

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	21
Applicants and Partnership Structure	25
Proposal Thresholds and Criteria	14
Project-specific Thresholds and Criteria	34
Proposal Implementation Plan	6
Total Proposal	100
Extra points	4

A review panel will evaluate each scoring criterion using the scoring scale below.

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 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

¹ See definition in Appendix A.

Possible Percent of Maximum Points	Interpretation	Explanation for Percentage of Points
		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 (21)
<i>Vision statement</i>	
Vision for the community aligns with STEP objectives and articulates how the proposed project will help address the transportation needs of the community.	5
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.	2
<i>Projects identified</i>	
Proposed project complements past or existing planning and capacity building projects.	3
Proposed project prioritizes increasing accessibility to key destinations for community residents with diverse transportation needs.	4
Proposed project has a clear goal for how capacity built will be used in a manner that addresses the transportation needs of community residents.	3
Residents and other key stakeholders were involved in the identification of the proposed project using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	4

Applicants and Partnership Structure	Maximum Points (25)
<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 skillsets (e.g., has experience managing planning projects, implementing grants, working with community residents)	4

Applicants and Partnership Structure	Maximum Points (25)
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, skillsets, and resources.	5
Applicants have the organizational readiness to conduct equity work.	3
<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.	3
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)	4
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.	6

Proposal Thresholds and Criteria	Maximum Points (14)
<i>Workforce development component</i>	
Proposal considers how to incorporate workforce development in the climate and clean transportation sectors into the project with a focus on STEP Community residents that live in disadvantaged and low-income community residents and that face barriers to employment.	6
<i>Displacement avoidance component</i>	
Proposal considers how to identify displacement vulnerability among existing households and small businesses within the STEP Community.	1
Proposal considers how to incorporate displacement avoidance measures into planning project.	4
<i>Affordable housing and land use component</i>	
Proposed project complements or is complemented by the existing or prospective uses of other planning grants being administered by the local jurisdiction with land use implications for transportation.	3

Project-specific Thresholds and Criteria	Maximum Points (34)
<i>Project scope</i>	
Project scope is feasible and identify all deliverables needed to achieve objectives.	4
<i>Transportation equity component</i>	
Proposed project considers the needs of the different groups of residents within the STEP Community. The project addresses the different facets of transportation equity (including accessibility, affordability, safety, reliability, and environmental sustainability) as they are defined by community residents.	5
Proposed project will maximize benefits to the disadvantaged and low-income community census tracts within the STEP Community.	4
<i>Community engagement component</i>	
Proposal incorporates diverse, context-specific, and recommended community engagement activities from the Community Inclusion Guidance for the duration of the project's implementation to involve residents in decision-making processes. Proposal emphasizes quality over quantity of engagement.	5
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	2
<i>Outreach and education component</i>	
Projects help educate residents about the proposed project to better participate in decision-making processes using recommended, context-specific outreach and education activities from the Community Inclusion Guidance.	4
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	2
<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).	4
<i>Climate adaptation and resiliency component</i>	
The proposal includes a plan to identify climate change risks and exposures within the STEP Community.	2
Adaptation to direct and indirect climate risks and community resiliency will be incorporated into proposed projects.	2

Proposal Implementation Plan	Maximum Points (6)
<i>Proposal timeline</i>	
Plan is feasible (including timelines, tasks, deliverables, and budget).	6

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 a project 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

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.