

# APPENDIX G: RESOURCE CONTRIBUTION ELIGIBILITY

**Resource contributions**<sup>1</sup> are assets contributed to the project to support its quality, breadth, and longevity through the **project lifetime**.<sup>1</sup> 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.

Resource contributions may be used to cover project costs or direct grant implementation costs. No resource contributions are required for the Planning and Capacity Building Grant.

However, if any resource contributions will be provided to fund the proposal, these 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 may not be combined with STEP funds to exceed an item's purchase price.

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.

## 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 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

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.

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

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"> <li>• Descriptions of involvement or benefit to project</li> <li>• Letters of support</li> <li>• MOUs</li> </ul>
Data collection and coordination with project-related, non-CARB-funded research initiatives	<ul style="list-style-type: none"> <li>• Data sharing agreements</li> <li>• MOUs</li> <li>• Research contracts or grants</li> <li>• Research product deliverables</li> </ul>
<p>Project-related labor costs and in-kind labor contributions <b>during the grant term</b><sup>1</sup> that are not reimbursed or paid for by STEP. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Executive leadership, involvement, or buy-in</li> <li>• Infrastructure permitting and construction</li> <li>• No-cost labor</li> <li>• Operations</li> <li>• Outreach and marketing</li> <li>• Partnership development and planning</li> <li>• Program management, involvement, or buy-in</li> <li>• Quality control, quality assurance, oversight, and accountability</li> <li>• Workforce training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Letters of support</li> <li>• Task descriptions or duty statements</li> </ul>
<p>Project-related materials or assets and in-kind contributions already owned by project participants, or purchased for or donated to the project,<sup>2</sup> that will be used <b>during the grant term</b>. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Community engagement, outreach, and education expenses, including but not limited to: <ul style="list-style-type: none"> <li>○ Advertising</li> <li>○ Broadcast media</li> <li>○ Childcare for event participants</li> <li>○ Community meetings and outreach events</li> <li>○ Incentives for participation of residents in community engagement activities</li> <li>○ Food for events</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Contracts</li> <li>• Grant agreements</li> <li>• Invoices</li> <li>• Letters of support</li> <li>• Work plans</li> </ul>

<sup>2</sup> Can be from other publicly-funded projects.

Type of Resource Contribution	Type of Documentation
<ul style="list-style-type: none"> <li>○ Newsletters</li> <li>○ Printing and mailing</li> <li>○ Reporting</li> <li>○ Travel expenses</li> <li>○ Websites</li> <li>● Event venues</li> <li>● Travel expenses</li> <li>● Web platforms and software</li> </ul>	
Cash from other funding sources, which includes other agency grants and foundation awards <sup>3</sup>	<ul style="list-style-type: none"> <li>● Award announcements</li> <li>● Letters of support</li> </ul>
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"> <li>● Award announcements</li> <li>● Contracts</li> <li>● MOUs</li> </ul>

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<sup>3</sup> 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.