

Full Phase Questions & Answers
Written Staff Responses

Updated: October 27, 2023

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Introduction

On October 12, 2023 and October 24, 2023, California Air Resources Board (CARB) staff held two Question & Answer (Q&A) sessions on the Full Phase of the Fiscal Year (FY) 2022-23 Planning and Capacity Building (Planning), Clean Mobility in Schools (CMIS), and Sustainable Transportation Equity Project (STEP) Request for Applications (RFA). The RFA can be found here: <https://ww2.arb.ca.gov/planning-cmis-step-fy-22-23>.

The questions and answers in this document include both questions received via email before the Q&A sessions and questions asked during the Q&A sessions. To minimize repetition, similar questions have been combined and answered together.

The following written responses serve as an update to and take precedence over verbal responses provided during the Q&A sessions. This document includes references to the RFA and associated appendices. Text in the RFA and appendices takes precedence over any additional text provided in this Q&A document, except for clarifications provided in the RFA Errors & Clarifications section. Use the following links to reference the relevant RFA and appendices.

- CMIS/STEP RFA: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_CMIS-STEP-RFA.pdf
- Planning RFA: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_Planning-RFA.pdf
- CMIS/STEP RFA Appendix B: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_CMIS-STEP-RFA_APPENDIX-B_Sample.pdf
- Planning RFA Appendix B: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_Planning-RFA_APPENDIX-B_Sample.pdf
- Planning/CMIS/STEP RFA Appendix B Attachment I: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_Planning-CMIS-STEP-RFA_APPENDIX-B_ATTACHMENT-I.pdf
- Planning/CMIS/STEP RFA Appendix B Attachment II: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_Planning-CMIS-STEP-RFA_APPENDIX-B_ATTACHMENT-II.pdf
- Planning/CMIS/STEP RFA Appendix B Attachment III: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_Planning-CMIS-STEP-RFA_APPENDIX-B_ATTACHMENT-III.xlsx
- CMIS/STEP RFA Appendix C: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_CMIS-STEP-RFA_APPENDIX-C.pdf
- Planning RFA Appendix C: https://ww2.arb.ca.gov/sites/default/files/2023-07/FY22-23_Planning-RFA_APPENDIX-C.pdf
- Planning/CMIS/STEP RFA Application Guidance: <https://ww2.arb.ca.gov/sites/default/files/2023-07/Application%20Guidance.pdf>

CARB will not answer questions regarding this RFA outside of the Q&A sessions.

Technical Assistance

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

RFA Errors and Clarifications

This section contains both errors and clarifications identified during the Concept Phase and errors and clarifications identified during the Full Phase. Those identified during the Full Phase are indicated with the word **NEW**.

CMIS/STEP RFA and Planning RFA

NEW: Table 2 on page 8 of the CMIS/STEP RFA and page 7 of the Planning RFA say the Notification of Missing Proof of Eligibility will occur on November 8, 2023 and that the Deadline to Update Proof of Eligibility is on November 10, 2023. This should say that the Notification of Missing Proof of Eligibility will occur on November **7**, 2023 and that the Deadline to Update Proof of Eligibility is on November **9**, 2023.

The definition for local government on page 10 of the CMIS/STEP RFA and page 9 and 10 of the Planning RFA says, "A local public entity as defined in Section 900.4 of the California Government Code, which includes any local California county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State but does not include the State (e.g., school districts, special districts, local education agencies, councils of governments, air districts, transit agencies, and joint powers authorities)." This should read, "A local public entity as defined in Section 900.4 of the California Government Code, which includes any local California county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State (**e.g., school districts, special districts, local education agencies, councils of governments, air districts, transit agencies, and joint powers authorities**) but does not include the State."

NEW: Page 11 of the CMIS/STEP RFA and page 10 of the Planning RFA say, "Sub-applicants will enter written agreements with the Lead Applicant if their application is selected for funding." This should read, "Sub-applicants will enter **into** written agreements with the Lead Applicant **or another Sub-applicant who has a written agreement with the Lead Applicant** if their application is selected for funding."

NEW: Page 14 of the CMIS/STEP RFA and page 13 of the Planning RFA say, "Sub-applicants must have written agreements with the Lead Applicant in place for their

work on the project at the time of project implementation and must comply with CARB's Grant Agreement terms alongside the Lead Applicant." This should read, "Sub-applicants must have written agreements with the Lead Applicant **or another Sub-applicant who has a written agreement with the Lead Applicant** in place for their work on the project at the time of project implementation and must comply with CARB's Grant Agreement terms alongside the Lead Applicant."

NEW: Page 29 of the CMIS/STEP RFA and page 21 of the Planning RFA say, "After Grant Agreements are executed, Grantees must execute written agreements with each of their Sub-applicants." This should read, "After Grant Agreements are executed, **written agreements must be executed with each of the Sub-applicants.**"

NEW: Page 39 of the CMIS/STEP RFA and page 30 of the Planning RFA say, "The Lead Applicant will be notified by CARB by November 8, 2023 and will be required to submit proof that the eligibility requirement has been met by 11:59 pm (Pacific Time) on November 10, 2023." This should read, "The Lead Applicant will be notified by CARB by November **7**, 2023 and will be required to submit proof that the eligibility requirement has been met by 11:59 pm (Pacific Time) on November **9**, 2023."

CMIS/STEP RFA Appendix B and Planning RFA Appendix B

NEW: On page B-6 of Appendix B of the CMIS/STEP RFA and page B-5 of Appendix B of the Planning RFA, Question 4 "Concept Phase Application Updates and Confirmation" includes space for updates to "Section 6. Project Community" from the Concept Phase applications. If updates need to be made to the Project Community between the Concept and Full Phases, CARB expects that an updated Project Community map file (shapefile or kmz) will be provided alongside the description of the update. This will enable CARB "to confirm that any updates to the Concept Phase application still meet eligibility requirements." CARB encourages applicants to work with the technical assistance providers on any necessary map updates. If updates need to be made to the Project Community and no updated map file is submitted with the Full Phase application, CARB will request that a map file be submitted as additional documentation, per the process on page 39 of the CMIS/STEP RFA and page 30 of the Planning RFA.

NEW: On page B-8 of the CMIS/STEP RFA Appendix B and page B-7 of the Planning RFA Appendix B, Question 6.A should include the following instruction, "**If a particular Sub-applicant or subcontractor has not been identified at the time of application, including mobility providers and vendors, CARB recommends that Applicants describe in the application how that Sub-applicant or subcontractor will be selected.**"

NEW: On page B-9 of Appendix B of the CMIS/STEP RFA and page B-8 of Appendix B of the Planning RFA, CARB asks applicants to "Provide documentation of each

Applicant's commitment to furthering equity and environmental justice." This should read, "Provide documentation of each Applicant's commitment to furthering equity and environmental justice. **Documentation may include but is not limited to a description of the organization's mission or purpose, a resolution or action plan, or a description of relevant past work.**"

New: On page B-9 of Appendix B of the CMIS/STEP RFA and page B-8 of Appendix B of the Planning RFA, CARB asks applicants to "Provide documentation and describe the outcomes of past work with Community Partners and representatives." This should read, "Provide documentation of past work with Community Partners and representatives. **Documentation may include but is not limited to a description of processes and outcomes; testimonials from Community Partners and representatives in Letters of Commitment and Support; press releases or news articles; or examples of deliverables such as outreach and engagement materials, needs assessments, and plans.**" Note that CARB employees, subcommittee members, and board members should not be a source for letters of commitment and support or references.

NEW: Question 8 on page B-11 of the CMIS/STEP RFA Appendix B and page B-10 of the Planning RFA Appendix B should state, "**Letters of commitment and support from Sub-applicants with fiscal sponsors should identify and describe the role of the fiscal sponsor. The fiscal sponsor does not need to provide a separate letter of commitment and support.**"

NEW: On page B-II-3 of Attachment II: Scope and Timeline Template, sub-task 1.2 includes "participation in the Clean Mobility Equity Alliance." This should read, "participation in the Clean Mobility Equity Alliance **peer-learning network, including but not limited to attending an annual in-person Clean Mobility Forum, participating in quarterly virtual meetings, and participating in more frequent virtual work groups about applicable topics.**"

CMIS/STEP RFA Only

Page 17 of the CMIS/STEP RFA says, "Each CMIS and STEP application must include at least two projects from the categories listed in Tables 4 and 5." This should read, "Each CMIS and STEP application must include at least two **distinct project types** from the **Example Project Types** listed in Tables 4 and 5."

In the Full Phase Eligibility Requirements Table 11 of the CMIS/STEP RFA (page 40), one of the requirements says, "For any shared mobility projects, does the average minimum occupancy per vehicle meet the requirements outlined in Table 6 above?" This should read, "For any shared mobility projects, does the average minimum occupancy per vehicle meet the requirements outlined in **Table 7** above?" This same error is on page B-5 in Appendix B, the Full Phase application template, which includes the same table.

NEW: Page 40 of the CMIS/STEP RFA says, "The minimum score required to be eligible for funding is 70 percent (or 70 points out of 100 points)." This should read, "The minimum score required to be eligible for funding is 70 percent (or **70.7** points out of **101** points)."

Planning RFA Only

Page 9 of the Planning RFA says, "Indirect costs shall NOT exceed one percent of the total CARB Grant Funds awarded." This should read, "Indirect costs shall NOT exceed **fifteen** percent of the total CARB Grant Funds awarded."

Similarly, page 19 of the Planning RFA includes as an ineligible cost, "Indirect costs in excess of one percent of the total awarded funds." For the Planning RFA, this should read, "Indirect costs in excess of **fifteen** percent of the total awarded funds."

Page 26 of the Planning RFA says, "If all requirements are met (i.e., CARB staff answer "Yes" or "N/A" [not applicable] to each question in Table 8), the application will be scored using the scoring criteria in Table 9." This should read, "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**."

NEW: Page 31 of the Planning RFA says, "The minimum score required to be eligible for funding is 70 percent (or 70 points out of 100 points)." This should read, "The minimum score required to be eligible for funding is 70 percent (or **63** points out of **90** points)."

Questions & Answers

Process

Q&A Session #1

1. Questions:

- a. Are you able to share the scoring on the concept phase application or any notes specific to our application?
- b. To help us strengthen our application submission, we ask that you kindly provide AVTA's scores for each of the application sections. In addition, we ask that you provide the total scores for all applicants who are eligible for the full phase of the STEP application so we can see our rank relative to other applicants.

Answer: CARB cannot provide information about specific applications while the RFA is open. CARB is exploring what information can be shared on

specific applications during the debriefs that will be offered after the Full Phase of the RFA closes.

2. Question: Given this is a combined CMIS/STEP grant application, we would like to know how CARB will award the CMIS/STEP funds. Your description indicates CARB's intent to award between 2 -4 CMIS and STEP grants in total, but can you clarify whether this means 2-4 CMIS awards and 2-4 STEP awards or just 2-4 combined CMIS / STEP awards?

Answer: Per page 6 of the CMIS/STEP RFA, "CARB expects to fund between two and four CMIS and STEP grants in total. Out of the \$29.65 million available in CMIS and STEP, CARB intends to award \$14.8 million to school-related projects and \$14.85 million to other community projects. However, CARB will also prioritize keeping applications whole where possible. Based on the list of highest-scoring applications, this may mean that a portion of STEP's \$14.85 million will be dedicated to funding required for the highest-scoring CMIS application or vice versa. More details on this approach are provided in the Full Phase Selection Process section [page 45]."

3. Question: Our proposed project serves both school-related projects and community projects. Will the top applicants receive full funding? Alternatively, will CARB entertain partial funding for CMIS/STEP applicants who are not the top applicants?

Answer: Per page 24 of the CMIS/STEP RFA, "CARB will award funds to the applications that meet all eligibility requirements and that score the highest, based on the following priorities:

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

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

In the event funding has been awarded to the highest-scoring CMIS and STEP applications so at least half of the CMIS funds and half of the STEP funds are awarded, and the remaining available funds are less than the amount requested in the next highest-scoring application, CARB, in its sole discretion, may offer to fund a portion of the next highest-scoring application, carry the remaining funds forward to the next Fiscal Year, or direct funding to another

project in the Funding Plan. CARB retains the right to remove discrete elements of applications selected for funding that CARB determines to be ineligible or to reduce the scope of an application to use any remaining funds.”

4. Question: Will you be providing the scoring sheet or categories for how you will be scoring the Full Phase applicants?

Answer: The Full Phase scoring criteria are in tables that start on page 41 of the CMIS/STEP RFA and page 32 of the Planning RFA.

5. Question: I’m presuming that this recording will be shared?

Answer: Per page 39 of the CMIS/STEP RFA and page 30 of the Planning RFA, “The questions and answers from the Q&A sessions will be posted on the CARB website three business days after the Q&A session. This date may be extended at CARB’s sole discretion.” Only the Q&A document will be sent via email to all session participants and will be available on the Q&A session’s event page: [Planning, CMIS, and STEP Full Phase Q&A Session #1 | California Air Resources Board](#).

Q&A Session #2

6. Where can we find the answers to the last Q & A session? Can you provide a link in the Zoom chat?

Answer: The Q&A document from Full Phase Q&A session #1 can be found here: [Planning, CMIS, and STEP Full Phase Q&A Session #1 | California Air Resources Board](#).

7. Question: I think I heard you mention an extension. Can I get a little bit more clarification on that?

Answer: CARB has not provided an extension for the Full Phase of the RFA. Full Phase applications are due by 11:59 pm (Pacific Time) on November 3, 2023.

Eligible Applicants and Partnership Structure

Q&A Session #1

8. Question: Are universities eligible to apply?

Answer: Per page 14 of the CMIS/STEP RFA and page 13 of the Planning RFA, institutions of higher education may be eligible as Sub-applicants. Note that per page 38 of the CMIS/STEP RFA and page 29 of the Planning RFA, “Only Lead Applicants that were invited to move on to the Full Phase based on the

outcomes of the Concept Phase will be allowed to submit a Full Phase application.”

9. Question: We have interest in working with People for Mobility Justice for the ultimate project, if awarded, and anticipated formalizing or at least initiating this partnership during the application phase. It seems this could present a conflict for PMJ if they serve as our TA. Are there other organizations providing TA to which we could be assigned? Or other guidance you would suggest?

Answer: Per page 15 of the CMIS/STEP RFA and page 14 of the Planning RFA, “any entity selected to be part of the Statewide Planning and Capacity Building Administrator Project Team or contracted to provide technical assistance for this RFA is not eligible to be a Lead Applicant, Sub-applicant, Community Partner, contractor, or subcontractor in this RFA.” Each applicant has the individual responsibility of identifying its own potential conflicts of interest and disclosing these to CARB. If you are unsure of any potential conflicts, then you should seek the advice of your organization’s legal counsel.

10. Question: In the RFP, it says we do need some kind of agreement or memorandum of understanding (MOU) with the Sub-applicants and Community Partners. Is CARB expecting some kind of payments toward our partners? What are you expecting for those agreements?

Answer: Per page 14 of the CMIS/STEP RFA and page 13 of the Planning RFA, “Sub-applicants must have written agreements with the Lead Applicant in place for their work on the project at the time of project implementation and must comply with CARB’s Grant Agreement terms alongside the Lead Applicant... Community Partners should have a formal agreement, such as a contract or Memorandum of Understanding (MOU) with the Lead Applicant or a Sub-applicant. If appropriate compensation is offered, it must comply with applicable laws.” Page 13 of the Planning, CMIS, and STEP Application Guidance provides more detailed recommendations for incentivizing community engagement and compensating Community Partners.

11. Question: In our application, we’re including a bicycle rebate program. And for our Sub-applicant to provide that bicycle rebate, can we say a consultant is to be determined? Is the micromobility provider something we can choose later?

Answer: Per the clarification in the RFA Errors & Clarifications section above, “If a particular Sub-applicant or subcontractor has not been identified at the time of application, including mobility providers and vendors, CARB recommends that Applicants describe in the application how that Sub-applicant or subcontractor will be selected.”

Q&A Session #2

12. Question: According to page 8 of the Planning RFA, Applicants is a “term used to refer to the Lead Applicant and all Sub-applicants.” We are reading this to mean that Community Partners can be Sub-applicants but are not required to be Sub-applicants. Are Community Partners considered Sub-applicants?

Answer: Community Partners are separate from Sub-applicants. Per page 10 of the Planning RFA, a Sub-applicant is “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.” Per page 8 of the Planning RFA, a Community Partner is an entity 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.”

13. Question: If an Applicant qualifies as a 501(c)3 through their fiscal sponsor, does the fiscal sponsor organization need to co-sign the application or a party to the Grant Agreement?

Answer: Lead Applicants cannot use fiscal sponsors. However, Sub-applicants can. Per page 14 of the CMIS/STEP RFA and page 13 of the Planning RFA, “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.” The fiscal sponsor must be listed as a Sub-applicant at the time of application and will be the signatory on sub-agreements since it is serving in the capacity of the qualifying 501(c)(3).

14. Question: Are Sub-applicants party to the Grant Agreement? Is it expected that the agreement between the Sub-applicant and the Grantee includes the Grant Agreement terms as a provision?

Answer: Per page 14 of the CMIS/STEP RFA and page 13 of the Planning RFA, “Sub-applicants must comply with CARB’s Grant Agreement terms alongside the Lead Applicant.”

15. Question: Our applicant/project team is considering a change to the partnership structure, switching role of Sub-applicant and Lead Applicant in order to enable more Community Partnerships and procurement flexibility that we do not have as a public agency.

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- a. Does CARB require us to change our Kiteworks registrant/email if the lead applicant contact changes?
- b. We do not believe it would change our proposals' concept phase score but would like to confirm that this would not put us at risk of losing points from concept phase criteria such that our application would be deemed ineligible. Could CARB provide us with our total score or scoring breakdown from the concept phase to confirm final points?
- c. Are there other substantive or technical considerations we should be aware of if we make this change, other than what is outlined in the RFA and Guidelines?
- d. Must we provide a formal notification to CARB, other than in our final Full Phase Application?

Answer: Per page 29 of the Planning RFA, "Only Lead Applicants that were invited to move on to the Full Phase based on the outcomes of the Concept Phase will be allowed to submit a Full Phase application." New Lead Applicants cannot be brought in. However, please note that the roles designated to the Lead Applicant and Sub-applicants may be modified between the Concept Phase and the Full Phase.

16. Question: We're working with several schools on programs as part of our application. The schools are currently Sub-applicants who also have to adhere to the requirements of the sample agreement. It takes them a long time for their legal departments to review and give their assent to the grant agreement terms, and I'm concerned that they may not be able to do that in the 2 weeks we have left. Am I understanding correctly that they have to have agreed to those terms? And if they can't do it in that time as a STEP Sub-applicant, can they move to Community Partners? I mean, we are partnering with them on programming, which is why it seems appropriate to have them be Sub-applicants. So any guidance you could offer on that would be helpful.

Answer: Per page 14 of the CMIS/STEP RFA and page 13 of the Planning RFA, Sub-applicants "must comply with CARB's Grant Agreement terms alongside the Lead Applicant." Per page 3 of the Planning, CMIS, and STEP Application Guidance, "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." However, CARB does not require that Sub-applicants agree to the terms and conditions in the grant agreement at the time of application.

17. Question: What do you mean when you refer to a fiscal sponsor? We are thinking of using either one of our Sub-applicants or possibly a foundation that the city has helped to create to be able to simply pay community members, which is difficult,

and even other people who are working on the program in a more extensive way apart from our Sub-applicants because it is so hard to contract. Is that what you would consider to be a fiscal sponsor?

Answer: A fiscal sponsor is mentioned on page 14 of the CMIS/STEP RFA and page 13 of the Planning RFA as a required partner for Sub-applicants that are unincorporated nonprofit community-based organizations. CARB does not have requirements on the methods used to compensate Community Partners, such as the one described in this question.

Grant Management

Q&A Session #1

18. Question: What will be the process for lead applicants to submit invoices? And how frequently will invoicing occur? Monthly, quarterly? And on top of that are there opportunities for advances?

Answer: Much of the information on payments to Grantees can be found in Appendix C, which is the Sample Grant Agreement. Per page C-17 of the CMIS/STEP RFA Appendix C, "The Grantee shall submit Status Reports 15 days after the end of every third month...Status Reports may be submitted more or less frequently at the discretion of the CARB Project Liaison to align with disbursement requests." Page C-8 of the CMIS/STEP RFA describes the opportunities and requirements for advance pay for CMIS/STEP grants. Per page C-15 of the Planning RFA Appendix C, "The Grantee shall submit Status Reports 15 days after the end of every sixth month...Status Reports may be submitted more or less frequently at the discretion of the PCB Administrator to align with disbursement requests." Per page C-9 of the Planning RFA Appendix C, "Grantees cannot request project funds in advance of performing the work or incurring the cost." If there are any changes in applicable law regarding advance pay, then CARB will address any applicable changes in the grant agreement before it is signed.

19. Question: Looking at Task 1.1, how often should project teams expect to meet with CARB and the administrators? And will these be led by the project teams, CARB, or the administrators?

Answer: Per page B-II-2 of Attachment II: Scope and Timeline Template, sub-task 1.1.2 says, "Check-ins with the Administrator will be held monthly or quarterly, per the Administrator." Within these bounds, the frequency may vary based on the needs of the project, the stage the project is in, or other considerations. For CMIS/STEP, the Administrator will be CARB. For Planning, the Administrator will be the third-party Statewide Planning and Capacity

Building Project Administrator. Sub-task 1.1.2 goes on to describe the expectations of the Grantee in preparation for and during these check-ins.

20. Question: Can you provide some clarification on what participation in the Clean Mobility Equity Alliance will look like?

Answer: Per the RFA Errors & Clarifications section above, participating in the Clean Mobility Equity Alliance peer-learning network may include but is not limited to “attending an annual in-person Clean Mobility Forum, participating in quarterly virtual meetings, and participating in more frequent virtual work groups about applicable topics.”

Scope of Work Template

Q&A Session #1

21. Question: How should deliverables be reflected and included in the scope of work? Do you prefer things like a bullet pointed format as opposed to a narrative format?

Answer: Descriptions of deliverables should be included in the descriptions of the tasks in the Scope of Work. The format is up to the applicant.

22. Question: I see that in the scope of work template, Task 1 for grant management is complete. Are you expecting folks to pretty much copy and paste that for our submission? Or is that just an example?

Answer: Per page B-II-2 of Attachment II: Scope and Timeline Template, “Do not modify Task 1. Task 1 contains general grant management requirements.” Start building out the Scope of Work template with Task 2.

23. Question: Some of the projects/tasks are going to be concurrent. Do you have a recommendation or preference to have them in chronological order?

Answer: The order of the tasks is up to the applicant.

Budget Template and Costs

Q&A Session #1

24. Question: I understand that the budget should mirror the tasks in the work plan. My understanding is that in the budget, you want us to itemize how much budget is associated with each subtask. Is that also true for Task 1? How do I do that if, for example, I have a quarter of a full-time equivalent set aside for grant management?

Answer: The Budget Details tab of Attachment III: Budget Template is divided up by sub-task for all tasks except for Task 1. Applicants do not have to itemize the budget for the sub-tasks under Task 1.

25. Question: For the other tasks where we have, let's say, a part of our project is construction related, and a lot of the costs are more in terms of materials and supplies and not in terms of a task. How would you recommend we do something like that? Or even if there's fare subsidies, that's not a task per se. That's just the cost.

Answer: Costs that are not for labor should be captured under the column "Direct Costs (non-labor)" in the Budget Details tab of Attachment III: Budget Template. Non-labor costs should be included under the sub-task that is most applicable to that cost. For example, for a sub-task that is to provide subsidies, the cost of those subsidies may be included as a non-labor cost within that sub-task.

26. Question: This is regarding the budget spreadsheet, on the third tab where it has budget details. One of the tasks that I have has multiple subtasks, and it's actually more than the 5 subtasks that seem to be allowed in the template. I'm trying to add at least one of my tasks that has more than 5 sub tasks, and I'm unable to add another line. So I'm reaching out to figure out what I could do for that.

Answer: CARB purposefully provided space for at most 5 sub-tasks per task in the Budget Details tab of Attachment III: Budget Template. Applicants must determine how to divide up the sub-tasks within the tasks to include at most 5 sub-tasks per task.

Q&A Session #2

27. Questions:

- a. The RFA requires that at least 5% of the total proposed budget be allocated to Data Collection, Evaluation, and Reporting. Are these activities captured by Task 1 provided by CARB? Are there any other tasks that you would consider relevant that should be included in that calculation?
- b. Where do you want the 5% of total budget for program evaluation to be captured in the budget? Should it be its own task?

Answer: Page 30 of the CMIS/STEP RFA and page 22 of the Planning RFA describe the expected data collection, evaluation, and reporting activities. These activities may be captured under Task 1.5 "Project Records" in the Planning, CMIS, and STEP Appendix B Attachment II. Applicants may choose to include other tasks and budget for activities they deem relevant to meeting the expected data collection, evaluation, and reporting activities

described in the RFA or that they deem necessary for successful project implementation. However, do not double-count, over-bill, or double-bill.

28. Question: The budget template asks about the costs associated with projects located within disadvantaged or low-income community census tracts within the Project Community. Is this 100% if the entire project area falls in this designation? If a sub-applicant of the project is not a local organization, does this alter the percentage, even if activities are in the Project Community?

Answer: This request is related to whether the application meets the following eligibility requirement from page 40 of the CMIS/STEP RFA: "Does more than 50% of the total proposed budget fund projects located within disadvantaged or low-income community census tracts within the Project Community?" This is based on the location of the projects - not the location of the Sub-applicants.

29. Question: Please clarify if the following costs associated with community engagement activities are eligible for CARB planning funds: childcare, food and beverage, stipends. I noticed different information in the application guidance and the RFA section on ineligible costs.

Answer: Per pages 18 and 19 in the Planning RFA, costs that are ineligible include childcare-related costs and food and beverages. Per page 18 of the Planning RFA, eligible costs include, "Salaries, wages, and stipends for staff and residents dedicated to the project (excluding bonuses, profit sharing, or anything not otherwise allowed by applicable laws)." Per page 13 of the Application Guidance, "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."

30. Question: I see that there is no match funding requirement, however will providing match funding positively affect the scoring, or on the other hand will not providing match funding negatively affect the scoring?

Answer: Applications will be scored based on the scoring criteria identified in the RFA. Match funding (i.e., resource contribution) is not included in the scoring criteria.

31. Question: What expenses are included in their definition of indirect costs (and thus capped at 15% of total project budget)? The budget template states that all labor-related overhead and fringe benefits are excluded from this cap. However,

there is no further description of what those labor-related overhead costs may include for us to reconcile that our overheads are all allowable.

Answer: Page 9 of the Planning RFA includes a definition of indirect costs. CARB does not have a definition of labor-related overhead and fringe benefits beyond what is included in the budget template.

32. Question: One of our sub-applicants wants to hire a consultant to help us meet a program objective they are leading. We support this. Should this cost be included in the budget we have allocated for that sub applicant with a note in the budget? Should we note this in the narrative as well?

Answer: Applicants should provide all the information they think CARB will need to understand how the project will be implemented, to account for all budget needs, and to help CARB accurately score the application.

Letters of Commitment and Support

Q&A Session #1

33. Questions:

- a. Should the Lead Applicant submit a Letter of Commitment?
- b. For the STEP application - Question 6, Appendix B: what do you mean by each applicant? Is it each lead or lead and co-applicants?

Answer: Per page B-11 of Appendix B of the CMIS/STEP RFA and page B-10 of Appendix B of the Planning RFA, Applicants must "provide a letter of commitment and support from each Applicant." Per page 9 of the CMIS/STEP RFA and page 8 of the Planning RFA, Applicants is a "term used to refer to the Lead Applicant and all Sub-applicants."

34. Question: I'm hoping you can clarify the letters of support and commitment. Who should we be soliciting those from? Only organizations that are contributing in some way to the project?

Answer: Per page B-11 of the CMIS/STEP Appendix B and page B-10 of the Planning Appendix B, "Letters of commitment and support from Community Partners, as well as from entities that are necessary for planned projects to be implemented in the long-term, such as elected officials, electrical utilities, and government entities that own the right-of-way, are encouraged." Per Table 12 of the CMIS/STEP RFA and Table 9 of the Planning RFA, CARB will be using the letters of commitment and support to score the partnership structure and long-term sustainability of the projects in the application. NOTE: CARB employees, officers, board members, advisory groups, and subcommittee members are

NOT to provide letters of commitment, letters of recommendation, or references.

35. Question: In regard to the letters of support from groups who are not Sub-applicants, is there a particular format or template that they need to follow? Like does it have to be similar to the format that Sub applicants have to use? Or can it be kind of any format?

Answer: Attachment I: Letters of Commitment and Support Template is meant to be a resource for any letter of commitment and support but is not required to be used if the format does not meet the needs of the applicant, particularly for letters that are not from Sub-applicants.

36. Question: At least the Planning RFA says that members of CARB advisory groups cannot provide a letter of support. It doesn't identify who the members of the CARB advisory groups are. I'm interested in possibly getting a letter of support from another State agency. So how could I figure out if the State Agency is part of an advisory group or not?

Answer: Per page 15 of the CMIS/STEP RFA and page 13 of the Planning RFA, "Members of CARB advisory groups...cannot provide letters of support or references." All members of CARB advisory group should be aware of this requirement. CARB recommends asking the person that the applicant is interested in getting a letter of support from about whether they are on a CARB advisory group.

Q&A Session #2

37. Question: Do the letters of support need to state any type of commitment from the person who is providing the letter? Or can they just provide general support of our application and our project? I see the template has if applicable. So that means any resource contribution is not required. Is that correct?

Answer: Page B-11 of the CMIS/STEP RFA Appendix B and page B-10 of the Planning RFA Appendix B instructs Applicants to, "Provide a letter of commitment and support from each Applicant. Use the Letters of Commitment and Support Template (Attachment I) to ensure that all necessary topics are covered. Letters of commitment and support from Community Partners, as well as from entities that are necessary for planned projects to be implemented in the long-term, such as elected officials, electrical utilities, and government entities that own the right-of-way, are encouraged." The contents of letters from Applicants versus letters from Community Partners and other supporters may differ. While Attachment I may be a useful tool in both cases and does include "if applicable" language to identify content that may not be relevant in

all letters, it is not required to be used if the format does not meet the Applicant's needs.

38. Question: For the letter of commitment, can it come from the unincorporated organization or does it have to come from the fiscal sponsor?

Answer: Per the RFA Errors & Clarifications section above, page B-11 of the CMIS/STEP RFA Appendix B and page B-10 of the Planning RFA Appendix B should state, "Letters of commitment and support from Sub-applicants with fiscal sponsors should identify and describe the role of the fiscal sponsor. The fiscal sponsor does not need to provide a separate letter of commitment and support."

Full Phase Application (Other)

Q&A Session #1

39. Question: Is there a word/character count limit on the SOW/Timeline?

Answer: CARB has not provided a word or character count limit for the scope of work and timeline.

40. Question: Can a Full Phase proposal/application increase their funding request by as much as \$750,000?

Answer: CARB has not provided any limits to what changes can be made between the Concept and Full Phases of the RFA. Please note however that, per page 39 of the CMIS/STEP RFA and page 30 of the Planning RFA, "If updates made to the Concept Phase application result in an application that would not have proceeded to the Full Phase application, per CARB's discretion, the Full Phase application will not be scored."

41. Question: What type of documentation do you want for this question: Provide documentation and describe the outcomes of past work with Community Partners and representatives?

Answer: Per the clarification above, "Documentation may include but is not limited to a description of processes and outcomes; testimonials from Community Partners and representatives in Letters of Commitment and Support; press releases or news articles; or examples of deliverables such as outreach and engagement materials, needs assessments, and plans."

42. Question: When filling out the application and there is a character count limit—does that include spaces or not?

Answer: The character count limits included in the application templates do count spaces as part of the limit.

Q&A Session #2

43. Question: Can you please tell me if there is a required font type and size for the Word documents (Scope of Work)?

Answer: CARB has no requirements regarding font type or size.

44. Question: What type of documentation is expected for question 6B, "Provide documentation of each Applicant's commitment to furthering equity and environmental justice"?

Answer: Per the RFA Errors & Clarifications section above, Question 6.B in both Planning and CMIS/STEP Appendix B should include: "Documentation may include but is not limited to a description of the organization's mission or purpose, a resolution or action plan, or a description of relevant past work."

45. Question: Does "Applicants" in question 6 only refer to Lead Applicants and Sub-applicants, NOT community partners?

Answer: Per page 9 of the CMIS/STEP RFA and page 8 of the Planning RFA, Applicants is a "term used to refer to the Lead Applicant and all Sub-applicants."

46. For the question regarding documenting the applicants' work on equity and environmental justice, do you want documentation for each applicant's past equity/EJ work or documentation of applicants/community partners working together on equity/EJ programs?

Answer: The question on page B-9 of the CMIS/STEP RFA Appendix B and page B-8 of the Planning RFA Appendix B reads, "Provide documentation of each Applicant's commitment to furthering equity and environmental justice. Describe each Applicant's relationships with Community Partners and representatives. Provide documentation and describe the outcomes of past work with Community Partners and representatives." Both documentation of Applicant's past equity/EJ work and of Applicants' and Community Partners' past equity/EJ work together are applicable.

47. Question: Passing around one signature page (specifically, page B-17 of the application template) is inconvenient when needing to collect signatures from multiple sub-applicants. Would CARB accept individual signature pages from each sub-applicant, which we can then merge into a single document and attach with our application?

Answer: Yes.

48. One of our sub-applicants is a University of California (UC). Due to its bureaucracy, it is challenging to obtain the UC's signature at this stage in the process. In this case, would it be acceptable to specify the authorized signatory for the UC and include a note stating "see attached letter of commitment" on the signature line? We intend to provide a packet with a letter of commitment from the UC Davis Office of Research.

Answer: The Lead Applicant and each Sub-applicant must sign the Declarations and Attestations section of Appendix B to meet the eligibility requirement on page 40 of the CMIS/STEP RFA and page 31 of the Planning RFA, "Have all sections of the Application Template been completed and does the application include all required components listed in the Application Checklist in the Full Phase Application Template?"

49. How do you want the signatures provided for the Declaration and Attestations?

Answer: CARB does not require a wet ink signature or formal digital signature.

Other

Q&A Session #1

50. Question: Does STEP award indirect costs to institutions (47% of the direct cost amount)?

Answer: Per page 10 of the CMIS/STEP RFA, "Indirect costs shall NOT exceed one percent of the total CARB Grant Funds awarded." Note that this is using the specific definition of indirect costs from the RFA and may or may not align with other entities' definition of indirect costs.

51. Question: Does CARB have guidance on how a jurisdiction can procure a sole source agreement with a new shared micromobility provider who is a proposal co-applicant?

Answer: CARB does not have guidance on sole source agreements at this time but encourages applicants to work with their technical assistance providers to explore these types of questions. CARB may be able to connect awardees with existing grantees that have used this approach once awardees have been selected. The Clean Mobility Options program does have a [Contract and Procurement](#) Guide that may be helpful to refer to, particularly for actions that will need to be taken after awardees are selected and grant agreements are executed.

52. Question: Can we provide CARB STEP funded services, outreach and education to non-citizens, undocumented immigrants?

Answer: CARB is unable to provide guidance on issues pertaining to immigration status. Please consult with your legal counsel for assistance. CARB has not expressly called out any such limitations in the RFA and would not be able to comment on an application proposal in advance of an application submission.

53. Question: I'm talking about the STEP implementation, not planning, application. It lists that we can only have a maximum total of one % be indirect cost. I just wanted to get a clarification because we also heard from the technical assistance team, and they told us that it was a typo and that it was supposed to be 15%.

Answer: Per the RFA Errors & Clarifications section above, that error is specific to the Planning RFA. For CMIS/STEP, "Indirect costs shall NOT exceed one percent of the total CARB Grant Funds awarded."

54. Question: I'm not trying to belabor the issue, but I have a little bit of concern. Early on we asked, you know, our project's relatively small, and I believe that we were given the guidance that, no matter how small we should apply. And I'm looking back on page 6 of the RFA that does say that no matter how small in the first paragraph. If we have a small project, is it going to only be scored on its merits? It doesn't matter that it's being scored against the multi-million-dollar project, correct? It's quite possible that if you got a bunch of projects that were only half a million and they scored high, you could do a lot more than you think?

Answer: CARB's estimate that between 2 and 4 CMIS/STEP applications will be awarded is based on the average size of the current CMIS and STEP grants. Awarded funding is not limited to between 2 and 4 applications. The CMIS/STEP Full Phase applications will be scored based on the scoring criteria included in Table 12 of the CMIS/STEP RFA. Per page 45 of the CMIS/STEP RFA, "CARB will award funds to the applications that meet all eligibility requirements and that score the highest," based on the priorities and process described on the rest of that page.

Q&A Session #2

55. Question: Are we able to get our score on our "concept" application?

Answer: CARB cannot provide information about specific applications while the RFA is open. CARB is exploring what information can be shared on specific applications during the debriefs that will be offered after the Full Phase of the RFA closes.

56. Question: Is there a way that you could get the information about eligibility requirements and the application completion and processes to me?

Answer: All information on eligibility requirements and application process can be found in the RFA.

57. Question: If a project has a Lead Applicant and two Sub-Applicants, is it acceptable/allowable for Sub-Applicant #1 to execute an agreement with the Lead Applicant and Sub-Applicant #2 execute an agreement with Sub-Applicant #1 only. Or do both Sub-Applicants need to execute an agreement with the Lead Applicant directly?

Answer: Per the RFA Errors & Clarifications section above, page 29 of the CMIS/STEP RFA and page 21 of the Planning RFA should read, "After Grant Agreements are executed, written agreements must be executed with each of the Sub-applicants." CARB does not require the written agreements be executed with the Grantee as opposed to another Sub-grantee.

58. Question: Regarding "incentives" - is there guidance on allowed incentives? For example, if gift cards are given after an outreach event, is there a maximum amount? Would a \$25 Starbucks or Visa card awarded in a drawing after an outreach event be allowed?

Answer: Per page 25 of the CMIS/STEP RFA and page 20 of the Planning RFA, funded outreach and engagement activities must "Appropriately compensate community residents for their expertise and information provided when participating in engagement activities." All other guidance on incentives from CARB starts on page 13 of the Planning, CMIS, and STEP Application Guidance. The purpose of such incentives is to incentivize engagement, so CARB encourages applicants to work with community residents and representatives to create an incentive structure that will efficiently and effectively achieve this purpose.

59. Question: I have a question about the grant activities timeline. Just wanted to clarify if the if the STEP grant has any prescriptions on when must grant activities wrap up and how long we have to implement the activities that are funded by the grant?

Answer: Per page 8 of the CMIS/STEP RFA, the grant term must end by and the final report and final disbursement request deadline is March 15, 2027.

60. Question: The sample agreement (item 28) requires the Grantee to comply with a number of specific insurance requirements. Our City is self-insured and does not purchase commercial insurance, so it can't meet many of these requirements, including provide a certificate of insurance that demonstrates the required levels

of insurance as described in 28.2. Would it suffice for us to provide a self-insurance letter and a letter of credit as required in 28.1e: "If the Grantee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required." We will require our microtransit operator to carry the insurance specified and to name City and State as additionally insured.

Answer: CARB does require that Grantees meet the insurance requirements described in Appendix C. CARB cannot confirm exactly what insurance documentation will be sufficient until we review the available documentation in this case. In the past, we have had self-insured Grantees that have been able to provide sufficient proof that they meet the agreement's insurance requirements. CARB does not require proof of insurance at the time of application and will work with the selected awardees and the State's Department of General Services to determine what proof is necessary.

61. Question: The City is planning to purchase EVs for our microtransit service and lease them (at a token fee) to its service operator. This is one of several steps we are taking to help improve the sustainability of the program. The RFA indicates that leasing vehicles for a microtransit service is permitted, but it's not clear if leasing vehicles to a microtransit service operator is. Can you please confirm that this is permitted?

Answer: CARB has no requirements about how vehicles may be procured or leased to be part of a microtransit service operation.

62. Question: We want to collaborate with our community on the design of the microtransit service, including potentially revising the boundaries of the service *within the STEP program area (which is more than 80% low-income or low-income and disadvantaged)*. We understand prior awardees were able to do this with CARB support. Can we assume the same this round?

Answer: The definition of the Project Community is on page 11 of the CMIS/STEP RFA. The Project Community boundary is not meant to indicate specific project locations or service area boundaries. CARB's only requirement for project locations is, per page 13 of the CMIS/STEP RFA, that "at least 50 percent of the total proposed budget must fund projects located within the low-income and disadvantaged community census tracts in the Project Community."

63. Question: I'm seeing many emails from different sectors of office of energy. It is the first time I am presenting new renewables and technologies over web applications, especially for emerging applications. My question is, I am in Canada in Toronto - should I have a US partner to apply for any program for new technologies, for transportation, but not only for transportation?

FY 2022-23 Planning, CMIS, and STEP Request for Applications

Answer: This Q&A session is specific to the Full Phase of the Planning, CMIS, and STEP RFA and CARB cannot speak to requirements or recommendations for other programs in this session. Information about eligible applicants for Planning, CMIS, and STEP starts on page 13 of the CMIS/STEP RFA and page 12 of the Planning RFA.