

APPENDIX E: PROJECT ELIGIBILITY

STEP Planning and Capacity Building Grants will fund projects that support disadvantaged and low-income communities to identify residents' transportation needs and to help prepare those communities to implement clean transportation and supporting projects.

Each proposal¹ may contain only one project.¹ Each project may contain multiple project elements.¹ Each project element must abide by STEP's eligible cost requirements (defined in this appendix). Projects that are not on the eligible list may be determined to be eligible at CARB's sole discretion.

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

ELIGIBLE PROJECTS

Project elements must directly serve the associated eligible projects in the table below.

Table E-1: Eligible Projects for the Planning and Capacity Building Grant

Eligible Projects	Examples of STEP Project Elements
Community and stakeholder engagement for new or existing clean transportation planning, operations, or infrastructure projects	<ul style="list-style-type: none"> • Community engagement events and activities • Community transportation needs assessments • Education campaigns • Engagement and contracting with local businesses and local workforce • Participant incentives • Participatory budgeting and other forms of community decision-making • Partnership and relationship building • Pop-up and demonstration projects and other forms of tactical urbanism² • Surveys and information gathering
Land use or transportation-focused plan development	<ul style="list-style-type: none"> • Automated and connected vehicle plans to enable equitable shared mobility • Combined land use and mobility plans • Community engagement, outreach, and education for land use and transportation plans • Feasibility studies • Mobility equity analysis³

¹ See definition in Appendix A.

² Low-cost, temporary changes to the built environment, often meant to test out changes before making them more permanent

³ Assessment of the quality and impact of existing transportation options and proposed new

Eligible Projects	Examples of STEP Project Elements
	<ul style="list-style-type: none"> • Mobility plans, including but not limited to: <ul style="list-style-type: none"> ○ Active transportation, bicycle, or pedestrian plans ○ Alternative fuel infrastructure plans (e.g., electric vehicle readiness plans) ○ Multi-modal corridor plans ○ New mobility plans ○ Safe routes to schools and to transit plans ○ Transit plans • Other studies, plans, or planning methods that advance a community’s effort to reduce single occupancy vehicle trips and transportation-related GHG emissions • Plans for data collection, tracking progress, monitoring goals, and sharing results • Traffic calming and safety enhancement plans such as: <ul style="list-style-type: none"> ○ Collision. Safety, and speed limit analysis ○ Traffic collision reduction and traffic calming plans (e.g., Vision Zero plans) • Transportation equity work plans
Capacity building to implement new or enhance existing clean transportation planning, operations, or infrastructure projects	<ul style="list-style-type: none"> • Community resource portals, toolkits, and documents • Educational resources (e.g., classes, training sessions, materials, curricula) • Job assistance and career development programs • Relationship building and network development • Trip planners, street teams, and community ambassadors to connect residents to clean transportation options

ELIGIBLE COSTS

I. ELIGIBLE COSTS

The list below includes the eligible costs for all of the project elements listed in the chart above.

- Access to proprietary data or research material
- Electronic software licenses, services, and development or hardware support services
- 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, including outreach and engagement
 - Training for staff
 - Travel
- Materials and supplies, including but not limited to:

transportation projects

- Language translation services
- Printing and mailing
- Preparation of materials
- Outreach and community engagement events and support, including but not limited to:
 - Community and stakeholder advisory groups
 - Language translation and interpretation services
 - 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.)
 - Marketing and advertisements
 - Participant incentives
 - Public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges

II. INELIGIBLE COSTS

- Advocacy work, such as direct lobbying for the passage of specific bills or local propositions
- 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 5 percent of the total proposal budget
- Lobbying
- Real estate brokerage fees or expenses
- 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
- Using funds for mitigation activities that are already mandated by local or State governing bodies or agencies

ELEMENT REQUIREMENTS

I. 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).