

APPENDIX H: DATA COLLECTION REQUIREMENTS

Tables H-1 through H-7, below, list the types of data that CARB will require the Grantee to collect from STEP-funded projects. Additional data may be collected beyond what is presented below, and CARB may require additional data based on the type of projects proposed and selected for funding. CARB and the selected funding recipient will collaborate on finalizing the list of data to be collected. CARB must approve the final data collection plan.

Any data collected that contains personally identifiable information, such as the names, personal phone numbers, and home addresses of end users must be secured and protected in compliance with State and federal privacy laws. All information and data submitted to CARB is the property of CARB and will become a public record. As such, any information or data that contains personally identifiable information should be reported only in aggregate or with the personally identifiable information removed.

Where possible, data collected should be disaggregated by basic demographic data (e.g., gender, race/ethnicity, age, income).

In addition to data collection and monitoring, the Grantee will be required to provide analysis of the data, including a compilation and summary of the data for each quarterly report and for the final report.

I. ASSESSMENTS, PLANS, AND PROGRAMS

Table H-1: Example Data for Plans, Assessments, or Analyses

Plan, Assessment, or Analysis
<ul style="list-style-type: none"> i) Schedule of development and implementation ii) Copy of plan, assessment, or analysis once complete iii) Description of impacted or target audience

Table H-2: Example Data for Capacity Building Programs

Program
<ul style="list-style-type: none"> i) Schedule of development and implementation ii) Outcomes of program

Participants
<ul style="list-style-type: none"> i) Number of participants ii) List of unique identifiers (unique number or code) for all participants with census tract of residents and zip code and basic demographic information, if available iii) Participant survey data, including:

Participants
<ol style="list-style-type: none"> 1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs) 2. Purpose of participating in the program 3. Feedback on participant experience and outcomes

II. DEMONSTRATION PROJECTS

Table H-3: Example Data for Pop-up and Demonstration Projects

Pop-up or Demonstration Project
<ol style="list-style-type: none"> i) Location of project ii) Schedule of implementation iii) Number of users iv) User survey data, including: <ol style="list-style-type: none"> 1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs) 2. Transportation patterns, vehicle ownership, and average annual vehicle miles traveled (e.g., via personal vehicles, ride-hailing, carsharing) in last two years prior to participation in the project 3. List of unmet transportation and mobility needs 4. Purpose of using the facility (e.g., work commute, grocery shopping, medical appointments, etc.) 5. Baseline scenario (e.g., if not for the project, would the trip have been taken; if not for the project, what mode would have been used) 6. Feedback on user experience 7. Outcomes of project

III. COMMUNITY ENGAGEMENT, OUTREACH, AND EDUCATION

The Grantee shall track and report information on community engagement, outreach, and education conducted to ensure that identified end users in the community have the knowledge necessary to participate in decision-making processes during project implementation.

Table H-4: Example Data for Community Engagement, Outreach, and Education

Outreach
<ol style="list-style-type: none"> i) Schedule of community engagement, outreach, and education conducted, materials used (including copies of any written documents or surveys used), and number of people contacted ii) Method of outreach (e.g., online, flyer, door-to-door notice, etc.) iii) Evaluation of outreach and engagement strategies deployed

Events
<ul style="list-style-type: none"> i) Location, date, time of event ii) Type of event (e.g., workshop, in-person meeting, webinar, educational forum) iii) Approximate number of attendees iv) List of unique identifiers (unique number or code) for all participants with census tract of residents and zip code and basic demographic information, if available v) Number of speakers or other active participants vi) Title of event vii) A summary of key takeaways from the event iv) Participant survey data, including: <ul style="list-style-type: none"> 1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs) 2. Purpose of participating in the event 3. Feedback on participant experience 4. Feedback from participants regarding effectiveness of outreach efforts and materials

IV. LESSONS LEARNED

The Grantee shall track and report information on lessons learned.

Table H-5: Example Data for Lessons Learned

Lessons Learned
<ul style="list-style-type: none"> i) Challenges that occurred during implementation and resolutions ii) Successes and best practices

V. JOBS SUPPORTED

Once the grant agreement is executed, the Grantee shall submit the following information to estimate the jobs supported by STEP funds.

Table H-6: Example Data for Modeled Jobs

Modeled Jobs
<ul style="list-style-type: none"> i) Top three funded project activities, by cost ii) Percent of total project budget associated with each of the top three project activities

The Grantee shall track and report information on employment outcomes from projects funded over \$1,000,000 that provide jobs or job training, including the data in the table below.

Table H-7: Example Data for Employment Outcomes

Employment Outcomes
iii) Job classifications or trades
iv) Job training credentials
v) Number of jobs provided (in full and for disadvantaged and low-income communities)
vi) Total project work hours (in full and for disadvantaged and low-income communities)
vii) Average hourly wage (in full and for disadvantaged and low-income communities)
viii) Total number of workers that completed job training (in full and for disadvantaged and low-income communities)
ix) Description of job quality (e.g., benefits provided such as health care and paid time off)
x) Targeted hiring strategy

VI. PROJECT OUTCOMES

The Grantee shall track and report annual data on the outcomes of projects with a total project cost of one million dollars or more during the first three years after the projects begin. CARB and the Grantee will collaborate on finalizing the list of data required.