



Community Planning and Capacity Building Grants: 2025 Request for Applications

Low Carbon Transportation Investments California Climate Investments



December 2, 2025

Note: If you require this document in an alternate format or language, please contact Violet Martin at (279) 842-9962 or violet.martin@arb.ca.gov. TTY/TDD/Speech to Speech users may dial 711 for California Relay Service.

Table of Contents

Community Planning and Capacity Building Grants: 2025 Request for Applications	1
Table of Contents	2
Terms and Definitions	4
Summary.....	8
What is a Community Planning and Capacity Building Grant?	9
Snapshot of Requirements	9
Available Funding	10
Goals and Objectives	11
Timeline	11
Eligible Communities, Applicants, and Partnership Structure	12
Eligible Communities	12
Eligible Applicants	13
Partnership Structure	15
Eligible Activities and Costs.....	16
Eligible Projects	16
Ineligible Projects.....	16
Eligible Costs	17
Ineligible Costs	18
Grant Requirements	18
Budget.....	19
Advance Payment	20
Resource Contributions (Optional).....	20
Project Deliverables.....	20
Preparing and Submitting an Application	22
Application Process	22
Application Components	23
Scope of Work Requirement.....	24
Q&A Sessions.....	24
Application Technical Assistance.....	25
Application Eligibility Requirements	26
Scoring Criteria	27
After Applying	30
Confirmation of Application Submission.....	30
Application Review Process and Scoring	30
Award Letters	31
Post-award Process	31
Requirements Prior to Execution of Grant Agreement	31
Unawarded Applicant Debriefs and Support	32

Administration.....32

Applicant's Admonishment.....	32
Agreement Requirements	33
Cost of Developing Application	33
Claims against CARB	33
Disposition of Lead Applicant's Documents	33
Errors	34
Grant and Budget Revisions.....	34
Immaterial Defect.....	35
No Agreement Until Signed.....	35
No Modifications to the General Provisions.....	35
No Right to Protest.....	35
Payment of Prevailing Wages	35
Prohibition of Gifts	36
Remedies for Non-performance	36
RFA Cancellation, Amendments, and Outcomes	36
Withdrawal of Application	37

Appendices

- Appendix A: Application Form
- Appendix A: Application Template, Attachment I, Letters of Commitment and Support
- Appendix A: Application Template, Attachment II, Narrative Questions
- Appendix A: Application Template, Attachment III, Scope and Timeline Template
- Appendix A: Application Template, Attachment IV, Budget Template
- Appendix B: Sample Grant Agreement

Terms and Definitions

The following terms are capitalized throughout the Community Planning and Capacity Building Grants: 2025 Request for Applications (RFA) to indicate that they carry the specific meanings provided in this section.

Advance Payment: A portion of grant funds (up to 25%) that eligible grantees, such as Community-Based Organizations who are Nonprofit Organizations, federally recognized Tribal Governments, and Local Governments can request upfront to help launch their projects. Advance payments are approved on a case-by-case basis and require a spending plan, financial documentation, and regular reporting.

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

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

Clean Mobility Equity Alliance (CMEA): A peer-learning knowledge sharing network that convenes clean mobility project implementers and partners to support project implementation, advance mobility equity policy, help build collective capacity and reduce isolation across geographically and operationally diverse clean mobility projects. CMEA's goals include supporting project implementation by establishing a space for participants to share challenges and lessons learned and providing capacity-building resources to members. CMEA also creates a clean mobility equity community of practice and advances mobility justice policy solutions by identifying unique community needs and responsive policy approaches.

Community-Based Organization (CBO): A place-based Nonprofit Organization with a clear geographic focus that includes the Project Community. Ideally, staff or board members live in the Project Community, and the organization must have a proven track record of at least one year of relevant work.

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

Direct Costs: Actual costs incurred that are directly tied to the implementation of the project, including, but not limited to, personnel costs (i.e., hourly wage), subcontracts,

equipment costs, and travel expenses. Profits, profit sharing, shareholder interest, and taxes (real and personal) are not reimbursable as direct or indirect costs.

Disadvantaged Community: An area that experiences disproportionate amounts of pollution, environmental degradation, and socioeconomic and public health conditions, identified as disadvantaged by the California Environmental Protection Agency (CalEPA) per Senate Bill 535. Disadvantaged communities include the top 25% of census tracts in CalEnviroScreen 4.0, census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest 5% of CalEnviroScreen 4.0 Pollution Burden composite scores, census tracts identified in 2017 as disadvantaged regardless of their scores in CalEnviroScreen 4.0, and lands under the control of federally recognized Tribes.^{1,2}

Displacement Prevention: Activities that prevent substantial economic, environmental, and public-health burdens that may lead to the physical or economic displacement of low-income households or small businesses. Examples of displacement prevention activities are listed in the Application Guidance developed for the FY 2022-23 Planning, Clean Mobility in Schools, and STEP RFA.³

Grant Term: The time period identified in the fully executed grant agreement, within which all CARB grant funds must be spent, and all project activities completed. For this RFA, all activities must be completed no later than January 31, 2028.

Indirect Costs: Indirect costs are actual costs incurred for services or activities that are not directly tied to a specific grant activity but are necessary for general operations. Allowable indirect costs are a pro rata share of general management (overhead) costs for operations that support the work performed under the grant agreement, such as accounting, budgeting, payroll preparation, personnel services, utility costs, rent and centralized data processing not already identified or reimbursed as a direct cost. Profits, profit sharing, shareholder interest, and taxes (real and personal) are not reimbursable as direct or indirect costs. Indirect costs shall not exceed 30% of the total awarded funds.

Insurance: All grantees must maintain insurance coverage for the full grant term and provide proof of coverage before any funds are disbursed. Required types of insurance may include commercial general liability, automobile, workers' compensation and employer's liability, crime (if advance payment), and (for some grantees) cyber and/or professional liability. Applicants should budget for the cost of required insurance.

¹ <https://www.caclimateinvestments.ca.gov/priority-populations>

² All federally recognized Tribal lands included in the American Indian Areas Related National Geodatabase were designated as Senate Bill 535 disadvantaged communities based on the May 2022 report found on this [webpage](#). A Tribe can establish that a particular area of land is under its control (even if not represented as such on CalEPA's disadvantaged community map) by requesting a consultation with the CalEPA Deputy Secretary for Environmental Justice, Tribal Affairs and Border Relations at TribalAffairs@calepa.ca.gov.

³ https://ww2.arb.ca.gov/sites/default/files/2023-07/Application_Guidance.pdf

Lead Applicant: The Community-Based Organization, Local Government, Public School, or Tribal Government that is responsible for leading the development of the application and implementation of the projects funded through CARB under this RFA. The Lead Applicant becomes the Grantee if their application is selected for funding. The Lead Applicant will develop and execute written agreements with their Sub-Applicant(s).

Local Government: A local agency as defined in Government Code section 7920.510, which includes: a county; a city, whether general law or chartered; a city and county; a school district; a municipal corporation; a district; a political subdivision; any board, commission, or agency of the foregoing; another local public agency; or, an entity that is a legislative body of a local agency.

Low-Income Communities: Census tracts with median household incomes at or below 80% of the statewide median income or below the threshold designated as low-income by the Department of Housing and Community Development.⁴

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

Project Community: A geographic area where the residents who are primarily intended to benefit from the project reside. The Project Community may be represented by a contiguous or non-contiguous geographic area but must be at minimum within one county or within connected counties. To be eligible for funding, more than 50% of the geographic area of the Project Community must be within low-income or disadvantaged community census tracts.

Public School: For the purposes of this RFA, a California-based kindergarten through grade twelve or adult educational institution that complies with the laws governing, and meets the requirements for operating as, a Public School in the state of California. A Public School must meet the California Department of Education's definition of Public School as described on their website.⁵

⁴ <https://www.caclimateinvestments.ca.gov/priority-populations>

⁵ <https://www.cde.ca.gov/ds/si/ds/dos.asp>.

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

Sub-Applicant: An entity that enters into a partnership with the Lead Applicant for the purpose of applying for a CARB grant, and that is responsible for implementing portions of the project funded through CARB. A Sub-Applicant will enter into a written agreement with the Lead Applicant if their application is selected for funding.

Statewide Planning and Capacity Building Administrator (PCB Administrator): The team, led by Data for Social Good and in partnership with Momentum and the Institute for Sustainable Communities, that will provide technical assistance to Applicants. This team will also provide day-to-day support for grantees selected through this RFA, including onboarding, grant management, reporting, toolkits, and access to technical experts. After award, Planning and Capacity Building grant agreements will be executed between grantees and the PCB Administrator, who will help finalize workplans and budgets, manage disbursement of funds, and provide ongoing implementation support.

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

Tribal Government: All California Native American Tribes, either a federally-recognized California Tribal Government listed on the most recent notice of the Federal Register or a non-federally recognized California Tribal Government, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission.⁶

⁶ <http://nahc.ca.gov/>

Summary

The California Air Resources Board (CARB) is releasing the 2025 Request for Applications (RFA) for Community Planning and Capacity Building (Planning) Grants, a competitive funding opportunity under CARB's Sustainable Community-Based Transportation Equity suite of programs. Alongside Clean Mobility Options (CMO), Clean Mobility in Schools (CMIS), and the Sustainable Transportation Equity Project (STEP), Planning supports community-led strategies that advance clean, shared, and active transportation solutions—particularly for low-income, disadvantaged, and Tribal communities. Planning is designed to help under-resourced communities take the steps needed to advance their own transportation equity vision—whether that means building partnerships, engaging the community, strengthening organizational capacity, or laying groundwork for future projects.

Based on the Fiscal Year 2023–24 Funding Plan for Clean Transportation Incentives,⁷ \$7.3 million⁸ is available for Planning grants under this RFA. Multiple awards of up to \$500,000 are available to support a wide range of activities, including but not limited to transportation needs assessments, clean mobility and land use planning, community engagement, community-led coordination, workforce development, and partnership building. CARB will award the grants through an open, competitive process. Applications must be received by CARB by email at cleanmobility@arb.ca.gov no later than **11:59 pm (Pacific Time), February 10, 2026**.

To support both applicants and grantees, CARB established the Statewide Planning and Capacity Building Project Administrator (PCB Administrator) in 2023, led by Data for Social Good⁹ in partnership with Momentum and the Institute for Sustainable Communities. The PCB Administrator now provides assistance across the full grant cycle – from application through implementation – including onboarding, technical support, fund disbursement, reporting, and toolkits. After awards are made, grantees enter into an agreement with the PCB Administrator, who works with them to finalize workplans and budgets and provides ongoing implementation support. This structure ensures that applicants, including those early in their transportation planning journey, can access the support and resources needed to build capacity and lay the foundation for clean and equitable transportation projects.

The 2025 Planning RFA reflects statutory requirements as well as extensive community input gathered in response to the Draft Requirements and Criteria for Fiscal Year 2023–24 Planning and Capacity Building Request for Applications, as well as from the 2023 Planning RFA process, public workshops, written comments, and interagency consultation. As such, this cycle places special priority on applications from Tribal Governments (both federally and non-federally recognized), rural communities and small towns, Community-Based

⁷ https://ww2.arb.ca.gov/sites/default/files/2023-10/Proposed_Funding_Plan_Fiscal_Year_2023-24.pdf

⁸ https://ww2.arb.ca.gov/sites/default/files/2024-10/FY23-24_PCB_WG1_Slides_Final.pdf

⁹ <https://dataforsocialgood.org/about-us/>

Organizations in disadvantaged or low-income areas, and Public Schools serving under-resourced students. In direct response to Tribal feedback, CARB has removed the Limited Waiver of Sovereign Immunity requirement from Planning grants under the 2025 Planning RFA, further reducing barriers for Tribal applicants. CARB has also streamlined the application into a single-step process, expanded eligibility criteria, Advance Payment options, and increased focus on equity, workforce readiness, and school-based planning.

Planning is part of California Climate Investments, a statewide initiative that invests Cap-and-Trade dollars to reduce greenhouse gas emissions, strengthen the economy, and improve public health and the environment—particularly in disadvantaged communities.

What is a Community Planning and Capacity Building Grant?

Planning grants provide funding to under-resourced California communities to strengthen outreach, build partnerships, and assess local transportation and mobility needs. These grants are designed to meet communities where they are - whether just beginning to plan or continuing to build capacity - while supporting long-term priorities for clean, safe, and equitable transportation.

Planning grants prioritize Tribal Governments, rural areas, schools, and Community-Based Organizations that have not previously worked on State grants, expanding opportunities for communities across California to shape and advance transportation equity.

A Planning grant does not require a fully developed plan. Applicants need to show readiness to engage their community, a clear vision for assessing local needs, and a commitment to building capacity for clean and equitable transportation. Support is available to help applicants develop their proposals.

By funding early-stage planning and capacity building, these grants help communities prepare for and compete more effectively for larger State and federal opportunities - such as California's Clean Mobility Options (CMO) and Sustainable Transportation Equity Project (STEP) programs, or similar funding sources.

Snapshot of Requirements

Who can apply?

- Community-Based Organizations
- Local Governments
- Tribal Governments
- Public Schools

Partnerships across the above groups are encouraged and in certain circumstances, required. See [Partnership Structure](#).

What types of activities can be funded?

Planning grants can support a variety of activities, such as:

- Conducting community transportation needs assessments
- Planning clean mobility options or safer streets
- Engaging people most impacted to shape local transportation decisions
- Developing local workforce training tied to transportation projects
- Building partnerships and shared visions across community groups

These are examples; Applicants are encouraged to propose other activities that align with their community's transportation priorities.

How much funding is available?

- \$7.3 million total with up to \$500,000 per grant
- No match or in-kind funding required
- Advance Payment available for eligible entities
- Project duration: Projects must start by May 4, 2026, and must be complete by January 31, 2028

How do I apply?

- Complete all the application materials
- Submit applications to cleanmobility@arb.ca.gov. Applications must be received by CARB by email no later than **11:59 pm (Pacific Time), February 10, 2026**.

What support is available?

- Free technical assistance is provided by the PCB Administrator team
- Support includes direct application support and workshops
- Online resources are available at dataforsocialgood.org/carb-rfa-information/
- Complete the [technical assistance survey](#) to receive customized support

Available Funding

Funding is available on a competitive basis with \$7.3 million total available for grant awards. The maximum funding amount available for each Planning grant is \$500,000. CARB encourages each Lead Applicant to request the funding amount – no matter how small – that will efficiently and effectively meet their community's needs. CARB expects to fund approximately 15 grants in total with the available funding.

This RFA includes the option for CARB to award new Grant Agreements or Grant Agreement amendments from future Fiscal Year funding, depending on the availability of funding and

upon CARB's sole discretion. If additional funds become available and eligible applications submitted in response to this RFA remain unfunded, those applications may be reviewed and accepted for funding without reissuing an RFA, as solely determined by CARB. If additional funding becomes available, the expenditure timeline of those new funds may differ from the Grant Term identified in this RFA. There is no guarantee that additional funds will be awarded, and CARB cannot provide assurance of future Planning funding.

Goals and Objectives

The Planning and Capacity Building program supports disadvantaged communities by ensuring they have the opportunity to assess local transportation needs, build partnerships, and organize effectively to access CARB and other funding. The program is designed to empower communities to develop the groundwork needed to implement changes that both meet community priorities and reduce emissions. Planning grants help communities in a variety of ways:

- Fund and support capacity-building, data collection, and community engagement in communities with limited resources, providing a foundation of readiness for future transportation projects.
- Document and understand community-specific transportation needs, including gaps in access, affordability, safety, and environmental equity.
- Engage local governments, Community-Based Organizations (CBOs), and residents – including youth, parents, elders, and Tribal members – in identifying and planning clean transportation improvements.
- Build readiness for transportation planning that reflects community priorities and ensures equitable participation.
- Develop plans, partnerships, and knowledge to pursue future funding for transportation or other sector initiatives.
- Promote safe, clean, and accessible transportation options for students, workers, and families.
- Strengthen internal community capacity through trainings, technical assistance, partnerships, and outreach.

Projects may also help communities prepare to apply for related funding opportunities, including CMO, CMIS, STEP, or other public and private programs that support clean and equitable transportation.

Timeline

During the RFA, CARB will host multiple Question and Answer (Q&A) sessions to answer questions about the RFA (see the Q&A Session section below) and provide an opportunity to email questions to CARB before each session. All applications must be received by CARB

by **11:59 pm (Pacific Time), February 10, 2026** (the application deadline). Table 1 provides the RFA timeline and project milestones for this RFA. Timelines are subject to change at CARB's sole discretion.

Table 1: RFA Timeline

Milestone	Date
Release of RFA	December 2, 2025
Application Q&A Session #1	January 8, 2026
Deadline to submit Technical Assistance Request Form	January 23, 2026
Application Q&A Session #2	January 27, 2026
Application Deadline	February 10, 2026
Notice of Missing Proof of Eligibility	February 12, 2026
Deadline to Update Proof of Eligibility	February 16, 2026

Table 2: Award and Grant Timeline

Milestone	Date
Preliminary Selection of Applications	March 23, 2026
Develop and Execute Grant Agreement and Return Signed Grant Agreement to PCB Administrator	April 24, 2026
Submit draft final report to PCB Administrator	October 31, 2027
End of Grant Term; and deadline to submit final report and final disbursement request	January 31, 2028

Eligible Communities, Applicants, and Partnership Structure

Eligible Communities

Each application must clearly define and describe the **Project Community** – the geographic area that will benefit from the proposed work. More than 50% of the Project Community must be within disadvantaged or low-income census tracts as identified by the [California Climate Investments Priority Populations Mapping Tool 4.0](#).

Applicants are required to:

- Submit a map clearly outlining the boundaries of the Project Community
- Describe the Project Community that will be engaged in and benefit from the project. This may include information about demographics (such as race/ethnicity, income, language, or age groups) and/or other characteristics such as how many residents work or go to school in the area. Applicants may use available data, local knowledge, or both.

2025 Planning and Capacity Building RFA

- Identify key community assets (e.g., schools, Tribal housing, job centers, or transit stops)
- Explain why this area was selected and how it reflects the needs or priorities of the Project Community

Interested Lead Applicants may work with the PCB Administrator to create a map depicting their Project Community.

Eligible Applicants

Each application must include one Lead Applicant¹⁰ along with one or more Sub-Applicants and Community Partners who will work together to carry out the proposed project.

Eligible Lead Applicants include:

- Community-Based Organizations (CBOs)
- Tribal Governments¹¹ (federally or non-federally recognized)
- Local Governments
- Public Schools

The Lead Applicant:

- Is the main point of contact for the application
- Signs the grant agreement (if selected)
- Oversees the project and manages funds

First-time Applicants are welcome. Projects may focus on building relationships and early planning. Not every detail needs to be finalized at the time of application. The grant is intended to help your team grow and refine the work during the Grant Term.

Sub-Applicants are funded partners that help carry out specific project activities. These may include:

- Local Governments, Tribal Governments, CBO, Nonprofit Organizations, schools, utilities, small businesses, air districts, etc.
- Consultants (e.g., fleet and infrastructure planners, project management firms)

¹⁰ Planning, CMIS, and STEP Grantees selected from any of the Fiscal Years 2018-24 solicitations are not eligible to be Lead Applicants.

¹¹ In direct response to Tribal feedback, CARB is not requiring tribes to provide a Limited Waiver of Sovereign Immunity to apply for a grant under the 2025 Planning RFA.

- Private companies (e.g., private mobility providers, charging station providers, except private schools¹²)

Community Partners are local groups or individuals (e.g., students, parents, Tribal elders, faith leaders, small business owners) who help guide the project and ensure it reflects local needs. These partners may or may not be funded but should have a defined role in the application and implementation of the project. All Sub-Applicants and any compensated Community Partners must have a written, signed agreement (e.g., memorandum of understanding (MOU) or contract) with the Lead Applicant in place before implementation begins. These agreements must align with the terms of the grant agreement between the PCB Administrator and the Lead Applicant.

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

Entities that are part of the PCB Administrator Team (including its consultants, affiliates, employees, representatives, officers, or other agents) or contracted to provide technical assistance for the upcoming RFA are not eligible to be a Lead Applicant, Sub-Applicant, Community Partner, contractor, or subcontractor in the upcoming RFA.

Number of applications per Lead Applicant: Lead Applicants may submit more than one application; however, CARB will award at most one grant per Lead Applicant.

Unincorporated and underrepresented communities: Lead Applicants proposing projects in unincorporated communities or other areas that lack a city or Tribal Government representing the Project Community may submit up to three applications, provided each proposed Project Community is distinct. This flexibility is intended to acknowledge that these communities may have multiple, diverse needs that cannot always be captured in a single application.

Tribal Governments: Tribal Governments may also submit more than one application when each application represents a distinct Tribal Project Community. As with other Applicants, CARB will award at most one grant per Tribal Government.

¹² No public money shall ever be appropriated for the support of any sectarian or denominational school or any school not under the exclusive control of the officers of the Public Schools. Cal. Const., art. IX, § 8.

Partnership Structure

A strong partnership brings together organizations with different skills and perspectives to plan and carry out the project. Each application must explain:

- Who is involved (Lead Applicant, Sub-Applicant(s), Community Partner(s))
- How decisions will be made
- How power will be shared with community members

Partnership requirements depend on who the Lead Applicant is:

- If the Lead is a local government, at least one Community-Based Organization must be a Sub-Applicant
- If the Lead is a Community-Based Organization, at least one local or Tribal Government must be a Sub-Applicant
- If the Lead is a Tribal Government, no specific Sub-Applicants are required
- All projects must include at least one Community Partner, regardless of Lead Applicant type

Table 3: Required Sub-Applicants and Partners by Lead Applicant Type

Lead Applicant Type	Required Sub-Applicant(s)	Required Community Partner(s)
Local Government	At least one CBO	Yes
CBO	At least one local or Tribal Government	Yes
Tribal Government	None required	Yes
Public School	At least one CBO	Yes

CARB encourages partnerships that:

- Prioritize community voices and lived experience
- Reflect the cultural and geographic context of the Project Community
- Share power and decision-making authority with Community Partners

Examples of strong partnerships can be found in the application guidance prepared for the FY 2022-23 Planning, CMIS, and STEP RFA.¹³ Diagrams or charts may be submitted to help illustrate the partnership structure. Lead Applicants must include a letter of support and commitment from all Applicants (including from the Lead Applicant's organization) with their applications.

¹³ https://ww2.arb.ca.gov/sites/default/files/2023-07/Application_Guidance.pdf

Eligible Activities and Costs

Planning grants support a range of activities that, when combined, help advance transportation equity and support the community's long-term vision. CARB encourages Applicants to collaborate with partners across the Project Community and look for opportunities to align efforts and build on each other's strengths. (See the [Partnership Structure](#) section for more details.)

Eligible Projects

Planning and Capacity Building grants support community-led projects that prepare for long-term clean transportation investments. CARB welcomes projects at different stages – from early community visioning to more developed plans.

Eligible projects should:

- Increase understanding for needs related to transportation equity in disadvantaged or low-income communities
- Build local readiness to apply for future implementation grants
- Reflect transportation goals and priorities identified by community members

Examples of eligible project types include:

- Community outreach and education around clean transportation options
- Transportation needs assessments (including surveys, listening sessions, and data gathering)
- Plans that connect clean mobility to housing, land use, or public health
- Workforce training programs for clean transportation careers
- School-based planning for electric school buses or student-safe routes
- Early-stage collaboration or partnership-building (e.g., developing MOUs, convening stakeholders)

Ineligible Projects

Planning and Capacity Building grants support early-stage efforts, not implementation. The following activities are not eligible and should not be the focus of the proposed projects:

- Construction or capital improvements (e.g., charging stations, sidewalks, bike lanes)
- Planning for highway or road expansion (e.g., added lanes or interchanges)
- Road maintenance planning not part of a complete streets or safety plan
- Plans that would increase vehicle miles travelled, greenhouse gases, or air pollution
- Planning for private vehicle incentives (e.g., rebates or vouchers)
- Planning for ride-hailing services unless using zero-emission vehicles

- Planning for residential or commercial development
- Environmental studies, plans, or documents required under the National Environmental Policy Act or California Environmental Quality Act (CEQA)
- Lab-scale research or early-stage technology (Technology Readiness Level 4 or less)
- Planning related to manufacturing or facility operations
- Heavy rail or inter-state transit planning outside local/community scope
- Infrastructure implementation projects (e.g., energy systems, rail, roads)
- Projects already fully funded by another State program
- Activities that occur outside the Grant Term

Eligible Costs

Grant funds may be used for costs that directly support the approved project. Eligible costs include:

- **Staffing**
 - Salaries and hourly wages (including payroll taxes, benefits, and training)
 - Time for existing staff or new hires during the Grant Term
 - Intern and volunteer stipends
 - Capacity support for staff with multiple responsibilities within an Applicant's organization
 - Time for staff to coordinate with governmental or regulatory agencies to advance project planning
- **Community Engagement & Outreach**
 - Hosting events, workshops, or community meetings
 - Marketing, printing, interpretation, translation
 - Participant incentives¹⁴ and public transit subsidies¹⁵
 - Meeting space rentals and supplies
 - Community and stakeholder advisory groups
- **Technology & Tools**
 - Software or online tools (e.g., tools that facilitate communication, project management software, mapping software, virtual platforms)
 - Subscriptions or broadband access related to the project
- **Travel (In-State Only)**
 - Travel to meetings, trainings, or site visits
 - Reimbursable based on State rates *established by the California Department of Human Resources*.¹⁶
- **Tribal-specific Eligible Costs**

¹⁴ Participant incentives must be in an exchange for services or information and be appropriately documented.

¹⁵ Public transit subsidies are intended for participants with accessibility or transportation challenges.

¹⁶ <https://www.calhr.ca.gov/about-calhr/divisions-programs/benefits/travel-reimbursements/>

- Cultural and Traditional Ecological Knowledge (TEK) integration to transportation planning
- Tribal governance and support for resolutions, intergovernmental agreements, or other approval processes
- **Other Eligible Costs**
 - Costs for required Insurance coverage
 - Project-specific consulting or subcontracting
 - Data collection, analysis, and reporting

Ineligible Costs

Grant funds cannot be used for expenses such as:

- Ceremonial expenses
- Childcare-related costs
- Collateral on any debt or loan, payments on any debt or loan, or use of funds as an asset to secure financing, refinancing, a loan, or a line of credit
- Construction or capital costs
- Commissions and commission fees
- Direct lobbying or political advocacy
- Donations
- Food and beverages
- Indirect costs shall not exceed 30% of the total awarded funds
- Litigation costs, attorney fees, or lobbying
- Local, state, or federal taxes
- Out-of-state travel, unless pre-approved by CARB
- Payment for any civil or criminal penalties or fines or to address, correct, or mitigate any past, present, or future violations or any alleged violations of law
- Payment of liens or to satisfy a judgment
- Political campaigns or support at the local, state, or federal level
- Profit or profit-sharing
- Referral fees
- Services, materials, or equipment already paid for by another State program

Grant Requirements

Lead Applicants should ensure they have the necessary staff and budget to manage the grant throughout the Grant Term. Grant management responsibilities may include, but are not limited to, project and process planning, developing and managing partner contracts, handling payments, invoicing, and disbursement requests, submitting semi-annual status reports, holding monthly check-in meetings with the PCB Administrator and other partners,

and collecting data, evaluating progress, and data reporting to both the PCB Administrator and the public.

Planning grants will be managed by the PCB Administrator, who is responsible for tasks such as signing the grant agreement with Planning grantees, reviewing and approving disbursement requests, reviewing and approving project plans and all other materials, providing implementation support, and overseeing fund distribution. Grantees will work closely with the PCB Administrator throughout the Grant Term.

After grant agreements are signed, Planning grantees must establish written, signed agreements with Sub-Applicants before any costs are incurred. These agreements must include the terms of the grantee's agreement with the PCB Administrator (PCB Agreement). Grantees are encouraged to extend the Sub-Applicant agreements beyond the Grant Term of the PCB Agreement for sustainability, but all CARB funds must be spent within the Grant Term of the PCB Agreement.

Budget

Each project may request up to \$500,000 in Planning and Capacity Building funding. Applicants should request only what is needed to carry out their proposed project. Applicants should account for anticipated cost increases in their proposed budgets and adjust the project scope accordingly to ensure feasibility.

A complete budget must:

- Break down labor, materials, equipment, and indirect costs
- Include costs for grant management and required Insurance
- Allocate at least 5% of the total budget for data collection, evaluation, and reporting
- Limit indirect costs to no more than 30% of the total requested funds Applicants must make sure the following are included in their budget:

Table 4: Required Budget Items

Item	Purpose
Insurance costs	Must reflect required coverage (e.g., general liability, workers' compensation). These costs are eligible and expected
Onboarding and monthly check-in meetings	Time and staffing for required project management touchpoints with the PCB Administrator
Participation in the Clean Mobility Equity Alliance (CMEA)	Budget for staff time, travel, and registration for monthly virtual meetings and one annual in-person forum
Data and evaluation	At least 5% of the total budget must support data collection, community-defined metrics, and reporting
Staff or consultant time	Budget for personnel needed to complete project tasks
Translation, interpretation, printing, and outreach materials	Include any relevant expenses to support inclusive engagement

Advance Payment

Eligible Lead Applicants who may face cash flow barriers can request an Advance Payment of up to 25% of their total grant funds, subject to CARB and/or the PCB Administrator approval after award. To prepare for this:

- Include a note in Appendix A, if you intend to request Advance Payment
- Be ready to submit a spending plan and justification during grant implementation
- Advance Payment is available to eligible CBOs, Local Governments, and federally recognized Tribal Governments.

Resource Contributions (Optional)

Applicants may choose to include in-kind support or leveraged resources, such as staff time or donated space. This is not required and will not affect scoring. However, they may help demonstrate how Applicants plan to meet community needs, especially for elements the grant cannot cover directly. For example, food or childcare expenses may be critical to successful participation but are not eligible costs. Identifying other sources of support for these needs – such as partnerships, in-kind donations, or other funding – can strengthen the project’s implementation plan and accessibility.

Project Deliverables

Grantees are required, after award, to work with Sub-Applicants, Community Partners, and the PCB Administrator to finalize the Scope of Work (SOW) that guides implementation. The SOW will outline major deliverables and serve as the foundation for tracking progress throughout the grant.

All Applications must submit a proposed SOW with the following minimum deliverables included as part of Task 1:

- A data collection, evaluation, and reporting plan developed in coordination with the PCB Administrator, documenting:
 - The type(s) and format(s) of data to be collected
 - Data collection and reporting processes
 - Data security policies
 - How evaluation of project outcomes will take place, using both community-defined and CARB-defined metrics
 - Annual data reporting to the PCB Administrator (or more often, if requested)
- An outreach and engagement plan for inclusive community participation that describes how community members, including those most impacted, will be engaged in shaping, implementing, and benefiting from the project. The plan must include:

- Strategies for inclusive outreach, including culturally appropriate methods
- Plans for providing interpretation, translation, or accessibility support
- Opportunities for ongoing feedback and co-creation with the community
- How engagement activities will be documented and shared

The PCB Administrator must approve the above deliverables before major related project activities begin (i.e., the Grantee must have an approved outreach and engagement plan prior to conducting proposed outreach activities, etc.). The individual plans and deliverables can be updated over time, in coordination with the PCB Administrator, as needed.

Grantees must complete the required deliverables listed below in Table 5 as part of their required Grant Management and Administration Task (Task 1 in the final SOW). At minimum, these include:

Table 5: Required Project Deliverables for Task 1, Grant Management and Administration

Deliverable	Purpose
Onboarding meeting with PCB Administrator	Train the Grantee on administrative policies and procedures
Kickoff meeting (with agenda and materials)	Align all partners, CARB, and the PCB Administrator at the start of the grant
Semi-annual status reports	Share progress, lessons learned, key metrics, data, and any implementation issues
Meeting notes from check-ins with partners and the PCB Administrator	Document shared decisions, track follow-ups, and support transparency
Data collection, evaluation, and reporting plan	To describe how the project's progress and outcomes will be measured, ensuring accountability and continuous improvement.
Outreach and engagement plan	To describe how the project will meaningfully involve community members and ensure they have a voice in project decisions
Public-facing project summaries and web content	Share project updates, outcomes, and key data with the broader community
Draft and final project report	Capture results, lessons learned, data, and recommendations for future work

All project activities should lead to concrete, useful deliverables that strengthen community capacity. All additional outputs (e.g., educational materials, community presentations, or online resources) may vary depending on the proposed project SOW.

Note to Applicants:

- Templates and support for all required deliverables will be provided to all awardees by the PCB Administrator
- Deliverables should be designed with future use in mind – helping your community continue planning or secure future funding
- The scope and scale of deliverables should reflect your project's size, budget, and goals

Preparing and Submitting an Application

Application Process

Lead Applicants must use the Application Template (Appendix A) and complete all sections for the application to be scored.

Appendix A identifies the required forms, questions, including narratives, documentation requirements, and templates, and forms that must be submitted together as a complete application package. A complete application consists of all documents described in Appendix A (see [Application Components](#) below), including **one (1) signed and completed Application Form**. For an application to be scored, Applicants must meet all eligibility requirements and submit all required application elements.

Applications must be submitted electronically via email. No oral, telephone, facsimile, mailed, or hand-delivered applications will be accepted. Lead Applicants must send the complete application package to cleanmobility@arb.ca.gov.

CARB must receive complete applications by **11:59 p.m. (Pacific Time) on February 10, 2026**. All required documents must be submitted as email attachments. If an application is too large to send in one email, Lead Applicants may submit different parts of the application in multiple emails. Applicants must include information in the body of the email about the total number of emails submitted so CARB can confirm receipt of all parts.

Lead Applicants will not be allowed to submit additional records or materials after the application deadline. If a Lead Applicant needs to amend an application that has already been submitted, they may do so by re-submitting a new, completed application package by the application deadline. Only the most recent package will be considered.

All individual communications with an Applicant pertaining to this RFA will be conducted by email. Lead Applicants must provide a valid email address with the application package. CARB is not responsible or liable for email communications that do not reach the intended destination. All communications regarding a submitted application must come from the Lead Applicant.

Application Components

The application, Appendix A, consists of the following components:

Appendix A: Application Form

- **Purpose:** Capture required organizational information, signatures, eligibility confirmations, declarations, and other compliance materials.
- **Format:** PDF form provided (Appendix A). Must include signed Cover Page and Section 11 signatures and be submitted as a single PDF.

Appendix A: Application Template, Attachment I, Letters of Commitment and Support

- **Purpose:** Demonstrate commitment from each required Applicant (Lead + Sub-Applicants). Community Partner letters encouraged.
- **Format:** Signed letters using template and saved as a PDF.

Appendix A: Application Template, Attachment II, Narrative Questions

- **Purpose:** Provide scored narrative responses to Questions 1-11 (e.g., Community Challenges, Engagement Approach, Budget Narrative, Long-Term Sustainability).
- **Format:** Word or PDF file, following Attachment II template. Character limits and scoring criteria provided in template.

Appendix A, Application Template, Attachment III, Scope and Timeline Template

- **Purpose:** Outline the project's tasks, subtasks, timelines, and milestones. Applicants are encouraged to use the fewest number of tasks necessary to describe their proposed work. Each task may include up to 5 subtasks. Identify what will be created or produced through the project (e.g., community plans, outreach materials, or events), including the required Outreach and Engagement Plan and the Data Collection deliverables included as part of Task 1.
- **Format:** Word or PDF file, following Attachment III template. Scope and Timeline template (Word or PDF).

Appendix A, Application Template, Attachment IV, Budget Template

- **Purpose:** Detail the project budget including staff, outreach, indirect costs, insurance, onboarding, and evaluation costs. The project budget must conform to the requirements detailed in the [Budget](#) section.
- **Format:** Spreadsheet template. The budget must be submitted in spreadsheet format (e.g., XLSX). Applicants should not convert the budget to PDF.

Additional Required Materials

- Project Community Map
 - **Purpose:** Show Project Community boundaries; confirm >50% is disadvantaged/low-income census tracts.
 - **Format:** GIS-compatible file (.shp, .kml, or .kmz).

Additional Tips:

- You do not need to have everything figured out to apply. This grant is designed to help you build capacity during the project.
- Use plain language and concrete examples when responding to prompts.
- Keep your audience in mind. Reviewers may not know your community, so help them understand why this work matters.
- You may, but are not required to, submit additional supporting documents such as Community Partner letters of support, visuals, or prior community engagement materials to strengthen your application's story.

Scope of Work Requirement

Applicants must submit a Scope of Work as part of the application. When preparing the Scope of Work, Applicants should review:

- Task 1 in the Scope and Timeline Template (Appendix A, Attachment III), and
- the Sample Grant Agreement (Appendix B), including task structure, deliverables, and reporting expectations.

The submitted Scope of Work should clearly describe the Applicant's proposed activities and inform the timeline and budget included in the application. For selected projects, the Scope of Work will be reviewed and finalized in collaboration with the PCB Administrator and project partners prior to grant execution. The version in the Grant Agreement will be based on the Scope of Work submitted with the application.

Q&A Sessions

CARB will host two Q&A session days during the application period to support potential Applicants. CARB staff will be available to answer questions related to eligibility, application components and process, and other aspects of the current RFA during these sessions.

Each day will include two sessions:

- One hour session specifically for Tribal Applicants
- One hour session open to all Applicants

Q&A Day 1

- Date: January 8, 2026
- Tribal Applicants: 10:00 am – 11:00 am
- All Applicants: 11:00 am – 12:00 pm
- Register: [us06web.zoom.us/meeting/register/CBwdsW9XQ6aRLsHR9hKfzg](https://us06web.zoom.us/join/zoom-join?url=us06web.zoom.us/meeting/register/CBwdsW9XQ6aRLsHR9hKfzg)
- Advance question submission: January 5, 2026

Q&A Day 2

- Date: January 27, 2026
- Tribal Applicants: 2:00 pm – 3:00 pm
- All Applicants: 3:00 pm – 4:00 pm
- Register: [us06web.zoom.us/meeting/register/nAiPadDPSd67ZhQNE8bDeA](https://us06web.zoom.us/join/zoom-join?url=us06web.zoom.us/meeting/register/nAiPadDPSd67ZhQNE8bDeA)
- Advance question submission: January 21, 2026

Advance Questions:

Written questions submitted in advance will be prioritized. Please email questions to cleanmobility@arb.ca.gov no later than 12:00 pm (Pacific Time), three business days before each session.

Responding & Posting:

CARB staff will only respond to questions related to the current RFA during these sessions. Written responses will be posted to the CARB website within 7 business days of each session. This timeline may be extended at CARB's discretion.

Important Note:

CARB will not respond to RFA-related questions outside of the scheduled Q&A sessions. Verbal communication with CARB staff is not binding and does not alter any RFA terms or requirements.

Application Technical Assistance

The PCB Administrator team is providing Applicants technical assistance. To be guaranteed technical assistance, Applicants must complete the [Technical Assistance Survey](#) to by **11:59 pm (Pacific Time) on January 23, 2026**.

The PCB Administrator will provide support to potential Applicants throughout the application period, including:

- Free technical assistance available upon request, including tailored support for first-time and Tribal Applicants. Assistance may be provided via office hours, one-on-one meetings, or other formats.
- Templates, budget tools, and examples to guide application preparation

- Frequently asked questions (FAQ) updated throughout the application window
- Online resources are available at dataforsocialgood.org/carb-rfa-information/.

Applicants are encouraged to request assistance early, especially if they are new to CARB grants or need support in understanding the application requirements.

Application Eligibility Requirements

Applications must meet the eligibility requirements in Table 6 before they are thoroughly reviewed and scored. Whether an application meets eligibility requirements will be evaluated at CARB's sole discretion. CARB may request documentation or clarification from Lead Applicants. If an application does not appear to meet all eligibility requirements or requires additional documentation, the Lead Applicant will have two business days to respond to CARB by email. The Lead Applicant will be notified by CARB by **February 12, 2026**, and will be required to submit proof that the eligibility requirement has been met by **11:59 pm (Pacific Time) on February 16, 2026**. Any updates to the application during this time should not result in substantial changes to the application, and only updates that are directly responsive to CARB's request will be considered.

Table 6: Eligibility Requirements

Application Section	Eligibility Requirements	Yes/No
Overall	Are all sections of the Application Template complete and does the application include all required components listed in the Application Checklist in the Application Template?	
Overall	Was the application received by CARB at cleanmobility@arb.ca.gov by the Application Deadline?	
Timeline	Will all CARB funds be spent by January 31, 2028? Will all project activities be completed by January 31, 2028?	
Project Community	Did the application include a map showing the boundaries of the Project Community? Is more than 50% of the Project Community in disadvantaged or low-income community census tracts?	
Applicants and Partnership Structure	Are all Applicants eligible?	
Applicants and Partnership Structure	If the Lead Applicant is a Local Government or a Public School, is one of the Sub-Applicants a Community-Based Organization? If the Lead Applicant is a Community-Based	

Application Section	Eligibility Requirements	Yes/No
	Organization, is one of the Sub-Applicants a Local Government or Tribal Government? (N/A for Tribal Governments that are Lead Applicants.)	
Applicants and Partnership Structure	Does the partnership structure include at least one Community Partner?	
Budget	Is the total budget requested less than or equal to \$500,000?	
Budget	Does at least 5% of the total proposed budget fund data collection, evaluation, and reporting?	
Budget	Is no more than 30% of the total requested funds set aside to cover indirect costs?	
Data Collection, Evaluation, and Reporting	Do Applicants agree to comply with all data requirements listed in the application materials, including regularly collecting data on all proposed projects; identifying, evaluating, and updating projects based on evaluation results; and reporting requested data to CARB?	

If all requirements are met (i.e., CARB staff answer “Yes” to each question in Table 6), the application will be scored using the scoring criteria in Table 7.

Scoring Criteria

Applications will be scored based on the scoring criteria in Table 7 below. The scoring criteria links each evaluation criterion to the application components and questions of Appendix A.

Table 7: Scoring Criteria

Criteria	Linked Application Components & Questions	Description	Max Points	Scoring Guidance
Project Vision & Community Need	Attachment II: Q1. Community Challenges & Priorities	Clear goals that reflect local transportation or access challenges. Strong alignment with Planning & Capacity Building objectives,	25	0-9: Goals vague/generic, weak alignment, little evidence of need 10-17: Goals somewhat clear, partial alignment, some evidence of need

2025 Planning and Capacity Building RFA

Criteria	Linked Application Components & Questions	Description	Max Points	Scoring Guidance
	- Q2. Project Vision & Description - Q3. Project Community Project Community Map	with evidence of community need.		18-25: Goals specific, measurable, strongly aligned, well-documented evidence of community need
Communities of Focus	Attachment II: Q3. Project Community Project Community Map	Project directly serves a Tribal community, rural community, or under-resourced students through a school-based initiative.	5	0: Does not serve priority community 5: Clearly serves at least one priority community
Community Engagement & Equity	Attachment II: - Q4. Engagement Approach - Q5. Benefits to Priority Populations Attachment III	Strong commitment to inclusive engagement and equity, with clear strategies to involve underserved communities and build trust.	20	0-7: Engagement vague or generic; no meaningful community role 8-14: Some inclusive strategies and limited past relationships 15-20: Specific, actionable strategies with evidence of trust, partnerships, or credible new pathways
Partnership & Collaboration	Attachment I Attachment II: Q6. Partnership Structure	Partnership structure supports goals; roles defined or anticipated. Evidence of collaboration provided through letters.	20	0-7: Required partners missing/unclear; weak/no letters 8-14: Partners identified, some roles/support defined, limited depth 15-20: Roles clear/credible, strong letters aligned; evidence of prior or planned collaboration
Work Plan & Deliverables	Attachment II:	Feasible, realistic work plan with specific milestones and	15	0-5: Work plan vague/unrealistic; deliverables unclear

Criteria	Linked Application Components & Questions	Description	Max Points	Scoring Guidance
	Q7. Activities & Deliverables Attachment III	deliverables achievable within grant period.		6-10: Some activities/milestones but lacks detail or realism 11-15: Feasible, detailed, ≥3 major activities/milestones, logical sequencing; deliverables specific & measurable
Grant Readiness	Attachment II: Q8. Grant Readiness	Applicant team demonstrates basic capacity (staffing, insurance, onboarding). Experience with State grants not required.	10	0-3: Staffing/capacity missing or vague 4-7: Some readiness elements present but gaps remain 8-10: Clear staffing plan and readiness; strong evidence of ability to manage grant
Budget & Resources	Attachment II: Q9. Budget Narrative Attachment IV	Budget reflects reasonable estimate of project needs, including staff, insurance, partnerships, evaluation.	10	0-3: Budget incomplete/unrealistic; missing key allocations 4-7: Budget somewhat realistic; limited justification 8-10: Clear, well-justified budget aligned with activities; includes ≥5% evaluation & ≤30% indirect costs
Context (Unscored)	Attachment II: - Q10. Long-Term Sustainability - Q11. Public Summary	Provides context and communication material. Not scored but may clarify or strengthen overall project narrative.	-	Not scored. Reviewers may note strengths/weaknesses in feedback.

Many Applicants – especially first-time Applicants, small organizations, schools, and Tribal Governments – may use this grant to build partnerships, explore needs, and refine their planning approach.

Applicants are not required to have formalized partnerships or finalized deliverables to score well.

The review panel values potential and alignment as well as readiness. Reviewers are looking for alignment with community priorities, a strong vision, and a realistic plan for how the project will take shape over time. Planning is designed to support this development.

After Applying

Confirmation of Application Submission

CARB will send a confirmation email to each Lead Applicant within **24 hours of receiving the electronic application** or on the next business day. Lead Applicants are encouraged to submit their applications at least one day in advance of the deadline to avoid technical difficulties and ensure receipt by the deadline. Applications received after the application deadline will be rejected and not scored.

All information and data submitted in response to this RFA are the property of CARB and will become a public record (see [Administration](#) section).

Application Review Process and Scoring

Eligible applications will be evaluated by a scoring panel selected at CARB's sole discretion. The panel may include CARB staff and reviewers from other public agencies with expertise in community engagement, transportation equity, Tribal priorities, and climate investments.

The panel will evaluate applications based on the eligibility requirements and scoring criteria described in this RFA. CARB will award funds to eligible applications in order of highest score until all available funds are awarded.

Funding is not guaranteed. If the total funds requested by the highest-scoring applications exceed the amount available, CARB may:

- Fund a portion of the next highest-scoring application,
- Carry the remaining funds forward to the next Fiscal Year, or
- Direct the remaining funds to another project in the Funding Plan.

CARB also retains the right to remove ineligible or unallowable components from an otherwise eligible application, or to reduce the scope of an application in order to use any remaining funds.

Preliminary selection of an application does not guarantee approval or funding. Selected applicants must enter into a Grant Agreement with the PCB Administrator (see Appendix B). If an agreement cannot be reached, CARB may cancel the preliminary selection and move to the next highest-scoring application or elect not to award funds.

If CARB determines, in its sole discretion, that no application sufficiently meets the goals of this RFA, or the Funding Plan, CARB is not obligated to make an award. If funding remains, CARB may redirect it to another project in the Funding Plan or re-issue this RFA.

Any violation of the California False Claims Act (Gov. Code, § [12650](#), et seq.) in connection with an application or grant agreement may result in disqualification, termination of funding, recovery of funds, and any other remedies available under law.

Award Letters

All Applicants will be notified of their status in March 2026. Selected Applicants will begin grant agreement development with the PCB Administrator in March 2026.

Post-award Process

After preliminary selection of applications, each selected Applicant must work with the PCB Administrator to refine the Scope of Work for their Grant Agreement.

Requirements Prior to Execution of Grant Agreement

An Applicant that is preliminarily selected must complete all the following activities prior to Grant Agreement execution. If the following activities are not completed, then no award shall be made, and no Grant Agreement will be approved or signed by the PCB Administrator.

Consistency with Regional Plans Letter: Submit a letter from a representative of the Metropolitan Planning Organization (MPO) in which the Project Community is located, or a representative of the equivalent regional planning agency if the Project Community is in a non-MPO region, that documents which strategies in the most recently adopted Sustainable Community Strategy or equivalent regional sustainable planning document the project will contribute to implementing.

Governing Board Resolution: Submit a resolution from the preliminarily selected Applicant's governing board that commits the entity (Applicant) to do the following things:

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

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

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

Signed Grant Agreements, regional planning letters, and approved governing board resolutions must be submitted to the PCB Administrator no later than April 24, 2026. CARB reserves the right, but not the obligation, to extend this document submittal deadline. If these documents are not submitted by the deadline, CARB, in its sole discretion, may deny the application and redirect funds to the next highest-scoring application submitted to this RFA or to another project in the Funding Plan, as needed.

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

Unawarded Applicant Debriefs and Support

Once Applicants have been selected for funding and CARB announces the anticipated awards, the Applicants that were not selected for funding have thirty days to submit a written request to cleanmobility@arb.ca.gov for a debrief meeting with CARB. The debrief will include a review of the strong and weak aspects of their submitted application and recommendations for how to improve their application for potential future funding. CARB will offer one debrief per application. The debrief may include the Lead Applicant, Sub-Applicants, and other project partners.

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

Administration

Applicant's Admonishment

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

Agreement Requirements

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

Cost of Developing Application

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

Claims against CARB

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

Disposition of Lead Applicant's Documents

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

If trade secret or proprietary information is contained in documents or other information submitted by the Lead Applicant as a part of the Application and the Lead Applicant has

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

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

Errors

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

Grant and Budget Revisions

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

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

Immaterial Defect

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

No Agreement Until Signed

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

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

No Modifications to the General Provisions

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

No Right to Protest

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

Payment of Prevailing Wages

All Applicants must read and pay particular attention to the "Prevailing wages and labor compliance" requirements in Appendix B, Sample Grant Agreement. Prevailing wage rates can be significantly higher than non-prevailing wage rates. Failure to pay legally required

prevailing wage rates can result in substantial damages and financial penalties, termination of the Grant Agreement, disruption of projects, and other consequences.

Prohibition of Gifts

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

Remedies for Non-performance

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

- CARB may seek to resolve the dispute directly with the Grantee or involve a third-party mediator.
- CARB may issue a stop work order.
- CARB may terminate the agreement at its sole discretion.
- CARB may recover grant funds, spent and unspent, to the degree they have been spent or are being spent inappropriately.
- CARB may withhold funds from payment.
- CARB may take civil actions.

RFA Cancellation, Amendments, and Outcomes

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

- Terminate this RFA (even after an intent to award has been determined), and, at CARB's sole discretion, issue a new RFA.
- Revise the amount of funds available under this RFA.
- Extend or modify deadlines specified in this RFA or in the Grant Agreement, including deadlines for accepting applications.
- Waive or correct any minor or inadvertent defect, irregularity, or technical error in an application, in the RFA, or in the RFA process, or as part of any subsequent grant negotiation.
- Modify the selection process, the Grant Term, or the contents or format of the forms, conditions, instructions, or requirements.
- Request that a Lead Applicant supplement or modify all or certain aspects of a submittal or other documents or materials that have been submitted.

2025 Planning and Capacity Building RFA

- Reject any or all applications received in response to this RFA, without indicating any reason for such rejection.
- Modify any terms or conditions of the Draft Sample Grant Agreement.
- Terminate failed negotiations without liability and negotiate with other Applicants.
- Negotiate with any or none of the Applicants.
- Issue grants specified in this RFA by any other legal means.
- Disqualify any Lead Applicant or Grantee on the basis of a real or apparent conflict of interest or evidence of collusion that is disclosed by the Lead Applicant or other data available to CARB.
- Eliminate, reject, or disqualify an application from any Lead Applicant who fails to submit a responsive application or who later fails to demonstrate that they are a responsible Lead Applicant, as determined solely by CARB.
- Accept all or a portion of an application.

Withdrawal of Application

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