

STEP PLANNING AND CAPACITY BUILDING GRANT-APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

STCD/CIB-002 (REV. 06/2020) PAGE 1 OF 5

STEP Planning and Capacity Building Grant

APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

Submit this completed appendix to CARB alongside the proposal template in Appendix B and other requested attachments.

I. PROPOSAL COVER PAGE

Project:	
Lead Applicant Entity Name:	
Business Type:	
Contact Name and Title:	
Person with Contract Signing Authority/Air Pollution Control Officer (APCO):	
Mailing Address:	
City:	State:
Zip Code:	Telephone Number:
Email Address:	Fax Number:
<input type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.	
<input type="checkbox"/> I have read and understood the draft Grantee scope of work in the Sample Grant Agreement (Section F. Duties and Requirements).	
<input type="checkbox"/> I have read, understood, and submitted all proposal components listed in Table C-1 of this appendix.	
<input type="checkbox"/> I have read, understood, and complied with all eligibility thresholds listed in Table C-2 of this appendix.	

CERTIFICATION

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

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

STEP PLANNING AND CAPACITY BUILDING GRANT-APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

THIRD PARTY CERTIFICATION (if applicable)

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

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

II. PROPOSAL COMPONENTS

Proposal components are all the parts of the proposal that must be submitted to CARB in order for the proposal to be scored. Applicants must submit a proposal using the Proposal Template in Appendix B.

Applicants must use this checklist to ensure that all proposal components are included prior to submitting the proposal and submit a completed and signed checklist as part of the proposal cover page (see above).

Table C-1: Proposal Components Checklist

Proposal Component	Submission Format	Yes/No
Cover page (this appendix)	Proposal Template	
<i>Grant Framework</i>	<i>Instructions</i>	<i>Yes/No</i>
Vision statement	Proposal Template	
Projects identified	Proposal Template	
Project summary for public posting	Proposal Template	
<i>Applicants and Partnership Structure</i>	<i>Submission Format</i>	<i>Yes/No</i>
Lead Applicant and Sub-applicant identification, qualifications, and letters of support	Proposal Template and Attachments	
Conflict of interest declaration	Attachments	
Community Partner identification and letters of support	Proposal Template and Attachments	
Partnership Structure	Proposal Template	
<i>Proposal Thresholds and Criteria</i>	<i>Submission Format</i>	<i>Yes/No</i>

STEP PLANNING AND CAPACITY BUILDING GRANT-APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

STEP Community map	Attachments	
STEP Community description	Proposal Template	
Consistency with existing plans letter(s) of support	Attachments	
Workforce development component	Proposal Template	
Displacement avoidance component	Proposal Template	
Affordable housing and land use component	Proposal Template	
<i>Project-specific Thresholds and Criteria</i>	<i>Submission Format</i>	<i>Yes/No</i>
Project scope	Proposal Template	
Transportation equity component	Proposal Template	
Community engagement component	Proposal Template	
Outreach and education component	Proposal Template	
Data tracking and reporting component	Proposal Template	
Climate adaptation and resiliency component	Proposal Template	
<i>Proposal Implementation Plan</i>	<i>Submission Format</i>	<i>Yes/No</i>
Proposal budget	Proposal Template	
Resource contribution documentation (if applicable)	Attachments	
Proposal timeline	Proposal Template	

III. ELIGIBILITY THRESHOLDS

Eligibility thresholds are 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 meets STEP’s eligibility thresholds. If a proposal does not meet all eligibility thresholds, the Lead Applicant will be notified by CARB within four business days after the solicitation deadline and will have two business days to submit proof that missing eligibility thresholds have been met. Updates to eligibility thresholds during this time should not result in substantial changes to proposals. Eligibility thresholds will be evaluated at CARB’s sole discretion. After that deadline, proposals that do not meet all eligibility thresholds will not proceed to the next step of the review process.

STEP PLANNING AND CAPACITY BUILDING GRANT-APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

Applicants must use this checklist to ensure that all eligibility thresholds are met prior to submitting the proposal.

Table C-2: Eligibility Thresholds Checklist

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

Grant Framework	Yes/No
<i>Projects Identified</i>	
Projects identified are eligible (on the list of eligible projects or are eligible based on CARB's discretion, not on the list of ineligible projects)	

Applicants and Partnership Structure	Yes/No
<i>Lead Applicant and Sub-Applicant Identification, Qualifications, and Letters of Support</i>	
Lead Applicant is an eligible organization.	
If the Lead Applicant is not a federally recognized tribe, at least one of the Applicants is a local government.	
If the Lead Applicant is not a federally recognized tribe, at least one of the Applicants is a community-based organization.	
All Applicants have submitted letters of support.	
<i>Community Partner Identification and Letters of Support</i>	
All Community Partners have submitted letters of support.	
<i>Partnership Structure</i>	
Partnership Structure includes information about the governance, legal, and financial considerations of the partnership structure.	
Partnership Structure includes a process for transparent decision-making that involves Community Partners and other residents.	

Proposal Thresholds and Criteria	Yes/No
<i>STEP Community Map</i>	

STEP PLANNING AND CAPACITY BUILDING GRANT-APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

Proposal Thresholds and Criteria	Yes/No
Map identifies the STEP Community boundary, the tentative location of each project, and the disadvantaged community or low-income community census tracts within the STEP Community.	
At least 50 percent of the geographic area of the STEP Community is disadvantaged or low-income community census tracts.	
<i>Consistency with Existing Plans Letter(s) of Support</i>	
Letter from the city, county, or tribal government’s Planning Department, Community Development Department, Environmental Director, or other similar entity that has land use authority describes how the proposed project is aligned with the strategies, policies, and priorities identified in existing local and regional plans or that explains why the proposed strategies, policies, and plans in existing local and regional plans do not reflect the community’s needs and priorities. If no local or regional plans exist, the letter explains why.	

Proposal Implementation Plan	Yes/No
<i>Project Budget</i>	
Total grant implementation funds account for no more than 20 percent of the total funds requested from STEP.	
At least 2 percent of the total proposal budget funds data tracking and reporting.	
Indirect grant implementation costs account for no more than 5 percent of the total proposal budget.	
<i>Resource Contribution Documentation (if applicable)</i>	
Proposal includes supporting documentation for any identified resource contributions.	