

Community Planning and Capacity Building Grants: 2025 Request for Applications

Appendix A: Application Template

Attachment III, Scope and Timeline Template

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.

Instructions: Use the template below to describe the project scope and timeline. If selected for award, this or a modified version of this scope and timeline will be included directly in the grant agreement.

I.Scope of Work

Instructions: Starting with Task 2, update any bracketed instructions to reflect the proposed project activities. Applicants are encouraged to structure the Scope of Work using the fewest number of tasks necessary to carry out the proposed effort. Each task may include up to 5 subtasks. Continue this structure by assigning one task per project component, with up to 5 subtasks per task, to describe all activities needed to complete the work.

Do not modify Task 1. Task 1 includes standard grant management and reporting requirements that apply to all projects.

Task 1. Grant management

Administer the various tasks of the project including participation in meetings with the Statewide Planning and Capacity Building Project Administrator (PCB Administrator); development and implementation of the Project Plan; record-keeping procedures; reporting procedures; and financial tracking and disbursements. Throughout this task “Administrator” refers to the third-party PCB Administrator (and CARB as needed).

1.1. Conduct meetings and communicate with Administrator staff.

1.1.1. Onboarding Meeting with PCB Administrator: The Grantee’s key project personnel will attend an onboarding meeting with Administrator Staff within 30 days of the execution of the Grant Agreement. The Administrator staff will lead the onboarding meeting. The purpose of the onboarding meeting is to train the Grantee on administrative policies and procedures under the Grant Agreement.

1.1.2. Project Kick-off Meeting: The Grantee’s and Subgrantees’ key project personnel, in collaboration with the Administrator, will plan, attend, and conduct a kick-off meeting with Administrator and CARB staff within 45 days of the execution of the Grant Agreement and/or execution of Subgrant agreements, unless another timeframe is agreed upon by the Administrator. The kick-off meeting will be virtual unless otherwise noted by the Administrator. The Grantee will lead the Project Kick-off Meeting. agenda may include, but not be limited to, the following:

- a. A brief, high-level review of the proposed project and its goals
- b. Opportunities for synergy between project tasks
- c. Upcoming project tasks, timelines, and milestones
- d. The role of the PCB Administrator and relevant administrative processes for subgrantees
- e. Next steps for and Administrator review of upcoming deliverables

- f. Schedule for ongoing project coordination meetings
- g. Other items as necessary

1.1.3. Continue coordination with the Administrator to discuss project status.

Check-ins with the Administrator will be held monthly or quarterly, per the Administrator, and a final meeting will be held at the conclusion of the project. At minimum, the Grantee's key project personnel will participate in meetings with Administrator staff. Other project partners may participate as needed or as requested by the Administrator. Meetings will be virtual unless otherwise noted by the Administrator. Additional meetings may be scheduled at the discretion of the Administrator. While the Administrator may host the meeting and provide a format and structure, presenting progress and relevant material in check-ins is the responsibility of the Grantee. Check-ins should include:

- a. Agenda for the meeting with online meeting information provided prior to the meeting
- b. Discussion of project activities, deliverables, schedule, and milestones
- c. Discussion of any difficulties encountered since the last project update
- d. Concerns or questions requiring resolution from the Administrator
- e. Notification of any pending disbursement requests
- f. Scheduling the next project coordination meeting

1.2. Coordinate with all project partners, including Subgrantees and Community Partners, following the decision-making structure and the governance, legal, and financial relationships set out in the partnership structure. This must include:

- a. Executed agreements with all parties that will be compensated in return for specific work or information supplied as part of the scope of work.
- b. Regular communication with all Subgrantees, such as check-ins to keep track of progress made and troubleshoot issues encountered. The Grantee is responsible for keeping the Administrator informed of progress on all projects, including those that are being led by one of the Subgrantees.
- c. Regular communication with all Community Partners in a mutually agreed-upon format to share progress and receive feedback on project implementation and design
- d. Accessible public meetings to share progress and receive feedback on project implementation and design.
- e. Updates to Community Partners and other community stakeholders on how their feedback is being incorporated into the design and implementation of the project
- f. Participation in the Clean Mobility Equity Alliance

- g. Coordination with other CARB projects (e.g., Access Clean California, Clean Mobility Options Voucher Pilot) where appropriate and as requested by the Administrator
- 1.3. Develop required project plans. Grantees must prepare two project plans that serve as detailed blueprints for carrying out the grant. These plans are intended to be practical tools for the Grantee, the PCB Administrator, and project partners to guide implementation and track progress. Both plans must be reviewed and approved by the PCB Administrator before implementation. Grantees, the Administrator, and partners should revisit these plans throughout the grant term and update them as needed within the bounds of the grant agreement scope. The two required project plans are:
 - a. Outreach and engagement plan for inclusive community participate - Describes how community members, including those most impacted, will be engaged in shaping, implementing, and benefiting from the project. The plan must include:
 - a. Strategies for inclusive outreach, including culturally appropriate methods
 - b. Plans for providing interpretation, translation, or accessibility support
 - c. Opportunities for ongoing feedback and co-creation with the community
 - d. How engagement activities will be documented and shared
 - b. Data collection, evaluation, and reporting plan - identifies how data will be collected, evaluated, and shared. The plan must include:
 - a. The type(s) and format(s) of data to be collected
 - b. Data collection and reporting processes
 - c. Data security policies
 - d. How evaluation of the project outcomes will take place, using both community-defined and CARB-defined metrics
 - e. A schedule for annual data reporting to the PCB Administrator (or more often, if requested)
- 1.4. Project Records: Establish and maintain records on each aspect of project implementation. Report on and assess progress throughout project implementation via a combination of metrics defined by the Administrator and metrics defined by the Grantee and the community. The purpose of data collection and reporting is to document and assess the outcomes of each funded project, which may include better understanding of project impacts on behavior change, vehicles miles traveled, and equity.
 - 1.4.1. For all projects, track and report metrics, such as, but not limited to, the data types outlined in the solicitation on an annual basis.
 - 1.4.2. Participate in third-party research projects as requested by the Administrator.
 - 1.4.3. Status Reports: Submit numbered status reports accompanying grant disbursement requests to the Administrator at least bi-annually but may

submit more regularly if necessary to justify more frequent disbursements with prior approval from the Administrator. Status reports must follow a specific format and include specific topics as requested by the Administrator.

- 1.4.4. Final Report: The Final Report must be submitted within 90 days of the Administrator receiving the draft Final Report, or by January 31, 2028, whichever comes first. A draft Final Report is due to the Administrator within 30 days of project completion, or by October 31, 2027, whichever comes first. Final reports must follow a specific format and include specific topics as requested by the Administrator.
- 1.4.5. Identify participant data that are confidential and develop measures to keep these data confidential. For example, individuals' physical characteristics, residential address, wage and salary information, driver's license or state-issued ID number, and insurance policy number must be kept confidential.
- 1.4.6. Develop a systematic process and schedule to back up database(s) monthly at a minimum, more often if possible.
- 1.4.7. Develop and enforce security measures to safeguard project database(s).
- 1.4.8. Store all records in a secured and safe storage facility that maintains confidentiality and provides fire and natural disaster protection.
- 1.4.9. Retain files during the term of the Grant Agreement plus five years after the grant term expires.
- 1.4.10. Transfer all project records requested by the Administrator once the project ends. Upon completion of the fifth year of record retention, submit all remaining project records to the Administrator that have not previously been requested or turned over to the Administrator.
- 1.5. Document, track, and report expenditures, including expenditures of State funds and resource contributions.

Task 2. [Task Name]

[Briefly describe task.]

- 2.1. [Briefly describe first subtask.]
- 2.2. [Briefly describe second subtask.]
- 2.3. [Briefly describe third subtask.]
- 2.4. [Briefly describe fourth subtask.]
- 2.5. [Briefly describe fifth subtask.]

Task 3. [Task Name]

[Briefly describe project.]

- 3.1. [Briefly describe first subtask.]
- 3.2. [Briefly describe second subtask.]
- 3.3. [Briefly describe third subtask.]
- 3.4. [Briefly describe fourth subtask.]
- 3.5. [Briefly describe fifth subtask.]

II. Task Timeline

Instructions: Complete the table below with an estimated start date and end date for each task and subtask. Add or remove lines as needed until every subtask in the scope above is included.

Task #	Approximate Start Date	Approximate End Date
Task 1	May 1, 2026	[Grant Term End Date]
Task 2.1	-	-
Task 2.2	-	-
Task 2.3	-	-
Task 2.4	-	-
Task 2.5	-	-
Task 3.1	-	-
Task 3.2	-	-
Task 3.3	-	-
Task XX	-	-