

APPENDIX D: SCORING CRITERIA

Scoring criteria are the criteria used by the evaluation panel to score STEP proposals after determining that they meet the eligibility thresholds.

If a proposal meets all **eligibility thresholds**,¹ CARB staff and an evaluation panel will evaluate the proposal. Each proposal that is scored will receive a single score out of 100 points.

Table D-1: General Scoring Criteria

Category	Maximum Points
Grant Framework	19
Applicants and Partnership Structure	17
Proposal Thresholds and Criteria	16
Project-specific Thresholds and Criteria	44
Proposal Implementation Plan	4
Total Proposal	100
Extra points	4

A review panel will evaluate each scoring criterion using the scoring scale below for all criteria except Number of strategies selected, Total GHG emission reductions, and GHG emission reduction cost-effectiveness. These criteria will be evaluated on a sliding scale compared across all scored proposals. For these criteria, all scored proposals will be compared to one another. The proposals with the highest values will receive the highest number of points for each criterion and the proposals with the lowest values will receive the lowest number of points for each criterion.

Table D-2: Scoring Scale

Possible Percent of Maximum Points	Interpretation	Explanation for Percentage of Points
0%	Not Responsive	Response does not include or fails to address the criterion.
1-24%	Minimally Responsive	Response minimally addresses the criterion. Any omissions, flaws, or defects are significant and unacceptable.
25-49%	Inadequate	Response addresses the criterion, but there are one or more omissions, flaws, or defects OR the criterion is addressed in such a limited way that the reviewer has a low degree of confidence in the proposal.
50-69%	Adequate	Response adequately addresses the criterion. Any omissions, flaws, or defects are minimally

¹ See definition in Appendix A.

Possible Percent of Maximum Points	Interpretation	Explanation for Percentage of Points
		consequential.
70-89%	Good	Response fully addresses the criterion in a way that gives the reviewer a good degree of confidence in the proposal. Any omissions, flaws, or defects are minimal and inconsequential.
90-100%	Excellent	Response fully addresses the criterion in a way that gives the reviewer a high degree of confidence in the proposal. The response exceeds expectations by providing one or more creative or innovative approaches or solutions.

CARB staff and the interagency review panel will evaluate each proposal that meets all eligibility thresholds using the specific scoring criteria below.

Table D-3: Scoring Criteria Breakdown

Grant Framework	Maximum Points (19)
<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.	3
Residents and other key stakeholders were involved in the development of the vision statement using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	1
<i>Strategies identified</i>	
Number of strategies selected. Sliding scale based on all proposals scored.	3
<i>Projects identified</i>	
Proposed projects are integrated and connected with each other in a manner that maximizes the ability to address community residents' transportation needs.	3
Proposed projects prioritize increasing accessibility to key destinations for community residents with diverse transportation needs.	3
Proposed projects employ innovative solutions or work together in innovative ways to address community residents' transportation needs.	3
Residents and other key stakeholders were involved in the identification of the proposed projects using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	3

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Applicants and Partnership Structure	Maximum Points (17)
<i>Lead Applicant and Sub-applicant identification, qualifications, 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).	3
Sub-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.	4
Applicants have the organizational readiness to conduct equity work.	2
<i>Partnership Structure</i>	
Lead Applicant and Sub-applicants have the capacity to equitably work together to implement a complex grant. This may include past work history, a commitment to regular communication, etc.	2
Partnership Structure includes a diverse group of other key stakeholders that represent the community (e.g., community-based organizations, local governments, transit agencies, nonprofits, regional agencies, health-based organizations, small businesses)	2
Partnership Structure 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.	4

Proposal Thresholds and Criteria	Maximum Points (16)
<i>Connections to existing projects component</i>	
Proposed projects complement existing clean transportation services and modes available. Proposed projects complement other existing, encouraged transportation, housing, and clean energy projects.	2
<i>Workforce development component</i>	
Proposed projects will contribute to workforce development in the climate and clean transportation sectors (e.g., partnering with workforce development and training programs with career pathways, providing economic opportunities through high-quality jobs) with a focus on STEP Community residents that live in disadvantaged and low-income community residents and that face barriers to employment.	6

Proposal Thresholds and Criteria	Maximum Points (16)
<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.	1
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.	4
<i>Affordable housing and land use component</i>	
Proposed projects complement the local jurisdiction's transportation, land use, and housing goals in a manner that supports affordable and transit-oriented housing. The local jurisdiction's land use policies, plans, and processes support the use and benefits of the proposed projects.	3

Project-specific Thresholds and Criteria	Maximum Points (44)
<i>Project scopes</i>	
Project scopes are feasible and identify all deliverables needed to achieve objectives.	2
Applicants have all necessary preparations completed (e.g., site control, permits) and all necessary partners on board in order to implement the proposed projects.	2
<i>Transportation equity component</i>	
Proposed projects consider the needs of the different groups of residents within the STEP Community. Projects address the different facets of transportation equity (including accessibility, affordability, safety, reliability, and environmental sustainability) as they are defined by community residents.	4
Proposed projects maximize benefits to the disadvantaged community census tracts within the STEP Community.	2
<i>Community-identified transportation needs component</i>	
Residents and other key stakeholders were involved in the identification of the community's transportation needs using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	2
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.	3
<i>Community engagement component</i>	
Proposal incorporates diverse, context-specific, and	3

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Project-specific Thresholds and Criteria	Maximum Points (44)
recommended community engagement activities from the Community Inclusion Guidance for the duration of each project’s implementation to involve residents in decision-making processes.	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	1
<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 activities from the Community Inclusion Guidance. Proposal also includes a plan to educate residents and local businesses about other applicable State funding opportunities.	2
Projects help educate residents about the proposed projects to better participate in decision-making processes using recommended, context-specific outreach and education activities from the Community Inclusion Guidance.	1
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	1
<i>Data tracking and reporting component</i>	
Proposal for data tracking and reporting satisfies applicable requirements and is feasible (including timelines, tasks, deliverables, and budgets).	3
<i>Benefits Calculator and supporting documentation</i>	
Total GHG emission reductions. Sliding scale based on all proposals scored.	4
GHG emission reduction cost-effectiveness. Sliding scale based on all proposals scored.	4
Community engagement level. If the proposal has high community engagement, two points will be awarded. If the proposal has medium community engagement, one point will be awarded. If the proposal has low community engagement, no points will be awarded.	2
<i>Climate adaptation and resiliency component</i>	
The proposal identifies the climate change risks and exposures within the STEP Community.	1
Where appropriate, projects include clear plans to adapt to direct and indirect climate risks and enhance community resiliency.	3
<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.	3
Proposal includes a plan to track and communicate best practices	1

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Project-specific Thresholds and Criteria	Maximum Points (44)
and lessons learned.	

Proposal Implementation Plan	Maximum Points (4)
<i>Project plans (scopes and timelines)</i>	
Plans are feasible (including timelines, tasks, deliverables, and budget).	4

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

Extra Points	Maximum Points (4)
Lead Applicant is a community-based organization or a federally recognized tribe. If the proposal meets this criteria, the full two points will be awarded. If not, no points will be awarded.	2
Proposal is for projects in a rural community. ² If the proposal meets this criteria, the full two points will be awarded. If not, no points will be awarded.	2
Proposal is for projects in a community that has a lack of clean transportation available to residents. Sliding scale based on all proposals scored.	2

² 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.