

## APPENDIX E: PROJECT ELIGIBILITY

STEP Implementation Grants will fund a variety of clean transportation and supporting projects in disadvantaged communities that will work together to increase community residents' ability to access key destinations without a personal vehicle.

Each proposal<sup>1</sup> must contain multiple projects.<sup>1</sup> Each project may contain multiple project elements.<sup>1</sup> Each project element must abide by STEP's eligible cost and readiness requirements. This appendix includes lists of eligible and ineligible projects, eligible and ineligible costs, and readiness and other requirements for specific project elements and for the proposal overall. Projects that are not on the eligible or ineligible lists may be determined to be eligible at CARB's sole discretion.

The proposal must identify at least one eligible project for each strategy that the Applicant plans to implement.

All projects must be completed within the grant term. All projects must be compliant with all relevant laws, regulations, policies, and procedures.

### ELIGIBLE PROJECTS

The tables below list eligible projects and associated elements by strategy. Funded project elements must directly serve the associated eligible projects in the tables below.

#### I. CLEAN TRANSPORTATION STRATEGIES

Applicants must select at least one Clean Transportation Strategy, which includes Active Transportation, Fixed-route Transit, and Shared Mobility, but Applicants are strongly encouraged to combine multiple strategies. These strategies should expand the clean transportation options available to residents, encourage mode shift away from single-occupancy vehicles toward clean transportation options, fill transportation gaps, or connect transportation modes (e.g., through first/last mile connections). The proposal must use a minimum of 50 percent of the total proposal budget to fund projects that are counted toward the proposal's Clean Transportation Strategies. Identified strategies should work together to achieve the community's vision. The Clean Transportation Strategies and associated eligible projects are listed alphabetically below.

##### A. Active Transportation

The Active Transportation strategy includes projects such as bicycle, pedestrian, and complete streets infrastructure (e.g., crosswalks, sidewalks, bikeways).

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<sup>1</sup> See definition in Appendix A.

**Table E-1: Eligible Active Transportation Projects**

Eligible Projects	Examples of Project Elements
<p>New pedestrian walkways and multi-use paths</p>	<ul style="list-style-type: none"> <li>• Complete streets infrastructure</li> <li>• Connections to mobility hubs and transit stations to enable first/last mile connections</li> <li>• Installation of new or improved pedestrian crossings or over-crossings</li> <li>• Maintenance of funded infrastructure during the project’s lifetime<sup>1</sup></li> <li>• New walkways and multi-use paths that improve mobility, accessibility, and safety for users (e.g. sidewalks)</li> <li>• Non-capacity increasing streetscape improvements, such as:               <ul style="list-style-type: none"> <li>○ Benches or “street furniture”</li> <li>○ Lighting</li> <li>○ Placemaking (e.g., parklets,<sup>2</sup> public art)</li> <li>○ Shading and canopies</li> <li>○ Signage and way-finding markers</li> <li>○ Urban forestry and greenery</li> <li>○ Other related amenities for pedestrians, cyclists, and transit riders</li> </ul> </li> <li>• Planning, community engagement, outreach, and education for new pedestrian facilities</li> <li>• Signalization modifications and upgrades for pedestrian detection and prioritization</li> <li>• Street crossing enhancements, including accessible pedestrian signals</li> <li>• Traffic-calming and traffic control projects such as:               <ul style="list-style-type: none"> <li>○ Channelization (e.g., road diets)<sup>3</sup></li> <li>○ Curb cuts</li> <li>○ Curb extensions</li> <li>○ Lane narrowing projects</li> <li>○ Roundabouts</li> <li>○ Speed tables, bumps, humps, and cushions</li> </ul> </li> </ul>
<p>New bikeways and networks (Class I, Class II, or Class IV)</p>	<ul style="list-style-type: none"> <li>• Bicycle carrying structures on public transit</li> <li>• Complete streets infrastructure</li> <li>• Connections to mobility hubs and transit stations to prioritize first/last mile connections</li> <li>• Maintenance of funded infrastructure during the project’s lifetime</li> </ul>

<sup>2</sup> Community or green space that takes the place of a former curbside parking spot

<sup>3</sup> 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

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• New context-sensitive bikeways (Class I, Class II, and Class IV) that improve mobility, accessibility, and safety for users</li> <li>• Planning, community engagement, outreach, and education for new bike facilities</li> <li>• Publicly accessible bike parking, storage, and repair infrastructure (e.g., bike racks, bike lockers, bike repair kiosks)</li> <li>• Signalization modifications and upgrades for bicycle detection and prioritization</li> </ul>

**B. Fixed-route Transit**

The Fixed-route Transit strategy 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).

**Table E-2: Eligible Fixed-route Transit Projects**

Eligible Projects	Examples of Project Elements
New or expanded service	<ul style="list-style-type: none"> <li>• Operation of new or expanded service</li> <li>• Planning, community engagement, outreach, and education for new or expanded services</li> <li>• Purchase, construction, and installation of infrastructure, equipment, or facilities to support zero-emission vehicles</li> <li>• Zero-emission vehicle<sup>1</sup> purchases and leases for new or expanded service</li> </ul>
Public transit subsidies	<ul style="list-style-type: none"> <li>• Community engagement, outreach, and education for public transit subsidies</li> <li>• Free fare days</li> <li>• Plans for subsidy disbursement (e.g., how many subsidies users will receive, how long the subsidies will last)</li> <li>• Transit vouchers for free or reduced fares</li> </ul>
System or efficiency improvements	<ul style="list-style-type: none"> <li>• Access for unbanked users</li> <li>• ADA accessibility improvements</li> <li>• Infrastructure for express routes and other efficiency improvements such as:                             <ul style="list-style-type: none"> <li>○ Bus-only lanes</li> <li>○ Traffic signal coordination and optimization</li> </ul> </li> <li>• Mobile apps</li> <li>• Network/fare integration</li> <li>• Other system or efficiency improvements that result in increased ridership for new or existing</li> </ul>

Eligible Projects	Examples of Project Elements
	<p>routes, including project elements that increase service levels or reliability or decrease travel time</p> <ul style="list-style-type: none"> <li>• Planning, community engagement, outreach, and education for system or efficiency improvements</li> <li>• Route, schedule, frequency, and reliability improvements (e.g., for commute trips, non-commute trips, trip-chaining, essential services)</li> <li>• Transit station and stop improvements such as:               <ul style="list-style-type: none"> <li>○ Connectivity improvements such as sidewalks and turnouts</li> <li>○ Lighting</li> <li>○ Measures to increase safety from gender-related violence</li> <li>○ Mobility hubs to integrate different transportation modes and prioritize first/last mile connections</li> <li>○ Placemaking and greenery</li> <li>○ Safety and security equipment</li> <li>○ Shading, shelters, and seating</li> <li>○ Station ambassadors</li> <li>○ Wayfinding and signage</li> </ul> </li> <li>• Transit vehicle improvements (e.g., bike racks, stroller access improvements, fareboxes, measures to enhance public health)</li> </ul>

### C. Shared Mobility

The Shared Mobility strategy includes projects such as zero-emission carshare, rideshare, vanpooling, carpooling, bikeshare, scooter share, ride-hailing, shuttles, and microtransit (on-demand transit) services. Shared mobility projects should be complementary to existing public transit service. Shared mobility projects could include new service, operations, or promotion of ridership or pooling through subsidies.

**Table E-3: Eligible Shared Mobility Projects**

Eligible Projects	Examples of Project Elements
<p>New or expanded carshare, rideshare, bikeshare, scooter share, vanpooling, carpooling, ride-hailing, shuttles, and microtransit</p>	<ul style="list-style-type: none"> <li>• Access for unbanked users</li> <li>• Measures to enhance public health why using services</li> <li>• Mobile apps for on-demand services</li> <li>• Mobility hubs to prioritize first/last mile connections</li> <li>• Operation of new or expanded service</li> <li>• Planning, community engagement, outreach, and education for shared mobility services</li> </ul>

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• Purchase, construction, and installation of infrastructure, equipment, or facilities to support zero-emission vehicles</li> <li>• Strategies to encourage verifiable pooling for on-demand services</li> <li>• Strategies to reduce deadhead mileage<sup>4</sup> for on-demand services</li> <li>• Zero-emission vehicle purchases and leases for new or expanded service</li> </ul>
Shared mobility subsidies	<ul style="list-style-type: none"> <li>• Community engagement, outreach, and education for shared mobility subsidies</li> <li>• Free fare days</li> <li>• Plans for subsidy disbursement (e.g., how many subsidies users will receive, how long the subsidies will last)</li> <li>• Vouchers for free or reduced fares</li> </ul>

## II. SUPPORTING STRATEGIES

Applicants must select at least one Supporting Strategy, which includes Community Development, Land Use, Mode Shift Outreach and Education, and Planning and Community Engagement, but Applicants are strongly encouraged to combine multiple strategies. These strategies are meant to support and enhance clean transportation projects that already exist in the STEP Community, prioritize clean transportation options over single-occupancy combustion vehicles, or lay the groundwork for successful implementation of STEP-funded transportation projects. Identified strategies should work together to achieve the community’s vision. The Supporting Strategies and associated eligible projects are listed alphabetically below.

### A. Community Development

The Community Development strategy includes infrastructure and policy projects that ready communities for adoption of clean vehicle technology and shared, zero-emission transportation modes while avoiding substantial burdens.

**Table E-4: Eligible Community Development Projects**

Eligible Projects	Examples of Project Elements
Displacement avoidance activities related to STEP-funded projects	<ul style="list-style-type: none"> <li>• Local policy development, and implementation to support neighborhood stabilization and the preservation and production of affordable housing</li> <li>• Planning, community engagement, outreach, and education for displacement avoidance</li> </ul>

<sup>4</sup> Mileage driven without cargo or a passenger, typically to reach the next pick-up location

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• Programs that support local, small businesses and existing residents that are vulnerable to displacement</li> <li>• For a full list of example activities see the <b>Displacement Avoidance Guidance</b> linked in Appendix F.</li> </ul>
Local goods movement to individuals or small businesses to minimize trips in single-occupancy vehicles	<ul style="list-style-type: none"> <li>• Centralized, walkable consumer pick-up locations</li> <li>• Local goods movement emission reduction plans</li> <li>• Planning, community engagement, outreach, and education for local goods movement</li> <li>• Zero-emission vehicles for new or expansion of mobile and delivery services by small, local businesses (e.g., mobile markets and food trucks), including light and heavy-duty vehicles and cargo bikes</li> <li>• Zoning and geofencing<sup>5</sup> (e.g., to streamline delivery services or restrict travel of delivery vehicles in specific locations)</li> </ul>
Workforce development activities for the climate and clean transportation sectors	<ul style="list-style-type: none"> <li>• Educational resources, including but not limited to:               <ul style="list-style-type: none"> <li>○ Classes</li> <li>○ Curricula</li> <li>○ Materials</li> <li>○ Mobile apps</li> <li>○ Training sessions</li> <li>○ Websites</li> </ul> </li> <li>• Partnership with job assistance and career development programs</li> <li>• Promotion of engagement and contracting with local businesses and the local workforce</li> <li>• For a full list of example activities see the <b>Workforce Development Guidance</b> linked in Appendix F.</li> </ul>
Zero-emission readiness projects to support publicly-accessible clean transportation	<ul style="list-style-type: none"> <li>• Planning, community engagement, outreach, and education for zero-emission readiness projects</li> <li>• Public zero-emission vehicle charging or refueling (e.g., planning, evaluation of existing infrastructure, siting, education and awareness, signage, an ombudsman position)</li> <li>• Renewable energy generation and storage for zero-emission transportation</li> </ul>

<sup>5</sup> 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

## B. Land Use

The Land Use strategy 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.

**Table E-5: Eligible Land Use Projects**

Eligible Projects	Examples of Project Elements
Growth management projects that support infill, transit-oriented development and reduce passenger vehicle miles traveled	<ul style="list-style-type: none"> <li>• Adoption of an agricultural greenbelt and implementation agreement</li> <li>• Adoption of urban limit lines or urban growth boundaries</li> <li>• Agricultural land mitigation program transactions and program administration</li> <li>• Conservation easements and purchase program transactions and program administration</li> <li>• Increased minimum of designated strategic agricultural areas</li> <li>• Planning, community engagement, outreach, and education for growth management projects</li> <li>• Transfer of development rights</li> </ul>
Land use plans to support transit-oriented development	<ul style="list-style-type: none"> <li>• Combined land use and mobility plans</li> <li>• Community engagement, outreach, and education for land use plans to support transit-oriented development</li> <li>• Land-use plans for transit-oriented and transit-ready development such as:               <ul style="list-style-type: none"> <li>○ Housing incentive zones or other area-based housing incentives beyond State Density Bonus Law</li> <li>○ Plans for infrastructure necessary to support transit-oriented and transit-ready development (e.g., station area planning including improvements to pedestrian infrastructure)</li> <li>○ Upzoning or rezoning for multifamily housing to intensify land use patterns in close proximity to transit</li> </ul> </li> <li>• Plans for converting publicly-owned lands into affordable housing, transit-oriented development</li> <li>• Plans to connect disconnected neighborhoods to each other and to transit (e.g., cul-de-sac conversion)</li> <li>• Other plans, policies, or process improvements to promote affordable residential densification in proximity to transit, jobs, and other amenities. For</li> </ul>

Eligible Projects	Examples of Project Elements
	a full list of example activities see the <b>Displacement and Housing Guidance</b> linked in Appendix F.

### C. Mode Shift

The Mode Shift strategy includes incentives and dis-incentives that encourage mode shift away from single-occupancy, combustion vehicles and toward shared, zero-emission modes of transportation.

**Table E-6: Eligible Mode Shift Projects**

Eligible Projects	Examples of Project Elements
Active transportation subsidies	<ul style="list-style-type: none"> <li>• Planning, community engagement, outreach, and education for active transportation subsidies</li> <li>• Vouchers to incentivize active transportation or vouchers to purchase personal zero-emission micromobility vehicles (e.g., standard bicycles, electric bicycles, electric scooters, recumbent and adaptive bicycles)</li> </ul>
Pricing pilots, policies, or programs (e.g., parking, vehicle registration, (de-)congestion, or road pricing; feebates <sup>6</sup> ) to support mode shift away from single-occupancy combustion vehicles	<ul style="list-style-type: none"> <li>• Impact analysis of pilots</li> <li>• Vouchers to exempt or reduce prices for certain populations (e.g., low-income, students, seniors)</li> <li>• Infrastructure and signage</li> <li>• Mobile apps</li> <li>• Operation and enforcement of pilot</li> <li>• Payment systems</li> <li>• Planning, community engagement, outreach, and education for pricing pilots, policies, or programs</li> </ul>
Projects to increase access to clean transportation options	<ul style="list-style-type: none"> <li>• Broadband network infrastructure to support clean transportation options</li> <li>• Community resource centers or hubs to educate residents about how to use new clean transportation options</li> <li>• Maintenance of existing infrastructure (e.g., sidewalks, bikeways)</li> <li>• Planning, community engagement, outreach, and education for applicable projects</li> <li>• Space conversion projects or pilots such as: <ul style="list-style-type: none"> <li>○ Car-free zones</li> <li>○ Curbside management</li> <li>○ Geofencing</li> <li>○ Low or no emission zones</li> <li>○ Parking conversion</li> </ul> </li> </ul>

<sup>6</sup> A combination of fees and rebates used to incentivize mode shift.



Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>○ Separate drop-off and pick-up areas</li> <li>○ Signage and other associated infrastructure to separate modes</li> <li>● Transportation demand management planning and education</li> <li>● Trip planners, street teams, and community ambassadors to connect residents to clean transportation options</li> </ul>
Telecommuting plans and programs	<ul style="list-style-type: none"> <li>● Community engagement, outreach, and education for telecommuting plans and programs</li> <li>● Participant incentives</li> <li>● Program development and administration</li> </ul>

#### D. Outreach and Education

The Outreach and Education strategy includes projects that encourage residents to use shared, zero-emission modes of transportation. Also includes education of anyone who will be interacting with funded clean transportation and supporting projects as users or as staff.

**Table E-7: Eligible Outreach and Education Projects**

Eligible Projects	Examples of Project Elements
Behavior change and marketing campaigns for new or existing clean transportation and mode shift projects	<ul style="list-style-type: none"> <li>● Gamification programs<sup>7</sup></li> <li>● Media outlets (e.g., digital media such as social media, television, or video; physical media such as newspapers, magazines, or newsletters)</li> <li>● Mobile apps</li> <li>● Signage and other physical infrastructure</li> </ul>
Capacity building to implement new or enhance existing clean transportation planning, operations, or infrastructure projects	<ul style="list-style-type: none"> <li>● Community resource portals, toolkits, and documents</li> <li>● Educational resources (e.g., classes, training sessions, materials, websites, mobile apps, curricula)</li> <li>● Relationship building and network development</li> <li>● Trip planners, street teams, and community ambassadors to connect residents to clean transportation options</li> </ul>
Outreach and education for new or existing clean transportation planning, operations, or infrastructure projects	<ul style="list-style-type: none"> <li>● Community resource portals, toolkits, and documents</li> <li>● Educational resources, including but not limited to: <ul style="list-style-type: none"> <li>○ Bike valet at community events</li> <li>○ Curricula</li> </ul> </li> </ul>

<sup>7</sup> Behavior change programs that employ characteristics of games to encourage desired behavior

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>○ Events (e.g., ride and drives, bicycle rodeos, bike repair pop-ups, temporary street closures or car-free days to encourage active transportation, workshops)</li> <li>○ Materials</li> <li>○ Mobile apps</li> <li>○ Websites</li> <li>● First responder training</li> <li>● Pop-up or demonstration projects and other forms of tactical urbanism<sup>8</sup></li> </ul>

### E. Planning and Community Engagement

The Planning and Community Engagement strategy includes co-developing plans and co-designing projects with community residents for the community’s land use and transportation systems.

**Table E-8: Eligible Planning and Community Engagement Projects**

Eligible Projects	Examples of Project Elements
Community and stakeholder engagement for new or existing clean transportation planning, operations, and infrastructure projects	<ul style="list-style-type: none"> <li>● Community engagement events and activities</li> <li>● Community resource portals, toolkits, and documents</li> <li>● Community transportation needs assessments</li> <li>● Education campaigns</li> <li>● Engagement and contracting with local businesses and local workforce</li> <li>● Participant incentives</li> <li>● Participatory budgeting and other forms of community-decision making</li> <li>● Partnership and network development</li> <li>● Pop-up and demonstration projects and other forms of tactical urbanism<sup>8</sup></li> <li>● Surveys and information gathering</li> </ul>
Transportation-focused plan development	<ul style="list-style-type: none"> <li>● Automated and connected vehicle plans to enable equitable shared mobility</li> <li>● Combined land use and mobility plans</li> <li>● Community engagement, outreach, and education for transportation plans</li> <li>● Feasibility studies</li> <li>● Mobility equity analysis<sup>9</sup></li> </ul>

<sup>8</sup> Low-cost, temporary changes to the built environment, often meant to test out changes before making them more permanent

<sup>9</sup> Assessment of the quality and impact of existing transportation options and proposed new transportation projects

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• Mobility plans, including but not limited to:                             <ul style="list-style-type: none"> <li>○ Active transportation, bicycle, or pedestrian plans</li> <li>○ Alternative fuel infrastructure plans (e.g., electric vehicle readiness plans)</li> <li>○ Multi-modal corridor plans</li> <li>○ New mobility plans</li> <li>○ Safe routes to schools and to transit plans</li> <li>○ Transit plans</li> </ul> </li> <li>• Other studies, plans, or planning methods that advance a community’s effort to reduce single occupancy vehicle trips and transportation-related GHG emissions</li> <li>• Plans for data collection, tracking progress, monitoring goals, and sharing results</li> <li>• Traffic calming and safety enhancement plans such as:                             <ul style="list-style-type: none"> <li>○ Collision, safety, and speed limit analysis</li> <li>○ Traffic collision reduction and traffic calming plans (e.g., Vision Zero plans)</li> </ul> </li> <li>• Transportation equity work plans</li> </ul>
Plans or policies to support mode shift away from single-occupancy vehicles	<ul style="list-style-type: none"> <li>• Car-free zone plans</li> <li>• Community engagement, outreach, and education for plans or policies</li> <li>• Curbside management<sup>10</sup> plans/policies</li> <li>• Elimination of parking requirements for new development</li> <li>• Low or no emission zone plans</li> <li>• Parking or lane conversion plans (to prioritize infill development and shared and zero-emission modes of transportation)</li> </ul>

### III. INELIGIBLE PROJECTS

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

- Building permits and site approvals
- Community-scale renewable energy or fuel production and storage\*
- Cost-sharing for infill development\*
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or CEQA
- Heavy rail service\*
- Highway or road capacity creation or expansion
- Inter-state transit or long-distance intra-state transit (e.g., Greyhound buses)

<sup>10</sup> The collection of practices that an entity uses to effectively manage the use of curb space

- Lab-scale technology research and development (TRL 4 or less)
- Land or building acquisition, leasing, or renting
- Manufacturing, including but not limited to:
  - Acquisition of raw materials or inputs for the manufacture of commercial product(s)
  - Operations and maintenance of manufacturing facility
- Personal or private automobile funding incentives (e.g., rebates, vouchers)
- Projects that include purchase of internal combustion or hybrid vehicles
- Projects that increase GHG or air pollutant emissions or vehicle miles traveled
- Residential or commercial development
- Ride-hailing services unless they are providing services with zero-emission vehicles or verifiable shared rides
- Road maintenance that is not directly linked to a complete streets project
- Transit-oriented development, particularly affordable housing\*
- Vehicle or fleet replacement that does not include provision of new or expansion of service

\* These projects, while ineligible for STEP funding, likely contribute to the vision for and benefit the STEP Community, so coordination between STEP-funded projects and these other projects is encouraged through scoring of the Connections to Existing Projects criterion.

## ELIGIBLE COSTS

### I. ELIGIBLE COSTS

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

- Access to proprietary data or research material
- Acquisition of right-of-way
- Consumer subsidies
- Direct costs for implementing new or expanded displacement avoidance policies
- Electronic software licenses, services, and development or hardware support services
- Equipment and infrastructure design, engineering, procurement, lease, installation, construction, and commissioning, for elements such as:
  - Accessibility improvements
  - Consumer payment systems
  - External consultant fees
  - Green infrastructure
  - Some aspects of electrical system upgrades (under consideration)
  - Street and sidewalk infrastructure
  - Vehicle charging and hydrogen refueling stations

- Vehicle locking stations
- Fuel and electricity costs
- Labor, including but not limited to:
  - Salaries, wages, and stipends for nonprofit or consultant staff dedicated to the project
  - Staff time spent on the project
  - Training for staff
  - Travel
- Materials and supplies, including but not limited to:
  - Language translation services
  - Preparation of materials
  - Printing and mailing
- Operations and maintenance of vehicles, equipment, and infrastructure, including but not limited to:
  - Costs to outfit vehicles, equipment, and infrastructure with necessary and appropriate workplace and safety equipment
  - Insurance (for vehicle and for rider or passenger)
  - Mileage and user tracking devices (i.e., data loggers or telematics, bike and walk count equipment)
  - Repairs and routine maintenance
  - Reservation system development and on-going maintenance costs
  - Roadside assistance
  - Safety and training courses
  - Time-of-use management systems and software
  - User safety equipment (e.g., helmets for bicycle sharing participants)
- Outreach and community engagement events and support, including but not limited to:
  - Community and stakeholder advisory groups
  - Language translation and interpretation services
  - Marketing and advertisements
  - Participant incentives
  - Public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges
  - Rental costs of equipment, facilities, or venues (Applicants are encouraged to seek access to free or low-cost facilities through partnerships with community facilities where possible.)
- Vehicle<sup>1</sup> purchase and lease

## II. INELIGIBLE COSTS

- Advocacy work, such as direct lobbying for the passage of specific bills or local propositions
- All costs associated with automobile or motorcycle parking (excluding electric vehicle charging infrastructure that may be located at a parking spot)
- Bonus payments of any kind

- Ceremonial expenses (including food and beverages)
- Commission fees
- Costs for implementing existing policies, plans, ordinances, or programs (e.g., local government staff salaries, supplies, meetings, etc.)
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- Expenses for publicity not related to the STEP-funded projects
- Indirect costs in excess of 1 percent of the total proposal budget
- Lobbying
- Ongoing operational costs beyond the grant term
- Real estate brokerage fees or expenses
- Right-of-way
- Services, materials, or equipment obtained under any other State program
- Specific expenses related to community engagement, outreach, and education:
  - Childcare-related costs
  - Food and refreshments
  - General meetings that do not specifically discuss or advance implementation of the STEP-funded project
- Stewardship of legal defense funds
- Work-appropriate clothing or attire (other than essential equipment and safety wear such as personal protective equipment)
- Using funds for mitigation activities that are already mandated by local or State governing bodies or agencies

## ELEMENT REQUIREMENTS

All applicable project elements must adhere to the CEQA and permitting requirements described at the end of this appendix.

### I. FOR FUNDED LIGHT-, MEDIUM-, AND HEAVY-DUTY VEHICLES

- Vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- Vehicles must be zero-emission.
- Vehicles may be purchased or leased (2-year minimum lease period).
- Vehicles must be on the eligible Clean Vehicle Rebate Project (CVRP) or Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Eligible Vehicle lists<sup>11,12</sup> at the time of purchase, including vehicle models that were removed due to CVRP policy changes effective December 3, 2019.
- Vehicles must be registered in California.

<sup>11</sup> <https://cleanvehiclerebate.org/eng/eligible-vehicles>

<sup>12</sup> <https://www.californiahvip.org/how-to-participate/#Eligible-Vehicle-Catalog>

- Vehicles 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.
- No modifications can be made to the vehicle's emissions control systems, hardware, or software calibrations (California Vehicle Code (CVC) Section 27156).
- Vehicle title cannot be salvaged (as defined in CVC section 544).
- Vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.
- Vehicles must be under warranty with the manufacturer for the duration of the grant term.
- Used vehicles must meet the following additional requirements at the time of purchase or lease:
  - Vehicle model year must be 4 years or newer.
  - Vehicle mileage cannot exceed 48,000 miles.
  - Vehicle cannot have any outstanding recall notices. If there has been a recall notice for the vehicle model, documentation must be provided that the problem has been addressed before the vehicle is purchased or leased.
  - Vehicles must be inspected by a licensed automotive mechanic.
  - Batteries in vehicles must be new (new batteries may be purchased).
  - Vehicles that previously have participated in CVRP (received rebates) must have passed the compliance period and have fully complied with program requirements.
  - Vehicles must be formerly listed under the eligibility list of CVRP according to their model years.

## II. FOR FUNDED MICROMOBILITY VEHICLES

- Purchased micromobility vehicles must be new.
- Micromobility vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- Micromobility service must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging or fueling infrastructure and repairs and maintenance of the vehicles.
- Micromobility service must be registered with the local jurisdiction, where available.
- Micromobility vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase

## III. FOR FUNDED EVSE PURCHASE AND INSTALLATION

- EVSE must be installed to provide electricity to project vehicles.
- EVSE must comply with California Electric Vehicle Infrastructure Project

(CALeVIP) equipment requirements.<sup>13</sup>

- EVSE may be installed in commercially or residentially zoned locations.
- EVSE may include ports for micromobility vehicle charging or fueling if the project design includes micromobility vehicles.
- EVSE may be Level 2 (rated up to 240 volts alternating current [AC], up to 60 amperes [amps], and up to 14.4 kilowatts) or Level 3 (high voltage AC or direct current [DC] with the capability to charge a vehicle to approximately 80 percent capacity within 30 minutes).
- EVSE must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging infrastructure.

#### IV. FOR FUNDED HYDROGEN REFUELING STATION INSTALLATION

- Hydrogen refueling station must be installed to provide fuel to project vehicles.
- Hydrogen refueling station must adhere to the minimum technical, renewable hydrogen, and other requirements described in Appendix G<sup>14</sup> of the Clean Mobility in Schools solicitation.
- Hydrogen refueling station must comply with all applicable federal, State, and local laws and requirements for acceptable installation and usage of hydrogen refueling stations.
- Hydrogen refueling station must be designed to allow the station to accept delivery of hydrogen fuel from a mobile refueler or hydrogen tube trailer if on-site hydrogen production goes off-line or if hydrogen delivered via a pipeline is disrupted.
- Public or private access to refueling from proposed refueling stations is not required.

#### V. FOR POLICIES AND PROCEDURES TO EVALUATE AND ENROLL PARTICIPANTS IN FUNDED TRANSPORTATION SERVICES

- Participants must be enrolled and meet the requirements below:
  - Possess a current California Class C Driver's license, if applicable
  - Meet minimum requirements to drive a project vehicle as required by the Grantee and the insurance provider, if applicable, to be developed in conjunction with CARB
  - Complete trip surveys and participate in research as requested by the Grantee
  - Pay project fees to use the vehicles or service, if required by the Grantee
  - Satisfactorily complete a bicycle safety training program, if applicable (must be approved by CARB)

<sup>13</sup> <https://calevip.org/resources-ev-charging-manufacturers-service-providers>

<sup>14</sup>

[https://ww3.arb.ca.gov/msprog/mailouts/msc1920/msc1920appf.pdf?\\_ga=2.112533188.1396155840.1587346949-1405068476.1585775700](https://ww3.arb.ca.gov/msprog/mailouts/msc1920/msc1920appf.pdf?_ga=2.112533188.1396155840.1587346949-1405068476.1585775700)



- Participants become ineligible upon any of the following events:
  - Participant becomes ineligible per terms of insurance
  - Vehicle driver's license lapses or is revoked
  - Driver or rider is determined to be an unsafe or impaired driver by the Grantee
  - Participant causes damage to a vehicle, bicycle, EVSE, or other project property; ineligibility is at the discretion of the Grantee or CARB
  - Nonpayment of project fees to use the vehicles or service, as required by the Grantee
  - Noncompliance with project requirements; ineligibility is at the discretion of the Grantee or CARB

## VI. FOR FUNDED COMMUNITY ENGAGEMENT, OUTREACH, AND EDUCATION ACTIVITIES

- Funded activities must be directly related to the implementation of the STEP grant.
- Funded activities must focus on engaging community residents located or involved in the STEP Community.
- Funded activities must emphasize language access with multilingual outreach activities where appropriate.
- Funded activities must also collect data on residents' current knowledge regarding clean transportation options.
- Funded activities must include an evaluation of the success of the activities throughout implementation and adapt methods used accordingly.
- Funded activities should appropriately incentivize community residents for their time and expertise when participating in community engagement activities (see Community Inclusion Guidance linked in Appendix F).

## VII. FOR FUNDED DISPLACEMENT AVOIDANCE ACTIVITIES

- Funded activities must be 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.
- Funded activities must directly address the displacement vulnerabilities of the STEP Community and the potential impacts of implementing STEP-funded projects.
- Funded activities must be located within the STEP Community.
- Funded activities must be focused on engaging existing low-income households and small businesses located or involved within the STEP Community.

- Funded activities must include an evaluation of the success of that activity in avoiding displacement of existing low-income households and small businesses

## VIII. FOR FUNDED GROWTH MANAGEMENT PROJECTS

- Funded projects must comply with all relevant local, State, and federal laws, including State Housing Element Law<sup>15</sup> and Government Code Section 66300 as added by Senate Bill 330 (Chapter 654, Statutes of 2019).<sup>16</sup>

### READINESS REQUIREMENTS

If applicable, at the time of grant execution, Applicants must have all California Environmental Quality Act (CEQA) documentation completed. Applicants must include CEQA documentation in the proposal that demonstrates that CEQA has been or will have been met at the time of grant execution. See detailed instructions on the CEQA readiness requirement below.

Within six months after grant execution, Applicants must have all other necessary preparations completed (e.g., site control, permits) and all necessary partners on board in order to implement the proposed projects. Applicants must include documentation in the proposal that demonstrates that these other readiness requirements have been met or will have been met within six months after grant execution.

If any readiness requirements have not been met by the time the proposal is submitted, Applicants must identify the process and anticipated timeline for completing these actions. Applicants are encouraged to complete as many readiness requirements as possible prior to submitting their proposals; proposals will be scored on level of readiness.

#### I. CEQA COMPLIANCE AND PERMITTING REQUIREMENTS

Each proposed infrastructure installation (e.g., electric vehicle supply equipment, hydrogen refueling stations, bike or pedestrian infrastructure) may be subject to CEQA compliance, as well as permitting and other requirements. Such proposals must adhere to the requirements specified below.

##### A. CEQA Compliance Information

CEQA requires public agencies to identify the significant environmental impacts of

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<sup>15</sup> Additional information can be found in the Land-Use Controls section of the California Department of Housing and Community Development's Building Blocks Comprehensive Housing-Element Guide: <https://www.hcd.ca.gov/community-development/building-blocks/constraints/land-use-controls.shtml>

<sup>16</sup> Additional information about Senate Bill 330, including a list of local governments subject to its requirements, can be found at: <https://www.hcd.ca.gov/community-development/accountability-enforcement/statutory-determinations.shtml>

their actions and to avoid or mitigate them, if feasible. Under CEQA, an activity that may cause either a direct or reasonably foreseeable indirect physical change in the environment is generally considered a project. An activity funded by a grant may be considered a project under CEQA if it will cause a direct or reasonably foreseeable indirect physical change in the environment. Agencies must comply with CEQA before they approve a project. For projects which are exempt from CEQA, agencies may prepare a Notice of Exemption (an example is provided for reference).

Before Applicants submit a proposal, Applicants must be certain that the project will be able to satisfy any and all CEQA requirements before grant execution can take place. Grant execution is required to take place on or before May 14, 2021. Applicants must complete a CEQA Worksheet (Attachment 1 of this appendix) for each proposed infrastructure installation. CARB must ensure that the appropriate level of environmental review under CEQA has been completed prior to grant approval/execution. Thus, no grant can be approved/executed until the lead agency has determined that the project is exempt from CEQA requirements or until the lead agency has satisfied all CEQA requirements if the project is not exempt from CEQA.

As part of their proposal, the Applicant shall provide a detailed description of all proposed projects, as well as information about whether the project will have any direct physical changes and reasonably foreseeable indirect changes to the surrounding environment. Because of CARB's role as a CEQA responsible agency (see number 4 in the list below), CARB needs detailed information from Applicants about the projects in order to properly evaluate each proposal under CEQA. In order to minimize or avoid adverse environmental impacts, CARB will only accept proposal for projects to be sited where similar infrastructure already exists (e.g., installing EVSE where electrical infrastructure already exists, installing a hydrogen refueling station at an existing fueling station or industrial facility, installing bike or pedestrian infrastructure along existing roadways).

Applicants must provide documentation from the lead agency showing the CEQA process has been completed. If no CEQA review is required by a local lead agency, provide documentation from the local lead agency explaining why not.

As explained in greater detail in Attachment 1 of this appendix, the Applicant must provide the following information as it pertains to each proposed project:

1. **Proposed Station/Facility Location:** The Applicant must provide the specific address or equivalent location information for the proposed station, equipment, or facility. This must include photographic images with both date and time stamps of all intended locations. If applicable, the images must show station ingress and egress.
2. **Permits:** The Applicant must identify the permits necessary for the project.
3. **Project Impacts:** The Applicant must describe the direct physical changes and

reasonably foreseeable indirect changes to the surrounding environment that may result from the project. Please see Section 4 in Attachment 1 of this appendix.

4. **CEQA Lead Agency:** The lead agency is the public agency that has the greatest responsibility for carrying out or approving a project and for preparing environmental review documents under CEQA. Where the award recipient is a public agency, the lead agency is typically the grantee. If there are multiple public agencies acting in concert for one project, then the agency which acts first on the project will normally be the lead agency. Where the award recipient is a private entity, the lead agency is the public agency that has the greatest responsibility for approving the project as a whole. When awarding grants, CARB is typically a Responsible Agency under CEQA, which means that it must make a CEQA finding based on review of the funded activities and any environmental documents created by the lead agency. The lead agency will be identified using the following process:
  - a. Where the proposed project would require a discretionary approval from another permitting agency, the Applicant must identify the CEQA lead agency in the proposal and include documentation demonstrating that contact has been made with the lead agency with jurisdiction over the project for purposes of complying with CEQA. The documentation may be in the form of a letter from the lead agency that is stamped as received by the local agency.
  - b. If CARB is the only agency with discretionary approval over the proposed project, then CARB will act as the lead agency and will work with the Applicant to satisfy CEQA requirements.

Regardless of which agency is the lead agency for a proposed project, the Applicant shall be responsible for all costs associated with preparation of environmental review documents. The Applicant may also be required to retain a consultant to perform environmental studies as appropriate. **CARB *WILL NOT* reimburse any Applicant for these costs.** The Applicant shall also be responsible for all costs associated with defending any legal challenge against the grant agreement or the environmental review documents prepared in support of entering into the grant agreement.

5. **CEQA Compliance Where the Proposed Project Would Require Discretionary Approval from Another Permitting Agency (i.e., another permitting agency serves as the lead agency):**
  - a. **Exempt Projects:** If the lead agency determines that the proposed project is exempt from CEQA or not a "project" for purposes of CEQA, then the Applicant must submit proof of such a determination (i.e. a resolution adopting the exemption when the lead agency approved the

project). In addition, the Applicant must submit a copy of a legally adequate, properly filed Notice of Exemption after the 35<sup>th</sup> day after the date of such filing, or proof that more than 180 days have elapsed since the agency's decision to carry out or approve the Applicant's project, to CARB prior to grant execution. Additionally, the Applicant must provide detailed information on why the project meets the applicable statutory or categorical exemption and why no exceptions to the categorical exemptions apply (see CEQA guidelines section 15300.2). The Applicant shall provide substantial evidence, as that term is defined under the CEQA Guidelines (see, CCR, Title 14, § 15384), that support the lead agency's exemption determination. For example, for a Class One Categorical Exemption (California Code of Regulations (CCR), Title 14 § 15301), the Applicant should provide documentation showing that the project is located at an existing facility that involves negligible or no expansion of an existing use.

- i. **Ministerial or "Common Sense" Exemptions:** If the lead agency exempts a proposed project under the "ministerial" or "common sense" exemptions (CCR, Title 14, § 15268 and § 15061, subd. (b)(3), respectively), the Applicant shall provide details on whether the project meet some other statutory or categorical exemption. For example, the Applicant should not simply state that a 100 percent renewable hydrogen project is exempt under the common sense exemption.
- b. **Non-exempt Projects:** For non-CEQA exempt projects, the Applicant must submit proof that all CEQA requirements have been satisfied, along with the appropriate CEQA documentation and lead agency approval documentation. The Applicant must provide CARB with a copy of the appropriate CEQA approval notice(s) to demonstrate that the project was properly approved under CEQA and that any statute of limitations for challenging the project approval and CEQA determination has run. If CARB will serve as the lead agency, the Applicant must satisfy the requirements in the section (6) below. If an Applicant fails to submit the required CEQA documentation as described above in a timely manner, CARB in its sole discretion may cancel the proposed grant and make a selection to the next highest scoring project, and so on, until an agreement is reached, or exercise its right, to not award a grant. CARB reserves the right, in its sole discretion, to cancel this solicitation, re-solicit for a Grantee, or direct funding to another project in the Funding Plan.
- c. In accordance with CEQA requirements, CARB will review each proposal and consider the facts and circumstances of each proposed project (including the project's reasonably foreseeable direct and indirect impacts) before determining whether the lead agency's CEQA review

findings and documentation are adequate.

6. **CEQA Compliance Where the Proposed Project Would Not Require Discretionary Approval from Another Permitting Agency:** If CARB is the only agency with discretionary approval over the proposed project, then CARB will act as the lead agency and will work with the Applicant to satisfy CEQA requirements. The Applicant must provide CARB detailed information regarding the project description and why the project would qualify for any CEQA exemptions or why no exceptions would apply pursuant to CEQA Guidelines section 15300.2. In accordance with CEQA requirements, CARB will review each proposal and consider the facts and circumstances of each proposed project (including the project's reasonably foreseeable direct and indirect impacts) before determining the level of required environmental review. As noted above, the Applicant shall be responsible for all costs associated with preparation of environmental review documents. The Applicant may also be required to retain a consultant to perform environmental studies as appropriate. CARB will not reimburse any Applicant for these costs.
7. **Other Relevant CEQA Information:** The Applicant shall submit any other relevant CEQA documentation or information that will assist CARB in confirming CEQA compliance.

Within a proposal, the Applicant is encouraged to fully document efforts completed or underway to achieve CEQA compliance. This includes, but is not limited to, CEQA compliance documentation, completed or scheduled pre-application meetings with the local CEQA lead agency, or documentation of contact with the CEQA lead agency.

**NOTE REGARDING ENCUMBRANCE DEADLINES AND DISCLAIMER:** The funds under this solicitation have strict encumbrance deadlines. The lead agency (which may be CARB if no other local discretionary approval is required) must complete environmental review under CEQA and approve each grant prior to the applicable encumbrance deadline. Thus, if a project cannot complete CEQA review in time to meet the applicable encumbrance deadline, **CARB reserves the right to cancel the proposed grant and recommend funding the next highest scoring project that can complete CEQA review in time to meet the encumbrance deadline**, regardless of the Applicant's diligence in submitting CEQA information and materials. Further, CARB is not liable for any costs incurred during environmental review or as a result of canceling the proposed grant.

## B. PERMITTING

The Applicant must include information in their narrative that describes their plans to obtain permits for each proposed infrastructure installation. The Governor's Office of Business and Economic Development is available to provide permitting assistance. Contact information is available below:

Mr. Tyson Eckerle  
Phone: (916) 322-0563  
Email: [tyson.eckerle@gobiz.ca.gov](mailto:tyson.eckerle@gobiz.ca.gov)

**C. EXAMPLE NOTICE OF EXEMPTION**

**(Sample NOE-Redactions have been made to certain project specific information)**

**NOTICE OF EXEMPTION**

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**To:** County Clerks Counties of **From:** XXXX  
XXXX

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**Project Title:** XXXX and Data Collection Project

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**Project Location:** The following locations have been identified at existing facilities in California for participation in this proposed technology demonstration project: 1) XXXXXX Chino, CA 91708, Riverside County; 2) XXXXXXXXXXX Fontana, CA 92335, San Bernardino County; 3) XXXXXX La Mirada, CA 90638, Los Angeles County; 4) XXXXXX Ontario, CA 91761, San Bernardino County; and 5) XXXXX Placentia, CA 92806, Orange County.

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**Description of Nature, Purpose, and Beneficiaries of Project:** The XXXXXX has partnered with an original equipment manufacturer (OEM) to test and deploy heavy duty battery electric vehicles (HDBEV) and zero emission on-road and off-road equipment, and install onsite energy efficiency measures at five warehouse or freight facilities. The project is expected to include the following activities at the five facilities:

XXX, Chino: 1) Test and deploy four Volvo heavy duty battery electric vehicles (HDBEVs), two battery electric vehicle (BEV) yard tractors, and 10 BEV forklifts; and 2) install one megawatt (MW) of solar panels, one 150 kilowatt (kW) charger, two 50 kW chargers, 12 Level 2 chargers for equipment, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Fontana: 1) Test and deploy seven commercial Class 8 HDBEVs for rental; and 2) install one 150 kW charger, two 50 kw chargers, one 80 kw mobile charger, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, La Mirada: 1) Test and deploy one Volvo HDBEV (pilot), eight commercial Class 8 HDBEVs for rental, and one Class 3 BEVs; and 2) install one 150 kw charger, four 50 kW chargers, two 80 kW mobile chargers, five Level 2 workplace chargers, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Ontario: 1) Test and deploy three Volvo Class 8 HDBEVs, two BEV yard tractors, and 14 BEV Forklifts; and 2) install 0.9MW of solar panels, one 150 kW charger, two 50 kW chargers, 16 Level 2 chargers for equipment, 10 Level 2

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## NOTICE OF EXEMPTION

workplace chargers, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Placentia: Install two 150 kW chargers and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

The locations affected by the proposed project are at existing facilities located in industrial and commercial areas, which have already been graded, disturbed, paved, and have existing structures. The HD BEV and zero emission on-road and off-road equipment will replace service currently provided by diesel powered equipment. Installation and deployment of the charging infrastructure would require limited alteration activities such as minor trenching for electrical conduit, delivery and placement of prefabricated electric vehicle (EV) charging equipment, and minor paving and concrete activities to restore the disturbed surfaces and installation of solar panels will occur on top of existing facilities. Additionally, onboard data collectors will collect data (vehicle miles travelled, hours of operation, battery performance, etc.) on each truck and equipment. The information collected through the project will measure performance and provide data to help further research into electric vehicles and supporting infrastructure.

**Public Agency Approving Project:**  
XXXXX

**Agency Carrying Out Project:**  
XXXXX

### Exempt Status:

CEQA Guidelines Section 15061(b)(3) – Activities Covered by General Rule

CEQA Guidelines Section 15301(a) – Existing Facilities

CEQA Guidelines Section 15303(d) – New Construction or Conversion of Small Structures

CEQA Guidelines Section 15304(f) – Minor Alterations to Land

CEQA Guidelines Section 15306 – Information Collection

**Reasons why project is exempt:** XXXXX staff has reviewed the proposed project pursuant to: 1) CEQA Guidelines Section 15002(k) - General Concepts, the three-step process for deciding which document to prepare for a project subject to CEQA; and 2) CEQA Guidelines Section 15061 - Review for Exemption, procedures for determining if a project is exempt from CEQA. In addition, XXXXX staff contacted planning staff at each planning department with jurisdiction over the EV Charging sites and each treat these installations as ministerial (e.g., exempt from CEQA review). XXXXX staff has determined that it can be seen with certainty that there is no possibility that the proposed project to develop and demonstrate zero emission heavy-duty trucks, freight handling equipment, EV infrastructure and renewable energy may have a significant adverse effect on the environment. Therefore, the project is considered to be exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) – Activities Covered by General Rule. The project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301(a) – Existing Facilities, because the proposed project involves only minor physical modifications or alterations to existing facilities involving electrical



**NOTICE OF EXEMPTION**

conveyances. Further, because implementation of the project may also involve improvements to electrical extensions and installation of solar panels on top of existing facilities requiring new construction or the conversion of small structures, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15303(d) – New Construction or Conversion of Small Structures. Similarly, because the project may involve minor trenching and backfilling where the surface will be restored, as well as solar panel installation on top of existing facilities, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15304(f) – Minor Alterations to Land. Finally, because the overarching purpose of the project is to conduct research for the purpose of collecting data on the use of electric vehicles and EV charging units, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15306 – Information Collection. Further, XXXXX staff has determined that there is no substantial evidence indicating that any of the exceptions to the categorical exemptions apply to the proposed project pursuant to CEQA Guidelines Section 15300.2 – Exceptions. Therefore, the proposed project is exempt from CEQA.

**Date of Project Approval:** XXXXXX Governing Board Hearing: November XX, 2018;

<b>CEQA Contact Person:</b>	<b>Phone Number:</b>	<b>Email:</b>	<b>Fax:</b>
<b>Rule Contact Person:</b>	<b>Phone Number:</b>	<b>Email:</b>	<b>Fax:</b>

**Date Received for Filing:**

**Signature:**

XXXXXXXX, CEQA Section

## ATTACHMENT 1: CEQA WORKSHEET

This attachment must be submitted for each proposed infrastructure installation as part of the payment request for infrastructure (e.g., infrastructure installation, electric vehicle supply equipment, bicycle storage units).

CEQA (Public Resources Code sections 21000 et seq.) requires public agencies to identify the significant environmental impacts of their actions and to avoid or mitigate them, if feasible.<sup>17</sup> Under CEQA, an activity that may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment is called a “project” (Public Resources Code section 21065). Agency compliance with CEQA may include preparing a Notice of Exemption or conducting an Initial Study and preparing a Negative Declaration, a Mitigated Negative Declaration, or, if there are significant impacts, an Environmental Impact Report.

The Lead Agency is the public agency that has the greatest responsibility for preparing environmental documents under CEQA, and for carrying out, supervising, or approving a project. Where the Applicant is a public agency, the Lead Agency is typically the Applicant. Where the Applicant is a private entity, the Lead Agency is the public agency that has greatest responsibility for supervising or approving the project as a whole.<sup>18</sup> When issuing contracts, grants, or loans, CARB is typically a “Responsible Agency” under CEQA, which means that it may make its own CEQA findings based on review of the Lead Agency’s environmental documents. If CARB is the only public agency with responsibility for approving the project, then CARB may act as the Lead Agency and prepare its own environmental documents (based on analysis provided by the applicant).

This worksheet will help CARB determine what kind of CEQA review, if any, is necessary, and which agency will be performing that review as a Lead Agency. CARB will not select any projects nor execute any grants until it determines that an Applicant has adequately satisfied all applicable CEQA requirements.

See the following page for the worksheet. Make copies as necessary to submit with the proposal.

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

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<sup>17</sup> For additional information on CEQA and its requirements, please visit <http://opr.ca.gov/ceqa/>.

<sup>18</sup> 14 CCR sections 15050, 15051. The Lead Agency typically has general governmental powers (such as a city or county), rather than a single or limited purpose (such as an air pollution control district).

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

Project Aspect	Yes	No	Description of Project Aspect
Ground disturbance (including grading, paving, trenching, etc.) Provide length and depth, and describe whether the area(s) to be disturbed are previously disturbed.	<input type="checkbox"/>	<input type="checkbox"/>	
New or replaced pipelines	<input type="checkbox"/>	<input type="checkbox"/>	
Construction of underground facilities (including tanks)	<input type="checkbox"/>	<input type="checkbox"/>	
Modification or conversion of a facility, or construction of new or modified structures	<input type="checkbox"/>	<input type="checkbox"/>	
New or modified operation of a facility or equipment	<input type="checkbox"/>	<input type="checkbox"/>	
On-road demonstration	<input type="checkbox"/>	<input type="checkbox"/>	
EV infrastructure (how many, what kind, approximate dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative gas station (how many, what kind, approximate dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	
Solar component (extent of and general location at project site)	<input type="checkbox"/>	<input type="checkbox"/>	
Paper study (including analyses on economics, feedstock availability, workforce availability, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Laboratory research	<input type="checkbox"/>	<input type="checkbox"/>	

Project Aspect	Yes	No	Description of Project Aspect
Temporary or mobile structures (skid-mounted)	<input type="checkbox"/>	<input type="checkbox"/>	
Design/Planning	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe and add pages as necessary)	<input type="checkbox"/>	<input type="checkbox"/>	

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

Address	County	Type of Work to Be Completed at Site

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

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

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

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

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

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

6. Of the agencies listed in #5, have you identified and contacted the public agency who will be the lead CEQA agency on the project?

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

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

7. If you identified an agency with discretionary approval authority over the project (see Item 5 above), has the public agency prepared environmental documents (e.g., Notice of Exemption, Initial Study/Negative Declaration/Mitigated Negative Declaration, Environmental Impact Report, Notice of Determination) under CEQA for the proposed project?

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

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (must be before approval of grant)
"Not a project" <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Resolution <input type="checkbox"/> Other:		N/A		N/A

STEP Implementation Grant Solicitation

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (must be before approval of grant)
Exempt (Resolution of public agency or Agenda Item approving Exemption)		N/A		N/A
Exempt (Notice of Exemption)		N/A		
Initial Study				
Negative Declaration				
Mitigated Negative Declaration				
Notice of Preparation				
Environmental Impact Report				
Master Environmental Impact Report				
Notice of Determination				
National Environmental Policy Act (NEPA) Document (Environmental Assessment, Finding of No Significant Impact, and/or Environmental Impact Statement)				

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

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

Name:

Title:

Signature:

Phone Number:

Email:

Date: