EXHIBIT A

SCOPE OF WORK - INSTALLATION OF ELECTRIC CHARGERS

Project Objective

To install 16 electric vehicle charging stations at four library locations as part of the Charging for All Task of the STEP Grant Agreement.

Scope of Work

The Library Department and LA DOT will work with Shell Recharge (formerly Green Lots) and the General Services Department Construction Force Division (CFD) to install 16 L2 Electric Vehicle Supply Equipment (EVSE) chargers at four Los Angeles Public Library (LAPL) facilities to provide publicly available EV chargers, in compliance with the California Electric Vehicle Infrastructure Project (CALeVIP) equipment requirements. Installation will be at no cost to the Library. The EVSE will be Level 2 (rated up to 240 volts alternating current [AC], up to 60 amperes [amps], and up to 14.4 kilowatts). Full engineering spec documents will be provided by CFD as well as GreenLots, which is currently under contract with the City. EVSEs will be installed by Shell Recharge and CFD with appropriate license classification, as determined by the Contractors' State License Board. One electrician on each crew at any given time will hold an Electric Vehicle Infrastructure Training Program (EVITP) certification. As part of the STEP agreement contract, Shell Recharge will provide a 5-year maintenance plan for continued reliable operation and unforeseen breakdowns of the charging infrastructure.

Library Locations

Library	Address	Year Upgraded / Renovated	Total Parking Spaces	#EVSE
Vernon	4504 S Central Ave, Los Angeles, CA 90011	Built 1915, remodeled 2005	19	4.0
Junipero Serra	4607 S Main St. Los Angeles, CA 90037	Replacement for earthquake damaged original, newly Built 1998	21	4.0
Ascot	120 W Florence Ave, Los Angeles, CA 90003	New branch built 2005	20	4.0
Hyde Park - Miriam Matthews	2205 W Florence Ave, Los Angeles, CA 90043	Current automated system updated in 2009	28	4.0
Total			88	16.0

Timeline

Milestone	Start	Completion
A. Conduct station siting. Site visit, photos.	7/15/22	9/1/22
B. Develop siting plan, finalize MOU between LADOT and the Library, conduct initial documentation discovery and conduct site visits with vendors, city staff, and partners.	9/15/21	12/31/22
C. The library will coordinate with subcontractors to complete design, engineering and permitting for EVSEs.	9/30/22	12/31/22
D. The Library will Coordinate with Shell Recharge and/ or CFD to install 16 L2 EVSE at 4 library Locations.	1/1/23	6/30/23
E. Review reports from vendors after each installation and final report and submit to LADOT.	2/28/23	2/28/26

Deliverables

Library will work with EVSE subcontractors to submit required reports as detailed in the Grant Agreement Attachment III Table, such as submission of a siting plan, submission of quarterly data to LADOT, submission of data to LADWP required for rebates, and submission of documentation of internal/external outreach, surveys, permits, and charger installations, which may include photos.

STATE OF CALIFORNIA
California Environmental Protection Agency
California Air Resources Board
ASD/BCGB-337 (Rev 01/2021)

GRANT AGREEMENT COVER SHEET

GRANT NUMBER
STEP-IG-02 **Amendment 1**

NAME OF GRANT PROGRAM	
Sustainable Transportation Equity Project (STEP)	
GRANTEE NAME	
Los Angeles Department of Transportation	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 95-6000735	TOTAL GRANT AMOUNT NOT TO EXCEED ~~$7,077,770.53~~ **$13,843,297.68**
START DATE: 5/26/2021	END DATE: ~~3/31/2025~~ **3/31/2026**

This legally binding Grant Agreement, including this cover sheet and Exhibits attached hereto and incorporated by reference herein, is made and executed between the State of California, California Air Resources Board (CARB) and Los Angeles Department of Transportation (the "Grantee"). Amendments are shown as deletions is ~~strikethrough~~ text and additions are **bold and underscore** text.

Exhibit A – Grant Provisions
Exhibit B – Work Statement
- Attachment I – Budget Summary
- Attachment II – Task and Summary Details
- Attachment III – Task and Disbursement Schedule
- Attachment IV – Key Project Personnel

Exhibit C – Grant Proposal Package
Exhibit D – Grant Solicitation Package
Exhibit E – Payee Data Record

The purpose of Amendment 1 is to extend the Grant end date, add funds, and make changes to Exhibits A and B. This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from CARB.

The undersigned certify under penalty of perjury that they are duly authorized to bind the parties to this Grant Agreement.

STATE AGENCY NAME		GRANTEE'S NAME (PRINT OR TYPE)	
California Air Resources Board		Los Angeles Department of Transportation	
SIGNATURE OF ARB'S AUTHORIZED SIGNATORY: Sabrina Johnson		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION) Jean Beger	
TITLE Branch Chief	DATE 7/15/22	TITLE General Manager	DATE 7/12/2022
STATE AGENCY ADDRESS 1001 I Street, Sacramento, CA 95814		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) 100 S Main St., 10th Floor, Los Angeles, CA 90012	

CERTIFICATION OF FUNDING

AMOUNT ENCUMBERED BY THIS AGREEMENT	PROGRAM	PROJECT	ACTIVITY
$6,765,527.15	3510000L32 3510000L32	3900-LCTI 3900-LCTI	3228LCTI19STEP 3228LCTI21STEP
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT	**FUND TITLE**		**FUND NO.**
$7,077,770.53	Greenhouse Gas Reduction Fund Greenhouse Gas Reduction Fund		3228 3228
TOTAL AMOUNT ENCUMBERED TO DATE	**(OPTIONAL USE)**	**CHAPTER**	**STATUTE**
$13,843,297.68		23 69	AB 74 SB 129

APPR REF	ACCOUNT/ALT ACCOUNT	REPORTING STRUCTURE	SERVICE LOCATION	FISCAL YEAR (ENY)
101	543200	39006100	57208	FY 19/20
101	543200	39006100	50013	FY 21/22

I hereby certify that the California Air Resources Board Legal Office has reviewed this Grant Agreement.

SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD LEGAL OFFICE:	DATE
	05/12/22

Grant Agreement

South Los Angeles Universal Basic Mobility Pilot Program
Los Angeles Department of Transportation

Sustainable Transportation and Communities Division
California Air Resources Board
May 2021~~1~~2

Grant Number: STEP-IG-02

CALIFORNIA CLIMATE INVESTMENTS
Cap and Trade Dollars at Work

CALIFORNIA AIR RESOURCES BOARD

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EXHIBIT A
Grant Agreement: STEP-IG-02,01

GRANT PROVISIONS

A. AGREEMENT

This Grant is from the California Air Resources Board (hereinafter referred to as CARB or the Board) to the Los Angeles Department of Transportation (hereinafter referred to as the Grantee).

The parties agree to comply with the requirements and conditions herein as well as all commitments identified in the Work Statement (Exhibit B), Grantee Proposal Package (Exhibit C), and the Fiscal Year (FY) 2019-20 Grant Solicitation for the Sustainable Transportation Equity Project (STEP) (Exhibit D).

B. GRANT ACKNOWLEDGEMENT

Where applicable, the Grantee agrees to acknowledge the California Climate Investments program and CARB as a funding source for STEP, as outlined in the California Climate Investments Messaging and Communications Guide.[1] Below are specific requirements for acknowledgement.

The Grantee agrees to acknowledge the California Climate Investments program from CARB's Low Carbon Transportation program whenever projects funded, in whole or in part by this Agreement, are publicized in any news media, websites, brochures, publications, audiovisuals, or other types of promotional material. The acknowledgement must read as follows: 'This publication (or project) was supported by the "California Climate Investments" program.' Guidelines for the usage of the California Climate Investments logo can be found at http://www.caclimateinvestments.ca.gov/logo-graphics-request.

The California Climate Investments logo and name serves to bring under a single brand the many investments whose funding comes from the Greenhouse Gas Reduction Fund (GGRF). The logo represents a consolidated and coordinated initiative by the State to address climate change by reducing greenhouse gases, while also investing in disadvantaged communities and achieving many other co-benefits.

[1] California Climate Investments Communications Guide http://www.caclimateinvestments.ca.gov/logo-graphics-request

The Grantee agrees to acknowledge CARB as a funding source for STEP when publicized in any news media, websites, applications, brochures, publications, audiovisuals, or other types of promotional material. The Grantee agrees to adhere to the Board's logo usage requirements in a manner directed by CARB. CARB logos shall be provided to the Grantee by CARB Project Liaison.

The CARB logo is a visual representation of our air environment. The arcs represent: the different elements that make up the air we breathe, the protection of our atmosphere and the efforts we take to protect the health of Californians, the collaboration of multiple stakeholders all moving in the same direction together, and innovation with the arcs all growing and changing.

Finally, when preparing flyers, brochures, or other handout material that will be used to promote STEP as one of CARB's Low Carbon Transportation Investment projects, the Grantee will incorporate Moving California typeset and branding, as appropriate. Moving California is the branding of CARB's suite of Low Carbon Transportation Investment projects, including both light- and heavy-duty projects. The Moving California typeset is displayed above and branding materials will be provided by the CARB Project Liaison.

C. GRANT SUMMARY AND AMENDMENTS

Project Title: South Los Angeles Universal Basic Mobility Pilot Program
Authorized Official: Marcel Porras
Title: Chief Sustainability Officer
Total Grant Amount: ~~$7,077,770.53~~**$13,843,297.68**
Total Resource Contribution: ~~$3,984,261.00~~**$7,942,050.60**

D. GRANT PARTIES AND CONTACT INFORMATION

1. The CARB Project Liaison is Bree Swenson. Correspondence regarding this project shall be directed to:

   Bree Swenson
   Sustainable Transportation and Communities Division
   California Air Resources Board
   1001 I Street
   Sacramento, California 95814
   Phone: (916) 440-8284
   Email: breanna.swenson@arb.ca.gov

2. The Grantee Liaison is Shirin Sadrpour. Correspondence regarding this project shall be directed to:

   Shirin Sadrpour
   Environmental Affairs Officer
   Los Angeles Department of Transportation
   100 S Main Street
   Los Angeles, California 90012
   Phone: 213-257-4155
   Email: shirin.sadrpour@lacity.org

3. If the CARB Project Liaison identified above changes, CARB will notify the Grantee Liaison of said change and provide the new contact information. If the Grantee Liaison identified above changes, the Grantee will notify the CARB Project Liaison of said change and provide the new contact information.

E. TIME PERIOD

1. Performance of work or other expenses billable to CARB under this Grant may commence after full execution of this Grant by parties provided all required proofs of insurance has been provided for each applicable task before it is performed. Performance on this Grant ends once the Grantee has submitted and CARB approves the final report or if this Grant is terminated, whichever is earlier.

2. Upon completion of the project, the Grantee shall submit a draft final report to the CARB Project Liaison no later than **December 31, 2024~~5~~5.**

3. Final request for payment and Final Report shall be received by CARB no later than **March 31, 2025~~6~~6.**

4. The CARB Executive Officer retains the authority to terminate, or reduce the grant amount of, this Grant Agreement for nonperformance. In the event of such termination or reduction of the grant amount, Section G.6, Termination

and Suspension of Payments, of this Grant Agreement shall apply.

F. DUTIES AND REQUIREMENTS

This section defines the respective duties and requirements of CARB and the Grantee in implementing STEP.

1. CARB's Role

CARB is responsible for the following:

a. Participating in regular meetings with the Grantee to discuss program refinements and guide program implementation

b. Reviewing and approving all Grant Disbursement Request Forms (MSCD/ISB-90) and distributing grant funds to the Grantee

c. Reviewing and approving community engagement, outreach, and education materials provided by the Grantee, such as outreach and education materials, webpages, initial participant surveys, quarterly reports, and the final report

d. Reviewing and approving the data collection plan

e. Providing program oversight and accountability (in conjunction with the Grantee)

2. The Grantee's Tasks

The Grantee's key project personnel will administer the various tasks of the project including participation in meetings with CARB staff; development and implementation of project plans; record-keeping procedures; reporting procedures; financial tracking and disbursements; and responding to CARB and public requests in a timely manner. The Grantee's responsibilities include all project development, press events, project administration, and project reporting. Exhibit B (Work Statement) contains the budget summary, task summary and detailed task list, task and disbursement schedule, and list of key project personnel.

G. FISCAL ADMINISTRATION

1. Budget

a. The maximum amount of this Grant is ~~$7,077,770.53~~$13,843,297.68. Under no circumstance will CARB reimburse the Grantee for more than this amount. A formal Grant Agreement amendment is required whenever there

is a change to the amount of this grant.

b. The budget for this program is shown in Exhibit B, Attachment I. Grant Disbursement Requests (Form MSCD/ISB-90) for funds shall not exceed the grant amount.

c. No grant funds may be used to purchase equipment or computers that would be required to be returned to the State at the completion of STEP.

d. Under no circumstance will CARB reimburse a Grantee for vehicles or equipment that exceeds the purchase price.

e. Line item shifts are not anticipated under this program. However, shifts of up to 10 percent of the grant total may be made over the life of the grant, subject to prior written approval from CARB. Line item shifts greater than 10 percent require a formal amendment to the grant. Line item shifts may be proposed by either CARB or the Grantee and must not increase or decrease the total grant amount. All line item shifts must be approved in writing by CARB within 10 business days of approval for inclusion in the grant folder. If the grant is formally amended, all line item shifts must be included in the amendment.

f. Funds not liquidated by March 31, 2025~~5~~**6** must be returned by **June 30, 2025~~5~~6**. Expenditure of funds granted may not be reduced due to any loss incurred in an insured bank or investment account.

2. Pilot Project Eligible Costs

Allowable expenditures for costs associated with the grant are defined in Appendix E of the Grant Solicitation.

3. Resource Contributions

Resource contributions from the Grantee can be used to increase the number of vehicles or equipment funded or to increase the effectiveness and timeliness of other project elements, as directed by CARB. Resource contributions must meet the criteria specified in Appendix G of the Grant Solicitation and the additional following criteria:

a. Documentation of resource contributions must be retained for a minimum of three years after the grant term has ended.

b. Funds expended on resource contributions must be documented in the STEP Final Report to CARB.

Resource contributions are further defined in Appendix G of the Grant Solicitation.

4. Advance Payment

Consistent with the Legislature's direction to expeditiously disburse grants, CARB in its sole discretion may provide advance payments of grant awards in a timely manner to support program initiation and implementation with a focus on mitigating the constraints of modest reserves and potential cash flow problems.

The Grantee acknowledges that CARB has finalized Advance Payment regulations effective January 1, 2021. The Grantee agrees that this Agreement and all advance payment requests will comply with these regulations, which can be found at: 17 California Code of Regulations (C.C.R.) Sections 91040-91044.

Recognizing that appropriate safeguards are needed to ensure grant monies are used responsibly, CARB has developed the grant conditions described below to establish control procedures for advance payments. CARB may provide advance payments to grantees of a grant program or project if CARB determines all of the following:

a. The advance payments are necessary to meet the purposes of the grant project.

b. The use of the advance funds is adequately regulated by grant or budgetary controls.

c. The request for application or the request for proposals contains the terms and conditions under which an advance payment may be received consistent with this section.

d. The Grantee is either a small air district or the Grantee meets all of the following criteria:

    i. Has no outstanding financial audit findings related to any of the moneys eligible for advance payment and is in good standing with the Franchise Tax Board and Internal Revenue Service.

    ii. Agrees to revert all unused moneys to CARB if they are not liquidated within the timeline specified in the grant agreement.

    iii. Submits a spending plan to CARB for review prior to receiving the advance payment.

    iv. The spending plan shall include project schedules, timelines, milestones, and the Grantee's fund balance for all state grant programs.

v. CARB shall consider the available fund balance when determining the amount of the advance payment.

vi. Reports to CARB any material changes to the spending plan within 30 days.

vii. Agrees to not provide advance payment to any other entity.

e. In the event of the nonperformance of the Grantee, CARB shall require the full recovery of the unspent moneys. A Grantee shall provide a money transfer confirmation within 45 days upon the receipt of a notice from CARB.

f. The Grantee must complete and submit to CARB for review and approval~~,~~ an Advance Payment Request Form, along with each grant disbursement that is requesting advance payment. The Advance Payment Request Form shall be provided by CARB to the Grantee after the grant execution.

g. The Grantee must also submit a certification to CARB pursuant to 17 C.C.R. Section 91043 for each advance payment request.

h. CARB may provide an advance of the direct project costs of the grant, if the program has moderate reserves and potential cash flow issues. Advance payments will not exceed the Grantee's interim cash needs.

i. The Grantee assumes legal and financial risk of the advance payment.

j. The Grantee shall place funds advanced under this section in an interest-bearing account. Grantee shall track interest accrued on the advance payment. Interest earned on the advance payment shall only be used for eligible grant-related expenses as outlined in the Grant Provisions, Exhibit A or will be returned to CARB.

k. The Grantee shall report to CARB the value of any unused balance of the advance payment and interest earned and submit quarterly fiscal accounting reports consistent with Section I (Reporting and Documenting Expenditure of State Funds) of this grant agreement.

l. The Grantee shall remit to CARB any unused portion of the advance payment and interest earned within 90 days following the end date of this Grant Agreement term on March 31, 2025~~5~~**6** or the reversion date of the appropriation, whichever comes first.

5. Grant Disbursements

With each disbursement request, the Grantee must provide documentation as required in this section:

a. Requests for payment shall be made with the Grant Disbursement Request Form (MSCD/ISB-90) and conform to the instructions identified in Sections G and I of this Grant Agreement. Grant payments shall be made only for reasonable costs incurred by the Grantee and only when the Grantee has submitted a Grant Disbursement Request Form; has completed milestones stipulated in Exhibit B, Attachments II and III; the requirements specified herein, including Section F, Section G, Section H, and Section I of this Grant Agreement have been accomplished; documentation of accomplishment has been provided to CARB in the form of the Status Report; and any associated deliverables (if applicable) have been provided to CARB. CARB will have sole discretion to accelerate the timeline for allowable disbursements of funds identified in Exhibit B, Attachments II and III (with the exception of the final disbursement of funds), necessary to assure the goals of the program are met.

b. Grant payments are subject to CARB's approval of Status Reports and any accompanying deliverables (see Sections F, G, H and I of this Grant Agreement). A payment will not be made if the CARB Project Liaison deems that a milestone has not been accomplished or documented; that a deliverable meeting specifications has not been provided; that claimed expenses are not documented, not valid per the budget, or not reasonable; or that the Grantee has not met other terms of the grant.

c. Requests for project funds in advance of performing the work or incurring the cost requires an Advance Payment Request Form (see Section G.4, Advance Payment) and a detailed list of the future work the Grantee intends to fund with the disbursement. The Grantee must demonstrate in a subsequent report that the advance has been expended appropriately by supplying documents required in Section G.5, Grant Disbursements. The recipient of a CARB advance payment cannot advance pay any other entity. No further advance shall be disbursed until the Grantee is fully compliant with all terms of the grant. Failure to comply shall require the Grantee to return all amounts of the inappropriate or unapproved expenditure to CARB within 45 calendar days of written notification.

d. The Chief of the Community Action Branch in the Sustainable Transportation and Communities Division or designee of CARB may review the CARB Project Liaison's approval or disapproval of a Grant Disbursement Request. No reimbursement will be made for expenses that, in the judgment of the Chief of the Community Action Branch, are not reasonable or do not comply with the Grant Agreement.

e. The Grantee shall submit the Grant Disbursement Requests to CARB **Accounting Section at:** accountspayable@arb.ca.gov **with a CC to the CARB** project liaison. The Grantee may submit this electronically, based on

CARB's current electronic submission guidance at the time of request, or mail original copies with "wet" signatures in blue ink **to CARB Accounting Section, P.O. Box 1436, Sacramento, CA 95812**. Requests for payment must be made with the Grant Disbursement Request Form and contain all documentation required with the form.

f. The Grantee shall submit the Grant Disbursement Requests to the CARB Project Liaison. The Grantee may submit this electronically, based on CARB's current electronic submission guidance at the time of request, or mail original copies with "wet" signatures in blue ink. Requests for payment must be made with the Grant Disbursement Request Form and contain all documentation required with the form.

g. CARB will withhold payment of up to one (1) percent of the grant funds until completion of the Final Report, intellectual property has been relinquished to CARB in accordance with Sections I and L of these provisions, CARB has received and approved the Grantee's mechanism for receiving annual activity reports, and submission of the Final Report to CARB by the Grantee. It is the Grantee's responsibility to submit a Grant Disbursement Request for this final disbursement of funds.

h. CARB shall disburse funds in accordance with the California Prompt Payment Act, Government Code, Section 927, et seq.

i. The Grantee will pay out CARB funds to other Subgrantees or subcontractors on a reimbursement basis only.

6. Suspension of Payments and Grant Termination

a. CARB reserves the right to issue a grant suspension order in the event that a dispute should arise. The grant suspension order will be in effect until the dispute has been resolved or the grant has been terminated. If the Grantee chooses to continue work on the project after receiving a grant suspension order, the Grantee will not be reimbursed for any expenditure incurred during the suspension in the event CARB terminates the grant. If CARB rescinds the suspension order and does not terminate the grant, CARB will reimburse the Grantee for any expenses incurred during the suspension that are reimbursable in accordance with the terms of the grant.

b. CARB reserves the right to terminate this grant upon 30 days' written notice to the Grantee. In case of early termination, the Grantee will submit a Grant Disbursement Request, a Status Report covering activities up to, and including, the termination date and following the requirements specified herein and in Section I of these provisions. Upon receipt of the Grant Disbursement Request Form and Status Report, and when all intellectual

property, with the exception of all intellectual property related to the Los Angeles County Metropolitan Transportation Authority's Mobility Wallet project that enables patrons to use electronic funds in a TAP account-based system for transit and other multi-mobility usage (hereinafter "Mobility Wallet Project"), has been relinquished to CARB, and when access to data has been provided to CARB pursuant to Section L (Intellectual Property), a final payment will be made to the Grantee. This payment shall be for all CARB-approved, actually incurred costs that in the opinion of CARB are justified. However, the total amount paid shall not exceed the total grant amount.

c. Upon termination, grant funds must be returned to CARB within 45 days. Funds, for the purpose of this section, includes unspent funds, funds for unapproved costs incurred, funds spent or incurred during a grant suspension order, or as outlined in other sections of this agreement.

7. Contingency Provision

In the event this grant is terminated for any reason, the CARB Executive Officer or designee reserves the right in his or her sole discretion to ~~award~~ **make the funds available** ~~a grant to the next highest scored Applicant and if an agreement cannot be reached, to the next Applicant(s) until an agreement is reached. If CARB is unable to award a grant under these circumstances, CARB may award a grant~~ in a manner consistent with direction provided in the FY 20~~19 20~~**21-22** Funding Plan for STEP.[2]

8. Documentation of Administration Funds

a. Personnel documentation must make use of timesheets or other labor tracking software. Duty statements or other documentation may also be used to verify the number of staff and actual hours or percent of time staff devoted to STEP implementation and outreach.

b. Fees for external consultants must be documented with copies of the consultant contract and invoices. All external consultant fees must be pre-approved by CARB. Fees included in the budget as a part of the Grantee Proposal Package (Exhibit C) are considered pre-approved by CARB.

c. Printing, mailing, records retention, and travel expenses must be documented with receipts or invoices.

d. Any reimbursement for necessary supporting project costs need receipts or

[2] Funding Plan for Fiscal Year 20~~19 20~~**21-22 https://ww2.arb.ca.gov/sites/default/files/2021-10/fy21-22_fundingplan.pdf** ~~https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1~~

invoices.

e. Any reimbursement for necessary travel and per diem shall be at rates not to exceed those amounts set by the California Department of Human Resources (CalHR). No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from CARB. The CalHR travel and per diem reimbursement amounts may be found online at: https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx. Reimbursement will be at the State travel and per diem amounts that are current as of the date costs are incurred by the Grantee.

f. The above documentation, records, and referenced materials must be made available for review during monitoring visits and audits by CARB, or its designee. These records must be retained for a minimum of three years after submittal of the final STEP grant disbursement request to CARB.

g. The above documentation must be provided to CARB in quarterly Status Reports and a Final Report.

9. Earned Interest

"Earned interest" means any interest generated from State funds provided to the Grantee and held in an interest-bearing account.

a. Interest earned by the Grantee on STEP funds must be reported to CARB. All interest income on STEP funds must be expended on eligible program costs (see Section G of this Grant Agreement) or returned to CARB. The Grantee is responsible for reporting to CARB on all interest earned and reinvested into STEP or returned.

b. All interest income on advance payment at CARB's discretion must be reinvested into the program or returned to CARB. Interest earned that is reinvested in the program is not included as part of the Total Grant Amount from CARB. Grantee is responsible for reporting to CARB all project expenditures funded with interest earned on advanced funds or returned.

c. The Grantee must maintain accounting records (e.g., general ledger) that track interest earned and expended on STEP funds, as follows:

   i. The calculation of interest must be based on average daily balance or some other reasonable and demonstrable method of allocating the proceeds from the interest-generating account back into the program.

   ii. The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned on non-STEP funds.

iii. The methodology for calculating earned interest must be consistent with how it is calculated for the Grantee's other fiscal programs.

iv. Earned interest must be fully expended by **March 31, 2025~~5~~6** or returned to CARB.

d. Documentation of interest earned on STEP funds must be retained for a minimum of three years after it is generated. Documentation of interest expended on STEP must be retained for a minimum of three years after the funds have been reinvested into the project.

e. The above documentation must be provided to CARB in Status Reports and a Final Report.

H. PROJECT MONITORING AND MEETINGS

1. Meetings

a. Initial meeting: A meeting will be held between **the Grantee and Subgrantee key project personnel** ~~key program personnel~~ and the CARB Project Liaison before work on the **project**~~program~~ begins. The purpose of the initial meeting is to discuss the overall approach, details of performing essential tasks, the program schedule and milestones, details of work group process, and any issues that may need to be resolved prior to beginning work. Topics may include process for program decision-making and frequency and process for ongoing project team coordination.

b. Review meetings: After the initial meeting with CARB staff, monthly meetings will be required until the tasks related to project initiation (~~scope of work, task dates, etc.)~~ are finalized. After the project is operational, CARB and the Grantee can hold less frequent meetings (quarterly, at minimum), if deemed appropriate. Additional meetings may be scheduled at the sole discretion of the CARB Project Liaison. Such meetings may be conducted by phone, if deemed appropriate by the CARB Project Liaison. The Grantee is responsible for developing the agenda in collaboration with the CARB Project Liaison, and for facilitating the meetings.

c. Site visits: If applicable, site visits shall be established by CARB Project Liaison during the term of this grant.

2. Technical Monitoring

a. Any changes in the scope or schedule for the program shall require the prior written approval of the CARB Project Liaison and may require a written

Grant Agreement amendment.

b. The Grantee shall notify the CARB Project Liaison in writing immediately if any circumstances arise (technical, economic, or otherwise), which might place completion of the project in jeopardy. The Grantee shall also make such notification if there is a change in key project personnel (see Exhibit B, Attachment IV).

c. In addition to Status Reports (see Section I of this Grant Agreement), the Grantee shall provide information requested by the CARB Project Liaison that is needed to assess progress in completing tasks and meeting the objectives of the program.

d. Any change in budget allocations, re-definition of deliverables, or extension of the program schedule must be requested in writing to the CARB Project Liaison and approved by CARB, in its sole discretion, and may require a Grant Agreement amendment.

I. REPORTING AND DOCUMENTING EXPENDITURE OF STATE FUNDS

The Grantee must provide CARB with documentation accounting for the proper expenditure of funds. The documentation must be provided in Status Reports submitted at a minimum every three months to CARB and a Final Report submitted prior to the Grantee receiving their last disbursement of project funds.

1. Status Reports

   a. The Grantee shall submit Status Reports at minimum **15 days after**~~at~~ the end of every third month, starting with the first report submitted on **September 15, 2021 for the reporting period that ends on** August 31, 2021, but may be submitted more frequently if necessary to justify more frequent disbursements with prior approval from CARB. The Status Reports shall be provided in a format agreed upon between the CARB Project Liaison and the Grantee and meet the requirements specified herein. CARB may specify an electronic format for quarterly reporting.

   b. Status Reports provide a mechanism for the Grantee to justify a need for additional grant disbursements from CARB.

   c. Every Grant Disbursement Request Form (MSCD/ISB-90) shall be accompanied by a Status Report that documents the completion of a milestone specified in Exhibit B, Attachments II and III.

   d. CARB will provide the Grantee with a checklist or template for Americans with Disabilities Act (ADA)-compliant Status Reports. Each Status Report

must include all applicable items from the checklist or template, which may include:

i. Project Status Report number, title of project, name of Grantee, date of submission, and project grant number

ii. Summary of work completed since the last progress report, noting progress toward completion of tasks and milestones identified in the work plan

iii. Statement of work expected to be completed by the next progress report

iv. Notification of problems encountered and an assessment of their effects on the project's outcomes

v. Data collected from vehicles, facilities, and participants since the last status report such as, but not limited to, the information outlined in Appendix H of this Grant Solicitation. Data should be separated by reporting period but should be collected and compiled in a way that facilitates reporting in the Final Report.

vi. Schedule of community engagement, outreach, and education activities conducted, materials used, number of people contacted, and number of participants, where applicable

vii. Accounting records, including expenditure and income information and supporting documentation

viii. Itemized invoices (invoices must include enough details to ensure that only eligible costs are paid for) and any other appropriate documentation

ix. Discussion of the project's adherence to the project timeline

x. Other data and analysis as mutually agreed upon between the Grantee and CARB

e. If the tasks outlined in this Grant Agreement are behind schedule, the Grantee must notify CARB immediately and explain how they will return to schedule.

2. Final Report

a. When the project is complete, the Grantee shall submit a draft Final Report. The draft Final Report must be submitted to CARB in an appropriate format

agreed upon between CARB Project Liaison and the Grantee. The Final Report must meet the requirements specified herein. Upon approval of the draft Final Report by CARB Project Liaison, the Grantee shall provide a written copy of the final version, plus an electronic file.

b. The Final Report must be submitted within 90 days of CARB receiving the draft Final Report or by **March 31, 2025~~5~~6**, whichever comes first. A draft Final Report is due to CARB within 30 days of project completion or by **December 31, 2024~~5~~5**, whichever comes first.

c. CARB will provide the Grantee with a checklist or template for an ADA-compliant Final Report. The Final Report must include all applicable items from the checklist or template, at a minimum:

   i. Total expenditures in detail to date and for the period between the last quarterly report and the Final Report

   ii. Excel spreadsheet of all funded projects and project milestones

   iii. Summary report of the projects for the period covered by the Grant Agreement (may be provided as summaries or previously submitted Status Reports – see Status Report)

   iv. Overview of the project as whole from inception through the end of the grant term, including project and community background, partnerships, and funding sources

   v. Data collected from vehicles, facilities, and participants, compiled from all status reports

   vi. Assessments of behavior change, vehicle miles traveled, access to key destinations, affordability, and participant evaluations, including the results of any pre- and post-project surveys conducted

   vii. Changes in participant knowledge of and acceptance of clean transportation options and funded projects

   viii. Description of community engagement, outreach, and education efforts, including materials used, schedule of events conducted, and an assessment of effectiveness of the efforts

   ix. Electricity and fuel usage information for project and baseline vehicles and EVSE, as applicable

   x. Estimated GHG and other air pollutant emission reductions achieved

xi. Other co-benefits provided by the project as mutually agreed upon between the Grantee and CARB

xii. Accounting records, including expenditure and income information and supporting documentation. Includes earned interest, if any, and how it was expended or returned to CARB.

xiii. Best practices and lessons learned, including suggestions for future project considerations for wider scale implementation in other communities

xiv. Implementation challenges and recommendations for potential program improvements

xv. Other data and analysis as mutually agreed upon between the Grantee and CARB

J. OVERSIGHT AND ACCOUNTABILITY

1. The Grantee shall comply with all oversight responsibilities.

2. CARB or its designee may recoup the grant funds which were received based upon misinformation or fraud, or for which a Grantee is in significant or continual non-compliance with the terms of this Grant or State law. CARB also reserves the right to prohibit any entity from participating in STEP due to non-compliance with program requirements or State law.

3. If the Grantee detects any actual or potentially fraudulent activity by anyone or entity associated with the project, it shall notify CARB as soon as possible and work with CARB to determine an appropriate course of action.

K. PROJECT RECORDS

As further described below, program records include but are not limited to Grantee, financial, and participant records. All project records must be retained for a period of three (3) years after final payment under this grant. All project records are subject to audit pursuant to Section N.3 of this Grant Agreement. Upon completion of the third year of record retention, the Grantee shall submit all program records to CARB. Hardcopy or electronic records are suitable. Acceptable forms of electronic media include hard drives, CDs, and DVDs. Other forms of electronic media may be allowed based on prior written concurrence from CARB.

1. Grantee Records

The Grantee shall retain a STEP file containing:

a. Original executed copy of the STEP Grant Agreement and Grant Agreement Amendments (if applicable)

b. Policies and Procedures Manual

c. Copies of Grant Disbursement Request Forms and attachments

d. Copies of Status Reports

e. Documentation of earned interest generation and expenditure (see Section G for more information)

2. Financial Records

Without limitation of the requirement to maintain program accounts in accordance with generally accepted accounting principles, the Grantee must:

a. Establish an official file for the project, which shall adequately document all significant actions relative to the program

b. Establish separate accounts which will adequately and accurately depict all amounts received and expended on the project

c. Establish separate accounts which will adequately and accurately depict all income received which is attributable to the project including cash and in-kind donations, if any

d. Establish an accounting system which will adequately depict final total costs of the project, including grant implementation costs

3. Project Participant Records

The Grantee is required to establish and maintain participant records, which must include, at minimum:

a. Project participant proposals (denied, approved, and removed)

b. Initial participant surveys and survey updates

c. Documentation of any deviations from the normal processing of projects (examples include enforcement action, CARB case-by-case approvals)

L. INTELLECTUAL PROPERTY

For the Mobility Wallet Project, CARB will have a limited, non-exclusive, perpetual, royalty free, non-transferable license to receive and use (internally and externally), display, perform, copy, publish, and create derivative works from all aggregate and anonymized data from webpage(s), software, databases, or other intellectual property developed or purchased by the Grantee and any of its Subgrantees or subcontractors for the purposes of administering or implementing STEP. This license to use aggregate and anonymous data received during the pilot program shall continue for the lifetime of the Mobility Wallet project and is not limited to the term of this Grant Agreement. LA Metro is not obligated to provide new aggregate and anonymized data after the end of the term of this Grant Agreement. CARB acknowledges that the Grantee and its Subgrantees and subcontractors shall retain ownership of its existing intellectual property rights in any webpages, software, databases, and program data, and in any other intellectual property that may be created or developed, including any and all derivative works of existing and newly created or developed materials.

For all other projects under this Grant Agreement, any webpage(s), software, databases, program data, or other intellectual property developed or purchased by the Grantee for the purposes of administering or implementing STEP are the property of CARB.

M. CONFIDENTIALITY AND DATA SECURITY

It is expressly understood and agreed that information the Grantee collects on behalf of the State or from a third party in performing its obligations under this Grant Agreement may be deemed confidential by the State. Therefore:

1. All information or data gathered pursuant to this grant shall be held confidential and released only to CARB or other entities as CARB may specify in writing.

2. The Grantee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Grant Agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

3. Information or data, including but not limited to all application records and supporting documentation that personally identifies or describes an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee shall safeguard all such information or data which comes into their possession under this agreement in perpetuity, and shall not release or publish any such information, data or application records.

4. The Grantee must observe complete confidentiality with respect to such

information or data collected pursuant to this grant, including without limitation, agreeing not to disclose or otherwise permit access to such information by any person or entity in any manner whatsoever unless such disclosure is required by law or legal process.

5. The Grantee must acknowledge the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.

6. The Grantee must ensure that the Grantee's employees are informed of the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying, revealing, or utilizing for any purpose in fulfillment of this grant, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.

7. The Grantee shall limit access to information and data gathered pursuant to this grant only to necessary employees to perform their job duties.

8. The Grantee must not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration.

9. The Grantee must notify the State promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof, by any person other than those authorized by this document.

10. The Grantee must adhere to all CARB confidentiality, disclosure, and privacy policies.

11. The Grantee must treat all information, deliverables, and work products developed or collected pursuant to this grant as confidential. All information, deliverables, and work products cannot be disclosed in any form to any third party **except for Subgrantees designated in Exhibit B, Attachment IV of this Agreement** without CARB's written consent except when required by law or legal process.

12. The Grantee must not use, without CARB written approval, any CARB materials for any purpose other than performing the agreed upon services.

13. At the conclusion of the engagement or upon termination of this Grant Agreement, the Grantee shall surrender all information in any form developed or collected pursuant to this grant.

14. If the Grantee suspects loss or theft, the Grantee must report any lost or stolen

information, data, or equipment developed or collected pursuant to this grant to CARB immediately.

15. The Grantee must provide CARB all pass phrases and passwords for private keys to encrypt data used, produced, or acquired in the course of performing duties under this Grant Agreement.

16. The Grantee must sign non-disclosure and confidentiality agreements as provided by CARB.

17. The Grantee agrees to notify CARB immediately of any security incident involving the information system, servers, data, or any other information developed or collected pursuant to this grant. The Grantee agrees that CARB has the right to participate in the investigation of a security incident involving its data or conduct its own independent investigation, and that the Grantee shall cooperate fully in such investigations.

18. The Grantee agrees that it shall be responsible for all costs incurred by CARB due to security incident resulting from the Grantee's failure to perform or negligent acts of its personnel, and resulting in an unauthorized disclosure, release, access, review, or destruction; or loss, theft, or misuse of information or data developed or gathered pursuant to this grant. If the Grantee experiences a loss or breach of data, the Grantee shall immediately report the loss or breach to CARB. If CARB determines that notice to the individuals whose data has been lost or breached is appropriate, the Grantee will bear any and all costs associated with the notice or any mitigation selected by CARB. These costs include, but are not limited to, staff time, material costs, postage, media announcements, credit monitoring for impacted individuals, and other identifiable costs associated with the breach or loss of data.

19. The Grantee may permit its Subgrantees to provide aggregated and anonymized data to the Grantee and CARB, as set forth herein. Otherwise, the Grantee will provide any aggregated and anonymized data as requested by CARB.

20. The Grantee agrees that it shall immediately notify and work cooperatively with CARB to respond timely and correctly to California Public Records Act (California Government Code Section 6250 et seq.) requests.

N. GENERAL PROVISIONS

1. **Amendment:** No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.

2. **Americans with Disabilities Act:** The Grantee must ensure that all products and services submitted, uploaded, or otherwise provided by the Grantee and/or its subcontractors under this Grant, including but not limited to data, software, plans, drawings, specifications, reports, operating manuals, notes, and other written or graphic work prepared in the course of performance of this Grant (collectively, the "Work"), comply with Web Content Accessibility Guidelines 2.0, levels A and AA, and otherwise meet the accessibility requirements set forth in California Government Code Sections 7405 and 11135, Section 202 of the federal Americans with Disabilities Act (42 U.S.C. § 12132), and Section 508 of the federal Rehabilitation Act (29 U.S.C. § 794d) and the regulations promulgated thereunder (36 C.F.R. Parts 1193 and 1194) (collectively, the "Accessibility Requirements"). For any Work provided in PDF format, Grantee shall also provide an electronic version in the original electronic format (for example, Microsoft Word or Adobe InDesign).

   CARB may request documentation from the Grantee of compliance with the Accessibility Requirements and may perform testing to verify compliance. The Grantee must bring into compliance, at no cost to CARB, any Work by the Grantee or its subcontractors not meeting the Accessibility Requirements. If the Grantee fails to bring its or its subcontractors' Work into compliance with the Accessibility Requirements within five (5) business days of written notice from CARB, or within the time frame specified by CARB in its notice, the Grantee will be responsible for all costs incurred by CARB in bringing the Grantee's or its subcontractors' Work into compliance with the Accessibility Requirements. The Grantee agrees to respond to and resolve any complaint brought to its attention regarding accessibility of deliverables provided under this Grant for a period of one year following delivery of the final deliverable under this Grant.

   Deviations from the Accessibility Requirements are permitted only by written consent by CARB.

3. **Assignment:** This grant is not assignable by the Grantee, either in whole or in part, without the consent of CARB in the form of a formal written amendment.

4. **Audit:** The Grantee agrees that CARB, the Department of General Services, Department of Finance, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant and all State funds received. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after the term of this Grant is completed, unless a longer period of records retention is stipulated. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include similar right of the

State to audit records and interview staff in any Grant or Contract related to performance of this Agreement.

5. **Availability of funds:** CARB's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.

6. **Compliance with law, regulations, etc.:** The Grantee agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements.

7. **Confidentiality:** Except as may be required by the California Public Records Act (California Government Code Section 6250 et seq.), no record which has been designated as confidential by CARB, shall be disclosed by the Grantee. If Grantee believes disclosure of a confidential record may be required under the California Public Records Act, Grantee shall first give CARB written notice of the intent to disclose plus twenty-one (21) days after receipt of the written notice to seek an order preventing disclosure from a court of competent jurisdiction.

8. **Conflict of interest:** The Grantee certifies that it is in compliance with applicable State and/or federal conflict of interest laws.

9. **Disputes:** The Grantee shall continue with the responsibilities under this Grant Agreement during any dispute. Grantee staff or management may work in good faith with CARB staff or management to resolve any disagreements or conflicts arising from implementation of this Grant Agreement. However, any disagreements that cannot be resolved at the management level within 30 days of when the issue is first raised with CARB staff shall be subject to resolution by the CARB Executive Officer, or his designated representative. Nothing contained in this paragraph is intended to limit any of the rights or remedies that the parties may have under law.

10. **Environmental justice:** In the performance of this Grant Agreement, the Grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.

11. **Fiscal management systems and accounting standards:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of State law or this Grant Agreement. Unless otherwise prohibited by State or local law, the

Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

12. **Force majeure:** Neither CARB nor the Grantee must be liable for or deemed to be in default for any delay or failure in performance under this Grant Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, government orders, national or state declared pandemics, lockouts, labor disputes, fire, flood, earthquakes or other physical natural disaster. If either party intends to invoke this clause to excuse or delay performance, the party invoking the clause must provide written notice to the other party immediately but no later than within fifteen (15) calendar days of when the force majeure event occurs and reasons that the force majeure event is preventing that party from or delaying that party in performing its obligations under this contract. CARB may terminate this Grant Agreement immediately in writing without penalty in the event Grantee invokes this clause.

    If the Grant Agreement is not terminated by CARB pursuant to this clause, upon completion of the event of force majeure, the Grantee must as soon as reasonably practicable recommence the performance of its obligations under this Grant Agreement. The Grantee must also provide a revised schedule to minimize the effects of the delay caused by the event of force majeure. An event of force majeure does not relieve a party from liability for an obligation which arose before the occurrence of that event.

13. **Governing law and venue:** This Grant Agreement is governed by and shall be interpreted in accordance with the laws of the State of California. CARB and the Grantee hereby agree that any action arising out of this Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.

14. **Grantee's responsibility for work:** The Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Grantee shall be responsible for any and all disputes arising out of its contract for work on the Project, including but not limited to payment disputes with contractors, subcontractors, and providers of services. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work.

15. **Indemnification:** The Grantee agrees to indemnify, defend and hold harmless the State and the Board and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense,

including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by the Grantee, and out of the operation of equipment that is purchased with funds from this Grant Award.

16. **Independent contractor:** The Grantee, and its agents and employees, if any, in their performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees or agents of CARB.

17. **Nondiscrimination**: During the performance of this Grant Agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, or veteran or military status, or allow denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. The Grantee and its contractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, section 11000 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a)-(f), set forth in Chapter 5 of Division 4.1 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Grantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. The Grantee shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Grant Agreement.

18. **No third party rights:** The parties to this Grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Grant Agreement, or of any duty, covenant, obligation or undertaking established herein.

19. **Ownership:** Subject to sections L and M of this Grant Agreement, all information or data received or generated by the Grantee under this Grant Agreement shall become the property of CARB. No information or data received or generated under this Grant Agreement shall be released without CARB approval.

20. **Personally Identifiable Information:** Information or data that personally identifies an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes

and regulations. The Grantee shall safeguard all such information or data which comes into their possession under this Grant Agreement in perpetuity, and shall not release or publish any such information or data.

21. **Prevailing wages and labor compliance:** If applicable, the Grantee agrees to comply with all of the applicable provisions of the California Labor Code pertaining to Public Works projects (Labor Code Sections 1720-1861) including those provisions requiring the payment of not less than the specified prevailing rate of wages as determined by the Director of the Department of Industrial Relations to workers employed in the performance of this grant. If applicable, the Grantee shall monitor all agreements subject to reimbursement from this Grant Agreement to ensure that the provisions of Labor Code Sections 1720-1861 are being met.

22. **Funding Limitation: Grantees are prohibited from using CARB funds to aid or support any religious creed, sect, church, or sectarian purpose pursuant to California Constitution, article XVI, section 5. Grantees are also prohibited from using CARB funds to aid or support a sectarian or denominational school or any school not under the exclusive control of the officers of the public schools pursuant to California Constitution, article IX, section 8. CARB reserves the right to obtain additional information from applicants and Grantees to determine compliance with California Constitution, article XVI, section 5 and article IX, section 8. Failure to provide any requested information may result in denial of grant funding or possible termination of an existing grant agreement.**

23. **Professionals:** For projects involving installation or construction services, the Grantee agrees that only licensed professionals will be used to perform services under this Grant Agreement where such services are called for and licensed professionals are required for those services under State law.

24. **Severability:** If a court of competent jurisdiction holds any provision of this Grant Agreement to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected.

25. **Termination:** CARB may terminate this Grant Agreement for cause by written notice at any time prior to completion of projects funded by this Grant Award, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Grant Agreement within the time frame set forth by CARB via written notice to the Grantee.

26. **Timeliness:** Time is of the essence in this Grant Agreement. Grantee shall proceed with and complete the Project in an expeditious manner.

27. **Waiver of Rights:** Any waiver of rights with respect to a default or other matter arising under the Grant Agreement at any time by either party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of the State provided for in this Grant Agreement are in addition to any other rights and remedies provided by law.

28. **Order of Precedence:** In the event of any inconsistency between the articles, exhibits, attachments, specifications or provisions which constitute this Grant Agreement, the following order of precedence shall apply:
    a. Grant Agreement Cover Sheet
    b. Exhibit A – Grant Provisions
    c. Exhibit B – Work Statement
    d. Exhibit D – Grant Solicitation Package
    e. All other Exhibits incorporated into the Grant Agreement as listed on the Grant Agreement Cover Sheet.

O. INSURANCE REQUIREMENTS

The Grantee must comply with all requirements outlined in the (1) General Provisions and (2) Insurance Requirements outlined below. No payments will be made under the grant until the Grantee fully complies with all insurance requirements.

1. General Provisions Applying to All Policies:

    a. Coverage Term – Coverage needs to be in force for the complete term of the grant. If insurance expires during the term of the grant, a new certificate must be received by the State at least thirty (30) days prior to the expiration of this insurance. Any new insurance must comply with the original grant terms.

    b. Policy Cancellation or Termination & Notice of Non-Renewal – The Grantee is responsible to notify the Program Administrator within five (5) business days of any cancellation, non-renewal or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Grantee agrees no work or services will be performed prior to obtaining such approval. In the event that the Grantee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this grant upon the occurrence of such event, subject to the provisions of this grant.

c. Premiums, Assessments, and Deductibles – The Grantee is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.

d. Primary Clause – Any required insurance contained in this grant shall be primary, and not excess or contributory, to any other insurance carried by the State.

e. Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least "A–" with a financial category rating of no lower than VI. If the Grantee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

f. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.

g. Inadequate Insurance – Inadequate or lack of insurance does not negate Awardee's obligations under the grant.

h. Satisfying a Self-Insured Retention (SIR) – All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion

i. Available Coverages/Limits – All coverage and limits available to the Awardee shall also be available and applicable to the State.

2. Use of Subcontractor – In the case of the Grantee's utilization of Subcontractors to complete the grant scope of work, the Grantee shall include all Subcontractors as insured's under the Grantee's insurance or supply evidence of Subcontractor's insurance to the State **subject to item O.3.** ~~equal to policies, coverages, and limits required of the Grantee.~~

3. Grant Insurance Requirements – The Grantee shall display evidence of the following on a certificate of insurance. After the solicitation is awarded, failure to provide the certificate upon request will result in the termination of the grant. The Grantee must assure the community pilot project(s) funded by the Program Administrator (CARB) fully complies with all insurance requirements before starting the project. The following coverages must be evidenced on the certificate of insurance and all endorsements required must be attached:

   a. Commercial General Liability – The Grantee shall maintain general liability on an occurrence form with limits not less than $5,000,000 per occurrence for bodily injury and property damage liability combined with a $5,000,000

annual policy aggregate. **Subcontractors shall maintain general liability on an occurrence form with limits not less than $1,000,000 per occurrence for bodily injury and property damage liability combined with a $2,000,000 annual policy aggregate.** The policy shall include coverage for liabilities arising out of premises, operations, independent the Grantees, products, completed operations, personal & advertising injury, and liability assumed under an insured contract or grant. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Grantee's limit of liability.

The policy must name "State of California and California Air Resources Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations".

b. Automobile Liability – **Compliance of automobile liability is required upon procurement of the vehicles. For vehicles used in a STEP-funded shared mobility service (e.g., electric bikes and scooters, carshare vehicles, shuttles, and buses), t**~~T~~he Grantee shall maintain business automobile liability insurance as broad as Form CA0001 for limits not less than a $5,000,000 combined single limit. **For any other vehicle that is not used in a STEP-funded shared mobility service (e.g., vehicles used for project planning, rebalancing, maintenance, marketing, outreach, or driving to events), the Grantee shall maintain business automobile liability insurance as broad as Form CA0001 for limits not less than a $1,000,000 combined single limit.** Such insurance shall cover liability arising out of any and all motor vehicles owned, hired or non-owned. "Any Auto" symbol 1 is required.

The policy must name "State of California and California Air Resources Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations".

i. **In the event that the Fleet Owner maintains business automobile liability insurance, the policy must name the State of California and California Air Resources Board, its officers, agents, and employees as additional insured by endorsement that states the name exactly as required in this agreement. A blanket additional insured endorsement is not acceptable.**

ii. By signing the grant agreement, the Grantee certifies that the Grantee and any employees, subcontractors or servants possess valid

automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.

c. Workers Compensation and Employers Liability – The Grantee shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the grant. In addition, employer's liability limits of $1,000,000 are required. By signing this agreement, the Grantee acknowledges compliance with these regulations.

   A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.

d. In addition to the insurance requirements listed above, the Grantee must supply specific coverage for Electric Bikes and Scooters, with a limit of at least $5,000,000. Proof of coverage can be submitted in two ways:

   If coverage is from an Electric Bike and Scooter insurance carrier, only the certificate of insurance is required showing specific insurance for Electric Bikes and Scooters; **OR,**

   If coverage is endorsed to the General Liability policy, insurance company must supply a separate endorsement showing proof of Electric Bike and Scooter Coverage.

e. Either policy must name "State of California and California Air Resources Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations. "Non-Profit Organization with Volunteers Only (if applicable): A Volunteer Accident Insurance Policy with a limit not less than $1,000,000. The policy shall contain a waiver of subrogation in favor of the State of California, if such endorsement is available in the open market. Said policy shall be issued by an insurance company with a rating which is acceptable to the Department of General Services, Office of Risk and Insurance Management. CARB reserves the right to review and adjust insurance requirements as necessary during the grant term.

f. Cyber Liability coverage, with limits not less than $1,000,000 per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Grantee in the grant agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or

destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well.

g. Self-insurance – **If a Contractor has elected to be self-insured it must receive approval of its self-insurance program from the DGS Office of Risk and Insurance Management (ORIM). To obtain ORIM approval Contractor must submit the following documents to ORIM.**

   i. **Workers' Compensation** – Contractor will provide a copy of its Certificate of Consent to Self-Insure from the Department of Industrial Relations.

   ii. **All Other** – Contractor's Risk Manager, or comparable position holder, shall provide a written description of the plan including what is covered, what is not covered, identify the financial limits of the plan and identify the source of funds for financing the plan.

Provide the firm's most recent audited annual financial statement including all accounting letters. The report must show the firm's owner's equity of at least $5,000,000 and annual profit of at least $500,000.

Provide a signed written statement from the firm's CPA confirming the annual net profit for each of the prior 4 years has been at least $500,000.

EXHIBIT B

WORK STATEMENT

Attachment I – Budget Summary.....**Error! Bookmark not defined.~~3~~4**
Attachment II – Task Summary and Details.....**Error! Bookmark not defined.~~4~~5**
Attachment III – Task and Disbursement Schedule.....5~~0~~3
Attachment IV – Key Project Personnel .....**~~Error! Bookmark not defined.~~81**

EXHIBIT B

Attachment I – Budget Summary

Grantee: Los Angeles Department of Transportation
Project: South Los Angeles Universal Basic Mobility Pilot Program
Grant Number: **STEP-IG-02, 01**

	Total Costs
Project Costs	~~$10,365,174.40~~**20,882,321.89**
Direct Grant Implementation Costs	~~$696,857.13~~**1,127,509.76**
Indirect Grant Implementation Costs	~~$0~~**3,000.00**
	Total Funding
Total Grant Funds	~~$7,077,770.53~~**13,843,297.68**
Resource Contribution	~~$3,984,261.00~~ **7,942,050.60**
Total Proposal Funds	~~$11,062,031.53~~**21,785,348.28**

EXHIBIT B

Attachment II – Task Summary and Details

Grantee: Los Angeles Department of Transportation
Project: South Los Angeles Universal Basic Mobility Pilot Program
Grant Number: **STEP-IG-02,01**

Task Summary Table

Task #	Task Description	STEP Funds	Resource Contribution
1	Proposal administration	$~~258,347.13~~**692,000.00**	$438,5~~10.00~~**09.76**
2	Mobility wallet	$~~756,770.00~~**2,567,080**	$486,~~700.00~~**699.97**
3	Electric mobility	$~~3,658,354.40~~**5,295,619.44**	$~~1,600,000.00~~**4,641,451.87**
4	Charging for all	$~~716,000.00~~**1,644,526.52**	$~~803,838.00~~**1,634,866.00**
5	Stakeholder engagement & outreach	$~~688,299.00~~**1,368,446.00**	$~~504,713.00~~**380,412.00**
6	Quick-build active streets	$~~5~~**6**00,000.00	$150,500.00
7	Rail to Rail First Mile – Last Mile	$~~500,000.00~~**1,017,000.00**	$0.00
8	**Zero-emission Delivery Solutions**	**$658,625.72**	**$209,611.00**
	Total	**~~$7,077,770.53~~13,843,297.68**	**~~$3,984,261.00~~7,942,050.60**

Task Details

Task 1. Proposal administration
Administer the various tasks of the project including participation in meetings with CARB staff; development and implementation of project plans; record-keeping procedures; reporting procedures; and financial tracking and disbursements.

1.1. Meetings and communication with CARB staff

1.1.1. Initial Project Kick-off Meeting: The Grantee's key project personnel, in collaboration with CARB's Project Liaison, will plan, conduct, and attend

an initial meeting with CARB staff following execution of the Grant Agreement. Topics for discussion may include, but not be limited to, the following:

a. Project tasks, timelines, and milestones
b. Project design and community engagement, outreach, and education activities
c. Content and format for quarterly reports and final reports
d. Schedule for ongoing coordination meetings
e. Participant surveys and reporting
f. Other items as necessary

1.1.2. Ongoing Project Coordination: Ongoing Grantee coordination and review meetings with the CARB Project Liaison to discuss project status held ~~at least~~ **monthly or** quarterly, **per CARB Project Liaison,** as well as a final meeting~~.~~ or conference call**,** pending CARB Project Liaison approval, held at the conclusion of the project. The Grantee's key project personnel will participate in meetings with CARB staff. Additional meetings may be scheduled at the discretion of the CARB Project Liaison. Meetings may be conducted by phone if deemed appropriate by the CARB Project Liaison. Project coordination and review meetings are the responsibility of the Grantee and should contain:

a. Agenda for the meeting with online meeting information provided prior to the meeting
b. Discussion of project activities, deliverables, schedule, and milestones
c. Discussion of any difficulties encountered since the last project update
d. Concerns or questions requiring resolution from CARB
e. Notification of any pending disbursement requests
f. Scheduling the next project coordination meeting

1.2. Coordinate with other CARB projects (e.g., Access Clean California, Clean Mobility Options Voucher Pilot) where appropriate and as requested by CARB.

1.3. Partnerships. Coordinate with all project partners, including Subgrantees and Community Partners, following the decision-making structure and the governance, legal, and financial relationships set out in the Partnership Structure. This must include:

a. Regular communication with all Subgrantees, such as check-ins to keep track of progress made and troubleshoot issues encountered. The Grantee is responsible for keeping CARB informed of progress on all projects, including those that are being led by one of the Subgrantees.
b. Regular communication with all Community Partners in a mutually agreed-upon format to share progress and receive feedback on project implementation and design
c. Accessible public meetings to share progress and receive feedback on project implementation and design

d. Updates to Community Partners and other community stakeholders on how their feedback is being incorporated into the design and implementation of the project
e. Incentivize participation of all project partners, including Community Partners, appropriately

1.4. Community engagement. Directly and actively engage community residents during project implementation to ensure that project design and implementation meet the needs of the residents. The Grantee must:

a. Ensure that funded activities focus on engaging community residents located or involved in the STEP Community.
b. Use community engagement methods recommended in the Community Inclusion Guidance.
c. Develop and implement a process for community engagement that maximizes the power of community residents to make decisions about project design and implementation.
d. Conduct community engagement activities that help maximize residents' ability to participate, such as translating meetings and materials and scheduling meetings at times that are convenient to community residents.
e. Focus on engaging hard-to-reach residents whose interests have historically been under-represented.
f. Ensure that funded activities collect data on residents' current knowledge regarding clean transportation options.
g. Ensure funded activities include an evaluation of the success of the activities throughout implementation and adapt methods used accordingly.
h. Incentivize community residents appropriately for their time and expertise during their participation in community engagement activities.
i. Develop plans for community engagement activities, either as part of the Status Reports or as stand-alone plans.
j. Ensure that all community engagement plans have been approved by CARB prior to implementation.

1.5. Outreach and education. Conduct outreach and education with community residents to help ensure that identified end users in the community have the knowledge necessary to use new transportation services and to inform their participation in decision-making processes. The Grantee must:

a. Ensure that funded activities focus on reaching out to or educating community residents located or involved in the STEP Community.
b. Use outreach and education methods recommended in the Community Inclusion Guidance
c. Conduct outreach and education activities that meet the needs of the residents, such as translating materials and creating events at times that are convenient to community residents

d. Ensure that funded activities collect data on residents' current knowledge regarding clean transportation options.
e. Ensure funded activities include an evaluation of the success of the activities throughout implementation and adapt methods used accordingly.
f. Educate community residents about other applicable CARB funding opportunities, including Access Clean California and the clean vehicle ownership programs (e.g., CVRP, Clean Cars 4 All, CVAP), and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project).
g. Develop plans for outreach and education activities, either as part of the Status Reports or as stand-alone plans.
h. Ensure all outreach, education, and press materials and outreach and education plans have been approved by CARB and adhere to the California Climate Investments guidelines, as identified in Exhibit A, Section B of this Grant Agreement, prior to implementation.

1.6. Develop policies and procedures manuals. Such documents and process flow charts should describe the Grantee's administrative actions for evaluating and processing project participants, tracking vehicle maintenance for all project vehicles, and data gathering and reporting for all aspects of the project. Examples include, but are not limited to:

a. Organizational charts
~~b.~~ Details on how key project processes are conducted and how associated documentation of data, signatures, and authorizations are gathered and recorded~~, including, but not limited to:~~
   ~~i. Community engagement, outreach, and education~~
   ~~ii. Participant information, enrollment, and tracking~~
   ~~iii. Vehicle reservations, tracking, and maintenance~~
   ~~iv. Data collection and reporting~~
c. Develop and maintain accounting procedures to track expenditures by:
   i. Grant Agreement number
   ii. Fiscal year
   iii. Funding source
d. Provisions to protect against conflict of interest
e. Provisions to protect against fraud, and to identify, respond to, and report if fraud has occurred
f. Provisions to protect personally identifiable information

1.7. Project records. As defined in Exhibit A, Section K of this Grant Agreement, establish and maintain records on items that include, but are not limited to, participants, vehicles, Electric Vehicle Supply Equipment (EVSE), fuel, and maintenance as follows:

1.7.1. Identify participant data that are confidential and develop

measures to keep these data confidential. For example, individuals' physical characteristics, residential address, wage and salary information, driver's license or state-issued ID number, and insurance policy number must be kept confidential.

1.7.2. Record the physical address and census tracts of each location that project vehicles are domiciled or operated within and each location EVSE is installed.

1.7.3. Develop a systematic process and schedule to back up database(s) on a daily basis at a minimum.

1.7.4. Develop and enforce security measures to safeguard project database(s).

1.7.5. Store all records in a secured and safe storage facility that maintains confidentiality and provides fire and natural disaster protection.

1.7.6. Retain files during the term of the Grant Agreement plus three years after the grant term expires.

1.7.7. Transfer all project records to CARB once the project ends or three years after the grant term expires, whichever comes first.

1.8. Document and track expenditures, as defined in Exhibit A, Section G of this Grant Agreement.

1.9. Fulfill any needed project readiness requirements such as obtaining permits for charging infrastructure, obtaining encroachment permits and ensuring sufficient electrical capacity at designated charging station sites.

1.10. Reporting and documenting expenditure of State funds. As defined in Exhibit A, Section I of this Grant Agreement, report on and assess progress throughout project implementation via the participant and project metrics identified in Appendix H, Status Reports, and the Final Report. The purpose of data collection and reporting is to document and assess the outcomes of each funded project, which may include better understanding the projects' impacts on behavior change, vehicles miles traveled, and equity.

1.10.1. Develop plans for the collection of data, either as part of the Status Reports or as stand-alone plans, and carry out those plans using appropriate metrics and tools. Ensure that all data collection plans have been approved by CARB. Metrics should include information about transportation modes used and trips taken by community residents

before and after the project's implementation. CARB will coordinate with the Grantee to identify parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information. At a minimum, participant metrics should be collected prior to launch of a new project, midway through a project, and at the end for Final Report reporting.

1.10.2. For all projects, track and report metrics, such as, but not limited to, the information outlined in Appendix H of this Grant Solicitation. The Grantee must track and report these data at least quarterly.

1.10.3. Participate in third-party research projects as requested by CARB.

1.10.4. Status Reports: Submit numbered status reports accompanying grant disbursement requests to CARB at least quarterly, but may submit on a monthly basis if necessary to justify more frequent disbursements with prior approval from CARB. These reports must be approved by CARB and must contain at minimum, in either Microsoft Word or PDF as a single electronic file, the information outlined in Exhibit A, Section I of this Grant Agreement.

1.10.5. Final Report: The Final Report must be submitted within 90 days of CARB receiving the draft Final Report or by **March 31, 2025~~5~~6**, whichever comes first. A draft Final Report is due to CARB within 30 days of project completion or by **December 31, 2024~~5~~5**, whichever comes first. Final reports must contain at minimum the information outlined in Exhibit A, Section I of this Grant Agreement.

Task 1.11. The Grantee may add additional projects with the written approval of CARB. This type of change may require a grant amendment. Any additions will incorporate community decision-making. The Grantee must show that each project will:

a. Meet applicable State laws
b. Meet STEP's objectives, including all of the following:
    i. Address a community-identified transportation need
    ii. Support increasing access to key destinations
    iii. Facilitate or achieve GHG emission reductions
c. Meet all requirements specified in Appendix E of the Grant Solicitation
d. Meet applicable requirements of statutes, applicable State law, the FY 2019-20 Funding Plan, **the FY 2021-22 Funding Plan,** the FY 2019-20 STEP Implementation Grant Solicitation, this Grant Agreement, and all Exhibits and Attachments to this Grant Agreement. The FY 2019-20 **and 2021-22** Funding Plan**s** for Clean Transportation Incentives ~~is~~**are** available at: **https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-**

program/low-1. ~~https://ww2.arb.ca.gov/sites/default/files/2019-09/fy1920fundingplan.pdf.~~

Task 2. Mobility wallet

~~The Mobility Wallet expands on current Transit Access Pass (TAP) integration efforts.~~ **Two unique parallel technology development paths including (1) Pay with TAP and (2) a payment card (like Visa, Mastercard, or PayPal) will bring the mobility wallet to life.** ~~It consists of both~~ **These** analog and digital components ~~to~~**will** provide a seamless transportation pass for low-income, student, senior, and disabled riders through the STEP Community. The mobility pass will pilot **approximately $150 per month** transit and shared mobility credits for an approximately ~~2,5~~**1,1**00-person subscriber base for one year as part of a**n at least 5,000-person mobility wallet pilot, which includes an additional 900 subscribers in the Flex Universal Basic Mobility Program and 3,000-person control group of pre-enrolled LIFE and Go-Pass participants.** ~~monthly transportation allocation that will also include access to the Electric Mobility services provided in this proposal.~~ **Subscribers may use their monthly Mobility Wallet subsidies to access multimodal and electric mobility services provided in this proposal.** The Grantee will work with community-based organizations in the area to identify eligible participants in the pilot. Participation will likely be offered on a first-come, first-served basis with certain income eligibility criteria. Participants will need to consent to data sharing for analysis of the pilot.

2.1. Integrate mobility wallet software and shared mobility services' backend infrastructure to support integration of mobile application platforms.

2.1.1. Develop initial scope of work for mobility wallet software development, issue solicitation and selection of vendors. **Work with Cal-ITP to develop a payment card pathway.**

2.1.2. Execute mobility wallet software development.

2.1.3. Beta test Mobility Wallet and open pilot enrollment period.

2.2. Provide subsidies for transit and shared mobility.

2.2.1. Launch mobility wallet pilot. Aim for 500 subscribers pre-enrolled.

2.2.2. Fully operate mobility wallet. Aim for ~~2,5~~**1,1**00 subscribers fully enrolled.

2.2.3. Share data on full, at least 5,000-person mobility wallet pilot with CARB.

Task 3. Electric mobility

Electric mobility includes provision of three different and complementary clean

transportation services. LADOT will provide access to approximately 250 electric pedal-assist bikes at library hubs and will expand the program as demand is evaluated. This library may include e-cargo bikes as part of a zero-emission delivery program. LADOT will also bring an on-demand free shuttle to the community, operating all-electric shuttles for approximately one year. The shuttle service will fill gaps in the Downtown Area Short Hop (DASH) service area, eliminate the need for transfers, and extend services hours into the evening. And lastly, LADOT will expand the BlueLA carshare pilot to South LA. The expansion will include approximately ~~5~~**10**0 additional vehicles and a goal of at least ~~3~~**6**,000 new users into the program through enhanced outreach in conjunction with the Mobility Wallet. A steering committee composed of community-based organizations will guide program design for these three new/expanded services.

3.1. Implement e-bike library **and e-bike maintenance training program**. The Los Angeles Cleantech Incubator (LACI) will work to procure an e-bike library model that provides free electric bicycle access for extended "check-outs" to South LA residents. The program will feature at least 250 e-bikes, deployed over a period of two years, and may include e-cargo bikes and adaptive e-bikes. LACI will run an RFP process in 2021 to support a mid-2022 program launch.

3.1.1. Recruit~~ment~~ **for** and release RFP ~~for~~ and select an e-bike library operator.

3.1.2. Recruit approximately 30 e-bike maintenance training participants, secure training contractor(s), complete e-bike maintenance training, and match graduates with e-bike maintenance internship opportunities.

3.1.~~2~~**3**. Develop feasibility study and recommendations for incorporating e-bike / cargo e-bike delivery services into e-bike library.

3.1.~~3~~**4**. Selected vendor will procure at least 250 e-bikes. Obtain e-bike insurance as required in Exhibit A, Section O and provide proof of insurance to CARB prior to e-bike library implementation. Follow the requirements for funded micromobility vehicles:

a. Purchased micromobility vehicles must be new.
b. Micromobility vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
c. Micromobility service must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging or fueling infrastructure and repairs and maintenance of the vehicles.
d. Micromobility service must be registered with the local

jurisdiction, where available.

e. Micromobility vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.

3.1.**4**~~5~~. Launch e-bike library. Aim to have 125 subscribers pre-enrolled.

3.1.**5**~~6~~. Operate and oversee e-bike library.

3.2. Pilot electric on-demand community shuttle.

3.2.1. Finalize procurement process for on-demand community shuttle service. Procure a turnkey operator to provide **4** shuttles ~~(up to 4)~~, charging infrastructure and installation, drivers, and routing software. Obtain shuttle insurance as required in Exhibit A, Section O and provide proof of insurance to CARB prior to shuttle implementation. Follow the following requirements for funded light-, medium-, and heavy-duty vehicles:

a. Vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
b. Vehicles must be zero-emission.
c. Vehicles may be purchased or leased (2-year minimum lease period except for On-demand Community Shuttle Project).
d. Vehicles must be on the eligible Clean Vehicle Rebate Project (CVRP) or Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Eligible Vehicle lists[3,4] at the time of purchase, including vehicle models that were removed due to CVRP policy changes effective December 3, 2019.
e. Vehicles must be registered in California.
f. Vehicles must be compliant with all applicable State requirements, including, but not limited to applicable CARB engine or vehicle approval or certification and Department of Motor Vehicles licensing.
g. No modifications can be made to the vehicle's emissions control systems, hardware, or software calibrations (California Vehicle Code (CVC) Section 27156).
h. Vehicle title cannot be salvaged (as defined in CVC section 544).
i. Vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.

[3] https://cleanvehiclerebate.org/eng/eligible-vehicles
[4] https://www.californiahvip.org/how-to-participate/#Eligible-Vehicle-Catalog

j. Vehicles must be under warranty with the manufacturer for the duration of the grant term.
k. Used vehicles must meet the following additional requirements at the time of purchase or lease:
    i. Vehicle model year must be 4 years or newer.
    ii. Vehicle mileage cannot exceed 48,000 miles.
    iii. Vehicle cannot have any outstanding recall notices. If there has been a recall notice for the vehicle model, documentation must be provided that the problem has been addressed before the vehicle is purchased or leased.
    iv. Vehicles must be inspected by a licensed automotive mechanic.
    v. Batteries in vehicles must be new (new batteries may be purchased).
    vi. Vehicles that previously have participated in CVRP (received rebates) must have passed the compliance period and have fully complied with program requirements.
    vii. Vehicles must be formerly listed under the eligibility list of CVRP according to their model years

3.2.2. Launch and beta test on-demand community shuttle.

3.2.3. Continued operations of on-demand community shuttle.

3.3. Expand electric vehicle car share. The existing BlueLA program will expand to South LA, bringing at least ~~5~~**10**0 vehicles to STEP neighborhoods, in coordination with Task 4 EVSE infrastructure. The program will operate for at least three years.

3.3.1. Hold South LA kick-off meeting.

3.3.2. Negotiate and execute service contract(s). Obtain EV insurance as required in Exhibit A, Section O and provide proof of insurance to CARB prior to carshare implementation.

3.3.3. Conduct EV maintenance training.

3.3.3.1. Recruit and train approximately 10-15 EV technicians in first cohort.

3.3.3.2. Recruit, start, and complete first cohort of approximately 9 EV technician internships.

3.3.3.3. Recruit and train approximately 10-15 EV technicians in

second cohort.

3.3.3.4. Recruit, start, and complete second cohort of approximately 9 EV technician internships.

3.3.4. Deploy at least ~~5~~**10**0 EVs to the project area. Follow the requirements for light-, medium-, and heavy-duty vehicles outlined in subtask 3.3.2. Internal/external outreach on program siting will follow the outreach and education requirements in Task 1.5.

3.3.5. Continue carshare service operation for at least ~~5~~**10**0 vehicles added.

Task 4. Charging for all

The Charging for All project will create a network of approximately ~~50~~**116** public Level 2 (L2) chargers throughout the entire STEP project area, geographically dispersed such that all residents are within minutes of a public charger. The chargers will be open and available to the community at public facilities they already make use of, such as city-owned parking lots and libraries, and will be available at the curbside, affixed to street lights. In addition to the L2 network, ~~a~~**two** high-speed DC fast charging plaza**s** will also be deployed. This will help to enable electrification for 1) residents of multi-family homes and 2) commercial drivers living or working in the neighborhood, including rideshare and other gig or delivery workers. Rebates through LADWP will subsidize the charging infrastructure.

Follow the requirements for funded EVSE purchase and installation:

a. EVSE must be installed to provide electricity to project vehicles.
b. EVSE must comply with California Electric Vehicle Infrastructure Project (CALeVIP) equipment requirements.[5]
c. EVSE may be installed in commercially, residentially, or public facility zoned locations.
d. EVSE may include ports for micromobility vehicle charging or fueling if the project design includes micromobility vehicles.
e. EVSE may be Level 2 (rated up to 240 volts alternating current [AC], up to 60 amperes [amps], and up to 14.4 kilowatts) or Level 3 (high voltage AC or direct current [DC] with the capability to charge a vehicle to approximately 80 percent capacity within 30 minutes).
f. EVSE must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging infrastructure.
g. ***Assembly Bill 841 (2020):*** By signing this Grant Agreement, the Grantee as a material term of this Grant Agreement shall be fully responsible for complying with this section. AB 841 (Ting, 2020) added Public Utilities Code (PUC) section 740.20, which requires Electric Vehicle Infrastructure Training Program (EVITP)

[5] https://calevip.org/resources-ev-charging-manufacturers-service-providers

certification to install electric vehicle charging infrastructure and equipment for work performed on or after January 1, 2022, subject to certain exceptions.

Therefore, applying PUC 740.20 EVITP requirements to this Grant Agreement means that all electric vehicle charging infrastructure and equipment located on the customer side of the electrical meter shall be installed by a contractor with the appropriate license classification, as determined by the Contractors' State License Board, and at least one electrician on each crew, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kilowatts or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:

> (1) Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
> (2) Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).
> (3) Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.

Prior to performing any electrical vehicle infrastructure installation work under this Agreement, the Grantee shall:

1. Submit to CARB an *AB 841 Certification* that certifies the project will comply with all AB 841 (2020) requirements or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by the Grantee's authorized representative.
2. Submit to CARB *EVITP Certification Numbers* of each Electric Vehicle Infrastructure Training Program certified electrician that will install electric vehicle charging infrastructure or equipment. EVITP Certification Numbers are not required to be submitted if AB 841 requirements do not apply to the project.

4.1. Create ~~one~~**two** DC Fast Charger (DCFC) Plaza hub**s** with 4 charge ports **each**.

> 4.1.1. Execute contract(s) with charging infrastructure company EVgo and submit DCFC maintenance plan.
>
> 4.1.2. Conduct initial documentation discovery and site visits with vendors, city staff, and partners.

4.1.3. Install DCFC Plaza hub**s**.

4.2. Provide at least ~~20~~**16** L2 EVSE at libraries**,** ~~and~~ at least ~~30~~**25** L2 EVSE at **parks, and approximately 75 L2 EVSE at** Bureau of Street Lighting (BSL) facilities.

4.2.1. Execute **and amend** interdepartmental MOU between LADOT and BSL related to street lighting EV chargers.

4.2.2. Conduct internal/external outreach on station siting. Follow the outreach and education requirements in Task 1.5.

4.2.3. Develop siting plan (inclusive of carshare station siting in South LA) in concert with project steering committee, conduct initial documentation discovery and conduct site visits with vendors, city staff, and partners, and submit EVSE maintenance plan (for BSL chargers).

4.2.4. Execute **and amend** contract or MOU with level 2 EVSE vendor(s) as needed. BSL will directly purchase and install their own equipment, so contracting will likely only be needed for library chargers **and chargers at other city facilities**. Negotiate EVSE maintenance plan.

4.2.5. Install approximately ~~20~~**16**chargers across ~~five~~**four** library locations**,** ~~and~~ at least ~~30~~**25** L2 EVSE at **parks, and approximately 75 L2 EVSE at** curbside streetlight charging locations.

4.2.6. Energize and commission chargers.

4.3. Conduct a feasibility assessment for installation of chargers. All necessary permits for installation of chargers will be obtained from the Los Angeles Department of Building and Safety (LADBS). All permits will be acquired within 12 months of grant **amendment** execution unless a new timeline is determined in consultation with CARB.

4.4. Execute a training curriculum, followed by a paid internship program for approximately 30 participants with hands-on training on troubleshooting, maintaining, and commissioning EV charging infrastructure. This program will focus on the BlueLA charging station infrastructure, but will also be employed more broadly to other public charging stations in the City of LA. This training and internship program will be conducted by a subcontractor in partnership with the Los Angeles Cleantech Incubator (LACI). Participants will earn their National Fire Protection Association Standard for Electric Safety in the Workplace (NFPA 70-E) certification (electrical safety). This training will provide career pathways into LACI start-ups, partner organizations, and International

Brotherhood of Electrical Workers (IBEW) Local 11 electrician-based apprenticeship programs for upward mobility.

Task 5. Stakeholder engagement & outreach

Stakeholder engagement will include representation from local Community Based Organizations (CBO), as well as capacity building for area residents to serve an advisory role on the project. Selected residents will receive training and mentorship to support role on Resident Advisory Committee (RAC). Duties for residents and CBO representatives will include guidance and input on outreach events, communication of project developments to community, and recommendations as appropriate on technical components including, but not limited to, site selection or design aspects. CicLAvia open street events serve as testing and onboarding platforms for the STEP-funded projects, as well as venues for data collection, community feedback, and outreach and recruitment for the Community Stakeholder Structure.

5.1. South Los Angeles Transit Empowerment Zone (SLATE-Z) stakeholder outreach and engagement. Follow the community engagement, outreach, and education requirements in subtasks 1.4 and 1.5.

5.1.1. Conduct RAC training.

5.1.1.1. Develop training curriculum and recruit cohort 1.

5.1.1.2. Conduct approximately three-month training with cohort 1 (approximately 5 to 10 members). Continue offering support, mentoring, and coaching cohort members during their tenure on the Steering Committee.

5.1.1.3. Recruit cohort 2.

5.1.1.4. Conduct approximately three-month training with cohort 2 (approximately 5 to 10 members). Continue offering support, mentoring, and coaching cohort members during their tenure on the Steering Committee.

5.1.1.5. Develop training curriculum and recruit cohort 3.

5.1.1.6. Conduct approximately three-month training with cohort 3 (approximately 5 to 10 members). Continue offering support, mentoring, and coaching cohort members during their tenure on the Steering Committee.

5.1.1.7. Convene all three cohorts of RAC members, if possible, to assess their experience with the RAC, Steering Committee,

the STEP projects, and current engagement in mobility, climate, greenhouse gas reduction, and related efforts moving forward.

5.1.2. Create and convene steering committee **and jobs and transit workgroups**, which will include CBO representatives, RAC members, Community Partners identified in the proposal, and the Subgrantees.

5.1.2.1. Appoint initial steering committee and assign members to subcommittees that will focus on items such as outreach events and specific project implementation (e.g., site selection, outreach strategies, and/or design elements).

5.1.2.2. Hold first steering committee meeting.

5.1.2.3. Convene bi-monthly steering committee meetings on an ongoing basis.

5.1.2.4. Convene bi-monthly jobs and transit workgroup meetings on an ongoing basis.

5.1.3. Develop and implement CBO ambassador program, which will hire **approximately six** CBOs to assist with outreach and engagement related to project-specific implementation. Examples could include, but are not limited to, street team canvassing, pop-up events, street interventions, marketing campaigns, and information sessions

5.1.3.1. Develop scope of work for CBO engagement and procure materials to support events and outreach (e.g., surveys, canvassing, social media, focus groups, town halls) based on plans developed for Task 1.5.

5.1.3.2. Launch **two rounds of** RFPs for **approximately six** CBOs **total** interested in participating in the collaborative stakeholder/decision-making structure and program outreach, review bids, and select vendor(s).

5.1.3.3. Finalize **two rounds of** agreements with CBOs**, for a total of six CBO ambassadors**.

5.1.3.4. Conduct CBO engagement.

5.1.4. Develop and implement youth ambassador program **with at least 15 participants**. The youth ambassador program is an educational program targeted to high school youth and young adults (e.g., recent high school graduates). Educational modules include hands-on

activities/projects that will be designed to connect with STEP's community outreach activities. A project-specific curriculum will be developed to prepare the youth to support the identified community outreach activities and objectives. Students will be enrolled at the Los Angeles Trade Technical College (LATTC).

5.1.4.1. Develop youth ambassador program pilot plans, including items such as a curriculum, teacher playbook. The curriculum may include topics such as: sustainable transportation, environmental justice (including using GIS and data to identify impacted communities), community/peer organizing and engagement, catalytic youth leadership, and specific skills related to participating in quick build projects. Design recruitment strategy.

5.1.4.2. Implement youth ambassador program **for at least 15 participants** in partnership with LATTC. This would integrate LATTC youth employment curriculum with outreach efforts (ongoing for individual electric mobility projects and tied to subtask 5.2 and Task 6).

5.2. CicLAvia outreach and engagement. Follow the community engagement, outreach, and education requirements in subtasks 1.4 and 1.5.

5.2.1. Plan CicLAvia events.

5.2.1.1. Conduct route assessment and stakeholder engagement to mitigate route impacts.

5.2.1.2. Secure route permits for ~~fall 2022~~ CicLAvia event**s**.

5.2.2. Implement **3 large-scale** CicLAvia events.

5.2.2.1. Support Metro-funded CicLAvia, recruit for participation in RAC, and beta test for mobility programs.

5.2.2.2. Conduct outreach, execute, and document the South LA CicLAvia event.

Task 6. Quick-build active streets

Quick-build active streets encompasses engagement, community-based design exercises, pop-up demonstrations, and implementation of quick-build street safety elements in the STEP Community. The project will collaboratively design, test, and implement low-stress street routes that support other STEP project components and access to key destinations. Key deliverables may include safety education programming, community bicycle rides to identify connectivity improvements needed,

pop-up safety demonstrations, and implementation of infrastructure projects along specific street corridors, such as quick-build traffic calming, wayfinding, and active mobility infrastructure.

6.1. Develop project plan for planning, engagement and educational activities following the community engagement, outreach, and education requirements in subtasks 1.4 and 1.5, for submission to CARB for review.

6.2 Conduct planning, engagement and education. Convene working group; develop and deliver **three**~~one~~ safety education programming event**s**, **three**~~one~~ route ride**s**, and **three**~~two~~ design labs; and conduct other engagement activities as necessary.

6.3. Develop conceptual plans, initial feasibility review for toolkit items, and list of materials for procurement. Develop site plans and evaluation metrics for pop-up demonstrations. Implement two one-day pop-up events at up to 5 locations subject to community prioritization in collaboration with engagement partners.

6.4. Create final engineering and design plans for implementation of quick-build traffic calming treatments.

6.5. Implement quick-build design treatments at ~~up to~~ **approximately** 5 locations subject to community prioritization, including striping, signage, bollards, and other temporary elements to improve street safety.

Task 7. Rail to Rail first mile – last mile

This project includes street enhancements that will facilitate safe and comfortable pedestrian and bicycle connections between the future Rail to Rail Active Transportation Corridor and the Crenshaw/LAX Fairview Heights Station. Street enhancements may include improved signage and wayfinding markers, paving, striping, sidewalks, ADA ramps, and street lighting among other improvements. This task closes an approximately one-half mile gap between the County's first urban rails to trails project and a new light rail station.

7.1**.** Perform community and stakeholder engagement, surveys, utility location, and early design for the bikeway connection and pedestrian improvements.

7.2**.** Once community and stakeholder engagement yields a design for the bikeway, finalize the project design. Perform any additional field surveys to support final design and work with departments to achieve plan approval.

7.3. Construct the active transportation infrastructure. This may include paving, striping, signage, traffic control, lighting/CCTV/signals, utilities/drainage, landscape, etc.

Task 8. Zero-emission delivery solutions

The Zero-emission Delivery (ZED) program will deploy delivery technology and services to address both the needs of local businesses within the STEP Community that will adopt the delivery solutions and integrate them into their delivery business and the needs of delivery workers who will use the delivery solutions deployed to fulfill last-mile delivery orders. Delivery workers will either work directly for local businesses or contract through delivery service companies, such as Uber Eats or DoorDash. The program will be community-informed and last at least 24 months. Approximately 5-10 local businesses and 10-20 delivery workers are expected to participate in this pilot.

Zero-emission technology and service options will be determined based on community input and may include, but are not limited to, some of the options below:

- A fleet of 10 e-courier bikes
- A fleet of 5 e-cargo bikes, 5 e-bikes with trailers, or 3-5 EVs
- Zero-emission hub with multi-modal options, such as: two-port L2 EV charger, e-bike storage and charging infrastructure, 1-2 EV truck rentals, and 1 delivery locker bank
- DCFC for delivery drivers with EVs. DCFC deployment will depend upon utility rebate availability and cost share.
- Light-duty EV rental options for gig drivers

8.1. Obtain feedback from local businesses and the delivery workforce to develop a community needs assessment. Develop a ZED program implementation plan that identifies the zero-emission technology and service options that will be offered through the ZED program. The implementation plan must be approved by CARB before implementation of the ZED program may continue.

8.2. Select the ZED service technology and service providers, finalize the program design, and execute contracts.

8.3. Install ZED infrastructure (as necessary), procure ZED service technology, and finalize program operations.

8.4. Operate and maintain the ZED program for 24 months.

8.4.1. Deploy selected ZED program elements based on community needs assessment.

8.4.2. Test and adjust ZED program elements. Collect and report qualitative and quantitative data on ZED program outcomes.

EXHIBIT B

Attachment III – Task and Disbursement Schedule

Grantee: Los Angeles Department of Transportation
Project: South Los Angeles Universal Basic Mobility Pilot Program
Grant Number: **STEP-IG-02,01**

	~~Description~~	~~Expected Start Date~~	~~Expected Completion Date~~	~~Deliverables (if applicable)~~	~~Request for STEP Funds~~
~~Task 1~~	~~Proposal administration~~	~~5/15/21~~	~~11/30/21~~	~~Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports~~	~~$20,000.00~~
~~Task 5.2~~	~~CicLAvia outreach and engagement~~	~~7/1/21~~	~~11/30/21~~	~~Initial draft of outreach materials~~	~~$25,000.00~~
~~Task 6.1~~	~~Develop quick-build active streets project plan~~	~~6/1/21~~	~~9/1/21~~	~~Quick-build active streets plan~~	~~$48,437.00~~
~~-~~	~~Disbursement request #1~~	~~-~~	~~1/31/2211/30/21~~	~~-~~	~~$93,437.00~~

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	**5/15/21**~~1 2/1/21~~	**3/31/22**~~2/28/22~~	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$**59,529.41**~~30,000.00~~
Task 3.1	~~Implement e-bike library~~ **E-bike training &**	**12/1/21**~~5/15/21~~	2/28/22	~~Recruitment and RFP for e-bike procurement, selected operator~~	$**228,361.04**~~60 0,000.00~~

	implement e-bike library			~~and operations, executed agreement with vendor(s)~~ **Documentation of Technical Bootcamp for E-bike Maintenance and internships, which may include recruitment and training materials, schedule, sign-ups, and certificates of completion. Community Engagement summary, Commercial Corridor sectoral analysis and Vendor Application draft for e-bike library.**	
Task 5.1	**Develop Steering Committee and RAC structure and recruit first RAC cohort**	**12/1/21**	**3/31/22**	**Methods of outreach, documentation of RAC training materials, documentation of completion of RAC cohort(s), copy of curriculum and steering committee meetings, which may include agendas, event location, number of participants, sign-in sheets, and meeting notes**	**$93,500.00**
Task 5.2	**First CicLAvia event and planning and coordination for** CicLAvia outreach and engagement	12/1/21	**3/31**~~2/28~~/22	Permits and outreach materials. Documentation of CicLAvia events, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	$**75**~~50~~,000.00

Task 6.1	Develop quick-build active streets project plan	6/1/21	1/31/22	Sub-contractors identified in Partnership Structure and issue LADOT retainer invoices for work	$0 (covered by resource contribution)
~~Task 6.2~~	~~Conduct planning, engagement, and education for quick-build active streets~~	~~9/1/21~~	~~12/31/22~~	~~Documentation for outreach and engagement activities, which may include sign in sheets, photos taken at events, and event handouts/flyers.~~	~~$48,438.00~~
	Disbursement request #~~2~~1		3/31/22~~2/28/22~~		$456,390.45~~28,438.00~~

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	4~~3~~/1/22	6~~8~~/30/22	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.41~~20,000.00~~
~~Task 2.1~~	~~Integrate mobility wallet software and shared mobility services' backend platforms~~	~~6/16/21~~	~~8/30/22~~	~~Scope of work, solicitation materials, and agreement. Documentation of beta test and enrollment period, vendor selection, and software development.~~	~~$500,000.00~~
Task 3.1	Implement e-bike Library	3/1/22	5/31/22	Application summary (outreach, # of applications, # of interviews, technical review committee)	$26,910.00
Task 3.3	First cohort EV maintenance training	2/1/22	6/1/22	Documentation of EV maintenance training for first	$16,862.00

				cohort and internships, which may include recruitment and training materials, schedule, sign-ups, and certificates of completion	
~~Task 4.2~~	~~Provide at least 20 L2 EVSE at libraries and 30 L2 EVSE at BSL facilities~~	~~5/15/21~~	~~8/30/22~~	~~Interdepartmental MOU, Siting plan, documentation of internal/external outreach, submitted EVSE maintenance plan~~	~~$235,500.00~~
~~Task 4.3~~	~~Obtain permits for chargers~~	~~5/15/21~~	~~5/15/22~~	~~Documentation of permits~~	~~$0~~
Task 5.1	**Youth ambassador program planning and recruitment** ~~CBO and youth ambassador programs~~	**2/15/22**~~8/31/21~~	**4/30/22**~~8/30/22~~	~~Scope of work for CBO engagement, outreach and engagement materials, RFP for CBOs, agreements with CBOs. Documentation of outreach and engagement activities, which may include sign-in sheets, photos taken at events, and event handouts/flyers.~~ Youth ambassador program curriculum/teacher playbook and recruitment strategy. **Program sign-ups and recruitment materials.** Youth ambassador training materials, list of events, sign in-sheets and events outcomes.	$**66,5**~~85,0~~00.00
Task 5.1	SLATE-Z stakeholder outreach and engagement **& first RAC cohort**	**4/1/22**~~5/15/21~~	**6/30/22**~~8/30/22~~	RAC training materials. Documentation of completion of cohort 1 **and steering**	$**87,004.00**~~171,649.50~~

				committee meetings, which may include agendas, sign-in sheets, meeting notes, and other meeting materials. ~~and steering committee meetings, which may include agendas, sign-in sheets, meeting notes, and other meeting materials.~~	
	Disbursement request #3~~0~~2		**6/30/22~~8/30/22~~**		**$236,805.41~~1,012,149.50~~**

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	**7/1/22**~~9/1/22~~	**9/30/22**~~2/28/23~~	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	**$39,529.41**~~20,000.00~~
Task 3.1	**Implement e-bike library**	**6/1/22**	**8/31/22**	**Technology vendor contract for e-bikes including adaptive micromobility and operations and maintenance**	**$475,910.00**
Task 3.3	EV maintenance training	**6**~~2~~/1/22	**9/30**~~12/31~~/22	Documentation of EV maintenance training **second term courses** for first cohort and internships, which may include recruitment and training materials, schedule, sign-ups, and certificates of completion	**$92,927.40~~60,455.00~~**
Task 4.2	**Provide 30 BSL chargers**	**10/15/21**	**8/30/22**	**Interdepartmental MOU, Siting plan, documentation of**	**$240,000.00**

				internal/external outreach, submitted EVSE maintenance plan, and documentation of site visits, which may include photos and plans. Documentation of charger installations, which may include photos.	
Task 7.1	Planning & preliminary design of Rail to Rail first mile – last mile project	3/1/22	9/30/22	Plans and preliminary designs	$0 (covered by resource contribution)
~~Task 7.2~~	~~Final design of Rail to Rail first mile – last mile project~~	~~3/1/22~~	~~2/28/23~~	~~Final designs~~	~~$0 (covered by resource contribution)~~
~~Task 5.2~~	~~CicLAvia outreach and engagement~~	~~4/1/22~~	~~2/28/23~~	~~Permits and outreach materials. Documentation of CicLAvia events, which may include sign-in sheets, photos taken at events, and event handouts/flyers.~~	~~$100,000.00~~
	Disbursement request #4~~2~~3		**9/30/22~~/28/23~~**		**$815,894.41~~2 12,927.43~~**

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	**10/1/22**~~3/1/23~~	**12/31/22**~~5/31/23~~	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$**39,529.41**~~18,195.60~~

Task 3.1	Implement e-bike library	~~9~~6/1/22	**12/31/22**~~5/31/23~~	~~Feasibility study and recommendations for program deployment.~~ **Documentation of procurement of e-bikes and services verification (images). Pre-enrollment list.** ~~Documentation of first year of e-bike library implementation, vendor selection, procurement of e-bikes, subscriber progress, and bike maintenance records.~~ Proof of insurance for e-bikes (provided to CARB prior to e-bike library implementation).	$**475,910.00**~~00~~44~~0,000.00~~
~~Task 3.3~~	~~Electric vehicle carshare expansion~~	~~6/1/22~~	~~5/31/23~~	~~Service contract(s) and Documentation of EV car share first year operations, which may include number of trips, number of riders and maintenance issues. Proof of insurance for carshare vehicles (provided to CARB prior to carshare expansion implementation).~~	~~$317,500.00~~
~~Task 4.1~~	~~Create one DC Fast Charger Plaza hub with 4 charge ports~~	~~5/15/21~~	~~3/1/23~~	~~Executed contract and submitted maintenance plan. Documentation of site visits, which may include Photos and/or site plans. Documentation of installation, which may include photos and site plans.~~	~~$125,000.00~~

Task 4.4	EV charging infrastructure training	9/1/22	12/31/22	Recruitment and training materials, training schedule and curriculum, training sign-ups, certificates of completion	$219,526.52
Task 5.1	SLATE-Z stakeholder engagement and outreach, first RAC cohort, recruit second RAC cohort, & start first round of CBO ambassador program	7/1/22	12/31/22	Documentation of steering committee meetings and transit and jobs workgroups, which may include agendas, sign-in sheets, meeting notes, and other meeting materials. RFPs, scopes of work, initial agreements, and other materials for first round of CBO ambassador program. Documentation of outreach and engagement activities, including with first RAC cohort, which may include sign-in sheets, photos taken at events, and event handouts/flyers. Documentation of recruitment of second RAC cohort, which may include training materials, handouts/flyers, and other materials.	$98,203.00
Task 6.2	Conduct planning, engagement and education, including one design lab and two route rides	8/1/22	12/31/22	Documentation for outreach and engagement activities, including first and second design lab and two community rides, which may include agendas, sign-in sheets /	$59,438.00

				participant lists, photos taken at events, and event handouts/flyers.	
	Disbursement request #~~5~~4		**12/31/22~~5/31/23~~**		**$892,606.93~~92 2,500.00~~**

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	1~~6~~/1/23	3~~8~~/31/23	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$**39,529.41**~~30,000.00~~
Task 2.1	Integrate mobility wallet software and shared mobility services' backend platforms	6/16/21	3/31/23	Scope of work, solicitation materials, and agreement. Documentation of beta test and enrollment period, vendor selection, and software development.	$500,000.00
Task 3.1	Implement first year of e-bike library	1/1/23	3/31/23	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments.	$119,709.00
Task 3.3	First & second cohort EV maintenance training	10/1/22	2/28/23	Documentation of EV maintenance training and internships for end of first and start of second cohorts, which may include recruitment and	$66,080.00

				training materials, schedule, sign-ups, and certificates of completion	
Task 4.1	Create first DC Fast Charger Plaza hubs with 4 charge ports each	5/15/22	3/1/23	Executed contract and submitted maintenance plan. Documentation of site visits, which may include photos and/or site plans. Documentation of permits. Documentation of installation, which may include photos and site plans.	$125,000.00
Task 5.2	Second CicLAvia event	4/1/22	2/28/23	Permits and outreach materials. Documentation of CicLAvia events, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	$100,000.00
Task 7.2	Final design of Rail to Rail first mile – last mile project	3/1/22	2/28/23	Final designs	$0 (covered by resource contribution)
Task 8.1	Zero Emissions Delivery	1/1/23	2/28/23	Business and Delivery Community Engagement Summary with Commercial Corridor sectoral analysis. Vendor and Business Applications Drafts.	$21,817.00
~~Task 3.2~~	~~Pilot electric on-demand community shuttle~~	~~3/1/22~~	~~8/31/23~~	~~Turnkey operator procurement materials and agreement. 6-month report on service, which may include number of trips, number of riders, days of~~	~~$520,000.00~~

				~~operations and any maintenance issues. Proof of insurance for shuttles (provided to CARB prior to shuttle implementation).~~	
~~Task 4.2~~	~~Provide at least 20 L2 EVSE at libraries and 30 L2 EVSE at BSL facilities~~	~~5/15/21~~	~~6/30/23~~	~~Interdepartmental MOU, Siting plan, documentation of internal/external outreach, submitted EVSE maintenance plan, and documentation of site visits, which may include photos and plans. Contract amendment with level 2 EVSE vendor(s) (if applicable). Documentation of charger installations, which may include photos.~~	~~$235,500.00~~
~~Task 4.4~~	~~Workforce development – EVSE technicians~~	~~5/15/21~~	~~6/30/23~~	~~Training curriculum and cohort certification (i.e. summary memo)~~	~~$120,000.00~~
	Disbursement request #~~6~~5		**3~~8~~/31/23**		**$972,135.41~~9~~ ~~00,695.60~~**

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	**~~4~~9**/1/23	**6~~11~~**/30/23	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$**39,529.41**~~20,000.00~~
~~Task 2.2~~	~~Implement subsidy for transit and shared mobility~~	~~9/1/22~~	~~11/30/23~~	~~Documentation of mobility wallet pilot, including~~	~~$256,770.00~~

				~~subscriber progress and usage information.~~	
Task 3.1	Implement first year of e-bike library	4/1/23	6/30/23	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments.	$119,709.00
Task 3.3	Electric vehicle carshare expansion	6/1/22	5/31/23	Service contract(s) and documentation of EV car share first year operations, which may include number of trips, number of riders and maintenance issues. Proof of insurance for carshare vehicles (provided to CARB prior to carshare expansion implementation).	$635,000.00
Task 4.3	Obtain permits for all EVSE within 1 year of grant amendment execution	9/1/22	5/31/23	Documentation of permits	$0
Task 5.1	SLATE-Z stakeholder engagement and outreach, second RAC cohort, & start second round of CBO ambassador program	1/1/23	6/30/23	Documentation of steering committee meetings and transit and jobs workgroups, which may include agendas, sign-in sheets, meeting notes, and other meeting materials. RFPs, scopes of work, initial agreements, and other materials for second round of	$186,814.00

				CBO ambassador program. Documentation of outreach and engagement activities, including with second RAC cohort, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	
Task 6.2	Conduct planning, engagement and education for quick-build active streets, including community design review	1/1/23	6/30/23	Community design review agenda, outreach materials, list of participants	$18,000.00
Task 8.1	Zero-emission delivery solutions	3/1/23	6/30/23	Application summaries (outreach, # of applications, # of interviews, technical review committee, etc.) Selected ZED vendor and business list.	$21,817.00
	Disbursement request #~~7~~6		6~~1~~/30/23		$1,020,869.41 ~~276,770.00~~

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	7~~12~~/1/23	9/30/23~~2/29/24~~	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.41~~20,000.00~~
Task 3.1	Implement first year of e-bike library	7/1/23	9/30/23	Quarterly operations and maintenance report, which may include subscriber	$119,709.00

				progress, use data, maintenance records, documentation of feedback, & related program adjustments.	
Task 8.2	Zero-emission delivery solutions	7/1/23	9/30/23	ZED vendor and business contracts. Infrastructure construction progress report (if necessary).	$124,817.00
~~Task 3.2~~	~~Pilot electric on-demand community shuttle~~	~~3/1/22~~	~~2/29/24~~	~~Turnkey operator procurement materials and agreement. Documentation of service, one-year report, which may include number of trips, number of riders, days of operations and any maintenance issues.~~	~~$520,000.00~~
~~Task 6.3~~	~~Develop materials and plans in preparation for pop-up demonstrations and implement one-day pop-up demonstrations~~	~~1/1/23~~	~~12/31/23~~	~~Conceptual plans, initial feasibility review, list of materials for procurement, site plans, and evaluation metrics. Documentation of pop-up events, which may include sign-in sheets, photos taken at events, and event handouts/flyers.~~	~~$0 (covered by resource contribution)~~
~~Task 7.3~~	~~Rail to rail construction~~	~~3/1/23~~	~~12/20/23~~	~~Preliminary design, final design and completion of construction.~~	~~$500,000.00~~
	Disbursement request #~~8~~7		9/30/23~~2/29/24~~		$284,055.41~~1,040,000.00~~

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds

Task 1	Proposal administration	10/1/233/1/24	12/31/235/31/24	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.4120,000.00
Task 3.1	Implement second year of e-bike library	106/1/23	12/31/235/31/24	~~Documentation of second year of e-bike library implementation, which may include subscriber progress and bike maintenance records~~ Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments.	$119,709.0044 0,000.00
Task 4.2	Provide at least 16 L2 library chargers	10/15/21	12/30/23	Interdepartmental MOU, Siting plan, documentation of internal/external outreach, submitted EVSE maintenance plan, and documentation of site visits, which may include photos and plans. Contract amendment with level 2 EVSE vendor(s) (if applicable). Documentation of charger installations, which may include photos.	$347,266.00
Task 5.1	SLATE-Z stakeholder engagement and outreach, second RAC	7/1/23	12/31/23	Documentation of steering committee meetings and transit and jobs workgroups,	$121,814.00

	cohort, recruit third RAC cohort, & first round of CBO ambassador program			which may include agendas, sign-in sheets, meeting notes, and other meeting materials. Documentation of outreach and engagement activities, including with second RAC cohort and first round of CBO ambassador program, which may include sign-in sheets, photos taken at events, and event handouts/flyers. Documentation of recruitment of third RAC cohort, which may include training materials, handouts/flyers, and other materials.	
Task 5.2	Third CicLAvia event & quick-build outreach	3/1/23	10/31/23	Permits and outreach materials. Documentation of CicLAvia and quick-build events, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	$75,000.00
Task 6.3	Develop materials and plans in preparation for pop-up demonstrations and implement one-day pop-up demonstrations	9/1/23	12/31/23	Conceptual plans, initial feasibility review, list of materials for procurement, site plans, and evaluation metrics. Documentation of pop-up events, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	$48,438.00

Task 7.3	Rail to rail construction	3/1/23	12/20/23	Preliminary design, final design and completion of construction.	$1,017,000.00
Task 8.3	Zero-emission delivery solutions	10/1/23	12/31/23	Technology procurement and infrastructure installation verification (images)	$124,817.00
~~Task 3.3~~	~~Electric vehicle carshare expansion~~	~~6/1/23~~	~~5/31/24~~	~~Service contract(s) and Documentation of second year operations, which may include number of trips, number of riders and maintenance issues.~~	~~$317,500.00~~
~~Task 6.4~~	~~Create final engineering and design plans for quick-build active infrastructure~~	~~9/1/23~~	~~3/30/24~~	~~Final engineering and design plans~~	~~$0 (covered by resource contribution)~~
	Disbursement request #~~9~~8		12/31/23~~5/31/24~~		**$1,893,573.41 ~~777,500.00~~**

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	1~~6~~/1/24	3~~8~~/31/24	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$**39,529.41**~~20,000.00~~
Task 2.2	Implement subsidy for transit and shared mobility	9/1/22	3/31/24	**Documentation of mobility wallet pilot, including subscriber progress and usage information. Final data on full at least 5,000-person mobility wallet pilot.**	$2,067,080.00

Task 3.1	Implement second year of e-bike library	1/1/24	3/31/24	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments.	$119,709.00
Task 4.1	Created second DC Fast Charger Plaza hub with 4 charge ports	5/15/23	3/1/24	Executed contract and submitted maintenance plan. Documentation of site visits, which may include photos and/or site plans. Documentation of installation, which may include photos and site plans.	$125,000.00
Task 6.4	Create final engineering and design plans for quick-build active infrastructure	9/1/23	3/31/24	Final engineering and design plans	$100,000.00
Task 8.4	Zero-emission delivery solutions	1/1/24	3/31/24	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,670.00
~~Task 3.3~~	~~EV maintenance training~~	~~8/1/23~~	~~6/15/24~~	~~Documentation of EV maintenance training for second cohort and internships, which may include recruitment and training materials,~~	~~$92,927.00~~

				~~schedule, sign-ups, and certificates of completion~~	
~~Task 6.5~~	~~Implement quick build design treatments.~~	~~1/1/24~~	~~6/30/24~~	~~Photo documentation, completion report~~	~~$403,125.00~~
	Disbursement request ~~#10~~9		**3~~8~~/31/24**		**$2,496,988.41 ~~516,052.44~~**

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	~~4~~9/1/24	~~6~~11/30/24	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$**39,529.41**~~20,000.00~~
Task 3.1	**Implement second year of e-bike library**	**4/1/24**	**6/30/24**	**Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments.**	**$119,709.00**
~~Task 5.1~~	~~CBO and youth ambassador programs~~	~~9/1/22~~	~~11/30/24~~	~~Scope of work for CBO engagement, outreach and engagement materials, Documentation of outreach and engagement activities, which may include sign-in sheets, photos taken at events, and event handouts/flyers. Youth ambassador program curriculum/teacher playbook~~	~~$85,000.00~~

				~~and recruitment strategy. Documentation for implementation of youth ambassador program, which may include youth ambassador training materials, list of events, sign-in sheets and events outcome.~~	
Task 3.3	Electric vehicle carshare expansion	6/1/2~~4~~**3**	**5/31/24**~~11/30/24~~	~~D~~**d**ocumentation of second year operations, which may include number of trips, number of riders and maintenance issues.	**$635,000.00**~~317,500.00~~
Task 5.1	**SLATE-Z stakeholder engagement and outreach, third RAC cohort, & second round of CBO ambassador program**	**1/1/24**	**6/30/24**	**Documentation of steering committee meetings and transit and jobs workgroups, which may include agendas, sign-in sheets, meeting notes, and other meeting materials. Documentation of outreach and engagement activities, including with third RAC cohort and second round of CBO ambassador program, which may include sign-in sheets, photos taken at events, and event handouts/flyers.**	**$196,814.00**

Task 6.2	Conduct planning, engagement and education for quick-build active infrastructure	6/1/24	6/30/24	Documentation of 3rd community bike ride, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	$5,000.00
Task 6.5	Implement quick-build design treatments	9/1/23	6/30/24	Photo documentation, completion report	$323,124.00
Task 8.4	Zero-emission delivery solutions	4/1/24	6/30/24	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,670.00
	Disbursement request #~~1~~10		6~~1~~/30/24		$1,364,846.41 ~~422,500.00~~

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	7~~12~~/1/24	9/30/24~~2/28/25~~	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.41~~20,151.53~~
Task 3.1	Implement second year of e-bike library	7/1/24	9/30/24	Quarterly operations and maintenance report, which may include subscriber progress, use data,	$119,709.00

				maintenance records, documentation of feedback, & related program adjustments.	
Task 3.2	Pilot electric on-demand community shuttle	7/1/23	7/1/24	Turnkey operator procurement materials and agreement. Documentation of service, one-year report, which may include number of trips, number of riders, days of operations and any maintenance issues.	$1,040,000.00
Task 8.4	Zero-emission delivery solutions	7/1/24	9/30/24	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,670.00
~~Task 5.1~~	~~SLATE Z stakeholder outreach and engagement~~	~~9/1/22~~	~~12/31/24~~	~~RAC training materials. Documentation of training materials and steering committee meetings, which may include agendas, sign in sheets, meeting notes, and other meeting materials.~~	~~$171,649.50~~
	Disbursement request #~~1~~211		9/30/24~~2/28/25~~		$1,244,908.41 ~~191,801.03~~

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds

Task 1	Proposal administration	10/1/24	12/31/24	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.41
Task 3.1	Implement e-bike Library	10/1/24	12/31/24	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments.	$119,711.00
Task 3.3	Electric vehicle carshare expansion	6/1/24	11/30/24	Service contract(s) and Documentation of second year operations, which may include number of trips, number of riders and maintenance issues.	$635,000.00
Task 3.3	Second cohort EV maintenance training	3/1/23	11/30/24	Documentation of EV maintenance training and internships for second cohort, which may include recruitment and training materials, schedule, sign-ups, and certificates of completion	$42,457.40
Task 5.1	SLATE-Z stakeholder engagement and outreach, third RAC cohort, & second round of CBO ambassador program	7/1/24	12/31/24	Documentation of steering committee meetings and transit and jobs workgroups, which may include agendas, sign-in sheets, meeting notes, and other meeting materials. Documentation of outreach and engagement activities,	$121,814.00

				including with third RAC cohort and second round of CBO ambassador program, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	
Task 5.1	Youth ambassador program	1/1/22	11/30/24	Provide revised curriculum/program (if applicable). List of meetings/events and participants, program practices and outcomes.	$6,150.00
Task 6.2	Conduct planning, engagement and education, including three safety education programming events	9/1/24	12/31/24	Documentation of bicycle safety programming materials from 3 safety events, which may include sign-in sheets, photos taken at events, and event handouts/flyers.	$30,000.00
Task 8.4	Zero-emission delivery solutions	10/1/24	12/31/24	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,670.00
	Disbursement request #12		12/31/24		$1,040,331.81

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds

Task 1	Proposal administration	1/1/25	3/31/25	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.41
Task 8.4	Zero-emission delivery solutions	1/1/25	3/31/25	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,670.00
	Disbursement request #13		3/31/25		$85,199.41

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	4/1/25	6/30/25	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.41
Task 5.1	SLATE-Z stakeholder engagement and outreach	1/1/25	6/30/25	Documentation of steering committee meetings and transit and jobs workgroups, which may include agendas, sign-in sheets, meeting notes, and other meeting materials. Documentation of outreach and engagement activities, which may include sign-in	$63,539.00

				sheets, photos taken at events, and event handouts/flyers.	
Task 8.4	Zero-emission delivery solutions	4/1/25	6/30/25	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,670.00
_	Disbursement request #14	_	6/30/25	_	$148,738.41

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	7/1/25	9/30/25	Quarterly status reports, including data collected, meeting agendas and notes, and other info requested as part of quarterly reports	$39,529.41
Task 8.4	Zero-emission delivery solutions	7/1/25	9/30/25	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,670.00
_	Disbursement request #15	_	9/30/25	_	$85,199.41

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	10/1/25	12/31/25	Draft final report, including data collected, meeting agendas and notes, and other info requested by CARB	$39,529.41
Task 4.2	Provide up to 45 BSL chargers and up to 25 L2 EVSE at parks facilities	7/1/23	12/31/25	Interdepartmental MOU, Siting plan, documentation of internal/external outreach, submitted EVSE maintenance plan, and documentation of site visits, which may include photos and plans. Contract amendment with level 2 EVSE vendor(s) (if applicable). Documentation of charger installations, which may include photos.	$587,734.00
Task 5.1	SLATE-Z stakeholder engagement and outreach, RAC convening, & quick-build outreach	7/1/25	12/30/25	Documentation of steering committee meetings, transit and jobs workgroups, and convening of all 3 RAC cohorts, which may include agendas, sign-in sheets, meeting notes, and other meeting materials. Documentation of outreach and engagement activities, including quick-build events, which may include sign-in sheets, photos taken at	$76,294.00

				events, and event handouts/flyers.	
Task 8.4	Zero Emissions Delivery	10/1/25	12/31/25	Quarterly operations and maintenance report, which may include subscriber progress, use data, maintenance records, documentation of feedback, & related program adjustments	$45,667.72
_	Disbursement request #16	_	12/31/25	_	$748,991.13

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	1/1/26	3/31/26	Final report, revised per CARB feedback	$39,529.44
_	Disbursement request #17	_	3/31/26	_	$39,529.44

EXHIBIT B

Attachment IV – Key Project Personnel

Grantee: Los Angeles Department of Transportation
Project: South Los Angeles Universal Basic Mobility Pilot Program
Grant Number: **STEP-IG-02,01**

Role and Name of Entity	Personnel Name and Title	Expected Duties
Grantee Los Angeles Department of Transportation	Shirin Sadrpour Environmental Affairs Officer, STEP Grant Program Manager	Act as lead to coordinate implementation. This includes overseeing grant execution, partnership contracting, and financial oversight, LADOT will also be charged with leading specific project implementation including: 1) Procuring and Delivering an On-Demand Shuttle Service, 2) Supporting LACI's procurement of a Micro-Mobility Fleet and related support and guidance with implementation model, 3) Managing Implementation of Charging for All project, and 4) Supporting Los Angeles County Metropolitan Transportation Authority in Mobility Wallet implementation. LADOT will also work closely with SLATE-Z to implement collaborative decision making structure. LADOT will participate on the Steering Committee and will also lead overall reporting and evaluation of the pilot program.
	Anita Tang Car Share Program Manager	Coordinate implementation of BlueLA related implementation.
	Joshua Fogelson Transportation Planning Associate	Leads implementation of On-demand Micro-transit Pilot.
	~~Janna Smith~~ ~~Supervising Transportation Planner~~	~~Leads mobility wallet integration with LADOT transit services.~~
	Vanessa Bulkacz	**Project Manager, assist with various**

Role and Name of Entity	Personnel Name and Title	Expected Duties
	Management Analyst	**tasks associated with the STEP project**
	Marcel Porras **Chief Sustainability Officer**	**Lead on Universal Basic Mobility pilot strategy**
	Vladimir Gallegos **GIS Specialist**	**Assist with data collection and GIS needs**
	Jillian Gallard **Student Professional Worker**	**Assist with various tasks associated with the STEP project**
Subgrantee CicLAvia	Tafarai Bayne Chief Strategy Officer	Produce 2-3 Open street Interventions in South LA Events. Serve on the governance steering committee and integrate the STEP-funded projects into outreach and engagement plans for the region.
Subgrantee EVgo	Lars Peters Senior Director Business Development, Utilities and Public Agencies	EVgo is committed to Charging for All; that includes working to ensure that historically underserved communities are not left behind in the transition and can enjoy the health, environmental, and economic benefits of a zero emission transportation ecosystem. This work has included not only the implementation of programs such as EACH and Green Raiteros as detailed in EVgo credentials statement, but also working with local community-based organization to develop learnings and engagement strategies to underserved groups. EVgo continues its work to understand and implement actions to addressing historical and current systemic inequities both as an organization internally and as a leading public charging provider.
Subgrantee Los Angeles	Meg Arnold SVP of Market	LACI supports the E-Bike Library project (in particular if used as part of a zero-emission delivery program), leveraging its

Role and Name of Entity	Personnel Name and Title	Expected Duties
Cleantech Incubator (LACI)	Transformation	experience as one of the leading small business incubators in the U.S. to introduce innovative new mobility businesses, along with targeted workforce development and related job creation. LACI is one of the core partners for this STEP application and is an active participant in all decision-making discussions from the scope of the proposal through project implementation.
Subgrantee Los Angeles County Metropolitan Transportation Authority (LA Metro)	Avital Shavit Senior Manager, Office of Extraordinary Innovation	Implement Mobility Wallet project. Support LADOT, LACI, SLATE-Z and CicLAvia in community engagement and education. Serve on governance structure Steering Committee.
Subgrantee Los Angeles Department of Water and Power (LADWP)	Scott Briasco Electric Transportation Project Manager	DWP will play a lead financing role by providing rebates for all the EVSE projects in the application, and as the utility serving any newly installed electrical infrastructure, will be standing by to help with interconnection and new service requests.
Subgrantee Los Angeles Mayor's Office	Michael Samulon Senior Policy Analyst, Mayor's Office of Sustainability	The Mayor's Office will play a coordinating and facilitating role between departments to ensure that no projects are held up due to any internal bureaucratic issues. The Mayor's Office will also help oversee the initial contracting with EVSE companies to ensure that all Department requirements are satisfied to allow for Department PMs to do their implementing jobs.
Subgrantee Bureau of Street Lighting	Clinton Tsurui Street Lighting Engineer	BSL will lead installation of street light electric vehicle charging stations as part of the Charging for All project.
Subgrantee Los Angeles Trade Technical	Jesse Guerra Director, Transportation	Conduct Electric Vehicle (EV) Technician training and place students in internships, develop and implement an eMobility Youth Ambassador program, and

Role and Name of Entity	Personnel Name and Title	Expected Duties
College (LATTC)	Workforce Institute	coordinate with STEP partners to create articulated workforce development programs and career pathways.
Subgrantee Mobility Development (MD)	Creighton Randall CEO	MD will provide technical assistance to LADOT throughout the project, leveraging expertise in planning, procuring, and operating carsharing, bikesharing, and ride-hailing networks. MD will be particularly focused on the three Electric Mobility initiatives but will also interface with Mobility Wallet and CicLAvia components.
Subgrantee South Los Angeles Transit Empowerment Zone (SLATE-Z)	**Zahirah Mann**~~Paul Pulido~~ Executive Director	Leverage community engagement and convene governance Steering Committee, which will oversee the STEP-funded projects and make implementation decisions. Provide RAC training and youth ambassador training, and develop the CBO ambassador program.
Community Partner South LA Climate Commons	Otesha Mosely-Bremond Director, Environmental Awareness, Brotherhood Crusade	Leverage community engagement from Transformative Climate Communities Planning Grant
Community Partner MoveLA	Eli Lipmen Deputy Director	Community engagement and advocacy on sustainable transit
Community Partner Community Coalition	Leslie Johnson Vice President of Organizational Development	Community engagement, RAC mentoring and training
Community Partner CD Tech	Benjamin Torres President and CEO	Community engagement, RAC mentoring and training
Community Partner	Faye Washington	Community engagement and visioning on workforce development with broad reach

Role and Name of Entity	Personnel Name and Title	Expected Duties
YWCA-Greater Los Angeles	President and CEO	across Los Angeles region
Community Partner Para Los Niños	Sam Joo Vice President of Student and Community Services	Leverage Promotoras community engagement network
Community Partner Ride-On! Bike Cooperative	Ade E. Neff Founder	Resident engagement on transit accessibility
Community Partner Community Health Councils	Veronica Flores President and CEO	Community and civic engagement
Community Partner Coalition for Responsible Community Development	Mark Wilson President and CEO	Outreach and workforce development
Community Partner Los Angeles City Council District 8	Kristen Gordon Economic Development Deputy	Community and civic engagement
Community Partner Los Angeles City Council District 9	Sherilyn Correa Director of Planning and Economic Development	Community and civic engagement, workforce and economic development support
Community Partner Los Angeles City Council District 10	Mark Ridley-Thomas Councilmember	Community and civic engagement

Role and Name of Entity	Personnel Name and Title	Expected Duties
Community Partner Los Angeles County Supervisorial District 1	Martin Reyes Transportation Deputy	Project implementation guidance and feedback
Community Partner Los Angeles Public Library	Eloisa Sarao Facilities and Event Management	Project implementation guidance and feedback
Los Angeles Department of Recreation and Parks	Matthew Rudnick Matthew.rudnick@lacity.org	Project implementation guidance and feedback

EXHIBIT C

GRANTEE PROPOSAL PACKAGE

CARB will include selected sections of the Grantee's proposal package in this section.

STEP Implementation Grant Proposal Template

INSTRUCTIONS tab

INSTRUCTIONS:	This proposal template should be used in conjunction with the STEP Implementation Grant Solicitation. The solicitation document outlines in detail the requirements and criteria for a STEP Implementation Grant proposal and the instructions that Applicants should follow to fill out each tab of this proposal template. The solicitation document can be found here: http://www.arb.ca.gov/msprog/aqip/solicitations.htm
TECHNICAL ASSISTANCE:	If you need help while developing your proposal, fill out the survey in the link below by 5:00 pm (Pacific Time) July 1, 2020. https://docs.google.com/forms/d/e/1FAIpQLSeZn9n-7gGU7ScAkaBjllPwReXRpkH6ohWUKut8DG4BzUN2tw/viewform
TIPS:	When developing your answers to the questions in this template, type them into a Word document first. Copy + paste them into this Excel spreadsheet when they are final and ready to submit to CARB.
	Fill out all applicable white boxes. Blue boxes contain instructions. Gray boxes populate automatically based on your inputs in the white boxes.
	You may include attachments in response to any of the questions in this template. While CARB appreciates succinct responses, there may be situations where your responses need to be longer than the template allows or where your responses require formatting that is not supported by this template. Please include the file name of any attachments submitted in the relevant "Responses" box of the proposal template.

INSTRUCTIONS		
1	AFTER THE PROPOSAL IS COMPLETE Complete, sign, and date the cover page of the proposal (see Appendix C, Section I). Write the file name in the box to the right.	*App C_Cover Page signed.pdf*

STEP Implementation Grant Proposal Template

INSTRUCTIONS tab

2	AFTER THE PROPOSAL IS COMPLETE Complete the Proposal Components and Eligibility Thresholds checklists (see Appendix C, Sections II and III) to ensure that all proposal components (sections of the proposal template and attachments) have been included and all eligibility thresholds have been met before submitting to CARB. If you answer "No" to any of the items in the checklist, go back and complete those items before submitting the proposal to CARB. Submit the final completed checklist to CARB with the rest of the proposal. Write the file name in the box to the right.	*App C_Checklist.pdf*

STEP Implementation Grant Proposal Template

GRANT FRAMEWORK tab

Proposal name	*South Los Angeles Universal Basic Mobility Pilot Program*

INSTRUCTIONS		RESPONSES
VISION		
1	Describe the vision for the STEP Community.	The South Los Angeles Universal Basic Mobility (UBM) Pilot Program tests, deploys, and delivers an essential mobility threshold for South LA residents guided by a collaborative decision making structure. While major transportation infrastructure investments have been made to connect stakeholders to key destinations (Expo Line), more are planned in the coming years (Crenshaw Line, Rail to Rail Active Transportation Corridor). Still these investments alone will not meet the diverse connectivity demands of stakeholders. The Program fills existing mobility gaps, expanding access to traditional and new mobility options. Increased access is viewed through the lens of serving the most vulnerable users, including youth, older adults, women, and people who are disabled or homeless. Equitable access to clean modes will build resiliency in climate-impacted neighborhoods, reduce non-EV drive-alone trips and greenhouse gas emissions.
2	Describe how residents and other key stakeholders were involved in the development of the vision statement identified above.	The vision for Universal Basic Mobility was directly shaped by key stakeholders in South LA. Over 4,500 residents participated in a year-long Transformative Climate Communities planning process. Convened by SLATE-Z, community residents and CBOs created a community planning document that outlines sustainability strategies, including the need for subsidized, connected mobility. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z engaged over 40 community based organizations and other groups that represented thousands of member residents in an iterative online process of two community meetings and a focus group. Through these engagements, South LA CBO representatives made it clear that subsidized, connected mobility options are the highest priority for South LA residents.

PROJECTS AND STRATEGIES

STEP Implementation Grant Proposal Template

GRANT FRAMEWORK tab

	Project name	Project name (in order of priority for funding)	Associated strategy	Describe how residents and other key stakeholders were involved in the identification of each strategy and project.
3,4,5	Project #1	Mobility Wallet	Fixed-route Transit	Through the July and August 2020 online engagements, South LA CBO representatives made it clear that subsidized, connected mobility options are the highest priority for South LA residents.
	Project #2	Electric Mobility	Shared Mobility	During the July and August 2020 online engagements community members identified electric carsharing like Blue LA and bike share as areas of interest.
	Project #4	CicLAvia South LA: Stakeholder Engagement & Outreach	Outreach and Education	CicLAvia has conducted direct outreach to community organizations, Neighborhood Councils, and residents for each South LA event to identify the need for safer streets for walking and biking in the target area, event impact mitigation needs, and event programming ideas/partners.
	Project #5	Zero Emission Delivery Solutions	Community Development	LACI engaged area CBOs in program design of LACIs zero emission pilot project in Leimert Park.
	Project #6	Quick Build Active Streets	Planning and Community Engagement	During the July and August 2020 online engagements community members identified bike share and improved bike infrastructure as areas of interest. Alignment with the planned Rail to Rail corridor was an area of interest.

STEP Implementation Grant Proposal Template

GRANT FRAMEWORK tab

	Project #7	Rail to Rail First Mile- Last Mile	Active Transportation	There has been extensive outreach for the CEQA/NEPA environmental document development (that was approved and completed in 2017) for this project. Since 2016 when over a hundred of community workshops, meetings and charrettes have been hosted in the community.
6	Provide a summary of the proposal that includes a brief description of all proposed STEP-funded projects. Summaries from all Applicants will be posted publicly on CARB's website.	The South Los Angeles Universal Basic Mobility Pilot Program expands fare payment subsidies, integrates fare payment across existing and new transportation options, introduces new shared mobility options for residents and workers, and expands electrification to advance Universal Basic Mobility for South LA residents. These project components are Mobility Wallet, Electric Mobility, Charging for All, Ciclavia South LA: Stakeholder Outreach and Engagement, Zero Emissions Last Mile Delivery Solutions, Quick Build Active Streets, and Rail to Rail First Mile-Last Mile.		

STEP Implementation Grant Proposal Template

APPLICANTS tab

APPLICANTS	1	1	2	3	4	9	10
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)	Statement of qualifications	Organizational readiness to conduct equity work	Conflict of interest declaration
Lead Applicant	Los Angeles Department of Transportation	Local government	Act as lead applicant to coordinate implementation. This includes overseeing grant execution, partnership contracting, and financial oversight, LADOT will also be charged with leading specific project implementation including: 1) Procuring and Delivering an On-Demand MicroTransit Pilot, 2) Supporting LACI's procurement of a Micro-Mobility Fleet and related support and guidance with implementation model, 3) Managing Implementation of Electrification Initiative, and 4) Supporting Metro in Mobility Wallet implementation. LADOT will also work closely with SLATE-Z to implement collaborative decision making structure. LADOT	*Letter of Commitment_LADOT.pdf*	LADOT's mission is to lead transportation planning, project delivery, and operations in the City of Los Angeles. We collaborate to deliver a safe, livable, and well-run transportation system in the city and region. In 2018-2019, LADOT launched the largest electric shared scooter and bicycle permit program in the country with 10.3 million trips made during the 1-year pilot. In West Los Angeles, we have also launched LANow, an on-demand "microtransit" service that users can call from an app or their phone. With the Bureau of Street Lighting, we have installed 24 on-street electric vehicle charging	In alignment with Mayor Garcetti's Executive Directive on Racial Equity, LADOT has named a Chief Equity Officer and drafted its first racial equity plan (under internal review). As part of this process, in early August 2020, LADOT conducted an all employee survey and a series of optional webinar discussions for staff to	LADOT has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with LADOT's ability to fulfill the duties as a STEP grantee.

			will participate on the Steering Committee and will also lead overall reporting and evaluation of the pilot program.		stations throughout the City. Weekend services were added to 20 DASH lines, along with increased weekday service on multiple routes and extended operating hours. New traffic signals, upgraded crosswalks, intersection safety improvements, curb extensions, pedestrian refuge island, new bike lanes were installed to provide safe streets for everyone in Los Angeles. LADOT has also collaborated with LA Metro to allow for LADOT DASH services to participate in Metro's Universal Pass (U-Pass) program and Employer Pass Pilot (E-Pass) program.	engage in facilitated discussions on race and equity. LADOT acknowledges historical racism in transportation infrastructure investments and is focused on mitigating past harm by continuing to build staff capacity on this issue and reflect change through ongoing investments and shared decision making strategies. Prior to this, LADOT has advanced policies to prioritize investments in DACs, including	

STEP Implementation Grant Proposal Template

APPLICANTS tab

						Vision Zero, Dockless Mobility Pilot, BlueLA, Metro Bike Share, Safe Routes to School, and DASH to Class. In addition, LADOT is in the process of updating its three-year strategic plan, which will include equity metrics that will be part of quarterly reporting across all business lines.	
APPLICANTS	**5**	**5**	**6**	**7**	**8**	**9**	**10**
	Name of entity	**Type of entity**	**Roles and responsibilities**	**Letter of support (attachment)**	**Statement of qualifications**	**Organizational readiness to conduct equity work**	**Conflict of interest declaration**
Sub-applicant #1	CicLAvia	Community Based	Producing 2-3 Open street Interventions in South LA Events during the Step 12-18	*Letter of Commitment _CicLAvia.pdf*	CicLAVia has a longstanding commitment to working in the STEP LA target	As an organization, CicLAvia values	CicLAvia has no current,

		Organization	Month period. CicLAvia will also play a role in the governance structure of the Step Grant and integrate STEP LA into outreach and engagement plans for the region.		community and has produced a number of events in the target area (including the CicLAvia South LA event in 2020). CicLAvia has collaborated with many of the non-profit and governmental partners on the grant as well allowing for their seamless integration into CicLAvia's regional engagements/events. Over the past 10 years, CicLAvia has produced 35 large scale open street events on more than 225 miles of streets in Los Angeles. More than 2 million people have participated and have averaged more than 50,000 people per open streets event. In several instances, there have been more than 150,000 people participating in one CicLAvia open streets event.	diversity, equity, and inclusion at all levels of our operations. Our staff, volunteers, and Board deliberately reflect the diversity of our region including many who are multilingual. At the core of CicLAvia's work is the celebration of the diversity of our communities, city, and region, and the strength of CicLAvia car-free street events is to create a place and space where race, ethnicity, gender, sexual	ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with CicLAvia's ability to fulfill the duties as a STEP sub-grantee.

						orientation, socioeconomic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies all have the opportunity to connect with one another.	
Sub-applicant #2	EVgo	Private Company	EVgo is committed to Charging for All; that includes working to ensure that historically underserved communities are not left behind in the transition and can enjoy the health, environmental, and economic benefits of a zero emission transportation ecosystem. This work has included not only the implementation of programs such as EACH and Green Raiteros as detailed in EVgo credentials statement, but also working with local community-based organization to develop	*Letter of Commitment _EVgo.pdf*	EVgo is the owner and operator of the largest public fast charging network for electric vehicles (EVs) in the U.S., with over 800 fast charging station locations across the United States. In California, where more than half of the EVs in the U.S. are currently located, EVgo's network of DC fast chargers (DCFC) grew by 40 percent in 2019. EVgo manages more than 300 fast charging locations with 750+ fast chargers across the state, connecting more than 80% of Californians to	EVgo is supporting the Green Raiteros Pilot Project with a new charging station in Huron featuring 10 public, Level 2 charging hubs. EVgo is also installing an additional charging station in Central Fresno and is planning to install	EVgo has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with EVgo's ability to fulfill the duties as a STEP sub-grantee.

			learnings and engagement strategies to underserved groups. EVgo continues its work to understand and implement actions to addressing historical and current systemic inequities both as an organization internally and as a leading public charging provider.		an EVgo fast charger within a 15-minute drive. In 2019, EVgo also became the first North American charging market to be powered by 100% renewable energy. EVgo has seen firsthand the importance of access to fast charging to enable electrification in communities in and around Los Angeles, including the EVgo stations in Compton and Inglewood, both of which delivered the first fast chargers to those cities.	additional charging capacity in the City of Huron. EVgo's 562 DC fast charging solution under the CPUC Settlement totals includes Equal Access Charging Hubs (EACH), which are designed to create opportunities for low-income drivers to participate in the gig economy. EVgo's EACH EV Charging installations combine public access and electric carshare access with a focus on low income (based on Cal Enviroscreen 2.0).	

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Sub-applicant #3	Los Angeles Cleantech Incubator (LACI)	Community Based Organization	LACI is an implementation partner on the Zero Emissions Delivery Solutions project and supports the E-Bike Library project, leveraging its experience as one of the leading small business incubators in the U.S. to introduce innovative new mobility businesses, along with targeted workforce development and related job creation. LACI is one of the core partners for this STEP application and is an active participant in all decision-making discussions from the scope of the proposal through project implementation.	*Letter of Commitment_LACI.pdf*	LACI supports the discovery and commercialization of innovative early- to mid-stage technologies by providing incubation services to startups and entrepreneurs. LACIs Market Access program offers world class coaching, access to a debt fund and pilot project opportunities in Southern California to startups in their series A to B+ funding round. LACI's pilot project team derisks the go-to-market process for these companies by working with community organizations in disadvantaged communities to deploy new startup technology. LACI brings expertise in workforce development training through its Advanced Prototyping Center (APC) Fellowship and workforce development training. To date, LACI has provided two cohorts of 50 individuals (average 80% people of color; 33%	As part of LACI's commitment to Diversity, Equity, and Inclusion (DEI), LACI provides staff resources, including an Anti-Racism Course focused on exploring mindsets, behaviors, and commitments. LACI built out an Impact Framework to financially value impact with our startups, whereby startups can earn back equity in their company by including diversity, social equity, and civic engagement into their	LACI does not foresee conflicts of interest impeding fulfillment of STEP Subgrantee duties. However, we've included information on LACI partners and subcontractors: zero-emission vehicle manufacturers, dealers, fleets, or related entities *(See Conflict of Interest_LACI.pdf for this*).

					female, 5% veterans and 10% formerly incarcerated) with experiential training in the world-class APC fellowship program, as well as direct connections to high-potential jobs at LACI's portfolio companies and partner organizations.	company ethos. With our Community Pilots, we work diligently with community-based organizations to ensure marginalized voices are included in the decision making process and to address entrenched environmental injustices. In each pilot, we apply culturally appropriate community engagement practices and programming that takes into consideration factors such as socioeconomic status, literacy level, language, and local	

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						community history.	
Sub-applicant #4	Los Angeles County Metropolitan Transportation Authority (LA Metro)	Transit Agency	Implement Mobility Wallet project. Support LADOT, LACI, SLATE-Z and CicLAvia in community engagement and education. Serve on governance structure Steering Committee.	*Letter of Commitment_LA Metro.pdf*	Los Angeles County Metropolitan Transportation Authority (LA Metro) – Metro serves as a regional transportation planner and coordinator, designer, builder, funder, and operator for one of the country's largest, most populous counties with 10 million people within its 1,433-square-mile service area. Internal departments across OEI, TAP, Planning and Communications will collaborate to implement the Mobility Wallet pilot and Rail to Rail First Last Mile connections. LA Metro's Office of Extraordinary Innovation led by Dr. Joshua Schank helps lead strategic planning and public private partnerships within the agency, and has strong partnerships with the County of LA, City of LA, the Southern California Association of	LA Metro adopted an Equity Framework in 2018 with corresponding metrics in development. The agency is developing improved guidance for procurements and projects including best practices on engaging community based organizations in the project development and implementation process to lead to more equitable outcomes.	LA Metro has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with LA Metro's ability to fulfill the duties as a STEP sub-grantee.

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					Governments, and private mobility companies.		
Sub-applicant #5	Los Angeles Department of Water and Power (LADWP)	Utilities	DWP will play a lead financing role by providing rebates for all the EVSE projects in the application, and as the utility serving any newly installed electrical infrastructure, will be standing by to help with interconnection and new service requests.	*Letter of Commitment _LADWP*	DWP has had an EVSE rebate program since 2011 and in that time has rebated over 5000 residential Level 2 chargers and nearly 6000 commercial Level 2 chargers. The Department revised a number of rebate requirements in the last couple of years to speed up adoption and streamline the process and has approved 4000 commercial and 1000 residential chargers just since July 2019. LADWP served as the lead implementer of a CEC grant that started in 2015 and saw the installation of over 200 L2 chargers at City-owned facilities, including at the Library, LADOT public lots, at LAPD stations and LAX airport. The department is also a partner in the BlueLA low-income electric mobility program, which was the outcome of another CARB	In alignment with Mayor Garcetti's Executive Directive on Racial Equity, LADWP has named a Chief Equity Officer and drafted its first racial equity plan (under internal review). As part of the LADWP Rate Action approved in March 2016, the LADWP established the Equity Metrics Data Initiative (EMDI) to track, measure, and report on how its programs are provided to all customers and residents of Los Angeles. The EMDI	LADWP has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with LADWP's ability to fulfill the duties as a STEP sub-grantee.

					grant in 2016. Phase 1 of this project has seen the installation of 40 EV stations with 200 chargers serving 100 shared electric vehicles in disadvantaged CalEnviroScreen areas of Los Angeles.	establishes a data-driven framework that assesses how well programs, services, and resources are distributed and used throughout the city, both geographically and demographically, to see whether any disparities exist. Data collection and analysis through the EMDI will provide important information about LADWP's services and operations, and help ensure that all customers are reached with	

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						fairness and equity.	
Sub-applicant #6	Los Angeles Mayor's Office	Local Government	The Mayor's Office will play a coordinating and facilitating role between departments to ensure that no projects are held up due to any internal bureaucratic issues. The Mayor's Office will also help oversee the initial contracting with EVSE companies to ensure that all Department requirements are satisfied to allow for Department PMs to do their implementing jobs.	*Letter of Commitment_Mayor's Office.pdf*	The Mayor's Office of Sustainability is responsible for coordinating city-wide efforts to implement the Mayor's 2019 Green New Deal, which includes reducing GHG emissions by 45% by 2025, adding an additional 10,000 electric chargers available to the public by 2022, and ensuring that 25% of the vehicles on the road are zero emission by 2025. To date, the Office has overseen the deployment of over 900 electric vehicles in the City Fleet, the awarding of 300 electric buses, and installation of over 1000 municipal and public EVSE. The agency led the proposal to CARB for BlueLA, the first low-income carshare program in the U.S. The BlueLA program currently has 37 of the 40 planned charging stations installed and commissioned, with the	In June 2020, Mayor Garcetti passed a directive that established Racial Equity Officers and plans in all City Departments, as well as a citywide racial equity task force. This demonstrates a commitment to the goal of equity at an agency-wide level. The Mayor's Office of Sustainability also meets regularly with an external Sustainability stakeholder group, which includes numerous EJ groups and	LA Mayor's Office has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with LA Mayor's Office's ability to fulfill the duties as a STEP sub-grantee.

					final two in the ground and just awaiting energization. The successful Implementation of the BlueLA program demonstrates that the Mayor's Office, working hand-in-hand with lead City departments and external partners, has the experience and lessons learned to continue to execute on a bold proposal like the Urban Mobility Pilot.	stakeholders specifically in the target zone. Equity work the office has done includes working with many City departments to develop specific equity programs, such as LADWP's shared solar and solar roofs programs and their used electric vehicle rebate program. The office has also done a significant amount of environmental justice focused work, including in Boyle Heights as part of the Exide Battery recycling plant	

						clean up, oil well and drilling issues, and getting the Clean Up Green Up ordinance passed in 2016.	
Sub-applicant #7	Los Angeles Trade Technical College (LATTC)	Public School	Conduct Electric Vehicle (EV) Technician training and place students in internships, develop and implement an eMobility Youth Ambassador program, and coordinate with STEP partners to create articulated workforce development programs and career pathways.	*Letter of Commitment _LATTC.pdf*	LATTC, one of the oldest public community colleges in California, was founded in 1925 and is accredited by the Accrediting Commission for Community and Junior Colleges. The Advanced Transportation programs of study at LATTC are also some of the largest in the state and have been operating for many decades. The Transportation Workforce Institute at LATTC, a program partner, was established in 2015 with funding from the Federal Transit Administration. LATTC's EV Technician training programs have been continuously operating and the college has coordinated internships for students in	For decades, LATTC has served one of the largest populations of minority, socially- and economically-disadvantaged student populations in the state of California. As the lead organization for the SLATE Z (federally-designated) Promise Zone, LATTC has been instrumental in implementing equity-focused workforce development strategies.	LATTC has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with LATTC's ability to fulfill the duties as a STEP sub-grantee.

					its Advanced Transportation programs of study over the past seven+ years. Both of these activities are of similar size/scope as proposed in this program. The Transportation Workforce Institute developed and has been implementing a Transportation Youth Academy since 2016 which will be expanded, within this project, to include the eMobility Youth Ambassador program.	Additionally, LATTC is part of the Los Angeles Community College District which is adopting an "Framework for Racial Equity and Social Justice" that speaks to the values of our organization and directs specific action steps and commitments that will allow our college to actively build anti-racist organizational capacity and resilience, and move forward towards a more socially and racially-just academic community.	

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Sub-applicant #8	Mobility Development (MD)	Private Company	Mobility Development (MD) will provide technical assistance to LADOT throughout the project, leveraging expertise in planning, procuring, and operating carsharing, bikesharing, and ride-hailing networks. MD will be particularly focused on the three Electric Mobility initiatives (Projects 2a, b, and c) but will also interface with Mobility Wallet and CicLAvia components.	*Letter of Commitment_MD.pdf*	Mobility Development (MD) is a national social enterprise, with offices in CA, NY, and IL. MD supports the launch and growth of community-controlled mobility networks. MD's work focuses on research, planning, and implementation of these networks in marginalized communities. This work tailors solutions to fit needs expressed by each community. Since 2015, the MD team has led program design and fundraising for over $50 million nationally in public and private investments towards shared mobility networks that focus on disadvantaged communities. Through CARB's Clean Mobility Options program, MD has supported the BlueLA Carsharing initiative in Los Angeles and the Miocar carsharing program and Vamos integrated mobility pilot underway in	MD has been a driving force in equitable mobility for over a decade. The firm's founders established Buffalo Carshare the first shared mobility program focused on low-income households in 2009. The firm works exclusively on programs that serve disadvantaged communities. MD invests deeply in supporting organizations and partnerships committed to improving the lives of marginalized	Mobility Development Partners has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with Mobility Development Partner's ability to fulfill the duties as a STEP sub-grantee.

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					the San Joaquin Valley. The non-profit Mobility Development Foundation also supports the SGC-funded Transform Fresno project's soon-to-launch electric bikeshare program.	people. This experience has led to work supporting several programs led by Black- and Latinx-founded non-profit and private organizations. MD's staff continues to learn from these partnerships and from extensive work in progress with over a dozen community-based organizations. MD works to build a team that is increasingly reflective of the racial, ethnic, and gender diversity of	

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						partner communities.	
Sub-applicant #9	South Los Angeles Transit Empowerment Zone (SLATE-Z)	Community Based Organization	Leading community engagement and convening governance Steering Committee for project oversight.	*Letter of Commitment_SLATE-Z.pdf*	Designated a federal Promise Zone in 2016 by the US Department of Housing and Urban Development, SLATE-Z has organized and convened a South LA partnership of over 71 different public and private partners organized into issue-specific work groups: jobs, economic activity, education, public safety, and transit. SLATE-Z also organizes and convenes ad-hoc public-private partnerships to strategize on various projects and programs. SLATE-Z convenes the partners on the South LA Climate Commons, a collaborative supported by funds from the California Strategic Growth Council's Transformative Climate Communities grant program. Other opportunities of a similar scale include the CalVIP grant with Brotherhood	Equity is a central component of the Promise Zone initiative generally, and SLATE-Z specifically. SLATE-Z emphasizes the decades of institutional racism that has beset the South LA community. Simultaneously, SLATE-Z champions cross-sector collaborative efforts and projects that not only direct resources to South LA but also meaningfully and centrally incorporate community	SLATE-Z has no current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with SLATE-Z's ability to fulfill the duties as a STEP sub-grantee.

					Crusade, the US Department of Education GEAR UP grant with LAUSD, and organizing partners for the US Department of Education's Promise Neighborhoods grant.	engagement and activation.	

COMMUNITY PARTNERS	11	11	12	13
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)
Community Partner #1	South LA Climate Commons	Community Based Organization	Leverage community engagement from Transformative Climate Communities Planning Grant.	*Letter of Support_South LA Climate Commons_Joint.pdf*
Community Partner #2	MoveLA	Nonprofit Organization	Community engagement and advocacy on sustainable transit	*Letter of Support_MoveLA.pdf*
Community Partner #3	Community Coalition	Community Based Organization	Community engagement, RAC mentoring and training	*Letter of Support_CDTech&Community Coalition_Joint.pdf*

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Community Partner #4	CD Tech	Community Based Organization	Community engagement, RAC mentoring and training	*Letter of Support_CDTech&Community Coalition_Joint.pdf*
Community Partner #5	YWCA-Greater Los Angeles	Community Based Organization	Community engagement and visioning on workforce development with broad reach across the Los Angeles region.	*Letter of Support_YWCA Greater LA.pdf*
Community Partner #6	Para los Ninos	Community Based Organization	Leverage Promotoras community engagement network	*Letter of Support_Para Los Ninos.pdf*
Community Partner #7	Ride-On! Bike Cooperative	Small Business	Resident engagement on transit accessibility	*Letter of Support_Ride On! Bike Shop Co-Op.pdf*
Community Partner #9	Coalition for Responsible Community Development	Community Based Organization	Outreach and workforce development	*Letter of Support_CRCD.pdf*
Community Partner #10	Los Angeles City Council District 8	Elected Office	Community and civic engagement	*Letter of Support_CD08.pdf*

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Community Partner #11	Los Angeles City Council District 9	Elected Office	Community and civic engagement, workforce and economic development support	*Letter of Support_CD09.pdf*
Community Partner #12	Los Angeles City Council District 10	Elected Office	Community and civic engagement	*Letter of Support_CD10.pdf*
Community Partner #13	Los Angeles County Supervisorial District 1	Elected Office	Project Implementation Guidance and Feedback	*Letter of Support_SD01.pdf*
Community Partner #14	Los Angeles Public Library	Local Government	Project Implementation Guidance and Feedback	*Letter of Support_LAPL.pdf*

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PARTNERSHIP STRUCTURE tab

	INSTRUCTIONS	RESPONSES
	ROLES AND RESPONSIBILITIES	
14	Describe how the Lead Applicant's and Sub-applicants' roles and responsibilities (identified in the APPLICANTS tab) complement each other.	As lead, LADOT coordinates implementation of project components. Metro leverages Transit Pass Database Technology for the Mobility Wallet concept, providing greater access to all project types. SLATE-Z convenes a Collaborative Stakeholder Structure (CSS), providing connections to residents and CBOs, facilitating community representation in decision-making, outreach, and education efforts. LA Trade Tech leverages its Transportation Workforce Institute to provide training and support job placement. LACI leverages expertise in EV tech and workforce development to support community electric micromobility and zero-emissions delivery solutions. CicLAvia implements comprehensive community outreach and education, boosting visibility of incoming projects. The Mayor's Office streamlines connections to City departments, connects to LADWP's EV rebates, and is the liaison to LA Departments of Recreation and Parks and the LA Public Library for EV infrastructure siting. Mobility Development leverages expertise on sustainable transit from a national context, providing on-going technical assistance. See *Supplemental A_Governance Documentation.pdf* for more details.
	GOVERNANCE AND DECISION-MAKING	
15	Describe the governance and decision-making structure of the partnership. Include the process for	We will leverage the existing South LA Climate Commons TCC CSS model to establish a transparent, parallel, expanded governance structure with a Steering Committee led by implementation partners, supporting government agencies, area CBOs, and residents. We will establish a Resident Advisory Committee (RAC) to invest in capacity building of South LA residents in their roles on the Steering Committee. See *Supplemental A_Governance Documentation.pdf* and *Supplemental B_Governance Structure.pdf* for more details on the

	handling disputes and the process for changing, adding, or removing partners.	CSS. As convener, SLATE-Z mediates disputes and facilitates changing, adding, or removing partners per the MOU established at the beginning of implementation. SLATE-Z will leverage its experience as the Promise Zone backbone organization to facilitate modifications to the CSS.
16	Describe how the governance and decision-making structure centers the voices of Community Partners and other community residents and key stakeholders.	The CSS centers South LA community partners and residents by building capacity and entrusting these stakeholders with voting seat majority. The core of the structure is building community leadership and decision-making abilities to influence institutional policies and practices that affect local residents, who are primarily African American, Latino and/or Spanish speaking immigrants. The RAC provides on-going training so residents can lead. *Supplemental A_Governance Documentation.pdf* provides greater detail on the experience of residents and CBO partners.
17	Describe the role of online or in-person public meetings in the governance and decision-making structure. Include the frequency of meetings, the minimum number of public meetings that will be held, and how meeting agendas and notes will be posted for public access.	The Steering Committee will convene at least every two months. All meetings will be open to the public. We plan for these meetings to be held online (and potentially also later in person when safe). Additional engagement activities, such as virtual town-halls, presentations, surveys, and email and social media campaigns will also equip CBO and RAC members with critical community input. Meeting agendas and notes will be posted for public access through email distribution and on a special landing page on the SLATE-Z website.
18	Describe how Applicants will report	Under SLATE-Z leadership as a community convener and facilitator, the applicants (partners) will rely on the feedback-loop built into Steering Committee meetings, residents and CBO

	back to and seek feedback from the community about how input is being incorporated into project development and implementation.	partner structures in order to report back to and seek feedback from the community. These groups will have substantial influence in the decision-making process, as well as a direct line to report results from engagement activities such as virtual town halls, digital presentations, resident surveys, and email and social media campaigns. Resident Advisors directly serving on the Steering Committee are another avenue for community advocacy, providing a way to collect information through informal methods. *Supplemental A_Governance Documentation.pdf* provides greater detail on these functions.

	LEGAL STRUCTURE	
19	Describe the legal structure of the partnership. Include who is contracting with whom and confirmation that the Lead Applicant will assume liability for the proposed projects if selected.	All partners will enter into a MOU with LADOT if the grant is awarded to specify the roles and responsibilities outlined in this application. LADOT as the lead is the prime grant recipient and all project funding requests should pass through LADOT. Sub-applicants will have a fiduciary responsibility to request funds and reimbursement and to provide accounting documentation of the grant implementation on a timely basis. As lead applicant, LADOT will assume liability for projects if selected.

	FINANCIAL STRUCTURE	
20	Describe the financial structure of the partnership. Include	LADOT will employ a combination of methods to disburse funds to sub-applicants. For Metro and LA Trade Tech, LADOT will establish MOUs and reimburse based on milestones completed. LA Metro will conduct all work with in-house staff or through a competitive bid

	the process the Lead Applicant will use to pay Sub-applicants and Community Partners and the subcontractor procurement process, if applicable.	procurement for services for TAPforce Metro will submit for reimbursement to LADOT as a pass-through grantee for costs expended per their MOU. For LACI, SLATE-Z, MDP, and CicLAvia, LADOT will establish MOUs and distribute partial upfront payments acknowledging potential inequities and in order to prevent potential cash flow problems. LACI and SLATE-Z will run subcontractor procurement processes for each of their respective projects with direct input from the Collaborative Stakeholder Structure (CSS). SLATE-Z will develop a community outreach scope of work in consultation with the CSS and each of the implementation partners. Priority will be given to local community based organizations, and where possible will augment existing network/outreach work being conducted in the project area.

	EQUITY	
21	Describe how the partnership structure accounts for potential inequities between partners.	The partnership structure targets inequities around representation of South LA communities in decision-making processes that affect their communities. Through the intentional majority of residents and CBOs, the community will have an equal (if not majority) say in the planning and implementation directives of this project. This governance structure also addresses transit access inequity by uplifting the voice of a community that has been disenfranchised for decades. This structure pursues this aim through rigorous Resident Advisory Committee training and support, along with robust community engagement aimed at building long-term capacity for community leadership and ownership. Apart from the future RAC and CSS, several of the implementation partners have a history of working together to resolve inequities both amongst each other as well as with community stakeholders related to project implementation, including Slate-Z, LADOT, Ciclavia, LACI, MDP, and Metro.

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PROPOSAL THRESHOLDS & CRITERIA tab

INSTRUCTIONS		RESPONSES
STEP COMMUNITY		
1 (attachment)	Submit a map shapefile that identifies the STEP Community boundary, tentative project locations, and benefiting disadvantaged community census tracts. Write the file name in the box to the right.	*STEP_LADOT_ZipFile4_Map.zip*
2	Describe the residents of the STEP Community, including demographics such as gender, race/ethnicity, age, income level, languages spoken, vehicle ownership, travel patterns to key destinations, and transportation mode share. Focus on	The Project Area within South Los Angeles is home to a population of over 370,000. Based on census tract data for the project area and using the American Community Survey, 29% percent of households are below the poverty level, with over 21,000 households (19%) receiving SNAP benefits. All of the project area qualifies as either SB 535 Disadvantaged Communities or AB 1550 Low-Income Communities; the vast majority qualify under both. The majority of residents are people of color. Two-thirds are Hispanic, and a quarter are African-American. Seven percent are senior citizens aged 65 or older. Over six percent of households reported owning no vehicle; thirty percent owning one vehicle; and sixty-four percent owning two or more vehicles. Six and seven tenths percent of workers in the area walk or bike to work and 14.3% take transit to work.

	demographics that are relevant to the community vision and identified projects.	
3	Describe the clean transportation options that are currently available or soon to be available to community residents, in particular those in disadvantaged community census tracts. Describe the quality (e.g., frequency, affordability, reliability) of these clean transportation options.	The project area is bordered by two existing light rail lines and a freeway-running Bus Rapid Transit line. The Metro Crenshaw/LAX Line is to begin service in 2021. The project area - only 4% of the county's and 10% of the city's population - is the origin or terminus of 11% of all Metro Rail and Bus trips Countywide and accounts for 23% of LADOT DASH Community bus ridership (excluding Downtown) and 45% of all DASH to Class trips citywide (free transit passes for students). While LADOT has completed Vision Zero improvements primarily aimed at pedestrian safety, the project area has received only three major bike improvements in recent years. The City installed 30 electric vehicle chargers throughout. LACI is currently providing zero emissions food and Business-to-Business delivery within Leimert Park. Thirty Metro bikeshare stations are located in the project area. While permitted micromobility providers do operate here, the project area has significantly lower ridership and deployment compared to other parts of the City.
4	For any project that is not located in the STEP Community, explain how the project is connected to and serves the STEP Community.	N/A; all projects are within STEP community.

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PROPOSAL THRESHOLDS & CRITERIA tab

	CONSISTENCY WITH EXISTING PLANS	
5	Submit at least one letter from the city, county, or tribal government's Planning Department, Community Development Department, Environmental Director, or other similar department or body that has land use and housing authority. The letter must demonstrate how the proposed projects are 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	*Letter of Consistency_LA DCP.pdf*

	the community's needs or priorities. If no local or regional plans exist, explain why. Write the file name in the box to the right.	
6	Describe how proposed projects support and are supported by existing projects that are the types of projects that are eligible for STEP funding and the types of projects that are ineligible for STEP funding but are encouraged (lists in Appendix E). If the proposed STEP-funded projects do not connect to any existing transportation or land use projects, explain why.	Proposed STEP projects will provide clean transportation options for short range trips within the project area including connections to existing transportation services, as well as longer electric vehicle trips. Providing greater access to zero-emission first-last-mile connections will enable higher ridership on trunk transit options such as Metro Light Rail and Bus Rapid Transit, and incentivize multimodal trips linking to active transportation corridors, micromobility, and shared mobility such as Metro Bikeshare and Metro Mobility-On-Demand operating in nearby service areas. Implementation of shared mobility options and active transportation improvements will go hand-in-hand with ongoing City initiatives such as the MyFigueroa Corridor Streetscape Project and the Avalon Boulevard Safety Project, as well as curb reallocation efforts like Al Fresco dining and People Street, which permits parklets and pedestrian plazas. Additionally, providing connections to existing and under-construction transit sites enables access to (and from) transit oriented developments such as the Transit Oriented Community project at the Expo/Crenshaw station, and to dozens of affordable housing developments throughout the project area (74 current and 14 under development).

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PROPOSAL THRESHOLDS & CRITERIA tab

	WORKFORCE DEVELOPMENT	
7	Describe how the proposed projects will contribute to workforce development in the climate and clean transportation sectors, including how the projects will partner with workforce development and training programs with career pathways or provide economic opportunities through high-quality jobs for residents of the STEP Community. If not applicable, explain why.	Partnering with workforce partners Los Angeles Trade Tech College (LATTC) and the LACI, the South LA UBM Pilot links several mobility and electrification solutions to technical training, internship opportunities, and direct employment: 1) EVSE maintenance and diagnostics, 2) E-cargo bike maintenance and service delivery, 3) Community Micromobility Operations and Maintenance. Partnership with LATTC is critical as 43% of LATTC students live within the STEP Community and the college provides workforce development programs with career pathways in the climate and clean transportation sectors. LATTC's Advanced Transportation programs of study is one of the largest in the state and has been operating for many decades. LATTC's Transportation Workforce Institute was established in 2015 with support from the Federal Transportation Administration. Within the Electric Mobility Project, LACI will lead procurement of electric micromobility devices and operational support. LACI will look to support community wealth and neighborhood stabilization by targeting minority businesses, businesses within the project area, and business cooperatives. (For additional information please see *Supplemental C_Workforce Development.pdf*.)

	DISPLACEMENT AND HOUSING	
8	Describe the displacement	Displacement of low-income households and small businesses is a major concern in the project area. 36% of the population resides in areas at “Very High” or “High” risk of

	vulnerabilities that currently exist in low-income households and small businesses within the STEP Community.	displacement relative to 25% citywide (LA Mayor's Office's Index of Displacement Pressure). Many of the "Very High" pressure areas are adjacent to existing and under-construction Metro Light Rail lines. Likewise, these areas are increasingly at risk of speculative real estate practices which threaten low-income households and small businesses. Small businesses are further threatened as clientele changes in the neighborhood.
9	Describe the existing policies and plans that address displacement avoidance. If not applicable, explain why.	The South and Southeast LA Community Plans encourages preservation of rent stabilized units, strives for no net loss of affordable housing, and encourages coordination with CBOs, specifically tenant organizations. LA Metro's Business Interruption Fund program has awarded more than 700 grants totaling over $17 million to 223 "mom and pop" businesses along the Crenshaw LAX/Corridor to prevent impact and displacement of local business during rail construction. Metro's Crenshaw Business Solutions Center provides hands-on assistance to small businesses, contacting over 400 businesses and serving over 300 clients within that corridor. South LA community advocates including Climate Commons were part of a successful ballot initiative that established the city-wide Transit Oriented Communities Affordable Housing Incentive program (see Question 12 for more on Transit Oriented Communities).
10	Describe any policies, programs, or coordination with existing policies or programs that are proposed to be funded through STEP to avoid the displacement of	The components of the proposed pilot prioritize enabling and subsidizing clean mobility options for residents and employees of businesses at risk for displacement. The project aims to offset housing affordability through lower vehicle ownership costs, and encourages local hiring and shorter commute lengths. The Mobility Wallet will subsidize access to a variety of local transit and electric mobility options, incentivizing low vehicle ownership and providing access to jobs and destinations for those who are transit-dependent. The electric mobility services and zero emissions delivery solution project will enable affordable neighborhood trips, encourage local hires for small businesses, minority-owned businesses, and business cooperatives, as well as prioritize

	existing low-income households and small businesses within the STEP Community to counter displacement that may occur due to STEP-funded projects. If not applicable, explain why.	deployment and station siting at affordable housing locations. The Governance structure of the project includes residents and CBOs that are already actively leading on displacement avoidance and tenants' rights projects. The projects will further goals set out in the City's Community Plans around business retention, as well as support Metro's Transit Oriented Communities initiative and serve businesses participating in Metro's Business Interruption Fund.
11	Describe how the proposed projects will advance local land use and housing goals as identified in the applicable Regional Transportation Plan, Sustainable Communities Strategy (where applicable), Regional Housing Needs Allocation (RHNA), local Housing Element implementation, or other local plans such as general plans or specific plans. If not	The proposed projects will inform land use planning underway as part of the Slauson Corridor Transit Neighborhood Plan (TNP). The TNP will create land use regulations for neighborhoods within the STEP project area with new transportation investments. These new investments in combination with new land use regulations will encourage more housing around transit, assisting the City with meeting its RHNA. Furthermore, the proposed projects will implement programs identified in the City's Housing Element that call for linking transportation to housing. The proposed projects will provide mobility options that are in line with SCAG's Regional Transportation Plan and Sustainable Communities Strategy. Specifically the proposed STEP projects will provide first-mile last-mile solutions supplementing the Vermont Ave BRT corridor and the West Santa Ana Branch Transit Corridor highlighted by the RTP/SCS.

	applicable, explain why.	
12	Describe how local land use policies, plans, or processes will support the use and benefits of the proposed projects over their lifetime. Describe how the policy, plan, or process promotes the development of affordable housing within a half-mile of a transit station, transit stop, or access to an active transportation facility that will be improved by the proposed projects. If not applicable, explain why.	The South and Southeast LA Community Plans and Transit-Oriented Communities Affordable Housing Incentive program support the proposed projects. They facilitate Affordable Housing production in Transit-Oriented Districts through land use incentives. These affordable housing incentive programs centered around transit align with the benefits of the proposed projects to maximize mobility options for affordable housing residents. The proposed projects will prioritize siting and service to affordable housing locations, increasing access to jobs and services for those without a car, and provide a variety of subsidies and increased access to shared modes, lowering the cost of mobility in the project area and decreasing the need for vehicle ownership.

STEP Implementation Grant Proposal Template

PROJECT 1 THRESHOLDS & CRITERIA tab

INSTRUCTIONS

PROJECT SCOPE	
Project Name	Mobility Wallet
Lead Implementer	LA Metro
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	Trips in LA that are not made by private auto often involve multiple modes or transfers. Navigating these shifts creates friction, inhibits access, and increases cost. Metro will work with project partners to expand on current Transit Access Pass (TAP) integration efforts, ultimately building a Mobility Wallet for low-income, student, senior and disabled riders throughout the entire STEP project area that builds capacity for Universal Basic Mobility. The Mobility Wallet consists of both analog and digital components to provide a seamless transportation pass. A mobility pass will include transit and shared mobility credits for a 5,000-person pilot subscriber base for two years as part of a monthly transportation allocation that will also include access to the Electric Mobility services provided in this proposal (for additional information, please see *Supplemental D_Mobility Wallet.pdf*).
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*CEQA not applicable to Mobility Wallet project.*

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PROJECT 1 THRESHOLDS & CRITERIA tab

If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA not applicable to Mobility Wallet project.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	Feedback from community residents prior to and during this proposal development suggested that low-cost and/or free transit and basic mobility access is among the highest civic priorities in South LA. The Mobility Wallet addresses this core need head on by providing multiple free and discount pass options (student, senior, low-income and disabled passes) rolled into a single free pass program. EV Carshare and e-bike library access will be added to the Mobility Wallet, enhancing flexibility and expanding the range of destinations available to Wallet subscribers. Thus, Clean Mobility programs are simplified into a single pass, breaking down a significant education/awareness barrier for these programs - members who are enrolled in the transit pass will automatically have access to these Electric Mobility services.

to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	A free multi-modal transportation pass will unlock access to economic opportunity and access to resources for South LA residents, especially for low-income, disabled, elderly, and student populations. These programs, currently promoted as five separate programs (but all accessible with TAP) provide assured benefits as evidenced by their current adoption: Over 100k people participate in these programs city-wide, and an estimated 30k residents of the overall project area are currently enrolled in one or more of these pass programs. Moving these programs to a free-fare standard, combining them, and adding Clean Mobility components would enhance and broaden this impact.

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	The Mobility Wallet provides an affordable, streamlined, all-in-one access pass to multiple mobility options, giving low-income and transit-dependent populations more flexibility to use the transportation mode that best suits their needs. Metro has heard from the community that bike share and other shared mobility (like carshare) is not seamlessly integrated into the transit pass purchase process for the bulk U-pass and E-pass, presenting a barrier to trying new modes. Access to purchase low-income monthly passes at a residential level will improve affordability for those who need it the most.

STEP Implementation Grant Proposal Template

PROJECT 1 THRESHOLDS & CRITERIA tab

Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	All STEP project components leverage years of community engagement in South LA focusing on transit and infrastructure improvements. Efforts by sub-applicant LA Metro and community partner South LA Climate Commons highlighted the need for improved transit access and infrastructure that led to the submission of a Transformative Climate Communities implementation grant in 2017. Over 4,500 South LA residents were involved in a year-long Transformative Climate Communities planning process aimed at the creation of a planning document that highlights resident-led sustainability strategies, convened by SLATE-Z. Mobility Wallet implements that vision by addressing issues of income through providing a mechanism for free transit with an emphasis on low income households. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

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PROJECT 1 THRESHOLDS & CRITERIA tab

Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For the Mobility Wallet, the RAC will lead decision making on design, deployment and evaluation. These key decision points including determining final geographic scope and eligibility criteria for the program; reviewing program outreach plan, app, and analog (i.e. phone and in-person) components; on-going review of program enrollment and utilization, and campaigning for expansion of the Universal Basic Mobility program.
Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Resident Advisory Committee-led engagement activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be emphasized throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility for differently-abled riders.
Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital

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PROJECT 1 THRESHOLDS & CRITERIA tab

	outreach. Interest forms that invite residents to "stay connected" will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	The expected end user of the mobility wallet in this pilot stage are 5,000 low-income individuals in the South LA project area including seniors and students. Half of the wallets will be intended for K-12 and college/vocational students, a quarter for seniors and another quarter for the general population, however participation may vary by need and interest. The pilot use of wallet by this select group will provide user experiences and qualitative and quantitative data on the return on investment to inform plans for potential expansion to a larger population after the yearlong pilot.
Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	Working with the RAC and more specifically agencies like Para Los Ninos and other First 5 LA's Best Start community partners, we will leverage existing promotora programs (community members - moms, aunties, parents and others - who are trained and paid to do community health education and outreach) to conduct outreach and education about the Mobility Wallet offerings. We plan to layer new resources on to these promotora programs to support this additional work. Additionally, CicLAvia event programming will include demonstrations showing how to use the Mobility Wallet. Demonstrations will be supplemented by a marketing campaign including instructional flyers, pamphlets, and posters distributed by sub-applicants, community partners, and directly by RAC members.
Describe how the planned outreach and education activities focus on the hard-to-	The promotoras program will be able to reach residents where they live since they will be embedded into the community. CicLAvia open streets events are free to the public, and are powered by outreach efforts that reach the natural community homes of residents (churches, schools, libraries, Home Mailings, car postings, door to door). Furthermore, RAC members serving as community ambassadors

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reach residents identified above.	and CBOs will play a central role in building familiarity with and willingness to use Mobility Wallet, particularly for hard-to-reach community members. RAC members and CBOs will receive training to emphasize the availability of this information and also collect feedback to be reported at the Steering Committee meetings.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	The Promotoras will track and report their community impressions and connections to the RAC. Social media, pictures, personal stories and promotional codes may be utilized to track the number of enrollments. Information and feedback are collected to further refine outreach gaps and opportunities and identify any necessary CicLAvia route mitigation measures to address concerns. Additionally, all direct outreach efforts are documented into a database to ensure proper and timely follow-up with affected businesses and households along the route. The database is maintained and updated regularly. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).
Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	We will leverage both the Resident Advisory Committee engagement and CicLAvia outreach to educate residents and local businesses about applicable CARB and CEC funding opportunities. The RAC and CBOs will distribute any relevant materials that can have an impact on community development. CicLAvia has a history of highlighting transportation and environment-related opportunities, including community education on the benefits of EVs and e-bikes, education on consumer rebate programs on electrification, EV and plug-in hybrid. CicLAvia will leverage its relationship with local businesses and community organizations to share any relevant opportunities.

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PROJECT 1 THRESHOLDS & CRITERIA tab

DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	Metro and any contracted service providers will collect data to be shared with LADOT, including subsidy disbursement (amount and type of subsidies), aggregated ridership totals, aggregated fare data, and survey results. LADOT and SLATE-Z will oversee development of surveys to be distributed to program participants focusing on user experience, impacts on mode shift, and origin and destination information. LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts, summary of outreach and engagement activities, and data sets detailing user survey responses and trip/usage data for each project component.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

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PROJECT 1 THRESHOLDS & CRITERIA tab

CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Nearly the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	This project will align with the climate adaptation goals outlined in the Resilient Los Angeles plan including building social cohesion, reducing health and wellness disparities across neighborhoods, and modernizing Los Angeles' infrastructure. Having the mobility to freely get around from one place to another is in itself a form of climate resilience and adaptation, as getting to cooling centers, super markets, pharmacies, safer areas and other vital services will be more and more critical as temperatures get hotter on average and climate events become less predictable and more frequent. Reducing friction to mobility through the mobility wallet, especially for low income, senior, and disabled residents directly serves this purpose.

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PROJECT 1 THRESHOLDS & CRITERIA tab

LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	Metro is currently conducting a Comprehensive Pricing Study which includes a feasibility analysis of a fareless transit system. This Mobility Wallet pilot will provide insights and data to inform this study. If the pilot is successful in measurably achieving mobility and equity goals then Metro and the project partners will explore strategic action to find a funding source and/or mechanism to continue the program.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state. The Community of Practice will initially target communities supported by Strategic Growth Council's Transformative Climate Communities program. STEP community partner South LA Climate Commons is already working with fellow TCC planning grant recipients in Southeast LA to share lessons and best practices. The Community of Practice will streamline and expand this by convening other Los Angeles-area TCC recipients in Watts and Pacoima. The Community of Practice will expand to include TCC recipients throughout the State, as well as other similarly organized partnerships.

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PROJECT 2A THRESHOLDS & CRITERIA tab

INSTRUCTIONS

PROJECT SCOPE	
Project Name	Electric Mobility: E-Bike Library
Lead Implementer	LADOT
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	Shared access to electric bikes will be provided through a transportation library approach, consistent with feedback from a 2018 bikeshare equity study that calls for more flexibility in the approach to service - both in terms of geography and length of use. 500 electric pedal-assist bikes will be available to South LA residents and throughout the entire STEP project area through library hubs initially located in Leimert Park and Vermont-Slauson neighborhoods in partnership with Ride On! Bike Co-op, and expanding as program demand is evaluated. Rental terms and standards will be set through the Collaborative Stakeholder process. In order to maximize program availability, "checkouts" will likely range between one day and three weeks. The program will be managed with procurement support from LACI and LADOT, which will include an operations contract and guidance oriented towards South LA community-based organization(s) as operator.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*CEQA not applicable to Electric Mobility: E-Bike Library project.*

If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA not applicable to Electric Mobility: E-Bike Library project.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	Public bikesharing in LA (Metro Bike Share), like other large cities, has not extended too many disadvantaged communities. This E-bike Library addresses gaps identified in a bikeshare equity study, led by community-based organization People for Mobility Justice and the Los Angeles County Bicycle Coalition in partnership with Metro and LADOT. The Library will provide free usage of electric bikes (both price and credit card access were identified as program barriers); provide low-tech, neighborhood-based access to bikes (app-based sign-up was identified as a barrier); and include adaptive e-bikes for people with disabilities. Furthermore, the program will extend flexibly into South LA without relying on station placement of the existing Bike Share network, which would have constrained service to northern and more rapidly gentrifying portions of the project area. Longer-term access to bicycles, as identified in bicycle library

to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	programs in other cities, also produces a more reliable program: users can depend on a bicycle that it theirs to take care of and use for an extended period.
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	Loaned e-bikes, unlike traditional bikesharing, will provide greater flexibility, and thus greater benefit to members for a range of trip purposes beyond the short commutes that are typical of bikeshare. Additionally, the extended range of e-bikes, versus the typical <2 mile range that bounds most pedal-only bikeshare trips will further support this wide range of benefits. Trips are expected to range primarily from 2-5 miles, and sometimes longer. Trips are expected to serve similar needs to carsharing, including work-related travel, groceries, errands, medical appointments, etc. While e-bike libraries are not yet commonplace, they are expected to replace the need for private car trips, cutting the GHGs and costs of users travel.

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	The Better Bikeshare study identified a number of barriers to the Metro Bikeshare program. The study found that infrastructure placed for bikesharing runs the risk of being out of place with larger community needs around safe and navigable streets. Furthermore, access that involves any form of payment, but especially a credit card, presents a barrier. As with traditional libraries, the program will require registration up front but will provide access to mobility for South LA residents without payment. Lastly, the Metro Bikeshare program did not initially focus on disadvantaged communities and was designed to appeal to business commuters and tourists. A South LA e-bike library addresses this directly by building the program around South LA residents' needs.

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PROJECT 2A THRESHOLDS & CRITERIA tab

Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	All STEP project components leverage years of community engagement in South LA focusing on transit and infrastructure improvements. Efforts by sub-applicant LA Metro and community partner South LA Climate Commons highlighted the need for improved transit access and infrastructure that led to the submission of a Transformative Climate Communities implementation grant in 2017. Over 4,500 South LA residents were involved in a year-long Transformative Climate Communities planning process aimed at the creation of a planning document that highlights resident-led sustainability strategies, convened by SLATE-Z. The E-Bike Library project implements that vision by expanding mobility option to encourage mode shift. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

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PROJECT 2A THRESHOLDS & CRITERIA tab

Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For the E-Bike Library, the RAC will lead decision making on rental terms and standards, participant eligibility requirements, and loan duration. In this way, the Resident Advisory Committee streamline efficient communication channels for feedback on project implementation while building community power and leadership among grassroots community leaders. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include non-English speaking individuals, undocumented individuals, transit-dependent low-income riders, and seniors and disabled people, including people who are blind or low vision. Because they are harder to reach, however, these residents are the key stakeholders of this program. The E-Bike Library will be broadly available to South LA residents; however by specifically focusing on groups of people who do not typically ride public bike share, such as mothers and people with disabilities, this program will provide a valuable new mobility option to underserved residents.
Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Resident Advisory Committee-led engagement activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be emphasized throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility.
Describe how the planned community engagement activities	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be

will be evaluated for success and updated accordingly.	aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach. Interest forms that invite residents to "stay connected" will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	End users will come from a broad range of South LA households. As the first program of its kind in California, the E-bike Library will have few restrictions on eligibility, other than age (as with Metro Bike Share, participants must be 16 or older). Building on a recent research collaboration between *Investing in Place* and *South Central Los Angeles Ministry Project*, the program will specifically engage mothers. In that research, many mothers expressed optimism about E-bikes because they could use this mode with their family to access the market, parks, libraries, and work. Residents with disabilities are another key demographic. We will work with the RAC and disability community stakeholders to procure micromobility devices and launch an adaptive pilot program.
Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during	We will plan social distance-friendly CicLA mini or CicLAvia (if conditions allow) event routes to highlight the E-Bike Library. Event programming will include demonstrations to show how to use e-bikes and the checkout system. Live demonstrations will be recorded to be circulated on CicLAVia's social media which has a reach of nearly 115,000 followers and Collaborative Stakeholder Structure partners' social media accounts. Online and (if possible) in person demonstrations will be supplemented by a marketing campaign including instructional flyers, pamphlets, and posters distributed by sub-applicants, community partners, and directly by RAC members.

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PROJECT 2A THRESHOLDS & CRITERIA tab

grant implementation.	
Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	All CicLAvia activities aim to eliminate any barriers to entry. The CicLAvia open streets events are free to the public, information translated into multiple languages, and are powered by outreach efforts that reach the natural community homes of residents (churches, schools, libraries, Home Mailings, car postings, door to door). Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in building familiarity with and willingness to use the E-Bike Library, particularly for hard-to-reach community members. RAC members and CBOs as distribution points for community outreach and education into the community, and particularly for hard-to-reach community members. RAC members and CBOs will receive training to emphasize the availability of this information and also collect feedback to be reported at the Steering Committee meetings.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	Information and feedback are collected to further refine outreach gaps and opportunities and identify any necessary CicLAvia route mitigation measures to address concerns. Additionally, all direct outreach efforts are documented into a database to ensure proper and timely follow-up with affected businesses and households along the route. The database is maintained and updated regularly. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).

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PROJECT 2A THRESHOLDS & CRITERIA tab

DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts relative to STEP grant funds expended, a summary of outreach and community engagement activities, and data sets detailing user survey responses and trip/usage data for each project component. LADOT has recent experience developing the Mobility Data Specification to collect geo-location vehicle information of micromobility operators and will work with the collaborative stakeholder structure to ensure that there is a clear understanding of the data use-case for the E-Bike Library pilot with a focus on privacy protection and LADOT's Data Privacy Protection Principles.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

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CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Almost the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	The E-Bike Library aligns with the climate adaptation goals outlined in the Resilient Los Angeles plan, including reducing health and wellness disparities across neighborhoods and modernizing Los Angeles' infrastructure. As weather events become less predictable and average temperatures go up, having access to zero emission, motorized, non-SOV mobility in South LA is a critical gap to fill between walking, standard bikes, fixed transit and cars in order to adapt to climate change. Angelenos generally have long distances to travel for basic needs. In South LA, which is a food desert and generally lacks vital infrastructure, this is often even more so the case.

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LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	The E-Bike Library, like traditional bikesharing, requires ongoing public funding to be sustained. LA Metro and LADOT have supported Metro Bikeshare for several years and expect to continue this support. This e-bike library program is projected to support a level of participation on a per-user and per-mile basis comparable to or better than Metro Bikeshare. The program will consider these more traditional public funding channels as it moves beyond the pilot period, and will analyze the potential for cost savings to LADOT and Metro if the project was to be absorbed into the Metro Bikeshare framework. Most public bikeshare programs are also supported by system-wide sponsorship. This provides another revenue stream for long-term sustainability of the program. Such sponsorships could be adapted to the e-bike library model.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state. The Community of Practice will initially target communities supported by Strategic Growth Council's Transformative Climate Communities program. STEP community partner South LA Climate Commons is already working with fellow TCC planning grant recipients in Southeast LA to share lessons and best practices. The Community of Practice will streamline and expand this by convening other Los Angeles-area TCC recipients in Watts and Pacoima. The Community of Practice will expand to include TCC recipients throughout the State, as well as other similarly organized partnerships.

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

INSTRUCTIONS

PROJECT SCOPE	
Project Name	Electric Mobility: Electric On-Demand Community Shuttle
Lead Implementer	LADOT
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	LADOT will bring an on-demand free shuttle to the heart of South LA between Vermont and Central Avenues. This service will operate through and 24-month first phase. The program will augment the popular DASH service in the area, operating on both weekdays and weekends, and adding approximately 250 service hours to Community DASH service with 4 electric vehicles. The program will be all-electric, operating with new shuttles procured by 2022 in coordination with efforts towards transit electrification. The program will feature app-based trip fulfillment, as recently trialed with LAnow on the City's West Side. The program will fill gaps in the service area, eliminate the need for transfers, and extend service hours into the evening.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*CEQA not applicable to Electric Mobility: Electric On-Demand Community Shuttle project; DASH exempt from CEQA.*

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA not applicable to Electric Mobility: Electric On-Demand Community Shuttle project; DASH exempt from CEQA.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	The Electric Community Shuttle will bring new transit service to the project area, enhancing connections between neighborhood destinations, linking the broader community to opportunities in the rapidly growing South Park neighborhood to the north, and bringing new riders to transit. Specifically, the shuttle will be free, eliminating barriers to adoption, and offering a point of entry to the Universal Basic Mobility pilot. It will be accessible, with point-to-point service that puts accessibility for persons with disabilities front and center in program design. Service will be all-electric, eliminating local CNG emissions. The shuttle will extend to DASH service into evening hours to better accommodate the needs of working families.

to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	The community shuttle will shorten multi-leg trips for current DASH users, bring new transit riders to DASH, and extend evening hours of the popular service, while accelerating LADOT's transition to electric transit service and prioritizing South LA in this transition. The shuttle program will be designed to augment existing DASH service, especially during times of day in which DASH service is not operating (i.e. weeknights/weekends). The electric shuttles will accelerate the GHG emission reductions to a DAC community improving public health and decreasing health disparities experienced by disadvantaged and low-income communities. The program will have minimal direct impact on existing DASH service as it works to bring new ridership to LADOT Transit.

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	The On-Demand Electric Shuttle provides direct access to free and high-quality transit service, This need emerged as the highest community priority in community forums both for this project and as a part ongoing community conversations around transit in South LA led by SLATE-Z, ACT LA, Move LA, Council Districts 8 and 9, and others. It also widens the range of service times for residents that have a diverse range of schedules and working hours. Furthermore, the program provides a new, flexible transit service that aims to attract new riders to transit as residents express concerns about increased parking pressures that have emerged as a consequence of new transit-oriented developments.

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	All STEP project components leverage years of community engagement in South LA focused on transit and infrastructure improvements. Efforts by sub-applicant LA Metro and community partner South LA Climate Commons highlighted the need for improved transit access and infrastructure that led to the submission of a Transformative Climate Communities implementation grant in 2017. Over 4,500 South LA residents were involved in a year-long Transformative Climate Communities planning process aimed at the creation of a planning document that highlights resident-led sustainability strategies, convened by SLATE-Z. The Electric On-Demand Community Shuttle implements that vision by providing first-mile last-mile solutions. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, e-mail campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For the Electric On-Demand Community Shuttle, the RAC will lead decision making on final shuttle zone, route, and hours of operation. In this way, the Resident Advisory Committee streamline efficient communication channels for feedback on project implementation while building community power and leadership among grassroots community leaders. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include non-English speaking individuals, undocumented individuals, transit-dependent low-income riders, and seniors and disabled people, including people who are blind or low vision. Curb-to-curb service will improve mobility for these individuals in a way that core DASH service does not. Typical demand-responsive service can require long wait times and often must be pre-scheduled. The Electric On-Demand Shuttle will take a Universal Design Approach to this issue, by improving the quality of service for all users with vehicles that are ADA-accessible. App-based dispatch of trips will also aid individuals that are vision or hearing impaired.
Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Resident Advisory Committee-led engagement activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be emphasized throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility.
Describe how the planned community	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the

engagement activities will be evaluated for success and updated accordingly.	event as well as growing familiarity with specific project-types. Closed and open responses will be aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach. Interest forms that invite residents to "stay connected" will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	Users are expected to draw from both existing and new DASH users. The current Community DASH service is limited to circulators that are primarily geared towards neighborhood connections and links with the Metro Blue Line. This new service will augment existing service, connecting riders to employment and other essential destinations and linking South residents directly to the Blue Line, LA Trade Tech College, USC, and Downtown. As with Community DASH service, the Electric Community Shuttle is expected to be popular with elderly, low-income, and disabled users, and will include ADA-compliant service.
Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during	We will plan social distance-friendly CicLA mini or CicLAvia (if conditions allow) event routes to highlight the Community Shuttle. Event programming will include demonstrations to show how to use the Shuttle. Live demonstrations will be recorded to be circulated on CicLAVia's social media which has a reach of nearly 115,000 followers and Collaborative Stakeholder Structure partners' social media accounts. Online and (if possible) in person demonstrations will be supplemented by a marketing campaign including instructional flyers, pamphlets, and posters distributed by sub-applicants, community partners, and directly by RAC members.

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

grant implementation.	
Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	All CicLAvia activities aim to eliminate any barriers to entry. The CicLAvia open streets events are free to the public, information translated into multiple languages, and are powered by outreach efforts that reach the natural community homes of residents (churches, schools, libraries, Home Mailings, car postings, door to door). Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in building familiarity with and willingness to use the Electric On-Demand Community Shuttle, particularly for hard-to-reach community members. RAC members and CBOs as distribution points for community outreach and education into the community, and particularly for hard-to-reach community members. RAC members and CBOs will receive training to emphasize the availability of this information and also collect feedback to be reported at the Steering Committee meetings.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	Information and feedback are collected to further refine outreach gaps and opportunities and identify any necessary CicLAvia route mitigation measures to address concerns. Additionally, all direct outreach efforts are documented into a database to ensure proper and timely follow-up with affected businesses and households along the route. The database is maintained and updated regularly. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts relative to STEP grant funds expended, a summary of outreach and community engagement activities, and data sets detailing user survey responses and trip/usage data for each project component. LADOT has recent experience developing the Mobility Data Specification to collect geo-location vehicle information of micromobility operators and will work with the collaborative stakeholder structure to ensure that there is a clear understanding of the data use-case for the E-Bike Library pilot with a focus on privacy protection and LADOT's Data Privacy Protection Principles.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Almost the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	The E-Bike Library aligns with the climate adaptation goals outlined in the Resilient Los Angeles plan, including reducing health and wellness disparities across neighborhoods and modernizing Los Angeles' infrastructure. As weather events become less predictable and average temperatures go up, having access to zero emission, motorized, non-SOV mobility in South LA is a critical gap to fill between walking, standard bikes, fixed transit and cars in order to adapt to climate change. Angelenos generally have long distances to travel for basic needs. In South LA, which is a food desert and generally lacks vital infrastructure, this is often even more so the case.

STEP Implementation Grant Proposal Template

PROJECT 2B THRESHOLDS & CRITERIA tab

LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	The E-Bike Library, like traditional bikesharing, requires ongoing public funding to be sustained. LA Metro and LADOT have supported Metro Bikeshare for several years and expect to continue this support. This e-bike library program is projected to support a level of participation on a per-user and per-mile basis comparable to or better than Metro Bikeshare. The program will consider these more traditional public funding channels as it moves beyond the pilot period, and will analyze the potential for cost savings to LADOT and Metro if the project was to be absorbed into the Metro Bikeshare framework. Most public bikeshare programs are also supported by system-wide sponsorship. This provides another revenue stream for long-term sustainability of the program. Such sponsorships could be adapted to the e-bike library model.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state. The Community of Practice will initially target communities supported by Strategic Growth Council's Transformative Climate Communities program. STEP community partner South LA Climate Commons is already working with fellow TCC planning grant recipients in Southeast LA to share lessons and best practices. The Community of Practice will streamline and expand this by convening other Los Angeles-area TCC recipients in Watts and Pacoima. The Community of Practice will expand to include TCC recipients throughout the State, as well as other similarly organized partnerships.

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

INSTRUCTIONS

PROJECT SCOPE	
Project Name	Electric Mobility: Electric On-Demand Car Share Expansion
Lead Implementer	LADOT
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	This project will expand the successful BlueLA carshare pilot to South LA. The expansion will 100 additional vehicles and 6,000 new members into the program through enhanced outreach in conjunction with the Mobility Wallet. As with Phase I of BlueLA, a steering committee composed of CBOs will guide program design, including (a) vendor selection, (b) site selection and (c) integration of this program into the Universal Basic Mobility. Building on current Phase II growth, STEP support will bring the program as far south as Slauson Avenue, which will soon welcome the Rail to Rail Active Transportation Corridor (Project #7). Stations will be mostly off-street as identified in Transportation Electrification (Project #5), which will speed up the pace of construction as the program grows.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*Readiness_CEQA Worksheet_EV Car Share Expansion.pdf*

If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA not applicable to Electric Mobility: Electric Vehicle Car Share Expansion project.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	The expanded BlueLA Carshare program is expected to continue the success of the first phase of the service. In Phase I, 50% of membership and over 60% of utilization came from low-income households. As the program grows, it will be a central priority of the program to lock in these discounts for low-income subscribers. Furthermore, in alignment with the goals of UBM and in coordination with the Collaborative Stakeholder Structure, LADOT will consider further discounts for low-income users by leveraging the Mobility Wallet. Lastly, the project team has received consistent feedback around the need for additional outreach to promote the carshare program as it expands in less visible (i.e. off-street) locations. As BlueLA program grows and transitions towards public-ownership model, reliability and customer service for members from all backgrounds will be increasingly important. Member feedback,

to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	community focus groups and direction from community-based organizations and the collaborative stakeholder structure will be critical to building this program.
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	Trips are expected to meet a variety of needs that supplement transit for zero-car households, or for households that need a second vehicle occasionally. These trips include work-related travel, grocery shopping and other errands, trips to medical appointments, childcare and school pickup/dropoff etc. As with other carshare programs, participation is expected to reduce the need for private cars, alleviating parking and congestion, GHG emissions, and reducing households' transportation budgets. Many members cite that the greatest impact of having occasional access to a car through carshare is independence without the financial burden of car ownership.

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	BlueLA has been identified as a priority for South LA since project inception in 2015, and was identified as a potential expansion zone as a part of initial community engagement. Community based organizations, including Trust South LA, have advocated to expand the program to South LA as initial program results have shown that the program provides an affordable service and primarily serves low-income users. The program has been shown to complement transit and most recently through the pandemic has proven to serve as a critical mobility option for residents looking to take essential trips for groceries, doctors' appointments, as well as to make visits to friends and families. Approximately sixty percent of BlueLA trips are taken by qualifying very low-income households.

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	The successful first phase of the Electric Vehicle Car Share program was guided by a Steering Committee made up of institutional and community-based partners representing low-income residents of South LA, Pico-Union, and Koreatown. All STEP project components leverage years of community engagement in South LA focusing on transit and infrastructure improvements. Efforts by sub-applicant LA Metro and community partner South LA Climate Commons highlighted the need for improved transit access and infrastructure that led to the submission of a Transformative Climate Communities implementation grant in 2017. Over 4,500 South LA residents were involved in a year-long Transformative Climate Communities planning process aimed at the creation of a planning document that highlights resident-led sustainability strategies, convened by SLATE-Z. Electric Vehicle Car Share implements that vision by expanding a successful community-driven program into South LA that increases access to Clean Mobility options and addresses issues of income. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For the Electric Vehicle Car Share program, the RAC will lead decision making on pricing, location considerations and advising outreach and marketing. In this way, the Resident Advisory Committee streamline efficient communication channels for feedback on project implementation while building community power and leadership among grassroots community leaders. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include non-English speaking individuals, undocumented individuals, transit-dependent low-income riders, and seniors and the disabled people including people who are blind or low vision. Carsharing is typically limited in direct service to some, but not all of these populations due to restrictions to service to only users with drivers' licenses. The BlueLA program and others have focused on this disparity in access by: (1) explicitly allowing drivers with AB60 licenses and drivers with valid international licenses to apply, (2) partnering with social service agencies to extend the fleet to hard-to-reach residents through volunteers and aides, and (3) inclusion of Wheelchair-Accessible Vehicles in the carshare fleet. These second and third strategies will be worked towards as BlueLA transitions to a publicly-owned model.
Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Resident Advisory Committee-led engagement activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be emphasized throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility.

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach. Interest forms that invite residents to "stay connected" will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	End users will come from a broad array of South LA households, as well as current BlueLA users and communities (East Hollywood, Koreatown, Downtown, Echo Park, Boyle Heights, and Chinatown) looking to connect to destinations within the STEP community project area. Also, given the 24-hour on-demand nature of the service, end users can be travelers not served by public transit hours of operation and frequency, and who might not otherwise feel safe waiting by themselves at night for service. Additionally, we expect a majority of users to be low-income taking advantage of a qualifying reduced fare program.
Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in	We will plan social distance-friendly CicLA mini or CicLAvia (if conditions allow) event routes to highlight Car Share charging stations. Event programming will include demonstrations to show how to use electric vehicles, charging stations, and how to navigate membership. Live demonstrations will be recorded to be circulated on CicLAVia's social media which has a reach of nearly 115,000 followers and Collaborative Stakeholder Structure partners' social media accounts. Online and (if possible) in person demonstrations will be supplemented by a marketing campaign including instructional flyers, pamphlets, and posters distributed by sub-applicants, community partners, and directly by RAC members.

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

decision-making processes during grant implementation.	
Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	All CicLAvia activities aim to eliminate any barriers to entry. The CicLAvia open streets events are free to the public, information translated into multiple languages, and are powered by outreach efforts that reach the natural community homes of residents (churches, schools, libraries, Home Mailings, car postings, door to door). Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in building familiarity with and willingness to use Electric Vehicle Car Share, particularly for hard-to-reach community members. RAC members and CBOs will receive training to emphasize the availability of this information and also collect feedback to be reported at the Steering Committee meetings.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	Information and feedback are collected to further refine outreach gaps and opportunities and identify any necessary CicLAvia route mitigation measures to address concerns. Additionally, all direct outreach efforts are documented into a database to ensure proper and timely follow-up with affected businesses and households along the route. The database is maintained and updated regularly. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	LADOT and any contracted service providers will collect data to be shared with CARB. LADOT and SLATE-Z will oversee development of surveys to be distributed to participants in the various project components, focusing on user experience, impacts on mode shift, and origin and destination information. Data collected will include number, type, and amount of subsidies disbursed, shared mobility ridership and usage within the project area, electric vehicle infrastructure usage within the project area, and fares and rates charged for rides and usage. Carshare usage data in the project area will be collected pursuant to MDS adapted for the carshare mode. LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts relative to STEP grant funds expended, a summary of outreach and community engagement activities, and data sets detailing user survey responses and trip/usage data for each project component.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Almost the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	In Los Angeles, where distances to basic needs are longer, and the public transit network has certain gaps in geographic reach and service hours, augmented public transit through zero-emission carshare is a critical climate resilience and adaptation intervention. Data from Phase 1 of the BlueLA project indicates that many users of the carshare service are replacing a transit ride or a walk, and as average temperatures go up due to climate change, South LA residents, who are already more exposed to the urban heat island effect, need access to a climate resilient mobility option that gets them to their destination.

STEP Implementation Grant Proposal Template

PROJECT 2C THRESHOLDS & CRITERIA tab

LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	As with core transit services, LADOT has committed to sustaining low-income discounts for this popular service, and is committed to keeping overall rates for the program low. LADOT is moving to sustain the program across three dimensions: (1) transitioning the program from a public-private partnership to a publicly-owned, vendor support model, which will reduce the cost of operations; (2) exploring new revenue streams for sustaining the service including using both public funds and private advertising/sponsorship; (3) growing the program to 250-300 vehicles, including the 100 vehicles proposed through STEP. Growth to this scale will improve operating efficiencies and financial performance, building a sustainable long-term operation.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state. The Community of Practice will initially target communities supported by Strategic Growth Council's Transformative Climate Communities program. STEP community partner South LA Climate Commons is already working with fellow TCC planning grant recipients in Southeast LA to share lessons and best practices. The Community of Practice will streamline and expand this by convening other Los Angeles-area TCC recipients in Watts and Pacoima. The Community of Practice will expand to include TCC recipients throughout the State, as well as other similarly organized partnerships.

STEP Implementation Grant Proposal Template

PROJECT 3 THRESHOLDS & CRITERIA tab

INSTRUCTIONS

PROJECT SCOPE	
Project Name	Charging for All
Lead Implementer	LA Mayor's Office of Sustainability
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	The Charging for All project will create a network of 175 public Level 2 (L2) chargers throughout the entire STEP project area, geographically dispersed such that all residents are within minutes of a public charger. The chargers will be open and available to the community at public facilities they already make use of, such as parks and libraries, as well as at the curbside affixed to street lights. In addition to the L2 network, a network of high speed chargers will be deployed to ensure that every resident in the zone is within a 10 minute drive of a DC fast charger. This will help to enable electrification for 1) residents of multi-family homes and 2) commercial drivers living or working in the neighborhood, including rideshare and other gig or delivery workers.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*Readiness_CEQA Worksheet_Charging for All.pdf*

STEP Implementation Grant Proposal Template

PROJECT 3 THRESHOLDS & CRITERIA tab

If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA not applicable to Charging for All project.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	The DC fast charger and Level 2 network of EV chargers provides a backbone of generally available community chargers, something currently lacking in the South LA area. This network of chargers has the ability to help a varied group of residents within the STEP Community. Different residents will have different types of charger needs depending on their living and work situations. People who use their vehicle as a means of making money will have access to a robust network of EV chargers that ensures that they can continue to use zero emission mobility for their livelihood, while residents of multifamily dwellings will not be excluded from the electric mobility transition that is underway.

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PROJECT 3 THRESHOLDS & CRITERIA tab

to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	Reliable and close access to an EV charger is a primary factor in allowing people to transition from fossil powered vehicles to electric. Having this robust network in combination with vehicle rebates from DWP and other agencies will give residents the confidence and ability to switch, and will provide the following benefits: 1) reduced vehicle operating and maintenance costs (i.e. more money in their pocket for other necessities), 2) cleaner air for them and everyone living in the zone.

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	Electric vehicle charging infrastructure is a basic necessity to allow for any form of electric mobility - whether it is shared, public transit, single occupancy vehicles, micro-mobility or a different mode. Provision of this type of infrastructure is almost like bringing in a utility - water, power, high speed internet. The residents and CBOs have emphasized the importance of obtaining subsidized transit, and creating a robust charging network with state and other matching funds, in what is today a charging desert, is one very clear and tangible way to help subsidize mobility.

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Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	All STEP project components leverage years of community engagement in South LA focusing on transit and infrastructure improvements. Efforts by sub-applicant LA Metro and community partner South LA Climate Commons highlighted the need for improved transit access and infrastructure that led to the submission of a Transformative Climate Communities implementation grant in 2017. Over 4,500 South LA residents were involved in a year-long Transformative Climate Communities planning process aimed at the creation of a planning document that highlights resident-led sustainability strategies, convened by SLATE-Z. The Charging for All Project implements that vision by addressing spatial barriers. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

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Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For the Charging for All Project, the RAC will solicit community feedback on proposed station locations to ensure that they are sited in the most relevant and useful locations for the immediate surrounding area. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include non-English speaking individuals, undocumented individuals, transit-dependent low-income riders, and seniors and disabled people, including people who are blind or low vision.
Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Resident Advisory Committee-led engagement activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be daylighted throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility.
Describe how the planned community engagement activities will be evaluated for	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be aggregated and summarized for reporting at Steering Committee meetings to guide further engagement. Feedback on engagement event quality and overall program effectiveness will be solicited

success and updated accordingly.	on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach. Interest forms that invite residents to "stay connected" will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	The Level 2 charger network is anticipated to mostly serve community residents. The chargers will be in locations where many residents go regularly, such as parks, libraries, etc. Electric vehicle ownership is relatively low in this area compared to other parts of the city. However, with numerous longer-range EVs entering the secondary market, and generous DWP, and other incentives available for used electric cars, we expect to bolster adoption through this neighborhood charger network. The chargers will also be available for residents using shared electric mobility options, such as BlueLA. The DC fast charging network will also fill the community charging need, but will also allow for electric mobility of commercial drivers, such as TNC drivers and other delivery services that have significantly increased since the COVID19 19 pandemic started. The three charging plazas are being sited near significant thoroughfares and larger commercial hubs, which are strategic to also serve the City more broadly.
Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making	We will plan social distance-friendly CicLA mini or CicLAvia (if conditions allow) event routes to highlight charging stations. Event programming will include demonstrations to show how to access and utilize charging stations as well as ride-and-drives to help educate residents about electric mobility. Online and (if possible) in person demonstrations will be supplemented by a marketing campaign including instructional flyers, pamphlets, and posters distributed by sub-applicants, community partners, and directly by RAC members.

processes during grant implementation.	
Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	All CicLAvia activities aim to eliminate any barriers to entry. The CicLAvia open streets events are free to the public, with information translated into multiple languages, and are powered by outreach efforts that reach the natural community homes of residents (churches, schools, libraries, Home Mailings, car postings, door to door). Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in building familiarity with the Charging for All project. Additionally, many of the hard-to-reach residents are regular users of the City facilities where the chargers are proposed to be sited, so information will be shared and made available at libraries and parks.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	With electric mobility, touching, feeling and seeing the vehicles or chargers is the most important way to familiarize and get people comfortable with the technology and consider going electric (whether shared, personal or other). This means the metrics that will be looked at are the number of drives by community members as part of a ride and drive event, and the number of people who passed by a dedicated EV informational booth at the community outreach events (e.g. CicLAvia).

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DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	The Mayor's Office of Sustainability and any contracted service providers will collect data to be shared with LADOT, including number, type, and amount of subsidies disbursed and electric vehicle infrastructure usage within the project area. LADOT and SLATE-Z will oversee development of surveys to be distributed to subsidy recipients and participants in the various project components, focusing on user experience, impacts on mode shift, and origin and destination information. LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts, summary of outreach and engagement activities, and data sets detailing user survey responses and trip/usage data for each project component.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

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CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Nearly the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	Creating a comprehensive network of electric vehicle charging infrastructure in South LA is a resilience and adaptation measure in itself. Electric cars are powered by a much more reliable, domestically sourced fuel that is 45% carbon-free in DWP territory today. This EV charging backbone will give residents the confidence to convert to electric mobility, which has many direct and ancillary benefits around total cost of ownership, air quality, etc, but will also remove residents from the volatility of international fossil commodity markets, a volatility that is already being exacerbated by climate change and its many negative impacts.

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LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	The three DC fast charging plazas will have contracts in place for longer than the grant period. Contracts for DC fast charging plazas typically range from 7 to 10 years, which will ensure a long period of available fast charging for residents. The Level 2 charging network will likewise be installed with software and service warranties in place for 5 years. Additionally, with the difficult work of electrical upgrades completed as part of the grant delivery, if chargers malfunction or break in post grant years, they can be replaced quickly and relatively cheaply by either City forces or other vendors.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	There is a growing amount of best practices and lessons learned literature on the topic of installing EV chargers in off-street lots, and a maturing industry of qualified vendors with in-the-field EVSE installation experience. Given that, the quarterly reports from DOT and Community of Practice Convening with LA-Area TCC Communities will highlight any notable installation issues that arise. The primary focus for experience sharing will be on the outreach and neighborhood engagement piece of this project. Sharing this type of experience with partners will benefit disadvantaged communities across the state that are looking to increase the EV and EVSE literacy of their residents and ultimately increase zero emission mobility.

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INSTRUCTIONS

PROJECT SCOPE	
Project Name	CicLAvia South LA: Stakeholder Engagement & Outreach
Lead Implementer	CicLAvia
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	CicLAvia is planning a series of open street events (1-10 miles) in multiple South LA neighborhoods throughout the entire STEP project area. These serve as testing and onboarding platforms for the UBM Pilot, venues for data collection, community feedback, and outreach and recruitment to the CSS. CicLAvia works directly with community organizations, churches, schools, businesses to develop community-driven programming and address issues of overall event design. Additionally, CicLAvia's collaborative approach to outreach results in contractual relationships with community organizations as outreach partners.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*CEQA not applicable to CicLAvia South LA project.*

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If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA not applicable to CicLAvia South LA project.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	CicLAvia open streets events have been studied and shown to raise public awareness on accessibility to multiple modes of transportation (UCLA 2015). CicLAvia highlights the disparities that exist in access to transportation and public amenity infrastructure amongst communities. With equity, inclusion, and access as fundamental tenets in CicLAvia work, CicLAvia outreach and partnership model is directly informed by the communities in which CicLAvia events take place. As an open streets event, CicLAvia produces high quality, impactful, and events that are accessible to the community because they are free, no-cost to all participants; no requirements or experience necessary to participate; all non-motorized forms of mobility are encouraged (bike, walk, skate); and proximity to public transportation to access the route. Environmental and sustainability studies conducted by UCLA have shown that CicLAvia open streets events have significantly improved air quality by reducing air emissions by 50% in the locations where the events take place.

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to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	CicLAvia's work connects Los Angeles' diverse population, creating a sense of belonging, inclusion, and community within our region. Through these joyous, large-scale, public events, CicLAvia catalyzes personal and collective change, and inspires a shared passion for Los Angeles while cultivating shared responsibility in creating the region's future while directly amplifying the marketing and communications of the UBM program. These events will enable active transportation opportunities (via miles of car-free safe streets) in the project area directly supporting healthy behavior changes for STEP Community residents.

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	Through extensive door to door outreach, key stakeholder engagement and direct dialogues with residents and community organizations, South LA organizations have long identified the need for safer streets for walking and biking; and increased multi-modal access to small businesses and essential services. CicLAvia's past and on-going work in South LA has provided an opportunity for people and communities to be active participants in their built and social environments. CicLAvia presents new perspectives in how to experience streets and neighborhoods, and how everyone can be active contributors in creating a more livable future for LA.

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Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	All STEP project components leverage years of community engagement in South LA focusing on transit and infrastructure improvements. Efforts by sub-applicant LA Metro and community partner South LA Climate Commons highlighted the need for improved transit access and infrastructure that led to the submission of a Transformative Climate Communities implementation grant in 2017. Over 4,500 South LA residents were involved in a year-long Transformative Climate Communities planning process aimed at the creation of a planning document that highlights resident-led sustainability strategies, convened by SLATE-Z. CicLAvia implements that vision by encouraging social cohesion and mode shift and provides direct access to these new programs To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z engaged convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

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Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For CicLAvia, the RAC will lead decision making on Routes, Event Dates, Event programming. In this way, the Resident Advisory Committee streamline efficient communication channels for feedback on project implementation while building community power and leadership among grassroots community leaders. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include non-English speaking individuals, undocumented individuals, transit-dependent low-income riders, and seniors and disabled people, including people who are blind or low vision.
Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	CicLAvia's Strategic outreach at community centers of activity, and places of worship (Schools, Libraries, Parks, Businesses, churches) along with extensive door to door outreach will ensure we can contact those hardest to reach where they are at. Resident Advisory Committee-led engagement activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be emphasized throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility.
Describe how the planned community engagement activities	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be

will be evaluated for success and updated accordingly.	aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach. Interest forms that invite residents to "stay connected" will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	All South LA residents. Demographics of CicLAvia event participants are representative of the demographics of the City of LA. Studies conducted by UCLA have shown that CicLAvia the demographics of participation are comparable to that of the community and city.
Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	There are no events or experiences in LA like a CicLAvia where community residents are civically-engaged as participants in an active-transportation experience. In past surveys of CicLAvia participants, responses show that participants and community residents are open to education and providing input to new transportation services. We will plan social distance-friendly CicLA mini or CicLAvia (if conditions allow) activations along event routes to highlight STEP project components. Event programming will include demonstrations to show how to use new technologies and services. Live demonstrations will be recorded to be circulated on CicLAVia's social media which has a reach of nearly 115,000 followers and Collaborative Stakeholder Structure partners' social media accounts. Online and (if possible) in person demonstrations will be supplemented by a marketing campaign including instructional flyers, pamphlets, and posters distributed by sub-applicants, community partners, and directly by RAC members.
Describe how the planned outreach and	All CicLAvia activities aim to eliminate any barriers to entry. The CicLAvia open streets events are free to the public, accessible to disabled people, information translated into multiple languages, and are

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education activities focus on the hard-to-reach residents identified above.	powered by outreach efforts that reach the natural community homes of residents (churches, schools, libraries, Home Mailings, car postings, door to door). Doing this ensures we reach residents multiple times and on their proverbial doorstep. Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in building familiarity with and willingness to use STEP Project Components particularly for hard-to-reach community members. RAC members and CBOs as distribution points for community outreach and education into the community, and particularly for hard-to-reach community members. RAC members and CBOs will receive training to emphasize the availability of this information and also collect feedback to be reported at the Steering Committee meetings.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	Information and feedback are collected to further refine outreach gaps and opportunities and identify any necessary CicLAvia route mitigation measures to address concerns. Additionally, all direct outreach efforts are documented into a database to ensure proper and timely follow-up with affected businesses and households along the route. The database is maintained and updated regularly. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).

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DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	CicLAvia will collect data to be shared with LADOT, including survey results. LADOT and SLATE-Z will oversee development of surveys to be distributed to subsidy recipients and participants in the various project components, focusing on user experience, impacts on mode shift, and origin and destination information. Data collected will include event attendance numbers, social media impressions, outreach log reports include number, type, and amount of subsidies disbursed, shared mobility ridership and usage within the project area, electric vehicle infrastructure usage within the project area, bike and pedestrian activity data, and participant numbers at key activations. LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts, summary of outreach and engagement activities, and data sets detailing user survey responses and trip/usage data for each project component.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the	*LADOT STEP Benefits Calculator.zip*

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file name in the box to the right.	

CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Almost the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase	CicLAvia aligns with the climate adaptation goals outlined in the Resilient Los Angeles plan. Specifically CicLAvia advances the goals of building social cohesion and increasing preparedness through community collaboration, increasing programs and partnerships that foster welcoming neighborhoods. CicLAvia helps meet these goals by implementing CicLAvia open streets events and CicLA-minis in South LA for the duration of the project, strengthening and communicating environmental and social science research of the benefits and impact on CicLAvia on environmental quality and behavior change, and strategically use CicLAvia events and reach as a tool for behavior change.

community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	CicLAvia has a longstanding commitment to South LA. In CicLAvia's 3 year strategic plan approved by the Board, South LA is a priority area where CicLAvia will continue to produce open streets events and engagements beyond the 24 month duration funded by STEP.

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Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state. The Community of Practice will initially target communities supported by Strategic Growth Council's Transformative Climate Communities program. STEP community partner South LA Climate Commons is already working with fellow TCC planning grant recipients in Southeast LA to share lessons and best practices. The Community of Practice will streamline and expand this by convening other Los Angeles-area TCC recipients in Watts and Pacoima. The Community of Practice will expand to include TCC recipients throughout the State, as well as other similarly organized partnerships.

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INSTRUCTIONS

PROJECT SCOPE	
Project Name	Zero Emission Delivery Solutions
Lead Implementer	Los Angeles Cleantech Incubator (LACI)
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	LACI will lead selection, project management, and execution of zero-emission last-mile delivery solutions. Concurrent with the electric mobility RFP, LACI will procure a fleet of e-cargo bikes. The Collaborative Stakeholder Structure will support selection of technologies with preference for community desired fleets, low-cost mobility business models, and local companies that provide living wage jobs. LACI will offer these business incubation programs at target project sites that compliment other modalities deployed under the grant and to local businesses interested in utilizing delivery services: 1) Founders Business Accelerator for workforce and small businesses support and 2) Market Access for delivery service providers to scale and pursue investor funding. These LACI incubation services de-risk startup projects with weekly project management support, monthly founder coaching sessions, tested curriculum and a six figure debt fund.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*CEQA not applicable to Zero Emissions Delivery Solutions project.*

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If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA not applicable to Zero Emissions Delivery Solutions project.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	Zero Emission Delivery Solutions will incorporate transportation equity across two key dimensions: 1. community wealth-building through entrepreneurship that provides a community-based alternative to larger gig economy networks, and 2. direct replacement of GHG impacts of polluting delivery vehicles with a zero-emission fleet that can be cost-competitive with other delivery solutions. The need for a home-grown model that provides wealth-building opportunities for companies/microentrepreneurs interested in developing and operating delivery networks was emphasized by community partners engaged around this concept, such as Ride On! Bicycle Co-Operative in Leimert Park. Furthermore, a locally-led delivery network will be well positioned to offer a resilient response in the face of COVID-19 and other disasters.

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to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	The program will provide low cost delivery mobility solutions (e-cargo bikes) to resident delivery workers and local businesses in need of delivery services. LACI will select business models with low-cost mobility and can scale to a sustainable model. Residents disproportionately affected by COVID-19 that cannot safely leave their homes will not be charged extra for delivery services due to low cost delivery models. Delivery solutions will be accessed by nearby transit lines and other deployed projects to, provide a reliable transportation system that enhances people and goods movement. Finally, residents will benefit from cleaner air due to the gas or diesel trucks displaced by the Zero Emission Delivery Solution.

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	Technology procurements will consider different zero emission vehicle delivery solutions to meet the community's demands, however community residents have informed LACI, through the ongoing pilot project in Leimert Park, that there is a strong preference for e-courier bikes. LACI will continue to expand understanding of the community's needs and also work hand-in-hand with local CBOs and the Collaborative Stakeholder Structure subcommittee for technology selection to integrate community feedback into microentrepreneurship investment and technology deployment.

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Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	LACI has been engaged with community partner We Love Leimert which is running an electronic survey campaign to understand the community's zero emission transportation preferences. Modes under evaluation include but are not limited to neighborhood zero emission ride hailing shuttle, personal/courier e-bike rental and direct current fast charging (DCFC). This evaluation is underway as of August 2020 and will be leveraged for deployment of transportation projects in the region for both electric mobility and e-cargo. Engagement with this business community also shows receptivity to zero emission last mile delivery projects, as a site on the 3000 block on Stocker St is being offered for SouthLA Cafe employees to rent delivery vehicles and complete food orders for residents.

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Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For Zero Emission Delivery Solutions, the RAC and Collaborative Stakeholder Structure technology selection subcommittee will provide direct feedback on the issues facing the community and business sector, and then inform the design and procurement of preferred last mile delivery solutions to solve such issues. In this way, the Resident Advisory Committee streamline efficient communication channels for feedback on project implementation while building community power and leadership among grassroots community leaders. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include non-English speaking individuals, undocumented individuals, transit-dependent low-income riders, seniors and disabled people including people who are blind and low vision. Residents who are not physically able to use a standard form factor of delivery vehicles or micro-mobility are considered hard-to-reach because of the major barrier for adoption as are residents who are not located near high density restaurant and business areas that would utilize delivery technologies deployed in the proposed boundaries. Finally, residents without direct access to delivery orders requested by local businesses are considered hard-to-reach for the goals of this project threshold.
Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	In vetting CBOs who will assist in business engagement, those that can prove a strong experience with reaching hard-to-reach residents will be scored higher. LACI also has provided a budget to Chewbox, a software company that can match local business with delivery workers, addressing the hard-to-reach residents without easy access to delivery work orders. The Resident Advisory Committee-led engagement activities are also leveraged to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. All

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	outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility.
Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach. Interest forms that invite residents to “stay connected” will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	Expected end users of the project are divided into two categories: local businesses within the boundary that will adopt the delivery solutions and integrate them into their delivery business, and delivery workers who will utilize the delivery solutions deployed to fulfill last mile delivery orders. Delivery workers will either work directly for local businesses or contract through delivery service companies, such as Uber Eats or DoorDash. Based on community feedback, business models deployed by local entrepreneurs will encourage low cost rentals and allow wealth building for project end-users.
Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will	LACI will continue working closely with We Love Leimert (WLL) and Ride On! Bike Cooperative; both are currently engaged with LACIs pilot project in Leimert Park. WLL, the primary partner, is facilitating an afro-centric digital survey campaign to understand the community's zero emission transportation preferences. LACI partner Ride on! will provide connections to the South LA biking community and will recruit residents for the e-cargo bike maintenance training. Finally, LACI will identify three to five of the most appropriate community based organizations through an application process to engage local businesses using the delivery solutions. Additionally, CicLAvia will plan social distance-friendly CicLA

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PROJECT 5 THRESHOLDS & CRITERIA tab

help them use new transportation services and actively participate in decision-making processes during grant implementation.	mini or CicLAvia (if conditions allow) event routes to highlight Zero Emission Delivery Solutions. Event programming will include demonstrations to show how to use e-bikes and the Zero Emission Delivery Solutions program.
Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	LACI will utilize the Collaborative Stakeholder Structure and CBO partnerships to identify residents who would directly benefit from the project but would otherwise be hard to reach. CicLAvia's position in the community will also be leveraged. All CicLAvia activities aim to eliminate any barriers to entry. The CicLAvia open streets events are free to the public, information translated into multiple languages, and are powered by outreach efforts that reach the natural community homes of residents (churches, schools, libraries, Home Mailings, car postings, door to door). Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in building familiarity with and willingness to use Zero Emission Delivery Solutions, particularly for hard-to-reach community members.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	When partnering with CBOs for business outreach, LACI will set Key Performance Indicators (KPIs) over time-based check-ins that CBOs will strive to reach in their outreach. Although stipends will be provided to CBOs, LACI will incent KPIs being reached through an agreed upon structure (e.g. early disbursement of funds when KPIs are on track). LACI will periodically evaluate project performance and identify measures that will increase adoption of the zero emission delivery solutions. Additionally, the direct outreach efforts are documented into a database to ensure proper and timely follow-up with affected businesses and residents. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).

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DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all project
Describe the plan for tracking and collecting project-related data to report to CARB.	LACI and any contracted service providers will collect data to be shared with LADOT. LACI has template agreement language and a project performance evaluation team that works with all stakeholders to ensure data sharing requirements are acknowledged and incorporated into project evaluation. LACI will oversee development and evaluation of surveys, focus groups and resident interviews conducted before and after project deployments to measure the impact of the projects. LACI will monitor data collected, including number of deliveries and utilization, and if applicable and available, data on electric vehicle infrastructure usage, e-bike activity, rates charged for rides, business revenue impacts, and fuel consumption data. LADOT will collect data from dockless micro mobility services pursuant to the Mobility Data Specification (MDS) and report directly to CARB.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

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CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Nearly the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	Zero Emission Delivery Solutions will align with the climate adaptation goals outlined in the Resilient Los Angeles plan. These goals include building social cohesion, reducing health and wellness disparities across neighborhoods, and modernizing Los Angeles' infrastructure, and provide a guiding framework to increase community resilience to climate change. Zero Emission Delivery Solutions helps meet these goals by addressing a growing sustainability issue—the dramatic increase in package delivery, and the accompanying jump in emissions expended delivering goods. By providing a zero emissions alternative to standard delivery options, this project increases sustainability in vulnerable communities.

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PROJECT 5 THRESHOLDS & CRITERIA tab

LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	To ensure successful and sustainable clean transportation project deployments, LACI will offer core incubation services to providers—specifically, our Founders Business Accelerator and Market Access programs. The programs will help startups to meet the South LA community's needs, de-risk innovative project deployments, and ensure early adoption. LACI will consider sustainability when selecting projects; companies that aim to use grant funding to establish adoption of a mobility service and then transition towards subsidy-free program sustainability will be favored, as will innovative business models or revenue structures that can accomplish long-term implementation. Electric mobility projects will be publicly owned, so residents and local businesses can benefit from CARB STEP-funded innovations beyond the grant term.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LACI formed the Transportation Electrification Partnership (TEP) in May 2018, an unprecedented multi-year partnership among local, regional, and state stakeholders is actively working to accelerate progress towards transportation electrification and zero emissions goods movement in the Greater LA region. Learnings from the e-cargo and electric mobility projects will be shared, when appropriate and in agreement with the all CARB STEP stakeholders, with TEP so CARB STEP project efforts will be amplified by the partnership. In addition, LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state.

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PROJECT 6 THRESHOLDS & CRITERIA tab

INSTRUCTIONS

PROJECT SCOPE	
Project Name	Quick Build Active Streets
Lead Implementer	LADOT
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	Quick Build Active Streets encompasses engagement, community-based design exercises, pop-up demonstrations throughout the entire STEP project area, and implementation of a "Quick-Build Toolkit" for South Los Angeles. The project will collaboratively design, test, and implement low-stress street routes that support other STEP project components and key destinations, including the E-Bike Library, charging hubs, transit stations and the Rail to Rail Active Transportation Corridor. The key deliverables include safety education programming, community route rides, pop-up safety demonstrations in collaboration with CicLAvia and STEP Project Partners, micromobility infrastructure charrettes, and implementation of specific routes with quick-build traffic calming, wayfinding, and active mobility infrastructure. Focus streets and opportunity locations for infrastructure improvements have been identified through previous planning processes, but will be confirmed and vetted through STEP engagement.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*Readiness_CEQA Worksheet_Quick Build.pdf*

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If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	CEQA does not apply to Quick Build Active Street project.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	Through community engagement activities to develop and prioritize focus routes for bicycling and micromobility, the project will center community concerns and voices in designing treatments that can be implemented quickly. Implementing quick-build solutions through a community testing process will facilitate expedited project delivery to address critical safety issues in communities disproportionately impacted by traffic violence. This considers the needs of groups who are already using bicycles, people-powered modes, and micromobility to get around, but lack safe and comfortable infrastructure to do so, as well as to continue building a culture supportive of local travel by active modes among community members who may be curious but cautious about active transportation and micromobility options. Planned rides, charrettes & Toolkit development will incorporate micromobility infrastructure planning components to expand accessibility and safety of new mobility options, and integrate events and demonstrations with STEP strategies to grow connectivity of STEP-funded transportation choices.

to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	The project will plan, pilot, and implement safe, low-stress street connections using a community-approved Quick Build Toolkit developed for rapid implementation, iteration, and expansion. The Toolkit will include traffic calming strategies and measures for low-stress neighborhood streets such as neighborhood traffic circles, safer intersection crossings, wayfinding and community identity signage. Through robust engagement activities, the project will also provide direct and authentic feedback mechanisms for safer street implementation, and center around Pop-Up Activations that leverage open street event for community and culture building consistent with CicLAvia's "live and love local" event framework. The project will integrate infrastructure benefits with micromobility programs to ensure infrastructure has direct relevance to travel of participants in E-Bike Library, Zero Emission Delivery, and Mobility Wallet programs.

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PROJECT 6 THRESHOLDS & CRITERIA tab

COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	The project directly addresses the needs expressed by community members for safer, more comfortable streets and for alternative routes to high-speed arterials for active transportation and micromobility users. It also balances the community-identified transportation needs for community-based, collaborative planning and near-term tools for improved streets.
Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for	All STEP project components leverage years of community engagement in South LA focusing on transit and infrastructure improvements. Efforts by sub-applicant LA Metro and community partner South LA Climate Commons highlighted the need for improved transit access and infrastructure that led to the submission of a Transformative Climate Communities implementation grant in 2017. Over 4,500 South LA residents were involved in a year-long Transformative Climate Communities planning process aimed at the creation of a planning document that highlights resident-led sustainability strategies, convened by SLATE-Z. Quick Build Active Streets implements that vision by addressing spatial barriers and encouraging mode shift. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

confirming with community residents that the needs identified are still relevant.	
Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For Quick Build Active Streets, the RAC, in collaboration with dedicated working group partners, will lead decision making on priority focus streets for traffic calming, Quick Build design elements and solutions, and preferred neighborhood bicycle and micromobility routes for implementation. In this way, the Resident Advisory Committee streamline efficient communication channels for feedback on project implementation while building community power and leadership among grassroots community leaders. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include those who speak languages other than English, undocumented individuals, transit-dependent low-income riders, families and women who may be more averse to active and micromobility, and those with limited technology access, and seniors and disabled people including people who are blind or low vision.

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Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Resident Advisory Committee-led engagement activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be emphasized throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility. Engagement activities will incorporate community resources and civic engagement components.
Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will also be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach. Interest forms that invite residents to "stay connected" will also be tracked to gauge how many residents continue to receive updates beyond engagement events.
Identify the expected end users.	Expected end users for Quick-Build Active Streets are all community members in the project area, especially people who are already traveling by bike or those who may be "interested but concerned" active mobility users-- those interested in sustainable options that would shift modes with safer, lower-stress local connections. A specific end user group with high potential to shift modes is women, who make up a smaller proportion of bicyclists and shared micromobility users but tend to make many local trips.
Describe the outreach and education	The Project centers community-based decision making and co-education. In follow-up to community rides and route charrettes, the planned pop- up demonstrations produced in partnership with CicLAvia

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activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	will test collaboratively planned active mobility interventions and create celebratory community spaces to experience and access sustainable mobility projects, building knowledge among end users about the process of infrastructure design and benefits. Video and other collateral, circulated through CSS partners' social media and CicLAvia's 115,000 followers, will create a platform for education and facilitate input from end users. This iterative engagement process and focus on in-person and digital activation will allow community members to participate directly in the process of planning and prioritizing safety improvements.
Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	Educational programming, Toolkit development, and incorporation of Quick-Build planning will be delivered in close collaboration with CicLAvia, CSS Partners, and RAC stakeholders. The integration of activities across STEP project stakeholders and events will support participation and inclusion of harder-to-reach community members and facilitate broader community awareness of active transportation options. Materials will be provided in multiple languages and in print and digital formats to address digital divide. CBO partners will be engaged to ensure activities are planned and marketed in ways that facilitate accessibility. Activations will align closely with outreach led by CicLAvia. CicLAvia open streets events are free to the public, emphasize inclusion by providing information translated into multiple languages, and are powered by outreach efforts that reach the natural community homes of residents. Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in outreach for activations, particularly for hard-to-reach community members. RAC members and CBOs as distribution points for community outreach and education into the community, and particularly for hard-to-reach community members. RAC members and CBOs will receive training to emphasize the availability of this information and also collect feedback to be reported at the Steering Committee meetings.

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Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	Success of planned outreach and engagement activities will be evaluated based on attendance, qualitative and quantitative data gathered from engagement activities, and degree of collaboration among other partners as a metric of social cohesion and culture-building (for example, number of CBOs and other organizations participating). Surveys to collect community feedback on project deliverables will provide a mechanism to measure and evaluate inclusion of diverse stakeholders, including women, families, elders, and people with limited mobility. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).

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DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	LADOT will collect data to be reported, including participation in community engagement activities; pedestrian, bike and micromobility counts at pop-up demonstrations; similar count data prior and post Quick-Build implementation; and pre- and post-implementation community survey data. LADOT and SLATE-Z will oversee development of surveys to be distributed to subsidy recipients and participants in the various project components, focusing on user experience and impacts on mode shift. LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts relative to STEP grant funds expended, a summary of outreach and community engagement activities, and data sets detailing user survey responses and trip/usage data for each project component.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

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CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Almost the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	Active Streets Quick Build has several components that address resiliency: through physical infrastructure that supports active transportation and sustainable micromodes such as e-bikes, thereby facilitating modeshift and VMT reduction; through connecting those improvements to other sustainable transportation systems and networks under the program to support accessibility and multimodal connectivity; and through investing in social resilience. This project helps to advance the climate adaptation goals outlined in the Resilient Los Angeles plan by providing safer bicycle and pedestrian infrastructure. Safe active transportation infrastructure incentivizes the use of sustainable modes and builds safer communities.

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LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	Through the Toolkit and project development process, the project will establish a framework and critical proof of concept for LADOT to continue quick-build implementation of neighborhood slow streets, providing scalable benefits beyond the grant term. The grant scope and budget are shaped to support fiscal sustainability and high potential for future iteration with local transportation funds-- reflecting a project goal of establishing tools for LADOT to continue inexpensive and efficient implementation of infrastructure components.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state. The Community of Practice will initially target communities supported by Strategic Growth Council's Transformative Climate Communities program. STEP community partner South LA Climate Commons is already working with fellow TCC planning grant recipients in Southeast LA to share lessons and best practices. The Community of Practice will streamline and expand this by convening other Los Angeles-area TCC recipients in Watts and Pacoima. The Community of Practice will expand to include TCC recipients throughout the State, as well as other similarly organized partnerships.

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INSTRUCTIONS

PROJECT SCOPE	
Project Name	Rail to Rail First Mile- Last Mile
Lead Implementer	LA Metro
Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	Street enhancements that will facilitate pedestrian and bicycle connections between the future Rail to Rail Connection to Crenshaw/LAX Fairview Heights Station. Planned street enhancements include improved signage and wayfinding markers, striping, and street lighting that facilitate connections between the future Rail to Rail Active Transportation Corridor and Crenshaw/LAX Fairview Heights Station. Crenshaw/LAX Fairview Heights Metro Rail Station is the western terminus of the soon to be constructed Class I multi-use path of the Rail to Rail Active Transportation Corridor (ATC). Enhancements to the public right-of-way may include complete streets infrastructure, improved and accessible pedestrian crossings, lighting, signage and wayfinding markers, and striping for safer bicycling and walking.
Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*Readiness_CEQA Worksheet_Rail to Rail.pdf, Readiness_CEQA Clearance_Rail to Rail.pdf, Readiness_NEPA Clearance_Rail to Rail.pdf,*

If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	Ready requirements met; CEQA and NEPA complete.

TRANSPORTATION EQUITY	
Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility	The project proposes a much-needed connection for residents and commuters between the currently under-construction Crenshaw/LAX Fairview Heights Metro Station with the future Rail to Rail Active Transportation Corridor (ATC), expanding the reach of access to the rail corridor to residents and businesses near the Rail to Rail ATC. This connection will provide for new safe multi-modal transportation options including active transportation, and serve key destinations within and beyond the community. The connection will greatly improve the accessibility of the STEP community by zero emission transportation modes, and support the construction of a lasting amenity in the multi-modal ATC, which will be a multi-use Class I corridor spanning five miles and connecting its users to the Crenshaw/LAX line in the west, the Silver Line busway in the middle, and the Blue (A) line in the east. Providing safe pedestrian and bicycle infrastructure to access the new Crenshaw/LAX rail line will provide residents a fast connection to employment, education and recreation destinations in

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to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	Inglewood, LAX, the South Bay and the West Side of Los Angeles and Santa Monica, and connections beyond throughout the Metro rail system.
Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	This project affords the residents of the disadvantaged communities in this area an opportunity to connect to key destinations utilizing public transit and active transportation modes. By safely connecting the Rail to Rail ATC to the Crenshaw/LAX Metro rail line, the project will provide a new safe, affordable and healthy option for residents of the STEP community to reach important destinations throughout the west side of the region. The improvements in the project will also improve the safety of city streets in the area.

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COMMUNITY INCLUSION	
Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	The community currently only has access to bus services provided in this area. By connecting to the Rail to Rail ATC Class 1 multi-use path, this project will provide much needed connectivity to the expansive Metro Rail system and therefore access to a larger region with public transportation. The project also addresses community desires for safer and more comfortable streets as the streets connecting to the Rail to Rail ATC will be improved for safer passage.
Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for	In 2016-2017 (design phase), Metro hosted over 35 meetings. In 2017-2018, Metro partnered with community organizations SLATE-Z, SCOPE, TRUST South Los Angeles, LA Neighborhood Land Trust, SAJE, and Brotherhood Crusade to submit an application to the TCC grant program. In 2018-2019, the City of Los Angeles partnered with the same community groups to successfully obtain a TCC Planning grant for the South Los Angeles Climate Commons Plan, which would address economic and environmental concerns in Corridor neighborhoods. In 2018, the City of LA started the Slauson Corridor Transit Neighborhood Plan and has gathered feedback from over 300 stakeholders to date. To further vet the vision of this STEP proposal, in July and August 2020, SLATE-Z convened over 40 community based organizations and other South LA stakeholder groups that each represent thousands of member residents in several virtual online meetings.

confirming with community residents that the needs identified are still relevant.	
Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	All STEP project components will be supported by online town-hall events, live focus groups, email campaigns, and survey collection led by the Resident Advisory Committee as part of the Collaborative Stakeholder Structure. For the Rail to Rail First-Last Mile project, the RAC will lead decision making on connections to the Crenshaw station more accessible and to all modes and members of the community. In this way, the Resident Advisory Committee streamline efficient communication channels for feedback on project implementation while building community power and leadership among grassroots community leaders. See Partnership Structure and Project 4 Thresholds & Criteria.
Identify any hard-to-reach residents.	Hard to reach residents include non-English speaking individuals, undocumented individuals, transit-dependent low-income riders, and seniors and disabled people, including people who are blind or low vision.
Describe how the planned community	We plan to engage hard to reach stakeholders by utilizing our networks and partners in the area to help us build a rapport and to help us convey messages. Resident Advisory Committee-led engagement

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engagement activities focus on the hard-to-reach residents identified above.	activities are well positioned to engage non-English speaking and undocumented households because of the activities' wide reach and grassroots community leadership. RAC community engagement activities are designed and implemented by residents from within the community. Leadership within the decision-making process allows for the unique challenges faced by hard-to-reach residents to be emphasized throughout the design and execution of the project. All outreach material will be designed to be delivered in multiple languages and various digital and analog methods to reduce barriers to accessibility.
Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	Metro, working with STEP partners, will continue to monitor feedback given to us via email, phone calls and meetings to gauge if our outreach is successful. We will track online (and if conditions allow, in-person) attendance and survey response rates at town-halls, focus groups, and events. Responses will be analyzed in order to determine quality of the event as well as growing familiarity with specific project-types. Closed and open responses will be aggregated and summarized for reporting at Steering Committee meetings to guide engagement event design. Feedback on engagement event quality and overall program effectiveness will be solicited on a regular basis throughout the project timeline. Additional metrics include overall social media impressions, website visits, and video views of uploaded materials to gauge the effectiveness of digital outreach.
Identify the expected end users.	Local residents, students, commuters, and visitors to the region who are looking for multimodal options of walking, bicycling and other micromobility modes and riding Metro rail. The project will be attractive to residents and visitors to the community who desire faster and safer non-automobile mobility and fast comfortable connections to the wider region.
Describe the outreach and education activities planned to ensure that identified end users in the community have	Metro will continue to utilize our Community Relations team, and any departments within it, to ensure we're providing the most relevant and timely information to stakeholders about the overall Rail to Rail project corridor. We will plan social distance-friendly CicLA mini or CicLAvia (if conditions allow) event routes to highlight the future planned Rail to Rail connections. Online and (if possible) in person education and outreach will be supplemented by a marketing campaign including instructional flyers,

knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	pamphlets, and posters distributed by sub-applicants, community partners, and directly by RAC members.
Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	We will continue to utilize our networks and partners in the area to help us build a rapport and to help us convey messaging to stakeholders. Furthermore, RAC members serving as community ambassadors and CBOs will play a central role in building familiarity with and willingness to use Rail to Rail connections, particularly for hard-to-reach community members. RAC members and CBOs as distribution points for community outreach and education into the community, and particularly for hard-to-reach community members. RAC members and CBOs will receive training to emphasize the availability of this information and also collect feedback to be reported at the Steering Committee meetings.
Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	Information and feedback are collected to further refine outreach gaps and opportunities and identify any necessary CicLAvia route mitigation measures to address concerns. Additionally, all direct outreach efforts are documented into a database to ensure proper and timely follow-up with affected businesses and households along the route. The database is maintained and updated regularly. Evaluations will also be conducted through engagement with the Governing/Steering Committee (CSS).

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DATA TRACKING AND REPORTING	
Identify the Applicant(s) who will lead data tracking and reporting.	LADOT will lead data tracking and reporting to CARB across all projects.
Describe the plan for tracking and collecting project-related data to report to CARB.	Metro will collect data to be shared with LADOT, including transit access/usage within the project area, and bike and pedestrian activity data and survey results. LADOT and SLATE-Z will oversee development of community surveys/focus groups on user experience, impacts on mode shift, and origin and destination information. LADOT will submit quarterly reports to include a summary of key metrics and progress on deliverables, evaluation of impacts relative to STEP grant funds expended, a summary of outreach and community engagement activities, and data sets detailing user survey responses and trip/usage data for each project component.
Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*LADOT STEP Benefits Calculator.zip*

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PROJECT 7 THRESHOLDS & CRITERIA tab

CLIMATE ADAPTATION AND RESILIENCY	
Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Almost the entire project area ranks among the 25th percentile or higher using CalEnviroScreen, indicating sensitive populations, socioeconomic factors, and pollution burden. 29% of census tracts within the project area fall within the top 95th percentile or higher of CalEnviroScreen scores, and half rank between the 85th and 95th percentiles. 48% of the project area population live in study areas that rank among the top 5% in Southern California in terms of risk of the population developing carcinogenic cancer due to environmental factors (a risk factor of over 1,200 cancer cases per million residents).
Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	This project will align with the climate adaptation goals outlined in the Resilient Los Angeles plan. These goals include restoring, rebuilding, and modernizing Los Angeles' infrastructure, strengthening regional systems and fortifying critical infrastructure, and growing public, private, and philanthropic partnerships that will increase resources dedicated to building resilience. Rail to Rail First-Last Mile Project helps meet this need by providing safer active transportation infrastructure, providing improved access to sustainable transit services, and incentivizing the use of sustainable modes and builds safer communities.

STEP Implementation Grant Proposal Template

PROJECT 7 THRESHOLDS & CRITERIA tab

LONGEVITY AND LESSONS LEARNED	
Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	The project will provide lasting fixed assets to the community, which will continue to provide benefit long after the grant term. Roles and responsibilities for long-term operations and maintenance for any infrastructure that is improved or installed as a result of this project are determined prior to beginning the work and continuously monitored for effectiveness.
Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	LADOT will convene a Community of Practice to share lessons from the South LA UBM Pilot with partners in similar communities throughout the state. The Community of Practice will initially target communities supported by Strategic Growth Council's Transformative Climate Communities program. STEP community partner South LA Climate Commons is already working with fellow TCC planning grant recipients in Southeast LA to share lessons and best practices. The Community of Practice will streamline and expand this by convening other Los Angeles-area TCC recipients in Watts and Pacoima. The Community of Practice will expand to include TCC recipients throughout the State, as well as other similarly organized partnerships.

Governance Narrative Supplemental

What

The collaborative stakeholder structure (CSS) is the governance structure for the LADOT STEP proposal. Adapted from a similar structure for the South LA Climate Commons' Transformative Climate Communities Planning Grant, it is a multi-tiered organizing approach that folds in community voice and representation at the decision-making level. The Steering Committee is meant to provide oversight throughout the implementation of the grant and beyond, as well as transparency in decision-making.

The CSS is also meant to demonstrate how decisions made at the Steering Committee flow into the project work groups, and how residents and CBOs who participate within the project work groups can serve as ambassadors to the community, through informal engagements and planned events. Substantial community presence on the Steering Committee and incorporation into outreach events adds to transparency by open communication.

Through support of STEP funds, residents and CBOs who participate on the Steering Committee would receive additional professional and skills development, and opportunities to represent their communities at events and stakeholder meetings. This includes capacity building for civic engagement and civic procedure, professionalism, and issue-specific education.

Who

The Steering Committee will be made up of approximately 28 members, 27 of whom will be voting members. The number of seats for residents and community members outnumbers seats for government agencies and implementation partners, ensuring community voice in decision making. SLATE-Z will convene both the Climate Commons and UBM, coordinating between the two groups:

1. SLATE-Z will be a non-voting member and convener. SLATE-Z will convene both the Climate Commons and UBM stakeholder groups, coordinating across both groups
2. LADOT
3. Metro
4. LACI
5. Ciclavia
6. LA Trade Tech
7. Mayor's Office
8. LA Department of City Planning
9. LA Bureau of Street Services

10, 11, 12. LA City Council Districts 8, 9, and 10

13, 14. LA County Supervisorial Districts 1 and 2

15 -22. Eight Resident Advisory Committee (RAC) representatives, at least one of which represents the youth community and one of which represents the disability community. These

RAC members will be selected by a vote of the RAC, who will serve a one-year term with possibility of two renewals for a maximum of three years
23 - 28. Six Community Based Organization representatives, at least one of which represents the youth community and one of which represents the disability community. These CBOs will serve a one year term with possibility of two renewals for a maximum of three years. These members will be experts on implementing community engagement and programmatic components of the project. Rotating representation on the Steering Committee aims at maximizing representation of the diverse nature of South LA.

How

The CSS establishes a space for collaboration and communication between residents, CBOs, and public agency representatives. Informing residents and CBOs of updates and critical developments creates a layer of accountability and transparency on project progress. Specifically delegated decision-making authority via voting empowers community representatives on how project types will impact their neighborhoods.

This consistent mechanism for communication and updates, as well as training and mentoring opportunities, supports effective development of residents and CBOS as ambassadors into their neighborhoods and communities. This development opportunity equips participants with the necessary knowledge and skills to inform community stakeholders with information about implementation and utilization of the various project types. RAC members and CBOs will be able to leverage their long-standing relationships with residents to inform the community about the project much more broadly.

Additionally, RAC members and CBOs will be able to aggregate feedback about project types and live and virtual events, communicating these items to the project work groups and the Steering Committee. Deployment of the RAC and CBOs at outreach events will help to solicit meaningful feedback, as well as leveraging informal channels for assessing community reactions to project implementation. Mentoring opportunities would create opportunities for RAC members to utilize knowledge, skills, and abilities gained through training, as well as practical experience serving as ambassadors at planned events and informal communications with their neighbors and community.

Two Working Groups will be established: Community Working Group (CWG) and Government Working Group (GWG). A Resident Advisory Committee (RAC) will be established and must be comprised of residents from the STEP Project Area.

As the convener, SLATE-Z will mediate disputes and facilitate the process to change, add, or remove partners. If the Lead Applicant or any of the Co-Applicants fail to meet their responsibilities as outlined in the MOU to be executed, then they shall be in Default. MOU Parties in Default must submit a Recovery Plan to cure Default within 15 calendar days of notice of Default. If any of the MOU Parties fails to cure Default within 30 calendar days of Notice of Default, then the Lead Applicant may: (1) terminate the MOU, (2) make a determination to

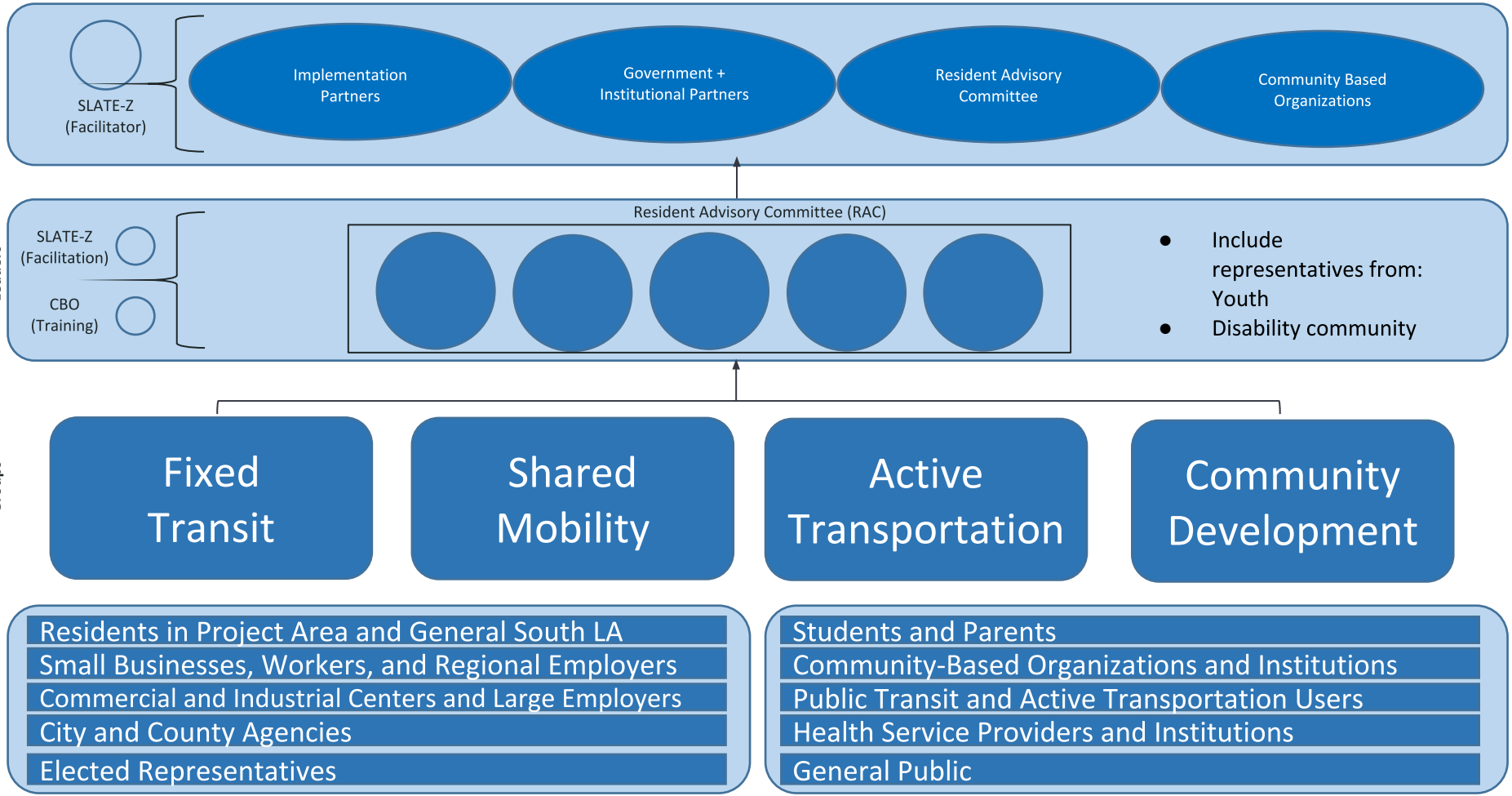
make no further disbursements of the funding amount to the Parties, (3) may recover from the Parties any funds paid to the Parties under the MOU after the default, and/or (4) any remedies the DOC may have under the TCC Grant. SLATE-Z will use its existing governance structure and decision-making processes to determine whether a sub-grantee implementing partner is failing to perform and must withdraw from the Collaborative Stakeholder Structure, as well as which organization will replace it.

Why

The CSS creates equity by intentionally including substantial representation for residents and community based organizations. The South LA community has long been disinvested and disenfranchised, and this commitment from LADOT and the project team to incorporate deep levels of community representation is critical to project success. Broad, inclusive representation allows for much more robust information on project implementation, which will lead to substantially more community-driven projects and course-corrections.

Support on this project for broad community inclusion also establishes a framework that can be mobilized into additional projects beyond this opportunity. In addition to the collaborative framework, the resources committed to this project for CBO and resident development supports the expansion of grassroots capacity for leadership and advocacy long into the future.

Collaborative Stakeholder Structure Diagram



CARB STEP Workforce Development Supplemental Narrative

As part of the CARB STEP Grant, and building off of continued work to invest in workforce opportunities to benefit local communities, the Los Angeles Department of Transportation has convened a subgroup of experienced workforce development partners including The Los Angeles Cleantech Incubator (LACI) and Los Angeles Trade Technical Community College (LATTC) to collaborate on a set of proposed workforce development programs to provide career pathways for local community residents to high quality jobs in clean transportation.

Building off the groups experience and existing programs, the project team will provide educational resources in the form of existing and new curricula, training materials, virtual training as well as hands-on training. In addition, the team will work to provide support with internships and job placement opportunities leveraging partnerships with Metro, the Los Angeles Community College District, trade unions, such as International Brotherhood of Electrical Workers Local 11, and the City of Los Angeles' WorkSource Centers Network.

The proposed career pathways also align with LACI's forthcoming Green Jobs Report in partnership with HR&A Advisors (to be released in Fall 2020), which highlight several opportunity sectors with strong potential to grow accessible Green Jobs in Los Angeles, including Zero-Emissions Transportation. "*The state's major transportation and logistics industry is open to investing in fleets of zero emissions vehicles, but needs confidence that the public sector will implement the chargers and utility upgrades to make it work. EV production is also strong and growing in California, with companies like Tesla, BYD and Proterra operating highly active production facilities. Future Green Jobs in this sector include EV charging technicians, software application developers, vehicle assemblers, and automotive mechanics*."

This workforce development work stream is categorized as a community development supportive strategy under CARB's guidelines and will help to mitigate displacement by providing workforce training opportunities to complement the proposed projects, including:

- E-Cargo Bike Maintenance + Mechanic Training
- EV Technician Training
- EV Network Technician Training
- eMobility Youth Ambassador Program

E-Cargo Bike Maintenance + Mechanic Training

LACI in collaboration with LATTC will deliver an E-Cargo Bike Training Program that will offer 60 ECargo bikes to local residents to provide transportation for food delivery service. The E-Cargo Bike Program will provide a multi-level approach to workforce development training. E-Cargo Bike Maintenance and Safety will include a two-day Bike Safety training and Basic to Advanced level mechanic training. The skills gained will prepare an individual for entry-level employment as an E-Cargo Bike Maintenance Technician as well as other Career Pathways as an EV Maintenance Technician, and E-Cargo Bike Manufacturer and Designer.

EV Technician Training

LATTC will conduct two cohorts of EV Technician training covering basic, intermediate, and advanced level training of electric vehicles including different configurations used in the automotive, transit and trucking industries. This program prepares individuals for entry-level employment or career advancement in the maintenance and repair of zero-emission vehicles in all sectors of the transportation industry. Additionally, LATTC will partner with LACI, SLATE Z, and WIN-LA to build career pathways out of poverty by utilizing these organizations' outreach and recruitment networks and by establishing articulation agreements to move individuals completing short-term training at LACI into and through LATTC's EV and Advanced Transportation certificate and degree programs. On average 70% of the students participating in LATTC's EV Technician training reside in STEP's targeted zip codes. We anticipate with these collaborative efforts, this rate will be even higher.

EV Network Technician Training

LACI's EV Network Technician program, in partnership with ChargerHelp! and KIGT, Inc. provides an in-depth three-week training that covers EVSE maintenance, troubleshooting and commissioning of EV Charging Infrastructure. In addition to understanding EVSE Infrastructure common maintenance issues, participants gain OCPP language to communicate with a networked charging station. The skills gained will prepare an individual for entry-level employment or career advancement in companies specializing in EVSE Infrastructure as Field Technicians, Fleet Coordinators, Electric Apprenticeships with IBEW-11, and EVITP Certified EVSE Infrastructure Installers. ChargerHelp! has developed an app which eliminates the high cost of station downtime by enabling on-demand repair of EV Charging Stations. By utilizing ChargerHelp! technology, EV Network Technician graduates will be able to provide on-demand support to EV Charging Infrastructure to bring ease and exhibit empathy to our electric vehicle drivers and microtransit operators and passengers.

Internships

For students participating in the EV Technician Training, LATTC will coordinate paid internships for 18 individuals to build applied competencies and relevant work experience. Grant funding will be used to support internship coordination, provide a 50% match to cover intern wages, and provide $1,000 stipend to students to purchase tools, equipment, supplies needed for participating in an internship.

For the EV Network Technician Training, a subset of participants will continue to be placed in internships (paid by LACI) with LACI startups and partner organizations for on-the-job training, providing subsidized support and additional capacity for these companies amidst the COVID-19 crisis. LACI will also provide one-on-one virtual career coaching to ensure our participants find long-term gainful employment with the proper career support.

eMobility Youth Ambassador Program

LATTC will develop curriculum, pilot, and implement an innovative eMobility Youth Ambassador program to build the next generation of electric mobility consumers and workforce. The curriculum and program will be developed in a modular and digital format to allow for the greatest flexibility of program delivery including face-to-face, online, and tailored to meet specific

student and community needs. Grant funding will be used to support the development and piloting of the program, coordinating with area high schools to recruit students, and offering two additional cohorts of training subsequent to the pilot.

Long-term, employment opportunities in the eCargo industry have a bright outlook and expected to grow 29% faster than average. Based on LACI's forthcoming Green Jobs Report with HR&A, over 600,000 high-potential green jobs are expected to be added by 2050. "*Overall, Green Jobs pay approximately $27.50 per hour, which is 12 percent more than the Los Angeles County average ($24.50).*"

We project that the LACI and LATTC workforce development training programs will prepare local residents for the following green jobs:

- **E-Cargo Bike Maintenance and Repair Technicians**
  Providing quarterly and/or semi-annual tune ups of Electric Bikes, E-Cargo Bikes and other micro mobility modes of transportation
- **EV Technicians**
  Providing troubleshooting, preventive and corrective maintenance of electric vehicles
- **EV Network Technicians**
  Providing light repair, troubleshooting of network errors and commissioning of EV Charging Infrastructure
- **EV Fleet Coordinators**
  Facilitate the distribution and dispatch of vehicles to ensure electric vehicles charging levels are at capacity
- **Micro Mobility Shuttle/Vehicle Drivers**
  Operate microtransit shuttles and vehicles between locations and provide customer service to passengers.
- **eMobility Student Ambassadors**
  Serve as ambassadors and conduct public education activities in their communities.

Furthermore, activating Community Benefits and Project Labor Agreements will ensure that participants from disadvantaged communities have pathways to high-quality zero-emissions jobs, resulting in economic mobility and community wealth building as well as continued access to cleaner, healthier air.

Mobility Wallet Supplemental Narrative

As part of the South Los Angeles Universal Basic Mobility Pilot Program, Metro will test a Mobility Wallet equipped with various tools, powered by Metro TAPforce and including a subsidized bulk TAP pass (Universal Student Pass (U-Pass) and a new Residential Pass (R-Pass)) and certain subsidies and/or shortcuts to on-demand shared new mobility services. The new-mobility services offered will include Metro on-demand services, Metro Bike Share, and potentially other private car share, ride-hail, and scooter share options.

The grant funding requested will pay a subsidy for up to 5,000 participants to have a free (or deeply discounted) Mobility Wallet, to pay for software integration of our existing bulk TAP pass programs into TAPforce and to build the sockets for other on-demand shared mobility providers to plug into. Internally at Metro, this project component will be led by the TAP department and Communications and supported by the Office of Extraordinary Innovation (OEI) and the Planning Department.

We plan to study the travel behavior of pilot participants prior to, during and after the introduction of the Mobility Wallet and new accessibility features to determine the return on investment (ROI) of various interventions. Learning from this pilot can inform future fare policy and structure in LA County.

Mobility Wallet Supplemental Narrative

The Mobility Wallet will leverage these recent developments to TAPforce and discount pass programs:

LA Metro TAPforce

As TAP staff reported to the Metro Board Report in April 2018 (2018-0059), a path of future integration of other modes with TAP, alongside a fare subsidy program (see attached). That future path included the development of an Account-Based System. Metro continues to enhance and expand payment options for our customers. One of the biggest changes in TAP included building the architecture for a hybrid, account -based system with Salesforce. This account-based solution is layered on top of TAP's existing smart card system, used by 26 regional agencies including LADOT. This base architecture of the TAPforce and fare reader infrastructure has been built out and implemented over the last 6 years of an overall investment of several millions of dollars.



While the TAP card was designed for fare payment on the transit system, account-based architecture is necessary for much-needed integration with outside entities such as Bike Share, LIFE, Electric Vehicle Car Charging, Microtransit, Ride-Hailing and more. In the last few years Metro has worked to deeply integrate Metro Bike Share into the TAP architecture making it one of the programs that can be added to an account and linked to a physical TAP card. Currently customers can purchase a transit pass and bike share pass at the same time on the same account in one customer transaction on TAPtogo.net. Soon customers will be able to do this on the TAP app.

Mobility Wallet Supplemental Narrative

TAP Digital Access for the Unbanked

Multiple modern account loading choices will interface with all programs and provide a unified customer service. Both the TAP website and the TAP app will provide the ability to load cash into a customer's TAP account. This process enables the unbanked to participate in programs in which they were unable to participate in the past, due to the lack of a credit card. This will enable all the customizable rewards, incentives, event-ticketing capabilities and discounts that credit card customers enjoy. Programs such as PayNearMe and Paypal Cash will be available as payment options.

U-Pass and E-Pass Pilots

The Universal Student Transit Pass (**U-Pass**) provides students of participating colleges, trade schools, and K-12 schools with greater fare discounts and an expedited activation process that is administered directly on campus. It is good for unlimited rides on all Metro services in L.A. County, including Metro Rail, Metro Rapid and Express buses, and local buses, as well as services on 10 additional local transit agencies. The school pays a discounted fare per ride and only pays for the rides the students take at the end of the academic term. The Metro Employer Pass Program (E-Pass) works similarly but the administrator of the passes is a large employer who purchases passes on behalf of the employee and usually pays for the entire cost or partially subsidizes it. These programs could be expanded under the TAPforce integration to include multi-modals programs.

NEW To Be Developed Residential Pass (R-Pass)

Currently about 30-40K people participate in the LA Metro Low-Income Fare is Easy (LIFE) program however we estimate that based on CalFresh (EBT) enrolment in LA County there may be over 300K households that are eligible for low-income discounts. A bulk pass program that functions like a U-pass or E-pass but at a residential level (R-Pass) non-profit or residential housing development level could potentially be deployed to many more individuals and be more cost effective for the user, the subsidizing entity, and Metro since only the rides taken would be need to be paid for. This R-pass could also be bundled with access to other modes.

Mobility Wallet Supplemental Narrative

NEW TAP App (Coming 2020)

A new TAP mobile app as well as the existing taptogo.net website will feature seamless connectivity and convenient registration for new multi-modal programs, all in one centralized place. The app and the website will enable cash participation by customers without credit cards as well as numerous other fare payment options, including Apple Pay and Google Pay. Plans include rewards to incentivize behaviors and discounts that can be personalized for any program. Customers can also take advantage of other tools such as geo-located trip planning, transit arrival times and TAP partner information. The TAP app will enable customers will be able to actually use the phone itself as a TAP card potentially making it possible for local community ambassadors to help people purchase TAP cards at a community center, library or in their own home on a phone



Mobility Wallet Supplemental Narrative

About TAP

TAP is an electronic fare-payment system for multi-modal travel across LA County.

TAPforce is a cloud-based account system built on the Salesforce platform.

TAP Account A TAP Account allows patrons to store their personal information, preferences and flexible payment options such as credit/debit cards, PayPal, PayNearMe and other digital methods. Patrons can use these options to pay for transit and/or multi-modal programs such as bike share, electric vehicle charging, scooters, parking, ride hailing, and microtransit. A TAP Account protects any transit stored value or passes on a Patron's registered TAP Cards.

TAP partners with 25 transit agencies across LA County, including: LA Metro, Foothill Transit, Santa Clarita Transit, Long Beach Transit, Santa Monica Big Blue Bus and more.

Architecture



Program Benefits

Custom Configuration

- Create program membership levels
- Establish business rules
- Provide equity for the unbanked customer
- Opt-in to notifications, marketing opportunities, special deals and flash sales
- Support SMS and email notifications

Incentivize Behavior

- Participate in TAP rewards
- Access rewards data to identify and retain loyal customers
- Provide promo codes and discount pricing for partner programs at checkout
- Access TAP's existing customer groups to provide discounts: Seniors, Low-Income, Disabled, Students

tap

EXHIBIT D

GRANT SOLICITATION PACKAGE

The grant solicitation package is included in this section.

Sustainable Transportation Equity Project

Implementation Grant Solicitation

Low Carbon Transportation Investments Fiscal Year 2019-20
California Climate Investments

June 4, 2020

If you need this document in an alternate format or language, please contact Bree Swenson at (916) 440-8284 or step@arb.ca.gov. TTY/TDD/Speech to Speech users may dial 711 for California Relay Service.

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OVERVIEW

I. SUMMARY

A. Background

The California Air Resources Board (CARB) is issuing two competitive solicitations for multiple grantees across the state under the Sustainable Transportation Equity Project (STEP). STEP's overarching purpose is to increase transportation equity in **disadvantaged**[1] **and low-income communities**[1] throughout California via two types of grants: Planning and Capacity Building Grants and Implementation Grants. Within these two grant types, CARB currently has up to $22 million of available funding for planning, clean transportation, and supporting projects. This funding amount is subject to change and not guaranteed.

This solicitation is for STEP Implementation Grants. For the Planning and Capacity Building Grant Solicitation, see: http://www.arb.ca.gov/msprog/aqip/solicitations.htm

STEP is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities.

STEP aims to address community residents' transportation needs, increase residents' access to key destinations (e.g., schools, grocery stores, workplaces, daycare facilities, community centers, medical facilities), and reduce GHG emissions. Based on environmental justice principles, STEP funds projects that are priorities for historically under-served and over-burdened residents by requiring that projects center the knowledge and expertise of residents through all phases of project design, implementation, and evaluation. STEP has the flexibility to fund many different types of projects to ensure that STEP funds can help meet the needs of each community within that community's context.

STEP proposals require a significant amount of up-front work. The effort and expertise that Applicants invest in their proposals enables CARB to ensure that selected and funded projects are those that are most likely to address each community's vision, help meet the State's objectives, and achieve objectives that intersect across the climate, transportation, equity, and housing sectors.

B. Implementation Grant Solicitation

Through the Implementation Grant Solicitation, STEP currently has up to $20 million available from Fiscal Year (FY) 2019-2020 Low Carbon Transportation Investments to fund clean transportation and supporting projects in disadvantaged communities.

[1] See definitions in Appendix A.

Funded projects will work together to increase community residents' ability to access key destinations without a personal vehicle. Lead Applicants may include community-based organizations, federally recognized tribes, and local governments.

If you are unsure whether you are ready to apply for an Implementation Grant or should apply for a Planning and Capacity Building Grant, see: https://ww3.arb.ca.gov/msprog/step/step_flowchart.pdf

CARB hosted four public work group meetings between October 2019 and January 2020 to gather public feedback on the design of STEP's criteria and requirements. CARB used input from these meetings and the dozens of written comments received after these meetings to develop a Draft Requirements and Criteria document.[2] The Draft Requirements and Criteria went through a public comment period in March 2020, and stakeholder comments[3] from that period were considered when finalizing this solicitation.

Technical assistance may be available to Implementation Grant Applicants and award recipients through a technical assistance contract between the Strategic Growth Council (SGC) and Estolano Advisors (see Technical Assistance).

Funding recipients will be selected via an open competitive solicitation process. Proposals are due to CARB by email, mail, or in-person delivery no later than **5:00 pm (Pacific Time), August 31, 2020.**

II. AVAILABLE FUNDING

This solicitation is estimated to provide up to $20 million in FY 2019-2020 funds for STEP Implementation Grants. CARB anticipates awards will be made to between one and three disadvantaged communities. Please note that $20 million is the maximum amount of funding that may be available for STEP Implementation Grants and is subject to change. The final funding amount will be determined through a public work group meeting during the solicitation period and the resulting determination will be posted on CARB's website. For future information about the public work group meeting, see: https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-0

Applicants will be required to provide a minimum **resource contribution**[1] of 20 percent of the total proposal budget. Resource contributions may include cash match, in-kind services, and leveraged funding from other public or private sources including other California Climate Investments programs. See Resource Contribution for details.

[2] https://ww3.arb.ca.gov/msprog/step/feb28-2020-step-requirements-and-criteria.pdf

[3] https://ww3.arb.ca.gov/msprog/step/step_public_comment_summary.pdf?_ga=2.108291522.1982260741.1587662624-1405068476.1585775700

A. Option for Future Grant Agreements

This solicitation includes the option for CARB to award new grant agreements or grant agreement amendments from FY 2019-2020 and FY 2020-2021, depending on the availability of funding and upon CARB's sole discretion. The Applicant understands and agrees that there is no guarantee that additional funds will be awarded, and that CARB cannot provide assurance of future program funding.

STEP may receive additional funds from Low Carbon Transportation Investments in FY 2020-2021.[4] These funds may be dedicated to a new solicitation for Implementation Grants that focuses on funding an additional one to two proposals that may complement the proposals awarded in the current solicitation by piloting STEP's approach to transportation equity in different types of communities.

That being said, if additional funds become available and eligible proposals submitted in response to this solicitation remain unfunded, those proposals may be funded without reissuing a solicitation. If additional funding becomes available, the expenditure timeline of those new funds may extend the grant term end date beyond that listed in this solicitation.

III. TIMELINE

During the solicitation period, CARB will host multiple public teleconferences to answer questions about the solicitation (see Applicant Teleconferences). All proposals must be received by CARB by **5:00 pm (Pacific Time), August 31, 2020**.

All draft grant agreements for STEP funds must be submitted to CARB by December 23, 2020. All final grant agreements for STEP funds must be finalized and submitted to CARB by March 15, 2021. Grant agreements must be executed by May 14, 2021. All STEP funds must be expended within the **grant term**.[1]

All projects must plan to be completed (including a Final Report) and all final disbursement requests for reimbursement must be received by CARB no later than March 31, 2025 to ensure adequate time for processing prior to the end of the fiscal year.

Table 1: Solicitation Timeline

Key Action	Date	Time (Pacific Time)
Public Release of Solicitation	June 4, 2020	
Preliminary Applicant Question Deadline	June 25, 2020	12:00 pm
Preliminary Applicant Teleconference	June 30, 2020	3:00 pm
Deadline for Technical Assistance Survey	July 15, 2020	5:00 pm

[4] https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1

Key Action	Date	Time (Pacific Time)
Responses		
Mid-Solicitation Applicant Question Deadline	July 17, 2020	5:00 pm
Mid-Solicitation Teleconference	July 22, 2020	2:00 pm
Final Applicant Question Deadline	August 10, 2020	5:00 pm
Final Applicant Teleconference	August 13, 2020	3:00 pm
Proposal Submittal Deadline	August 31, 2020	5:00 pm
Review and Scoring of Proposals	September 1-30, 2020	
Preliminary Grantee Selection	October 15, 2020	5:00 pm
Complete Grant Agreement for CARB Review	December 23, 2020	5:00 pm
Final Grant Agreement to CARB	March 15, 2021	5:00 pm
Execute Grant Agreement and Return Signed Grant Agreement to CARB[5]	May 14, 2021	5:00 pm
Draft Final Report to CARB	January 31, 2025	5:00 pm
Grant Term and Final Disbursement Request Deadline	March 31, 2025	11:59 pm

Timelines are subject to change at CARB's sole discretion.

IV. PROPOSAL INSTRUCTIONS

The **proposal**[1] includes the projects and supporting activities that make up the full STEP investment in a single community.

A proposal must be submitted for either a Planning and Capacity Building Grant or an Implementation Grant. One proposal may not be used to apply for both grant types, though an Applicant may submit separate proposals to apply for both grant types. This solicitation is for the Implementation Grant. For the Planning and Capacity Building Grant Solicitation, see: http://www.arb.ca.gov/msprog/aqip/solicitations.htm

Applicants must submit a proposal using the Proposal Template in **Appendix B**. The template outlines all of the components that must be included in a STEP proposal. **Proposal components**[1] are organized into five categories.

Grant Framework	Applicants and Partnership Structure	Proposal Thresholds and Criteria	Project-specific Thresholds and Criteria	Proposal Implementation Plan

[5] Includes governing board resolution

This solicitation document includes instructions on how to complete and submit each proposal component, listed below by category.

Table 2: Proposal Components

Proposal Component	Submission Format
Cover page (Appendix C)	Attachment
Grant Framework (page 6)	
Vision statement	Proposal Template
Strategies identified	Proposal Template
Projects identified	Proposal Template
Project summary for public posting	Proposal Template
Applicants and Partnership Structure (page 12)	
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
Proposal Thresholds and Criteria (page 20)	
STEP Community map	Attachments
STEP Community description	Proposal Template
Consistency with existing plans letter(s) of support	Attachments
Connections to existing projects component	Proposal Template
Workforce development component	Proposal Template
Displacement avoidance component	Proposal Template
Affordable housing and land use component	Proposal Template
Project-specific Thresholds and Criteria (page 25)	
Project scope	Proposal Template
Readiness documentation (Appendix E)	Proposal Template and Attachments
Transportation equity component	Proposal Template
Community-identified transportation needs component	Proposal Template
Community engagement component	Proposal Template
Outreach and education component	Proposal Template
Data tracking and reporting component	Proposal Template
Benefits Calculator and supporting documentation (Appendix I)	Attachments
Climate adaptation and resiliency component	Proposal Template
Longevity and lessons learned component	Proposal Template
Proposal Implementation Plan (page 33)	
Proposal budget	Proposal Template
Resource contribution documentation	Attachments
Proposal timeline	Proposal Template

A checklist of all proposal components is also included in Appendix C, Section II.

Some proposal components will be used to screen all proposals to ensure they meet all **eligibility thresholds**,[1] including general completeness. These components are identified in Instructions boxes throughout this document with *(Eligibility Threshold)*. 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 be scored. See Appendix C, Section III for a full list of eligibility thresholds organized by proposal component.

	INSTRUCTIONS *(Proposal Template INSTRUCTIONS tab)*
1	AFTER THE PROPOSAL IS COMPLETE Complete, sign, and date the cover page of the proposal (see Appendix C, Section I). *(Eligibility Threshold)*
2	AFTER THE PROPOSAL IS COMPLETE Complete the Proposal Components and Eligibility Thresholds checklists (see Appendix C, Sections II and III) to ensure that all proposal components (sections of the proposal template and attachments) have been included and all eligibility thresholds have been met before submitting to CARB. If you answer "No" to any of the items in the checklist, go back and complete those items before submitting the proposal to CARB. Submit the final completed checklist to CARB with the rest of the proposal. *(Eligibility Threshold)*

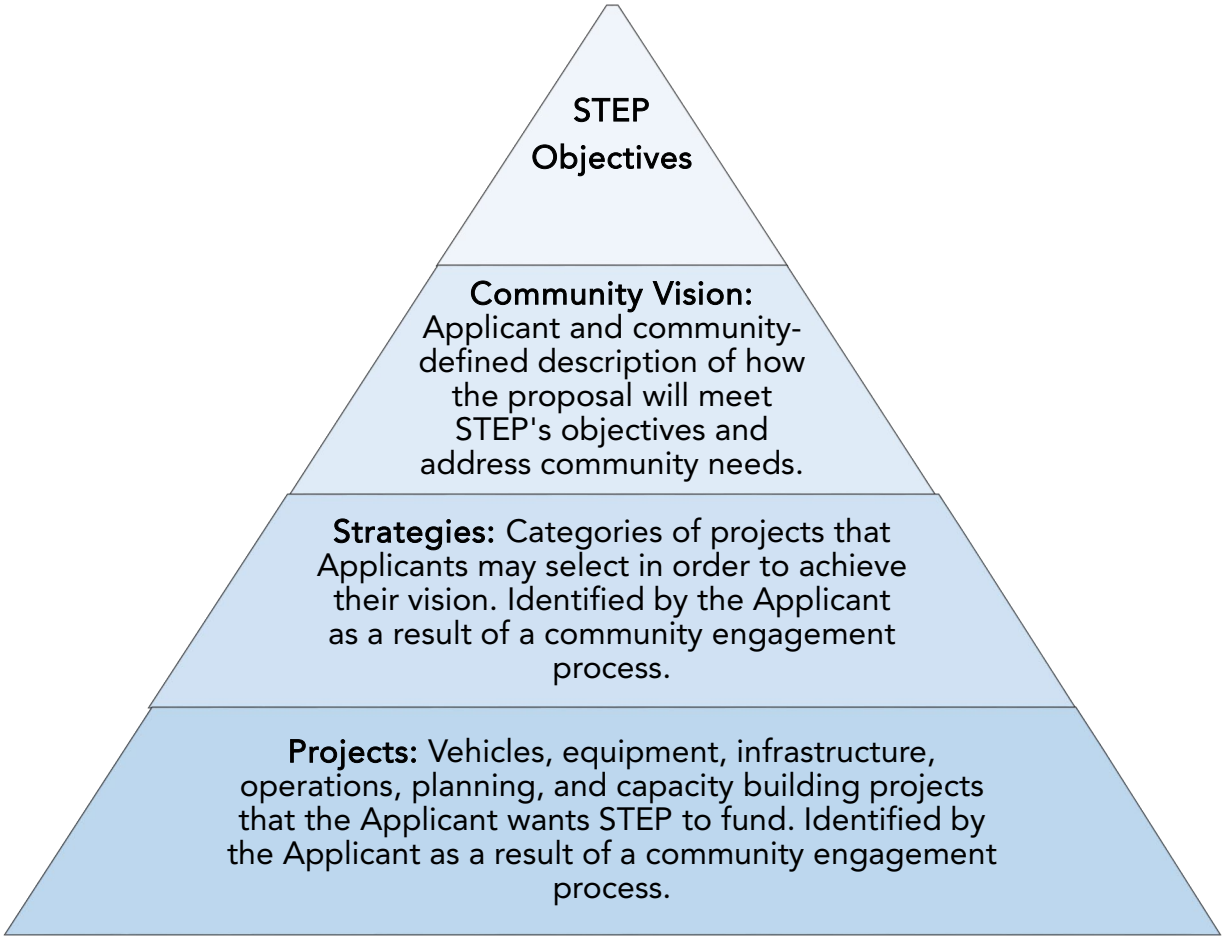
Some proposal components will be scored during the proposal review process. These components are identified in Instructions boxes throughout this document with *(Scoring Criterion)*. CARB will select funding recipients based upon the **scoring criteria**[1] identified in Appendix D.

GRANT FRAMEWORK

This section describes the proposal components in the Grant Framework category. Some components will be used to ensure eligibility thresholds identified in Appendix C, Section III are met. Some components will be scored during the proposal review process based on the quality of the component using the scoring criteria in Appendix D. Applicants must complete these proposal components using the Proposal Template in Appendix B.

The grant framework establishes the structure that all STEP proposals must follow. The framework consists of four related parts—objectives, vision, strategies, and projects.

Figure 1: Grant Framework



All aspects of the proposal, including identification of the vision, strategies, and projects, must be developed through community engagement. Community engagement may be undertaken specifically to apply for STEP funds or may have been previously completed as part of another relevant local planning process undertaken in

and with the STEP Community (see STEP Community) (e.g., community engagement for active transportation plan, General Plan, specific plan, neighborhood plan, unmet transit needs assessment). These community engagement activities must have been conducted within at least 4 years of the proposal submittal date.

I. STEP OBJECTIVES

STEP's overarching purpose is to increase transportation equity in a way that reduces GHG emissions and benefits residents of disadvantaged and low-income communities.

> **Transportation Equity:** When a community's transportation system provides accessible, affordable, environmentally sustainable, reliable, and safe transportation options to all residents, in particular those that have been disproportionately impacted by pollution or lack access to services. Transportation equity is intrinsically linked to access to economic opportunities and occurs when community residents have the power to make decisions about their transportation systems.

STEP Implementation Grants fund community-based projects that have been designed and implemented in collaboration with community residents to address transportation needs and inequities. Some examples of solutions to transportation inequities that may be addressed through a STEP proposal include:

- Well-lit transit stations or stops where people regardless of gender or racial identity feel safe
- Pedestrian infrastructure that is accessible to people in wheelchairs or with strollers and that reduces the chance of traffic collisions
- Transportation options that enable trip-chaining and non-commute trips as well as commute trips
- Transportation options that overcome physical barriers that hinder access to key destinations such as schools, grocery stores, workplaces, daycare facilities, community centers, or medical facilities
- Increased transportation options in historically disinvested communities

STEP Planning and Capacity Building Grants provide funding to facilitate collaboration and community engagement during project development. For the Planning and Capacity Building Grant Solicitation, see: http://www.arb.ca.gov/msprog/aqip/solicitations.htm

STEP Implementation Grants provide funding to facilitate collaboration and community engagement during project implementation, especially with **hard-to-reach residents**.[1]

STEP's objectives reflect the priorities of both California Climate Investments and the Low Carbon Transportation Investment's clean transportation equity projects.

Objectives for the Implementation Grants are to facilitate transportation equity via the following:

- Address disadvantaged community residents' transportation needs through resident-led decision-making processes
- Increase access to key destinations to benefit residents of disadvantaged communities
- Increase clean transportation options that reduce GHG emissions and passenger vehicle miles traveled in disadvantaged communities

II. COMMUNITY VISION

The proposal must include a vision statement that articulates how the proposed projects will help address the transportation needs of the community and achieve STEP's objectives stated above. For example, Applicants may describe the specific transportation and accessibility needs in the community and how, with STEP funding, those may be addressed through shared, zero-emission modes rather than through single-occupancy and combustion-fueled modes of transportation. Residents and other key stakeholders (e.g., community groups, local small businesses) must be involved in the development of the vision statement.

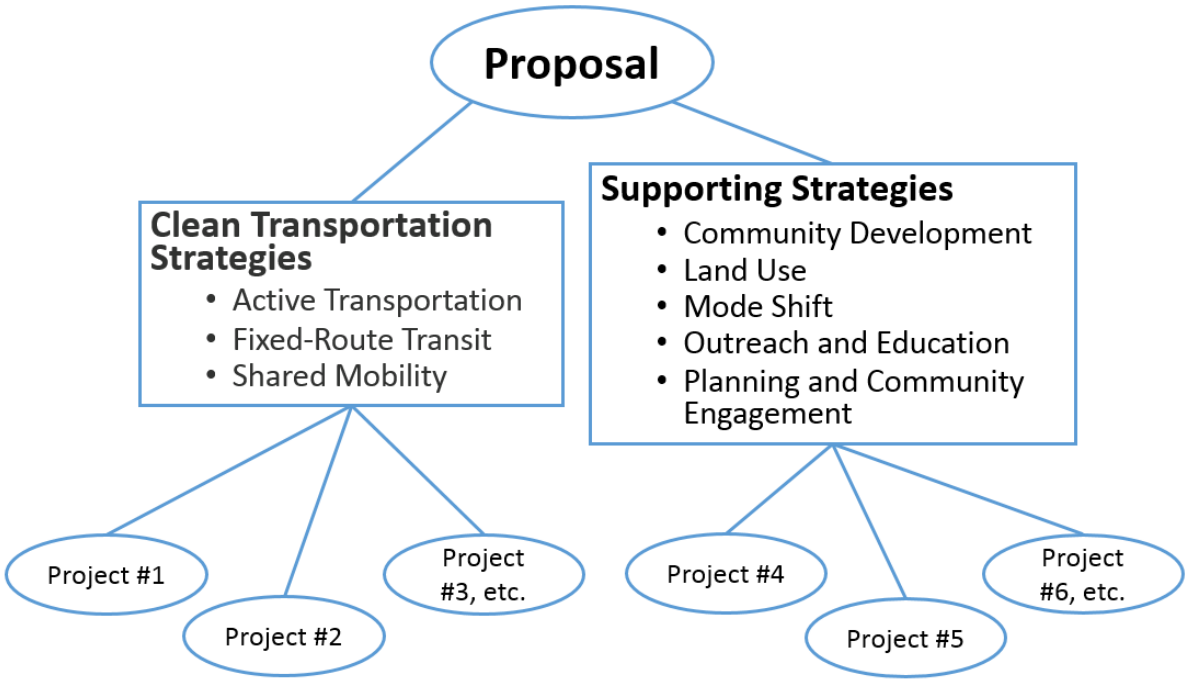
	INSTRUCTIONS *(Proposal Template GRANT FRAMEWORK tab)*
1	Describe the vision for the STEP Community. *(Scoring Criterion)*
2	Describe how residents and other key stakeholders were involved in the development of the vision statement identified above. *(Scoring Criterion)*

III. ELIGIBLE STRATEGIES

Strategies are categories of projects that are eligible for funding and that are selected by Applicants as a result of a community engagement process. Applicants are encouraged to address community-identified transportation needs by connecting and integrating projects from different strategies into the community's transportation system.

The STEP Implementation Grant includes two types of strategies: Clean Transportation Strategies and Supporting Strategies. The proposal must maximize the use of both Clean Transportation Strategies and Supporting Strategies that work with each other to achieve the community's vision. See the figure and information below for more details on the strategies.

Figure 2: Implementation Grant Strategies



Residents and other key stakeholders (e.g., community groups, local small businesses) must be involved in the identification of the proposed strategies. See **Appendix E** for examples of the types of eligible projects included in each strategy.

A. Clean Transportation Strategies

Clean Transportation Strategies[1] expand the clean transportation options available to residents, encourage mode shift away from single-occupancy vehicles to clean transportation options, fill transportation gaps, and connect transportation modes (e.g., through first/last mile[6] connections). The proposal must identify at least one Clean Transportation Strategy from the list below, but Applicants are strongly encouraged to combine multiple strategies in order to achieve multiple of the goals listed above. Clean Transportation Strategies include:

- **Active Transportation**[1]
- **Fixed-route Transit**[1]
- **Shared Mobility**[1] (e.g., carshare, bikeshare, microtransit, shuttles, pooling)

At least 50 percent of the total proposal budget must fund projects that are counted toward the proposal's Clean Transportation Strategies. Projects under Clean Transportation Strategies must have quantifiable GHG emission reductions using CARB's Quantification Methodologies (see Data Tracking and Reporting).

[6] The first and last portion of a trip, typically between the starting point or destination and a transit service that makes up the core of the trip

B. Supporting Strategies

Supporting Strategies[1] support and enhance clean transportation projects that already exist in the STEP Community, prioritize clean transportation options over single-occupancy combustion vehicles, or lay the groundwork for successful implementation of STEP-funded transportation projects. The proposal must identify at least one Supporting Strategy from the list below, but Applicants are strongly encouraged to combine multiple strategies in order to achieve multiple of the goals listed above. Supporting Strategies include:

- **Community Development**[1] (e.g., electric vehicle charging readiness to support charging stations for future planned shared mobility services, partnership with workforce training programs)
- **Land Use**[1] (e.g., land use plans to curb urban or suburban sprawl)
- **Mode Shift**[1] (e.g., broadband network infrastructure for access to transportation services, parking pricing, telecommuting programs)
- **Outreach and Education**[1] (e.g., behavior change campaigns, pop-up and demonstration projects)
- **Planning and Community Engagement**[1] (for new or existing transportation and mode shift strategies)

IV. ELIGIBLE PROJECTS

See **Appendix E** for a list of eligible and ineligible projects and related **elements**,[1] eligible and ineligible costs, and specific project requirements. Projects that are not on the eligible or ineligible lists may be determined to be eligible at CARB's sole discretion.

The proposal must identify at least one eligible project for each strategy that the Applicants would like STEP to fund,. Identified projects should work together to achieve the community's vision. However, Applicants are encouraged to demonstrate how projects and project elements may be prioritized for funding in case the full proposal cannot be funded.

Residents and other key stakeholders (e.g., community groups, local small businesses) must be involved in the identification of proposed projects.

While proposed projects should be as certain as possible, project design specifics may be determined or updated based on community engagement after the community is selected. CARB will work with the selected funding recipients to determine where flexibility is possible within the grant agreement to allow for community engagement to continue informing project design throughout grant implementation. For example, Applicants may work with community residents to identify the need for a new carshare service, but may wait to identify the exact locations of the carsharing stations or the functionality of the mobile app that will be used to reserve vehicles until after the

grant agreement is executed.

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

Projects may contain multiple project elements. Each project element must meet all eligible cost and readiness requirements as defined in Appendix E.

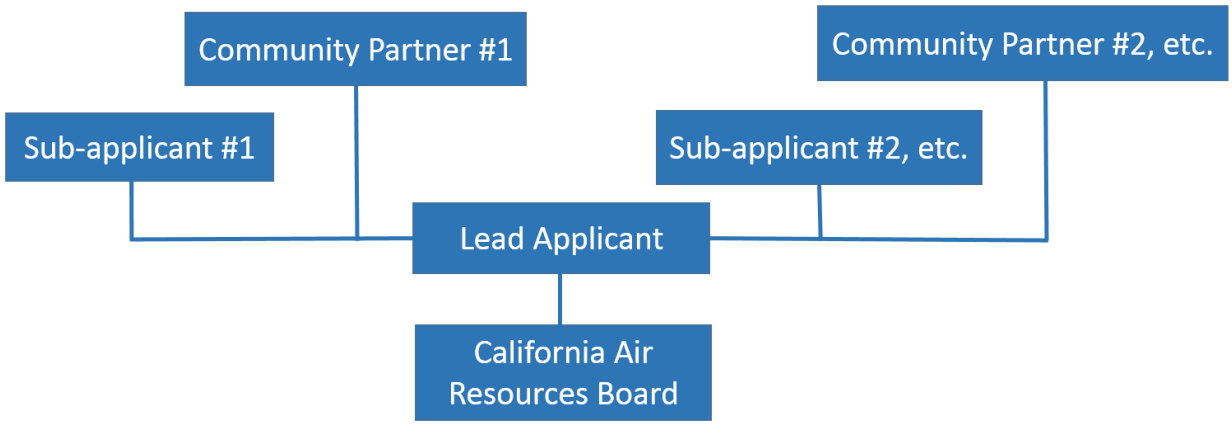
	INSTRUCTIONS *(Proposal Template GRANT FRAMEWORK tab)*
3	In order of priority for funding, identify each project that Applicants plan to implement within the overall proposal. *(Eligibility Threshold and Scoring Criterion)*
4	Identify the associated strategy that each project will count towards. *(Eligibility Threshold and Scoring Criterion)*
5	Describe how residents and other key stakeholders were involved in the identification of each strategy and project. *(Scoring Criterion)*
6	Provide a summary of the proposal that includes a brief description of all proposed STEP-funded projects. Summaries from all Applicants will be posted publicly on CARB's website. *(Eligibility Threshold)*

APPLICANTS AND PARTNERSHIP STRUCTURE

This section describes the proposal components in the Applicants and Partnership Structure category. Some components will be used to ensure eligibility thresholds identified in Appendix C, Section III are met. Some components will be scored during the proposal review process based on the quality of the component using the scoring criteria in Appendix D. Applicants must complete these proposal components using the Proposal Template in Appendix B.

Each proposal must include partnerships between a Lead Applicant, Sub-applicants, and Community Partners. These entities, representing different interests and priorities in the STEP Community and possessing different skillsets and expertise, should work together to collectively develop and implement a proposal that serves both community residents and local implementers.

Figure 3: Partnership Structure



Applicants must meet all applicable requirements of the AQIP Guidelines,[7] Low Carbon Transportation Funding Plan[8] and this solicitation and comply with all relevant laws, regulations, policies, and procedures. Where applicable, Applicants must be compliant with CARB regulations such as those that regulate trucks, buses, off-road equipment, and engine inspection requirements prior to grant agreement execution. When preliminarily selected as a funding recipient, where applicable, Applicants may be required to verify compliance with CARB regulations if applicable, including:

- Truck and Bus regulation[9]

[7] https://ww3.arb.ca.gov/regact/2009/aqip09/aqip09.htm
[8] https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1
[9] https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation

- Periodic Smoke Inspections of Heavy-duty Diesel-Fueled Vehicles[10]
- Diesel Particulate Matter Control Measure for Municipality or Utility On-road Heavy-Duty Diesel-Fueled Vehicles[11]
- Regulation for In-Use Off-Road Diesel-Fueled Fleets[12]
- Large Spark-Ignition Engine Fleet Requirements Regulation[13]

I. ELIGIBLE APPLICANTS

Applicants[1] include both the Lead Applicant and all Sub-applicants. If the Lead Applicant is a local government, at least one of the Sub-applicants must be a community-based organization. If the Lead Applicant is a community-based organization, at least one of the Sub-applicants must be a local government. If the Lead Applicant is a federally recognized tribe, no specific partnerships are required, though partnerships are still encouraged.

A. Lead Applicants

The **Lead Applicant**[1] is the entity that is responsible for leading the development of the proposal and the implementation of the projects funded through STEP. In most cases, the Lead Applicant should be the organization most focused on and connected to the STEP Community (see STEP Community). The Lead Applicant will enter into a partnership with other entities for the purpose of applying for a STEP grant.

There must only be one Lead Applicant per proposal. Should their proposal be selected for funding, the Lead Applicant will enter into a grant agreement with CARB and assume responsibility and accountability for the use and expenditure of received STEP funds as the Grantee. The Lead Applicant is responsible for contracting and working with all Sub-applicants and Community Partners to implement the proposed project.

Types of entities that may be Lead Applicants:

- **Community-based organizations**[1]
- **Federally recognized tribes**[1]
- **Local governments**[1]

If an entity that would be the Lead Applicant does not have the administrative capacity to assume this role, they may be a Sub-applicant and partner with another entity applying as the Lead Applicant. In this scenario, all Lead Applicant requirements would still apply. The Lead Applicant would still enter into a grant agreement with CARB and

[10] https://ww2.arb.ca.gov/our-work/programs/heavy-duty-diesel-inspection-periodic-smoke-inspection-program
[11] https://ww3.arb.ca.gov/msprog/publicfleets/regdocs.htm
[12] https://ww2.arb.ca.gov/our-work/programs/use-road-diesel-fueled-fleets-regulation
[13] https://ww2.arb.ca.gov/our-work/programs/large-spark-ignition-lsi-engine-fleet-requirements-regulation

assume responsibility and accountability for the use and expenditure of received STEP funds, but the partnership could be set up so that the Lead Applicant supports the grant administratively and the Sub-applicant leads project implementation.

	INSTRUCTIONS *(Proposal Template APPLICANTS tab)*
1	Identify the Lead Applicant by name and type of entity (community-based organization, federally recognized tribe, or local government). *(Eligibility Threshold)*
2	Describe the roles and responsibilities of the Lead Applicant in implementing the projects identified in the proposal. *(Scoring Criterion)*

	INSTRUCTIONS *(Attachments)*
3	Include a letter of support from the Lead Applicant that: • Defines their contribution to the proposal • Identifies their role in developing the Partnership Structure (see Partnership Structure) • Expresses a commitment to implementing the proposal if funded • Highlights any strategies they are currently implementing or plan to implement that will support the proposed STEP-funded project • Identifies any resource contributions they are committed to providing (see Resource Contribution) *(Eligibility Threshold and Scoring Criterion)*

The proposal must demonstrate the ability of the Lead Applicant to oversee and manage the grant on time and within the budget. A statement of qualifications must be included for the Lead Applicant that demonstrates that they have successfully implemented projects similar in scope or size in California within the last seven years.

	INSTRUCTIONS *(Proposal Template APPLICANTS tab)*
4	Describe the experience the Lead Applicant has working on projects similar in scope or size in California within the last seven years. *(Scoring Criterion)*

B. Sub-applicants

Sub-applicants[1] are the Applicants that enter into a Partnership Structure with the Lead Applicant and that are responsible for implementing projects or project elements funded through STEP. There is no limit to the number of Sub-applicants included in a single proposal. Should the Lead Applicant's proposal be selected for funding, the Sub-applicants will be Subgrantees in the grant agreement with CARB.

Sub-applicants may include public, private, or nonprofit organizations, including but not limited to:

- Community-based organizations

- Community groups (including community-based organizations that are not registered as nonprofits)
- Joint powers authorities
- Local governments
- Nonprofit organizations
- Philanthropic organizations and foundations
- Private companies (e.g., private mobility providers)
- **Public school**[1]
- Transit agencies
- **Tribal governments**[1]
- Utilities
- Other public agencies

	INSTRUCTIONS *(Proposal Template APPLICANTS tab)*
5	Identify each Sub-applicant by name and type of entity (e.g., community-based organization, local government, private company, transit agency, tribal government). *(Eligibility Threshold)*
6	Describe the roles and responsibilities of each Sub-applicant in implementing the project identified in the proposal. *(Scoring Criterion)*

	INSTRUCTIONS *(Attachments)*
7	Include a letter of support from each Sub-applicant that: • Defines their contribution to the proposal • Identifies their role in developing the Partnership Structure (see Partnership Structure) • Expresses a commitment to implementing the proposal if funded • Highlights any strategies they are currently implementing or plan to implement that will support the proposed STEP-funded project • Identifies any resource contributions they are committed to providing (see Resource Contribution) *(Eligibility Threshold and Scoring Criterion)*

The proposal must demonstrate the ability of each Sub-applicant to support the Lead Applicant and fulfill their roles on specific projects or project elements on time and within the budget. A statement of qualifications must be included for each Sub-applicant that demonstrates that they have successfully implemented projects or project elements similar in scope or size in California within the last seven years.

	INSTRUCTIONS *(Proposal Template APPLICANTS tab)*
8	Describe the experience each Sub-applicant has working on projects or project elements similar in scope or size in California within the last seven years. *(Scoring Criterion)*

II. APPLICANT QUALIFICATIONS

A. Organizational Readiness to Conduct Equity Work

The proposal should demonstrate that Applicants have the organizational readiness to conduct equity work. The proposal should identify how the Applicants' management and leadership support or plan to support equity work and their staff's understanding of equity work. This may include staff's understanding of institutional racism, power dynamics, and systems of change and how their own community residents have been impacted by historical inequities. The proposal should also summarize the existing relationships Applicants have with community groups and residents, including any past successes and challenges.

	INSTRUCTIONS *(Proposal Template APPLICANTS tab)*
9	Describe how each Applicant has prepared or plans to prepare staff to conduct equity work. If this preparation has not been provided or there are no plans to provide this preparation, explain why. *(Scoring Criterion)*

B. Financial Qualifications

Applicants are not required to provide financial information to apply to STEP. However, if selected, CARB will provide an STD. 204 Payee Data Record form that selected funding recipients must complete and submit to CARB.

Community-based organizations that are Lead Applicants must at all times be non-profit organizations registered with and in active/good standing with the California Secretary of State, have tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501, be tax exempt under California State law, have at least one year of incorporation prior to proposal submittal, and be based in California or have at least one full-time staff person based in California.

C. Conflict of Interest Declaration

All Applicants must disclose any conflict of interest that has the potential to impact their ability to fulfill the duties of a STEP Grantee or Subgrantee. Conflicts of interest may include but are not limited to financial arrangements with or interest in zero-emission vehicle manufacturers, dealers, fleets, or related organizations. CARB may consider the nature and extent of any potential or apparent conflicts of interest in evaluating, considering, or scoring the proposal and may disqualify Applicants at CARB's sole discretion.

	INSTRUCTIONS *(Attachments)*
10	Summarize each Applicant's current, ongoing, or pending direct or indirect interests that pose an actual, apparent, or potential conflict of interest with their ability to fulfill the duties of the STEP Grantee or Subgrantee.

III. COMMUNITY PARTNERS

Community Partners[1] are community groups, community residents, health-based organizations, small businesses, or others in the community that, while not responsible for implementing projects funded through STEP like Lead Applicants and Sub-applicants are, serve as key stakeholders and representatives of the STEP Community residents. Community Partners should have contributed to the development of the STEP proposal and should continue to participate in decision-making on all aspects of the STEP proposal throughout implementation.

The proposal should identify the formal process by which Community Partners will participate in decision-making during grant implementation in a way that increases Community Partners' impacts on decisions (see the Spectrum of Public Participation[14]) and serves community residents and local implementers.

During implementation of STEP-funded projects, community engagement participants who are not already being paid for their participation (including Community Partners) should receive appropriate incentives for their time and expertise (see the Community Inclusion Guidance linked in Appendix F for more details).

	INSTRUCTIONS *(Proposal Template APPLICANTS tab)*
11	Identify each Community Partner by name and type of entity (e.g., community group, community resident, small business). *(Eligibility Threshold)*
12	Describe the roles and responsibilities of each Community Partner in contributing to the development of the proposal and decision-making throughout grant implementation. *(Scoring Criterion)*

	INSTRUCTIONS *(Attachments)*
13	Include a letter of support from each Community Partner that: • Defines their contribution to the proposal and Partnership Structure (see Partnership Structure) • Describes their role in the community • Expresses a commitment to support the proposal if funded • Identifies how the proposed project will meet the transportation needs of the community residents they represent *(Eligibility Threshold and Scoring Criterion)*

IV. PARTNERSHIP STRUCTURE

Each proposal must outline a **Partnership Structure**[1] that clearly defines the relationships and decision-making framework between the Lead Applicant, Sub-applicants, and Community Partners that are a part of the STEP proposal. The

[14] https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf

Partnership Structure will guide implementation of the entire STEP grant.

The Partnership Structure must describe the partners' governance, legal, and financial relationships. The structure must also incorporate a transparent decision-making process that centers the voices of Community Partners and other community residents and includes public meetings and a process to report back to the STEP Community on how community input is being incorporated into project development and implementation.

Applicant and subcontractor relationships must be disclosed in the proposal. If subcontractors are subject to a public process for approval, that process must be fully disclosed in the proposal, including who must approve contracts, the process for approval, and the anticipated timeline for approvals.

In any partnership structure, differences in capacity and power that lead to inequity between partners is probable, but should be minimized where possible. Applicants should consider how their Partnership Structure may be created in a way that addresses these potential inequities; for example, by creating a transparent communication structure between the partners and CARB.

	INSTRUCTIONS *(Proposal Template PARTNERSHIP STRUCTURE tab)*
14	Describe how the Lead Applicant's and Sub-applicants' roles and responsibilities (identified in the APPLICANTS tab) complement each other. *(Eligibility Threshold and Scoring Criterion)*
15	Describe the governance and decision-making structure of the partnership. Include the process for handling disputes and the process for changing, adding, or removing partners. *(Eligibility Threshold and Scoring Criterion)*
16	Describe how the governance and decision-making structure centers the voices of Community Partners and other community residents and key stakeholders. *(Eligibility Threshold and Scoring Criterion)*
17	Describe the role of online or in-person public meetings in the governance and decision-making structure. Include the frequency of meetings, the minimum number of public meetings that will be held, and how meeting agendas and notes will be posted for public access. *(Eligibility Threshold and Scoring Criterion)*
18	Describe how Applicants will report back to and seek feedback from the community about how input is being incorporated into project development and implementation. *(Eligibility Threshold and Scoring Criterion)*
19	Describe the legal structure of the partnership. Include who is contracting with whom and confirmation that the Lead Applicant will assume liability for the proposed projects if selected. *(Eligibility Threshold and Scoring Criterion)*
20	Describe the financial structure of the partnership. Include the process the Lead Applicant will use to pay Sub-applicants and Community Partners and the subcontractor procurement process, if applicable. *(Eligibility Threshold and*

	INSTRUCTIONS *(Proposal Template PARTNERSHIP STRUCTURE tab)*
	Scoring Criterion)
21	Describe how the partnership structure addresses potential inequities between partners. *(Scoring Criterion)*

PROPOSAL THRESHOLDS AND CRITERIA

This section describes the proposal components in the Proposal Thresholds and Criteria category. These components will help CARB understand the STEP Community, the overall proposal, and how the proposal aims to achieve objectives that intersect across the climate, transportation, equity, and housing sectors. Some components will be used to ensure eligibility thresholds identified in Appendix C, Section III are met. Some components will be scored during the proposal review process based on the quality of the component using the scoring criteria in Appendix D. Applicants must complete these proposal components using the Proposal Template in Appendix B.

I. STEP COMMUNITY

The **STEP Community**[1] boundary should be defined by the Applicants and community residents during proposal development. The community must be represented by a contiguous[15] geographic boundary and contain residents that all use the same community-defined transportation system. The proposal must include a map and a narrative description that identifies and describes the STEP community and its residents.

At least 50 percent of the geographic area of the STEP Community must be disadvantaged community census tracts. SGC's technical assistance contractor may help Applicants map their STEP Community boundary to ensure that the community is eligible for funding.

At least 50 percent of the total proposal budget must fund projects located at least partially within the boundaries of the disadvantaged community census tracts that are located within the STEP Community. In any future solicitations, CARB will consider including low-income communities that are not also disadvantaged communities as eligible to receive STEP Implementation Grant funds.

Some proposed projects may be located entirely or partially outside of the STEP Community. In some cases, this may be because of the nature of the project (e.g., a city-wide parking policy update). For projects located entirely or partially outside of the STEP Community boundary, the proposal must explain how the project provides a clear benefit to residents of the STEP Community.

	INSTRUCTIONS *(Attachments)*
1	Submit a map shapefile that identifies: • the STEP Community boundary • tentative project locations

[15] Next to or touching

	INSTRUCTIONS *(Attachments)*
	• benefiting disadvantaged community census tracts *(Eligibility Threshold)*

	INSTRUCTIONS *(Proposal Template PROPOSAL THRESHOLDS & CRITERIA tab)*
2	Describe the residents of the STEP Community, including demographics such as gender, race/ethnicity, age, income level, languages spoken, vehicle ownership, travel patterns to key destinations, and transportation mode share. Focus on demographics that are relevant to the community vision and identified projects.
3	Describe the clean transportation options that are currently available or soon to be available to community residents, in particular those in disadvantaged community census tracts. Describe the quality (e.g., frequency, affordability, reliability) of available clean transportation options. *(Scoring Criterion)*
4	For any project that is not located in the STEP Community, explain how the project is related to and serves the STEP Community. *(Eligibility Threshold)*

II. EXISTING PROJECTS AND PLANS

A. Consistency with Existing Plans

Where possible, the proposal must be consistent with strategies and priorities identified in existing local and regional plans (e.g., General Plans, Specific Plans, Transportation Plans, Climate Action Plans, Sustainable Communities Strategies, Regional Transportation Plans, Housing Elements) in order to ensure that STEP-funded projects will align with other existing efforts and State laws, as well as help meet existing local and regional climate and transportation goals.

	INSTRUCTIONS *(Attachments)*
5	Submit at least one letter from the city, county, or tribal government's Planning Department, Community Development Department, Environmental Director, or other similar department or body that has land use and housing authority. The letter must demonstrate how the proposed projects are 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 or priorities. If no local or regional plans exist, explain why. *(Eligibility Threshold)*

B. Connections to Existing Projects

Where possible, the proposal should demonstrate how the proposed STEP-funded projects connect to existing transportation and land use projects. In particular, the proposal should identify how the proposed projects support and are supported by existing projects that are the types of projects that are eligible for STEP funding and the types of projects that, while ineligible for STEP funding, are encouraged because

they contribute to the vision for and benefit the STEP Community (see lists in Appendix E).

STEP has no restrictions on the eligibility of a community for STEP funding based on what other funding the community has received in the past. However, if the community has received funding from other relevant State grant programs, Applicants should explain how these funds will work together to address the community's transportation needs.

	INSTRUCTIONS *(Proposal Template PROPOSAL THRESHOLDS & CRITERIA tab)*
6	Describe how proposed projects support and are supported by existing projects that are the types of projects that are eligible for STEP funding and the types of projects that are ineligible for STEP funding but are encouraged (lists in Appendix E). If the proposed STEP-funded projects do not connect to any existing transportation or land use projects, explain why. *(Scoring Criterion)*

III. WORKFORCE DEVELOPMENT

Where possible, the proposal should contribute to workforce development in the climate and clean transportation sectors by providing economic opportunities through high-quality jobs[16] or partnering with workforce development and training programs with career pathways for residents of the STEP Community. To the extent feasible, jobs and job training should be targeted to residents of disadvantaged and low-income communities and residents that face barriers to employment. Community engagement activities should engage residents on workforce development activities undertaken within the community. STEP's **Workforce Development Guidance** (linked in Appendix G) includes detailed information about how to address this component, including example activities and other resources.

	INSTRUCTIONS *(Proposal Template PROPOSAL THRESHOLDS & CRITERIA tab)*
7	Describe how the proposed projects will contribute to workforce development in the climate and clean transportation sectors, including how the projects will partner with workforce development and training programs with career pathways or provide economic opportunities through high-quality jobs for residents of the STEP Community. If not applicable, explain why. *(Scoring Criterion)*

IV. DISPLACEMENT AND HOUSING

A. Displacement Avoidance

Where possible, the proposal should identify and avoid substantial economic, environmental, and public health burdens that may occur due to the STEP-funded

[16] Offer local living wages, benefits, predictable scheduling, opportunities for advancement, geographic accessibility, good working conditions, and job retention.

project and that may lead to the physical or economic displacement of **low-income households**[1] and **small businesses**.[1] Community engagement activities should engage residents on the potential impacts of the proposal on the community. STEP's **Displacement Avoidance Guidance** (linked in Appendix F) includes detailed information about how to address this component, including example activities and other resources.

	INSTRUCTIONS *(Proposal Template PROPOSAL THRESHOLDS & CRITERIA tab)*
8	Describe the displacement vulnerabilities that currently exist in low-income households and small businesses within the STEP Community. *(Scoring Criterion)*
9	Describe the existing policies and plans that address displacement avoidance. If no relevant policies or plans exist, explain why. *(Scoring Criterion)*
10	Describe any policies, programs, or coordination with existing policies or programs that are proposed to be funded through STEP to avoid the displacement of existing low-income households and small businesses within the STEP Community to counter displacement that may occur due to STEP-funded projects. If not applicable, explain why. *(Scoring Criterion)*

B. Affordable Housing and Land Use

Increasing the supply of affordable housing near transportation options facilitates GHG emission reductions and economic opportunities for residents. Where possible, the proposal should align with and complement policies, plans, or processes that have been locally adopted or are in active development to be locally adopted by a specific date, that support **affordable housing**,[1] and that have land use implications for transportation. STEP's **Affordable Housing and Land Use Guidance** (linked in Appendix F) includes detailed information about how to address this component, including examples, resources, and best practices.

	INSTRUCTIONS *(Proposal Template PROPOSAL THRESHOLDS & CRITERIA tab)*
11	Describe how the proposed projects will advance local land use and housing goals as identified in the applicable Regional Transportation Plan, Sustainable Communities Strategy (where applicable), Regional Housing Needs Allocation (RHNA), local Housing Element implementation, or other local plans such as general plans or specific plans. If not applicable, explain why. *(Scoring Criterion)*
12	Describe how local land use policies, plans, or processes will support the use and benefits of the proposed projects over their lifetime. Describe how the policy, plan, or process promotes the development of affordable housing within a half-mile of a transit station, transit stop, or access to an active transportation facility that will be improved by the proposed projects. If not applicable, explain why. *(Scoring Criterion)*

PROJECT-SPECIFIC THRESHOLDS AND CRITERIA

This section describes the proposal components in the Project-specific Thresholds and Criteria category. These components will help CARB understand the STEP Community, the overall proposal, and how the proposal aims to achieve objectives that intersect across the climate, transportation, equity, and housing sectors. Some components will be used to ensure eligibility thresholds identified in Appendix C, Section III are met. Some components will be scored during the proposal review process based on the quality of the component using the scoring criteria in Appendix D. Applicants must complete these proposal components using the Proposal Template in Appendix B.

I. PROJECT SCOPE

The proposal must include specific information about each project within the proposal.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
1	Identify the Lead Implementer (may be either the Lead Applicant or a Sub-applicant) for each project. *(Eligibility Threshold)*
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process. *(Eligibility Threshold and Scoring Criterion)*

A. Readiness

If applicable, at the time of grant execution, Applicants must have all California Environmental Quality Act (CEQA) documentation completed. Applicants must include CEQA documentation in the proposal that demonstrates that CEQA has been or will have been met at the time of grant execution. See detailed instructions on the CEQA readiness requirement in Appendix E.

Within six months after grant execution, Applicants must have all other necessary preparations completed (e.g., site control, permits) and all necessary partners on board in order to implement the proposed projects. Applicants must include documentation in the proposal that demonstrates that these other readiness requirements have been met or will have been met within six months after grant execution.

If any readiness requirements have not been met by the time the proposal is submitted, Applicants must identify the process and anticipated timeline for completing these actions. Applicants are encouraged to complete as many readiness

requirements as possible prior to submitting their proposals; proposals will be scored on level of readiness.

	INSTRUCTIONS *(Attachments)*
3	Include any applicable readiness documentation such as CEQA documentation (see Appendix E for details). *(Eligibility Threshold)*

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution. *(Scoring Criterion)*

II. TRANSPORTATION EQUITY

The proposal should consider how each project will further transportation equity in the STEP Community. Considerations relevant to transportation equity may be specific to the STEP Community and may include, but not be limited to, the following:

- Access to key destinations (e.g., schools, grocery stores, workplaces, daycare facilities, community centers, medical facilities)
- Accessibility of transportation options (e.g., can people with different ability levels, people who don't have credit cards or smartphones, or people who do not speak English use the transportation services)
- Affordability of transportation options
- Environmental sustainability (e.g., air quality)
- Reliability of services
- Safety of end users (e.g., traffic collision avoidance, impacts to diverse populations from the presence of law enforcement)

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents. *(Scoring Criterion)*

The proposal should identify projects that help address community residents' transportation needs and maximize direct, meaningful, and assured benefits to residents of disadvantaged communities.

CARB uses Benefit Criteria Tables[17] (criteria tables) to determine if a project provides direct, meaningful, and assured benefits to residents of disadvantaged communities. While Applicants are not required to submit criteria tables as part of their STEP proposal, Applicants may use the criteria tables to better understand how CARB will track and report project benefits. However, Applicants are encouraged to include more details than the criteria tables identify about the specific benefits provided by the projects to disadvantaged community residents in the STEP Community.

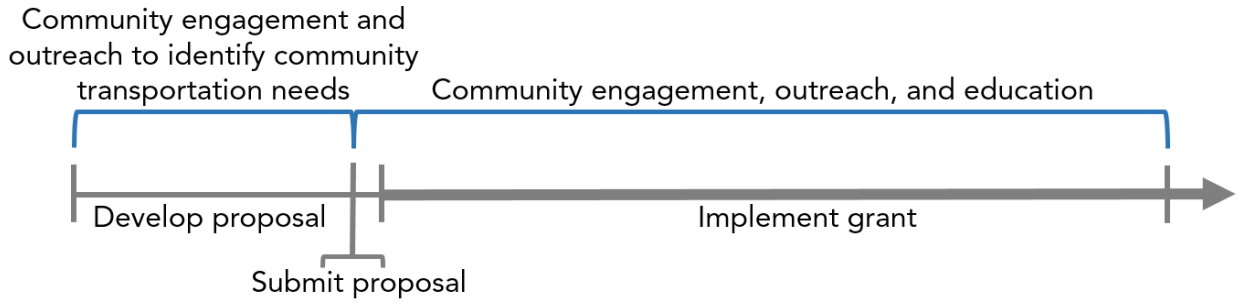
For complex projects, there may be more than one applicable criteria table. Criteria tables that may be applicable to STEP proposals include, but are not limited to, Sustainable Transportation, Planning, and Job Training and Workforce Development.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
6	Describe the direct, meaningful, and assured benefit(s) provided by each project to residents of disadvantaged communities in the STEP Community. *(Scoring Criterion)*

III. COMMUNITY INCLUSION

Applicants must directly engage community residents and other key stakeholders (e.g., community groups, local small businesses), including but not limited to Community Partners, in all phases of the proposal's development and implementation to ensure funded projects provide direct, meaningful, and assured benefits to STEP Community residents, particularly those in disadvantaged communities. The figure below displays the timeline of the three components that are a part of community inclusion for the Implementation Grant: community-identified transportation needs, community engagement, and outreach and education.

Figure 4: Community Inclusion Timeline



All aspects of community inclusion should be implemented with participation from a diverse group of community residents that represent the demographics of the STEP Community. Focus should be on engaging hard-to-reach residents, whose interests, due to social, economic, and institutional barriers, have historically been under-

[17] https://www.arb.ca.gov/cci-resources

represented.

A. Community-identified Transportation Needs for Proposal Development

Applicants must identify community residents' transportation needs *prior to submitting the proposal* through a documented community engagement process using recommended methods of community engagement identified in the **Community Inclusion Guidance** (linked in Appendix F). Community engagement activities may include, but are not limited to, online or in person community meetings and focus groups, surveys, and one-on-one discussions with residents. Applicants must then design proposed projects in collaboration with the community according to the community's identified transportation needs and wants.

This community engagement process may be undertaken specifically to apply for STEP funds, or may have been previously completed as part of another relevant formal or informal local planning process undertaken in and with the STEP Community (e.g., community engagement for active transportation plan, General Plan, specific plan, neighborhood plan, unmet transit needs assessment). These community engagement activities must have been conducted within at least four years of the proposal submittal date.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want. *(Eligibility Threshold and Scoring Criterion)*
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant. *(Scoring Criterion)*

B. Community Engagement during Grant Implementation

For each proposed project, Applicants must use recommended **community engagement**[1] methods identified in STEP's **Community Inclusion Guidance** (linked in Appendix F) to ensure that community residents have the opportunities and resources they need to actively participate in the decision-making process *during grant implementation* to inform project design and implementation. Applicants should follow community engagement best practices such as ensuring translation of meetings and materials, scheduling meetings at times and locations that are convenient to community residents, and including a process to report back to community residents on the information received during community engagement activities and how this information is being incorporated into project development and implementation.

Focus should be on engaging hard-to-reach residents.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation. *(Scoring Criterion)*
10	Identify any hard-to-reach residents. *(Scoring Criterion)*
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above. *(Scoring Criterion)*
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly. *(Scoring Criterion)*

During implementation of STEP-funded projects, community engagement participants who are not already being paid for their participation (including Community Partners and other community residents, members of community groups and community-based organizations, community leaders, and members of environmental justice organizations) should receive appropriate incentives for their time and expertise. See the Community Inclusion Guidance for more details on participant incentives.

C. Outreach and Education during Grant Implementation

For each proposed project, Applicants must use recommended **outreach**[1] and education methods identified in STEP's **Community Inclusion Guidance** (linked in Appendix F) to ensure that identified **end users**[1] in the community can successfully use new transportation services and actively participate in decision-making processes *during grant implementation*. Focus should be on engaging hard-to-reach residents.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
13	Identify the expected end users. *(Scoring Criterion)*
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation. *(Scoring Criterion)*
15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above. *(Scoring Criterion)*
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly. *(Scoring Criterion)*

The proposal should also include plans to educate community residents and local businesses about other applicable CARB funding opportunities, including One Stop Shop and the clean vehicle ownership programs (e.g., Clean Vehicle Rebate Project,[18]

[18] https://cleanvehiclerebate.org/eng

Clean Cars 4 All,[19] Clean Vehicle Assistance Program[20]) and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project[21]).

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities. *(Scoring Criterion)*

IV. DATA TRACKING AND REPORTING

CARB requires reporting on the benefits that result from funded projects such as GHG and air pollutant emission reductions, passenger vehicle miles traveled reductions, travel cost savings, energy and fuel cost savings, and jobs supported.

Appendix H includes a list of the metrics that funding recipients will be required to report to CARB. The complete set of metrics that funding recipients will be required to track and report will depend on the types of projects funded in each proposal and will be finalized in consultation with the selected funding recipients during the grant agreement process.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
18	Identify the Applicant(s) who will lead data tracking and reporting for each project. *(Scoring Criterion)*
19	Describe the plan for tracking and collecting project-related data to report to CARB. *(Scoring Criterion)*

CARB has partnered with the Climate Smart Communities Consortium (led by the University of California, Berkeley – Transportation Sustainability Research Center) to develop indicators and metrics to track the overall impact of CARB's clean mobility projects and to conduct baseline evaluations of the communities selected to receive STEP Implementation Grants. The researchers will work with the selected communities to develop indicators and metrics that will be tracked over the grant term, including transportation equity indicators such as affordability, reliability, accessibility of transportation options for different demographics, and access to key destinations. Grantees will be required to work with the researchers to develop and track these metrics and should factor these efforts into their plan for tracking and collecting project-related data.

[19] https://ww2.arb.ca.gov/our-work/programs/clean-cars-4-all
[20] https://cleanvehiclegrants.org/
[21] https://calevip.org/

A. Benefits Quantification

Applicants are required to quantify the benefits of proposed projects as part of their STEP proposal. CARB has developed quantification methods to estimate GHG emission reductions associated with all project types eligible under the Clean Transportation Strategies (see Appendix E for a full list of eligible projects; see the Quantification Methodology linked in Appendix F for descriptions of the quantification methods). The proposal must include quantification via the STEP Benefits Calculator for all projects that will be counted toward Clean Transportation Strategies.

Overall, each proposal must result in a quantifiable net GHG emission reduction. SGC's technical assistance contractor may help Applicants quantify GHG emission reductions and selected co-benefits from each quantifiable proposed project using the STEP Benefits Calculator (see Appendix I).

	INSTRUCTIONS *(Attachments)*
20	Submit a completed STEP Benefits Calculator (see Appendix I) that includes information about each project that is eligible under a Clean Transportation Strategy. *(Eligibility Threshold and Scoring Criterion)*

V. CLIMATE ADAPTATION AND RESILIENCY

The proposal should identify the specific direct and indirect impacts of climate change that the STEP Community will experience over the **project life**.[1] Where possible, the proposed projects should help the community **adapt**[1] to identified direct and indirect climate impacts and build **community resilience**[1] in preparation for those impacts. Community engagement activities should engage residents on the impacts of climate change on the proposed projects and the potential climate benefits from the proposed projects. STEP's **Climate Adaptation and Resiliency Guidance** (linked in Appendix F) includes detailed information about how to address this component.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why. *(Scoring Criterion)*
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why. *(Scoring Criterion)*

VI. LONGEVITY AND LESSONS LEARNED

STEP-funded projects are intended to catalyze clean transportation solutions that can continue to address communities' transportation needs beyond the grant term. The proposal should consider how projects (especially projects under Clean Transportation

Strategies) will remain fiscally sustainable and continue to provide benefits to STEP Community residents beyond the grant term. For all capital projects (e.g., vehicles, equipment, charging infrastructure, facilities), the proposal should include a contingency plan for ensuring those projects continue to serve the community if operation of service discontinues after STEP funding is spent.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
23	Describe if and how each project will remain fiscally sustainable and continue to provide benefits to STEP Community residents beyond the grant term. If applicable, describe the contingency plan for ensuring each capital project continues to serve the community if operation of service is discontinued after STEP funding is spent. *(Scoring Criterion)*

The proposal should also consider how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects. Where applicable, this may include participating in collaboration events and networks managed by CARB or a CARB-funded project administrator.

	INSTRUCTIONS *(Proposal Template PROJECT THRESHOLDS & CRITERIA tab)*
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects. *(Scoring Criterion)*

PROPOSAL IMPLEMENTATION PLAN

This section describes the budget and timeline that will be used to implement the proposal described in the sections above. Some components will be used to ensure eligibility thresholds identified in Appendix C, Section III are met. Some components will be scored during the proposal review process based on the quality of the component using the scoring criteria in Appendix D. Applicants must complete these proposal components using the Proposal Template in Appendix B.

I. PROPOSAL BUDGET

The proposal must include a budget that identifies all estimated labor, material, equipment, construction, installation, and administration costs associated with the proposal, including but not limited to:

- Project Costs: Requested funds and resource contributions for direct costs for all applicable elements of the identified projects (see Project Costs below for more details).
- Grant Implementation Costs: Direct and indirect costs for administrative activities related to implementation of the proposal (STEP contribution must account for no more than 5 percent of the value of requested funds, see Grant Implementation Costs below for more details).

Through any combination of STEP funds and resource contributions, the proposal budget must meet the following requirements:

- At least 50 percent of the total proposal budget must fund projects that are counted toward the proposal's Clean Transportation Strategies.
- At least 50 percent of the total proposal budget must fund projects located within the boundaries of the disadvantaged community census tracts that are located within the STEP Community.
- Separate from identified grant implementation costs, at least 2 percent of the total proposal budget must fund data tracking and reporting (see Data Tracking and Reporting).

The proposal budget must follow the format of the BUDGET tab in the Proposal Template (see Appendix B). Applicants should provide additional detail, as necessary, to show cost breakdown by task, subtask, and associated labor.

	INSTRUCTIONS *(Proposal Template BUDGET tab)*
1	Input all cost information and associated notes in the budget spreadsheet. *(Eligibility Threshold)*

	INSTRUCTIONS *(Proposal Template PROPOSAL IMPLEMENTATION PLAN tab)*
2	Confirm the total cost of the proposal (calculated based on inputs in the BUDGET tab). *(Eligibility Threshold)*
3	Confirm the total funds requested from STEP (calculated based on inputs in the BUDGET tab). *(Eligibility Threshold)*
4	Identify the total cost of the Clean Transportation Strategies (must be at least 50 percent of the total proposal budget). *(Eligibility Threshold)*
5	Identify the total cost of the projects located within the boundaries of the disadvantaged community census tracts in the STEP Community (must be at least 50 percent of the total proposal budget). *(Eligibility Threshold)*
6	Identify the total cost of data tracking and reporting (must be at least 2 percent of the total proposal budget). *(Eligibility Threshold)*

Labor rates are hourly rates that include direct labor and overhead and fringe benefits. Adjustments to labor rates that may occur over the grant term must be accounted for in the budget and explained in the Notes section of the BUDGET tab. Labor rates may not be increased at any time from those identified in the proposal.

Similarly, any expectation of cost of living increases or increases in grant implementation costs due to inflation or other reasons needs to be included in the budget and explained in the Notes section of the BUDGET tab. Regardless of any proposed increase in costs due to cost of living, inflation, or other reasons, the total amount of funding for the proposal will not be changed once the grant agreement is executed unless, under CARB's sole discretion, a grant amendment updates the grant agreement with additional funds and/or additional work.

If parts of the proposal have been or will be funded in whole or in part by other public incentive programs (e.g., other California Climate Investments programs, SB 1 programs) that are still under contractual obligations, their incentive program status must be clearly identified in the Notes section of the BUDGET tab. Applicants must also disclose information about other State grant programs (e.g., Clean Mobility Options Voucher Pilot, Active Transportation Program) they are currently applying for to fund the same project or project elements in the Notes section of the BUDGET tab.

A. Project Costs

Project costs include funds to directly implement any proposed STEP-eligible project, including but not limited to costs for labor, vehicles, equipment, infrastructure, operations, community engagement, outreach, planning, and capacity building.

B. Grant Implementation Costs

Grant implementation costs include labor expenses and other costs for administrative activities related to implementation of the proposal after the grant agreement has been executed. Grant implementation costs may be direct or indirect. The combination of direct and indirect grant implementation costs requested from STEP may not exceed 5 percent of the total requested funds. CARB has the sole discretion to modify this maximum percent during grant agreement development.

	INSTRUCTIONS *(Proposal Template PROPOSAL IMPLEMENTATION PLAN tab)*
7	Confirm the total grant implementation funds requested (must be no more than 5 percent of the total requested funds, calculated based on inputs in the BUDGET tab). *(Eligibility Threshold)*

The final disbursement will be 1 percent of the total grant implementation costs covered by STEP or $50,000 (whichever amount is greater) and will be withheld until the Grantee has delivered the Final Report. One percent of the total grant implementation costs covered by STEP will be withheld after 90 percent of the grant has been liquidated.

Direct Grant Implementation Costs

The proposal may include a request for funds to cover direct costs associated with administrative activities related to implementation of the grant. **Direct grant implementation costs**[1] covered by the Applicants are also eligible resource contributions.

Examples of direct grant implementation activities include, but are not limited to:

- Submitting invoices and supporting documents
- Participating in meetings with CARB and other project partners
- Collecting, organizing, and reviewing of data
- Drafting regular reports for CARB to track implementation of proposal
- Participating in CARB events and networks to share information about grant implementation with other jurisdictions

Indirect Grant Implementation Costs

The proposal may include a request for funds to cover indirect costs associated with administrative activities related to implementation of the grant. **Indirect grant implementation costs**[1] may not exceed 1 percent of the total requested funds. Indirect grant implementation costs covered by the Applicants are not eligible resource contributions.

Examples of indirect grant implementation costs include, but are not limited to:

- General administrative expenses
- Rent and office space
- Phones and telephone services
- Printing

	INSTRUCTIONS *(Proposal Template PROPOSAL IMPLEMENTATION PLAN tab)*
8	Confirm the total funds requested to cover indirect grant implementation costs (must be no more than 1 percent of the total requested funds, calculated based on inputs in the BUDGET tab). *(Eligibility Threshold)*

C. Resource Contribution

The proposal must include a resource contribution of at least 20 percent of the total amount of funds requested from STEP in the proposal. Resource contributions may be used to cover project costs or direct grant implementation costs. Resource contributions may include cash, in-kind services, or leveraged funding from other public or private sources including other California Climate Investments programs.

Resource contributions must be identified and documented in as much detail as possible. The minimum dollar value and source of each resource contribution must be both identified in the proposed budget and documented in attachments. If applicable, this documentation may be included in the letters of support from Lead Applicants and Sub-applicants (see Eligible Applicants). 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 implementation.

If a third party proposes to provide a resource contribution that will be used to meet the 20 percent resource contribution requirement, the proposal must include a letter from that third party stating the source of the resource contribution and that they are committed to providing the specific dollar value identified.

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.

Appendix G includes a list of eligible resource contributions and examples of eligible documentation for each resource contribution.

	INSTRUCTIONS *(Proposal Template PROPOSAL IMPLEMENTATION PLAN tab)*
9	Confirm the total value of all resource contributions committed (must be at least 20 percent of the total amount of funds requested from STEP, calculated based on inputs in the BUDGET tab). *(Eligibility Threshold)*

	INSTRUCTIONS *(Attachments)*
10	Provide documentation to verify each resource contribution identified and that each resource contribution will be available by the time it is needed. *(Eligibility Threshold)*

II. PROPOSAL TIMELINE

The proposal timeline must follow the format of the TIMELINE tab in the Proposal Template (see Appendix B). Tasks must be linked to specific deliverables detailed in the project scopes.

All Applicants must participate in the development of the disbursement request timeline and agree to be bound by it for the duration of the grant term.

	INSTRUCTIONS *(TIMELINE tab)*
11	At a high level, outline all of the tasks needed to complete each project in chronological order, organized by disbursement schedule, including: • A description of each task (tasks and task numbers should match the tasks and task numbers identified in the *BUDGET tab*) • The start date and completion date of each task • The roles of each relevant Applicant in completing each task • Any deliverables associated with each task *(Eligibility Threshold and Scoring Criterion)*

PROPOSAL DEVELOPMENT, SUBMISSION, REVIEW, AND SELECTION

I. TECHNICAL ASSISTANCE FOR APPLICANTS AND RECIPIENTS

Should SGC's technical assistance contract with Estolano Advisors be approved by the State Department of General Services, technical assistance will be available to support all STEP Applicants and recipients. Estolano Advisors is the contractor that may provide technical assistance to all STEP Applicants and recipients.

INSTRUCTIONS
Provide your information in the following survey by **5:00 pm (Pacific Time) on July 15, 2020** to access technical assistance services should they become available: https://docs.google.com/forms/d/e/1FAIpQLSeZn9n-7gGU7ScAkaBjllPwReXRpkH6ohWUKut8DG4BzUN2tw/viewform

The technical assistance contractor will work with each interested Applicant to determine what support is needed for each Applicant. The technical assistance contractor may provide Applicants with support on the following:

- Determining whether to apply for a Planning and Capacity Building Grant or an Implementation Grant
- Understanding the grant's eligibility thresholds, scoring criteria, and other requirements and answering any questions that come up during proposal development
- Quantifying benefits
- Mapping the STEP Community
- Managing proposal development (e.g., tracking and meeting deadlines)
- Engaging community residents during proposal development
- Developing partnerships
- Reading through a final version of the proposal to ensure all required components are included and all eligibility thresholds are met

The technical assistance contractor will also provide all Implementation Grant recipients support with the following:

- Data tracking and reporting
- Managing the projects (e.g., tracking and meeting deadlines, identifying and addressing challenges during project implementation)
- Working with community groups on inclusive and equitable community engagement and decision-making during the iterative design and implementation of the projects
- Developing and implementing the technical aspects of the projects

II. APPLICANT TELECONFERENCES

CARB will hold three Applicant Teleconferences for the STEP Implementation Grant, at which time CARB staff will be available to answer potential Applicants' questions regarding eligibility thresholds, proposal components, solicitation processes, and anything else related to the current STEP solicitation. The first and last teleconferences will be open to Applicants of both the STEP Planning and Capacity Building Grant and the STEP Implementation Grant. The Applicant Teleconferences will take place on the following dates and times:[22]

First STEP Applicant Teleconference
Date: June 30, 2020
Time: 3:00 pm
Call-in Number: +1 (415) 655-0060
Passcode: 859-765-307
Webinar registration:
https://attendee.gotowebinar.com/register/3438438249644849933

STEP Implementation Grant Applicant Teleconference
Date: July 22, 2020
Time: 2:00 pm
Call-in Number: +1 (562) 247-8422
Passcode: 292-436-999
Webinar registration:
https://attendee.gotowebinar.com/register/5244172793011062285

Final STEP Applicant Teleconference
Date: August 13, 2020
Time: 3:00 pm
Call-in Number: +1 (562) 247-8422
Passcode: 256-596-403
Webinar registration:
https://attendee.gotowebinar.com/register/1793756870980326669

The Applicant Teleconferences will be open to all interested entities. Written questions submitted before each Applicant Teleconference will be given priority. Questions may be emailed to Bree Swenson at step@arb.ca.gov up to four business days prior to each Applicant Teleconference. Staff will only respond to questions regarding the STEP solicitation during the Applicant Teleconferences.

The questions and answers from the Applicant Teleconferences and any questions received via email will be posted on the CARB website no later than 5:00 pm (Pacific

[22] Call-in numbers and passcodes may change. Should a change occur, the new call-in number and passcode will be listed on the CARB website at: http://www.arb.ca.gov/msprog/aqip/solicitations.htm. Potential Applicants are encouraged to confirm the call-in number and passcode by visiting the listed website prior to each teleconference.

Time) three business days after the teleconference. This date may be extended at CARB's sole discretion.

CARB will not answer questions regarding this solicitation before, between, or after the Applicant Teleconferences. Any verbal communication with a CARB employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation.

III. PROPOSAL SUBMISSION

All information and data submitted as a response to this solicitation are property of CARB and will become public record. If no qualified proposal is submitted, CARB will not award a grant and will consider other options for using STEP funds at CARB's sole discretion.

Proposals may be submitted electronically via email, by mail via postal service, or via in-person delivery.

A. Electronic Submission

If submitting electronically, CARB must receive a zipped and signed proposal, including all of the required components, no later than **5:00 pm (Pacific Time) on August 31, 2020** to step@arb.ca.gov. If the proposal is too large to send in one email, Applicants may submit different parts of the proposal in multiple emails. Please include information in the body of the email about the number of emails that contain parts of the proposal that CARB should receive, so staff can confirm that CARB has received all parts of the proposal.

Proposals submitted via email must be sent to:

Bree Swenson
California Air Resources Board
Sustainable Transportation and Communities Division
step@arb.ca.gov

CARB will send a confirmation email to the Applicant within 24 hours of receiving the electronic version of the proposal. Proposals received after 5:00 pm (Pacific Time) on August 31, 2020 may be rejected and not scored.

B. Mail or In-person Submission

If submitting by mail or in person, CARB must receive one signed original of, four copies of, and one flash drive with the proposal, including all of the required components, no later than **5:00 pm (Pacific Time) on August 31, 2020** at the California Air Resources Board headquarters at 1001 I Street, Sacramento, California 95814. Proposals submitted via U.S. Postal Service, United Parcel Service (UPS), Express Mail, Federal Express, or another delivery service provider must be dispatched with enough time so that CARB receives them no later than **5:00 pm (Pacific Time) on August 31, 2020** (delivery service provider's tracking number may be used to verify

date of receipt).

Proposals submitted via the U.S. Postal Service must be mailed to the following address:

Bree Swenson
California Air Resources Board
Sustainable Transportation and Communities Division – Mailstop 6B
P.O. Box 2815
Sacramento, California 95812-2815

Proposals submitted via another delivery service or in person must be delivered to the following address:

Bree Swenson
California Air Resources Board
Sustainable Transportation and Communities Division – Mailstop 6B
1001 I Street
Sacramento, California 95814

Once the proposal has been mailed or delivered in person, send an email to step@arb.ca.gov indicating that you have submitted a proposal. CARB will send a confirmation email to the Applicant within 24 hours of receiving the hard-copy of the proposal. Proposals received after 5:00 pm (Pacific Time) on August 31, 2020 may be rejected and not scored.

IV. PROPOSAL REVIEW AND SELECTION

A. Review Process

The submitted proposal must include all proposal components.

See **Appendix C, Section II** for a checklist that includes all proposal components. 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 Proposal Instructions section).

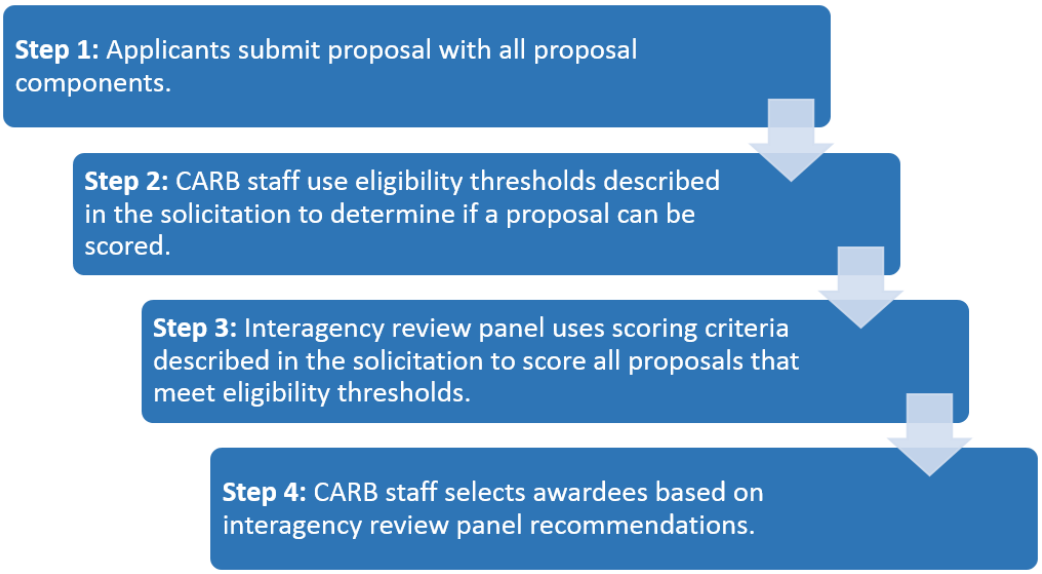
CARB staff will evaluate all proposals submitted on time using the eligibility thresholds in Appendix C to ensure proposals meet basic eligibility requirements. If a proposal does not meet all eligibility thresholds, the Lead Applicant will be notified by CARB within four business days after the solicitation 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.

See **Appendix C, Section III** for a checklist that includes all eligibility thresholds that CARB staff will use to determine if a proposal will be scored. Applicants must use this checklist to ensure that all eligibility thresholds are met prior to submitting the proposal.

If a proposal meets all eligibility thresholds, an interagency review panel made up of CARB staff and other State agency staff will evaluate the proposal using the Scoring Criteria in Appendix D. Each proposal that is scored will receive a single score out of 100 points.

See **Appendix D** for a list of scoring criteria organized by proposal component.

Figure 5: Proposal Review Process



CARB may request clarification regarding proposal responses during the proposal review process. Clarifying questions will not be considered changes to the proposal for scoring purposes, but will be considered part of the proposal and will be included in the grant agreement if the proposal is selected for funding.

Applicants may be eligible to receive extra points for their proposal during the scoring process for meeting or addressing certain criteria. These extra points are intended to enable Applicants and communities with less capacity or experience with State grant programs to compete in the scoring process. Extra points will be assigned to:

- Proposals in which the Lead Applicant is a community-based organization or a federally recognized tribe
- Proposals for projects in rural[23] communities

[23] For the purposes of STEP, rural communities are 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.

- Proposals for projects in communities that lack clean transportation options available to residents. Scored based on Applicants' answers in the STEP Community section.

B. Selection Process

The Lead Applicant that submits the proposal with the highest overall score will be preliminarily selected as the Grantee. The preliminary selection of a proposal does not in any way commit CARB to approving or finalizing the grant. The selected funding recipient will be required to sign a grant agreement with CARB to fulfill the duties of the Grantee (see Appendix J).

CARB, in its sole discretion, may cancel the preliminary selection and select the next highest scoring project, and so on, until an agreement is reached, or exercise its right, in its sole discretion, through this process to not award a grant. CARB reserves the right, in its sole discretion, to cancel this solicitation, re-solicit for a Grantee, or direct funding to another project in the Funding Plan.

In the event funding has been awarded to the highest scoring proposal and there are remaining funds available, CARB may preliminarily select the Lead Applicant from the proposal with the second highest overall score as another Grantee, and so on. In the event funding has been awarded to the highest scoring proposals and the remaining available funds are less than the amount requested in the next highest scoring proposal, CARB, in its sole discretion, may offer to fund a portion of the next highest scoring proposal, carry the remaining funds forward to the next fiscal year, or direct funding to another project in the Funding Plan.

CARB retains the right to remove discrete elements of proposals selected for funding that CARB determines to be ineligible or to reduce the scope of a proposal to use any remaining funds.

If, in CARB's sole discretion, no submitted proposal meets the goals of this solicitation, the Funding Plan, or AQIP Guidelines, no selection of a Grantee is required to be made and funding can be directed to another project identified in the Funding Plan as needed.

V. SOLICITATION DEBRIEF

Once Applicants have been selected for funding and CARB announces the awards, the Applicants that were not selected for funding have thirty days to submit a written request to step@arb.ca.gov for a debrief meeting with CARB. The debrief will include a review of the strong and weak aspects of the proposal and recommendations for how to improve the proposal for potential use in future solicitations. The debrief opportunity will be offered to Lead Applicants, Sub-applicants, and any other project partners interested in participating.

IMPLEMENTATION PROCESS

After funding recipients are preliminarily selected, each selected funding recipient must work with CARB to develop a grant agreement.

I. SCOPE OF WORK

The draft scope of work, which outlines the selected Grantee's duties and requirements, is in the Draft Sample Grant Agreement (Appendix J). Applicants must consider these duties and requirements when developing their proposal, especially the proposal timeline and budget. This scope of work will be modified in coordination with the selected funding recipient during grant agreement development and included in the grant agreement that must be executed by May 14, 2021.

II. REQUIREMENTS PRIOR TO EXECUTION OF GRANT AGREEMENT

Once selected, and prior to execution of the grant agreement, the selected funding recipient will be required to submit a resolution of its governing board that commits the entity to:

- Comply with the requirements of the grant agreement
- Accept grant funds from CARB
- Allocate and authorize any resource contributions that the entity has committed as part of the proposal

CARB recommends the resolution allow for grant amendments without governing board approval.

In addition to the resolution, both CARB and the selected funding recipient must sign the grant agreement to execute it. The selected funding recipient will be required to sign the grant agreement with CARB to fulfill the administrative and technical duties associated with the project (see Appendix J, Draft Sample Grant Agreement). An executed grant agreement must be in place before work on the selected projects may begin.

Signed grant agreements and approved governing board resolutions must be returned to CARB no later than May 14, 2021. If grant agreements and approved governing board resolutions are not returned by the deadline, CARB, in its sole discretion, may deny the proposal and redirect funds to another submitted proposal to this solicitation or to another project in the Funding Plan, as needed.

CARB, in its sole discretion, may make changes to the proposed project milestones, work plan, or disbursement schedules in consultation with the Applicant, for inclusion in the grant agreement.

III. GRANT AND BUDGET REVISIONS

Changes in the project budget, deliverables, or extension of the project schedule should be avoided where possible. CARB will work with the Grantee to determine where flexibility is possible within the grant agreement to allow for community engagement to continue informing project design throughout grant implementation and will assist the Grantee with formal amendments where needed.

In cases where changes may be allowed, they must be approved in advance and in writing by CARB and may require a grant amendment. Once a grant agreement is in place, changes to the work to be done or other project scope changes may be considered by CARB, if necessary, in consultation with the Grantee.

IV. ADVANCE PAY

Consistent with the Legislature's direction to expeditiously disburse grants, CARB, in its sole discretion, may provide advance payments of grant awards to support project initiation and implementation, with a focus on mitigating the constraints of modest reserves and potential cash flow problems. Additional information on advance pay is in the Draft Sample Grant Agreement (Appendix J).

ADMINISTRATION

I. COST OF DEVELOPING PROPOSAL

The Applicant is responsible for the cost of developing a proposal, and this cost cannot be charged to the State. In addition, CARB is not liable for any costs incurred during environmental review or as a result of withdrawing a proposed award or of canceling the solicitation.

II. ERRORS

If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the Applicant shall immediately notify CARB of such error in writing and request modification or clarification of the document before the Proposal Submittal Deadline. CARB shall not be responsible for failure to correct errors.

III. IMMATERIAL DEFECT

CARB may waive any immaterial defect or deviation contained in an Applicant's proposal. CARB's waiver shall in no way modify the proposal or excuse the successful Applicant from full compliance.

IV. DISPOSITION OF APPLICANT'S DOCUMENTS

On the date that the grant agreement is signed, all proposals and related material submitted in response to this solicitation become a part of the property of the State and public record.

V. APPLICANT'S ADMONISHMENT

This solicitation contains the instructions governing the requirements for funding proposals to be submitted by interested Applicants, including the format in which the information is to be submitted, the material to be included, the requirements that must be met to be eligible for consideration, and Applicant responsibilities. Applicants must carefully read the entire solicitation, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

VI. AGREEMENT REQUIREMENTS

The content of this solicitation and each grant recipient's proposal shall be incorporated by reference into the final grant agreement. See the Draft Sample Grant Agreement (Appendix J) terms and conditions included in this solicitation.

VII. CARB RESERVES THE RIGHT TO NEGOTIATE WITH APPLICANTS

CARB reserves the right to negotiate with Applicants to modify the project scope, the level of funding, or both. If CARB is unable to successfully negotiate and execute a

grant agreement with an Applicant, CARB, at its sole discretion, reserves the right to withdraw the pending award and fund the next highest ranked eligible project. This does not limit CARB's ability to withdraw a proposed award for other reasons, including for no cause.

VIII. NO AGREEMENT UNTIL SIGNED

No agreement between CARB and the successful Applicant is in effect until the agreement is signed by the grant recipient and by the authorized CARB representative. Costs are only subject to reimbursement by CARB after execution. No costs incurred prior to execution of the agreement are reimbursable using CARB funds.

IX. NO MODIFICATIONS TO THE GENERAL PROVISIONS

Because time is of the essence, if an Applicant at any time, including after preliminary selection, attempts to negotiate or otherwise seek modification for the General Conditions (attached as Appendix J, Draft Sample Grant Agreement), CARB may reject a proposal or withdraw a proposed award. This does not alter or limit CARB's ability to withdraw a proposed award for other reasons, including failure of a third party agency to complete CEQA review, or for no cause.

X. PAYMENT OF PREVAILING WAGES

All Applicants must read and pay particular attention to Appendix J, Draft Sample Grant Agreement Section 10.17 entitled "Prevailing wages and labor compliance." Prevailing wage rates can be significantly higher than non-prevailing wage rates.

Failure to pay legally-required prevailing wage rates can result in substantial damages and financial penalties, disruption of projects, and other complications including termination of the grant agreement.

XI. SOLICITATION CANCELLATION AND AMENDMENTS

CARB reserves the right to do any of the following:

- Cancel this solicitation
- Revise the amount of funds available under this solicitation
- Amend this solicitation as needed
- Reject any or all proposals received in response to this solicitation

Appendix A: Acronyms and Definitions

I. ACRONYMS

Acronym	Term
AB	Assembly Bill
CALeVIP	California Electric Vehicle Infrastructure Project
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CVC	California Vehicle Code
CVRP	Clean Vehicle Rebate Project
EVSE	Electric Vehicle Supply Equipment
FY	Fiscal Year
GHG	Greenhouse Gas
HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project
MOU	Memorandum of Understanding
SB	Senate Bill
STEP	Sustainable Transportation Equity Project

II. DEFINITIONS

The terms below are defined for the purposes of the STEP solicitation.

Active Transportation Strategy: Includes projects such as bicycle, pedestrian, and complete streets infrastructure (e.g., crosswalks, sidewalks, bikeways).

Adaptation: The adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected changes in climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.[1]

Affordable Housing: Housing with costs of not more than 30 percent of the gross income of low-income households.[2]

Applicants: Includes both the Lead Applicant and Sub-applicants. Applicants include all of the entities responsible for implementing the projects within the proposal.

[1] https://resources.ca.gov/CNRALegacyFiles/docs/climate/safeguarding/update2018/safeguarding-california-plan-2018-update.pdf
[2] https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/Income-Limits-2020.pdf

Clean Transportation Strategies: Categories of projects that expand the clean transportation options available to residents, encourage mode shift away from single-occupancy vehicles toward clean transportation options, fill transportation gaps, or connect transportation modes (e.g., through first/last mile[3] connections). Clean Transportation Strategies include Active Transportation, Fixed-route Transit, and Shared Mobility.

Community-based Organizations: A nonprofit organization that is place-based, with an explicit geographic focus area that includes the STEP Community. The organization's staff members, volunteers, or board members should reside in the community where the project is located. The organization must have a demonstrated record of at least one full year providing transportation- or equity-related services in the STEP Community. To qualify as a Lead Applicant, a community-based organization must have tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501, be tax exempt under California State law, have at least one year of incorporation prior to proposal submittal, and be based in California or have at least one full-time staff person based in California.

Community Development Strategy: Includes infrastructure and policy projects that ready communities for adoption of clean vehicle technology and shared, zero-emission transportation modes while avoiding substantial burdens.

Community Engagement: The process of working collaboratively with a diverse group of stakeholders to address issues that affect their well-being. Community engagement involves multi-directional information sharing; building relationships, partnerships, and trust; and involving stakeholders in planning and decision-making with the goal of improving the outcomes of policies and programs. Community engagement starts in the project identification and design phase and continues throughout project implementation and operation. Community engagement should be iterative, consistently engaging residents on their use of the projects and services offered and adapting these projects and services based on community feedback.

Community Partner: A community group, community resident, health-based organization, small business, or other entity in the community that, while not responsible for implementing projects funded through STEP like Lead Applicants and Sub-applicants are, serves as a key stakeholder and representative of the STEP Community. Community Partners should have contributed to the development of the STEP proposal and should continue to participate in decision-making on all aspects of the STEP proposal throughout grant implementation.

Community Resilience: The ability of a community to mitigate harm and maintain an acceptable quality of life in the face of climate-induced stresses, which take different

[3] The first and last portion of a trip, typically between the starting point or destination and a transit service that makes up the core of the trip

forms depending on that community's circumstances and location. Climate-induced stresses include direct and indirect impacts of climate change. An example of a direct impact of climate change is a higher number of extreme heat days. An example of an indirect impact is the increased cost of fire insurance for homes built in high-wildfire risk areas. Community resilience can include but is not limited to the physical and psychological health of the population, social and economic equity and well-being of the community, effective risk communication, integration of organizations (governmental and nongovernmental) in planning, response, and recovery, and social connectedness for resource exchange, cohesion, response, and recovery.[1]

Disadvantaged Communities: Areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations, identified as disadvantaged by the California Environmental Protection Agency per SB 535. These census tracts include the top 25 percent in CalEnviroScreen 3.0[4] along with other areas with high amounts of pollution and low populations.[5]

Direct Grant Implementation Costs: Direct costs associated with administrative activities related to implementation of the grant. Direct grant implementation costs may be covered by STEP funds or resource contributions.

Elements: Parts of each project that Applicants want STEP to fund. Identified by Applicants as a result of a community engagement process.

End Users: The STEP community residents who will ultimately be using and benefiting from funded clean transportation projects and services.

Eligibility Thresholds: The basic eligibility requirements that must be met for a proposal to be scored.

Federally Recognized Tribes: Federal recognition refers to acknowledgement by the federal government that a tribal government and tribal members constitute a tribe with a government-to-government relationship with the United States and acknowledgement of eligibility for the programs, services, and other relationships established for the United States for Indians, because of their status as Indians. Federally recognized tribes have the power to make and enforce laws on their lands and create governmental entities such as tribal courts. (25 U.S.C., § 83.2)[6]

Fixed-route Transit Strategy: Includes projects such as transit station improvements, transit right-of-way improvements (e.g., bus rapid transit lanes), transit operations improvements, transit passes, and improvements to increase accessibility of transit (e.g., network/fare integration, wayfinding, and signage).

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[4] https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30
[5] https://oehha.ca.gov/calenviroscreen/sb535
[6] https://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx

Grant Term: The time period defined by the Applicant in which all STEP funds must be expended and all project activities must be completed. The grant term may differ based on the grant or project type.

Hard-to-reach Residents: Residents whose interests, due to social, economic, and institutional barriers, have historically been under-represented.

Indirect Grant Implementation Costs: Costs associated with administrative activities that are not tied directly or solely to the project (must account for no more than 1 percent of the value of the funds requested from STEP). Identified indirect grant implementation costs are not eligible resource contributions.

Land Use Strategy: Includes policies, plans, and processes that encourage infill development, curb urban or suburban sprawl, and incentivize denser development in areas with high quality transportation options.

Lead Applicant: The entity that is responsible for leading the development of the proposal and implementation of the projects funded through STEP. The Lead Applicant should be the organization most focused on and connected to the STEP Community and will enter into a partnership with other entities for the purpose of applying for a STEP grant. The Lead Applicant will be the Grantee in the grant agreement with CARB.

Local Governments: Any non-State public agency, including but not limited to cities, counties, councils of governments, air districts, transit agencies, school districts, and joint powers authorities.

Low-income Communities: Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's list of State income limits adopted pursuant to Section 50093 of the California Health and Safety Code. Identified as low-income per AB 1550.[7]

Low-income Household: Households identified as low-income per AB 1550.[7]

Micromobility Vehicles: Includes, but is not limited to, standard bicycles, electric bicycles (Class 1 or Class 2 per California Assembly Bill 1096), electric scooters, electric mopeds, and recumbent and adaptive bicycles.

[7] https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm

Mode Shift Strategy: Includes incentives and dis-incentives that encourage mode shift away from single-occupancy, combustion vehicles and toward shared, zero-emission modes of transportation.

Outreach: Occurs during project identification and design to ensure that community residents have knowledge that will help them actively participate in decision-making processes. Also occurs during project implementation and operation to help educate end users on the new technology and services offered and to encourage the increased use of clean transportation options.

Outreach and Education Strategy: Includes projects that encourage residents to use shared, zero-emission modes of transportation. Also includes education of anyone who will be interacting with funded clean transportation and supporting projects as users or as staff.

Partnership Structure: A framework between the Lead Applicant, Sub-applicants, and Community Partners that outlines the relationships and decision-making structure between each of the entities contributing to the proposal. The Partnership Structure will guide implementation of the entire STEP grant.

Planning and Community Engagement Strategy: Includes co-developing plans and co-designing projects with community residents for the community's land use and transportation systems.

Projects: Vehicle, equipment, infrastructure, operations, planning, and capacity building projects that Applicants want STEP to fund. Identified by Applicants as a result of a community engagement process.

Project Life: Defined by the Applicant for each project based on project type. CARB provides default project life values for quantifiable project types in CARB Quantification Methodologies.[8]

Proposal: The collection of projects and supporting activities that make up the full STEP investment in a single community. A proposal must be submitted for either a Planning and Capacity Building Grant or an Implementation Grant. One proposal may not be used to apply for both grant types, though an Applicant may submit separate proposals to apply for both grant types.

Proposal Components: All items that must be submitted to CARB as part of the proposal in order for the proposal to be scored.

Public Schools: California Department of Education's definition of a public school[9]

[8] www.arb.ca.gov/cci-resources
[9] https://www.cde.ca.gov/ds/si/ds/dos.asp

Resiliency: The capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience.[1]

Resource Contributions: Assets contributed to funded projects to support their quality, breadth, and longevity throughout their lifetimes. Resource contributions may include cash, in-kind services, and leveraged funding from other public or private sources including other California Climate Investments programs. While resource contributions do not need to be monetary (i.e. cash match), Applicants are required to estimate the monetary value of all resource contributions. For resource contribution eligibility requirements, see Appendix G.

Scoring Criteria: The criteria used by the interagency review panel to score STEP proposals after determining that they meet all eligibility thresholds.

Shared Mobility Strategy: Includes projects such as zero-emission carshare, rideshare, vanpooling, carpooling, bikeshare, scooter share, ride-hailing, shuttles, and microtransit (on-demand transit) services. Shared mobility projects should be complementary to existing public transit service. Shared mobility projects could include new service, operations, or promotion of ridership or pooling through subsidies.

Small Business: Defined by the Department of General Services as a for-profit business that is independently owned, is not dominant in its field of operation, and meets specific employee size and/or revenue requirements.[10]

STEP Community: The community (defined by the Applicants and community residents during proposal development) that is the focus of and will benefit from the proposed projects. The STEP Community must be represented by a contiguous[11] geographic boundary and contain residents that all use the same community-defined transportation system.

Strategies: Categories of projects that Applicants may select in order to achieve their vision. Identified by Applicants as a result of a community engagement process.

Sub-applicant: An entity that enters into a Partnership Structure with the Lead Applicant for the purpose of applying for a STEP grant and that is responsible for implementing project or project elements funded through STEP. Should the Lead Applicant's proposal be selected for funding, the Sub-applicants will be Subgrantees in the grant agreement with CARB.

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[10] https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise

[11] Next to or touching

Supporting Strategies: Categories of projects that support and enhance clean transportation projects that already exist in the STEP Community, prioritize clean transportation options over single-occupancy combustion vehicles, or lay the groundwork for successful implementation of STEP-funded transportation projects. Supporting Strategies include Community Development, Incentives, Land Use, Outreach and Education, and Planning and Community Engagement.

Transportation Equity: When a community's transportation system provides accessible, affordable, environmentally sustainable, reliable, and safe transportation options to all residents, in particular those that have been disproportionately impacted by pollution or lack access to services. Transportation equity is intrinsically linked to access to economic opportunities and occurs when community residents have the power to make decisions about their transportation systems.

Tribal Governments: All California Native American Tribes. Either a federally recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission.[12]

Vehicles: Includes micromobility (see definition above) vehicles and automobiles (e.g., sedans, SUVs, vans, shuttles, transit buses). Vehicles that are eligible for STEP funding include zero-emission micromobility vehicles and zero-emission vehicles on the CVRP and HVIP eligible vehicle and vehicle conversion lists, including vehicle models that were removed due to CVRP policy changes effective December 3, 2019.

Vision: The Applicant and community-defined description of how the STEP proposal will meet STEP's objectives and address the community's needs.

[12] http://nahc.ca.gov/

STEP Implementation Grant Proposal Template

INSTRUCTIONS tab

INSTRUCTIONS:	This proposal template should be used in conjunction with the STEP Implementation Grant Solicitation. The solicitation document outlines in detail the requirements and criteria for a STEP Implementation Grant proposal and the instructions that Applicants should follow to fill out each tab of this proposal template. The solicitation document can be found here: http://www.arb.ca.gov/msprog/aqip/solicitations.htm
TECHNICAL ASSISTANCE:	If you need help while developing your proposal, fill out the survey in the link below by 5:00 pm (Pacific Time) July 1, 2020. https://docs.google.com/forms/d/e/1FAIpQLSeZn9n-7gGU7ScAkaBjllPwReXRpkH6ohWUKut8DG4BzUN2tw/viewform
TIPS:	When developing your answers to the questions in this template, type them into a Word document first. Copy + paste them into this Excel spreadsheet when they are final and ready to submit to CARB.
	Fill out all applicable white boxes. Blue boxes contain instructions. Gray boxes populate automatically based on your inputs in the white boxes.
	You may include attachments in response to any of the questions in this template. While CARB appreciates succinct responses, there may be situations where your responses need to be longer than the template allows or where your responses require formatting that is not supported by this template. Please include the file

INSTRUCTIONS		
1	AFTER THE PROPOSAL IS COMPLETE Complete, sign, and date the cover page of the proposal (see Appendix C, Section I). Write the file name in the box to the right.	*[File name]*
2	AFTER THE PROPOSAL IS COMPLETE Complete the Proposal Components and Eligibility Thresholds checklists (see Appendix C, Sections II and III) to ensure that all proposal components (sections of the proposal template and attachments) have been included and all eligibility thresholds have been met before submitting to CARB. If you answer "No" to any of the items in the checklist, go back and complete those items before submitting the proposal to CARB. Submit the final completed checklist to CARB with the rest of the proposal. Write the file name in the box to the right.	*[File name]*

STEP Implementation Grant Proposal Template

GRANT FRAMEWORK tab

Proposal name	*[Enter the name of your proposal]*

	INSTRUCTIONS	RESPONSES
VISION		
1	Describe the vision for the STEP Community	
2	Describe how residents and other key stakeholders were involved in the development of the vision statement identified above.	

PROJECTS AND STRATEGIES				
		Project name (in order of priority for funding)	**Associated strategy**	**Describe how residents and other key stakeholders were involved in the identification of each strategy and project.**
3, 4, 5	Project #1			
	Project #2			
	Project #3			
	Project #4			
	Project #5			
	Project #6			
	Project #7			
	Project #8			
	Project #9			
	Project #10			
6	Provide a summary of the proposal that includes a brief description of all proposed STEP-funded projects. Summaries from all Applicants will be posted publicly on CARB's website.			

STEP Implementation Grant Proposal Template
APPLICANTS tab

APPLICANTS	1	1	2	3	4	9	10
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)	Statement of qualifications	Organizational readiness to conduct equity work	Conflict of interest declaration
Lead Applicant				*[File name]*			
	5	5	6	7	8	9	10
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)	Statement of qualifications	Organizational readiness to conduct equity work	Conflict of interest declaration
Sub-applicant #1				*[File name]*			
Sub-applicant #2				*[File name]*			
Sub-applicant #3				*[File name]*			
Sub-applicant #4				*[File name]*			
Sub-applicant #5				*[File name]*			
Sub-applicant #6				*[File name]*			
Sub-applicant #7				*[File name]*			
Sub-applicant #8				*[File name]*			
Sub-applicant #9				*[File name]*			
Sub-applicant #10				*[File name]*			

COMMUNITY PARTNERS	11	11	12	13
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)
Community Partner #1				*[File name]*
Community Partner #2				*[File name]*
Community Partner #3				*[File name]*
Community Partner #4				*[File name]*
Community Partner #5				*[File name]*
Community Partner #6				*[File name]*
Community Partner #7				*[File name]*
Community Partner #8				*[File name]*
Community Partner #9				*[File name]*
Community Partner #10				*[File name]*

STEP Implementation Grant Proposal Template

PARTNERSHIP STRUCTURE tab

	INSTRUCTIONS	RESPONSES
	ROLES AND RESPONSIBILITIES	
14	Describe how the Lead Applicant's and Sub-applicants' roles and responsibilities (identified in the APPLICANTS tab) complement each other.	
	GOVERNANCE AND DECISION-MAKING	
15	Describe the governance and decision-making structure of the partnership. Include the process for handling disputes and the process for changing, adding, or removing partners.	
16	Describe how the governance and decision-making structure centers the voices of Community Partners and other community residents and key stakeholders.	
17	Describe the role of online or in-person public meetings in the governance and decision-making structure. Include the frequency of meetings, the minimum number of public meetings that will be held, and how meeting agendas and notes will be posted for public access.	
18	Describe how Applicants will report back to and seek feedback from the community about how input is being incorporated into project development and implementation.	
	LEGAL STRUCTURE	
19	Describe the legal structure of the partnership. Include who is contracting with whom and confirmation that the Lead Applicant will assume liability for the proposed projects if selected.	
	FINANCIAL STRUCTURE	
20	Describe the financial structure of the partnership. Include the process the Lead Applicant will use to pay Sub-applicants and Community Partners and the subcontractor procurement process, if applicable.	
	EQUITY	
21	Describe how the partnership structure accounts for potential inequities between partners.	

STEP Implementation Grant Proposal Template

PROPOSAL THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
STEP COMMUNITY		
1 (attachment)	Submit a map shapefile that identifies the STEP Community boundary, tentative project locations, and benefiting disadvantaged community census tracts. Write the file name in the box to the right.	*[File name]*
2	Describe the residents of the STEP Community, including demographics such as gender, race/ethnicity, age, income level, languages spoken, vehicle ownership, travel patterns to key destinations, and transportation mode share. Focus on demographics that are relevant to the community vision and identified projects.	
3	Describe the clean transportation options that are currently available or soon to be available to community residents, in particular those in disadvantaged community census tracts. Describe the quality (e.g., frequency, affordability, reliability) of these clean transportation options.	
4	For any project that is not located in the STEP Community, explain how the project is connected to and serves the STEP Community.	
EXISTING PROJECTS AND PLANS		
5 (attachment)	Submit at least one letter from the city, county, or tribal government's Planning Department, Community Development Department, Environmental Director, or other similar department or body that has land use and housing authority. The letter must demonstrate how the proposed projects are 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 or priorities. If no local or regional plans exist, explain why. Write the file name in the box to the right.	*[File name]*
6	Describe how proposed projects support and are supported by existing projects that are the types of projects that are eligible for STEP funding and the types of projects that are ineligible for STEP funding but are encouraged (lists in Appendix E). If the proposed STEP-funded projects do not connect to any existing transportation or land use projects, explain why.	
WORKFORCE DEVELOPMENT		
7	Describe how the proposed projects will contribute to workforce development in the climate and clean transportation sectors, including how the projects will partner with workforce development and training programs with career pathways or provide economic opportunities through high-quality jobs for residents of the STEP Community. If not applicable, explain why.	
DISPLACEMENT AND HOUSING		
8	Describe the displacement vulnerabilities that currently exist in low-income households and small businesses within the STEP Community.	
9	Describe the existing policies and plans that address displacement avoidance. If not applicable, explain why.	

10	Describe any policies, programs, or coordination with existing policies or programs that are proposed to be funded through STEP to avoid the displacement of existing low-income households and small businesses within the STEP Community to counter displacement that may occur due to STEP-funded projects. If not applicable, explain why.	
11	Describe how the proposed projects will advance local land use and housing goals as identified in the applicable Regional Transportation Plan, Sustainable Communities Strategy (where applicable), Regional Housing Needs Allocation (RHNA), local Housing Element implementation, or other local plans such as general plans or specific plans. If not applicable, explain why.	
12	Describe how local land use policies, plans, or processes will support the use and benefits of the proposed projects over their lifetime. Describe how the policy, plan, or process promotes the development of affordable housing within a half-mile of a transit station, transit stop, or access to an active transportation facility that will be improved by the proposed projects. If not applicable, explain why.	

STEP Implementation Grant Proposal Template

PROJECT #1 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*[File name]*
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	
	COMMUNITY INCLUSION	
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	
10	Identify any hard-to-reach residents.	
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

DATA TRACKING AND REPORTING		
18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

STEP Implementation Grant Proposal Template

PROJECT #2 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*[File name]*
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
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	COMMUNITY INCLUSION	
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11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

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17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

DATA TRACKING AND REPORTING		
18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

STEP Implementation Grant Proposal Template

PROJECT #3 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*[File name]*
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
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	COMMUNITY INCLUSION	
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11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

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DATA TRACKING AND REPORTING		
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19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
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LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
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STEP Implementation Grant Proposal Template

PROJECT #4 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
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4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
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CLIMATE ADAPTATION AND RESILIENCY		
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LONGEVITY AND LESSONS LEARNED		
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STEP Implementation Grant Proposal Template

PROJECT #5 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
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	TRANSPORTATION EQUITY	
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DATA TRACKING AND REPORTING		
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19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
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LONGEVITY AND LESSONS LEARNED		
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STEP Implementation Grant Proposal Template

PROJECT #6 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
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4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
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CLIMATE ADAPTATION AND RESILIENCY		
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LONGEVITY AND LESSONS LEARNED		
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STEP Implementation Grant Proposal Template

PROJECT #7 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
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	TRANSPORTATION EQUITY	
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DATA TRACKING AND REPORTING		
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20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

STEP Implementation Grant Proposal Template

PROJECT #8 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*[File name]*
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	
	COMMUNITY INCLUSION	
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	
10	Identify any hard-to-reach residents.	
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

DATA TRACKING AND REPORTING		
18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

STEP Implementation Grant Proposal Template

PROJECT #9 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*[File name]*
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
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	COMMUNITY INCLUSION	
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	
10	Identify any hard-to-reach residents.	
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
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17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

DATA TRACKING AND REPORTING		
18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

STEP Implementation Grant Proposal Template

PROJECT #10 THRESHOLDS & CRITERIA tab

	INSTRUCTIONS	RESPONSES
	PROJECT SCOPE	
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	*[File name]*
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
	TRANSPORTATION EQUITY	
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	
	COMMUNITY INCLUSION	
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
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9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	
10	Identify any hard-to-reach residents.	
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

DATA TRACKING AND REPORTING		
18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	*[File name]*

CLIMATE ADAPTATION AND RESILIENCY		
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

STEP Implementation Grant Proposal Template

PROPOSAL IMPLEMENTATION PLAN tab

	INSTRUCTIONS	RESPONSES	CALCULATIONS
	PROPOSAL BUDGET		
1	Input cost information and associated notes in the BUDGET tab.		
2	Total proposal budget	$ -	
3	Total funds requested from STEP	$ -	
4	Total cost of the Clean Transportation Strategies (must be at least 50 pecent of the total proposal budget)	$ -	#DIV/0!
5	Total cost of the projects located within the boundaries of the disadvantaged community census tracts in the STEP Community (must be at least 50 percent of the total proposal budget)	$ -	#DIV/0!
6	Funds for data tracking and reporting (must be at least 2 percent of the total proposal budget)	$ -	#DIV/0!
7	Grant implementation funds requested (must be no more than 5 percent of the funds requested from STEP)	$ -	#DIV/0!
8	Indirect grant implementation funds requested (must be no more than 1 percent of the funds requested from STEP)	$ -	#DIV/0!
9	Total resource contribution (must be at least 20 percent of the value of the funds requested from STEP)	$ -	#DIV/0!
10 (attachment)	Write the file names of all resource contribution documentation in the box to the right.	*[File name]*	

	PROPOSAL TIMELINE	
11	Fill out the TIMELINE tab.	

STEP Implementation Grant Proposal Template

BUDGET tab

		Hourly rate	Hours	Request for STEP funds	Resource contribution	Total	Notes
GRANT IMPLEMENTATION							
Direct Labor plus Expenses							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs (non-labor)							
	Travel costs	N/A	N/A	$ -	$ -	$ -	
	Equipment and supplies	N/A	N/A	$ -	$ -	$ -	
	Other direct costs	N/A	N/A	$ -	$ -	$ -	
Indirect Costs (non-labor)							
	Indirect costs	N/A	N/A	$ -	N/A	$ -	
Grant Implementation Costs				**$ -**	**$ -**	**$ -**	
PROJECT #1	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 1.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 1.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 1.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 1.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #1 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #2	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 2.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 2.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 2.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 2.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #2 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #3	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 3.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 3.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 3.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 3.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #3 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #4	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 4.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 4.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 4.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 4.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #4 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #5	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 5.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 5.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 5.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 5.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #5 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #6	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	

	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 6.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 6.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 6.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 6.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #6 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #7	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 7.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 7.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 7.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 7.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #7 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #8	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 8.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 8.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 8.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 8.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #8 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #9	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 9.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 9.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 9.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 9.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #9 Costs				**$ -**	**$ -**	**$ -**	
PROJECT #10	0						
Direct Labor							
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
	[Enter position/classification here]	$ -		$ -	$ -	$ -	
Direct Costs	Travel/supplies	N/A	N/A	$ -	$ -	$ -	
Project Costs							
Task 10.1	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 10.2	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 10.3	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Task 10.4	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
[Etc.]	*[Enter name of task here]*	N/A	N/A	$ -	$ -	$ -	
Project #10 Costs				**$ -**	**$ -**	**$ -**	
Total Costs	[Enter the name of your proposal]			**Total Request for STEP Funds**	**Total Resource Contribution**	**Total Proposal Budget**	
				$ -	**$ -**	**$ -**	

STEP Implementation Grant Proposal Template

TIMELINE tab

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task 1.1	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	$ -
[Etc.]	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	$ -
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	Disbursement request #1		**0/0/0**			**$ -**

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task #	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
[Etc.]	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	$ -
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	Disbursement request #2		**0/0/0**			**$ -**

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task #	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
[Etc.]	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	$ -
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	Disbursement request #3		**0/0/0**			**$ -**

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task #	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
[Etc.]	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	$ -
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	Disbursement request #4		**0/0/0**			**$ -**

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task #	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
[Etc.]	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	$ -
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	Disbursement request #5		**0/0/0**			**$ -**

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task #	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
[Etc.]	*[Enter description of task here]*	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	$ -
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	[Enter description of task here]	0/0/0	0/0/0	*[Enter description of Applicant roles here]*	*[Enter description of deliverables, if applicable]*	
	Disbursement request #6		**0/0/0**			**$ -**

STEP Implementation Grant Solicitation

APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

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

Please print clearly or type all information in this proposal.

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:

☐ I have read and understood the terms and conditions of the Sample Grant Agreement.

☐ I have read and understood the draft Grantee scope of work in the Sample Grant Agreement (Section F. Duties and Requirements).

☐ I have read, understood, and submitted all proposal components listed in Table C-1 of this appendix.

☐ I have read, understood, and complied with all eligibility thresholds listed in Table C-2 of this appendix.

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

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

THIRD PARTY CERTIFICATION (if applicable)

I have completed the proposal, 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	
Grant Framework	*Instructions*	*Yes/No*
Vision statement	Proposal Template	
Strategies identified	Proposal Template	
Projects identified	Proposal Template	
Project summary for public posting	Proposal Template	
Applicants and Partnership Structure	*Submission Format*	*Yes/No*
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	

STEP IMPLEMENTATION GRANT SOLICITATION-APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS

Proposal Thresholds and Criteria	*Instructions*	*Yes/No*
STEP Community map	Attachments	
STEP Community description	Proposal Template	
Consistency with existing plans letter(s) of support	Attachments	
Connections to existing projects component	Proposal Template	
Workforce development component	Proposal Template	
Displacement avoidance component	Proposal Template	
Affordable housing and land use component	Proposal Template	
Project-specific Thresholds and Criteria	*Instructions*	*Yes/No*
Project scope	Proposal Template	
Readiness documentation (Appendix E)	Proposal Template and Attachments	
Transportation equity component	Proposal Template	
Community-identified transportation needs component	Proposal Template	
Community engagement component	Proposal Template	
Outreach and education component	Proposal Template	
Data tracking and reporting component	Proposal Template	
Benefits Calculator and supporting documentation (Appendix I)	Attachment	
Climate adaptation and resiliency component	Proposal Template	
Longevity and lessons learned component	Proposal Template	
Proposal Implementation Plan	*Instructions*	*Yes/No*
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.

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
Strategies Identified	
At least one Clean Transportation Strategy and at least one Supporting Strategy are selected, with at least one distinct project under each strategy.	
Projects Identified	
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
Lead Applicant and Sub-Applicant Identification, Qualifications, and Letters of Support	
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.	

Applicants And Partnership Structure	Yes/No
All Applicants have submitted letters of support.	
Community Partner Identification and Letters of Support	
All Community Partners have submitted letters of support.	
Partnership Structure	
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
STEP Community Map	
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.	
STEP Community Description	
Any project not located in the STEP Community is connected to and serves the STEP Community.	
Consistency with Existing Plans Letter(s) of Support	
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.	

Project-specific Thresholds and Criteria	Yes/No
Project Scopes	
Proposal identifies a Lead Implementer for each proposed project.	
Readiness Documentation	

Project-specific Thresholds and Criteria	Yes/No
Readiness documentation demonstrates that CEQA has or will have been met at the time of grant execution.	
Readiness documentation shows that non-CEQA readiness requirements (e.g., site control, permits) have or will have been met within six months after grant execution.	
Community-identified Transportation Needs Component	
Each project is tied to a community-identified transportation need.	
Benefits Calculator and Supporting Documentation	
Sum of estimated GHG emission reductions from quantifiable projects is positive (i.e., shows a net emission reduction).	

Proposal Implementation Plan	Yes/No
Proposal Budget	
At least 50 percent of the total proposal budget funds projects that are counted toward the proposal's Clean Transportation Strategies.	
At least 50 percent of the total proposal budget funds projects located within the boundaries of the disadvantaged community census tracts that are located within the STEP Community.	
At least 2 percent of the total proposal budget funds data tracking and reporting.	
The total grant implementation funds requested account for no more than 5 percent of the total funds requested from STEP.	
Indirect grant implementation costs account for no more than 1 percent of the total proposal budget.	
Resource contribution is valued at minimum at 20 percent of the value of the funds requested from STEP in the proposal.	
Resource Contribution Documentation	
Proposal includes supporting documentation for all identified resource contributions.	

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	19
Applicants and Partnership Structure	17
Proposal Thresholds and Criteria	16
Project-specific Thresholds and Criteria	44
Proposal Implementation Plan	4
Total Proposal	**100**
Extra points	4

A review panel will evaluate each scoring criterion using the scoring scale below for all criteria except Number of strategies selected, Total GHG emission reductions, and GHG emission reduction cost-effectiveness. These criteria will be evaluated on a sliding scale compared across all scored proposals. For these criteria, all scored proposals will be compared to one another. The proposals with the highest values will receive the highest number of points for each criterion and the proposals with the lowest values will receive the lowest number of points for each criterion.

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

[1] See definition in Appendix A.

Possible Percent of Maximum Points	Interpretation	Explanation for Percentage of Points
		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 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 (19)
Vision statement	
Vision for the community aligns with STEP objectives and articulates how the proposed projects will help address the transportation needs of the community.	3
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.	1
Strategies identified	
Number of strategies selected. Sliding scale based on all proposals scored.	3
Projects identified	
Proposed projects are integrated and connected with each other in a manner that maximizes the ability to address community residents' transportation needs.	3
Proposed projects prioritize increasing accessibility to key destinations for community residents with diverse transportation needs.	3
Proposed projects employ innovative solutions or work together in innovative ways to address community residents' transportation needs.	3
Residents and other key stakeholders were involved in the identification of the proposed projects using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	3

Applicants and Partnership Structure	Maximum Points (17)
Lead Applicant and Sub-applicant identification, qualifications, and letters of support	
Lead Applicant has the organizational capacity and ability to implement the STEP proposal through relevant expertise, experience, and skill sets (e.g., has experience managing pilot projects, implementing grants, working with community residents).	3
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, and skill sets.	4
Applicants have the organizational readiness to conduct equity work.	2
Partnership Structure	
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.	2
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)	2
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.	4

Proposal Thresholds and Criteria	Maximum Points (16)
Connections to existing projects component	
Proposed projects complement existing clean transportation services and modes available. Proposed projects complement other existing, encouraged transportation, housing, and clean energy projects.	2
Workforce development component	
Proposed projects will contribute to workforce development in the climate and clean transportation sectors (e.g., partnering with workforce development and training programs with career pathways, providing economic opportunities through high-quality jobs) with a focus on STEP Community residents that live in disadvantaged and low-income community residents and that face barriers to employment.	6

Proposal Thresholds and Criteria	Maximum Points (16)
Displacement avoidance component	
Displacement vulnerability among low-income households and small businesses and existing policies and plans that address displacement avoidance within the STEP Community are identified.	1
Proposal will implement new policies and programs or coordinate with existing policies and programs to avoid the displacement of low-income households and small businesses within the STEP Community to counter any displacement that may occur due to STEP-funded projects.	4
Affordable housing and land use component	
Proposed projects complement the local jurisdiction's transportation, land use, and housing goals in a manner that supports affordable and transit-oriented housing. The local jurisdiction's land use policies, plans, and processes support the use and benefits of the proposed projects.	3

Project-specific Thresholds and Criteria	Maximum Points (44)
Project scopes	
Project scopes are feasible and identify all deliverables needed to achieve objectives.	2
Applicants have all necessary preparations completed (e.g., site control, permits) and all necessary partners on board in order to implement the proposed projects.	2
Transportation equity component	
Proposed projects consider the needs of the different groups of residents within the STEP Community. Projects address the different facets of transportation equity (including accessibility, affordability, safety, reliability, and environmental sustainability) as they are defined by community residents.	4
Proposed projects maximize benefits to the disadvantaged community census tracts within the STEP Community.	2
Community-identified transportation needs component	
Residents and other key stakeholders were involved in the identification of the community's transportation needs using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	2
Each project addresses at least one community-identified transportation need. Projects have been designed to meet the identified transportation needs. This includes, but is not limited to, appropriate scope, scale, elements, etc.	3
Community engagement component	
Proposal incorporates diverse, context-specific, and	3

Project-specific Thresholds and Criteria	Maximum Points (44)
recommended community engagement activities from the Community Inclusion Guidance for the duration of each project's implementation to involve residents in decision-making processes.	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	1
Outreach and education component	
Projects help educate end users on new technology and services offered and encourage the use of new transportation options using recommended, context-specific outreach and education activities from the Community Inclusion Guidance. Proposal also includes a plan to educate residents and local businesses about other applicable State funding opportunities.	2
Projects help educate residents about the proposed projects to better participate in decision-making processes using recommended, context-specific outreach and education activities from the Community Inclusion Guidance.	1
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	1
Data tracking and reporting component	
Proposal for data tracking and reporting satisfies applicable requirements and is feasible (including timelines, tasks, deliverables, and budgets).	3
Benefits Calculator and supporting documentation	
Total GHG emission reductions. Sliding scale based on all proposals scored.	4
GHG emission reduction cost-effectiveness. Sliding scale based on all proposals scored.	4
Community engagement level. If the proposal has high community engagement, two points will be awarded. If the proposal has medium community engagement, one point will be awarded. If the proposal has low community engagement, no points will be awarded.	2
Climate adaptation and resiliency component	
The proposal identifies the climate change risks and exposures within the STEP Community.	1
Where appropriate, projects include clear plans to adapt to direct and indirect climate risks and enhance community resiliency.	3
Longevity and lessons learned component	
Proposal addresses need for projects to operate and be maintained after the grant term is complete. Where appropriate, projects include clear plans for long-term operations and maintenance, including coordination with appropriate responsible parties.	3
Proposal includes a plan to track and communicate best practices	1

Project-specific Thresholds and Criteria	Maximum Points (44)
and lessons learned.	

Proposal Implementation Plan	Maximum Points (4)
Project plans (scopes and timelines)	
Plans are feasible (including timelines, tasks, deliverables, and budget).	4

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 projects 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
Proposal is for projects in a community that has a lack of clean transportation available to residents. Sliding scale based on all proposals scored.	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.

APPENDIX E: PROJECT ELIGIBILITY

STEP Implementation Grants will fund a variety of clean transportation and supporting projects in disadvantaged communities that will work together to increase community residents' ability to access key destinations without a personal vehicle.

Each proposal[1] must contain multiple projects.[1] Each project may contain multiple project elements.[1] Each project element must abide by STEP's eligible cost and readiness requirements. This appendix includes lists of eligible and ineligible projects, eligible and ineligible costs, and readiness and other requirements for specific project elements and for the proposal overall. Projects that are not on the eligible or ineligible lists may be determined to be eligible at CARB's sole discretion.

The proposal must identify at least one eligible project for each strategy that the Applicant plans to implement.

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

ELIGIBLE PROJECTS

The tables below list eligible projects and associated elements by strategy. Funded project elements must directly serve the associated eligible projects in the tables below.

I. CLEAN TRANSPORTATION STRATEGIES

Applicants must select at least one Clean Transportation Strategy, which includes Active Transportation, Fixed-route Transit, and Shared Mobility, but Applicants are strongly encouraged to combine multiple strategies. These strategies should expand the clean transportation options available to residents, encourage mode shift away from single-occupancy vehicles toward clean transportation options, fill transportation gaps, or connect transportation modes (e.g., through first/last mile connections). The proposal must use a minimum of 50 percent of the total proposal budget to fund projects that are counted toward the proposal's Clean Transportation Strategies. Identified strategies should work together to achieve the community's vision. The Clean Transportation Strategies and associated eligible projects are listed alphabetically below.

A. Active Transportation

The Active Transportation strategy includes projects such as bicycle, pedestrian, and complete streets infrastructure (e.g., crosswalks, sidewalks, bikeways).

[1] See definition in Appendix A.

Table E-1: Eligible Active Transportation Projects

Eligible Projects	Examples of Project Elements

New pedestrian walkways and multi-use paths	• Complete streets infrastructure
	• Connections to mobility hubs and transit stations to enable first/last mile connections
	• Installation of new or improved pedestrian crossings or over-crossings
	• Maintenance of funded infrastructure during the project's lifetime[1]
	• New walkways and multi-use paths that improve mobility, accessibility, and safety for users (e.g. sidewalks)
	• Non-capacity increasing streetscape improvements, such as:
	  ○ Benches or "street furniture"
	  ○ Lighting
	  ○ Placemaking (e.g., parklets,[2] public art)
	  ○ Shading and canopies
	  ○ Signage and way-finding markers
	  ○ Urban forestry and greenery
	  ○ Other related amenities for pedestrians, cyclists, and transit riders
	• Planning, community engagement, outreach, and education for new pedestrian facilities
	• Signalization modifications and upgrades for pedestrian detection and prioritization
	• Street crossing enhancements, including accessible pedestrian signals
	• Traffic-calming and traffic control projects such as:
	  ○ Channelization (e.g., road diets)[3]
	  ○ Curb cuts
	  ○ Curb extensions
	  ○ Lane narrowing projects
	  ○ Roundabouts
	  ○ Speed tables, bumps, humps, and cushions

New bikeways and networks (Class I, Class II, or Class IV)	• Bicycle carrying structures on public transit • Complete streets infrastructure • Connections to mobility hubs and transit stations to prioritize first/last mile connections • Maintenance of funded infrastructure during the project's lifetime

[2] Community or green space that takes the place of a former curbside parking spot
[3] The practice of reducing the number of lanes on a road, typically to slow driving speed and make room for other forms of transportation besides cars

Eligible Projects	Examples of Project Elements
	• New context-sensitive bikeways (Class I, Class II, and Class IV) that improve mobility, accessibility, and safety for users • Planning, community engagement, outreach, and education for new bike facilities • Publicly accessible bike parking, storage, and repair infrastructure (e.g., bike racks, bike lockers, bike repair kiosks) • Signalization modifications and upgrades for bicycle detection and prioritization

B. Fixed-route Transit

The Fixed-route Transit strategy includes projects such as transit station improvements, transit right-of-way improvements (e.g., bus rapid transit lanes), transit operations improvements, transit passes, and improvements to increase accessibility of transit (e.g., network/fare integration, wayfinding, and signage).

Table E-2: Eligible Fixed-route Transit Projects

Eligible Projects	Examples of Project Elements
New or expanded service	• Operation of new or expanded service • Planning, community engagement, outreach, and education for new or expanded services • Purchase, construction, and installation of infrastructure, equipment, or facilities to support zero-emission vehicles • Zero-emission vehicle[1] purchases and leases for new or expanded service
Public transit subsidies	• Community engagement, outreach, and education for public transit subsidies • Free fare days • Plans for subsidy disbursement (e.g., how many subsidies users will receive, how long the subsidies will last) • Transit vouchers for free or reduced fares

System or efficiency improvements	• Access for unbanked users
	• ADA accessibility improvements
	• Infrastructure for express routes and other efficiency improvements such as:
	  ○ Bus-only lanes
	  ○ Traffic signal coordination and optimization
	• Mobile apps
	• Network/fare integration
	• Other system or efficiency improvements that result in increased ridership for new or existing

Eligible Projects	Examples of Project Elements
	routes, including project elements that increase service levels or reliability or decrease travel time • Planning, community engagement, outreach, and education for system or efficiency improvements • Route, schedule, frequency, and reliability improvements (e.g., for commute trips, non-commute trips, trip-chaining, essential services) • Transit station and stop improvements such as: o Connectivity improvements such as sidewalks and turnouts o Lighting o Measures to increase safety from gender-related violence o Mobility hubs to integrate different transportation modes and prioritize first/last mile connections o Placemaking and greenery o Safety and security equipment o Shading, shelters, and seating o Station ambassadors o Wayfinding and signage • Transit vehicle improvements (e.g., bike racks, stroller access improvements, fareboxes, measures to enhance public health)

C. Shared Mobility

The Shared Mobility strategy includes projects such as zero-emission carshare, rideshare, vanpooling, carpooling, bikeshare, scooter share, ride-hailing, shuttles, and microtransit (on-demand transit) services. Shared mobility projects should be complementary to existing public transit service. Shared mobility projects could include new service, operations, or promotion of ridership or pooling through subsidies.

Table E-3: Eligible Shared Mobility Projects

Eligible Projects	Examples of Project Elements
New or expanded carshare, rideshare, bikeshare, scooter share, vanpooling, carpooling, ride-hailing, shuttles, and microtransit	• Access for unbanked users • Measures to enhance public health why using services • Mobile apps for on-demand services • Mobility hubs to prioritize first/last mile connections • Operation of new or expanded service • Planning, community engagement, outreach, and education for shared mobility services

Eligible Projects	Examples of Project Elements
	• Purchase, construction, and installation of infrastructure, equipment, or facilities to support zero-emission vehicles • Strategies to encourage verifiable pooling for on-demand services • Strategies to reduce deadhead mileage[4] for on-demand services • Zero-emission vehicle purchases and leases for new or expanded service
Shared mobility subsidies	• Community engagement, outreach, and education for shared mobility subsidies • Free fare days • Plans for subsidy disbursement (e.g., how many subsidies users will receive, how long the subsidies will last) • Vouchers for free or reduced fares

II. SUPPORTING STRATEGIES

Applicants must select at least one Supporting Strategy, which includes Community Development, Land Use, Mode Shift Outreach and Education, and Planning and Community Engagement, but Applicants are strongly encouraged to combine multiple strategies. These strategies are meant to support and enhance clean transportation projects that already exist in the STEP Community, prioritize clean transportation options over single-occupancy combustion vehicles, or lay the groundwork for successful implementation of STEP-funded transportation projects. Identified strategies should work together to achieve the community's vision. The Supporting Strategies and associated eligible projects are listed alphabetically below.

A. Community Development

The Community Development strategy includes infrastructure and policy projects that ready communities for adoption of clean vehicle technology and shared, zero-emission transportation modes while avoiding substantial burdens.

Table E-4: Eligible Community Development Projects

Eligible Projects	Examples of Project Elements
Displacement avoidance activities related to STEP-funded projects	• Local policy development, and implementation to support neighborhood stabilization and the preservation and production of affordable housing • Planning, community engagement, outreach, and education for displacement avoidance

[4] Mileage driven without cargo or a passenger, typically to reach the next pick-up location

Eligible Projects	Examples of Project Elements
	• Programs that support local, small businesses and existing residents that are vulnerable to displacement • For a full list of example activities see the **Displacement Avoidance Guidance** linked in Appendix F.
Local goods movement to individuals or small businesses to minimize trips in single-occupancy vehicles	• Centralized, walkable consumer pick-up locations • Local goods movement emission reduction plans • Planning, community engagement, outreach, and education for local goods movement • Zero-emission vehicles for new or expansion of mobile and delivery services by small, local businesses (e.g., mobile markets and food trucks), including light and heavy-duty vehicles and cargo bikes • Zoning and geofencing[5] (e.g., to streamline delivery services or restrict travel of delivery vehicles in specific locations)

Workforce development activities for the climate and clean transportation sectors	• Educational resources, including but not limited to:
	  ○ Classes
	  ○ Curricula
	  ○ Materials
	  ○ Mobile apps
	  ○ Training sessions
	  ○ Websites
	• Partnership with job assistance and career development programs
	• Promotion of engagement and contracting with local businesses and the local workforce
	• For a full list of example activities see the **Workforce Development Guidance** linked in Appendix F.

Zero-emission readiness projects to support publicly-accessible clean transportation	• Planning, community engagement, outreach, and education for zero-emission readiness projects • Public zero-emission vehicle charging or refueling (e.g., planning, evaluation of existing infrastructure, siting, education and awareness, signage, an ombudsman position) • Renewable energy generation and storage for zero-emission transportation

[5] The use of technology to create virtual boundaries around a location, typically used in transportation to restrict specific types of vehicles or services from entering certain locations

B. Land Use

The Land Use strategy includes policies, plans, and processes that encourage infill development, curb urban or suburban sprawl, and incentivize denser development in areas with high quality transportation options.

Table E-5: Eligible Land Use Projects

Eligible Projects	Examples of Project Elements
Growth management projects that support infill, transit-oriented development and reduce passenger vehicle miles traveled	• Adoption of an agricultural greenbelt and implementation agreement • Adoption of urban limit lines or urban growth boundaries • Agricultural land mitigation program transactions and program administration • Conservation easements and purchase program transactions and program administration • Increased minimum of designated strategic agricultural areas • Planning, community engagement, outreach, and education for growth management projects • Transfer of development rights

Land use plans to support transit-oriented development	• Combined land use and mobility plans
	• Community engagement, outreach, and education for land use plans to support transit-oriented development
	• Land-use plans for transit-oriented and transit-ready development such as:
	  ○ Housing incentive zones or other area-based housing incentives beyond State Density Bonus Law
	  ○ Plans for infrastructure necessary to support transit-oriented and transit-ready development (e.g., station area planning including improvements to pedestrian infrastructure)
	  ○ Upzoning or rezoning for multifamily housing to intensify land use patterns in close proximity to transit
	• Plans for converting publicly-owned lands into affordable housing, transit-oriented development
	• Plans to connect disconnected neighborhoods to each other and to transit (e.g., cul-de-sac conversion)
	• Other plans, policies, or process improvements to promote affordable residential densification in proximity to transit, jobs, and other amenities. For

Eligible Projects	Examples of Project Elements
	a full list of example activities see the **Displacement and Housing Guidance** linked in Appendix F.

C. Mode Shift

The Mode Shift strategy includes incentives and dis-incentives that encourage mode shift away from single-occupancy, combustion vehicles and toward shared, zero-emission modes of transportation.

Table E-6: Eligible Mode Shift Projects

Eligible Projects	Examples of Project Elements
Active transportation subsidies	• Planning, community engagement, outreach, and education for active transportation subsidies • Vouchers to incentivize active transportation or vouchers to purchase personal zero-emission micromobility vehicles (e.g., standard bicycles, electric bicycles, electric scooters, recumbent and adaptive bicycles)
Pricing pilots, policies, or programs (e.g., parking, vehicle registration, (de-)congestion, or road pricing; feebates[6]) to support mode shift away from single-occupancy combustion vehicles	• Impact analysis of pilots • Vouchers to exempt or reduce prices for certain populations (e.g., low-income, students, seniors) • Infrastructure and signage • Mobile apps • Operation and enforcement of pilot • Payment systems • Planning, community engagement, outreach, and education for pricing pilots, policies, or programs

Projects to increase access to clean transportation options	• Broadband network infrastructure to support clean transportation options
	• Community resource centers or hubs to educate residents about how to use new clean transportation options
	• Maintenance of existing infrastructure (e.g., sidewalks, bikeways)
	• Planning, community engagement, outreach, and education for applicable projects
	• Space conversion projects or pilots such as:
	  ○ Car-free zones
	  ○ Curbside management
	  ○ Geofencing
	  ○ Low or no emission zones
	  ○ Parking conversion

[6] A combination of fees and rebates used to incentivize mode shift.

Eligible Projects	Examples of Project Elements
	○ Separate drop-off and pick-up areas ○ Signage and other associated infrastructure to separate modes • Transportation demand management planning and education • Trip planners, street teams, and community ambassadors to connect residents to clean transportation options
Telecommuting plans and programs	• Community engagement, outreach, and education for telecommuting plans and programs • Participant incentives • Program development and administration

D. Outreach and Education

The Outreach and Education strategy includes projects that encourage residents to use shared, zero-emission modes of transportation. Also includes education of anyone who will be interacting with funded clean transportation and supporting projects as users or as staff.

Table E-7: Eligible Outreach and Education Projects

Eligible Projects	Examples of Project Elements
Behavior change and marketing campaigns for new or existing clean transportation and mode shift projects	• Gamification programs[7] • Media outlets (e.g., digital media such as social media, television, or video; physical media such as newspapers, magazines, or newsletters) • Mobile apps • Signage and other physical infrastructure
Capacity building to implement new or enhance existing clean transportation planning, operations, or infrastructure projects	• Community resource portals, toolkits, and documents • Educational resources (e.g., classes, training sessions, materials, websites, mobile apps, curricula) • Relationship building and network development • Trip planners, street teams, and community ambassadors to connect residents to clean transportation options
Outreach and education for new or existing clean transportation planning, operations, or infrastructure projects	• Community resource portals, toolkits, and documents • Educational resources, including but not limited to: ○ Bike valet at community events ○ Curricula

[7] Behavior change programs that employ characteristics of games to encourage desired behavior

Eligible Projects	Examples of Project Elements
	○ Events (e.g., ride and drives, bicycle rodeos, bike repair pop-ups, temporary street closures or car-free days to encourage active transportation, workshops) ○ Materials ○ Mobile apps ○ Websites • First responder training • Pop-up or demonstration projects and other forms of tactical urbanism[8]

E. Planning and Community Engagement

The Planning and Community Engagement strategy includes co-developing plans and co-designing projects with community residents for the community's land use and transportation systems.

Table E-8: Eligible Planning and Community Engagement Projects

Eligible Projects	Examples of Project Elements
Community and stakeholder engagement for new or existing clean transportation planning, operations, and infrastructure projects	• Community engagement events and activities • Community resource portals, toolkits, and documents • 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 network development • Pop-up and demonstration projects and other forms of tactical urbanism[8] • Surveys and information gathering
Transportation-focused plan development	• Automated and connected vehicle plans to enable equitable shared mobility • Combined land use and mobility plans • Community engagement, outreach, and education for transportation plans • Feasibility studies • Mobility equity analysis[9]

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

[9] Assessment of the quality and impact of existing transportation options and proposed new transportation projects

Eligible Projects	Examples of Project Elements

	• Mobility plans, including but not limited to:
	  ○ 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:
	  ○ Collision, safety, and speed limit analysis
	  ○ Traffic collision reduction and traffic calming plans (e.g., Vision Zero plans)
	• Transportation equity work plans

Plans or policies to support mode shift away from single-occupancy vehicles	• Car-free zone plans • Community engagement, outreach, and education for plans or policies • Curbside management[10] plans/policies • Elimination of parking requirements for new development • Low or no emission zone plans • Parking or lane conversion plans (to prioritize infill development and shared and zero-emission modes of transportation)

III. INELIGIBLE PROJECTS

Projects that are ineligible for STEP funding include, but are not limited to:

- Building permits and site approvals
- Community-scale renewable energy or fuel production and storage*
- Cost-sharing for infill development*
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or CEQA
- Heavy rail service*
- Highway or road capacity creation or expansion
- Inter-state transit or long-distance intra-state transit (e.g., Greyhound buses)

[10] The collection of practices that an entity uses to effectively manage the use of curb space

- Lab-scale technology research and development (TRL 4 or less)
- Land or building acquisition, leasing, or renting
- Manufacturing, including but not limited to:
    - Acquisition of raw materials or inputs for the manufacture of commercial product(s)
    - Operations and maintenance of manufacturing facility
- Personal or private automobile funding incentives (e.g., rebates, vouchers)
- Projects that include purchase of internal combustion or hybrid vehicles
- Projects that increase GHG or air pollutant emissions or vehicle miles traveled
- Residential or commercial development
- Ride-hailing services unless they are providing services with zero-emission vehicles or verifiable shared rides
- Road maintenance that is not directly linked to a complete streets project
- Transit-oriented development, particularly affordable housing*
- Vehicle or fleet replacement that does not include provision of new or expansion of service

* These projects, while ineligible for STEP funding, likely contribute to the vision for and benefit the STEP Community, so coordination between STEP-funded projects and these other projects is encouraged through scoring of the Connections to Existing Projects criterion.

ELIGIBLE COSTS

I. ELIGIBLE COSTS

The list below includes the eligible costs for all of the project elements listed in the charts above. All costs covered by STEP funding must directly support these project elements.

- Access to proprietary data or research material
- Acquisition of right-of-way
- Consumer subsidies
- Direct costs for implementing new or expanded displacement avoidance policies
- Electronic software licenses, services, and development or hardware support services
- Equipment and infrastructure design, engineering, procurement, lease, installation, construction, and commissioning, for elements such as:
    - Accessibility improvements
    - Consumer payment systems
    - External consultant fees
    - Green infrastructure
    - Some aspects of electrical system upgrades (under consideration)
    - Street and sidewalk infrastructure
    - Vehicle charging and hydrogen refueling stations

    - Vehicle locking stations
- Fuel and electricity costs
- 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
    - Training for staff
    - Travel
- Materials and supplies, including but not limited to:
    - Language translation services
    - Preparation of materials
    - Printing and mailing
- Operations and maintenance of vehicles, equipment, and infrastructure, including but not limited to:
    - Costs to outfit vehicles, equipment, and infrastructure with necessary and appropriate workplace and safety equipment
    - Insurance (for vehicle and for rider or passenger)
    - Mileage and user tracking devices (i.e., data loggers or telematics, bike and walk count equipment)
    - Repairs and routine maintenance
    - Reservation system development and on-going maintenance costs
    - Roadside assistance
    - Safety and training courses
    - Time-of-use management systems and software
    - User safety equipment (e.g., helmets for bicycle sharing participants)
- Outreach and community engagement events and support, including but not limited to:
    - Community and stakeholder advisory groups
    - Language translation and interpretation services
    - Marketing and advertisements
    - Participant incentives
    - Public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges
    - 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.)
- Vehicle[1] purchase and lease

II. INELIGIBLE COSTS

- Advocacy work, such as direct lobbying for the passage of specific bills or local propositions
- All costs associated with automobile or motorcycle parking (excluding electric vehicle charging infrastructure that may be located at a parking spot)
- 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 1 percent of the total proposal budget
- Lobbying
- Ongoing operational costs beyond the grant term
- Real estate brokerage fees or expenses
- Right-of-way
- 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
- Work-appropriate clothing or attire (other than essential equipment and safety wear such as personal protective equipment)
- Using funds for mitigation activities that are already mandated by local or State governing bodies or agencies

ELEMENT REQUIREMENTS

All applicable project elements must adhere to the CEQA and permitting requirements described at the end of this appendix.

I. FOR FUNDED LIGHT-, MEDIUM-, AND HEAVY-DUTY VEHICLES

- Vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- Vehicles must be zero-emission.
- Vehicles may be purchased or leased (2-year minimum lease period).
- Vehicles must be on the eligible Clean Vehicle Rebate Project (CVRP) or Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Eligible Vehicle lists[11,12] at the time of purchase, including vehicle models that were removed due to CVRP policy changes effective December 3, 2019.
- Vehicles must be registered in California.

[11] https://cleanvehiclerebate.org/eng/eligible-vehicles
[12] https://www.californiahvip.org/how-to-participate/#Eligible-Vehicle-Catalog

- Vehicles must be compliant with all applicable State requirements, including, but not limited to applicable CARB engine or vehicle approval or certification and Department of Motor Vehicles licensing.
- No modifications can be made to the vehicle's emissions control systems, hardware, or software calibrations (California Vehicle Code (CVC) Section 27156).
- Vehicle title cannot be salvaged (as defined in CVC section 544).
- Vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.
- Vehicles must be under warranty with the manufacturer for the duration of the grant term.
- Used vehicles must meet the following additional requirements at the time of purchase or lease:
    - Vehicle model year must be 4 years or newer.
    - Vehicle mileage cannot exceed 48,000 miles.
    - Vehicle cannot have any outstanding recall notices. If there has been a recall notice for the vehicle model, documentation must be provided that the problem has been addressed before the vehicle is purchased or leased.
    - Vehicles must be inspected by a licensed automotive mechanic.
    - Batteries in vehicles must be new (new batteries may be purchased).
    - Vehicles that previously have participated in CVRP (received rebates) must have passed the compliance period and have fully complied with program requirements.
    - Vehicles must be formerly listed under the eligibility list of CVRP according to their model years.

II. FOR FUNDED MICROMOBILITY VEHICLES

- Purchased micromobility vehicles must be new.
- Micromobility vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- Micromobility service must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging or fueling infrastructure and repairs and maintenance of the vehicles.
- Micromobility service must be registered with the local jurisdiction, where available.
- Micromobility vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase

III. FOR FUNDED EVSE PURCHASE AND INSTALLATION

- EVSE must be installed to provide electricity to project vehicles.
- EVSE must comply with California Electric Vehicle Infrastructure Project

(CALeVIP) equipment requirements.[13]

- EVSE may be installed in commercially or residentially zoned locations.
- EVSE may include ports for micromobility vehicle charging or fueling if the project design includes micromobility vehicles.
- EVSE may be Level 2 (rated up to 240 volts alternating current [AC], up to 60 amperes [amps], and up to 14.4 kilowatts) or Level 3 (high voltage AC or direct current [DC] with the capability to charge a vehicle to approximately 80 percent capacity within 30 minutes).
- EVSE must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging infrastructure.

IV. FOR FUNDED HYDROGEN REFUELING STATION INSTALLATION

- Hydrogen refueling station must be installed to provide fuel to project vehicles.
- Hydrogen refueling station must adhere to the minimum technical, renewable hydrogen, and other requirements described in Appendix G[14] of the Clean Mobility in Schools solicitation.
- Hydrogen refueling station must comply with all applicable federal, State, and local laws and requirements for acceptable installation and usage of hydrogen refueling stations.
- Hydrogen refueling station must be designed to allow the station to accept delivery of hydrogen fuel from a mobile refueler or hydrogen tube trailer if on-site hydrogen production goes off-line or if hydrogen delivered via a pipeline is disrupted.
- Public or private access to refueling from proposed refueling stations is not required.

V. FOR POLICIES AND PROCEDURES TO EVALUATE AND ENROLL PARTICIPANTS IN FUNDED TRANSPORTATION SERVICES

- Participants must be enrolled and meet the requirements below:
    - Possess a current California Class C Driver's license, if applicable
    - Meet minimum requirements to drive a project vehicle as required by the Grantee and the insurance provider, if applicable, to be developed in conjunction with CARB
    - Complete trip surveys and participate in research as requested by the Grantee
    - Pay project fees to use the vehicles or service, if required by the Grantee
    - Satisfactorily complete a bicycle safety training program, if applicable (must be approved by CARB)

[13] https://calevip.org/resources-ev-charging-manufacturers-service-providers

[14] https://ww3.arb.ca.gov/msprog/mailouts/msc1920/msc1920appf.pdf?_ga=2.112533188.1396155840.1587346949-1405068476.1585775700

- Participants become ineligible upon any of the following events:
  - Participant becomes ineligible per terms of insurance
  - Vehicle driver's license lapses or is revoked
  - Driver or rider is determined to be an unsafe or impaired driver by the Grantee
  - Participant causes damage to a vehicle, bicycle, EVSE, or other project property; ineligibility is at the discretion of the Grantee or CARB
  - Nonpayment of project fees to use the vehicles or service, as required by the Grantee
  - Noncompliance with project requirements; ineligibility is at the discretion of the Grantee or CARB

VI. 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).

VII. FOR FUNDED DISPLACEMENT AVOIDANCE ACTIVITIES

- Funded activities must be focused on implementing additional or new policies and programs, which may include but are not limited to new policies not yet adopted, programs that address implementation barriers of existing policies and programs, and expanded efforts around existing policies and programs.
- Funded activities must directly address the displacement vulnerabilities of the STEP Community and the potential impacts of implementing STEP-funded projects.
- Funded activities must be located within the STEP Community.
- Funded activities must be focused on engaging existing low-income households and small businesses located or involved within the STEP Community.

- Funded activities must include an evaluation of the success of that activity in avoiding displacement of existing low-income households and small businesses

VIII. FOR FUNDED GROWTH MANAGEMENT PROJECTS

- Funded projects must comply with all relevant local, State, and federal laws, including State Housing Element Law[15] and Government Code Section 66300 as added by Senate Bill 330 (Chapter 654, Statues of 2019).[16]

READINESS REQUIREMENTS

If applicable, at the time of grant execution, Applicants must have all California Environmental Quality Act (CEQA) documentation completed. Applicants must include CEQA documentation in the proposal that demonstrates that CEQA has been or will have been met at the time of grant execution. See detailed instructions on the CEQA readiness requirement below.

Within six months after grant execution, Applicants must have all other necessary preparations completed (e.g., site control, permits) and all necessary partners on board in order to implement the proposed projects. Applicants must include documentation in the proposal that demonstrates that these other readiness requirements have been met or will have been met within six months after grant execution.

If any readiness requirements have not been met by the time the proposal is submitted, Applicants must identify the process and anticipated timeline for completing these actions. Applicants are encouraged to complete as many readiness requirements as possible prior to submitting their proposals; proposals will be scored on level of readiness.

I. CEQA COMPLIANCE AND PERMITTING REQUIREMENTS

Each proposed infrastructure installation (e.g., electric vehicle supply equipment, hydrogen refueling stations, bike or pedestrian infrastructure) may be subject to CEQA compliance, as well as permitting and other requirements. Such proposals must adhere to the requirements specified below.

A. CEQA Compliance Information

CEQA requires public agencies to identify the significant environmental impacts of

[15] Additional information can be found in the Land-Use Controls section of the California Department of Housing and Community Development's Building Blocks Comprehensive Housing-Element Guide: https://www.hcd.ca.gov/community-development/building-blocks/constraints/land-use-controls.shtml

[16] Additional information about Senate Bill 330, including a list of local governments subject to its requirements, can be found at: https://www.hcd.ca.gov/community-development/accountability-enforcement/statutory-determinations.shtml

their actions and to avoid or mitigate them, if feasible. Under CEQA, an activity that may cause either a direct or reasonably foreseeable indirect physical change in the environment is generally considered a project. An activity funded by a grant may be considered a project under CEQA if it will cause a direct or reasonably foreseeable indirect physical change in the environment. Agencies must comply with CEQA before they approve a project. For projects which are exempt from CEQA, agencies may prepare a Notice of Exemption (an example is provided for reference).

Before Applicants submit a proposal, Applicants must be certain that the project will be able to satisfy any and all CEQA requirements before grant execution can take place. Grant execution is required to take place on or before May 14, 2021. Applicants must complete a CEQA Worksheet (Attachment 1 of this appendix) for each proposed infrastructure installation. CARB must ensure that the appropriate level of environmental review under CEQA has been completed prior to grant approval/execution. Thus, no grant can be approved/executed until the lead agency has determined that the project is exempt from CEQA requirements or until the lead agency has satisfied all CEQA requirements if the project is not exempt from CEQA.

As part of their proposal, the Applicant shall provide a detailed description of all proposed projects, as well as information about whether the project will have any direct physical changes and reasonably foreseeable indirect changes to the surrounding environment. Because of CARB's role as a CEQA responsible agency (see number 4 in the list below), CARB needs detailed information from Applicants about the projects in order to properly evaluate each proposal under CEQA. In order to minimize or avoid adverse environmental impacts, CARB will only accept proposal for projects to be sited where similar infrastructure already exists (e.g., installing EVSE where electrical infrastructure already exists, installing a hydrogen refueling station at an existing fueling station or industrial facility, installing bike or pedestrian infrastructure along existing roadways).

Applicants must provide documentation from the lead agency showing the CEQA process has been completed. If no CEQA review is required by a local lead agency, provide documentation from the local lead agency explaining why not.

As explained in greater detail in Attachment 1 of this appendix, the Applicant must provide the following information as it pertains to each proposed project:

1. **Proposed Station/Facility Location:** The Applicant must provide the specific address or equivalent location information for the proposed station, equipment, or facility. This must include photographic images with both date and time stamps of all intended locations. If applicable, the images must show station ingress and egress.

2. **Permits:** The Applicant must identify the permits necessary for the project.

3. **Project Impacts:** The Applicant must describe the direct physical changes and

reasonably foreseeable indirect changes to the surrounding environment that may result from the project. Please see Section 4 in Attachment 1 of this appendix.

4. **CEQA Lead Agency:** The lead agency is the public agency that has the greatest responsibility for carrying out or approving a project and for preparing environmental review documents under CEQA. Where the award recipient is a public agency, the lead agency is typically the grantee. If there are multiple public agencies acting in concert for one project, then the agency which acts first on the project will normally be the lead agency. Where the award recipient is a private entity, the lead agency is the public agency that has the greatest responsibility for approving the project as a whole. When awarding grants, CARB is typically a Responsible Agency under CEQA, which means that it must make a CEQA finding based on review of the funded activities and any environmental documents created by the lead agency. The lead agency will be identified using the following process:

    a. Where the proposed project would require a discretionary approval from another permitting agency, the Applicant must identify the CEQA lead agency in the proposal and include documentation demonstrating that contact has been made with the lead agency with jurisdiction over the project for purposes of complying with CEQA. The documentation may be in the form of a letter from the lead agency that is stamped as received by the local agency.

    b. If CARB is the only agency with discretionary approval over the proposed project, then CARB will act as the lead agency and will work with the Applicant to satisfy CEQA requirements.

    Regardless of which agency is the lead agency for a proposed project, the Applicant shall be responsible for all costs associated with preparation of environmental review documents. The Applicant may also be required to retain a consultant to perform environmental studies as appropriate. CARB ***WILL NOT*** reimburse any Applicant for these costs. The Applicant shall also be responsible for all costs associated with defending any legal challenge against the grant agreement or the environmental review documents prepared in support of entering into the grant agreement.

5. **CEQA Compliance Where the Proposed Project Would Require Discretionary Approval from Another Permitting Agency (i.e., another permitting agency serves as the lead agency):**

    a. **Exempt Projects:** If the lead agency determines that the proposed project is exempt from CEQA or not a "project" for purposes of CEQA, then the Applicant must submit proof of such a determination (i.e. a resolution adopting the exemption when the lead agency approved the

project). In addition, the Applicant must submit a copy of a legally adequate, properly filed Notice of Exemption after the 35th day after the date of such filing, or proof that more than 180 days have elapsed since the agency's decision to carry out or approve the Applicant's project, to CARB prior to grant execution. Additionally, the Applicant must provide detailed information on why the project meets the applicable statutory or categorical exemption and why no exceptions to the categorical exemptions apply (see CEQA guidelines section 15300.2). The Applicant shall provide substantial evidence, as that term is defined under the CEQA Guidelines (see, CCR, Title 14, § 15384), that support the lead agency's exemption determination. For example, for a Class One Categorical Exemption (California Code of Regulations (CCR), Title 14 § 15301), the Applicant should provide documentation showing that the project is located at an existing facility that involves negligible or no expansion of an existing use.

i. Ministerial or "Common Sense" Exemptions: If the lead agency exempts a proposed project under the "ministerial" or "common sense" exemptions (CCR, Title 14, § 15268 and § 15061, subd. (b)(3), respectively), the Applicant shall provide details on whether the project meet some other statutory or categorical exemption. For example, the Applicant should not simply state that a 100 percent renewable hydrogen project is exempt under the common sense exemption.

b. Non-exempt Projects: For non-CEQA exempt projects, the Applicant must submit proof that all CEQA requirements have been satisfied, along with the appropriate CEQA documentation and lead agency approval documentation. The Applicant must provide CARB with a copy of the appropriate CEQA approval notice(s) to demonstrate that the project was properly approved under CEQA and that any statute of limitations for challenging the project approval and CEQA determination has run. If CARB will serve as the lead agency, the Applicant must satisfy the requirements in the section (6) below. If an Applicant fails to submit the required CEQA documentation as described above in a timely manner, CARB in its sole discretion may cancel the proposed grant and make a selection to the next highest scoring project, and so on, until an agreement is reached, or exercise its right, to not award a grant. CARB reserves the right, in its sole discretion, to cancel this solicitation, re-solicit for a Grantee, or direct funding to another project in the Funding Plan.

c. In accordance with CEQA requirements, CARB will review each proposal and consider the facts and circumstances of each proposed project (including the project's reasonably foreseeable direct and indirect impacts) before determining whether the lead agency's CEQA review

findings and documentation are adequate.

6. **CEQA Compliance Where the Proposed Project Would Not Require Discretionary Approval from Another Permitting Agency:** If CARB is the only agency with discretionary approval over the proposed project, then CARB will act as the lead agency and will work with the Applicant to satisfy CEQA requirements. The Applicant must provide CARB detailed information regarding the project description and why the project would qualify for any CEQA exemptions or why no exceptions would apply pursuant to CEQA Guidelines section 15300.2. In accordance with CEQA requirements, CARB will review each proposal and consider the facts and circumstances of each proposed project (including the project's reasonably foreseeable direct and indirect impacts) before determining the level of required environmental review. As noted above, the Applicant shall be responsible for all costs associated with preparation of environmental review documents. The Applicant may also be required to retain a consultant to perform environmental studies as appropriate. CARB will not reimburse any Applicant for these costs.

7. **Other Relevant CEQA Information:** The Applicant shall submit any other relevant CEQA documentation or information that will assist CARB in confirming CEQA compliance.

Within a proposal, the Applicant is encouraged to fully document efforts completed or underway to achieve CEQA compliance. This includes, but is not limited to, CEQA compliance documentation, completed or scheduled pre-application meetings with the local CEQA lead agency, or documentation of contact with the CEQA lead agency.

NOTE REGARDING ENCUMBRANCE DEADLINES AND DISCLAIMER: The funds under this solicitation have strict encumbrance deadlines. The lead agency (which may be CARB if no other local discretionary approval is required) must complete environmental review under CEQA and approve each grant prior to the applicable encumbrance deadline. Thus, if a project cannot complete CEQA review in time to meet the applicable encumbrance deadline, **CARB reserves the right to cancel the proposed grant and recommend funding the next highest scoring project that can complete CEQA review in time to meet the encumbrance deadline**, regardless of the Applicant's diligence in submitting CEQA information and materials. Further, CARB is not liable for any costs incurred during environmental review or as a result of canceling the proposed grant.

B. PERMITTING

The Applicant must include information in their narrative that describes their plans to obtain permits for each proposed infrastructure installation. The Governor's Office of Business and Economic Development is available to provide permitting assistance. Contact information is available below:

Mr. Tyson Eckerle
Phone: (916) 322-0563
Email: tyson.eckerle@gobiz.ca.gov

C. EXAMPLE NOTICE OF EXEMPTION

(Sample NOE-Redactions have been made to certain project specific information)

NOTICE OF EXEMPTION

To: County Clerks Counties of XXXX **From:** XXXX

Project Title: XXXX and Data Collection Project

Project Location: The following locations have been identified at existing facilities in California for participation in this proposed technology demonstration project: 1) XXXXXX Chino, CA 91708, Riverside County; 2) XXXXXXXXXX Fontana, CA 92335, San Bernardino County; 3) XXXXXX La Mirada, CA 90638, Los Angeles County; 4) XXXXXX Ontario, CA 91761, San Bernardino County; and 5) XXXXX Placentia, CA 92806, Orange County.

Description of Nature, Purpose, and Beneficiaries of Project: The XXXXXX has partnered with an original equipment manufacturer (OEM) to test and deploy heavy duty battery electric vehicles (HDBEV) and zero emission on-road and off-road equipment, and install onsite energy efficiency measures at five warehouse or freight facilities. The project is expected to include the following activities at the five facilities:

XXX, Chino: 1) Test and deploy four Volvo heavy duty battery electric vehicles (HDBEVs), two battery electric vehicle (BEV) yard tractors, and 10 BEV forklifts; and 2) install one megawatt (MW) of solar panels, one 150 kilowatt (kW) charger, two 50 kW chargers, 12 Level 2 chargers for equipment, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Fontana: 1) Test and deploy seven commercial Class 8 HDBEVs for rental; and 2) install one 150 kW charger, two 50 kw chargers, one 80 kw mobile charger, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, La Mirada: 1) Test and deploy one Volvo HDBEV (pilot), eight commercial Class 8 HDBEVs for rental, and one Class 3 BEVs; and 2) install one 150 kw charger, four 50 kW chargers, two 80 kW mobile chargers, five Level 2 workplace chargers, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Ontario: 1) Test and deploy three Volvo Class 8 HDBEVs, two BEV yard tractors, and 14 BEV Forklifts; and 2) install 0.9MW of solar panels, one 150 kW charger, two 50 kW chargers, 16 Level 2 chargers for equipment, 10 Level 2

NOTICE OF EXEMPTION

workplace chargers, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Placentia: Install two 150 kW chargers and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

The locations affected by the proposed project are at existing facilities located in industrial and commercial areas, which have already been graded, disturbed, paved, and have existing structures. The HDBEV and zero emission on-road and off-road equipment will replace service currently provided by diesel powered equipment. Installation and deployment of the charging infrastructure would require limited alteration activities such as minor trenching for electrical conduit, delivery and placement of prefabricated electric vehicle (EV) charging equipment, and minor paving and concrete activities to restore the disturbed surfaces and installation of solar panels will occur on top of existing facilities. Additionally, onboard data collectors will collect data (vehicle miles travelled, hours of operation, battery performance, etc.) on each truck and equipment. The information collected through the project will measure performance and provide data to help further research into electric vehicles and supporting infrastructure.

Public Agency Approving Project:	Agency Carrying Out Project:
XXXXX	XXXXX

Exempt Status:
CEQA Guidelines Section 15061(b)(3) – Activities Covered by General Rule
CEQA Guidelines Section 15301(a) – Existing Facilities
CEQA Guidelines Section 15303(d) – New Construction or Conversion of Small Structures
CEQA Guidelines Section 15304(f) – Minor Alterations to Land
CEQA Guidelines Section 15306 – Information Collection

Reasons why project is exempt: XXXXX staff has reviewed the proposed project pursuant to: 1) CEQA Guidelines Section 15002(k) - General Concepts, the three-step process for deciding which document to prepare for a project subject to CEQA; and 2) CEQA Guidelines Section 15061 - Review for Exemption, procedures for determining if a project is exempt from CEQA. In addition, XXXXX staff contacted planning staff at each planning department with jurisdiction over the EV Charging sites and each treat these installations as ministerial (e.g., exempt from CEQA review). XXXXXX staff has determined that it can be seen with certainty that there is no possibility that the proposed project to develop and demonstrate zero emission heavy-duty trucks, freight handling equipment, EV infrastructure and renewable energy may have a significant adverse effect on the environment. Therefore, the project is considered to be exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) – Activities Covered by General Rule. The project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15301(a) – Existing Facilities, because the proposed project involves only minor physical modifications or alterations to existing facilities involving electrical

NOTICE OF EXEMPTION

conveyances. Further, because implementation of the project may also involve improvements to electrical extensions and installation of solar panels on top of existing facilities requiring new construction or the conversion of small structures, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15303(d) – New Construction or Conversion of Small Structures. Similarly, because the project may involve minor trenching and backfilling where the surface will be restored, as well as solar panel installation on top of existing facilities, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15304(f) – Minor Alterations to Land. Finally, because the overarching purpose of the project is to conduct research for the purpose of collecting data on the use of electric vehicles and EV charging units, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15306 – Information Collection. Further, XXXXX staff has determined that there is no substantial evidence indicating that any of the exceptions to the categorical exemptions apply to the proposed project pursuant to CEQA Guidelines Section 15300.2 – Exceptions. Therefore, the proposed project is exempt from CEQA.

Date of Project Approval: XXXXXX Governing Board Hearing: November XX, 2018;

CEQA Contact Person:	**Phone Number:**	**Email:**	**Fax:**
Rule Contact Person:	**Phone Number:**	**Email:**	**Fax:**

Date Received for Filing:

Signature:

XXXXXXX, CEQA Section

ATTACHMENT 1: CEQA WORKSHEET

This attachment must be submitted for each proposed infrastructure installation as part of the payment request for infrastructure (e.g., infrastructure installation, electric vehicle supply equipment, bicycle storage units).

CEQA (Public Resources Code sections 21000 et seq.) requires public agencies to identify the significant environmental impacts of their actions and to avoid or mitigate them, if feasible.[17] Under CEQA, an activity that may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment is called a "project" (Public Resources Code section 21065). Agency compliance with CEQA may include preparing a Notice of Exemption or conducting an Initial Study and preparing a Negative Declaration, a Mitigated Negative Declaration, or, if there are significant impacts, an Environmental Impact Report.

The Lead Agency is the public agency that has the greatest responsibility for preparing environmental documents under CEQA, and for carrying out, supervising, or approving a project. Where the Applicant is a public agency, the Lead Agency is typically the Applicant. Where the Applicant is a private entity, the Lead Agency is the public agency that has greatest responsibility for supervising or approving the project as a whole.[18] When issuing contracts, grants, or loans, CARB is typically a "Responsible Agency" under CEQA, which means that it may make its own CEQA findings based on review of the Lead Agency's environmental documents. If CARB is the only public agency with responsibility for approving the project, then CARB may act as the Lead Agency and prepare its own environmental documents (based on analysis provided by the applicant).

This worksheet will help CARB determine what kind of CEQA review, if any, is necessary, and which agency will be performing that review as a Lead Agency. CARB will not select any projects nor execute any grants until it determines that an Applicant has adequately satisfied all applicable CEQA requirements.

See the following page for the worksheet. Make copies as necessary to submit with the proposal.

Please answer all questions in the worksheet below as completely as possible. CARB may request additional information in order to clarify responses provided on this worksheet.

[17] For additional information on CEQA and its requirements, please visit http://opr.ca.gov/ceqa/.
[18] 14 CCR sections 15050, 15051. The Lead Agency typically has general governmental powers (such as a city or county), rather than a single or limited purpose (such as an air pollution control district).

1. Please provide a detailed summary below of the proposed project and project location (use additional sheets if necessary):

2. What are the physical aspects of the project? (Check all that apply and provide brief description of work, including any size or dimensions of the project.) Additionally, provide site layout figure(s) showing locations of new or modified infrastructure, trenching, grading, paving, etc. Such figure(s) need not be engineering-grade; they simply should show the locations of the anticipated project components at the site. (Attach additional sheets as necessary.)

Project Aspect	Yes	No	Description of Project Aspect
Ground disturbance (including grading, paving, trenching, etc.) Provide length and depth, and describe whether the area(s) to be disturbed are previously disturbed.	☐	☐	
New or replaced pipelines	☐	☐	
Construction of underground facilities (including tanks)	☐	☐	
Modification or conversion of a facility, or construction of new or modified structures	☐	☐	
New or modified operation of a facility or equipment	☐	☐	
On-road demonstration	☐	☐	
EV infrastructure (how many, what kind, approximate dimensions)	☐	☐	
Alternative gas station (how many, what kind, approximate dimensions)	☐	☐	
Electrical infrastructure	☐	☐	
Solar component (extent of and general location at project site)	☐	☐	
Paper study (including analyses on economics, feedstock availability, workforce availability, etc.)	☐	☐	
Laboratory research	☐	☐	

Project Aspect	Yes	No	Description of Project Aspect
Temporary or mobile structures (skid-mounted)	☐	☐	
Design/Planning	☐	☐	
Other (describe and add pages as necessary)	☐	☐	

3. **Where is the project located or where will it be located? Additionally, specify where on the referenced property address the project components will be located by providing site layout figure(s) showing locations of new or modified infrastructure, trenching, grading, paving, etc. Such figure(s) need not be engineering-grade; they simply should show the locations of the anticipated project components at the site. (Attach additional sheets as necessary.)**

Address	County	Type of Work to Be Completed at Site

4. **Will the project potentially have environmental impacts that trigger CEQA review? (Check a box and explain the answer for each question. Additionally, please provide a complete description of any direct physical changes and reasonably foreseeable indirect changes to the environment that may result from the project. Please provide as much detail as possible. You may provide additional information on supplemental pages as necessary.)**

Question	Yes	No	Don't Know	Explanation
Is the project site environmentally sensitive?	☐	☐	☐	
Is the project site on agricultural land?	☐	☐	☐	
Is the land on which the project would be built previously disturbed? Please provide detail on how the land is previously disturbed, i.e., whether it is paved and/or graded.	☐	☐	☐	
Is this project part of a larger project?	☐	☐	☐	

Question	Yes	No	Don't Know	Explanation
Is there public controversy about the proposed project or larger project?	☐	☐	☐	
Will historic resources or historic buildings be impacted by the project?	☐	☐	☐	
Is the project located on a site the Department of Toxic Substances Control and the Secretary of the Environmental Protection have identified as being affected by hazardous wastes or cleanup problems?	☐	☐	☐	
Will the project generate noise or odors in excess of permitted levels?	☐	☐	☐	
Will the project increase traffic at the site and by what amount?	☐	☐	☐	
Is the project expected to result in environmental impacts to any other resource area (e.g., air quality, aesthetics, water quality)? (Add pages as necessary.)	☐	☐	☐	

5. **Will the project require discretionary permits or determinations, as listed below?**

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Air Quality Permit	☐	☐	☐		
Water Quality Permit	☐	☐	☐		
Conditional Use Permit or Variance	☐	☐	☐		
Building Expansion Permit	☐	☐	☐		

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Hazardous Waste Permit	☐	☐	☐		
Rezoning	☐	☐	☐		
Authority to Construct	☐	☐	☐		
Other Permits (List types)	☐	☐	☐		

6. **Of the agencies listed in #5, have you identified and contacted the public agency who will be the lead CEQA agency on the project?**

   ☐ **Yes**. Provide the name and contact information for the lead agency.

   _____

   ☐ **No.** Explain why no contact has been made and/or a proposed process for making contact with the lead agency.

   _____

7. **If you identified an agency with discretionary approval authority over the project (see Item 5 above), has the public agency prepared environmental documents (e.g., Notice of Exemption, Initial Study/Negative Declaration/Mitigated Negative Declaration, Environmental Impact Report, Notice of Determination) under CEQA for the proposed project?**

   ☐ **Yes**. Please complete the following and attach the CEQA document to this worksheet. (For "Not a project," the title of the document may be an e-mail, resolution, or letter.)

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (must be before approval of grant)
"Not a project" ☐ Email ☐ Letter ☐ Resolution ☐ Other:		N/A		N/A

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (must be before approval of grant)
Exempt (Resolution of public agency or Agenda Item approving Exemption)		N/A		N/A
Exempt (Notice of Exemption)		N/A		
Initial Study				
Negative Declaration				
Mitigated Negative Declaration				
Notice of Preparation				
Environmental Impact Report				
Master Environmental Impact Report				
Notice of Determination				
National Environmental Policy Act (NEPA) Document (Environmental Assessment, Finding of No Significant Impact, and/or Environmental Impact Statement)				

☐ **No**. Explain why no document has been prepared. Propose a process for obtaining lead agency approval and estimated date for that approval (must occur before CARB will approve the grant).

_____

Certification: I certify to the best of my knowledge that the information contained in this worksheet is true and complete. I further certify that I am authorized to complete and sign this form on behalf of the proposing organization.

Name:
Title:
Signature:
Phone Number:
Email:
Date:

APPENDIX F: PROPOSAL GUIDANCE

CARB has a variety of resources that can help STEP Applicants develop projects and proposals equitably and effectively. All resources can be found on the STEP Moving California webpage.

Workforce Development Guidance: Includes example activities and recommendations for workforce development activities identified within the proposal https://ww3.arb.ca.gov/msprog/step/step_workforce_development_guidance.pdf

Displacement and Housing Guidance: Includes example activities and recommendations for displacement activities; Information and resources about example pro-affordable housing policies, plans, and processes with which STEP-funded projects should coordinate https://ww3.arb.ca.gov/msprog/step/step_displacement_and_housing_guidance.pdf

Community Inclusion Guidance: Includes recommended activities, best practices, and other resources for engaging community residents in project development and implementation https://ww3.arb.ca.gov/msprog/step/step_community_inclusion_guidance.pdf

Quantification Methodology: Includes methods the STEP Benefits Calculator uses to quantify GHG emission reductions and selected co-benefits https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/carb_step_qm_final_060120.pdf

Climate Adaptation and Resiliency Guidance: Includes recommendations, example projects, and resources to support consideration of climate adaptation and resiliency in STEP-funded projects https://ww3.arb.ca.gov/msprog/step/step_climate_adaptation_and_resiliency_guidance.pdf

Guiding Legislation: Includes descriptions of the State legislation that informs STEP implementation https://ww3.arb.ca.gov/msprog/step/step_guiding_legislation.pdf

APPENDIX G: RESOURCE CONTRIBUTION ELIGIBILITY

Resource contributions[1] are assets contributed to the projects to support their quality, breadth, and longevity through their **project lifetimes**.[1] 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.

Applicants must demonstrate that they are committed to supporting STEP-funded projects with resource contributions. The proposed budget must identify resource contributions that add up to at least 20 percent of the value of the funds requested in the proposal. Resource contributions may be used to cover project costs or direct grant implementation costs.

Resource 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 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.

STACKING FUNDS

Stacking funds is using multiple sources of funding (e.g., STEP funds and other resource contributions) to fund a single project or proposal. Resource contributions must meet the following requirements:

- At least half of the resource contribution requirement (i.e. at least 10 percent of the value of the requested STEP funds) must be met through use of non-California Climate Investments funds.
- STEP funds used for vehicle purchases may not be stacked with HVIP funds also used for vehicle purchases.
- Resource contributions may not be combined with STEP funds to exceed an item's purchase price.

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

[1] See definition in Appendix A.

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 implementation.

If a third party proposes to provide a resource contribution that will be used to meet the 20 percent resource contribution requirement, the proposal must include a letter from that third party stating the source of the resource contribution and that they are committed to providing the specific dollar value identified.

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.

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)	• Descriptions of involvement or benefit to project • Letters of support • MOUs
Data collection and coordination with project-related, non-CARB-funded research initiatives	• Data sharing agreements • MOUs • Research contracts or grants • Research product deliverables
Project-related labor costs and in-kind labor contributions **during the grant term** that are not reimbursed or paid for by STEP. Examples include, but are not limited to: • Executive leadership, involvement, or buy-in • Infrastructure permitting and construction • No-cost labor • Operations • Outreach and marketing • Partnership development and planning • Program management, involvement, or buy-in • Quality control, quality assurance, oversight, and accountability • Workforce training and development	• Budgets • Letters of support • Task descriptions or duty statements
Project-related materials or assets and in-kind contributions already owned by project participants, or purchased for or donated to the project,[2] that will	• Budgets • Contracts • Grant agreements

[2] Can be from other publicly-funded projects.

Type of Resource Contribution	Type of Documentation

be used **during the grant term**. Examples include, but are not limited to:
• Community engagement, outreach, and education expenses, including but not limited to:
  ○ Advertising
  ○ Broadcast media
  ○ Childcare for event participants
  ○ Community meetings and outreach events
  ○ Incentives for participation of residents in community engagement activities
  ○ Food for events
  ○ Newsletters
  ○ Printing and mailing
  ○ Reporting
  ○ Travel expenses
  ○ Websites
• Event venues
• Travel expenses
• Web platforms and software
	• Invoices
	• Letters of support
	• Work plans

Technology, equipment, and in-kind contributions already owned by project participants, purchased or borrowed for, or donated to the project[3] that will be used **during the Grant Term.** May include construction and installation. Examples include: • ADA retrofits • Bicycle parking • EVSE infrastructure • Hydrogen fueling stations • Necessary and appropriate workplace and safety equipment • Vehicle insurance • Vehicle tracking • Vehicles and associated hardware acquisition • Web platforms and software	• Purchase documentation • Permits • Invoices
Energy or fuel costs **during the grant term**:[1] electricity or hydrogen	• Budgets • Energy bills • Letters of support
Donated land for infrastructure (must only account for a maximum of 25 percent of the total resource contribution)	• Letters of support • Permits

[3] Can be from other publicly-funded projects.

Type of Resource Contribution	Type of Documentation
Low Carbon Fuel Standard revenue	• Proof that the revenue is being used for STEP-funded projects
Lost parking meter revenue at on-street charging stations for shared-user vehicles	• Budgets • Letters of support
Cash from other funding sources, which includes other agency grants and foundation awards[4]	• Award announcements • Letters of support
Project costs **after the end of the grant term** that maintain the project through the project's lifetime. See all of the above for examples.	• Contracts • MOUs • Sustainability plans
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.	• Award announcements • Contracts • MOUs

[4] 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.

APPENDIX H: DATA COLLECTION REQUIREMENTS

Tables H-1 through H-9, below, list the types of data that CARB will require the Grantee to collect on 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.

The Grantee shall obtain and report to CARB all trip information collected via telematics and surveys. When not obtained, an explanation must be provided. 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. VEHICLES AND CHARGING OR FUELING INFRASTRUCTURE

Basic vehicle data should be captured by data loggers. Data should be collected and reported in a standardized format (e.g., Mobility Data Specification from the Open Mobility Foundation).

Table H-1: Example Data for Vehicles[1] and Associated Charging or Fueling Infrastructure

End User Experience
i) List of unique identifiers (unique number or code) for all participants or users (including denied or removed participants) with census tract of residents and zip code and basic demographic information, if available ii) Number of users and their membership type (e.g., standard, community, trial) iii) Total number of withdrawn memberships and reason, if applicable and available iv) Total number of applicants approved, if applicable v) Total number of participants removed and reason, if applicable vi) Date of application, date of approval, and date of denial or removal vii) User survey data, including: 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 service (e.g., work commute, grocery shopping, medical appointments, etc.) 5. Baseline scenario (e.g., if not for the service, would the trip have been taken; if not for the service, what mode would have been used) 6. User experience of the vehicle, service, or equipment (e.g., availability, power, capacity to meet travel needs or fleet operation demand, perceived safety, operations and maintenance challenges, service and parts availability, refueling experience, and any barriers) 7. User experience of how the vehicle, service, or equipment increased their access to key destinations 8. Waiting time for service 9. Feedback from participants regarding effectiveness of outreach efforts and materials

Vehicle and Charging or Fueling Equipment Specifications
i) Vehicle specifications (e.g., type of vehicle, new or used, manufacturer, model, model year, gross vehicle weight rating, fuel type, EPA fuel economy, battery or fuel capacity (in kWh, gallons, kg), vehicle identification number (VIN), vehicle license plate number, class, serial number, etc.) ii) Full propulsion system specifications, including legible emissions control label photo (for vehicles) iii) Connectivity specifications (e.g., on-board modems, mobile apps that can provide trip summary or energy metrics) iv) Age and odometer reading for used vehicles

[1] See definition in Appendix A.

Vehicle and Charging or Fueling Equipment Specifications
v) Charging or fueling equipment specifications (e.g., manufacturer, model, model year, serial number, charger level, voltage output, amperage, etc.) vi) Purchase or lease date and cost vii) Registration date and date of next renewal (for vehicles) viii) Insurance information and date of next renewal (for vehicles) ix) First date of operation (for both vehicles and charging equipment) x) Site locations for charging or fueling equipment (street address or latitude and longitude) xi) Description of intended use of vehicle

Vehicle Operation
i) Number of trips taken in total, per vehicle, and per day ii) Description of typical daily use of vehicles iii) Number of riders reported for each vehicle trip iv) Vehicle usage (e.g., hours of operation per day, days of operation per year, GPS route data [must be able to distinguish between key off and key on but not moving], etc.) v) Origin and destination (data should be aggregated in such a way as to not reveal personally identifiable information) or route location vi) Miles traveled per trip, per day, and in total, including odometer readings vii) Average miles per kilowatt hour viii) Average speed per trip

Other
i) Description of workforce and user training programs, if any, related to the use and maintenance of the zero-emission vehicles. Evaluate the effectiveness of such programs and the costs associated with them. ii) Collector and distribution vehicle data for charging electric scooters, bikes, and mopeds or replacing their batteries (e.g., vehicle specifications, vehicle miles traveled, trip purpose) iii) Energy or fuel consumption data iv) Maintenance and repair data, including insurance policy and warranty claims v) Service call data vi) Description of any accidents or incidents, including collisions and maintenance and fueling incidents vii) Operation and capital cost data viii) Cooperative Intelligent Transportation Systems (C-ITS) application ix) Description of any data exchange regarding the trip and service with State and local authorities such as cities as a voluntary effort or required by law

II. TRANSPORTATION SUBSIDIES

Table H-2: Example Data for Transportation Subsidies

Subsidies
i) Description of service or vehicle subsidized ii) Number of subsidies provided iii) Value per subsidy iv) Description of method of subsidy distribution

Recipients
i) Number of recipients ii) List of unique identifiers (unique number or code) for all recipients with census tract of residents and zip code and basic demographic information, if available iii) Description of targeted audience of subsidies iv) Recipient survey data, including: 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 service (e.g., work commute, grocery shopping, medical appointments, etc.) 5. Baseline scenario (e.g., if not for the subsidy, would the trip have been taken; if not for the subsidy, what mode would have been used) 6. Recipient experience of how the subsidy increased their access to key destinations 7. Feedback from participants regarding effectiveness of outreach efforts and materials

III. FACILITY OR INFRASTRUCTURE IMPROVEMENTS

Data collection for facility or infrastructure improvements should focus on benefits realized due to project implementation.

Table H-3: Example Data for Facility or Infrastructure Improvements

Pedestrian, Bike, or Complete Streets Facilities or Infrastructure
i) Location of facility or infrastructure ii) Number of users (e.g., bike and pedestrian counts) iii) User survey data, including: 1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs)

Pedestrian, Bike, or Complete Streets Facilities or Infrastructure
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 facility, would the trip have been taken; if not for the facility, what mode would have been used) 6. Feedback on user experience

Fixed-route Transit System Improvements
i) Location of transit stop(s) or route ii) Number of riders of improved transit system or route iii) Rider survey data, including: 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 service (e.g., work commute, grocery shopping, medical appointments, etc.) 5. Baseline scenario (e.g., if not for the service, would the trip have been taken; if not for the service, what mode would have been used) 6. Feedback on user experience

Renewable Energy Generation or Storage
i) Monthly amount of renewable energy generated, stored, and utilized ii) Costs and savings from onsite energy generation, storage, and production

Broadband Infrastructure
i) Number of users connected to the funded infrastructure ii) Average user bandwidth and speed iii) Monthly total data usage and throughput for the funded infrastructure iv) User survey data, including: 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 broadband service

Broadband Infrastructure
5. Baseline scenario (e.g., if not for the service, would the trip have been taken; if not for the service, what mode would have been used) 6. User experience of how the broadband service increased their access to key destinations or otherwise served to displace vehicle trips 7. Feedback on user experience

IV. PLANS AND PROGRAMS

Table H-4: Example Data for Plans and Policies

Plan or Policy
i) Schedule of development and implementation ii) Copy of plan or policy once complete iii) Description of impacted or target audience iv) Outcomes of plan or policy, if applicable during grant term

Table H-5: Example Data for Programs

Program
i) Schedule of development and implementation ii) Outcomes of program, if applicable during grant term

Participants
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: 1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs) 2. List of unmet transportation needs 3. Purpose of participating in the program 4. Feedback on participant experience 5. Feedback from participants regarding effectiveness of outreach efforts and materials

V. COMMUNITY ENGAGEMENT, OUTREACH, AND EDUCATION

For all projects, 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 use new transportation services or to participate in decision-making processes during project implementation.

Table H-6: Example Data for Community Engagement, Outreach, and Education

Outreach
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
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: 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

VI. LESSONS LEARNED

For all projects, the Grantee shall track and report information on lessons learned.

Table H-7: Example Data for Lessons Learned

Lessons Learned
i) Challenges that occurred during implementation and resolutions ii) Successes and best practices

VII. 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-8: Example Data for Modeled Jobs

Modeled Jobs
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 funded projects that provide jobs or job training, including the data in the table below.

Table H-9: 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

VIII. PROJECT OUTCOMES

The Grantee shall track and report annual data on the outcomes of capital projects for the first three years after they are operational. Data required includes those listed in the table below.

Table H-10: Example Data for Project Outcome Reporting

Project Outcomes for Capital Projects
i) Average daily ridership ii) Days of operation per year iii) Fuel or electricity use per year iv) Vehicle miles traveled per year

California Air Resources Board

Benefits Calculator for the Sustainable Transportation Equity Project

California Climate Investments

PUBLIC COMMENTS:

The California Air Resources Board (CARB) is accepting public comments on this Draft Sustainable Transportation Equity Project (STEP) Benefits Calculator and supporting Draft STEP Quantification Methodology until May 21, 2020. The Draft Benefits Calculator and Draft Quantification Methodology are subject to change pending stakeholder comments and the Final STEP Implementation Manual. Comments on the Draft Benefits Calculator and Draft Quantification Methodology may be submitted via:

GGRFProgram@arb.ca.gov

The Final STEP Benefits Calculator and Final STEP Quantification Methodology will be available on the California Climate Investments resources webpage at:
http://www.arb.ca.gov/cci-resources.

ABOUT:

For the CARB STEP program, CARB staff developed this Draft STEP Benefits Calculator to estimate the greenhouse gas (GHG) emission reductions and selected co-benefits of each proposed project type. In an effort to enhance the analysis, provide greater transparency, and assist in project-level reporting, CARB has included an output tab in this Benefits Calculator for selected co-benefits and key variables.

This Draft Benefits Calculator estimates GHG emission reductions and air pollutant emission co-benefits using methods described in the supporting Draft STEP Quantification Methodology. Other co-benefits estimated in this and other benefits calculator tools use methods described in CARB's Co-benefit Assessment Methodologies. All CARB Co-benefit Assessment Methodologies are available at:
http://www.arb.ca.gov/cci-cobenefits.

More information:

Questions on this Benefits Calculator should be sent to:	GGRFProgram@arb.ca.gov
For more information on CARB's efforts to support implementation of California Climate Investments, see:	www.arb.ca.gov/auctionproceeds
Questions pertaining to STEP or on receiving technical assistance should be sent to:	step@arb.ca.gov

DRAFT

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 1a: Select the Strategy and Project Type(s)
Step 1b: Enter Project Information

Note: A step-by-step **user guide,** including a **project example**, for this Benefits Calculator is available here.
Note: STEP Applicants must enter the applicable information in the table below before proceeding with project-specific data on the Inputs tab.

Project Name	Strategy	Project Type	Lead Applicant Name	Date Calculator Completed	Region	Air Basin/ County	STEP Funds Requested ($)	Other GGRF Leveraged Funds ($)	Non-GGRF Leveraged Funds ($)	Total Funds ($)

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 2: Enter Project-specific information

Project Name	Strategy	Project Type	Year 1	Fiscal Year	Vehicle Type	Vehicle Model Year	Vehicle Fuel Type	Primary Use of Service	Are Input Values for One-way Trips or Roundtrips?	Number of Vehicles in Year 1	Number of Vehicles in Final Year

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 2: Enter Project-specific information (cont.)

Average Occupancy per Vehicle in Year 1	Average Occupancy per Vehicle in Final Year	Average Number of Vehicle Trips per Vehicle Expected in Year 1	Average Number of Vehicle Trips per Vehicle Expected in Final Year	Length of Average Vehicle Trip	Increase in Fixed route Transit Ridership Associated with the Project in Year 1	Increase in Fixed route Transit Ridership Associated with the Project in Final Year	Length of Average Passenger Trip on Fixed-route Transit	Average Expected VMT per Vehicle in Year 1	Average Expected VMT per Vehicle in Final Year

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 2: Enter Project-specific information (cont.)

Percent Renewable Electricity Installed for Vehicle Charging	Percent Renewable Electricity Purchased for Vehicle Charging	Existing Bikeway Class	New Bikeway Class	One-Way Facility Length (mi.)	Average Daily Traffic (vehicle trips per day)	University Town with Population < 250,000?	Number of Key Destinations within ¼ Mile	Number of Key Destinations within ½ Mile

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 2: Enter Project-specific information (cont.)

Annual Number of Fares Associated with Project (quantity per year)	Average Fare Associated with Project ($ per fare)	Average Number of Subsidies Associated with Project (quantity per year)	Average Value of Each Subsidy Associated with Project ($ per subsidy) 1

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 3: Enter Project-specific Community Engagement information

Project Name	Select Project Scale	What was the approximate total attendance at the public events held by the Applicants to discuss the project proposal?	What was the approximate total number of people who provided commentary or input on the project through other opportunities (e.g., internet- or telephone-based input opportunities, separate meetings with specific stakeholders, community leaders, and organizations)?



California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 3: Enter Project-specific Community Engagement information (cont.)

Select "yes" if the following took place as part of the events and other opportunities identified in the previous entries. Select "no" if they did not take place.				
Informed the community about various aspects of the project, including the process by which major decisions about the project would be made.	Solicited and recorded written or spoken input from the community about specific aspects of the project or potential project alternatives before decisions on those aspects and alternatives were finalized.	Incorporated proposals or ideas from the community into project alternatives or components.	Reported back to the community on how the two inputs above were incorporated.	Developed project features or project alternatives collaboratively with the community by one or more workshops or other meetings in which the community developed a project alternative or specific component to address unmet community needs, which was subsequently included in the project's application for funding or final design.

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 3: Enter Project-specific Community Engagement information (cont.)

Select "yes" if the following took place as part of the events and other opportunities identified in the previous entries. Select "no" if they did not take place.			
Developed project features or project alternatives collaboratively with the community by formal cooperation with a community-based organization (i.e., via a memorandum of understanding, community benefits agreement, steering committee, labor agreement, etc.) to acquire or distribute funding, identify project alternatives or project components, or otherwise enhance community engagement in project design, planning and implementation.	Developed project features or project alternatives collaboratively with the community by delegation of authority to choose between project alternatives or components to the community through a steering committee, organized voting process, representative community-based organization, or other means.	Developed project features or project alternatives collaboratively with the community by a community-based organization, community-driven steering	What was the approximate total number of people who provided commentary or input on the project through other opportunities ((e.g., internet- or telephone-based input opportunities, separate meetings with specific stakeholders, community leaders, and organizations)?



California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 3: Enter Project-specific Community Engagement information (cont.)

Considering all of the events and input opportunities as a whole, select "yes" if the following statements are true and "no" if they are false.			
The participants comprised a broadly representative sample of the population potentially benefiting from, or affected by, the project.	Solicited and recorded written or spoken input from the community about specific aspects of the project or potential project alternatives before decisions on those aspects and alternatives were finalized.	Project proponents identified key community leaders and organizations and engaged them directly.	The events and input opportunities were hosted at varied and accessible times and locations throughout the area potentially affected by the project, and included both in person and online forms of engagement.

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 3: Enter Project-specific Community Engagement information (cont.)

Considering all of the events and input opportunities as a whole, select "yes" if the following statements are true and "no" if they are false.		
Events and written materials were offered in languages other than English.	The participation process was conducted or assisted by a professional facilitator or public participation expert.	The project proponents, or those acting on their behalf, prepared and followed a community engagement plan that meets the minimum criteria originally established by the Transformative Climate Communities Program (option is available for all project types).

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 4: Review the Estimated Benefits of the Proposed Project from Total GGRF Funds.

NOTE: If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Project Name	Net GHG Emission Reductions ($MTCO_2e$)	Net GHG Emission Reductions per Total GGRF Funds ($MTCO_2e$/$1000)	Diesel PM reductions (lbs)	NO_x Reductions (lbs)	$PM_{2.5}$ Reductions (lbs)	ROG Reductions (lbs)	Net Passenger Auto VMT Reductions (miles)

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 4: Review the Estimated Benefits of the Proposed Project from Total GGRF Funds (cont).

NOTE: If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Travel Cost Savings ($)	Net Fossil Fuel Use Reductions (GGE)	Community Engagement Level

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 4: Review the Estimated Benefits of the Proposed Project from STEP Funds

NOTE: If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Project Name	Net GHG Emission Reductions ($MTCO_2e$)	Net GHG Emission Reductions per STEP Funds ($MTCO_2e$/$1000)	Diesel PM reductions (lbs)	NO_x Reductions (lbs)	$PM_{2.5}$ Reductions (lbs)	ROG Reductions (lbs)	Net Passenger Auto VMT Reductions (miles)

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
California Climate Investments

Step 4: Review the Estimated Benefits of the Proposed Project from STEP Funds (cont).

NOTE: If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Travel Cost Savings ($)	Net Fossil Fuel Use Reductions (GGE)	Community Engagement Level

California Air Resources Board

Benefits Calculator for the Sustainable Transportation Equity Project

California Climate Investments

PROJECT INFO TAB		
Project Name	Name of each quantifiable project within the proposal.	Required Input
Strategy	Categories of projects that Applicants may employ in order to achieve their vision. For the purposes of the STEP Benefits Calculator, projects that are eligible for funding within STEP and for which there are methods to quantify GHG emission reductions fall into one of three strategies. Each strategy may be funded through specific project types. Strategies include Active Transportation, Fixed-route Transit, and Shared Mobility.	Required Input
Project Type	For the purposes of the STEP Benefits Calculator, eligible projects fall into five project types that are eligible for STEP funding and for which there are methods to quantify GHG emission reductions. Each project type may be funded through specific strategies. Project types include New Bikeway Infrastructure, New Pedestrian Infrastructure, New or Expanded Service, System / Efficiency Improvements, and Subsidies.	Required Input
Lead Applicant Name	Lead Applicant Name	Required Input
Date Calculator Completed	Date Calculator Completed	Required Input
Region	Options include: Air Basin or County.	Required Input
Air Basin / County	Air basin or county in which the project is located.	Required Input
STEP Funds Requested ($)	Total funds awarded within STEP for the project.	Required Input
Other GGRF Leveraged Funds ($)	Total funds awarded by other GGRF programs for the project. Under the current program structure and to avoid double-counting, funds from other GGRF-funded programs will not capture the GHG emission reductions associated with these STEP projects.	Required Input
Non-GGRF Leveraged Funds ($)	Other funds leveraged outside of the GGRF programs.	Required Input
Total Funds ($)	Total funds used for the project.	Calculated

INPUTS TAB		
Year 1	First year of project	Required Input
Final Year	Final year of project. Year 1 plus the useful life of the project. Recommended useful life for any project component that will serve as the core project model is at least 4 years (per program requirements for years of service operation).	Required Input for Shared Mobility and Fixed-route Transit strategies
Vehicle Type	Vehicle type for new vehicle(s) procured for New or Expanded Service project type or existing vehicles in operation for System / Efficiency Improvements and Subsidies project types.	Required Input for Shared Mobility and Fixed-route Transit strategies
Vehicle Model Year	Model year of new vehicle(s) procured for New or Expanded Service project type or existing vehicles in operation for System / Efficiency Improvements and Subsidies project types. If the vehicle has a model year of 2026 or later, use the model year 2025.	Required Input for Transit Bus vehicle type in New or Expanded Service Project Type. Required Input for Sedan, SUV, Van, and Shuttle vehicle types.
Vehicle Fuel Type	Fuel type of new vehicle(s) procured for New or Expanded Service project type or existing vehicles in operation for System / Efficiency Improvements and Subsidies project types.	Required Input for Transit Bus vehicle type in New or Expanded Service Project Type. Required Input for Sedan, SUV, Van, and Shuttle vehicle types.
Primary Use of Service	Primary use of transportation service by passengers. Options include: Local Passenger Trip or Long-distance Passenger Trip.	Required Input for Shared Mobility and Fixed-route Transit strategies
Ride-hailing Service?	Does the project provide on-demand ride services where rides are arranged online to connect a passenger with drivers using their personal vehicles?	Required Input for Sedan, SUV, and Van vehicle types
Are Input Values for One-way Trips or Roundtrips?	Options include: One-Way Trip or Roundtrip. Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values.	Required Input for Shared Mobility and Fixed-route Transit strategies
Number of Vehicles in Year 1	Number of vehicles expected in the first year of the project as a result of the project.	Required Input for New or Expanded Service project type in Fixed-route Transit strategy. Required Input for Shared Mobility strategy.
Number of Vehicles in Final Year	Number of vehicles expected in the final year of the project as a result of the project. If no change is expected from Year 1 to Final Year, this number should be the same as "Number of Vehicles in Year 1".	Required Input for New or Expanded Service project type in Fixed-route Transit strategy. Required Input for Shared Mobility strategy.
Average Occupancy per Vehicle in Year 1	Average number of riders in a single vehicle at any one time in the first year of the project as a result of the project. Defaults are 1 for Standard Bicycle, Electric Bicycle, Electric Moped and Electric Scooter vehicle types. Suggested value is 1.55 for Ride-hailing.	Required Input for Sedan, SUV, Van, and Shuttle vehicle types
Average Occupancy per Vehicle in Final Year	Average number of riders in a single vehicle at any one time in the final year of the project as a result of the project. Defaults are 1 for Standard Bicycle, Electric Bicycle, Electric Moped and Electric Scooter vehicle types. Suggested value is 1.55 for Ride-hailing.	Required Input for Sedan, SUV, Van, and Shuttle vehicle types
Average Number of Vehicle Trips per Vehicle Expected in Year 1	Average number of vehicle one-way trips or roundtrips for a single vehicle expected in the first year of the project as a result of the project. Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Make sure the input is the number of vehicle trips, not passenger trips.	Required Input for Shared Mobility strategy
Average Number of Vehicle Trips per Vehicle Expected in Final Year	Average number of vehicle one-way trips or roundtrips for a single vehicle expected in the final year of the project as a result of the project. If no change is expected from Year 1 to Final Year, this number should be the same as "Average Number of Annual Vehicle Trips per Vehicle Expected in Year 1." Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Make sure the input is the number of vehicle trips, not passenger trips.	Required Input for Shared Mobility strategy
Length of Average Vehicle Trip	Length of average vehicle one-way trip or roundtrip. Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Ride-hailing must include deadhead miles. Suggested value for sedan and SUV is 8.5 mi one-way or 17 mi roundtrip. Suggested value for van and shuttle is 12 mi one-way or 24 mi roundtrip. Suggested values for bicycles and scooters are 1.5 mi and 1 mi, respectively. Make sure the input is the length of average vehicle trip, not passenger trip.	Required Input for Shared Mobility strategy
Increase in Fixed-route Transit Ridership Associated with the Project in Year 1	Annual increase in unlinked passenger trips on fixed-route transit in the first year of the project directly associated with the project.	Required Input for Fixed-route Transit strategy
Increase in Fixed-route Transit Ridership Associated with the Project in Final Year	Annual increase in unlinked passenger trips on fixed-route transit in the final year of the project directly associated with the project. If no change is expected from Year 1 to Final Year, this number should be the same as "Ridership on Fixed-route Transit in Year 1".	Required Input for Fixed-route Transit strategy
Length of Average Passenger Trip on Fixed-route Transit	Length of average passenger trip on fixed-route transit as a result of the project. For suggested values for public transit, refer to Appendix A in the STEP User Guide.	Required Input for Fixed-route Transit strategy
Average Expected VMT per Vehicle in Year 1	Average vehicle miles traveled for a single vehicle associated with the project expected in the first year of project, including miles traveled carrying passengers as well as all deadhead miles. Optional input for Shared Mobility strategy if this information is available and will result in a more precise output than calculations from the inputs above.	Required Input for New or Expanded Service project type in Fixed-route Transit Strategy. Optional Input for Shared Mobility strategy.
Average Expected VMT per Vehicle in Final Year	Average vehicle miles traveled for a single vehicle associated with the project in the final year of project, including miles traveled carrying passengers as well as all deadhead miles. If no change is expected from Year 1 to Final Year, this number should be the same as "Expected Total VMT in Year 1". Optional input for Shared Mobility strategy if this information is available and will result in a more precise output than calculations from the inputs above.	Required Input for New or Expanded Service project type in Fixed-route Transit strategy. Optional Input for Shared Mobility strategy.
Percent Renewable Electricity Installed for Vehicle Charging	Renewable electricity generated on-site from solar panels or other sources as a percent of total electricity consumption. Optional for projects with electric or plug-in hybrid vehicles.	Optional Input for Shared Mobility and for New or Expanded Service project type in Fixed-route Transit strategy

Percent Renewable Electricity Purchased for Vehicle Charging	Additional renewable electricity purchased from the electricity provider as a percent of total electricity consumption. Optional for projects with electric or plug-in hybrid vehicles. This is in addition to the renewable electricity generated on standard grid.	Optional Input for Shared Mobility and for New or Expanded Service project type in Fixed-route Transit strategy
Existing Bikeway Class	Options include: Class II bike lane or None. If a Class III bikeway exists, select "None".	Required Input for New Bikeway Infrastructure project type in Active Transportation strategy
New Bikeway Class	Options include: Class I bike path, Class II bike lane, or Class IV cycle track.	Required Input for New Bikeway Infrastructure project type in Active Transportation strategy
One-Way Facility Length (miles)	One-way length of the new bike facility.	Required Input for Active Transportation strategy
Average Daily Traffic (vehicle trips per day)	Average two-way daily traffic volume on a road parallel to new facility.	Required Input for Active Transportation strategy
University Town with Population < 250,000?	Is the city in which the facility is located a university town with a population of less than 250,000? Yes or no.	Required Input for Active Transportation strategy
Number of Key Destinations within ¼ Mile	Number of key destinations that exist within ¼ mile of any part of the new bike facility. Examples of key destinations include: bank or post office, child care center, grocery store, medical center, office park, pharmacy.	Required Input for Active Transportation strategy
Number of Key Destinations within ½ Mile	Number of key destinations that exist within ½ mile of any part of the new bike facility. Examples of key destinations include: bank or post office, child care center, grocery store, medical center, office park, pharmacy.	Required Input for Active Transportation strategy
Annual Number of Fares Associated with Project (quantity per year)	Number of fares associated with the project annually (quantity per year). Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Inputs for number of fares and fare value must be consistent in their definition of fare (e.g. fare per passenger trip, fare per vehicle trip, daily or monthly fare).	Required Input for New or Expanded Service and System / Efficiency Improvements project types in Fixed-route Transit and Shared Mobility strategies
Average Fare Associated with Project ($ per fare)	Average value of each individual fare associated with the project ($ per fare). Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Inputs for number of fares and fare value must be consistent in their definition of fare (e.g. fare per passenger trip, fare per vehicle trip, daily or monthly fare).	Required Input for New or Expanded Service and System / Efficiency Improvements project types in Fixed-route Transit and Shared Mobility strategies
Annual Number of Subsidies Associated with Project (quantity per year)	Number of subsidies provided by the project annually (quantity per year). Inputs for number of subsidies and the value of each subsidy must be consistent in their definition of subsidy (e.g. subsidy per passenger trip, subsidy per vehicle trip, daily or monthly subsidy).	Required Input for Subsidies project type in Fixed-route Transit and Shared Mobility strategies
Average Value of Each Subsidy Associated with Project ($ per subsidy)	Average value associated with each individual subsidy provided by the project ($ per subsidy). Inputs for number of subsidies and the value of each subsidy must be consistent in their definition of subsidy (e.g. subsidy per passenger trip, subsidy per vehicle trip, daily or monthly subsidy).	Required Input for Subsidies project type in Fixed-route Transit and Shared Mobility strategies

CO-BENEFITS		
Net Passenger Auto VMT Reductions (miles)	Passenger auto vehicle miles traveled displaced by new mobility service due to mode shift as a result of the project minus vehicle miles traveled in passenger autos from the new mobility service.	Calculated
Net Fossil Fuel Use Reductions (GGE)	Net changes in the quantity of fossil fuels used in terms of gasoline gallon equivalent due to conversion to an alternative energy or fuel source as a result of the project.	Calculated
Travel Cost Savings ($)	Changes in travel costs to the users due to mode shift as a result of the project.	Calculated
Community Engagement Level	Evaluation of the quantity, quality, and equity of the community engagement conducted. Options are Low, Medium, and High.	Calculated

California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project
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Applicants must use this Benefits Calculator Tool to report the estimated GHG benefits and selected co-benefits associated with proposed projects. In addition to STEP application requirements, applicants for GGRF funding are required to document results from the use of this Benefits Calculator, including supporting materials to verify the accuracy of project-specific inputs. Applicants are required to provide electronic documentation that is complete and sufficient to allow the calculations to be reviewed and replicated. Paper copies of supporting materials must be available upon request by agency staff.

General Documentation

The following checklist is provided as a guide to applicants; additional data and/or information may be necessary to support project-specific input assumptions.

	Documentation Description	Completed?
1.	Project description, including excerpts or specific references to the location of project information in the main STEP application that is necessary to complete the applicable portions of this Benefits Calculator.	
2.	Populated STEP Benefits Calculator Tool (this file) (in .xls) (ensure that all applicable fields in the GHG Summary and Co-benefits Summary tabs are populated).	
3.	Any other information as necessary and appropriate to substantiate STEP Benefits Calculator inputs (see below for list of additional documentation).	

California Air Resources Board

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California Climate Investments

Project-Specific Documentation

Some applicant-provided data may require additional documentation to substantiate the inputs. The expected documentation includes, but is not limited to, that described in the table below, organized by quantifiable project type.

Quantifiable Project Type	Additional Documentation	Completed?
New or Expanded Service	• Documentation to support annual ridership estimates directly associated with proposed project (from local transit agency or mobility service provider) • Documentation to support VMT of new vehicles (from local transit agency or mobility service provider) • Documentation of fares for new service (from local transit agency or mobility service provider) • Documentation of renewable electricity used to charge new vehicles, if applicable	
System / Efficiency Improvements	• Documentation to support increase in annual ridership directly associated with proposed project (from local transit agency or mobility service provider) • Documentation to support VMT of vehicles directly associated with the proposed project (from local transit agency or mobility service provider) • Documentation of fares for improved service (from local transit agency or mobility service provider) • Documentation of renewable electricity used to charge new vehicles, if applicable	

Subsidies	• Documentation to support increase in annual ridership directly associated with proposed project (from local transit agency or mobility service provider) • Documentation to support VMT of vehicles directly associated with the proposed project (from mobility service provider), if applicable • Documentation of fares for new service (from local transit agency or mobility service provider) • Documentation of renewable electricity used to charge new vehicles, if applicable	
New Bikeway Infrastructure or New Pedestrian Infrastructure	• Documentation of the type, location, and length of the facility, including key destinations in 1/4 and 1/2 mile buffers around each facility • Documentation of average daily traffic for the street parallel to each proposed bike facility	

APPENDIX J: DRAFT SAMPLE GRANT AGREEMENT

An actual Grant Agreement will align with a project's implementation plan, schedule, budget, and other details. Note, however, that much of the language in a Grant Agreement is not subject to change and not negotiable, including but not limited to the language in sections J. Oversight and Accountability, K. Project Records, and N. General Provisions.

EXHIBIT A

GRANT PROVISIONS

A. AGREEMENT

This Grant is from the California Air Resources Board (hereinafter referred to as CARB or the Board) to _____ (hereinafter referred to as the Grantee).

The parties agree to comply with the requirements and conditions herein as well as all commitments identified in the Grantee Proposal Package (Exhibit C) and the Fiscal Year (FY) 2019-20 Grant Solicitation for the Sustainable Transportation Equity Project (STEP) (Exhibit D).

B. GRANT ACKNOWLEDGEMENT

Where applicable, the Grantee agrees to acknowledge the California Climate Investments program and CARB as a funding source for STEP, as outlined in the California Climate Investments Messaging and Communications Guide.[1] Below are specific requirements for acknowledgement.

The Grantee agrees to acknowledge the California Climate Investments program from CARB's Low Carbon Transportation program whenever projects funded, in whole or in part by this Agreement, are publicized in any news media, websites, brochures, publications, audiovisuals, or other types of promotional material. The acknowledgement must read as follows: 'This publication (or project) was supported by the "California Climate Investments" program.' Guidelines for the usage of the California Climate Investments logo can be found at http://www.caclimateinvestments.ca.gov/logo-graphics-request.

The California Climate Investments logo and name serves to bring under a single brand the many investments whose funding comes from the Greenhouse Gas

[1] California Climate Investments Communications Guide http://www.caclimateinvestments.ca.gov/logo-graphics-request

Reduction Fund (GGRF). The logo represents a consolidated and coordinated initiative by the State to address climate change by reducing greenhouse gases, while also investing in disadvantaged communities and achieving many other co-benefits.



The Grantee agrees to acknowledge CARB as a funding source for STEP when publicized in any news media, websites, applications, brochures, publications, audiovisuals, or other types of promotional material. The Grantee agrees to adhere to the Board's logo usage requirements in a manner directed by CARB. CARB logos shall be provided to the Grantee by CARB Project Liaison.



The CARB logo is a visual representation of our air environment. The arcs represent: the different elements that make up the air we breathe, the protection of our atmosphere and the efforts we take to protect the health of Californians, the collaboration of multiple stakeholders all moving in the same direction together, and innovation with the arcs all growing and changing.

MOVING CALIFORNIA

cleaner transportation for all communities

Finally, when preparing flyers, brochures, or other handout material that will be used to promote STEP as one of CARB's Low Carbon Transportation Investment projects, the Grantee will incorporate Moving California typeset and branding, as appropriate. Moving California is the branding of CARB's suite of Low Carbon Transportation Investment projects, including both light- and heavy-duty projects. The Moving California typeset is displayed below and branding materials will be provided by the CARB Project Liaison.

C. GRANT SUMMARY AND AMENDMENTS

Project Title: STEP
Authorized Official:
Title:

Total Grant Amount: $
Total Resource Contribution: $

D. GRANT PARTIES AND CONTACT INFORMATION

1. The CARB Project Liaison is Bree Swenson. Correspondence regarding this project shall be directed to:

   Bree Swenson
   Sustainable Transportation and Communities Division
   California Air Resources Board
   1001 I Street
   Sacramento, California 95814
   Phone: (916) 440-8284
   Email: Breanna.Swenson@arb.ca.gov

2. The Grantee Liaison is _____. Correspondence regarding this project shall be directed to:

   Grantee Liaison Name:
   Title:
   Address:
   Phone:
   Email:

3. If the CARB Project Liaison identified above changes, CARB will notify the Grantee Liaison of said change and provide the new contact information. If the Grantee Liaison identified above changes, the Grantee will notify the CARB Project Liaison of said change and provide the new contact information.

E. TIME PERIOD

1. Performance of work or other expenses billable to CARB under this Grant may commence after full execution of this Grant by parties. Performance on this Grant ends once the Grantee has submitted and CARB approves the final report or if this Grant is terminated, whichever is earlier.

2. Upon completion of the project, the Grantee shall submit a draft final report to the CARB Project Liaison no later than **January 31, 2025.**

3. Final request for payment and Final Report shall be received by CARB no later than **March 31, 2025.**

4. The CARB Executive Officer retains the authority to terminate, or reduce the grant amount of, this Grant Agreement for nonperformance. In the event of such termination or reduction of the grant amount, Section G.7, Termination

and Suspension of Payments, of this Grant Agreement shall apply.

F. DUTIES AND REQUIREMENTS

This section defines the respective duties and requirements of CARB and the Grantee in implementing STEP.

1. CARB's Role

CARB is responsible for the following:

a. Participating in regular meetings with the Grantee to discuss program refinements and guide program implementation

b. Reviewing and approving all Grant Disbursement Request Forms (MSCD/ISB-90) and distributing grant funds to the Grantee

c. Reviewing and approving community engagement, outreach, and education materials provided by the Grantee, such as outreach and education materials, webpages, initial participant surveys, quarterly reports, and the final report

d. Reviewing and approving the data collection plan

e. Providing program oversight and accountability (in conjunction with the Grantee)

2. The Grantee's Tasks

At a minimum, the Grantee's program duties and requirements include, but are not limited to, the following tasks:

a. The Grantee's key project personnel will participate in meetings with CARB staff. The Grantee may be asked to schedule additional meetings at the sole discretion of the CARB Project Liaison. Meetings may be conducted by phone if deemed appropriate by the CARB Project Liaison.

i. Initial Project Kick-off Meeting: The Grantee's key project personnel, in collaboration with CARB's Project Liaison, will plan, conduct, and attend an initial meeting with CARB staff following execution of the Grant Agreement. Topics for discussion may include, but not be limited to, the following:

1. Project tasks, timelines, and milestones

2. Project design and community engagement, outreach, and education

activities

3. Content and format for quarterly reports and final reports

4. Schedule for ongoing coordination meetings

5. Participant surveys and reporting

6. Other items as necessary

ii. Ongoing Project Coordination: Ongoing Grantee coordination and review meetings with the CARB Project Liaison to discuss project status held at least quarterly, as well as a final meeting, or conference call pending CARB Project Liaison approval, held at the conclusion of the project. Additional meetings may be scheduled at the discretion of the CARB Project Liaison. Meetings may be conducted by phone if deemed appropriate by the CARB Project Liaison. Project coordination and review meetings are the responsibility of the Grantee and should contain:

1. Agenda for the meeting with conference call information provided prior to the meeting

2. Discussion of project activities, deliverables, schedule, and milestones

3. Discussion of any difficulties encountered since the last project update

4. Concerns or questions requiring resolution from CARB

5. Notification of any pending disbursement requests

6. Scheduling the next project coordination meeting

iii. Responses to CARB and public requests in a timely manner.
iv. Coordination with other CARB projects (e.g., One Stop Shop, Clean Mobility Options Voucher Pilot) where appropriate and as requested by CARB.

b. The Grantee will coordinate with all project partners, including Sub-grantees and Community Partners, following the decision-making structure and the governance, legal, and financial relationships set out in the Partnership Structure. This must include:

i. Regular communication with all Sub-grantees, such as check-ins to keep track of progress made and troubleshoot issues encountered. The

Grantee is responsible for keeping CARB informed of progress on all projects, including those that are being led by one of the Sub-grantees.

ii. Regular communication with all Community Partners in a mutually agreed-upon format to share progress and receive feedback on project implementation and design

iii. Accessible public meetings to share progress and receive feedback on project implementation and design

iv. Updates to Community Partners and other community stakeholders on how their feedback is being incorporated into the design and implementation of the project

v. Incentivize participation of all project partners, including Community Partners, appropriately

c. The Grantee will directly and actively engage community residents during project implementation to ensure that project design and implementation meet the needs of the residents. The Grantee must:

i. Use community engagement methods recommended in the Community Inclusion Guidance

ii. Develop and implement a process for community engagement that maximizes the power of community residents to make decisions about project design and implementation.

iii. Conduct community engagement activities that help maximize residents' ability to participate, such as translating meetings and materials and scheduling meetings at times that are convenient to community residents

iv. Focus on engaging hard-to-reach residents whose interests have historically been under-represented

v. Incentivize community residents appropriately for their time and expertise during their participation in community engagement activities

d. The Grantee will conduct outreach and education with community residents to help ensure that identified end users in the community have the knowledge necessary to use new transportation services and to inform their participation in decision-making processes. The Grantee must:

i. Use outreach and education methods recommended in the Community Inclusion Guidance

ii. Conduct outreach and education activities that meet the needs of the

residents, such as translating materials and creating events at times that are convenient to community residents

iii. Educate community residents about other applicable CARB funding opportunities, including One Stop Shop and the clean vehicle ownership programs (e.g., CVRP, Clean Cars 4 All, CVAP), and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project)

e. Develop Policies and Procedures Manuals. Such documents and process flow charts should describe the Grantee's administrative actions for evaluating and processing project participants, tracking vehicle maintenance for all project vehicles, and data gathering and reporting for all aspects of the project. Examples include, but are not limited to:

i. Organizational charts

ii. Details on how key project processes are conducted and how associated documentation of data, signatures, and authorizations are gathered and recorded, including, but not limited to:

1. Community engagement, outreach, and education

2. Participant information, enrollment, and tracking

3. Vehicle reservations, tracking, and maintenance

4. Data collection and reporting

iii. Develop and maintain accounting procedures to track expenditures by:

1. Grant Agreement number

2. Fiscal year

3. Funding source

iv. Provisions to protect against conflict of interest

v. Provisions to protect against fraud, and to identify, respond to, and report if fraud has occurred

vi. Provisions to protect personally identifiable information

f. Establish and maintain records on, but not limited to, participants, vehicles,

Electric Vehicle Supply Equipment (EVSE), fuel, and maintenance as follows:

i. Identify participant data that are confidential and develop measures to keep these data confidential. For example, residential addresses must be kept confidential.

ii. Record the physical address and census tracts of each location that project vehicles are domiciled or operated within and each location EVSE is installed.

iii. Develop a systematic process and schedule to back up database(s) on a daily basis at a minimum.

iv. Develop and enforce security measures to safeguard project database(s).

v. Store all records in a secured and safe storage facility that maintains confidentiality and provides fire and natural disaster protection.

vi. Retain files during the term of the Grant Agreement plus three years after the grant term expires.

vii. Transfer all project records to CARB once the project ends or three years after the grant term expires, whichever comes first.

g. Fulfill any needed CEQA requirements.

h. The Grantee will report on and assess progress throughout project implementation via participant and project metrics, Status Reports, and the Final Report, as follows:

i. The Grantee will develop plans for the collection of data and carry out those plans using appropriate metrics and tools. Metrics should include information about transportation modes used and trips taken by community residents before and after the project's implementation. CARB will coordinate with the Grantee to identify parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information. At a minimum, participant metrics should be collected prior to launch of a new project, midway through a project, and at the end for Final Report reporting.

ii. For all projects, the Grantee will track and report metrics, such as, but not limited to, the information outlined in Appendix H of this Grant Solicitation. The Grantee must track and report this data at least quarterly.

iii. Participate in third-party research projects as requested by CARB.

iv. Status Reports: The Grantee will submit numbered status reports accompanying grant disbursement requests to CARB at least quarterly, but may submit on a monthly basis if necessary to justify more frequent disbursements with prior approval from CARB. These reports must be approved by CARB and must contain at minimum, in either Microsoft Word or PDF as a single electronic file, the information outlined in Section I of this Grant Agreement.

v. Final Report: The Grantee will provide a Draft Final Report within 90 days of project completion or by January 31, 2025, whichever comes first. Final reports will contain at minimum the information outlined in Section I of this Grant Agreement.

i. The Grantee will implement the combination of projects defined in the Grantee's proposal. Any modifications to or additional design of projects will incorporate community decision-making. Project designs may include a combination of the projects described in Appendix E of the Grant Solicitation. For all of the projects identified in the Grantee's proposal, each project must:

i. Meet applicable State laws

ii. Meet STEP's objectives, including:

1. Address a community-identified transportation need

2. Support increasing access to key destinations

3. Facilitate or achieve GHG emission reductions

iii. Meet all requirements specified in Appendix E of the Grant Solicitation

j. The Grantee may add additional projects with the approval of CARB. Any additions will incorporate community decision-making. The Grantee must show that each project will:

i. Meet applicable State laws

ii. Meet STEP's objectives, including:

1. Address a community-identified transportation need

2. Support increasing access to key destinations

3. Facilitate or achieve GHG emission reductions

iii. Meet all requirements specified in Appendix E of the Grant Solicitation

k. Meeting applicable requirements of statutes; applicable State law; the FY 2019-20 Funding Plan; the FY 2019-20 STEP Implementation Grant Solicitation; this Grant Agreement; and all Attachments, Exhibits, and Appendices to this Grant Agreement. The FY 2019-20 Funding Plan for Clean Transportation Incentives is available at: https://ww2.arb.ca.gov/sites/default/files/2019-09/fy1920fundingplan.pdf

G. FISCAL ADMINISTRATION

1. Budget

a. The maximum amount of this Grant is $XX. Under no circumstance will CARB reimburse the Grantee for more than this amount. A formal Grant Agreement amendment is required whenever there is a change to the amount of this grant.

b. The budget for this program is shown in Exhibit B, Attachment I. Grant Disbursement Requests (Form MSCD/ISB-90) for funds shall not exceed the grant amount.

c. No grant funds may be used to purchase equipment or computers that would be required to be returned to the State at the completion of STEP.

d. Under no circumstance will CARB reimburse a Grantee for vehicles or equipment that exceeds the purchase price.

e. Line item shifts are not anticipated under this program. However, shifts of up to 10 percent of the grant total may be made over the life of the grant, subject to prior written approval from CARB. Line item shifts greater than 10 percent require a formal amendment to the grant. Line item shifts may be proposed by either CARB or the Grantee and must not increase or decrease the total grant amount. All line item shifts must be approved in writing by CARB within 10 business days of approval for inclusion in the grant folder. If the grant is formally amended, all line item shifts must be included in the amendment.

f. Funds not liquidated by March 31, 2025 must be returned by **June 30, 2025**. Expenditure of funds granted may not be reduced due to any loss incurred in an insured bank or investment account.

2. Pilot Project Eligible Costs

Draft allowable expenditures for costs associated with the grant are defined in Appendix E of the Grant Solicitation and subject to change pending the selected Grantee's proposal and work plan.

3. Resource Contributions

Resource contributions from the Grantee can be used to increase the number of vehicles or equipment funded or to increase the effectiveness and timeliness of other project elements, as directed by CARB. Resource contributions must meet the criteria specified in Appendix G of the Grant Solicitation and the additional following criteria:

a. Documentation of resource contributions must be retained for a minimum of three years after the grant term has ended.

b. Funds expended on resource contributions must be documented in the STEP Final Report to CARB.

Resource contributions are further defined in Appendix G of the Grant Solicitation.

4. Advance Payment

Consistent with the Legislature's direction to expeditiously disburse grants, CARB in its sole discretion may provide advance payments of grant awards in a timely manner to support program initiation and implementation with a focus on mitigating the constraints of modest reserves and potential cash flow problems.

Recognizing that appropriate safeguards are needed to ensure grant monies are used responsibly, CARB has developed the grant conditions described below to establish control procedures for advance payments. CARB may provide advance payments to Grantees of a grant program or project if CARB determines all of the following:

a. The advance payments are necessary to meet the purposes of the grant project.

b. The use of the advance funds is adequately regulated by grant or budgetary controls.

c. The request for application or the request for proposals contains the terms and conditions under which an advance payment may be received consistent with this section.

d. The Grantee is either a small air district or the Grantee meets all of the following criteria:

v. Has no outstanding financial audit findings related to any of the moneys

eligible for advance payment and is in good standing with the Franchise Tax Board and Internal Revenue Service

vi. Agrees to revert all unused moneys to CARB if they are not liquidated within the timeline specified in the Grant Agreement

vii. Submits a spending plan to CARB for review prior to receiving the advance payment

viii. The spending plan shall include project schedules, timelines, milestones, and the Grantee's fund balance for all State grant programs

ix. CARB shall consider the available fund balance when determining the amount of the advance payment

x. Reports to CARB any material changes to the spending plan within 30 days

xi. Agrees to not provide advance payment to any other entity

e. In the event of the nonperformance of the Grantee, CARB shall require the full recovery of the unspent moneys. A Grantee shall provide a money transfer confirmation within 45 days upon the receipt of a notice from CARB.

f. The Grantee must complete and submit to CARB for review and approval an Advance Payment Request Form, along with each grant disbursement that is requesting advance payment. The Advance Payment Request Form shall be provided by CARB to the Grantee after the grant execution.

g. CARB may provide an advance of the direct project costs of the grant, if the program has moderate reserves and potential cash flow issues. Advance payments will not exceed the Grantee's interim cash needs.

h. The Grantee assumes legal and financial risk of the advance payment.

i. The Grantee shall place funds advanced under this section in an interest-bearing account. The Grantee shall track interest accrued on the advance payment. Interest earned on the advance payment shall only be used for eligible grant-related expenses as outlined in the Grant Provisions, Exhibit A, or will be returned to CARB.

j. The Grantee shall report to CARB the value of any unused balance of the advance payment and interest earned and submit quarterly fiscal accounting reports consistent with Section I (Reporting and Documenting Expenditure of State Funds) of this Grant Agreement.

k. The Grantee shall remit to CARB any unused portion of the advance payment and interest earned within 90 days following the end date of this Grant Agreement term or the reversion date of the appropriation, whichever comes first.

5. Grant Disbursements

With each disbursement request, the Grantee must provide documentation as required in this section:

a. Requests for payment shall be made with the Grant Disbursement Request Form (MSCD/ISB-90) and conform to the instructions identified in Sections G and I of this Grant Agreement. Grant payments shall be made only for reasonable costs incurred by the Grantee and only when the Grantee has submitted a Grant Disbursement Request Form; has completed milestones stipulated in Exhibit B, Attachment II; the requirements specified herein, including Section F, Section G, Section H, and Section I of this Grant Agreement have been accomplished; documentation of accomplishment has been provided to CARB in the form of the Status Report; and any associated deliverables (if applicable) have been provided to CARB. CARB will have sole discretion to accelerate the timeline for allowable disbursements of funds identified in Exhibit B, Attachment II (with the exception of the final disbursement of funds), necessary to assure the goals of the program are met.

b. Grant payments are subject to CARB's approval of Status Reports and any accompanying deliverables (see Sections F, G, H and I of this Grant Agreement). A payment will not be made if the CARB Project Liaison deems that a milestone has not been accomplished or documented; that a deliverable meeting specifications has not been provided; that claimed expenses are not documented, not valid per the budget, or not reasonable; or that the Grantee has not met other terms of the grant.

c. Requests for project funds in advance of performing the work or incurring the cost requires an Advance Payment Request Form (see Section G.5, Advance Payment) and a detailed list of the future work the Grantee intends to fund with the disbursement. The Grantee must demonstrate in a subsequent report that the advance has been expended appropriately by supplying documents required in Section G.6, Grant Disbursements. The recipient of a CARB advance payment cannot advance pay any other entity. No further advance shall be disbursed until the Grantee is fully compliant with all terms of the grant. Failure to comply shall require the Grantee to return all amounts of the inappropriate or unapproved expenditure to CARB within 45 calendar days of written notification.

d. The Chief of the Sustainable Transportation and Communities Division or designee of CARB may review the CARB Project Liaison's approval or disapproval of a Grant Disbursement Request. No reimbursement will be made for expenses that, in the judgment of the Division Chief of the Sustainable Transportation and Communities Division, are not reasonable or do not comply with the Grant Agreement.

e. The Grantee shall mail completed and signed Grant Disbursement Requests to the CARB Project Liaison.

f. CARB will withhold payment of up to 1 percent of the grant funds until completion of the Final Report, intellectual property has been relinquished to CARB in accordance with Sections I and L of these provisions, CARB has received and approved the Grantee's mechanism for receiving annual activity reports, and submission of the Final Report to CARB by the Grantee. It is the Grantee's responsibility to submit a Grant Disbursement Request for this final disbursement of funds.

g. CARB shall disburse funds in accordance with the California Prompt Payment Act, Government Code, Section 927, et seq.

h. The Grantee will pay out CARB funds to other Sub-grantees or subcontractors on a reimbursement basis only.

6. Suspension of Payments and Grant Termination

a. CARB reserves the right to issue a grant suspension order in the event that a dispute should arise. The grant suspension order will be in effect until the dispute has been resolved or the grant has been terminated. If the Grantee chooses to continue work on the project after receiving a grant suspension order, the Grantee will not be reimbursed for any expenditure incurred during the suspension in the event CARB terminates the grant. If CARB rescinds the suspension order and does not terminate the grant, CARB will reimburse the Grantee for any expenses incurred during the suspension that are reimbursable in accordance with the terms of the grant.

b. CARB reserves the right to terminate this grant upon 30 days' written notice to the Grantee. In case of early termination, the Grantee will submit a Grant Disbursement Request, a Status Report covering activities up to, and including, the termination date and following the requirements specified herein and in Section I of these provisions. Upon receipt of the Grant Disbursement Request Form and Status Report, and when all intellectual property has been relinquished to CARB, a final payment will be made to the Grantee. This payment shall be for all CARB-approved, actually incurred costs that in the opinion of CARB are justified. However, the total amount

paid shall not exceed the total grant amount.

c. Upon termination, grant funds must be returned to CARB within 45 days.

7. Contingency Provision

In the event this grant is terminated for any reason, the CARB Executive Officer or designee reserves the right in his or her sole discretion to award a grant to the next highest scored Applicant and if an agreement cannot be reached, to the next Applicant(s) until an agreement is reached. If CARB is unable to award a grant under these circumstances, CARB may award a grant in a manner consistent with direction provided in the FY 2019-20 Funding Plan for STEP.[2]

8. Documentation of Administration Funds

a. Personnel documentation must make use of timesheets or other labor tracking software. Duty statements or other documentation may also be used to verify the number of staff and actual hours or percent of time staff devoted to STEP implementation and outreach.

b. Fees for external consultants must be documented with copies of the consultant contract and invoices. All external consultant fees must be pre-approved by CARB. Fees included in the budget as a part of the Grantee Proposal Package (Exhibit C) are considered pre-approved by CARB.

c. Printing, mailing, records retention, and travel expenses must be documented with receipts or invoices.

d. Any reimbursement for necessary supporting project costs need receipts or invoices.

e. Any reimbursement for necessary travel and per diem shall be at rates not to exceed those amounts set by the California Department of Human Resources (CalHR). No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from CARB. The CalHR travel and per diem reimbursement amounts may be found online at: https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx. Reimbursement will be at the State travel and per diem amounts that are current as of the date costs are incurred by the Grantee.

f. The above documentation, records, and referenced materials must be made available for review during monitoring visits and audits by CARB, or its designee. These records must be retained for a minimum of three years after

[2] Funding Plan for Fiscal Year 2019-20 https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1

submittal of the final STEP grant disbursement request to CARB.

g. The above documentation must be provided to CARB in quarterly Status Reports and a Final Report.

9. Earned Interest

"Earned interest" means any interest generated from State funds provided to the Grantee and held in an interest-bearing account.

a. Interest earned by the Grantee on STEP funds must be reported to CARB. All interest income on STEP funds must be expended on eligible program costs (see Section G of this Grant Agreement) or returned to CARB. The Grantee is responsible for reporting to CARB on all interest earned and reinvested into STEP or returned.

b. All interest income on advance payment at CARB's discretion must be reinvested into the program or returned to CARB. Interest earned that is reinvested in the program is not included as part of the Total Grant Amount from CARB. Grantee is responsible for reporting to CARB all project expenditures funded with interest earned on advanced funds or returned.

c. The Grantee must maintain accounting records (e.g., general ledger) that track interest earned and expended on STEP funds, as follows:

   i. The calculation of interest must be based on average daily balance or some other reasonable and demonstrable method of allocating the proceeds from the interest-generating account back into the program.

   ii. The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned on non-STEP funds.

   iii. The methodology for calculating earned interest must be consistent with how it is calculated for the Grantee's other fiscal programs.

   iv. Earned interest must be fully expended by March 31, 2025 or returned to CARB.

d. Documentation of interest earned on STEP funds must be retained for a minimum of three years after it is generated. Documentation of interest expended on STEP must be retained for a minimum of three years after the funds have been reinvested into the project.

e. The above documentation must be provided to CARB in Status Reports and a Final Report.

H. PROJECT MONITORING AND MEETINGS

1. Meetings

   a. Initial meeting: A meeting will be held between key program personnel and the CARB Project Liaison before work on the program begins. The purpose of the initial meeting is to discuss the overall approach, details of performing essential tasks, the program schedule and milestones, details of work group process, and any issues that may need to be resolved prior to beginning work. Topics may include process for program decision-making and frequency and process for ongoing project team coordination.

   b. Review meetings: After the initial meeting with CARB staff, monthly meetings will be required until the tasks related to project initiation (scope of work, task dates, etc.) are finalized. After the project is operational, CARB and the Grantee can hold less frequent meetings (quarterly, at minimum), if deemed appropriate. Additional meetings may be scheduled at the sole discretion of the CARB Project Liaison. Such meetings may be conducted by phone, if deemed appropriate by the CARB Project Liaison. The Grantee is responsible for developing the agenda in collaboration with the CARB Project Liaison, and for facilitating the meetings.

   c. Site visits: If applicable, site visits shall be established by CARB Project Liaison during the term of this grant.

2. Technical Monitoring

   a. Any changes in the scope or schedule for the program shall require the prior written approval of the CARB Project Liaison and may require a written Grant Agreement amendment.

   b. The Grantee shall notify the CARB Project Liaison in writing immediately if any circumstances arise (technical, economic, or otherwise), which might place completion of the project in jeopardy. The Grantee shall also make such notification if there is a change in key project personnel (see Exhibit B, Attachment III).

   c. In addition to Status Reports (see Section I of this Grant Agreement), the Grantee shall provide information requested by the CARB Project Liaison that is needed to assess progress in completing tasks and meeting the objectives of the program.

   d. Any change in budget allocations, re-definition of deliverables, or extension of the program schedule must be requested in writing to the CARB Project

Liaison and approved by CARB, in its sole discretion, and may require a Grant Agreement amendment.

I. REPORTING AND DOCUMENTING EXPENDITURE OF STATE FUNDS

The Grantee must provide CARB with documentation accounting for the proper expenditure of funds. The documentation must be provided in Status Reports submitted at a minimum every three months to CARB and a Final Report submitted prior to the Grantee receiving their last disbursement of project funds.

1. Status Reports

    a. The Grantee shall submit Status Reports at a minimum of three-month intervals. The Status Reports shall be provided in a format agreed upon between the CARB Project Liaison and the Grantee and meet the requirements specified herein. CARB may specify an electronic format for quarterly reporting.

    b. Status Reports provide a mechanism for the Grantee to justify a need for additional grant disbursements from CARB.

    c. Every Grant Disbursement Request Form (MSCD/ISB-90) shall be accompanied by a Status Report that documents the completion of a milestone specified in Exhibit B, Attachment II.

    d. Each Status Report must include, at minimum:

        i. Project Status Report number, title of project, name of Grantee, date of submission, and project grant number

        ii. Summary of work completed since the last progress report, noting progress toward completion of tasks and milestones identified in the work plan

        iii. Statement of work expected to be completed by the next progress report

        iv. Notification of problems encountered and an assessment of their effects on the project's outcomes

        v. Data collected from vehicles, facilities, and participants since the last data reporting

        vi. Schedule of community engagement, outreach, and education activities conducted, materials used, number of people contacted, and number of

participants, where applicable

vii. Accounting records, including expenditure and income information and supporting documentation

viii. Itemized invoices (invoices must include enough details to ensure that only eligible costs are paid for) and any other appropriate documentation

ix. Discussion of the project's adherence to the project timeline

x. Other data and analysis as mutually agreed upon between the Grantee and CARB

a. If the tasks outlined in this Grant Agreement are behind schedule, the Grantee must notify CARB immediately and explain how they will return to schedule.

2. Final Report

a. When the project is complete, the Grantee shall submit a draft Final Report. The draft Final Report must be submitted to CARB in an appropriate format agreed upon between CARB Project Liaison and the Grantee. The Final Report must meet the requirements specified herein. Upon approval of the draft Final Report by CARB Project Liaison, the Grantee shall provide a written copy of the final version, plus an electronic file.

b. The Grantee must provide a Final Report to CARB after all STEP funding has been expended. The Final Report must be submitted within 90 days of program completion or by March 31, 2025, whichever comes first. A draft Final Report is due to CARB by January 31, 2025.

c. The Final Report must include, at a minimum:

i. Total expenditures in detail to date and for the period between the last quarterly report and the Final Report

ii. Excel spreadsheet of all funded projects and project milestones

iii. Summary report of the projects for the period covered by the Grant Agreement (may be provided as summaries or previously submitted Status Reports – see Status Report)

iv. Overview of the project as whole from inception through the end of the grant term, including project and community background, partnerships, and funding sources

v. Assessments of behavior change and participant evaluations, such as results of any pre- and post-project surveys conducted

vi. Changes in participant knowledge of and acceptance of clean transportation options and funded projects

vii. Description of community engagement, outreach, and education efforts, including materials used, schedule of events conducted, and an assessment of effectiveness of the efforts

viii. Electricity and fuel usage information for project and baseline vehicles and EVSE, as applicable

ix. Estimated GHG and other air pollutant emission reductions achieved

x. Other co-benefits provided by the project as mutually agreed upon between the Grantee and CARB

xi. Accounting records, including expenditure and income information and supporting documentation. Includes earned interest, if any, and how it was expended or returned to CARB.

xii. Best practices and lessons learned, including suggestions for future project considerations for wider scale implementation in other communities

xiii. Implementation challenges and recommendations for potential program improvements

xiv. Other data and analysis as mutually agreed upon between the Grantee and CARB

J. OVERSIGHT AND ACCOUNTABILITY

1. The Grantee shall comply with all oversight responsibilities.

2. CARB or its designee may recoup the grant funds which were received based upon misinformation or fraud, or for which a Grantee is in significant or continual non-compliance with the terms of this Grant or State law. CARB also reserves the right to prohibit any entity from participating in STEP due to non-compliance with program requirements.

3. If the Grantee detects any actual or potentially fraudulent activity by anyone or entity associate with the project, it shall notify CARB as soon as possible and

work with CARB to determine an appropriate course of action.

K. PROJECT RECORDS

As further described below, program records include but are not limited to Grantee, financial, and participant records. All project records must be retained for a period of three (3) years after final payment under this grant. All project records are subject to audit pursuant to Section N (4) of this Grant Agreement. Upon completion of the third year of record retention, the Grantee shall submit all program records to CARB. Hardcopy or electronic records are suitable. Acceptable forms of electronic media include hard drives, CDs, and DVDs. Other forms of electronic media may be allowed based on prior written concurrence from CARB.

1. Grantee Records

The Grantee shall retain a STEP file containing:

b. Original executed copy of the STEP Grant Agreement and Grant Agreement Amendments (if applicable)

c. Policies and Procedures Manual

d. Copies of Grant Disbursement Request Forms and attachments

e. Copies of Status Reports

f. Documentation of earned interest generation and expenditure (see Section G for more information)

2. Financial Records

Without limitation of the requirement to maintain program accounts in accordance with generally accepted accounting principles, the Grantee must:

a. Establish an official file for the project, which shall adequately document all significant actions relative to the program

b. Establish separate accounts which will adequately and accurately depict all amounts received and expended on the project

c. Establish separate accounts which will adequately and accurately depict all income received which is attributable to the project including cash and in-kind donations, if any

d. Establish an accounting system which will adequately depict final total costs

of the project, including grant implementation costs

3. Project Participant Records

The Grantee is required to establish and maintain participant records, which must include, at minimum:

a. Project participant proposals (denied, approved, and removed)

b. Initial participant surveys and survey updates

c. Unique identifier that links each project to its corresponding project and associated cost

d. Documentation of any deviations from the normal processing of projects (examples include enforcement action, CARB case-by-case approvals)

L. INTELLECTUAL PROPERTY

Any webpage(s), software, databases, program data, or other intellectual property developed or purchased by the Grantee for the purposes of administering or implementing STEP are the property of CARB.

M. CONFIDENTIALITY AND DATA SECURITY

It is expressly understood and agreed that information the Grantee collects on behalf of the State or from a third party in performing its obligations under this Grant Agreement may be deemed confidential by the State. Therefore:

1. All information or data gathered pursuant to this grant shall be held confidential and released only to CARB or other entities as CARB may specify in writing.

2. The Grantee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Grant Agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

3. Information or data, including but not limited to all application records and supporting documentation that personally identifies or describes an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee shall safeguard all such information or data which comes into their possession under this agreement in perpetuity, and shall not release or publish any such information, data or application records.

4. The Grantee must observe complete confidentiality with respect to such information or data collected pursuant to this grant, including without limitation, agreeing not to disclose or otherwise permit access to such information by any person or entity in any manner whatsoever unless such disclosure is required by law or legal process.

5. The Grantee must acknowledge the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.

6. The Grantee must ensure that the Grantee's employees are informed of the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying, revealing, or utilizing for any purpose in fulfillment of this grant, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.

7. The Grantee shall limit access to information and data gathered pursuant to this grant only to necessary employees to perform their job duties.

8. The Grantee must not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration.

9. The Grantee must notify the State promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof, by any person other than those authorized by this document.

10. The Grantee must adhere to all CARB confidentiality, disclosure, and privacy policies.

11. The Grantee must treat all information, deliverables, and work products developed or collected pursuant to this grant as confidential. All information, deliverables, and work products cannot be disclosed in any form to any third party without CARB's written consent except when required by law or legal process.

12. The Grantee must not use, without CARB written approval, any CARB materials for any purpose other than performing the agreed upon services.

13. At the conclusion of the engagement or upon termination of this Grant Agreement, the Grantee shall surrender all information in any form developed or collected pursuant to this grant.

14. If the Grantee suspects loss or theft, the Grantee must report any lost or stolen

information, data, or equipment developed or collected pursuant to this grant to CARB immediately.

15. The Grantee must provide CARB all pass phrases and passwords for private keys to encrypt data used, produced, or acquired in the course of performing duties under this Grant Agreement.

16. The Grantee must sign non-disclosure and confidentiality agreements as provided by CARB.

17. The Grantee agrees to notify CARB immediately of any security incident involving the information system, servers, data, or any other information developed or collected pursuant to this grant. The Grantee agrees that CARB has the right to participate in the investigation of a security incident involving its data or conduct its own independent investigation, and that the Grantee shall cooperate fully in such investigations.

18. The Grantee agrees that it shall be responsible for all costs incurred by CARB due to security incident resulting from the Grantee's failure to perform or negligent acts of its personnel, and resulting in an unauthorized disclosure, release, access, review, or destruction; or loss, theft, or misuse of information or data developed or gathered pursuant to this grant. If the Grantee experiences a loss or breach of data, the Grantee shall immediately report the loss or breach to CARB. If CARB determines that notice to the individuals whose data has been lost or breached is appropriate, the Grantee will bear any and all costs associated with the notice or any mitigation selected by CARB. These costs include, but are not limited to, staff time, material costs, postage, media announcements, credit monitoring for impacted individuals, and other identifiable costs associated with the breach or loss of data.

19. The Grantee agrees that it shall immediately notify and work cooperatively with CARB to respond timely and correctly to public records act requests.

N. GENERAL PROVISIONS

1. **Amendment:** No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.

2. **Assignment:** This grant is not assignable by the Grantee, either in whole or in part, without consent of CARB in a formal written amendment.

3. **Availability of funds:** CARB's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available,

the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.

4. **Audit:** The Grantee agrees that CARB, the Department of General Services, Department of Finance, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant and all State funds received. The Grantee agrees to maintain such records for possible audit for three (3) years after the term of this grant is completed, unless a longer period of records retention is stipulated. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interview of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include similar right of the State audit records and interview staff in any grant related to performance of this agreement.

5. **Compliance with law, regulations, etc.:** The Grantee agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements.

6. **Conflict of interest:** The Grantee certifies that it is in compliance with applicable State and federal conflict of interest laws. The Grantee may have no interest, and shall not acquire any interest, direct or indirect, which will conflict with its ability to impartially complete the tasks described herein. The Grantee must disclose any direct or indirect financial interest or situation which may pose an actual, apparent, or potential conflict of interest with its duties throughout the grant term. CARB may consider the nature and extent of any actual, apparent, or potential conflict of interest with its duties throughout the grant term. CARB may consider the nature and extent of any actual, apparent, or potential conflict of interest in the Grantee's ability to perform the grant. The Grantee must immediately advise CARB in writing of any potential new conflicts of interest throughout the grant term.

7. **Disadvantaged communities:** The Grantee, for the purposes of this program, will designate disadvantaged communities, as identified by CalEnviroScreen 3.0. The identified disadvantaged community census tracts are available at: https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30.

8. **Disputes:** The Grantee shall continue with the responsibilities under this Grant Agreement during any dispute. Grantee staff or management may work in good faith with CARB staff or management to resolve any disagreements or conflicts arising from implementation of this Grant Agreement. However, any disagreements that cannot be resolved at the management level within 30 days of when the issue is first raised with the CARB Project Liaison shall be subject to

resolution by the CARB Executive Officer, or designated representative. Nothing contained in this paragraph is intended to limit any rights or remedies that the parties may have under law.

9. **Environmental justice:** In the performance of this Grant Agreement, the Grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.

10. **Fiscal management systems and accounting standards:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of State law or this Grant Agreement. Unless otherwise prohibited by State or local law, the Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.

11. **Force majeure:** Neither CARB nor the Grantee must be liable for or deemed to be in default for any delay or failure in performance under this Grant Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, government orders, national or state declared pandemics, lockouts, labor disputes, fire, flood, earthquakes or other physical natural disaster. If either party intends to invoke this clause to excuse or delay performance, the party invoking the clause must provide written notice to the other party immediately but no later than fifteen (15) calendar days of when the force majeure even occurs and reasons that the force majeure event is preventing that party from or delaying that party in performing its obligations under this contract. CARB may terminate this Grant Agreement immediately in writing without penalty in the event Grantee invokes this clause.

    If the Grant Agreement is not terminated by CARB pursuant to this clause, upon completion of the event of force majeure, the Grantee must as soon as reasonably practicable recommence the performance of its obligations under this Grant Agreement. The Grantee must also provide a revised schedule to minimize the effects of the delay caused by the event of force majeure. An event of force majeure does not relieve a party from liability for an obligation which arose before the occurrence of that event.

12. **Governing law and venue:** This grant is governed by and shall be interpreted in accordance with the laws of the State of California. CARB and the Grantee hereby agree that any action arising out of this Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of

California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.

13. **Grantee's responsibility for work:** The Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Grantee shall be responsible for any and all disputes arising out of its contract for work on the project, including but not limited to payment disputes with contractors, subcontractors, and providers of services. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work. The Grantee will pay out CARB funds to other entities on a reimbursement basis only.

14. **Indemnification:** The Grantee agrees to indemnify, defend, and hold harmless the State and the Board and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense, including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by the Grantee, and out of the operation of equipment that is purchased with funds from this grant award.

15. **Independent contractor:** The Grantee, and its agents and employees, if any, in their performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees, or agents of CARB.

16. **Non-discrimination clause:** During the performance of this Grant Agreement, the Grantee and its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment against any employee or Applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. The Grantee and subcontractors shall ensure that the evaluation and treatment of their employees and Applicants for employment are free from such discrimination and harassment. The Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov.Code §2990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7825 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. The Grantee shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

17. **No third party rights:** The parties to this Grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Grant Agreement, or of any duty, covenant, obligation, or undertaking establish herein.

18. **Ownership:** All information, data, documents, intellectual property including but not limited to webpages received or generated by the Grantee under this grant is the property of CARB. No information, data, documents, intellectual property received or generated under this grant shall be released without CARB's approval.

19. **Personally Identifiable Information:** Information or data, including but not limited to all records and supporting documentation that personally identifies an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee must safeguard all such information or data which comes into their possession under this agreement in perpetuity, and must not release or publish any such information, data, or project records.

20. **Prevailing wages and labor compliance:** If applicable, the Grantee agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, the Grantee shall monitor all agreements subject to reimbursement from this Grant Agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.

21. **Professionals:** For projects involving installation or construction services, the Grantee agrees that only licensed professionals will be used to perform services under this Grant Agreement where such services are called for and licensed professionals are required for those services under State law.

22. **Severability:** If a court of competent jurisdiction holds any provision of this Grant agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected.

23. **Termination:** In addition to the termination provisions in Section G of this Grant Agreement, CARB may terminate this Grant Agreement by written notice at any time prior to completion of this Grant Agreement, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Grant Agreement. CARB also reserves the right to terminate this grant upon 30 days written notice to the Grantee if CARB determines that the project has not progressed satisfactorily during the previous three months and the Grantee and CARB have been unable to agree

on modifications. Upon termination, the Grantee must return unused grant funds to CARB within 45 calendar days.

24. **Timeliness:** Time is of the essence in this Grant Agreement. The Grantee shall proceed with and complete the project in an expeditious manner.

25. **Waiver of rights:** Any waiver of rights with respect to a default or other matter arising under this Grant Agreement at any time by either party shall not be considered a waiver of rights with respect to any default or matter. Any rights and remedies of the State provided for in this Grant Agreement are in addition to any other rights and remedies provided by law.

O. INSURANCE REQUIREMENTS

The Grantee must comply with all requirements outlined in the (1) General Provisions and (2) Insurance Requirements outlined below. No payments will be made under the grant until the Grantee fully complies with all insurance requirements.

1. General Provisions Applying to All Policies:

   a. Coverage Term – Coverage needs to be in force for the complete term of the grant. If insurance expires during the term of the grant, a new certificate must be received by the State at least thirty (30) days prior to the expiration of this insurance. Any new insurance must comply with the original grant terms.

   b. Policy Cancellation or Termination & Notice of Non-Renewal – The Grantee is responsible to notify the Program Administrator within five (5) business days of any cancellation, non-renewal or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Grantee agrees no work or services will be performed prior to obtaining such approval. In the event that the Grantee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this grant upon the occurrence of such event, subject to the provisions of this grant.

   c. Premiums, Assessments, and Deductibles – The Grantee is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.

   d. Primary Clause – Any required insurance contained in this grant shall be primary, and not excess or contributory, to any other insurance carried by the State.

e. Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least "A–" with a financial category rating of no lower than VI. If the Grantee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

f. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.

g. Inadequate Insurance – Inadequate or lack of insurance does not negate Awardee's obligations under the grant.

h. Satisfying a Self-Insured Retention (SIR) – All insurance required by this contract must allow the State to pay and/or act as the contractor's agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor's agent in satisfying any SIR is at the State's discretion

i. Available Coverages/Limits – All coverage and limits available to the Awardee shall also be available and applicable to the State.

j. Use of Subcontractor – In the case of the Grantee's utilization of Subcontractors to complete the grant scope of work, the Grantee shall include all Subcontractors as insured's under the Grantee's insurance or supply evidence of Subcontractor's insurance to The State equal to policies, coverages, and limits required of the Grantee.

2. Grant Insurance Requirements – The Grantee shall display evidence of the following on a certificate of insurance. After the solicitation is awarded, failure to provide the certificate upon request will result in the termination of the grant. The Grantee must assure the community pilot project(s) funded by the Program Administrator (CARB) fully complies with all insurance requirements before starting the project. The following coverages must be evidenced on the certificate of insurance and all endorsements required must be attached:

   a. Commercial General Liability – The Grantee shall maintain general liability on an occurrence form with limits not less than $5,000,000 per occurrence for bodily injury and property damage liability combined with a $5,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent the Grantees, products, completed operations, personal & advertising injury, and liability assumed under an insured contract or grant. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Grantee's limit of liability.

      The policy must name "State of California and California Air Resources

Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations".

b. Automobile Liability – The Grantee shall maintain business automobile Liability insurance as broad as Form CA0001 for limits not less than $5,000,000 combined single limit. Such insurance shall cover liability arising out of any and all motor vehicles owned, hired or non-owned. "Any Auto" symbol 1 is required.

   The policy must name "State of California and California Air Resources Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations".

   i. By signing the grant agreement, the Grantee certifies that the Grantee and any employees, subcontractors or servants possess valid automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.

c. Workers Compensation and Employers Liability – The Grantee shall maintain statutory worker's compensation and employer's liability coverage for all its employees who will be engaged in the performance of the grant. In addition, employer's liability limits of $1,000,000 are required. By signing this contract, Contractor acknowledges compliance with these regulations.

   A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.

d. In addition to the insurance requirements listed above, the Grantee must supply specific coverage for Electric Bikes and Scooters, with a limit of at least $5,000,000. Proof of coverage can be submitted in two ways:

   If coverage is from an Electric Bike and Scooter insurance carrier, only the certificate of insurance is required showing specific insurance for Electric Bikes and Scooters; **OR,**

   If coverage is endorsed to the General Liability policy, insurance company must supply a separate endorsement showing proof of Electric Bike and Scooter Coverage.

e. Either policy must name "State of California and California Air Resources

Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations. "Non-Profit Organization with Volunteers Only (if applicable): A Volunteer Accident Insurance Policy with a limit not less than $1,000,000. The policy shall contain a waiver of subrogation in favor of the State of California, if such endorsement is available in the open market. Said policy shall be issued by an insurance company with a rating which is acceptable to the Department of General Services, Office of Risk and Insurance Management. CARB reserves the right to review and adjust insurance requirements as necessary during the grant term.

f. Cyber Liability coverage, with limits not less than $1,000,000 per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Grantee in the grant agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well.

EXHIBIT B

WORK STATEMENT

Attachment I – Budget Summary

Grantee:

Project:

Grant Number:

	Total Costs and Funding
Project Costs	$
Direct Grant Implementation Costs	$
Indirect Grant Implementation Costs	$
Total Grant Funds	$
Resource Contribution	$
Total Proposal Funds	$

EXHIBIT B

Attachment II – Project Milestones and Disbursement Schedule

Sample only. This will be adapted from the timeline in the Applicant's proposal template.

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task 1		0/0/0	0/0/0			$
Task 2		0/0/0	0/0/0			$
Task 3		0/0/0	0/0/0			$
Task 4		0/0/0	0/0/0			$
[Etc.]		0/0/0	0/0/0			$
	Disbursement request #1		**0/0/0**			**$**

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task 5		0/0/0	0/0/0			$
Task 6		0/0/0	0/0/0			$
Task 7		0/0/0	0/0/0			$
Task 8		0/0/0	0/0/0			$
[Etc.]		0/0/0	0/0/0			$
	Disbursement request #2		**0/0/0**			**$**

EXHIBIT B

Attachment III – Key Project Personnel

Grantee:
Project:
Grant Number:

Name	Position	Duties

EXHIBIT C

Grantee Proposal Package

CARB will insert Applicant's proposal package here.

EXHIBIT D

Grant Solicitation Package

CARB will insert the STEP solicitation package here.

EXHIBIT E

PAYEE DATA RECORD

The Grantee's payee data record is included in this section.

State of California
Financial Information System for California (FI$Cal)

GOVERNMENT AGENCY TAXPAYER ID FORM

2000 Evergreen Street, Suite 215
Sacramento, CA 95815
www.fiscal.ca.gov
1-855-347-2250

The principal purpose of the information provided is to establish the unique identification of the government entity.

Instructions: You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields marked with an asterisk (*) are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name*: City of Los Angeles

Remit-To Address (Street or PO Box)*: 100 S. Main St., 10th Floor, Los Angeles, CA

City*: Los Angeles State *: CA Zip Code*+4: 90012

Government Type:
- [x] City
- [ ] County
- [ ] Special District
- [ ] Federal
- [ ] Other (Specify)

Federal Employer Identification Number (FEIN)*: 95-6000735

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	Complete Address

Contact Person*: Shirin Sadrpour Title: Environmental Affairs Officer

Phone number*: E-mail address: Shirin.Sadrpour@lacity.org

Signature*: Date: 2/17/2021