

APPENDIX A

GRANT APPLICATION

Clean Mobility in Schools Pilot Project

For FY 2018-19

Mobile Source Control Division
California Air Resources Board
August 23, 2019



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Application Instructions

The California Air Resources Board (CARB) requires applications to be accurate, and applicants are strongly encouraged to ensure their applications are brief and clear. If a project is selected for funding, the application will be the basis for the development of the grant agreement and will be incorporated as part of the grant agreement. Applications will be considered a promise to perform actions in a specific project and are not considered a starting place to begin negotiations on the project's final Scope of Work. Applications will be initially screened for completeness; incomplete applications may not be scored. The application package includes the following required elements:

1. Applicant Form (Must be signed and dated)
2. Attachment 1: Project Implementation Plan
 - a. Project Executive Summary and Project Summary for Public Posting
 - b. Project Narrative
3. Attachment 2: Proposed Budget, Project Milestone and Disbursement Schedule
4. Attachment 3: Applicant Qualifications
5. Attachment 4: Potential Emissions Reductions Calculations
6. Attachment 5: Disadvantaged Communities Eligibility Determination
7. Attachment 6: Letters of Commitment and Support
8. Attachment 7: California Environmental Quality Act Worksheet (if applicable)
9. Attachment 8: Conflict of Interest Declaration
10. Attachment 9: STD. 204 Payee Data Record

Appendix A contains the forms and information necessary for submittal of a complete application. The Project Implementation Plan and supporting attachments must address how the applicant will implement all of the tasks in the proposed Scope of Work as described in the Grant Solicitation (Solicitation) and Sample Grant Agreement (Appendix B). Provide the application documents with the Attachment # and title in the top left corner of the first page of that attachment.

If you need this document in an alternate format or language, please contact Heather Choi at (916) 322-3893 or heather.choi@arb.ca.gov. TTY/TDD/Speech to Speech users may dial 711 for the California Relay Service.

One (1) signed original, four (4) copies, and one (1) CD or DVD of the application, including all of the required documents, must be received at the California Air Resources Board headquarters at 1001 I Street, Sacramento, California 95814 by 5:00 p.m. on October 21, 2019.

Applications submitted via U.S. Postal Service, United Parcel Service (UPS), Express Mail, Federal Express, or another delivery service provider must be dispatched with enough time so that they are received by CARB no later than **5:00 p.m. (Pacific Time) on October 21, 2019** (delivery service provider tracking number may be used to verify date of receipt). Applications received after October 21, 2019 may be rejected and not scored.

Applications submitted via the U.S. Postal Service must be mailed to the following address:

Heather Choi
California Air Resources Board
Mobile Source Control Division – Mailstop 5A
P.O. Box 2815
Sacramento, California 95812-2815

Applications submitted via another delivery service or in person may be delivered to the following address:

Heather Choi
California Air Resources Board
Mobile Source Control Division – Mailstop 5A
1001 I Street
Sacramento, California 95814

Once the application has been mailed or delivered in person, please send an email to Heather Choi at heather.choi@arb.ca.gov indicating that you have submitted an application. CARB will send a confirmation email within 24 hours to the applicant once the hard-copy of the application has been received. **No applications may be submitted by fax or email.**

AQIP/LCTI APPLICATION

Please complete all of the information requested in this application.

Project:	
Company Name/Air District/Organization Name/Individual Name:	
Business Type:	
Contact Name and Title:	
Person with Contract Signing Authority/Air Pollution Control Officer (APCO):	
Mailing Address:	
City:	State:
Zip Code:	Telephone Number:
Email Address:	Fax Number:
<input type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.	

CERTIFICATION

I hereby certify under penalty of perjury that all information provided in this application and any attachments are true and correct.

Printed Name of Responsible Party or APCO:	Title:
Signature of Responsible Party or APCO:	Date:

THIRD PARTY CERTIFICATION (if applicable)

I have completed the application, in whole or in part, on behalf of the applicant.

Printed Name of Third Party:	Title:
Signature of Third Party:	Date:
Amount Being Paid for Application Completion:	Source of Funding to Third Party:

INSTRUCTIONS

Return the completed form MSCD/ISB-097, AQIP/LCTI Application, according to the instructions outlined in the solicitation.

Attachment 1: PROJECT IMPLEMENTATION PLAN

The Project Implementation Plan needs to address each area of the evaluation and scoring criteria and must include a Project Executive Summary, Project Summary for Public Posting, and a Project Narrative as described below. Provide bibliographic citations for any references cited, including names of all authors, the article and journal title, book title, volume number, page numbers, and year of publication. Do not include internet addresses (URLs) as a substitute to providing information necessary to review the application.

The Project Implementation Plan (Attachment 1) must not exceed 25 pages when printed using standard 8.5" by 11" paper with a minimum of 1" margins (top, bottom, left and right) with font no smaller than 11 point.

A. Project Executive Summary

The Project Executive Summary is a self-contained document that identifies:

1. The name of the applicant
2. The project title
3. The location(s) of the project
4. The objectives of the project
5. A description of the project
6. Methods to be employed
7. Technologies to be utilized and supporting infrastructure
8. Potential disadvantaged community benefits and outcomes
9. Expected emissions reductions from the entire project
10. Major participants
11. Total project cost
12. Requested funding amount
13. Match amounts proposed

The Project Executive Summary should not include information that is not in the rest of the proposal. This section must not include any proprietary or sensitive business information as it may be made available to the public. The Project Executive Summary must not exceed 1 page when printed using standard 8.5" by 11" paper with a minimum of 1" margins (top, bottom, left, and right) with font not smaller than 11 point.

B. Project Summary for Public Posting

The Project Summary for Public Posting is required for all competitive applications for Low Carbon Transportation Incentives funds and will be publicly posted on CARB’s website at least ten days before CARB preliminarily selects applications as Grantees. The Brief Project Summary for Public Posting must be no more than 500 words and must include:

- 14. Project Name
- 15. Name of applicant and project partners
- 16. Brief description of proposed project including location (excluding personally identifiable information for any private individuals)
- 17. Amount of funding requested
- 18. Total cost of project including requested funding amount and proposed match amounts
- 19. Expected greenhouse gas and co-pollutant emissions reductions as described in the Solicitation
- 20. How the project is to benefit a disadvantaged community

Please note that CARB may, at its sole discretion, modify the Project Summary for Public Posting to more accurately present the required project information as it is presented in the actual project application.

C. Project Narrative

The Project Narrative should expand upon the Project Executive Summary and provide sufficient information so that reviewers will be able to evaluate the application in accordance with these scoring criteria:

TOTAL 100 POINTS POSSIBLE

1. Qualifications and Level of Readiness – Maximum 16 points

Points possible	Criteria to be addressed
4	Describe the experience, expertise, administrative, technical qualifications, and capabilities the proposed Grantee and any relevant project partners have in implementing incentive projects or programs and working with key project stakeholders. Include education, training, research, professional experience, and the experience and/or ability of the applicant to administer similar incentive programs. See Attachment 3 for supporting document requirements.

Points possible	Criteria to be addressed
2	Describe the roles and the work to be performed by each of the project's key participants, including, but not limited to the project manager, data collector, end users, and any relevant community-based organizations.
2	Name any community-based organizations that are in support of the proposed project, describe any plans for ongoing engagement with those organizations, and describe what role each will play in the proposed project. See Attachment 6 for supporting Letter(s) of Commitment and Support requirements.
3	Describe the current transportation, mobility, and sustainability practices at the school(s). Include the school's or schools' fleets, transportation options for students and staff, and status of other relevant transportation initiatives. Describe the usage patterns of school district fleet vehicles. Provide estimated counts of participants of current options by user type: staff, students, parents, others as needed. Describe any existing environmental literacy programs, policies, or requirements in the school(s) where the project will be implemented. Describe any existing written plan for implementing more sustainable practices and/or purchasing cleaner equipment or vehicles for the school district's or districts' facilities and/or school yard(s).
2	Identify any fueling, charging, or other related infrastructure already in place that will be utilized by the proposed vehicles and equipment during the proposed pilot project, and the agreements that are planned or already in place to utilize the existing infrastructure. Provide the analysis that has been accomplished, if any, to identify and/or address grid impacts during peak electricity demand hours.
2	Describe the status of the school district's fleet compliance with CARB regulations, as described in the Solicitation, Section IV. If not currently in compliance, include the school district's plan for achieving compliance, which is required before a Grant Agreement would be signed. Applications that omit this information will be disqualified.
1	Provide evidence of all subagreements, Memoranda of Understanding, Board approvals in place at the time of application submittal, and/or describe the efforts that still need to be taken to garner other planned subagreements.

2. Project Objectives and Work Plan – Maximum 19 points

Points possible	Criteria to be addressed
6	Provide a project plan that identifies which project elements were selected and how they address the Clean Mobility in Schools Pilot Project objectives. Include a concise statement of how the project meets CARB's goals under the Clean Mobility in Schools Pilot Project solicitation and the FY 2018-19 Funding Plan. ¹ Were project participants (e.g., community members, students, teachers) involved in the decision-making? If so, how were they involved?
4	In a logical sequence, describe the tasks necessary to prepare for and conduct the proposed project. Tasks should be divided into the phases of the project, as appropriate, and described in enough detail for reviewers to understand the Scope of Work. Identify what entity (e.g. Grantee, project partner) will perform each task.
3	Identify the end users of the vehicles, equipment, vouchers, strategies, and any facility improvements included in the project, and how the Grantee will ensure any required data will be collected from those end users.
3	Demonstrate how the project plan builds in opportunities for robust communications between project end-users and partners (early, often, and through all phases of the project) to address design, build, risk management, issue resolution, and deployment of the project to help keep the project focused and on schedule, and help break through any barriers to adoption.
3	Describe the disposition of funded vehicles and equipment after the proposed State funding for this project is complete. Projects that indicate they will continue the use of funded assets in their normal business practices after the term of the project could score higher than those that do not indicate the disposition of funded assets.
	See Attachment 2 for detailed supporting document requirements.

¹ LCTI/AQIP FY 2018-19 Funding Plan
https://www.arb.ca.gov/msprog/aqip/fundplan/proposed_1819_funding_plan.pdf

3. Potential of Project to Advance Clean Mobility Adoption – Maximum 16 points

Points possible	Criteria to be addressed
6	Provide a description of the transportation needs of the school community, what opportunities exist for clean shared mobility options, and how the proposed plan provides solutions to meet the needs of the community. Describe how the project will be transformative and engaging, and how the school community will benefit from the project. Make the case for the critical needs that the project will address and support it with verifiable data, if available. Describe any needs that will not be met with the proposed plan.
6	Describe how the proposed plan provides a platform for advancing clean mobility adoption within both the school’s operations and the broader community. Applications that contain multiple project elements operating in concert, multiple end-users of the vehicles and equipment, and the greatest number of recipients of outreach, education, and training relative to the school community needs will be scored higher. Projects that can utilize full zero-emission technology will score higher than those technologies that only partially eliminate emissions.
4	Describe any leveraged resources for the benefit of implementing the project. Applications that include match or leveraged funding will score higher than those that do not.

4. Timeline for Project Completion – Maximum 10 points

Points possible	Criteria to be addressed
10	Provide a project schedule including the milestones. Both a tabular and graphic display (such as a Gantt chart) of the project schedule is preferred, but at a minimum, a tabular display is required. Information must include task duration, start and completion dates, and expected time to secure materials and construction services. Milestones must be clearly identified. Include budget disbursement dates that coordinate with the project schedule. Provide rationale to demonstrate that task completion dates are feasible and thoughtfully determined. Demonstrate that all work will be accomplished by March 31, 2022.
	See Attachment 2 for timeline documentation requirements.

5. Proposed Budget and Optional Match Funding – Maximum 5 points

Points possible	Criteria to be addressed
5	Provide a clear and concise project budget that lists all expenditures and source of those funds in a logical sequence that leads to on-time completion of the project in accordance with the sample budget in Attachment 2. Applications that omit this information will be disqualified.
	See Attachment 2 for budget sample and requirements.

6. Potential Emissions Reduction Benefits – Maximum 5 Points

Points possible	Criteria to be addressed
5	Provide a summary of the expected emissions reductions for the entire project and for each quantifiable project element as described in Attachment 4 of this Appendix and Appendix D. Applications that omit this information will be disqualified.
	See Attachment 4 for requirements.

7. Benefits to Disadvantaged Communities – Maximum 10 Points

Points possible	Criteria to be addressed
10	Provide a general description of how the proposed project benefits members/residents of disadvantaged community census tracts. ² Provide evidence that shows, at a minimum: the various vehicle types, where they will be parked when not in use, their primary routes of expected travel, their primary radius of use (if applicable), and percentage of time used within a disadvantaged community or used by a community member in a disadvantaged community. This can be shown with a combination of graphical maps, tables, or other types of lists that can clearly be itemized and followed by application reviewers. For each project vehicle or equipment, estimate the percentage of trips and miles that will be

² For interactive maps of disadvantaged community census tracts, go to: <https://oehha.ca.gov/calenviroscreen/sb535>

Points possible	Criteria to be addressed
	traveled within the boundaries of disadvantaged community census tracts. Applications that omit this information will be disqualified.
	See Attachment 5 for supporting documentation requirements.

8. Outreach, Education, and Training Plans – Maximum 14 points

Points possible	Criteria to be addressed
5	Describe the proposed plans for providing targeted education of students in the pilot project’s school(s). Include elements that will increase/enhance students’: 1) environmental literacy related to air pollution and climate change; 2) awareness of clean mobility options and their benefits; 3) awareness of incentives for clean mobility adoption; and 4) awareness of/access to related workforce training. The plan should also indicate how teachers/partners will measure success of this educational program/set of lessons. Include the total number of students that are expected to receive this education, what length of time would be spent on these topics, in what subject areas the content would be addressed (e.g., in science classes, history/social science classes, or in other/all subject areas), and at what grade level(s) the content would be addressed. Additionally, describe the school/district’s plan for related environmental literacy professional development for staff (or name the external partners who will present the above lessons to students).
4	Describe the proposed plans for providing targeted outreach to the various school and related community audiences. Include elements that: 1) will increase/enhance: environmental literacy related to air pollution and climate change, awareness of clean mobility options and their benefits, access to incentives for clean mobility adoption, and access to workforce training; 2) plan for measuring the success of the outreach, education, and training elements; 3) indicate the number of staff, parents, students, and other community members expected to be targeted. Include the types of outreach and deliverables planned, any incentive offered (e.g., food, transportation, childcare) for participating, and the goals and expected outcomes of such events and deliverables. Include the names of existing programs and resources that will be highlighted, such as California Climate Investments ³ and Moving California. ⁴

³ California Climate Investments <http://www.caclimateinvestments.ca.gov/about-cci>

⁴ Moving California <https://ww3.arb.ca.gov/msprog/lct/movingca.htm>

Points possible	Criteria to be addressed
4	<p>Describe the school/district’s plan for providing training to: 1) any relevant district personnel and students on the use, care, installation, and maintenance of the project’s vehicles, equipment, and charging technology; and 2) members of the broader school community that will be involved with the project (e.g., local community college students, other school districts).</p> <p>In the plan, include elements that: 1) will increase/enhance: environmental literacy related to air pollution and climate change, awareness of clean mobility options and their benefits, access to incentives for clean mobility adoption, and access to workforce training; 2) plan for measuring the success of the training elements; and 3) the number of personnel, students, and other community members expected to receive training.</p>
1	<p>Describe what safety measures will be in place to ensure safe operation and maintenance of the vehicles, equipment, or facility improvements during installation, operations, battery charging, and maintenance. Identify any specific issues that first responders, such as firefighters and police, should be aware of if an emergency is encountered, either due to internal or external forces, with vehicles, equipment, facility improvements, and electric vehicle supply equipment funded under this pilot project.</p>

9. Potential of Project to Act as a Showcase of Transformation – Maximum 5 Points

Points possible	Criteria to be addressed
3	<p>Describe how the project can be sustainable after State funding is complete and provide the opportunities to replicate this project in other school communities.</p>
2	<p>Describe the plans to share results and lessons learned from the project with other schools within the school district that are not part of this proposed project, and with other school districts. Describe how the pilot project will serve as a case study for informing future decision-makers to take actions in relevant areas.</p>

Attachment 2: PROPOSED BUDGET, PROJECT MILESTONES, AND DISBURSEMENT SCHEDULE

- A. The Proposed Budget must include all estimated labor, material, equipment, construction, and installation costs associated with the project, including but not limited to:
1. Requested funds and description of any applicable commitments of cash or match funding for administrative expenses; and
 2. Requested project-related funds for:
 - a. deployment of project vehicles and equipment;
 - b. site preparation, construction, and installation of associated infrastructure needed to support project vehicles and equipment;
 - c. construction of funded renewable power generation and storage systems
 - d. education and outreach; and
 - e. other funded activities that are part of the proposed project
 3. Committed cash and in-kind match for:
 - a. production and/or deployment of project vehicles and equipment;
 - b. site preparation, construction, and installation of associated infrastructure needed to support project vehicles and equipment;
 - c. construction of funded renewable power generation and storage systems;
 - d. education and outreach; and
 - e. other funded activities that are part of the proposed project

Please be as specific as possible when describing cash or in-kind match services (e.g., itemized staff time, equipment, consumables, or other costs that are being committed).

Cash match can include cash contributions to the project by the applicant or project partner, cash contributions from Federal, State, Local, and private sources, administrative and project-related labor expenses, and equipment, materials, and fuel purchased specifically for the project. All work associated with cash match contributions must be applied after the Grant Agreement has been fully executed.

In-kind match refers to materials, equipment, and services provided by project partners and made available to the project (i.e., access to existing hydrogen fueling station, equipment transportation). Such items should be owned prior to the grant award and used during the duration of the grant period. In-kind match can also include funding that is awarded to a member of the project team and will be used as part of the proposed project. Funds from California Climate Investments are not allowed to be used as match.

- B. The Project Milestones and Disbursement Schedule must follow the format described in Exhibit B Attachment II in the sample Grant Agreement (see Appendix B) and illustrated in the Sample Budget and Sample Project Milestones and Disbursement Schedule in this appendix. Milestones must be linked to specific tasks and deliverables detailed in the Project Scope of Work and Schedule and illustrated in the Sample Budget and Sample Project Milestones and Disbursement Schedule in this appendix. All disbursement amounts must be tied to a milestone; however, it is not necessary for every milestone to be paired with a disbursement request.

The following conditions apply to the Proposed Budget, the Project Milestones, and Disbursement Schedule:

1. Indirect costs may not exceed 5 percent of the total amount awarded by CARB.
2. Administrative expenses, both match and grant funded, must be described as either time-and-materials with detailed labor rates, or described as a work product deliverable (i.e., quarterly report, project management plan, etc.).
3. Any labor rate adjustments must be included in the application budget detail for the entire project term. Labor rates may not be increased at any time from those identified in the application.
4. All project partners must participate in the development of the Proposed Budget and the Project Milestones and Disbursement Schedule, and agree to be bound by it for the duration of the project. Any expectation of cost of living increases or increases in costs for project administration due to inflation or other reasons need to be included in the Proposed Budget along with rationalization for any increases in administrative costs. Regardless of any proposed increases in costs due to cost of living, inflation, or other reasons the total amount of funding for a proposed project will not be changed once the Grant Agreement is executed.
5. If the project uses assets that have been or will be funded in whole or part by other public incentive programs and that are still under contractual obligations, their incentive program status must be clearly identified in the Project Narrative.
6. Reimbursement for the final report must be at least 10 percent of the requested administrative budget or \$10,000, whichever amount is greater.

For projects that include installation of charging infrastructure to be funded as part of the project, include information showing the infrastructure is designed and engineered to match the specific minimum charging needs of the proposed vehicles and equipment. The applicant must include a template illustrating station parameters that must be met, in addition to a "space or area" where parameters that must be supplied or provided by the applicant will be placed appropriate to the vehicles and equipment being served. Details must be provided explaining any existing similar infrastructure where the funded infrastructure is proposed to be sited (e.g., existing electrical infrastructure where proposed charging infrastructure is to be sited). In

cases where the applicant would make the funded infrastructure available to non-project fleets, the proposal must include information showing how the applicant will plan for capacity adjustments to handle the additional demand.

1. Sample Proposed Budget

The Sample Proposed Budget may be copied or recreated as needed.^{5,6}

(Numbers are provided for illustrative purposes only. Applicant may modify this sample budget to meet their specific needs.)

TASK 1 – PROJECT ADMINISTRATION						
Direct Labor plus Expenses			Grant	Match Funding		
Position/Classification	Hourly rate	Hours	CARB	Cash	In-Kind	Total
Program Manager			\$			
Project Manager						
Technician				\$	\$	
Accountant				\$	\$	
Clerical				\$	\$	
<i>Labor Subtotal</i>						
Direct Costs (non-labor)						
Travel Costs	N/A					
Equipment and Supplies	N/A					
Other Direct Costs	N/A					
Task 1 subtotal			\$	\$	\$	\$
TASK 2						
Project Costs		N/A				
Task 2.1-Purchase orders		N/A				
Task 2.2-Parts delivered		N/A				
Task 2.3-Assembly		N/A				
Task 2.4-Test and certify		N/A				
Task 2 subtotal						
TASK 3						
Direct Labor						
Project Manager						
Technician						
<i>Labor subtotal</i>						

⁵ Hourly rates must include direct labor plus overhead and fringe benefits. Any adjustments to hourly rates that may occur over the term of the project must be detailed in the project budget and explained in the application.

⁶ Provide additional detail, as necessary, to show cost break down by task, subtask, and project partner.

Direct costs-Travel/Supplies					
Project Costs					
Task 3.1-Training					
Task 3.2-Data collection	N/A				
Task 3 subtotal					
Total All Tasks					
			% of total		
Total Grant Request to CARB		\$	74%		
Administration Portion of Request		\$	4.5%		
Cash Match		\$	18%		
In-Kind Match		\$	8%		

SAMPLE

2. Sample Project Milestone and Disbursement Schedule

Task #	Description	Start Date	Completion Date	Cash Match Funds	In-Kind Funds	Grant Funding Amount
1.1	Conduct Kick-Off Meeting		2/20/2020	\$	\$2,500	\$
1.2	Finalize Work Plan	2/20/2020	3/20/2020	\$	\$0	\$4,000
1.3	Finalize Outreach Plan	2/20/2020	3/20/2020	\$	\$0	\$4,000
2.1	Finalize Vehicle Acquisition Plan	3/21/2020	4/15/2020	\$	\$	\$4,000
2.2	Submit Purchase Orders for New Vehicles			\$	\$0	\$1,500
1.6.1	Submit Status Report			\$	\$0	\$1,500
Subtotals				\$0	\$2,500	\$20,000
Disbursement Request #1			5/20/2020	Disbursement Amount \$20,000.00		
3.1	Finalize Infrastructure Installation Plan		5/20/2020	\$	\$5,000	\$5,000
3.2	Develop Participant Training Materials	5/30/2020	6/30/2020	\$	\$	\$4,000
3.3	Conduct Training Sessions	6/30/2020	7/15/2020	\$	\$1,500	\$4,000
4.1	Finalize Bicycle Acquisition Plan	5/21/2020	6/15/2020	\$	\$	\$4,000
1.6.2	Submit Status Report			\$	\$	\$1,500
Subtotals				\$	\$6,500	\$
Disbursement Request #2			8/20/2020	Disbursement Amount \$35,000.00		

Attachment 3: GRANT APPLICANT QUALIFICATIONS

- A. Staff Information: Include information for each staff member to be involved in developing, implementing, or administering the Clean Mobility in Schools Pilot Project. Clearly identify staff proposed for day-to-day project implementation. Attach résumés (exclude or redact personally identifiable information).

Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	

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B. Project Partner Information: Applicants may partner with other entities. Provide the names and information for any and all subcontractors and partners that will perform tasks for this grant. Attach qualification narratives, résumés, (exclude or redact personally identifiable information) and include letters of commitment in Attachment 6 for individuals listed below.

Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	
Name:	Hourly rate:
Phone:	Email:
Title:	
Expected duties:	

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Attachment 4: POTENTIAL EMISSIONS REDUCTIONS CALCULATIONS

The applicant must use the Calculator Tool for Clean Mobility in Schools provided online at <https://ww2.arb.ca.gov/resources/documents/ci-quantification-benefits-and-reporting-materials>, and in accordance with the methodology in Appendix D, to determine expected reductions of greenhouse gas (GHG) and air pollution emissions and vehicle miles traveled. All references and variables used that are not included in Appendix D must be cited and explained, and calculations and assumptions made must be shown clearly and in their entirety. Inaccurate calculations could result in disqualification. If the project uses assets funded in whole or part by other incentive programs, the Project Narrative must include a plan to ensure that emissions reductions required by such incentive program's contract or grant are considered and accounted for separately from emissions reductions achieved by the Clean Mobility in Schools Pilot Project.

Print the GHG summary and the Co-benefits summary sheets that are generated in the Calculator Tool and provide them in this attachment. Indicate in the narrative which project elements in the proposed plan were selected for calculations in the tool.

Submit the completed Calculator tool (an Excel spreadsheet file) along with the other attachments on the CD or DVD.

Attachment 5: DISADVANTAGED COMMUNITIES ELIGIBILITY DETERMINATION

Provide the school district location addresses, equipment location addresses, vehicle routes, and location of other elements that are being attributed to benefitting a disadvantaged community.

Being located in a disadvantaged community is determined by the location of the school(s) that is/are served by the proposed project elements (the vehicles and pieces of equipment, as well as the education and outreach). Project elements do not need to be located completely within a disadvantaged community to be eligible for funding but should be partially located or serving a disadvantaged community. Projects that are dedicated completely to schools located in one or more disadvantaged communities will score higher than those with project elements benefitting school communities outside of a disadvantaged community.

For Clean Mobility in Schools Pilot Project, disadvantaged community status is determined using CalEnviroScreen 3.0's SB 535 Disadvantaged Community Map located online at <https://oehha.ca.gov/calenviroscreen/sb535>. CalEnviroScreen is a screening methodology that is used to help identify California communities that are disproportionately burdened by multiple sources of pollution.

Attachment 6: LETTERS OF COMMITMENT AND SUPPORT

Include letters of commitment and support from partners, subcontractors, community groups that are part of the project team stating their commitment to the project and/or specific minimum dollar amount of cost sharing as part of any match funding or

as other leveraged funding. Letters must be signed by the person authorized by the entity to commit the expenditure of funds. CARB may choose not to consider letters that do not have specific dollar amounts. Applicant and subcontractor(s) relationships must be disclosed in the application. If subcontractors are subject to a public process for approval, that process must be fully disclosed in the application, including who must approve contracts, the process for approval, and the anticipated timelines for approvals. Include subcontractor information per instructions in Attachment 3.

If a third party proposes to provide any part of a match used for application scoring, the Grantee must include a letter from each third-party stating the source of those funds and that it is committed to providing a specific dollar value.

Local community-based organizations that are part of the project team are encouraged to detail their support for the project and what role the community group will play in the project. Further, letters should indicate the level of support the project has in the disadvantaged community(ies) where the project is located and indicate the group's role in the community.

Attachment 7: CALIFORNIA ENVIRONMENTAL QUALITY ACT WORKSHEET

This attachment must be submitted as part of the application if the project proposal includes proposed infrastructure installation (e.g., electric vehicle supply equipment, bicycle storage units). Additional information regarding this requirement is available in Appendix E.

The California Environmental Quality Act (CEQA) (Public Resources Code §§ 21000 et seq.) requires public agencies to identify the significant environmental impacts of their actions and to avoid or mitigate them, if feasible.⁷ Under CEQA, an activity that may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment is called a "project" (Public Resources Code § 21065). Agency compliance with CEQA may include preparing a Notice of Exemption or conducting an Initial Study and preparing a Negative Declaration, a Mitigated Negative Declaration, or, if there are significant impacts, an Environmental Impact Report.

The Lead Agency is the public agency that has the greatest responsibility for preparing environmental documents under CEQA, and for carrying out, supervising, or approving a project. Where the grant recipient is a public agency, the Lead Agency is typically the recipient. Where the grant recipient is a private entity, the Lead Agency is the public agency that has greatest responsibility for supervising or approving the project as a whole.⁸ When issuing contracts, grants, or loans, the California Air Resources Board is typically a "Responsible Agency" under CEQA, which means that it

⁷ To view frequently asked questions and answers about CEQA, please visit <http://resources.ca.gov/ceqa/more/faq.html>.

⁸ 14 CCR §§ 15050, 15051. The Lead Agency typically has general governmental powers (such as a city or county), rather than a single or limited purpose (such as an air pollution control district).

may make its own CEQA findings based on review of the Lead Agency's environmental documents. If CARB is the only public agency with responsibility for approving the project, then CARB may act as the Lead Agency and prepare its own environmental documents (based on analysis provided by the applicant).

This worksheet will help CARB determine what kind of CEQA review, if any, is necessary, and which agency will be performing that review as a Lead Agency. No project can be selected, nor can any grant be executed, until the CEQA requirements have been satisfied.

See next page for the worksheets. Make copies as necessary to submit with the application.

Please answer all questions in the worksheet below as completely as possible. CARB may request additional information in order to clarify responses provided on this worksheet.

1. Please provide a detailed summary below of the proposed project and project location (use additional sheets if necessary):

2. What are the physical aspects of the project? (Check all that apply and provide brief description of work, including any size or dimensions of the project.) Additionally, provide site layout figure(s) showing locations of new or modified infrastructure, trenching, grading, paving, etc. Such figure(s) need not be engineering-grade; they simply should show the locations of the anticipated project components at the site. (Attach additional sheets as necessary.)

Project Aspect	Yes	No	Description of Project Aspect
Ground disturbance (including grading, paving, trenching, etc.) Provide length and depth, and describe whether the area(s) to be disturbed are previously disturbed.	<input type="checkbox"/>	<input type="checkbox"/>	
New or replaced pipelines	<input type="checkbox"/>	<input type="checkbox"/>	
Construction of underground facilities (including tanks)	<input type="checkbox"/>	<input type="checkbox"/>	
Modification or conversion of a facility, or construction of new or modified structures	<input type="checkbox"/>	<input type="checkbox"/>	
New or modified operation of a facility or equipment	<input type="checkbox"/>	<input type="checkbox"/>	
On-road demonstration	<input type="checkbox"/>	<input type="checkbox"/>	

Project Aspect	Yes	No	Description of Project Aspect
EV infrastructure (how many, what kind, approximate dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative gas station (how many, what kind, approximate dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	
Solar component (extent of and general location at project site)	<input type="checkbox"/>	<input type="checkbox"/>	
Paper study (including analyses on economics, feedstock availability, workforce availability, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Laboratory research	<input type="checkbox"/>	<input type="checkbox"/>	
Temporary or mobile structures (skid-mounted)	<input type="checkbox"/>	<input type="checkbox"/>	
Design/Planning	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe and add pages as necessary)	<input type="checkbox"/>	<input type="checkbox"/>	

3. Where is the project located or where will it be located? Additionally, specify where on the referenced property address the project components will be located by providing site layout figure(s) showing locations of new or modified infrastructure, trenching, grading, paving, etc. Such figure(s) need not be engineering-grade; they simply should show the locations of the anticipated project components at the site. (Attach additional sheets as necessary.)

Address	County	Type of Work to Be Completed at Site

4. Will the project potentially have environmental impacts that trigger CEQA review? (Check a box and explain the answer for each question. Additionally, please provide a complete description of any direct physical changes and reasonably foreseeable indirect changes to the environment that may result from the project. Please provide as much detail as possible. You may provide additional information on supplemental pages as necessary.)

Question	Yes	No	Don't Know	Explanation
Is the project site environmentally sensitive?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project site on agricultural land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the land on which the project would be built previously disturbed? Please provide detail on how the land is previously disturbed, i.e., whether it is paved and/or graded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is this project part of a larger project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is there public controversy about the proposed project or larger project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will historic resources or historic buildings be impacted by the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Don't Know	Explanation
Is the project located on a site the Department of Toxic Substances Control and the Secretary of the Environmental Protection have identified as being affected by hazardous wastes or cleanup problems?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the project generate noise or odors in excess of permitted levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the project increase traffic at the site and by what amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project expected to result in environmental impacts to any other resource area (e.g., air quality, aesthetics, water quality)? (Add pages as necessary.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

5. Will the project require discretionary permits or determinations, as listed below?

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Air Quality Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Water Quality Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Conditional Use Permit or Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building Expansion Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Hazardous Waste Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rezoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Authority to Construct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other Permits (List types)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

6. Of the agencies listed in #4, have you identified and contacted the public agency who will be the lead CEQA agency on the project?

Yes. Provide the name and contact information for the lead agency.

No. Explain why no contact has been made and/or a proposed process for making contact with the lead agency.

7. If you identified an agency with discretionary approval authority over the project (see Item 4 above), has the public agency prepared environmental documents (e.g., Notice of Exemption, Initial Study/Negative Declaration/Mitigated Negative Declaration, Environmental Impact Report, Notice of Determination) under CEQA for the proposed project?

Yes. Please complete the following and attach the CEQA document to this worksheet. (For "Not a project," the title of the document may be an e-mail, resolution, or letter.)

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (<u>must be before approval of grant</u>)
"Not a project" <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Resolution		N/A		N/A
Exempt (Resolution of public agency or Agenda Item approving Exemption)		N/A		N/A
Exempt (Notice of Exemption)		N/A		
Initial Study				
Negative Declaration				
Mitigated Negative Declaration				
Notice of Preparation				
Environmental Impact Report				
Master Environmental Impact Report				
Notice of Determination				

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (<u>must be before approval of grant</u>)
National Environmental Policy Act (NEPA) Document (Environmental Assessment, Finding of No Significant Impact, and/or Environmental Impact Statement)				

No. Explain why no document has been prepared. Propose a process for obtaining lead agency approval and estimated date for that approval (must occur before CARB will approve the grant).

Certification: I certify to the best of my knowledge that the information contained in this worksheet is true and complete. I further certify that I am authorized to complete and sign this form on behalf of the proposing organization.

Name:

Title:

Signature:

Phone Number:

Email:

Date:

Attachment 8: CONFLICT OF INTEREST DECLARATION

All applicants must disclose any Conflict of Interest in fulfilling the duties of the Clean Mobility in Schools Pilot Project Grantee. Summarize your organization's or any subcontractor's current, ongoing, or pending direct or indirect interest, which poses an actual, apparent, or potential conflict of interest with your ability to fulfill the duties of the Grantee. CARB may consider the nature and extent of any potential or apparent conflict of interest in evaluating, considering, or scoring the application and may disqualify the applicant at CARB's sole discretion.

Attachment 9: STD. 204 PAYEE DATA RECORD

Submit a completed STD. 204 Payee Data Record:

<https://www.documents.dgs.ca.gov/dgs/fmc/pdf/std204.pdf>