

Community Planning and Capacity Building Grants: 2025 Request for Applications

Appendix A: Application Template

Attachment II, Narrative Questions

December 2, 2025

More information: arb.ca.gov/pcb-rfa

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.

Instruction for Narrative Questions

These grants are intended to advance transportation equity by supporting projects that identify community transportation needs, build local capacity, and develop actionable plans or partnerships to address inequities in access, safety, affordability, reliability, and environmental outcomes. Applicants do not need to have all project details finalized – the grant can support planning, partnership development, and early implementation of priority activities.

Character limits and page equivalents are provided to help you focus responses; reviewers value clarity, completeness, and alignment with equity goals more than exact word count.

Question 1. Community Challenges and Priorities

Prompt: Describe the main transportation, access, or environmental challenges in your community that this project will help address. Why are these issues important to residents, and how do they relate to transportation equity? Focus on lived experiences, gaps in services, unsafe or costly travel, and populations most affected by inequities.

- **Character Limit:** 2,000 (about three-quarter page)
- **Scoring Criteria:** *Project Vision & Community Need (25 points)*

Question 2. Project Vision and Description

Prompt: What is your vision for this project? Describe the proposed activities and how they will identify or address community transportation needs, advance transportation equity, and develop organizational and community capacity. Consider workforce development, community resiliency, and economic opportunities for community members. You do not need to have every detail finalized; the grant may support planning, piloting, or partnership-building activities.

- **Character Limit:** 2,500 (about 1 page)
- **Scoring Criteria:** *Project Vision & Community Need (25 points)*

Question 3. Project Community

Prompt: Describe the community your project will benefit. Who lives, works, or goes to school there, and why was this community chosen? Include demographics, transportation access, and assets such as schools, transit stops, or Tribal housing. Tribal applicants may also describe governance structures or culturally guided priorities. Emphasize populations most affected by transportation inequities.

- **Character Limit:** 2,000 (about three-quarter page)

- **Scoring Criteria:** *Project Vision & Community Need (25 points) and Communities of Focus (5 points)*

Question 4. Engagement Approach

Prompt: How will your project include community voices – especially low-income residents, Tribal members, youth, elders, or other groups often excluded from transportation decisions? Describe outreach, supports for participation (translation, participation incentives), and how decision-making power will rest with the community. Highlight equitable engagement practices that inform planning and project design.

Note for Tribal Applicants:

We understand that engagement in Tribal communities may follow unique governance structures, including Tribal Council review or culturally guided processes. Please describe your project's engagement approach in a way that reflects how community and Tribal governance input will shape planning and decision-making.

- **Character Limit:** 2,000 (about three-quarter page)
- **Scoring Criteria:** *Community Engagement & Equity (20 points)*

Question 5. Benefits to Priority Populations

Prompt: Who will benefit from this project, and how will it improve their daily lives or reduce transportation inequities? Describe how engagement activities intentionally involve residents often excluded from planning and decision-making. Include capacity-building outcomes, understanding of clean transportation options, and any early actions the grant may fund to support these benefits.

- **Character Limit:** 1,200 (about half page)
- **Scoring Criteria:** *Community Engagement & Equity (20 points)*

Question 6. Partnership Structure

Prompt: Describe the roles and responsibilities of the Lead Applicant, Sub-applicants, and Community Partners, and how decision-making power will rest with the community. Explain why each partner is well-suited for their role, how equity is built into the structure, and how potential power imbalances will be addressed. If partnership structures are not yet fully formed, describe how the grant will support their development. Optional diagrams may be attached.

- **Character Limit:** 2,000 (about three-quarter page)
- **Scoring Criteria:** *Partnership & Collaboration (20 points)*

Question 7. Activities & Deliverables

Prompt: Summarize the key activities your project will carry out and expected outputs (reports, workshops, outreach materials, events). Use Appendix A: Attachment III, Scope and Timeline Template for detailed tasks and milestones. Include any early implementation or planning activities funded by the grant.

- **Character Limit:** 1,000 (about a third page)
- **Scoring Criteria:** *Work Plan & Deliverables (15 points)*

Question 8. Grant Readiness

Prompt: How is your organization (and partners) prepared to manage this grant? Highlight experience, staffing, systems, and any relevant past projects. Describe potential challenges and how you plan to address them. Explain how you will use the grant to build capacity if some areas (staff, partnerships, or systems) need support.

- **Character Limit:** 1,200 (about half a page)
- **Scoring Criteria:** *Grant Readiness (10 points)*

Question 9. Budget Narrative

Prompt: Provide a brief explanation of how you will use grant funds. Include priorities such as staff time, outreach, insurance, evaluation, and any early activities that need funding to advance capacity building and/or planning. Submit full details using Appendix A: Attachment IV, Budget Template.

- **Character Limit:** 1,000 (about a third page)
- **Scoring Criteria:** *Budget & Resources (10 points)*

Question 10. Long-Term Sustainability

Prompt: How will the benefits of your project continue after the grant ends? Describe strategies for sustaining outcomes through partnerships, funding, community engagement, and capacity-building. If long-term plans are not yet fully formed, describe how the grant will support development of these strategies and ensure equitable transportation outcomes.

- **Character Limit:** 1,200 (about a third page)
- **Scoring Criteria:** Strengthens overall case

Question 11. Project Summary for Public Sharing

Prompt: Provide a brief, plain-language summary of your project (max 1,000 characters). This may be shared publicly. Include:

- The community or population you will focus on
- The main transportation equity challenge or need
- The planning, capacity-building, or early implementation activities the grant will support
- The intended outcome or change by the end of the grant