uniform labor standards. These agreements may extend across multiple projects.

II. Examples

The following list identifies some example workforce development activities that could be funded through Planning, CMIS, and STEP:

- Pre-apprenticeship programs that use industry standard-developed curriculum and are tied to certified apprenticeships
- Partnerships with training programs that lead to occupations and industries that support project implementation
- Partnerships with training programs that reduce barriers for and reflect the range of employment readiness needs of residents with employment barriers
- Partnerships with local workforce development boards, local non-profits, trade schools, high schools, community colleges, and other organizations with knowledge of the employment landscape that ensure the training will lead to industry-recognized credentials and labor market advancement
- Street teams and community ambassador training and positions to build on-the-ground capacity for multilingual outreach in the community to support CARB-funded projects
- Just transition[9] programs with a focus on sharing resources about how to access unemployment benefits and training programs to seek re-employment
- Youth/high school-level education and training for future careers
- Targeted recruitment strategies, consistent with federal and State law, to direct training opportunities to residents and/or businesses within the community, particularly for residents who have historically faced barriers to high-quality employment[10] (e.g., Community Benefits Agreements, labor agreements or community workforce provisions, contract provisions)

---

[9] "Just Transition" refers to integrated policy approaches offering protection, support, and compensation for displaced workers and communities in specific industries or regions. https://laborcenter.berkeley.edu/wp-content/uploads/2020/09/Putting-California-on-the-High-Road.pdf
[10] Individuals with barriers to employment is defined in the Workforce Innovation and Opportunity Act, Section 3, Def. 24-25, and includes populations such as low-income individuals and migrant farmworkers, among others.

- Contracting with local, women-owned, or minority-owned businesses[11]

III.   Resources

Leverage the resources of existing State and local employment programs. Additional information may be obtained through the California Labor and Workforce Development Agency (www.labor.ca.gov), which includes:

- The Employment Development Department (www.edd.ca.gov)
- The California Workforce Development Board (cwdb.ca.gov)
- The Employment Training Panel (www.etp.ca.gov)
- The Department of Industrial Relations (www.dir.ca.gov)
- The California Energy Commission (www.energy.ca.gov/efficiency/proposition39)

Zero-emission Vehicles and Infrastructure

If an application includes vehicle purchases, those vehicles must be zero-emission. Zero-emission vehicles (ZEVs) include electric-drive, all-battery electric vehicles, and fuel-cell electric vehicles. Applicants are encouraged to explore the vehicle and infrastructure types on the market to identify those that best suit community needs.

I.   Recommendations

Timing and Contingencies

CARB encourages Applicants to consider the timing of charging and fueling infrastructure installation in relation to zero-emission vehicle procurement. Charging and fueling infrastructure needs to be in place for vehicles to operate and Applicants are encouraged to stage timing and build in contingency plans for infrastructure installation delays. For example, some utilities are working with school districts on temporary and mobile charging solutions to enable transitions to zero-emission school bus fleets while charging infrastructure construction is delayed.

Advanced Clean Cars II Environmental Justice Credits Values

The §1962.4. ZEV Requirements for 2026 and Subsequent Model Year Passenger Cars and Light-Duty Trucks regulation has provisions for vehicle purchase discounts for community-based clean mobility programs. ZEVs or plug-in hybrid electric vehicles purchased for community-based clean mobility programs are eligible for discounts of 25 percent of Manufacturer's Suggested Retail Price. The vehicles sold into community-based clean mobility programs allow vehicle manufacturers to claim additional allowances to count toward their annual ZEV requirements.

Projects that apply for funding through the CMIS and STEP Request for Applications

---

[11] https://www.cpuc.ca.gov/supplierdiversity/

may be eligible to receive these discounts. To be eligible, the vehicles must be new (earliest model year eligible is 2024) and must be owned and operated as part of the funded clean mobility service for at least four years. Even if Applicants expect to be able to receive these discounts based on conversations with vehicle manufacturers, CARB encourages Applicants to budget for the entire cost of the vehicle as part of the application.

II.   Resources

Applicants may refer to the following resources for more information on how to plan for, purchase, and operate ZEVs and related services.

- EnergIIZE https://www.energiize.org/
- CALeVIP for EV Charging Infrastructure: https://calevip.org/
- California Energy Commission Clean Transportation Program: https://www.energy.ca.gov/programs-and-topics/programs/clean-transportation-program
- CALSTART Sustainable Fleets program: https://sustainablefleets.org/californiafleets/
- CARB "Going Zero" (includes Drive Clean, Veloz Electric For All, and Home Charging Advisor): https://ww2.arb.ca.gov/going-zero
- CARB Local Government Zero-emission Vehicle Readiness Fact Sheet: https://ww2.arb.ca.gov/resources/fact-sheets/local-government-zero-emission-vehicle-readiness
- Clean Mobility Options Mobility Project Implementation Toolkit: https://cleanmobilityoptions.org/project-implementation-toolkit/
- Department of Economic and Business Development (GO-Biz) ZEV Resources:
  - Electric Vehicle Charging Station Permitting Guidebook: https://business.ca.gov/wp-content/uploads/2019/12/GoBIZ-EVCharging-Guidebook.pdf
  - Equity Engagement and Implementation Plan: https://business.ca.gov/wp-content/uploads/2021/12/Equity_Engagement_Plan_12-15-21_FINAL.pdf
  - ZEV Funding & Resources: https://business.ca.gov/industries/zero-emission-vehicles/
- EVSE infrastructure and equipment must be installed by an electrician with Electric Vehicle Infrastructure Training Program certification. Training is available online as well as in-person at select locations: https://evitp.org/training/
- Federal ZEV Resources:
  - Joint Office of Energy and Transportation Tools, Publications, and Webinars: https://driveelectric.gov/
  - National Renewable Energy Laboratory (NREL) EVI-Pro: Electric Vehicle Infrastructure—Projection Tool: https://www.nrel.gov/transportation/evi-pro.html

Climate Adaptation and Resiliency

Applicants are encouraged to consider how projects can increase adaptability and build resilience to the specific impacts of climate change on the Project Community over each project's lifetime. Projects should build community resilience in preparation for both the direct and indirect impacts of climate change.

Adaptation: Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.

Community Resilience: The ability of a community to mitigate harm and maintain an acceptable quality of life in the face of climate-induced stresses, which take different forms depending on that community's circumstances and location. An example of a direct impact of climate change is a higher number of extreme heat days. An example of an indirect impact is the increased cost of fire insurance for homes built in high-wildfire risk areas. Community resilience can include but is not limited to the physical and psychological health of the population, social and economic equity and well-being of the community, effective risk communication, integration of organizations (governmental and nongovernmental) in planning, response, and recovery, and social connectedness for resource exchange, cohesion, response, and recovery.

Resiliency: The capacity of any entity—an individual, a community, an organization, or a natural system—to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience.

I. Examples

Climate risks and anticipated impacts of climate change on the community may include:

- Climate change risks and exposures within the community, such as extreme heat or precipitation, flooding, sea level rise, wildfire, drought, and air pollution.
- Anticipated impacts on the built environment and economy, such as increased physical risk to public infrastructure and increased private insurance costs.

Based on the risks and anticipated impacts, Applicants may choose to pursue projects that:

- Lead to increased community resilience in the face of climate change
- Are designed to meet the future climate-impacted needs of community residents
- Increase the resiliency of investments (in particular, capital and infrastructure investments) to climate impacts

Engagement on the potential impacts of climate change and the climate-related needs of community residents is an important aspect of developing projects that incorporate climate adaptation and resiliency.

The following list includes some examples of how projects funded by CARB may increase community resilience or help communities adapt to the impacts of climate change. These examples illustrate ways project funds may be used but does not represent an exhaustive list of all eligible activities. These examples may also represent activities that communities are implementing as an element of a larger CMIS or STEP effort or to support a Planning project in preparation for future funding.

- Transportation plans that explicitly account for the impacts of climate change
- Shade and cooling structures, including trees, at transit stops to provide relief from extreme heat
- Installation and maintenance of air conditioning on transit vehicles to provide relief from extreme heat
- Plans for vehicles and equipment to be used for emergency services in the case of a natural disaster
- Battery storage and microgrids to increase reliability in the case of a natural disaster and to reduce the risk of wildfires
- Use of batteries on electric school buses as distributed energy resources in the case of a power outage
- Land use and infrastructure plans that account for changes in building and travel patterns due to sea level rise and wildfire risk
- Transportation infrastructure climate impact risk assessments (particularly to prioritize most at-risk populations or critical transportation projects)
- Software applications or information networks to share information about transportation services and emergency services with end users
- First responder training on how to use transportation services in the case of a natural disaster

II.   Resources

Information about climate change risks and exposures may be obtained using:

- Cal-Adapt.org, an online platform created by the California Energy Commission: https://cal-adapt.org/
- California Heat Assessment Tool (CHAT), a tool that allows users to explore and understand how extreme heat will impact specific communities across the state: https://www.cal-heat.org/
- U.S. Geological Survey's (USGS) Coastal Storm Modeling System (CoSMoS), which makes detailed predictions of storm-induced coastal flooding, erosion, and cliff failures over large geographic scales: https://www.usgs.gov/centers/pcmsc/science/coastal-storm-modeling-system-cosmos?qt-science_center_objects=0 - qt-science_center_objects

- USGS's Hazard Exposure Reporting and Analytics (HERA), which links CoSMoS flood projects to sociodemographic, infrastructure, and other economic information: https://www.usgs.gov/apps/hera/
- The results of a local or regional vulnerability assessment that includes the Project Community
- Any other locally developed, down-scaled projection model such as projection models developed by consultants, community-based organizations, or government institutions

Information about the impact of climate change risks and exposures on the community, including vulnerable populations, may be obtained using:

- Adaptation Capability Advancement Toolkit: http://arccacalifornia.org/adapt-ca/
- California Healthy Places Index: https://healthyplacesindex.org/
- Climate Change and Health Profile Reports, created by the California Department of Public Health, which describe the impact of climate risks and exposures for vulnerable populations for each county: https://www.cdph.ca.gov/Programs/OHE/Pages/ClimateHealthProfileReports.aspx
- Climate Change and Health Vulnerability Indicators for California developed by the CalBRACE Project: https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx
- Defining Vulnerable Communities in the Context of Climate Adaptation: http://opr.ca.gov/docs/20180723-Vulnerable_Communities.pdf
- Regional Opportunity Index developed by the UC Davis Center for Regional Change: https://interact.regionalchange.ucdavis.edu/roi/
- Safeguarding California Plan: 2018 Update, created by the California Natural Resources Agency: https://www.adaptationclearinghouse.org/resources/safeguarding-california-plan-2018-update.html

Prohousing Policies

Planning, CMIS, and STEP may fund planning activities related to achieving the Prohousing Designation[12] under the California Department of Housing and Community Development (HCD) where there is a clear nexus to reducing vehicle miles traveled as a component of an overall application.

I. Examples

HCD developed the Prohousing Designation Program in 2021. Prohousing supports,

---

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

rates, and rewards local governments' voluntary efforts to adopt housing-supportive local policies. By applying for a Prohousing Designation and by adopting specific prohousing policies that reduce vehicle miles traveled, local governments can receive "extra credit" when they apply for State funding in competitive funding programs such as the Transit and Intercity Rail Capital Program, Solutions for Congested Corridors, the Active Transportation Program, the Infill Infrastructure Grant program, and the Affordable Housing and Sustainable Communities program. When a local government applies for the Prohousing Designation, the Housing and Community Development Department rates the local government according to 56 specific criteria that measure the local government's land use and housing policies. For each criterion the local government meets, it earns between one and three points. If it earns a total of 30 points or more, it gets the designation.

Of the 56 prohousing criteria, the 16 criteria listed below are eligible for Planning, CMIS, and STEP funding as project components because they specifically support active transportation, infill, or other outcomes that reduce vehicle miles traveled while promoting equity, including:

- Policies that promote development consistent with the state planning priorities pursuant to Government Code section 65041.1
- Density bonus programs that allow additional density for additional affordability beyond statutory requirements
- Increasing allowable density in low-density, single-family, residential areas beyond the requirements of state ADU law (e.g., permitting more than one ADU or Junior ADU per single-family lot), and in a manner that exceeds the requirements of Senate Bill 9
- Documented practice of streamlining housing development at the project level, such as by enabling a by-right approval process or by utilizing statutory and categorical exemptions as authorized by applicable law (Pub. Resources Code, §§ 21155.1, 21155.4, 21159.24, 21159.25; Gov. Code, § 65457; Cal Code Regs., tit. 14, §§ 15303, 15332; Pub. Resources Code, §§ 21094.5, 21099, 21155.2, 21159.28)
- Zoning to allow for residential or mixed uses in one or more nonresidential zones (e.g., commercial, light industrial)
- Eliminating parking requirements for residential development as authorized by Government Code section 65852.2; adopting vehicular parking ratios that are less than the relevant ratio thresholds at subparagraphs (A), (B), and (C) of Government Code section 65915, subdivision (p)(1); or adopting maximum parking requirements at or less than ratios pursuant to Government Code section 65915, subdivision (p)
- Measures that reduce costs for transportation-related infrastructure or programs that encourage active modes of transportation or other alternatives to automobiles. Qualifying policies include, but are not limited to, publicly funded programs to expand accessible sidewalks or protect bike/micro-mobility

lanes; creation of on-street parking for bikes; transit-related improvements; or establishment of carshare programs.

- Modification of development standards and other applicable zoning provisions or land use development standards to promote greater development intensity. Potential areas of focus include floor area ratio; height limits; minimum lot or unit sizes; setbacks; and allowable dwelling units per acre
- Rezoning and other policies that support high-density development in Location Efficient Communities
- Permitting missing middle housing uses (e.g., duplexes, triplexes, and fourplexes) by right in existing low-density, single-family residential zones in a manner that exceeds the requirements of Senate Bill 9
- Establishment of a Workforce Housing Opportunity Zone, as defined in Government Code section 65620, or a housing sustainability district, as defined in Government Code section 66200
- Policies that go beyond state law requirements in reducing displacement of lower income households and conserving existing housing stock that is affordable to lower income households
- Policies that represent one element of a unified, multifaceted strategy to promote multiple planning objectives, such as efficient land use, access to public transportation, affordable housing, climate change solutions, and/or hazard mitigation
- Establishment of pre-approved or prototype plans for missing middle housing types (e.g., duplexes, triplexes, and fourplexes) in low-density, single-family residential areas
- Adoption of ordinances or implementation of other mechanisms that result in less restrictive requirements than Government Code sections 65852.2 and 65852.22 to reduce barriers for property owners to create ADUs/Junior ADUs. Examples of qualifying policies include, but are not limited to, development of standards improvements, dedicated ADU/Junior ADU staff, technical assistance programs, and pre-approved ADU/Junior ADU design packages.
- Priority permit processing or reduced plan check times for ADUs/Junior ADUs, multifamily housing, or homes affordable to lower or moderate-income households

Displacement Prevention

An important aspect of transportation equity is ensuring that new transportation investments do not inadvertently place undue burdens, such as gentrification and displacement, on the populations intended to benefit from those investments. Applicants are encouraged to consider how to identify and prevent substantial economic, environmental, and public health burdens that may occur due to CARB-funded projects and that may lead to the physical or economic displacement of low-

income households[13] and small businesses.[14]

I.   Recommendations

Direct and inclusive engagement that builds collaboration before projects are launched or implemented is an important practice to prevent displacement[15] and other unintended consequences of CARB-funded projects. However, policies and activities that directly work to combat the potential displacement impacts of funded projects are also an important part of displacement prevention. All displacement prevention policies and activities should incorporate engagement early and often.

II.   Examples

The lists below include examples of the policies and activities that Applicants may identify in their application as existing anti-displacement policies and activities (including those that Applicants will coordinate with) or new anti-displacement policies and activities to be implemented (including those that may be funded by CARB). *CARB funds may be used to pay for some of the policies and activities below, but CARB funds are not eligible to pay for advocacy work; building permits and site approvals; litigation costs, attorney fees, or lobbying; stewardship of legal defense funds; or any other of the costs listed as ineligible in the CMIS and STEP RFA.* CARB recommends that Grantees use resource contributions to fill the funding gaps that CARB funds cannot fill.

<u>Policy Priorities</u>

CARB encourages Applicants to prioritize the policies that are known to be most effective at reducing displacement:

- Local rent control, stabilization ordinances, and rent review boards that offer stronger protections than State law (e.g., with a smaller cap on rent increases relative to the Consumer Price Index or with coverage for more property types than are covered under State law)
- Tenant legal services and right to counsel in eviction proceedings or harassment and habitability cases
- Local 'Just Cause' eviction policies that offer stronger protections than State law (e.g., extending just cause policies to more households than are currently covered under law, strengthening provisions for relocation costs or requiring longer notice periods)

---

[13] Households identified as low-income per AB 1550. California Climate Investments Priority Populations https://www.caclimateinvestments.ca.gov/priority-populations
[14] Defined by the Department of General Services as a for-profit business that is independently owned, is not dominant in its field of operation, and meets specific employee size and/or revenue requirements.
[15] For more information about displacement, see the Urban Displacement Project: https://www.urbandisplacement.org/

- Establishment of rental registries with a requirement that landlords notify the local jurisdiction when evicting a tenant

Other Policies and Activities

Other types of policies and activities may also be useful in helping prevent the displacement of low-income households or small businesses in the Project Community.

- Preservation of Affordable Housing
  - Net gain or no-net loss of affordable housing units
  - Preservation of existing affordable housing in the community through the one-for-one redevelopment of distressed public housing; right-to-return policies for existing residents in good standing in redeveloped public housing with strictly enforced timeframes and requirements for alternative accommodations for the duration of the renovation; and commitment not to raise rents above pre-redevelopment levels for existing residents in redeveloped buildings
  - Policies to preserve single-room occupancy (SRO) or mobile home parks and to allow current residents in good standing to remain or return in the case of redevelopment
  - Condominium conversion restrictions
  - Preservation of affordable housing via acquisition and rehabilitation programs
  - Covenants to maintain affordability in perpetuity
  - Restrictions on short-term rentals to increase rental availability for residents
  - Restrictions on non-primary residences to increase rental availability for residents
- Tenant Protections and Support for Low-income Households
  - Tenant anti-harassment policies (in combination with clear enforcement mechanisms such as an enforcement program by the local jurisdiction, right to counsel, or coordination with local legal clinics to assist tenants experiencing harassment in violation of the anti-harassment policy)
  - Right-to-return policies for existing households that include specific timelines and that cover moving expenses and alternative accommodation expenses during rehabilitation
  - Source of income non-discrimination
  - Culturally appropriate tenant rights education
  - Funding for tenant organizing
  - Review of occupancy requirements to create greater flexibility for tenants
  - Identify opportunities to improve and increase supportive services to tenants of SROs
  - Tenant's first right to purchase ordinance
  - Preserve rent-control units when major rehabilitation occurs and implement first right of return policies that include specific timelines and

that cover moving expenses and alternative accommodation expenses during rehabilitation
- o Assess enforcement of crime-free nuisance policies (e.g., related to décor, noise complaints, late payments, additional occupants not on lease, pets not on lease, delayed reporting of income changes for income-restricted units) and modify as needed to ensure vulnerable populations are not being negatively impacted
- o Create an emergency housing response action plan for instances when code enforcement deems the properties uninhabitable
- o Ban or restrict "cash for keys" deals offering tenants money to vacate rent-controlled or rent-stabilized units when there is no just cause for eviction. Examples of restrictions could include mandated minimum payments based on duration of tenancy and rental amount and a requirement to file official notices with a local jurisdiction.
- o Seal eviction records
- o Develop rental and foreclosure assistance programs where the payments go directly to the tenants
- o Institute a Rent Board
- o Develop rules about notice periods and reporting that support tenants pursuant to the Ellis Act[16]
- Protections for Small Businesses
  - o Implementation of an overlay zone or inclusionary policies designed to protect and assist local and small businesses
  - o Creation and maintenance of a small business alliance
  - o Increased outreach by the jurisdiction's small business assistance programs
  - o Formal programs to ensure that some fraction of a jurisdiction's goods and services come from local and small businesses
  - o Development of no-cost and low-cost business development and retention programs with established local, State and federal partners such as the California Small Business Development Center Network, Women's Business Centers, Procurement Technical Assistance Centers and others
  - o Enforce existing regulations to retain and protect production, distribution, and repair space
  - o Advocate for commercial rent control

III. Resources

Applicants may refer to the following resources for more information on how to incorporate transportation equity into their projects.

- CARB White Paper on Anti-Displacement Strategy Effectiveness:

---

[16] Example procedure: https://sf.gov/information/evictions-pursuant-ellis-act

https://ww2.arb.ca.gov/sites/default/files/2021-04/19RD018 - Anti-Displacement Strategy Effectiveness.pdf
- Urban Displacement Project's Maps, Models, and Reports: https://www.urbandisplacement.org/

Guiding Legislation

The following legislation guides the priorities and implementation of CARB's Planning, CMIS, and STEP programs.

Assembly Bill 1532 (Pérez, Chapter 807, Statutes of 2012): Requires that Cap-and-Trade auction proceeds be used to facilitate greenhouse gas (GHG) emission reductions:

- Maximize economic, environmental, and public health benefits to the State
- Foster job creation by promoting in-State GHG emissions reduction projects carried out by California workers and businesses
- Complement efforts to improve air quality
- Direct investment toward the most disadvantaged communities and households in the State
- Provide opportunities for businesses, public agencies, nonprofits, and other community institutions to participate in and benefit from statewide efforts to reduce GHG emissions
- Lessen the impacts and effects of climate change on the State's communities,
- economy, and environment

Assembly Bill 1550 (Gomez, Chapter 369, Statues of 2016): Replaced and expanded investment minimums for California Climate Investments to benefit disadvantaged communities that were put in place under Senate Bill 535 (De Leon, Chapter 830, Statues of 2012). Assembly Bill 1550 expanded minimums to also include low-income communities and low-income households. Planning, CMIS, and STEP funds help meet these investment minimums.

Senate Bill 1275 (De León, Chapter 530, Statues of 2014): Drives the development of the Low Carbon Transportation Investment's transportation equity projects, which includes Planning and Capacity Building, CMIS, and STEP. Planning, CMIS, and STEP supports the goals outlined in Senate Bill 1275 to prioritize zero-emission and near-zero-emission transportation alternatives.

Senate Bill 32 (Pavley, Chapter 249, Statutes of 2016): Requires California to achieve a 40 percent GHG emission reduction below 1990 levels by 2030.

Senate Bill 375 (Steinberg, Chapter 728, Statues of 2008): Supports the State's climate goals by helping reduce GHGs through coordinated transportation, housing, and land use planning. Planning, CMIS, and STEP will contribute to and support these

sustainable planning practices.

Senate Bill 150 (Allen, Chapter 646, Statues of 2017): Directed CARB to assess each region's progress on achieving regional GHG emissions reduction targets per Senate Bill 375. Planning, CMIS, and STEP address some of the challenges to achieving the State's climate goals that CARB identified in the subsequent 2022 Progress Report for California's Sustainable Communities and Climate Protection Act.[17]

Senate Bill 350 (De León, Chapter 547, Statues of 2015): Directed CARB to conduct a study to better understand the barriers low-income residents must overcome to increase access to zero-emission and near zero-emission transportation and mobility options and to develop recommendations to increase access. Planning, CMIS, and STEP address many of these barriers and follows the recommendations outlined by CARB in the subsequent Low-income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-income Residents.[18]

---

[17] https://ww2.arb.ca.gov/resources/documents/tracking-progress
[18] https://ww2.arb.ca.gov/sites/default/files/2018-08/sb350_final_guidance_document_022118.pdf