

APPENDIX G: RESOURCE CONTRIBUTION ELIGIBILITY

Resource contributions¹ are assets contributed to the projects to support their quality, breadth, and longevity through their **project lifetimes**.¹ Resource contributions do not need to be monetary (i.e., cash match), but Applicants are required to estimate the monetary value of all resource contributions.

Applicants must demonstrate that they are committed to supporting STEP-funded projects with resource contributions. The proposed budget must identify resource contributions that add up to at least 20 percent of the value of the funds requested in the proposal. Resource contributions may be used to cover project costs or direct grant implementation costs.

Resource contributions must be identified and documented in as much detail as possible. The minimum dollar value and source of each resource contribution must be identified in both the proposed budget and documented in attachments. See examples of eligible resource contribution documentation attachments in the table below.

Resource contributions identified and documented in the proposal will be included in the grant agreement for selected funding recipients. Grantees will be required to fulfill these identified resource contribution commitments.

STACKING FUNDS

Stacking funds is using multiple sources of funding (e.g., STEP funds and other resource contributions) to fund a single project or proposal. Resource contributions must meet the following requirements:

- At least half of the resource contribution requirement (i.e. at least 10 percent of the value of the requested STEP funds) must be met through use of non-California Climate Investments funds.
- STEP funds used for vehicle purchases may not be stacked with HVIP funds also used for vehicle purchases.
- Resource contributions may not be combined with STEP funds to exceed an item's purchase price.

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. CARB may choose not to consider resource contributions with documentation that does not include specific dollar amounts. Documentation

¹ See definition in Appendix A.

must show that each resource contribution has already been committed to the project(s) or that each resource contribution will be available by the time it is needed during grant implementation.

If a third party proposes to provide a resource contribution that will be used to meet the 20 percent resource contribution requirement, the proposal must include a letter from that third party stating the source of the resource contribution and that they are committed to providing the specific dollar value identified.

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 G-1: Types of Resource Contributions and Documentation

Type of Resource Contribution	Type of Documentation
Contributions of staff or labor (including volunteer labor) from Community Partners, such as community groups and community-based organizations, and other partners (partnerships that are not part of the core Applicant team)	<ul style="list-style-type: none"> • Descriptions of involvement or benefit to project • Letters of support • MOUs
Data collection and coordination with project-related, non-CARB-funded research initiatives	<ul style="list-style-type: none"> • Data sharing agreements • MOUs • Research contracts or grants • Research product deliverables
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: <ul style="list-style-type: none"> • Executive leadership, involvement, or buy-in • Infrastructure permitting and construction • No-cost labor • Operations • Outreach and marketing • Partnership development and planning • Program management, involvement, or buy-in • Quality control, quality assurance, oversight, and accountability • Workforce training and development 	<ul style="list-style-type: none"> • Budgets • Letters of support • Task descriptions or duty statements
Project-related materials or assets and in-kind contributions already owned by project participants, or purchased for or donated to the project, ² that will	<ul style="list-style-type: none"> • Budgets • Contracts • Grant agreements

² Can be from other publicly-funded projects.

Type of Resource Contribution	Type of Documentation
<p>be used during the grant term. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> • Community engagement, outreach, and education expenses, including but not limited to: <ul style="list-style-type: none"> ○ Advertising ○ Broadcast media ○ Childcare for event participants ○ Community meetings and outreach events ○ Incentives for participation of residents in community engagement activities ○ Food for events ○ Newsletters ○ Printing and mailing ○ Reporting ○ Travel expenses ○ Websites • Event venues • Travel expenses • Web platforms and software 	<ul style="list-style-type: none"> • Invoices • Letters of support • Work plans
<p>Technology, equipment, and in-kind contributions already owned by project participants, purchased or borrowed for, or donated to the project³ that will be used during the Grant Term. May include construction and installation. Examples include:</p> <ul style="list-style-type: none"> • ADA retrofits • Bicycle parking • EVSE infrastructure • Hydrogen fueling stations • Necessary and appropriate workplace and safety equipment • Vehicle insurance • Vehicle tracking • Vehicles and associated hardware acquisition • Web platforms and software 	<ul style="list-style-type: none"> • Purchase documentation • Permits • Invoices
<p>Energy or fuel costs during the grant term:¹ electricity or hydrogen</p>	<ul style="list-style-type: none"> • Budgets • Energy bills • Letters of support
<p>Donated land for infrastructure (must only account for a maximum of 25 percent of the total resource contribution)</p>	<ul style="list-style-type: none"> • Letters of support • Permits

³ Can be from other publicly-funded projects.

STEP Implementation Grant Solicitation

Type of Resource Contribution	Type of Documentation
Low Carbon Fuel Standard revenue	<ul style="list-style-type: none"> • Proof that the revenue is being used for STEP-funded projects
Lost parking meter revenue at on-street charging stations for shared-user vehicles	<ul style="list-style-type: none"> • Budgets • Letters of support
Cash from other funding sources, which includes other agency grants and foundation awards ⁴	<ul style="list-style-type: none"> • Award announcements • Letters of support
Project costs after the end of the grant term that maintain the project through the project's lifetime. See all of the above for examples.	<ul style="list-style-type: none"> • Contracts • MOUs • Sustainability plans
Committed funding for future projects that are eligible under STEP but that are not proposed to be funded by STEP. These projects must be within and benefit the STEP Community and contribute to the community's vision and STEP's objectives.	<ul style="list-style-type: none"> • Award announcements • Contracts • MOUs

⁴ 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.