IMPLEMENTATION MANUAL
FOR THE
CLEAN MOBILITY VOUCHER PILOT PROGRAM

Effective Date: September 10, 2020

Clean Mobility Options

California Climate Investments
Cap and Trade Dollars at Work

California Air Resources Board

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PROGRAM SUPPORT

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A. INTRODUCTION AND BACKGROUND

In 2007, Governor Schwarzenegger signed into law the California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007 (Assembly Bill [AB] 118, Chapter 750, Statutes of 2007). AB 118 created the Air Quality Improvement Program (AQIP), a voluntary incentive program administered by California Air Resources Board (CARB or Board) to fund clean vehicle and equipment projects, air quality research, and workforce training.

As required in Health and Safety Code (HSC) Section 44274(a), the Board adopted regulatory guidelines in 2009 for AQIP. The Guidelines for the AB 118 Air Quality Improvement Program

(Guidelines)[1] define the overall administrative requirements, and policies and procedures for program implementation based on the framework established in statute. Central to the Guidelines is the requirement for a Board- approved annual funding plan developed with public input. The funding plan is each year's blueprint for expending AQIP funds appropriated to the CARB in the annual State Budget. The funding plan focuses AQIP on supporting development and deployment of the advanced technologies needed to meet California's longer-term, post 2020 air quality goals.

In 2012, the legislature passed and Governor Brown signed into law 3 bills – AB 1532 (Pérez, Chapter 807), Senate Bill (SB) 535 (de León, Chapter 830), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39) that established the Greenhouse Gas Reduction Fund (GGRF) to receive Cap-and-Trade auction proceeds and to provide the framework for how the auction proceeds will be administered to further the purposes of AB 32. Cap-and-Trade auction proceeds were appropriated to CARB for Low Carbon Transportation projects that reduce greenhouse gas (GHG) emissions, with an emphasis on investments that benefit the State's disadvantaged communities. Per statute, these funds must be used to further the purposes of Assembly Bill 32 (AB 32; Nunez, Chapter 488, Statutes of 2006). The Low Carbon Transportation investments build upon and greatly expand existing advanced technology, clean transportation programs, which provide mobile source incentives to reduce criteria pollutant, air toxic, and GHG emissions.

The Clean Mobility Voucher Pilot Program (Clean Mobility Options Voucher Pilot, CMO Voucher Pilot Program, or CMO) supports the goals of Senate Bill (SB) 1275 (De León, Chapter 530, Statutes of 2014), Assembly Bill (AB) 398 (Eduardo Garcia, Chapter 135, Statutes of 2017) for prioritizing low- and zero-carbon transportation alternatives, and SB 350 (De León, Chapter 547, Statutes of 2015) for overcoming clean transportation barriers for low-income consumers and disadvantaged communities to access clean transportation and mobility options.

Disadvantaged communities are identified by the California Environmental Protection Agency's California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) that assesses all census tracts in the State to identify areas disproportionately burdened by, and vulnerable to, multiple sources of pollution.

SB 350 directed CARB to conduct a study on the barriers for low income Californians to access clean transportation options, including those in disadvantaged communities, as well as recommendations on how to increase access. The main barriers identified in CARB's Final Guidance Document – Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents (Guidance Document) include: (1) the

[1] https://ww3.arb.ca.gov/regact/2009/aqip09/aqip09.htm

dynamic, localized clean transportation and mobility needs of low-income residents and disadvantaged communities, including accessibility, reliability, convenience, and safety; (2) affordability of zero-emission and near zero-emission vehicles and supporting charging and fueling infrastructure, as well as other mobility options such as public transit; (3) awareness of clean transportation and mobility options and supporting infrastructure, including outreach, education, and potential funding opportunities; and (4) the need for permanent, long-term funding sources. The CMO Voucher Pilot Program directly supports CARB's Guidance Document priority recommendations to expand funding and financing for clean transportation and mobility projects, including infrastructure, to meet the accessibility needs of low-income and disadvantaged communities; and to increase residents' awareness on clean transportation and mobility options, and educate consumers about clean transportation options and infrastructure investments.

In December 2017, the Board approved the FY 2017-18 Funding Plan for Clean Transportation Incentives (FY 2017-18 Funding Plan)[2], which allocates $265,000,000 for light-duty vehicle and transportation equity investments, including $17,000,000 in funding for the CMO Voucher Pilot Program. The Board approved the FY 2018-19 Funding Plan[3] on October 25, 2018 allocating an additional $15,000,000 to the CMO Voucher Pilot Program. Furthermore, in October 24, 2019, the Board approved the FY 2019-20 Funding Plan[4] that allocates $5,000,000 to expand this program.

The CMO Voucher Pilot Program is intended to improve clean transportation access and to increase zero-emission and near zero-emission mobility choices for disadvantaged and low-income communities. The overarching goal of this program is to reduce GHG emissions, achieve criteria pollutant emission reductions and other co-benefits through the introduction of advanced clean mobility options into the State's most disadvantaged communities. Consistent with the SB 350 recommendations, this program aims to address the barriers and assess specific transportation needs of the communities. Using the transportation needs assessments, eligible projects may receive funding to provide various clean mobility options for residents in order to increase access to electric car sharing, regular bicycle and electric bicycle sharing, scooter-sharing, vanpools and carpooling, innovative transit services, and other clean mobility options. The CMO Voucher Pilot Program also provides funding for eligible applicants

[2] California Air Resources Board. 2017. Proposed Fiscal Year 2017-18 Funding Plan for Clean Transportation Incentives. Available at: https://www.arb.ca.gov/msprog/aqip/fundplan/proposed_1718_funding_plan_final.pdf
[3] California Air Resources Board. 2019. Proposed Fiscal Year 2018-19 Funding Plan for Clean Transportation Incentives. Available at: https://ww3.arb.ca.gov/msprog/aqip/fundplan/proposed_1819_funding_plan.pdf
[4] California Air Resources Board. 2020. Proposed Fiscal Year 2019-20 Funding Plan for Clean Transportation Incentives. Available at: https://ww2.arb.ca.gov/sites/default/files/2019-09/fy1920fundingplan.pdf

to conduct a community transportation needs assessment and begin planning and designing a clean mobility options project based on their assessments.

B. PROGRAM OVERVIEW

The CMO Voucher Pilot Program is administered and implemented through a partnership between CARB and the Program Administrator, who was selected through a competitive CARB grant solicitation process. CARB has set the program requirements and eligibility criteria for entities applying for CMO voucher funds through a comprehensive public work group process. The Program Administrator is responsible to verify the applicants meet the project eligibility requirements set forth in the Implementation Manual, reserve the voucher amounts on a first-come, first-served basis, and disburse voucher awards after applicants submit all the supporting documentations and required items on a reimbursement basis.

The CMO Voucher Pilot Program will provide funding and capacity-building in support of small-scale clean mobility projects, such as electric carsharing, bikesharing, vanpooling, and other clean mobility options, as well as community transportation needs assessment projects in disadvantaged communities and eligible low-income and tribal communities. Funds will be used to purchase or lease new or used vehicles, bicycles, scooters, and other clean mobility options along with associated equipment, infrastructure, and operating costs to implement clean mobility services. The Program Administrator will also provide training, technical assistance, learning tools, and information-sharing opportunities to build the capacity of under-resourced organizations to enhance mobility access in their communities.

The Implementation Manual (manual or IM), in conjunction with the Guidelines, and the FYs 2017-18, 2018-19 and 2019-20 Funding Plan identifies the minimum requirements for implementing this program. The Implementation Manual may periodically be updated as needed to clarify project eligibility requirements and improve program effectiveness. The Implementation Manual, including any updates, will be posted on the CMO Voucher Pilot Program webpage at http://www.cleanmobilityoptions.org.

Note to Applicants: At the time an applicant submits a signed application for voucher funding, the most current CMO Implementation Manual available will apply. This governing document may be updated several times every year to accommodate operational process changes and may impact the applicant's eligibility for the program. The manual in place at the time of application submittal will determine an applicant's eligibility for the program. CARB has sole discretion to determine eligibility for CMO voucher funding. Definitions of key program parameters are located in Section AA of this manual.

1. Program Framework

The CMO Voucher Pilot Program is designed to streamline the delivery of funding to small-scale clean mobility options projects around the state. Funds will be distributed statewide through a "voucher" system intended to simplify the application process and provide equitable opportunities across under-resourced communities. A voucher agreement is a "promise to pay" that enables awardees to develop partnerships and incur costs with assurance that all eligible and approved costs will be reimbursed by the Program Administrator. Application eligibility is determined using the minimum eligibility criteria established in this manual. Any application that meets the eligibility criteria will be qualified to receive a voucher award upon availability of funds.

The voucher application process is streamlined through a first-come, first-served approach, where the Program Administrator awards vouchers to qualified applications in the order they are received until funding is exhausted for that funding window. The Program Administrator will accept applications in a series of application submission windows. The date and time for the first application submission window will be announced and posted on the program website at www.cleanmobilityoptions.org. **There will be no waitlist for the first submission window**.

2. Voucher Types and Funding Amounts

The CMO Voucher Pilot Program provides two types of vouchers for eligible applicants in order to support communities that are in different stages of preparation towards implementing clean mobility projects. Available vouchers include, (a) Clean Mobility Project Voucher (Mobility Project Voucher), and (b) Community Transportation Needs Assessment Project Voucher (Needs Assessment Voucher). Project eligibility criteria, application package, voucher award amounts, and terms and conditions vary between the two types of vouchers.

a. **Mobility Project Vouchers** are intended to support planning, development and implementation of clean mobility options projects, with funding available for a variety of eligible project-related costs. The main requirement for receiving a Mobility Project Voucher is that applicants must develop their proposed projects based on a community transportation needs assessment conducted *prior* to submitting their application. The goal is to ensure the proposed project is responsive to the specific transportation needs, preferences, and choices of community residents. Chapter I of this manual (Sections C through N) includes project eligibility criteria, allowable voucher amounts, application and voucher award process, and other requirements specific to Mobility Project Vouchers. **The maximum award amount for each Mobility Project Voucher is $1,000,000.**

b. **Needs Assessment Vouchers** are intended to support communities in identifying their transportation needs and evaluating gaps through a community transportation needs assessment process. This voucher award enables applicants who are not yet ready to apply for Mobility Project Voucher funds to conduct a comprehensive needs assessment and begin planning and designing a clean mobility options project based on their assessment, and then be able to apply for the Mobility Project Voucher application in future window(s). Chapter II of this manual (Sections O through W) includes eligibility criteria, allowable voucher funds, application and voucher award process and other requirements specific to Needs Assessment Vouchers. **The maximum award amount for each Needs Assessment Voucher is $50,000.**

c. Chapter III of this manual (Sections X through BB) includes general provisions and definitions that apply to both Mobility Project Vouchers and Needs Assessment Vouchers applicants.

CHAPTER I. MOBILITY PROJECT VOUCHER

This chapter contains eligibility criteria and other guidelines specific to Mobility Project Vouchers.

C. APPLICANT ELIGIBILITY

1. Lead Applicant

The lead applicant enters into an agreement with the Program Administrator assuming responsibility for managing the clean mobility options project, meeting project milestones, and achieving the goals of the CMO Voucher Pilot Program. The lead applicant may also enter into a partnership with other organizations (sub-applicants) to apply for the CMO Voucher Pilot Program, and in this case will be the primary voucher recipient (Project Lead or Awardee) responsible for project performance. The lead applicant must be either a public agency, non-profit organization, or California Native American Tribe consistent with the requirements below:

a. Federal, State, or local government entities based in California, including but not limited to, City, County, Metropolitan Planning Organization, Council of Government, local or regional transit agency, local Air Quality Management District or Air Pollution Control District, and public school District.

    i. Local special purpose districts such as school districts or library districts can apply independently of the city or county with which they are associated.

    ii. Individual departments within an agency (such as a City Transportation Department), or individual facilities within a special purpose district (such as a

library or school), can participate with their governing agency or district as the lead applicant. They are not considered distinct applicants from their governing body.

b. Non-profit organization that qualifies for tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 and are also tax-exempt under California state law, consistent with the following requirements:

   i. The non-profit organization must have been incorporated for at least one year prior to the time of application submittal.

   ii. The non-profit organization must at all times be registered and in active/good standing with the California Secretary of State.

   iii. The organization must be based in California or have at least one full-time staff person based in California.

   iv. If a non-profit organization is the lead applicant, a letter of commitment is required from local or regional public agency. The letter of commitment must indicate that the public agency supports the application and must provide specific examples of how it will actively engage in project implementation. Sample letters of commitment are available at www.cleanmobilityoptions.org.

   v. Certain non-profits that are tribally chartered corporations under tribally enacted laws may be exempt from registration with the California Secretary of State.

c. California Native American Tribes, including all Federally Recognized Tribes in California listed on the most recent notice of the Federal Register, and other non-federally recognized California tribal governments, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission.

d. If the lead applicant is not a Community-Based Organization (CBO), a letter of support from a project-related CBO or local community group is required. This letter should explain how the CBO meets the minimum definition criteria listed below and demonstrates their support for the project. A project-related organization or group represents community members that will be impacted by the project or has a service background related to the type of project. Please note that tribal applicants are exempt from this requirement. For the purposes of this program, CBO or local community group must meet a minimum of two of the following requirements:

   i. The organization is place-based, with an explicit geographic focus area that includes the proposed project area.

ii. Staff members, volunteers, or Board members reside in the community where the project is located.

iii. The organization has a demonstrated track record of at least one year providing services in the proposed project area.

Note: Public agencies are not considered CBOs.

e. Each lead applicant may only submit **one** application for the Mobility Project Voucher in the course of each application window, except when the project area is located in an unincorporated community, where no city government represents the project area (please note that for the purposes of this program, tribal land is not considered an unincorporated community). Eligible lead applicants may submit up to three applications only when all proposed project areas are entirely within unincorporated County jurisdiction. The lead applicant may participate as sub-applicant in other applications.

2. Sub-Applicant

Sub-applicants are entities other than the lead applicant that enter into a partnership with the lead applicant and other eligible organizations to apply for the CMO Voucher Pilot Program. Sub-applicants may include, but are not limited to, organizations that provide clean mobility services, infrastructure equipment and installation, community outreach services, and technical expertise/assistance. Sub-applicants may be public, private, or non-profit organizations consistent with the requirements below:

a. All sub-applicants must provide a letter of commitment to express their support and commitment to the lead applicant and the proposed project. This letter must include sub-applicant's specific roles and responsibilities in the project and is required at the time of application submittal.

b. A single entity may participate as a sub-applicant in multiple applications.

c. All non-profit and private organizations must be registered and in active/good standing with the California Secretary of State at the time of application submittal. If the entity is an unincorporated non-profit, they must have a contract with a fiscal sponsor who is tax-exempt with the Internal Revenue Service under Internal Revenue Code Section 501 and tax-exempt under California state law. The fiscal sponsor must also be registered and in active/good standing with the California Secretary of State to perform financial management and administrative functions for them on behalf.

3. Applicant Experience and the Clean Mobility Provider Directory

Each voucher recipient project team must include an organization with at least one year of experience operating mobility services. The "experienced partner" may be the entity that operates the proposed service, or it may serve in another capacity such as a project technical advisor.

Lead applicants are encouraged to include the experienced partner in their application team. If the experienced partner is not included on the project team as lead applicant or sub-applicant at the time of application submittal, the lead applicant must commit to contract with either an entity listed in the Clean Mobility Provider Directory (Directory) or an entity who meets the minimum qualification criteria to be on the Directory but is not currently listed.

All mobility providers listed in the Directory have been screened by the Program Administrator through a Request for Information to ensure they meet the minimum level of experience to satisfy this requirement and other eligibility criteria for sub-applicants. See Appendix E of this manual for more information on the Clean Mobility Provider Directory.

4. Current CARB Grantees and Funded Pilot Projects

Current CARB grantees and their project partners (sub-grantees) who have received funds through previous grant solicitations for car sharing and mobility options pilot projects from CARB's Low Carbon Transportation Investments, are not eligible at this time to apply as the lead applicant for the Mobility Project Vouchers for any costs related to their existing pilot project. For example, the current CARB's grantee is not eligible to apply for funding to continue the current project scope for a longer term, or to expand the same project, which includes service model or brand, in any geography. However, those entities may apply for the Mobility Project Voucher funds to support a completely new and different project (new service model, different brand, etc.) in any eligible geography (see Section D.1 for more details on the project area eligibility).

In addition, other entities (other than current CARB grantees and the sub-grantees) may apply as lead applicants to expand existing CARB-funded car sharing and mobility options pilot projects service model or brand only for a new local jurisdictions (i.e. a different city, or a different unincorporated community from the current CARB-funded pilot project). Current CARB grantees and sub-grantees may participate in these applications, as sub-applicants, technical advisors, or any other roles to expand existing CARB-funded projects in new local jurisdictions.

D. PROJECT AREA AND MINIMUM BENEFITS

All projects funded by CMO Voucher Pilot Program must directly benefit residents of low-income and disadvantaged communities, consistent with the following guidelines.

1. Project Area

The project area is the geographic area where community residents live, services operate, and infrastructure is to be installed (see Section D.2 for more details on infrastructure siting requirements). Boundaries of the project area must be within at least one of the following geographies:

a. SB 535 Disadvantaged Communities: CalEnviroScreen 3.0 Top 25 percent census tracts.

b. Affordable housing facilities only when within AB 1550-designated low-income communities. For the purposes of CMO Voucher Pilot Program, the housing facility must meet the following criteria:

   i. The property must have at least five units.

   ii. The property must be deed-restricted low-income residential housing[5], where at least 80 percent of property residents have incomes at or below 60 percent of the area median income.

c. Tribal lands**,** only when within AB 1550-designated low-income communities or SB 535 Disadvantaged Communities. For the purposes of this program, "tribal lands" includes any property owned by a California Native American tribal authority and is not limited to Federally Recognized reservations.

The interactive map indicating eligible project areas is available on the CMO website at www.cleanmobilityoptions.org.

2. Infrastructure Siting and Service Locations

Mobility services and associated infrastructure funded by this program should be mainly located inside the project area (as outlined in Section D.1) to deliver intended benefits to local residents. However, up to 20 percent of voucher-funded services and infrastructure may be located outside the project area, with documentation of supportive community input reflecting community-identified needs. This may be described in terms defined by the applicant (e.g. 20 percent of total capital costs, 20 percent of the area in square miles, 20 percent of vehicle parking and/or chargers, 20 percent of ride pickups, etc.) as needed. Please note that for the

[5] Applicant must provide a copy of a recorded deed restriction, regulatory agreement or covenant that restricts the property to low-income residential housing as defined in the California Public Utilities Code Section 2852(a)(3)(A)(i) and has at least 10 years remaining on the term of the property's affordability restrictions.

innovative transit services and ride-on-demand project models, there is no specific requirement for voucher-funded vehicles to be parked in the project area (Section E.1 includes definitions of eligible project models).

E. PROJECT ELIGIBILITY

1. Core Project Models

The Mobility Project Vouchers are intended to support the piloting of innovative clean transportation projects that test "shared" and "on-demand" mobility services. Clean mobility options delivered in the project must be identified through community engagement and evaluation of the community's transportation needs (see Section J.3 for more details on required documents). Please note that CMO voucher funds can only be applied to costs associated with fleet vehicles that are zero-emission (see Section G for vehicle eligibility requirements). In addition, the clean mobility options project funded by the CMO Voucher Pilot Program must reduce GHG emissions.

The following services are core project models that, in any combination, are eligible to receive Mobility Project Voucher funds:

a. **Carsharing:** Carshare services provide members with access to an automobile through short-term rentals. Eligible carsharing models include round-trip carshare, which requires users to borrow and return vehicles at the same location; and one-way or free-floating carshare, which allows users to pick up a vehicle at one location and drop it off at another.

b. **Bikeshare or Scooter-Sharing:** Bikeshare systems make bicycles or electric bicycles (e-bikes) available to members on a short-term rental basis. Eligible bikesharing models include bike libraries, where bicycles can be checked out from and returned to one central location; station-based platforms, where bicycles are checked out and returned at designated stations; and free-floating or dockless systems, where bicycles can be dropped off in any location and found for checkout, utilizing real-time maps on mobile devices. Other types of small vehicles, such as scooters or electric scooters, can also be shared in the models described above.

c. **Carpooling and Vanpooling:** Carpooling (or vanpooling) is the grouping of drivers and passengers with common origins and/or destinations into a shared vehicle. Carpooling is "self-serve" system, meaning the driver is a traveler in the pool just like other passengers, as opposed to a hired driver in shared taxi rides or ridehail services. New technologies such as mobile device applications provide an opportunity to connect drivers and riders in innovative ways.

d. **Innovative Transit Services:** This broad category includes on-demand shuttles and circulators, paratransit services, and private sector transit solutions commonly referred to as "microtransit". To be eligible, the innovative transit service must be demand-responsive (routes and/or frequency of service are determined dynamically based on customer demand) and capable of serving multiple riders simultaneously (not only a single rider service). Traditional fixed-route transit services (e.g. bus service) are not eligible.

e. **Ride-on-Demand Services:** Service types in this category include on-demand rides provided by taxi companies and transportation network companies (TNCs). CMO Voucher Pilot Program will not provide voucher funds for vehicle acquisition (purchase or lease) to be used for TNC services. However, funding may be used to incentivize and support greater utilization of rides-on-demand in clean vehicles, including project elements such as discounted fares for trips originating in the Project Area (price subsidies), customizing the software platform, expanding or contracting boundaries of geofencing, and community outreach and marketing costs, if applicable. To be eligible as a core project model, the service must only include trips taken in zero-emission vehicles, consistent with the vehicle eligibility criteria described in Section G.1 of this manual.

Note on Duplicate Projects: If the Program Administrator receives more than one application with the same core project model in the same project area (even if projects are in different locations and for different targeted residents), only the first application received may be approved for funding and other application(s) will be rejected. For example, if there are two applications requesting funds for bikesharing projects for the same project area, only the first application may receive funds.

2. Infrastructure Improvements

Projects may include infrastructure improvements only when they directly support, and are essential to, the core project model(s). The following infrastructure types are eligible to receive voucher funds, as long as the equipment meets eligibility criteria described in Section H of this manual.

a. Electric vehicle charging equipment, also known as electric vehicle supply equipment (EVSE).

b. Distributed solar photovoltaic equipment generating electricity to power EVSE and other mobility options charging equipment.

c. Hydrogen refueling equipment.

d. Bicycle and scooter parking and docking stations.

e. E-bike and electric scooter (e-scooter) charging equipment.

f. "Quick build" right-of-way safety improvements for bicycles and scooters (see Section H.3.d for more details).

The cost breakdown of allowable funds that can be allocated to different types of infrastructure are described in Table 1 (see Section F.2).

3. Additional Transportation Enhancements

Most of the funding associated with the Mobility Project Voucher is intended to be used for project costs and activities that are essential to implementing the proposed core project models (as defined in Section E.1). However, up to 10 percent of the total voucher amount requested per project may be dedicated to "additional transportation enhancements" that are activities or services directly supportive of, but not essential to, implementing the core project model. These enhancements may include other types of transportation resources or assets that complement the core project model, in a way that improves accessibility, reliability, convenience, safety, and/or affordability for participants. Transportation enhancement elements must be included in the Mobility Project Voucher Application at the time of application submittal. The following are examples of eligible transportation enhancements as part of the Mobility Project Voucher:

a. Developing trip planning or mobility-as-a-service (MaaS) platforms or integrating project data into existing platforms.

b. Developing multi-modal payment platforms or integrating project payment systems into existing platforms.

c. Providing subsidies for traditional fixed-route and public transit rides to better connect projects to existing services (i.e., first-mile, last-mile solutions).

d. Providing transportation subsidies and special incentives for homeless individuals and families.

Note: If the proposed project includes any type of additional transportation enhancement <u>not</u> listed above, the applicant may request approval as part of the application submittal (see Section K.2 for more details).

4. New Service and Existing Service

New and existing services are both eligible for Mobility Project Voucher funding. However, allowable costs and total voucher amounts vary depending on whether the proposed project is a "new service" or an "existing service". This section includes minimum criteria, definitions and

some examples of new and existing services:

a. **New Service** is defined as a mobility service that is not currently operating in any location within the proposed project area. Examples include:

   i. Designing a new bikeshare service that has never been implemented in any location within the proposed project area.

   ii. Introducing a carsharing service that has worked well in a nearby affordable housing complex but hasn't yet been available in any location within the proposed project area.

   iii. Expanding the area served currently by an on-demand electric shuttle service to include the proposed project area for the first time.

   iv. Reintroducing scooter-sharing service that had previously been available in the proposed project area but was discontinued.

b. **Existing Service** is defined as a mobility service that is currently operating in some locations of or the entire proposed project area. To be eligible for CMO voucher funds, the existing service must be in support of the eligible core project model(s) described in Section E.1 of this manual. In addition, the project proposal must result in increasing ridership or use of an existing mobility service. Examples include:

   i. Expanding or replacing the fleet of an on-demand, non-emergency medical transportation program to serve residents of the proposed project area with clean vehicles.

   ii. Subsidizing rides taken in zero-emission vehicles by TNC service provider that is currently serving the project area.

c. Replacing the existing fleet is only eligible for funding if the transition is from fossil fuel vehicles to eligible clean vehicles consistent with the vehicle eligibility criteria described in Section G of this manual. The following examples are <u>not</u> eligible for CMO voucher funds:

   i. Replacing the existing fleet of zero-emission vehicles with newer zero-emission vehicle types.

   ii. Replacing the existing fleet of electric bicycles and/or scooters with newer e-bike or electric scooter types.

   iii. Replacing the existing fleet of conventional bicycles and/or scooters with e-bikes or electric scooters.

5. Eligible Project Costs

This section includes the list of project costs that are eligible for funding in a Mobility Project Voucher. Project costs are only eligible for reimbursement if they have been incurred after the voucher agreement execution date (when all responsible parties sign the voucher agreement). Please note that voucher funds cannot be used for any costs that already budgeted for payment from the applicant's or other entity's funded grants or contracts. The Mobility Project Voucher funds may be applied to a variety of eligible costs relating to project planning and design, outreach and marketing, capital costs, operations and maintenance, and voucher administration costs, as defined in this section. The breakdown of allowable voucher amounts for different cost categories are included in Table 2 (Section F.2).

a. **Planning Costs** include labor expenses (including total staff time and labor costs) and other direct costs for project planning and design incurred before the mobility service operation is launched (Operations Launch is the date when participants start using the service). Examples of eligible planning costs include, but are not limited to:

   i. Execution of subcontracts with partners.

   ii. Identification of potential sites for infrastructure, beyond those identified in the application.

   iii. Compliance with the California Environmental Quality Act (CEQA), if applicable.

   iv. Compliance with permitting requirements (e.g. EVSE installation permits, Historical Preservation, Above Ground Facilities Ordinance, Americans with Disabilities Act [ADA] accessibility requirements, etc.).

   v. Costs for technical assistance before Operations Launch.

   vi. Costs for coordination efforts with other CARB's Low Carbon Transportation Investment Projects, including the One-Stop-Shop Pilot Project, and the Sustainable Transportation Equity Project (STEP), during the planning and construction period.

   vii. Planning for launch event activities.

   viii. External consultant fees during the planning and construction period.

b. **Outreach and Marketing Costs** include labor expenses (including total staff time and labor costs) and other direct costs for conducting community outreach, educational forums, collecting community input, promoting the service and educating community residents. Examples of eligible outreach and marketing costs include, but are not limited to:

i. Materials for implementing community events, such as supplies, venue space, transportation stipends, design and printing of marketing materials, and other direct expenses.

ii. Labor expenses associated with data gathering and analysis, event planning, and other key activities.

iii. License or subscription fees for online event and survey tools.

iv. Incentives for community member participation (e.g., for completing surveys)

v. Community-based organization subcontracts.

vi. Language translation services subcontracts.

vii. Vehicle rental for purposes of education on clean vehicle technology.

viii. Not reimbursable: Food and child care costs.

c. **Capital Costs** include vehicles and associated hardware, eligible infrastructure and other equipment, along with associated labor and contractor costs for construction and installation. Examples of eligible capital costs include, but are not limited to:

i. Vehicle purchase costs.

ii. EVSE purchase and installation costs (only when associated with funded vehicles).

iii. Hydrogen refueling infrastructure purchase and installation costs.

iv. Bicycle and electric bicycle purchase costs.

v. Electric bicycle and locking station purchase and installation costs.

vi. Helmets for bike/e-bike sharing and scooter/electric scooter-sharing participants.

vii. Software development for reservation and payment systems.

viii. Costs for telematics devices (e.g. GPS).

ix. Additional capital costs related to infrastructure may include hardware extended warranty, repair labor warranty, and parking space purchase or lease.

Note: Capital costs incurred up to one year prior to the date of voucher agreement execution may be considered as a Community Resource Contribution (see Section J.7 for more details).

d. **Operations and Maintenance Costs** include labor expenses (including total staff time and labor costs) and other direct costs for operating and maintaining the mobility services after the Operation Launch. Examples of eligible operations and maintenance costs include, but are not limited to:

i. Leased vehicles and other equipment.

ii. Costs related to operation and maintenance for motor vehicles, micromobility vehicles, and infrastructure.

iii. Revenue guarantees to operators who are covering the cost of operations with user fee revenue, through a direct business-to-consumer model.

iv. Price subsidies to operators who are covering the cost of operations with user fee revenue, through a direct business-to-consumer model, to reduce costs to the end-user.

v. Insurance costs related to vehicle, driver, passenger, electric bicycle and scooter, riders, and facilities (see Section Z.1.n for insurance requirements)

vi. Replacement costs for pieces of equipment costing less than $5,000, including bicycles and scooters.[6]

vii. Bicycle safety course costs.

viii. Costs for technical assistance after the Operations Launch.

ix. Costs for coordination efforts with other CARB's Low Carbon Transportation Investment Projects, including the One-Stop-Shop Pilot Project and the STEP.

x. Ongoing software maintenance costs.

xi. Costs for short-term rentals of vehicles to meet unanticipated service needs (e.g., shortage of vehicle due to an emergency repair).

xii. Fuel and electricity costs.

e. **Voucher Administration Costs** include labor expenses (including total staff time and labor costs) and other administrative costs directly related to the project after the voucher execution date. Examples of eligible voucher administration costs include, but are not limited to**:**

i. Costs for submittal of payment request forms and supporting documents.

ii. Costs for participating in meetings with the Program Administrator and project partners.

iii. Costs for participating in the Clean Mobility Options Network events for capacity building and sharing information with other clean mobility project leads.

[6] Analysis of repair cost relative to replacement cost must be provided with payment request to be reimbursed.

iv. Costs for collecting, organizing, and quality control of data for reporting and evaluation purposes.

v. Other administrative costs, including but not limited to, travel expenses, printing, record retention, and mailing.

Voucher funding may be "stacked" or leveraged with other sources of funding to increase the scale of the project. This practice is encouraged and will be considered the "Community Resource Contribution" as described in Section J.7 of this manual. However, a single cost may not be billed to multiple public funding programs (i.e. double billing), and voucher funding may not be combined with other public incentives in a manner that leads to reimbursement for a specific cost at an amount greater than the actual cost incurred. CARB reserves the right to audit reimbursement/payment requests across State programs to ensure this practice does not occur.

Note: New vehicle purchases or leases funded by the CMO Voucher Pilot Program cannot receive funds from the Clean Vehicle Rebate Project (CVRP) or from the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP).

F. ALLOWABLE VOUCHER FUNDS

1. Maximum Allowable Voucher Funding Amount per Project

Maximum voucher funding amount allowable per project will depend on whether the proposed project is a new service or an existing service (see Section E.4 for definitions and examples). If the proposed project is a new service, the total voucher funding amount requested can be up to $1,000,000 per project. Please note that each application can only include one project.

If the proposed project is an existing service, the total voucher amount requested can be up to $600,000 per project. Please note that if the proposed project includes a combination of both new service and existing service, the total voucher amount requested can only be up to $1,000,000.

Project size is limited by budgetary caps on the total voucher amount, which is the CARB-funded portion of the total project cost. These budget caps apply to all eligible costs as a whole, including planning, outreach, capital, operations, and voucher administration costs. The total project costs may be more than the maximum allowable voucher amount (in the case that funds from other sources are utilized); however, the total voucher amount requested by the applicant is limited to the amounts stated above.

2. Breakdown of Allowable Voucher Cost Components

Table 1 presents the breakdown of allowable voucher amounts for vehicles and infrastructure. Eligibility requirements for vehicles and infrastructure are included in Sections G and H of this manual respectively.

Table 1. Allowable Voucher Amounts for Vehicles and Infrastructure

Vehicle Type and Technology	Maximum Reimbursable Amount (per vehicle)
New light-duty zero-emission vehicle (ZEV) with ≥ 299 miles of range	Up to $60,000
New light-duty ZEV with ≤ 299 miles of range	Up to $40,000
New light-duty plug-in hybrid (PHEV) (only models with 6 seats capacity or more)	Up to $40,000
Used light-duty ZEV or PHEV (6 seats capacity or more) 4 years or newer	100 percent of the Kelley Blue Book (KBB) value[7] (cannot exceed maximum reimbursable amount for the new vehicle)
Leased new light-duty ZEV	Up to $850 per month (including up to $3,000 down payment)
Leased used light-duty ZEV	Up to $600 per month (including up to $3,000 down payment)
New zero-emission passenger van and shuttle bus up to Class 6 (≤ 26,000 GVWR[8]) or under 30 feet in vehicle length	Same voucher amount per vehicle as HVIP (Additional plus-up amount of $15,000 is allowable for vehicles with batteries larger than 110 kWh)
Additional allowance for purchase of new ADA-compliant vehicles: for van-size and up (e.g. wheelchair lift, wheelchair ramp)	Additional $20,000 beyond allowable reimbursable amount per vehicle

[7] Kelly Blue Book (KBB) value is defined as the upper limit of the KBB fair market range, for the same vehicle condition, transaction type, and zip code as the actual transaction.
[8] Gross Vehicle Weight Rating

New neighborhood electric vehicle (NEV)	Up to $15,000
New electric tricycle/pedicab (3-4 seats)	Up to $12,500
New electric bicycle (e-bike)	Up to $3,500
New bicycle	Up to $1,500
New electric kick-scooter	Up to $700
Charging and Fueling Infrastructure (includes Equipment and Installation)	**Maximum Reimbursable Amount (per unit)**
Level 2 electric vehicle supply equipment (EVSE) unit, including equipment and installation costs	Up to $26,000 per unit
DC Fast Charge EVSE unit, including equipment and installation costs	Up to $97,000 per unit
Solar Photovoltaic Equipment to supply electricity for EVSE and other clean mobility options charging equipment	$1.00 per watt in direct current (DC) of generation capacity, up to $4,000 per EVSE charge port
Hydrogen refueling station	Up to $100,000 per installation
Infrastructure costs for conventional bicycle, scooter, and other micromobility vehicles (including docking equipment, lockers, and "quick build" right-of-way infrastructure and installation)	Up to 200 percent of the voucher-reimbursable amount for bicycles in the project fleet ($1,500 per bicycle). Total cannot exceed $525,000 per project
Infrastructure costs for electric bicycle, scooter, and other electric micromobility vehicles (including charging equipment, docking equipment, lockers, and "quick build" right-of-way infrastructure and installation)	Up to 300 percent of the voucher-reimbursable amount for e-bikes in the project fleet ($3,500 per e-bike). Total cannot exceed $525,000 per project

Tables 1.a and 1.b demonstrate example calculations for infrastructure costs for conventional micromobility and electric micromobility vehicles, respectively. Micromobility vehicles are including bicycles, scooters, pedicabs, and tricycles.

Table 1.a. Example of infrastructure limits with conventional micromobility vehicles

Number of Conventional Vehicles	Max Reimbursable Amount for Bicycles (@$1,500 / bicycle)	Max Infrastructure $ (at 200 percent)
10	$15,000	$30,000
50	$75,000	$150,000
175	$262,500	$525,000

Table 1.b. Example of infrastructure limits with electric micromobility vehicles

Number of Electric Vehicles	Max Reimbursable Amount for e-bikes (@$3,500 / e-bike)	Max Infrastructure $ (at 300 percent)
10	$35,000	$105,000
20	$70,000	$210,000
50	$175,000	$525,000

Table 2 presents the breakdown of allowable voucher amounts for eligible project cost categories (as defined previously in Section E.5).

Table 2. Allowable Voucher Amounts by Cost Category

Eligible Costs	Allowable Voucher Amounts
Planning, Capital, Operations and Maintenance Costs	Up to 90 percent of the total voucher amount requested
Voucher Administration Costs	Up to 15 percent of the total voucher amount requested
Outreach and Marketing Costs	Minimum $25,000 (or 10 percent of total voucher amount requested, whichever is more) Maximum 30 percent of total voucher amount
Additional Transportation Enhancements	Up to 10 percent of total voucher amount requested

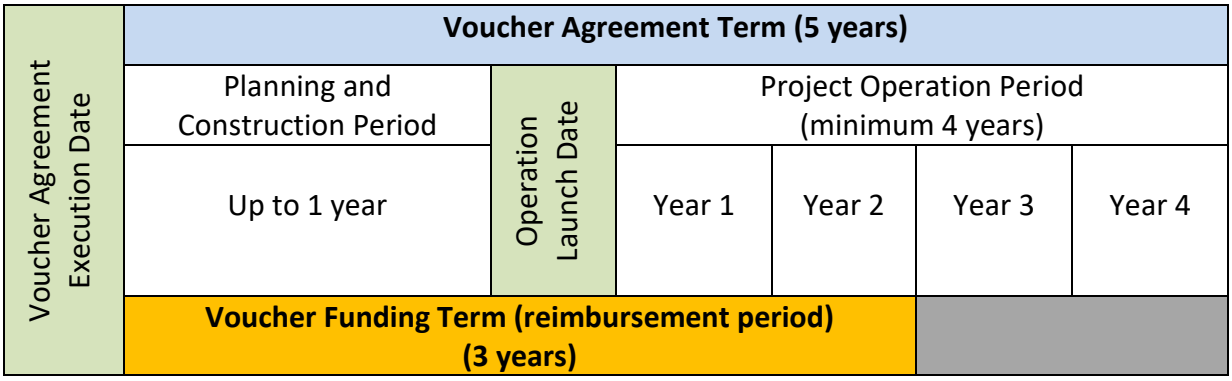
3. Mobility Project Voucher Agreement Timelines

Approved applicants will sign the voucher agreement with the Program Administrator, agreeing to be bound by the terms and conditions outlined in the Program Implementation Manual and in the voucher agreement. From the date the voucher agreement is signed (voucher agreement execution date), the CMO Voucher Pilot Program will provide funding for up to 3 years of planning, construction, deployment and service operations cumulatively. Figure 1 below summarizes the voucher agreement timeline. The Voucher Agreement Term and the Voucher Funding Term (reimbursement period) for mobility project vouchers are defined as following:

a. **Voucher Agreement Term** is 5 years from the date voucher agreement is executed. This includes up to 1 year for project design, planning and construction (Planning and Construction Period), and minimum of 4 years of service operation (Project Operation Period). Clean mobility projects funded by this program **must be fully operating for at least 4 years** from the date of Operation Launch (when participants start using the service[9]). Applicants must describe their plan and strategies for maintaining the proposed services throughout the Project Operation Period in their application (see Section J.6. Financial Sustainability Plan for more details).

b. **Voucher Funding Term** or reimbursement period is 3 years from the voucher agreement execution date. During this period, all eligible costs incurred can be reimbursed.

Figure 1. Mobility Project Voucher Agreement Timeline



[9] If multiple models (e.g. bikeshare and carshare) were included in the application, at least one model must have been fully launched to start the Operation Period.

G. VEHICLE ELIGIBILITY

1. Motor Vehicles

a. Eligible motor vehicle classes are light-duty[10] passenger vehicles, medium-duty[11] vans and buses, and neighborhood electric vehicles.

b. Vehicles must be zero-emission vehicles.

c. Eligible zero-emission vehicle (ZEV) technologies are battery electric vehicles (BEV) and fuel cell electric vehicles (FCEV).

d. Plug-in hybrid (PHEV) technology is only eligible for vehicle models with 6-seat capacity or above.

e. New medium-duty vans and buses must be eligible for California HVIP at a time of purchase.

f. New light-duty vehicles must be eligible for the CVRP at a time of purchase. Vehicle models that have been removed due to CVRP policy changes effective December 3, 2019 are still eligible for the CMO Voucher Pilot Program.

g. A chassis that has been modified with aftermarket parts or equipment to create a PHEV or zero-emission vehicle is not eligible.

h. Vehicles must be registered in California.

i. Vehicles may be purchased or leased (4-year minimum lease period).

j. Light-duty vehicles can be new or used.

k. Medium-duty vehicles must be new.

l. Used vehicles must meet the following 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 title cannot be salvaged (as defined in California Vehicle Code-VEH Section 544).

   iv. 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/leased.[12]

[10] Light-duty Vehicle has GVWR category <10,000 lbs.
[11] Medium-duty Vehicle classes 3 through 6 (GVWR 10,001-26,000 lbs) or under 30 feet in length are eligible.
[12] https://www.recalls.gov/nhtsa.html

v. Used vehicles must be inspected by a licensed automotive mechanic.

vi. Batteries in used vehicles must be new (new batteries may be purchased).

vii. Used vehicles that previously have participated in CVRP (received rebates) must have passed the compliance period and have fully complied with program requirements.

viii. Used vehicles must be formerly listed under the eligibility list of CVRP according to their model years.

m. Passenger vehicles must be models designed to carry a minimum of four passengers.

n. No modifications may be made to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system (California Code, Vehicle Code- VEH Section 27156).

o. Vehicles may be used for passenger trips or for non-passenger operational purposes specific to the project, such as bikeshare rebalancing.

p. Vehicles must be put into service exclusively for the purposes of operating the voucher-funded project. Vehicles may not be used by individuals for personal purposes outside of project operating hours or project fee structure.

q. Vehicle titles or lease agreements must be held by an organizational entity on the project team, and not by individual drivers.

r. Vehicles funded by this program constitute a fleet size that must be maintained throughout the term of the voucher agreement.

s. All vehicles must be equipped with telematics device or other global position system (GPS) equipment, capable of collecting trip data.

t. Installation of ADA-compliant equipment for new medium-duty vehicles is eligible. ADA equipment retrofits to used vehicles are not eligible.

2. Bicycles and Scooters

a. Bicycles and scooters funded by this program must be new.

b. Bicycles and scooters may be non-motorized or electric.

c. Electric bicycles must be Class 1 or Class 2 per AB 1096 (Chiu, Chapter 568, Statutes of 2015), which defines electric bicycle as a bicycle with fully operable pedals and an electric motor of less than 750 watts, and create 3 classes of electric bicycles.

d. Cargo bicycles are eligible.

e. All bicycles and scooters must be equipped with telematics device or other GPS equipment, capable of collecting trip data (for more information see Section Z.1.a.iv).

f. Electric tricycles and pedicabs are eligible.

g. Bicycles and scooters funded by this program constitute a fleet size that must be maintained throughout the term of the voucher agreement.

H. INFRASTRUCTURE ELIGIBILITY

1. Electric Vehicle Supply Equipment (EVSE)

EVSE funded by this program must be consistent with the following requirements:

a. The EVSE must be primarily intended for charging motor vehicles and/or bicycles and scooters that are deployed through the voucher-funded project.

b. The EVSE may also be made available to other services or to the public, but this is not a requirement.

c. Must comply with all applicable federal, state, and local laws and requirements for acceptable installation and usage of the infrastructure.

d. May be installed in commercial, public or residential locations.

e. May include mobile charging technologies.

f. May include the use of existing charging networks.

g. Charging capacity must be at minimum Level 2 and may be DC fast charge, consistent with the following criteria:

i. **Level 2 EVSE Units:**

1. Rated up to 240 volts alternating current [AC], up to 60 amperage [amps], and up to 19.2 kilowatts [kW].

2. Must be networked. The equipment and network must have remote diagnostics and be capable of being "remote start." It must also be capable of usage data collection.

3. If payment is required, must accept some form of credit cards and multiple forms of payment.

4. Must be ENERGY STAR ® Certified.[13]

5. Must be approved by a Nationally Recognized Testing Laboratory Program.

[13] https://calevip.org/energy-star-certification-process

6. The CMO Voucher Pilot Program will reimburse the cost of only one dual port level 2 EVSE unit (or two level 2 EVSE units with single port/dispenser) per funded vehicle.

ii. **DC Fast Charge (DCFC) Units:**

1. Must be capable of 50 kW or greater.
2. Must include DCFC dual standard charging stations with both CHAdeMO and SAE CCS connector options.
3. Must be networked. The equipment and network must have remote diagnostics and be capable of being "remote start." It must also be capable of usage data collection.
4. If payment is required, must accept some form of credit cards and multiple forms of payment.
5. Must be approved by a Nationally Recognized Testing Laboratory Program.
6. CMO Voucher Pilot Program will reimburse the costs of only one DCFC unit per funded project (may include one or two ports/dispensers).

2. Hydrogen Refueling Stations

Voucher funds may be used to support the installation of hydrogen refueling infrastructure. Allowable voucher funding amounts may not be sufficient to cover all capital costs associated with these facilities; as a result, applicants must demonstrate that other sources of funding have been secured sufficiently to complete the proposed project.

Proposals containing a hydrogen refueling station installation must adhere to the minimum technical requirements and renewable hydrogen requirements specified in Appendix G and the CEQA and permitting requirements described in Appendix F. Additionally, the project must comply with all applicable federal, state, and local laws and requirements for acceptable installation and usage of hydrogen refueling stations. Each 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.

Note: Hydrogen refueling stations must be sited where similar infrastructure already exists (e.g., installing a hydrogen refueling station at an existing fueling station or a commercial or industrial facility).

3. Bicycle and Scooter Infrastructure

Applicants may receive funding for bicycle and scooter infrastructure, consistent with the following criteria:

a. Electric bicycle or scooter charging equipment to provide electricity for eligible bicycles or scooters.

b. Bicycle and scooter locking stations.

c. Docking, securement, storage, and related infrastructure for parking.

d. "Quick-build" safety infrastructure in the public right-of-way. A "quick build" project is defined as a project that does not require major street construction and can be implemented by local agency staff. These projects may include, but are not limited to, roadway and curb paint, signs, parking and loading changes, painted safety zones, posts separating bike lanes from vehicle lanes, changes to the configuration of traffic lanes, and dedicated rights-of-way using barriers, bollards, or other materials.[14]

e. May include the infrastructure for other micromobility vehicles, to the extent consistent with the project design.

4. Solar Photovoltaic (PV) Equipment

Applicants may receive funding for solar PV systems that power EVSE or electric bike/scooter charging infrastructure, consistent with the following criteria:

a. Solar PV system must be co-located with voucher-funded EVSE.

b. Energy produced by the solar PV system is used to offset the costs of EV charging for the proposed mobility service.

c. Rooftop, ground-mount, and carport solar PV systems are all eligible for funding.

d. Specific types of solar PV equipment allowed under this section include PV modules, inverters (including smart inverters), meters, battery and energy storage systems, and related balance of system equipment.

e. All equipment installed under this section must be on the California Energy Commission's Solar Equipment List of approved equipment, as created pursuant to SB 1 (Murray, Chapter 132, Statutes of 2006). The most recent Solar Equipment List can be found at https://www.gosolarcalifornia.org/equipment/ and is updated by the California Energy Commission regularly.

[14] Adapted from San Francisco Municipal Transportation Agency (SFMTA) Vision Zero Quick Build Program.

f. All major system components (panels and inverters) must not have been previously placed in service in any other location or for any other application. Rebuilt, refurbished or relocated equipment is not eligible.

g. All equipment must be installed by a contractor holding a C-10, C-46, or B license in good standing with the State of California Contractors State License Board.

h. All equipment must have a warranty of not less than 10 years to protect against defects and undue degradation of electrical generation output, consistent with California Public Utility Code 387.5(d)(4).

i. Voucher recipients must provide solar PV performance data from the contracted monitoring system upon request to contribute to future program evaluation efforts.

j. Solar PV system capacity funded through the CMO Voucher Pilot Program must be limited to 4 kilowatts (DC) per EVSE charge port to be installed as part of the overall project. Additional solar PV system capacity beyond this amount may be included, but any additional capacity must be fully funded by the applicant.

I. PROJECT PARTICIPANT (END-USERS) ELIGIBILITY

1. Vehicle Drivers

a. Possess a current California Class C Driver's license.

b. Meet minimum requirements to drive a project vehicle as required by the Project Lead or service provider and the insurance policy.

c. Must complete an initial participant survey upon enrollment.

d. Must complete trip surveys and participate in research as requested by the Program Administrator or CARB.

e. Must pay required fees, if any, to use the service.

2. Bicycle/Scooter Riders

a. Must complete a bicycle/scooter safety guidelines acknowledgment and training if offered by the service provider.

b. Must complete an initial participant survey upon enrollment.

c. Must complete trip surveys and participate in research as requested.

d. Must pay required fees, if any, to use the bike/scooter-sharing service.

3. Carpool/Vanpool Riders (Non-Driver Participants)

a. Complete an initial participant survey.

b. Complete trip surveys and participate in research as requested.

c. Pay required fees, if any, to participate in the carpool or vanpool service.

4. Ineligible Participants

Participants become ineligible to operate vehicles or other project's equipment upon any of the following events:

a. Vehicle driver or bicycle/scooter rider participant becomes ineligible per terms of insurance.

b. Vehicle driver's license lapses or is revoked.

c. Vehicle or bicycle/scooter rider is determined to be an unsafe or impaired driver/rider by the Project Lead or the service provider.

d. Participant causes damage to a vehicle, bicycle, scooter, EVSE or other project property.

e. Non-payment of project fees to use the system, to participate in the project, or to receive subsidies, as required by the Project Lead or the service provider.

f. Non-compliance with project requirements. Non-compliance is determined at the discretion of the Project Lead or the Program Administrator, using the Implementation Manual and terms and conditions in effect at the time of non-compliance.

J. MOBILITY PROJECT APPLICATION REQUIREMENTS

This section describes the required information and documents that applicants need to provide and submit with their application. The hard copy of the Mobility Project Voucher Application is included in Appendix A of this manual. The electronic copy is also available on the CMO website at http://www.cleanmobilityoptions.org.

1. **Project Team Profile:** Description of the project team structure, including lead applicant and sub-applicants organizations and individual team members with roles, responsibilities, and relationships. This document must also include a disclosure of any required public process for approval of the project, including who has authority to approve, process for approval, and anticipated approval timelines. The Team Profile Worksheet is available in the Mobility Project Voucher Application (Appendix A, Attachment 3).

2. **Project Narrative:** Description of the proposed project and work plan, defining the transportation and mobility challenge(s) that the project will address based on the input from community residents. The project narrative must also explain how the solution will advance the specific goals of the CMO Voucher Pilot Program (see Section B. Program Overview).

3. **Community Transportation Needs Assessment**: Documentation demonstrating that the proposed project is responsive to specific transportation needs of the community. The assessment must consider community preferences for mobility solutions, identified through meaningful, broad-based, and representative engagement and prioritizes community decision-making throughout project development. For fulfilling the application requirements, the key assessment activities must have been conducted within at least 4 years of the application submittal date[15].

   Applicants must demonstrate that data sources and community engagement are adequately up-to-date, reflect current community-identified needs, and are specifically representative of the target community for the mobility project. The Community Transportation Needs Assessment included with the Mobility Project Voucher Application must include:

   a. Transportation Access Data Analysis: Resident survey(s) and analysis of existing data and community's transportation accessibility indicators (see Section R.1 for more details on accessibility indicators). At least three different data sources or indicators, in addition to the resident survey(s) results should be used for this analysis. The sample resident survey for community needs assessments is available online at www.cleanmobilityoptions.org/project-development-tools/.

   b. Community Engagement: Shows documented ongoing engagement with a clearly defined audience through at least two types of engagement strategies such as community forums, in-person or virtual workshops, webinars, house meetings, focus groups, interviews, etc. Please note that creative and accessible virtual engagements are encouraged due to special circumstances when in-person interactions are limited.

   c. Summary Report: This report must summarize the outcomes of the assessment. The application must demonstrate a direct connection between the needs assessment conclusions included in the report and a proposed project model (e.g. target community/audience, scale of project, project model).

[15] To use a Community Transportation Needs Assessment as a community resource contribution, the assessment must have been conducted within 1 year prior to the date of application submittal.

4. **Project Area Profile:** Description of geographical boundaries and basic demographics of residents (through written and/or visual means). If applicable, identify the disadvantaged communities that the project intends to benefit, identified by census tract, ranking score in CalEnviroscreen 3.0, name/address of eligible affordable housing facility, or tribal land designation.

5. **Mobility Project Proposed Budget:** Description of total estimated project costs during the 5-year Voucher Agreement Term, itemized by project cost components. In order to meet the minimum eligibility criteria, the applicant must provide a clear, concise, and reasonable project budget that lists all expenditures and source of those funds in a logical sequence that leads to on-time completion of the project in accordance with the sample budget worksheet in Attachment 1. This budget sheet will become the basis for future payment requests. The Mobility Project Voucher Budget Worksheet is available in the Mobility Project Voucher Application (Appendix A, Attachment 1) and online at www.cleanmobilityoptions.org.

6. **Financial Sustainability Plan:** A description of how the project can be sustainable after State funding is spent. This section in the application form should describe strategies for financial sustainability and risk management, including:

    a. Community resource contribution documentation (see Section J.7 for more details).

    b. Strategies for sustaining the service beyond the reimbursement period and to maintain the service operation for at least 4 years.

    c. Plan for ensuring vehicles and equipment continue to serve the community if operation discontinues after 4 years.

7. **Community Resource Contribution**: Applicants must demonstrate that they are prepared to supplement voucher funding with community investments in the form of "resource contributions." Resource contributions are assets contributed to the project to support long-term sustainability in order to meet the 5-year Voucher Agreement Term that includes minimum 4 years of full service operation. Assets do not need to be monetary, and applicants are not required to estimate the monetary value of the contributions. Costs that were paid for from any of the following sources are not eligible as a resource contribution:

    a. Clean Vehicle Rebate Project (CVRP)

    b. Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)

    c. Clean Vehicle Assistance Program

d. Agricultural Worker Vanpool Pilot Project

e. Clean Mobility in Schools Pilot Project

f. Other CARB funded Clean Mobility Options Pilot Projects

To satisfy the eligibility requirements for resource contributions, the applicant must demonstrate in their application that they can provide a minimum of five of the resource types described in Table 3 below. **There is no minimum dollar amount or match requirement**. Any costs claimed as a resource contribution cannot be reimbursed through the voucher funding. Contributions must be reasonably documented in the application. Applicants should submit at least one document from the example supporting documents listed in Table 3 to demonstrate each item (however, it is encouraged to submit as many documents as necessary to show reasonable support). Applicants must provide evidence and tracking of their resource contributions consistent with the project reporting requirements (see Section N for more details).

Table 3. Community Resource Contributions

Eligible Resource Contribution Types	Examples for Supporting Documentation
1. Relationships with project-relevant community groups or Community-Based Organizations (CBOs) (partnerships that are not part of core partner team)	• Letter of support • Memorandum of Understanding (MOU) • List of CBOs or community groups • Description of involvement / benefit to project
2. Coordination with non-CARB funded research initiatives that connect to clean mobility broadly and/or are project-related (**during the Voucher Agreement Term)**	• Research contracts or grants • MOUs • Research product deliverables • Data sharing agreements
3. Project-related labor costs (**up to 1 year prior to voucher application submission date**) for either of the following: ● Community Transportation Needs Assessments[16]	• Time sheets • Budget • Task description / duty statements • Community Transportation Needs Assessment documents

[16] A Community Transportation Needs Assessment funded through the CMO Voucher Pilot Program *cannot* qualify as a Resource Contribution for a mobility project (it *can* fulfill the Community Transportation Needs Assessment requirement in a mobility project application).

Eligible Resource Contribution Types	Examples for Supporting Documentation
• Other directly project-related labor (planning, construction, outreach, etc.) that will benefit the project	
4. Project-related labor costs **during Voucher Funding Term**[17]**that are not reimbursed through voucher funds**, including but not limited to: • Partnership development and planning • Infrastructure permitting and construction • Outreach and marketing • Operations • Program management • Executive leadership, involvement, or buy-in • Quality control, quality assurance, oversight and accountability • Workforce training and development • Research and evaluation of project • Volunteer labor	• Time sheets • Budget • Task description / duty statements • Other documentation as applicable

5. Project-related materials or assets already owned by project participants and/or donated to the project[18] that will be used **during the Voucher Funding Term.** Examples include:
• Event venues
• Outreach and education expenses/assets, including but not limited to:
  ○ Advertising
  ○ Community meetings and outreach events
  ○ Broadcast media
	• Invoices
	• Budget
	• Contract
	• Grant agreement
	• Letter of commitment
	• Work plan
	• Description of benefit to project

[17] Labor costs counted as a Resource Contribution cannot be reimbursed through the CMO voucher fund.
[18] Can be from any funding sources aside from CARB's Low Carbon Transportation Investments projects.

Eligible Resource Contribution Types	Examples for Supporting Documentation
○ Printing and mailing ○ Travel expenses ○ Reporting ○ Websites ○ Newsletters ● Web platforms and software ● Travel expenses ● Other	
6. Technology and Equipment[19] already owned by project participants and/or donated to the project that will be used **during the Voucher Funding Term.** Examples include: ● Vehicles and associated hardware[20] acquisition ● ADA Retrofits ● Necessary and appropriate workplace and safety equipment ● Vehicle insurance ● Vehicle tracking ● EVSE infrastructure ● Hydrogen refueling station ● Web platforms and software	● Purchase documentation ● Permits ● Invoices
7. Energy or fuel costs **during the Voucher Funding Term** (electricity or hydrogen)	● Energy bills ● Letter of commitment ● Budget
8. Donated land for infrastructure	● Applicable documentation
9. Cash from other funding sources	● Applicable documentation
10. Credits generated by the Low Carbon Fuel Standard (LCFS) that will be used during the Voucher Funding Term.	● Applicable documentation

[19] Project-related technology and equipment counted as a Resource Contribution may not be reimbursed through the CMO Voucher fund.

[20] Vehicles cannot be funded both through the CMO Voucher Pilot Program and HVIP or CVRP. Additionally, if a vehicle already owned by the applicant that is intended to be counted as a Resource Contribution was previously funded through CVRP or HVIP, only the non-rebate or non-voucher portion of the vehicle price paid is considered to be a Resource Contribution.

Eligible Resource Contribution Types	Examples for Supporting Documentation
11. Resources (**after end of Voucher Funding Term**) that will maintain the project through the 4-year Project Operation Period ● See all the above for examples	• See above documentation for Labor Costs • MOU • Contract • Sustainability Plan

8. **Community Outreach Plan:** Description of the targeted strategy to engage the identified community residents through outreach and education about the project. Identify key partners, their roles for outreach and education, and their knowledge and experience within the community. Description of the proposed plan to engage residents during all stages of the project, promote and advertise the service to potential users, and plan for outreach to local businesses, or other stakeholders who may be affected by new construction or other aspects of the project.

9. **Infrastructure Site and Needs Profile Worksheet:** Description of proposed infrastructure for project with address/location of sites (if available) and a list of potential permits that will be required. This worksheet is required if applicant requests funding for any costs related to infrastructure (see Section H for eligibility requirements). The Infrastructure Site and Needs Profile Worksheet is available in the Mobility Project Voucher Application (Appendix A, Attachment 2). Must include the following information:

   a. Description of why such an infrastructure is needed to support the vehicle(s) in project.

   b. Site Control: defined as the ability to utilize the site as the owner or as party to a contract with the owner, free from deed-related restrictions. If applicant does not have a site control, then a letter of commitment or support from the site owner or responsible entity, (including relevant public agency in the case of public right-of-way) is required for the relevant sites.

   c. Letter of commitment or support from the public agency responsible for the right-of-way: Applicant must include this letter if any vehicle(s) or infrastructure will be based and installed in the public right-of-way. Some examples of such circumstances include carshare vehicles based in on-street parking spaces, or EVSE located at on-street parking spaces, or dockless bicycles and scooters parked on sidewalks. Sample letters of commitment are available at www.cleanmobilityoptions.org.

d. Operating Contingency Plan must be provided if the proposed infrastructure site has any of the following status:

   i. Contingent upon the authorization to use public right-of-way that has not yet been granted, or

   ii. Requires a new service drop, undergrounding, or new utility interconnection, or

   iii. Is located in a county or city that is not the Electric Vehicle Charge Station (EVCS) Permit Ready or where permit streamlining is in progress. More information is available at http://www.business.ca.gov/ZEVReadiness.

10. **Letters of Commitment or Support and other Supporting Documents, where applicable:**

   a. If the lead applicant is a non-profit organization, they must submit a letter of commitment from a local or regional public agency that provides specific examples of how that agency will actively engage in project implementation. Sample letters are available on the CMO website at www.cleanmobilityoptions.org. A non-profit lead applicant must also submit:

      i. Evidence of their tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 (**Copy of the IRS Determination Letter**) and their tax-exempt status under California State law (**Copy of Exemption Letter from State of California Franchise Tax Board**).

      ii. Evidence of at least one-year incorporation from the time of voucher application submission (**Copy of Articles of Incorporation**).

      iii. Evidence of being registered and in active and good standing with the California Secretary of State (**Copy of Statement of Information and Certificate of Status**).

   b. All sub-applicants and project partners must provide a letter of commitment to express their support and commitment to the lead applicant and the proposed project. This letter must include sub-applicant's specific roles and responsibilities in the project. This also includes all third-party sub-contractors.

   c. If the lead applicant is not a CBO, a letter of support from a project-related CBO or local community group must be provided. This letter should explain how the CBO meets the minimum definition criteria and demonstrates their support for the project (see Section C.1.d for more details).

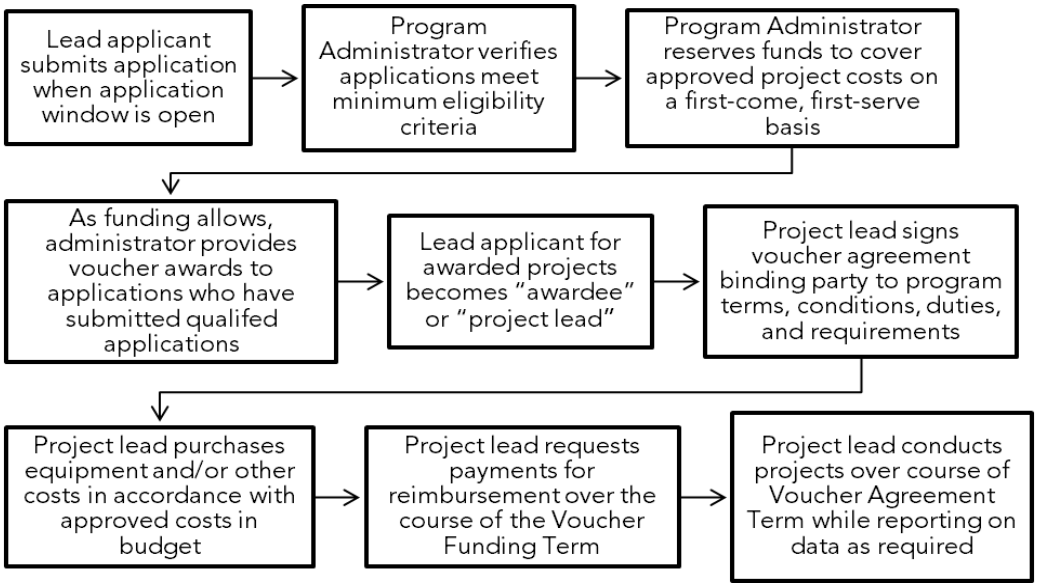
   d. If the lead applicant is a tribal authority, must provide a documentation that indicates their tribal status.

K. APPLICATION PROCESS

1. Application Evaluation

Figure 2 provides an overview of the Mobility Project Voucher application evaluation process.

Figure 2: Application and Voucher Process (Mobility Project)



a. Applications will be accepted starting at 9:00 am Pacific Time (PT) on a date to be announced and posted on the www.cleanmobilityoptions.org website. The first application submission window for Mobility Project Vouchers will stay open for approximately 3 months and on a rolling basis, if necessary. All applications received within the submission period will be evaluated, and applications that meet minimum eligibility criteria will be deemed qualified. Qualified applications will be approved (e.g. awarded a voucher) on a first-come, first-served basis, pending availability of funds.

b. Applicants may either submit applications electronically or by mail at any time during the submission period. Applications may be directed as follows:

   i. **Electronic submission:** Email to application@cleanmobilityoptions.org

   ii. **Submission by mail:** Attention: Clean Mobility Options. CALSTART, 48 South Chester Avenue, Pasadena CA 91106.

c. The Program Administrator will notify applicants via email that their submission has been received within five calendar days of receipt. The Program Administrator will aim to notify applicants of the status of their application within six weeks[21] and will send a

[21] Depending on the number of applications submitted, it may take longer period to respond to applicants; however, the goal is to notify applicants as soon as possible.

notice of proposed award to all approved applications in order of timestamp until funding is exhausted. CARB may extend the submission period at its sole discretion.

d. Timestamps are recorded in the following manner:

   i. Electronic submission: Time the application is received by email as automatically generated by the Program Administrator's email system (application@cleanmobilityoptions.org).

   ii. Submission by mail: According to the postmarked date and time. Applicants may submit a copy of their postage submission receipt and make the request in writing that their receipt serves as the postmark date and time.

Note: Applications received before the date and time of submission window opening will not be accepted.

e. During the application screening period, the Program Administrator may provide applicants an opportunity to make minor corrections or clarifications (such as, clerical errors, miscalculations, missing signatures) if needed without losing their recorded timestamp. All eligible applicants must submit their clarification documents or modified application within 5 calendar days of receipt of their notification.

f. If the Program Administrator determines, at its discretion, that a clarification documents requires CARB review, CARB may ask the applicant for additional information, in which case the time given for clarification or corrections will be the same as described in Section K.1.e.

g. Ineligible Applications: Applications that do not meet minimum eligibility criteria will be rejected. The Program Administrator will aim to notify ineligible applicants within a month after the review process is completed. Rejected applications may be revised and resubmitted within the same submission window; however, their initial recorded timestamps will no longer be valid. The Program Administrator may provide feedback and guidance to rejected applicants regarding how to improve the quality of their applications to meet the eligibility criteria.

h. Waitlist: To provide equal opportunity to all applicants in future application submission windows, no wait list will be established for applications that are approved as complete but not awarded as a result of insufficient funding. Applications received after funding is exhausted will not be prioritized in potential future application submission windows. Subsequent application submission windows may open upon availability of funds.

i. Application Withdrawal: In the event that an applicant wishes to remove their application from consideration during the application screening period, the applicant

must submit a written request to withdraw their application to the Program Administrator and submit it to application@cleanmobilityoptions.org.

2. Case-by-Case Application Approvals

Applications will be evaluated on whether they meet the eligibility criteria set forth in this Implementation Manual. However, if the project includes an additional transportation enhancement element that is not explicitly listed in this manual (see Section E.3. Additional Transportation Enhancements), the applicant may request case-by-case review at the time of application submittal. This request may be included directly in the application. A key factor considered to evaluate case-by-case requests is consistency with the findings of the community transportation needs assessment. Please note that if CARB does not approve the case-by-case component, the application may be approved with the ineligible portion(s) omitted. If such occurs, the Program Administrator will notify the applicant. If the Program Administrator or CARB requires further clarification on the case-by-case circumstance, such clarifications will be bound by the same terms as for other applicants as described in Section K.1.e.

L. VOUCHER PROCESS

1. Voucher Award and Mobility Project Voucher Agreement

Applicants who are awarded vouchers are deemed Awardees or Project Leads. The Program Administrator will send a notice of proposed award to all approved applications within one month after the evaluation process is completed[22]. Awardees are required to sign the voucher agreement with the Program Administrator within 90 calendar days from the date of a notice of proposed award.

The voucher agreement is an awardee's signed contract with the Program Administrator to meet program requirements throughout project development and implementation. The voucher agreement is subject to material terms related to compliance with CEQA. Further, the voucher agreement will prohibit reimbursement of any funds under the agreement should the Program Administrator or CARB find that the applicant cannot meet CEQA requirements described in Appendix F of this manual. Upon finalization of the voucher agreement, the Program Administrator will generate a list of required documentation that the awardee must complete and provide in order to submit voucher payment requests (see Section M for more details).

The voucher agreement is the Program Administrator's promise to reimburse the Project Lead for approved costs according to awardee's project scope and budget contingent on meeting all

[22] Depending on the number of applications submitted, it may take longer period to respond to applicants; however, the goal is to notify applicants as soon as possible.

the terms and conditions set forth in this manual and the voucher agreement (among other things, on the requirement that the awardee demonstrate the project is exempt from CEQA). One voucher is awarded per approved application. Each voucher is specific to an individual awardee and is based on the awardee's requested funding in the budget section of their application. Costs that the awardee will be reimbursed for, must individually match the size and amount of such costs in the awardee's budget.

2. Supporting Documents Required for the Voucher Agreement

When applicants are approved for voucher awards, they must submit additional supporting documents before the voucher agreement can be executed. The Program Administrator will provide the list of required documents for each awardee prior to signing the voucher. The documents include, but may not be limited to:

a. For applicants who are non-profit organizations and public agencies:

   i. An approved resolution or documentation of approval of the project from the governing board that commits the agency/organization to comply with the requirements of the program; to accept the funds; and to allocate any funding that the awardee has committed to be part of a project application[23].

   ii. Certificate of insurance (see Section Z.1.n).

   iii. Payment milestone schedule.

   iv. Additional documentation (e.g., permits, fiscal sponsor agreements, sub-contractor agreements, conflict of interest form, confidentiality agreement, etc.) may be required based on applicant type, project approach and model.

   v. These documents may optionally be submitted at the time of application submittal.

b. For California Native American tribe applicants:

   i. An approved resolution or documentation of approval of the project from the tribal council or tribal chairperson before execution of the voucher agreement. A tribal council can refer to the tribal governing body or primary decision-making executive, such as President/Governor, but must be the highest level of leadership within the tribal unit, individually or as a council. For funds awarded to a Federally Recognized Tribe, a fund transfer to the Bureau of Indian Affairs (BIA) may be necessary.

   ii. BIA Consent: Federally Recognized Tribal applicants shall obtain Bureau of Indian Affairs consent to the applicant's execution and recordation (as applicable) of all

[23] If the public agency or non-profit organization does not have a governing board, then a binding written commitment from an authorizing official of the agency/organization will be required to fulfill this requirement.

required documents that are subject to 25 C.F.R. Section 152.34 or 25 C.F.R. Section 162.12, all before execution of the voucher agreement.

iii. Limited Waiver of Sovereign Immunity: For applicants that are Federally Recognized Tribes or Federally Recognized Tribal controlled entities, all such applicants shall provide and execute a limited waiver of sovereign immunity agreeing to the personal and subject matter jurisdictions of state court and shall require at a minimum, compliance with state construction standards and regulations. Sovereign immunity waiver language shall be included in the voucher agreement and all regulatory and loan or grant agreements, all of which may be accomplished by incorporating by reference a separately executed sovereign immunity waiver instrument.

iv. Certificate of insurance (see Section Z.1.n).

v. Payment milestone schedule.

vi. Additional documentation (e.g., permits, agreements, conflict of interest form, confidentiality agreement, etc.) may be required based on the project model and approach.

vii. These documents may optionally be submitted at the time of application submittal.

3. Voucher Redemption and Payments

Vouchers will only be redeemed (i.e. payments will be made) to awardees on a reimbursement basis. See Section M for more information on documentation and other requirements for payment requests.

Awardees may request funds for reimbursable expenses at any time after the expenses are incurred, but no more often than once per month.

Sub-applicants and other contractors and vendors may be eligible for direct reimbursement as "Registered Vendors" but must be approved by the Program Administrator prior to submitting payment requests (See Section M.2.g for more details).

4. Voucher Funding Expiration

Vouchers and certain components of vouchers must be reimbursed prior to expiration deadlines or such vouchers and voucher components will expire and can no longer be redeemed for reimbursement. Voucher deadlines include the following:

a. **Capital Costs:** Payment requests associated with capital costs must be submitted by awardee within 9 months of voucher execution date, or all unclaimed voucher funds expire. Capital costs include vehicles and associated hardware, infrastructure and other

equipment, and associated labor and contractor costs for construction or installation[24] . If expiration occurs, awardees may only request for approval of reimbursements for equipment costs with a value of $10,000 or less. The Program Administrator will process these requests on a case-by-case basis.

Awardees must notify the Program Administrator once they have taken possession of all their voucher-funded capital and therefore the phase of reimbursement for capital cost has ended.

Note: Costs for vehicles will not be reimbursed until Project Lead demonstrates that any infrastructure necessary for vehicle operation is secured and ready to be utilized.

b. **Operations Launch:** Projects must launch operation of the mobility service(s) for end-users within 12 months of voucher execution date, or unclaimed voucher funds may expire. Operations Launch date is when the participants begin using the service(s). If more than one mobility service included in the project, then at least one model must have been fully launched to start the Operation Period.

c. **Other Components:** Voucher funds for any cost components other than capital (e.g. labor, contractor costs, and other fees associated with planning or operations, maintenance, and administrative costs) may be redeemed throughout the Voucher Funding Term in accordance with payment milestone schedule in the voucher agreement. These costs must be redeemed within 3 months of their scheduled milestone, or they may expire. If expiration occurs, the amount for that milestone is reduced from the total voucher amount, and awardee must submit an updated milestone payment schedule.

[24] While vehicle and equipment leases are considered operating costs and may be reimbursed beyond the 9-month capital cost expiration, leased vehicles and equipment must be procured within the 9-month timeframe as part of this capital cost expiration requirement.

5. Voucher Renewal

If the awardee experiences unforeseen circumstances that delay a project (such as, prolonged infrastructure permitting, underground issues during construction, etc.) awardee may request a renewal to extend the voucher term 3 months beyond the expiration date. The payment extension request(s) must be submitted to the Program Administrator in writing at least one month prior to the expiration date(s). The Program Administrator will review and approve renewal requests on a case-by-case basis. Voucher funds that are not redeemed according to their expiration deadlines will be considered expired and funds will be reassigned at CARB's discretion.

M. VOUCHER REDEMPTION REQUIREMENTS

1. Payment Request General Requirements

Voucher funds will be redeemed (i.e. payment will be made) to awardees on a reimbursement basis only. Awardees may request funds to provide reimbursement for approved expenses at any time after the voucher execution date and when expenses are incurred.

Payment requests may be submitted on a recurring basis, such as quarterly or monthly. To redeem voucher funding, awardees must submit an appropriate payment request worksheet according to the type of cost incurred (Payment Request Forms will be available on the CMO website at www.cleanmobilityoptions.org). Awardees must submit the following required supporting documents with each payment request, where applicable.

a. **Proof of costs incurred:** The following supportive documents are required to demonstrate that costs have been incurred:

   i. **Vehicles:** Payment requests for vehicles, bicycles, and scooters must include a vehicle invoice, proof of purchase, proof of ownership (i.e. copy of vehicle registration or leasing documents), and vehicle identification number. Awardees must notify the Program Administrator once they have taken possession of all of their voucher-funded vehicles. All vehicles must be registered in California. Costs for vehicles will not be reimbursed until Project Lead demonstrates that any infrastructure necessary for vehicle operation is secured and ready to be utilized.

   ii. **Infrastructure:** Payment requests for infrastructure may include equipment costs, labor costs, and fees related to construction and installation. Payment requests for infrastructure must include proof of purchase, proof of ownership (i.e. copy of registration documents and photo of installation), site's location and address, a proof of obtained permits and permissions to install infrastructure at the location from the site owner and any other responsible entity (including relevant public agency in the

case of public right-or-way), and CEQA documents (including the notice of exemption documents and CEQA Worksheet). The voucher agreement will prohibit reimbursement of any funds under the agreement should the Program Administrator or CARB find that the awardee cannot meet the CEQA requirement described in Appendix F of this manual. If no permits/permissions are required, a declaration of such must be included. Awardees must notify the Program Administrator once they have taken possession of all of their voucher-funded equipment.

iii. **Solar PV Infrastructure:** In addition to the documentation for infrastructure stated previously in Section M.1.a.ii , payment for solar PV installation is also contingent on providing at least one of the following supporting documents:

1. A copy of the official Permission to Operate (PTO) notification from the local electric utility, AND a signed compliance affidavit that the solar PV system complies with all program regulations or,
2. Alternatively, if the solar PV system is receiving funding from the Solar on Multifamily Affordable Housing (SOMAH) Program, a copy of the submitted SOMAH Incentive Claim Form (ICF-V1-2019) along with all required attachments and affidavits.

iv. **Other approved costs:** Other approved costs may include staff labor, contractor/sub-contractor costs, and other fees associated with planning, launch, operations and maintenance of the project, and voucher administration costs. Payment requests for other approved costs must include paid invoices, bills, or receipts.

b. **Payment milestone schedule**: Awardees must include an updated payment milestone schedule when submitting a payment request. The milestone schedule itemizes each approved cost component (capital, outreach, operation, voucher administration, etc.) and the date(s) applicant plans to request payment for each during the Voucher Funding Term. The schedule must include at least one payment milestone (e.g. a single payment) and could include up to 36 milestones (e.g. monthly payments for 3 years). The payment milestone schedule must be updated with each payment request, and should indicate the current requested amount, previous requested amount, and future pending requests for each project cost component.

c. **Status reports and supplemental documents as required:** Awardees must meet all requirements for project documentation in order to receive reimbursements, including timely submission of quarterly project status reports, responses to any outstanding survey information or responses to special requests for information by the Program

Administrator or CARB, and/or other documents as required. Awardees must complete and submit a project status report at least on a quarterly basis, including contents described in Section N.

d. **Other Supporting documents:** Awardees must submit other supporting documents necessary as part of payment request, including:

   i. Exact site locations, necessary permissions and permits granted, including agreement with a site owner, CEQA compliance documents, and any other related supporting documents for infrastructure.

   ii. Supportive community input on infrastructure and service that are located outside of the project area (see Section D.2 for more details).

   iii. Vehicle and equipment updated insurance requirements if applicable.

   iv. Additional documentation may be required based on the project type and location.

e. **Compliance with the voucher agreement terms and conditions**: Awardee must attest that the project complies with all program terms, conditions, and requirements set forth in this manual and the voucher agreement. If the owner of motor vehicles is different from the Project Lead, an owner must agree and sign the payment request form that they will abide by the terms and conditions of the voucher agreement. Payment request forms will be available on the CMO website at www.cleanmobilityoptions.org

The voucher agreement and voucher payment request form are both legally binding and enforceable agreements to meet the requirements of the program. The awardee (Project Lead) is responsible for ensuring the accuracy of the vehicles, equipment, and all subcontractors' information on the voucher agreement or payment request forms it submits to the Program Administrator. Submission of false information on any of these forms may result in cancellation of the voucher agreement and recapture of funds. In addition, CARB may seek other remedies available by law.

2. Payment Request Timing

a. **Minimum and maximum number of payments:** Awardees may choose the date and frequency of their payment requests. At minimum, awardees must submit one payment request conforming to the general requirements above in order to receive reimbursement. If desired and all costs have been incurred, awardees may provide one single request for the entire voucher amount. At maximum, awardees may submit monthly payment requests, or up to 36 requests during the Voucher Funding Term (up to 3 years from the voucher execution date).

b. **First payment request:** The first payment request submitted may be for planning, capital (i.e. vehicles or infrastructure) and/or other costs. At the time of the first payment request, awardees must demonstrate that all required documents listed in Section M.1 are submitted and provide any additional supporting documents required by the Program Administrator.

c. **Payment request(s) 3 months after the voucher execution date:** Awardees that did not include an experienced partner in their application (a team member who has at least one year of experience operating mobility services) must have a contract with an entity listed in the Clean Mobility Directory (or an entity who meets the minimum qualification criteria to be on the Directory but is not currently listed) within 3 months of the voucher agreement execution date. Awardees cannot request for a payment associated with capital costs (vehicles and infrastructure) until there is a mobility service provider under contract. In addition, awardees may only be reimbursed up to total $10,000 for any other costs (such as, planning, outreach, and voucher administration) incurred before fulfilling this requirement.

   Any payment requests after 3 months of the voucher execution date are contingent upon, and will be processed only if the awardee provides documents that a contract with either a Directory entrant or a service provider is in place.

   Note: Awardee may request for extending the deadline for an additional 3 months beyond the expiration date. The extension request(s) must be submitted to the Program Administrator in writing at least one month prior to the expiration date(s). The Program Administrator will review and approve extension requests on a case-by-case basis.

d. **Payment requests 12 months after the voucher execution date (deadline for Operations Launch):** Projects must launch full operations of the mobility service(s) for end-users within 12 months of awards approval date. Within 12 months following the voucher execution date, awardee must notify the Program Administrator that a milestone for the Operations Launch is met.

   Note: Awardee may request for extending the deadline for an additional 3 months beyond the expiration date. The extension request(s) must be submitted to the Program Administrator in writing at least one month prior to the expiration date(s). The Program Administrator will review and approve extension requests on a case-by-case basis.

e. **Payment requests after 50 percent of awarded funding is expended:** Before requesting any payment from the second half of awarded voucher funds, applicants

must provide an attestation that the project has secured all needed permits, met required milestones, and the community resource contribution documents are current.

f. **Final payment request**: Awardees must make their final payment request within one month of the last day of the reimbursement period (e.g. 37 months from the voucher execution date). Any unrequested funds remaining at that time will expire and may be reallocated at CARB's discretion.

g. **Direct payments to third parties:** In order to assist awardees with managing cash flow, awardees may request that payments of more than $10,000 for capital costs be assigned directly to third-party registered vendors. In the event of such payment assignment, the following conditions apply:

   i. Awardee must nominate, and the Program Administrator must approve, a party to be designated as a "Registered Vendor" in advance of making an associated payment request.

   ii. To be eligible as a registered vendor, the party must be an incorporated business in good standing with the California Secretary of State and not be barred from other CARB programs.

   iii. To become a registered vendor, the party must complete a registration form agreeing to program terms and conditions. The registration form and other required documents will be available on the CMO website at www.cleanmobilityoptions.org.

   iv. To assign a payment to a registered vendor, awardee must submit a Payment Assignment Form that indicates which funds should go to the vendor as an assigned payee. Both the awardee and vendor must sign the form.

   v. Awardee must agree to payment terms with the registered vendor directly.

   vi. Program Administrator assumes no risk of fees for late payment and faces no liability for damages or injunctive relief in the event of late payment or other terms with qualified vendor.

   vii. Awardee is responsible for general terms and conditions, duties, and requirements associated with the equipment or other purchase.

   viii. Direct payment assignment to third parties is valid for Mobility Project Vouchers only.

3. Project Design and Budget Modifications

After the voucher agreement is executed, awardees may request approval to amend their project design or budget on a case-by-case basis. Line item shifts of up to 10 percent of each

milestone may be made by the awardee during the Voucher Agreement Term with the Program Administrator's approval, as long as the total voucher amount is unchanged and all other voucher redemption requirements are met. If the line item shift is more than 10 percent, applicants must justify the reason for the amendment. No amendment or variation of the terms of the voucher agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement is binding on any of the parties.

4. Enforcement of Vouchers

a. Awardees are responsible for meeting the terms and conditions set forth in the voucher agreement and this manual. Vouchers and funds are awarded on the condition of several responsibilities. The Program Administrator may cancel the voucher agreement if the applicant fails to meet the program terms and conditions.

b. CARB and the Program Administrator have oversight responsibility for the Clean Mobility Options Voucher Pilot. The Program Administrator acts as CARB's designee.

c. CARB and the Program Administrator reserve the right to conduct site visits, evaluation, review, or an audit of the project over the term of the voucher agreement.

d. CARB, as an intended third-party beneficiary, reserves the right to enforce the terms of this Clean Mobility Options Voucher Pilot at any time during the voucher agreement term.

e. Submission of false information on any required documents may be considered a criminal offense and is punishable under penalty of perjury under the laws of the State of California. CARB or its designee may recoup the CMO voucher funds which were received based upon misinformation or fraud, or for which the Project Lead or its subcontractors, mobility service provider, or vehicle and equipment purchaser or lessee is in significant or continual non-compliance with this Implementation Manual or State law. If an applicant is found to provide misinformation or fraudulent documents, CARB or its designee reserves the right to forward applicant or voucher recipient information to the Franchise Tax Board or other appropriate agency. Applicants and voucher recipients should also be aware that the California False Claims Act permits the Attorney General to bring a civil law enforcement action to recover treble damages and civil penalties against any person who knowingly makes or uses a false statement or document to either obtain money or property from the State or avoid paying or transmitting money or property to the State. CARB also retains the authority to prohibit any entity from participating in CMO Voucher Pilot Program due to non-compliance with project requirements or fraud which includes attempted fraud.

Applications that have been denied may be appealed within 10 calendar days of the date that application was denied. If the only basis for an appeal is that the applicant disagrees with the policies set forth in the CMO Voucher Pilot Program terms and conditions and the Implementation Manual, there is no basis for an appeal. A formal letter of appeal must be received within 10 calendar days from the date that the application was rejected and be mailed to the following:

Clean Mobility Options Appeals

California Air Resources Board

Mobile Source Control Division

Post Office Box 2815

Sacramento, California 95812

Appeals made by email, fax or phone will not be considered. The appeal shall contain all facts and documentation upon which the appeal is based. Failure to supply this information shall be grounds for rejection of the appeal. The CARB Project Liaison will provide a written response to the appeal within 60 calendar days of receipt. CARB's decision shall be final and binding.

N. REPORTING REQUIREMENTS

Awardees must provide information on project implementation to the Program Administrator on a regular basis, beginning after voucher agreement execution throughout the 5-year Voucher Agreement Term. Awardees must also submit an end-of-project Final Report within 30 days before project completion or voucher agreement end date, whichever is sooner. This section addresses the datasets and reporting mechanisms for satisfying these requirements.

1. Reporting Procedure

a. **Quarterly Project Status Reports:** Project data must be reported to the Program Administrator on at least a quarterly basis throughout the 5-year Voucher Agreement Term. Data will be included and/or attached in quarterly Project Status Reports. During the Voucher Funding Term, these reports will be required in order to redeem vouchers and request payment, as described in Section M. Voucher Redemption Requirements. Quarterly Project Status Reports must include the following:

i. Description of progress on the project, including expected (or past due) launch date, any realized or expected delays to meet project milestones, and deviations from community outreach plan.

ii. Description and documentation of Resource Contributions delivered in the previous quarter.

iii. Data on vehicles, equipment, travel activity, outreach, and job creation as described in Appendix H. Data Collection Requirements.

iv. Number and type of any enhancement incentives provided or deployed.

The Program Administrator may require that data be reported in specific formats and will provide templates or other tools in support of these specifications where feasible. The Program Administrator may also accept data directly from the project's mobility service provider when the Project Lead grants permission for data to be transmitted directly.

b. **Final Report:** A Final Report must be received by the Program Administrator within 30 calendar days of voucher agreement end date, or 30 calendar days prior to project completion date, whichever comes first. Final Report must have the following information at a minimum:

i. Overview of the project from inception through project end, including project background, partnerships, and funding sources.

ii. Table and narrative of project milestones.

iii. Results of initial participant survey and updates.

iv. Changes in participant knowledge of and acceptance of advanced technology clean vehicles.

v. Electricity and fuel usage information for project vehicles, chargers and other refueling equipment.

vi. Other co-benefits to the identified disadvantaged, low-income or tribal community as mutually agreed upon between awardee and the Program Administrator.

vii. Accounting reports, including expenditure and supporting documentation.

viii. Best practices and lessons learned.

ix. Other data required by the Program Administrator or CARB for estimating GHG emission reductions achieved.

2. Required Datasets

Types of data required for project status reporting to the Program Administrator are detailed in Appendix H. Data Collection Requirements. Required data will vary depending on different phases of the project, as described below.

a. During the Planning and Construction Period (pre-operation launch), the following subsets of data from Appendix H must be reported:
   i. Table H-1: Section A. Vehicle and Charging/Fueling Equipment Specifications
   ii. Table H-2: Section A. Bicycle/Scooter and Charging Equipment Specifications
   iii. Table H-3: All sections
   iv. Table H-4: All sections
b. During the Project Operation Period (post-launch), all data points from Appendix H must be reported.

3. User Surveys

Awardees must administer user surveys throughout the Operations Period. Surveys must be administered to each project user at the time of the user's enrollment or first-use of the mobility service. Subsequent to this enrollment survey, surveys must be administered with all users at least annually. Survey questions reflecting the requirements in Appendix H should be worded consistently across all surveys over time.

Template surveys will be provided by the Program Administrator. While awardees are encouraged to customize their user surveys based on local goals, the templates will include a subset of questions that are required by the Program Administrator. Awardees may administer surveys through their own platforms being used to manage the mobility service or may request support from the Program Administrator to host the survey on a third-party platform.

4. GHG Emissions Quantification

The Program Administrator will calculate an initial estimated GHG emission reduction for each project based on data provided by the applicant, using the most updated quantification methodology developed by CARB. Depending on the project model and its transportation components, the Program Administrator will require additional information after the voucher agreement is executed to finalize this quantification.

CHAPTER II. COMMUNITY TRANSPORTATION NEEDS ASSESSMENT VOUCHER

This chapter contains eligibility criteria and other guidelines specific to Community Transportation Needs Assessment Voucher (Needs Assessment Voucher). The Needs Assessment Voucher is for applicants who are not yet ready to apply for a Mobility Project Voucher, and is intended to support underserved communities in evaluating transportation gaps, and identifying mobility needs, preferences, and priorities of local residents. This voucher award enables applicants to conduct a comprehensive needs assessment and begin planning

and designing a mobility project. Needs assessments may address transportation solutions beyond just those that are eligible for CMO Mobility Project Voucher funding.

Meaningful and representative community engagement is crucial to ensuring that the feedback of residents in underserved communities directly informs transportation planning and guides investments.

A needs assessment project should build capacity in the community by providing education to residents on clean transportation and mobility options, so that residents are fully informed and can play a meaningful role in the planning and decision-making in their community. Needs Assessment Voucher recipients must identify community transportation challenges, needs, and priority solutions by directly talking to residents.

In addition, a needs assessment project is an effort that includes a quantitative data analysis and direct community engagement, and results in a report that sets the groundwork for clean transportation investments in a community. Needs assessments should be an iterative process that builds trust and develops relationships between project implementers, local decision-makers, community representatives, and residents. Needs Assessment Voucher recipients can use the information and feedback from their assessment to prepare a Clean Mobility Options project voucher application, or another applicable project or grant application that will benefit their community.

O. APPLICANT ELIGIBILITY

1. Lead Applicant

The lead applicant enters into an agreement with the Program Administrator, assuming responsibility for managing the transportation needs assessment project, meeting project milestones, and achieving the goals of the CMO Voucher Pilot Program. The lead applicant may also enter into a partnership with other organizations (sub-applicants) to apply for Needs Assessment Voucher, and in this case will be the primary voucher recipient responsible for project performance. The lead applicant must be either a public agency or non-profit organization, or California Native American Tribe consistent with the criteria below:

a. Federal, State, or local government entities based in California, including but not limited to, City, County, Metropolitan Planning Organization, Council of Government, local or regional transit agency, local Air Quality Management District or Air Pollution Control District, and public school District.

    i. Local special purpose districts such as school districts or library districts can apply independently of the city or county with which they are associated.

ii. Individual departments within an agency (such as a City Transportation Department), or individual facilities within a special purpose district (such as a library or school), can participate with their governing agency or district as the lead applicant. They are not considered distinct applicants from their governing body.

b. Non-profit organization that qualifies for tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 and are also tax-exempt under California state law, consistent with the following requirements:

i. The non-profit organization must have been incorporated for at least one year prior to the time of application submittal.

ii. Non-profit organizations must at all times be registered and in active/good standing with the California Secretary of State.

iii. The organization must be based in California or have at least one full-time staff person based primarily in California.

iv. If the entity is an unincorporated non-profit or is not registered at the time of application submittal, they must utilize a fiscal sponsor to serve as a lead applicant and conduct financial management and administrative functions for them on their behalf. The fiscal sponsor must be tax-exempt with the Internal Revenue Service under Internal Revenue Code Section 501 and tax-exempt under California state law, and also registered and in active/good standing with the California Secretary of State.

v. Certain non-profits that are tribally chartered corporations under tribally enacted laws may be exempt from registration with the California Secretary of State.

c. California Native American Tribes, including all Federally Recognized Tribes in California listed on the most recent notice of the Federal Register, and other non-federally recognized California tribal governments, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission.

d. If the lead applicant is <u>not</u> a CBO, a letter of support from a project-related CBO or local community group is required. This letter should explain how the CBO meets the minimum definition criteria listed below and demonstrates their support for the project. A project-related organization or group represents community members that will be impacted by the project or has a service background related to the type of project. Please note that tribal applicants are exempt from this requirement. For the purposes of this program, CBO or local community group must meet a <u>minimum of two</u> of the following requirements:

i. The organization is place-based, with an explicit geographic focus area that includes the proposed Project Area.

ii. Staff members, volunteers, or Board members reside in the community where the project is located.

iii. The organization has a demonstrated track record of at least one year providing services in the proposed Project Area.

Note: Public agencies are not considered CBOs.

e. Each lead applicant may only submit one application for the Needs Assessment Voucher in the course of each application window, except when the project area is located in an unincorporated community, where no city government represents the project area (please note that for the purposes of this program, tribal land is not considered an unincorporated community). Eligible lead applicants may submit up to three applications only when all proposed project areas are entirely within unincorporated County jurisdiction.

f. The lead applicant may participate as sub-applicant in other applications.

2. Sub-applicant(s)

Sub-applicants are entities other than the lead applicant that enter into a partnership with the lead applicant and other eligible organizations to apply for the Needs Assessment Voucher funding. Sub-applicants may include but are not limited to organizations that provide community outreach services, transportation planning, technical assistance, and data analytics. Sub-applicants may be public, private, or non-profit organizations.

a. All sub-applicants must provide a letter of commitment to express their support and commitment to the lead applicant and their proposed project. This letter must include sub-applicant's specific roles and responsibilities in the project and is required at the time of application submittal.

b. A single entity may participate as sub-applicant in multiple applications.

c. All non-profit and private organizations must be registered and in active/good standing with the California Secretary of State at the time of application submittal. If the entity is an unincorporated non-profit, they must have a contract with a fiscal sponsor who is tax-exempt with the Internal Revenue Service under Internal Revenue Code Section 501 and tax-exempt under California state law and also registered and in active/good standing with the California Secretary of State to perform financial management and administrative functions for them on their behalf.

P. PROJECT AREA AND MINIMUM BENEFITS

Eligible project areas for the Needs Assessment Voucher are identical to those eligible for the Mobility Project Voucher. Boundaries of the project area must be within at least one of the following geographies:

1. SB 535 Disadvantaged Communities: Census tracts in the top 25 percent of CalEnviroScreen 3.0 scores.
2. Affordable housing facilities only when within AB 1550-designated low-income communities. For the purposes of CMO Voucher Pilot Program, the housing facility must meet the following criteria:
   i. The property must have at least five units.
   ii. The property must be deed-restricted low-income residential housing[25], where at least 80 percent of property residents have incomes at or below 60 percent of the area median income.
3. Tribal lands, only when within AB 1550-designated low-income communities or SB 535 Disadvantaged Communities. For the purposes of this program, "tribal lands" includes any property owned by a California Native America tribal authority and is not limited to Federally-Recognized reservations.

The interactive map indicating eligible project areas is available on the CMO website at www.cleanmobilityoptions.org.

If the applicant applies for a Mobility Project Voucher in a subsequent application submission window after completing the needs assessment voucher, then the proposed mobility project area must have been included in the needs assessment project area and the target community/audience must have been engaged in the needs assessment.

Note on Duplicate Projects: Only one Needs Assessment Voucher will be awarded for a single project area and target community/audience. If multiple lead applicants submit needs assessment voucher applications for the same project area and the same target community/audience, only the first eligible application received may be approved for a needs assessment voucher award.

[25] Applicant must provide a copy of a recorded deed restriction, regulatory agreement or covenant that restricts the property to low-income residential housing as defined in the California Public Utilities Code Section 2852(a)(3)(A)(i) and has at least 10 years remaining on the term of the property's affordability restrictions.

Q. ALLOWABLE VOUCHER FUND

Needs Assessment Vouchers will be awarded in the amount of up to $50,000. Voucher recipients (awardees) may be reimbursed for all eligible costs up to this amount incurred after the voucher agreement is executed. The list of eligible project costs is included in Section S of this manual.

R. PROJECT ELIGIBILITY AND METHODOLOGY

To be eligible for voucher funds, the needs assessment project must be consistent with the methodology described below. Sections R.1 through R.3 are required elements of voucher-funded projects. Section R.4 is an optional element that may also be supported with voucher funds.

1. Transportation Access Data Analysis

This analysis is intended to identify and improve the understanding of travel behavior and gaps in transportation access within the project area. The analysis must utilize survey(s) of residents, and at least three additional data sources, which can include but are not limited to the accessibility indicators from the list below. Survey(s) may be administered through in-person interviews, paper or online questionnaires, and options must be provided for residents that do not have access to a computer or the internet.

Accessibility indicators may include, but are not limited to the following:

a. U.S. EPA Walkability Index[26]

b. Vehicle ownership per household[27]

c. Cost of existing transit and average cost per week for fueling car[28]

d. Median household income[29]

e. Access to job opportunities[30]

f. List any existing shared clean mobility projects in the community (ex. bikeshare, electric shuttle or buses, electric carshare, etc.); existing public transit stops; and/or existing bike routes

[26] WalkabilityIndex (MapServer): https://geodata.epa.gov/arcgis/rest/services/OA/WalkabilityIndex/MapServer
[27] 2013-2017 American Community Survey 5-Year Estimates: https://data.census.gov/cedsci/table?q=United%20States
[28] Average fueling cost: https://gasprices.aaa.com/?state=CA
[29] 2013-2017 American Community Survey 5-Year Estimates: https://data.census.gov/cedsci/table?q=median%20household%20income&tid=ACSST5Y2017.S1901&t=Income%20%28Households,%20Families,%20Individuals%29%3AHousehold%20and%20Family
[30] Longitudinal Employer-Household Dynamics Data: https://lehd.ces.census.gov/data/

The CMO Toolkit at www.cleanmobilityoptions.org will include more information on how to access and use transportation access indicators.

2. Community Engagement to Determine Transportation Gaps, Needs, and Preferences

Voucher awardees must conduct meaningful, broad-based, and representative community engagement to understand community perspectives on transportation needs and preferences for mobility solutions, and to build trust in the community. The analysis should include a clear discussion of community context and history of transportation inequities. With community and local organizations' input, the analysis should include, but not limited to, answers to the following questions:

a. How are existing transportation system(s) in the community structured and what options are currently available? Who has access to the current options?

b. What is the transportation planning process like in your community? Who is/are the lead entities and who has been traditionally involved or excluded from transportation planning?

c. What populations in the community have been traditionally underrepresented?

d. What are community perspectives on transportation needs, preferences, and input on potential mobility solutions?

As part of the community engagement effort, voucher awardees must increase awareness by educating residents about clean, shared mobility options. Community members must be fully informed when discussing and prioritizing potential solutions to meet their transportation needs. For example, information should be provided on existing CARB programs including the Clean Mobility Voucher Pilot Program, One-Stop-Shop, Clean Cars 4 All, the CVRP and Financing Assistance (See CARB's website for more details.)

To satisfy the project eligibility criteria for meaningful community engagement described above, voucher awardees must conduct a minimum of two of the following types of engagement:

a. Community Forum(s)

b. Public Workshop(s) or Meeting(s)

c. Webinar(s) or other accessible virtual platforms

d. Focus Groups (multiple)

e. House Meetings (multiple)

f. Establish website and/or social media

g. Surveys[31] (digital/online questionnaire, in-person, paper survey)

h. Outreach to existing community groups (multiple)

i. Interviews with multiple residents and/or door-to-door or one-on-one interaction

Applicants must show that community engagement strategies will incorporate the following principles, as applicable:

a. Clarity: Clear communication about the purpose of the engagement and transportation needs assessment and the community's role in mobility project planning.

b. Accessibility: Accessible times and locations of events, meetings, and gatherings (e.g. meetings conducted in the evening; meeting location is close to a transit stop or transportation is provided; meeting location is neutral). Please note that creative and accessible virtual engagements are encouraged due to special circumstances when in-person interactions are limited.

c. Representative outreach: Activities reach a broad and representative subset of the whole community, including those not typically served well by existing public feedback processes; CBOs and community groups are engaged to expand outreach and are compensated for their time

d. Transparency: Notice of engagement activity is provided well in advance through multiple relevant communication avenues (e.g. utility bills, community center postings, etc.); notes are taken by designated members of the community and voucher awardee teams to reflect multiple perspectives; notes and materials are provided to attendees and the public (and translated in other languages if necessary); follow-ups are planned, communicated, and conducted with clear indication of the intended purpose and a focus on solutions.

3. Summary Report - Linking Mobility Needs and Solutions

Applicants must provide a report summarizing findings from the transportation access data analysis and the community engagement effort, including outcomes of how the two elements of the assessment reinforce or contradict one another, and what mobility solutions emerged as the highest community priority. The report should also include considerations for ongoing community engagement and how the results will be reported back to the community and local decision-makers (for example, presenting the results to community participants either for one final opportunity for input; concluding the Transportation Needs Assessment process and recognizing all parties who were involved; a plan for ongoing engagement through project

[31] Applicant cannot use the same resident survey conducted for the transportation access data analysis to fulfill the requirement for minimum of two community engagement types.

design and development phases). At a minimum, the Summary Report must include the following items:

a. Summary of analysis and methods used and results of the transportation access data analysis and community engagement.

b. Discussion of needs, gaps, and preferences learned during the needs assessment. The discussion must include:

   i. Detailed survey findings.

   ii. Community event findings and key takeaways.

   iii. Event details (e.g. number of attendees including basic demographic information and affiliations, if applicable, and location, time, set-up for each with information about meeting notice information, collaboration with local groups, and social media)

   iv. Summary of conclusions of the transportation access data analysis and community engagement.

   v. Plan to follow-up and continue engagement with attendees and community members.

To meet these requirements, the Summary Report may be outlined as following:

a. Describe in detail the methodology used to conduct the Community Transportation Needs Assessment (Transportation Access Data Analysis and the Community Engagement effort, and Project Preparation and Design if applicable).

b. Describe general observations based on the Transportation Needs Assessment results. Describe key findings that necessitate further creative thinking to develop meaningful clean transportation and mobility solutions (e.g. unbanked populations or those lacking a driver's license).

c. Describe the main underlying causes in transportation gaps and challenges in the project area.

d. Main factors that are, or could, contribute to successful transportation options in the project area.

e. Any additional assessments and measurements that could be conducted to better understand some of the issues raised upon completion of the assessment.

f. List of actions that could be taken to enhance clean mobility in the community. Describe the process for how actions or solutions were identified and prioritized.

g. Describe if:

i. Community members are supportive of solutions that are eligible project models for Clean Mobility Options Project Voucher funding.

ii. There are any "quick start" actions (i.e. small, simple, inexpensive projects like installing a bicycle rack, etc.) that could be implemented to immediately improve the quality of the built environment for transportation in community.

iii. There are any entities with whom this information could be shared to help promote better land use and transportation planning needs (i.e. local planners, elected officials), and explain how this information will be provided to them.

h. Describe how the progress in increasing access to clean transportation and mobility options will be monitored over time.

i. Discuss a plan for ongoing communication and engagement with community members and key decision-makers in the community.

4. Clean Mobility Options Project Preparation and Design (Optional)

Community Transportation Needs Assessment voucher funds may be used to begin formulating a clean mobility project (based on the needs assessment findings) that could be funded through a CMO Project Voucher or other applicable programs, including other state programs aiming to increase access to clean transportation and reduce GHG emissions in California's disadvantaged and low-income communities. If the applicant intends to conduct project preparation and design activities, these activities must be included in the budget as part of the application. Adequate funds must be allocated to conduct the Community Transportation Needs Assessment activities in Sections R.1 through R.3. Throughout the Needs Assessment Voucher term, the awardee must be able to show that project preparation and design activities have a direct connection to interim and/or final findings of the needs assessment.

Below are some example activities that may be used to conduct the project preparation part of the needs assessment:

a. Community meetings to prioritize or choose specific mobility solutions.

b. Identify and evaluate sites.

c. Identify project partners.

d. Evaluate feasibility of different types of infrastructure.

e. Develop budget and possible funding sources.

f. Begin working on CMO Clean Mobility Project Voucher application (or application for a different applicable program supporting transportation options in the Project Area).

S. ELIGIBLE PROJECT COSTS

This section includes the list of project costs that are eligible under the Needs Assessment Voucher. Project costs are only eligible for reimbursement after the voucher execution date (when all responsible parties sign the voucher agreement). The eligible costs for the Transportation Needs Assessment voucher may include:

1. Materials for implementing community events, including but not limited to:
    a. Supplies
    b. Venue space
    c. Translation services
    d. Transportation stipends
    e. Design and printing of marketing materials
    f. Other direct expenses
2. Labor costs associated with data gathering and analysis, event planning, and other key activities.
3. License or subscription fees for online event and survey tools.
4. Incentives for community member participation.
5. Community-based organization subcontracts.
6. Consultant subcontracts.
7. Language translation services subcontracts.
8. Vehicle rental or other education on clean vehicle technology.
9. Labor costs associated with project preparation and design.
10. Other necessary expenses as approved by the Program Administrator.

Note: Food and child care costs are <u>not</u> eligible for reimbursement.

T. NEEDS ASSESSMENT APPLICATION REQUIREMENTS

This section describes the required information and documents that applicants need to provide and submit with their application. The paper copy of the Community Transportation Needs Assessment Voucher Application is included in Appendix B of this manual. The electronic copy is also available on the CMO website at www.cleanmobilityoptions.org.

1. **Project Team Profile:** Description of project team members including lead applicant and sub-contractor(s) organizations and individual team members with roles, responsibilities,

and relationships. Disclosure of any required public process for approval including who has authority to approve, process for approval, and anticipated approval timelines. Must include:

a. Description of team's qualifications to conduct the needs assessment, such as history of local engagement and trust-building, key areas of expertise, organizational understandings of equity, or concrete examples of applicant representing or advocating in and for their community.

Note: The Team Profile Worksheet (that is a required supplemental document for Mobility Project Voucher application) is not required for Needs Assessment Voucher applications.

2. **Project Narrative and Proposed Approach:** Applicant must demonstrate an understanding of the community landscape in relation to transportation prior to being awarded. The narrative must provide:

   a. Explanation of why a transportation needs assessment is needed, including history of environmental and social/economic challenges, areas of investment/disinvestment, and populations that have historically been underrepresented in community or transportation planning.

   b. Summary of existing regional or community-level transportation needs assessment efforts and identify any gaps that this needs assessment voucher will fill.

   c. Description of potential transportation gaps and solutions that the needs assessment will address (such as certain types of trips residents may not be able to make, or certain types of mobility services residents may prefer or already be using in some capacity).

   d. Applicant must also describe the timeline and plan for the activities that will be conducted to satisfy the required elements of the transportation needs assessment methodology, as well as optional element (if applicable). The approach must include timeline and plan for the following elements:

      i. Transportation Access Data Analysis: Description of proposed survey administration and data indicator approach.

      ii. Community Engagement Plan: Description of plans to engage with the community to conduct a needs assessment, including residents, businesses, or other stakeholders who may benefit or be affected by a new clean mobility service in the community. Detailed description of the two minimum required community engagement types (at minimum, description must include

locations, intended audience, and plans for notifying residents about events, meetings, or gatherings).

iii. Summary Report: Description of timing and process for developing the Summary Report, and plans for how the information will be communicated to the community and local decision-makers.

iv. Clean Mobility Options Project Preparation and Design (optional). See Section R.4 of this manual for more details.

3. **Project Area:** Description of geographical boundaries of project area and basic demographics (e.g. income, household size, age, race, gender, languages spoken).

4. **Needs Assessment Proposed Budget:** Description of total estimated project costs during the 9-months Voucher Agreement Term, itemized by project cost components. In order to meet the minimum eligibility criteria, the applicant must provide a clear, concise, and reasonable project budget that lists all expenditures and source of those funds in a logical sequence that leads to on-time completion of the project in accordance with the sample budget worksheet in Attachment 1. This budget sheet will become the basis for future payment requests. Needs Assessment Voucher Budget Sheet is available in Appendix B, Attachment 1.

5. **Letters of Commitment or Support and other Supporting Documents where applicable:**

   a. If the lead applicant is a non-profit organization, they must submit:

      i. Evidence of their tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 (**Copy of the IRS Determination Letter**) and their tax-exempt status under California State law (**Copy of Exemption Letter from State of California Franchise Tax Board**).

      ii. Evidence of at least one-year incorporation from the time of voucher application submission (**Copy of Articles of Incorporations**).

      iii. Evidence of being registered and in active and good standing with the California Secretary of State (**Copy of Statement of Information and Certificate of Status**).

   b. All sub-applicants and project partners must provide a letter of commitment to express their support and commitment to the lead applicant and the proposed project. This letter must include sub-applicant's specific roles and responsibilities in the project. Sample letters are available at www.cleanmobilityoptions.org.

   c. If the lead applicant is not a CBO, a letter of support from a project-related CBO or local community group must be provided. This letter should explain how the CBO

meets the minimum definition criteria and demonstrates their support for the project. See Section O.1.d for more details.

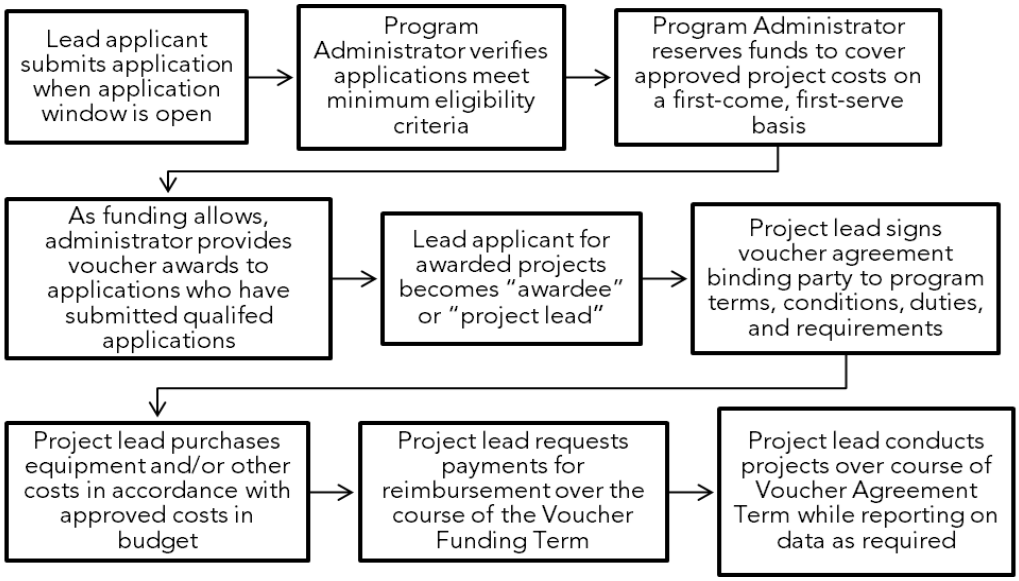
d. If the lead applicant is a tribal authority, must provide documentation that indicates their tribal status.

U. APPLICATION PROCESS

1. Application Evaluation

Figure 3 demonstrates an evaluation process for the Needs Assessment Voucher applications.

Figure 3: Application and Voucher Process (Needs Assessment Voucher)



i. Applications will be accepted starting at 9:00 am Pacific Time on a date to be announced and posted on the CMO website at www.cleanmobilityoptions.org. The first application submission window for Needs Assessment Vouchers will stay open for approximately 3 months and on a rolling basis, if necessary. All applications received within the submission period will be evaluated and applications that meet minimum eligibility criteria will be deemed approved and subsequently awarded vouchers on a first-come, first-served basis, pending availability of funds.

ii. Applicants may either submit applications electronically or by mail at any time during the submission period. Applications may be directed as follows:

   i. **Electronic submission:** Email to application@cleanmobilityoptions.org

   ii. **Submission by mail:** Attention: Clean Mobility Options. CALSTART, 48 South Chester Avenue, Pasadena CA 91106.

c. The Program Administrator will notify applicants via email that their submission has been received within five calendar days of receipt. The Program Administrator will notify applicants of the status of their application within six weeks[32] and will send a notice of proposed award to all approved applications in order of timestamp until funding is exhausted. CARB may extend the submission period at its sole discretion.

d. Timestamps are recorded in the following manner:

   i. Electronic submission: Time the application is received by email as automatically generated by the Program Administrator's email system (application@cleanmobilityoptions.org).

   ii. Submission by mail: According to the postmarked date and time. Applicants may submit a copy of their postage submission receipt and make the request in writing that their receipt serves as the postmark date and time.

Note: Applications received before the date and time of submission window opening will not be accepted.

e. During the application screening period, the Program Administrator may provide applicants an equal opportunity to make minor corrections or clarifications (such as, clerical errors, miscalculations, missing signatures) if needed without losing their recorded timestamp. All eligible applicants must submit their clarification documents or modified application within the same timeframe. For the first application submission window, the time given for minor corrections and clarifications will be 5 calendar days.

f. If the Program Administrator determines, at its discretion, that a clarification requires CARB review, CARB may ask the applicant for additional information, in which case the time given for clarification will be the same as described in Section U.1.e.

g. Applications from Tribal Communities: There is a guaranteed set-aside fund specifically for eligible mobility projects in tribal communities. After application screening is complete, if there is any unused funding remaining in this particular allocation, it may be reallocated to either funding eligible needs assessment projects from tribal applicants, or eligible mobility projects from non-tribal applicants. If there is still an unused amount after that, it will be returned to the general pool of funds for subsequent windows. Please visit www.cleanmobilityoptions.org for current available funding amount for the CMO Voucher Pilot Program.

[32] Depending on the number of applications submitted, it may take longer period to respond to applicants; however, the goal is to notify applicants as soon as possible.

h. Ineligible Applications: Applications that do not meet minimum eligibility criteria will be rejected and the applicants will be notified within a month after the review process is completed. Rejected applications may be revised and resubmitted within the same submission window; however, their initial recorded timestamps will no longer be valid. The Program Administrator may provide feedback and guidance to rejected applicants regarding how to improve the quality of their applications to meet the eligibility criteria.

i. Waitlist: To provide equal opportunity to all applicants in future application submission windows, no wait list will be established for applications that are approved as complete but not awarded as a result of insufficient funding. Applications received after funding is exhausted will not be prioritized in potential future application submission windows. Subsequent application submission windows may open upon availability of funds**.**

j. Application Withdrawal: In the event that an applicant wishes to remove their application from consideration during the application screening period, the applicant must submit a written request to withdraw their application to the Program Administrator and submit it to application@cleanmobilityoptions.org

V. VOUCHER PROCESS

1. Voucher Award and Needs Assessment Voucher Agreement

Applicants who are awarded vouchers are deemed Awardees or Project Leads. The Program Administrator will send a notice of proposed award to all approved applications within a month after the evaluation process is completed[33]. Awardees are required to sign the voucher agreement with the Program Administrator within 90 calendar days from the date of a notice of proposed award.

The voucher agreement is an awardee's signed contract with the Program Administrator to meet program requirements throughout project development and implementation. Upon finalization of the voucher agreement, the Program Administrator will generate a list of required documentation that the awardee must complete and provide in order to submit voucher payment requests (see Section W for more details).

The voucher agreement is the Program Administrator's promise to reimburse the Project Lead for approved costs according to awardee's project scope and budget contingent on meeting all the terms and conditions set forth in this manual and the voucher agreement. One voucher is awarded per approved application. Each voucher is specific to an individual awardee and is based on the awardee's requested funding in the budget section of their application. Costs that

[33] Depending on the number of applications submitted, it may take longer period to respond to applicants; however, the goal is to notify applicants about their status as soon as possible.

the awardee will be reimbursed for, must individually match the size and type of such costs in the awardee's budget.

2. Supporting Documents Required for the Voucher Agreement

When applicants are approved for voucher awards, they must submit additional supporting documents before the voucher agreement can be executed. The Program Administrator will provide the list of required documents for each awardee prior to signing the voucher. The documents include, but may not be limited to:

a. For applicants who are non-profit organizations and public agencies:

   i. If applicable, an approved resolution or documentation of approval of the project from the governing board that commits the agency/organization to comply with the requirements of the program; to accept the funds; and to allocate any funding that the awardee has committed to be part of a project application[34].

   ii. Certificates of insurance (see Section Z.1.n.i and Z.1.n.iii for more details).

   iii. Additional documentation (e.g., permits, fiscal sponsor agreements, sub-contractor agreements, conflict of interest form, confidentiality agreement, etc.) may be required based on applicant type, and project approach.

   iv. These documents may optionally be submitted at the time of application submittal.

b. For California Native American tribe applicants (if applicable)

   i. An approved resolution or documentation of approval of the project from the tribal council or tribal chairperson before execution of the voucher agreement. A tribal council can refer to the tribal governing body or primary decision-making executive, such as President/Governor, but must be the highest level of leadership within the tribal unit, individually or as a council. For funds awarded to a Federally Recognized Tribe, a fund transfer to the BIA may be necessary.

   ii. BIA Consent: Federally Recognized Tribal applicants shall obtain Bureau of Indian Affairs consent to the applicant's execution and recordation (as applicable) of all required documents that are subject to 25 C.F.R. Section 152.34 or 25 C.F.R. Section 162.12, all before execution of the voucher agreement.

   iii. Limited Waiver of Sovereign Immunity: For applicants that are Federally Recognized Tribes or Federally Recognized Tribal controlled entities, all such applicants shall provide and execute a limited waiver of sovereign immunity agreeing to the

[34] If the public agency or non-profit organization does not have a governing board, then a binding written commitment from an authorizing official of the agency/organization will be required to fulfill this requirement.

personal and subject matter jurisdictions of state court and shall require at a minimum, compliance with state construction standards and regulations. Sovereign immunity waiver language shall be included in the voucher agreement and all regulatory and loan or grant agreements, all of which may be accomplished by incorporating by reference a separately executed sovereign immunity waiver instrument.

c. Certificates of insurance (see Section Z.1.n.i and Z.1.n.iii for more details)

d. Payment milestone schedule

e. Additional documentation may be required based on the project proposal and approach.

f. These documents may optionally be submitted at the time of application submittal.

3. Voucher Agreement Term

The Voucher Agreement Term and the Voucher Funding Term are **both 9 months** from the date that voucher agreement is fully executed. This means the awardee has up to 9 months from the voucher agreement execution date to complete the project and request for all eligible project costs reimbursements.

4. Voucher Redemption and Payment

Vouchers will be redeemed (i.e. payment will be made) to awardees on a reimbursement basis for all eligible costs incurred after the voucher agreement is executed. See Section W for more information on documentation and other requirements for payment requests.

Awardees may request funds for reimbursable expenses at any time after the expenses are incurred, but not more than once per month.

5. Voucher Expiration and Renewal

Voucher funds for transportation needs assessment projects must be redeemed within 9 months of the voucher agreement execution date.

If the awardee experiences unforeseen circumstances that delay a project (e.g., unpredictable venue cancellation that has caused significant delay to the community events) awardee may request a renewal to extend the voucher term 3 months beyond the expiration date. This request must be submitted to the Program Administrator 1 month prior to a voucher expiration date. The Program Administrator may approve or decline renewal requests on a case-by-case basis.

W. VOUCHER REDEMPTION REQUIREMENTS

1. Payment Request General Requirements

Payment requests may be submitted on a recurring basis, such as quarterly or monthly. To redeem voucher funding, awardees must submit an appropriate payment request worksheet according to the type of cost incurred (Payment Request Forms will be available on the CMO website at www.cleanmobilityoptions.org). Awardees must submit the following required supporting documents with each payment request, where applicable. To redeem vouchers (i.e. request payments for approved costs), awardees must submit a payment request that includes the following information:

a. **Proof of costs incurred:** Payments are made on a reimbursement basis only. Approved costs may include staff labor, contractor/subcontractor costs, and other fees associated with the transportation needs assessment. Payment requests for other approved costs must include documentation of receipts for work that has been paid or staff hours that have been billed and paid.

b. **Quarterly Status Report:** Awardees must meet all requirements for project documentation in order to receive reimbursements, including timely submission of quarterly project status reports, responses to special requests for information by the Program Administrator or CARB, and/or other documents as required. Awardees must complete and submit a project status report at least on a quarterly basis. The status report must include a description of progress on the project, including achieved milestones, any realized or expected delays to meet project milestones, and deviations from plans for data analysis or community engagement.

c. **Compliance with the voucher agreement terms and conditions:** Awardee must attest that the project is, and will continue to be, in compliance with all program terms, conditions, and requirements set forth in this manual and the voucher agreement.

2. Payment Request Timing

a. **Minimum and maximum number of payments:** Awardees may choose the date and frequency of their payment requests. At minimum, awardees must request at least one payment request conforming to the general requirements above in order to receive actual funding. If desired, awardees may provide one single request for the entire voucher amount. At maximum, awardees may submit payment requests on a monthly basis, or 9 times over a 9-month voucher agreement period.

b. **Payments for planning and project development activities:** If awardees are able to sufficiently complete the three required elements of transportation needs assessments

with a budget under $50,000, they may also elect to use needs assessment funds for project design activities associated with a CMO Project Voucher application or another project or grant opportunity, if applicable.

Project planning and design activities may be conducted concurrently with needs assessment activities, provided that the applicant can demonstrate that the project has a direct connection to interim and/or final findings from the needs assessment. If requested, the Project Lead must provide the Program Administrator or CARB a briefing on their needs assessment progress prior to receiving reimbursement for planning and project development activities.

c. **Final payment request:** Awardees must make their final payment request within one month of the end of the Voucher Funding Term (Voucher Funding Term and Voucher Agreement Term are both 9 months from the time of voucher agreement execution). Any unrequested funds remaining at that time will expire. By the time of their final payment request, awardees must provide the Summary Report that documents the needs assessment process and results. See Section R.3 for the detailed information that must be included in the Summary Report.

3. Budget Revisions and Amendments

After the voucher agreement is executed, awardees may request approval to amend their project design or budget on a case-by-case basis. Line item shifts of up to 10 percent of each milestone may be made by the awardee during the Voucher Agreement Term with the Program Administrator's approval, as long as the total voucher amount is unchanged and all other voucher redemption requirements are met. If the line item shift is more than 10 percent, applicants must justify the reason for the amendment. No amendment or variation of the terms of the voucher agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement is binding on any of the parties.

4. Enforcement of Vouchers

a. Applicants awarded funds are responsible for meeting the terms and conditions set forth in the voucher agreement and this manual. Vouchers and funds are awarded on the condition of several responsibilities. The Program Administrator may cancel the voucher agreement if the applicant fails to meet terms and conditions.

b. Submission of false information on any required documents may be considered a criminal offense and is punishable under penalty of perjury under the laws of the State of California. CARB or its designee may recoup the CMO voucher funds which were received based upon misinformation or fraud, or for which the Project Lead or its subcontractor is in significant or continual non-compliance with this Implementation

Manual or State law. If an applicant is found to provide misinformation or fraudulent documents, CARB or its designee reserves the right to forward applicant or voucher recipient information to the Franchise Tax Board or other appropriate agency. Applicants and voucher recipients should also be aware that the California False Claims Act permits the Attorney General to bring a civil law enforcement action to recover treble damages and civil penalties against any person who knowingly makes or uses a false statement or document to either obtain money or property from the State or avoid paying or transmitting money or property to the State. CARB also retains the authority to prohibit any entity from participating in CMO Voucher Pilot Program due to non-compliance with project requirements or fraud which includes attempted fraud.

c. Applications that have been denied may be appealed within 10 calendar days of the date that application was denied. A formal letter of appeal must be received within 10 calendar days from the date that the application was denied. See Section M.4.e for more details on how to submit an appeal.

CHAPTER III: GENERAL PROVISIONS

From this part of the document forward, criteria in Sections X through BB apply to both the Mobility Project Voucher and the Community Transportation Needs Assessment Voucher.

X. OVERSIGHT AND ACCOUNTABILITY

Through administration of longstanding incentive programs, CARB has found that project evaluations and program reviews are essential to ensure that incentive program funds are run in accordance with statutory requirements and that State funds are spent transparently and efficiently. The Program Administrator is responsible for working closely with Project Leads and CARB to safeguard voucher funds from misuse as it implements CMO Voucher Pilot Program. Project Leads and subcontractors participating in CMO Voucher Pilot Program must provide CARB or its designee and the Program Administrator access to all requested files and relevant information related to vehicles or equipment purchases involving a CMO Voucher fund.

CARB holds the overarching responsibility for CMO Voucher fund oversight and program accountability and has final authority and sole discretion over all aspects of CMO Voucher Pilot Program, including applicant, project and vehicle eligibility, and all program requirements. As such, CARB is responsible for monitoring and reviewing the Program Administrator's implementation of CMO Voucher Pilot Program. The Program Administrator shall allow CARB, the Bureau of State Audits, or their designated representative the right to review and to copy any records and supporting documentation pertaining to its development or implementation of CMO Voucher Pilot Program. The Program Administrator must maintain such records for a

possible audit for a minimum of three years after final payment from CARB. The Program Administrator must allow CARB or its designee access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

Responsibilities for CMO Voucher Pilot Program oversight are as follows:

1. CARB has primary oversight responsibility for CMO Voucher Pilot Program to ensure transparent and efficient implementation, and that California Climate Investments are spent consistent with the statutory requirements, the Funding Guidelines, Funding Plan for Clean Transportation Incentives, Clean Mobility Voucher Pilot Program solicitation and grant agreement with the Program Administrator (CARB's grantee), and this Implementation Manual. CARB reserves the right to conduct a site visit, evaluation, review, or audit CMO for the life of the grant.
2. The voucher agreement and voucher payment request form both are legally binding and enforceable agreements to meet the requirements of the project. The awardee (Project Lead) is responsible for ensuring the accuracy of the information, and all subcontractors' information on the voucher agreement or payment request forms it submits to the Program Administrator. Submission of false information on any of these forms may result in cancellation of the voucher agreement and recapture of funds. In addition, CARB may seek other remedies available by law.
3. If the Project Lead (voucher awardee) detects any actual and/or potentially fraudulent activity by a member of their project team, the Project Lead shall notify CARB and the Program Administrator as soon as possible and work to determine an appropriate course of action.
4. CARB staff or its designees have primary responsibility for conducting program reviews and/or fiscal audits of CMO Voucher Pilot Program administration and implementation.
5. Project Leads and the Program Administrator and its sub-grantees shall allow CARB, the California Department of Finance, the California Bureau of State Audits, or any authorized designee access, during normal business hours, to conduct CMO Voucher Pilot Program reviews and fiscal audits or other evaluations. Granting of access includes, but is not limited to, reviewing program records, site visits, and other evaluations as needed. Program evaluations or site visits may occur unannounced as CARB staff or its designee deems necessary.

Y. PROJECT NON-PERFORMANCE

CARB or its designee has the authority to recoup CMO Voucher Pilot Program funds which were received based upon misinformation or fraud, or for which the Program Administrator or its sub-grantees, Project Lead or its subcontractors, mobility service provider, or vehicle owner is in significant or continual non-compliance with this Implementation Manual or all applicable federal, state, and local laws. CARB also retains the authority to prohibit any entity from participating in CMO Voucher Pilot Program due to non-compliance with program requirements.

Z. GENERAL DUTIES AND REQUIREMENTS

Responsibilities for awardees in the CMO Voucher Pilot Program include project development, outreach and education, project implementation, and reporting project data to the Program Administrator. The awardee's duties and requirements under the CMO Voucher Pilot Program are described in this section.

1. Mobility Project Voucher Awardees

a. If awardee procures vehicles, including light-duty or medium-duty motorized vehicles, neighborhood electric vehicles, bicycles, scooters, or other micromobility vehicles, or delivers mobility services relying on such vehicles, then the awardee must satisfy all of the following conditions:

   i. Awardee must comply with all requirements detailed in Section E. Project Eligibility, Section G. Vehicle Eligibility and Section H. Infrastructure Eligibility.

   ii. Services and vehicles funded by the CMO Voucher Pilot Program must be maintained throughout the Voucher Agreement Term.

   iii. Awardee must secure approval for a project modification by the Program Administrator prior to using vehicles funded by the CMO Voucher Pilot Program in any way other than described by the project narrative (e.g. the awardee proposes to introduce a new service model not previously identified in the project narrative).

   iv. Vehicles must be equipped with telematics hardware that allows for recording of geospatial utilization data, consistent with the data collection requirements in Appendix H and make such data available for reporting to the Program Administrator and CARB. If installation of telematics hardware is found to be infeasible, the applicant may request an exemption from this requirement and propose an alternative approach to collecting necessary location and usage data to the Program Administrator, who will consider such requests on a case-by-case basis.

v. For vehicles purchased with the voucher funds, vehicle titles may be held by an organization on the project team other than the Project Lead. However, the vehicle owner must offer to transfer ownership of the vehicle to the Project Lead or its designee, at no cost, at the end of the Voucher Agreement Term, or at any time that the vehicle owner's contract with the Project Lead is terminated. In the event that a new entity holds the vehicle title, a Project Lead must submit evidence to the Program Administrator that this clause has been agreed to by the new vehicle owner and the Project Lead.

b. If an awardee is installing infrastructure with voucher funds, including electric vehicle supply equipment (EVSE), hydrogen refueling stations, bicycle/scooter parking or charging infrastructure, bicycle/scooter safety right-of-way improvements, or signage and wayfinding infrastructure:

   i. Applicant must comply with requirements established in Section H. Infrastructure Eligibility Requirements.

c. Services must generate revenue from end users and have a rider payment system with pricing that is transparent to the end user. Pricing levels must reflect community input around affordability.

d. Ensure services are delivered consistent with the following safety requirements:

   i. Drivers of motor vehicles have current driver's licenses, and the service provider or the Project Lead has a process for checking compliance and ensuring that driver's licenses are current and valid.

   ii. For Innovative Transit, Ride-on-Demand, or Carpool/Vanpool projects: Project Lead must establish a policy for screening drivers for driving history and criminal background, submit that policy to the Program Administrator for approval prior to operating the service, and comply with that policy.

   iii. Drivers of motor vehicles are required to follow a pre-trip vehicle inspection protocol prior to all shifts as specified by the fleet operator or the service provider.

   iv. Fleet has a maintenance plan that includes schedule for routine inspection and maintenance consistent with OEM recommendations at a minimum. Inspections must be performed by a certified mechanic.

   v. Project Lead must report all equipment failures, accidents, and incidents involving the police other than minor traffic violations to the Program Administrator within 48 hours of occurrence. This also should be included in the quarterly status reports.

vi. Fleet operators must devise a system that enables users to report safety issues to the operator. Safety issues must be resolved prior to further vehicle use. Project Leads are responsible to provide documentation as part of their status reports to the Program Administrator that any prior safety issues have been resolved.

e. Ensure services are delivered consistent with the following accessibility requirements:

i. Awardee must conduct community outreach to understand accessibility challenges in the community, gauge potential demand for accessibility equipment, and reflect demand in project design, including:

1. Hand controls for carshare, carpool, or vanpool vehicles
2. Wheelchair accessible vehicles
3. Adaptive bicycles/scooters
4. Driver education for serving disabled riders

ii. If web / mobile apps are used, such systems are made accessible for visually-/hearing-disabled using WCAG 2.0 and are in compliance with Section 508 of the federal Rehabilitation Act.

iii. Service animals must be permitted to ride in motor vehicles as requested, and safely do so.

f. Develop, administer, and maintain a user-friendly vehicle reservation or ride request system; at a minimum, provide one of the following options:

i. Telephone call-based reservations fulfillment.

ii. Text-based reservation system.

iii. Flexible "street hail" option or designated shuttle stops.

g. Provide payment options for end-users that do not have bank accounts with associated debit cards or credit cards. Examples include cash exchange, pre-paid debit cards, or payment through a cloud-based wallet that can be loaded through in-person payment.

h. Hours of Operation: Hours of operation must be clearly designated. Services must be available to users at least 5 days a week and at least 12 hours per service day.

i. Vehicles in Service: No more than 20 percent of the committed vehicle fleet should be out of service at one time during designated hours of operation, and no single motor vehicle in the fleet should be out of service for more than one week at a time. Awardees must report vehicles out of service and fleet size in quarterly reports, consistent with Appendix H. Data Collection Requirements.

j. Data Collection and Reporting Requirements: The applicant is responsible to collect and monitor project data, including but not limited to, vehicle, bicycle and other clean mobility options' specifications, performance, operation and maintenance data, as specified in Section N and Appendix H of this manual. The Program Administrator will coordinate with the lead applicant to obtain these data and administer surveys to participants to collect usage data and other information upon execution of the voucher agreement.

k. Develop policies and procedures documents and flow charts that describe applicant's administrative actions for evaluating and processing participants, reservations, vehicle maintenance, and data gathering and reporting. 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. Outreach and education.

      2. Participant evaluation, enrollment, and tracking.

      3. Vehicle reservations, tracking, and maintenance.

      4. Data collection and reporting.

   iii. Develop and maintain accounting procedures to track expenditures.

   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.

l. Fulfilling CEQA requirements: The Program Administrator or CARB can terminate the agreement if it finds that the awardee cannot definitively demonstrate that its project is exempt from CEQA. Such a demonstration will typically involve a showing that the "CEQA Lead Agency," as that term is defined in CEQA, responsible for any discretionary approval of the project has properly filed a Notice of Exemption (NOE) for the project and 35 days has elapsed since the filing of the NOE without there being a judicial challenge to the NOE (See Appendix F. CEQA Compliance and Permitting Requirements for more details).

m. Awardees that did not include an "experienced partner" in their application must have a contract with either a mobility operator listed in the CMO Clean Mobility Provider

Directory, or an entity who meet the minimum qualification criteria to be on the Directory but not currently listed, within 3 months of the voucher execution date.

n. Insurance Requirements: Awardee (or Project Lead) must comply with all requirements outlined in the General Provisions and Insurance Requirements below. No payments will be made under the voucher agreement until the project lead fully complies with all insurance requirements. The project lead is responsible to submit the proof of insurance annually until the end of voucher agreement term.

   i. General Provisions Applying to All Policies **(for both Mobility Project Voucher and Needs Assessment Voucher Awardees)**

      1. Coverage Term**:** Coverage needs to be in force for the complete term of the voucher agreement. If insurance expires during the term of the voucher agreement, a new certificate must be received by the Program Administrator at least 30 calendar days prior to the expiration of this insurance. Any new insurance must still comply with the original terms of the voucher agreement.

      2. Policy Cancellation or Termination & Notice of Non-Renewal: Awardee (or Project Lead) is responsible to notify the Program Administrator within 5 calendar days before the effective date 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 awardee agrees no work or services will be performed prior to obtaining such approval. In the event the awardee 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 voucher agreement immediately upon the occurrence of such event, subject to the provisions of the voucher agreement.

      3. Premiums, Assessments and Deductibles: Awardee (or Project Lead) is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.

      4. Primary Clause: Any required insurance contained in this voucher agreement shall be primary, and not excess or contributory, to any other insurance carried by the Program Administrator and/or the State.

      5. 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 awardee (or Project Lead) is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.

6. Endorsements: Any required endorsements requested by the Program Administrator must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
7. Inadequate Insurance – Inadequate or lack of insurance does not negate the awardee's obligations under the voucher agreement.
8. Satisfying a Self-Insured Retention (SIR): All insurance required by the voucher agreement must allow the State (CARB) or the Program Administrator to pay and/or act as the awardee's agent in satisfying any SIR. The choice to pay and/or act as the awardee's agent in satisfying any SIR is at the State's (CARB) discretion.
9. Available Coverages/Limits - All coverage and limits available to the awardee shall also be available and applicable to the State and the Program Administrator as additional insureds.
10. Subcontractors: In the case of awardee's or Project Lead's utilization of subcontractors to complete the contracted scope of work, awardee shall include all subcontractors as additional insured's under awardee's insurance or supply evidence of the subcontractor's insurance to the Program Administrator that is equal to policies, coverages and limits required of awardee.

ii. Insurance Requirements for **Mobility Project Voucher Awardees**: Awardee (or Project Lead) shall display evidence of the following on a certificate of insurance. After the voucher is awarded, failure to provide the certificate upon request will result in the termination of the voucher agreement. The awardee must assure the project funded by the Program Administrator 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:

1. Commercial General Liability: Awardee (or Project Lead) 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 awardees, 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 awardee's limit

of liability. **The policy must name "the Program Administrator (CALSTART), 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".**

2. Automobile Liability

   a. Awardee (or Project Lead) 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 "the Program Administrator (CALSTART), 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. By signing the voucher agreement, the awardee certifies that the awardee 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. Auto Physical Damage: Awardee (or Project Lead) shall maintain auto physical damage and collision coverage with a deductible no higher than $1,000; comprehensive, fire and theft insurance with a deductible no higher than $1,000.

3. If applicable, in addition to the insurance requirements listed above, the awardee 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.

Either policy must name "the Program Administrator (CALSTART), 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."

4. Workers' Compensation and Employer's Liability: Awardee (or Project Lead) shall maintain statutory worker's compensation and employer's liability coverage for all its employees, students, interns and/or volunteers who will be engaged in the performance of the project. In addition, employer's liability limits of $1,000,000 are required. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.**

5. 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. The Program Administrator in Consultation with CARB reserves the right to review and adjust insurance requirements as necessary during the term of the voucher agreement.

6. 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 awardee in the voucher 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.

iii. Insurance Requirements for **Needs Assessment Voucher Awardees**: Awardee (or Project Lead) shall display evidence of the following on a certificate of insurance evidencing the following coverages:

1. Commercial General Liability: Awardee (or Project Lead) 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 awardees, 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 awardee's limit of liability. **The policy must name "the Program Administrator (CALSTART), State of California and California Air Resources Board, its officers, agents, and employees as additional insured, but only with respect to work performed or any activities arising out of or under the voucher agreement".**

2. Automobile Liability

    a. Awardee (or Project Lead) shall maintain business automobile liability insurance as broad as Form CA0001 for limits not less than $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 "the Program Administrator (CALSTART), State of California and California Air Resources Board, its officers, agents, and employees as additional insured, but only with respect to work performed or any activities arising out or under the voucher agreement".**

    b. By signing the voucher agreement, the awardee certifies that the awardee 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.

3. Workers' Compensation and Employer's Liability: Awardee (or Project Lead) shall maintain statutory worker's compensation and employer's liability coverage for all its employees, students, interns and/or volunteers who will be engaged in the performance of the project. In addition, employer's liability limits of $1,000,000 are required. **A Waiver of Subrogation or Right to Recover endorsement in favor of the State of California must be attached to certificate.**

4. 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. The Program

Administrator in Consultation with CARB reserves the right to review and adjust insurance requirements as necessary during the term of the voucher agreement.

5. 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 awardee in the voucher 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.

2. <u>All Awardees (Needs Assessment and Mobility Project Vouchers)</u>

a. Awardees must ensure that key documents, platforms, and customer services are available in commonly-spoken languages in the project area, as determined through census data and community engagement. Key resources to be provided in commonly-spoken languages may include, but are not limited to:

   i. End user terms and conditions of service

   ii. Privacy policies

   iii. User manuals

   iv. Mobile software applications

   v. Outreach and marketing materials

   vi. Customer service materials

b. Awardee must consult with the Program Administrator for guidance around public outreach, press releases, and press events necessary for the project to be successful. A prior approval from the Program Administrator is required for any outreach materials, project websites, press releases and press events.

c. Awardee must coordinate with other CARB's Low Carbon Transportation Investment Projects, including the One-Stop-Shop Pilot Project, and the STEP.

d. All outreach and education materials, such as fact sheets, infographics, multimedia tools such as videos and websites must display both the Clean Mobility Options Pilot Program logo and the California Climate Investments logo (see figures below). In addition, all project vehicles funded by this program must display the California Climate Investments

logo. The California Climate Investments logo and name serves to bring under a single brand the many investments whose funding comes from the GGRF. The logo represents a consolidated and coordinated initiative by the State to address climate change by reducing GHGs, while also investing in disadvantaged communities and achieving many other co-benefits. The Applicant agrees to acknowledge the California Climate Investments program as a funding source 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: "[PROGRAM/PROJECT NAME] is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in disadvantaged communities." Guidelines for the usage of the CCI logo can be found at http://www.caclimateinvestments.ca.gov/logo-graphics-request.

e. Awardee must participate in events, training, and meetings as required by the Program Administrator or CARB.

f. Data Storage and Security: Awardee is responsible to store data securely, consistent with the following requirements:

i. Information or data, including but not limited to all participant 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.

ii. Identify participant data that is confidential and develop measures to keep this data confidential.

1. Observe complete confidentiality with respect to such information or data collected pursuant to the voucher agreement, 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.

2. Ensure that the awardee'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.
3. Awardee shall limit access to information and data gathered pursuant to the voucher agreement only to necessary employees to perform their job duties.

iii. Develop a systematic process and schedule to back-up participant, reservation database(s) on a daily basis at a minimum.

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

1. If the awardee suspects loss or theft, the awardee must report any lost or stolen information, data, or equipment developed or collected pursuant to the voucher agreement to the Program Administrator immediately.
2. The awardee agrees to notify the Program Administrator immediately of any security incident involving the information system, servers, data, or any other information developed or collected pursuant to this grant. The awardee agrees that the Program Administrator has the right to participate in the investigation of a security incident involving its data or conduct its own independent investigation, and that the applicant shall cooperate fully in such investigations.
3. The awardee agrees that the it shall be responsible for all costs incurred by the Program Administrator due to security incident resulting from the awardee'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 the voucher agreement. If the awardee experiences a loss or breach of data, the awardee shall immediately report the loss or breach to the Program Administrator. If the Program Administrator determines that notice to the individuals whose data has been lost or breached is appropriate, the awardee will bear any and all costs associated with the notice or any mitigation selected by the Program Administrator. 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.

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 voucher agreement plus three years.

vii. Transfer all project records to CARB or its designee at the end of the three year window described in (v) above.

g. Voucher Reimbursements:

i. Payment requests shall be made in accordance with the policies and requirements described in Section M (for mobility project vouchers) and Section W (for needs assessment vouchers) of this manual.

ii. Payment will not be made if the Program Administrator deems a milestone has not been accomplished or properly documented; documentation of the expense incurred or purchase order has not been provided or does not meet specifications and eligibility criteria set forth in this Implementation Manual or that claimed expenses are unreasonable, insufficiently documented, or invalid per the budget; or awardee has not met other terms of the voucher agreement.

h. Suspension of Payments and Early Agreement Termination:

i. Program Administrator reserves the right to issue a suspension order in the event that a dispute should arise. If issued, a suspension order will be in effect until the dispute has been resolved or the voucher agreement has been terminated.

ii. If the Project Lead (awardee) chooses to continue work on the project after a suspension order, awardee will not be reimbursed for any expenditure incurred during the suspension if the Program Administrator terminates the awardee.

iii. If CARB rescinds the suspension order and does not terminate the awardee, Program Administrator will reimburse applicant for any expenses incurred during the suspension that are reimbursable in accordance with the terms of the awardee.

iv. In accordance with Section Z.2.i.xxv.Termination, the Program Administrator reserves the right to terminate the voucher agreement upon 30 calendar days written notice to awardee. Upon termination, all remaining funds must be immediately returned to the Program Administrator.

i. Sectarian Organizations and Non-Public Schools Restrictions: Awardees are prohibited from using voucher funds to aid or support a sectarian purpose pursuant to California Constitution, article XVI, section 5. Awardees are also prohibited from using voucher 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 and the Program Administrator reserve the right to obtain additional information from applicants and voucher awardees 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 funding.

j. Voucher Agreement General Provisions:

i. Amendment: No amendment or variation of the terms of the voucher 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 voucher agreement is binding on any of the parties.

ii. Assignment: The voucher agreement is not assignable by awardee, either in whole or in part, without the consent of CARB and the Program Administrator.

iii. Availability of Funds: CARB's and the Program Administrator's obligations under the voucher agreement are contingent upon the availability of funds. In the event funds are not available, the Program Administrator and the State shall have no liability to pay any funds whatsoever to applicant or to furnish any other considerations under the voucher agreement.

iv. Audit: Awardee 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 the awardee and all State funds received. Awardee agrees to maintain such records for possible audit for a minimum of three years after the term of the voucher agreement is completed, unless a longer period of records retention is agreed to in writing by the Program Administrator and awardee. Awardee agrees to allow auditor 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, awardee agrees to include a similar right of the State to audit records and interview staff in any awardees related to performance of the agreement.

v. Compliance with law, regulations, etc.: Awardee 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.

vi. Computer software: Awardee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of the

voucher agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

vii. Confidentiality: No record which has been designated as confidential by CARB and/or the Program Administrator, or is the subject of a pending application of confidentiality, shall be disclosed by the awardee.

viii. Conflict of interest: Awardee certifies that it complies with applicable State and/or federal conflict of interest laws. Awardee 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 in the voucher agreement. Awardee must disclose any direct or indirect financial interest or situation that may pose an actual, apparent, or potential conflict of interest with its duties throughout the voucher agreement term. The Program Administrator may consider the nature and extent of any actual, apparent, or potential conflict of interest in awardee's ability to perform the project. Awardee must immediately advise the Program Administrator in writing of any potential new conflicts of interest throughout the voucher agreement term.

ix. Damages for breach affecting tax exempt status: In the event that any breach of any of the provisions of the voucher agreement by awardee shall result in the loss of tax exempt status for any State bonds, awardee shall immediately reimburse the State in an amount equal to any damages paid by or loss incurred by the State due to such breach.

x. Disputes: Awardee shall continue with the responsibilities under the voucher agreement during any dispute. Awardee may work in good faith with CARB and the Program Administrator to resolve any disagreements or conflicts arising from implementation of the voucher agreement. However, any disagreement that cannot be resolved at the management level within 30 calendar 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 rights or remedies that the parties may have under law.

xi. Environmental justice: In the performance of the voucher agreement, awardee 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.

xii. Fiscal management systems and accounting standards: Awardee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit

tracing of applicant funds to a level of expenditure adequate to establish that such funds have not been used in violation of State law or the voucher agreement. Unless otherwise prohibited by State or local law, awardee further agrees that it will maintain separate project accounts in accordance with generally accepted accounting principles.

xiii. Force majeure: Neither CARB nor awardee and the Program Administrator shall be liable for or deemed to be in default for any delay or failure in performance under the voucher agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, etc.

xiv. Governing law and venue: The voucher agreement is governed by and shall be interpreted in accordance with the laws of the State of California. Program Administrator and the awardee hereby agree that any action arising out of the voucher 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. Awardee hereby waives any existing sovereign immunity for the purposes of the voucher agreement.

xv. Awardee's responsibility for work: Awardee (Project Lead) 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. Awardee 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. Neither the State nor the Program Administrator will mediate disputes between an awardee and any other entity concerning responsibility for performance of work.

xvi. Indemnification: Awardee agrees to indemnify, defend and hold harmless the State, CARB, and the Program Administrator 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 an awardee or its subcontractors, and out of the operation of equipment that is purchased with voucher funds from this program.

xvii. Independent Contractor: Awardee, and its agents and employees, if any, in their performance of the voucher agreement, shall act in an independent capacity and not as officers, employees or agents of CARB or the Program Administrator.

xviii. Nondiscrimination: During the performance of the voucher agreement, awardee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or allow denial of family-care leave, medical-care leave, or pregnancy-disability leave. Awardee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

xix. No third party rights: The parties to the voucher agreement do not create rights in, or grant remedies to, any third party as a beneficiary of the voucher agreement, or of any duty, covenant, obligation or undertaking establish herein.

xx. Ownership: All information, data, documents, and intellectual property under the voucher agreement is the property of CARB; provided, however, that awardee shall have an unencumbered, royalty-free, perpetual license to use any such information, data, documents and intellectual property for all government purposes with prior approval by CARB. No information, data, documents, intellectual property received or generated under the voucher agreement shall be released to the public without CARB's approval.

xxi. 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. Awardee shall safeguard all such information or data which comes into their possession under the voucher agreement in perpetuity, and shall not release or publish any such information, data, or records.

xxii. Prevailing wages and labor compliance: If applicable, awardee agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, awardee shall monitor all agreements subject to reimbursement from the voucher agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.

xxiii. Professionals: For projects involving installation or construction services, awardee agrees that only licensed professionals will be used to perform services under the voucher agreement where such services are called for and licensed professionals are required for those services under State law.

xxiv. Severability: If a court of competent jurisdiction holds any provision of the voucher 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.

xxv. Termination: The Program Administrator may terminate the voucher agreement upon 30 calendar days written notice to awardee at any time prior to completion of the agreement upon violation by awardee of any material provision after such violation has been called to the attention of awardee and after failure of awardee to bring itself into compliance with the provisions of the voucher agreement. The Program Administrator also reserves the right to terminate the voucher agreement upon 30 calendar days written notice to awardee if the Program Administrator determines that the project has not progressed satisfactorily during the previous three months and awardee and the Program Administrator have been unable to agree on modifications. Upon termination, awardee must immediately return unused funds to the Program Administrator.

xxvi. Timeliness: Time is of the essence in the voucher agreement. Awardee shall proceed with and complete the project in an expeditious manner.

xxvii. Waiver of Rights: Any waiver of rights with respect to a default or other matter arising under the voucher 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 the voucher agreement are in addition to any other rights and remedies provided by law.

AA.DEFINITIONS

This section provides definitions of key project terms, organized by the following categories: eligibility criteria and project design; equipment and infrastructure; timelines; applications and vouchers; and organizations and roles.

1. Eligibility Criteria and Project Design

"Additional Transportation Enhancements" for the purposes of this program means activities or services that are directly supportive of, but not essential to, implementing the core project model. Up to 10 percent of total voucher amount requested can be spent on additional transportation enhancements. There are four examples for eligible types of additional transportation enhancements listed in this manual; others may be approved by CARB on a case-by-case basis.

“Bikesharing” or “Scooter-Sharing" for the purposes of this program means systems that make bicycles, electric bicycles (e-bikes), or electric scooters available to members on a short-term rental basis.

“Carpooling” and “Vanpooling” for the purposes of this program means the grouping of drivers and passengers with common origins and/or destinations into a shared vehicle. Carpooling is a “self-serve” system, meaning the driver is a traveler in the pool just like other passengers, as opposed to a hired driver as in shared taxi rides or ridehail services.

“Carsharing” for the purposes of this program means a service that provide members with access to an automobile through short-term rentals.

“Clean Vehicle Rebate Project (CVRP)” is a CARB program that provides financial incentives for purchases of light-duty zero emission vehicles in California.

“Community Transportation Needs Assessment” for the purposes of this program means a process of meaningful, broad-based community engagement and analysis to inform the design of mobility projects that are responsive to specific transportation needs of the community and to community preferences for mobility solutions.

“Core Project Model(s)” for the purposes of this program means the mobility service(s) to which most of the voucher funding is dedicated. There are five eligible core project models.

“Disadvantaged Community” for the purposes of this program means census tracts identified as disadvantaged by the California Environmental Protection Agency per SB 535. These census tracts are the top 25 percent in CalEnviroScreen 3.0. CalEnviroScreen 3.0 is a model that identifies California communities that are disproportionately burdened by, and vulnerable to, multiple sources of pollution.

“Eligibility Criteria” for the purposes of this program means minimum requirements for project elements that may or may not be included in a project design and associated voucher funding application in order to qualify for voucher funding.

“Existing Service” for the purposes of this program means a transportation service that currently operates in any location in the proposed Project Area.

“Hybrid and Zero Emission Truck and Bus Voucher Incentive Project (HVIP)” is a CARB program that provides financial incentives for purchases of zero-emission and hybrid trucks and buses, and low NOx natural gas engines.

“Infrastructure Improvements” for the purposes of this program means infrastructure improvements that directly support project vehicles and are essential to implementation of the core project model(s). There are six types of eligible infrastructure enhancements.

"Innovative Transit Services" or "Microtransit" for the purposes of this program means transit services that are demand-responsive (routes and/or frequency of service are determined dynamically based on customer demand) and capable of serving multiple riders simultaneously (not only a single rider service), including on-demand shuttles and circulators, paratransit services, and private sector transit solutions.

"Low-Income Community" for the purposes of this program means census tracts identified as low-income per AB 1550.

"New Service" for the purposes of this program means a transportation service that does not currently operate in any location in the proposed Project Area.

"One-Stop-Shop" is a CARB program that provides a single application tool for low-income consumers to qualify for and access CARB's Low Carbon Transportation Equity Projects.

"Project Area" for the purposes of this program means the geographic area where targeted project users reside, where services operate, and where infrastructure is installed.

"Public Right-of-Way (ROW)" for the purposes of this program means a property, owned by or granted through an easement to a public agency, which is made available to the public for travel purposes. ROW may include roadways, parking strips, and sidewalks.

"Resource Contribution" for the purposes of this program means assets contributed to the project to supplement voucher funding and support long-term sustainability. Assets do not need to be monetary, and applicants are not required to estimate the monetary value of the contributions.

"Ride-on-Demand Services" for the purposes of this program means an eligible core project model that includes on-demand rides for individuals, provided by taxi companies and transportation network companies (TNCs).

"Site Control" for the purposes of this program means the ability to utilize a site for infrastructure, as the owner or as party to a contract with the owner, free from deed-related restrictions.

"Solar on Multifamily Affordable Housing (SOMAH) Program" is a State of California program providing financial incentives for installing photovoltaic (PV) energy systems on multifamily affordable housing.

"Unincorporated Community" for the purposes of this program is defined as the area lying within the boundaries of the Counties that is not governed by a local municipal corporation (i.e., no city government represents the Project Area).

2. Equipment and Infrastructure

"Battery-Electric Vehicle (BEV)" for the purposes of this program means any vehicle that operates solely by use of a battery or battery pack, or that is powered primarily through the use of an electric battery or battery pack but uses a flywheel or capacitor that also stores energy produced by the electric motor or through regenerative braking to assist in vehicle operation.

"Docking Stations" for the purposes of this program means parking equipment for securing shared bicycles or scooters that includes built-in locking mechanisms and telecommunications technologies.

"Electric Bicycle (E-bike)" for the purposes of this program means a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts that disengages when brakes applied. Assembly Bill 1096, Statutes of 2015, Chapter 568 defines Class 1 and Class 2 e-bikes as follows:

a. **Class 1 Electric Bicycle:** E-bike with an electric motor that provides assistance only when pedaling and ceases assistance upon reaching 20 miles per hour (mph).

b. **Class 2 Electric Bicycle:** E-bike with a motor controlled by a throttle that may be used exclusively to propel the bicycle and ceases assistance upon reaching 20 mph.

"Electric Vehicle Supply Equipment (EVSE)" for the purposes of this program means a portable, pedestal-mounted, or wall-mounted unit that supplies electricity to charge the batteries of electric vehicles, also known as EV charging equipment.

a. **Level 2 EVSE:** For the purposes of this program, is defined as EVSE rated up to 240 volts alternating current (AC), up to 60 amperage [amps], and up to 19.2 kilowatts (kW).

b. **Direct Current Fast Charge (DCFC) EVSE:** For the purposes of this program, is defined as EVSE that is capable of delivering at least 50 kilowatts (kW) of power through direct current (DC).

"Fuel Cell Electric Vehicle (FCEV)" for the purposes of this program means any vehicle that receives propulsion energy from both an on-board fuel cell power system and either a battery or a capacitor. FCEV is equivalent to "Hybrid fuel cell vehicle."

"Light-Duty Vehicle" for the purposes of this program is defined as any motor vehicle with a gross vehicle weight rating of 10,000 pounds or less.

"Medium-Duty Vehicle" for the purposes of this program is defined as any motor vehicle with a gross vehicle weight rating more than 10,000 pounds and less than 26,000 pounds (vehicle classes 3 through 6 as categorized by the Federal Highway Administration) or under 30 feet in length.

"Neighborhood Electric Vehicle" for the purposes of this program is defined as a low-speed, zero-emission battery electric vehicle, typically designed to travel less than 35 miles per hour at a loaded weight of less than 3,000 pounds.

"Plug-In Hybrid Electric Vehicle (PHEV)" for the purposes of this program is defined as motor vehicle that combine a conventional gasoline-powered engine with a battery that can be recharged from the electrical grid.

"Quick-Build Infrastructure" for the purposes of this program is defined as a project that does not require major street construction and can be implemented by local agency staff crews.

"Solar Photovoltaic (PV) Equipment" for the purposes of this program means panels and related equipment for converting sunlight into electricity.

"Vehicle Telematics" for the purposes of this program means equipment that enables monitoring of vehicle performance and location using telecommunications technologies.

"Zero Emission Vehicle (ZEV)" for the purposes of this program is defined as motor vehicle equipped with clean technologies consistent with the State of California's zero emission vehicle regulations and standards, including battery-electric vehicles (BEVs), hydrogen fuel cell electric vehicles (FCEVs), and plug-in hybrid electric vehicles (PHEVs).

3. Timelines

"Application Submission Window" for the purposes of this program means the period during which voucher applications may be submitted to the Program Administrator for funding consideration. The period is defined by a start date/time and an end date/time.

"Operations Launch" for the purposes of this program is defined as the day that voucher-funded mobility projects begin operating mobility services available to local residents. This is the date when participants start using the service.

"Operations Period" for the purposes of this program defined as the period between the Operations Launch date and the end of the Voucher Agreement Term (at least 4 years).

"Planning and Construction Period" for the purposes of this program is defined as the period between the execution date of the voucher agreement and the Operations Launch date (up to 1 year).

"Voucher Agreement Term" for the purposes of this program is defined as the 5-year period in which Mobility Project Voucher projects must be built and operated, including a minimum 4 years of operations. For the Needs Assessment projects, the Voucher Agreement Term is 9 months.

"Voucher Funding Term" for the purposes of this program is defined as the 3-year period in which Mobility Project Voucher project activities are eligible for reimbursement through the Clean Mobility Options program. For the Needs Assessment projects, the Voucher Funding Term is equal to the Voucher Agreement Term and is 9 months.

4. Applications and Vouchers

"Approved Application" for the purposes of this program is defined as a qualified application that is awarded a voucher based on the first-come, first-served application evaluation process.

"Community Outreach Plan" for the purposes of this program is defined as a narrative plan that describes the targeted strategy to engage the identified community residents through outreach and education about the project. This plan is part of the Mobility Project Voucher application.

"Financial Sustainability Plan" for the purposes of this program is defined as a narrative plan that shows how the project can be sustainable after State funding is spent. This plan is part of the Mobility Project Voucher application.

"First-come, first-served" for the purposes of this program means the approach used by the Program Administrator to approve eligible applications based on the order in which they were received, starting at the beginning of the application submission window.

"Operating Contingency Plan" for the purposes of this program is defined as a narrative plan that describes how the project approach will be adjusted in the case of unexpected challenges around infrastructure development and utilization of the public right-of-way. This plan is part of the Mobility Project Voucher application.

"Qualified Application" for the purposes of this program is defined as an application that meets all minimum eligibility requirements and application requirements contained in the Program Implementation Manual.

"Voucher Agreement" for the purposes of this program is defined as a "promise to pay" that enables awardees to develop partnerships and incur costs with assurance that all eligible and approved costs will be reimbursed by the Program Administrator.

a. **Mobility Project Vouchers** are intended to support planning, development and implementation of clean mobility options projects.

b. **Needs Assessment Vouchers** are intended to support communities in identifying their transportation needs and evaluating gaps through a community transportation needs assessment process.

"Voucher Redemption" for the purposes of this program is defined as the process by which the Program Administrator provides payment to Project Lead for incurred expenses after the voucher agreement is executed.

"Voucher Expiration" for the purposes of this program is defined as the process by which a voucher becomes invalid and the Voucher Agreement is terminated when schedule requirements are not met.

"Voucher Renewal" for the purposes of this program is defined as the process by which the Program Administrator may approve an extension of schedule requirements to keep a voucher from expiring.

5. Organizations and Roles

"Clean Mobility Provider Directory" for the purposes of this program, means an informational resource that summarizes offerings from mobility operators in order to support lead applicants in identifying partners suitable for their communities in an informed and timely fashion.

"Community-based Organization (CBO)" for the purposes of this program is defined as an organization that:

a. Is place-based, with an explicit geographic focus area that includes the proposed Project Area.
b. Has staff members, volunteers, or Board members that reside in the community where the project is located.
c. Has a demonstrated track record of at least one year providing services in the proposed Project Area.

"Experienced Partner" for the purposes of this program is defined as an organization on the project team with at least one year of experience operating mobility services.

"Lead Applicant" for the purposes of this program is defined as an entity that submits an application to the Program Administrator to assume responsibility for managing a clean mobility options project or a community needs assessment project, meet project milestones, and achieve the goals of the CMO Voucher Pilot Program.

"Mobility Operators" for the purposes of this program is defined as entities that lead the development and implementation of systems for operating a mobility service, bringing together back-end systems such as user databases and payment platforms with front-facing activities such as vehicle fleet maintenance and day-to-day service provision.

"Program Administrator" for the purposes of this program means the team led by CARB's grantee, CALSTART that is responsible for administration of the program on behalf of CARB.

“Project Lead” for the purposes of this program means the voucher awardee**.** Lead Applicants become Project Leads when they are awarded a voucher. The Project Lead enters into an agreement with the Program Administrator assuming responsibility for managing a clean mobility options project or a community needs assessment project, meeting project milestones, and achieving the goals of the CMO Voucher Pilot Program.

“Registered Vendor” for the purposes of this program is defined as a vendor that may receive direct payment from the Program Administrator, upon request by the Project Lead and approval by the Program Administrator.

“Sub-Applicant” for the purposes of this program is defined as entities that enter into a partnership with the lead applicant and other eligible organizations to apply for the CMO Voucher Pilot Program.

BB. LIST OF ACRONYMS

AB	Assembly Bill
AC	Alternating Current
ADA	Americans with Disabilities Act
AQIP	Air Quality Improvement Program
BEV	Battery Electric Vehicle
BIA	Bureau of Indian Affairs
CARB	California Air Resources Board
CBO	Community-Based Organization
CEQA	California Environmental Quality Act
CFR	Code of Federal regulations
CHAdeMO	Charge de Move (equivalent to move using charge)
CMO	Clean Mobility Options
CVRP	Clean Vehicle Rebate Project
DAC	Disadvantaged Community
DC	Direct Current
DCFC	Direct Current Fast Charger
EVSE	Electric Vehicle Supply Equipment
FCEV	Fuel Cell Electric Vehicle
FY	Fiscal Year
GGRF	Greenhouse Gas Reduction Fund
GHG	Greenhouse Gas
GPS	Global Positioning System
GVWR	Gross Vehicle Weight Rating
HSC	Health and Safety Code
HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project
KBB	Kelley Blue Book
kW	Kilowatts
kWh	Kilowatt-hour
LCFS	Low Carbon Fuel Standard
MaaS	Mobility as a Service
MOU	Memorandum of Understanding
NEV	Neighborhood Electric Vehicle
OEM	Original Equipment Manufacturer
PHEV	Plug-in Hybrid Electric Vehicle
PTO	Permission to Operate
PV	Photovoltaic
SAE CCS	Society of Automotive Engineers Combo Charging System
SB	Senate Bill
SOMAH	Solar on Multifamily Affordable Housing Program
STEP	Sustainable Transportation Equity Project
TNC	Transportation Network Company
U.S. EPA	U.S. Environmental Protection Agency
WAV	Wheelchair Accessible Vehicle
ZEV	Zero-Emission Vehicle

APPENDIX A
Mobility Project Voucher Application

MOBILITY PROJECT VOUCHER APPLICATION

To apply for a Mobility Project Voucher, please complete this application by answering all required questions in the boxes, provide all relevant documentation and signatures, and submit the application to the Program Administrator in accordance with the eligibility terms and other requirements set forth in the CMO Implementation Manual. Answers to the application questions will be evaluated and determined to meet or not meet the minimum eligibility criteria set forth in the CMO Implementation Manual. Answers are not scored using a points-based system.

All fields with numbered questions are required. Questions lettered and in **blue** font are conditional questions that may be required based on certain previous responses. There is no minimum or maximum word count for individual questions or the application as a whole. All applications must include the following attachments with their application using sample worksheets provided herein. The electronic copies are available on the CMO website at www.cleanmobilityoptions.org.

Attachment 1. Mobility Project Voucher Budget Worksheet

Attachment 2. Infrastructure Sites and Needs Profile Worksheet

Attachment 3. Team Profile Worksheet

In order to be evaluated, the entire application must be completed and submitted as one package, including all required attachments; incomplete applications may not be considered. Applications submitted outside of the application submission window will also not be considered.

All information and data submitted in this application are the property of CARB and will become a public record under the Public Records Act (California Government Code Section 6254 et seq.) once the applicant has submitted the application. Do not include any personally identifiable information such as project staff home addresses, personal phone numbers, or personal email addresses. The Program Administrator may require additional documentation or clarification if needed.

If you need this document in an alternate format or language or to request other assistance with submitting the application, contact CALSTART at 626-744-5670 or by email at info@cleanmobilityoptions.org. **If additional space is needed in any section of the application, please attach a separate sheet.**

PROJECT TEAM PROFILE

This section collects information about the project team.

1. Lead applicant ("you" or "your") general contact information: (write in)

Organization Name/ Agency Name/ Tribe Name:	**Authorized Representative Name:**
Project Lead Contact Name and Title:	**California-Based Affiliate Contact (if different from the Lead Contact Name):**
Person with Contract Signing Authority (if different from above):	
Street Address or P.O. Box:	
Organization City/Town:	**Zip Code:**
Project Lead Phone:	**Project Lead Email Address:**
Mailing Address (if different):	
☐ I have read and understood the terms and conditions of the Sample Voucher Agreement *(can be found in the Implementation Manual for The Clean Mobility Voucher Pilot Program, Appendix C: Mobility Project Voucher Sample Voucher Agreement).*	

I hereby certify under penalty of perjury that all information provided in this application and any attachments are true and correct.

Printed Name of Responsible Party:	**Title:**
Signature of Responsible Party:	**Date:**

2. Please select your organization's type:

(select one)

- □ **Public agency.** For example, City, County, Metropolitan Planning Organization, Council of Government, local or regional transit agency, local air quality management district, air pollution control district, public school district.
- □ **California Native American Tribe.** A Federally Recognized Tribe in California listed on the most recent notice of the Federal Register and other non-federally recognized California tribal governments, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission
- □ **Non-profit organization**. The non-profit organization have been incorporated for at least one year prior to the time of voucher application submittal and with at least one full-time staff person based in California

3. **Please describe your organization's background and qualifications, such as history of local engagement, key areas of expertise, and your experience working with disadvantaged and low-income communities or tribes. Please identify how this background enables you to efficiently and effectively implement this project.**

(write in)

4. **Does your application include a sub-applicant(s)?**

(select one)

- □ **Yes**
- □ **No**

Note: Sub-applicants are entities other than the lead applicant who enter into a partnership with other eligible organizations to apply for voucher funds. Sub-applicants may include but are not limited to organizations that provide clean mobility services, EVSE and other related infrastructure, community outreach services, and technical assistance. Sub-applicants may be public, private, or non-profit organizations or tribes. A single entity may participate as sub-applicant in multiple applications.

Conditional (4a):

a. If your application includes sub-applicants, please attach a Team Profile Worksheet (Attachment 3) and write, "attached" in the box below with any comments.

(write in)

Note: If applicable, you must include a description of the team's qualifications, such as history of local engagement, key areas of expertise, or concrete examples of applicant representing or advocating in and for their community.

5. **What is the name of an organization on your team with at least one year of experience operating mobility services (experienced partner), and what role they play?**

Provide the name, title, and contact information of the individual, their affiliation/organization:
(select one) □ **Self** □ **Sub-applicant** □ **Don't know yet; will select from the Mobility Provider Directory, or an entity who meets the minimum qualification criteria, and contract within 3 months of the voucher agreement execution date.**

Note: Each team must include an organization with at least one year of experience operating mobility services. This organization may be the entity operating the proposed service, or it may serve in another capacity such as project technical advisor. If the experienced partner is not included on the project team as lead applicant or sub-applicant at the time of application, the lead applicant must commit to contract with either an entity listed in the Clean Mobility Provider Directory or an entity who meets the minimum qualification criteria to be on the Directory but not currently listed, within 3 months of the voucher agreement execution date. All mobility providers listed in the Directory have been screened to ensure they meet the minimum level of experience to satisfy this requirement.

Conditional (5a):

a. **If you have an "experienced partner" or a mobility service provider on your team, please outline their experience operating mobility services for at least one year, including location and type of service.**

(write in)

6. **Do all partners included in your application team have full support and approval from decision-makers in their organization (e.g. Board of Directors, City Council, Tribal Council, or other governing body, etc.) to participate in the project as proposed?**

(select one)

- □ **Yes**
- □ **No**

Note: Applications may be processed pending final approval from internal decision-makers; however, proof of approval is required prior to signing the voucher agreement.

Conditional (6a):

a. **If any application team members still require approvals to participate in the project, please state which member(s), who has the authority to approve, the process for approval, and anticipated approval timelines.**

(write in)

PROJECT NARRATIVE

This section collects information about the project proposal. The project should aim to equitably improve communities' access to clean mobility options that are safe, reliable, convenient, and/or affordable while reducing greenhouse gas emissions and air pollution. The project must be based on identified community transportation and mobility needs. Applicants must describe the activities that were taken to assess community transportation needs in a subsequent section.

7. **Please describe the project proposal.**

(write in)

Note: The response must address all of the following:

- *Project name*
- *Define project goals and main objectives.*
- *What types of mobility services or technologies will be employed?*
- *If you seek funding for expanding an existing mobility service, describe how your proposal will result in increasing ridership or use of an existing mobility service.*
- *Who are the intended users/riders?*
- *Is there any additional transportation enhancement beside the core project model? Explain.*
- *Where will service(s) be provided?*

- *What types of trips or destinations will be served?*
- *What equipment or infrastructure will be deployed?*
- *How will each team member contribute to various elements of the project?*

8. What are the core project model(s) included in your project? (If applicable, enter percentage amount of voucher funds allocated to each model):

(select at least one and all that apply)

_____ Carsharing
_____ Bike or Scooter-sharing
_____ Carpooling
_____ Vanpooling
_____ Innovative transit services
_____ Other ride on-demand services

Note: Projects support by CMO voucher funds must be based on one or more core project models listed here. Please see Section E. Project Eligibility in the CMO Implementation Manual for definitions and eligibility criteria.

9. Which of the following categories of infrastructure does your proposal include?

(select all that apply)

□ Level 2 Electric Vehicle Supply Equipment (EVSE)
□ DC Fast Charging Equipment
□ Bicycle and Scooter Infrastructure
□ Solar Photovoltaic (PV)
□ Hydrogen Refueling Station
□ None

Conditional (9a):

a. For each category listed above (except "none"), please complete and attach the Infrastructure Site and Needs Profile Worksheet (Attachment 2) for all that apply and write in "attached" in the box along with any comments.

(write in)

10. Does your project include any additional transportation enhancements that are <u>not listed</u> in Section E.3 of the Program Implementation Manual?

(select one)

- □ **Yes, and I hereby request an approval.**
- □ **No, our project includes a proposed additional transportation enhancement that is listed in the Implementation Manual.**

Conditional (10a):

a. If yes, please explain the proposed transportation enhancement.

(write in)

Note: Additional transportation enhancements are intended to be supplemental and not essential to the core project model. If your enhancement is not approved, the project should still be able to operate effectively. The Program Administrator may require additional information and data to evaluate your request.

11. Please describe the key activities you will conduct for project development and operations, project milestones and the timeline needed to successfully launch the project and operate the service for at least 4 years.

(write in)

<u>COMMUNITY TRANSPORTATION NEEDS ASSESSMENT</u>

This section collects information about the applicant's activities to understand the transportation needs of residents in the area consistent with the program requirements set forth in the CMO Implementation Manual. Applicants must demonstrate that the proposed project is responsive to transportation needs and community preferences for the transportation solutions identified through meaningful, broad-based engagement. The community transportation needs assessment must be completed by the time of application submission and be a basis for the project idea. Applicants may rely on existing assessments and activities done in past 4 years if they are consistent with the requirements and conditions as defined. ***The entire project area must be represented in the Community Transportation Needs Assessment.***

12. What data sources and indicators have you used to develop a Transportation Access Data Analysis? Please attach a copy of the resident survey used in your analysis.

(write in)

*Note: The response should list data sources and/or accessibility indicators (**a resident survey is required, in addition to a minimum of three data sources or indicators** from section b below). Data sources and accessibility indicators include but are not limited to:*

a. *Surveys of residents regarding existing travel behavior. Surveys may be administered through in-person interviews, paper or online questionnaires, and options must be provided for residents that do not have access to a computer or the internet.*
b. *Accessibility indicators:*
   i. *U.S. EPA Walkability Index*
   ii. *Vehicle ownership per household (from Census American Community Survey)*
   iii. *Cost of existing transit and average cost per week for fueling car*
   iv. *Median household income*
   v. *Access to job opportunities (from LEHD-LODE)*
   vi. *List any existing shared clean mobility projects in the community (ex. bikeshare, electric shuttle or buses, electric carshare, etc.); existing public transit stops; and/or existing bicycle routes.*

A complete list of all indicators and how to access them is available on the CMO website at https://www.cleanmobilityoptions.org/project-development-tools/

13. Based on your Transportation Data Analysis, what are the community's main travel patterns and transportation gaps?

(write in)

Note: The response must provide a summary analysis with key conclusions about travel patterns and transportation gaps (e.g. a Transportation Access Data Analysis) in the community based on the sources above. The purpose of this response is to provide an objective demonstration of needs that can be validated.

14. What types of meaningful, representative, community engagement activities have been conducted to assess the community's transportation needs? (The response must include at least two types of engagement activities).

(write in) 1. 2.

Note: The response must discuss community engagement activities done through at least two engagements such as workshops, community meetings, house meetings, focus groups, interviews, or other direct interface with residents. The purpose of holding at least two engagement activities is to increase opportunities for stakeholder residents to provide input. For each, include the approximate date, location, and number of attendees or participants, and what measures were taken to ensure that the combination of activities provided residents with an equitable opportunity to participate.

15. What were the main transportation and mobility needs identified by the community engagement activities outlined? Describe in detail.

(write in)

Note: The response should provide a comprehensive description of the range of transportation needs identified through community engagement, including those not addressed the proposed project. Needs describe the problem, obstacle, challenge, or "gap;" rather than the solution itself. Please address in particular:

a. What transportation needs have been expressed?
b. What were the most commonly expressed transportation needs?
c. Which of these needs does your project address?
d. If your proposal does not address the most significant needs, why not?

16. How does your proposed project contribute to addressing the needs and preferences for transportation solutions expressed by the community in the needs assessment?

(write in)

Note: the response should provide a comprehensive description of the range of preferred transportation solutions identified through community engagement, including those not addressed the proposed project. Please address in particular:

a. What preferences for transportation solutions have been expressed?
b. What were the most commonly expressed preferences for transportation solutions?

c. *Which of these solutions does your project provide?*
d. *If your project does not provide the most popular transportation solution, why*

17. When were the needs assessment activities described above completed?

(write in)

Note: Needs assessments must have been completed within the past four years. However, to use the needs assessment expenses as part of the applicant's Community Resource Contribution, it must have been completed within the past year.

18. Attach the Summary Report of your community transportation needs assessment. Write in "attached" in the box along with any comments.

(write in)

Note: The report must provide a summary of the outcomes of the assessment. The application must demonstrate a direct connection between the needs assessment conclusions included in the report and a proposed project model (e.g. target community/audience, scale of project, project model).

PROJECT AREA PROFILE

This section collects information about physical boundaries of the project in relation to the requirement that project benefit disadvantage and low-income communities as defined. The project area is the geographic area where end-users reside, where services are based, and where infrastructure to be installed (it does not correspond to destinations or routes). Up to 20 percent of voucher-funded infrastructure and services may be located outside the project area, with documentation of supportive community input reflecting community-identified needs.

19. Which of the following geographies is your Project Area located within?

(select at least one and all that apply)

- □ SB 535 Disadvantaged Communities: Census tracts in the top 25 percent of CalEnviroScreen 3.0 scores.
- □ Affordable housing facility consistent with the CMO requirements.
- □ Tribal lands within AB 1550-designated low-income communities or SB 535 Disadvantaged Communities. For the purposes of this criterion, "tribal lands" includes any property owned by a California Native American tribal authority and is not limited to federally recognized reservations.

Note: For the purposes of CMO Voucher Pilot Program, the affordable housing facility must meet the following criteria:

a. *The property must have at least five units.*
b. *The property must be deed-restricted low-income residential housing, where at least 80 percent of property residents have incomes at or below 60 percent of the area median income.*

Conditional (19a-d):

a. If your project area is within an affordable housing facility, please provide the address of the facility or facilities.

(write in)

b. If your project area is within an affordable housing facility, please explain how each property meets the affordability requirements including, (1) list the total number and breakdown of deed-restricted units; and (2) list the affordability/income mix of each property and how it meets the requirement of at least 80 percent of property residents with incomes at or below 60 percent of the area median income. In addition, please provide a copy of a recorded deed restriction, regulatory agreement or covenant that restricts the property to low-income residential housing as defined in the California Public Utilities Code Section 2852(a)(3)(A)(i) and has at least 10 years remaining on the term of the property's affordability restrictions. Properties with fewer than 10 years remaining that are willing to extend affordability requirements for a total of 10 years must provide proof of completed extension of affordability restrictions from a state or local agency. Write in "attached" in the box along with any comments.

(write in)

c. If your project area eligibility is based on location on tribal lands, please provide the name of the reservation, or if not part of a reservation, the address of the tribally owned facility.

(write in)

d. If your project area eligibility is based on location in the CalEnviroScreen 3.0 Disadvantaged Community, please identify the census tract and ranking score in CalEnviroScreen 3.0.

(write in)

20. Describe the boundaries of the Project Area in <u>only one</u> of the following ways: (a) If Project Area boundaries are the same as census tract boundaries, list the census tracts, (b) provide a map showing the geographic boundaries and attach it to your application, (c) describe the boundaries using street names and cross streets.

(write in)

21. What is the population size of the project area? Please include your source.

(write in)

22. Are you submitting application(s) for project area(s) that are located entirely inside unincorporated areas (i.e. no city government represent the area)? <u>Note: This question and its following conditional questions are not applicable for project areas on tribal lands.</u>

(select one)

- □ **Yes**
- □ **No**

Note: If the answer is yes, you may submit up to three applications. Multiple project proposals are allowed only for cases where a lead applicant is applying for projects that are located entirely in unincorporated County jurisdictions and therefore are not represented by city governments. If the answer is no, you may only submit one application in the course of each application submission window.

Conditional (22a-b):

a. If you are submitting more than one application (up to three applications are allowed if the entire project area(s) are located in unincorporated communities), are the project areas located entirely within unincorporated county jurisdiction?

(write in)

b. Please indicate the location(s).

(write in)

<u>PROPOSED BUDGET AND PLAN FOR FINANCIAL SUSTAINABILITY</u>

This section in addition to Attachment 1 collects information about the proposed budget and your plan for financial sustainability. Projects must operate for at least 4 years from the date that operations fully launch (when participants start using the service). This period is referred to as the Project Operation Period. In this section, applicants must describe strategies for maintaining

the proposed services at least throughout the project operations period in the required Financial Sustainability Plan in their application.

23. Please indicate the total voucher amount you are requesting in this application.

(write in)
$

24. Please indicate your project type, according to the criteria in Section E.4 of the Implementation Manual (select one):

(select one)

- □ New service (maximum award of $1,000,000)
- □ Existing service (maximum award of $600,000)
- □ Combination of New Service and Existing Service (**maximum award of $1,000,000**)

Note: New Service is defined as a mobility service that is not currently operating in any location within the proposed project area. Existing Service is defined as a mobility service that is currently operating in some locations of or the entire proposed project area. See Section E.4 of the CMO Implementation Manual for project examples.

25. Attach a "Mobility Project Voucher Budget Worksheet" (Attachment 1) that quantifies the financial requirements needed to develop and implement the project throughout the 5-year voucher agreement term. Write in "attached" along with any comments.

(write in)

Note: Voucher funding may include Vehicles, Charging and Fueling Equipment, Bicycle/scooter infrastructure, Outreach and Marketing Cost, Planning/Capital/Operations/Voucher Administration Costs, and Additional Transportation Enhancements.

26. Describe your strategies for maintaining the proposed service(s) for a minimum of 4-year project operation period.

(write in)

Note: This response must explain the relationship between voucher funding that, by definition, will support the project for up to 3 years (i.e. up to 1 year of project planning and 2 years of full operations), and the resources required to fully operate the project for at least 4 years (as outlined in the Mobility Project Voucher Budget Worksheet) consistent with the financial sustainability requirement.

27. Describe your strategies for ensuring vehicles and equipment continue to serve the community if operation discontinues after the 4 year voucher agreement term.

(write in)

COMMUNITY RESOURCE CONTRIBUTION

28. Describe at least five types of Community Resource Contributions that are being provided to meet the requirements described in Section J.7 of the CMO Implementation Manual.

(write in)
1.
2.
3.
4.
5.

Note: For a complete list of eligible community resource contributions, please refer to Table 3. Section J.7 in the CMO Implementation Manual.

29. Attach at least one supporting document for each of the five Community Resource Contributions proposed in your previous response. Write in "attached" along with any comments.

(write in)

COMMUNITY OUTREACH PLAN

This section collects information about the applicant's plans to engage with the community and promote the service throughout operations.

30. Describe, in detail, your plan to engage the community residents through outreach and education to prepare for the launch of the project and throughout the project's operations. Identify key project stages in which outreach will occur, key partners, their roles for outreach and education, and their knowledge and experience within the community that will enable them to do successful outreach.

(write in)

Note: The response should consider and discuss target audience, with consideration of promoting users of service / riders, groups in communities to reach, workplaces, destinations, and Multi-Unit Dwellings. See Section J.8 of the CMO Implementation Manual for details.

31. Describe how you will engage with other community stakeholders affected by the project.

(write in)

Note: The following should be considered and discussed in the response: local businesses, residents, or other stakeholders who may be affected by new construction or other aspects of the project. Please discuss specific events, materials, audiences, and approaches. See Section J.8 of the CMO Implementation Manual for details.

ATTESTATIONS AND SIGNATURE

1. I, the authorized officer to represent and sign this application on behalf of my organization/tribe as the Lead Applicant, have read, understand and agree to abide by all of the requirements, terms and conditions in the CMO Implementation Manual;
2. I attest to all of the following:
    a. Our organization/tribe is not an existing CARB Clean Mobility Options grantee or sub-grantee and requesting funding for expanding the same type of project in the same project area;
    b. Our team includes at least one team member with the minimum one year of experience operating mobility services or we commit to select a mobility service provider from the Directory or an entity who meets the minimum qualification criteria within 3 months from the voucher agreement execution date;
    c. If we are applying for voucher funding for infrastructure:
        i. We understand and agree to comply with CEQA requirements set forth in the CMO Program Implementation Manual;
        ii. We understand the required permits and necessary permissions to operate the project service(s);
        iii. The infrastructure will be used primarily to support the service of our core project model;
    d. If we are using a TNC for the core project model, services will always operate by zero-emission vehicles;
    e. Our team complies with all applicable State and/or federal conflict of interest laws; and
    f. All information provided in this application and any attachments are true and correct.

Signed by the authorized officer:

Name:	**Signature:**
Title:	**Date:**

Applications may be submitted by email at application@cleanmobilityoptions.org , or by mail to the following address:

PLEASE RETURN SIGNED DOCUMENTS TO:
Attention: Clean Mobility Options
CALSTART
48 South Chester Avenue
Pasadena, CA 91106
www.cleanmobilityoptions.org

ATTACHMENT 1. Mobility Project Voucher Budget Worksheet

This attachment includes a budget worksheet that is a required supplement to be submitted with applications to Mobility Project funding for the Clean Mobility Options Voucher Pilot Program in 2020. Applicants requesting funding for Mobility Projects must complete all required fields in the worksheet and submit it with their application.

This worksheet has 3 sections:

Section 1. Project Components (columns a and b): Describes given expense categories as defined in the Implementation Manual (column a) followed by specific items needed for individual projects (column b). Applicants should list all items in the "item description" column (column b) that require funding to launch and operate the project during both the Voucher Funding Term (i.e. up to one year of launch and two years of operations) and for the two additional years of operations after the Voucher Funding Term ends. Applicants may add or delete rows as necessary.

Section 2. Voucher Budget (columns c through h): Describes the quantitative voucher request (columns c through e) and provides an annual breakdown of that request for each of the 3 years of the Voucher Funding Term (columns f through h). When describing the voucher request, the applicant must specify a unit that the cost will be based on (e.g. per hour, month, etc.) in column d, specify the number of units that will be needed for the entire Voucher Funding Term, and multiply those figures to determine the total voucher amount by item in column e. Applicants may use their discretion to determine what units and number are most appropriate. Please note that the total voucher amount by item column (e) does not automatically sum, so applicants must calculate this input manually.

Applicants must summarize all the costs indicated in column e in the "Grand Total - Voucher Funding Term (Voucher Funds)" row. If approved, this will become the **total voucher amount**. If the applicant uses an auto-sum feature to calculate the total amount, it is the applicant's responsibility to ensure that the calculation is accurate. Applicants may provide any explanatory notes in the notes section.

Section 3. Other Funds Budget (columns i and j): Describes the funding needed to operate the project during years 3 and 4 of operations by year. Funding in this period corresponds to expenses that are expected to be incurred and will be covered by funds other than the voucher. This section is used as a basis to develop the applicant's plans for financial sustainability which the applicant must discuss in the body of the application. There are no minimum costs for this period, but the applicant must provide a true and accurate representation of the costs that are expected to be incurred to continue to effectively operate the service for the remainder of the

Voucher Agreement Term. Applicants must summarize columns i and j in the "Grand Total – Other Funds Budget (Non-CMO Funds)" row.

Instructions:

1. Complete the table by entering data in **blue** cells. Do not enter data in grey or white cells.
2. Add or delete rows as necessary.
3. Manually ensure that all subtotals and calculations are correct. The entire sheet is "unlocked" and it is the applicant's responsibility to ensure accuracy.

Cost Minimums and Maximums:

Applicants must ensure that voucher individual amounts and category totals comply with allowable voucher amounts in the Implementation Manual (see Section F in the CMO Implementation Manual). Applicants may use the "Category Eligibility Check Worksheet" to ensure that they meet eligibility requirements for categories that have minimum and maximum requirements. Please note in particular the following requirements by category:

- ***Outreach and Marketing Costs***: Minimum of $25,000 or 10 percent of total voucher amount, whichever is more; maximum of 30 percent of total voucher amount.
- ***Voucher Administration Costs:*** Maximum 15 percent of total voucher amount.
- ***Bicycle/Scooter Infrastructure and Installation:*** Maximum of 300 percent of amount of electric bicycle/scooter vehicles or 200 percent of amount of non-electric bicycle/scooter vehicles amount.
- ***Additional Transportation Enhancements***: Maximum of 10 percent of total voucher amount.

Applications with budgets that do not conform to eligibility requirements will be deemed ineligible.

Additional Information:

All costs will be reimbursed on a reimbursement basis only (e.g. after an approved cost has been incurred and properly documented) in accordance with requirements for allowable use of funds and voucher and payment processing. For labor hours, costs listed must be for cost recovery only (e.g. no profit). The Program Administrator may request clarification, additional detail, and/or a financial audit prior to and after the prospective funding award. Applications will not be processed unless these worksheets are fully completed and included in the application. **Technical Assistance is available to help applicants complete the worksheet. Please see www.cleanmobilityoptions.org for contact information.**

Mobility Project Voucher Budget Worksheet (INCLUDES SAMPLE INFORMATION)

Instructions: Enter data in blue cells. Do not enter data in grey or white cells. Add rows as necessary. The entire sheet is "unlocked" and it is the applicant's responsibility to ensure that subtotals and calculations are accurate. Voucher amounts and category totals must comply with allowable voucher amounts in the Implementation Manual. It is recommended that applicants additionally complete the optional "Category Eligibility Check Worksheet" in the table below to ensure that they meet eligibility requirements for categories that have minimum and maximum requirements.

Section 1. Project Components		**Section 2. Voucher Budget**						**Section 3. Other Funds Budget**	
		Description of Voucher Request			Annual Budget Breakdown for **Voucher Funding Term** (3 Years Total)			Annual Budget Breakdown for Expenses Needed to Operate During **Years 3-4 of Operations** (2 Years Total)	
(a) Expense Category	(b) Item description	(c) Voucher amount requested per unit or hour ($)	(d) Number of units or hours requested	(e) Total voucher amount by item ($)	(f) Project Launch (Up to 1 Year) ($)	(g) Year 1 of Operations ($)	(h) Year 2 of Operations ($)	(i) Year 3 of Operations ($)	(j) Year 4 of Operations ($)
Motor Vehicles and Associated Hardware	New 2020 GM Bolt EV	$40,000	5	$200,000	$200,000	n/a	n/a	$0	$0
	Used 2017 GM Bolt EV	$25,000	2	$50,000	$50,000	n/a	n/a	$0	$0
Bicycles and Scooters	2020 Xtracycle Edgerunner cargo bicycle	$3,500	5	$17,500	$17,500	n/a	n/a	$0	$0
	2020 Radpower Radwagon cargo bicycle	$1,875	8	$15,000	$15,000	n/a	n/a	$0	$0
Charging/Fueling Equipment and Installation	Level 2 charger equipment and installation	$25,000	2	$50,000	$50,000	n/a	n/a	$0	$0

	Backup Level 1 charger units and installation	$2,000	2	$4,000	$4,000	n/a	n/a	$0	$0
Bicycle/Scooter Infrastructure and Installation *(Maximum 300% of amount of electric bicycle/scooter or 200% of non-electric bicycles/scooter amount)*	Bicycle lockers with charging and installation	$3,000	5	$15,000	$15,000	n/a	n/a	$0	$0
	Bicycle charging equipment and installation	$2,000	5	$10,000	$10,000	n/a	n/a	$0	$0
	Quick build infrastructure	$50,000	1	$50,000	$50,000	n/a	n/a	$0	$0
Planning Costs	Planning – manager hours	$20/hr	400 hrs	$8,000	$8,000	n/a	n/a	$0	$0
	Planning – associate hours	$10/hr	100 hrs	$1,000	$1,000	n/a	n/a	$0	$0
Outreach and Marketing Costs *(Minimum $25,000 or 10% of total voucher, whichever is more; maximum of 30% of total voucher)*	Outreach – manager time	$20/hr	2500 hrs	$50,000	$20,000	$20,000	$10,000	$5,000	$5,000
	Marketing – manager time	$20/hr	2000 hrs	$40,000	$20,000	$10,000	$10,000	$10,000	$10,000
	Printed flyers and posters	$1,500	3 batches	$4,500	$1,500	$1,500	$1,500	$1,500	$1,500

	Meeting events	$1,000	5 events	$5,000	$3,000	$1,000	$1,000	$1,000	$1,000
Operations and Maintenance Costs	Driver 1	$20/hr	4000 hrs	$80,000	$0	$40,000	$40,000	$40,000	$40,000
	Driver 2	$20/hr	4000 hrs	$80,000	$0	$40,000	$40,000	$40,000	$40,000
	Operations manager	$20/hr	4000 hrs	$80,000	$0	$40,000	$40,000	$40,000	$40,000
	Bicycle mechanic	$20/hr	1000 hrs	$20,000	$0	$10,000	$10,000	$10,000	$10,000
	Bicycle parts	$1,000	5 bicycles	$5,000	$0	$2,500	$2,500	$2,500	$2,500
Voucher Administration Costs *(Maximum 15% of total voucher)*	Director	$40/hr	2000 hrs	$80,000	$40,000	$20,000	$20,000	$20,000	$20,000
	Office manager	$15/hr	2000 hrs	$30,000	$10,000	$10,000	$10,000	$10,000	$10,000
	Travel	$1000/yr	3 yrs	$3,000	$1,000	$1,000	$1,000	$0	$0
	Printing	$300/yr	3 yrs	$900	$300	$300	$300	$300	$300
	Mailing	$300/yr	3 yrs	$900	$300	$300	$300	$300	$300
	Office rent	$500/mo	36 months	$18,000	$6,000	$6,000	$6,000	$6,000	$6,000
Additional Transportation Enhancements *(Maximum 10% of total voucher)*	n/a	n/a	n/a	$0	$0	$0	$0	$0	$0
Grand Total									
Grand Total - Voucher Funding Term (Voucher Funds)		n/a	n/a	**$917,800**	$522,600	$202,600	$192,600	n/a	n/a
Grand Total - Other Funds Budget (Non-CMO Funds)		n/a	n/a	n/a	n/a	n/a	n/a	$186,600	$186,600

Optional: Category Eligibility Check Worksheet
Instructions: Calculate sums in "Category Total" and "Applicable Denominator" Columns. User may need to adjust example formula if additional rows were manually inserted above.

Cost Category	Eligibility Requirement Summary (See Implementation Manual for Details)	Category Total	Applicable Denominator	Percentage	Conforms to Eligibility Requirement?
Outreach and Marketing Costs	Minimum $25,000 or 10% of total voucher, whichever is more; maximum of 30% of total voucher	$99,500	$917,800	10.8%	Yes. More than $25,000 and between 10% and 30% of total voucher request.
Voucher Administration Costs	Maximum of 15% of total voucher amount	$132,800	$917,800	14.5%	Yes. Less than 15% of total voucher request.
Bicycle/Scooter Infrastructure and Installation	Maximum of 300% of amount of electric bicycle/scooter vehicles or 200% of amount of non-electric bicycle/scooter vehicles amount	$75,000	$32,500	230.8%	Yes. Less than 300% of requested voucher funds for electric bikes/scooters.
Additional Transportation Enhancements	Maximum of 10% of total voucher amount	$0	$0	n/a	Yes. Less than 10% of total voucher request (nothing in this category requested).

Notes:

ATTACHMENT 2. Infrastructure Site and Needs Profile Worksheet

This worksheet is a required supplement for applications to Mobility Project funding with the Clean Mobility Options Voucher Pilot Program in 2020. Applicants requesting funding for any of the following categories of infrastructure must complete this worksheet and submit with their application.

- Level 2 or DC Fast Charger EVSE
- Bicycle and Scooter infrastructure
- Solar Photovoltaic Equipment
- Hydrogen Fueling Infrastructure

Applications that do not include funding requests for specified infrastructure should not submit this worksheet.

Instructions: First, complete *Section I. Overvie*w, then complete those subsections of *Section II. Infrastructure Site and Needs Profile by Category* that are relevant to your project proposal and only for categories that correspond to the funding application. You may optionally remove subsections in Section 2 that correspond to irrelevant categories.

Additional Information: All applicants requesting funding for specified infrastructure must fully complete all applicable sections in the worksheet below according to the instructions provided. Applications may not be processed unless this worksheet is fully completed and included in the application. Equipment or approaches that do not meet eligibility criteria will not be approved. **Technical Assistance is available to help applicants complete this worksheet. Please visit www.cleanmobilityoptions.org for contact information.**

Section I. Overview

1. **Please indicate your organizations' name as it appears on the application and a short project description (e.g. "Community Mobility Solutions – Bikeshare in Stockton").**

(write in)

2. **Please indicate which of the following categories of infrastructure your application requests funding for (check all those that apply):**

- □ Electric Vehicle Supply Equipment (EVSE)
  - □ Level 2
  - □ DC Fast Charger
- □ Bicycle and Scooter infrastructure
- □ Solar Photovoltaic Equipment
- □ Hydrogen Fueling Infrastructure

3. **Please describe your overall plan for deploying the infrastructure equipment and, why it is necessary to support the mobility services in your project proposal.**

(write in)

Section II. Infrastructure Site and Needs Profile by Category

A. Electric Vehicle Supply Equipment (EVSE) – Level 2 or DC Fast Charger:

1. **Please check all of the following types of EVSE technology that you request funding for:**

(select all that apply)

- □ **Level 2 Chargers**
- □ **DC Fast Chargers**

Note: Please see Section H in the CMO Implementation Manual for charging equipment minimum eligibility requirements. Proposals that include ineligible equipment or approaches will not be approved.

Conditional (1a):

a. **If your application seeks funding for DC Fast Chargers, please provide a list of DC fast charger site(s), addresses, and an explanation of site control (attach documentation, such as appropriate agreement or contract with a site owner, public right of way approval, and other supporting documents as relevant).**

(write in)

Note: If you seek funding for DC Fast Chargers you must have already identified the location where the infrastructure will be sited and have permission to use that site at the time of application.

2. **Please provide a description of your planned infrastructure to be installed at all proposed sites, with addresses or approximate locations for each installation.**

(write in)

3. **Have you identified target locations for all infrastructure that is part of the project?**

(select one)

- □ **Yes**
- □ **No**

Note: Applicants may optionally wait to determine the exact site of the following types of infrastructure until the voucher is signed: Level 2 EVSE, Bicycle and Scooter Infrastructure, and

Solar Photovoltaic Equipment. However, the location of DC fast chargers and Hydrogen Fueling Infrastructure must be determined by the time of and indicated in the application.

4. Please check all the following that apply to your EVSE installation.

(select all that apply)

- □ **Installation depends on authorization to use public right of way that has not yet been granted**
- □ **Installation requires a new service drop, undergrounding, or new utility interconnection**
- □ **Installation is in a county that is not EVCS Permit Ready or where permit streamlining is in progress in support of AB-1236 compliance** (see map from GoBiz at http://www.business.ca.gov/ZEVReadiness)

Conditional (4a):

a. If any boxes are checked on the previous question, please explain how the project will move forward in the event that authorizations, services, and/or permits are not secured in enough time to allow for a timely project launch.

(write in)

Note: If any of the boxes are checked, you must provide a contingency plan as an attachment to the application (per Section J.9.d of the CMO Implementation Manual) that would allow operations to proceed with an alternative method. Examples of alternatives include:

- *Construction of Level 2 charger under conditions that support a relatively fast installation time, such as (1) Site and right-of-way are owned/controlled by lead applicant, (2) no service drop, undergrounding, or new utility interconnections needed, (3) Location is in a county that is AB-1236 compliant (fast permitting).*
- *Agreement with provider of existing public charger network to use underutilized chargers.*
- *Retail use of existing public charger network, e.g. ChargePoint. Just set up an account (see DOE map).*
- *Use of portable charging device with existing plug in.*
- *Use of Level 1 charger (overnight charge) on owned/controlled site; plug in to existing 120 or 240 v outlet and charge immediately with no construction.*

5. Are permits required to site any of the infrastructure?

(select one)

- □ **Yes**
- □ **No**

Conditional (5a):

a. If yes, indicate the following for all required permits: name of the permit(s), permitting agency, status of permit(s), and summary of plan to obtain permit(s).

(write in)

6. If the target locations for all infrastructure have been identified, please describe how the requirement for 80 percent of voucher-funded infrastructure or services to be located within the eligible project areas is satisfied.

(write in)

Note: Response may be given in terms chosen by the applicant (e.g., 80 percent of total capital costs, 80 percent of the area in square miles, 80 percent of vehicle parking and/or chargers, etc.) as needed. If you do not know the site location, provide as much information as possible now, and Program Administrator will seek more information prior to voucher fund reimbursements. Also, note that applicants may also modify their project design following award on a case-by-case basis.

7. Have you already filed a Notice of Exemption (NOE) from CEQA for your project?

(select one)

- □ **Yes (please attach)**
- □ **No, but will file one**

Note: A Notice of Exemption (NOE) from CEQA is required for all infrastructure sites. Applicants must provide a NOE prior to redeeming voucher funds. The entity who is responsible to secure the NOE may vary based on site.

Conditional (7a):

a. If you do not have a CEQA NOE for all sites at this time, who are the lead entities that you will likely need to work with to secure them? (Write in or include discussion in separate document).

(write in)

8. **Do you own the property for all of the sites where you propose to install infrastructure and are you fully authorized to install such infrastructure (e.g. free of any agreements or encumbrances that would pose a conflict)?**

(select one)
- □ **Yes**
- □ **No**

Note: Applications may be approved prior to obtaining all necessary permissions; however, such permissions (or an approved project modification) will be required prior to signing the voucher agreement.

Conditional (8a):

a. If you do not own the property for all of the sites where you propose to install infrastructure and/or need authorization to install such infrastructure, do you have letter(s) of support from the site owner or responsible entity, including relevant public agency in the case of public right-of-way?

(select one)
- □ Yes
- □ No

i. If yes to the question above, please attach letter(s) of support.

(check the box)
- □ Letter of support is attached

ii. Do you require any additional permissions (e.g. Historical Preservation, Above Ground Facilities Ordinance, Americans with Disabilities Act [ADA] accessibility requirements, etc.)?

(select one)
- □ Yes
- □ No

iii. If yes to the previous question, please describe the additional requirements and your plans to achieve them (write in).

(write in)

9. **Has any part of the infrastructure already been installed, paid for, or committed to be paid for?**

(select one)
- □ **Yes**
- □ **No**

Note: Answering "yes" does not disqualify your application; however, additional documentation may be required after award to demonstrate that no double-billing has occurred or will occur.

Conditional (9a):

a. If any of the infrastructure already been installed, paid for, or committed to be paid for, please describe the existing infrastructure and what costs have been incurred or committed.

(write in)

B. Bicycle and Scooter Infrastructure:

1. Please check all of the following types of bicycle or scooter infrastructure that you seek funding for:

Select all that apply:

- □ **Electric vehicle supply equipment**
- □ **Docking, securement, storage, and related infrastructure for parking**
- □ **Quick-build safety infrastructure in the public right-of-way**

Note: Please see Section H in the CMO Implementation Manual for charging equipment minimum eligibility requirements. Proposals that include ineligible equipment or approaches will not be approved.

2. Have you identified target locations for all infrastructure that is part of the project?

(select one)

- □ **Yes**
- □ **No**

Note: Applicants may optionally wait to determine the exact site of the following types of infrastructure until the voucher agreement is executed: Level 2 EVSE, Bicycle and Scooter Infrastructure, and Solar Photovoltaic Equipment. <u>However, the location of DC fast chargers and Hydrogen Fueling Infrastructure must be determined by the time of and indicated in the application.</u>

3. Please provide a description of your planned infrastructure to be installed by site, with addresses or approximate locations for each installation.

(write in)

4. Does installation depend on authorization to use a public right of way that has <u>not</u> yet been granted?

(select one)

- □ **Yes**
- □ **No**

Conditional (4a):

a. **If the installation depends on authorization to use a public right of way that has not yet been granted, please explain how the project will move forward in the event that authorizations is not secured in enough time to allow for a timely project launch.**

(write in)

5. Are permits required to site any of the infrastructure?

(select one)

- □ **Yes**
- □ **No**

Conditional (5a):

a. **If permits are required, indicate the following for all required permits: Name of permit, permitting agency, status of permit, and summary of plan to obtain permit.**

(write in)

6. If the target locations for all infrastructure have been identified, please describe how the requirement for 80 percent of voucher-funded infrastructure or services to be located with the eligible project areas is satisfied.

(write in)

Note: Response may be given in terms chosen by the applicant (e.g. 80 percent of total capital costs, 80 percent of area by square miles, 80 percent of vehicle parking and/or chargers, 80 percent of ride pickups, etc.) as needed. If you do not know the site location, provide as much information as possible now, and Program Administrator will seek more information prior to voucher fund disbursements. Also, note that applicants may also to modify their project design following award on a case-by-case basis.

7. Have you already filed the Notice of Exemption (NOE) from CEQA for your project?

(select one)

- □ **Yes (please attach)**
- □ **No, but will file one**

Note: A NOE from CEQA is required for all infrastructure sites. Applicants must provide a NOE prior to redeeming voucher funds. The entity who is responsible to secure the NOE may vary based on site.

Conditional (7a):

a. If you do not have a CEQA NOE for all sites, who are the lead entities that you will likely need to work with to secure them? (Write in or include discussion in separate document).

(write in)

8. Do you own the property for all of the sites where you propose to install infrastructure and are you fully authorized to install such infrastructure (e.g., the site is free of any restrictions, agreements or encumbrances that would pose a conflict)?

(select one)

- □ **Yes**
- □ **No**

Note: Applications may be approved prior to obtaining all necessary permissions; however, documentation of proof of authority to install infrastructure on your proposed site(s) (or an approved project modification) will be required prior to signing the voucher agreement.

Conditional (8a):

a. If you do not own the property for all of the sites where you propose to install infrastructure and/or need authorization to install such infrastructure, do you have letter(s) of support from the site owner or responsible entity, including relevant public agency in the case of public right-of-way?

(select one)

- □ Yes
- □ No

i. If yes to the question above, please attach letter(s) of support.

(check the box)

- □ Letter of support is attached

ii. Do you require any additional permission?

(select one)

- □ Yes
- □ No

iii. If yes to the previous question, please describe the additional requirements and your plans to achieve them (write in).

(write in)

9. **Has any part of the infrastructure already been installed, paid for, or committed to be paid for?**

(select one)

- □ **Yes**
- □ **No**

Note: Answering "yes" does not disqualify your application; however, additional documentation may be required after award to demonstrate that no double-billing has occurred or will occur.

Conditional (9a):

a. **If any of the infrastructure has already been installed, paid for, or committed to be paid for, please describe the existing infrastructure, what costs have been incurred or committed, and who funded it.**

(write in)

C. Solar Photovoltaic Equipment:

1. **Which types of solar PV equipment are included in your proposal?**

(select all that apply)

- □ **PV modules**
- □ **Inverters (including smart inverters)**
- □ **Meters**
- □ **Battery and energy storage systems**
- □ **Related balance of system (BOS) equipment.**

Note: Please see Section H in the CMO Implementation Manual for charging equipment minimum eligibility requirements. Proposals that include ineligible equipment or approaches will not be approved.

2. **Please provide a description of your planned infrastructure to be installed by site, with addresses or approximate locations for each installation.**

(write in)

3. **Have you identified target locations for all infrastructure that is part of the project?**

(select one)

- □ **Yes**
- □ **No**

Note: Applicants may optionally wait to determine the exact site of the following types of infrastructure until the voucher is signed: Level 2 EVSE, Bicycle and Scooter Infrastructure, and Solar Photovoltaic Equipment. However, the location of DC fast chargers and Hydrogen Fueling Infrastructure must be determined by the time of and indicated in the application.

4. Please check all of the following that apply to your solar PV installation.

(select one)

- □ **Installation depends on authorization to use public right of way that has not yet been granted**
- □ **Installation requires a new service drop, undergrounding, or new utility interconnection**

Conditional (4a):

a. If any boxes are checked on the previous question, please explain how the project will move forward in the event that authorizations or services are not secured in enough time to allow for a timely project launch.

(write in)

5. Are permits required to site any of the infrastructure?

(select one)

- □ **Yes**
- □ **No**

Conditional (5a):

a. If permits are required, indicate the following for all required permits: Name of permit, permitting agency, status of permit, and summary of plan to obtain permit.

(write in)

6. If the target locations for all infrastructure have been identified, please describe how the requirement for 80 percent of voucher-funded infrastructure or services to be located with the eligible project areas is satisfied.

(write in)

Note: Response may be given in terms chosen by the applicant (e.g., 80 percent of total capital costs, 80 percent of the area in square miles, 80 percent of vehicle parking and/or chargers, etc.) as needed. If you do not know the site location, provide as much information as possible now, and Program Administrator will seek more information prior to voucher fund disbursements. Also, note that applicants may also to modify their project design following award on a case-by-case basis.

7. Have you already filed a Notice of Exemption (NOE) from CEQA for your project?

(select one)

- □ **Yes (please attach)**
- □ **No, but will file one**

Note: A Notice of Exemption (NOE) from CEQA is required for all infrastructure sites. Applicants must provide a NOE prior to redeeming voucher funds. The entity who is responsible to secure the NOE may vary based on site.

Conditional (7a):

a. If you do not have a CEQA NOE for all sites, who are the lead entities that you will likely need to work with to secure them? (Write in or include discussion in separate document).

(write in)

8. Do you own the property for all of the sites where you propose to install infrastructure and are you fully authorized to install such infrastructure (e.g. free of any agreements or encumbrances that would pose a conflict)?

(select one)

- □ **Yes**
- □ **No**

Note: Applications may be approved prior to obtaining all necessary permissions; however, such permissions (or an approved project modification) will be required prior to signing the voucher agreement.

Conditional (8a):

a. If you do not own the property for all of the sites where you propose to install infrastructure and/or need authorization to install such infrastructure, do you have letter(s) of support from the site owner or responsible entity, including relevant public agency in the case of public right-of-way?

(select one)

- □ Yes
- □ No

i. **If yes to the question above, please attach letter(s) of support.**

(check the box)

□ Letter of support is attached

ii. **Do you require any additional permission?**

(select one)

□ Yes

□ No

iii. **If yes to the previous question, please describe the additional requirements and your plans to achieve them (write in).**

(write in)

9. **Has any part of the infrastructure already been installed, paid for, or committed to be paid for?**

(select one)

□ **Yes**

□ **No**

Note: Answering "yes" does not disqualify your application; however, additional documentation may be required after award to demonstrate that no double-billing has occurred or will occur.

Conditional (9a)

a. **If any of the infrastructure already been installed, paid for, or committed to be paid for, please describe the existing infrastructure and what costs have been incurred or committed.**

(write in)

D. Hydrogen Fueling Infrastructure:

Please refer to eligibility criteria for hydrogen fueling infrastructure (Section H.2 and Appendix G of the CMO Implementation Manual). Proposals that include equipment or approaches that do not meet eligibility criteria will not be approved.

1. **Please describe the current "base" facility that your hydrogen project will add on to, including the location address, and what new capacity the project will add.**

(write in)

2. **Have you identified target locations for all infrastructure that is part of the project?**

(select one)

- □ **Yes**
- □ **No**

Note: Applicants may optionally wait to determine the exact site of the following types of infrastructure until the voucher is signed: Level 2 EVSE, Bicycle and Scooter Infrastructure, and Solar Photovoltaic Equipment. However, the location of DC fast chargers and Hydrogen Fueling Infrastructure must be determined by the time of and indicated in the application.

3. **Who is the expected supplier or source of your hydrogen?**

(write in)

4. **Please describe the timeline for construction and launch in a manner that meets requirement to launch within 12 months from the voucher agreement execution date, as required.**

(write in)

5. **What sources of funding are being used for the hydrogen fueling infrastructure separately from prospective Clean Mobility Options funding and how much funding is being brought by other parties?**

(write in)

6. **Does installation depend on authorization to use a public right of way that has <u>not</u> yet been granted?**

(select one)

- □ **Yes**
- □ **No**

Conditional (6a):

a. **If the installation depends on authorization to use a public right of way that has not yet been granted, please explain how the project will move forward in the event that authorizations is not secured in enough time to allow for a timely project launch.**

(write in)

7. **Are permits required to site any of the infrastructure?**

(select one)

- □ **Yes**
- □ **No**

Conditional (7a):

a. If permits are required, indicate the following for all required permits: Name of permit, permitting agency, status of permit, and summary of plan to obtain permit.

(write in)

8. If the target locations for all infrastructure have been identified, please describe how the requirement for 80 percent of to be located with the eligible project areas is satisfied.

(write in)

Note: Response may be given in terms chosen by the applicant (e.g. 80 percent of total capital costs, 80 percent of area by square miles, 80 percent of vehicle parking and/or chargers, 80 percent of ride pickups, etc.) as needed. If you do not know the site location, provide as much information as possible now, and Program Administrator will seek more information prior to voucher fund disbursements. Also, note that applicants may also to modify their project design following award on a case-by-case basis.

9. Have you already filed a Notice of Exemption (NOE) from CEQA for your project?

(select one)

- □ **Yes (please attach)**
- □ **No, but will file one**

Note: A Notice of Exemption (NOE) from CEQA is required for all infrastructure sites. Applicants must provide a NOE prior to redeeming voucher funds. The entity who is responsible to secure the NOE may vary based on site.

Conditional (9a):

a. If you do not have a CEQA NOE for all sites, who are the lead entities that you will likely need to work with to secure them? (Write in or include discussion in separate document).

(write in)

10. Do you own the property for all of the sites where you propose to install infrastructure and are you fully authorized to install such infrastructure (e.g. free of any agreements or encumbrances that would pose a conflict)?

(select one)

- □ **Yes**
- □ **No**

Note: Applications may be approved prior to obtaining all necessary permissions; however, such permissions (or an approved project modification) will be required prior to signing the voucher agreement.

Conditional (10a):

a. If you do not own the property for all of the sites where you propose to install infrastructure and/or need authorization to install such infrastructure, do you have letter(s) of support from the site owner or responsible entity, including relevant public agency in the case of public right-of-way?

(select one)

- □ Yes
- □ No

i. If yes to the question above, please attach letter(s) of support.

(check the box)

- □ Letter of support is attached

ii. Do you require any additional permission?

(select one)

- □ Yes
- □ No

iii. If yes to the previous question, please describe the additional requirements and your plans to achieve them (write in).

(write in)

11. Has any part of the infrastructure already been installed, paid for, or committed to be paid for?

(select one)

- □ **Yes**
- □ **No**

Note: Answering "yes" does not disqualify your application; however, additional documentation may be required after award to demonstrate that no double-billing has occurred or will occur.

Conditional (11a)

a. If any of the infrastructure already been installed, paid for, or committed to be paid for,

please describe the existing infrastructure and what costs have been incurred or committed.

(write in)

ATTACHMENT 3. Team Profile Worksheet

This worksheet is a required supplement for applications to Mobility Project funding with the Clean Mobility Options Voucher Pilot Program in 2020. Applications will not be processed unless this worksheet is fully completed and included with the application. The Program Administrator may request clarification and additional detail about the team members prior to and after the prospective funding award.

Awardees may need to update their team profile sheet when team members change throughout the duration of project. **Technical Assistance is available to help applicants complete the worksheet. Please see www.cleanmobilityoptions.org for contact information.**

1. **Please list of each organization that is part of the team, with a summary of each organization's qualifications, and provide contact information for both decision-makers and day-to-day project leads from each organization.**

(write in)

2. **Please describe the overall team structure, including roles and responsibilities of individuals. Explain how the team will work together, and if there is any legal or other formal relationships between the parties outside of this project.**

(write in)

3. **Does the team have an agreement or contract in place with all team members who are providing resources to successfully launch and operate the project?**

Select one: □ **Yes** □ **No**

Conditional (3a):

a. **If no, please describe the resources that still need to be brought on to the team and the plan for doing so.**

(write in)

4. **Please provide a list of all organizations who have provided letters of support or letters of commitment to support the project.**

(write in)

APPENDIX B

Community Transportation Needs Assessment Voucher Application

COMMUNITY TRANSPORTATION NEEDS ASSESSMENT VOUCHER APPLICATION

To apply for a Community Transportation Needs Assessment Voucher (Needs Assessment Voucher), please complete this application by answering all required questions in the boxes, provide all relevant documentation and signatures, and submit the application to the Program Administrator in accordance with the eligibility terms and other requirements set forth in the CMO Implementation Manual. Answers to the application questions will be evaluated and determined to meet or not meet the minimum eligibility criteria set forth in the CMO Implementation Manual. Answers are not scored using a points-based system.

All fields with numbered questions are required. Questions lettered and in **blue** font are conditional questions that may be required based on certain previous responses. There is no minimum or maximum word count for individual questions or the application as a whole. This application includes the following attachment. The electronic copy is available on the CMO website at www.cleanmobilityoptions.org.

Attachment 1. Needs Assessment Voucher Budget Worksheet

In order to be evaluated, the entire application, including Attachment 1 and all required supplemental documents must be completed and submitted as one package; incomplete applications may not be considered. Applications submitted outside of the application window will also not be considered.

All information and data submitted in this application are the property of CARB and will become a public record under the Public Records Act (California Government Code Section 6254 et seq.) once the applicant has submitted the application. Do not include any personally identifiable information such as project staff home addresses, personal phone numbers, or personal email addresses. The Program Administrator may require additional documentation or clarification if needed.

If you need this document in an alternate format or language or to request other assistance with submitting the application, contact CALSTART at 626-744-5670 or by email at info@cleanmobilityoptions.org. **If additional space is needed in any section of the application, please attach a separate sheet.**

PROJECT TEAM PROFILE

This section collects information about the project team.

1. Lead applicant ("you" or "your") general contact information: (write in)

Organization Name/ Agency Name/ Tribe Name:	**Authorized Officer Name:**
Lead Contact Name and Title:	**California-Based Affiliate Contact (if different from the Lead Contact Name):**
Person with Contract Signing Authority (if different from above):	
Street Address or P.O. Box:	
Organization City/Town:	**Zip Code:**
Project Lead Phone:	**Project Lead Email Address:**
Mailing Address (If different):	
☐ I have read and understood the terms and conditions of the Sample Voucher Agreement *(can be found in the Implementation Manual for The Clean Mobility Voucher Pilot Program, Appendix D: Community Transportation Needs Assessment Sample Voucher Agreement)*.	

I hereby certify under penalty of perjury that all information provided in this application and any attachments are true and correct.

Printed Name of Responsible Party:	**Title:**
Signature of Responsible Party:	**Date:**

2. Please select your organization's type:

(write in)

- □ **Public agency.** For example, City, County, Metropolitan Planning Organization, Council of Government, local or regional transit agency, local air quality management district, air pollution control district, public school district
- □ **California Native American Tribe.** A Federally Recognized Tribe in California listed on the most recent notice of the Federal Register and other non-federally recognized California tribal governments, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission
- □ **Non-profit organization**. The non-profit organization that has been incorporated for at least 1 year prior to the time of voucher application submittal and with at least one full-time staff person based in California

3. Please describe your organization's background and qualifications, such as history of local engagement, key areas of expertise, and your experience working with disadvantaged and low-income communities or tribes. Please identify how this background enables you to efficiently and effectively implement this project.

(write in)

4. Does your application include sub-applicants?

(write in)

- □ **Yes**
- □ **No**

Note: Sub-applicants are entities other than the lead applicant who enter into a partnership with other eligible organizations to apply for voucher funds. Sub-applicants may include but are not limited to organizations that provide community outreach services, transportation planning, technical assistance, and data analytics. Sub-applicants may be public, private, or non-profit organizations. A single entity may participate as sub-applicant in multiple applications.

Conditional (4a):

a. If your application includes sub-applicants, please list of each organization that is part of the team, with a summary of each organization's qualifications, and provide contact information for both decision-makers and day-to-day project leads from each organization.

(write in)

Note: If applicable, you must include a description of the team's qualifications, such as history of local engagement, key areas of expertise, or concrete examples of applicant representing or advocating in and for their community.

5. **Do all partners included on your application team have full support and approval from decision-makers in their organization (e.g. Board of Directors, City Council, Tribal Council, or other governing body, etc.) to participate in the project as proposed?**

(select one)

- □ **Yes**
- □ **No**

Note: Applications may be processed pending final approval from internal decision-makers; however, proof of approval is needed prior to signing the voucher agreement.

Conditional (5a):

a. **If any application team members still require approvals to participate in the project, please state which member, who has the authority to approve, the process for approval, and anticipated approval timelines.**

(write in)

PROJECT NARRATIVE AND PROPOSED APPROACH

This section collects information about the project proposal. The project should aim to build capacity in the community by providing education to residents on clean transportation and mobility options, so that residents are fully informed and can play a meaningful role in identifying their community's transportation challenges, needs, and priority solutions. In this section, applicants must demonstrate an understanding of the community landscape in relation to transportation, and key activities that will be taken to conduct a comprehensive community transportation needs assessment.

6. **Please explain in detail why a transportation needs assessment is needed for your community, including history of environmental and social/economic challenges, areas of investment/disinvestment, and populations that have historically been underrepresented in community or transportation planning.**

(write in)

Note: Response should discuss historical environmental and social/economic challenges, areas of investment/disinvestment, and populations that have been historically underrepresented in community planning or transportation planning.

7. **If applicable, please summarize any existing regional, local, or community-level transportation needs assessment efforts and identify gaps that this needs assessment voucher will fill.**

(write in)

8. **Please describe potential transportation needs and solutions that the needs assessment will address (such as certain types of trips residents may not be able to make, or certain types of mobility services residents may prefer or have already been using).**

(write in)

9. **Please describe the people you will engage with, their basic demographics (e.g., income, household size, age, race, gender, languages spoken), and other important characteristics of the community and audience you are trying to reach.**

(write in)

10. **Please summarize your planned approach and key activities including the timeline for conducting a community transportation needs assessment in accordance with project requirements.**

(write in)

Note: You have up to 9 months from the voucher execution date to complete the Needs Assessment. The approach must include timeline and plan for the following elements:

a. *Transportation Access Data Analysis: Description of proposed survey administration and data indicator approach.*
b. *Community Engagement Plan: Description of plans to engage with the community to conduct a needs assessment, including residents, businesses, or other stakeholders who may benefit or be affected by a new clean mobility service in the community. Detailed description of the two minimum required community engagement types (at minimum, description must include locations, intended audience, and plans for notifying residents about events, meetings, or gatherings).*
c. *Summary Report: Description of timing and process for developing the Summary Report, and plans for how the information will be communicated to the community and local decision-makers.*

d. *Clean Mobility Options Project Preparation and Design **(optional)**. See Section R.4 of this manual for more details.*

11. How will you ensure that your needs assessment activities are representative of and reach the whole community, including those who are not typically served well by existing transportation services or existing public feedback processes? Describe in detail.

(write in)

PROJECT AREA

This section collects information about physical boundaries of the project area in relation to the requirement that project benefit disadvantage and low-income communities as defined.

12. Which of the following geographies is your Project Area located within?

(select at least one and all that apply)

- □ SB 535 Disadvantaged Communities: Census tracts in the top 25 percent of CalEnviroScreen 3.0 scores.
- □ Affordable housing facility consistent with the CMO requirements.
- □ Tribal lands within AB 1550-designated low-income communities or SB 535 Disadvantaged Communities. For the purposes of this criterion, "tribal lands" includes any property owned by a California Native America tribal authority and is not limited to federally recognized reservations.

Note: For the purposes of CMO Voucher Pilot Program, the affordable housing facility must meet the following criteria:

a. *The property must have at least five units.*
b. *The property must be deed-restricted low-income residential housing, where at least 80 percent of property residents have incomes at or below 60 percent of the area median income.*

Conditional (12a-d):

a. If your project area is within an affordable housing facility, please provide the address of the facility or facilities.

(write in)

b. If your project area is within an affordable housing facility, please explain how each property meets the affordability requirements including, (1) list the total number and breakdown of deed-restricted units; and (2) list the affordability/income mix of each property and how it meets the requirement of at least 80 percent of property residents

with incomes at or below 60 percent of the area median income. In addition, please provide a copy of a recorded deed restriction, regulatory agreement or covenant that restricts the property to low-income residential housing as defined in the California Public Utilities Code Section 2852(a)(3)(A)(i) and has at least 10 years remaining on the term of the property's affordability restrictions. Properties with fewer than 10 years remaining that are willing to extend affordability requirements for a total of 10 years must provide proof of completed extension of affordability restrictions from a state or local agency. Write in "attached" along with any comments.

(write in)

c. **If your project area eligibility is based on location on tribal lands, please provide the name of the reservation, or if not part of a reservation, the address of the tribally owned facility.**

(write in)

d. **If your project area eligibility is based on location in the CalEnviroScreen 3.0 Disadvantaged Community, please identify the census tract and ranking score in CalEnvirosScreen 3.0.**

(write in)

13. Describe the boundaries of the Project Area in <u>only one</u> of the following ways: (a) If Project Area boundaries are the same as census tract boundaries, list the census tracts, (b) provide a map showing the geographic boundaries, (c) or describe the boundaries using street names and cross streets.

(write in)

14. What is the population size of the project area? Please include your source.

(write in)

15. Are you submitting application(s) for project area(s) that are located entirely inside unincorporated areas (i.e. no city government represent the area)? <u>Note: This question and its following conditional questions are not applicable for project areas on tribal lands.</u>

(select one)

- □ **Yes**
- □ **No**

Note: If the answer is yes, you may submit up to three applications. Multiple proposals are allowed only for cases where a lead applicant is applying for projects that are located entirely in unincorporated County jurisdictions and therefore are not represented by city governments. If the answer is no, you may only submit one application in the course of each application submission window.

Conditional (15a-b):

a. If you are submitting more than one application (up to three applications are allowed if the entire project area(s) are located in unincorporated communities), are the project areas located entirely within unincorporated county jurisdiction?

(write in)

b. Please indicate the location(s).

(write in)

PROPOSED BUDGET

16. Attach the Needs Assessment Voucher Budget Worksheet (Appendix B, Attachment 1) that quantifies the total requested voucher funding for all key project cost components during the voucher agreement. Write in "attached" along with any comments.

(write in)

17. Please indicate the total voucher amount you are requesting in this application.

(write in) **$**

ATTESTATIONS AND SIGNATURE

a. I, the authorized officer to represent and sign this application on behalf of my organization as the lead applicant, have read, understand and agree to abide by all of the requirements, terms, and conditions in the CMO Implementation Manual;

b. I attest to all of the following:
   i. Our team complies with all applicable State and/or federal conflict of interest laws; and
   ii. All information provided in this application and any attachments are true and correct.

Signed by the authorized officer:

Name:	**Signature:**
Title:	**Date:**

Applications may be submitted by email at application@cleanmobilityoptions.org , or by mail to the following address:

PLEASE RETURN SIGNED DOCUMENTS TO:

Attention: Clean Mobility Options

CALSTART

48 South Chester Avenue

Pasadena, CA 91106

www.cleanmobilityoptions.org

ATTACHMENT 1. Needs Assessment Voucher Budget Worksheet

This attachment includes a budget worksheet that is a required supplement for applications to Needs Assessment Voucher funding with the Clean Mobility Options Voucher Pilot Program in 2020. For Needs Assessment Vouchers, The Voucher Agreement Term and the Voucher Funding Term are **both 9 months** from the voucher execution date. This means the awardee has up to 9 months from the voucher execution date to complete the project and request for cost reimbursements. Applicant requesting funding for Needs Assessment Voucher must complete all required fields in this budget worksheet and submit with their application.

This worksheet has two sections:

Section 1. Project Components (columns a and b): Describes given expense categories as defined in the Implementation Manual (column a) followed by specific items needed for individual projects (column b). Applicants should list all items in the "item description" column (column b) that require funding to launch and implement the project during 9-months Voucher Agreement Term. Applicants may add or delete rows as necessary.

Section 2. Description of Voucher Request (columns c through e): Describes the quantitative voucher request during the 9-months Voucher Agreement Term. When describing the voucher request, the applicant must specify a unit that the cost will be based on (e.g. per hour, month, etc.) in column c, specify the number of units that will be needed for the entire Voucher Agreement Term, and multiply those figures to determine the total voucher amount by item in column e. Applicants may use their discretion to determine what units and number are most appropriate. Please note that the total voucher amount by item column (e) does not automatically sum, so applicants must calculate this input manually.

Applicants must summarize all the costs indicated in column e in the "Grand Total - Voucher Agreement Term (Voucher Funds)" row. If approved, this will become the **total voucher amount**. If the applicant uses an auto-sum feature to calculate the total amount, it is the applicant's responsibility to ensure that the calculation is accurate. Applicants may provide any explanatory notes in the notes section.

Instructions:

1. Complete the table by entering data in **blue** cells. Do not enter data in grey or white cells.
2. Add or delete rows as necessary.
3. Please review for consistency and accuracy. Manually ensure that the subtotal and total rows are accurate and that notes are provided at the end if relevant.

Additional Information:

When completing the worksheet, applicants must adhere to requirements for eligible project costs and other criteria set forth in the CMO Implementation Manual. Please refer to Section S of the manual for list of eligible project costs. **There is no minimum or maximum requirements for cost categories in the Needs Assessment Voucher budget.**

All project costs will be reimbursed on a reimbursement basis only (e.g. after an approved cost has been incurred and properly documented) in accordance with requirements for allowable use of funds and voucher and payment processing. For labor hours, costs listed must be for cost recovery only (e.g. no profit). The Program Administrator may request clarification, additional detail, and/or a financial audit prior to and after the prospective funding award.

Applications will not be processed unless this worksheet is fully completed and included in the application. **Technical Assistance is available to help applicants complete the worksheet. Please see www.cleanmobilityoptions.org for contact information.**

Needs Assessment Voucher Budget Worksheet (INCLUDES SAMPLE INFORMATION)
Instructions: Enter data in blue cells. Do not enter data in grey or white cells. Add rows as necessary. The entire sheet is "unlocked" and it is the applicant's responsibility to ensure that subtotals and calculations are accurate.

Section 1. Project Components		Section 2. Description of Voucher Request		
(a) Expense Category	(b) Item description	(c) Voucher amount requested per unit or hour ($)	(d) Number of units or hours requested	(e) Total voucher amount by item ($)
Transportation Access Data Analysis	Manager time	$20/hr	80 hrs	$1,600
	Associate 1 time	$15/hr	80 hrs	$1,200
	Associate 2 time	$15/hr	80 hrs	$1,200
Community Engagement to Determine Gaps, Needs, and Preferences	Manager time	$20/hr	80 hrs	$1,600
	Associate time	$15/hr	80 hrs	$1,200
	Meeting events	$1,000	3 events	$3,000
Summary Report	Manager time	$20/hr	120 hrs	$2,400
	Associate 1 time	$15/hr	80 hrs	$1,200
	Associate 2 time	$15/hr	80 hrs	$1,200
Project Preparation and Design	Manager time	$20/hr	80 hrs	$1,600
	Associate 1 time	$15/hr	80 hrs	$1,200
	Associate 2 time	$15/hr	80 hrs	$1,200
Voucher Administration Costs	Travel	$100/mo	9 mos	$900
	Printing	$50/mo	9 mos	$450
	Mail	$50/mo	9 mos	$450
Grand Total				
Grand Total - Voucher Agreement Term (Voucher Funds)		n/a	n/a	**$20,400**

Notes:

APPENDIX C
Mobility Project Sample Voucher Agreement

MOBILITY PROJECT SAMPLE VOUCHER AGREEMENT

VOUCHER NUMBER: _____

DATE OF EXECUTION: _____

TOTAL VOUCHER AMOUNT NOT TO EXCEED: $_____

VOUCHER AGREEMENT TERM: FROM _____ TO _____

VOUCHER FUNDING TERM: FROM _____ TO _____

A. Project Information:

Project Lead Primary Contact Name:		
Project Name:		
Organization Name:	**Parent Organization:**	
Organization Type: □ **Public Agency** □ **Tribal Authority** □ **Nonprofit organization** (must complete Section B)		
Mailing address:		
City:	**State:**	**Zip Code:**
Phone:	**Fax:**	
Primary E-mail:		
Project Summary:		
List of Approved Costs (Itemized by category if more than one category): Vehicles: Infrastructure: Others (such as Planning, Outreach and Marketing, Operation & Maintenance, Voucher Administration):		

SAMPLE

Community Resource Contribution Items:
This voucher represents a promise to repay the awardee (Project Lead) for approved costs used to (check all that apply): □ Take ownership of motor vehicle(s) (GVWR 2,000 lbs or more) □ Take ownership of bicycles, scooters, or other vehicles (under 2,000 lbs GVWR) □ Install electric vehicle supply equipment (EVSE) on owned property □ Install EVSE on other's property (Explain:_____) □ Install other infrastructure on own property (Explain:_____) □ Install other infrastructure on other's property (Explain:_____) □ Other (Explain:_____)
Project Milestones and Schedule:
Community Outreach Plan:

SAMPLE

B. Sponsoring Public Agency Information: Must be completed only if the lead applicant is a nonprofit organization.

Primary Contact Name:		
Organization Name:	**Parent Organization:**	
Mailing address:		
City:	**State:**	**Zip Code:**
Phone:	**Fax:**	
Primary E-mail:		

C. Vehicle Owner Information: Information about party that will take ownership of vehicle(s) funded by CMO. May be the same or different party than the lead applicant. Must be

completed if project will take ownership of motor vehicles. Does not apply to vehicles that are not being directly purchased with CMO funds.

Primary Contact Name:		
Organization Name:	**Parent Organization:**	
Mailing address:		
City:	**State:**	**Zip Code:**
Phone:	**Fax:**	
Primary E-mail:		

D. Mobility Provider Information (if available):* May be the same or different party than the lead applicant and/or vehicle owner.

Primary Contact Name:		
Organization Name:	**Parent Organization:**	
Mailing address:		
City:	**State:**	**Zip Code:**
Phone:	**Fax:**	
Primary E-mail:		

*** Note:** Securement of Mobility Provider with contract is due by first payment request for any vehicle or infrastructure equipment, or within three months from the voucher agreement execution date, whichever is sooner.

E. Vehicle Information (if available):** Must be completed if the project will take ownership of motor vehicles. If more space is needed, an addendum may be included.

Vehicle Manufacturer:	**Vehicle Model Year:**
Vehicle Description:	
GVWR:	**Preliminary Reimbursement Amount:**
Number of Vehicles Requested:	

SAMPLE

****Note:** Vehicle information must be submitted to the Program Administrator prior to any payment request for vehicles.

F. Project Area Information:

SB 535 Disadvantaged Communities, indicated by Census Tracts:
Affordable housing facility Address:
Tribal lands within AB 1550-designated low-income communities or SB 535 Disadvantaged Communities, indicated by Census Tracts:

G. Other Key Partner(s) Information: Must be completed by all partners or subcontractors who will receive more than $50,000 from CMO funds during the term of this voucher agreement. If more space is needed, an addendum may be included.

Primary Contact Name:		
Organization Name:	**Parent Organization:**	
Mailing address:		
City:	**State:**	**Zip Code:**
Phone:	**Fax:**	
Primary E-mail:		

H. Clean Mobility Project Voucher Agreement Terms and Conditions For Project Lead:

As a condition for participating in the State of California, Air Resources Board (CARB) **Clean Mobility Options Voucher Pilot Program (CMO),** implemented through the CMO Implementation Manual, the Project Lead must comply with the requirements below:

1. I (on behalf of the "*name of the Project Lead entity*") have read, understand and agree to all provisions, project criteria, and program requirements within CMO Voucher Pilot Program implemented through the CMO Implementation Manual, the Application dated_____ and Implementation Manual dated _____ are incorporated by reference;
2. I (on behalf of the "*name of the Project Lead entity*") understand that I must be in compliance and remain in compliance with all applicable federal, state, and local rules and regulations;
3. I (on behalf of the "*name of the Project Lead entity*") understand that this CMO voucher is only valid for this specific use as prescribed in the application and this agreement, and that any voucher funds provided based on this voucher agreement will be null and void if the use

SAMPLE

identified herein changes prior to voucher redemption without approval from the Program Administrator or for noncompliance with applicable CMO Voucher Pilot Program requirements;

4. I (on behalf of the "*name of the Project Lead entity*") agree to provide the community resource contributions to supplement voucher funding with community investments as specified in the application and this voucher agreement;
5. I (on behalf of the "*name of the Project Lead entity*") agree to conduct community outreach and education events as specified in the application and this voucher agreement;
6. I (on behalf of the "*name of the Project Lead entity*") understand and agree to coordinate with other CARB's Low Carbon Transportation Investment Projects, including the One-Stop-Shop Pilot Project, and the STEP as specified in the CMO Implementation Manual;
7. I (on behalf of the "*name of the Project Lead entity*") agree to display both the Clean Mobility Options Pilot Program logo and the California Climate Investments logo on all outreach and education materials. In addition, I agree to display the California Climate Investments logo on all project vehicles funded by this program. I agree to acknowledge the California Climate Investments program as a funding source 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. I understand the acknowledgement must read as follows: "[PROGRAM/PROJECT NAME] is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in disadvantaged communities." Guidelines for the usage of the CCI logo can be found at www.arb.ca.gov/ccifundingguidelines;

8. I (on behalf of the "*name of the Project Lead entity*") understand and agree that all outreach materials**,** project websites, press releases and press events must receive prior approval from the Program Administrator;
9. I (on behalf of the "*name of the Project Lead entity*") understand and agree that the Program Administrator may use my name and name of my organization and our partner organizations and any descriptive language and/or branding and imagery used in our application and/or in the voucher agreement during CMO program activities and events for use in educational or promotional materials in print, multimedia, or web form. Language,

SAMPLE

branding, imagery and/or photos and videos will only be used for purposes related to the CMO program.

10. I (on behalf of the "*name of the Project Lead entity*") agree to comply with all insurance requirements specified in the CMO Implementation Manual. I understand no payments will be made under this voucher agreement until I fully comply with all insurance requirements and submit any required insurance documents, including an annual proof of coverage to the Program Administrator during the Voucher Agreement Term;
11. I (on behalf of the "*name of the Project Lead entity*") agree to fulfill any CEQA Compliance and Permitting Requirements specified in the CMO Implementation Manual; I understand no payment will be made under this voucher agreement until I fully comply with all CEQA requirements set forth in the manual.
12. I (on behalf of the "*name of the Project Lead entity*") agree to comply with data storage and security requirements specified in the CMO Implementation Manual;
13. I (on behalf of the "*name of the Project Lead entity*") agree to comply with all requirements outlined in the Voucher Agreement General Provisions specified in the CMO Implementation Manual;
14. I (on behalf of the "*name of the Project Lead entity*") understand and agree to participate in events, training, and meetings as required by the Program Administrator or CARB;
15. In the event that CALSTART is no longer a Program Administrator prior to the end of voucher agreement term, I (on behalf of the "*name of the Project Lead entity*") agree to sign the amended voucher agreement with the new Program Administrator selected by CARB;
16. I (on behalf of the *"name of the Project Lead entity"*) understand and agree to comply with the Sectarian Organizations and Non-Public Schools Restrictions specified in the CMO Implementation Manual;

Vehicles

17. I (on behalf of the "*name of the Project Lead entity*") agree to register vehicles obtained with CMO funds in California with the Department of Motor Vehicles (DMV). Military vehicles are not subject to this requirement;
18. I (on behalf of the "*name of the Project Lead entity*") agree to allow CARB, Program Administrator, or their designee to verify the vehicle registration with the DMV;
19. I (on behalf of the "*name of the Project Lead entity*") agree to maintain vehicle insurance as required by law and to the minimum requirements specified in the CMO Implementation Manual;
20. I (on behalf of the "*name of the Project Lead entity*") agree to never modify the vehicle's emission control system, engine, or engine software calibrations;

SAMPLE

21. *Charging.* I (on behalf of the "*name of the Project Lead entity*") agree to ensure plug-in vehicles purchased with a CMO voucher, including plug- in hybrid vehicles and plug-in electric vehicles, will be plugged in regularly as recommended by the vehicle manufacturer to ensure battery durability, efficiency, and reliability for community users;
22. *Operation.* I (on behalf of the "*name of the Project Lead entity*") agree to own/lease and operate voucher-funded vehicles consistent with the application project design for a minimum four-year of project operation period;
23. *Ownership.* I (on behalf of the "*name of the Project Lead entity*") agree to retain ownership/lease of the vehicle for a minimum 4-year of project operation period, unless given explicit prior written approval to sell the vehicle from CARB or its designee;
24. *Records.* I (on behalf of the "*name of the Project Lead entity*") agree to keep written records of the vehicle purchase/lease for a minimum 4-year of project operation period and provide CARB or its designee with these records within 10 calendar days of their request. These records include but are not limited to the vehicle invoice, proof of purchase, DMV records, vehicle payment information and related bank records, and purchaser/lessee fleet information;
25. *Emissions Reductions.* I (on behalf of the "*name of the Project Lead entity*") agree that the purchased/leased vehicle and emission reductions it generates shall not be used as emission reductions to comply with an enforcement obligation of any person or entity;
26. I (on behalf of the "*name of the Project Lead entity*") agree to complete the quarterly usage survey and questionnaire throughout the 5-year voucher agreement term as requested by CARB;
27. I (on behalf of the "*name of the Project Lead entity*") agree to equip all project vehicles with telematics hardware that allow for recording of usage data, consistent with data collection requirements specified in the CMO Implementation Manual;
28. In the event that installation of telematics hardware found to be infeasible, I (on behalf of the "*name of the Project Lead entity*") agree to provide an alternative approach to collect necessary location and usage data with prior approval from the Program Administrator;
29. I (on behalf of the "*name of the Project Lead entity*") agree to use the vehicles in accordance with the project plan;
30. If prior to the end of the 5-year voucher agreement term the Project Lead is unable to continue operating the vehicle in accordance with the project plan, I (on behalf of the "*name of the Project Lead entity*") agree to notify the Program Administrator immediately;
31. *Ownership Transfer.* If prior to the end of the 5-year voucher agreement term, I (on behalf of the "*name of the Project Lead entity*") am unable to continue operating the vehicle in accordance with the project plan, I agree to transfer ownership of the vehicle to a different

SAMPLE

party who will use the vehicle to provide community mobility services. The party and plan must be approved by the Program Administrator with consultation with CARB;

Infrastructure

32. I (on behalf of the "*name of the Project Lead entity*") agree to ensure that infrastructure obtained with CMO funds is sited in locations(s) as specified by our project plan;
33. I (on behalf of the "*name of the Project Lead entity*") agree to notify the Program Administrator immediately if the Project Lead is unable to site the infrastructure (obtained with CMO funds) in location(s) previously specified by the project plan. The new proposed location must be approved by the Program Administrator;
34. I (on behalf of the "*name of the Project Lead entity*") agree to ensure that infrastructure obtained with CMO funds is constructed by a qualified and licensed professional, to obtain and keep records for all required permits;
35. I (on behalf of the "*name of the Project Lead entity*") agree that if infrastructure obtained with CMO funds is not completely sited on the Project Lead's owned property and unobtrusive to property not owned by the Project Lead, then I will obtain and keep written approval from the property owner (including public agencies if relevant);
36. I (on behalf of the "*name of the Project Lead entity*") agree to maintain infrastructure obtained with CMO funds in good repair and in accordance with manufacturer's recommended use and maintenance through the 4-year project operation period;

Planning, Operations, and Maintenance

37. I (on behalf of the "*name of the Project Lead entity*") agree to ensure that all funds that the Project Lead seeks reimbursement for are consistent with the project plan and in compliance with project requirements, including minimum and maximum allowed amounts, and that all reported costs are true and accurate;
38. I (on behalf of the "*name of the Project Lead entity*") agree to collect the project data and report to the Program Administrator on at least a quarterly basis throughout the 5-year voucher agreement term as specified in the CMO Implementation Manual;
39. I (on behalf of the "*name of the Project Lead entity*") agree to develop policies and procedure document that describes administrative actions for evaluation and processing participants, reservations, vehicle maintenance, and data gathering and reporting;
40. I (on behalf of the "*name of the Project Lead entity*") agree to ensure that all partners and subcontractors agree to all provisions of CMO, implemented through the CMO Implementation Manual, and to notify CARB and the Program Administrator immediately if I become aware that partners or subcontractors are out of compliance;

SAMPLE

41. I (on behalf of the "*name of the Project Lead entity*") agree to ensure services are delivered consistent with the safety and accessibility requirements specified in the CMO Implementation Manual;
42. I (on behalf of the "*name of the Project Lead entity*") agree to be available for a follow-up inspection by CARB, Program Administrator or their designee, if requested;
43. The information provided in this application is true and all supporting documentation is true and correct and meets the minimum requirements of the CMO Voucher Pilot Program, identified in the CMO Implementation Manual;
44. I (on behalf of the "*name of the Project Lead entity*") have the legal authority to apply for incentive funding for the purchasing entity described in this agreement;
45. I (on behalf of the "*name of the Project Lead entity*") agree that failure to comply with the terms of this agreement may result in repayment to CARB or its designee of voucher funds received; and
46. I (on behalf of the "*name of the Project Lead entity*") understand that the Program Administrator and/or CARB reserves all rights and remedies available under the law to enforce the terms of this agreement.

By signing the CMO Voucher Agreement, I acknowledge that I have authority to sign on behalf of the Project Lead and have read, understand, and agree to be bound by, the terms and conditions as outlined above. I certify under penalty of perjury that all of the information provided herein is accurate.

Name of Project Lead Representative: _____

Title: _____

Signature of Project Lead Representative:_____

Date: _____

City:_____ State:_____

SAMPLE

I. Clean Mobility Project Voucher Agreement Terms and Conditions <u>For the Program Administrator (CALSTART):</u>

1. This voucher agreement signed by CALSTART and the voucher awardee ("Project Lead") governs the Project.
2. CALSTART and CARB have oversight responsibility for the Clean Mobility Options Voucher Pilot Program (CMO). As the administrator of CMO, CALSTART acts as CARB's designee.
3. CARB, as an intended third-party beneficiary, reserves the right to enforce the terms of CMO at any time during this voucher agreement term.

4. CALSTART and CARB reserve the right to conduct a site visit(s), evaluation, review, or an audit of this Project over the term of this voucher agreement.
5. CALSTART, acting as CARB's designee, is responsible for the following:
    a. Assuring compliance with project eligibility criteria and the minimum requirements for Clean Mobility Options Projects using measures mutually agreed with CARB.
    b. Reviewing and approving necessary program elements provided by the Project Lead, including but not limited to, clean mobility voucher application, voucher eligibility verification, voucher forms, financial documentation, and progress reports.
    c. Participating in meetings, if necessary, with the Project Lead to discuss project refinements and guide Project implementation.
    d. Review and approve all Voucher Payment Request Forms and distribute voucher funds to the Project Lead within 30 calendar days of Form approval.
    e. Providing program oversight and accountability (in conjunction with the Project Lead).
    f. Meeting applicable requirements of statutes, applicable State law, the Fiscal Year (FY) 2017-18, FY 2018-19, and FY 2019-20 Funding Plan for Clean Transportation Incentives, the FY 2017-18 Clean Mobility Voucher Pilot Program Grant Solicitation, the governing Grant Agreement with CARB, and this voucher agreement with the Project Lead.
    g. Ensuring that funds are spent consistent with the Clean Mobility Options Voucher Pilot Implementation Manual ("Implementation Manual") and this voucher agreement with the Project Lead.
    h. CALSTART or its designee has primary responsibility for conducting project reviews and/or fiscal audits of this project's administration and implementation.

SAMPLE

i. In the case of nonperformance, CALSTART, CARB, or its designee has the authority to recoup Clean Mobility Options Voucher Pilot funds which were received based upon misinformation or fraud, or for which the Project Lead or its subcontractors, a dealership, manufacturer, or vehicle purchaser is in significant or continual non-compliance with this Implementation Manual. CALSTART also retains the authority to withhold future payments or prohibit any entity from participating in the Clean Mobility Options Voucher Pilot due to non-compliance with Project requirements.

By signing the CMO Voucher Agreement, I acknowledge that I have authority to sign on behalf of CALSTART and have read, understand, and agree to be bound by, the terms and conditions as outlined above. I certify under penalty of perjury that all of the information provided herein is accurate.
certify under penalty of perjury that the information provided herein is accurate.
Name of CALSTART Representative:
Signature of CALSTART Representative:
Date: _____
City:_____ State:_____

This voucher agreement is only fully executed after the Program Administrator (CALSTART) signs and dates. No work done or vehicle and equipment purchased/leased prior to this date will be provided funding through this voucher agreement.

APPENDIX D
Community Transportation Needs Assessment
Sample Voucher Agreement

COMMUNITY TRANSPORTATION NEEDS ASSESSMENT
SAMPLE VOUCHER AGREEMENT

VOUCHER NUMBER: _____

DATE OF EXECUTION: _____

TOTAL VOUCHER AMOUNT NOT TO EXCEED: $_____

VOUCHER AGREEMENT TERM: FROM _____ TO _____

VOUCHER FUNDING TERM: FROM _____ TO _____

A. Project Information:

Project Lead Primary Contact Name:		
Project Name or Title:		
Organization Name:	**Parent Organization:**	
Organization Type: □ **Public Agency** □ **Tribal Authority** □ **Nonprofit organization**		
Mailing address:		
City:	**State:**	**Zip Code:**
Phone:	**Fax:**	
Primary E-mail:		
Project Summary (including data sources, community's current transportation gaps and community engagement plan):		
List of Approved Costs (Itemized by category if more than one category):		

SAMPLE

Project Milestones and Schedule:
Project Area Information: □ SB 535 Disadvantaged Communities, indicated by Census Tracts: □ Affordable housing facility Address: □ Tribal lands within AB 1550-designated low-income communities or SB 535 Disadvantaged Communities, indicated by Census Tracts:

B. Needs Assessment Voucher Agreement Terms and Conditions: <u>For Project Lead:</u>

As a condition for participating in the State of California, Air Resources Board (CARB) **Clean Mobility Options Voucher Pilot Program (CMO),** implemented through the CMO Implementation Manual, the Project Lead must comply with the requirements below:

1. I (on behalf of the "*name of the Project Lead entity*") have read, understand and agree to all provisions, project criteria, and program requirements within CMO Voucher Pilot Program implemented through the CMO Implementation Manual, and the Application dated_____ and Implementation Manual dated _____ are incorporated by reference;
2. I (on behalf of the "*name of the Project Lead entity*") understand that I must be in compliance and remain in compliance with all applicable federal, state, and local rules and regulations;
3. I (on behalf of the "*name of the Project Lead entity*") understand that this CMO voucher is only valid for this specific use as prescribed in the application and this agreement, and that any voucher funds provided based on this voucher agreement will be null and void if the use identified herein changes prior to voucher redemption without approval from the Program Administrator or for noncompliance with applicable CMO Voucher Pilot Program requirements;
4. I (on behalf of the "*name of the Project Lead entity*") agree to display both the Clean Mobility Options Pilot Program logo and the California Climate Investments logo on all outreach and education materials. I agree to acknowledge the California Climate Investments program as a funding source 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. I understand the acknowledgement must read as follows: "[PROGRAM/PROJECT NAME] is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in

SAMPLE

disadvantaged communities." Guidelines for the usage of the CCI logo can be found at http://www.caclimateinvestments.ca.gov/logo-graphics-request;

5. I (on behalf of the "*name of the Project Lead entity*") understand and agree that all outreach materials**,** project websites, press releases and press events must receive prior approval from the Program Administrator;
6. I (on behalf of the "*name of the Project Lead entity*") understand and agree that the Program Administrator may use my name and name of my organization and our partner organizations and any descriptive language and/or branding and imagery used in our application and/or in the execution of the voucher during CMO program activities and events for use in educational or promotional materials in print, multimedia, or web form. Language, branding, imagery and/or photos and videos will only be used for purposes related to the CMO program.
7. I (on behalf of the "*name of the Project Lead entity*") understand and agree to participate in events, training, and meetings as required by the Program Administrator or CARB;
8. I (on behalf of the "*name of the Project Lead entity*") agree to comply with all insurance requirements specified in the CMO Implementation Manual. I understand no payments will be made under this voucher agreement until I fully comply with all insurance requirements, and submit any required insurance documents, including an annual proof of coverage to the Program Administrator during the Voucher Agreement Term;
9. I (on behalf of the "*name of the Project Lead entity*") agree to comply with data storage and security requirements specified in the CMO Implementation Manual;
10. I (on behalf of the "*name of the Project Lead entity*") agree to comply with all requirements outlined in the Voucher Agreement General Provisions specified in the CMO Implementation Manual;
11. In the event that CALSTART is no longer a Program Administrator prior to the end of voucher agreement term, I (on behalf of the "*name of the Project Lead entity*") agree to sign the amended voucher agreement with the new Program Administrator selected by CARB.
12. I (on behalf of the "*name of the Project Lead entity*") agree to ensure that all funds that the Project Lead seeks reimbursement for are consistent with the project plan and in compliance with project requirements, including minimum and maximum allowed amounts, and that all reported costs are true and accurate;

SAMPLE

13. I (on behalf of the "*name of the Project Lead entity*") agree to collect the project data and report to the Program Administrator on at least a quarterly basis throughout the 9 months voucher agreement term as specified in the CMO Implementation Manual;
14. I (on behalf of the "*name of the Project Lead entity*") agree to develop policies and procedure document that describes administrative actions for evaluation and processing participants, reservations, vehicle maintenance, and data gathering and reporting;
15. I (on behalf of the "*name of the Project Lead entity*") agree to ensure that all partners and subcontractors agree to all provisions of CMO, implemented through the CMO Implementation Manual, and to notify CARB and the Program Administrator immediately if I become aware that partners or subcontractors are out of compliance;
16. I (on behalf of the "*name of the Project Lead entity*") agree to be available for a follow-up inspection by CARB, Program Administrator or their designee, if requested;
17. The information provided in this application is true and all supporting documentation is true and correct and meets the minimum requirements of the CMO Voucher Pilot Program, identified in the CMO Implementation Manual;
18. I (on behalf of the "*name of the Project Lead entity*") have the legal authority to apply for incentive funding for the purchasing entity described in this agreement;
19. I (on behalf of the "*name of the Project Lead entity*") understand and agree to comply with the Sectarian Organizations and Non-Public Schools Restrictions specified in the CMO Implementation Manual;
20. I (on behalf of the "*name of the Project Lead entity*") agree that failure to comply with the terms of this agreement may result in repayment to CARB or its designee of voucher funds received; and
21. I (on behalf of the "*name of the Project Lead entity*") understand that the Program Administrator and/or CARB reserves all rights and remedies available under the law to enforce the terms of this agreement.

By signing the CMO Voucher Agreement, I acknowledge that I have authority to sign on behalf of the Project Lead, have read, understand, and agree to be bound by, the terms and conditions as outlined above. I certify under penalty of perjury that all of the information provided herein is accurate.

Name of Project Lead Representative: :_____

Title:_____

Signature of Project Lead Representative:_____

Date: _____

City:_____ State:_____

SAMPLE

C. Needs Assessment Voucher Agreement Terms and Conditions: <u>For the Program Administrator (CALSTART):</u>

1. This voucher agreement signed by CALSTART and the voucher awardee ("Project Lead") governs the Project.
2. CALSTART and CARB have oversight responsibility for the Clean Mobility Options Voucher Pilot Program (CMO). As the administrator of CMO, CALSTART acts as CARB's designee.
3. CARB, as an intended third-party beneficiary, reserves the right to enforce the terms of CMO at any time during this voucher agreement term.
4. CALSTART and CARB reserve the right to conduct a site visit(s), evaluation, review, or an audit of this Project over the term of this voucher agreement.
5. CALSTART, acting as CARB's designee, is responsible for the following:
    a. Assuring compliance with project eligibility criteria and the minimum requirements for Clean Mobility Options Projects using measures mutually agreed with CARB.
    b. Reviewing and approving necessary program elements provided by the Project Lead, including but not limited to, needs assessment voucher application, voucher eligibility verification, voucher forms, financial documentation, and progress reports.
    c. Participating in meetings, if necessary, with the Project Lead to discuss project refinements and guide project implementation.
    d. Review and approve all Voucher Payment Request Forms and distribute voucher funds to the Project Lead within 30 calendar days of Form approval.
    e. Providing program oversight and accountability (in conjunction with the Project Lead).
    f. Meeting applicable requirements of statutes, applicable State law, the Fiscal Year (FY) 2017-18, FY 2018-19, and FY 2019-20 Funding Plan for Clean Transportation Incentives, the FY 2017-18 Clean Mobility Voucher Pilot Program Grant Solicitation, the governing Grant Agreement with CARB, and this voucher agreement with the Project Lead.
    g. Ensuring that funds are spent consistent with the Clean Mobility Options Voucher Pilot Implementation Manual ("Implementation Manual") and this voucher agreement with the Project Lead.
    h. CALSTART or its designee has primary responsibility for conducting project reviews and/or fiscal audits of this project's administration and implementation.
    i. In the case of nonperformance, CALSTART, CARB, or its designee has the authority to recoup Clean Mobility Options Voucher Pilot funds which were received based upon misinformation or fraud, or for which the Project Lead or its subcontractors, is in significant or continual non-compliance with the CMO Implementation Manual.

SAMPLE

CALSTART also retains the authority to withhold future payments or prohibit any entity from participating in the Clean Mobility Options Voucher Pilot due to non-compliance with Project requirements.

By signing the CMO Voucher Agreement, I acknowledge that I have authority to sign on behalf of CALSTART, have read, understand, and agree to be bound by, the terms and conditions as outlined above. I certify under penalty of perjury that all of the information provided herein is accurate.

Name of CALSTART Representative:
Title:_____
Signature of CALSTART Representative:
Date: _____
City:_____ State:_____

This voucher agreement is only fully executed after the Program Administrator (CALSTART) signs and dates. No work done prior to this date will be provided funding through this voucher agreement.

SAMPLE

APPENDIX E
Clean Mobility Provider Directory

CLEAN MOBILITY PROVIDER DIRECTORY

The Program Administrator has developed a Clean Mobility Options Mobility Provider Directory (Directory) to facilitate partnerships between CMO Voucher applicants. The Directory serves as an informational resource to:

a. Support lead applicants in identifying operators suitable for their communities in an informed and timely fashion.
b. Ensure that voucher awardees who did not include a partner in their application with the required one year of experience operating a mobility service can identify an experienced operator in a streamlined manner by selecting one from the Directory.
c. Allow the CMO Program Administrator to effectively communicate and share information about offerings from interested operators.
d. Provide statewide exposure for eligible operators interested in joining project teams.

The organization must meet two minimum qualification criteria to be included in the Directory:

1. Organization must have at least one year of experience operating mobility services.
2. Organization must be registered to conduct business in California and in good standing with the California Secretary of State.

The Directory is updated with new providers on a regular basis. The current version can be downloaded at www.cleanmobilityoptions.org.

This list is provided to applicants as a resource for project development. Please note that being on the Directory list does not necessarily reflect the views and policies of the California Air Resources Board, nor does the mention of trade names or commercial products as a result of being on the directory constitute endorsement or recommendation for use.

APPENDIX F
CEQA Compliance and Permitting Requirements

CEQA COMPLIANCE AND PERMITTING REQUIREMENTS

Each proposed infrastructure installation (e.g., electric vehicle supply equipment or hydrogen refueling station) may be subject to California Environmental Quality Act (CEQA) compliance, as well as permitting and other requirements. Such proposals must adhere to the requirements specified in this Appendix.

CEQA COMPLIANCE INFORMATION

The California Environmental Quality Act (CEQA) requires public agencies to identify the significant environmental impacts of their discretionary actions and to avoid or mitigate them, if feasible. Under CEQA, an activity that may cause either a direct or a 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 discretionally approve a project. For projects that are exempt from CEQA, agencies may prepare a Notice of Exemption (an example is provided for reference).

Before applicants submit a Mobility Project Voucher Application, applicants must be certain that the project is eligible for a CEQA exemption. Due to the limited expenditure timeframes involved in this program, projects that are not exempt from CEQA will not be eligible for CMO Voucher Pilot Program funding. Applicants must submit a Notice of Exemption or Resolution of public agency or Agenda Item approving Exemption within 9 months of the voucher agreement execution date or prior to the first payment request associated with infrastructure costs, whichever is sooner. The Program Administrator must ensure that any applicable requirements of the CEQA have been met by the awardee, as well as any applicable permitting requirements before any funding be disbursed by the Program Administrator.

Applicants must submit a CEQA Worksheet (*Appendix F - Attachment 1*) to the Program Administrator for each proposed infrastructure installation as part of their payment request for infrastructure. The applicant shall provide a detailed description of the project and all of its components, as well as any direct physical changes and reasonably foreseeable indirect changes to the surrounding environment. In order to minimize or avoid adverse environmental impacts, this funding program may only accept applications for proposed projects to be sited where similar infrastructure already exists (e.g., installing electric vehicle supply equipment where electrical infrastructure already exists, or installing a hydrogen refueling station at an existing fueling station or industrial facility).

Prior to receiving voucher funds, the applicant must provide definitive documentation from the lead agency showing the CEQA process has been completed. If no CEQA review is required by a

local lead agency, provide definitive documentation from the local lead agency explaining why not.

The applicant must provide the following information as it pertains to the proposed project prior to receiving any voucher funds associated with infrastructure costs:

A. **Proposed Station Location:** The applicant must provide the specific address or equivalent location information for the proposed station, equipment, fill system(s), and/or dispensing unit(s).
B. **Permits:** The applicant must identify the permits necessary for the project with the proposal narrative.
C. **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.
D. **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 applicant (potential voucher recipient) is a public agency, the lead agency is typically the applicant. 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 applicant is a private entity, the lead agency is the public agency that has the greatest responsibility for approving the project as a whole. When issuing contracts, grants, or loans, CARB is typically a Responsible Agency under CEQA, which means that it must make 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). The lead agency will be identified using the following process.

    1. Where the proposed project would require a discretionary approval from another permitting agency, the applicant must identify the CEQA lead agency in the application 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.

    2. 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. The Program Administrator may reimburse the applicant for these costs. The applicant shall also be responsible for all costs associated with defending any legal challenge against the voucher agreement or the environmental review documents prepared in support of entering into the voucher agreement.

C. CEQA Compliance Where the Proposed Project Would require a Discretionary Approval From Another Permitting Agency (i.e., another permitting agency serves as the Lead Agency):

3. **Exempt Projects:** If the lead agency determines that the proposed project is exempt from CEQA or not a "project" for purposes of CEQA, the applicant must submit proof of such a determination as well as a legally adequate, properly filed Notice of Exemption or proof that more than 180 calendar days have elapsed since the agency's decision to carry out or approve the project to the Program Administrator within 9 months of the voucher agreement execution date or prior to the first payment request associated with infrastructure costs, whichever is sooner. 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 define under CEQA guidelines section 15384, that support the lead agency's conclusion. For example, for a Class One Categorical Exemption (California Code of Regulations (CCR), Title 14 Section 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, Section 15268 and Section 15061, subd. (b)(3), respectively), the applicant shall provide details on whether the project meets 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.

4. In accordance with CEQA requirements, CARB may review each project application and consider the facts and circumstances of each project application (including the project's reasonably foreseeable direct and indirect impacts) before determining whether the lead agency's CEQA review findings and documentation are adequate.

D. **CEQA Compliance Where the Proposed Project Would Not Require a 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 with detailed information regarding the project description why the project would qualify for any CEQA exemptions, and why no exceptions would apply pursuant to CEQA Guidelines Section 15300.2. In accordance with CEQA requirements, CARB will review each project application, and consider the facts and circumstances of each project application (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. The Program Administrator may reimburse these costs.

E. **Other Relevant CEQA Information:** The applicant shall submit any other relevant CEQA documentation or information that will assist CARB or the Program Administrator 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 schedule pre-application meetings with the local CEQA lead agency, or documentation of contact with CEQA lead agency.

PERMITTING

The Applicant must include information in their application 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@gov.ca.gov

PHOTOGRAPHIC EVIDENCE OF THE LOCATION LAYOUT

The application must provide photographic images with both date and time stamps of all intended locations. The images must show the station ingress and egress.

EXAMPLE NOTICE OF EXEMPTION

To: County Clerks, Counties of Sonoma, Marin, and Napa **From:** San Andreas Transit Agency

Project Title: Electric Vehicles 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) 123 Sample Lane, Glen Ellen, CA, Sonoma County; 2) 321 Environmental Court, Mill Valley, CA, Marin County; 3) 467 Sky St., St. Helena, CA, Napa County.

Description of Nature, Purpose, and Beneficiaries of Project: The San Andreas Transit Agency 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:

123 Sample Lane, Glen Ellen, CA: 1) Test and deploy four Smith 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.

321 Environmental Court, Mill Valley, CA, Marin County: 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.

467 Sky St., St. Helena, CA, Napa County: 1) Test and deploy one Smith 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.

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:**
San Andreas Transit Agency	San Andreas Transit Agency

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: San Andreas Transit Agency 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, San Andreas Transit Agency 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). San Andreas Transit Agency 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 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, 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: San Andreas Transit Agency Governing Board Hearing: March 18, 2019

CEQA Contact Person:	**Phone Number:**	**Email:**	**Fax:**
Rule Contact Person:	**Phone Number:**	**Email:**	**Fax:**

Date Received for Filing: **Signature:**

Giulia Patton, San Andreas Transit Agency, CEQA Section

ATTACHMENT 1. California Environmental Quality Act Worksheet

This attachment must be submitted for each proposed infrastructure installation as part of the payment request for infrastructure (e.g., electric vehicle supply equipment, bicycle storage units). Additional information regarding this requirement is available in Appendix F.

The California Environmental Quality Act (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. 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.

Before applicants submit a Mobility Project Voucher Application, applicants must be certain that the project is eligible for a CEQA exemption. Due to the limited expenditure timeframes involved in this program, projects that are not exempt from CEQA will not be eligible for CMO Voucher Pilot Program funding.

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 (potential voucher recipient) 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.[35] When issuing contracts, grants, or loans, the California Air Resources Board (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. The Program Administrator must ensure that any applicable requirements of the CEQA have been met by the applicant, as well as any applicable permitting requirements before any funding be disbursed by the Program Administrator.

See this page for the worksheets. Make copies as necessary to submit with the payment request.

[35] 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).

Please answer all questions in the worksheet below as completely as possible. The Program Administrator or CARB may request additional information in order to clarify responses provided on this worksheet.

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	☐	☐	

Project Aspect	Yes	No	Description of Project Aspect
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	☐	☐	
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?	☐	☐	☐	
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	☐	☐	☐		
Hazardous Waste Permit	☐	☐	☐		
Rezoning	☐	☐	☐		
Authority to Construct	☐	☐	☐		
Other Permits (List types)	☐	☐	☐		

6. **Of the agencies listed in #4, 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 4 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		N/A		N/A
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				

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)**
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 G
Hydrogen Refueling Station Requirements

HYDROGEN REFUELING STATION REQUIREMENTS

I. MINIMUM TECHNICAL REQUIREMENTS

To be eligible under this program, applications that include a hydrogen refueling station to be funded as part of the project must, at a minimum, meet each of the following minimum technical requirements. Applications that include hydrogen refueling infrastructure must be located where similar infrastructure already exists (e.g., installing a hydrogen refueling station at an existing fueling station or a commercial or industrial facility). Applications including the use of an existing hydrogen station for refueling project vehicles must provide assurances that the station can meet all refueling needs of the project vehicles in terms of refueling pressure, vehicle storage, hydrogen quality, safe refueling, and other requirements described herein.

A. Hydrogen Quality

Hydrogen dispensed at the station shall meet the requirements adopted by the Department of Food and Agriculture Division of Measurement Standards, and found in Title 4, Division 9, Chapter 6, Article 8 of the California Code of Regulations (CCR), Automotive Products Specifications. The regulation adopts by reference the Society of Automotive Engineers (SAE) International J2719: "Hydrogen Fuel Quality for Fuel Cell Vehicles," most recent version (www.sae.org). Hydrogen dispensed at the station shall also comply with Compressed Gas Association (CGA) G-5.3-2017 specification guidelines for gaseous and liquid hydrogen for fuel cell applications developed by the Compressed Gas Association. A hydrogen refueling station must undergo and pass the hydrogen purity test under all of the following circumstances: before being considered operational; every 6 months thereafter; and when the hydrogen lines are potentially exposed to contamination due to maintenance or other activity. The applicant must employ and provide a narrative of the best practices that ensure continued adherence to hydrogen purity standards.

B. Fueling Protocols

The station/dispenser(s) shall meet the appropriate SAE International standards for the vehicles being fueled, which for light duty vehicles, includes SAE J2601, "Fueling Protocols for Light Duty Gaseous Hydrogen Surface Vehicles, most recent version; and for medium duty vehicles, includes SAE J2601/2, "Fueling Protocol for Gaseous Hydrogen Powered Heavy Duty Vehicles," most recent version (www.sae.org). The applicant must describe how the fueling protocol and equipment at the station match project vehicle requirements.

C. Fire and Safety Awareness, Prioritization, and Adherence

To the extent practicable and with consideration of local ordinances, applicants should meet the requirements of the following California Fire Code sections: Chapter 23 – Hydrogen Motor

Fuel Dispensing and Generation Facilities; Chapter 53, Section 5301.1 – Compressed Gasses; and Chapter 58, Section 5801.1 – Flammable Gasses and Flammable Cryogenic Fluids, all of which incorporate by reference National Fire Protection Association (NFPA) 2: Hydrogen Technologies Code: most recent edition, http://www.nfpa.org, as a guideline for hydrogen refueling station design.

D. Dispenser Pressure

Each hydrogen refueling station identified for the project that dispenses gaseous hydrogen into onboard storage tanks of light duty vehicles shall dispense fuel at 700 bar, shall follow the appropriate SAE International fueling protocol (e.g., SAE J2601, Fueling Protocols for Light Duty Gaseous Hydrogen Surface Vehicles", most recent version), and shall comply with the most recent version of CSA Group (formerly Canadian Standards Association, CSA) Hydrogen Gas Vehicle (HGV) 4.3 Test Methods for Hydrogen Fueling Parameter Evaluation. Dispensing hydrogen at 350 bar is optional, but it is required to match the fueling requirements of project vehicles. The applicant must describe how the station will accommodate refueling all project vehicles, and describe how they will document compliance with the appropriate SAE standard (J2601 and, if applicable, J2601/2).

E. Hydrogen Dispensing

For applications including a hydrogen station that intends to sell gaseous hydrogen by the kilogram, the applicant must:

1. Demonstrate that the hydrogen dispensers conform to the specifications and tolerances specified in CCR, Title 4, Division 9 Measurement Standards, Chapter 1. Tolerances and Specifications for Commercial Weighing and Measuring Devices, Article 1, National Uniformity, Exceptions and additions, Sections 4001, Exemptions, and 4002. Additional Requirements, Subsection 4002.9 Hydrogen Gas Measuring Devices (3.39); and
2. Satisfy the technical requirements of U.S. Department of Commerce/National Institute of Standards and Technology (NIST), specifications Tolerances, and Other Technical Requirements for Weighing and Measuring Devices as adopted by the 102nd National Conference on Weights and Measures 2017, NIST Handbook 44, 2018.

In addition, for a hydrogen station that intends to sell hydrogen by the kilogram, the application must describe how payment will be accepted at the point of sale, acceptable payment methods, and how sales transactions will be recorded.

Applications with hydrogen stations that do not intend to sell gaseous or liquid hydrogen by the kilogram must explain how they will quantify hydrogen fuel dispensed and the estimated

degree of accuracy. Hydrogen stations funded through this program will be required to quantify hydrogen dispensed on a quarterly basis.

F. Hydrogen Dispensers

The station/dispenser(s) shall be capable of meeting or exceeding the National Fire Protection Association (NFPA) 2: Hydrogen Technologies Code, most recent edition, www.nfpa.org. Hydrogen connectors, nozzles and receptacles must meet all requirements of SAE J2600: Compressed Hydrogen Surface Vehicle Fueling Connection Devices, and pass all J2600 testing to be considered SAE J2600 compliant.

G. Vehicle to Station Communications

The station shall meet the requirements of SAE J2799: Hydrogen Surface Vehicle to Station Communications Hardware and Software, 2014.

H. Station Design Requirements

Hydrogen stations for light-duty vehicles, trucks and SUVs up to 14,000 lbs. Gross Vehicle Weight Rating must comply with CSA HGV 4.9 Hydrogen Fueling Station standards, which specify design, installation, operation and maintenance of brick-and-mortar and modular gaseous hydrogen fueling stations for light-duty vehicles. Hydrogen refueling stations must have a plan in place for continued refueling of project vehicles in the event that the existing station goes off-line. The applicant must provide a detailed plan, equipment list, and performance specifications to show they are able to obtain and contract for temporary fueling from an experienced supplier.

I. Release Reporting

Hydrogen stations shall comply with the hazardous materials release reporting requirements contained in California Health and Safety Code Section 25510(a).

J. Renewable Hydrogen

Applications must demonstrate compliance with the minimum Renewable Hydrogen Requirements and the data collection requirements detailed in Section III of this Appendix. This compliance may be met considering all stations and fuel dispensed included in the application for which the applicant is applying for funding under this program.

II. MOBILE REFUELERS REQUIREMENTS

Mobile refuelers may be used to provide additional capacity on a temporary basis to support high use areas, remote areas, or as a backup for outages. Applications that request funding for mobile refuelers must meet US Department of Transportation (DOT) standards for moving

flammable gases (the primary relevant regulation is 49 CFR 173.301.)[1], [2]. For planning to comply with DOT standards, the Compressed Gas Association TB25 "Design Considerations for Tube Trailers" which has been incorporated by reference into 49 CFR 173.01, offers a solid starting point to be used for performing analysis or performance testing. For composite tanks commonly used to store hydrogen, DOT standards will require a full range of testing to verify integrity.

It is recommended that manufacturers of mobile refuelers contact the Pipeline and Hazardous Materials Safety Administration (PHMSA) at DOT prior to testing to ensure tests and methods meet all requirements.

The hydrogen dispenser(s) shall be capable of meeting or exceeding the National Fire Protection Association (NFPA) 2: Hydrogen Technologies Code, most recent edition, www.nfpa.org. Hydrogen connectors, nozzles and receptacles must meet all requirements of SAE J2600: Compressed Hydrogen Surface Vehicle Fueling Connection Devices, and pass all J2600 testing to be considered SAE J2600 compliant.

III. RENEWABLE HYDROGEN REQUIREMENTS

The hydrogen refueling station(s) funded under this program shall dispense renewable hydrogen to comply with the requirements specified in the California Air Resources Board Low Carbon Fuel Standard regulation, of the California Code of Regulations Title 17, Division 3, Chapter 1, Subchapter 10, Article 4, Subarticle 7, Section 95481(a)(124) "Definitions - Renewable Hydrogen;" and Section 95486.2(a)(4)(F) "Hydrogen Refueling Infrastructure (HRI) Pathways – Requirements to Generate HRI Credits."

Applications that request funding for proposed hydrogen refueling station(s) must provide a plan for ensuring that dispensed hydrogen is generated using at least 33 percent eligible renewable resources (i.e., feedstocks or electricity) as detailed below. This plan must detail the process used to generate the hydrogen, the location where the hydrogen will be generated (i.e., at the proposed hydrogen station site or at an off-site production facility), the eligible renewable resources used to generate the hydrogen, and how the applicant will track and provide verifiable evidence that the dispensed hydrogen is generated from at least 33 percent eligible renewable resources.

A. Eligible Renewable Feedstocks

Eligible renewable feedstocks include:

[1] https://www.fmcsa.dot.gov/regulations/hazardous-materials/how-comply-federal-hazardous-materials-regulations
[2] 49 CFR 173.301 "General requirements for shipment of compressed gases and other hazardous materials in cylinders, UN pressure receptacles and spherical pressure vessels." This regulation incorporates CGA – TB25 "Design Considerations for Tube Trailers" by reference, highlighted here for its direct application to mobile fuelers.

- Biomethane or biogas such as biomass, digester gas, landfill gas, sewer gas, or municipal solid waste gas.
- Other feedstocks may be eligible if the Application demonstrates that the proposed feedstock is sustainably produced, reduces greenhouse gas emissions compared to the petroleum baseline, and achieves the Sustainability Goals of the Alternative and Renewable Fuel and Vehicle Technology Program Regulations (20 CCR 3101.5).

B. Eligible Renewable Electricity Sources

Eligible renewable electricity sources include facilities that use the following:

- Fuel cells using renewable fuels
- Geothermal
- Small hydroelectric (30 megawatts or less)
- Ocean wave
- Ocean thermal
- Tidal current
- Photovoltaic (PV)
- Solar Thermal
- Wind
- Biomass digester gas
- Municipal solid waste conversion (non-combustion thermal process)
- Landfill gas

C. Required Information

For hydrogen produced directly from eligible renewable feedstocks, applications must include information about the source of the feedstock(s); how the feedstocks will be processed into fuel; and how the fuel will be transported, stored, and ultimately dispensed at the proposed station(s). For hydrogen generated from electricity (e.g., electrolysis), applicants must describe source(s) of eligible renewable electricity that satisfy the conditions outlined below in Appendix G, III, D.

Once a project hydrogen station is operational, the project lead will be responsible for ensuring that data is provided to the Program Administrator on a quarterly basis regarding hydrogen

production, delivery, and dispensing for the purposes of carrying out the project. Data collection will include but not be limited to:

- For all stations – performance data including quantity of fuel produced and dispensed, energy used for hydrogen production, storage, cooling, compression, and dispensing, estimated cost to produce fuel, fueling times, station down time, servicing and maintenance information, and driver/operator feedback on refueling.
- For a station generating hydrogen from electrolysis – documentation of electricity and water used for hydrogen generation, power generated from on-site sources and attributed to onsite hydrogen production, and if applicable, power obtained through other eligible sources.
- For a station producing hydrogen from eligible renewable feedstocks – amount of biogas or other renewable feedstock (in mega joules), total amount of fossil natural gas from the pipeline (in mega joules) or other fuel used for hydrogen generation and steam production, and total electricity and water usage for hydrogen generation, storage, compression and dispensing.

All data will be recorded on the NREL Data Collection Tool,[36] or another format as specified by CARB or the Program Administrator.

D. Renewable Electricity Requirements

Renewable electricity used for hydrogen generation may be:

1. Generated from one or more eligible electricity sources (listed above- Appendix G. III. B) that meet the requirements under California Public Utilities Code section 399.12, and are co-located with the refueling station site or located on property owned by the hydrogen producer, and produce no additional renewable attributes such as renewable energy certificates; or
2. Obtained through a program with eligibility requirements that match or are more stringent than the Green Tariff Shared Renewables program under the California Public Utilities Code sections 2831-2833.

E. Biogas Requirements

Biogas or biomethane used for hydrogen generation may be:

(1) Physically supplied directly to the hydrogen production facility; or

[36] The NREL Data Collection Tool is Attachment 11 of GFO-15-605 – Light Duty Vehicle Hydrogen Refueling Infrastructure located on the California Energy Commissions Contracts webpage. **http://www.energy.ca.gov/contracts/GFO-15-605/**.

(2) Injected as certified Renewable Natural Gas (RNG) into a common carrier pipeline in North America (and thus comingled with fossil natural gas) and reported as an input to hydrogen production, provided the following conditions are met:

a. The quantity of RNG (and all associated environmental attributes) injected into the pipeline must be accompanied by documents linking the environmental attributes of the injected RNG to the corresponding quantities of natural gas withdrawn for hydrogen production. Documents include monthly invoices showing quantities of RNG sourced and the contracted price per unit, and the contract by which the hydrogen producer obtained the environmental attributes.

b. The quantity of RNG (and all associated environmental attributes) injected into pipeline in one calendar quarter must match the quantity of pipeline natural gas sold as RNG for hydrogen production no later than the following calendar quarter.

F. Verification

CARB will verify, based on the information provided in the application, whether the renewable hydrogen requirement is met.

G. SB 1505 Disclaimer

The 33 percent Renewable Hydrogen Content requirement is a condition to participate in this program. This is separate and distinct from CARB's sole authority to regulate the renewable hydrogen content requirements for hydrogen refueling stations under Health and Safety Code, Section 43869 (commonly referred to as Senate Bill 1505 or SB 1505). Fulfilling the 33 percent Renewable Hydrogen Content requirement in this program does not guaranty or warranty in any way that hydrogen refueling stations funded under this program will meet any standards or regulations that CARB may adopt in the future for hydrogen refueling stations pursuant to the authority in SB 1505. The applicant will be solely responsible for complying with such standards and regulations as applicable, including funding its compliance with them.

APPENDIX H
Data Collection Requirements

DATA COLLECTION REQUIREMENTS

Table H-1 through H-4, below, list the types of data elements CARB requests the Program Administrator to obtain from the projects receiving clean mobility voucher funds under the Clean Mobility Voucher Pilot Program. Additional data elements may be collected beyond what is presented below.

The Project Lead (awardee) is responsible to collect and monitor vehicle, equipment and infrastructure data, if applicable. These data may include but not limited to, vehicle, bicycle and other clean mobility options' specifications, performance, operation and maintenance data. The Program Administrator will coordinate with the Project Lead to obtain these data, administer surveys to participants to collect usage data and other information as specified in this document, and establish a process for reporting. Any data collected that contains personally identifiable information (PII), such as the names, personal phone numbers, and home addresses should be secured and protected. **All information and data collected as a response to the Clean Mobility Voucher Pilot Program's data collection requirements is the property of CARB and will become a public record. As such, any information or data that contains PII should be reported only in aggregate or with PII removed**. All data trip information collected via telematics and surveys is subject to availability and when not obtained an explanation must be provided

Table H-1. Minimum Data Items for Vehicles in Carshare, Carpool, Vanpool, Microtransit, and Ride on Demand Services and Associated Charging/Fueling Infrastructure

The following data must be collected for all project vehicles and charging equipment, with the following exceptions: To ensure PII is not compromised, do not include origin and destination or location information of vehicles, unless such data is aggregated in such a way as to not reveal PII.

A. Vehicle and Charging/Fueling Equipment Specifications
i) Vehicle specifications, e.g., new or used, manufacturer, model, model year, gross vehicle weight rating, fuel type, battery/fuel capacity (kWh/gallons/kg) ii) Number of vehicles in service iii) Age and current mileage for used vehicles iv) Charging equipment specifications (e.g., manufacturer, model, model year, charger level, etc.) v) Purchase/lease date, purchase/lease amount vi) Registration date and date of next renewal (for vehicles) vii) Insurance information and date of next renewal (for vehicles) viii) Odometer reading ix) First date of operation (for both vehicles and charging equipment)

x) Site location for charging equipment (street address, if available)

B. Vehicle Operation

i) Number of trips taken in total and per vehicle
ii) Description of typical daily use of vehicles
iii) Number of riders and passengers reported for each vehicle trip
iv) Vehicle usage, e.g., hours of operation per day, days of operation per year, aggregated GPS route data
v) Origin and destination (data should be aggregated in such a way as to not reveal PII).
vi) Miles traveled for each vehicle trip and total miles traveled

C. Project Participants (Users)

i) Number of participants and their membership type (e.g., standard, community, trial)
ii) Basic demographic information (e.g., age, gender, primary language spoken, etc.)
iii) Total number of withdrawn memberships and reason, if available
iv) Project User Survey data, including:
    1. Transportation patterns, auto ownership, and average annual auto miles used in last two years prior to participation in the project
    2. List of unmet transportation and mobility needs
    3. Purpose of using the service (e.g., work commute, grocery shopping, medical appointments, school commute, etc.)
    4. Census tract of residence, Zip Code, and County
    5. User experience of the advanced technology vehicles and equipment, e.g., vehicle availability, power, perceived safety, refueling/recharging experience, and any barriers
    6. User experience of how the service increased their accessibility
    7. Feedback from participants regarding effectiveness of outreach efforts and materials

D. Safety

i) Description of any accidents or incidents, including collisions, maintenance, and fueling/charging incidents

E. Identified problems or concerns and proposed solutions, if applicable

Table H-2. Minimum Data Items for Bicycles, Electric Bicycles, Scooters, and Motorized Scooters in Bike Sharing and Scooter-Sharing Projects and Associated Charging Infrastructure, if applicable

A. Bicycle/Scooter and Charging Equipment Specifications
i) Bicycle/scooter specifications (e.g., motorized, or non-motorized, class and charging capacity, if applicable, manufacturer, model, model year, etc.) ii) Charging equipment specifications (e.g., manufacturer, model, model year, voltage output, amperage, etc.) iii) First date of operation (including bicycles/scooters and charging equipment) iv) Insurance information and date of next renewal (for bicycles and scooters)
B. Bicycle/Scooter Operation
i) Bicycle/scooter usage, e.g., hours of operation per day, days of operation per year ii) Number of trips taken per day iii) Miles traveled per trip and per day, including odometer readings (if applicable) iv) Average miles per Kilowatt Hour (for electric bicycles and motorized scooters only)
C. Project Participants (Users)
i) Number of participants and their membership type (e.g., standard, community, trial) ii) User experience of the bicycles/electric bicycles/scooter/electric scooter (e.g., availability, capacity to meet travel needs, perceived safety, and any barriers) iii) Basic demographic information iv) Total number of withdrawn memberships and reason, if available v) Project User Survey data, including: 1. Transportation patterns, auto ownership, and average annual auto miles used in last two years prior to participation in the project 2. List of unmet transportation and mobility needs 3. Purpose of using the service (e.g., work commute, run an errand, etc.) 4. Census tract of residence, Zip Code, and County 5. User experience of how the service increased their accessibility 6. Feedback from participants regarding effectiveness of outreach efforts and materials
D. Safety
i) Description of any accidents or incidents, including collisions, maintenance, and charging incidents
E. Identified problems or concerns and proposed solutions, if applicable

Table H-3. Minimum Data Items for Outreach and Community Engagement Events

A. Planned Events
i) Schedule of community outreach and education conducted, materials used, and number of people contacted ii) Method of outreach (e.g., online, flyer, door-to-door notice, etc.) iii) Location, date, time of event iv) Type of event (e.g., workshop, in-person meeting, webinar, educational forum) v) Approximate number of attendees vi) Number of speakers or other active participants vii) Title of event viii) Copy of the survey questionnaires, if applicable ix) A summary of key takeaways from the event

Table H-4. Minimum Data Items for California Climate Investments Co-benefits Assessments

A. Job Co-benefit of the Project
i) Type of job (e.g., construction, procurement, consultant) ii) Full-time equivalent hours iii) Location of job iv) Date of job creation