

Draft Project Requirements and Criteria

Sustainable Transportation Equity Project

Low Carbon Transportation Investments FY 2019-20 California Climate Investments



Note:

The California Air Resources Board (CARB) is accepting public comments on the Draft Project Requirements and Criteria for the Sustainable Transportation Equity Project (STEP) until April 3, 2020 via step@arb.ca.gov. This Draft Project Requirements and Criteria document is subject to change pending stakeholder comments. The Final STEP Solicitation will tentatively be available in mid-May 2020 on the CARB website at <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low>.

DRAFT
February 28, 2020

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HOW TO USE THIS DOCUMENT

This document covers the draft eligibility requirements and other criteria as well as the proposal and scoring information for the Sustainable Transportation Equity Project (STEP) Planning and Capacity Building Grants and the STEP Implementation Grants. Many eligibility requirements and other criteria are the same for both grant types. Any differences are prefaced with the name of the grant (*Planning and Capacity Building Grant* or *Implementation Grant*).

All defined terms are in **bold** and are specific to this solicitation.

Appendices provide more information about STEP and its requirements, and provide resources to help applicants compete in the solicitation.

The California Air Resources Board (CARB) is currently accepting public comments on this document until March 18, 2020 via step@arb.ca.gov. The requirements and criteria outlined in this document are subject to change pending stakeholder comments.

CARB hopes to receive feedback on the contents of this document. The final solicitation materials may be formatted differently, and will include instructions and a proposal template.

When reviewing this document, please consider the following questions:

- What do you see as the biggest barriers to applying for STEP funding?
Which eligibility thresholds pose the biggest barriers?
- Which proposal and project-specific characteristics should be required, and which should be encouraged via scoring?
- What types and scale of projects are possible given the amount of funding available?
- What suggestions do you have to improve STEP's lists of recommended and example activities (e.g., for workforce development, displacement avoidance, community inclusion, climate adaptation and resiliency)?
- What suggestions do you have to ensure that the communities that most need clean transportation investments are the competitive in the solicitation process (e.g., metrics to determine extra points)?

OVERVIEW

I. SUMMARY

The Sustainable Transportation Equity Project (STEP) is a new pilot under the California Air Resources Board (CARB) Low Carbon Transportation Investments. CARB will be issuing a competitive solicitation for multiple grantees across the state to implement planning, clean transportation, and supporting projects under STEP. Lead Applicants may include community-based organizations, federally recognized tribes, and local governments.

STEP is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities.

STEP is piloting an approach that aims to address community residents' transportation needs, increase access to key destinations (e.g., schools, grocery stores, workplaces, daycare facilities, community centers, medical facilities), and reduce GHG emissions. STEP has the flexibility to fund many different types of projects to ensure that STEP funds can help meet the needs of each community within that community's context. STEP's overarching purpose is to increase transportation equity in disadvantaged and low-income communities throughout California via two grant types: (1) Planning and Capacity Building Grants and (2) Implementation Grants.

1) Planning and Capacity Building Grants

STEP currently has \$2 million available from Fiscal Year 2019-2020 for multiple **Planning and Capacity Building Grants** to support disadvantaged and low-income communities to identify residents' transportation needs and to prepare those communities to implement clean transportation and supporting projects (see Appendix A).

2) Implementation Grants

STEP currently has \$20 million available from Fiscal Year 2019-2020 for one to three **Implementation Grants** to fund clean transportation and supporting projects (see Appendix A) in disadvantaged communities. Funded projects will work together to increase community residents' access to key destinations without needing a personal vehicle.

Applicants should identify which grant type best suits their needs and apply for that grant specifically. This Draft Project Requirements and Criteria document outlines all of the proposed requirements for each grant type.

II. TIMELINE

CARB hosted four public work group meetings in October 2019 through January 2020 to gather public feedback on the design of STEP's criteria and requirements. CARB used input from these meetings and the dozens of written comments received after these meetings to develop this document.

CARB is currently accepting public comments on this document until April 3, 2020 via step@arb.ca.gov. The requirements and criteria outlined in this document are subject to change pending stakeholder comments.

The STEP Solicitation will tentatively open in mid-May 2020. It will be available on the CARB website at <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low>. CARB plans to provide technical assistance through a technical assistance provider for STEP applicants during the solicitation period, which will tentatively include support on benefits quantification and mapping for Implementation Grant applicants and more limited mapping support for Planning Grant applicants. CARB will also host multiple public teleconference sessions to answer questions during the solicitation period.

STEP is funded through the Low Carbon Transportation Investments Fiscal Year 2019-2020 Funding Plan.¹ All draft grant agreements for STEP funds must be submitted to CARB by November 2020. All final grant agreements for STEP funds must be submitted to CARB by March 2021. Grant agreements must be executed by May 2021 and all STEP funds must be expended within the grant term. All projects applying to this solicitation must plan to be completed by February 28, 2025. Final disbursement requests must be received by CARB no later than March 31, 2025 to ensure adequate time for processing prior to the end of the fiscal year.

Grant Term: Defined by the applicant. Must end by February 28, 2025. May differ based on the grant type.

¹ <https://ww2.arb.ca.gov/sites/default/files/2019-09/fy1920fundingplan.pdf>

Figure 1: Tentative Timeline



III. PROPOSAL COMPONENTS

Proposal: The collection of projects and supporting activities that make up the full STEP investment in a single community. A proposal must be submitted for either a Planning and Capacity Building Grant or an Implementation Grant. It may not cover both grant types.

Each proposal must include all of the components in the table below. CARB will use these components to assess and score the proposed projects and supporting activities. These components fall into four categories.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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Proposal components are listed below by category.

Table 1: Proposal Components

Framework (page 6)

- Vision statement
- Strategies identified*
- Projects identified

Applicants and Partnership Structure (page 12)

- Applicant qualifications documentation and letters of support
- Partnership Agreement

Proposal Characteristics (page 16)

- STEP Community map
- STEP Community description

Table 1: Proposal Components

- Proposal budget
- Resource contribution documentation*
- Consistency with existing plans letter of support
- Connections to existing projects component*
- Workforce development component
- Displacement avoidance component
- Pro-affordable housing policies component

Project-specific Characteristics (page 22)

- Project plans
- Readiness documentation*
- Narrative of benefits to residents of disadvantaged and/or low-income communities
- Community inclusion narratives/plans
 - Community-identified transportation needs narrative*
 - Community engagement component
 - Outreach and education component
- Data tracking and reporting component
 - Benefits Calculator and supporting documentation*
- Climate adaptation and resiliency component
- Longevity and lessons learned component*

* Identifies components that are only applicable to Implementation Grant proposals.

All components are required to be submitted. Of these, many components include eligibility thresholds, which are the basic requirements that must be met for the proposal to be scored. See Appendix J for a full list of eligibility thresholds organized by component.

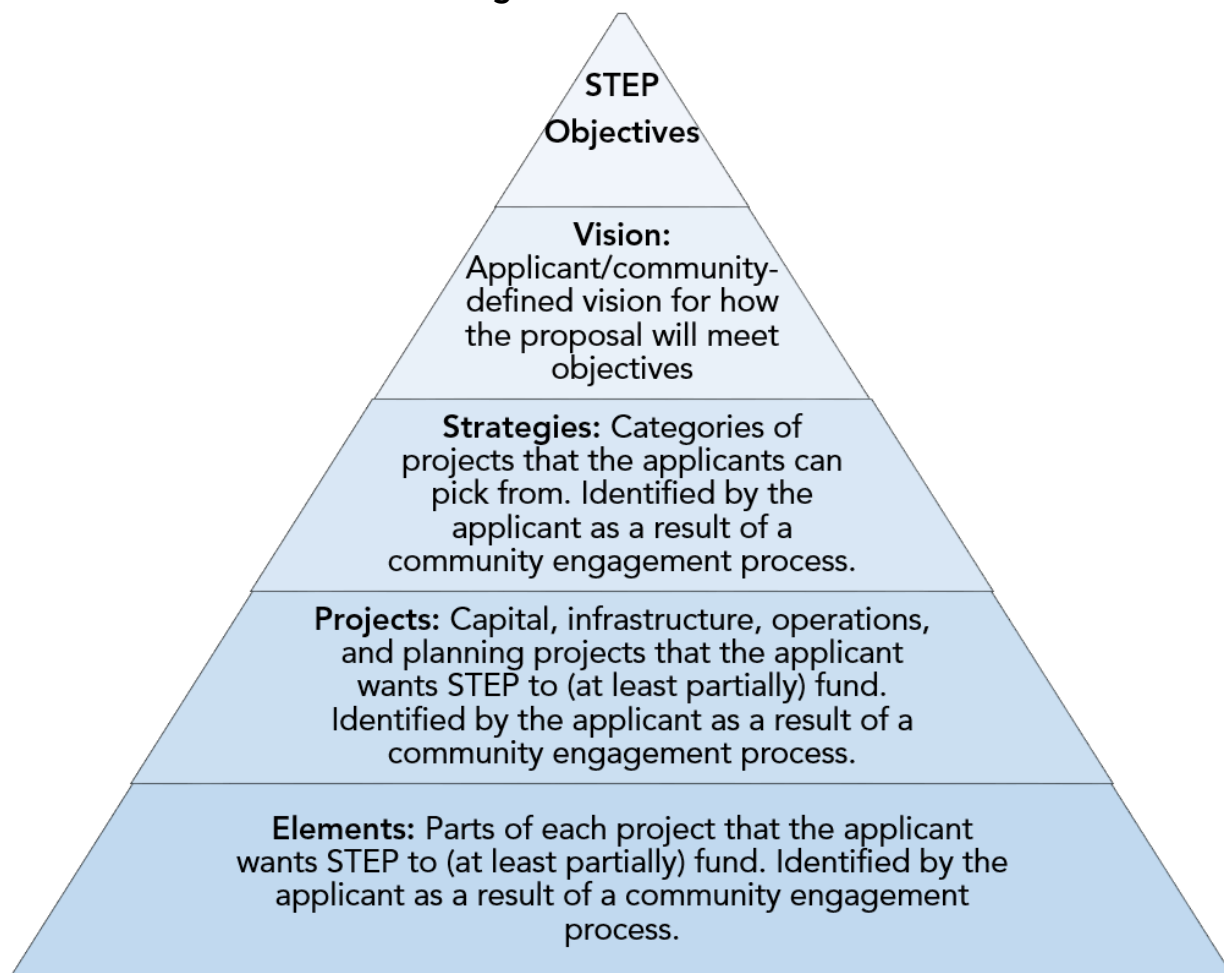
Most components also include criteria that will be scored during the proposal review process. See Appendix K for a full list of draft scoring criteria organized by component.

FRAMEWORK

The grant framework establishes the structure that all STEP proposals must follow.

The framework consists of five related parts—objectives, vision, strategies, projects, and elements. See the figure below for more details about this framework.

Figure 2: Framework



This section describes the components that cover the grant framework. Each component may include eligibility thresholds (see Appendix J), and may also include criteria that will be scored during the proposal review process based on the quality of each component (see Appendix K). Details within each component may differ slightly between the two grant types.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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I. OBJECTIVES

STEP's objectives reflect the priorities of both California Climate Investments and the Low Carbon Transportation Investment's clean transportation equity projects. STEP's overarching purpose is to increase transportation equity in a way that reduces GHG emissions and benefits residents of disadvantaged² and low-income³ communities.

Transportation Equity: When a transportation system provides safe, reliable, environmentally sustainable, accessible, and affordable transportation options to all, including communities that have been disproportionately impacted by pollution or a lack of services. Transportation equity is intrinsically linked to access to economic opportunities, and occurs when community residents have the power to make decisions about their transportation systems.

STEP funds community-based solutions to address transportation inequities. Some examples of solutions to transportation inequities that may be addressed through a STEP proposal include:

- Transit stations or stops at which people of all genders feel safe
- Pedestrian infrastructure that is accessible to people in wheelchairs or with strollers
- Mobility options that offer good options for trip-chaining and non-commute trips as well as commute trips
- Transportation options that overcome physical barriers that make it challenging for communities to access key destinations such as schools, grocery stores, workplaces, daycare facilities, community centers, or medical facilities
- Increased transportation options in historically disinvested communities

STEP funds community-based solutions that have been designed and implemented in collaboration with community residents. STEP provides funding to facilitate that collaboration and community engagement where and when it has not yet happened, in particular with hard-to-reach residents, whose interests, due to social, economic, and institutional barriers, have historically been under-represented.

² **Disadvantaged Communities:** Areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations, identified as disadvantaged by the California Environmental Protection Agency per Senate Bill (SB) 535. These census tracts include the top 25 percent in CalEnviroScreen 3.0 (<https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>) along with other areas with high amounts of pollution and low populations (<https://oehha.ca.gov/calenviroscreen/sb535>).

³ **Low-income Communities:** Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's list of State income limits adopted pursuant to Section 50093 of the California Health and Safety Code. Identified as low-income per Assembly Bill (AB) 1550 (<https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>).

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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Planning and Capacity Building Grant

Objectives for the Planning and Capacity Building Grant are to facilitate transportation equity via the following:

- Identify disadvantaged and/or low-income community residents’ transportation needs
- Prepare for and prioritize projects that will increase clean mobility and reduce GHG emissions to benefit residents of disadvantaged and/or low-income communities

Implementation Grant

Objectives for the Implementation Grant are to increase transportation equity via the following:

- Address disadvantaged community residents’ transportation needs through resident-led decision-making processes
- Increase access to key destinations to benefit residents of disadvantaged communities
- Increase clean mobility options that reduce GHG emissions and vehicle miles traveled

II. VISION

Planning and Capacity Building Grant AND Implementation Grant

The proposal must include a vision statement that articulates how the proposed project(s) will help address the transportation needs of the community and achieve the objectives stated above. The proposal should describe how residents and key stakeholders were involved in the development of the vision statement.

III. STRATEGIES

Strategies are categories of projects that are eligible for funding and that are selected by applicants as a result of a community engagement process. Categorization of projects is intended to ensure that applicants implement a variety of different types of transportation and supporting projects to address community residents’ transportation needs using a connected and integrated approach.

Planning and Capacity Building Grant

Identification of strategies is not a component required for the Planning and Capacity Building Grant proposal.

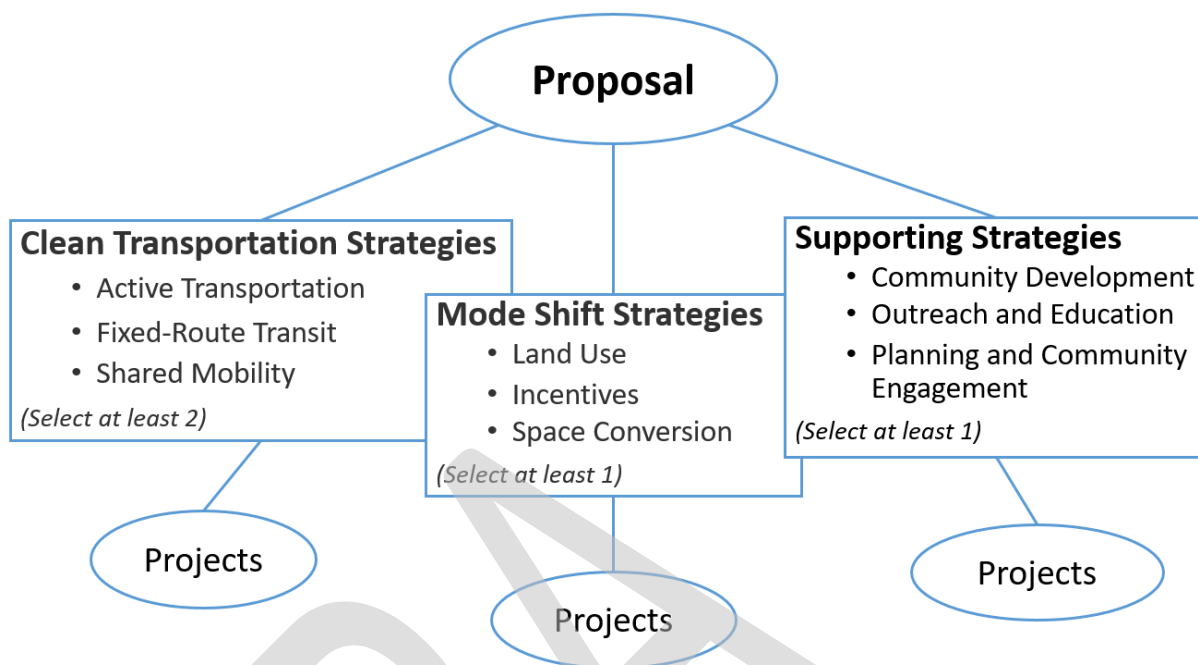
Implementation Grant

The STEP Implementation Grant includes three types of strategies: Clean Transportation, Mode Shift, and Supporting Strategies. The proposal must identify at least two Clean Transportation Strategies, at least one Mode Shift Strategy, and at

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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least one Supporting Strategy that they plan to implement in order to achieve their vision. Identified strategies should complement each other and work together to achieve the community’s vision. See the figure and information below for more details on the strategies.

Figure 3: Implementation Grant Strategies



The proposal should describe how residents and key stakeholders were involved in the identification of the proposed strategies. See **Appendix A** for examples of the types of eligible projects included in each strategy.

A. Clean Transportation Strategies

Clean Transportation Strategies are categories of projects that expand the clean transportation options available to residents, encourage mode shift away from single-occupancy vehicles to these cleaner transportation options, fill transportation gaps, and connect transportation modes (e.g., through first/last mile⁴ connections). The proposal must identify at least two separate Clean Transportation Strategies from the list below.

- Active Transportation
- Fixed-Route Transit
- Shared Mobility (e.g., carshare, bikeshare, microtransit, shuttles, pooling)

⁴ The first and last portion of a trip, typically between the starting point or destination and a transit service that makes up the core of the trip

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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B. Mode Shift Strategies

Mode Shift Strategies are categories of projects that employ innovative solutions to reduce trip lengths, incentivize mode shift away from single-occupancy vehicles to cleaner transportation options, and prioritize active transportation and shared zero-emission vehicles. The proposal must identify at least one strategy from the Mode Shift Strategies listed below.

- Land Use (e.g., land use plans and conservation easements to curb urban or suburban sprawl)
- Incentives (e.g., parking or road pricing, telecommuting programs)
- Space Conversion (e.g., curbside management, parking or lane conversion)

C. Supporting Strategies

Supporting Strategies are categories of projects that support and enhance transportation projects that already exist in the STEP Community, and lay the groundwork for successful implementation of STEP-funded transportation projects. The proposal must identify at least one strategy from the Supporting Strategies listed below.

- Community Development (e.g., broadband network infrastructure to support access to transportation services, electric vehicle charging readiness to support future charging stations for shared mobility services)
- Outreach and Education (e.g., behavior change campaigns, pop-up and demonstration projects)
- Planning and Community Engagement (for new or existing transportation and mode shift strategies)

IV. PROJECTS

Planning and Capacity Building Grant AND Implementation Grant

See **Appendix A** for a list of eligible projects, elements, and their requirements. For the Implementation Grant, these are organized by strategy.

The proposal must identify projects for at least 95 percent of the requested funds in the proposal. (Up to five percent of the requested funds may be used to cover [Proposal Implementation Costs](#).) Identified projects should complement each other and work together to achieve the community's vision. However, applicants should also demonstrate how the projects may be separable and prioritized in case the full proposal cannot be funded.

Project specifics may be determined through community engagement after the community is selected. All projects must be completed within the grant term and be compliant with all relevant laws, regulations, policies, and procedures.

Projects may contain multiple fundable elements. Each fundable element must meet all eligible cost and readiness requirements.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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Planning and Capacity Building Grant

The proposal must identify at least one Planning and Capacity Building project applicants plan to implement and describe how residents and key stakeholders were involved in the identification of the proposed project.

Implementation Grant

The proposal must identify projects within each of the identified strategies that applicants plan to implement and describe how residents and key stakeholders were involved in the identification of the proposed projects.

At least 50 percent of the total proposal budget must fund projects that are counted towards the proposal’s Clean Transportation Strategies. Projects under Clean Transportation Strategies must have quantifiable GHG emission reductions using GHG Quantification Methodologies developed by CARB (see [Data Tracking and Reporting](#)).

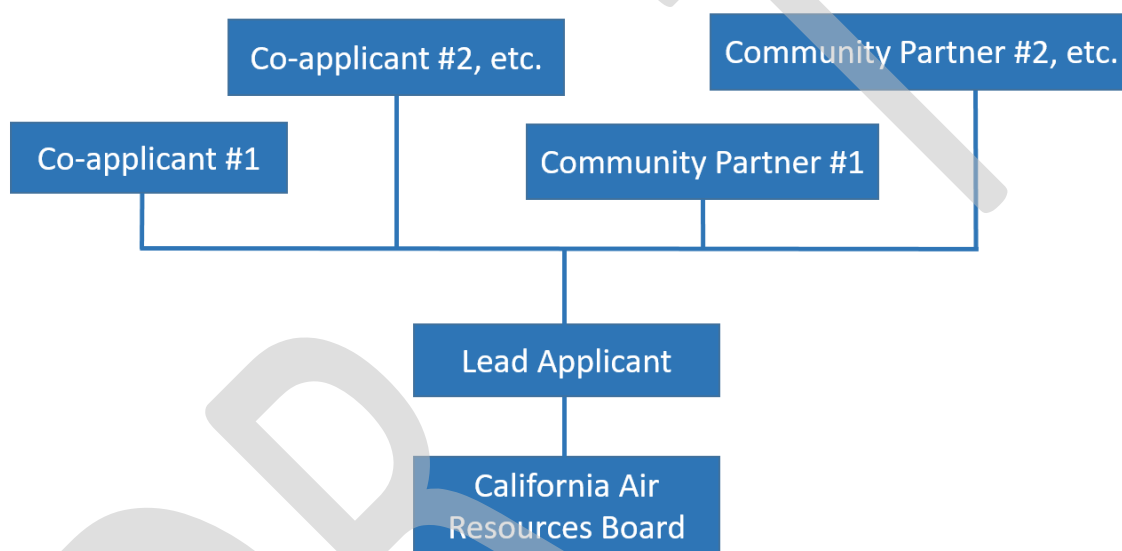


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APPLICANTS AND PARTNERSHIP STRUCTURE

Each proposal must include partnerships between a Lead Applicant, Co-applicants, and Community Partners. It is important that these entities, representing different interests and priorities in the STEP Community, work together to collectively develop and implement a proposal that works for both community residents and local implementers. See the figure and information below for more details on the partnership structure.

Figure 4: Partnership Structure



This section describes the components that cover the applicants and partnership structure. Each component may include eligibility thresholds (see Appendix J), and may also include criteria that will be scored during the proposal review process based on the quality of each component (see Appendix K).

I. APPLICANTS

Planning and Capacity Building Grant AND Implementation Grant

Applicants: Includes both Lead Applicants and Co-applicants. Applicants must include all of the entities responsible for implementing the projects within the proposal.

The proposal should include partnerships between stakeholders and implementers with different skill sets and expertise. If the Lead Applicant is a local government, at least one of the Co-applicants must be a community-based organization. If the Lead Applicant is a community-based organization, at least one of the Co-applicants must

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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be a local government.

Applicants must comply with all relevant laws, regulations, policies, and procedures.

A. Lead Applicants

Lead Applicant: An organization that enters into a partnership with other organizations for the purpose of applying for a STEP grant. The Lead Applicant should be the organization most focused on and connected to the STEP Community (see [STEP Community](#)), and is responsible for leading the development of the proposal and implementing projects funded through STEP.

There must only be one Lead Applicant per proposal. Should their proposal be selected for funding, the Lead Applicant will enter into a grant agreement with CARB and would assume responsibility and accountability for the use and expenditure of received STEP funds. The Lead Applicant is responsible for contracting and working with all Co-applicants and Community Partners to implement the proposed projects.

Types of entities that may be Lead Applicants:

- Community-based organizations⁵
- Federally recognized tribes⁶
- Local governments⁷

The Lead Applicant must submit a letter of support that defines their contribution to the proposal, identifies the role they had in developing the partnership agreement, expresses a commitment to implementing the proposal if funded, and highlights any existing strategies they implement that will support the proposed STEP-funded projects.

⁵ **Community-based Organizations:** A nonprofit organization that is place-based, with an explicit geographic focus area that includes the STEP Community. Staff members, volunteers, or board members reside in the community where the project is located. The organization has a demonstrated record of at least one year providing services in the STEP Community. To qualify as a Lead Applicant, a community-based organization must have at least one year of incorporation and an office in California.

⁶ **Federally Recognized Tribes:** Federal recognition refers to acknowledgement by the federal government that a tribal government and tribal members constitute a tribe with a government-to-government relationship with the United States, and eligibility for the programs, services, and other relationships established for the United States for Indians, because of their status as Indians. Federally recognized tribes have the power to make and enforce laws on their lands and create governmental entities such as tribal courts. (25 U.S.C., § 83.2) <https://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>

⁷ **Local Governments:** Includes any local public agency, including but not limited to cities, counties, councils of governments, air districts, transit agencies, and joint powers authorities.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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B. Co-applicants

Co-applicant: Entities other than the Lead Applicant that enter into a partnership agreement with the Lead Applicant for the purpose of applying for a STEP grant and are responsible for implementing projects or project elements funded through STEP. There is no limit to the number of Co-applicants included in a single proposal.

Co-applicants may include public, private, or nonprofit organizations, including but not limited to:

- Community-based organizations
- Joint powers authorities
- Local governments
- Nonprofit organizations
- Philanthropic organizations and foundations
- Private companies (e.g., private mobility providers)
- Public schools⁸
- Transit agencies
- Tribal governments⁹
- Utilities
- Other public agencies

Each Co-applicant must submit a letter of support that defines their contribution to the proposal, identifies the role they had in developing the partnership agreement, expresses a commitment to supporting the proposal if funded, and highlights any existing strategies they implement that will support the proposed STEP-funded projects.

II. COMMUNITY PARTNERS

Planning and Capacity Building Grant AND Implementation Grant

Community Partners: Community groups, community residents, health-based organizations, small businesses, and others in the community that, while not responsible for implementing projects funded through STEP like Lead Applicants and Co-applicants are, serve as key stakeholders and representatives of the STEP Community. Community Partners should have contributed to the development of the proposal and continue to participate in decision-making throughout proposal implementation on all aspects of the STEP proposal.

Each Community Partner must submit a letter of support that defines their

⁸ California Department of Education's definition of a school: <https://www.cde.ca.gov/ds/si/ds/dos.asp>

⁹ **Tribal Governments:** 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. <http://nahc.ca.gov/>

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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contribution to the proposal and partnership agreement, expresses a commitment to supporting the proposal if funded, and identifies how proposed projects will meet the transportation needs of the community residents they represent.

III. PARTNERSHIP AGREEMENT

Planning and Capacity Building Grant AND Implementation Grant

Each proposal must include a Partnership Agreement that defines the roles and responsibilities of each applicant and partner and the decision-making structure.

Partnership Agreement: An agreement between the Lead Applicant, Co-applicants, and Community Partners that outlines the roles and responsibilities of each of the parties in the agreement. The Partnership Agreement governs implementation of the entire STEP grant.

The Partnership Agreement must describe the governance, legal, and financial relationships within the Partnership Structure. This includes identification of which applicant will be the lead implementer for each proposed project, as well as a transparent decision-making process that centers the voices of Community Partners and other residents and includes public meetings.

IV. APPLICANT QUALIFICATIONS

Planning and Capacity Building Grant AND Implementation Grant

A. Statement of Qualifications

The proposal should demonstrate the ability of the applicants to oversee and manage relevant projects or project elements on time and within the budget. A statement of qualifications must be submitted for each applicant that includes a description of the full or part-time staff that will be dedicated to STEP implementation and any evidence of any of the applicants having successfully implemented a project similar in scope or size in California within the last ten years.

The proposal should also demonstrate that applicants have the organizational readiness to conduct equity work. The proposal should identify how the applicant’s management and leadership support equity work, what existing relationships applicants have with community groups, and what level of trust applicants have with the community. The proposal should also explain how, if at all, applicants have aided their staff’s understanding of institutional racism, power, and systems of change.

B. Financial Qualifications

Applicants are not required to provide financial information to participate in STEP. No information will be required during the proposal development and review process. However, if the selected recipients are interested in receiving advanced pay, they will be required to provide financial information to CARB when they apply to receive

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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advanced pay per CARB’s Advanced Pay Regulation (Resolution 19-23).¹⁰

Nonprofit organizations must at all times be registered with and in active/good standing with the California Secretary of State.

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¹⁰ <https://ww3.arb.ca.gov/board/res/2019/res19-23.pdf>

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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PROPOSAL CHARACTERISTICS

This section describes the components that cover the proposal as a whole. Each component may include eligibility thresholds (see Appendix J), and may also include criteria that will be scored during the proposal review process based on the quality of each component (see Appendix K). Details within each component may differ slightly between the two grant types.

I. STEP COMMUNITY BOUNDARY

STEP Community: The community (defined by the applicants and community residents) that is the focus of and will benefit from the proposed projects. The community must be represented by a contiguous¹¹ geographic boundary and contain residents that all function within the same community-defined transportation system.

Planning and Capacity Building Grant

All of the total proposal budget must fund projects focused on the STEP Community. At least 50 percent of the geographic area of the STEP Community must include disadvantaged or low-income community census tracts. The proposal must include a map that identifies the STEP Community, tentative project location, and benefiting disadvantaged or low-income community census tracts. CARB will use this map to ensure all STEP Community thresholds are met.

The proposal must also include a narrative description of the STEP Community that describes the residents of the community and how the proposed projects will help transform community residents' access to key destinations.

Implementation Grant

At least 50 percent of the geographic area of the STEP Community must include disadvantaged community census tracts. At least 50 percent of the total proposal budget must fund projects located within the boundaries of the disadvantaged community census tracts that are located within the STEP Community. The proposal must include a map that identifies the STEP Community, tentative project locations, and benefiting disadvantaged community census tracts. CARB will use this map to ensure all STEP Community thresholds are met.

In future solicitations, CARB will consider including low-income communities that are not also disadvantaged communities as eligible to receive STEP Implementation Grant funds.

The proposal must also include a narrative description of the STEP Community that

¹¹ Next to or touching

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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describes the residents of the community and how the proposed projects will help transform community residents’ access to key destinations. The proposal should explain how any project that is not located in the STEP Community is connected to and serves the STEP Community.

II. PROPOSAL BUDGET

The proposal must include a budget for the proposal that identifies all of the funds included in the proposal, including all funds requested from STEP, resource contributions supplied, funds that will be used to implement all identified projects, and proposal implementation costs.

Planning and Capacity Building Grant

The proposal budget must meet the following requirements:

- Proposal implementation costs must account for no more than five percent of the total proposal budget (see below).
- At least two percent of the total proposal budget must fund data tracking and reporting (see [Data Tracking and Reporting](#)).

Implementation Grant

The proposal budget must include the following:

- At least 50 percent of the total proposal budget must fund projects that are counted towards the proposal’s Clean Transportation Strategies.
- At least 50 percent of the total proposal budget must fund projects located within the boundaries of the disadvantaged community census tracts that are located within the STEP Community.
- Proposal implementation costs must account for no more than five percent of the total proposal budget (see below).
- At least two percent of the total proposal budget must fund data tracking and reporting (see [Data Tracking and Reporting](#)).
- The identified resource contribution must be valued at minimum at 20 percent of the value of the funds requested from STEP in the proposal (see below).

A. Proposal Implementation Costs

Planning and Capacity Building Grant AND Implementation Grant

Proposal implementation costs include labor expenses (including total staff time and labor costs) and other direct costs for administrative activities directly related to implementation of the proposal after the grant agreement has been executed. Proposal implementation costs may not exceed five percent of the total requested funds.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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Examples of proposal implementation costs include, but are not limited to:

- Submittal of invoices and supporting documents
- Participation in meetings with CARB and other project partners
- Collection, organization, and quality control of data for reporting and evaluation purposes
- Drafting of regular reports for CARB to track implementation of proposal
- Participation in CARB events to share information about proposal implementation with other jurisdictions

B. Resource Contribution

Resource Contributions: Assets contributed to the project to support quality, breadth, and longevity of the project through its lifetime,¹² such as labors costs, project-related technology and equipment, and in-kind contributions. Assets do not need to be monetary, but applicants are required to estimate the monetary value of the contributions.

Planning and Capacity Building Grant

Resource contribution is not a component required for the Planning and Capacity Building Grant proposals.

Implementation Grant

The proposal must demonstrate how applicants will supplement STEP funding with community investments in the form of resource contributions.

The proposal must include a resource contribution of at least 20 percent of the value of the funds requested from STEP in the proposal. **Appendix B** includes a list of eligible resource contributions. The proposal must include documentation to verify each resource contribution identified and that each resource contribution will be available by the time it is needed. Appendix B includes eligible documentation for each resource contribution.

III. EXISTING PROJECTS AND PLANS

A. Consistency with Existing Plans

The proposal must be consistent with strategies or priorities identified in existing local and regional plans in order to ensure that STEP-funded projects align with other existing efforts and will help to meet local and regional climate and transportation goals.

¹² Defined by the Applicant based on project type. CARB provides default values for quantifiable project types in CARB Quantification Methodologies.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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Planning and Capacity Building Grant AND Implementation Grant

The proposal must demonstrate that proposed projects are supportive of relevant existing local and regional plan implementation by submitting at least one letter from the city, county, or tribal government’s Planning Department, Community Development Department, or other similar department. The letter must demonstrate how the proposed projects are aligned with the strategies, policies, and priorities identified in existing local and regional plans (e.g., General Plans, Specific Plans, Transportation Plans, Climate Action Plans, Sustainable Communities Strategies, Regional Transportation Plans).

B. Connections to Existing Projects

Planning and Capacity Building Grant

Connections to existing projects is not a component required for the Planning and Capacity Building Grant proposals.

Implementation Grant

The proposal should demonstrate how the proposed STEP-funded projects connect to existing transportation and land use projects. In particular, the proposal should identify how projects support and/or are supported by the types of projects that are eligible for STEP funding and the types of projects in the Encouraged Projects list (see Appendix A). Encouraged projects are ineligible for STEP funding but may contribute to the vision for and benefit the STEP Community.

IV. WORKFORCE DEVELOPMENT

The proposal should contribute to workforce development in the climate and clean transportation sectors by providing employment opportunities or job training tied to employment wherever possible for residents of the STEP Community. To the extent feasible, jobs and job training should be targeted to residents of disadvantaged and low-income communities and residents that face barriers to employment. **Appendix C** includes detailed information about how to address this requirement, including example activities and eligible costs.

Planning and Capacity Building Grant

The proposal should describe how the proposed project will contribute to workforce development in the climate and clean transportation sectors, including how the project will help identify funding opportunities and partners to implement workforce development activities in the future for residents of the STEP Community, if applicable.

Implementation Grant

The proposal should describe how the proposed projects will contribute to workforce development in the climate and clean transportation sectors, including how the

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projects will create workforce development and training programs with career pathways or provide economic opportunities through the creation of high-quality jobs¹³ for residents of the STEP Community, if applicable.

V. DISPLACEMENT AND HOUSING

A. Displacement Avoidance

The STEP proposal should identify and avoid substantial economic, environmental, and public health burdens in disadvantaged and low-income communities that may occur due to STEP-funded projects and that may lead to the physical or economic displacement of low-income households¹⁴ and small businesses.¹⁵ **Appendix D** includes detailed information about how to address this requirement, including example activities and eligible costs.

Planning and Capacity Building Grant

The proposal should describe how the proposed project will identify displacement vulnerability among existing households and small businesses within the STEP Community, and how displacement avoidance measures will be incorporated into the planning process (see examples in Appendix D), including how the project will help identify funding opportunities and partners to implement displacement avoidance activities in the future if applicable.

Implementation Grant

The proposal should identify the displacement vulnerability that currently exists in low-income households and small businesses within the STEP Community; the existing policies and plans that address displacement avoidance; and any new policies and programs or coordination with existing policies and programs that will be funded by STEP to avoid the displacement of existing households and small businesses within the STEP Community to counter any displacement that may occur due to STEP-funded projects.

B. Pro-affordable Housing Policies

Planning and Capacity Building Grant

The proposal should describe the relationship between the proposed project and the existing or prospective uses of any other planning grants being administered by the local jurisdiction with land use implications for transportation, such as:

¹³ Offer local living wages, benefits, predictable scheduling, opportunities for advancement, geographic accessibility, good working conditions, and job retention.

¹⁴ **Low-income Household:** Households identified as low-income per AB 1550.

¹⁵ **Small Business:** Defined by the Department of General Services as a for-profit business that is independently owned, is not dominant in its field of operation, and meets specific employee size and/or revenue requirements.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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- SB 2 Planning Grants¹⁶
- Local Early Action Planning (LEAP) Grants¹⁷
- Suballocations to the local jurisdiction from a Regional Early Action Planning (REAP) Grant¹⁸
- Other planning efforts to promote affordable housing production¹⁹

Implementation Grant

The proposal should describe how the proposed projects will advance the local jurisdiction’s transportation, land use, and housing goals as identified in the region’s Regional Transportation Plan, Sustainable Communities Strategy (where applicable), Regional Housing Needs Allocation (RHNA), and/or local Housing Element implementation, and/or other local plans such as general plans or specific plans, as applicable.

The proposal should also describe how local land use policies, plans, or processes will support the use and benefits of the proposed projects over their lifetime.²⁰ Specifically, the proposal should describe how the policy, plan, or process promotes the development of affordable housing within a half-mile of a transit station, transit stop, or access to an active transportation facility, that will be improved by the proposed projects. Include any such policies, plans, or processes that have been locally adopted, or are in active development to be adopted by a specific date. See **Appendix E** for examples, resources, and best practices.

¹⁶ <https://www.hcd.ca.gov/grants-funding/active-funding/planning-grants.shtml>

¹⁷ <https://www.hcd.ca.gov/grants-funding/active-funding/leap.shtml>

¹⁸ Website launching mid-February

¹⁹ For questions about the above-listed planning grant programs, please contact EarlyActionPlanning@HCD.ca.gov.

²⁰ Defined by the Applicant based on project type. CARB provides default values for quantifiable project types in CARB Quantification Methodologies.

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PROJECT-SPECIFIC CHARACTERISTICS

This section describes the components that cover each project individually. Each component may include eligibility thresholds (see Appendix J), and may also include criteria that will be scored during the proposal review process based on the quality of each component (see Appendix K). Details within each component may differ slightly between the two grant types.

I. PROJECT PLAN

Planning and Capacity Building Grant AND *Implementation Grant*

The proposal must include a plan for each project within the proposal for the STEP Community. While other parts of the proposal cover the proposal as a whole, each Project Plan will focus on specifics related to each individual project within the proposal.

Each project's plan must outline the project's scope, including all project elements as defined in Appendix A; a list of tasks, deliverables, and an associated timeline; identification of roles; a budget; and any required readiness documentation (see Appendix A for details).

II. BENEFITS TO DISADVANTAGED AND/OR LOW-INCOME COMMUNITIES

CARB uses Benefit Criteria Tables²¹ (criteria tables) to determine if a project meets the criteria for providing direct, meaningful, and assured benefits to disadvantaged and low-income communities and helping to meet the community residents' transportation needs. While applicants are not required to submit criteria tables as part of their STEP proposal, applicants may use the criteria tables to better understand how CARB will report benefits to disadvantaged and low-income communities under California Climate Investments.

For complex projects, there may be more than one applicable criteria table. Criteria tables that may be applicable to STEP grants include, but are not limited to, Sustainable Transportation, Planning, and Job Training and Workforce Development.

Planning and Capacity Building Grant

The proposal should maximize benefits to disadvantaged and low-income communities and invest in projects that help to meet community residents' transportation needs and provide direct, meaningful, and assured benefits to residents of these communities.

²¹ <https://www.arb.ca.gov/ci-resources>

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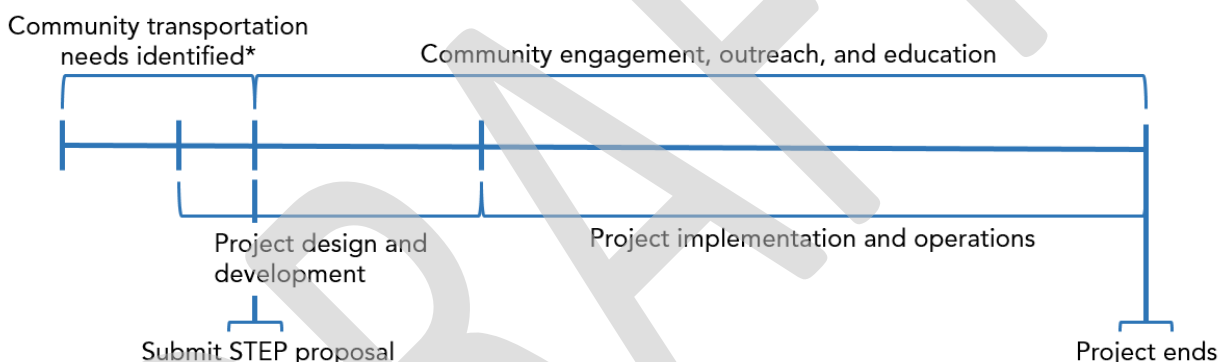
Implementation Grant

The proposal should maximize benefits to disadvantaged communities and invest in projects that meet community residents’ transportation needs and provide direct, meaningful, and assured benefits to residents of these communities. In future solicitations, CARB will consider including low-income communities that are not also disadvantaged communities as eligible to receive STEP Implementation Grant funds.

III. COMMUNITY INCLUSION

Applicants must directly engage community residents and key stakeholders, including the Community Partners, in all phases of the proposal’s development and implementation to ensure projects provide direct, meaningful, and assured benefits to residents, particularly those in disadvantaged communities. See the figure below for a timeline of the three components included under community inclusion: community-identified transportation needs, community engagement, and outreach and education.

Figure 5: Community Inclusion Timeline



* Identifies components that are only applicable to Implementation Grant proposals.

All aspects of community inclusion should be implemented with participation from a diverse group of community residents that represent the different characteristics of residents of the STEP Community. Focus should be on engaging hard-to-reach residents, whose interests, due to social, economic, and institutional barriers, have historically been under-represented.

A. Community-identified Transportation Needs

Planning and Capacity Building Grant

Community-identified transportation needs is not a component required for the Planning and Capacity Building Grant proposals. Identification of community residents’ transportation needs will likely be an integral part of any proposed project within the Planning and Capacity Building Grant, and thus is not expected to have been done prior to applying for this type of STEP grant.

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Implementation Grant

Applicants must identify community residents’ transportation needs *prior to submitting the proposal* through a documented community engagement process, which may include, but is not limited to, community meetings and focus groups, surveys, and one-on-one discussions with residents. This community engagement process may be undertaken specifically to apply for STEP funds, or may have been previously completed as part of another relevant local planning process undertaken in and with the STEP Community (e.g., community engagement for active transportation plan, General Plan, specific/neighborhood plan, unmet transit needs assessment). These community engagement activities must have been conducted within at least 4 years of the proposal submittal date.

Applicants must then design proposed projects in collaboration with the community according to community-identified transportation needs.

Scoring criteria will take into consideration how much applicants included residents and key stakeholders in every aspect of proposal development using recommended methods of community engagement identified in Appendix F. **Appendix F** includes a list of recommended activities for identifying community residents’ transportation needs.

B. Community Engagement

Planning and Capacity Building Grant AND Implementation Grant

Community Engagement: The process of working collaboratively with a diverse group of stakeholders to address issues affecting their well-being. It involves sharing information, building relationships and partnerships, and involving stakeholders in planning and making decisions with the goal of improving the outcomes of policies and programs. It starts in the project design and development phase and continues through implementation of the project. Community engagement should be iterative, continuing to engage residents on their use of the projects and services offered and adapting these projects and services based on community feedback.

For each proposed project, applicants must use recommended community engagement methods identified in Appendix F to ensure that community residents have the opportunities and resources to participate in the decision-making process *during proposal implementation* and to facilitate direct participation of community residents that will inform project design and implementation. This includes ensuring translation of meetings and materials, scheduling meetings at times that are convenient to community residents, and engaging community residents in information gathering as well as outreach. Focus should be on engaging hard-to-reach residents, whose interests, due to social, economic, and institutional barriers, have historically been under-represented.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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Appendix F includes a list of required and recommended community engagement activities.

STEP requires that, during implementation of STEP-funded projects, all community representatives, including community residents, community groups, community-based organizations, community leaders, faith-based organizations, and environmental justice organizations be compensated appropriately for their time and expertise.

C. Outreach and Education

Planning and Capacity Building Grant AND Implementation Grant

Outreach: Occurs during project implementation and operation to help educate end users²² on the new technology and services offered, to encourage the increased use of the new transportation options funded through STEP, and to give community residents the information they need to participate in decision-making processes.

For each proposed project, applicants must use recommended outreach and education methods identified in Appendix F to ensure that identified end users in the community have the knowledge necessary to use new transportation services and/or to participate in decision-making processes during proposal implementation.

Appendix F includes a list of required and recommended outreach and education activities. Focus should be on engaging hard-to-reach residents, whose interests, due to social, economic, and institutional barriers, have historically been under-represented.

Implementation Grant

The proposal should also include a plan to educate community residents about other applicable CARB funding opportunities, including One Stop Shop and the clean vehicle ownership programs (e.g., Clean Vehicle Rebate Project, Clean Cars 4 All, Clean Vehicle Assistance Program), and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project).

IV. DATA TRACKING AND REPORTING

Planning and Capacity Building Grant AND Implementation Grant

In addition to any funding reserved to cover proposal implementation costs, applicants must reserve a minimum of two percent of the total proposal budget for data collection, tracking, and reporting to CARB.

CARB via California Climate Investments requires reporting on the benefits that result

²² **End User:** Residents who will ultimately be using and benefiting from transportation projects and services.

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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from funded projects, including benefits such as greenhouse gas and air pollutant emission reductions, vehicle miles traveled reductions, travel cost savings, energy and fuel cost savings, and jobs supported.

Appendix G includes a sample list of the metrics applicants will be required to report to CARB. The set of metrics that applicants will be required to track and report will depend on the types of projects funded in each proposal, and will be finalized in the grant agreement.

For each proposed project, applicants must describe how they plan to track and collect these types of data to report to CARB.

CARB is also working with academic institutions to develop indicators to track the overall impact of STEP-funded projects, including whether Implementation Grant-funded projects were successful in meeting community-identified transportation needs. A list of specific indicators will be finalized with the grant agreement. Data required will likely focus on indicators of transportation equity, including affordability, reliability, and accessibility.

Implementation Grant

All eligible projects under Clean Transportation Strategies must achieve quantifiable GHG emission reductions using GHG Quantification Methodologies developed by CARB. The proposal must quantify the GHG emission reductions and other selected co-benefits using the STEP Benefits Calculator²³ for all projects under Clean Transportation Strategies. Overall, each proposal must estimate a net positive GHG emission reduction. The proposal may also quantify additional GHG emission reductions and selected co-benefits using the STEP Benefits Calculator for projects under Mode Shift or Supporting Strategies.

V. CLIMATE ADAPTATION AND RESILIENCY

STEP projects should increase adaptability²⁴ and build resilience²⁵ to the specific impacts of climate change on the STEP Community over the project's lifetime.²⁶ Proposed projects should build community resilience²⁷ in preparation for both the

²³ <https://www.arb.ca.gov/cci-resources>

²⁴ **Adaptation:** Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities. See Appendix H for details.

²⁵ **Resiliency:** The capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience. See Appendix H for details.

²⁶ Defined by the Applicant based on project type. CARB provides default values for quantifiable project types in CARB Quantification Methodologies.

²⁷ **Community Resilience:** The ability of a community to mitigate harm and maintain an acceptable quality of life in the face of climate-induced stresses, which take different forms depending on that

Framework	Applicants	Proposal Characteristics	Project-specific Characteristics
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direct and indirect impacts of climate change. **Appendix H** includes detailed information about how to address this requirement.

Planning and Capacity Building Grant

The proposal should consider how the proposed project will identify climate change risks and exposures within the STEP Community and how the project will help increase the community’s capacity to adapt to these impacts and contribute to community resilience.

Implementation Grant

The proposal should identify the impacts (on public health, the economy, the built environment, etc.) of climate change on the STEP Community and incorporate adaptation measures that will lead to increased resiliency to climate impacts when designing all projects included in the proposal.

VI. LONGEVITY AND LESSONS LEARNED

Planning and Capacity Building Grant

Longevity and lessons learned is not a component required for the Planning and Capacity Building Grant proposals.

Implementation Grant

STEP-funded projects are intended to provide real clean transportation solutions to address communities’ transportation needs beyond the grant term. The proposal should consider how projects will continue to provide benefits beyond the grant term and remain fiscally sustainable. If applicable, the proposal should include a contingency plan for ensuring capital projects (i.e., vehicles, equipment, charging infrastructure) continue to serve the community if operation of service discontinues after STEP funding is spent. The proposal should also consider how applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.

community’s circumstances and location. An example of a direct impact of climate change is higher numbers of extreme heat days. An example of an indirect impact is the increased cost of fire insurance for homes built in high-wildfire risk areas.

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PROPOSAL REVIEW AND SCORING

I. PROPOSAL REVIEW PROCESS

Planning and Capacity Building Grant AND *Implementation Grant*

Applicants must submit a proposal that includes all proposal components.

Proposal Components: All items that must be submitted to CARB as part of the proposal in order for the proposal to be scored.

CARB staff will evaluate proposals using the eligibility thresholds below to ensure proposals include the necessary components and meet basic eligibility requirements. If a proposal does not meet all eligibility thresholds, it will not proceed to the next step of the review process. CARB may request clarification regarding proposal responses during the proposal review process.

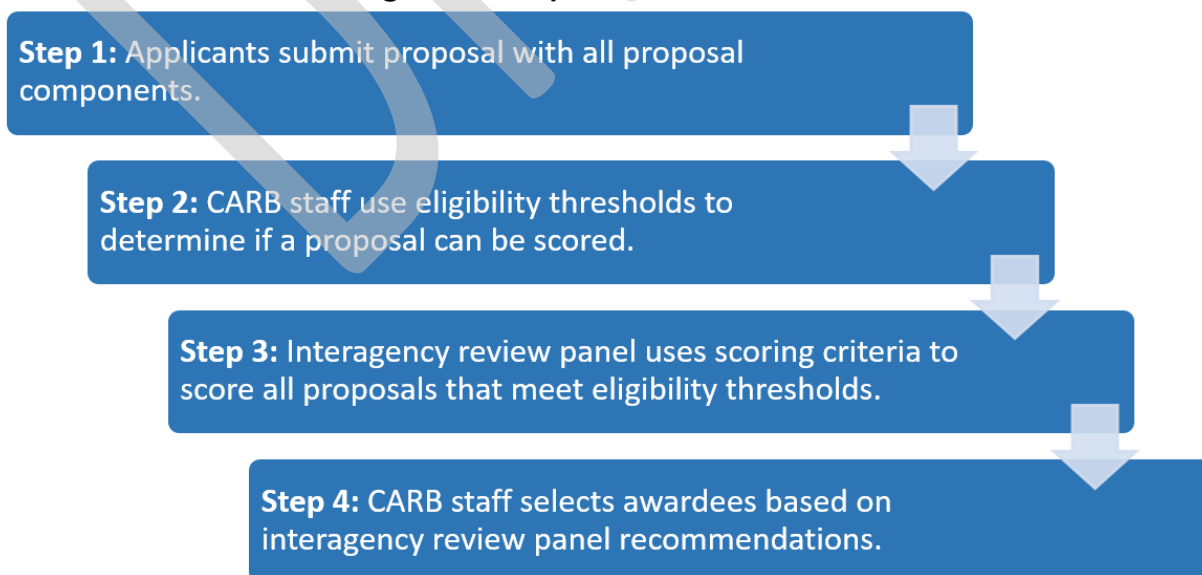
Eligibility Thresholds: The basic eligibility requirements that must be met for the proposal to be scored.

If a proposal meets all eligibility thresholds, CARB staff and an interagency review panel will evaluate the proposal using the Scoring Criteria below. Each proposal that is scored will receive a single score out of 100 points.

Scoring Criteria: The criteria used by the interagency review panel to score STEP proposals after determining that they meet the eligibility thresholds.

See the figure below for an outline of the full proposal review process.

Figure 6: Proposal Review Process



See **Appendix I** for a checklist that includes all proposal components. Applicants are encouraged to use this checklist to ensure that all proposal components are included prior to submitting the proposal.

See **Appendix J** for a checklist that includes all eligibility thresholds that CARB staff will use to determine if a proposal can be scored. Applicants may use this checklist to ensure that all eligibility thresholds are met prior to submitting the proposal.

Scoring criteria differ between the Planning and Capacity Building Grant and the Implementation Grant. See **Appendix K** for a list of draft scoring criteria organized by proposal component for each grant type.

II. EXTRA POINTS

Planning and Capacity Building Grant AND *Implementation Grant*

Applicants may be eligible to receive extra points for their proposal during the scoring process for meeting or addressing certain criteria. These extra points are intended to enable applicants and communities with less capacity or experience with state grant programs to compete in the scoring process. Extra points will be assigned to:

- Proposals in which the Lead Applicant is a community-based organization or a federally recognized tribe
- Proposals for projects in rural²⁸ communities
- Tentative: Proposal is for projects in a community with high VMT per capita
- Tentative: Proposal is for projects in a community that has a lack of clean transportation options available to residents. Still need to determine what metric to use for this category (e.g., existence of high-quality transit, number of transit stations per population size, number of shared mobility options available, rate of active transportation collisions)

²⁸ For the purposes of STEP, communities that are not in urbanized areas, as defined by the 2010 census (<https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural/2010-urban-rural.html>) OR communities that are not served by a metropolitan planning organization.

APPENDIX A: ELIGIBLE PROJECTS

Planning and Capacity Building Grants will fund projects that support disadvantaged and low-income communities to identify residents' transportation needs and to prepare those communities to implement clean transportation and supporting projects. Implementation Grants will fund a variety of clean transportation and supporting projects in disadvantaged communities that will work together to increase community residents' access to key destinations without needing a personal vehicle.

For the Planning and Capacity Building Grants, each proposal may contain only one project. For the Implementation Grants, each proposal must contain multiple projects. Each project may contain multiple fundable elements. Each fundable element must abide by STEP's eligible costs and readiness requirements (defined for each grant type in this appendix). Types of projects that are ineligible for STEP funding are listed at the end of this appendix. Projects that are not on the eligible or ineligible lists may be determined to be eligible at CARB's sole discretion.

ELIGIBLE PROJECTS FOR PLANNING AND CAPACITY BUILDING GRANTS

Planning and Capacity Building Grants

Eligible projects include:

Table 2: Eligible Projects for the Planning and Capacity Building Grant

Eligible Projects	Examples of STEP Fundable Elements
Community and stakeholder engagement for new or existing planning, clean transportation, and/or mode shift strategies	<ul style="list-style-type: none"> • Community transportation needs assessments • Participatory budgeting and other forms of community decision-making • Surveys/information gathering • Partnership and relationship building • Community engagement events/activities • Pop-up/demonstration projects and other forms of tactical urbanism²⁹ • Engagement and contracting with local businesses/workforce
Land use and/or transportation-focused plan development	<ul style="list-style-type: none"> • Combined land use and mobility plans • Mobility equity analysis³⁰ • Mobility plans, including but not limited to: <ul style="list-style-type: none"> ○ Active transportation, bicycle, or pedestrian plans ○ Transit plans ○ Safe routes to schools/transit plans

²⁹ Low-cost, temporary changes to the built environment, often meant to test out changes before making them more permanent

³⁰ Assessment of the equity of existing mobility options and proposed new mobility projects

Eligible Projects	Examples of STEP Fundable Elements
	<ul style="list-style-type: none"> ○ New mobility plans ○ Multi-modal corridor plans ○ Alternative fuel infrastructure plans (e.g., electric vehicle readiness plans) ● Feasibility studies ● Transportation equity work plans and tools ● Traffic calming and safety enhancement plans <ul style="list-style-type: none"> ○ Traffic collision reduction/traffic calming plans (e.g., Vision Zero plans) ○ Collision/safety/speed limit analysis ● Plans for data collection, tracking progress, monitoring goals, and sharing results ● Other studies, plans, or planning methods that advance a community’s effort to reduce single occupancy vehicle trips and transportation-related GHG
Capacity building to implement new or enhance existing planning, clean transportation, and/or mode shift strategies	<ul style="list-style-type: none"> ● Relationships building and network development ● Street teams (e.g., community ambassadors) ● Community resource portals/toolkits/documents ● Educational resources (e.g., classes, training sessions, materials, curricula) ● Job assistance and career development programs

I. ELIGIBLE COSTS FOR PLANNING AND CAPACITY BUILDING GRANTS

The list below includes the eligible costs for all of the fundable elements listed in the chart above.

- Outreach and community engagement support, including but not limited to:
 - Language translation and interpretation services
 - Community/stakeholder advisory groups
 - Venue reservations
 - Marketing/advertisements
 - Participant compensation
- Access to proprietary data or research material
- Electronic software licenses/services/development or hardware support services
- Labor
- Materials and supplies (e.g., printing)

II. READINESS REQUIREMENTS FOR PLANNING AND CAPACITY BUILDING GRANTS

None proposed at this time.

ELIGIBLE PROJECTS FOR IMPLEMENTATION GRANTS

Implementation Grants

The proposal must identify at least one eligible project for each type of strategy that they plan to implement. While there may be overlap between strategies, projects must be distinct to count towards implementing one of the identified strategies.

I. CLEAN TRANSPORTATION STRATEGIES

The proposal must identify at least two Clean Transportation Strategies, which include Active Transportation, Fixed-Route Transit, and Shared Mobility. These strategies should encourage mode shift from single-occupancy vehicles, fill transportation gaps, and prioritize first/last mile connections. The proposal must use a minimum of 50 percent of the total proposal budget to fund projects that are counted towards the proposal's Clean Transportation Strategies. Identified strategies should complement each other and work together to achieve the community's vision. The Clean Transportation Strategies and eligible projects are listed alphabetically below.

A. Active Transportation

Includes projects like bicycle, pedestrian, and complete streets infrastructure (e.g., crosswalks, sidewalks, bikeways) and active transportation subsidies. Eligible projects include:

Table 3: Eligible Active Transportation Projects

Eligible Projects	Examples of STEP Fundable Elements
Active transportation subsidies	<ul style="list-style-type: none"> • Vouchers to incentivize active transportation (e.g., bicycles, scooters, recumbent bicycles, and other micromobility vehicles) • Planning, community engagement, outreach, and education for active transportation subsidies
Construction of new pedestrian facilities	<ul style="list-style-type: none"> • New walkways that improve mobility/access/safety of pedestrians (non-motorized users) • Non-capacity increasing streetscape improvements, including but not limited to: <ul style="list-style-type: none"> ○ Installation of lighting ○ Installation of signage and way-finding markers ○ Urban forestry/greenery ○ Other related amenities for pedestrians, cyclists, and transit riders • Installation of new/improved pedestrian crossings or over-crossings • Benches or "street furniture" • Street crossing enhancements, including accessible pedestrian signals

Eligible Projects	Examples of STEP Fundable Elements
	<ul style="list-style-type: none"> • Traffic-calming/control projects, including but not limited to development of: <ul style="list-style-type: none"> ○ Curb extensions ○ Curb cuts ○ Roundabouts ○ Channelization (e.g., median islands/road diets) ○ Lane narrowing projects ○ Speed tables/bumps/humps/cushions • Complete streets infrastructure • Connections to mobility hubs and transit stations to enable first/last mile connections • Planning, community engagement, outreach, and education for new pedestrian facilities
New bike routes and networks (Class I, Class II, or Class IV) and supporting infrastructure	<ul style="list-style-type: none"> • New context-sensitive bike paths or lanes (Class I, Class II, or Class IV) • Publicly accessible bike parking, storage, and repair infrastructure (e.g., bike racks, bike lockers, bike repair kiosks) • Bicycle carrying structures on public transit • Routes that connect to mobility hubs and transit stations to prioritize first/last mile connections • Complete streets infrastructure • Planning, community engagement, outreach, and education for new bike routes

B. Fixed-Route Transit

Includes projects such as transit station improvements, transit right-of-way improvements (e.g., bus rapid transit lanes), transit operations improvements, transit passes, and improvements to increase accessibility of transit (e.g., network/fare integration, wayfinding, and signage). Eligible projects include:

Table 4: Eligible Fixed-Route Transit Projects

Eligible Projects	Examples of STEP Fundable Elements
New or expanded service	<ul style="list-style-type: none"> • Operation of new/expanded service • Procurement of zero-emission vehicles for new/expanded service, and supporting infrastructure • Planning, community engagement, outreach, and education for new or expanded services
Public transit subsidies	<ul style="list-style-type: none"> • Free fare days • Transit vouchers for free or reduced fares • Planning, community engagement, outreach, and education for public transit subsidies

Eligible Projects	Examples of STEP Fundable Elements
System/efficiency improvements	<ul style="list-style-type: none"> • Transit station/stop improvements, including but not limited to: <ul style="list-style-type: none"> ○ Mobility hubs to integrate different transit/transportation modes ○ Beautification and greenery ○ Shading and shelters ○ Lighting ○ Signage that provides real-time transit information ○ Station ambassadors ○ Safety and security equipment ○ Other measures to increase safety from gender-related violence • Network/fare integration • Mobile apps • Route/schedule/frequency/reliability improvements (e.g., for commuters, for non-commute trips, for trip-chaining) • Infrastructure for bus-only lanes, express routes, and other efficiency improvements • Traffic signal coordination • Wayfinding and signage • Transit-related amenities • ADA accessibility improvements • Transit vehicle improvements (e.g., bike racks, stroller access improvements) • Other system or efficiency improvements that result in increased ridership for new or existing routes, including project elements that increase service levels or reliability or decrease travel time • Planning, community engagement, outreach, and education for system/efficiency improvements

C. Shared Mobility

Includes projects such as zero-emission carshare, rideshare, van/carpooling, bikeshare, scooter share, shuttles, and microtransit/on-demand transit services. Projects should be complimentary to existing public transit service. Projects could include new service/operations or promoting ridership/pooling through subsidies. Eligible projects include:

Table 5: Eligible Shared Mobility Projects

Eligible Projects	Examples of STEP Fundable Elements
Capital, infrastructure, and/or operations in support of new or	<ul style="list-style-type: none"> • Zero-emission vehicle purchases/leases (all eligible vehicles are on the Clean Vehicle Rebate Project (CVRP) and Hybrid and Zero-Emission Truck and

Eligible Projects	Examples of STEP Fundable Elements
expanded fleets for car sharing, bikesharing, vanpooling, ridesharing, shuttles, microtransit or other shared mobility options	Bus Voucher Incentive Project (HVIP) Eligible Vehicle lists) ^{31,32} <ul style="list-style-type: none"> • Purchase, construction, and/or installation of infrastructure, equipment, or facilities to support zero-emission vehicles • Operation of new/expanded service • Electric vehicle supply equipment (EVSE) – Level 2 or Level 3 (must comply with CALeVIP equipment requirements)³³ • Micromobility vehicles, including but not limited to: <ul style="list-style-type: none"> ○ Electric bicycles – Class 1 or Class 2 ○ Electric scooters ○ Recumbent and adaptive bicycles • Mobile applications for on-demand services • Strategies to encourage verifiable pooling for on-demand services • Strategies to reduce deadhead mileage³⁴ for on-demand services • Access for unbanked consumers • Mobility hubs to prioritize first/last mile connections • Planning, community engagement, outreach, and education for shared mobility services
Shared mobility subsidies	<ul style="list-style-type: none"> • Vouchers for free or reduced fares • Planning, community engagement, outreach, and education for shared mobility subsidies

II. MODE SHIFT STRATEGIES

The proposal must identify at least one Mode Shift Strategy, which includes Land Use, Incentives, and Space Conversion. These strategies are meant to employ innovative solutions to reduce trip lengths, incentivize mode shift away from single-occupancy vehicles, and prioritize shared zero-emission vehicles. Identified strategies should complement each other and work together to achieve the community's vision. The Mode Shift Strategies and eligible projects are listed alphabetically below.

A. Land Use

Includes policies, plans, and processes that encourage infill development, curb urban or suburban sprawl, and incentivize denser development in areas with high quality transportation options. Eligible projects include:

³¹ <https://cleanvehiclerebate.org/eng/eligible-vehicles>

³² <https://www.californiahvip.org/how-to-participate/#Eligible-Vehicle-Catalog>

³³ <https://calevip.org/resources-ev-charging-manufacturers-service-providers>

³⁴ Mileage driven without cargo or a passenger, typically to reach the next pick-up location

Table 6: Eligible Land Use Projects

Eligible Projects	Examples of STEP Fundable Elements
Growth management projects to support transit-oriented development	<ul style="list-style-type: none"> • Transfer of development rights • Conservation easements and purchase program transactions and program administration • Agricultural land mitigation program transactions and program administration • Adoption of urban limit lines or urban growth boundaries • Increased zoning minimum of designated strategic agricultural areas • Adoption of an agricultural greenbelt and implementation agreement • Planning, community engagement, outreach, and education for growth management projects
Land use plans to support transit-oriented development	<ul style="list-style-type: none"> • Land-use plans for transit-oriented and transit-ready development • Combined land use and mobility plans • Plans for converting publicly-owned lands into affordable housing infill development • Plans to connect disconnected neighborhoods (e.g., cul-de-sac conversion) • Community engagement, outreach, and education for plans

B. Incentives

Includes financial incentives and dis-incentives that encourage mode shift away from single-occupancy vehicles and toward shared zero-emission vehicle modes of transportation. Eligible projects include:

Table 7: Eligible Incentives Projects

Eligible Projects	Examples of STEP Fundable Elements
Pricing pilots or programs (e.g., parking, vehicle registration, (de-)congestion, or road pricing; feebates; other pricing mechanisms) to support mode shift away from single-occupancy vehicles	<ul style="list-style-type: none"> • Impact analysis of pilots • Operation and enforcement of pilot • Infrastructure and signage • Mobile applications • Payment systems • Community outreach and engagement • Incentives to exempt or reduce the price to certain populations (e.g., low-income, students, seniors) from the pricing pilot • Planning, community engagement, outreach, and education for pilots and programs
Updated pricing policies to support mode shift away from single-	<ul style="list-style-type: none"> • Policy analysis • Community engagement, outreach, and education for policy updates

Eligible Projects	Examples of STEP Fundable Elements
occupancy vehicles	
Telecommuting plans and programs	<ul style="list-style-type: none"> • Program administration • Community engagement, outreach, and education for plans and programs

C. Space Conversion

Includes plans, policies, and infrastructure projects that prioritize shared zero-emission vehicle modes of transportation. Eligible projects include:

Table 8: Eligible Space Conversion Projects

Eligible Projects	Examples of STEP Fundable Elements
Infrastructure projects (e.g., lane conversion, parking conversion, low/no emission zones, car-free zones, curbside management) to support mode shift away from single-occupancy vehicles	<ul style="list-style-type: none"> • Pre- and post-analysis of pilot impacts • Infrastructure for bus-only lanes • Geofencing³⁵ • Road diets³⁶ and traffic calming measures • Complete streets infrastructure • Signage and other associated infrastructure to separate modes/space • Separate drop-off/pick-up areas • Parklets³⁷ • Planning, community engagement, outreach, and education for infrastructure projects
Plans or policies to support mode shift away from single-occupancy vehicles	<ul style="list-style-type: none"> • Curbside management³⁸ plans/policies • Parking or lane conversion plans (to prioritize infill development and shared and zero-emission modes of transportation) • Low/no emission zone plans • Car-free zone plans • Community engagement, outreach, and education for plans or policies

III. SUPPORTING STRATEGIES

The proposal must identify at least one Supporting Strategy, which includes Planning and Community Engagement, Outreach and Education, and Community Development. These strategies are meant to support and enhance transportation projects that already exist in the STEP Community, and lay the groundwork for successful implementation of STEP-funded transportation projects. Identified strategies should complement each other and work together to achieve the

³⁵ The use of technology to create virtual boundaries around a location, typically used in transportation to restrict specific types of vehicles or services from entering certain locations

³⁶ The practice of reducing the number of lanes on a road, typically to slow driving speed and make room for other forms of transportation besides cars

³⁷ Community or green space that takes the place of a former curbside parking spot

³⁸ The collection of practices that an entity uses to effectively manage the use of curb space

community's vision. The Supporting Strategies and eligible projects are listed alphabetically below.

A. Community Development

Includes infrastructure and policy projects that ready communities for adoption of clean vehicle technology and clean/shared transportation modes while avoiding substantial burdens. Eligible projects include:

Table 9: Eligible Community Development Projects

Eligible Projects	Examples of STEP Fundable Elements
Displacement avoidance activities related to STEP-funded projects	<ul style="list-style-type: none"> • Appendix D includes a list of recommended activities and eligible costs
Local goods movement to individuals or small businesses to minimize trips in single-occupancy vehicles	<ul style="list-style-type: none"> • Zero-emission vehicles for mobile and delivery services (e.g., mobile markets and food trucks), including but not limited to: <ul style="list-style-type: none"> ○ Vehicles on the CVRP and HVIP Eligible Vehicles lists ○ Cargo bikes • Local goods movement emission reduction plans • Centralized walkable consumer pick-up locations • Zoning and geofencing • Planning, community engagement, outreach, and education for local goods movement
Projects to increase access to new transportation options	<ul style="list-style-type: none"> • Broadband network infrastructure to support new transportation options • Community resource center or hub to educate residents about how to use new clean transportation options • Planning, community engagement, outreach, and education for projects
Workforce development activities for the climate and clean transportation sectors	<ul style="list-style-type: none"> • Educational resources, including but not limited to: <ul style="list-style-type: none"> ○ Classes ○ Training sessions ○ Materials ○ Websites ○ Mobile apps ○ Curricula • Job assistance and career development programs • Promotion of engagement and contracting with local businesses/workforce • Appendix C includes a list of recommended activities and eligible costs
Zero-emission readiness projects to support publicly-accessible	<ul style="list-style-type: none"> • Public electric vehicle charging readiness (e.g., planning, evaluation of existing infrastructure,

Eligible Projects	Examples of STEP Fundable Elements
transportation	<ul style="list-style-type: none"> siting, education and awareness, signage, ombudsman position) • Public hydrogen refueling infrastructure readiness (e.g., planning, evaluation of existing infrastructure, siting, education and awareness, signage, ombudsman position) • Renewable energy generation and storage for zero-emission transportation • Demand management planning and education • Planning, community engagement, outreach, and education for zero-emission readiness projects

B. Outreach and Education

Includes projects that encourage residents to use shared and zero-emission modes of transportation. Also includes education of anyone who will be interacting with funded clean transportation and land use projects (as users or as part of the workforce). Eligible projects include:

Table 10: Eligible Outreach and Education Projects

Eligible Projects	Examples of STEP Fundable Elements
Behavior change and marketing campaigns for new or existing clean transportation and mode shift strategies	<ul style="list-style-type: none"> • Media outlets (e.g., digital media (social media/television/video), physical media (newspapers, magazines, newsletters)) • Signage and other physical infrastructure • Gamification programs³⁹ • Mobile applications
Capacity building to implement new or enhance existing planning, clean transportation, and/or mode shift strategies	<ul style="list-style-type: none"> • Relationship building and network development • Street teams (e.g., community ambassadors) • Community resource portals/toolkits/documents • Educational resources (e.g., classes, training sessions, materials, websites, mobile apps, curricula)
Outreach and education for new or existing planning, clean transportation, and/or mode shift strategies	<ul style="list-style-type: none"> • Pop-up or demonstration projects and other forms of tactical urbanism⁴⁰ • Community resource portals/toolkits/documents • Educational resources, including but not limited to: <ul style="list-style-type: none"> ○ Events (e.g., ride and drives, bicycle rodeos, bike repair pop-ups, temporary street closures/car-free days to encourage active transportation, workshops) ○ Materials

³⁹ Behavior change programs that employ characteristics of games to encourage desired behavior

⁴⁰ Low-cost, temporary changes to the built environment, often meant to test out changes before making them more permanent

Eligible Projects	Examples of STEP Fundable Elements
	<ul style="list-style-type: none"> ○ Websites ○ Mobile apps ○ Curricula ○ Bike valet at community events ● First responder training

C. Planning and Community Engagement

Includes co-developing plans and co-designing projects with community residents for the community’s land use and transportation systems. Eligible projects include:

Table 11: Eligible Planning and Community Engagement Projects

Eligible Projects	Examples of STEP Fundable Elements
Community and stakeholder engagement for new or existing planning, clean transportation, and/or mode shift strategies	<ul style="list-style-type: none"> ● Community transportation needs assessments ● Participatory budgeting and other forms of community-decision making ● Surveys/information gathering ● Partnership and relationship building ● Community engagement events/activities ● Pop-up/demonstration projects and other forms of tactical urbanism⁴¹ ● Community resource portals/toolkits/documents
Land use and/or transportation-focused plan development	<ul style="list-style-type: none"> ● Combined land use and mobility plans ● Mobility equity analysis⁴² ● Mobility plans, including but not limited to: <ul style="list-style-type: none"> ○ Active Transportation plans ○ Transit plans ● Automated and connected vehicle plans to enable shared mobility ● Feasibility studies ● Transportation equity work plans and tools ● Community engagement, outreach, and education for plans

IV. ELIGIBLE COSTS FOR IMPLEMENTATION GRANTS

The list below includes the eligible costs for all of the fundable elements listed in the charts above. All costs covered by STEP funding must directly support the fundable elements.

- Vehicle/equipment purchase/leases⁴³

⁴¹ Low-cost, temporary changes to the built environment, often meant to test out changes before making them more permanent

⁴² Assessment of the equity of existing mobility options and proposed new mobility projects

⁴³ **Vehicles:** Micromobility vehicles (e.g., bicycles, e-bikes, and scooters) and zero-emission vehicles on the CVRP and HVIP eligible vehicle and vehicle conversion lists, including vehicle models that were removed due to CVRP policy changes effective December 3, 2019.

- Equipment/infrastructure design, engineering, procurement, installation/construction, and commissioning, for elements such as:
 - Vehicle charging/refueling stations
 - Some aspects of electrical system upgrades (under consideration)
 - Street and sidewalk infrastructure
 - Consumer payment systems
 - Green infrastructure
 - External consultant fees
- Operations and maintenance of vehicles/equipment/infrastructure, including but not limited to:
 - Repairs and routine maintenance
 - Roadside assistance
 - Data loggers/telematics
 - Time-of-use management systems and software
 - Insurance (for vehicle and for rider/passenger)
 - Safety courses
 - Costs to outfit vehicles/equipment/infrastructure with necessary and appropriate workplace and safety equipment
 - User safety equipment (e.g., helmets for bicycle sharing participants)
- Consumer subsidies
- Outreach and community engagement support, including but not limited to:
 - Language translation and interpretation services
 - Community/stakeholder advisory groups
 - Venue reservations
 - Advertisements
 - Participant compensation
- Access to proprietary data or research material
- Acquisition of right-of-way
- Electronic software licenses/services/development or hardware support services
- Training/education materials, supplies, and services
- Labor (e.g., personnel costs, fringe benefits)

V. READINESS REQUIREMENTS FOR IMPLEMENTATION GRANTS

- Readiness documentation (e.g., the California Environmental Quality Act [CEQA], site control, permits) demonstrates that readiness has been met at the time of grant execution
- All vehicles in the proposed project that will be operated on California roadways must be compliant with all applicable state requirements, including, but not limited to applicable CARB engine or vehicle approval or certification and Department of Motor Vehicles licensing.
- All necessary preparations have been completed and all necessary partners are on board.

INELIGIBLE PROJECTS

Projects that are ineligible for STEP funding include, but are not limited to:

- Projects that increase GHG or air pollutant emissions or vehicle miles traveled
- Projects that include purchase of internal or hybrid vehicles
- Personal/private automobile funding incentives (e.g., rebates, vouchers)
- Ridehailing services unless they are providing services with zero-emission vehicles or verifiable shared rides
- Highway/road capacity creation or expansion
- Inter-state transit or long-distance intra-state transit (e.g., Greyhound buses)
- Road maintenance that is not directly linked to a complete streets project
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or CEQA
- Building permits and site approvals
- Land/building acquisition/leasing/renting
- Lab-scale technology research and development (TRL 4 or less)
- Manufacturing, including but not limited to:
 - Acquisition of raw materials/inputs for the manufacture of commercial product(s)
 - Operations and maintenance of manufacturing facility

ENCOURAGED PROJECTS

Some types of projects are ineligible for STEP funding, but may contribute to the vision for and benefit the STEP Community, so coordination between STEP-funded projects and these other projects is encouraged. Projects that are ineligible for STEP funding, but that may be encouraged through scoring include, but are not limited to:

- Heavy rail
- Transit-oriented development, particularly affordable housing
- Cost-sharing for infill development
- Community-scale renewable energy/fuel production and storage

APPENDIX B: RESOURCE CONTRIBUTION

Resource Contributions: Assets contributed to the project to support quality, breadth, and longevity of the project through its lifetime,⁴⁴ such as labors costs, project-related technology and equipment, and in-kind contributions. Assets do not need to be monetary, but applicants are required to estimate the monetary value of the contributions.

Planning and Capacity Building Grant

Resource contribution is not a component required for the Planning and Capacity Building Grant proposals.

Implementation Grant

For the Implementation Grant, applicants must demonstrate that they are prepared to supplement STEP funding with community investments in the form of resource contributions. The proposal must identify resource contributions that add up to at least 20 percent of the value of the funds requested in their STEP proposal.

The proposal must show that the resources have already been committed to the projects or demonstrate that they will have the ability to use those resources for the proposed projects by the time the grant agreement is signed. See examples of eligible documentation below.

No more than 50 percent of the resource contribution may be met through other California Climate Investments funds. Other California Climate Investments funds may not be used to cover the same expenses that STEP funds are used for.

TYPES OF RESOURCE CONTRIBUTIONS

The table below includes a list of eligible resource contributions and examples of the types of documentation that must be submitted with the proposal to support the resource contribution claim. The proposal may identify resource contributions that are not listed in the table below. CARB maintains the discretion to allow or disallow additional types of resource contributions.

Table 12: Types of Resource Contributions

Type of Resource Contribution	Documentation could include:
Contributions of staff/labor (including volunteer labor) from Community Partners, such as community groups and community-based organizations, and other partners (partnerships that are not part of core	<ul style="list-style-type: none"> • Letter of support • MOU • Description of involvement / benefit to project

⁴⁴ Defined by the Applicant based on project type. CARB provides default values for quantifiable project types in CARB Quantification Methodologies.

Type of Resource Contribution	Documentation could include:
partner team)	
Data collection and coordination with non-CARB funded research initiatives that are project-related	<ul style="list-style-type: none"> • Research contracts or grants • MOUs • Research product deliverables • Data sharing agreements
<p>Project-related labor costs and in-kind labor contributions during the Grant Term that are not reimbursed or paid for by STEP. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Partnership development and planning • Infrastructure permitting and construction • Outreach and marketing • Operations • Program management, involvement, or buy-in • Executive leadership, involvement, or buy-in • Quality control, quality assurance, oversight and accountability • Workforce training and development • Volunteer labor 	<ul style="list-style-type: none"> • Time sheets • Budget • Task description / duty statements
<p>Project-related materials/assets and in-kind contributions already owned by project participants, purchased for, and/or donated to the project⁴⁵ that will be used during the Grant Term. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Event venues • Community engagement, outreach, and education expenses/assets, including but not limited to: <ul style="list-style-type: none"> ○ Advertising ○ Compensation for participation of residents in community engagement activities ○ Community meetings and outreach events ○ Broadcast media ○ Printing and mailing ○ Travel expenses 	<ul style="list-style-type: none"> • Invoices • Budget • Contract • Grant agreement • Letter of commitment • Work plan

⁴⁵ Can be from other publicly funded projects.

Type of Resource Contribution	Documentation could include:
<ul style="list-style-type: none"> ○ Reporting ○ Websites ○ Newsletters ● Web platforms and software ● Travel expenses ● Other 	
<p>Technology and equipment and in-kind contributions already owned by project participants, purchased or borrowed for, and/or donated to the project⁴⁶ that will be used during the Grant Term. May include construction and installation. Examples include:</p> <ul style="list-style-type: none"> ● Vehicles and associated hardware acquisition ● ADA Retrofits ● Necessary and appropriate workplace and safety equipment ● Vehicle insurance ● Vehicle tracking ● EVSE infrastructure ● Hydrogen fueling station ● Bicycle parking ● Web platforms and software 	<ul style="list-style-type: none"> ● Purchase documentation ● Permits ● Invoices
<p>Energy or fuel costs during the Grant Term: electricity or hydrogen</p>	<ul style="list-style-type: none"> ● Energy bills ● Letter of commitment ● Budget
<p>Donated land for infrastructure (maximum of 25% of the total resource contribution)</p>	<ul style="list-style-type: none"> ● Applicable documentation
<p>Low Carbon Fuel Standard revenue</p>	<ul style="list-style-type: none"> ● Applicable documentation
<p>Lost parking meter revenue at on-street charging stations for shared-user vehicles</p>	<ul style="list-style-type: none"> ● Applicable documentation
<p>Cash from other funding sources, which includes other agency grants and foundation awards⁴⁷</p>	<ul style="list-style-type: none"> ● Applicable documentation
<p>Project costs after the end of the Grant Term that maintain the project through the project's lifetime.⁴⁸ See all of the above for examples.</p>	<ul style="list-style-type: none"> ● See above documentation ● MOU ● Contract ● Sustainability Plan

⁴⁶ Can be from other publicly funded projects.

⁴⁷ May not be double-counted with other resource contributions. Cash from other sources may refer to funds that have not been allocated to a specific expense but that will be committed to the project.

⁴⁸ Defined by the Applicant based on project type. CARB provides default values for quantifiable project types in CARB Quantification Methodologies.

APPENDIX C: WORKFORCE DEVELOPMENT

The proposal should contribute to workforce development in the climate and clean transportation sectors by providing employment opportunities or job training tied to employment wherever possible for residents of the STEP Community. To the extent feasible, jobs and job training should be targeted to residents of disadvantaged and low-income communities and residents that face barriers to employment.

Planning and Capacity Building Grant

The proposal should describe how the proposed project will contribute to workforce development in the climate and clean transportation sectors, including how the project will help identify funding opportunities and partners to implement workforce development activities in the future for residents of the STEP Community, if applicable.

Implementation Grant

The proposal should describe how the proposed projects will contribute to workforce development in the climate and clean transportation sectors, including how the projects will create workforce development and training programs with career pathways and provide economic opportunities through the creation of high-quality jobs⁴⁹ for residents of the STEP Community, if applicable.

The proposal should identify how the proposed projects will address workforce development. This may include the following approaches:

- Creation of or partnership with existing workforce development and training programs with career pathways for residents of the STEP Community.
 - Demonstrate demand for the proposed education and training initiatives. Explain how demand is determined in the region.
 - Include information about the workforce development and training programs that already exist in or are benefiting the STEP Community.
- Provision of economic opportunities through high-quality jobs provided through the projects.

See page 12 of the California Climate Investments Funding Guidelines for more recommendations and resources on job creation and training.⁵⁰

EXAMPLE ACTIVITIES

The following list identifies some example workforce development activities that could be funded through STEP

⁴⁹ Offer local living wages, benefits, predictable scheduling, opportunities for advancement, geographic accessibility, good working conditions, and job retention.

⁵⁰ https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/2018-funding-guidelines.pdf?_ga=2.197229930.437187489.1581384285-1840842515.1540412248

- Pre-apprenticeship programs that use industry standard-developed curriculum and are tied to certified apprenticeships
- Training programs that lead to occupations and industries that support the STEP proposal implementation
- Training programs that reduce barriers for and reflect the range of employment readiness needs of local residents with employment barriers
- Partnerships with local workforce development boards, local non-profits, and other organizations with knowledge of the employment landscape that ensure the training will lead to industry-recognized credentials and labor market advancement
- Street Teams and Community Ambassador training and positions to build on-the-ground capacity for multilingual outreach in the STEP Community to support STEP-funded projects
- Just Transition programs with a focus on sharing resources about how to access unemployment benefits and training programs to seek re-employment
- Youth/high school-level education and training for future careers
- Targeted recruitment strategies, consistent with federal and state law, to direct training opportunities to residents and/or businesses within the STEP Community, particularly for residents who have historically faced barriers to high-quality employment (e.g., Community Benefits Agreements, labor agreements or community workforce provisions, contract provisions)
- Contracting with local, women-owned, or minority-owned businesses

I. LEAD ORGANIZATION RECOMMENDATIONS

Organizations leading the workforce development and training programs should have a demonstrated track record of experience in workforce development, preferably providing training with high rates of completion or post-training job placement using existing formalized pathways and partnerships with potential employers or industries.

ELIGIBLE COSTS

I. ELIGIBLE COSTS

Eligible costs include but are not limited to:

- Instructor salaries, wages, and stipends
- Trainee salaries up to 50 percent of the wages including six months of benefits or no more than 1,040 hours, and stipends
- Cost of tools, materials, or equipment necessary to perform training
- Support costs for outreach and recruitment
- Rental costs for facilities required to perform training. Applicants are encouraged to seek access to free or low-cost facilities through partnerships with community facilities where possible.
- Public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges

II. INELIGIBLE COSTS

- Programs that do not include clear career pathways for residents of the STEP Community or committed partnerships for high-quality job placement
- Programs that provide workforce readiness skills (i.e. “soft skills” training) but are not directly linked to employment credentials or pathways
- Work-appropriate clothing or attire (other than essential equipment and safety wear)

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APPENDIX D: DISPLACEMENT AVOIDANCE

The STEP proposal should identify and avoid substantial economic, environmental, and public health burdens in disadvantaged and low-income communities that may occur due to STEP-funded projects and that may lead to the physical or economic displacement of low-income households and small businesses.

Low-income Household: Households identified as low-income per AB 1550.⁵¹

Small Business: Defined by the Department of General Services as a for-profit business that is independently owned, is not dominant in its field of operation, and meets specific employee size and/or revenue requirements.⁵²

Planning and Capacity Building Grant

The proposal should describe how the proposed project will identify displacement vulnerability among existing low-income households and small businesses within the STEP Community, and how displacement avoidance measures will be incorporated into planning process (see example activities below), including how the project will help identify funding opportunities and partners to implement displacement avoidance activities in the future, if applicable.

Implementation Grant

The proposal should identify how the projects will address displacement avoidance in the STEP Community. This should include, at minimum:

- Description of displacement vulnerability that currently exists among existing households and small businesses within the STEP Community.
 - Applicants may use information or recommendations from the Urban Displacement Project.⁵³
- Description of the policies, plans, ordinances, or programs that are already in place to avoid displacement (see list of example activities below).
- Identification of any new activities that applicants will pursue or existing activities that applicants will coordinate with to avoid displacement among existing low-income households and small businesses within the STEP Community that may occur due to STEP-funded projects (see list of example activities below). Applicants are encouraged to define quantifiable goals for selected policies through the community engagement process.

⁵¹ <https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>

⁵² <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise#@ViewBag.JumpTo>

⁵³ <https://www.urbandisplacement.org/>

EXAMPLE ACTIVITIES

STEP funds should be used to support displacement avoidance activities that meet all of the following criteria:

- Activity is focused on implementing additional or new policies and programs, which may include but are not limited to new policies not yet adopted, programs that address implementation barriers of existing policies and programs, and expanded efforts around existing policies and programs.
- Activity directly addresses the displacement vulnerabilities of the STEP Community and the potential impacts of implementing STEP-funded projects
- Activity is located within the STEP Community
- Activity is focused on engaging existing low-income households and small businesses located or involved within the STEP Community
- Activity includes an evaluation of the success of that activity in avoiding displacement of existing low-income households and small businesses

Direct and inclusive community engagement that builds collaboration before projects are launched or implemented is an important practice to avoid displacement and other unintended consequences of STEP-funded projects. Applicants are expected to directly engage community residents and businesses, including low-income households and small businesses, throughout proposal implementation (see [Community Inclusion](#)).

The lists below include examples of the policies/activities that applicants may identify in the STEP proposal as existing anti-displacement policies/activities (including those that applicants will coordinate with) and new anti-displacement policies activities to be implemented in the STEP proposal (including those that may be funded by STEP based on the criteria above).

I. POLICIES/ACTIVITIES TO AVOID THE DISPLACEMENT OF LOW-INCOME HOUSEHOLDS

A. Production of Affordable Housing

- Density bonus ordinance
- Fee on new commercial development that is dedicated to affordable housing
- Community land trusts or banking programs to acquire land for development of affordable housing
- Development of new accessory dwelling units (ADU)
- Reduction of local barriers to ADU development (parking, rear-yard requirements, impact fees, etc.)
- Dedication of a certain percentage of a housing bond to building housing in the STEP Community
- Site acquisition to develop 100 percent affordable housing
- Fee deferrals to develop 100 percent affordable housing
- Development of family-sized units as a certain percentage of new rental and ownership affordable units

- Allow affordable housing on a limited number of underutilized industrial parcels with a ground floor requirement for industrial uses
- Housing bond to fund affordable unit development

B. Preservation of Affordable Housing

- Local rent control, stabilization ordinances, and rent review boards that offer stronger protections than State law
- No-net loss of affordable housing units / net gain of affordable units
- Preservation of existing affordable housing in the STEP Community through the one-for-one redevelopment of distressed public housing; right-to-return policies for existing residents in good standing in redeveloped public housing; and commitment not to raise rents above pre-redevelopment levels for existing residents in redeveloped buildings
- Policies to preserve single-room occupancy (SRO) and/or mobile home parks and to allow current residents in good standing to remain or return in the case of redevelopment
- Condominium conversion restrictions
- Demonstration of application to local, state, and federal programs to fund preservation of affordable housing
- Preservation of affordable housing via acquisition and rehabilitation programs
- Covenants to maintain affordability in perpetuity
- Community land trusts or banking programs to acquire land for preservation of affordable housing
- Restrictions on short-term rentals to increase rental availability for residents
- Restrictions on non-primary residences to increase rental availability for residents

C. Tenant Protections and Support

- Tenant anti-harassment policies
- Right-to-return policies for existing households
- Source of income non-discrimination
- Local 'Just Cause' eviction policies that offer stronger protections than State law
- Culturally appropriate tenant rights education
- Funding for tenant organizing
- Tenant legal services and right to council in eviction proceedings
- Review of occupancy requirements to create greater flexibility for tenants
- Identify opportunities to master lease or acquire privately owned and managed SROs to lease below market rate to low-income households (and to provide additional supportive service)
- Increase supportive services to tenants living in SROs that are not managed or master leased by the City or non-profits
- Improve code enforcement in SROs

- Implement guidelines to prioritize moving families from SROs into affordable housing units
- Tenant’s first right to purchase ordinance
- Preserve rent-control units when major rehabilitation occurs and implement first right of return policies that include moving expenses
- Assess enforcement of crime-free nuisance policies and modify as needed to ensure vulnerable populations are not being negatively impacted
- Create an emergency housing response action plan for instances when code enforcement deem the properties uninhabitable

D. Neighborhood Stabilization and Wealth Building

- Asset building opportunities for low-income residents
- Contracting with local/small/diversely-owned businesses
- Development and promotion of micro-lending opportunities
- Development of worker cooperatives
- Non-speculative homeownership opportunities
- Policies to avoid the displacement of anchor organizations like churches and community centers
- Local community-building spaces and events, including parks and recreation opportunities that align with community culture

II. POLICIES/ACTIVITIES TO AVOID THE DISPLACEMENT OF LOCAL AND SMALL BUSINESSES

A. Protections for Small Businesses

- Implementation of an overlay zone or inclusionary policies designed to protect and assist local and small businesses
- Creation and maintenance of a small business alliance
- Increased visibility of the jurisdiction’s small business assistance programs
- Formal programs to ensure that some fraction of a jurisdiction’s goods and services come from local and small businesses
- Development of no-cost and low-cost business development and retention programs with established local, state and federal partners such as the California Small Business Development Center Network, Women’s Business Centers, Procurement Technical Assistance Centers and others
- Support for ownership of space by small, locally owned businesses
- Enforce existing regulations to retain and protect production, distribution, and repair space
- Advocate for commercial rent control

B. Business Stabilization and Wealth Building

- Development of layoff aversion and business continuity programs during construction or other business interruption events

- Development of no-cost and low-cost business development consulting and training programs targeting small and micro-enterprises in partnership with local, state and federal technical assistance partners
- Contract with local/small/diversely-owned businesses
- Encouragement and assistance to ensure businesses are community serving
- Increase commercial space and promote community serving uses in new developments
- Support alternative business models including cooperatives
- Non-profit stabilization programs and rental subsidy programs that prevent the displacement of non-profits from a neighborhood

ELIGIBLE COSTS

I. ELIGIBLE COSTS

Eligible costs include, but are not limited to:

- Direct costs for implementing additional or new policies/activities
- Salaries, wages, and stipends of nonprofit or consultant staff dedicated to the displacement avoidance plan
- Preparation of outreach and education materials
- Translation for meetings or written materials
- Rental costs for facilities required to perform training. Applicants are encouraged to seek access to free or low-cost facilities through partnerships with community facilities where possible.
- Public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges

II. INELIGIBLE COSTS

- Costs for implementing existing policies, plans, ordinances, or programs (e.g., local government staff salaries, supplies, meetings)

APPENDIX E: PRO-AFFORDABLE HOUSING POLICIES

PROJECT-SUPPORTIVE LAND USE POLICIES, PLANS, AND PROCESSES

Land use policies, plans, and processes that promote development of affordable housing within a half-mile of a transit station, transit stop, or access point to active transportation are key influencing factors in the facility's rate of use and benefits to community residents over the life of the facility. Well-integrated community planning that includes affordable housing options is also critical to

This appendix provides information about local land use policies, plans, and processes that support the development of transportation-efficient affordable housing.

I. EXAMPLE POLICIES, PLANS, AND PROCESSES

Example policies, plans, and processes include but are not limited to:

- Zoning and other policies that allow greater densification and promote mode shift. For example:
 - A density bonus ordinance whose allowable density increase exceeds the requirements of State Density Bonus Law
 - For a guide to California's State Density Bonus Law, see: <https://www.meyersnave.com/wp-content/uploads/California-Density-Bonus-Law.pdf>
 - For information on recent updates to State Density Bonus Law, see "California's Density Bonus Law: 2019 Update": <https://www.meyersnave.com/californias-density-bonus-law-2019-update/>
 - An ordinance or other policy that reduces parking requirements more than State Density Bonus Law
 - Affordable Housing Overlay Zones which, when utilized, exceed the jurisdiction's share of the Regional Housing Needs Allocation by providing opportunities for low-income households to live in transit-rich neighborhoods
- Policies to decrease per-unit infill development costs and production timeframes in the approval process. For example:
 - Nondiscretionary Local Approval Processes for multifamily residential, mixed-use, or affordable housing development
 - Certified plan-level CEQA analysis that allows streamlined environmental approvals of multifamily residential or mixed-use development at the project level
 - Dedicated resources to promote transparency and certainty in the development approval process
- Financial support promoting infill housing or infill-supportive infrastructure. For

example:

- A policy that standardizes and improves processes for local impact fees or other development-related fees on infill multifamily residential or mixed-use development
- Financing tools that directly fund affordable housing in transit-oriented areas, such as an Enhanced Infrastructure Financing District (EIFD) whose adopted financing plan explicitly supports affordable housing
- Preserving housing units affordable to lower-income residents. For example:
 - Strategies to avoiding the displacement of local residents (e.g., local policies or development-specific protections). See Appendix D for more information about displacement avoidance.

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APPENDIX F: COMMUNITY INCLUSION

REQUIREMENTS

STEP funds must support community engagement, outreach, and education activities that:

- Are directly related to the implementation of the STEP grant
- Are located within the STEP Community
- Are focused on engaging community stakeholders located or involved within the STEP Community
- Emphasize language access with multilingual outreach activities where appropriate
- Include gathering data on current knowledge regarding cleaner transportation options
- Include evaluating the success of community engagement, outreach, and education throughout implementation and adapting methods used accordingly
- Appropriately compensate community residents for their time and expertise

RECOMMENDED ACTIVITIES

I. FOR ENGAGEMENT ON COMMUNITY-IDENTIFIED TRANSPORTATION NEEDS

Implementation Grant

- Community and stakeholder meetings
- Community-based participatory research and surveys
- Focus groups and listening sessions
- Community teach-ins
- Design charrettes⁵⁴
- Participatory budgeting
- Advisory body or shared decision-making body
- Sub-contract with community-based organizations to conduct engagement
- Outreach through existing community groups
- Door-to-door canvassing
- Establish website and/or social media
- Distributed flyers or other printed materials
- Additional activities to ensure community stakeholders have an opportunity to influence the STEP proposal development

⁵⁴ A meeting in which stakeholders work together to design a project or a solution to a particular challenge

II. FOR COMMUNITY ENGAGEMENT

Planning and Capacity Building Grant AND Implementation Grant

A. During Project Development

- Community and stakeholder meetings
- Design charrettes⁵⁵
- Community-based participatory research and surveys
- Focus groups and listening sessions
- Community teach-ins
- Participatory budgeting
- Advisory body or shared decision-making body
- Community benefit agreements
- Sub-contract with community-based organizations to conduct engagement
- Outreach through existing community groups
- Door-to-door canvassing
- Establish website and/or social media
- Additional activities to ensure community stakeholders have an opportunity to influence the STEP project development

B. During Implementation

- Community and stakeholder meetings
- Community-based participatory research and surveys
- Focus groups and listening sessions
- Community teach-ins
- Advisory body or shared decision-making body
- Staff positions focused on community engagement
- Sub-contract with community-based organizations to conduct engagement
- Outreach through existing community groups
- Door-to-door canvassing
- Established website and/or social media
- Additional activities to provide community stakeholders an opportunity to influence the STEP project implementation

III. FOR OUTREACH AND EDUCATION

Planning and Capacity Building Grant AND Implementation Grant

- Educational events (e.g., ride and drives, bicycle rodeos, temporary street closures to encourage active transportation, workshops)
- Pop-up/demonstration projects and other forms of tactical urbanism
- Community and stakeholder meetings
- Stakeholder and end user trainings

⁵⁵ A meeting in which stakeholders work together to design a project or a solution to a particular challenge

- Staff positions focused on outreach and education
- Sub-contract with community-based organizations to conduct outreach
- Outreach through existing community groups
- Door-to-door canvassing
- Established website and/or social media
- Additional activities to inform community stakeholders of STEP projects and opportunities to participate in projects

ELIGIBLE COSTS

I. ELIGIBLE COSTS

Eligible costs include, but are not limited to:

- Preparation of outreach materials including printings and mailings
- Staff time dedicated to community engagement and outreach
- Translation for meetings or written materials
- Educational events and training programs that develop public awareness of the STEP projects
- Logistical support (e.g. room rental, equipment)
- Participant compensation

II. INELIGIBLE COSTS

- General meetings that do not specifically discuss or advance implementation of the STEP proposal

RESOURCES

Applicants may refer to the following resources for more information on how to plan for and conduct community engagement and outreach.

- California Climate Investments Community Engagement Best Practices⁵⁶
- SB 350 Outreach Roadmap⁵⁷
- The Spectrum of Community Engagement to Ownership⁵⁸
- Spectrum of Public Participation⁵⁹
- Institute for Local Government Inclusive Public Engagement⁶⁰
- Just Communities provides extensive guidance on how to deliver multilingual outreach that supports language justice⁶¹

⁵⁶ <https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/ci-community-leadership-bestpractices.pdf>

⁵⁷ <https://ww3.arb.ca.gov/msprog/truckstop/pdfs/carbsb350outreachroadmap.pdf>

⁵⁸ <https://movementstrategy.org/b/wp-content/uploads/2019/09/Spectrum-2-1-1.pdf>

⁵⁹ https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf

⁶⁰ <https://www.ca-ilg.org/inclusive-public-engagement>

⁶¹ <https://www.just-communities.org/lji>

APPENDIX G: DATA TRACKING AND REPORTING

DATA EXAMPLES

The tables below list examples of the types of data that grant recipients must track and report to CARB, as applicable to the project types deployed. CARB will require specific data based on the type of projects proposed and selected. All data requirement details will be included in the grant agreement.

Any data collected that contains personally identifiable information, such as the names, personal phone numbers, and home addresses of end users must be secured and protected.⁶² All information and data collected to comply with STEP's data collection requirements is the property of CARB and will become a public record. As such, any information or data that contains personally identifiable information must be reported only in aggregate or with the personally identifiable information removed.

Recipients must obtain and report to CARB all trip information collected via data loggers, telematics, and surveys, which may be funded through STEP. When not obtained, an explanation must be provided. Vehicles used for projects funded by STEP must be equipped with telematics hardware that allows for recording of geospatial utilization data consistent with STEP's data collection requirements and must make such data available for reporting to CARB. If installation of telematics hardware is found to be infeasible, the applicant may request an exemption from this requirement and propose an alternative approach to collecting necessary location and usage data. CARB will consider such requests on a case-by-case basis.

All data provided must be collected in a manner that can help CARB and third-party researchers better understand how implemented projects impact low-income users, users with disabilities, caregivers, and non-commuters, among other STEP Community residents.

Table 13: Data Examples for Projects that Fund Vehicles and Associated Charging/Fueling Infrastructure

Vehicle and Charging/Fueling Equipment Specifications
<ul style="list-style-type: none"> i) Vehicle specifications (e.g., type of vehicle, new or used, manufacturer, model, model year, gross vehicle weight rating, fuel type, battery/fuel capacity (kWh/gallons/kg), class) ii) Number of vehicles in service iii) Age and current mileage for used vehicles iv) Charging equipment specifications (e.g., manufacturer, model, model year, charger level, voltage output, amperage)

⁶² California Civil Code section 1798, et seq. <https://www.harp.org/og/cc%201798.htm>

Vehicle and Charging/Fueling Equipment Specifications
<ul style="list-style-type: none"> v) Purchase/lease date, purchase/lease amount vi) Registration date and date of next renewal (for vehicles) vii) Insurance information and date of next renewal (for vehicles) viii) Odometer reading ix) First date of operation (for both vehicles and charging equipment) x) Site location for charging equipment (street address, if available)
Vehicle Operation
<ul style="list-style-type: none"> i) Number of trips taken in total, per vehicle, and per day ii) Description of typical daily use of vehicles iii) Number of riders and passengers reported for each vehicle trip iv) Vehicle usage (e.g., hours of operation per day, days of operation per year, GPS route data) v) Origin and destination (data must be aggregated in such a way as to not reveal personally identifiable information) vi) Miles traveled for each vehicle trip and total miles traveled vii) Average miles per kilowatt hour (for electric bicycles and motorized scooters only)
End Users
<ul style="list-style-type: none"> i) Number of users and their membership type (e.g., standard, community, trial) ii) Basic demographic information iii) Total number of withdrawn memberships and reason, if available iv) User experience of the vehicle/service (e.g., availability, capacity to meet travel needs, perceived safety, and any barriers) v) User Survey data, including: <ul style="list-style-type: none"> 1. Transportation patterns, auto ownership, and average annual auto miles used in last two years prior to participation in the project 2. Purpose of using the service (e.g., work commute, grocery shopping, medical appointments) 3. Census tract of residence, Zip Code, and County 4. User experience of the advanced technology vehicles and equipment, e.g., vehicle availability, power, perceived safety, refueling/recharging experience, and any barriers 5. User experience of how the service increased their accessibility to key destinations 6. Feedback from participants regarding effectiveness of outreach efforts and materials
Lessons Learned
<ul style="list-style-type: none"> i) Challenges that occurred during implementation and resolutions ii) Successes and best practices

Table 14: Data Examples for Projects that Fund Outreach and Community Engagement Events

Events
<ul style="list-style-type: none"> i) Schedule of community outreach and education conducted, materials used, and number of people contacted ii) Method of outreach (e.g., online, flyer, door-to-door notice) iii) Location, date, time of event iv) Type of event (e.g., workshop, in-person meeting, webinar, educational forum) v) Approximate number of attendees and types of organizations represented vi) Number of speakers or other active participants vii) Title of event viii) Copy of the survey questionnaires, if applicable ix) A summary of key takeaways from the event x) Description of how inputs was/will be incorporated into project design/implementation
Lessons Learned
<ul style="list-style-type: none"> i) Challenges that occurred during implementation and resolutions ii) Successes and best practices

OTHER REQUIRED REPORTING

I. JOBS REPORTING

Recipients will be required to track and report information quarterly on the actual jobs supported by awarded projects if the total proposal cost exceeds \$1,000,000. These types of data include:

- Job classifications or trades
- Job training credentials
- Number of jobs provided
 - In total and to disadvantaged and low-income communities
- Total project work hours
 - In total and for disadvantaged and low-income communities
- Average hourly wage
 - In total and for disadvantaged and low-income communities
- Total number of workers that completed job training
 - In total and in disadvantaged and low-income communities
- Description of job quality
- Targeted hiring strategy by applicants for implementation of STEP-funded projects, if applicable

CARB will require specific data based on the type of projects proposed and selected. All data requirement details will be included in the grant agreement.

II. PROJECT OUTCOME REPORTING

Recipients will be required to track and report annual data on the outcomes of capital projects for the first three years after they start operation. These types of data include:

- Average daily ridership
- Days of operation per year
- Fuel or electricity use per year
- Vehicles miles traveled per year

CARB will require specific data based on the type of projects proposed and selected. All data requirement details will be included in the grant agreement.

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APPENDIX H: CLIMATE ADAPTATION AND RESILIENCY

STEP projects should increase adaptability and build resilience to the specific impacts of climate change on the STEP Community over the project's lifetime.⁶³ Proposed projects should build community resilience in preparation for both the direct and indirect impacts of climate change.

Adaptation: Adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.⁶⁴

Resiliency: The capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience.⁶⁵

Community Resilience: The ability of a community to mitigate harm and maintain an acceptable quality of life in the face of climate-induced stresses, which take different forms depending on that community's circumstances and location. An example of a direct impact of climate change is higher numbers of extreme heat days. An example of an indirect impact is the increased cost of fire insurance for homes built in high-wildfire risk areas.

Planning and Capacity Building Grant

The proposal should consider how the proposed project will identify climate change risks and exposures within the STEP Community and how the project will help increase the community's capacity to adapt to these impacts and contribute to community resilience.

Implementation Grant

The proposal should account for the community-specific impacts of climate change within the STEP Community over each funded projects' lifetime. The proposal should account for the impacts (i.e., on public health, economy, built environment) of climate change and incorporate adaptation measures that will lead to increased resiliency when designing all projects included in the STEP proposal.

The proposal should describe the climate risks and anticipated impacts of climate

⁶³ Defined by the Applicant based on project type. CARB provides default values for quantifiable project types in CARB Quantification Methodologies.

⁶⁴ <http://resources.ca.gov/docs/climate/safeguarding/update2018/safeguarding-california-plan-2018-update.pdf>

⁶⁵ <http://resources.ca.gov/docs/climate/safeguarding/update2018/safeguarding-california-plan-2018-update.pdf>

change on the STEP Community. This includes describing:

- Climate change risks and exposures within the STEP Community, such as extreme heat or precipitation, flooding, sea level rise, wildfire, and drought.
- Anticipated impacts of climate change risks and exposures on the community, including vulnerable populations.⁶⁶
- Anticipated impacts of climate change risks and exposures on the built environment and economy, including, for example, increased physical risk to public infrastructure and increased private insurance costs.

Based on the risks and anticipated impacts, the proposal should describe how each proposed project will identify and prioritize adaptation measures to increase resiliency in the face of climate impacts. This includes:

- Addressing how projects can lead to increased community resilience in the face of climate change
- Adapting project design to meet the future climate-impacted needs of community residents
- Increasing resiliency of proposed projects (particularly infrastructure and capital projects) to climate impacts

If not applicable to a proposed project, explain why.

EXAMPLE PROJECTS

See the list below for examples of how projects funded by STEP may increase community resilience or help communities adapt to the impacts of climate change.

- Shade structures, trees, and cooling centers at transit stops to provide relief from extreme heat
- Installation and maintenance of air conditioning on transit vehicles to provide relief from extreme heat
- Plans for vehicles to be used by emergency services in the case of a natural disaster
- Battery storage and microgrids to increase reliability in the case of a natural disaster and reduce the risk of wildfires
- Land use and infrastructure plans that account for changes in building and travel patterns due to sea level rise and wildfire risk
- Transportation infrastructure risk assessments (particularly to prioritize most at-risk populations or most critical transportation projects)
- Mobile applications or information networks to share information about transportation services with end users
- First responder training on how to use transportation services in the case of a natural disaster

⁶⁶ http://opr.ca.gov/docs/20180723-Vulnerable_Communities.pdf

RESOURCES

Information about climate change risks and exposures may be obtained using:

- Cal-Adapt.org, an online platform created by the California Energy Commission: <https://cal-adapt.org/>
- California Heat Assessment Tool (CHAT), a tool that allows users to explore and understand how extreme heat will impact specific communities across the state: <https://www.cal-heat.org/>
- USGS's Coastal Storm Modeling System (CoSMoS), which makes detailed predictions of storm-induced coastal flooding, erosion, and cliff failures over large geographic scales: https://www.usgs.gov/centers/pcmssc/science/coastal-storm-modeling-system-cosmos?qt-science_center_objects=0#qt-science_center_objects
- USGS's Hazard Exposure Reporting and Analytics (HERA), which links CoSMoS flood projects to sociodemographic, infrastructure, and other economic information: <https://www.usgs.gov/apps/hera/>
- California's Fourth Climate Change Assessment: <http://www.climateassessment.ca.gov/regions/>
- Using the results of a local or regional vulnerability assessment that includes the STEP Community
- Any other locally developed, down-scaled projection model such as projection models developed by consultants, community-based organizations, or government institutions

Information about the impact of climate change risks and exposures on the community, including vulnerable populations, may be obtained using:

- Climate Change and Health Profile Reports, created by the California Department of Public Health, which describe the impact of climate risks and exposures for vulnerable populations for each county: <https://www.cdph.ca.gov/Programs/OHE/Pages/ClimateHealthProfileReports.aspx>
- Climate Change and Health Vulnerability Indicators for California developed by the CalBRACE Project: <https://www.cdph.ca.gov/Programs/OHE/Pages/CC-Health-Vulnerability-Indicators.aspx>
- California Healthy Places Index: <https://healthyplacesindex.org/>
- Regional Opportunity Index developed by the UC Davis Center for Regional Change: <https://interact.regionalchange.ucdavis.edu/roi/>
- Adaptation Capability Advancement Toolkit: <http://arccacalifornia.org/adapt-ca/>
- Safeguarding California Plan: 2018 Update, created by the California Natural Resources Agency: <http://resources.ca.gov/climate/safeguarding/>
- Defining Vulnerable Communities in the Context of Climate Adaptation: http://opr.ca.gov/docs/20180723-Vulnerable_Communities.pdf

APPENDIX I: PROPOSAL COMPONENTS

Planning and Capacity Building Grant AND *Implementation Grant*

Proposal Components: All items that must be submitted to CARB as part of the proposal in order for the proposal to be scored.

Applicants are encouraged to use the checklist below to ensure that all proposal components are included prior to submitting the proposal.

Table 15: Proposal Components Checklist

Framework (page 6)	Yes/No
Vision statement	
Strategies identified*	
Projects identified	
Applicants and Partnership Structure (page 12)	Yes/No
Applicant qualifications documentation and letters of support	
Partnership Agreement	
Proposal Characteristics (page 16)	Yes/No
STEP Community map	
STEP Community description	
Proposal budget	
Resource contribution documentation*	
Consistency with existing plans letter of support	
Connections to existing projects component*	
Workforce development component	
Displacement avoidance component	
Pro-affordable housing policies component	
Project-specific Characteristics (page 22)	Yes/No
Project plans	
Readiness documentation*	
Narrative of benefits to residents of disadvantaged and/or low-income communities	
Community inclusion narratives/plans	
Community-identified transportation needs narrative*	
Community engagement component	
Outreach and education component	
Data tracking and reporting component	
Benefits Calculator and supporting documentation*	
Climate adaptation and resiliency component	
Longevity and lessons learned component*	

* Identifies components that are only applicable to Implementation Grant proposals.

APPENDIX J: ELIGIBILITY THRESHOLDS

Planning and Capacity Building Grant AND *Implementation Grant*

Eligibility Thresholds: The basic eligibility requirements that must be met for the proposal to be scored.

CARB staff will use the checklist below to determine if a proposal can be scored. Applicants may use this checklist to ensure that all eligibility thresholds are met prior to submitting the proposal.

Table 16: Eligibility Thresholds Checklist

General Completeness	Yes/No
Proposal includes all proposal components.	
Proposal does not extend beyond the maximum grant term.	

Framework (page 6)	Yes/No
<i>Strategies identified*</i>	
At least two Clean Transportation Strategies, one Mode Shift Strategy, and one Supporting Strategy identified, with at least one distinct project under each strategy.*	
<i>Projects identified</i>	
Projects identified are eligible (on the list of eligible projects or based on CARB's discretion and not on the lists of ineligible or encouraged projects)	

* Identifies thresholds that are only applicable to Implementation Grant proposals.

Applicants and Partnership Structure (page 12)	Yes/No
<i>Applicant qualifications documentation and letters of support</i>	
All applicants are eligible organizations and have submitted letters of support.	
If the Lead Applicant is not a federally recognized tribe, applicants include at least one local government.	
If the Lead Applicant is not a federally recognized tribe, applicants include at least one community-based organization.	
All Community Partners have submitted letters of support.	
<i>Partnership Agreement</i>	
Partnership Agreement identifies the Lead Applicant, Co-applicants, and Community Partners and outlines roles and responsibilities of each.	
Partnership Agreement identifies a lead implementer for each proposed project.	
Partnership Agreement includes information about the governance, legal, financial considerations of the partnership structure.	
Partnership Agreement includes a process for transparent decision-	

Applicants and Partnership Structure (page 12)	Yes/No
making that involves Community Partners and other residents.	

Proposal Characteristics (page 16)	Yes/No
<i>STEP Community map</i>	
Map identifies the STEP Community boundaries, the tentative location of each project, and the disadvantaged community or low-income community census tracts (for Planning and Capacity Building Grants) or disadvantaged community census tracts (for Implementation Grants) within the STEP Community.	
At least 50 percent of the geographic area of the STEP Community includes disadvantaged community or low-income community census tracts (for Planning and Capacity Building Grants) or disadvantaged community census tracts (for Implementation Grants).	
<i>Proposal budget</i>	
At least 50 percent of the total proposal budget funds projects that are counted towards the proposal's Clean Transportation Strategies.*	
At least 50 percent of the total proposal budget funds projects located within the boundaries of the disadvantaged community census tracts that are located within the STEP Community.*	
Proposal implementation costs account for no more than five percent of the total proposal budget.	
Resource contribution is valued at minimum at 20 percent of the value of the funds requested from STEP in the proposal.*	
At least two percent of the total proposal budget funds data tracking and reporting	
<i>Resource contribution documentation*</i>	
Proposal includes supporting documentation for all identified resource contributions.*	
<i>Consistency with existing plans letter of support</i>	
Letter from the city, county, or tribe's Planning, Community Development, or similar Department describes the proposed projects' consistency with strategies, policies, and priorities identified in relevant, existing local and regional plans.	

* Identifies thresholds that are only applicable to Implementation Grant proposals.

Project-specific Characteristics (page 22)	Yes/No
<i>Project plans</i>	
Proposal includes a project plan for each proposed project.	
Project plans include task lists for implementation of each project with associated timeline and roles	
Project plans include budgets with associated timelines for invoices	
<i>Readiness documentation*</i>	

Project-specific Characteristics (page 22)	Yes/No
Readiness documentation (e.g., CEQA, site control, permits) demonstrates that readiness has or will have been met by the time of grant execution.*	
<i>Benefits Calculator and supporting documentation*</i>	
Proposal estimates a positive GHG emission reduction.	

* Identifies thresholds that are only applicable to Implementation Grant proposals.

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APPENDIX K: DRAFT SCORING CRITERIA

Scoring Criteria: The criteria used by the interagency review panel to score STEP proposals after determining that they meet the eligibility thresholds.

Scoring criteria differ between the Planning and Capacity Building Grant and the Implementation Grant. Scoring criteria for the Planning and Capacity Building Grant are outlined below, followed by the scoring criteria for the Implementation Grant.

DRAFT SCORING CRITERIA FOR PLANNING AND CAPACITY BUILDING GRANTS

Planning and Capacity Building Grant

Table 17: Planning and Capacity Building Grant Draft Scoring Criteria

Framework (page 6)	20 to 25% of points
<i>Vision statement</i>	
Vision for the community aligns with STEP objectives and articulates how the proposed project will help address the transportation needs of the community.	
Residents and key stakeholders were involved in the development of the vision statement using recommended, context-specific methods of community engagement from Appendix F.	
<i>Projects identified</i>	
Residents and key stakeholders were involved in the identification of the proposed project using recommended, context-specific methods of community engagement from Appendix F.	
Proposed project complements past or existing planning and capacity building projects.	
Proposed project prioritizes increasing accessibility to key destinations for community residents with diverse transportation needs.	
Proposed project has a clear goal for how capacity built will be used in a manner that addresses the transportation needs of community residents.	
Applicants and Partnership Structure (page 12)	15 to 20% of points
<i>Applicant qualifications documentation and letters of support</i>	
Lead Applicant has the organizational capacity and ability to implement the STEP proposal through relevant expertise, experience, and skill sets (e.g., has experience managing planning projects, implementing grants, working with community residents)	
Co-applicants have the organizational capacity and ability to	

Applicants and Partnership Structure (page 12)	15 to 20% of points
support the Lead Applicant to implement the STEP proposal for their identified role through relevant expertise, experience, skill sets, and resources.	
Applicants have the organizational readiness to conduct equity work.	
<i>Partnership Agreement</i>	
Lead Applicant and Co-applicants have the capacity to work together to implement a complex grant. This may include past work history, a commitment to regular communication, etc.	
Partnership Structure includes a diverse group of key stakeholders that represent the community (e.g., community-based organizations, local governments, transit agencies, nonprofits, regional agencies, health-based organizations, small businesses)	
Partnership Agreement includes a meaningful process to involve Community Partners and other residents in the decision-making process for each proposed project. In this way, community engagement is tied to a governance structure that will help community ideas and concerns shape project design and implementation.	

Proposal Characteristics (page 16)	15 to 20% of points
<i>STEP Community description</i>	
Project is connected to the needs of the community, aligned with the community's culture and demographics, and will help transform community residents' ability to access key destinations.	
<i>Workforce development component</i>	
Proposal considers how to incorporate workforce development in the climate and clean transportation sectors into the project with a focus on STEP Community residents that live in disadvantaged and low-income community residents and that face barriers to employment.	
<i>Displacement avoidance component</i>	
Proposal considers how to identify displacement vulnerability among existing households and small businesses within the STEP Community.	
Proposal considers how to incorporate displacement avoidance measures into planning project.	
<i>Pro-affordable housing policies component</i>	
Proposed project complements/is complemented by the existing or prospective uses of other planning grants being administered by the local jurisdiction with land use implications for transportation.	

Project-specific Characteristics (page 22)	40 to 45% of points
<i>Project plans</i>	
Plan is feasible (including timelines, tasks, deliverables, and budget).	
<i>Narrative of benefits to residents of disadvantaged and/or low-income communities</i>	
Proposed project will maximize benefits to the disadvantaged and low-income community census tracts within the STEP Community.	
<i>Community engagement component</i>	
Proposal incorporates diverse, context-specific, and recommended community engagement activities from Appendix F for the duration of the project's implementation to involve residents in decision-making processes.	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	
<i>Outreach and education component</i>	
Projects help educate residents about the proposed project to better participate in decision-making processes using recommended, context-specific outreach and education activities from Appendix F.	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	
<i>Data tracking and reporting component</i>	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	
<i>Climate adaptation and resiliency component</i>	
The proposal includes a plan to identify climate change risks and exposures within the STEP Community.	
Climate risks and community resiliency will be incorporated into proposed projects.	

Extra points will be awarded to proposals that meet the qualifications below. No proposal may receive more than 10 extra points.

Extra Points	Up to 10% of points
Lead Applicant is a community-based organization or a federally recognized tribe	
Proposal is for a project in a rural community	
Tentative: Proposal is for projects in a community with high VMT per capita	
Tentative: Proposal is for projects in a community that has a lack of clean transportation options available to residents	

DRAFT SCORING CRITERIA FOR IMPLEMENTATION GRANTS

Implementation Grant

Table 18: Implementation Grant Draft Scoring Criteria

Framework (page 6)	15 to 20% of points
<i>Vision statement</i>	
Vision for the community aligns with STEP objectives and articulates how the proposed projects will help address the transportation needs of the community.	
Residents and key stakeholders were involved in the development of the vision statement using recommended, context-specific methods of community engagement from Appendix F.	
<i>Strategies identified</i>	
Strategies selected meet the needs of the community and effectively address the vision statement.	
Residents and key stakeholders were involved in the identification of the proposed strategies using recommended, context-specific methods of community engagement from Appendix F.	
<i>Projects identified</i>	
Residents and key stakeholders were involved in the identification of the proposed projects using recommended, context-specific methods of community engagement from Appendix F.	
Proposed projects are integrated and connected with each other in a manner that prioritizes working together to address community residents' transportation needs.	
Proposed projects prioritize increasing accessibility to key destinations for community residents with diverse transportation needs.	
Proposed projects are employ innovative solutions or work together in innovative ways to address community residents' transportation needs.	
Applicants and Partnership Structure (page 12)	15 to 20% of points
<i>Applicant qualifications documentation and letters of support</i>	
Lead Applicant has the organizational capacity and ability to implement the STEP proposal through relevant expertise, experience, and skill sets (e.g., has experience managing pilot projects, implementing grants, working with community residents).	
Co-applicants have the organizational capacity and ability to support the Lead Applicant to implement the STEP proposal for their identified role through relevant expertise, experience, and skill sets.	
Applicants have the organizational readiness to conduct equity	

Applicants and Partnership Structure (page 12)	15 to 20% of points
work.	
<i>Partnership Agreement</i>	
Lead Applicant and Co-applicants have the capacity to work together to implement a complex grant. This may include past work history, a commitment to regular communication, etc.	
Partnership Structure includes a diverse group of key stakeholders that represent the community (e.g., community-based organizations, local governments, transit agencies, nonprofits, regional agencies, health-based organizations, small businesses)	
Partnership Agreement includes a meaningful process to involve Community Partners and other residents in the decision-making process for each proposed project. In this way, community engagement is tied to a governance structure that will help community ideas and concerns shape project design and implementation.	
Proposal Characteristics (page 16)	15 to 20% of points
<i>STEP Community description</i>	
Projects are connected to the needs of the community, aligned with the community's culture and demographics, and will help transform community residents' ability to access key destinations.	
Any project not located in the STEP Community is connected to and serves the STEP Community.	
<i>Connections to existing projects component</i>	
Proposed projects complement existing transportation services/modes available and other existing, encouraged transportation, housing, and clean energy projects.	
<i>Workforce development component</i>	
Proposal will implement training that leads to career pathways and high-quality jobs in the climate and clean transportation sectors with a focus on STEP Community residents that live in disadvantaged and low-income community residents and that face barriers to employment.	
Proposal will lead to the creation of high-quality jobs in the climate and clean transportation sectors with a focus on STEP Community residents that live in disadvantaged and low-income community residents and that face barriers to employment.	
<i>Displacement avoidance component</i>	
Displacement vulnerability among low-income households and small businesses and existing policies and plans that address displacement avoidance within the STEP Community are identified.	

Proposal Characteristics (page 16)	15 to 20% of points
Proposal will implement new policies and programs or coordinate with existing policies and programs to avoid the displacement of low-income households and small businesses within the STEP Community to counter any displacement that may occur due to STEP-funded projects.	
<i>Pro-affordable housing policies component</i>	
Proposed projects complement the local jurisdiction's transportation, land use, and housing goals.	
The local jurisdiction's land use policies, plans, and processes complement proposed projects.	

Project-specific Characteristics (page 22)	40 to 50% of points
<i>Project plans</i>	
Plans are feasible (including timelines, tasks, deliverables, and budget).	
<i>Readiness documentation</i>	
All necessary preparations have been completed, all necessary partners are on board, and project is ready to be implemented.	
<i>Narrative of benefits to residents of disadvantaged communities</i>	
Proposed projects maximize benefits to the disadvantaged community census tracts within the STEP Community.	
<i>Community-identified transportation needs narrative</i>	
Residents and key stakeholders were involved in the identification of the community's transportation needs using recommended, context-specific methods of community engagement from Appendix F.	
Each project addresses at least one community-identified transportation need.	
Projects have been designed to meet the identified transportation needs. This includes, but is not limited to, appropriate scope, scale, elements, etc.	
<i>Community engagement component</i>	
Proposal incorporates diverse, context-specific, and recommended community engagement activities from Appendix F for the duration of the each project's implementation to involve residents in decision-making processes.	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	
<i>Outreach and education component</i>	
Projects help educate end users on new technology and services offered and encourage the use of new transportation options using recommended, context-specific outreach and education	

Project-specific Characteristics (page 22)	40 to 50% of points
activities from Appendix F.	
Projects help educate residents about the proposed projects to better participate in decision-making processes using recommended, context-specific outreach and education activities from Appendix F.	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	
<i>Data tracking and reporting component</i>	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	
<i>Benefits Calculator and supporting documentation</i>	
Total GHG emission reductions – Sliding scale based on all proposals scored.	
GHG emission reduction cost-effectiveness – Sliding scale based on all proposals scored.	
<i>Climate adaptation and resiliency component</i>	
The proposal identifies the climate change risks and exposures within the STEP Community.	
Where appropriate, projects include clear plans to address climate risks and enhance resiliency.	
<i>Longevity and lessons learned component</i>	
Proposal addresses need for projects to operate and be maintained after the grant term is complete. Where appropriate, projects include clear plans for long-term operations and maintenance, including coordination with appropriate responsible parties.	
The proposal includes a plan to track and communicate best practices and lessons learned.	

Extra points will be awarded to proposals that meet the qualifications below. No proposal may receive more than 10 extra points.

Extra Points	Up to 10% of points
Lead Applicant is a community-based organization or a federally recognized tribe	
Proposal is for projects in a rural community	
Tentative: Proposal is for projects in a community with high VMT per capita	
Tentative: Proposal is for projects in a community that has a lack of clean transportation options available to residents	