



**CIVIL SERVICE COMMISSION  
CITY AND COUNTY OF SAN FRANCISCO**

**LONDON N. BREED  
MAYOR**

**Sent via Electronic Mail**

May 4, 2023

**NOTICE OF CIVIL SERVICE COMMISSION MEETING**

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT 40300-22/23; 46552-22/23; 43118-22/23; 45649-22/23; 47680-22/23; 49911-22/23; 43228-22/23; 41712-22/23; 48038-22/23; 44655-13/14; 47195-17/18; 4096-08/09; 47223-19/20; 2010-08/09; 30573-15/16; AND 44727-17/18.**

The above matter will be considered by the Civil Service Commission at a hybrid meeting (in-person and virtual) in Room 400, City Hall, 1 Dr. Goodlett Place, San Francisco, California 94102 and through Cisco WebEx to be held on **May 15, 2023, at 2:00 p.m.**

This item will appear on the Ratification Agenda. Please refer to the attached notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is recommended. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

CIVIL SERVICE COMMISSION

/s/

SANDRA ENG  
Executive Officer

Attachments

Cc: Cynthia Avakian, Airport  
Brett Conner, Children; Youth & Their Families  
Henry Gong, Sheriff Department  
Lynn Khaw, City Administrator  
Shawndrea Hale, Public Utilities Commission  
Kelly Hiramoto, Department of Public Health  
Daniel Kwon, Public Utilities Commission  
Vincent Lee, Police Department  
Joan Lubamersky, City Administrator  
Amy Nuque, Municipal Transportation Agency  
Commission File  
Commissioners' Binder  
Chron

## **NOTICE OF COMMISSION HEARING POLICIES AND PROCEDURES**

### **A. Commission Office**

The Civil Service Commission office is located at, 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. The telephone number is (628) 652-1100. The fax number is (628) 652-1109. The email address is [civilservice@sfgov.org](mailto:civilservice@sfgov.org) and the web address is [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/). Office hours are from 8:00 a.m. to 5:00 p.m., Monday through Friday.

### **B. Policy Requiring Written Reports**

It is the policy of the Civil Service Commission that except for appeals filed under Civil Service Commission Rule 111A Position-Based Testing, all items appearing on its agenda be supported by a written report prepared by Commission or departmental staff. All documents referred to in any Agenda Document are posted adjacent to the Agenda, or if more than one (1) page in length, available for public inspection and copying at the Civil Service Commission office. Reports from City and County personnel supporting agenda items are submitted in accordance with the procedures established by the Executive Officer. Reports not submitted according to procedures, in the format and quantity required, and by the deadline, will not be calendared.

### **C. Policy on Written Submissions by Appellants**

All written material submitted by appellants to be considered by the Commission in support of an agenda item shall be submitted to the Commission office, no later than 5:00 p.m. on the fourth (4<sup>th</sup>) business day preceding the Commission meeting for which the item is calendared (ordinarily, on Tuesday). An original copy on 8 1/2-inch X 11 inch paper, three-hole punched on left margin, and page numbered in the bottom center margin, shall be provided. Written material submitted for the Commission's review becomes part of a public record and shall be open for public inspection.

### **D. Policy on Materials being Considered by the Commission**

Copies of all staff reports and materials being considered by the Civil Service Commission are available for public view 72 hours prior to the Civil Service Commission meeting on the Civil Service Commission's website at <https://sf.gov/civilservice> and in its office located at 25 Van Ness Avenue, Suite 720, San Francisco, CA 94102. If any materials related to an item on this agenda have been distributed to the Civil Service Commission after distribution of the agenda packet, those materials will be available for public inspection at the Civil Service Commission's during normal office hours (8:00 a.m. to 5:00 p.m. Monday through Friday).

### **E. Policy and Procedure for Hearings to be Scheduled after 5:00 p.m. and Requests for Postponement**

**A request to hear an item after 5:00 p.m. should be directed to the Executive Officer as soon as possible following the receipt of notification of an upcoming hearing. Requests may be made by telephone at (628) 652-1100 and confirmed in writing or by fax at (628) 652-1109.**

A request for a postponement (continuance) to delay an item to another meeting may be directed to the Commission Executive Officer by telephone or in writing. Before acting, the Executive Officer may refer certain requests to another City official for recommendation. Telephone requests must be confirmed in writing prior to the meeting. Immediately following the "Announcement of Changes" portion of the agenda at the beginning of the meeting, the Commission will consider a request for a postponement that has been previously denied. Appeals filed under Civil Service Commission Rule 111A Position-Based Testing shall be considered on the date it is calendared for hearing except under extraordinary circumstances and upon mutual agreement between the appellant and the Department of Human Resources.

### **F. Policy and Procedure on Hearing Items Out of Order**

Requests to hear items out of order are to be directed to the Commission President at the beginning of the agenda. The President will rule on each request. Such requests may be granted with mutual agreement among the affected parties.

### **G. Procedure for Commission Hearings**

All Commission hearings on disputed matters shall conform to the following procedures: The Commission reserves the right to question each party during its presentation and, in its discretion, to modify any time allocations and requirements.

If a matter is severed from the *Consent Agenda* or the *Ratification Agenda*, presentation by the opponent will be for a maximum time limit of five (5) minutes and response by the departmental representative for a maximum time limit of five (5) minutes. Requests by the public to sever items from the [*Consent Agenda* or] *Ratification Agenda* must be provided with justification for the record.

For items on the *Regular Agenda*, presentation by the departmental representative for a maximum time of five (5) minutes and response by the opponent for a maximum time limit of five (5) minutes.

For items on the *Separations Agenda*, presentation by the department followed by the employee or employee's representative shall be for a maximum time limit of ten (10) minutes for each party unless extended by the Commission.

Each presentation shall conform to the following:

1. Opening summary of case (brief overview);
2. Discussion of evidence;
3. Corroborating witnesses, if necessary; and
4. Closing remarks.

The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

#### **H. Policy on Audio Recording of Commission Meetings**

As provided in the San Francisco Sunshine Ordinance, all Commission meetings are audio recorded in digital form. These audio recordings of open sessions are available starting on the day after the Commission meeting on the Civil Service Commission website at [www.sfgov.org/civilservice/](http://www.sfgov.org/civilservice/).

#### **I. Speaking before the Civil Service Commission**

Speaker cards are not required. The Commission will take public comment on all items appearing on the agenda at the time the item is heard. The Commission will take public comment on matters not on the Agenda, but within the jurisdiction of the Commission during the "Requests to Speak" portion of the regular meeting. Maximum time will be three (3) minutes. A subsequent comment after the three (3) minute period is limited to one (1) minute. The timer shall be in operation during public comment. Upon any specific request by a Commissioner, time may be extended.

#### **J. Public Comment and Due Process**

During general public comment, members of the public sometimes wish to address the Civil Service Commission regarding matters that may come before the Commission in its capacity as an adjudicative body. The Commission does not restrict this use of general public comment. To protect the due process rights of parties to its adjudicative proceedings, however, the Commission will not consider, in connection with any adjudicative proceeding, statements made during general public comment. If members of the public have information that they believe to be relevant to a matter that will come before the Commission in its adjudicative capacity, they may wish to address the Commission during the public comment portion of that adjudicative proceeding. The Commission will not consider public comment in connection with an adjudicative proceeding without providing the parties an opportunity to respond.

#### **K. Policy on use of Cell Phones, Pagers and Similar Sound-Producing Electronic Devices at and During Public Meetings**

The ringing and use of cell phones, pagers and similar sound-producing electronic devices are prohibited at this meeting. Please be advised that the Chair may order the removal from the meeting room of any person(s) responsible for the ringing or use of a cell phone, pager, or other similar sound-producing electronic devices.

#### **Information on Disability Access**

The Civil Service Commission normally meets in Room 400 (Fourth Floor) City Hall, 1 Dr. Carlton B. Goodlett Place. However, meetings not held in this room are conducted in the Civic Center area. City Hall is wheelchair accessible. The closest accessible BART station is the Civic Center, located 2 ½ blocks from City Hall. Accessible MUNI lines serving City Hall are 47 Van Ness Avenue, 9 San Bruno and 71 Haight/Noriega, as well as the METRO stations at Van Ness and Market and at Civic Center. For more information about MUNI accessible services, call (415) 923-6142. Accessible curbside parking has been designated at points in the vicinity of City Hall adjacent to Grove Street and Van Ness Avenue.

The following services are available on request 48 hours prior to the meeting; except for Monday meetings, for which the deadline shall be 4:00 p.m. of the last business day of the preceding week. For American Sign Language interpreters or the use of a reader during a meeting, a sound enhancement system, and/or alternative formats of the agenda and minutes, please contact the Commission office to make arrangements for the accommodation. Late requests will be honored, if possible.

Individuals with severe allergies, environmental illness, multiple chemical sensitivity or related disabilities should call our ADA coordinator at (628) 652-1100 or email [civilservice@sfgov.org](mailto:civilservice@sfgov.org) to discuss meeting accessibility. In order to assist the City's efforts to accommodate such people, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the City to accommodate these individuals.

#### **Know your Rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code)**

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review. For more information on your rights under the Sunshine Ordinance or to report a violation of the ordinance, or to obtain a free copy of the Sunshine Ordinance, contact Victor Young, Administrator of the Sunshine Ordinance Task Force, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689 at (415) 554-7724, by fax: (415) 554-7854, by e-mail: [soff@sfgov.org](mailto:soff@sfgov.org), or on the City's website at [www.sfgov.org/bdsupvrs/sunshine](http://www.sfgov.org/bdsupvrs/sunshine).

#### **San Francisco Lobbyist Ordinance**

Individuals and entities that influence or attempt to influence local legislative or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code Section 2.100) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the San Francisco Ethics Commission at 25 Van Ness Ave., Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and web site <https://sfethics.org/>.



London Breed  
Mayor

Carol Isen  
Human Resources Director

Date: April 28, 2023

To: The Honorable Civil Service Commission

Through: Carol Isen  
Human Resources Director

From: Cynthia Avakian, AIR  
Brett Conner, CHF  
Joan Lubamersky / Lynn Khaw, GSA  
Amy Nuque, MTA  
Kelly Hiramoto, DPH  
Shawndrea Hale / Daniel Kwon, PUC  
Vincent Lee, POL  
Henry Gong, SHF

Subject: **Personal Services Contracts Approval Request**

This report contains sixteen (16) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources Fiscal Year 22/23 to date:

Total of this Report	YTD Expedited Approvals FY2022-2023	Total for FY2022-2023
\$215,493,417	\$256,761,826	\$3,469,216,911

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# POSTING FOR

May 15, 2023

## PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">40300 - 22/23</a>	AIRPORT COMMISSION	\$5,500,000.00	<p>San Francisco International Airport (SFO or Airport) requires maintenance and support services of the Airport's proprietary Physical Security Information System (PSIM) and Video Management System (VMS). SFO currently has over 4,500 cameras on-site which are managed through the VMS. The PSIM is a platform that allows the integration of multiple unconnected security applications that can be viewed and controlled through one comprehensive user interface. The Airport's Security Operations Center (SOC) uses PSIM to integrate and manage the VMS, access control, identity management, computer aided dispatch, and geographical information system (GIS). Support will also include integration and expansion services when needed.</p> <p>The Airport will reach out to International Federation of Professional and Technical Engineers Local 21 on an annual basis to update them on the status of this request.</p>	July 1, 2023	December 31, 2028	REGULAR
<a href="#">46552 - 22/23</a>	AIRPORT COMMISSION	\$150,000,000.00	<p>Contractor will design, construct, activate, and commission new infrastructure as part of the Airport's Recycled Water Project ("Project"). The Project will include a new advanced water treatment facility, storage tank, pump station, and underground recycled water distribution pipe to airport facilities for utilizing recycled water. Contractor will also provide</p>	June 1, 2023	May 30, 2028	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			partnering, stakeholder engagement, and project coordination to support the Project. The total \$150,000,000 PSC amount includes the full construction budget for the design/build contract for the Project, of which design and project management services will be approximately \$20,000,000			
<a href="#">43118 - 22/23</a>	CHILDREN; YOUTH & THEIR FAMILIES	\$19,500,000.00	This request is for professional evaluation of the department's grant-funded programs providing services to children, youth and their families. Evaluation services will measure the quality of services provided and the effectiveness of programs. It will also inform strategic planning with respect to the department's goals listed in its authorizing legislation and results identified through the department's planning process. Entities to be evaluated will include nonprofit grantees providing direct services and department divisions engaged in planning, implementation, and oversight of funded programs.	July 1, 2023	June 30, 2029	REGULAR
<a href="#">45649 - 22/23</a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$1,000,000.00	The Permit Center seeks professional services to implement a digital workflow solution for electronic plan review (EPR) including data collecting and sharing across department database and systems. The EPR solution will also automate the workflow process, including automating the notification processes for reviewing construction permits across multiple departments. The professional services work involves configuring and implement a workflow tool to digitize, streamline, and automate the intake, review, and processing of electronic plans. The services will provide a technology solution that provides an integrated and complete digital workflow.	June 1, 2023	June 1, 2028	REGULAR



<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#">47680 - 22/23</a>	GENERAL SERVICES AGENCY - CITY ADMIN	\$750,000.00	<p>The Community Ambassador Program (CAP) was first launched in 2010 to assess and support community-driven efforts for safety outreach, conduct community education and referrals, and to provide an immediate, visible, non-law enforcement safety presence for local neighborhood residents.</p> <p>Vendor will provide the following services on behalf of OCEIA programs, including the SF Community Ambassadors Program and DreamSF Fellows Program:</p> <ol style="list-style-type: none"> <li>1. Comprehensive personal and professional development trainings including violence prevention training and financial empowerment</li> <li>2. Processing of payments for DreamSF Fellows such as monthly scholarship stipends</li> <li>3. Administrative support and procurement services for supplies and trainings for the Community Ambassador Program and the DreamSF Fellowship</li> </ol> <p>The supplier must be willing to provide the full range of professional and administrative support services listed above including training for violence prevention, financial literacy and fiscal sponsorship in providing educational stipends and procuring supplies.</p>	June 1, 2023	May 31, 2028	REGULAR
<a href="#">49911 - 22/23</a>	MUNICIPAL TRANSPORTATION AGENCY	\$8,000,000.00	<p>The contractor, to be selected through a future RFP process, will provide services as part of the state-funded Bayview Community Shuttle Project. The Project is funded through the California Air Resources Board (CARB) via their Sustainable Transportation Equity Project (STEP) and will provide an on-demand shuttle service program, commonly known as "Microtransit", to address the following community</p>	September 1, 2023	June 30, 2026	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
			<p>needs identified in the Bayview Community Based Transportation Plan (adopted in 2020):</p> <ul style="list-style-type: none"> <li>• Bring a community shuttle Program back to Bayview-Hunters Point</li> <li>• Connect residents to regional transit, jobs, and other critical destinations</li> <li>• Create sustainable jobs in Bayview-Hunters Point</li> <li>• Improve mobility options, especially for low-income residents, youth, and seniors</li> <li>• Community decision-making &amp; Community Control</li> </ul> <p>The scope of work for the shuttle contractor includes:</p> <ul style="list-style-type: none"> <li>• Serve on Shuttle Project Committee</li> <li>• Hire neighborhood residents via existing workforce development programs to become Operators, Mechanics, and Support Staff</li> <li>• Operate a daily on-demand shuttle service within the Bayview-Hunters Point Neighborhood, picking up and dropping off passengers to connect residents to fixed route transit, jobs, healthcare, food, and services</li> <li>• Provide and maintain a fleet of zero-emissions vehicles and wheelchair-accessible vehicles</li> <li>• Work with community-based organizations to provide marketing, outreach, and engagement</li> <li>• Collect, analyze, and summarize large and complex data sets to provide SFMTA with information on key performance indicators</li> </ul>			
<a href="#">43228 - 22/23</a>	PUBLIC HEALTH	\$2,000,000.00	The Contractor will provide for the Annual inspection, testing and reporting, annual maintenance services, third year preventative maintenance services and as-needed repairs for emergency generators in use at Department of Public Health facilities.	June 6, 2023	December 31, 2029	REGULAR

<u>PSC No</u>	Dept Designation	PSC Amount	Description of Work	PSC Estimated Start Date	PSC Estimated End Date	Type of Approval
<a href="#"><u>41712 - 22/23</u></a>	PUBLIC UTILITIES COMMISSION	\$8,000,000.00	This PSC will be made up of two (2) contracts, each at a value of \$4 million. Work will consist of specialized and technical as-needed services for water resources management and conservation planning and program support. Specialized and technical services will provide support in the following categories: water conservation services, onsite non-potable water services, recycled water services, groundwater services, water supply planning services, and public outreach services.	August 1, 2023	July 31, 2028	REGULAR
<a href="#"><u>48038 - 22/23</u></a>	PUBLIC UTILITIES COMMISSION	\$500,000.00	SFPUC's Folsom Area Stormwater Improvement Project is proposing to construct a 12' diameter tunnel through property that is part of the State Highway System, and it is necessary to modify existing Caltrans facilities in order to accommodate the tunnel. This PSC is for Caltrans to provide technical review of proposed SFPUC facilities impacting existing Caltrans facilities.  The scope of work includes review of modeling and analysis performed by the SFPUC to ensure that Caltrans facilities will not be impacted by the proposed SFPUC facilities.	April 30, 2023	December 31, 2025	REGULAR

**TOTAL AMOUNT \$195,250,000**

## Posting For May 15, 2023

### Proposed Modifications to Personal Services Contracts

PSC Number	CSC Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
44655 - 13/14 - MODIFICATIONS	May 15, 2023	AIRPORT COMMISSION - AIR	\$6,000,000	\$13,800,000	<p>Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.</p>	06/30/2025	12/31/2028	REGULAR
47195 - 17/18 - MODIFICATIONS	May 15, 2023	AIRPORT COMMISSION - AIR	\$2,500,000	\$9,000,000	<p>Contractor will provide civil engineering support services for airfield and facilities improvement projects at San Francisco International Airport ('SFO' or 'Airport'), including but not limited to tasks in the planning, design development, and construction support phases. Anticipated tasks include pavement analysis and data management for runways and taxiways; storm drainage system studies; existing building, bridge, and site renovations; new building and site construction for primary and support facilities; and</p>	12/31/2023	12/31/2028	REGULAR

PSC Number	CSC Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					special studies, investigations, technical services and reports.			
4096 08/09 - MODIFICATIONS	May 15, 2023	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$0	\$147,375,171	The Third Street Light Rail Transit (LRT) Project is the most significant capital investment in generations for the Municipal Railway. Phase 1 of the 6.9-mile two-phase project, the T Third line, began revenue service in April 2007, restoring light rail service to the heavily transit-dependent Third Street corridor in eastern San Francisco for the first time in 50 years. Phase 2, the Central Subway Project, will extend the new Third Street line by constructing three new subway stations and one surface station to provide rail service to the Financial District and Chinatown. The extended light rail line will serve regional destinations such as Union Square; the Moscone Convention Center, Yerba Buena and AT&T Park, and will connect directly to BART and Caltrain, the Bay Area's two largest regional-commuter rail services.	06/23/2023	06/22/2024	REGULAR
47223 - 19/20 - MODIFICATIONS	May 15, 2023	POLICE -- POL	\$668,417	\$1,278,417	The contractor will provide software license and equipment maintenance on MAGUS, the City's Message Switch Computer System. MAGUS allows San Francisco Police Department (SFPD) officers to instantly query suspect information from police vehicles, workstations and other electronic devices in seconds. When an officer enters suspect information, MAGUS processes the request by confirming requestor and device are authorized and	03/10/2020	03/09/2027	REGULAR

PSC Number	CSC Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					provides access to confidential information from many sources including: 1. Computer Assisted Bay Area Law Enforcement (CABLE) 2. Local Criminal History Database 3. Alameda Warrants System (AWS) 4. Department of Motor Vehicles (DMV) 5. California Law Enforcement Telecommunications (CLETS) 6. Federal Bureau of Investigations (FBI) databases			
2010 08/09 - MODIFICATIONS	May 15, 2023	PUBLIC HEALTH -- DPH	\$10,000,000	\$64,300,000	Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with	07/01/2023	06/30/2028	REGULAR

PSC Number	CSC Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.</p> <p><b>Scope Change:</b>  Contractor will provide Pharmacy Benefits Management (PBM) services for Department of Public Health (DPH) Behavioral Health Services (BHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by BHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). BHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of</p>			

PSC Number	CSC Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of service electronic claims adjudication, as well as tracking on co-payments and unmet Medi-Cal share of cost, and utilizing electronic interfaces with existing and planned BHS client information systems.			
30573 - 15/16 - MODIFICATIONS	May 15, 2023	PUBLIC UTILITIES COMMISSION - PUC	\$175,000	\$195,000	The SFPUC owns real property in fee and has easements over approximately 60,000 acres of land throughout the Northern California. SFPUC uses Voyager software, a proprietary product to Yardi Systems Inc. (Yardi) to manage its real estate assets. Under this contract, SFPUC will subscribes to Yardi's Voyager software through April 24, 2019 and Yardi will perform certain programming services, including database customizations, user interface customization, database reports, database scripts and other programming services, as needed by City during the term of the contract. Because this software is the proprietary product of Yardi, only Yardi can perform these as-needed services. Note: This contract was first executed in April 2013 for three years (with the option to renew for three additional years) in the amount of \$128,550. The contract was for three years of subscription to Yardis' Voyager	04/13/2023	04/24/2028	REGULAR



PSC Number	CSC Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					<p>software (totaling \$67,500) and certain services consisting of training, implementation, data conversion, and programming (totaling \$61,050). At this time, we are executing amendment 1 to exercise our option to extend the contract through April 24, 2019. Upon executing this amendment 1, the total contract amount will be \$226,387.50 of which \$20,000 will be for additional as-needed programming services through the contract end date, bringing the services portion of the contract to \$81,050.</p> <p><b>Scope Change:</b> None. This contract is primarily for software subscription. We submitted a request to add as-needed programming for \$20K in 2016 as part of Amendment 1. We are now extending the contract duration by four years to allow for four additional years of software subscription. Since we have not yet used all the funds we allocated for programming, we are requesting that the PSC approved for the as-needed programming services also be extended to the new contract end date.</p>			
44727 - 17/18 - MODIFICATIONS	May 15, 2023	SHERIFF -- SHF	\$900,000	\$6,000,000	Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to	08/01/2023	07/31/2024	REGULAR

PSC Number	CSC Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					land line telephone or via cellular transmission to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.			
<b>TOTAL AMOUNT \$20,243,417</b>								

**Regular/Continuing/Annual  
Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request:         Initial         Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:         Expedited     Regular         Annual         Continuing     (Omit Posting)

Type of Service: Aviation Safety & Security Program

Funding Source: Airport Operating Funds

PSC Amount: \$5,500,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 12/31/2028

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

San Francisco International Airport (SFO or Airport) requires maintenance and support services of the Airport's proprietary Physical Security Information System (PSIM) and Video Management System (VMS). SFO currently has over 4,500 cameras on-site which are managed through the VMS. The PSIM is a platform that allows the integration of multiple unconnected security applications that can be viewed and controlled through one comprehensive user interface. The Airport's Security Operations Center (SOC) uses PSIM to integrate and manage the VMS, access control, identity management, computer aided dispatch, and geographical information system (GIS). Support will also include integration and expansion services when needed.

The Airport will reach out to International Federation of Professional and Technical Engineers Local 21 on an annual basis to update them on the status of this request.

B. Explain why this service is necessary and the consequence of denial:

Having one integrated single user interface maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the VMS and PSIM are properly maintained and supported as well as the ability to add additional system integrations and expansions. Without proper maintenance and support services, the system will lose its full functionality.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service was approved by the Civil Service Commission under PSC# 42224-13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for services.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Approval to align with the contract term.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The subject matter expertise and specialized skills needed to conduct this work are required on an intermittent, as-needed basis.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Expertise in maintenance, integration, and system expansion of the proprietary PSIM and VMS are required to ensure proper system functionality.

B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior; 1064, IS Prg Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

None since existing classifications do not have access to the proprietary software required to support the PSIM and VMS.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Existing civil service classifications do not have access to the proprietary software required to support the PSIM and VMS.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, as services are required on an intermittent, as-needed basis.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. No training is anticipated due to the intermittent nature of the work.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  
If so, please explain.  
Yes. The existing contract is with Cognyte Software LP, formerly Verint Video Solutions Inc. and then Verint Security Intelligence Inc. The proposed contract will be with Cognyte Software LP.

7. **Union Notification:** On 01/03/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: P. O. Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 40300 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@fllysfo.com  
**Sent:** Tuesday, January 03, 2023 8:46 AM  
**To:** Cynthia Avakian (AIR); Laxamana, Junko (DBI); WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 40300 - 22/23

RECEIPT for Union Notification for PSC 40300 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 40300 - 22/23 for \$5,500,000 for Initial Request services for the period 07/01/2023 – 12/31/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19232> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



## Cynthia Avakian (AIR)

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**From:** Emily Wallace <ewallace@ifpte21.org>  
**Sent:** Friday, April 14, 2023 11:13 AM  
**To:** Cynthia Avakian (AIR)  
**Cc:** DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 40300 - 22/23

Hi Cynthia,

Thanks again for the chat last week. With the understanding that the Airport will provide Local with annual updates regarding the status of this contract and its related project work, the Union will waive our objection to this PCS.

For the Union,  
Emily Wallace

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**From:** Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>  
**Date:** Friday, April 7, 2023 at 4:59 PM  
**To:** Emily Wallace <ewallace@ifpte21.org>  
**Cc:** DHR <dhr-psccordinator@sfgov.org>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 40300 - 22/23

Emily,

Here is the suggested language I added to the description as we discussed.

Thanks!

Take care,

Cynthia Avakian  
Tel 650-821-2014

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**From:** Cynthia Avakian (AIR)  
**Sent:** Friday, April 7, 2023 10:45 AM  
**To:** Emily Wallace <ewallace@ifpte21.org>  
**Cc:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 40300 - 22/23

Emily,

That's great but I'd like to send a Teams invite otherwise that time slot will get taken.

Thanks!

Take care,

Cynthia Avakian

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request:  Initial  Modification of an existing PSC (PSC # 42224 - 13/14)Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)Type of Service: Aviation Safety & Security Physical Security Information Manager (PSIM) ProgramFunding Source: AIR-Operating FundsPSC Original Approved Amount: \$550,000PSC Original Approved Duration: 09/01/14 - 12/01/18 (4 years 13 weeks)PSC Mod#1 Amount: \$250,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: 12/01/18-06/30/21 (2 years 30 weeks)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 06/30/21-06/30/22 (1 year)PSC Mod#4 Amount: no amount addedPSC Mod#4 Duration: 06/30/22-12/31/23 (1 year 26 weeks)PSC Cumulative Amount Proposed: \$2,800,000PSC Cumulative Duration Proposed: 9 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.

**B. Explain why this service is necessary and the consequence of denial:**

Having one integrated single user interface system maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the system's head end semi-custom software is maintained and supported by the vendor as well as the ability to add additional system integrations and expansions. The system will lose its full functionality without proper maintenance and support services.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
PSC 42224-13/14**D. Will the contract(s) be renewed?**

Yes, if there continues to be a need for services.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
Need to align with the contract term.

**2. Reason(s) for the Request**

- A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Maintenance and support services for this system is needed only on an intermittent basis.

- B. Reason for the request for modification:

Extend the term to align with the contract modification.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Existing civil service classifications do not have the required subject matter expertise and specialized skills to conduct this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No training is anticipated due to the intermittent nature of work.

- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, Verint Security Intelligence

**7. Union Notification:** On 06/02/21, the Department notified the following employee organizations of this PSC/RFP request:  
Professional & Tech Engrs, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097, San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42224 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/15/2021

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 42224 - 13/14)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Aviation Safety & Security Physical Security Information Manager (PSIM) Program

Funding Source: AIR-Operating Funds

PSC Original Approved Amount: \$550,000 PSC Original Approved Duration: 09/01/14 - 12/01/18 (4 years 13 weeks)

PSC Mod#1 Amount: \$250,000 PSC Mod#1 Duration: no duration added

PSC Mod#2 Amount: \$2,000,000 PSC Mod#2 Duration: 12/01/18-06/30/21 (2 years 30 weeks)

PSC Cumulative Amount Proposed: \$2,800,000 PSC Cumulative Duration Proposed: 6 years 43 weeks

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The Security Operations Center (SOC) at San Francisco International Airport (SFO or Airport) uses a Physical Security Information Manager (PSIM) event management system. The PSIM system is a single platform software tool that integrates all of the Airport's security systems and manages the activities of all including the video management system, access control, computer aided dispatch (CAD) and ID badging software. Also included in the PSIM system is a sophisticated geographic information systems (GIS) mapping element which depicts all of the security sensors and end devices on the Airport's property and an advance management reporting system.

B. Explain why this service is necessary and the consequence of denial:

Having one integrated single user interface system maximizes performance and efficiency in the Airport's ability to respond, analyze and even prevent security related incidents. The Airport needs the ability to ensure the system's head end semi-custom software is maintained and supported by the vendor as well as the ability to add additional system integrations and expansions. The system will lose its full functionality without proper maintenance and support services.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, PSC 42224-13/14

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for services.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

Need to increase time and compensation to issue a Master Integrator RFP to consolidate security services.

**2. Reason(s) for the Request**

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Maintenance and support services for this system is needed only on an intermittent basis.

B. Reason for the request for modification:

Need to increase time and compensation to issue a Master Integrator RFP to consolidate security services.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Expertise and specialized skills in aviation safety and security.

- B. Which, if any, civil service class(es) normally perform(s) this work? 1062, IS Programmer Analyst; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Existing civil service classifications do not have the required subject matter expertise and specialized skills to conduct this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No training is anticipated due to the intermittent nature of work.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, Verint Security Intelligence

**7. Union Notification: On 08/17/18, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42224 - 13/14

DHR Analysis/Recommendation:

10/01/2018

Commission Approval Required

Approved by Civil Service Commission

10/01/2018 DHR Approved for 10/01/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Airport Recycled Water Project - Project Management Support and Design Services

Funding Source: Airport Capital Funds

PSC Amount: \$150,000,000

PSC Est. Start Date: 06/01/2023

PSC Est. End Date 05/30/2028

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor will design, construct, activate, and commission new infrastructure as part of the Airport's Recycled Water Project ("Project"). The Project will include a new advanced water treatment facility, storage tank, pump station, and underground recycled water distribution pipe to airport facilities for utilizing recycled water.

Contractor will also provide partnering, stakeholder engagement, and project coordination to support the Project. The total \$150,000,000 PSC amount includes the full construction budget for the design/build contract for the Project, of which design and project management services will be approximately \$20,000,000

B. Explain why this service is necessary and the consequence of denial:

The Project will allow the Airport to achieve tertiary treatment, the highest level of wastewater treatment and filtration. Tertiary treatment is required for reused water that will come into contact with the public. This level of treatment is critical to meet the Airport's goal of recycling 100% of its treated wastewater for use. Denial of this service would result in increasing water costs for the Airport, unused treated wastewater, and potential regulatory issues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a new service; the Airport has not previously developed infrastructure for tertiary treatment.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need at the Airport.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

Expertise is needed for this advanced wastewater treatment facility project.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Electrical, mechanical, structural and civil design of highly advanced wastewater treatment facility and pump station and distribution systems allowing for tertiary wastewater treatment. Expertise in landside/roadway design; civil engineering; utility infrastructure; foundations; superstructure; special system such as security systems, equipment monitoring and performance monitoring systems; mechanical, plumbing, and telecommunication systems is also required. Work also requires project



management expertise in scheduling, cost estimating, planning, project control, and construction management.

B. Which, if any, civil service class(es) normally perform(s) this work? 2488, Supv Chemist; 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 5310, Survey Assistant I; 5312, Survey Assistant II; 5314, Survey Associate; 5502, Project Manager 1; 5504, Project Manager 2; 7252, Chf Stationary Eng, Sew Plant; 7372, Stationary Eng, Sewage Plant; 7373, Sr. Stationary Eng, Sew Plant;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Notice of Intent was sent on 2/13/2023 to the following City Departments: San Francisco Public Utilities Commission, Public Works, Port of San Francisco, San Francisco Municipal Transportation Agency and San Francisco International Airport. No interested responses were received.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.  
Project management and engineering classes exist but their expertise is not applicable to this advanced wastewater treatment facility project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the services required are limited term, and will not continue beyond the design and construction of the Project.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. The contractor will train Airport staff in the following classifications on the operation and maintenance of the new advanced wastewater treatment facility: 7252, 7372, 7373, 2488. Hours will be determined during the development of the contract but are anticipated to be approximately 16 hours per staff.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 03/20/2023, the Department notified the following employee organizations of this PSC/RFP request:**

Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Stationary Engineers, Local 39

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097 San Francisco, CA 94128

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 46552 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

**From:** [Sung Kim \(AIR\)](#)  
**To:** [cpark@local39.org](mailto:cpark@local39.org)  
**Cc:** [Cynthia Avakian \(AIR\)](#); [Stan Eichenberger](#); [MRainsford@local39.org](mailto:MRainsford@local39.org); [grojo@local39.org](mailto:grojo@local39.org); [DHR-PSCCoordinator, DHR \(HRD\)](#)  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 46552 - 22/23  
**Date:** Monday, March 20, 2023 12:04:00 PM  
**Attachments:** [image001.png](#)

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Please see below notification for PSC 46552-22/23.

Thank you,



**Sung Kim**

Manager, Contracts Administration  
San Francisco International Airport | P.O. Box 8097 | San Francisco, CA 94128  
Tel 650-821-2026 | Email [sung.kim@flysfo.com](mailto:sung.kim@flysfo.com)  
*(preferred pronouns: he/him/his)*  
[Facebook](#) | [Twitter](#) | [YouTube](#) | [Instagram](#) | [LinkedIn](#)

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of cynthia.avakian@flysfo.com  
Sent: Monday, March 20, 2023 11:49 AM  
To: Cynthia Avakian (AIR) <cynthia.avakian@flysfo.com>; Stan Eichenberger <seichenberger@local39.org>; MRainsford@local39.org; grojo@local39.org; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; amakayan@ifpte21.org; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Sung Kim (AIR) <sung.kim@flysfo.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 46552 - 22/23

RECEIPT for Union Notification for PSC 46552 - 22/23 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 46552 - 22/23 for \$150,000,000 for Initial Request services for the period 06/01/2023 – 05/30/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19932> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the

document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CHILDREN; YOUTH & THEIR FAMILIES -- CHF

Dept. Code: CHF

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Evaluation of City Funded Programs

Funding Source: Children and Youth Fund

PSC Amount: \$19,500,000

PSC Est. Start Date: 07/01/2023

PSC Est. End Date 06/30/2029

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

This request is for professional evaluation of the department's grant-funded programs providing services to children, youth and their families. Evaluation services will measure the quality of services provided and the effectiveness of programs. It will also inform strategic planning with respect to the department's goals listed in its authorizing legislation and results identified through the department's planning process. Entities to be evaluated will include nonprofit grantees providing direct services and department divisions engaged in planning, implementation, and oversight of funded programs.

B. Explain why this service is necessary and the consequence of denial:

The department expects to support hundreds of nonprofit programs providing services to children and youth over the coming five-year funding cycle. Section 16.108 of the San Francisco City Charter states the department "shall provide for the evaluation on a regular basis of all services funded through the [Children and Youth] Fund, and shall prepare on a regular basis an Evaluation and Data Report for the Oversight and Advisory Committee." If denied, the department will not be in compliance with the evaluation requirement mandated in the Charter.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The department has engaged evaluation service providers continuously over many years as part of its normal operations. Most recently the services were provided under PSC 4041 - 12/13 and 44694 - 17/18.

D. Will the contract(s) be renewed?

Contracts will not be renewed following the end of the new funding cycle on June 30, 2029.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Per San Francisco City Charter Section 16.108 (Children and Youth Fund), the Department of Children, Youth and Their Families implements five-year grantmaking cycles in support of youth programming in San Francisco. In 2021 the department's planned 2018-23 cycle was extended by one year to account for planning delays resulting from the COVID-19 pandemic. The department wishes to establish a PSC for evaluation services to cover the added sixth year of the 2018-23 cycle and the entirety of the coming 2024-29 cycle.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The evaluation work performed under this PSC requires broad subject matter expertise and a diverse skill set in evaluation methods. This work occurs intermittently over the course of the funding cycle. There are times of significant activity followed by extended lulls. In addition, third-party evaluation of our grants eliminates the perception of any conflict of interest between department staff and its grantees. These relationships are by necessity very close, with staff constantly striving for supportive, positive connections to those nonprofits receiving funding. Independent, objective appraisal of grant-supported work is most reliably done at arm's length by a disinterested party.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Data matching and manipulation of large data sets; survey work, including design, administration, collection and analysis; mixed-methods evaluation of youth development and capacity building, technical assistance and professional development services; strategic planning; stakeholder facilitation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Evaluation is not normally performed by a civil service class at the department. However, the planning and oversight of these services are managed by staff in the 1824 and 1825 Administrative Analyst series.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The department uses staff in the 1800 Administrative Analyst series to analyze its grantmaking effectiveness, but the skill set required for the civil service analyst position is not the same as that used by a professional evaluator. In addition, the close monitoring relationship between grantees and department staff introduces the potential for bias into an evaluation and could bring into question its integrity. The department has historically relied upon contractors for these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, evaluations of the magnitude required by the City Charter should be conducted by an independent body.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. Staff training is not part of the scope of the department's evaluation contracts.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. San Francisco City Charter Section 16.108 (j) states: "Subject to the budgetary and fiscal provisions of the Charter, DCYF may contract with consultants and outside experts for such services as the department may require to conduct such evaluations and to prepare the Evaluation and Data Report."
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. It is not known at this time which contractors will be providing these services in the 2024-29 funding cycle. It is possible that some current contractors will apply successfully to the RFQ and ultimately be awarded contracts.

7. **Union Notification:** On 01/20/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Brett Conner Phone: 628-652-7109 Email: brett.conner@dcyf.org

Address: 1390 Market Street, Suite 900 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43118 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023



# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [brett.conner@dcyf.org](mailto:brett.conner@dcyf.org)  
**To:** [Conner, Brett \(CHF\); Laxamana, Junko \(DBI\); amakayan@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Conner, Brett \(CHF\); DHR-PSCCoordinator, DHR \(HRD\)](mailto:Conner, Brett (CHF); Laxamana, Junko (DBI); amakayan@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; l21pscreview@ifpte21.org; Conner, Brett (CHF); DHR-PSCCoordinator, DHR (HRD))  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 43118 - 22/23  
**Date:** Friday, January 20, 2023 2:33:00 PM

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RECEIPT for Union Notification for PSC 43118 - 22/23 more than \$100k

The CHILDREN; YOUTH & THEIR FAMILIES -- CHF has submitted a request for a Personal Services Contract (PSC) 43118 - 22/23 for \$19,500,000 for Initial Request services for the period 07/01/2023 – 06/30/2029. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19762> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

**From:** XiuMin Li  
**To:** Conner, Brett (CHF)  
**Cc:** DHR Info  
**Subject:** Re: Receipt of Notice for new PCS over \$100K PSC # 43118 - 22/23  
**Date:** Monday, April 17, 2023 10:03:15 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

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Hello Brett,  
We are okay with this one time waiver.

Cheers,

XiuMin Li  
Field Supervisor

Member Resources Center: 1-877-687-1021

***Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>***

***Sign up for text updates from the union. <https://www.seiu1021.org/text-me>***

Work or intern with SEIU 1021 and help build a strong union!

<https://www.seiu1021.org/jobs>

<https://www.seiu1021.org/member-internship-program>

---

**From:** Conner, Brett (CHF) <brett.conner@dcyf.org>  
**Sent:** Friday, April 14, 2023 4:57 PM  
**To:** XiuMin Li <XiuMin.Li@seiu1021.org>  
**Cc:** DHR Info <SF-DHR-Info@seiu1021.org>  
**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 43118 - 22/23

**CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.**

XiuMin,

Any update on having the 60-day notification period waived on this PSC?

Many thanks,

Brett

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**From:** XiuMin Li <XiuMin.Li@seiu1021.org>  
**Sent:** Tuesday, March 28, 2023 3:56 PM  
**To:** Conner, Brett (CHF) <brett.conner@dcyf.org>

**Cc:** DHR Info <SF-DHR-Info@seiu1021.org>

**Subject:** RE: Receipt of Notice for new PCS over \$100K PSC # 43118 - 22/23

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

Hi Brett,

Please attached the actual PSC form so I can review. Thanks.

XiuMin Li

Field Supervisor

Member Resources Center: 1-877-687-1021

***Sign up to become a Union Member! Together We Rise Up! <http://bit.ly/SFMembershipForm>***

***Sign up for text updates from the union. <https://www.seiu1021.org/text-me>***

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**From:** Conner, Brett (CHF) <[brett.conner@dcyf.org](mailto:brett.conner@dcyf.org)>

**Sent:** Tuesday, March 28, 2023 12:26 PM

**To:** PSCreview <[PSCreview@seiu1021.org](mailto:PSCreview@seiu1021.org)>; Max Porter <[max.porter@seiu1021.org](mailto:max.porter@seiu1021.org)>; Sarah Wilson <[Sarah.Wilson@seiu1021.org](mailto:Sarah.Wilson@seiu1021.org)>; Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Najuawanda Daniels <[Najuawanda.Daniels@seiu1021.org](mailto:Najuawanda.Daniels@seiu1021.org)>; Boyan Biandov-Global Admin <[boyan.biandov.global@seiu1021.onmicrosoft.com](mailto:boyan.biandov.global@seiu1021.onmicrosoft.com)>; Thomas Vitale <[Thomas.Vitale@seiu1021.org](mailto:Thomas.Vitale@seiu1021.org)>; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <[wendy.frigillana@seiu1021.org](mailto:wendy.frigillana@seiu1021.org)>; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; XiuMin Li <[XiuMin.Li@seiu1021.org](mailto:XiuMin.Li@seiu1021.org)>; David Canham <[david.canham@seiu1021.org](mailto:david.canham@seiu1021.org)>; jtanner940@aol.com

**Cc:** DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 43118 - 22/23

**Importance:** High

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear SEIU,

I am writing to request a waiver of the 60-day notification period for the Department of Children, Youth and Their Families' **PSC 43118 - 22/23**. I am afraid that I failed to observe that one of the job classes cited in my filing (1822) is represented by your union, and thus did not send notice properly to SEIU at the time of my filing.

The original Receipt of Notice for my January 20, 2023, submission is below. It would be of great benefit to me and the City if you could waive the standard notification period for this PSC and allow it to move forward without additional delay.

I apologize for my oversight. Please let me know if you have any questions or require any additional information.

With gratitude,

Brett Conner



## Brett Conner

Grants Manager

City and County of San Francisco

Department of Children, Youth & Their Families

1390 Market Street, Suite 900 | San Francisco | CA 94102

P: 628-652-7109 | F: 415-554-8965 | [brett.conner@dcyf.org](mailto:brett.conner@dcyf.org) | [www.dcyf.org](http://www.dcyf.org)

Check out our latest **FREE** *training and coaching opportunities!*



-----Original Message-----

From: [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)> On Behalf Of [brett.conner@dcyf.org](mailto:brett.conner@dcyf.org)

Sent: Friday, January 20, 2023 2:29 PM

To: Conner, Brett (CHF) <[brett.conner@dcyf.org](mailto:brett.conner@dcyf.org)>; Laxamana, Junko (DBI)

<[Junko.Laxamana@sfgov.org](mailto:Junko.Laxamana@sfgov.org)>; [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com);  
[wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org);

[l21pscreview@ifpte21.org](mailto:l21pscreview@ifpte21.org); Conner, Brett (CHF) <[brett.conner@dcyf.org](mailto:brett.conner@dcyf.org)>; DHR-PSCCoordinator, DHR (HRD) <[dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)>

Subject: Receipt of Notice for new PCS over \$100K PSC # 43118 - 22/23

RECEIPT for Union Notification for PSC 43118 - 22/23 more than \$100k

The CHILDREN; YOUTH & THEIR FAMILIES -- CHF has submitted a request for a Personal Services Contract (PSC) 43118 - 22/23 for \$19,500,000 for Initial Request services for the period 07/01/2023 – 06/30/2029. Notification of

30

days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19762> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: CHILDREN; YOUTH & THEIR FAMILIES -- CHF

Dept. Code: CHF

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Evaluation of City Funded Programs

Funding Source: Children and Youth Fund

PSC Amount: \$13,500,000

PSC Est. Start Date: 07/01/2018

PSC Est. End Date 06/30/2023

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

This request is for professional evaluation of the department's grant-funded programs providing services to children, youth and their families. Evaluation services will measure the quality of services provided and the effectiveness of programs and inform strategic planning with respect to the department's goals listed in our authorizing legislation and results identified through the department's planning process.

B. Explain why this service is necessary and the consequence of denial:

The department expects to support hundreds of nonprofit programs providing services to children and youth over the coming five-year funding cycle. Section 16.108 of the San Francisco City Charter states the department "shall provide for the evaluation on a regular basis of all services funded through the [Children and Youth] Fund, and shall prepare on a regular basis an Evaluation and Data Report for the Oversight and Advisory Committee." If denied, the department will not be in compliance with the evaluation requirement mandated in the Charter.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The department has engaged evaluation service providers continuously over many years as part of its normal operations. Most recently the services were provided under PSC 4041 - 12/13.

D. Will the contract(s) be renewed?

Contracts will not be renewed following the end of the new funding cycle on June 30, 2023.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

In November 2014 the voters of San Francisco approved Proposition C, which extended the Children and Youth Fund for another 25 years. An additional component of this legislation increased the length of the department's grant cycle to five years. The department wishes to establish a PSC for these services to cover the entire 2018-2023 cycle.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The evaluation work performed under the PSC occurs intermittently over the course of the five-year funding cycle. There are times of significant activity followed by extended lulls. In addition, third-party evaluation of our grants eliminates the perception of any conflict of interest between department staff and its grantees. These relationships are by necessity very close, with staff constantly striving for supportive, positive connections to those nonprofits receiving funding. Independent, objective appraisal of grant-support work is most reliably done at arm's length by a disinterested party.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Data matching and manipulation of large data sets; survey work, including design, administration, collection and analysis; mixed-methods evaluation of youth development and capacity building, technical assistance and professional development services; strategic planning; stakeholder facilitation.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1822, Administrative Analyst; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1825, Prnpl Admin Analyst II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Evaluation is not normally performed by a civil service class at the department. However, the planning and oversight of these services are managed by staff in the 1824 and 1825 Administrative Analyst series.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The department uses staff in the 1800 Administrative Analyst series to analyze grants, but the skill set required for the analyst position is not the same as that used by a professional evaluator. In addition, the close monitoring relationship between grantees and department staff introduces the potential for bias into an evaluation and could bring into question its integrity. The department has historically relied upon contractors for these services.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, evaluations of the magnitude required by the City Charter should be conducted by an independent body.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. Staff training is not part of the scope of the department's evaluation contracts.
- C. Are there legal mandates requiring the use of contractual services?  
Yes. While not a legal mandate, the City Charter states: "Subject to the budgetary and fiscal provisions of the Charter, DCYF may contract with consultants and outside experts for such services as the department may require to conduct such evaluations and to prepare the Evaluation and Data Report."
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.



F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  
If so, please explain.  
Yes. It is not known at this time what contractors will be providing these services in the next funding cycle. It is possible that some current contractors will successfully apply to the RFQ and ultimately be awarded contracts.

7. **Union Notification:** On 11/22/2017, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21; Professional & Tech Engrs, SFAPP

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Brett Conner Phone: 628-652-7109 Email: brett.conner@dcyf.org

Address: 1390 Market Street, Suite 900 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44694 - 17/18

DHR Analysis/Recommendation:

action date: 04/02/2018

Commission Approval Required

Approved by Civil Service Commission

04/02/2018 DHR Approved for 04/02/2018



# CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE  
MAYOR

*Sent Via Electronic Mail*

February 5, 2016

## NOTICE OF CIVIL SERVICE COMMISSION ACTION

DOUGLAS S. CHAN  
PRESIDENT

GINA M. RÓCCANOVA  
VICE PRESIDENT

KATE FAVETTI  
COMMISSIONER

SCOTT R. HELDFOND  
COMMISSIONER

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS NUMBERS 42703-15/16; 46615-15/16; 44102-15/16; 42498-15/16; 43243-15/16; 4090-11/12; 4091-11/12; 4127-08/09; 4041-12/13; 4130-12/13; 4112-11/12; 2000-07/08; 4150-09/10; 4152-09/10; 4153-09/10; 4156-09/10 AND 35131-15/16.**

At its meeting of **February 1, 2016** the Civil Service Commission had for its consideration the above matter.

The Commission:

- 1) Approved PSC #4130-12/13 with the condition that the ending dates are corrected on the PSC forms. (Vote of 4 to 0)
- 2) Approved PSC #s 2000-07/08, 4150-09-10, 4152-09/10, 4153-09/10 and 35131-15/16 with the condition that the Department of Public Health work with the Executive Officer and submit additional missing attachments. (Vote of 4 to 0)
- 3) Adopted the report. Approved the request for proposed Personal Services Contracts; Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

**PLEASE NOTE:** *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

CIVIL SERVICE COMMISSION

MICHAEL L. BROWN  
Executive Officer

Attachment

Cc: Cynthia Avakian, Airport Commission  
Rachel Buerkle, Department of the Environment  
Stacey Camilo, Department of Public Works  
Suzanne Choi, Department of Human Resources  
Brett Conner, Children, Youth & their Families  
Theodor Conrad, Mayor's Office  
Henry Gong, Sheriff  
Jacquie Hale, Department of Public Health  
Cynthia Hamada, Municipal Transportation Agency  
Deedra Jackson, Children, Youth & their Families  
Sheila Layton, Juvenile Probation  
Genie Wong, Police  
Commission File  
Chron

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

Home &gt;

**POSTING FOR**

February 01, 2016

**PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2016-02-01

**APPLY**

<b>PSC No</b>	<b>Dept Designation</b>	<b>PSC Amount</b>	<b>Description of Work</b>	<b>PSC Estimated Start Date</b>	<b>PSC Estimated End Date</b>
42703 - 15/16	MAYOR	\$600,000.00	The contractor will assist the Mayor's Office of Public Policy and Finance staff in making decisions on a wide variety of layout, content, design, and production issues related to the annual Mayor's Proposed Budget Book.	February 1, 2016	August 31, 2020
46615 - 15/16	SHERIFF	\$180,000.00	Operate a shuttle service from Civic Center BART station, Balboa Park BART station, and possibly San Bruno BART station to the San Bruno Jail Facility. The shuttle service will operate on weekends and pre-selected Holidays from 7:00 am to 2:30 pm. The shuttle service will provide a large bus with the passenger capacity of 29; 1 driver and 28 riders.	April 1, 2016	March 31, 2019
44102 - 15/16	GENERAL SERVICES AGENCY - PUBLIC WORKS	\$1,500,000.00	Develop construction documents, including plans and specifications, for the seismic rehabilitation of San Francisco General Hospital Building 5 (Former Main Hospital and M-Wing) to enhance seismic performance and to satisfy the UC Seismic Safety Policy standards for leased buildings to be occupied by UC employees. This will be procured as a Sole Source contract to be awarded to SOHA Engineers.	December 7, 2015	December 6, 2019
42498 - 15/16	AIRPORT COMMISSION	\$16,000,000.00	Planning of airport facilities and resources to serve the core aviation business of San Francisco International Airport (SFO). Scopes of projects range from project-specific planning to integrated facilities master planning and report output, including, but not limited to: (1) forecasting future aviation activity and passenger levels, (2) developing common use standards for airport facilities and systems, (3) recommending facility improvements to enhance level of service and asset utilization, (4) updating the Airport Layout Plan, land use plans, and production of the long term Airport Development Plan and related documents, (5) planning support for airfield development projects, (6) airfield and airspace simulation modeling of NextGen and other advanced navigation technologies, (7) terminal and roadway simulation modeling in support of terminal and ground access planning projects, and (8) technical noise analysis in support of broader land use planning.	January 4, 2016	January 31, 2022
43243 - 15/16	ENVIRONMENT	\$3,000,000.00	Contractor will prepare and conduct periodic as needed solid waste disposal, diversion and litter studies, audits, characterizations, analyses, rate calculations, reports, documentation, submittals, focus groups, user surveys, and other related tasks. Contractor will also conduct specialized as needed technical assistance for waste generators to develop and implement customized waste reduction, reuse, recycling and composting programs to meet the City's increasingly challenging zero waste goals. Technical assistance will include on-site waste audits and assessment, hands-on manager and staff/tenant multi-lingual training, logistics set-up and implementation assistance, follow-up monitoring, trouble-shooting, data collection and evaluation. This assistance will be provided as needed, potentially around the clock, and requiring teams of multiple individuals working in different languages at the same time.	July 1, 2016	October 31, 2022

**TOTAL AMOUNT \$21,280,000**

Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)

Home &gt;

**Posting For February 01, 2016****Proposed Modifications to Personal Services Contracts****Commission Hearing Date**

2016-02-01

**APPLY**

<b>PSC Number</b>	<b>Commission Hearing Date</b>	<b>Department</b>	<b>Additional Amount</b>	<b>Cumulative Total</b>	<b>Description</b>	<b>Start Date</b>	<b>End Date</b>	<b>Approval Type</b>
4090 - 11/12 - MODIFICATIONS	February 1, 2016	POLICE -- POL	\$100,000	\$240,000	The veterinarian (vet) will provide routine and emergency medical care for up to twenty horses assigned to the San Francisco Police Department (SFPD) Mounted Unit. This service averages fifteen visits per year. The veterinarian will also perform pre-purchase horse examinations.	07/01/2016	06/30/2019	REGULAR
4091 - 11/12 - MODIFICATIONS	February 1, 2016	POLICE -- POL	\$100,000	\$240,000	Horses must have properly maintained hooves in order to be ridden. Contractor will shoe and trim the hooves of each of the twenty San Francisco Police Department (SFPD) horses approximately once every six weeks. Contractor must be available for emergency calls to replace thrown shoes, and to provide consultation regarding special or corrective needs.	07/01/2016	06/30/2019	REGULAR
4127 - 08/09 - MODIFICATIONS	February 1, 2016	POLICE -- POL	\$100,000	\$500,000	Drug testing will be expanded to include screening for Adderall.	07/01/2016	06/30/2019	REGULAR
4041 12/13 - MODIFICATIONS	February 1, 2016	CHILDREN; YOUTH & THEIR FAMILIES -- CHF	\$3,000,000	\$7,000,000	This request is for professional evaluation and technical assistance for DCYF grant-funded programs providing services to children, youth and their families. Evaluation services will measure the quality of services provided and the effectiveness of programs with respect to the department's strategic goals. As needed, technical assistance will be provided to address issues of program quality. Contractors conducting evaluation may differ from contractors providing technical assistance.	07/01/2016	06/30/2018	REGULAR
4130-12/13 - MODIFICATIONS	February 1, 2016	MUNICIPAL TRANSPORTATION AGENCY -- MTA	\$15,000,000	\$25,000,000	There is a surge in project demands creating peak needs for this service. If these professional services cannot be provided when they are needed, it will adversely impact and delay the delivery of projects which will in turn have a negative impact on providing service to the public as well as loss of time-sensitive funding.	01/05/2016	06/30/2021	REGULAR
4112-11/12 - MODIFICATIONS	February 1, 2016	JUVENILE PROBATION -- JUV	\$225,000	\$675,000	The scope of work was created to allow the contractor to work with the department in two phases. The first phase is the planning phase and the second phase is the implementation	04/30/2017	06/30/2019	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					phase. Phase 1 includes: Kick off, Develop Scope of Work, Project Plan, Requirements Matrix and Fit Gap Report, Conversion Plan and Interface Matrix, Reports, Testing Strategy and Finalize Statement of Work. Phase 2 includes: Implement Case Management System Implementation Scope of Work, Develop and Implement Final Acceptance Testing Schedule.			
2000 07/08 - MODIFICATIONS	February 1, 2016	PUBLIC HEALTH -- DPH	\$6,500,000	\$12,500,000	Also included are community-based breast cancer case management and prevention support services, as well as health care and ancillary services targeted to people who are homeless.	11/01/2015	continuing	CONTINUED
4150-09/10 - MODIFICATIONS	February 1, 2016	PUBLIC HEALTH -- DPH	\$112,166,000	\$248,166,000	Culturally appropriate mental health and substance abuse services for children, youth and their families will be provided by multiple contractors, which together form a System of Care to address the broad continuum of needs and illnesses presented by these clients. Services will include mental health assessment therapy, collateral and wraparound services, community-based violence and trauma recovery services, community-based day treatment services, residentially-based day treatment services, intensive/day rehabilitative services, primary and secondary substance abuse prevention services, therapeutic behavioral services, therapeutic visitation services, and targeted case management.	01/01/2016	12/31/2017	REGULAR
4152 09/10 - MODIFICATIONS	February 1, 2016	PUBLIC HEALTH -- DPH	\$5,281,000	\$23,876,931	Contractor/s will provide integrated full-service behavioral health outpatient services (Mental Health and Substance Abuse Services) for older-adult clients living in the catchment areas 2, 4 and 5 (Western Addition/area bounded by Geary-Gough-Market-Stanyan/Marina/Presidio, North of Market/Tenderloin/South of Market and Richmond and Sunset Districts.	01/01/2016	12/31/2017	REGULAR
4153 09/10 - MODIFICATIONS	February 1, 2016	PUBLIC HEALTH -- DPH	\$108,781,000	\$220,864,205	Contractor will provide service to adult clients living in a residential setting who otherwise would be at risk of hospitalization or other institutional placement if they were not in a residential treatment program. The contractor will provide crisis residential programs, transitional residential treatment programs, Institute for Mental Disease (IMD) alternative programs, and an Urgent Care Center consisting of a crisis stabilization/urgent care clinic with an attached short-term crisis residential program. Institute for Mental Disease	07/01/2015	12/31/2017	REGULAR

PSC Number	Commission Hearing Date	Department	Additional Amount	Cumulative Total	Description	Start Date	End Date	Approval Type
					alternative programs target adults returning from long-term care settings back to the community or who are at risk for institutional placement due to the severity of their psychiatric disorder.			
4156 09/10 - MODIFICATIONS	February 1, 2016	PUBLIC HEALTH -- DPH	\$680,000	\$58,031,750	Contractors will provide community based mental health and substance abuse prevention and treatment, primary care and life enhancement programs for adults and transition age youths who are homeless or face mental health and substance abuse issues and their families in San Francisco. The programs will include mental health emergency crisis/vocational and rehabilitation services, peer and intern employment, peer-based wellness and recovery services, substance abuse education and training/HIV intervention/primary prevention, secondary prevention and ancillary services, short-term intensive case management-hospital discharge services.	01/01/2016	12/31/2017	REGULAR
35131 - 15/16 - MODIFICATIONS	February 1, 2016	PUBLIC HEALTH -- DPH	\$105,000	\$200,000	The Contractor will augment the Department's search and recruitment of qualified candidates for executive level and senior management positions at the Department of Public Health, due to anticipated retirements, organizational changes, and vacancies.	11/12/2015	11/11/2017	REGULAR

**TOTAL MODIFIED AMOUNT: \$ 252,038,000**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Electronic Plan Review

Funding Source: General Fund

PSC Duration: 5 years 2 days

PSC Amount: \$1,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The Permit Center seeks professional services to implement a digital workflow solution for electronic plan review (EPR) including data collecting and sharing across department database and systems. The EPR solution will also automate the workflow process, including automating the notification processes for reviewing construction permits across multiple departments. The professional services work involves configuring and implement a workflow tool to digitize, streamline, and automate the intake, review, and processing of electronic plans. The services will provide a technology solution that provides an integrated and complete digital workflow.

B. Explain why this service is necessary and the consequence of denial:

The City has a decentralized technology model where each department manages its core business systems except for certain enterprise applications including Microsoft Office, SharePoint, and PeopleSoft. Despite the federated technology model, CCSF desires to create centralized experiences for permitting services and leverage shared applications to deliver a more streamlined experience to customers. Current workflows are not automated and rely on manual processing and data sharing. Duplicate data is often captured and recorded on disparate data systems that are unable to share data across multiple platforms. Current technology products used by departments are not scalable and lack the ability to integrate data across the entire workflow. Technical expertise is needed for a new technology product that streamlines a digital workflow across disparate data systems.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has not been provided in the past. The current workflow is manually conducted. Existing EPR tools are limited to plan review markup or storing projects and does not provide a complete workflow process. Departments rely on single channel technology products or rely on custom built solutions that are not scalable. Data integrations are either not technologically feasible or are too costly to implement a custom solution. Solutions for each portion of the workflow exist, but current solutions are manual and do not integrate and share data across the workflow journey. Products are siloed across the entire workflow and require manual transfer of data.

D. Will the contract(s) be renewed?

Unknown.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The duration was intended to accommodate a leap year. The total contract period will not exceed five years.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This is a short term project requiring expertise in electronic plan review systems.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Ability to configure a technology solution to meet City use case requirements. The department will perform a Request for Proposals (RFP) process. The successful proposer will be required to have expertise in that platform. Depending on the product, familiarity with the winning bid will be required to complete the implementation and configuration of the applications to Permit Center workflows, including establishing and maintaining integrations with existing data platforms and systems. Technical experience with a wide range of departmental data systems, configure workflow and design folder structure. Technical expertise to integrate existing City systems, such as Bluebeam and SharePoint.

B. Which, if any, civil service class(es) normally perform(s) this work? 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal; 1064, IS Prg Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Technical resources are not currently available within the City for this work. No civil service employees have expertise in plan review products and workflow tools used to integrate electronic plan review.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Civil service classes are not subject matter experts and do not have the technical expertise necessary to produce electronic plan workflow products.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. This work is to create a new system. The Permit Center anticipates hiring City employee(s) to manage the ongoing maintenance and updates necessary to manage the product.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No. However, knowledge transfer for maintenance to technical resources. Continued maintenance of software package will be performed by Permit Center staff.

C. Are there legal mandates requiring the use of contractual services?  
No.



- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 03/20/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place Room 362 San Francisco, CA 94012

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 45649 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 05/15/2023

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

## Lubamersky, Joan (ADM)

---

**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Monday, March 20, 2023 4:35 PM  
**To:** Lubamersky, Joan (ADM); ewidth@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 45649 - 22/23

RECEIPT for Union Notification for PSC 45649 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45649 - 22/23 for \$1,000,000 for Initial Request services for the period 06/01/2023 – 06/01/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/20051> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADM

Dept. Code: ADM

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Training and Administrative Support

Funding Source: General Fund

PSC Duration: 5 years 1 day

PSC Amount: \$750,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The Community Ambassador Program (CAP) was first launched in 2010 to assess and support community-driven efforts for safety outreach, conduct community education and referrals, and to provide an immediate, visible, non-law enforcement safety presence for local neighborhood residents.

Vendor will provide the following services on behalf of OCEIA programs, including the SF Community Ambassadors Program and DreamSF Fellows Program:

1. Comprehensive personal and professional development trainings including violence prevention training and financial empowerment
2. Processing of payments for DreamSF Fellows such as monthly scholarship stipends
3. Administrative support and procurement services for supplies and trainings for the Community Ambassador Program and the DreamSF Fellowship

The supplier must be willing to provide the full range of professional and administrative support services listed above including training for violence prevention, financial literacy and fiscal sponsorship in providing educational stipends and procuring supplies.

B. Explain why this service is necessary and the consequence of denial:

Consequences of denial would be that the DreamSF staff would not receive much needed in staff development and training, including professional development, financial empowerment, de-escalation and community safety/violence prevention. DreamSF would not receive programs systems and administrative support, including processing payments and relevant stipends.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been performed by a grant. We have been advised to request approval from the Civil Service Commission and to issue a Request for Proposal (RFP).

D. Will the contract(s) be renewed?  
Unknown.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
This is a 5-year PSC request, however due to the Leap year, there is an extra day added to the 5 years.  
We anticipate this contract to be only 5 years.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

Specialized knowledge, relationships, experience and skills are required to perform these services.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: ● Minimum of five years of experience working with the target audience and a demonstrated a successful track record of delivering violence prevention programs and strategies in San Francisco neighborhoods that are experiencing wide scale ● Connection to, and focus on, college-aged individuals, immigrants, (Black, Indigenous and People of Color (BIPOC) youth and job training. ● Cultural competence; a history of assisting and serving the community; extensive knowledge of neighborhood services, issues, and resources; and credibility and capacity to reach target populations, conduct violence prevention training and meet community and neighborhood needs. ● Deep knowledge of neighborhoods where the Community Ambassadors Program operates, such as Bayview, Chinatown, Visitacion Valley, Portola, Mission and Tenderloin

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 1652, Accountant II; 1952, Purchaser; 2910, Social Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

These services are not available through resources within the City.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Civil service classifications do not have the breath of work experience and knowledge of the communities required.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The scope of services is wide, varied, and specific to the needs of the program.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. No training will be provided.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 02/11/2023, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; SEIU 1021 Miscellaneous

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: 1 Carlton B. Goodlett Place Room 362 San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47680 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

## Lubamersky, Joan (ADM)

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**From:** dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org  
**Sent:** Saturday, February 11, 2023 11:18 AM  
**To:** Lubamersky, Joan (ADM); Najuawanda Daniels; Jason Klumb; Frigault, Noah (HRC); Julie.Meyers@sfgov.org; Thomas Vitale; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; Lubamersky, Joan (ADM); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 47680 - 22/23

RECEIPT for Union Notification for PSC 47680 - 22/23 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 47680 - 22/23 for \$750,000 for Initial Request services for the period 06/01/2023 – 05/31/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/19861> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Operate an on-demand passenger shuttle service within the Bayview Hunters Point Neighborhood

Funding Source: State Grants

PSC Duration: 2 years 43 weeks

PSC Amount: \$8,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The contractor, to be selected through a future RFP process, will provide services as part of the state-funded Bayview Community Shuttle Project. The Project is funded through the California Air Resources Board (CARB) via their Sustainable Transportation Equity Project (STEP) and will provide an on-demand shuttle service program, commonly known as "Microtransit", to address the following community needs identified in the Bayview Community Based Transportation Plan (adopted in 2020):

- Bring a community shuttle Program back to Bayview-Hunters Point
- Connect residents to regional transit, jobs, and other critical destinations
- Create sustainable jobs in Bayview-Hunters Point
- Improve mobility options, especially for low-income residents, youth, and seniors
- Community decision-making & Community Control

The scope of work for the shuttle contractor includes:

- Serve on Shuttle Project Committee
- Hire neighborhood residents via existing workforce development programs to become Operators, Mechanics, and Support Staff
- Operate a daily on-demand shuttle service within the Bayview-Hunters Point Neighborhood, picking up and dropping off passengers to connect residents to fixed route transit, jobs, healthcare, food, and services
- Provide and maintain a fleet of zero-emissions vehicles and wheelchair-accessible vehicles
- Work with community-based organizations to provide marketing, outreach, and engagement
- Collect, analyze, and summarize large and complex data sets to provide SFMTA with information on key performance indicators

B. Explain why this service is necessary and the consequence of denial:

The Project Pilot will seek to understand the role of microtransit in an area with geographic challenges and limited access to transit. The community has requested for this type of “new” transit service for years and through the limited grant funding we will evaluate the effectiveness of such services through the collection of data. An analysis will be performed to determine how these types of services may have a role in future transit planning policies, including potential expansion of the services in terms of area and scope. If denied the listed work in (A), SFMTA does not have the internal resources to take on this type of limited-duration work which will result in the forfeiture of the grant funds.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Not provided in the past.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

## 2. **Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Cases where future funding is so uncertain that the establishment of new civil service positions, classes or programs is not feasible (including situations where there is grant funding).

B. Explain the qualifying circumstances:

The project is a short-term project (less than 4 years) using knowledge and equipment that the City does not possess. Many Contractors are available in the field of providing on-demand microtransit service and can deliver the service at a lower cost than the City as we do not have the needed vehicles, tools, and staffing to currently perform the work as listed in the grant agreement. Funding is uncertain beyond what is provided in the grant, which requires all grant-related expenses to be incurred by March 2026. As a result, it is difficult to establish new civil service positions, classes, or programs for a program that may not exist beyond the short-term grant period. There is no current plan to transition this work back to the City at the end of the grant program, given the uncertainty of future funding.

## 3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Knowledge of microtransit services and experience in successfully deploying and running similar on-demand shuttle services in other cities.

B. Which, if any, civil service class(es) normally perform(s) this work? 7381, Automotive Mechanic; 7410, Automotive Service Worker; 9163, Transit Operator;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will need to obtain their own facility for the garage, and maintain and charge the shuttle vehicles (battery electric). The City does not currently have the needed vehicles in its fleet (zero emission shuttles with wheelchair ramp access).

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

The contractor will need to obtain their own facility for the garage, and maintain and charge the shuttle vehicles (battery electric). The City does not currently have the needed vehicles in its fleet (zero emission shuttles with wheelchair ramp access).

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

This project has a short-term duration with the uncertainty of funding beyond the duration of the grant period.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, due to the project being a limited-term pilot evaluation.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. The contractor will not provide training to City and County employees. They will hire their own employees to operate and maintain shuttle service.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification: On 02/24/2023, the Department notified the following employee organizations of this PSC/RFP request:**

Automotive Machinists, Local 1414; SEIU Local 1021; TWU Local 250A; Transport Workers Union, L 200

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, 6th Floor San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 49911 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 05/15/2023

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

## Nuque, Amy

---

**From:** DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
**Sent:** Monday, February 27, 2023 8:37 AM  
**To:** Nuque, Amy  
**Subject:** FW: Receipt of Notice for new PCS over \$100K PSC # 49911 - 22/23

-----Original Message-----

From: dhr-psccordinator@sfgov.org <dhr-psccordinator@sfgov.org> On Behalf Of amy.nuque@sfmta.com  
Sent: Friday, February 24, 2023 4:10 PM  
To: Nuque, Amy (MTA) <Amy.Nuque@sfmta.com>; mdennis@twusf.org; roger marengo <rmarengo@twusf.org>; local200twu@sbcglobal.net; max.porter@seiu1021.org; Jason Klumb <Jason.Klumb@seiu1021.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@seiu1021.org; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; david.canham@seiu1021.org; jtanner940@aol.com; mjayne@iam1414.org; agonzalez@iam1414.org; speedy4864@aol.com; Nuque, Amy (MTA) <Amy.Nuque@sfmta.com>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>  
Subject: Receipt of Notice for new PCS over \$100K PSC # 49911 - 22/23

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 49911 - 22/23 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 49911 - 22/23 for \$8,000,000 for Initial Request services for the period 09/01/2023 – 06/30/2026. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

[https://url.avanan.click/v2/\\_\\_\\_http://apps.sfgov.org/dhrdrupal/node/19953\\_\\_\\_YXAzOnNmZHQyOmE6bzoXMTVjYtc1M2NhMTM2Y2QzYTkwNjBkNDkxMmNmZTZlNzo2OjA2OTk6NTgyOWQ4ZTY5MzI4MDI1YTE5ZTUwM2M0YWJhN2I0MjY2ZGRiNDc1N2RIOTQzNWl3MWFjYTA2NDE5ZTRiODk5YzpwOIQ](https://url.avanan.click/v2/___http://apps.sfgov.org/dhrdrupal/node/19953___YXAzOnNmZHQyOmE6bzoXMTVjYtc1M2NhMTM2Y2QzYTkwNjBkNDkxMmNmZTZlNzo2OjA2OTk6NTgyOWQ4ZTY5MzI4MDI1YTE5ZTUwM2M0YWJhN2I0MjY2ZGRiNDc1N2RIOTQzNWl3MWFjYTA2NDE5ZTRiODk5YzpwOIQ) For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

# GRANT AGREEMENT COVER SHEET

GRANT NUMBER <b>STEP-IG-04-1</b>
-------------------------------------

NAME OF GRANT PROGRAM <b>Sustainable Transportation and Communities Division</b>	
GRANTEE NAME <b>San Francisco Municipal Transportation Agency</b>	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER <b>94-6000417</b>	TOTAL GRANT AMOUNT NOT TO EXCEED <del>\$1,940,936.00</del> <b>\$10,569,100.00</b>
START DATE: <b>8/01/2022</b>	END DATE: <b>3/31/2026</b>

This legally binding Grant Agreement, including this cover sheet and Exhibits attached hereto and incorporated by reference herein, is made and executed between the State of California, California Air Resources Board (CARB) and San Francisco Municipal Transportation Agency (the "Grantee"). Amendments are shown as deletions in ~~strikethrough~~ and as additions in **bold and underlined** text. All other terms and conditions remain the same.

Approved as to Form

- Exhibit A – Grant Provisions
- Exhibit B – Work Statement
  - Exhibit B, Attachment 1 – Budget Summary
  - Exhibit B, Attachment 2 – Task Summary and Details
  - Exhibit B, Attachment 3 – Task and Disbursement Schedule
  - Exhibit B, Attachment 4 – Key Project Personnel
- Exhibit C – **Selected Portions of** Grantee Proposal Package
- Exhibit D – Grant Solicitation Package
- Exhibit E – Payee Data Record

David Chiu  
 City Attorney

By *Isidro Jimenez*  
 Isidro Alarcón Jimenez  
 Deputy City Attorney

Date **March 3, 2023**

**The purpose of this Amendment 1 is to revise Exhibit A and Exhibit B.** This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from CARB.

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

STATE AGENCY NAME <b>California Air Resources Board</b>		GRANTEE'S NAME (PRINT OR TYPE) <b>San Francisco Municipal Transportation Agency</b>	
SIGNATURE OF ARB'S AUTHORIZED SIGNATORY: <i>Alice Kindarara</i>		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION) <i>Isidro</i>	
TITLE <b>Branch Chief</b>	DATE <b>3/8/2023</b>	TITLE <b>Manager programming and Grants</b>	DATE <b>March 8, 2023</b>
STATE AGENCY ADDRESS <b>1001 I Street, Sacramento, CA 95814</b>		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) <b>One South Van Ness, San Francisco, California 94103</b>	
CERTIFICATION OF FUNDING			
AMOUNT ENCUMBERED BY THIS AGREEMENT <b>\$8,628,164.00</b>	PROGRAM <b>3500000L15</b>	PROJECT <b>3900CLEAN</b>	ACTIVITY <b>3228CLEAN21</b>
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT <b>\$1,940,936.00</b>	FUND TITLE <b>Greenhouse Gas Reduction Fund</b>		FUND NO. <b>3228</b>
TOTAL AMOUNT ENCUMBERED TO DATE <b>\$10,569,100.00</b>	(OPTIONAL USE)		CHAPTER <b>69</b>
APPR REF <b>101</b>	ACCOUNT/ALT ACCOUNT <b>5432000</b>	REPORTING STRUCTURE <b>39006100</b>	SERVICE LOCATION <b>50013</b>
			FISCAL YEAR (ENY) <b>2021</b>
<i>I hereby certify that the California Air Resources Board Legal Office has reviewed this Grant Agreement.</i>			
SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD LEGAL OFFICE: <i>[Signature]</i>			DATE <b>2/28/23</b>



# Grant Agreement

Our Community, Our Shuttle: Bayview-Hunters  
Point Equitable Mobility  
San Francisco Municipal Transportation Agency

Sustainable Transportation and Communities Division  
California Air Resources Board  
~~August 2022~~ **February 2023**

Grant Number: STEP-IG-04-1



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EXHIBIT A  
Grant Agreement: STEP-IG-04-1

GRANT PROVISIONS

A. AGREEMENT

This Grant is from the California Air Resources Board (hereinafter referred to as CARB or the Board) to the City and County of San Francisco, by and through its Municipal Transportation Agency (hereinafter referred to as the Grantee).

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

The parties mutually agree to amend this Grant Agreement. Amendments are shown as deletions in ~~strikethrough~~ text and as additions in **bold and underlined** text. All other terms and conditions remain the same.

The effective date of this Amendment is the date on which it is fully signed by all parties.

**Purpose. The purpose of Amendment 1 is to add funds and the scope for shuttle service operations, as shown in Exhibit B, Attachment I. In accordance with Assembly Bill 128, section 15.14, a percent of the Fiscal Year 2021-22 GGRF funds allocated for this project were withheld. With the determination of the final amount of auction proceeds after the fourth cap-and-trade auction and approval from the Department of Finance, the remaining funds now may be encumbered and available for use. Amendment 1 also includes updates to CARB's standard terms and conditions.**

B. GRANT ACKNOWLEDGEMENT

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

The Grantee agrees to acknowledge the California Climate Investments program from CARB's Low Carbon Transportation program whenever projects funded, in whole or in part by this Agreement, are publicized in any news media, websites, brochures, publications, audiovisuals, or other types of promotional material. The

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<sup>1</sup> California Climate Investments Communications Guide <http://www.caclimateinvestments.ca.gov/logo-graphics-request>

acknowledgement must read as follows: 'This publication (or project) was supported by the "California Climate Investments" program.' Guidelines for the usage of the California Climate Investments logo can be found at <http://www.caclimateinvestments.ca.gov/logo-graphics-request>.

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



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



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



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

The Moving California typeset is displayed above and branding materials will be provided by the CARB Project Liaison.

### C. GRANT SUMMARY AND AMENDMENTS

Project Title: Our Community, Our Shuttle: Bayview-Hunters Point Equitable Mobility

Authorized Official: Joel Goldberg

Title: Grants Procurement Manager

**Total Grant Amount: ~~\$1,940,936.00~~ \$10,569,100.00**

**Total Resource Contribution: \$3,477,200.00**

### D. GRANT PARTIES AND CONTACT INFORMATION

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

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

2. The Grantee Liaison is Christopher Kidd. Correspondence regarding this project shall be directed to:

Christopher Kidd  
Transportation Planner  
San Francisco Municipal Transportation Agency  
One South Van Ness  
San Francisco, California 94103  
Phone: (415) 646-2852  
Email: [christopher.kidd@sfmta.com](mailto:christopher.kidd@sfmta.com)

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

### E. TIME PERIOD

1. Performance of work or other expenses billable to CARB under this Grant may commence after full execution of this Grant by parties provided all required proofs of insurance has been provided for each applicable task before it is

performed. Performance on this Grant ends once the Grantee has submitted and CARB approves the final report or if this Grant is terminated, whichever is earlier.

2. Upon completion of the project, the Grantee shall submit a draft final report to the CARB Project Liaison no later than **December 31, 2025**.
3. Final request for payment and Final Report shall be received by CARB no later than **March 31, 2026**.
4. The CARB Executive Officer retains the authority to terminate, or reduce the grant amount of, this Grant Agreement for nonperformance. In the event of such termination or reduction of the grant amount, Section G.6, Termination and Suspension of Payments, of this Grant Agreement shall apply.
5. This Grant Agreement, upon written authorization of a CARB authorized representative, may be extended or amended, with or without cause, and solely within the discretion of CARB. Any such amendment or extension shall not take effect until memorialized in writing and fully executed by authorized representatives of both Parties.

## F. DUTIES AND REQUIREMENTS

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

### 1. CARB's Role

CARB is responsible for the following:

- a. Participating in regular meetings with the Grantee to discuss program refinements and guide program implementation
- b. Reviewing and approving all Grant Disbursement Request Forms (MSCD/ISB-90) and distributing grant funds to the Grantee
- c. Reviewing and approving community engagement, outreach, and education materials provided by the Grantee, such as outreach and education materials, webpages, initial participant surveys, quarterly reports, and the final report
- d. Reviewing and approving the data collection plan
- e. Providing program oversight and accountability (in conjunction with the Grantee)

## 2. The Grantee's Tasks

The Grantee's key project personnel will administer the various tasks of the project **as set forth throughout this agreement**, including **but not limited to** participation in meetings with CARB staff; development and implementation of project plans; record-keeping procedures; reporting procedures; financial tracking and disbursements; and responding to CARB and public requests in a timely manner. The Grantee's responsibilities include all project development, press events, project administration, and project reporting. Exhibit B (Work Statement) contains the budget summary, task summary and detailed task list, task and disbursement schedule, and list of key project personnel.

## G. FISCAL ADMINISTRATION

### 1. Budget

- a. The maximum amount of this Grant is ~~\$1,940,936.00~~ **\$10,569,100.00**. Under no circumstance will CARB reimburse the Grantee for more than the amount stated in the Agreement. A formal Grant Agreement amendment is required whenever there is a change to the amount of this grant.
- b. The budget for this Grant is shown in Exhibit B, Attachment I. Grant Disbursement Requests (Form MSCD/ISB-90) for funds shall not exceed the grant amount.
- c. No grant funds may be used to purchase equipment or computers that would be required to be returned to the State at the end of the grant term.
- d. Under no circumstance will CARB reimburse a Grantee for vehicles or equipment that exceeds the purchase price.
- e. Line item shifts are not anticipated in this grant. However, shifts of up to 10 percent of the grant total may be made over the life of the grant, subject to prior written approval from CARB. Line item shifts greater than 10 percent of the grant total require a formal amendment to the grant. Line item shifts may be proposed by either CARB or the Grantee and must not increase or decrease the total grant amount. All line item shifts must be approved in writing by CARB within 10 business days of approval for inclusion in the grant folder. If the grant is formally amended, all line item shifts must be included in the amendment.
- f. Funds not liquidated by May 31, 2026 must be returned by **June 30, 2026**. Expenditure of funds granted may not be reduced due to any loss incurred in an insured bank or investment account.

## 2. Pilot Project Eligible Costs

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

## 3. Resource Contributions

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

- a. Documentation of resource contributions must be retained for a minimum of three years after the grant term has ended.
- b. Funds expended on resource contributions must be documented in the Final Report to CARB.

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

## 4. Advance Payment

Consistent with the Legislature's direction to expeditiously disburse grants **pursuant to Health and Safety Code Section 39603.1**, CARB in its sole discretion may provide advance payments of grant awards in a timely manner to support project initiation and implementation with a focus on mitigating the constraints of modest reserves and potential cash flow problems.

The Grantee acknowledges that CARB has finalized Advance Payment regulations effective January 1, 2021. The Grantee agrees that this Agreement and all advance payment requests will comply with **Health and Safety Code Section 39603.1 and** these regulations, which can be found at: 17 California Code of Regulations (C.C.R.) Sections 91040-91044.

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

- a. The advance payments are necessary to meet the purposes of the project.
- b. The use of the advance funds is adequately regulated by grant or budgetary controls.



- c. The request for application or the request for proposals contains the terms and conditions under which an advance payment may be received consistent with this section.
- d. The Grantee is either a small air district or the Grantee meets all of the following criteria:
  - i. Has no outstanding financial audit findings related to any of the moneys eligible for advance payment and is in good standing with the Franchise Tax Board and Internal Revenue Service.
  - ii. Agrees to revert all unused moneys to CARB if they are not liquidated within the timeline specified in the grant agreement.
  - iii. Submits a spending plan to CARB for review prior to receiving the advance payment.
  - iv. The spending plan shall include project schedules, timelines, milestones, and the Grantee's fund balance for all state grant programs.
  - v. CARB shall consider the available fund balance when determining the amount of the advance payment.
  - vi. Reports to CARB any material changes to the spending plan within 30 days.
  - vii. Agrees to not provide advance payment to any other entity.
- e. In the event of the nonperformance of the Grantee, CARB shall require the full recovery of **and Grantee agrees to return all of** the unspent moneys. The Grantee shall provide a money transfer confirmation within 45 days upon the receipt of a written notice from CARB.
- f. The Grantee must complete and submit to CARB for review and approval an Advance Payment Request Form along with each grant disbursement request that is requesting advance payment. The Advance Payment Request Form shall be provided by CARB to the Grantee after grant execution.
- g. The Grantee must also submit a certification to CARB pursuant to 17 C.C.R. Section 91043 for each advance payment request.
- h. CARB may provide an advance of the direct project costs of the grant, if the project has moderate reserves and potential cash flow issues. Advance payments will not exceed the Grantee's interim cash needs.
- i. The Grantee assumes legal and financial risk of the advance payment.

- j. The Grantee shall place funds advanced under this section in an interest-bearing account. Grantee shall track interest accrued on the advance payment. Interest earned on the advance payment shall only be used for eligible grant-related expenses as outlined in the Grant Provisions, Exhibit A or will be returned to CARB.
- k. The Grantee shall report to CARB the value of any unused balance of the advance payment and interest earned and submit quarterly fiscal accounting reports consistent with Section I (Reporting and Documenting Expenditure of State Funds) of this grant agreement.
- l. The Grantee shall remit to CARB any unused portion of the advance payment and interest earned within 90 days following the end date of this Grant Agreement term on **March 31, 2026** ~~or the reversion date of the appropriation.~~ **If the Grant Agreement is terminated early for any reason, Grantee shall remit any unused portion of the advance payment and interest earned within 90 days of the termination date.**

## 5. Grant Disbursements

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

- a. Requests for payment shall be made with the Grant Disbursement Request Form (MSCD/ISB-90) and conform to the instructions identified in Sections G and I of this Grant Agreement. Grant payments shall be made only for reasonable costs incurred by the Grantee and only when the Grantee has submitted a Grant Disbursement Request Form; has completed tasks as stipulated in Exhibit B, Attachments II and III; the requirements specified herein, including Section F, Section G, Section H, and Section I of this Grant Agreement have been accomplished; documentation of accomplishment has been provided to CARB in the form of the Status Report; and any associated deliverables (if applicable) have been provided to CARB. CARB will have sole discretion to accelerate the timeline for allowable disbursements of funds identified in Exhibit B, Attachments II and III (with the exception of the final disbursement of funds), necessary to assure the goals of the program are met.
- b. Grant payments are subject to CARB's approval of Status Reports and any accompanying deliverables (see Sections F, G, H and I of this Grant Agreement). A payment will not be made if the CARB Project Liaison deems that a task has not been accomplished or documented; that a deliverable meeting specifications has not been provided; that claimed expenses are not documented, not valid per the budget, or not reasonable; or that the

Grantee has not met other terms of the grant.

- c. Requests for project funds in advance of performing the work or incurring the cost requires an Advance Payment Request Form (see Section G.4, Advance Payment) and a detailed list of the future work the Grantee intends to fund with the disbursement. The Grantee must demonstrate in a subsequent report that the advance has been expended appropriately by supplying documents required in Section G.5, Grant Disbursements. The recipient of a CARB advance payment cannot advance pay any other entity. No further advance shall be disbursed until the Grantee is fully compliant with all terms of the grant. Failure to comply shall require the Grantee to return all amounts of the inappropriate or unapproved expenditure to CARB within 45 calendar days of written notification.
- d. The Chief of the Community Action Branch in the Sustainable Transportation and Communities Division or designee of CARB may review the CARB Project Liaison's approval or disapproval of a Grant Disbursement Request. No reimbursement will be made for expenses that, in the judgment of the Chief of the Community Action Branch, are not reasonable or do not comply with the Grant Agreement.
- e. The Grantee shall submit the Grant Disbursement Requests to CARB **Accounting Section at: [accountspayable@arb.ca.gov](mailto:accountspayable@arb.ca.gov) with a CC to the CARB project liaison.** The Grantee may submit this electronically, based on CARB's current electronic submission guidance at the time of request, or mail original copies with "wet" signatures in blue ink **to CARB Accounting Section, P.O. Box 1436, Sacramento, CA 95812.** Requests for payment must be made with the Grant Disbursement Request Form and contain all documentation required with the form.
- f. CARB will withhold payment of up to one (1) percent of the grant funds until completion of the Final Report, intellectual property has been relinquished to CARB in accordance with Sections I and L of these provisions, CARB has received and approved the Grantee's mechanism for receiving annual activity reports, and submission of the Final Report to CARB by the Grantee. It is the Grantee's responsibility to submit a Grant Disbursement Request for this final disbursement of funds.
- g. CARB shall disburse funds in accordance with the California Prompt Payment Act, Government Code, Section 927, et seq.
- h. The Grantee will pay out CARB funds to other Subgrantees or subcontractors on a reimbursement basis only.

- i. Prior to submitting to the Accounts Payable Unit, the Grantee will submit draft disbursement requests to project staff to allow for a pre-review of the request. The Grantee agrees to modify, adjust, or provide supporting documentation justifying disbursement requests, as identified by project staff or as needed.
- j. The Grantee shall not submit disbursement requests from June 1 through August 15 of each year to accommodate Fi\$Cal going offline for end-of-year closing.

#### 6. Suspension of Payments and Grant Termination

- a. CARB reserves the right to issue a grant suspension order in the event that a dispute should arise. The grant suspension order will be in effect until the dispute has been resolved or the grant has been terminated. If the Grantee chooses to continue work on the project after receiving a grant suspension order, the Grantee will not be reimbursed for any expenditure incurred during the suspension in the event CARB terminates the grant. If CARB rescinds the suspension order and does not terminate the grant, CARB will reimburse the Grantee for any expenses incurred during the suspension that are reimbursable in accordance with the terms of the grant.
- b. CARB reserves the right to terminate this grant upon 30 days' written notice to the Grantee. In case of early termination, the Grantee will submit a Grant Disbursement Request, a Status Report covering activities up to, and including, the termination date and following the requirements specified herein and in Section I of these provisions. Upon receipt of the Grant Disbursement Request Form and Status Report, and when all intellectual property has been relinquished to CARB, a final payment will be made to the Grantee. This payment shall be for all CARB-approved, actually incurred costs that in the opinion of CARB are justified. However, the total amount paid shall not exceed the total grant amount.
- c. Upon termination, grant funds must be returned to CARB within 45 days. Funds, for the purpose of this section, includes unspent funds, funds for unapproved costs incurred, funds spent or incurred during a grant suspension order, or as outlined in other sections of this agreement.

#### 7. Contingency Provision

In the event this grant is terminated for any reason, the CARB Executive Officer or designee reserves the right in his or her sole discretion to make the funds available in a manner consistent with direction provided in the FY 2021-22 Funding Plan for

STEP.<sup>2</sup>

8. Documentation of Administration Funds

- a. Personnel documentation must make use of timesheets or other labor tracking software. Duty statements or other documentation may also be used to verify the number of staff and actual hours or percent of time staff devoted to STEP implementation and outreach.
- b. Fees for external consultants must be documented with copies of the consultant contract and invoices. All external consultant fees must be pre-approved by CARB. Fees included in the budget as a part of the Grantee Proposal Package (Exhibit C) are considered pre-approved by CARB.
- c. Printing, mailing, records retention, and travel expenses must be documented with receipts or invoices.
- d. Any reimbursement for necessary supporting project costs need receipts or invoices.
- e. Any reimbursement for necessary travel and per diem shall be at rates not to exceed those amounts set by the California Department of Human Resources (CalHR). No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from CARB. The CalHR travel and per diem reimbursement amounts may be found online at: <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. Reimbursement will be at the State travel and per diem amounts that are current as of the date costs are incurred by the Grantee.
- f. The above documentation, records, and referenced materials must be made available for review during monitoring visits and audits by CARB, or its designee. These records must be retained for a minimum of three years after submittal of the final STEP grant disbursement request to CARB.
- g. The above documentation must be provided to CARB in quarterly Status Reports and a Final Report.

9. Earned Interest

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

- a. Interest earned by the Grantee on STEP funds must be reported to CARB.

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<sup>2</sup> Funding Plan for Fiscal Year 2021-22 <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1>

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

- b. All interest income on advance payment at CARB's discretion must be reinvested into the program or returned to CARB. Interest earned that is reinvested in the program is not included as part of the Total Grant Amount from CARB. Grantee is responsible for reporting to CARB all project expenditures funded with interest earned on advanced funds or returned.
- c. The Grantee must maintain accounting records (e.g., general ledger) that track interest earned from Grant funds and expenditures of this earned interest, as follows:
  - i. The calculation of interest must be based on average daily balance or some other reasonable and demonstrable method of allocating the proceeds from the interest-generating account back into the program.
  - ii. The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned on non-STEP funds.
  - iii. The methodology for calculating earned interest must be consistent with how it is calculated for the Grantee's other fiscal programs.
  - iv. Earned interest must be fully expended by **March 31, 2026** or returned to CARB.
- d. Documentation of interest earned on STEP funds must be retained for a minimum of three years after it is generated. Documentation of interest expended on the project must be retained for a minimum of three years after the funds have been reinvested into the project.
- e. The above documentation must be provided to CARB in Status Reports and a Final Report.

## H. PROJECT MONITORING AND MEETINGS

### 1. Meetings

- a. Initial meeting: A meeting will be held between the Grantee and Subgrantee key project personnel and the CARB Project Liaison before work on the project begins. The purpose of the initial meeting is to discuss the overall approach, details of performing essential tasks, the schedule and milestones, details of work group process, and any issues that may need to be resolved

prior to beginning work. Topics may include process for program decision-making and frequency and process for ongoing project team coordination.

- b. Review meetings: After the initial meeting with CARB staff, monthly meetings will be required until the tasks related to project initiation are finalized. After the project is operational, CARB and the Grantee can hold less frequent meetings (quarterly, at minimum), if deemed appropriate. Additional meetings may be scheduled at the sole discretion of the CARB Project Liaison. Such meetings may be conducted by phone, if deemed appropriate by the CARB Project Liaison. The Grantee is responsible for developing the agenda in collaboration with the CARB Project Liaison, and for facilitating the meetings.
- c. Site visits: If applicable, site visits shall be established by CARB Project Liaison during the term of this grant.

## 2. Technical Monitoring

- a. Any changes in the scope or schedule for the program shall require the prior written approval of the CARB Project Liaison and may require a written Grant Agreement amendment.
- b. The Grantee shall notify the CARB Project Liaison in writing immediately if any circumstances arise (technical, economic, or otherwise), which might place completion of the project in jeopardy. The Grantee shall also make such notification if there is a change in key project personnel (see Exhibit B, Attachment IV).
- c. In addition to Status Reports (see Section I of this Grant Agreement), the Grantee shall provide information requested by the CARB Project Liaison that is needed to assess progress in completing tasks and meeting the objectives of the program.
- d. Any change in budget allocations, re-definition of deliverables, or extension of the program schedule must be requested in writing to the CARB Project Liaison and approved by CARB, in its sole discretion, and may require a Grant Agreement amendment.

## I. REPORTING AND DOCUMENTING EXPENDITURE OF STATE FUNDS

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

## 1. Status Reports

- a. The Grantee shall submit Status Reports at minimum 15 days after the end of every third month, starting with the first report submitted on October 15, 2022 for the reporting period that ends on **September 30, 2022**, but may be submitted more frequently if necessary to justify more frequent disbursements with prior approval from CARB. The Status Reports shall be provided in a format agreed upon between the CARB Project Liaison and the Grantee and meet the requirements specified herein. CARB may specify an electronic format for quarterly reporting.
- b. Status Reports provide a mechanism for the Grantee to justify a need for additional grant disbursements from CARB.
- c. Every Grant Disbursement Request Form (MSCD/ISB-90) shall be accompanied by a Status Report that documents the completion of a milestone specified in Exhibit B, Attachments II and III.
- d. CARB will provide the Grantee with a checklist or template for Americans with Disabilities Act (ADA)-compliant Status Reports. Each Status Report must include all applicable items from the checklist or template, which may include:
  - i. Project Status Report number, title of project, name of Grantee, date of submission, and project grant number
  - ii. Summary of work completed since the last Status Report, noting progress toward completion of tasks identified in Attachment II of Exhibit B (Task Summary and Details).
  - iii. Statement of work expected to be completed by the next Status Report.
  - iv. Notification of problems encountered and an assessment of their effects on the project's outcomes
  - v. Data collected from vehicles, facilities, and participants since the last status report such as, but not limited to, the information outlined in Appendix H of this Grant Solicitation. Data should be separated by reporting period but should be collected and compiled in a way that facilitates reporting in the Final Report.
  - vi. Schedule of community engagement, outreach, and education activities conducted, materials used, number of people contacted, and number of participants, where applicable



- vii. Accounting records, including expenditure and income information and supporting documentation
  - viii. Itemized invoices (invoices must include enough details to ensure that only eligible costs are paid for) and any other appropriate documentation
  - ix. Discussion of the project's adherence to the project timeline
  - x. Other data and analysis as mutually agreed upon between the Grantee and CARB
- e. If the tasks outlined in this Grant Agreement are behind schedule, the Grantee must notify CARB immediately and explain how they will return to schedule.

## 2. Final Report

- a. When the project is complete, the Grantee shall submit a draft Final Report. The draft Final Report must be submitted to CARB in an appropriate format agreed upon between CARB Project Liaison and the Grantee. The Final Report must meet the requirements specified herein. Upon approval of the draft Final Report by CARB Project Liaison, the Grantee shall provide a written copy of the final version, plus an electronic file.
- b. The Grantee must provide a Final Report to CARB after all STEP funding has been expended. The Final Report must be submitted within 90 days of CARB receiving the draft Final Report or by **March 31, 2026**, whichever comes first. A draft Final Report is due to CARB within 30 days of project completion or by **December 31, 2025**, whichever comes first.
- c. CARB will provide the Grantee with a checklist or template for an ADA-compliant Final Report. The Final Report must include all applicable items from the checklist or template, at a minimum:
  - i. Total expenditures in detail to date and for the period between the last Status Report and the Final Report.
  - ii. Excel spreadsheet of all funded tasks and milestones.
  - iii. Summary report of the tasks for the period covered by the Grant Agreement (may be provided as summaries or previously submitted Status Reports – see Status Report).
  - iv. Overview of the project as a whole from inception through the end of the grant term, including project and community background,

- partnerships, and funding sources.
- v. Data collected from vehicles, facilities, and participants, compiled from all status reports.
  - vi. Assessments of behavior change, vehicle miles traveled, access to key destinations, affordability, and participant evaluations, including the results of any pre- and post-project surveys conducted.
  - vii. Changes in participant knowledge of and acceptance of clean transportation options and funded projects.
  - viii. Description of community engagement, outreach, and education efforts, including materials used, schedule of events conducted, and an assessment of effectiveness of the efforts.
  - ix. Electricity and fuel usage information for project and baseline vehicles and EVSE, as applicable.
  - x. Estimated GHG and other air pollutant emission reductions achieved.
  - xi. Other co-benefits provided by the project as mutually agreed upon between the Grantee and CARB.
  - xii. Accounting records, including expenditure and income information and supporting documentation. Includes earned interest, if any, and how it was expended or returned to CARB.
  - xiii. Best practices and lessons learned, including suggestions for future project considerations for wider scale implementation in other communities.
  - xiv. Implementation challenges and recommendations for potential program improvements.
  - xv. Other data and analysis as mutually agreed upon between the Grantee and CARB.

## J. OVERSIGHT AND ACCOUNTABILITY

1. The Grantee shall comply with all oversight responsibilities.
2. **CARB or its designee may recoup grant funds which were received based on falsification, misspending, misinformation, misappropriation, fraud, negligence, non-compliance with program requirements or applicable laws,**

or other related circumstances. CARB also reserves the right to prohibit any entity from participating in STEP due to non-compliance with program requirements. Submission of false information during the Grant term may be considered a criminal offense and is punishable under penalty of perjury under the laws of the State of California. If Grantee is found to provide misinformation or fraudulent documents, CARB or its designee reserves the right to forward Grantee information to the Franchise Tax Board or other appropriate agency. Grantee 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.

3. If the Grantee detects any actual or potentially fraudulent activity by anyone or entity associated with the project, it shall notify CARB as soon as possible and work with CARB to determine an appropriate course of action.
4. In the event that CARB determines that recouping grant funds is necessary due to falsification, misspending, misinformation, misappropriation, fraud, negligence, non-compliance with program requirements or applicable laws, or other related circumstances by the Grantee or its subgrantees or subcontractors, Grantee agrees to return all grant funds requested, including any interest earned, within sixty (60) days of written notification from CARB. In addition, CARB may seek other remedies available by law.~~CARB or its designee may recoup grant funds which were received by the Grantee based upon the Grantee's misinformation or fraud, or which were received by the Grantee if Grantee is in material or continual non-compliance with the terms of this Grant or State law. CARB also reserves the right to prohibit any entity from participating in STEP due to non-compliance with program requirements or State law.~~
5. If the Grantee detects any actual or potentially fraudulent activity by any person or entity associated with the project, the Grantee shall notify CARB as soon as possible and work with CARB to determine an appropriate course of action.

## K. PROJECT RECORDS

As further described below, project records include but are not limited to Grantee, financial, and participant records. All project records must be retained for a period

of three (3) years after final payment under this grant. All project records are subject to audit pursuant to Section N.3 of this Grant Agreement. Upon completion of the third year of record retention, the Grantee shall submit all project records to CARB. Hardcopy or electronic records are suitable. Acceptable forms of electronic media include hard drives, CDs, and DVDs. Other forms of electronic media may be allowed based on prior written approval from CARB.

### 1. Grantee Records

The Grantee shall retain a STEP file containing:

- a. Original executed copy of the STEP Grant Agreement and Grant Agreement Amendments (if applicable).
- b. Policies and Procedures Manual.
- c. Copies of Grant Disbursement Request Forms and attachments.
- d. Copies of Status Reports.
- e. Documentation of earned interest generation and expenditure (see Section G for more information).

### 2. Financial Records

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

- a. Establish an official file for the project, which shall adequately document all significant actions relative to the program.
- b. Establish separate accounts which will adequately and accurately depict all amounts received and expended on the project.
- c. Establish separate accounts which will adequately and accurately depict all income received which is attributable to the project including cash and in-kind donations, if any.
- d. Establish an accounting system which will adequately depict final total costs of the project, including grant implementation costs.

### 3. Project Participant Records

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

- a. Project participant proposals (denied, approved, and removed).
- b. Initial participant surveys and survey updates.
- c. Documentation of any deviations from the normal processing of projects (examples include enforcement action, CARB case-by-case approvals).

## L. INTELLECTUAL PROPERTY

Any webpage(s), software, databases, deliverables, program data, or other intellectual property the Grantee develops or creates with grant monies and for the purposes of administering or implementing STEP shall be considered works made for hire and are the property of CARB. The Grantee hereby assigns to CARB all right, title and interest in and to such materials, as well as all related intellectual property rights and other proprietary rights therein.

Subject to the terms and conditions of this Grant Agreement, CARB grants the Grantee a limited, irrevocable, non-exclusive, non-transferable, non-sublicensable, perpetual, royalty-free, and worldwide license to use, access, and execute any webpage(s), software, databases, or other intellectual property created by the Grantee, including any updates and improvements.

## M. CONFIDENTIALITY AND DATA SECURITY

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

1. All information or data gathered pursuant to this grant **and all deliverables and work products under this Grant Agreement** shall be held ~~held~~ **treated as** confidential accessible only to the Grantee's employees, agents, or contractors **and only** as needed to perform the Grantee's obligations under this Grant Agreement, and released only to CARB or other entities as CARB may specify in writing, unless such disclosure is required by law. If the Grantee believes disclosure may be required under the California Public Records Act or other law, the Grantee shall first give CARB written notice of the intent to disclose plus twenty-one (21) days after receipt of the written notice to seek an order preventing disclosure from a court of competent jurisdiction.
2. The Grantee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Grant Agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.

3. Information or data, including but not limited to all application records and supporting documentation that personally identifies or describes an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee shall **maintain compliance with the California Information Practices Act (Civil Code Sections 1798 et seq.) with regard to all information and data collected and maintained under this Grant Agreement and** safeguard all such information or data which comes into their possession under this agreement, shall not release or publish any such information or data **without CARB's written consent**, and shall dispose of such information in accordance with the Grantee's data retention policy but for a minimum of at least five (5) years.
- ~~4. Subject to paragraph 1, above, the Grantee must observe complete confidentiality with respect to such information or data collected pursuant to this grant, including without limitation, agreeing not to disclose or otherwise permit access to such information by any person or entity in any manner whatsoever unless such disclosure is required by law or legal process.~~
5. The Grantee must acknowledge the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose other than fulfillment of this grant and with CARB's written consent, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
6. The Grantee must ensure that the Grantee's employees, agents, and contractors 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 other than fulfillment of this grant and with CARB's written consent, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
7. The Grantee shall limit access to information and data gathered pursuant to this grant only to necessary employees, agents, and contractors to perform their job duties.
8. The Grantee must not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration without CARB's consent.
9. The Grantee must notify the State promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof, by any person other than those authorized by this document.

10. The Grantee must adhere to all CARB confidentiality, disclosure, and privacy policies.
11. The Grantee must treat all information, deliverables, and work products developed or collected pursuant to this grant as confidential. All information, deliverables, and work products cannot be disclosed in any form to any third party except for Subgrantees designated in Exhibit B, Attachment IV of this Agreement without CARB's written consent except when required by law or legal process.
12. The Grantee must not use, without CARB written approval, any CARB materials for any purpose other than performing the agreed upon services.
13. At the conclusion of the engagement or upon termination of this Grant Agreement, the Grantee shall surrender all information in any form developed or collected pursuant to this grant if requested by CARB.
14. If the Grantee suspects loss or theft, the Grantee must report any lost or stolen information, data, or equipment developed or collected pursuant to this grant to CARB immediately.
15. The Grantee must provide CARB all pass phrases and passwords for private keys to encrypt data used, produced, or acquired in the course of performing duties under this Grant Agreement. **The Grantee shall ensure that confidential, sensitive and/or PII information shall be encrypted in accordance with California State Administrative Manual 5350.1 and California Statewide Information Management Manual 5305-A.**
16. **Grantee must maintain compliance with current NIST special publications 800-171 Protecting Controlled Unclassified Information in Nonfederal Information Systems and Organizations. Third party audit results and Grantee's plan to correct any negative findings shall be made available to the Grantor upon request.**
17. The Grantee must sign non-disclosure and confidentiality agreements as provided by CARB.
18. The Grantee agrees to notify CARB immediately of any security incident involving the information system, servers, data, or any other information developed or collected pursuant to this grant. The Grantee agrees that CARB has the right to participate in the investigation of a security incident involving its data or to conduct its own independent investigation, and that the Grantee

shall cooperate fully in such investigations.

19. The Grantee agrees that it shall be responsible for all costs incurred by CARB due to a security incident resulting from the Grantee's failure to perform or negligent acts of its employees, agents, or contractors, and resulting in an unauthorized disclosure, release, access, review, or destruction; or loss, theft, or misuse of information or data developed or gathered pursuant to this grant. If the Grantee experiences a loss or breach of data, the Grantee shall immediately report the loss or breach to CARB.
20. If **a loss or breach of data occurs and** CARB determines that notice to the individuals whose data has been lost or breached is appropriate, the Grantee will bear any and all costs associated with the notice or any mitigation selected by CARB. These costs include, but are not limited to, staff time, material costs, postage, media announcements, credit monitoring for impacted individuals, and other identifiable costs associated with the breach or loss of data.
21. The Grantee agrees that it shall immediately notify and work cooperatively with CARB to respond timely and correctly to California Public Records Act (California Government Code Section 6250 et seq.) requests.

## N. GENERAL PROVISIONS

1. **Amendment:** No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.
2. **Americans with Disabilities Act:** The Grantee must ensure that all products and services submitted, uploaded, or otherwise provided by the Grantee and/or its subcontractors under this Grant, including but not limited to data, software, plans, drawings, specifications, reports, operating manuals, notes, and other written or graphic work prepared in the course of performance of this Grant (collectively, the "Work"), comply with Web Content Accessibility Guidelines 2.0, levels A and AA, and otherwise meet the accessibility requirements set forth in California Government Code Sections 7405 and 11135, Section 202 of the federal Americans with Disabilities Act (42 U.S.C. § 12132), and Section 508 of the federal Rehabilitation Act (29 U.S.C. § 794d) and the regulations promulgated thereunder (36 C.F.R. Parts 1193 and 1194) (collectively, the "Accessibility Requirements"). For any Work provided in PDF format, Grantee shall also provide an electronic version in the original electronic format (for example, Microsoft Word or Adobe InDesign).

CARB may request documentation from the Grantee of compliance with the Accessibility Requirements and may perform testing to verify compliance. The



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

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

3. **Assignment:** This grant is not assignable by the Grantee, either in whole or in part, without the consent of CARB in the form of a formal written amendment.
4. **Audit:** The Grantee agrees that CARB, the Department of General Services, Department of Finance, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant and all State funds received. The Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after the term of this Grant is completed, unless a longer period of records retention is stipulated. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include similar right of the State to audit records and interview staff in any Grant or Contract related to performance of this Agreement.
5. **Availability of funds:** CARB's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.
6. **Compliance with law, regulations, etc.:** The Grantee agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements.
7. **Confidentiality:** Except as may be required by the California Public Records Act (California Government Code Section 6250 et seq.), no record which has been designated as confidential by CARB, shall be disclosed by the Grantee. If the Grantee believes disclosure of a confidential record may be required under the California Public Records Act or other law, the Grantee shall first give CARB

written notice of the intent to disclose plus twenty-one (21) days after receipt of the written notice to seek an order preventing disclosure from a court of competent jurisdiction.

8. **Conflict of interest:** The Grantee certifies that it is in compliance with applicable State and/or federal conflict of interest laws at the time it enters into this Grant Agreement and shall remain in compliance with all such laws during the Term of this Grant Agreement. The Grantee may have no interest, and shall not acquire any interest, direct or indirect, which will conflict with its ability to impartially perform under, or complete the tasks described in, this Grant. The Grantee must disclose any direct or indirect financial interest or situation which may pose an actual, apparent, or potential conflict of interest with its duties throughout the Grant Term. CARB may consider the nature and extent of any actual, apparent, or potential conflict of interest in the Grantee's ability to perform the Grant. The Grantee must immediately advise CARB in writing of any potential new conflicts of interest throughout the Grant Term.
9. **Disputes:** The Grantee shall continue with the responsibilities under this Grant Agreement during any dispute unless CARB directs otherwise. Grantee staff or management may work in good faith with CARB staff or management to resolve any disagreements or conflicts arising from implementation of this Grant Agreement. However, any disagreements that cannot be resolved at the management level within 30 days of when the issue is first raised with CARB staff shall be subject to resolution by the CARB Executive Officer, or his designated representative. Nothing contained in this paragraph is intended to limit any of the rights or remedies that the parties may have under law.
10. **Environmental justice:** In the performance of this Grant Agreement, the Grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.
11. **Fiscal management systems and accounting standards:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of State law or this Grant Agreement. Unless otherwise prohibited by State or local law, the Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles. Grantee shall not

commingle Grant funds with any other accounts, revenues, grants, donations or funds. Grantee shall maintain all Grant funds in a separate bank account designated specifically for the purposes of carrying out the obligations of this Grant Agreement. The bank account must be held in the name of the Grantee (the official name, such as a non-profit corporate name, and not a dba), and no other person or entity. Grant funds are not the assets of the Grantee and shall not be used, obligated or relied upon for any purposes other than those purposes and uses set out in this Grant Agreement. Grant funds shall not be used as collateral for or an obligation to any debt, loan or other commitments of Grantee, its officers, agents, assigns, contractors, subcontractors, subgrantees or affiliates. Grantee shall ensure that the Grantor is designated in writing as a third-party beneficiary of all bank accounts in which Grant funds are maintained.

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

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

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

14. **Grantee's responsibility for work:** The Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Grantee shall be responsible for any and all disputes arising out of its contract(s) for work on the Project, including but not limited to payment disputes with contractors, subcontractors, and providers of services. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work. **The Grantee shall only distribute Grant funds on a reimbursement basis. Grantee shall not use Grant funds for advance payments to contractors, subcontractors, service providers, suppliers, subgrantees or other third parties.**

- a. **All subcontracts must be submitted to CARB upon request for review prior to execution. CARB may also request them during or after the Grant term and Grantee agrees to provide them within five (5) calendar days. For subcontracts that are listed as "to be determined" in the Budget, the Schedule or elsewhere in any attachment to this Grant Agreement, the Grantee must submit a revised Budget to CARB, identifying the subcontractor and specific items of cost expected to be incurred by that subcontractor, which in each instance shall be subject to advance approval by CARB. In addition, Grantee must have a fully executed subcontract before the subcontractor can incur any costs for which the Grantee will seek reimbursement.**
- b. **The Grantee is required, where feasible, to employ best contracting and procurement practices that promote open competition for all goods and services. Grantee shall obtain price quotes from an adequate number of sources for all subcontracts. Upon request, Grantee will provide CARB a copy of all solicitations for services or products used or needed to carry out the terms of this Grant Agreement, including copies of the proposals or bids received.**
- c. **Grantee is responsible for handling all contractual and administrative issues arising out of or related to any subcontracts it enters into under this Grant Agreement. Nothing contained in this Grant Agreement or otherwise creates any contractual relation between CARB and any subcontractors, and no subcontract may relieve Grantee of its responsibilities under this Grant Agreement. Grantee is solely liable and responsible for the acts and omissions of its subcontractors or persons directly or indirectly employed by any of them.**

d. **The Grantee's obligation to pay its subcontractors is an independent obligation from CARB's obligation to make payments to the Grantee. As a result, CARB has no obligation to pay or enforce the payment of any funds to any subcontractor. The Grantee is responsible for establishing and maintaining contractual agreements with and reimbursing each subcontractor for work performed in accordance with the terms of this Grant Agreement.**

15. **Indemnification:** The Grantee agrees to indemnify, defend and hold harmless the State and the Board and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense, including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by the Grantee, **or any of its contractors, subcontractors, subgrantees, affiliates, employees, officers, agents and assigns,** and out of the operation of equipment that is purchased with funds from this Grant Award.

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

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

18. **No third party rights:** The parties to this Grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Grant Agreement, or of any duty, covenant, obligation or undertaking established herein.
19. **Ownership:** All information or data received or generated by the Grantee under this Grant Agreement shall become the property of CARB. No information or data received or generated under this Grant Agreement shall be released without CARB approval.
20. **Personally Identifiable Information:** Information or data that personally identifies an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee shall safeguard all such information or data which comes into their possession under this Grant Agreement in perpetuity, and shall not release or publish any such information or data.
21. **Prevailing wages and labor compliance:** If applicable, the Grantee agrees to comply with all of the applicable provisions of the California Labor Code pertaining to Public Works projects (Labor Code Sections 1720-1861) including those provisions requiring the payment of not less than the specified prevailing rate of wages as determined by the Director of the Department of Industrial Relations to workers employed in the performance of this grant. If applicable, the Grantee shall monitor all agreements subject to reimbursement from this Grant Agreement to ensure that the provisions of Labor Code Sections 1720-1861 are being met.
22. **Funding Prohibitions for Sectarian Purposes and Non-Public Schools: Grant recipients may use or authorize the use of CARB funds only in any manner that is consistent with applicable laws, including California Constitution, article XVI, section 5, article IX, section 8, and federal law. CARB reserves the right to obtain additional information from applicants and selected Grantees to determine compliance with California Constitution, article XVI, section 5 and article IX, section 8. Failure to provide any requested information may result in denial of grant funding or termination of an existing grant agreement.**
23. **Russian Sanctions: On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts or grants with, and to refrain from**

entering any new contracts or grants with, individuals or entities that are determined to be a target of Economic Sanctions.

24. The Grantee represents by signing this Agreement that the Recipient is not a target of economic sanctions imposed in response to Russia's actions in Ukraine by the United States government or the State of California. The Grantee is required to comply with the federal economic sanctions imposed in response to Russia's actions in Ukraine, including with respect to, but not limited to, the federal executive orders identified in California Executive Order N-6-22, located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf> and the sanctions identified on the United States Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). The Grantee is also required to comply with all applicable reporting requirements regarding compliance with the economic sanctions, including, but not limited to, those reporting requirements set forth in California Executive Order N-6-22 for all Recipients with one or more agreements with the State of California with an aggregated value of Five Million Dollars (\$5,000,000) or more. Notwithstanding any other provision in this Agreement, failure to comply with the economic sanctions and all applicable reporting requirements may result in immediate termination of this Agreement, at the sole discretion of CARB.

For contracts or grants with an aggregated agreement value of Five Million Dollars (\$5,000,000) or more with the State of California, reporting requirements include, but are not limited to, information related to steps taken in response to Russia's actions in Ukraine, including but not limited to:

Desisting from making any new investments or engaging in financial transactions with Russian institutions or companies that are headquartered or have their principal place of business in Russia;

Not transferring technology to Russia or companies that are headquartered or have their principal place of business in Russia; and Direct support to the government and people of Ukraine.

25. Paragraph Headings: The headings and captions of the various paragraphs, subparagraphs and sections hereof are for convenience only, and they shall not limit, expand or otherwise affect the construction or interpretation of this Grant Agreement.

26. **Professionals:** For projects involving installation or construction services, the Grantee agrees that only licensed professionals will be used to perform services

under this Grant Agreement where such services are called for and licensed professionals are required for those services under State law.

27. **Severability:** If a court of competent jurisdiction holds any provision of this Grant Agreement to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected.
28. **Survival: Those terms, conditions, provisions and exhibits which by their nature should survive termination, cancellation or expiration of this Grant Agreement, shall so survive, including but not limited to those sections pertaining to indemnity, recordkeeping, audit, return of funds, data security, confidentiality, and the general provisions.**
29. **Termination:** CARB may terminate this Grant Agreement for cause by written notice at any time prior to completion of projects funded by this Grant Award, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Grant Agreement within the time frame set forth by CARB via written notice to the Grantee.
30. **Timeliness:** Time is of the essence in this Grant Agreement. Grantee shall proceed with and complete the Project in an expeditious manner.
31. **Waiver of Rights:** Any waiver of rights with respect to a default or other matter arising under the Grant Agreement at any time by either party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of the State provided for in this Grant Agreement are in addition to any other rights and remedies provided by law.
32. **Grantee's requirements for electric vehicle charging infrastructure and equipment under AB 841:**

**The requirements of this section do not apply to any of the following:**

- a. **Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility,**
- b. **Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Sub article 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations), and**



c. Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.

Prior to executing sub-grant agreements, Grantee must ensure the following requirements are included in all subgrantee agreements and or other agreements pursuant to this Grant:

Prior to authorizing work, a subgrantee or subcontractor that was awarded funds to install electrical charging equipment for use by on-road transportation vehicles, must require both of the following:

An AB 841 Certification that certifies the project will comply with all AB 841 (2020) requirements or describes why the AB 841 requirements do not apply to the project. The certification shall be signed by the subgrantee's or subcontractor's authorized representative; and

EVITP Certification Numbers of each Electric Vehicle Infrastructure Training Program-certified electrician that will install electric vehicle charging infrastructure or equipment.

Evidence, such as Certification Numbers, is not required to be obtained by Grantee if AB 841 requirements do not apply to a project.

Prior to remitting payment to a subgrantee or subcontractor, Grantee is responsible for collecting all AB 841 Certifications, to ensure the project did comply with all AB 841 (2020) requirements, and shall retain Certification Numbers in accordance with the Grantee's records retention schedule and provide to CARB upon request.

**33. Total Agreement; Entirety.** This Grant Agreement constitutes the entire agreement and understanding between the Parties, and supersedes and replaces any and all prior negotiations and agreements of any kind, whether written or oral, between the Parties concerning this Grant Agreement.

**34. Paragraph Headings:** The headings and captions of the various paragraphs, subparagraphs and sections hereof are for convenience only, and they shall not limit, expand or otherwise affect the construction or interpretation of this Grant Agreement.

**35. Construction:** This Grant Agreement shall not be construed more strongly against either Party regardless of who is more responsible for its preparation.

**36. Order of Precedence:** In the event of any inconsistency between the articles, exhibits, attachments, specifications or provisions which constitute this Grant Agreement, the following order of precedence shall apply:

- a. Grant Agreement Cover Sheet

- b. Exhibit A – Grant Provisions
- c. Exhibit B – Work Statement
- d. Exhibit C - Grantee Proposal Package
- e. Exhibit D – Grant Solicitation Package
- f. All other Exhibits incorporated into the Grant Agreement as listed on the Grant Agreement Cover Sheet.

## O. INSURANCE REQUIREMENTS

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

### 1. General Provisions Applying to All Policies:

- a. Coverage Term – Coverage needs to be in force for the complete term of the grant. If insurance expires during the term of the grant, a new certificate must be received by the State at least thirty (30) days prior to the expiration of this insurance. Any new insurance must comply with the original grant terms.
- b. Policy Cancellation or Termination & Notice of Non-Renewal – The Grantee is responsible to notify the Program Administrator within five (5) business days of any cancellation, non-renewal or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Grantee agrees no work or services will be performed prior to obtaining such approval. In the event that the Grantee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this grant upon the occurrence of such event, subject to the provisions of this grant.
- c. Premiums, Assessments, and Deductibles – The Grantee is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.
- d. Primary Clause – Any required insurance contained in this grant shall be primary, and not excess or contributory, to any other insurance carried by the State.
- e. Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least “A-” with a financial category rating of no lower than VI. If the Grantee is self-insured for a portion or all of its insurance,

review of financial information including a letter of credit may be required.

- f. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
  - g. Inadequate Insurance – Inadequate or lack of insurance does not negate the Grantee’s obligations under the grant.
  - h. Satisfying a Self-Insured Retention (SIR) – All insurance required by this Grant Agreement must allow the State to pay and/or act as the Grantee’s agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the Grantee’s agent in satisfying any SIR is at the State’s discretion
  - i. Available Coverages/Limits – All coverage and limits available to the Grantee shall also be available and applicable to the State.
2. Use of Subcontractor – In the case of the Grantee’s utilization of Subcontractors to complete the grant scope of work, the Grantee shall include all Subcontractors as insured’s under the Grantee’s insurance or supply evidence of Subcontractor’s insurance to the State subject to item O.3.
  3. Grant Insurance Requirements – The Grantee shall display evidence of the following on a certificate of insurance. After the Grant is awarded, failure to provide the certificate upon request will result in the termination of the grant. The Grantee must assure the project fully complies with all insurance requirements before starting the project. The following coverages must be evidenced on the certificate of insurance and all endorsements required must be attached:
    - a. Commercial General Liability – The Grantee shall maintain general liability on an occurrence form with limits not less than \$5,000,000 per occurrence for bodily injury and property damage liability combined with a \$5,000,000 annual policy aggregate. Subcontractors shall maintain general liability on an occurrence form with limits not less than \$1,000,000 per occurrence for bodily injury and property damage liability combined with a \$2,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent the Grantees, products, completed operations, personal & advertising injury, and liability assumed under an insured contract or grant. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Grantee’s limit of liability.

**The policy must name “State of California and California Air Resources Board, its officers, agents, and employees as additional insured with**

**respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations”.**

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

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

- i. In the event that the Fleet Owner maintains business automobile liability insurance, the policy must name the State of California and California Air Resources Board, its officers, agents, and employees as additional insured by endorsement that states the name exactly as required in this agreement. A blanket additional insured endorsement is not acceptable.
  - ii. By signing the grant agreement, the Grantee certifies that the Grantee and any employees, subcontractors or servants possess valid automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.
- c. Workers Compensation and Employers Liability – The Grantee shall maintain statutory worker’s compensation and employer’s liability coverage for all its employees who will be engaged in the performance of the grant. In addition, employer’s liability limits of \$1,000,000 are required. By signing this agreement, the Grantee acknowledges compliance with these regulations.

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

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

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

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

- e. Either policy must name "State of California and California Air Resources Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations." Non-Profit Organization with Volunteers Only (if applicable): A Volunteer Accident Insurance Policy with a limit not less than \$1,000,000. The policy shall contain a waiver of subrogation in favor of the State of California, if such endorsement is available in the open market. Said policy shall be issued by an insurance company with a rating which is acceptable to the Department of General Services, Office of Risk and Insurance Management. CARB reserves the right to review and adjust insurance requirements as necessary during the grant term.
- f. Cyber Liability coverage, with limits not less than \$1,000,000 per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Grantee in the grant agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well.
- g. Self-insurance – **If a Grantee has elected to be self-insured it must receive approval of its self-insurance program from the DGS Office of Risk and Insurance Management (ORIM). To obtain ORIM approval, the Grantee must submit the following documents to ORIM.**
- 1. Workers' Compensation** – The Grantee will provide a copy of its Certificate of Consent to Self-Insure from the Department of Industrial Relations.

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

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

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

**EXHIBIT B**

**WORK STATEMENT**

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**EXHIBIT B**

**Attachment I – Budget Summary**

Grantee: San Francisco Municipal Transportation Agency  
 Project: Our Community, Our Shuttle: Bayview-Hunters Point Equitable Mobility  
 Grant Number: **STEP-IG-04-1**

	<b>Total Costs</b>
Project Costs	<del>\$5,321,089.00</del> <b>\$13,541,820.00</b>
Direct Grant Implementation Costs	<del>\$97,047.00</del> <b>\$504,480.00</b>
Indirect Grant Implementation Costs	\$0
	<b>Total Funding</b>
Total Grant Funds	<del>\$1,940,936.00</del> <b>\$10,569,100.00</b>
Resource Contribution	\$3,477,200.00
<b>Total Proposal Funds</b>	<del>\$5,418,136.00</del> <b>\$14,046,300.00</b>



**EXHIBIT B**

**Attachment II – Task Summary and Details**

Grantee: San Francisco Municipal Transportation Agency  
 Project: Our Community, Our Shuttle: Bayview-Hunters Point Equitable Mobility  
 Grant Number: **STEP-IG-04-1**

**Task Summary Table**

<b>Task #</b>	<b>Task Description</b>	<b>STEP Funds</b>	<b>Resource Contribution</b>
1	Proposal administration	<del>\$97,047.00</del> <b>\$504,480.00</b>	\$0
2	Bayview community shuttle	<del>\$362,709.00</del> <b>\$8,563,524.00</b>	\$0
3	Bayview pedestrian and transit safety and accessibility improvements	\$0	\$3,370,400.00
4	Community shuttle workforce development	\$878,591.00	\$0
5	Transportation resource center	<del>\$396,250.00</del> <b>\$402,750.00</b>	\$0
6	Community congress	<del>\$206,339.00</del> <b>\$219,755.00</b>	\$106,800.00
	<b>Total</b>	<b>\$1,940,936.00</b> <b>\$10,569,100.00</b>	<b>\$3,477,200.00</b>

**Task Details**

**Task 1. Proposal administration**

~~In accordance with Assembly Bill 128, section 15.14, a percent of the Fiscal Year 2021-22 GGRF funds allocated for this task are withheld. Upon determination of the final amount of auction proceeds after the fourth cap and trade auction and approval from the Department of Finance, the remaining funds may be encumbered and available for use. A formal amendment may be required to encumber and liquidate the remaining funds.~~ Administer the various tasks of the project including participation in meetings with CARB staff; development and implementation of project plans; record-keeping procedures; reporting procedures; and financial tracking and disbursements. Currently funded for first year of the grant term.

1.1. Meetings and communication with CARB staff

1.1.1. Initial Project Kick-off Meeting: The Grantee’s and Subgrantee’s key project personnel, in collaboration with CARB’s Project Liaison, will plan, conduct, and attend an initial meeting with CARB staff following execution

of the Grant Agreement. Topics for discussion may include, but not be limited to, the following:

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

Task 1.1.1 should conform to all requirements in Exhibit A, Section H.1; that section should be considered the superseding section in case of conflicting language.

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

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

Task 1.1.2 should conform to all requirements in Exhibit A, Section H.1; that section should be considered the superseding section in case of conflicting language.

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

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

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

Incentivize participation of all project partners, including Community Partners, appropriately

1.4 STEP Steering Committee. Convene the STEP Steering Committee, as agreed to in the Partnership Agreement. The STEP Steering Committee membership will consist of:

- SFMTA Program Manager (Chair)
- Community Shuttle Operator (3<sup>rd</sup>-party vendor)
- Community-based Transportation Plan Implementation Lead (SFMTA Livable Streets)
- Workforce Project Committee Lead (A Philip Randolph Institute)
- Transportation Resource Center Committee Lead (Community Youth Center [CYC])
- Community Congress Lead (Bayview Hunters Point [BVHP] Community Advocates)
- Two nominated resident representatives, selected by the Community Congress

Role of the STEP Steering Committee, per the Partnership Agreement, is:

1. Coordination and alignment of STEP program elements
2. Bi-annual planning meetings to evaluate impact and coordinate upcoming activities
3. Receive reports and recommendations from the Community Congress.
4. Reporting to CARB on STEP grant status.
5. Adaptive management & conflict resolution between sub-grantees.

Meetings of the STEP Steering Committee will be held quarterly and conform to the requirements established in Task 1.3. Meeting minutes will be documented and shared with CARB staff.

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

- a. Ensure that funded activities focus on engaging community residents

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

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

- a. Ensure that funded activities focus on reaching out to or educating community residents located or involved in the STEP Community.
- b. Use outreach and education methods recommended in the Community Inclusion Guidance.
- c. Conduct outreach and education activities that meet the needs of the residents, such as translating materials and creating events at times that are convenient to community residents.
- d. Ensure that funded activities collect data on residents' current knowledge regarding clean transportation options.
- e. Ensure funded activities include an evaluation of the success of the activities throughout implementation and adapt methods used accordingly.
- f. Educate community residents about other applicable CARB funding opportunities, including Access Clean California and the clean vehicle ownership programs (e.g., CVRP, Clean Cars 4 All, CVAP), and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project).

- g. Develop plans for outreach and education activities, either as part of the Status Reports or as stand-alone plans.
- h. Ensure all outreach, education, and press materials and outreach and education plans have been approved by CARB and adhere to the California Climate Investments guidelines, as identified in Exhibit A, Section B of this Grant Agreement, prior to implementation.

1.6. Develop policies and procedures manuals. Such documents and process flow charts should describe the Grantee's administrative actions for evaluating and processing project participants, tracking vehicle maintenance for all project vehicles, and data gathering and reporting for all aspects of the project.

Examples include, but are not limited to:

- a. Organizational charts
- b. Details on how key project processes are conducted and how associated documentation of data, signatures, and authorizations are gathered and recorded.
- c. Develop and maintain accounting procedures to track expenditures by:
  - i. Grant Agreement number
  - ii. Fiscal year
  - iii. Funding source
- d. Provisions to protect against conflict of interest
- e. Provisions to protect against fraud, and to identify, respond to, and report if fraud has occurred
- f. Provisions to protect personally identifiable information

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

1.7.1. Identify participant data that are confidential and develop measures to keep ~~this~~ these data confidential. For example, individuals' physical characteristics, residential address, wage and salary information, driver's license or state-issued ID number, and insurance policy number must be kept confidential. **See Exhibit A for further information on requirements for confidential data, including but not limited to participant data.**

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

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

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

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

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

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

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

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

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

1.10.1. Develop plans for the collection of data, either as part of the Status Reports or as stand-alone plans and carry out those plans using appropriate metrics and tools. Ensure that all data collection plans have been approved by CARB. Metrics should include information about transportation modes used and trips taken by community residents before and after the project's implementation. CARB will coordinate with the Grantee to identify parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information. At a minimum, participant metrics should be collected prior to the launch of a new project, midway through a project, and at the end for Final Report reporting.

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

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

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

1.10.5. Final Report: The Final Report must be submitted within 90 days of CARB receiving the draft Final Report or by **March 31, 2026**, whichever comes first. A draft Final Report is due to CARB within 30 days of project completion or by **December 31, 2025**, whichever comes first. Final reports must contain at minimum the information outlined in Exhibit A, Section I of this Grant Agreement.

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

- a. Meet all applicable State laws
- b. Meet STEP's objectives, including all of the following:
  - i. Address a community-identified transportation need
  - ii. Support increasing access to key destinations
  - iii. Facilitate or achieve GHG emission reductions
- c. Meet all requirements specified in Appendix E of the Grant Solicitation
- d. Meet applicable requirements of statutes, applicable State law, the FY 2019-20 Funding Plan, the FY 2021-22 Funding Plan, the FY 2019-20 STEP Implementation Grant Solicitation, this Grant Agreement, and all Exhibits and Attachments to this Grant Agreement. The FY 2019-20 and 2021-22 Funding Plans for Clean Transportation Incentives are available at: <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1>

## **Task 2. Bayview community shuttle**

The Bayview community shuttle is a zero-emission, wheelchair-accessible, on-demand, dynamic ridesharing service in the Bayview Hunters Point neighborhood that will improve access and connections to regional transit, community services, school, work, basic amenities, and job opportunities. The shuttle service will provide a flexible way to arrange trips through a personal device (via a GPS smartphone-based application or telephone) or via a tri-lingual call center to pair riders and drivers in real time. The assigned route to transport the initial rider(s) to the end destination may dynamically change and adjust depending on the ride software's ability to match with another user (or users) heading in the same direction. Trip fares will be integrated into the regional transportation payment card system (Clipper) with subsidies that may be available to

those who need them, including to those of the unbanked community. ~~Subsidy funding is not included in the current budget but may be added through an amendment if agreed to by both parties and allowed under the grant terms.~~

2.1. Convene the Shuttle Project Committee.

Project Committee makeup and operations will conform to the Partnership Agreement. Membership will include:

- SFMTA Innovation (Chair)
- Contracted third-party operator (to be added after contract awarded)
- Hunters Point Family
- San Francisco African American Arts and Cultural District (SFAAACD)
- CYC
- Bayview El Centro
- OneBayview
- Two nominated community representatives, selected by the Community Congress

Project Committee membership, as listed in the Partnership Agreement, is limited to sub-grantee partners directly involved in program & project delivery for each given project within the overall grant program. Project Committee scope is:

1. Outreach & Engagement for Community Shuttle service planning
2. Implementation of Community Shuttle Service
3. Education & Marketing of Community Shuttle Service
4. Feedback & Data tracking of Community Shuttle ridership
5. Reports out of implementation progress to the Community Congress.

Meetings of the Shuttle Project Committee will be held quarterly and conform to the requirements established in Task 1.3. Meeting minutes will be documented and shared with CARB staff.

2.2. Engage community residents to develop a shuttle service plan that finalizes project details via outreach activities and surveys led by a coalition of Sub-grantees. These activities will be directed by the Project Committee, Community Congress and Community Partners to ensure authentic engagement with real decision-making space for those participating. Project details to be determined include finalizing the shuttle service hours of operation and the location of key destinations to provide service outside of the defined neighborhood boundary. Diverse engagement will include online engagement, utilization of existing Sub-grantee communication channels, and a focus on the Chinese community, Latinx community, Black community, youth, and the business community. Engagement activities will include compensation for participants where appropriate, as well as other amenities deemed necessary to secure community participation.



Work with Community Partners to co-develop methods to evaluate outreach and education activities during the service planning period. Activities may include post-event surveys, focus groups, and other methods recommended through the Community Congress. Evaluation will prioritize centering the voices of those most vulnerable in the community, as dictated by the Community Congress. While the number of residents reached through outreach and education will be one metric for success, other metrics will attempt to capture the effectiveness of outreach and education efforts, their ability to reach residents standing to benefit most from new services, and their ability to build trust and responsive relationships within Bayview-Hunters Point.

2.3. Develop and release an RFP (target date of August 2022) and select and contract with a third-party vendor to provide the shuttle service. RFP specifications will be informed by the community planning process in Task 2.2. Prepare the shuttle service for start-up, including finalized service planning (e.g., Clipper integration, app development, and call center preparations); staff hiring through the workforce program (see Task 4); securing of logistical, maintenance, and vehicle charging needs.

2.4. Conduct marketing and outreach for all grant activities. Outreach will include a variety of activities, from broad-based communication such as ads in community newspapers to one-on-one outreach through Youth Champions coordinated with the Transportation Resource Center (see Task 5). Outreach will be tailored to community needs with pop-up events and workshops provided in various languages and time slots, as well as community-led online outreach activities. Sub-grantees working on outreach have special reach with hard-to-reach groups within the larger Bayview-Hunters Point community.

Work with Community Partners to co-develop methods to evaluate outreach and education activities during shuttle operation. Activities may include post-event surveys, focus groups, and other methods recommended through the Community Congress. Evaluation will prioritize centering the voices of those most vulnerable in the community, as dictated by the Community Congress. While the number of residents reached through outreach and education will be one metric for success, other metrics will attempt to capture the effectiveness of outreach and education efforts, their ability to reach residents standing to benefit most from new services, and their ability to build trust and responsive relationships within Bayview-Hunters Point.

**2.5. Operate the shuttle service for the duration of the grant term. Monitor the shuttle service through metrics feeding into SFMTA's publicly available data dashboards. Track shuttle ridership and miles traveled through telematics and additional ridership information through ride requests via the phone app or the tri-lingual call center. Use this data to improve operational**

**efficiency and provide better overall transit service to address the needs of the community.**

**Task 3. Bayview pedestrian and transit safety and accessibility improvements**

All of the infrastructure projects included were identified in the Bayview Community Based Transportation Plan (CBTP), conceived of, developed, and prioritized by residents of Bayview-Hunters Point. These projects improve safety and conditions for walking, personal safety, and convenience of using transit within the STEP Community. Each project will be a part of the SFMTA Safe Streets Evaluation Program, which measures the effectiveness of new infrastructure and incorporates modifications to ensure project goals are met. The program will also evaluate the outreach process for each infrastructure project for ability to reach hard-to-reach groups, as well as progress toward building trust with the community.

3.1. Convene the CBTP Infrastructure Project Committee. Project Committee makeup and operations will conform to the Partnership Agreement.

Membership will include:

- SFMTA Livable Streets (Chair)
- SFMTA Finance & Information Technology
- SFMTA STEP Project Manager
- Two nominated community representatives, selected by the Community Congress

Project Committee membership, as listed in the Partnership Agreement, is limited to sub-grantee partners directly involved in program & project delivery for each given project within the overall grant program. Project Committee scope is:

1. Implementation of Capital Projects
2. Additional public outreach & engagement, as needed
3. Report outs of implementation progress to the Community Congress

Meetings of the CBTP Infrastructure Committee will be held quarterly and conform to the requirements established in Task 1.3. Meeting minutes will be documented and shared with CARB staff.

3.2 Full documentation for all CBTP Implementation activities completed between date of original STEP grant application and execution of grant agreement.

SFMTA staff will provide documentation for all outreach, design, and implementation activities for projects identified in the Bayview CBTP between June 2021 and the date of the grant agreement execution. Documentation will include records of outreach, planning & design documentation, site photos, and record of project completion and closeout.

This task includes two Quick-Build projects on Williams Avenue and Evans Avenue. This task also includes MTAP (Muni Transit Assistance Program) staffing of three transit lines in Bayview-Hunters Point for the duration of the grant term.

3.3 Design and construct two Rapid-Rectangular Flashing Beacons and up to nine pedestrian bulb-out projects.

Conduct outreach and engagement in the area immediately surrounding each project during design and implementation. While project locations and details have been determined through the Bayview CBTP, targeted outreach will be conducted through mailers/door-hangers and partnerships with appropriate community organizations to reach impacted stakeholders. Outreach will follow best practices, such as translations in Chinese and Spanish and review by Community Partners for cultural competency. Where appropriate, outreach and engagement will be coordinated with Community Partners in tandem with other transportation efforts to lessen the burden placed on residents. Engagement activities will be conducted in a COVID-safe manner while necessary, such as project area walking workshops and community-led online engagement.

#### **Task 4. Community shuttle workforce development**

This project is an extension of the successful and ongoing CityDrive program, which is jointly run by SFMTA and the San Francisco Office of Economic & Workforce Development. Positions hired by the vendor through this program will be guaranteed equivalent wages and benefits to Teamster 665 Local positions: more than \$25 per hour for starting wages, including health and retirement benefits. The program will be implemented in partnership with community-based Sub-grantees and will develop a Transportation Career Pathway for Bayview-Hunters Point residents. Residents enrolled in the program, but not able to complete the training or gain referral to the Class B permit program will be integrated into other ongoing workforce opportunities run through A Philip Randolph Institute and Young Community Developers This may include training and hiring for other positions within the Community Shuttle program.

4.1. Convene the Workforce Development Project Committee. Project Committee makeup and operations will conform to the Partnership Agreement. Membership will include:

- A Philip Randolph Institute (Chair)
- SFMTA STEP Project Manager
- SFMTA Transit
- Office of Economic & Workforce Development
- Young Community Developers
- Two nominated community representees, selected by the Community Congress

Project Committee membership, as listed in the Partnership Agreement, is limited to sub-grantee partners directly involved in program & project delivery for each given project within the overall grant program. Project Committee scope is:

1. Coordination of Workforce Activities
2. Report outs of implementation progress to the Community Congress

Meetings of the Workforce Development Project Committee will be held quarterly and conform to the requirements established in Task 1.3. Meeting minutes will be documented and shared with CARB staff.

4.2 Recruit and train local residents of Bayview-Hunters Point to be employed as drivers for the Bayview Community Shuttle. Intake approximately 60 participants to the CityDrive program per year for the length of the STEP grant period. The CityDrive trainings are 20 hours in length and consist of Orientation, Commercial Driver's License General Knowledge, Passenger Vehicles, and Airbrakes. Additional provided services are Medical/Physical Test, Birth Certificate Obtainment, Job Referral Services, and Transport to DMV for testing. Trainings are funded through the duration of the Bayview Shuttle Program.

Conduct deep engagement and promotion specifically to ensure this transportation career pathway is available to low-income, youth, and other vulnerable residents. Special emphasis will be placed on job placement & recruiting with youth and HOPEsf affordable housing site residents. Work with Sub-grantees to use their communication networks with Bayview-Hunters Point to publicize the availability of the workforce development program. Networks include, but are not limited to, Black led organizations, local newspapers, community leaders, churches, and community stakeholders. Planned outreach and education will be evaluated based on the number of residents reached and the number of residents enrolled in the program. The program will also track barriers to enrollment among target communities and seek methods to overcome those barriers. Methods include hands-on skills training, supportive services for participants, access to mentorship services, Vocational English as a Second Language (VOSL) classes offered through City College of San Francisco, tutoring, and job-readiness training. Outreach and enrollment will also seek to track demographic information to better evaluate how well hard-to-reach populations are being reached.

4.3. Complete driver trainings for 20 to 30 enrolled participants per year, for the length of the STEP grant period, through the existing CityDrive program.

4.4. Refer 10 to 15 participants to the CityDrive Class B permit program per year for the length of the STEP grant period. The Class B permit program puts community shuttle drivers on the path to employment as a Muni bus operator.

### **Task 5. Transportation resource center**

This is a full-service, community-based resource to answer transportation-related questions and connect residents with the full range of transportation options and services for which they are eligible. In particular, it will help enroll residents in services like the Paratransit or the Lifeline Muni Pass. It is based off the successful CHOICE pilot program that provides a Transportation Liaison for enrolled clients at the Southeast Health Center in Bayview-Hunters Point.

- 5.1. Convene the Transportation Resource Center Project Committee. Project Committee makeup and operations will conform to the Partnership Agreement. Membership will include:
- Community Youth Center (Chair)
  - SFMTA STEP Project Manager
  - Bay Area Community Resources
  - Two nominated community representatives, selected by the Community Congress

Project Committee membership, as listed in the Partnership Agreement, is limited to sub-grantee partners directly involved in program & project delivery for each given project within the overall grant program. Project Committee scope is:

1. Staff training & deployment
2. Tracking data for staff utilization & services utilized
3. Report outs of implementation progress to the Community Congress

Meetings of the Transportation Resource Center Project Committee will be held quarterly and conform to the requirements established in Task 1.3. Meeting minutes will be documented and shared with CARB staff.

5.2. Co-develop a Public Outreach Plan and other materials for the Transportation Resource Center, including intake forms, resource guides, and outreach and education materials. Surveys and intake forms will be made available online as well to allow accessibility during, and following, COVID-related restrictions.

5.3. Hire, train, and deploy a .6 FTE Transportation Liaison to staff the Transportation Resource Center. The Transportation Liaison will enroll residents in transportation services on a walk-in basis. The program will use a comprehensive and standardized intake form, which will not only capture the travel information needed to connect residents with transportation services, but also detailed demographic data on residents utilizing the Transportation Resource Center's services. This will allow for evaluation of who is being reached by the Transportation Resource Center and allow for corrections to better reach those most vulnerable to transportation challenges.

The Transportation Liaison and Youth Champions (task 5.5) will also be responsible for providing education on other applicable CARB funding opportunities, such as Access Clean California, the Clean Vehicle Rebate Program, the Clean Vehicle Assistance Program, Clean Cars for All, the Clean Mobility Options Pilot Project, and the California Electric Vehicle Infrastructure Project.

5.4. Conduct outreach, engagement, and marketing to publicize the Transportation Resource Center and ensure it is meeting community needs for first year of the duration of the grant term. Outreach may include, but is not limited to, ad-buys, mailer distributions, street teams, posters, door-knockers, flyers, and coordination with SFMTA revenue group for deployment of mobile sales vans to various site locations within the neighborhood.

5.5. Hire, train, and deploy at least 6 Youth Champions at HOPESF affordable housing sites. Youth Champions are youth leaders employed through the Bay Area Community Resources (BACR) Community Based Organization who live in the HOPESF housing sites and range in ages from 16 to 24. Their roles are an extension of an existing program that provides community engagement, outreach, and staffing for community events and youth-led programs. Youth Champions will promote the Transportation Resource Center to residents of the HOPESF sites, help enroll residents in transportation services, and track whom they have reached during their engagement activities.

## **Task 6. Community Congress**

The Community Congress will act as an oversight and decision-making body for grant implementation, putting direct project control in the hands of members of the STEP Community. Community trust is a critical hurdle in Bayview-Hunters Point; fostering greater community control not only assures better outcomes, but also builds the bridges of trust necessary to successfully implement the projects in the STEP grant proposal. Membership on the Community Congress will be allocated to Community Partners and other residents of the Bayview-Hunters Point community.

6.1. Form the Community Congress. Develop bylaws for the Congress determining length of appointment for Congress delegates and delegate responsibilities. Develop and administer the appointment process for approximately 15 Congress delegates, including recruitment (via a Public Outreach Plan), application review, selection, and onboarding. Finalize resident / stakeholder appointments. All listed Community Partners from the original STEP grant application will be offered a seat on the Community Congress. If all Community Partners accept seats on the Community Congress (10 seats), the 5 remaining seats will be provided to members of the public, appointed through a selection process developed by Bayview-Hunters Point Community Advocates. For any seats that Community Partners do not accept, those seats

will be made available to community members. Develop Community Congress by-laws, which will establish the terms of appointment for Community Congress delegates, length of delegate terms, and process of delegate replacement

6.2. Facilitate quarterly Congress meetings, including logistics, agenda preparation, and meeting minutes and follow-up communication with members. Provide capacity building to help foster relevant transportation planning knowledge, acting as an educational and leadership-training vehicle to increase the effectiveness of community-based advocacy. All Community Congress delegates will be offered \$100 gift card compensation per two-hour meeting attended, with gift cards distributed at the end of meetings based on active participation, which will be defined during the formation of the Community Congress (Task 6.1). Meetings will be open to the public and held in the community in locations accessible by public transit. Bayview-Hunters Point Community Advocates may choose to convene meetings virtually, but will ensure equal accessibility to in-person meetings. Interpretation will be offered upon request.

All Project Committees will report to the Community Congress to seek direction on implementation decisions. Project Committees will be asked to present regular reports on engagement activities to the Community Congress, to be evaluated against goals established at the launch of the project. As an oversight and decision-making body, the Community Congress will provide corrective guidance to Project Committees and implementing partners, **including the shuttle vendor, on future engagement activities and shuttle operations** to ensure full participation and representation of the Bayview-Hunters Point community. Feedback will be gathered from both seated delegates of the Community Congress as well as all members of the public in attendance regarding the effectiveness of engagement activities in order to update methods accordingly.

Public noticing of Community Congress meetings will be distributed throughout the community by Community Partners, with special emphasis on reaching hard-to-reach populations. Outreach will utilize City-based communication channels, the communication networks of Community Partners, and targeted advertising with community-based outlets such as the SF Bay View National Black Newspaper. Outreach and education activities will be evaluated for the number of people attending Community Congress meetings, the number of people reached in promoting the meetings, and the proportion of people reached coming from hard-to-reach groups. Surveys issued following Community Congress meetings will determine the accessibility of the meetings, whether meeting details were easy to understand, and whether meetings have increased community trust. Comparing results against community demographics, especially for hard-to-reach groups, will allow for public outreach corrections to better reach the target audiences in the community.

As needed, the Community Congress will facilitate dispute resolution, attend Steering Committee meetings, and provide general oversight for the Community Congress. SFTMA will document all dispute resolutions and provide them to CARB.

SFMTA will submit minutes/reports from all Community Congress meeting as deliverables.



## Attachment III – Task and Disbursement Schedule

Grantee: San Francisco Municipal Transportation Agency  
 Project: Our Community, Our Shuttle: Bayview-Hunters Point Equitable Mobility  
 Grant Number: **STEP-IG-04-1**

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	7/1/2022	9/30/2022	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	\$37,047.00
Task 2.1	Convene Shuttle Project Committee	7/1/2022	9/30/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$8,859.00
Task 2.2	Shuttle Service Plan Engagement	7/1/2022	9/30/2022	Documentation of outreach and engagement activities, which may include sign-in sheets, photos taken at events, and event handouts/flyers	\$183,450.00
Task 2.3	RFP Development	7/1/2022	9/30/2022	RFP	\$20,000.00
Task 3.1	Convene the CBTP Infrastructure Project Committee	7/1/2022	9/30/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)

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Task 3.2	Documentation of Quick-Build Projects and MTAP Staffing	7/1/2022	9/30/2022	Documentation may include records of outreach, planning & design documentation, site photos, and record of project completion and closeout.	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	7/1/2022	9/30/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$25,000.00
Task 5.1	Convene the Transportation Resource Center Project Committee	7/1/2022	9/30/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$2,150.00
Task 5.2	Co-develop Public Outreach Plan	7/1/2022	9/30/2022	Public Outreach Plan and Project Collateral	\$6,000.00
Task 5.3	Hire, train & deploy Transportation Liaison	7/1/2022	9/30/2022	Documentation of Transportation Liaison activities, which may include training material, operations guide, and hiring announcements.	\$19,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	7/1/2022	9/30/2022	Project Collateral	\$5,000.00
Task 5.5	Hire, train and deploy Youth Champions	7/1/2022	9/30/2022	Documentation of Youth Champion deployments, which may include training material, operations guide, and hiring announcements.	\$11,000.00
Task 6.1	Form the Community Congress	7/1/2022	9/30/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$27,206.00

Task 6.2	Community Congress Quarterly Meeting	7/1/2022	9/30/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$25,133.00
	<b>Disbursement request #1</b>		<b>9/30/2022</b>		<b>\$369,845.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	10/1/2022	12/31/2022	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	\$20,000.00
Task 2.1	Convene Shuttle Project Committee	10/1/2022	12/31/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	10/1/2022	12/31/2022	Marketing and Outreach Collateral, engagement metrics	\$10,000.00
Task 3.1	Convene the CBTP Infrastructure Project Committee	10/1/2022	12/31/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	10/1/2022	12/31/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$15,000.00

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Task 4.2	Recruit and train local residents to be employed as drivers	10/1/2022	12/31/2022	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$43,591.00
Task 4.3	Complete Driver Trainings	10/1/2022	12/31/2022	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	10/1/2022	12/31/2022	Referral Lists	\$5,000.00
Task 5.1	Convene the Transportation Resource Center Project Committee	10/1/2022	12/31/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	10/1/2022	12/31/2022	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	10/1/2022	12/31/2022	Project Collateral	\$4,500.00
Task 5.5	Deploy Youth Champions	10/1/2022	12/31/2022	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	10/1/2022	12/31/2022	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$11,000.00
	<b>Disbursement request #2</b>		<b>12/31/2022</b>		<b>\$144,591.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
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Task 1	Proposal administration	1/1/2023	3/30/2023	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	\$20,000.00
Task 2.1	Convene Shuttle Project Committee	1/1/2023	3/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.54	Shuttle Marketing and Outreach	1/1/2023	3/30/2023	Marketing and Outreach Collateral, engagement metrics	\$10,000.00
Task 3.1	Convene the CBTP Infrastructure Project Committee	1/1/2023	3/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	1/1/2023	3/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	1/1/2023	3/30/2023	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	1/1/2023	3/30/2023	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	1/1/2023	3/30/2023	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	1/1/2023	3/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	1/1/2023	3/30/2023	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	1/1/2023	3/30/2023	Project Collateral	\$4,500.00
Task 5.5	Deploy Youth Champions	1/1/2023	3/30/2023	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	1/1/2023	3/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> <b>\$12,032.00</b>
	<b>Disbursement request #3</b>		<b>3/30/2023</b>		<del>\$131,000</del> <b>\$132,032.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	4/1/2023	6/30/2023	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	\$20,000.00
Task 2.1	Convene Shuttle Project Committee	4/1/2023	6/30/2023	Documentation of meetings, which may include agendas,	\$3,600.00

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				sign-in sheets, meeting minutes, and other meeting materials	
Task 2.4	Shuttle Marketing and Outreach	4/1/2023	6/30/2023	Marketing and Outreach Collateral, engagement metrics	<del>\$10,000.00</del> <b>\$82,703.75</b>
<b><u>Task 2.5</u></b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>4/1/2023</u></b>	<b><u>6/30/2023</u></b>	<b><u>Documentation of startup costs (acquire vehicles, facility, hire staff)</u></b>	<b><u>\$570,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	4/1/2023	6/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	4/1/2023	6/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	4/1/2023	6/30/2023	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	4/1/2023	6/30/2023	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	4/1/2023	6/30/2023	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	4/1/2023	6/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	4/1/2023	6/30/2023	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	4/1/2023	6/30/2023	Project Collateral	<del>\$4,505,050.00</del>
Task 5.5	Deploy Youth Champions	4/1/2023	6/30/2023	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	4/1/2023	6/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> <u>12,032.00</u>
	<b>Disbursement request #4</b>		<b>6/30/2023</b>		<del>\$775,285.75</del> <u>131,000.00</u>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	7/1/2023	9/30/2023	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>



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Task 2.1	Convene Shuttle Project Committee	7/1/2023	9/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	7/1/2023	9/30/2023	Marketing and Outreach Collateral, engagement metrics	\$10,000.00 <del>82,703.75</del>
<b><u>Task 2.5</u></b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>7/1/2023</u></b>	<b><u>9/30/2023</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	7/1/2023	9/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	7/1/2023	9/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	7/1/2023	9/30/2023	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	7/1/2023	9/30/2023	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	7/1/2023	9/30/2023	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	7/1/2023	9/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	7/1/2023	9/30/2023	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	7/1/2023	9/30/2023	Project Collateral	<del>\$3,000</del> 550.00
Task 5.5	Deploy Youth Champions	7/1/2023	9/30/2023	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	7/1/2023	9/30/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #5</b>		<b>9/30/2023</b>		<b><del>\$861,035.75</del>109,500.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	10/1/2023	12/31/2023	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>

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Task 2.1	Convene Shuttle Project Committee	10/1/2023	12/31/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	10/1/2023	12/31/2023	Marketing and Outreach Collateral, engagement metrics	<del>\$8,000,000</del> ,703.75
<b><u>Task 2.5</u></b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>10/1/2023</u></b>	<b><u>12/31/2023</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	10/1/2023	12/31/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	10/1/2023	12/31/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	10/1/2023	12/31/2023	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	10/1/2023	12/31/2023	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	10/1/2023	12/31/2023	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	10/1/2023	12/31/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	10/1/2023	12/31/2023	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	10/1/2023	12/31/2023	Project Collateral	<del>\$3,000</del> 550.00
Task 5.5	Deploy Youth Champions	10/1/2023	12/31/2023	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	10/1/2023	12/31/2023	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #6</b>		<b>12/31/2023</b>		<del>\$859,035.75</del> 107,500.00

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	1/1/2024	3/30/2024	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>

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Task 2.1	Convene Shuttle Project Committee	1/1/2024	3/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	1/1/2024	3/30/2024	Marketing and Outreach Collateral, engagement metrics	<del>\$8,050,500.00</del>
<b>Task 2.5</b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>1/1/2024</u></b>	<b><u>3/30/2024</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	1/1/2024	3/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	1/1/2024	3/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	1/1/2024	3/30/2024	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	1/1/2024	3/30/2024	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	1/1/2024	3/30/2024	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	1/1/2024	3/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	1/1/2024	3/30/2024	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	1/1/2024	3/30/2024	Project Collateral	<del>\$3,000</del> 550.00
Task 5.5	Deploy Youth Champions	1/1/2024	3/30/2024	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	1/1/2024	3/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #7</b>		<b>3/30/2024</b>		<b><del>\$828,832</del>107,500.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	4/1/2024	6/30/2024	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>

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Task 2.1	Convene Shuttle Project Committee	4/1/2024	6/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	4/1/2024	6/30/2024	Marketing and Outreach Collateral, engagement metrics	<del>\$8,000,000</del> ,703.75
<b>Task 2.5</b>	<b>Operate the Shuttle Service</b>	<b>4/1/2024</b>	<b>6/30/2024</b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	4/1/2024	6/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	4/1/2024	6/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	4/1/2024	6/30/2024	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	4/1/2024	6/30/2024	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	4/1/2024	6/30/2024	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	4/1/2024	6/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	4/1/2024	6/30/2024	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	4/1/2024	6/30/2024	Project Collateral	<del>\$3,000</del> 550.00
Task 5.5	Deploy Youth Champions	4/1/2024	6/30/2024	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	4/1/2024	6/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #8</b>		<b>6/30/2024</b>		<del>\$859,035.75</del> 107,500.00

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	7/1/2024	9/30/2024	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>



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Task 2.1	Convene Shuttle Project Committee	7/1/2024	9/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	7/1/2024	9/30/2024	Marketing and Outreach Collateral, engagement metrics	<del>\$8,050,500.00</del>
<b>Task 2.5</b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>7/1/2024</u></b>	<b><u>9/30/2024</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	7/1/2024	9/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	7/1/2024	9/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	7/1/2024	9/30/2024	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	7/1/2024	9/30/2024	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	7/1/2024	9/30/2024	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	7/1/2024	9/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	7/1/2024	9/30/2024	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	7/1/2024	9/30/2024	Project Collateral	<del>\$3,000</del> 550.00
Task 5.5	Deploy Youth Champions	7/1/2024	9/30/2024	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	7/1/2024	9/30/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #9</b>		<b>9/30/2024</b>		<b><del>\$828,832</del>107,500.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	10/1/2024	12/31/2024	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>

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Task 2.1	Convene Shuttle Project Committee	10/1/2024	12/31/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	10/1/2024	12/31/2024	Marketing and Outreach Collateral, engagement metrics	<del>\$6,048,500.00</del>
<b>Task 2.5</b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>10/1/2024</u></b>	<b><u>12/31/2024</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	10/1/2024	12/31/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	10/1/2024	12/31/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	10/1/2024	12/31/2024	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	10/1/2024	12/31/2024	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	10/1/2024	12/31/2024	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	10/1/2024	12/31/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	10/1/2024	12/31/2024	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	10/1/2024	12/31/2024	Project Collateral	<del>\$3,000</del> 550.00
Task 5.5	Deploy Youth Champions	10/1/2024	12/31/2024	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	10/1/2024	12/31/2024	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #10</b>		<b>12/31/2024</b>		<b><del>\$826,832</del>105,500.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	1/1/2025	3/30/2025	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>

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Task 2.1	Convene Shuttle Project Committee	1/1/2025	3/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	1/1/2025	3/30/2025	Marketing and Outreach Collateral, engagement metrics	<del>\$6,048,500.00</del>
<b><u>Task 2.5</u></b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>1/1/2025</u></b>	<b><u>3/30/2025</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	1/1/2025	3/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	1/1/2025	3/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	1/1/2025	3/30/2025	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	1/1/2025	3/30/2025	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	1/1/2025	3/30/2025	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	1/1/2025	3/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	1/1/2025	3/30/2025	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	1/1/2025	3/30/2025	Project Collateral	<del>\$3,000</del> 550.00
Task 5.5	Deploy Youth Champions	1/1/2025	3/30/2025	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	1/1/2025	3/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #11</b>		<b>3/30/2025</b>		<del>\$826,832</del> 105,500.00

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	4/1/2025	6/30/2025	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>

Task 2.1	Convene Shuttle Project Committee	4/1/2025	6/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	4/1/2025	6/30/2025	Marketing and Outreach Collateral, engagement metrics	<del>\$4,046,500.00</del>
<b><u>Task 2.5</u></b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>4/1/2025</u></b>	<b><u>6/30/2025</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	4/1/2025	6/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	4/1/2025	6/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	4/1/2025	6/30/2025	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	4/1/2025	6/30/2025	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	4/1/2025	6/30/2025	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	4/1/2025	6/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	4/1/2025	6/30/2025	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	4/1/2025	6/30/2025	Project Collateral	<del>\$3,000</del> 525.00
Task 5.5	Deploy Youth Champions	4/1/2025	6/30/2025	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	4/1/2025	6/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #12</b>		<b>6/30/2025</b>		<b><del>\$824,807</del>103,500.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	7/1/2025	9/30/2025	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>



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Task 2.1	Convene Shuttle Project Committee	7/1/2025	9/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	7/1/2025	9/30/2025	Marketing and Outreach Collateral, engagement metrics	<del>\$4,046,500.00</del>
<b><u>Task 2.5</u></b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>7/1/2025</u></b>	<b><u>9/30/2025</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	7/1/2025	9/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	7/1/2025	9/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	7/1/2025	9/30/2025	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	7/1/2025	9/30/2025	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	7/1/2025	9/30/2025	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	7/1/2025	9/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	7/1/2025	9/30/2025	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	7/1/2025	9/30/2025	Project Collateral	<del>\$3,000</del> 525.00
Task 5.5	Deploy Youth Champions	7/1/2025	9/30/2025	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	7/1/2025	9/30/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #13</b>		<b>9/30/2025</b>		<del>\$824,807</del> 103,500.00

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	10/1/2025	12/31/2025	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$37,250.00</u>

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Task 2.1	Convene Shuttle Project Committee	10/1/2025	12/31/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	10/1/2025	12/31/2025	Marketing and Outreach Collateral, engagement metrics	<del>\$4,046,500.00</del>
<b>Task 2.5</b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>10/1/2025</u></b>	<b><u>12/31/2025</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$640,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	10/1/2025	12/31/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	10/1/2025	12/31/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	10/1/2025	12/31/2025	Attendance sheets, Intake forms, Outreach collateral, Outreach and Training Program Report	\$35,000.00
Task 4.3	Complete Driver Trainings	10/1/2025	12/31/2025	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	10/1/2025	12/31/2025	Referral Lists	\$5,000.00

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Task 5.1	Convene the Transportation Resource Center Project Committee	10/1/2025	12/31/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	10/1/2025	12/31/2025	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	10/1/2025	12/31/2025	Project Collateral	<del>\$3,000</del> 525.00
Task 5.5	Deploy Youth Champions	10/1/2025	12/31/2025	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	10/1/2025	12/31/2025	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
<b>Disbursement request #14</b>			<b>12/31/2025</b>		<b><del>\$824,807</del>103,500.00</b>

	Description	Expected Start Date	Expected Completion Date	Deliverables (if applicable)	Request for STEP Funds
Task 1	Proposal administration	1/1/2026	3/15/2026	Quarterly status reports, including project updates, data collected, meeting agendas and notes, and other info requested as part of quarterly reports	<u>\$34,933.00</u>

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Task 2.1	Convene Shuttle Project Committee	1/1/2026	3/15/2026	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$3,600.00
Task 2.4	Shuttle Marketing and Outreach	1/1/2026	3/15/2026	Marketing and Outreach Collateral, engagement metrics	<del>\$4,046,500.00</del>
<b>Task 2.5</b>	<b><u>Operate the Shuttle Service</u></b>	<b><u>1/1/2026</u></b>	<b><u>3/15/2026</u></b>	<b><u>Summary of dashboard metrics (rides provided, hours of service, call center calls answered, etc)</u></b>	<b><u>\$600,000.00</u></b>
Task 3.1	Convene the CBTP Infrastructure Project Committee	1/1/2026	3/15/2026	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$0 (covered by resource contribution)
Task 3.3	Complete design and construction of two rapid-rectangular flashing beacons and up to nine pedestrian bulb-out projects	6/1/2022	3/15/2026	Documentation may include records of outreach, planning & design documentation, site photos, and record of project completion and closeout.	\$0 (covered by resource contribution)
Task 4.1	Convene the Workforce Development Project Committee	1/1/2026	3/15/2026	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$10,000.00
Task 4.2	Recruit and train local residents to be employed as drivers	1/1/2026	3/15/2026	Attendance sheets, Intake forms, Outreach collateral,	\$35,000.00

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				Outreach and Training Program Report	
Task 4.3	Complete Driver Trainings	1/1/2026	3/15/2026	Class completion certificates	\$10,000.00
Task 4.4	Referrals to CityDrive Class B license program	1/1/2026	3/15/2026	Referral Lists	\$5,000.00
Task 5.1	Convene the Transportation Resource Center Project Committee	1/1/2026	3/15/2026	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	\$1,400.00
Task 5.3	Deploy Transportation Liaison	1/1/2026	3/15/2026	TRC Liaison activities completed report	\$15,000.00
Task 5.4	Conduct outreach, engagement and marketing to publicize TRC	1/1/2026	3/15/2026	Project Collateral	<del>\$3,000</del> 525.00
Task 5.5	Deploy Youth Champions	1/1/2026	3/15/2026	Enrollment logs, Engagement Report	\$5,500.00
Task 6.2	Community Congress Quarterly Meeting	1/1/2026	3/15/2026	Documentation of meetings, which may include agendas, sign-in sheets, meeting minutes, and other meeting materials	<del>\$11,000</del> 12,032.00
	<b>Disbursement request #15 (Advance Payment)</b>		<b>3/15/2026</b>		<b><del>\$782,490</del>103,500.00</b>

**EXHIBIT B**

**Attachment IV – Key Project Personnel**

Grantee: San Francisco Municipal Transportation Agency  
 Project: Our Community, Our Shuttle: Bayview-Hunters Point Equitable Mobility  
 Grant Number: **STEP-IG-04,01**

<b>Role and Name of Entity</b>	<b>Personnel Name and Title</b>	<b>Expected Duties</b>
Grantee  San Francisco Municipal Transportation Agency	Robert Lim  Project Manager	Grant Program Manager Chair of Steering Committee Community Shuttle Program Manager Transportation Resource Center Program Manager
	Christopher Kidd  Transportation Planner III	Subgrantee Liaison Community Planning Process Lead Community Congress Program Manager Bayview CBTP Implementation Program Manager
	Mark Lui  Principal Administrative Analyst	Grant Administration Invoicing & Reporting
	Maia Moran  Planner I	Project Planner
Subgrantee  A. Philip Randolph Institute San Francisco	Jackie Flin  Executive Director	Participate in Steering Committee Chair the Workforce Development Committee Submit progress reports to the Community Congress Workforce Development Program
Subgrantee  Young Community Developers	DJ Brookter  Executive Director	Workforce Development Program
Subgrantee  Community Youth Center	Michael Wong  Program Director	Participate in the Steering Committee. Chair the Transportation Resource Center Project Committee. Lead Transportation Resource Center implementation. Community Shuttle Outreach & Engagement with the Asian American community. Chinese language outreach,

Role and Name of Entity	Personnel Name and Title	Expected Duties
		interpretation, and facilitation
Subgrantee Bayview Hunters Point Community Advocates	Dalila Adofo Project Manager Michelle Pierce Executive Director Tony Kelly Development Director	Participate in the Steering Committee Chair the Community Congress Committee Facilitate quarterly Community Congress meetings Facilitate dispute resolution process
Subgrantee Mission Neighborhood Centers	Arsalan Khan Associate Director	Community Shuttle Outreach & Engagement Spanish language outreach, interpretation, and facilitation
Subgrantee Hunters Point Family	Roslyn Bell Office Manager	Community Shuttle Outreach & Engagement Youth outreach and facilitation
Subgrantee <del>Social Niche Guru</del> <b>Amplify Impact</b>	Anietie Ekanem Chief Solutions Guru	Community Shuttle Outreach & Engagement Online outreach and facilitation
Subgrantee Bay Area Community Resources	Ruth Barajas Director of Workforce, Education and Reentry Services	Transportation Resource Center outreach for youth and affordable housing sites
Subgrantee Office of Economic & Workforce Development	Jeffrey Mori Senior 2 Community Development Specialist	Workforce Development Program Manager Oversight & reporting for training program conducted by APRI and YCD
Subgrantee San Francisco African American Arts & Cultural District	Ebon Glenn Director of Operations	Community Shuttle Outreach & Engagement African American outreach and facilitation



<b>Role and Name of Entity</b>	<b>Personnel Name and Title</b>	<b>Expected Duties</b>
Community Partner Rafiki Coalition	Maxine Tatmon-Gilkerson  Community Outreach and Engagement Manager	Community Congress participation
Community Partner Bayview YMCA	Tacing Parker  Senior Executive Director	Community Congress participation
Community Partner BMAGIC	Moira Dumo  Program Coordinator	Community Congress participation
Community Partner Hunters Point Shipyard Citizens Advisory Committee	Dr. Veronica Hunnicutt  Chair	Community Congress participation
Community Partner Wu Yee Child Development Center	Joyce Young  Regional Manager	Community Congress participation
Community Partner Southeast Community Facility Commission	Emily Rogers-Pharr  Executive Director	Community Congress participation
Community Partner San Francisco Department of Recreation & Parks	Brian Stokle  Planner	Community Congress participation
Community Partner Economic Development on Third	Earl Shaddix  Executive Director	Community Congress participation
Community Partner	Alyssa Jones-Garner	Community Congress participation

Role and Name of Entity	Personnel Name and Title	Expected Duties
Social & Economic Justice Committee, SEIU 1021	Programs Director	
Community Partner  <del>Bayview Residents</del> <del>Improving Their</del> <del>Environment</del> <b>Hunter's Point</b> <b>Citizen Advisory</b> <b>Committee</b>	<del>Chad White</del>  <del>Board Member</del> <b>Devanshu Patel</b>  <b>Bayview CAC</b> <b>Chair</b>	Community Congress participation

**GRANTEE PROPOSAL PACKAGE**

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

# STEP Implementation Grant Proposal Template

## GRANT FRAMEWORK *tab*

Proposal name	<i>Our Community, Our Shuttle: Bayview-Hunters Point Equitable Mobility</i>
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INSTRUCTIONS	RESPONSES
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VISION		
<b>1</b>	<p>Describe the vision for the STEP Community.</p>	<p>The vision of this proposal is to co-create a project in service of the greater mobility of the Bayview-Hunters Point community, directly addressing mobility gaps for its most vulnerable residents. The institutional discrimination and disinvestment visited upon Bayview-Hunters Point for decades demands an intersectoral understanding of greater mobility: economic mobility, dignity during travel, control in mobility decisions, disproportionate benefit for the most vulnerable residents of the STEP community, and direct access to the community’s most vital destinations. The project team for this proposal seeks to pave the way for an equitable transportation network through a people-first approach that is restorative and embedded within community context and culture. The project team envisions the following commitments:</p> <ul style="list-style-type: none"> <li>- Increase mobility and choice for those most vulnerable to transportation challenges</li> <li>- Generate holistic environmental and socio-economic benefits through the provision of sustainable and accessible zero-emissions transportation alternatives, reduced greenhouse gas emissions, and greater access to critical community-serving destinations</li> <li>- Seek to repair harm, incorporate restorative measures, and utilize lessons from the past to design a better future</li> <li>- Deliver culturally relevant solutions that are embedded within community context</li> <li>- Center community decision making and ownership of data through a Partnership Agreement that elevates community co-power</li> <li>- Ensure investment and accountability from local leadership (in particular SFMTA) that parallels community contributions</li> </ul>

2	Describe how residents and other key stakeholders were involved in the development of the vision statement identified above.	The Vision Statement was developed through a collaborative process with a coalition of community partner organizations from Bayview-Hunters Point. This Vision Statement builds off of the foundations laid down by the District 10 Mobility Study (2018) and the Bayview Community Based Transportation Plan (2020). Both projects were community-driven and community-led efforts to collaboratively develop projects and policies that center the voices of residents and directly respond to their needs, challenges, and values. With five contracted CBO partners, the Bayview CBTP engaged over 4,000 residents during a year’s worth of public outreach activities, including: over 50 events; more than 300 staff hours in the community; more than 2,300 surveys, worksheets, and written comments; and a Participatory Budgeting exercise resulting in a public ballot for allocation of funds. The Vision Statement also relies heavily on the goals, concepts, and spirit of Mobility Justice, with local partners dictating which principles of Mobility Justice are most relevant to their community.
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PROJECTS AND STRATEGIES				
		Project name (in order of priority for funding)	Associated strategy	Describe how residents and other key stakeholders were involved in the identification of each strategy and project.
Project #1		Bayview Community Shuttle	Shared Mobility	Developed during the Bayview Community Based Transportation Plan (Bayview CBTP) & D10 Mobility Study; with five contracted CBO partners, the Bayview CBTP engaged over 4,000 residents during a year’s worth of public outreach activities, including: over 50 events; more than 300 staff hours in the community; more than 2,300 surveys, worksheets, and written comments; and a Participatory Budgeting exercise resulting in a public ballot for allocation of funds. Community shuttle proposal developed during Participatory Budgeting exercise in 2019.

Project #2	Bayview Pedestrian and Transit Safety and Accessibility Improvements (Bayview CBTP Implementation)	Active Transportation	Project ideas identified, developed, and prioritized by residents during Bayview CBTP; With five contracted CBO partners, the Bayview CBTP engaged over 4,000 residents during a year's worth of public outreach activities, including: over 50 events; more than 300 staff hours in the community; more than 2,300 surveys, worksheets, and written comments; and a Participatory Budgeting exercise resulting in a public ballot for allocation of funds. Project outreach is ongoing through the Livable Streets division (that implements complete streets projects) of SFMTA as preparations are made for project implementation.
Project #3	Community Shuttle Workforce Development	Community Development	Identified during Bayview Community Based Transportation Plan; With five contracted CBO partners, the Bayview CBTP engaged over 4,000 residents during a year's worth of public outreach activities, including: over 50 events; more than 300 staff hours in the community; more than 2,300 surveys, worksheets, and written comments; and a Participatory Budgeting exercise resulting in a public ballot for allocation of funds.
Project #4	Transportation Resource Center	Planning and Community Engagement	Identified with coalition of community partner organizations in pre-grant proposal development meetings; partner organizations provide direct services to all identified hard-to-reach groups in the STEP community. Organizations participated in the Bayview CBTP (some as contracted partners) and some were involved in delivery of the now-shuttered Bayview Moves shuttle program.
Project #5	Community Congress	Planning and Community Engagement	Identified with coalition of community partner organizations in pre-grant meetings; partner organizations provide direct outreach & engagement to all identified hard-to-reach groups in the STEP community. Organizations participated in the Bayview CBTP (some as contracted partners) and some were involved in delivery of the now-shuttered Bayview Moves shuttle program. The grant proposal development team collaborated with Greenlining Institute & Bayview environmental justice organizations to develop this project.

**STEP**  
**Implementation Grant**  
**Proposal**  
**Template**  
*APPLICANT*  
*S tab*

<b>APPLICANTS</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>9</b>	<b>10</b>
	<b>Name of entity</b>	<b>Type of entity</b>	<b>Roles and responsibilities</b>	<b>Letter of support (attachment)</b>	<b>Statement of qualifications</b>	<b>Organizational readiness to conduct equity work</b>	<b>Conflict of interest declaration</b>

Lead Applicant	San Francisco Municipal Transportation Agency (SFMTA)	Local government	<p>SFMTA will act as program manager and project manager for the Community Shuttle program. SFMTA will also act as project manager and implementer for the Bayview CBTP Implementation project. SFMTA will work jointly with OEWD to manage the workforce development project. SFMTA will act as collaborative partner for the Transportation Resource Center and Community Congress projects.</p>	[STEP-SFMTA-LoS.pdf]	<p>The SFMTA is one of the largest transit providers in the United States. It also serves as a Department of Transportation and operator and administrator of Taxis and Accessible Services for the City of San Francisco. The SFMTA oversees a large and complex program of projects and has a robust planning and project delivery staff. It has capacity and has implemented pilot programs and innovative programs of projects such as</p>	<p>SFMTA is preparing staff through workshops on institutional and systemic racism and ongoing implicit bias trainings. Senior leadership has resourced the development of a Racial Equity Action Plan, and staff have adapted GARE's Racial Equity Toolkit for project assessment.</p>	<p>The SFMTA does not have a conflict of interest with the program of projects nor its proposed duty and roles within this application it is submitting.</p>
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				<p>the Quick-Build Program implementing safety treatments for bicyclists and pedestrians and the Muni Forward program implementing faster and more effective transit service in San Francisco. It has applied for and successfully implemented many grants and frequently works with community residents. The program of projects proposed within this grant are within the SFMTA's ability to oversee and deliver. For more information</p>	
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				<p>about the SFMTA visit <a href="http://SFMTA.com">SFMTA.com</a>.</p> <p>The SFMTA led the Bayview Community Based Transportation Plan, finalized in February 2020, in paid partnership with five community-based organizations and a compensated 15-member Community Steering Committee. The plan recently won the American Planning Association California Chapter Award of Excellence in the Opportunity &amp; Empowerment</p>		
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					category. The SFMTA will build upon this successful model of inclusive, community-centered planning to effectively manage the broad coalition of sub-applicants and community partners in this grant.		
	5	5	6	7	8	9	10
	<b>Name of entity</b>	<b>Type of entity</b>	<b>Roles and responsibilities</b>	<b>Letter of support (attachment)</b>	<b>Statement of qualifications</b>	<b>Organizational readiness to conduct equity work</b>	<b>Conflict of interest declaration</b>

Sub-applicant #1	A. Philip Randolph Institute San Francisco (APRI)	Community-based organization	The A. Philip Randolph Institute San Francisco participated in the development of the application, including the Vision Statement and the Partnership Structure. APRI will be the Lead Implementer for the workforce development project in coordination with the City of San Francisco CityDrive program. APRI will facilitate the Project Committee for workforce development and will participate in the Community Congress. APRI will provide additional	<i>[STEP-APRI-LoS.pdf]</i>	The A. Philip Randolph Institute San Francisco is an alliance of the labor and civil rights movements, fighting for racial equality and economic justice. As a senior constituency group of the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), they recognize labor as a diverse and inclusive family of working people. APRI has over a decade of experience delivering workforce development services to the	The A. Philip Randolph Institute San Francisco understands the importance of equity-based work and its relevance in a historically disenfranchised community like Bayview Hunters Point. They acknowledge the history of under-investing in educational and employment opportunities and the impact it has on low-income communities. APRI programs are designed to target unemployed or underemployed Bayview	APRI does not have any foreseen conflicts that have the potential to impact the ability to fulfill the duties of a STEP sub-grantee.
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			<p>outreach and engagement support for the Community Shuttle service planning and marketing.</p>		<p>Bayview-Hunters Point community. Over the last 10 years, APRI has established long-standing relationships with a network of community-based organizations, service providers, community leaders and residents that support efforts to perform effective targeted outreach. APRI improves access to sustainable career paths and provides support services to ensure client success. APRI has a developed a team of staff</p>	<p>Hunters Point residents and those in need of a sustainable career pathway, including those that may face multiple barriers to employment. APRI offers support services that provides wrap-around services that extend beyond hard skill development and assist in the client's overall program success. Furthermore, APRI has developed a team of personnel with the professional expertise and</p>	
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					<p>with tenure, compassion and cultural competence to deliver career development services to jobseekers that may face multiple barriers to employment. Programs are designed to build high-quality personnel with support services that offer each client an opportunity to reach their personal and professional goals. APRI was one of 19 interviews with community leaders &amp; elders that shaped the Bayview CBTP</p>	<p>experience working with low-income families in Bayview Hunters Point.</p>	
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					project approach.		
Sub-applicant #2	Young Community Developers (YCD)	Community-based organization	Young Community Developers participated in the development of the application, including the Vision Statement and the Partnership Structure. YCD will oversee workforce development training for the Transportation Resource Center	<i>[STEP-YCD-LoS.pdf]</i>	YCD brings decades of experience delivering job readiness training programs for youth, young adults and adults. In addition to providing industry certifications, YCD enriches all participants with critically important	YCD is committed to diversity and to maintaining an inclusive environment with equitable treatment for all. YCD specifically works to dismantle any inequities observed in policies, programs, and services, as well as	YCD acknowledges no conflict of interest regarding the grant terms and conditions as presented by CARB.

			staffing. YCD will serve on the Workforce Development project committee.		training in Teamwork, Group Cooperation, Time Management, Effective Communication, and Conflict Management.  YCD participated in the Bayview CBTP during the Participatory Budgeting exercise.	exploring potential underlying, unquestioned assumptions that interfere with inclusiveness.	
Sub-applicant #3	Community Youth Center (CYC)	Community-based organization	Community Youth Center participated in the development of the application, including the Vision Statement and the Partnership Structure. CYC will be the Lead Implementer for the Transportation Resource	<i>[STEP-CYC-LoS.pdf]</i>	Since 1970, Community Youth Center of San Francisco has demonstrated successfully implemented projects similar in scope or size. For example, the Seismic Safety Outreach Program, which is funded by the City of San	CYC Bayview Office is designed around community and leadership development approach that promotes lifelong learning and self-advocacy skills. Given the history and treatment of minorities in	CYC Bayview Office's purpose is to provide opportunities to learn and receive guidance from stakeholders, activists and mentors from the community on a local, state and national level and to develop leadership,



			<p>Center. They will facilitate the Project Committee for this project, and will participate actively in the Community Congress. CYC will provide outreach, translation, and interpretation assistance for work with Chinese-speaking populations.</p>	<p>Francisco, reaches over 70,000 residents citywide, especially those with significant linguistic, social, and economic needs, with increased education and awareness of the need to prepare for a disaster and its aftermath.</p> <p>CYC was one of the paid community partners that worked with the SFMTA on the Bayview CBTP. In particular, CYC assisted in reaching youth, seniors, and the chinese-langauge community.</p>	<p>the U.S. that understanding of institutional racism, power dynamics, and systems of change and how their own community residents have been impacted by historical inequities to be recognized as an important factor influencing the life chances of the community's young people and acknowledged in most aspects of CYC's programming and activities.</p>	<p>organizing and advocacy skills that will enable the residents to empower themselves and their communities. CYC declares no conflict of interest with the potential to impact its ability to fulfill the duties of a STEP grantee or sub-grantee.</p>
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					CYC provided culturally-competent review of all Chinese translations.		
Sub-applicant #4	Bayview Hunters Point Community Advocates (Bayview Advocates)	Community-based organization	Bayview Advocates participated in the development of the application, including the Vision Statement and the Partnership Structure. Bayview Advocates will convene the Community Congress and act as a dispute resolution partner throughout grant implementation.	<i>[STEP-TheAdvocates-LoS.pdf]</i>	Bayview Advocates' work connects grassroots organizing with policy reform and environmental, economic, and social justice. The Southeast Community Council, recently formed by Bayview Advocates, trains and employs neighborhood residents in participatory research projects and	The Community Council program prepares and empowers residents to take on significant roles in planning for a healthier community. This year alone, the Advocates and Council have accomplished important work in developing safe-sleeping houseless	Bayview Advocates has no conflicts of interest that have the potential to impact the ability to fulfill the duties of a STEP Subgrantee.

				<p>community empowerment. The Council's work builds knowledge and power in Bayview-Hunters Point regarding environmental, land use, and economic development decisions. Bayview Advocates was a regular contributor to the Bayview CBTP, in particular through the regular presentations to the Bayview Environmental Justice Task Force.</p>	<p>encampments, COVID-19 testing outreach, and food access and security.</p>	
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Sub-applicant #5	Mission Neighborhood Centers (MNCSF)	Community-based organization	MNCSF participated in the development of the application, including the Vision Statement and the Partnership Structure. MNCSF will act as an outreach & engagement team member, with a focus on Latinx residents. MNCSF will provide interpretation services on an as-needed basis for events and meetings.	<i>[STEP-MNCSF-LoS.pdf]</i>	Mission Neighborhood Centers serves over 3000 low-income seniors, youth and families with young children at 11 sites throughout San Francisco. With a legacy dating back over 100 years, their guiding principles remain the same: empowerment, cultural affirmation and personal responsibility. MNCSF provides a continuum of educational programs and social services to the community populations most in need. Bayview El	MNCSF delivers culturally sensitive, multi-generational, community-based services focused on low-income families. They develop and promote leadership skills that empower families to build strong, healthy and vibrant neighborhoods . MNCSF clients are predominantly Latino, African American and South Sea Islander families living in San Francisco’s Mission, Excelsior, Mission Bay	MNCSF is fully staffed and has a familiarity and commitment to the program. MNCSF do not foresee any potential impacts in their ability to participate.
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				<p>Centro is the local branch of Mission Neighborhood Centers that exclusively serves Latinx families residing in the STEP community. Bayview El Centro was one of the paid community partners that worked with the SFMTA on the Bayview CBTP. In particular, Bayview El Centro assisted in reaching families in the Latinx community. Bayview El Centro provided culturally-competent review of all</p>	<p>and Bayview Districts.</p>	
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					Spanish translations.		
Sub-applicant #6	Hunters Point Family (HPF)	Community-based organization	Hunters Point Family participated in the development of the application, including the Vision Statement and the Partnership Structure. Hunters Point Family will act as an outreach & engagement team member, with a focus on senior residents.	<i>[STEP-HPF-LoS.pdf]</i>	Hunters Point Family was founded in 1997 to provide support services to African American youth and families living in San Francisco's Bayview-Hunters Point community. Using the transformative power of love, passion, determination and a sense of community, Hunters Point Family reshapes the lives of society's most	Empowering young people to become the wise, compassionate and powerful leaders needed to transform San Francisco's long-troubled Bayview-Hunters Point neighborhoods has always been the primary goal of Hunters Point Family. Their distinctive family-based program model and Afrocentric approach are	Hunters Point Family has no conflicts of interest in the delivery and implementation of the STEP grant projects proposed.

				<p>vulnerable members into its most valued. Programs develop youth leadership, environmental stewardship and workforce participation in San Francisco's Bayview, Hunters Point, downtown, Tenderloin, Mission, and SOMA districts. By creating ties of community and intergenerational support, HPF helps children and families disrupt the cycle of generational poverty and lead meaningful lives. Their approach uses the Afrocentric principles of interconnectiv</p>	<p>specifically designed to strengthen youth and help them realize and achieve their full potential.</p>	
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					<p>y, love, and holding their community close for transformative change in a caring, close knit, family structure. With the support of dedicated staff, thousands of vulnerable youth and young adults are finding their best selves, living their dreams and becoming productive, self-sustaining members of a vibrant community. Hunters Point Family was one of the paid community partners that worked with the SFMTA on the Bayview CBTP. In</p>		
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					particular, Hunters Point Family assisted in reaching youth, public-housing residents, and members of the Black community.		
Sub-applicant #7	Social Niche Guru (SNG)	Consulting firm	SNG participated in the development of the application, including the Vision Statement and the Partnership Structure. SNG will act as an outreach & engagement team member, with a focus on online engagement.	<i>[STEP-OneBayview-LoS.pdf]</i>	Social Niche Guru is a consulting firm that provides integrated marketing, campaign management, and community engagement since 2011 to civic organizations and governments and social impact focused firms.	Social Niche Guru through OneBayview advance equity through their work in social impact. Specifically, OneBayview program connects neighbors to what is good in their community. They do this through their newsletter,	Social Niche Guru and OneBayview have no conflict of interest regarding grant terms and implementation.

				<p>OneBayview is a long-term resource in the community that was launched by SNG in 2016. OneBayview connects neighbors with what is good in the neighborhood through its website, its newsletter "OneBayview Insider" that goes out to thousands; and its webinar series, "OneBayview Speaks." SNG engages neighbors through online and in-person (pre-Covid) events with a special emphasis on communities of color. SNG has done</p>	<p>website, and online webinar series. A great example is the launch of their online webinar series, OneBayview Speaks: Covid Conversations for Community which connects neighbors with an emphasis on Black and Brown residents with needed resources.</p>	
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				<p>community outreach on several programs including the new building at 1550 Evans through the SFPUC and worked with the SF Faith Coalition to galvanize them in their work with the San Francisco Department of Public Health.</p> <p>During the Bayview CBTP, SFMTA participated in multiple online community forum discussions hosted by OneBayview.</p>		
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Sub-applicant #8	Bay Area Community Resources (BACR)	Community-based organization	BACR participated in the development of the application, including the Vision Statement and the Partnership Structure. BACR will act as an outreach & engagement team member, with a focus on youth. BACR will place youth Transportation Resource Center ambassadors, trained through YCD, at HOPESF sites. BACR will serve on the Workforce Development project committee.	<i>[STEP-BACR-LoS.pdf]</i>	BACR is a multi-service agency with an emphasis on mobilizing and supporting communities toward sustainability via workforce development and economic advancement. One of their San Francisco projects is the Hope SF youth leadership program, Hope SF Champions, through which 12 young people are trained, supported and paid community ambassadors, representing the housing development where they live, ensuring their community has	BACR's equity work exists on two levels. Externally, BACR believes in the power of the communities they serve. Services are delivered in partnership with residents and local, indigenous organizations. BACR uses its size and geographic spread to access and redistribute resources locally. Internally, BACR has an active racial equity committee that is moving the organization from a diversity and	There is no conflict of interest on the part of BACR, relative to submitting this proposal.
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					access to resources and opportunities. BACR has over 20 years experience leading outreach campaigns, specifically led by the communities for which the outreach work is being done.	inclusion approach to an anti-racist action strategy.	
Sub-applicant #9	Office of Economic & Workforce Development (OEWD)	Government Agency	OEWD participated in the development of the application, including the Vision Statement and the Partnership Structure. OEWD manages the CityDrive program, which will house the Workforce Development project. OEWD will serve on the Workforce Development	[STEP-OEWD-LoS.pdf]	The Office of Economic and Workforce Development (OEWD) currently has 64 workforce programs in five different industries. They currently operate CityDrive, a program that trains individuals to become bus drivers, and have placed	San Francisco's vulnerable communities experience disproportionate employment rates due to many socioeconomic factors that are symptoms of institutional racism. OEWD's workforce system is designed to target and	The Office of Economic and Workforce Development does not have any conflicts of interest.

			project committee.		over 125 participants to union driving positions.	uplift the most vulnerable through workforce training programs that provide wraparound support.	
Sub-applicant #10	San Francisco African American Arts & Cultural District (SFAAACD)	Community-based organization	SFAAACD participated in the development of the application, including the Vision Statement and the Partnership Structure. SFAAACD will act as an outreach & engagement team member, with a focus on online engagement and the business community.	[STEP-SFAAACD-LoS.pdf]	The SFAAACD has been dedicated towards developing a neighborhood-based communication infrastructure, and promotion of the Cultural District through traditional and social media to promote local businesses, events, programs and initiatives that support the mission and vision of the Cultural District.	The Bayview, a once majority African American community, is becoming increasingly diverse with 33% African American, 32% Asian, 18% Latino, and 13% White households. SFAAACD is dedicating to protecting and uplifting African American residents & businesses.	The San Francisco African American Arts & Cultural District does not have a conflict of interest in regards to this project.

<b>COMMUNITY PARTNERS</b>	<b>11</b>	<b>11</b>	<b>12</b>	<b>13</b>
	<b>Name of entity</b>	<b>Type of entity</b>	<b>Roles and responsibilities</b>	<b>Letter of support (attachment)</b>
Community Partner #1	Rafiki Coalition	Community-based organization	Rafiki Coalition will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, Rafiki Coalition will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-Rafiki-LoS.pdf]</i>
Community Partner #2	Bayview YMCA	Community-based organization	Bayview YMCA will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, Bayview YMCA will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-TheY-LoS.pdf]</i>
Community Partner #3	BMAGIC	Community-based organization	BMAGIC will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, BMAGIC will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-BMAGIC-LoS.pdf]</i>

Community Partner #4	Hunters Point Shipyard Citizens Advisory Committee (Shipyard CAC)	Community-based organization	Shipyard CAC will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, Shipyard CAC will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-HPSCAC-LoS.pdf]</i>
Community Partner #5	Wu Yee Child Development Center	Community-based organization	Wu Yee Child Development Center will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, Wu Yee Child Development Center will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-WuYee-LoS.pdf]</i>
Community Partner #6	Southeast Community Facility Commission (SECFC)	Community-based organization	SECFC will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, SECFC will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-SECFC-LoS.pdf]</i>
Community Partner #7	San Francisco Department of Recreation & Parks (RPD)	Government Agency	A representative from the India Basin Shoreline Park leadership committee, an equity-focused working group convened by RPD, will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, this representative will direct the outreach and	<i>[STEP-RecandParks-LoS.pdf]</i>



			engagement process to finalize community shuttle service plan details.	
Community Partner #8	Economic Development on Third (EDoT)	Community-based organization	EDoT will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, EDoT will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-EDOT-LoS.pdf]</i>
Community Partner #9	Social & Economic Justice (SEJ) Committee, SEIU 1021	Community-based organization	SEJ will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, SEJ will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-SEJ-LoS.pdf]</i>
Community Partner #10	Bayview Residents Improving Their Environment (BRITE)	Community-based organization	BRITE will serve as a voting member of the Community Congress, which will be empowered as the oversight and decision-making body for grant implementation. Through the Community Congress, BRITE will direct the outreach and engagement process to finalize community shuttle service plan details.	<i>[STEP-BRITE-LoS.pdf]</i>

**STEP Implementation Grant  
Proposal Template**  
*PARTNERSHIP STRUCTURE*  
*tab*

INSTRUCTIONS	RESPONSES
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ROLES AND RESPONSIBILITIES		
<b>14</b>	<p>Describe how the Lead Applicant's and Sub-applicants' roles and responsibilities (identified in the APPLICANTS tab) complement each other.</p>	<p>The partnership for this proposal is truly collaborative and built on a foundation of community co-power. The SFMTA, as lead applicant, will provide the technical expertise, procurement power, and institutional strength to amplify sub-applicant partners. Sub-applicants and community partners will provide the on-the-ground presence and community-based know-how to ensure engagement, outreach, and education reaches deeply and effectively within the community. The City of San Francisco CityDrive Workforce Development Program, partnering with local CBOs, will provide a local employment pipeline to the Bayview Community Shuttle program with opportunities for participants to transition into sustainable clean transportation jobs. The integration of the Community Congress as an oversight and decision-making body will ensure accountability and build community capacity for sustained transportation advocacy.</p> <p>The SFMTA and community partners have developed a draft Partnership Agreement (included in the grant application package: <i>[STEP_Grant_Partnership_Structure.pdf]</i>), which will be finalized if this grant is successful. The draft Partnership Agreement seeks to codify a collaborative co-power agreement between the SFMTA and all of the community partners, ensuring community control and decision-making power lies ultimately in the hands of community partners and the residents of the STEP community.</p>

**GOVERNANCE AND DECISION-  
MAKING**

**15**

Describe the governance and decision-making structure of the partnership. Include the process for handling disputes and the process for changing, adding, or removing partners.

The overall project will be governed by a Steering Committee, charged with implementation coordination, reporting to CARB, approving all changes to partners & scope, and dispute resolution.

Project Committees, convened by the implementer of each listed project, are charged with implementation for each project, with decisions vetted through the Community Congress. SFMTA will convene the Community Shuttle Committee and the Bayview CBTP Implementation Committee; OEWD will convene the Workforce Development Committee; CYC will convene the Transportation Resource Center Committee; and SNG will convene an overarching Communications Committee to ensure coordination across projects. Each Project Committee will be made up of sub-applicants, Community Partners, and appointed & compensated residents/stakeholders. The Community Congress, facilitated by sub-applicant Bayview Advocates, is a compensated body made up of Community Partner representatives and appointed residents/stakeholders. The Community Congress will be the decision-making body for key elements of project implementation. To change, add, or remove partners, proposals must be brought to the Community Congress through a Mandatory Consultation process, with the Steering Committee making final decisions. For disputes, the Steering Committee and the Community Congress facilitator will convene with the disputing parties; where conflict of interest is involved, a third party mediator will be engaged. The SFMTA, sub-applicants, and community partners jointly collaborated on a draft Partnership Agreement, attachment [\[STEP\\_Grant\\_Partnership\\_Structure.pdf\]](#). This draft Partnership Agreement was also developed in collaboration with the Greenlining Institute.

16	Describe how the governance and decision-making structure centers the voices of Community Partners and other community residents and key stakeholders.	The SFMTA has a strong history of community-centered decision making in the STEP community, including a Community Steering Committee for the Bayview CBTP. Members of the community will be able to serve on the Steering Committee, individual Project Committees, or in the Community Congress. At the start of the project, the Community Congress will establish a nomination process for filling seats designated for residents & other local stakeholders. The Community Congress will be the center of community voice and community accountability, with all major project decisions going through that body. The Community Congress will also drive the engagement process for community shuttle service plan development. Residents serving as a member on any committee, or on the Community Congress, will be offered compensation for their participation.
17	Describe the role of online or in-person public meetings in the governance and decision-making structure. Include the frequency of meetings, the minimum number of public meetings that will be held, and how meeting agendas and notes will be posted for public access.	All meetings will be open to the public, and meetings of the Steering Committee will follow Brown Act requirements. Steering Committee meetings will be held bi-annually, Community Congress meetings will be held monthly during the first year and bi-monthly in years 2-4, and Project Committee meetings will be held monthly or quarterly (by project). Community Congress and Project Committee meetings will be held in the Bayview-Hunters Point Community in locations accessible by public transit. Agendas and notes will be posted to the project website and shared through Community Partner communication channels. Meetings will be held online while COVID-related precautions require it; in-person meetings are preferred to better lower barriers to entry for hard-to-reach populations.
18	Describe how Applicants will report back to and seek feedback from the community about how input is being incorporated into project development and implementation.	The Community Congress will function as the primary reporting and feedback mechanism with the community. In addition to public comment at Community Congress meetings, the Community Congress themselves will determine what additional feedback mechanisms are needed to ensure the community voice is represented and respected in project development and implementation. On a project-by-project basis, additional outreach will be scheduled with Community-Based Organizations at their regularly-held meetings to limit community burnout and ensure broad and deep representation in community input. The Bayview Community Shuttle project, in particular, will include a robust engagement process with multiple Community Partners to finalize service plan details prior to implementation.

<b>LEGAL STRUCTURE</b>		
<b>19</b>	Describe the legal structure of the partnership. Include who is contracting with whom and confirmation that the Lead Applicant will assume liability for the proposed projects if selected.	The Lead Applicant, SFMTA will assume liability for funded projects if selected. Co-applicants will be contracted with the SFMTA through separate Professional Services Agreements. Additional scope details, legal requirements, insurance requirements, and other special terms and conditions will be determined at a later date following the awarding of the STEP grant.
<b>FINANCIAL STRUCTURE</b>		
<b>20</b>	Describe the financial structure of the partnership. Include the process the Lead Applicant will use to pay Sub-applicants and Community Partners and the subcontractor procurement process, if applicable.	The Lead Applicant, SFMTA, will contract separately with each sub-applicant. Community partners may be subcontracted to sub-applicants, according to prior agreement conducted during the Grant Agreement process. Sub-applicants will submit monthly invoices to SFMTA for processing and payment. SFMTA commits to expedited payment to lessen the burden placed on community partners and sub-applicants that have little capacity for carrying costs.
<b>EQUITY</b>		
<b>21</b>	Describe how the partnership structure accounts for potential inequities between partners.	The partnership structure seeks to devolve substantial decision-making power to both the Community Congress and the Project Committees. The Community Congress, in addition to acting as a community-based decision-making body, will also serve as a capacity-building resource within the community to increase the knowledge base and transportation-literacy of residents and community partners, strengthening their ability to advocate effectively within the project and with SFMTA in general.

**STEP Implementation  
Grant Proposal Template  
PROPOSAL THRESHOLDS  
& CRITERIA tab**

## INSTRUCTIONS

## RESPONSES

STEP COMMUNITY		
<b>1 (attachment)</b>	Submit a map shapefile that identifies the STEP Community boundary, tentative project locations, and benefiting disadvantaged community census tracts. Write the file name in the box to the right.	<i>[BayviewSTEP_Map.pdf, STEP_Map_Package folder]</i>

2

Describe the residents of the STEP Community, including demographics such as gender, race/ethnicity, age, income level, languages spoken, vehicle ownership, travel patterns to key destinations, and transportation mode share. Focus on demographics that are relevant to the community vision and identified projects.

48% of the STEP community identify as male and 52% female. 26% are Black or African American, 38% Asian, and 24% Hispanic/Latinx. 15.4% of households are limited English speaking, with 79% of LEP households speaking an Asian/Pacific Island language and 20% speaking Spanish. Youth under 19 make up 24.6% of the population and 5.6% of the population is over the age of 75. 34% of residents in Bayview-Hunters Point make less than \$35,000 a year and 42% of households live below 200% of the federal poverty level. Almost half of African American households in the STEP community earn less than \$30,000 a year; a stark contrast to a city with a median household income of \$96,265.

Bayview-Hunters Point is home to approximately 1,500 units of legacy public housing, which has suffered from decades of disinvestment and poor services. Created in 2005, HOPESF is a cross-sector initiative to rehabilitate and restore San Francisco's distressed public housing stock. HOPESF sites in the STEP Community have redeveloped housing with right-of-return for legacy residents; redevelopment often increases density and uses market-rate units to cross-subsidize affordable housing, allowing for an increase in total affordable units while preserving housing for legacy residents without increasing their rent. The highest concentrations of very-low-income households in HOPESF sites are on the two eastern peninsulas in the STEP community, furthest from access to the Muni rapid network and geographically isolated from the rest of Bayview-Hunters Point.

21% of residents do not own a car, with the highest concentrations of car-free households in the most disadvantaged census tracts in the STEP community. 49% drive alone for work, 12% carpool, 28% take public transit, and 1% bike; this drive-alone mode share is much higher than San Francisco at-large, reflecting the lower competitiveness of existing transit service versus driving in the STEP community. 3.4 miles of streets in the STEP community are designated on the City's High Injury Network; almost all of these high-injury streets are located on major transit corridors with critical community destinations or in close proximity to HOPESF affordable housing sites.

Key destinations within the STEP community include the 3rd Street corridor, the

Southeast Community Facility, the Dr. George W. Davis Senior Center, and Foodsco (the only grocery store within the STEP community). Key destinations outside the STEP community include regional transit (both BART and Caltrain), grocery stores, and health services. Especially for the geographically-isolated residents of HOPESF affordable housing sites, access to many of these locations is only available by car.



3	Describe the clean transportation options that are currently available or soon to be available to community residents, in particular those in disadvantaged community census tracts. Describe the quality (e.g., frequency, affordability, reliability) of these clean transportation options.	<p>Eleven Muni lines serve Bayview-Hunters Point, including the T-Third light rail line and ten bus routes: 9-San Bruno, 9R-San Bruno, 19-Polk, 23-Monterey, 24-Divisadero, 29-Sunset, 44-O'Shaughnessy, 54-Felton, and 91-Owl. Muni will soon re-introduce the 15-Third bus line, which was discontinued when the T-Third was introduced in 2007 and has since been a point of community contention. Despite a comparatively high number of transit lines, the layout and geographical constraints of Bayview-Hunters Point limit the utility and effectiveness of fixed-route transit; this is reflected in Bayview-Hunters Point having a far higher SOV commute mode than San Francisco (49% vs 35%) and a lower transit commute mode (34% vs 28%).</p> <p>Reliable service is needed. Muni's T-Third rail has the lowest on-time performance of all SFMTA light rail lines (36% on-time, 2019). One third of Bayview-Hunters Point residents are enrolled in one of these four Muni Pass programs: 89% of seniors, 74% of youth, 58% of residents with a disability, and 58% of qualifying low-income residents are enrolled in associated Muni Pass programs.</p> <p>There are ten bike share stations in Bayview-Hunters Point. Only 7.6 of the 22.6 miles of bike network are rated comfortable for most adults and experienced children on the level of traffic stress scale. Bicycling, only 1% of commute mode share in Bayview-Hunters Point, is viewed contentiously within the community and is sometimes associated with gentrification pressures. Community preference is instead for pedestrian safety infrastructure, especially near the 3rd Street corridor.</p>
4	For any project that is not located in the STEP Community, explain how the project is connected to and serves the STEP Community.	Bayview-Hunters Point is a geographically isolated food desert. The proposed community shuttle would serve locations outside of the STEP community largely for the purpose of connecting STEP Community residents to regional transit and other essential services not readily available within the community or via one-seat transit trips. This includes: 24th St BART, Bayshore & 22nd St Caltrain, other HOPESF affordable housing sites, SF General Hospital, and local supermarkets.

**EXISTING PROJECTS AND PLANS**

<p><b>5 (attachment)</b></p>	<p>Submit at least one letter from the city, county, or tribal government's Planning Department, Community Development Department, Environmental Director, or other similar department or body that has land use and housing authority. The letter must demonstrate how the proposed projects are aligned with the strategies, policies, and priorities identified in existing local and regional plans or that explains why the proposed strategies, policies, and plans in existing local and regional plans do not reflect the community's needs or priorities. If no local or regional plans exist, explain why. Write the file name in the box to the right.</p>	<p><i>[STEP-SFPlanning-LoS.pdf]</i></p>
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6

Describe how proposed projects support and are supported by existing projects that are the types of projects that are eligible for STEP funding and the types of projects that are ineligible for STEP funding but are encouraged (lists in Appendix E). If the proposed STEP-funded projects do not connect to any existing transportation or land use projects, explain why.

Bayview-Hunters Point is home to a wide range of ongoing and future projects that would benefit from the current proposal. The Bayview Community Shuttle would facilitate access to the planned return of the 15-Third express bus, a long-requested project in the community. The City of San Francisco is in the process of rebuilding and expanding their HOPEsf affordable housing sites, many of which are in geographically isolated locations in the STEP community and built with limited parking availability; the Bayview Community Shuttle would facilitate car-free options for these vulnerable residents. The Bayview Community Shuttle will also facilitate reduced vehicle trips for the emerging housing development on the waterfront at the Hunters Point Shipyard & Candlestick Park sites, with 3,900 units in the full build out being reserved for affordable housing. The Bayview Community Based Transportation Plan (CBTP), adopted in February of 2020, represents over \$4 million in committed infrastructure and operating projects. These projects are represented as local match resource contributions in Project #2: two Quick-Build corridor projects the reduce travel lanes and improve pedestrian access & safety on the High-Injury Network, two rapid-rectangular flashing beacon projects, nine pedestrian bulb-out projects, and the hiring of three new Muni Transit Assistant Program (MTAP) staff to provide unarmed safety on transit lines selected by residents of the STEP community. Beyond committed funding, the Bayview CBTP represents more than \$8.5 million in potential projects that were identified, developed, and prioritized by residents. The STEP grant projects have been designed to maximize the benefit derived from the Bayview CBTP projects, further enhancing safety, comfort, and access to critical community destinations. The waterfront of the STEP community is in the process of being restored to open space (including Candlestick State Park, Heron's Head Park, and the upcoming India Basin Shoreline Park) but these open space resources are difficult to access by residents in the STEP community; the Bayview Community Shuttle program will facilitate direct, car-free access to these investments. The City of San Francisco has recently designated all of Bayview-Hunters Point as the SF African American Arts & Cultural District; a community shuttle to facilitate access from outside the STEP community will support this emerging district. The Workforce Development Program leverages the existing CityDrive program to facilitate Class B permits for Muni driver training. The Transportation Resource Center leverages existing Lifeline Transportation Grant

program funds, connecting eligible residents in the STEP community with transit passes and other transportation resources that reduce auto-reliance and make transit more affordable (or free).

**WORKFORCE DEVELOPMENT**

7	Describe how the proposed projects will contribute to workforce development in the climate and clean transportation sectors, including how the projects will partner with workforce development and training programs with career pathways or provide economic opportunities through high-quality jobs for residents of the STEP Community. If not applicable, explain why.	<p>The proposed Community Shuttle Workforce Development program will integrate with the City of San Francisco CityDrive program, run by the Office of Workforce &amp; Economic Development, SFMTA, the Mayor’s Office, and Teamsters Local 665. CityDrive is an innovative new workforce program for residents of disadvantaged communities to get certified for the Class B driver’s license permit. Achieving the Class B permit is the first step to high-quality jobs as drivers in clean transportation sectors – in particular, as Muni bus operators. By partnering with STEP community CBOs A. Philip Randolph Institute and Young Community Developers, the project will provide training and employment for Bayview residents as shuttle drivers (at Teamster-equivalent wages), professional/administrative staff, and as workers in the Transportation Resource Center.</p> <p>Additionally, the Transportation Resource Center project provides a workforce opportunity within the STEP community, specifically hiring and training Youth Champions through BACR to act as facilitators to transportation information and resources among fellow residents in HOPESF affordable housing sites.</p>
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<b>DISPLACEMENT AND HOUSING</b>		
8	Describe the displacement vulnerabilities that currently exist in low-income households and small businesses within the STEP Community.	A high proportion of vulnerable populations live in the STEP community, including Black, Indigenous, and people of color (BIPOC), youth, seniors, residents with disabilities, low-income households, and BIPOC small business owners. Numerous factors make residents and small businesses vulnerable to displacement, including a history of land use discrimination, rising costs of rent, limited access to opportunity, and income disparities. Higher income people are looking to buy or rent homes in the neighborhood, increasing the cost of homes and gentrifying the neighborhood. The imbalance between housing supply (due to exclusionary zoning limits) and demand contributes to the rising living costs in the neighborhood and exacerbates existing disparities. Small businesses also experience affordability impacts.

9

Describe the existing policies and plans that address displacement avoidance. If not applicable, explain why.

San Francisco's anti-displacement policies focus on protecting tenants, preserving the existing affordable housing stock, producing new affordable housing, protecting arts and culture, assisting and retaining small businesses, and expanding workforce development programs. Due to the multifaceted approach to addressing displacement pressures, several city departments are involved in these efforts. They include the Mayor's Office of Housing and Community Development, HOPESF, Department of Disability and Aging Services, and others, which support vulnerable populations who rent housing to ensure legal support, direct financial assistance, and resources are provided. Protecting tenants, especially those vulnerable to displacement, is an immediate and short-term approach to maintaining affordable housing in San Francisco. Tenant protection programs and policies must be coupled with efforts to ensure affordable housing is available for tenants. Preserving existing affordable units prevents the loss of affordable housing, ensuring that low- and moderate-income residents can remain in San Francisco even as high-income residents move into communities. San Francisco manages tenant protection and housing preservation programs, including rent stabilization and eviction protection, tenant services, and lottery preference programs, homeowner opportunity, short-term rental regulations, condominium conversion restrictions, legalization of unauthorized dwelling units, and multi-family housing acquisition. Public housing preservation and rehabilitation programs also prevent displacement by rebuilding or rehabilitating most of the aging public housing in the city, a number of which are in the STEP community. The African American Arts & Cultural District in the STEP Community advances equity and advocates for the district's cultural stability and economic vitality. The district also formalizes a partnership between San Francisco and the community whereby San Francisco provides resources and services to artists and organizations. To address the changing retail and commercial landscape, San Francisco assists small businesses in the STEP Community through retention and stabilization programs and workforce development. Business retention and stabilization programs include technical and compliance support, funding assistance, targeted business support, and other programs. These programs support businesses to provide employment opportunities for residents, provide a variety of goods and services, and contribute to a neighborhood's unique identity. San Francisco's programs support adult and young adult workforce development

		<p>through sector-based programming, general employment and job placement services and paid work experience opportunities for young adults.</p>
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<p>10</p>	<p>Describe any policies, programs, or coordination with existing policies or programs that are proposed to be funded through STEP to avoid the displacement of existing low-income households and small businesses within the STEP Community to counter displacement that may occur due to STEP-funded projects. If not applicable, explain why.</p>	<p>Research has determined that various factors lead to displacement and that there is not one clear driver of displacement (<a href="http://iurd.berkeley.edu/uploads/Displacement_Lit_Review_Final.pdf">http://iurd.berkeley.edu/uploads/Displacement_Lit_Review_Final.pdf</a>). Key factors behind displacement are history of land use discrimination, rising cost of rent, income disparities, and neighborhood characteristics, such as close proximity to a rail station, includes or close proximity to a job center, historic housing stock, and a strong real estate market. The proposed Bayview Community Shuttle program will not directly contribute to these key displacement causes. Instead, it will support anti-displacement efforts in the neighborhood through workforce development, which is crucial to community stabilization. The proposed Bayview Community Shuttle program will provide training and employment for Bayview-Hunters Point residents as shuttle drivers, professional/administrative staff, and as staff in the Transportation Resource Center. Career pathway programs, job training, and employment opportunities help residents to increase their income, particularly in a changing economy and in the face of increasing housing costs, enabling them to reduce their housing cost burden. By integrating with the SFMTA fare system, residents will be able to utilize the Lifeline, youth, or senior Muni pass programs to secure reduced-fare or free trips on the Bayview Community Shuttle.</p>
<p>11</p>	<p>Describe how the proposed projects will advance local land use and housing goals as identified in the applicable Regional Transportation Plan, Sustainable Communities Strategy (where applicable), Regional Housing Needs Allocation (RHNA), local Housing Element implementation, or other local plans such as general plans or specific plans. If not applicable, explain why.</p>	<p>The Bayview-Hunters Point area includes approved development agreements with over 14,325 units of housing at Candlestick, Hunters Point Shipyard, and India Basin. About 31% of all units (4,387) are affordable units for low and moderate income households with 52% affordable at very low and low incomes below 60% of AMI, or even deeper affordability. The remainder of affordable units serve moderate and middle income households with 27% affordable 80-120% of AMI and 20% affordable at 140-160% of AMI. Together, these developments make up about 25% of San Francisco's total entitled housing units. This housing is an important part of meeting San Francisco's RHNA targets and implementing local redevelopment and land use plans. Long isolated and underfunded public housing sites, Alice Griffiths and Hunters View, have been rebuilt with 440 replacement public housing units and right-of-return for existing tenants, most with extremely low incomes of 20-30% of AMI, achieving an important affordable housing preservation goal. The redevelopment is also adding 297 more affordable units averaging 50-60% of AMI as well as over 1,000</p>



		<p>market rate units (which allows cross-subsidizing of the affordable units). These sites have been built to best-practice standards for urban design, including limiting the amount of parking; but until the full build-out for these sites is complete, they remain highly isolated with very limited transit service (which will also be increased upon full build-out). As it may be more than a decade until build-out is achieved, transportation solutions are needed to serve these historically neglected inheritors of San Francisco’s public housing system. The Bayview Community Shuttle can provide the type of flexible transportation access needed at these sites.</p>
12	<p>Describe how local land use policies, plans, or processes will support the use and benefits of the proposed projects over their lifetime. Describe how the policy, plan, or process promotes the development of affordable housing within a half-mile of a transit station, transit stop, or access to an active transportation facility that will be improved by the proposed projects. If not applicable, explain why.</p>	<p>The proposed project will help to connect Bayview-Hunters Point neighborhood commercial corridor and transit on Third Street to both existing neighborhoods that are disproportionately lower income and new housing in developments closer to the waterfront that will include over 31% affordable units (4,387 affordable units) as well as rebuilt public housing developments with 440 units of public housing replaced, on a 1-to-1 basis, with right-of-return for previous residents. Given the physical geography of the area, with three major development sites (Candlestick, Hunters Point Shipyard, and India Basin) on two peninsulas with steep hillsides farther from major transit lines on the 3rd Street corridor, flexible transportation connections could be an important service for both existing and new affordable housing residents and low income residents generally.</p>

## STEP Implementation Grant Proposal Template

**PROJECT #1 THRESHOLDS & CRITERIA**  
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INSTRUCTIONS	RESPONSES
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PROJECT SCOPE		
	Project Name	Bayview Community Shuttle
<b>1</b>	Lead Implementer	SFMTA
<b>2</b>	<p>Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.</p>	<p>The Bayview Community Shuttle will implement a zero emission on-demand dynamic ridesharing service in the Bayview-Hunters Point neighborhood to improve access and connections to regional transit (including BART and Caltrain), community services and grocery stores – connecting residents to school, work, basic amenities and job opportunities. The shuttle service provides a flexible way to arrange trips through a personal device (via a GPS smartphone-based application or telephone) or via a tri-lingual call center to pair riders and drivers in real time. The assigned route to transport the initial rider(s) to the end destination may dynamically change and adjust depending on the ride software’s ability to match with another user (or users) heading in the same direction. The shuttle service will be provided through a third party vendor, with an RFP process issued following grant awarding. This RFP process and Bayview Community Shuttle service and cost estimates have already been informed through an RFI</p>

		<p>released by the SFMTA, responses to which can be found here: <i>[RFI_Responses_Combined.pdf]</i>. The RFI received eight responses.</p> <p>Project details to be determined include finalizing the shuttle service hours of operation and the location of key destinations to provide service outside of the defined neighborhood boundary. Community residents will be engaged via outreach activities and surveys, led by a coalition of five CBO sub-applicants, to finalize project details. The Community Congress will also direct and oversee the shuttle service planning process and will approve final shuttle service plan details prior to the start of service.</p> <p>This project anticipates the first year of the grant term (May-Dec 2021) comprising of the start-up period for the community shuttle, with community engagement and driver recruitment/training prioritized for a service launch date of January 2022. Revenue service for the shuttle will run from January 2022 to December 2024. A coalition of five community partners will be responsible for outreach, education, and marketing activities following the shuttle program's launch.</p>
<p><b>3 (attachment)</b></p>	<p>Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.</p>	<p><i>[Community_Shuttle_Environmental_Review.pdf]</i></p>

4	<p>If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.</p>	<p>The SFMTA has undertaken activities to identify a potential vendor partner to provide shuttle service through the issuance of a Request for Information (RFI) package. Responses were provided on July 31<sup>st</sup>, informing scoping and budgeting for a future Request for Proposal (RFP). The SFMTA plans to issue an RFP upon the announcement of grant winners, ensuring the bid review process can be done in parallel with the development of the grant agreement with CARB. Contractually, the project team commits to entering into an agreement with a vendor via SFMTA board approval within six months of grant execution.</p>
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TRANSPORTATION EQUITY		
5	<p>Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.</p>	<p>The goal of the Bayview Community Shuttle program is to increase mobility for those least well served by current transportation options: youth, seniors, residents with disabilities, and residents living in HOPESF affordable housing sites. The most geographically inaccessible HOPESF site locations are served by 1-2 bus lines; the shuttle will provide another viable option, especially during non-peak hours when Muni headways are longer and less reliable. The zero-emission wheelchair-accessible fleet will provide an alternative to the oversubscribed Paratransit service run by SFMTA. Trip fares will be integrated into the regional transportation payment card system (Clipper) with subsidies available to those who</p>

		<p>need it, including to those of the unbanked community. This dynamic service will enhance personal safety at night by providing door-to-door rides. Ride requests can be handled through a smartphone-based application or via a multi-language assisted call center. The reliability of the shuttle service will be monitored through metrics feeding into SFMTA data dashboards and will be used to improve overall service.</p>
<p>6</p>	<p>Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.</p>	<p>The shuttle service will provide increased and frequent transportation options, including service to isolated areas such as the HOPESF public housing sites – providing residents access to more services and economic opportunities. The shuttle will provide direct access to regional transit for a community that cannot easily access either BART or Caltrain. Improvements in geographic mobility, which is often linked with economic mobility, will allow residents in these disadvantaged communities to re-allocate their time and money to other household essential activities.</p>

COMMUNITY INCLUSION		
<p>7</p>	<p>Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.</p>	<p>The transportation needs of the STEP community are broad: access to regional transit, improved travel times, improved mobility for isolated HOPESF public housing sites, access to cultural centers, access to groceries and services, safety on and around transit (especially at night), access to parks</p>

		<p>and open space, and transportation support for community based organizations. A community shuttle, run on a dynamic service model, can support solutions for all the transportation needs identified above, especially for trips not easily made on foot. Because the needs within this STEP community were so varied, standard fixed-route transit could not hope to meet them all. By implementing this community shuttle, the SFMTA will have responded to direct requests from the community for such a service.</p>
<p>8</p>	<p>Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.</p>	<p>The request for a community shuttle is identified in both the SFCTA District 10 Mobility Study (2018) and the Bayview Community-Based Transportation Plan (Bayview CBTP), finalized in February 2020. The Bayview CBTP was a collaborative effort developed by residents, community-based organizations and businesses that reached over 4,000 residents over a 14 month period from June 2018 to August 2019 across 56 community events or meetings, 325 staff hours in the community and over 2300+ worksheets, surveys, ballots and written comments. A community shuttle was identified repeatedly by stakeholders and constituents throughout this process. The Bayview CBTP team specifically pursued a Community Shuttle proposal as part of a Participatory Budgeting (PB) exercise in the spring of 2019. The team worked with a circle of community volunteers to develop a proposal for the PB ballot. In preparation for</p>

		<p>this grant, the SFMTA has reconvened community partners to reconfirm desire for a Community Shuttle.</p>
<p>9</p>	<p>Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.</p>	<p>Because the service plan details for the Bayview Community Shuttle are not finalized, the SFMTA plans to partner with the shuttle operator and CBO sub-applicants to conduct a robust outreach and engagement process in the months following grant agreement execution. These activities will be directed by the Community Congress and CBO partners to ensure authentic engagement with real decision space for those participating. Activities will account for COVID risk by including culturally-competent online engagement run by sub-applicant OneBayview. Engagement activities will include compensation or participation where deemed appropriate by community partners, as well as other amenities deemed necessary to secure community participation. Engagement will be conducted in a COVID-safe manner, with an emphasis on community-led online engagement via OneBayview, as well as utilization of existing sub-applicant CBO communication channels to reach residents.</p>

<p>10</p>	<p>Identify any hard-to-reach residents.</p>	<p>Youth, seniors, residents with a disability, residents with limited English proficiency, and residents in affordable housing were identified as hard-to-reach populations in Bayview-Hunters Point by partner CBOs during the Bayview CBTP outreach process.</p>
<p>11</p>	<p>Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.</p>	<p>CBO sub-applicants and community partners are included because of their ability to connect with and engage hard-to-reach populations. CYC has experience with youth, seniors, and the Chinese speaking community. Bayview El Centro has reach with the Bayview's Spanish speaking populations. Hunters Point Family and BACR have experience working with populations in HOPESF public housing sites, especially youth. SFAAACD has reach with the long-tenured African American community. This application's community partners include many organizations that work with vulnerable populations; their participation on the Community Congress helps ensure their voices are being heard.</p> <p>Engagement materials will be co-developed with CBO sub-applicants and community partners and will be translated into three languages. Engagement activities will emphasize lowering barriers to participation, with a focus on meeting people where they are at. Engagement activities will include compensation or participation where deemed appropriate by community partners, as well as</p>



		<p>other amenities deemed necessary to secure community participation.</p>
<p>12</p>	<p>Describe how the planned community engagement activities will be evaluated for success and updated accordingly.</p>	<p>Similar to the data driven processes followed to improve shuttle service, this project proposal includes tracking public participation via publicly accessible dashboards. Examples of posted metrics include meeting attendance, mailers sent, emails and phone calls to the project team and website views. Identified gaps through the posted metrics will be targeted for increased and improved education and engagement.</p> <p>Evaluation will be conducted in partnership with CBO sub-applicants, ensuring responses are demographically representative of the STEP community. Where appropriate, compensation will be offered for participation in focus groups or as a raffle prize for surveys. Results will be reported to the Community Congress for consideration of program modifications.</p>

<p>13</p>	<p>Identify the expected end users.</p>	<p>The expected end users are all residents, employees, and visitors to Bayview-Hunters Point. The Bayview Community Shuttle service plan will be designed particularly to serve residents who have requested this type of service for years to improve geographic and economic mobility. Seniors, youth, and residents of HOPESF public housing experience significant transportation barriers and want to supplement existing transit service with improved first mile/last mile connections and access to direct routes to community services, retail and food throughout the day, 7 days a week - reducing travel time and opening windows to increased opportunities.</p>
<p>14</p>	<p>Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.</p>	<p>Outreach and education will take a multifaceted approach, co-developed with this project proposal's CBO sub-applicant partners and approved through the Community Congress. In particular, the Community Congress will have decision-making powers over outreach and education activities, ensuring that all activities are community-supported. Outreach will include broad-based communication like ads in community newspapers down to one-on-one outreach through Transportation Ambassadors coordinated with the Transportation Resource Center (Project #4). Building off of the successes and lessons learned from the Bayview CBTP, the delivery of such programs will be tailored to community needs with pop up events and workshops provided in various</p>

		languages and time slots. Outreach will be conducted in a COVID-safe manner, utilizing the SFMTA's partnership with sub-applicant OneBayview to host community-led online outreach activities.
<b>15</b>	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	The SFMTA has chosen CBO sub-applicants specifically because of their ability to engage hard-to-reach populations in Bayview-Hunters Point. This is a community that places a heavy premium on trusted sources; this project proposal's CBO partners have a reputation for gaining not only access, but also credibility among the hardest-to-reach residents. From Transportation Ambassadors embedded at HOPESF sites, to participation in community events & celebrations, to focus groups and leadership academies for Chinese & Spanish speaking residents, this project proposal's outreach activities will lower barriers to participation and convey information in a culturally-competent fashion – fostering trust and certainty that this is a service built on their behalf.
<b>16</b>	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	The Project Team will co-develop with community partners methods to evaluate outreach and education activities, both during the service planning period as well as during shuttle operation. Activities can include post-event surveys, focus groups, and other methods recommended through the Community Congress. Evaluation will prioritize

		centering the voices of those most vulnerable in the community, as dictated by the Community Congress. While the number of residents reached through outreach and education will be one metric for success, other metrics will attempt to capture the effectiveness of outreach and education efforts, their ability to reach residents standing to benefit most from new services, and their ability to build trust and responsive relationships within Bayview-Hunters Point.
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	Education for applicable CARB & California Energy Commission funding opportunities will be handled through the scope of work for the Transportation Resource Center (Project #4). Through this community-led project, trained staff and street-teams will distribute information on funding opportunities to organizations and residents along with the sharing of transportation information and resources for non-auto trips, such as the Clean Vehicle Rebate Program, Clean Vehicle Assistance Program, Clean Cars for All, One-Stop-Shop Pilot, Clean Mobility Options Pilot Project, and California Electric Vehicle Infrastructure Project.

DATA TRACKING AND REPORTING		
18	Identify the Applicant(s) who will lead data tracking and reporting.	SFMTA

19	Describe the plan for tracking and collecting project-related data to report to CARB.	<p>The project will follow a data driven process to allow the SFMTA to make better decisions, improve operational efficiency and provide better overall transit service to address the needs of the community. Shuttle ridership and miles traveled will be tracked through telematics, and additional ridership information will be tracked through ride requests via the phone app or the tri-lingual call center. The project team will build into the contract with third party operator community control of data and protection of user data privacy.</p> <p>Data from the shuttle service will feed into publicly viewable dashboards – providing tools to the agency to improve transportation across the board ranging from increased transit frequency modifications to existing fixed routes (extensions or re-alignments) as well as potential adjustments in fare policy, traffic signal timing, transit stop locations and available call center languages.</p>
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	<i>Appendix I_STEPcalculator-SFMTA-Bayview.xls</i>

**CLIMATE ADAPTATION AND RESILIENCY**

21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Bayview-Hunters Point already experiences compounding impacts from climate change, which are only forecast to worsen. Extreme heat events, fire hazards, and high air pollution exposure present immediate and long term threats to public health, particularly for the elderly. Sea level rise is anticipated to raise the San Francisco Bay shoreline up to 66” – with an additional 42” of tidal and storm surge – by 2100. As outlined in community resilience studies, such flooding threatens transportation infrastructure, emergency services, regional infrastructure, and homes and businesses in a community that disproportionately suffers from environmental injustice. The most impoverished & vulnerable census tracts in the STEP community score in the 90-95 percentile range on CalEnviroScreen.
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	Without being attached to fixed right-of-way or a defined route, a community shuttle can adapt to climate change impacts. The flexibility of route, schedule, and service area inherent in a dynamic-service shuttle can allow for immediate adjustment in the face of a climate emergency. Whether in the immediate wake of a natural disaster as an emergency vehicle or more gradual disruptions like sea level rise, it provides mobility to residents with limited resources and low adaptive capacity. An electric shuttle encourages mode shift and permits residents to be less dependent on cars. The shuttle produces direct economic activity by creating

		jobs for community residents while adding an accessible and affordable transportation connection to neighborhood businesses.
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LONGEVITY AND LESSONS LEARNED		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	The SFMTA does not currently plan to allocate operating funds to a community shuttle program following the end of the grant term. There are, however, many potential grant funding opportunities to continue community shuttle service in Bayview-Hunters Point following the demonstration of a successful working model. The CARB Clean Air Mobility voucher program and BAAQMD PTR grant program are just two potential sources of funding to continue service. The SFMTA will continue to seek opportunities to continue community shuttle service. Because the service will be contracted through a third party operator, there will be no capital assets to maintain beyond the life of the transit service contract. The third party operator contract may also include feasibility studies conducted to determine long-range funding opportunities to maintain service beyond the grant term. Data collected from the Bayview Community Shuttle will also be used to improve service planning for fixed-route Muni transit service, better meeting the needs of STEP community residents.

24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	<p>The SFMTA team for the Bayview CBTP collected and shared much of their lessons learned through webinars, conferences, and facts sheets. A similar approach will be taken with this project, particularly prioritizing innovative practices and increased decision-space for CBO partners. The SFMTA is more than willing to share successes and lessons learned from this project with any Agency or group interested in working on delivering a similar service. As a public agency SFMTA’s work is in service of the public, and information collected on this project is public information. The SFMTA is happy to be connected to other communities about the work done on this project by CARB or any other entity doing this type of work with other communities throughout the state. A link to the SFMTA board approved Bayview CBTP can be found here:  <a href="https://www.sfmta.com/projects/bayview-community-based-transportation-plan">https://www.sfmta.com/projects/bayview-community-based-transportation-plan</a></p>
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**STEP Implementation**  
**Grant Proposal Template**  
*PROJECT #2 THRESHOLDS*  
*& CRITERIA tab*

INSTRUCTIONS	RESPONSES
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PROJECT SCOPE
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	Project Name	Bayview Pedestrian and Transit Safety and Accessibility Improvements (Bayview CBTP Implementation)
1	Lead Implementer	SFMTA
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	<p>Pedestrian safety, personal safety when on transit and when accessing transit, and improved access to transit were the top community-identified transportation needs in the Bayview Community Based Transportation Plan. This project directly responds to these needs by investing in infrastructure and safety improvements including: two Quick-Build corridor projects, two Rapid-Rectangular Flashing Beacons (RRFB), up to nine pedestrian bulb-out projects, and three Muni Transit Assistance Program (MTAP) staff to provide unarmed safety presence on Muni lines in Bayview-Hunters Point. These projects were conceived of, developed, and prioritized jointly with residents during the Bayview Community Based Transportation Plan process, with the plan adopted in February 2020. All proposed project locations are identified in the STEP Community map shapefile. A link to the SFMTA board approved Bayview CBTP can be found here: <a href="https://www.sfmta.com/projects/bayview-community-based-transportation-plan">https://www.sfmta.com/projects/bayview-community-based-transportation-plan</a>. It is also attached to this proposal in this document: <i>[bayview_cbtp_final_draft_reduced_size.pdf]</i>. The Bayview CBTP earned the 2020 Opportunity and Empowerment Award from the American Planning Association California Chapter. The notification of this award is attached to this proposal in this document: <i>[Bayview_CBTP_APA_Award.pdf]</i></p> <p>The two Quick-Build corridors are on Hunters Point Blvd, which acts as a barrier between nearby HOPESF affordable housing sites and the India Basin Shoreline Park; and on Williams Ave, the configuration of which acts a safety hazard for pedestrians attempting to access the only grocery store and pharmacy within the STEP community. Both Quick-Build projects plan to implement lane reductions and pedestrian crossing enhancements.</p> <p>The three new MTAP staff hired will be hired from within the STEP Community and will ride Muni lines identified by community members as needing a larger safety presence: the T-Third, the 29-Sunset, and the 44-O'Shaughnessy Muni transit lines. For all three of these lines, the sections ridden by MTAP staff will be predominantly within the STEP community. MTAP staff are hired on three-</p>

		<p>year contracts.</p> <p>The Quick-Build and MTAP projects have been initiated and will be implemented before or during the grant period.</p> <p>The two RRFBs and the pedestrian bulb-out projects are currently entering design, with completion and implementation taking place within the grant period. Additional outreach and engagement will be conducted in the area immediately surrounding each project. Where appropriate, outreach and engagement will be coordinated with community partners in tandem with other transportation efforts to lessen the burden placed on residents.</p>
<p><b>3 (attachment)</b></p>	<p>Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.</p>	<p><i>Not applicable as explained in response to the next question.</i></p>

4	<p>If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.</p>	<p>The SFMTA Environmental Review Team typically provides project clearance on a project-by-project basis. Because this is a proposed suite of projects, the SFMTA will provide clearance on an as-needed basis as projects move through the approval process on their way to implementation. The SFMTA Environmental Review Team can provide a preliminary assessment prior to the time of grant execution. Because of the limited nature of each intervention, it is unlikely that any individual project would trigger substantial CEQA clearance hurdles. CEQA clearance for the infrastructure projects will be completed upon completion of their conceptual design. Based on the preliminary scope of the projects, SFMTA environmental planning staff anticipate the issuance of a Categorical Exemption since projects with similar scopes have not resulted in significant impacts. However, site-specific analysis of the designs will be conducted in accordance with CEQA.</p>
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TRANSPORTATION EQUITY		
5	<p>Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.</p>	<p>All of the infrastructure projects identified in the Bayview Community Based Transportation Plan (Bayview CBTP) were conceived of, developed, and prioritized by residents of Bayview-Hunters Point. These projects improve safety and conditions for walking, as well as improve personal safety and convenience of using transit within the STEP community.</p> <p>The Bayview CBTP was built off of a series of objectives jointly developed with the community to center the voices of residents and value lived experience co-equal with data. Project locations prioritized corridors and locations most important for resident safety &amp; access. Project prioritization was also informed by an Equity Index, a measure of the concentration of residents vulnerable to transportation challenges that was defined and calibrated by residents. This Equity Index helped to ensure that the needs of vulnerable residents were being met and supplementing the direct input of those able to more easily participate in the outreach process.</p> <p>The MTAP staffing project was voted on by Bayview-Hunters Point residents during a Participatory Budgeting exercise. This program will hire three Bayview-Hunters Point residents to act as an unarmed safety presence on transit lines identified by residents as most problematic for personal safety.</p>

6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	<p>The infrastructure projects identified in the Bayview Community Based Transportation Plan (Bayview CBTP) represent improved safety and access for people walking, riding a bike, or riding transit in Bayview-Hunters Point. Through the use of the Equity Index during project prioritization, projects are disproportionately located in areas with higher concentrations of disadvantaged residents in Bayview-Hunters Point. The Quick Build projects, the RRFB projects, and the majority of the bulb-out projects are located in disadvantaged census tracts within the STEP community.</p> <p>The three MTAP staff funded through this project will ride only on transit lines that serve the STEP community, and only on segment within or adjacent to the STEP community. All three transit lines travel through disadvantaged census tracts in the STEP community with the 44-O’Shaughnessy line serving the Hunters View HOPESF site and the 29-Sunset serving the Alice Griffith HOPESF site.</p>
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<b>COMMUNITY INCLUSION</b>		
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	Pedestrian safety, personal safety when on transit and when accessing transit, and improved access to transit were top community-identified transportation needs in the Bayview Community Based Transportation Plan (Bayview CBTP), which engaged over 4,000 residents over a year of outreach events. The infrastructure projects identified in the Bayview CBTP were conceived of, developed, and prioritized according to these needs. For the prioritization of projects for the final plan, only resident input was used. All potential and prioritized projects reflect only the needs and values of residents, reflecting their desired solutions.
8	Describe the community engagement process that was used to identify the community’s transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were	The Bayview Community Based Transportation Plan (Bayview CBTP) involved a year-long public outreach process involving five contracted CBO partners, more than 50 public events, and reaching more than 4,000 residents. Outreach events focused on integrating with existing community events to reach more residents where they were at. For freestanding outreach events and workshops, meals, childcare, and interpreters were provided. The project also included a Participatory Budgeting exercise and Community Steering Committee

	conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	providing oversight of the project, made up of residents who were offered compensation for their participation.
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	The Livable Streets (DOT project implementation) team at SFMTA will utilize project-specific outreach in the development and implementation of projects identified in the Bayview CBTP. While project locations and details have been determined through the Bayview CBTP, targeted outreach will be conducted through mailers/door-hangers and partnerships with appropriate community organizations to reach impacted stakeholders. Residents can also serve on the Project Committee for Bayview CBTP Infrastructure, for which they will be offered compensation. Engagement activities will be conducted in a COVID-safe manner while necessary, including online engagement through sub-applicant OneBayview.
10	Identify any hard-to-reach residents.	Youth, seniors, residents with a disability, residents with limited English proficiency, and residents in affordable housing were identified as hard-to-reach populations in Bayview-Hunters Point by partner CBOs during the Bayview CBTP outreach process.
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	The community partners contracted for work on the Bayview CBTP were chosen for their ability to reach hard-to-reach populations in Bayview-Hunters Point. This included all project materials translated into Chinese and Spanish, with translations reviewed by community partners for cultural competency. Community partners dictated all elements of public engagement to maximize participation by hard-to-reach populations. Similar measures will be taken to ensure continued outreach around project implementation reaches hard-to-reach populations.

12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	The Livable Streets team at SFMTA has an ongoing evaluation program, which not only measures the effectiveness of projects, but also the success of outreach efforts with the community. Success will be measured through outreach within the target area for each project. The results of this evaluation will be brought to the Community Congress during their regular meetings, with the Congress empowered to request additional and updated engagement approaches and activities to better reflect community voice and capture the perspectives of hard-to-reach populations.
13	Identify the expected end users.	<p>Expected end users are residents, visitors, and workers in Bayview-Hunters Point. For the RRFB at Innes Ave at Arelious Walker Dr, the primary users would be the residents of the HOPESF affordable housing sites directly up the hill. These residents are extremely isolated by geography and street design and this project would provide safe access to the 19 Polk bus line. The RRFB at Williams Ave at Apollo St is an uncontrolled crosswalk immediately adjacent to the only supermarket in Bayview-Hunters Point. This RRFB will ensure safe access pedestrian to this supermarket.</p> <p>The two Quick-Build corridors are on Hunters Point Blvd, which acts as a barrier between nearby HOPESF affordable housing sites and the India Basin Shoreline Park; and on Williams Ave, the configuration of which acts a safety hazard for pedestrian attempting to access the only grocery store and pharmacy within the STEP community. Both Quick-Build projects plan to implement lane reductions and pedestrian crossing enhancements.</p> <p>The Three MTAP staff will serve on the T-Third, 44 O’Shaughnessy, and 29 Sunset Muni lines.</p>

14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	<p>The SFMTA Livable Streets team will engage adjacent residents during the design and implementation process for this infrastructure. Part of engagement will focus on the treatments proposed and how they improve safety. Project area walking workshops and community-led online engagement (with sub-applicant OneBayview) are two examples of COVID-safe outreach activities.</p> <p>Residents will have the opportunity to serve on the Project Committee (with compensation) for this project, as well as on the Community Congress which oversees grant implementation.</p>
15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	Outreach will coordinate with existing sub-applicant CBO partners to maximize reach to hard-to-reach residents. Coordination with partners CYC and Bayview El Centro will facilitate outreach with the Chinese-speaking and Spanish-speaking community. Coordination with BACR and Hunters Point Family will facilitate outreach with youth and low-income residents of affordable housing.
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	The SFMTA Safe Streets Evaluation Program is a wraparound evaluation program meant to measure the effectiveness of new infrastructure and incorporate modifications to ensure project goals are met. The evaluation program also evaluates the outreach process for such infrastructure projects. Outreach will be evaluated for ability to reach hard-to-reach groups, as well as success/failure in building trust with the community.
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	The staff from the Transportation Resource Center (Project #4) will be responsible for providing education on other applicable CARB funding opportunities. These funding opportunities will also be brought before the Community Congress, to which the Project Committee for these infrastructure projects will report on a regular basis, such as the Clean Vehicle Rebate Program, Clean Vehicle Assistance Program, Clean Cars for All, One-Stop-Shop Pilot, Clean Mobility Options Pilot Project, and California Electric Vehicle Infrastructure Project.

DATA TRACKING AND REPORTING		
18	Identify the Applicant(s) who will lead data tracking and reporting.	SFMTA
19	Describe the plan for tracking and collecting project-related data to report to CARB.	The SFMTA Safe Streets Evaluation Program captures location-specific data related to transportation-behavior, which will be shared with CARB for project-relevant data needs. The Safe Streets Evaluation Handbook establishes standardized evaluation & data tracking methods to ensure uniformity and consistency in data collected. The MTAP program regularly collects incident log data for their shifts on Muni lines.
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	<i>Appendix I_STEPcalculator-SFMTA-Bayview.xls</i>

CLIMATE ADAPTATION AND RESILIENCY		
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Bayview-Hunters Point already experiences compounding impacts from climate change, which are only forecast to worsen. Extreme heat events, fire hazards, and high air pollution exposure present immediate and long term threats to public health, particularly for the elderly. Sea level rise is anticipated to raise the San Francisco Bay shoreline up to 66" – with an additional 42" of tidal and storm surge – by 2100. As outlined in community resilience studies, such flooding threatens transportation infrastructure, emergency services, regional infrastructure, and homes and businesses in a community that disproportionately suffers from environmental injustice. The most impoverished & vulnerable census tracts in the STEP community score in the 90-95 percentile range on CalEnviroScreen.



22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	This suite of infrastructure projects facilitates more low-emissions mode choices for community members and increases resiliency to climate-based disruptions to the transportation system. The projects will improve access to transit, improve pedestrian safety, and improve access to the only supermarket in the community. Increased walking trips means more physical activity outdoors, which contributes to physical and psychological health. Fewer trips to supermarkets outside the community mean less VMT and GHGe, and more dollars spent locally.
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<b>LONGEVITY AND LESSONS LEARNED</b>		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	As an infrastructure project, the SFMTA & Department of Public Works will assume all future maintenance responsibility for this infrastructure following its implementation, as these departments do for all infrastructure they build, install, and operate in the City of San Francisco. The three MTAP positions are currently funded through a Lifeline Transportation Grant, for which they would be eligible for funding in future Lifeline cycles.
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	The Safe Streets Evaluation Program regularly produces fact sheets on the outcomes and project adjustments made following a project evaluation period. These succinct fact sheets could serve as a valuable resource for similar communities looking to implement similar infrastructure improvements. The process behind the Bayview Community Based Transportation Plan is well documented within the plan in a way that should make it replicable for similar communities. The SFMTA is happy to discuss this process and document further with interested parties and has in fact done so with CARB staff around the time this document was finalized in February 2020.

**STEP Implementation  
Grant Proposal Template  
PROJECT #3 THRESHOLDS  
& CRITERIA tab**

INSTRUCTIONS	RESPONSES
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PROJECT SCOPE		
	Project Name	Community Shuttle Workforce Development
<b>1</b>	Lead Implementer	Office of Economic and Workforce Development (OEWD)
<b>2</b>	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	<p>The Workforce Development Program project will recruit and train local residents of Bayview-Hunters Point to be employed as drivers for the Bayview Community Shuttle (Project #1). This project will be an extension of the successful and ongoing CityDrive program, which is jointly run by SFMTA and the Office of Economic &amp; Workforce Development (OEWD). The program anticipates graduating 15 participants through this program each year of the grant term, offering them placement through the CityDrive Class B permit program.</p> <p>The Workforce Development Program will be implemented in partnership with community-based sub-applicants A. Philip Randolph Institute (APRI) and Young Community Developers (YCD). The project will develop a Transportation Career Pathway (TCP) for Bayview-Hunters Point residents; residents trained and hired to operate the Community Shuttle will be enrolled in the CityDrive program, enrolled with Teamsters 665 Local union, and receive a union-equivalent living wage. Community shuttle drivers will also be offered the opportunity to enroll in the CityDrive Class B permit program, which puts them on the path to employment as a Muni bus operator.</p> <p>Young Community Developers will run a parallel workforce development program to train for other outreach &amp; engagement staffing needs for STEP grant implementation.</p>

3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	<i>Not Applicable</i>
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	No CEQA documentation is necessary for this project. The project will engage in contracting in parallel to the grant agreement process, ensuring project kick-off shortly after the execution of the grant agreement. The CityDrive and its local workforce partner organizations have a strong track record of recruiting, training, and securing job placement in transportation for residents of low-income communities in San Francisco. Both APRI and YCD have years of experience successfully administering workforce development programs within the STEP community. OEWD has stated their staffing capacity and readiness to expand the CityDrive program upon receipt of funding through the STEP grant.

<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	Bayview-Hunters Point has an unemployment rate five times that of the City of San Francisco and 41% of households live in poverty (<200% of the federal poverty level), with almost half of Black households in the STEP Community earning less than \$35,000 per year. As the San Francisco community with the largest proportion of youth (24.6%), sustainable career pathways are one of the most effective ways at combating systemic and generational poverty. Pathways to living wage jobs was one of the top priorities of residents identified in the Bayview Community Based Transportation Plan (Bayview CBTP). This project directly supports workforce development and career pathways to high-paying sustainable jobs in transportation. Through the Transportation Career Pathway proposed as part of the CityDrive program, this project will proactively break down the barriers to entry in high-paying sustainable transportation jobs. Having local residents operate the shuttles will improve reliability and comfort in the community, meeting an explicitly stated community priority. By supporting high-paying jobs within this underserved community, this project proposal will help strengthen community resiliency, and help residents avoid

		displacement. Both APRI and YCD have in their past work focused on workforce development among HOPESF housing residents, among youth, and in the larger Black community in the STEP Community.
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	The program anticipates 60 intake participants per year, 20-30 completed driver trainings per year, and 10-15 referrals to the CityDrive Class B license program per year. These positions will be guaranteed equivalent wages and benefits to Teamster 665 Local positions: more than \$25/hour for starting wages, including health & retirement benefits. Sub-applicant A. Philip Randolph Institute is a community organization with deep ties to communities that have historically been underserved in San Francisco. They will conduct deep engagement and promotion specifically to the aforementioned communities to ensure this pathway is available to low-income, youth, and other vulnerable residents.

<b>COMMUNITY INCLUSION</b>		
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	Bayview-Hunters Point residents identified a desire for Muni bus routes in the community to be driven by residents, as they believe resident-drivers to be a community asset and source of community cohesion. This was identified during the Bayview Community Based Transportation Plan. Creating a Transportation Career Pathway program through CityDrive will provide a pipeline for residents to become Muni operators.

8	<p>Describe the community engagement process that was used to identify the community’s transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.</p>	<p>These needs were identified during the Bayview Community Based Transportation Plan, which reached over 4,000 residents during a 12-month outreach period comprised of over 50 community-based events. The engagement activities of the Bayview Community Based Transportation Plan were conducted largely in 2019, within two years of this application. A desire for increased community-based investment, employment opportunities, and for more Muni operators to be Bayview-Hunters Point residents were all identified as high priorities during this process.</p> <p>The proposal to integrate with the CityDrive program for a community shuttle job training program was developed collaboratively with a broad circle of community partner organizations in the spring and summer of 2020. The CityDrive program itself was developed jointly between SFMTA, the Office of Economic &amp; Workforce Development, the City of San Francisco Mayor’s Office, Local 665 Teamsters, and local workforce development CBOs (including sub-applicant APRI located in the STEP Community). This proposal would generate a new pipeline of trained and employed drivers from the STEP community who would meet eligibility requirements to enter into the existing CityDrive Class B license program.</p>
9	<p>Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.</p>	<p>Community residents will have the opportunity to serve (with compensation) on the Project Committee for the Workforce Development Project. Implementation decisions for the Workforce Development Project will be brought to the Community Congress for oversight and approval, the meetings for which will be held in Bayview-Hunters Point and be open to the public. Members of the public will also have the opportunity to serve (with compensation) on the Community Congress.</p> <p>During engagement for the Bayview Community Shuttle service planning, concurrent input will be sought for programmatic detail for the Workforce Development Project, seeking to align offered services with the most common community needs and barriers to transportation. Engagement will be conducted in a COVID-safe manner over the course of the health crisis, including online engagement and communication through sub-applicant networks within the STEP community.</p>

10	Identify any hard-to-reach residents.	Youth, seniors, residents with a disability, residents with limited English proficiency, and residents in affordable housing were identified as hard-to-reach populations in Bayview-Hunters Point by partner CBOs during the Bayview CBTP outreach process.
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Engagement activities, conducted both through the Community Congress and the Bayview Community Shuttle service planning, will focus on centering the voices and needs of hard-to-reach residents. The engagement sub-applicants were chosen for their ability to deeply engage with these residents. All outreach material will be provided in Chinese, English, and Spanish; interpretation will be provided upon requests for all public events. Engagement activities will include compensation or participation where deemed appropriate by community partners, as well as other amenities deemed necessary to secure community participation. Workforce Development sub-applicants A. Philip Randolph Institute and Young Community Developers have deep experience in engaging with, and serving, hard-to-reach populations in Bayview-Hunters Point.
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	During the start-up period for the Workforce Development Program, engagement through the Community Congress and Bayview Community Shuttle service planning events will be evaluated for the demographic characteristics of resident participants such as race/ethnicity, age and zip code. This will determine if the project team is in fact reaching the communities that they intend to reach. Post-engagement surveys will also seek to understand whether residents feel more knowledgeable about the process and whether engagement has increased trust in the SFMTA and the process to deliver services. This will allow for course adjustments in implementation to ensure that participants are benefitting from the program.
13	Identify the expected end users.	Expected end users of the Workforce Development Program are unemployed or underemployed residents of Bayview-Hunters Point. Since March 2020, over 200,000 residents have filed for unemployment in San Francisco due to the current pandemic. Pre-pandemic, unemployment rates in the STEP community were over 10% (five times higher than the rest of the city); COVID has affected the Bayview-Hunters Point community even more. In addition to serving the

		residents of Bayview-Hunters Point, there will be special emphasis on program placement for youth and residents of HOPESF affordable housing sites within the STEP community.
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	Sub-applicant partners A. Philip Randolph Institute and Young Community Developers will utilize their communication networks within Bayview-Hunters Point to publicize the availability of the new Workforce Development program. The networks include, but are not limited to Black led organizations, local newspapers, community leaders, churches, and community stakeholders. The Community Congress will provide direct input to sub-applicants on outreach and education methods that will be most effective in Bayview-Hunters Point. Outreach will be conducted in a COVID-safe manner while necessary, including community-led online engagement through partner OneBayview.
15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	Sub-applicant partners A. Philip Randolph Institute and Young Community Developers have a long history in being able to reach hard-to-reach residents throughout the Bayview-Hunters Point community for the purpose of workforce development enrollment as they will do with this task of bolstering the Workforce Development Program. Special emphasis will be placed on job placement & recruiting with youth and HOPESF affordable housing site residents.
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	Planned outreach and education for the Workforce Development Program will be evaluated based on the number of residents reached and the number of residents enrolled in the program. The program will also track barriers to enrollment among target communities and seek methods to overcome those barriers. Outreach and enrollment will also seek to track demographic information to better evaluate how well hard-to-reach populations are being reached.

17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	The staff from the Transportation Resource Center (project #4) will be responsible for providing education on other applicable CARB funding opportunities. These funding opportunities will also be brought before the Community Congress, to which the Workforce Development Project Committee will report on a regular basis, such as the Clean Vehicle Rebate Program, Clean Vehicle Assistance Program, Clean Cars for All, One-Stop-Shop Pilot, Clean Mobility Options Pilot Project, and California Electric Vehicle Infrastructure Project.
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<b>DATA TRACKING AND REPORTING</b>		
18	Identify the Applicant(s) who will lead data tracking and reporting.	Office of Economic & Workforce Development (OEWD)
19	Describe the plan for tracking and collecting project-related data to report to CARB.	<p>San Francisco’s Office of Economic &amp; Workforce Development (OEWD) will lead data and reporting. They currently specialize in creating and implementing workforce programs in tech, hospitality, healthcare, and construction sectors. Because their department has created many programs and they specialize in workforce programming they have a robust infrastructure to capture data that adequately measures success.</p> <p>OEWD will track a range of Workforce Development program data including but not limited to reach, enrollment, training, and graduation through the CityDrive B Permit program. These reports will be briefed to the Workforce Development Project Committee as well as the Community Congress before being submitted to CARB.</p>
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	<i>Not applicable</i>



<b>CLIMATE ADAPTATION AND RESILIENCY</b>		
<b>21</b>	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Bayview-Hunters Point already experiences compounding impacts from climate change, which are only forecast to worsen. Extreme heat events, fire hazards, and high air pollution exposure present immediate and long term threats to public health, particularly for the elderly. Sea level rise is anticipated to raise the San Francisco Bay shoreline up to 66” – with an additional 42” of tidal and storm surge – by 2100. As outlined in community resilience studies, such flooding threatens transportation infrastructure, emergency services, regional infrastructure, and homes and businesses in a community that disproportionately suffers from environmental injustice. The most impoverished & vulnerable census tracts in the STEP community score in the 90-95 percentile range on CalEnviroScreen.
<b>22</b>	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	This program will produce well-paying green jobs for a neighborhood enduring disproportionate unemployment. Drivers from the community will encourage riders from the community. CityDrive provides a pathway to Muni operator positions, ensuring robust staffing supporting a sustainable transportation mode. More local Muni operators will also mean shorter commutes to the many transit facilities (Muni bus yards) located in the southeast area of San Francisco. These high-quality jobs will inject money into the local economy and provide benefits such as health coverage that will equip resilient households to better withstand future climate disruptions.

<b>LONGEVITY AND LESSONS LEARNED</b>		
<b>23</b>	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of	The City and County of San Francisco currently commits more than \$500,000 per year to the CityDrive program. If the Transportation Career Pathway program addition proposed as part of this grant application can be shown to be successful, there is a high likelihood it will be fully integrated into the budget and structure of the CityDrive program and continued beyond the grant term. This would be mutually beneficial to the SFMTA and its ability to hire and retain its transit operating workforce.

	service is discontinued after STEP funding is spent.	
<b>24</b>	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	The members of the Workforce Development Project Committee will, in the course of their reporting duties, collect and share lessons learned with the Community Congress. These lessons learned will be shared through their networks of fellow community-based workforce development organizations in other cities. The Office of Economic Development will summarize programmatic detail, accomplishments, and lessons learned for sharing with other communities interested in workforce development strategies.

**STEP Implementation  
Grant Proposal Template  
PROJECT #4 THRESHOLDS  
& CRITERIA tab**

INSTRUCTIONS	RESPONSES
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PROJECT SCOPE		
	Project Name	Transportation Resource Center
<b>1</b>	Lead Implementer	Community Youth Center (CYC)

<p style="text-align: center;"><b>2</b></p>	<p>Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.</p>	<p>The Transportation Resource Center will be based off of the successful CHOICE pilot program that provides a Transportation Liaison for enrolled clients at the Southeast Health Center in Bayview-Hunters Point. The project will be a full-service community-based resource to answer transportation-related questions and connect residents with the full range of options and services for which they are eligible. While there are many programs geared specifically to hard-to-reach populations (Paratransit, Lifeline Muni Pass (a 50% discounted monthly Muni transit pass for low-income residents), Youth Muni Pass (a free Muni pass for low and moderate income San Francisco youth age 5 to 18), Bikeshare 4 All memberships, etc.), utilization is comparatively low in the Bayview; this is due, in part, to informational barriers, complexity of enrollment forms, and the requirement to process payment at the SFMTA Customer Service Desk in downtown San Francisco, which presently requires a time consuming transit journey for Bayview residents.</p> <p>Sub-applicant Community Youth Center (CYC) will run the Transportation Resource Center out of their office on 3rd Street in the heart of Bayview-Hunters Point. They will staff a 0.75 FTE Transportation Liaison to enroll residents in transportation services on a walk-in basis. CYC will also promote this service through their ongoing community event schedule. In coordination with CYC, sub-applicant Bay Area Community Resources (BACR) will hire youth ambassadors embedded at HOPESF affordable housing sites to promote the service and direct residents to the Transportation Resource Center offices.</p>
<p style="text-align: center;"><b>3 (attachment)</b></p>	<p>Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.</p>	<p><i>Not Applicable</i></p>

4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	The detailed scope of work for the Transportation Resource Center will be developed and executed following the awarding of the grant funds and prior to grant execution. As a programmatic effort, no CEQA analysis or clearance is required for this project. CYC has an established track record of delivering similar transportation education projects and has the organizational capacity and readiness to execute all agreements and initiate work within six months of grant execution.
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<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	This project is entirely based around furthering transportation equity. The Transportation Resource Center will provide residents with the full range of non-auto trip options available and connect them to programs meant to improve mobility for low-income & other vulnerable residents. By empowering residents to take full advantage of all options, and helping residents find the most cost-effective trip options possible, residents can optimize their trips based on the occasion and time of day. This redundancy can then improve trip time reliability for residents and provide them with options to prioritize their personal safety when traveling. Seniors, youth, and residents with disabilities in particular have greater need of multiple transportation options due to lack of access to automobiles. More than anything else, this range of options provides the type of transportation freedom that low-income residents of Bayview-Hunters Point are so often denied due to the historical impacts of structural racism in San Francisco.
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	The Transportation Resource Center will provide a comprehensive & wrap-around service center for all transportation needs of Bayview-Hunters Point residents. Bayview-Hunters Point residents currently have to travel downtown to the SFMTA customer service counter to enroll for programs like Paratransit or the Lifeline Muni Pass, a trip that currently takes about an hour on public transit (on the T-Train). By this program locating within Bayview-Hunters Point and providing on-site expertise in program enrollment, vulnerable and low-

		income residents will have increased access, via the Transportation Resource Center, to opportunities to save money on their monthly transportation costs.
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<b>COMMUNITY INCLUSION</b>		
<b>7</b>	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	As identified and documented in the Bayview Community Based Transportation Plan, residents have long voiced complaints over the complicated process to enroll in Paratransit or Lifeline Pass programs, as well as the difficulty in reaching the SFMTA customer service counter. Only 58% of eligible low-income and/or disabled Bayview-Hunters Point residents are enrolled in corresponding Muni pass programs. Residents have also expressed displeasure with the limited outreach process around mobility services like bikeshare or scooters, and Bayview-Hunters Point resident familiarity with their use is low. Through the Transportation Resource Center, barriers to education, information, and access will all be lowered for the STEP community's most vulnerable residents – helping to convey that programs are meant for their benefit.
<b>8</b>	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	<p>These needs were identified during the Bayview Community Based Transportation Plan, which reached over 4,000 residents during a 12-month outreach period comprised of over 50 community-based events. The engagement activities of the Bayview Community Based Transportation Plan were conducted largely in 2019, within two years of this application.</p> <p>The Transportation Resource Center was one project identified and championed by residents during a Participatory Budgeting exercise as part of the Bayview Community Based Transportation Plan. This project proposal ultimately did not meet eligibility requirements (largely due to lack of developed scope by deadline), and was therefore not included on the final public ballot.</p> <p>The Transportation Resource Center was again brought up as a potential project</p>

		by community partners during the organizing and planning process in spring of 2020 in the lead-up to the STEP grant Call for Projects.
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	<p>Community residents will have the opportunity to serve (with compensation) on the Project Committee for the Transportation Resource Center. Implementation decisions for the Transportation Resource Center will be brought to the Community Congress for oversight and approval, the meetings for which will be held in Bayview-Hunters Point and be open to the public. Members of the public will also have the opportunity to serve (with compensation) on the Community Congress.</p> <p>During engagement for the Community Shuttle service planning, concurrent input will be sought for programmatic detail for the Transportation Resource Center, seeking to align offered services with the most common community needs and barriers to transportation. Outreach activities will be conducted in a COVID-safe manner while necessary, including online engagement through partner OneBayview and communication through local partner networks and channels.</p>
10	Identify any hard-to-reach residents.	Youth, seniors, residents with a disability, residents with limited English proficiency, and residents in affordable housing were identified as hard-to-reach populations in Bayview-Hunters Point by partner CBOs during the Bayview CBTP outreach process.

11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	Engagement activities, conducted both through the Community Congress and the Bayview Community Shuttle service planning, will focus on centering the voices and needs of hard-to-reach residents. The engagement sub-applicants were chosen for their ability to deeply engage with hard-to-reach residents. All outreach material will be provided in Chinese, English, and Spanish; interpretation will be provided upon request for all public events. Engagement activities will include compensation or participation where deemed appropriate by community partners, as well as other amenities deemed necessary to secure community participation. Engagement will focus on meeting people where they are, especially residents with limited mobility such as seniors and residents of HOPESF affordable housing sites.
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	During the start-up period for the Transportation Resource Center, engagement through the Community Congress and Bayview Community Shuttle service planning events will be evaluated for the demographic characteristics of resident participants. Post-engagement surveys will also seek to understand whether residents feel more knowledgeable about the process and whether engagement has increased trust in the SFMTA and the process to deliver services. This will allow course adjustments in implementation.
13	Identify the expected end users.	Expected end-users are, potentially, any resident of Bayview-Hunters Point. Special programmatic emphasis will be placed on residents with likely eligibility for Muni pass programs or paratransit services, residents living in HOPESF affordable housing sites, and residents highly vulnerable to transportation challenges such as seniors, youth, residents with limited English proficiency, and residents with disabilities.
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	The first year of the Transportation Resource Center will focus on outreach and education efforts to ensure residents are aware of the new service and the range of options and opportunities it provides. Additionally, the Transportation Resource Center will be cross-promoted through outreach and education efforts for the Bayview Community Shuttle. The Community Congress, convened by partner Bayview Advocates, will provide direct input on outreach and education methods that will be effective and reach hard-to-reach populations. Through partnership with BACR Youth Champions, on-site youth ambassadors will help disseminate information about the Transportation Resource Center at HOPESF affordable housing sites. Outreach and education

		will be conducted in a COVID-safe manner while the pandemic persists, including online engagement through partner OneBayview and communication through local partner networks and channels.
15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	The planned partnership with BACR youth ambassadors with focus on outreach and education activities to reach residents in HOPESF affordable housing sites. Cross-promotion of Transportation Resource Center services alongside outreach for the Bayview Community Shuttle will provide high visibility for the program among residents at-large in Bayview-Hunters Point. CYC has decades of experience in providing information and services for native Chinese speaking and Spanish speaking residents with limited English proficiency.
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	The Transportation Resource Center will involve a comprehensive and standardized intake form, which not only captures all the travel information needed to connect residents with transportation service, but also captures detailed demographic data on residents utilizing the Transportation Resource Center's services. This will allow for evaluation of who is being reached by the Transportation Resource Center and allow for corrections to better reach those most vulnerable to transportation challenges. Additionally, the BACR youth ambassadors will track whom they have reached during their engagement activities at HOPESF affordable housing sites. Surveys and intake forms will be made available online as well to allow accessibility during, and following, COVID-related restrictions.



17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	Transportation Resource Staff, as part of their scope of work, will provide information to the Bayview-Hunters Point community on other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities. Education on these opportunities will also be brought to the Community Council to ensure information is spread to all community partners, such as the Clean Vehicle Rebate Program, Clean Vehicle Assistance Program, Clean Cars for All, One-Stop-Shop Pilot, Clean Mobility Options Pilot Project, and California Electric Vehicle Infrastructure Project.
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<b>DATA TRACKING AND REPORTING</b>		
18	Identify the Applicant(s) who will lead data tracking and reporting.	SFMTA
19	Describe the plan for tracking and collecting project-related data to report to CARB.	SFMTA will partner with Community Youth Center to collect, process, and report data relating to Transportation Resource Center utilization and enrollment. The program will use a standardized intake form which will capture all transportation needs and challenges, as well as demographic information of clients. The project will also track outcomes for all clients. For those who enroll in given programs, the project will also explore the possibility of tracking trip patterns and utilization of Muni passes paired with Clipper Cards to understand the increased mobility impacts of Muni pass enrollment. This tracking of utilization and trip patterns can also help SFMTA further adjust transit service to better meet the needs of vulnerable populations.
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	<i>Not applicable</i>

<b>CLIMATE ADAPTATION AND RESILIENCY</b>
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21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Bayview-Hunters Point already experiences compounding impacts from climate change, which are only forecast to worsen. Extreme heat events, fire hazards, and high air pollution exposure present immediate and long term threats to public health, particularly for the elderly. Sea level rise is anticipated to raise the San Francisco Bay shoreline up to 66" – with an additional 42" of tidal and storm surge – by 2100. As outlined in community resilience studies, such flooding threatens transportation infrastructure, emergency services, regional infrastructure, and homes and businesses in a community that disproportionately suffers from environmental injustice. The most impoverished & vulnerable census tracts in the STEP community score in the 90-95 percentile range on CalEnviroScreen.
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	The Transportation Resource Center, by connecting residents with more transportation options and improving transit affordability for low-income & vulnerable residents, will increase community resilience. By improving transportation literacy and lowering the barriers to participation in multiple forms of travel, residents will have more options available to them in the face of any transportation system disruptions due to climate change. Resiliency requires social cohesion and community engagement, which this center will directly promote through resource exchange and effective communication.

<b>LONGEVITY AND LESSONS LEARNED</b>		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	This project is being conducted in parallel with another transportation education pilot program (CHOICE) run jointly between SFMTA and the Department of Public Health, limited only to residents enrolled at the Southeast Health Center. The CHOICE pilot is currently funded through Lifeline Transportation Program funding. A fiscally sustainable model would be to combine the two projects at a later date, utilizing lessons learned from both, and continue to fund them through a combination of Lifeline Transportation Program and SFCTA Proposition K sales tax funding. The Lifeline Transportation Program, run by the Metropolitan Transportation Commission (MTC), is a funding program meant to increase mobility for low-income residents. The SFCTA has in the past funded efforts towards increasing access & affordability

		for low-income residents. A demonstrable success through the STEP grant would have a high likelihood of attracting future funding.
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	The members of the Transportation Resource Center Project Committee will, in the course of their reporting duties, collect and share lessons learned. The SFMTA will collect and share the successes and lessons learned from this program with their City partners as well as regional partners like MTC, BAAQMD, and CARB. If successful, this program could provide a replicable model for many communities.

**STEP Implementation  
Grant Proposal Template**  
*PROJECT #5 THRESHOLDS  
& CRITERIA tab*

INSTRUCTIONS	RESPONSES
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PROJECT SCOPE		
	Project Name	Community Congress
1	Lead Implementer	Bayview Advocates

<p style="text-align: center;"><b>2</b></p>	<p>Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.</p>	<p>The Community Congress will act as an oversight and decision-making body for grant implementation, putting direct project control in the hands of members of the STEP community. Community trust is a critical hurdle in Bayview-Hunters Point; fostering greater community control not only assures better outcomes, but also builds the bridges of trust necessary to successfully implement the projects in the STEP grant proposal. Membership on the Community Congress will be allocated to community partners on the grant application as well as to-be-specified residents of the Bayview-Hunters Point community. Sub-applicant Bayview Advocates will act as the convener and facilitator for the Community Congress. All members of the Community Congress will be offered compensation for their participation. Meetings will be open to the public and held in the community in locations accessible by public transit. Interpretation will be offered upon request.</p> <p>The Community Congress will act as an oversight and decision-making body, with all Project Committees identified in the Partnership Structure reporting to the Community Congress to seek direction on implementation detail. The Community Congress will meet monthly during Year One of the grant implementation period and every two months in Year Two through Year Four of the grant. The Community Congress will inform and direct the outreach and engagement for Bayview Community Shuttle service planning. The Draft STEP Grant Partnership Structure outlining the Project Committees in the Community Congress can be found in this document in the application: <a href="#">[STEP_Grant_Partnership_Structure.pdf]</a>.</p>
<p style="text-align: center;"><b>3 (attachment)</b></p>	<p>Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.</p>	<p><i>Not Applicable</i></p>

4	<p>If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.</p>	<p>The Community Congress does not require CEQA clearance. Congress convener Bayview Advocates has years of experience in facilitating community-based councils and deliberations in the environmental justice model. Sub-applicant Bayview Advocates will initiate a solicitation and selection process to fill all open seats for residents &amp; stakeholders upon the execution of the grant agreement, ensuring that the Community Congress will be actively meeting within six months of grant execution. SFMTA’s successful work with the Bayview CBTP Community Steering Committee is a recent example of the SFMTA and the project team's ability to successfully participate in a community-based deliberative body for transportation projects.</p>
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TRANSPORTATION EQUITY		
5	<p>Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.</p>	<p>The Community Congress is meant to place direct oversight and decision-making powers in the hands of the community for the implementation of the STEP grant. This deliberative body will ensure community-defined Transportation Equity is suffused into all project elements and that all outreach and engagement efforts are community-directed to center the voices of the most vulnerable. The Community Congress will have seats available for residents and stakeholders, including compensation for service; Bayview Advocates and SFMTA will design a solicitation process that prioritizes inclusion of hard-to-reach groups and those most vulnerable to transportation challenges.</p> <p>The Community Congress, by offering compensation to all voting members, seeks to bring down the barriers to participation, ensuring a broad representation of Bayview-Hunters Point’s hardest to reach populations. The Community Congress will also act as a vehicle for education and capacity building within Bayview-Hunters Point, fostering leadership and literacy in transportation advocacy. Meetings will always be held within the STEP Community and easily accessible by public transit in order to lower barriers to participation.</p>

6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	Voting members of the Community Congress will be compensated for their participation. The Community Congress, and its facilitator Bayview Advocates, will act as an educational and leadership-training vehicle to increase the effectiveness of community-based advocacy. By holding the meetings of the Community Congress in transit-accessible locations in Bayview-Hunters Point, their deliberations will be highly accessible to residents in the STEP community. Engagement activities will include compensation or participation where deemed appropriate by community partners, as well as other amenities deemed necessary to secure community participation.
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COMMUNITY INCLUSION		
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	As identified in the Bayview Community Based Transportation Plan, residents of Bayview-Hunters Point desire both to have greater control of transportation decisions in their community as well as greater transparency from SFMTA around decision-making. Through the convening of the Community Congress, greater power is placed in the hands of the Bayview-Hunters Point community and the body acts as an accountability mechanism for SFMTA to the community. Rather than a consultative body, the Community Congress will be vested with real decision-making power.
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	<p>These needs were identified during the Bayview Community Based Transportation Plan, which reached over 4,000 residents during a 12-month outreach period comprised of over 50 community-based events. The engagement activities of the Bayview Community Based Transportation Plan were conducted largely in 2019, within two years of this application.</p> <p>The Community Congress concept builds on requests and desires long-held within Bayview-Hunters Point for a local body with the ability to directly address transportation issues. The current concept was co-developed with CBO sub-applicants and community partners in the spring and summer of 2020 in the lead-up to the STEP Call for Projects. The concept builds off of a Transportation Subcommittee being formed by Bayview Advocates as part of their District 10 Council. This council was developed through an environmental justice lens and enjoys wide community support.</p>

<p>9</p>	<p>Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.</p>	<p>The Community Congress will act as the primary engagement vehicle for residents to have opportunities and resources to actively participate in the decision-making process during grant implementation. This will not simply be an advisory body, but one given true decision-making power to approve actions proposed by each Project Committee, as detailed in the Partnership Structure section. Providing this high level of community control is essential not only to project success, but also to building trust between the STEP community and a local government that has in the past been a malign influence. Engagement events led through the Community Congress will be publicized through the sub-applicants for the Community Shuttle, as well as through Bayview Advocates &amp; SFMTA communication channels &amp; networks. Emphasis for noticing will be on hard-to-reach and vulnerable residents.</p> <p>In addition to the regular meetings of the Community Congress, the Community Congress will be the focal point of the engagement process for the Bayview Community Shuttle service plan details. By combining both, this will reduce obligation on residents and “outreach burnout” (residents being oversubscribed with public workshops and meetings) while ensuring residents are given a critical role in the decision-making process for how the community shuttle is run.</p>
<p>10</p>	<p>Identify any hard-to-reach residents.</p>	<p>Youth, seniors, residents with a disability, residents with limited English proficiency, and residents in affordable housing were identified as hard-to-reach populations in Bayview-Hunters Point by partner CBOs during the Bayview CBTP outreach process.</p>

<p>11</p>	<p>Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.</p>	<p>Our sub-applicant community partners have a long history in successfully reaching and engaging with hard-to-reach populations in Bayview-Hunters Point. The structure and process for the Community Congress will be co-developed with sub-applicant Bayview Advocates to ensure all barriers to participation are lowered. This includes interpretation offered on request, compensations for voting members of the Congress, holding meetings at locations within Bayview-Hunters Point that are easily accessible by transit, and any other amenities deemed necessary by community partners to secure community participation.</p> <p>The bylaw documents for the Community Congress will enshrine the importance of centering the voices of hard-to-reach and vulnerable residents of Bayview-Hunters Point. Engagement activities for grant implementation across all projects will be asked to first subject proposed actions to the Community Congress to review their ability to reach hard-to-reach populations.</p>
<p>12</p>	<p>Describe how the planned community engagement activities will be evaluated for success and updated accordingly.</p>	<p>Project Committees will be asked to present regular reports on engagement activities to the Community Congress, to be evaluated against goals established at the launch of the project. As an oversight and decision-making body, the Community Congress will provide corrective direction to Project Committees and implementing partners on future engagement activities to ensure full participation and representation of the Bayview-Hunters Point community. Feedback will be gathered from both seated members of the Community Congress, as well as all members of the public in attendance, regarding the effectiveness of engagement activities in order to update methods accordingly.</p>
<p>13</p>	<p>Identify the expected end users.</p>	<p>The Community Congress will be comprised of representatives of all community partners that participated in the development of the STEP application, as well as a to-be-determined number of resident &amp; stakeholder applicants. Sub-applicant Bayview Advocates will work with sitting community partners, the SFMTA, and the Supervisor’s Office to initiate a solicitation and selection process for resident &amp; stakeholder seats on the Community Congress. Public noticing of Community Congress meetings will be distributed throughout the community by community partners, with special emphasis on reaching hard-to-reach populations.</p>



<p>14</p>	<p>Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.</p>	<p>Outreach and education about the Community Congress and noticing for its meetings will be co-developed with facilitator and sub-applicant Bayview Advocates. Outreach will utilize City-based communication channels, the communication networks of community partners, and targeted advertising with community-based outlets like the SF Bay View National Black Newspaper - a free newspaper reporting on issues of concern to the Black community of San Francisco.</p> <p>In addition to acting as an oversight and decision-making body, the Community Congress will also act as an educational resource within the community to foster greater leadership in transportation advocacy. This will foster a new generation of advocates in Bayview-Hunters Point, a community with a long and proud history of community-based advocacy.</p>
<p>15</p>	<p>Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.</p>	<p>As a voice for community decision-making, it is critical that those hardest-to-reach, and most vulnerable to transportation challenges, are educated on the purpose and opportunities provided by the Community Congress.</p> <p>Partnerships with sub-applicants Bayview El Centro and CYC will ensure deep contact with the Spanish-speaking and Chinese-speaking populations in the Bayview. Other sub-applicant partnerships will ensure reach within HOPESF affordable housing sites, as well as with youth and seniors.</p>
<p>16</p>	<p>Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.</p>	<p>Outreach and education activities will be evaluated for the number of people attending Community Congress meetings, the number of people reached in promoting the meetings, and the proportion of people reached coming from hard-to-reach groups. Surveys issued following Community Congress meetings will determine the accessibility of the meetings, whether meeting details were easy to understand, and whether meetings have increased community trust. Comparing results against community demographics, especially for hard-to-reach groups, will allow for public outreach corrections to better reach the target audiences in the community.</p>

<b>17</b>	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	The staff from the Transportation Resource Center (Project #4) will be responsible for providing education on other applicable CARB funding opportunities. These funding opportunities will also be brought before the Community Congress, to which the Project Committee for these infrastructure projects will report on a regular basis, such as the Clean Vehicle Rebate Program, Clean Vehicle Assistance Program, Clean Cars for All, One-Stop-Shop Pilot, Clean Mobility Options Pilot Project, and California Electric Vehicle Infrastructure Project.
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<b>DATA TRACKING AND REPORTING</b>		
<b>18</b>	Identify the Applicant(s) who will lead data tracking and reporting.	SFMTA and Bayview Advocates
<b>19</b>	Describe the plan for tracking and collecting project-related data to report to CARB.	SFMTA and Bayview Advocates will track and report data related to the recruitment process for additional Congress membership from residents. Information will be collected during each meeting, and members of the public attending will be asked to provide survey feedback following Congress meetings. This survey data will attempt to capture not only demographic information, but attitudes towards the Congress and its success in foster education and trust.
<b>20 (attachment)</b>	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right.	<i>Not applicable</i>

<b>CLIMATE ADAPTATION AND RESILIENCY</b>
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21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	Bayview-Hunters Point already experiences compounding impacts from climate change, which are only forecast to worsen. Extreme heat events, fire hazards, and high air pollution exposure present immediate and long term threats to public health, particularly for the elderly. Sea level rise is anticipated to raise the San Francisco Bay shoreline up to 66" – with an additional 42" of tidal and storm surge – by 2100. As outlined in community resilience studies, such flooding threatens transportation infrastructure, emergency services, regional infrastructure, and homes and businesses in a community that disproportionately suffers from environmental injustice. The most impoverished & vulnerable census tracts in the STEP community score in the 90-95 percentile range on CalEnviroScreen.
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	The Community Congress will assemble many local organizations for important decision-making that will need to be responsive to a changing climate and conditions in the community, a hallmark of resiliency. This integrated collective of organizations improves social cohesion and facilitates planning and recovery. Information shared through the Community Congress will also increase community-based knowledge on the linkages between transportation and climate risks. As a public oversight body, it can demand climate change consideration and resiliency measures be included in grant implementation.

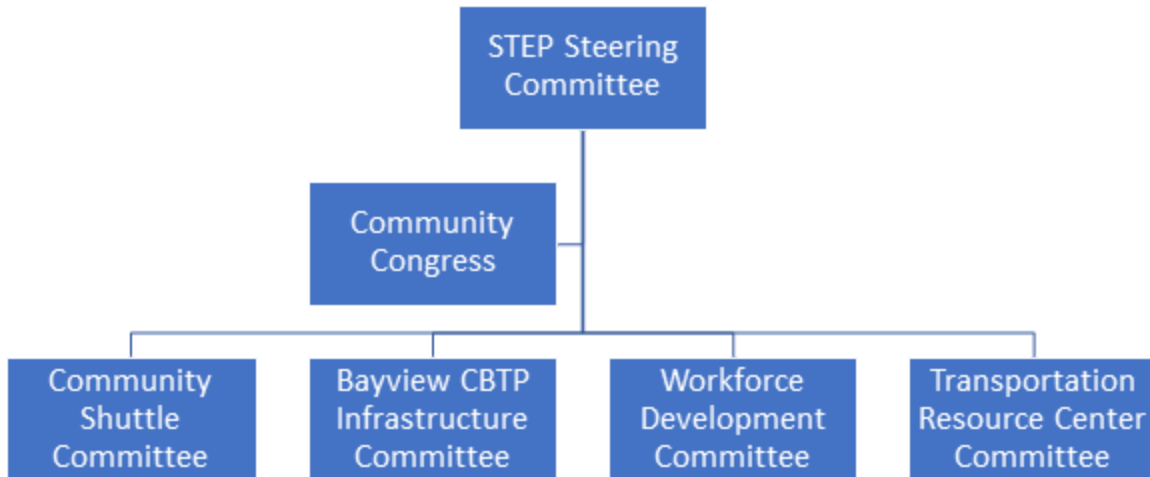
<b>LONGEVITY AND LESSONS LEARNED</b>		
23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	Bayview Advocates has recently established a District 10 council, a subcommittee of which will focus on transportation issues. Following the grant period, the Community Congress could either take the place of the District 10 transportation subcommittee or integrate with the committee. Partnerships and funding streams established by Bayview Advocates will allow for the continuation of the Community Congress past the term of the grant.

<b>24</b>	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	The sub-applicant Bayview Advocates has a long record of experience convening similar bodies rooted in an environmental justice framework, including the District 10 Council and the Bayview Hunters Point Environmental Justice Task Force. Bayview Advocates will evaluate the decisions and outcomes of the Community Congress against best practices to understand what did, and didn't, work for the Community Congress and potential lessons learned that could modify best practices. SFMTA will work with Bayview Advocates to share the lessons learned from this experiment in community co-power with interested communities. SFMTA's established relationships through its work on the Bayview Community Based Transportation Plan with organizations like the Participatory Budgeting Projects and the Greenlining Institute will also help bring a high profile to this aspect of the STEP grant.
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## STEP Grant Partnership Structure

The STEP Grant Partnership Structure for the SFMTA Bayview-Hunters Point application is comprised of local government, community-based organizations, a private transportation service operator (RFP forthcoming), and other local stakeholders and residents. The goal of the partnership structure is to equitably address the most pressing transportation-related needs and issues in the Bayview-Hunters Point community. All partners involved are committed to:

1. Centering the voice & needs of the community
2. Strengthening the Bayview-Hunters Point community & the organizations within it
3. Building capacity for community leadership and ownership of transportation outcomes
4. Co-creating all necessary materials, proposals, and decisions relating to the project



<b>STEP Steering Committee (7)</b>	
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>● STEP Program Manager (SFMTA)</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>● Community Shuttle Project Lead (3rd Party Operator)</li> <li>● Workforce Project Lead (A Philip Randolph Institute)</li> <li>● Transportation Resource Center Lead (Community Youth Center)</li> <li>● Community Congress Lead (Bayview Advocates)</li> <li>● 2 Resident Representatives</li> <li>● Communications</li> </ul>
<b>Scope</b>	<ol style="list-style-type: none"> <li>1. Coordination &amp; alignment</li> <li>2. Bi-annual planning meetings (mid- and end-of year) to evaluate impact and coordinate upcoming activities, participants include all members of the CSS</li> <li>3. Reporting to CARB on STEP grant status</li> <li>4. Adaptive management &amp; conflict resolution</li> </ol>

<b>Governance</b>	<ul style="list-style-type: none"> <li>Decision-making body: City STEP Program Manager is the final decision maker. See additional details on the Mandatory Consultation Process on p. 4</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Quarterly at location in Bayview-Hunters Point, open to the public pursuant to the Brown Act</li> </ul>

<b>Community Congress</b>	
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>Bayview Advocates</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>All listed Community Partners in STEP grant agreement</li> <li>Other interested residents &amp; stakeholders</li> <li>City agency &amp; other technical representatives (as needed)</li> </ul>
<b>Scope</b>	<ol style="list-style-type: none"> <li>Share information, education and updates regarding STEP implementation for residents</li> <li>Engage residents and stakeholders in community engagement implementation</li> <li>Receive community feedback</li> <li>Participate in the Mandatory Consultation Process, see p. 4.</li> <li>Address transportation issues specific to the shuttle and apply restorative measures to transportation issues not caused by this project but affecting residents</li> </ol>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Decision-making body: Implementation decisions from STEP Project Committees (where specified) must receive majority vote from Community Congress</li> <li>Advisory body: Community Congress may make recommendations to Project Steering Committee regarding changes to scope, budget, and roles for STEP Project Committees, with ultimate decision-making power lying with the Project Steering Committee</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Every 2 months at a location easily accessible by public transit, at a time convenient for community participation</li> </ul>

<b>Community Shuttle Committee</b>	
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>SFMTA Innovation</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>Contracted third-party operator</li> <li>Subcontracted CBO Community Partners, including: <ul style="list-style-type: none"> <li>3<sup>rd</sup> St Youth Center &amp; Clinic</li> <li>Bayview El Centro</li> <li>Bayview Senior Services</li> <li>Community Youth Center</li> <li>OneBayview</li> </ul> </li> <li>2 nominated community representatives</li> </ul>
<b>Scope</b>	<ol style="list-style-type: none"> <li>Outreach &amp; Engagement for Community Shuttle service planning</li> <li>Implementation of Community Shuttle service</li> <li>Education &amp; Marketing of Community Shuttle service</li> <li>Feedback &amp; data tracking of Community Shuttle ridership</li> <li>Report outs of Community Shuttle progress</li> </ol>

<b>Governance</b>	<ul style="list-style-type: none"> <li>Decision-making body: simple majority vote for decisions within the scope for Items 1 &amp; 3; votes must be validated by Community Congress majority vote. Changes to the scope must be brought to the Project Steering Committee.</li> <li>Advisory body: SFMTA Innovation final decision maker for Item 2.</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Every month at rotating location within Bayview-Hunters Point accessible by public transit.</li> </ul>

<b>Bayview CBTP Infrastructure Committee</b>	
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>SFMTA Livable Streets</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>SFMTA Finance &amp; Information Technology</li> <li>SFMTA STEP Project Manager</li> <li>2 nominated community representatives</li> </ul>
<b>Scope</b>	<ol style="list-style-type: none"> <li>Implementation of Capital Projects</li> <li>Additional public outreach &amp; engagement, as needed</li> <li>Report outs of implementation progress</li> </ol>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Decision-making body: SFMTA Livable Streets is final decision maker</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Every 2 months at rotating location within Bayview-Hunters Point accessible by public transit.</li> </ul>

<b>Workforce Development Committee</b>	
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>A Philip Randolph Institute</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>STEP Project Manager (SFMTA)</li> <li>SFMTA Transit</li> <li>Office of Economic &amp; Workforce Development</li> <li>Young Community Developers</li> <li>2 nominated community representatives</li> </ul>
<b>Scope</b>	<ol style="list-style-type: none"> <li>Coordination of Workforce activities</li> <li>Report outs of implementation progress</li> </ol>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Decision-making body: majority vote by committee for decisions within scope, validated by Community Congress; Changes to the scope must be approved by Project Steering Committee</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Every month at rotating location within Bayview-Hunters Point accessible by public transit.</li> </ul>

<b>Transportation Resource Center Committee</b>	
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>Community Youth Center</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>STEP Project Manager (SFMTA)</li> <li>Subcontracted CBOs</li> <li>2 nominated community representatives</li> </ul>
<b>Scope</b>	<ol style="list-style-type: none"> <li>Staff training &amp; deployment</li> <li>Tracking data for staff utilization &amp; services utilized</li> <li>Report outs of implementation progress</li> </ol>

<b>Governance</b>	<ul style="list-style-type: none"> <li>Decision-making body: majority vote by committee for decisions within scope, validated by Community Congress; Changes to the scope must be approved by Project Steering Committee</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Every 2 months at rotating location within Bayview-Hunters Point accessible by public transit.</li> </ul>

<b>Communications/Outreach Committee</b>	
<b>Facilitator</b>	<ul style="list-style-type: none"> <li>OneBayview</li> </ul>
<b>Members</b>	<ul style="list-style-type: none"> <li>All sub-applicants and SFMTA staff</li> </ul>
<b>Scope</b>	<ol style="list-style-type: none"> <li>Help set benchmarks and goals associated with our work in the community</li> <li>Help define online app scope and ownership of data</li> <li>User-centered/Community Centered design work</li> <li>Develop Agile community-focused communication strategies and implementation plans</li> <li>Create a scorecard for community impact throughout the process</li> </ol>
<b>Governance</b>	<ul style="list-style-type: none"> <li>Decision-making body: majority vote by committee for decisions within scope, validated by Community Congress; Changes to the scope must be approved by Project Steering Committee</li> </ul>
<b>Meetings</b>	<ul style="list-style-type: none"> <li>Combination of online and in-person</li> </ul>

**GOVERNANCE CONSIDERATIONS**

**Meeting Procedures**

- Project meetings require 72 hour notice, and meeting agendas and notes for public access will be published on the SFMTA website. Project meetings will be held at times that are accessible to community members. Projects meetings will be held at locations that are accessible to community members via public transit, such as:
  - Alex Pritcher Room, Southeast Community Facility
  - Bayview-Hunters Point Library
  - Bayview YMCA
  - BMAGIC offices
  - Dr George W Davis Senior Center
  - We need to add an online option. The city and county of San Francisco has been directed to work from home for the next year. I think we should follow suite and use online as our primary means of meeting.
- While shelter-in-place orders are in effect, all meetings will be held online.
- Interpretation services will be provided at any meeting, pending a request is placed at least 48 hours before the meeting.
- Steering Committee meetings are considered public, pursuant to the Brown Act.
- Partners may send multiple representatives to meetings, but in the case of a vote, each Partner entity will only count for 1 vote.
- Quorum is established when there is a majority of authorized members present.



- Special or additional meetings may be called at the request of the City, Steering Committee, Working Groups or Community Congress (by a majority vote), provided that there is a minimum of 72 hours notice.

### **Administrative Support**

- FTE administrative support (staffed through the City) will support the Working Group leads.
- The STEP Program Manager will book meeting space in City facilities, pending room availability.

### **Resident Representatives**

- Upon execution of the Grant Agreement, the Community Congress will develop a selection process for the Resident Representatives. This process must enshrine the collaborative and inclusive Principles of this document.
- Resident Representatives are highly encouraged to regularly attend the Community Congress meetings to provide regular updates and opportunities for feedback.

### **Mandatory Consultation Process**

- This cross-collaborative work between local government, community-based organizations, stakeholders and residents will involve reflection and course correction as needed.
- The Mandatory Consultation Process must be followed by the Steering Committee and Project Committees when considering changes to project scopes, or as denoted in this document, after the execution of a Grant Agreement between the California Air Resource Board and the City of San Francisco:
  - Proposed changes will be referred to the Community Congress by the appropriate body (Steering Committee or Project Committee). The Community Congress may then call a special meeting within 2 weeks of the proposed change, and may take an advisory vote on the course of action. This advisory recommendation will be posted and made public via the SFMTA website.
  - Relevant Project Committees may also convene to offer an advisory vote within 2 weeks of the proposed change, and any advisory recommendation will be posted and made public via the SFMTA website.
  - The Steering Committee will then convene to discuss the issue, considering the advisory recommendations of the Community Congress and/or relevant Project Committees. The final decision will be made by the STEP Program Manager, see p. 1.
  - The Mandatory Consultation Process may be suspended for the first six (6) months after the execution of the Grant Agreement at the discretion of the Facilitators.

### **Conflict Management**

- If a conflict or dispute arises, the STEP Program Manager and Community Congress Facilitator will convene the conflicted parties. Meetings in person (versus by phone) are highly recommended to promote trust-building and transparency among all stakeholders.
- Third-party entities may be brought in to help mediate conflict that requires particularly nuanced or complex dynamics.
- Third-party mediators are mandatory for disputes over conflict of interest.

### **Procedures to Change, Add or Remove Partners**

- Any changes to the Collaborative Stakeholder Structure, such as changing or adding Partners, must follow the Mandatory Consultation Process.
- If a Partner is no longer able to participate in the Collaborative Stakeholder Structure or fulfill the terms of their Professional Service Agreement with the City of Stockton, they must provide a minimum of 60 days notice and will actively participate in identifying a replacement organization and planning for their departure, if requested.

#### **Amendments to the Collaborative Stakeholder Structure**

- This Collaborative Stakeholder Structure may be amended following the Mandatory Consultation Process.
- Understanding that this collaborative work will require flexibility, we recommend that the Collaborative Stakeholder Structure be revisited within 1 - 2 years following the execution of the Grant Agreement.

#### **Legal and Financial Relationships**

- Legal and financial relationships between the City and Co-Applicants will be further defined within individual Professional Service Agreements that will define the project scope, insurance requirements, general terms and conditions, special terms and conditions, compensation schedule, and project timeline if the City is awarded a STEP Implementation Grant.

#### **Setting community based metrics**

I would like us to explicitly state a number of people who we want to serve.

I am providing this just as a draft baseline:

\$14M assuming a length of disbursement of 5 years would yield \$2,800,000/year

So if we were using Clipper cards as a baseline we could serve between 2333 people on the low end and 5833 people on the high end per month.

Regular clipper - \$100/month/clipper approximately 28,000 clipper cards per year. If each person gets 12 per year we would serve approximately 2333 people/year each year for 5 years.

Discount clipper - \$40/month Clipper card is approximately 70,000 clipper cards. If a person rides it every day for 12 months that serves 5,833 people.

Again this is just for a possible baseline.

**GRANT SOLICITATION PACKAGE**

CARB will include the grant solicitation package in this section.

# Sustainable Transportation Equity Project

## Implementation Grant Solicitation

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



June 4, 2020

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

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# OVERVIEW

## I. SUMMARY

### A. Background

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

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

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

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

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

### B. Implementation Grant Solicitation

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

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

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

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

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

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

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

## II. AVAILABLE FUNDING

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

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

<sup>2</sup> <https://ww3.arb.ca.gov/msprog/step/feb28-2020-step-requirements-and-criteria.pdf>

<sup>3</sup>

[https://ww3.arb.ca.gov/msprog/step/step\\_public\\_comment\\_summary.pdf?\\_ga=2.108291522.1982260741.1587662624-1405068476.1585775700](https://ww3.arb.ca.gov/msprog/step/step_public_comment_summary.pdf?_ga=2.108291522.1982260741.1587662624-1405068476.1585775700)



## A. Option for Future Grant Agreements

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

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

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

## III. TIMELINE

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

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

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

**Table 1: Solicitation Timeline**

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

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

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

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

#### IV. PROPOSAL INSTRUCTIONS

The **proposal**<sup>1</sup> includes the projects and supporting activities that make up the full STEP investment in a single community.

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

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

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

<sup>5</sup> Includes governing board resolution

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

**Table 2: Proposal Components**

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

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

Some proposal components will be used to screen all proposals to ensure they meet all **eligibility thresholds**,<sup>1</sup> including general completeness. These components are identified in Instructions boxes throughout this document with *(Eligibility Threshold)*. If a proposal does not meet all eligibility thresholds, the Lead Applicant will be notified by CARB within four business days after the solicitation deadline and will have two business days to submit proof that missing eligibility thresholds have been met. Updates to eligibility thresholds during this time should not result in substantial changes to proposals. Eligibility thresholds will be evaluated at CARB’s sole discretion. After that deadline, proposals that do not meet all eligibility thresholds will not be scored. See Appendix C, Section III for a full list of eligibility thresholds organized by proposal component.

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

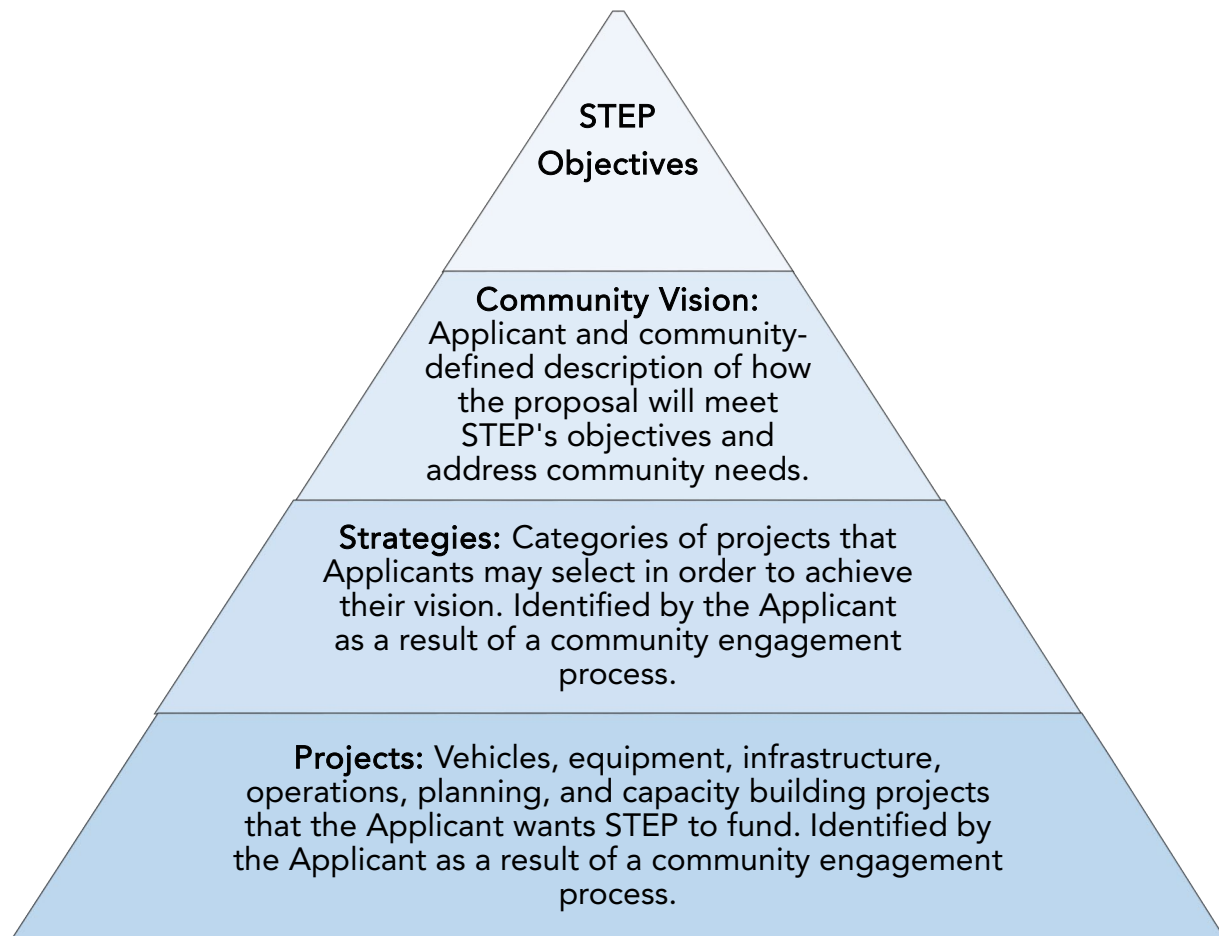
Some proposal components will be scored during the proposal review process. These components are identified in Instructions boxes throughout this document with *(Scoring Criterion)*. CARB will select funding recipients based upon the **scoring criteria**<sup>1</sup> identified in Appendix D.

# GRANT FRAMEWORK

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

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

Figure 1: Grant Framework



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

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

## I. STEP OBJECTIVES

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

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

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

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

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

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

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

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

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

## II. COMMUNITY VISION

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

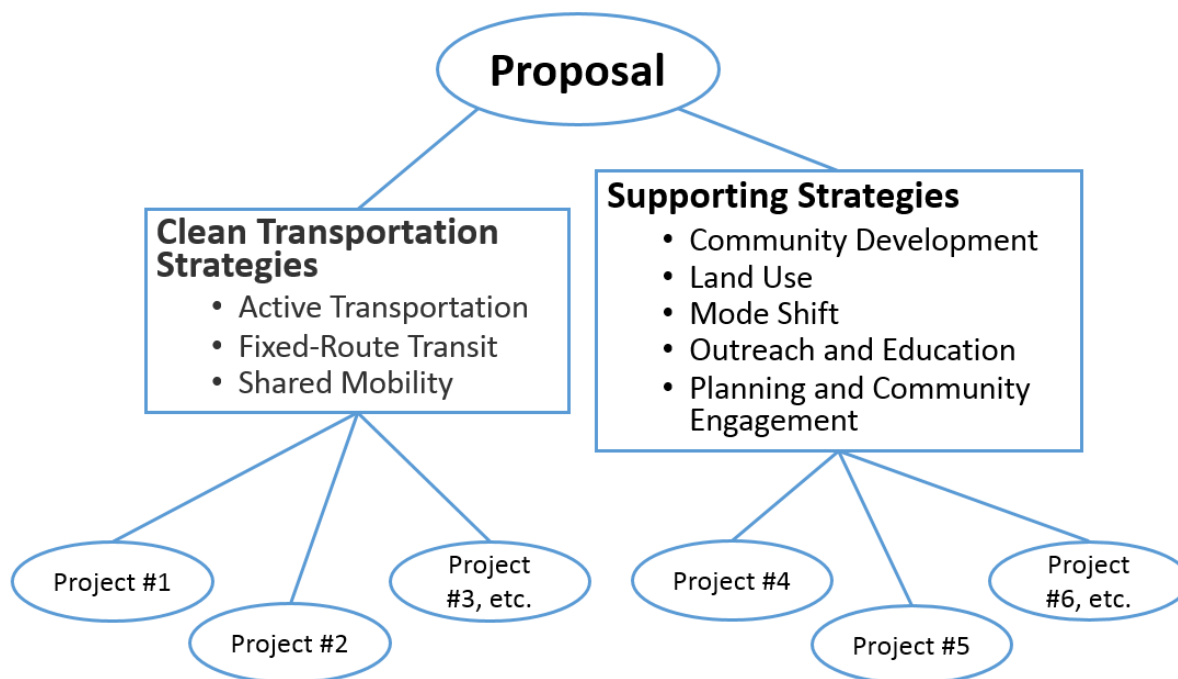
INSTRUCTIONS <i>(Proposal Template GRANT FRAMEWORK tab)</i>	
1	Describe the vision for the STEP Community. <i>(Scoring Criterion)</i>
2	Describe how residents and other key stakeholders were involved in the development of the vision statement identified above. <i>(Scoring Criterion)</i>

## III. ELIGIBLE STRATEGIES

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

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

Figure 2: Implementation Grant Strategies



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

### A. Clean Transportation Strategies

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

- **Active Transportation**<sup>1</sup>
- **Fixed-route Transit**<sup>1</sup>
- **Shared Mobility**<sup>1</sup> (e.g., carshare, bikeshare, microtransit, shuttles, pooling)

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

<sup>6</sup> The first and last portion of a trip, typically between the starting point or destination and a transit service that makes up the core of the trip



## B. Supporting Strategies

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

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

## IV. ELIGIBLE PROJECTS

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

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

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

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

grant agreement is executed.

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

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

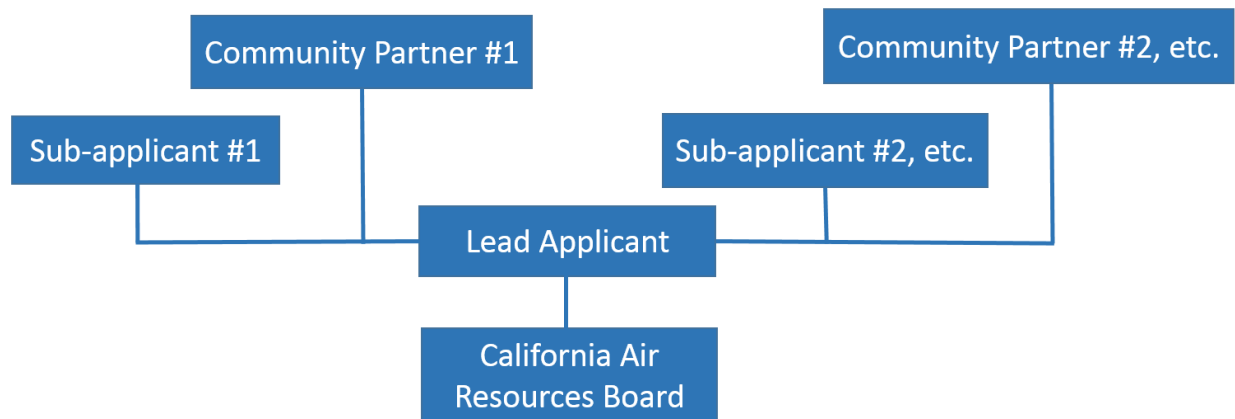
	<b>INSTRUCTIONS</b> <i>(Proposal Template GRANT FRAMEWORK tab)</i>
3	In order of priority for funding, identify each project that Applicants plan to implement within the overall proposal. <i>(Eligibility Threshold and Scoring Criterion)</i>
4	Identify the associated strategy that each project will count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

# APPLICANTS AND PARTNERSHIP STRUCTURE

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

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

Figure 3: Partnership Structure



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

- Truck and Bus regulation<sup>9</sup>

<sup>7</sup> <https://ww3.arb.ca.gov/regact/2009/aqip09/aqip09.htm>

<sup>8</sup> <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1>

<sup>9</sup> <https://ww2.arb.ca.gov/our-work/programs/truck-and-bus-regulation>

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

## I. ELIGIBLE APPLICANTS

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

### A. Lead Applicants

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

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

Types of entities that may be Lead Applicants:

- **Community-based organizations**<sup>1</sup>
- **Federally recognized tribes**<sup>1</sup>
- **Local governments**<sup>1</sup>

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

<sup>10</sup> <https://ww2.arb.ca.gov/our-work/programs/heavy-duty-diesel-inspection-periodic-smoke-inspection-program>

<sup>11</sup> <https://ww3.arb.ca.gov/msprog/publicfleets/regdocs.htm>

<sup>12</sup> <https://ww2.arb.ca.gov/our-work/programs/use-road-diesel-fueled-fleets-regulation>

<sup>13</sup> <https://ww2.arb.ca.gov/our-work/programs/large-spark-ignition-lsi-engine-fleet-requirements-regulation>

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

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

INSTRUCTIONS <i>(Attachments)</i>	
3	Include a letter of support from the Lead Applicant that: <ul style="list-style-type: none"> <li>• Defines their contribution to the proposal</li> <li>• Identifies their role in developing the Partnership Structure (see <a href="#">Partnership Structure</a>)</li> <li>• Expresses a commitment to implementing the proposal if funded</li> <li>• Highlights any strategies they are currently implementing or plan to implement that will support the proposed STEP-funded project</li> <li>• Identifies any resource contributions they are committed to providing (see <a href="#">Resource Contribution</a>)</li> </ul> <i>(Eligibility Threshold and Scoring Criterion)</i>

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

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

### B. Sub-applicants

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

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

- Community-based organizations

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

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

<b>INSTRUCTIONS</b> ( <i>Attachments</i> )	
7	<p>Include a letter of support from each Sub-applicant that:</p> <ul style="list-style-type: none"> <li>• Defines their contribution to the proposal</li> <li>• Identifies their role in developing the Partnership Structure (see <a href="#">Partnership Structure</a>)</li> <li>• Expresses a commitment to implementing the proposal if funded</li> <li>• Highlights any strategies they are currently implementing or plan to implement that will support the proposed STEP-funded project</li> <li>• Identifies any resource contributions they are committed to providing (see <a href="#">Resource Contribution</a>)</li> </ul> <p>(<i>Eligibility Threshold and Scoring Criterion</i>)</p>

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

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

## II. APPLICANT QUALIFICATIONS

### A. Organizational Readiness to Conduct Equity Work

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

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

### B. Financial Qualifications

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

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

### C. Conflict of Interest Declaration

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

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

### III. COMMUNITY PARTNERS

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

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

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

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

INSTRUCTIONS <i>(Attachments)</i>	
13	Include a letter of support from each Community Partner that: <ul style="list-style-type: none"> <li>• Defines their contribution to the proposal and Partnership Structure (see <a href="#">Partnership Structure</a>)</li> <li>• Describes their role in the community</li> <li>• Expresses a commitment to support the proposal if funded</li> <li>• Identifies how the proposed project will meet the transportation needs of the community residents they represent</li> </ul> <i>(Eligibility Threshold and Scoring Criterion)</i>

### IV. PARTNERSHIP STRUCTURE

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

<sup>14</sup> [https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum\\_8.5x11\\_Print.pdf](https://cdn.ymaws.com/www.iap2.org/resource/resmgr/pillars/Spectrum_8.5x11_Print.pdf)



Partnership Structure will guide implementation of the entire STEP grant.

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

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

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

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

	<b>INSTRUCTIONS</b> ( <i>Proposal Template PARTNERSHIP STRUCTURE tab</i> )
	<i>Scoring Criterion</i>
21	Describe how the partnership structure addresses potential inequities between partners. ( <i>Scoring Criterion</i> )

# PROPOSAL THRESHOLDS AND CRITERIA

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

## I. STEP COMMUNITY

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

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

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

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

INSTRUCTIONS <i>(Attachments)</i>	
1	Submit a map shapefile that identifies: <ul style="list-style-type: none"><li>• the STEP Community boundary</li><li>• tentative project locations</li></ul>

<sup>15</sup> Next to or touching

	<b>INSTRUCTIONS</b> <i>(Attachments)</i>
	<ul style="list-style-type: none"> <li>benefiting disadvantaged community census tracts <i>(Eligibility Threshold)</i></li> </ul>

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

## II. EXISTING PROJECTS AND PLANS

### A. Consistency with Existing Plans

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

	<b>INSTRUCTIONS</b> <i>(Attachments)</i>
5	Submit at least one letter from the city, county, or tribal government’s Planning Department, Community Development Department, Environmental Director, or other similar department or body that has land use and housing authority. The letter must demonstrate how the proposed projects are aligned with the strategies, policies, and priorities identified in existing local and regional plans or that explains why the proposed strategies, policies, and plans in existing local and regional plans do not reflect the community’s needs or priorities. If no local or regional plans exist, explain why. <i>(Eligibility Threshold)</i>

### B. Connections to Existing Projects

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

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

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

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

### III. WORKFORCE DEVELOPMENT

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

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

### IV. DISPLACEMENT AND HOUSING

#### A. Displacement Avoidance

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

<sup>16</sup> Offer local living wages, benefits, predictable scheduling, opportunities for advancement, geographic accessibility, good working conditions, and job retention.

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

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

### **B. Affordable Housing and Land Use**

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

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

# PROJECT-SPECIFIC THRESHOLDS AND CRITERIA

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

## I. PROJECT SCOPE

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

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

### A. Readiness

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

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

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

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

	<b>INSTRUCTIONS</b> <i>(Attachments)</i>
3	Include any applicable readiness documentation such as CEQA documentation (see Appendix E for details). <i>(Eligibility Threshold)</i>

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

## II. TRANSPORTATION EQUITY

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

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

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

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



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

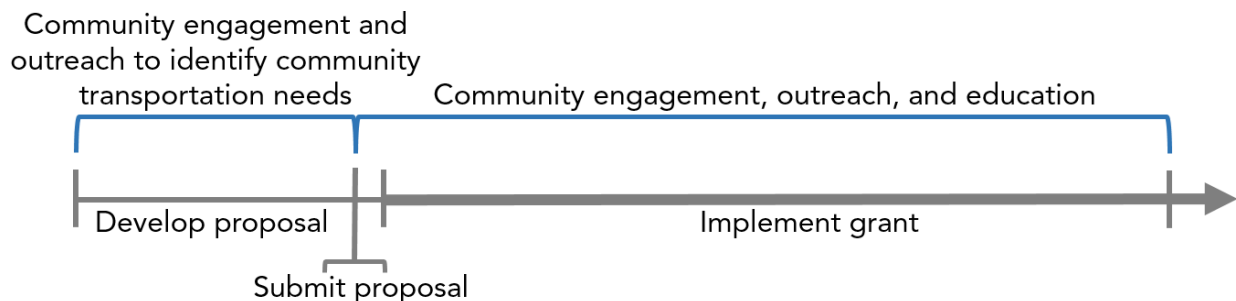
For complex projects, there may be more than one applicable criteria table. Criteria tables that may be applicable to STEP proposals include, but are not limited to, Sustainable Transportation, Planning, and Job Training and Workforce Development.

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

### III. COMMUNITY INCLUSION

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

**Figure 4: Community Inclusion Timeline**



All aspects of community inclusion should be implemented with participation from a diverse group of community residents that represent the demographics of the STEP Community. Focus should be on engaging hard-to-reach residents, whose interests, due to social, economic, and institutional barriers, have historically been under-

<sup>17</sup> <https://www.arb.ca.gov/cci-resources>

represented.

### A. Community-identified Transportation Needs for Proposal Development

Applicants must identify community residents' transportation needs *prior to submitting the proposal* through a documented community engagement process using recommended methods of community engagement identified in the **Community Inclusion Guidance** (linked in Appendix F). Community engagement activities may include, but are not limited to, online or in person community meetings and focus groups, surveys, and one-on-one discussions with residents. Applicants must then design proposed projects in collaboration with the community according to the community's identified transportation needs and wants.

This community engagement process may be undertaken specifically to apply for STEP funds, or may have been previously completed as part of another relevant formal or informal local planning process undertaken in and with the STEP Community (e.g., community engagement for active transportation plan, General Plan, specific plan, neighborhood plan, unmet transit needs assessment). These community engagement activities must have been conducted within at least four years of the proposal submittal date.

	<b>INSTRUCTIONS</b> ( <i>Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab</i> )
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want. ( <i>Eligibility Threshold and Scoring Criterion</i> )
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant. ( <i>Scoring Criterion</i> )

### B. Community Engagement during Grant Implementation

For each proposed project, Applicants must use recommended **community engagement**<sup>1</sup> methods identified in STEP's **Community Inclusion Guidance** (linked in Appendix F) to ensure that community residents have the opportunities and resources they need to actively participate in the decision-making process *during grant implementation* to inform project design and implementation. Applicants should follow community engagement best practices such as ensuring translation of meetings and materials, scheduling meetings at times and locations that are convenient to community residents, and including a process to report back to community residents on the information received during community engagement activities and how this information is being incorporated into project development and implementation.

Focus should be on engaging hard-to-reach residents.

	<b>INSTRUCTIONS</b> <i>(Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab)</i>
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation. <i>(Scoring Criterion)</i>
10	Identify any hard-to-reach residents. <i>(Scoring Criterion)</i>
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above. <i>(Scoring Criterion)</i>
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly. <i>(Scoring Criterion)</i>

During implementation of STEP-funded projects, community engagement participants who are not already being paid for their participation (including Community Partners and other community residents, members of community groups and community-based organizations, community leaders, and members of environmental justice organizations) should receive appropriate incentives for their time and expertise. See the Community Inclusion Guidance for more details on participant incentives.

### C. Outreach and Education during Grant Implementation

For each proposed project, Applicants must use recommended **outreach**<sup>1</sup> and education methods identified in STEP’s **Community Inclusion Guidance** (linked in Appendix F) to ensure that identified **end users**<sup>1</sup> in the community can successfully use new transportation services and actively participate in decision-making processes *during grant implementation*. Focus should be on engaging hard-to-reach residents.

	<b>INSTRUCTIONS</b> <i>(Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab)</i>
13	Identify the expected end users. <i>(Scoring Criterion)</i>
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation. <i>(Scoring Criterion)</i>
15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above. <i>(Scoring Criterion)</i>
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly. <i>(Scoring Criterion)</i>

The proposal should also include plans to educate community residents and local businesses about other applicable CARB funding opportunities, including One Stop Shop and the clean vehicle ownership programs (e.g., Clean Vehicle Rebate Project,<sup>18</sup>

<sup>18</sup> <https://cleanvehiclerebate.org/eng>

Clean Cars 4 All,<sup>19</sup> Clean Vehicle Assistance Program<sup>20</sup>) and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project<sup>21</sup>).

	<b>INSTRUCTIONS</b> ( <i>Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab</i> )
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities. ( <i>Scoring Criterion</i> )

#### IV. DATA TRACKING AND REPORTING

CARB requires reporting on the benefits that result from funded projects such as GHG and air pollutant emission reductions, passenger vehicle miles traveled reductions, travel cost savings, energy and fuel cost savings, and jobs supported.

**Appendix H** includes a list of the metrics that funding recipients will be required to report to CARB. The complete set of metrics that funding recipients will be required to track and report will depend on the types of projects funded in each proposal and will be finalized in consultation with the selected funding recipients during the grant agreement process.

	<b>INSTRUCTIONS</b> ( <i>Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab</i> )
18	Identify the Applicant(s) who will lead data tracking and reporting for each project. ( <i>Scoring Criterion</i> )
19	Describe the plan for tracking and collecting project-related data to report to CARB. ( <i>Scoring Criterion</i> )

CARB has partnered with the Climate Smart Communities Consortium (led by the University of California, Berkeley – Transportation Sustainability Research Center) to develop indicators and metrics to track the overall impact of CARB’s clean mobility projects and to conduct baseline evaluations of the communities selected to receive STEP Implementation Grants. The researchers will work with the selected communities to develop indicators and metrics that will be tracked over the grant term, including transportation equity indicators such as affordability, reliability, accessibility of transportation options for different demographics, and access to key destinations. Grantees will be required to work with the researchers to develop and track these metrics and should factor these efforts into their plan for tracking and collecting project-related data.

<sup>19</sup> <https://ww2.arb.ca.gov/our-work/programs/clean-cars-4-all>

<sup>20</sup> <https://cleanvehiclegrants.org/>

<sup>21</sup> <https://calevip.org/>

## A. Benefits Quantification

Applicants are required to quantify the benefits of proposed projects as part of their STEP proposal. CARB has developed quantification methods to estimate GHG emission reductions associated with all project types eligible under the Clean Transportation Strategies (see Appendix E for a full list of eligible projects; see the Quantification Methodology linked in Appendix F for descriptions of the quantification methods). The proposal must include quantification via the STEP Benefits Calculator for all projects that will be counted toward Clean Transportation Strategies.

Overall, each proposal must result in a quantifiable net GHG emission reduction. SGC’s technical assistance contractor may help Applicants quantify GHG emission reductions and selected co-benefits from each quantifiable proposed project using the STEP Benefits Calculator (see Appendix I).

INSTRUCTIONS <i>(Attachments)</i>	
20	Submit a completed STEP Benefits Calculator (see Appendix I) that includes information about each project that is eligible under a Clean Transportation Strategy. <i>(Eligibility Threshold and Scoring Criterion)</i>

## V. CLIMATE ADAPTATION AND RESILIENCY

The proposal should identify the specific direct and indirect impacts of climate change that the STEP Community will experience over the **project life**.<sup>1</sup> Where possible, the proposed projects should help the community **adapt**<sup>1</sup> to identified direct and indirect climate impacts and build **community resilience**<sup>1</sup> in preparation for those impacts. Community engagement activities should engage residents on the impacts of climate change on the proposed projects and the potential climate benefits from the proposed projects. STEP’s **Climate Adaptation and Resiliency Guidance** (linked in Appendix F) includes detailed information about how to address this component.

INSTRUCTIONS <i>(Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab)</i>	
21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why. <i>(Scoring Criterion)</i>
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why. <i>(Scoring Criterion)</i>

## VI. LONGEVITY AND LESSONS LEARNED

STEP-funded projects are intended to catalyze clean transportation solutions that can continue to address communities’ transportation needs beyond the grant term. The proposal should consider how projects (especially projects under Clean Transportation

Strategies) will remain fiscally sustainable and continue to provide benefits to STEP Community residents beyond the grant term. For all capital projects (e.g., vehicles, equipment, charging infrastructure, facilities), the proposal should include a contingency plan for ensuring those projects continue to serve the community if operation of service discontinues after STEP funding is spent.

<b>INSTRUCTIONS</b> ( <i>Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab</i> )	
23	Describe if and how each project will remain fiscally sustainable and continue to provide benefits to STEP Community residents beyond the grant term. If applicable, describe the contingency plan for ensuring each capital project continues to serve the community if operation of service is discontinued after STEP funding is spent. ( <i>Scoring Criterion</i> )

The proposal should also consider how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects. Where applicable, this may include participating in collaboration events and networks managed by CARB or a CARB-funded project administrator.

<b>INSTRUCTIONS</b> ( <i>Proposal Template PROJECT THRESHOLDS &amp; CRITERIA tab</i> )	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects. ( <i>Scoring Criterion</i> )

# PROPOSAL IMPLEMENTATION PLAN

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

## I. PROPOSAL BUDGET

The proposal must include a budget that identifies all estimated labor, material, equipment, construction, installation, and administration costs associated with the proposal, including but not limited to:

- Project Costs: Requested funds and resource contributions for direct costs for all applicable elements of the identified projects (see [Project Costs](#) below for more details).
- Grant Implementation Costs: Direct and indirect costs for administrative activities related to implementation of the proposal (STEP contribution must account for no more than 5 percent of the value of requested funds, see [Grant Implementation Costs](#) below for more details).

Through any combination of STEP funds and resource contributions, the proposal budget must meet the following requirements:

- At least 50 percent of the total proposal budget must fund projects that are counted toward the proposal's Clean Transportation Strategies.
- At least 50 percent of the total proposal budget must fund projects located within the boundaries of the disadvantaged community census tracts that are located within the STEP Community.
- Separate from identified grant implementation costs, at least 2 percent of the total proposal budget must fund data tracking and reporting (see [Data Tracking and Reporting](#)).

The proposal budget must follow the format of the BUDGET tab in the Proposal Template (see Appendix B). Applicants should provide additional detail, as necessary, to show cost breakdown by task, subtask, and associated labor.

	<b>INSTRUCTIONS</b> ( <i>Proposal Template BUDGET tab</i> )
1	Input all cost information and associated notes in the budget spreadsheet. ( <i>Eligibility Threshold</i> )

	<b>INSTRUCTIONS</b> <i>(Proposal Template PROPOSAL IMPLEMENTATION PLAN tab)</i>
2	Confirm the total cost of the proposal (calculated based on inputs in the BUDGET tab). <i>(Eligibility Threshold)</i>
3	Confirm the total funds requested from STEP (calculated based on inputs in the BUDGET tab). <i>(Eligibility Threshold)</i>
4	Identify the total cost of the Clean Transportation Strategies (must be at least 50 percent of the total proposal budget). <i>(Eligibility Threshold)</i>
5	Identify the total cost of the projects located within the boundaries of the disadvantaged community census tracts in the STEP Community (must be at least 50 percent of the total proposal budget). <i>(Eligibility Threshold)</i>
6	Identify the total cost of data tracking and reporting (must be at least 2 percent of the total proposal budget). <i>(Eligibility Threshold)</i>

Labor rates are hourly rates that include direct labor and overhead and fringe benefits. Adjustments to labor rates that may occur over the grant term must be accounted for in the budget and explained in the Notes section of the BUDGET tab. Labor rates may not be increased at any time from those identified in the proposal.

Similarly, any expectation of cost of living increases or increases in grant implementation costs due to inflation or other reasons needs to be included in the budget and explained in the Notes section of the BUDGET tab. Regardless of any proposed increase in costs due to cost of living, inflation, or other reasons, the total amount of funding for the proposal will not be changed once the grant agreement is executed unless, under CARB’s sole discretion, a grant amendment updates the grant agreement with additional funds and/or additional work.

If parts of the proposal have been or will be funded in whole or in part by other public incentive programs (e.g., other California Climate Investments programs, SB 1 programs) that are still under contractual obligations, their incentive program status must be clearly identified in the Notes section of the BUDGET tab. Applicants must also disclose information about other State grant programs (e.g., Clean Mobility Options Voucher Pilot, Active Transportation Program) they are currently applying for to fund the same project or project elements in the Notes section of the BUDGET tab.

**A. Project Costs**

Project costs include funds to directly implement any proposed STEP-eligible project, including but not limited to costs for labor, vehicles, equipment, infrastructure, operations, community engagement, outreach, planning, and capacity building.



## B. Grant Implementation Costs

Grant implementation costs include labor expenses and other costs for administrative activities related to implementation of the proposal after the grant agreement has been executed. Grant implementation costs may be direct or indirect. The combination of direct and indirect grant implementation costs requested from STEP may not exceed 5 percent of the total requested funds. CARB has the sole discretion to modify this maximum percent during grant agreement development.

	<b>INSTRUCTIONS</b> ( <i>Proposal Template PROPOSAL IMPLEMENTATION PLAN tab</i> )
7	Confirm the total grant implementation funds requested (must be no more than 5 percent of the total requested funds, calculated based on inputs in the BUDGET tab). ( <i>Eligibility Threshold</i> )

The final disbursement will be 1 percent of the total grant implementation costs covered by STEP or \$50,000 (whichever amount is greater) and will be withheld until the Grantee has delivered the Final Report. One percent of the total grant implementation costs covered by STEP will be withheld after 90 percent of the grant has been liquidated.

### *Direct Grant Implementation Costs*

The proposal may include a request for funds to cover direct costs associated with administrative activities related to implementation of the grant. **Direct grant implementation costs**<sup>1</sup> covered by the Applicants are also eligible resource contributions.

Examples of direct grant implementation activities include, but are not limited to:

- Submitting invoices and supporting documents
- Participating in meetings with CARB and other project partners
- Collecting, organizing, and reviewing of data
- Drafting regular reports for CARB to track implementation of proposal
- Participating in CARB events and networks to share information about grant implementation with other jurisdictions

### *Indirect Grant Implementation Costs*

The proposal may include a request for funds to cover indirect costs associated with administrative activities related to implementation of the grant. **Indirect grant implementation costs**<sup>1</sup> may not exceed 1 percent of the total requested funds. Indirect grant implementation costs covered by the Applicants are not eligible resource contributions.

Examples of indirect grant implementation costs include, but are not limited to:

- General administrative expenses
- Rent and office space
- Phones and telephone services
- Printing

	<b>INSTRUCTIONS</b> ( <i>Proposal Template PROPOSAL IMPLEMENTATION PLAN tab</i> )
8	Confirm the total funds requested to cover indirect grant implementation costs (must be no more than 1 percent of the total requested funds, calculated based on inputs in the BUDGET tab). ( <i>Eligibility Threshold</i> )

### C. Resource Contribution

The proposal must include a resource contribution of at least 20 percent of the total amount of funds requested from STEP in the proposal. Resource contributions may be used to cover project costs or direct grant implementation costs. Resource contributions may include cash, in-kind services, or leveraged funding from other public or private sources including other California Climate Investments programs.

Resource contributions must be identified and documented in as much detail as possible. The minimum dollar value and source of each resource contribution must be both identified in the proposed budget and documented in attachments. If applicable, this documentation may be included in the letters of support from Lead Applicants and Sub-applicants (see [Eligible Applicants](#)). CARB may choose not to consider resource contributions with documentation that does not include specific dollar amounts. Documentation must show that each resource contribution has already been committed to the project(s) or that each resource contribution will be available by the time it is needed during grant implementation.

If a third party proposes to provide a resource contribution that will be used to meet the 20 percent resource contribution requirement, the proposal must include a letter from that third party stating the source of the resource contribution and that they are committed to providing the specific dollar value identified.

Resource contributions identified and documented in the proposal will be included in the grant agreement for selected funding recipients. Grantees will be required to fulfill these identified resource contribution commitments.

**Appendix G** includes a list of eligible resource contributions and examples of eligible documentation for each resource contribution.

	<b>INSTRUCTIONS</b> ( <i>Proposal Template PROPOSAL IMPLEMENTATION PLAN tab</i> )
9	Confirm the total value of all resource contributions committed (must be at least 20 percent of the total amount of funds requested from STEP, calculated based on inputs in the BUDGET tab). ( <i>Eligibility Threshold</i> )

	<b>INSTRUCTIONS</b> ( <i>Attachments</i> )
10	Provide documentation to verify each resource contribution identified and that each resource contribution will be available by the time it is needed. ( <i>Eligibility Threshold</i> )

## II. PROPOSAL TIMELINE

The proposal timeline must follow the format of the TIMELINE tab in the Proposal Template (see Appendix B). Tasks must be linked to specific deliverables detailed in the project scopes.

All Applicants must participate in the development of the disbursement request timeline and agree to be bound by it for the duration of the grant term.

	<b>INSTRUCTIONS</b> ( <i>TIMELINE tab</i> )
11	At a high level, outline all of the tasks needed to complete each project in chronological order, organized by disbursement schedule, including: <ul style="list-style-type: none"> <li>• A description of each task (tasks and task numbers should match the tasks and task numbers identified in the <i>BUDGET tab</i>)</li> <li>• The start date and completion date of each task</li> <li>• The roles of each relevant Applicant in completing each task</li> <li>• Any deliverables associated with each task</li> </ul> ( <i>Eligibility Threshold and Scoring Criterion</i> )

# PROPOSAL DEVELOPMENT, SUBMISSION, REVIEW, AND SELECTION

## I. TECHNICAL ASSISTANCE FOR APPLICANTS AND RECIPIENTS

Should SGC's technical assistance contract with Estolano Advisors be approved by the State Department of General Services, technical assistance will be available to support all STEP Applicants and recipients. Estolano Advisors is the contractor that may provide technical assistance to all STEP Applicants and recipients.

INSTRUCTIONS
Provide your information in the following survey by <b>5:00 pm (Pacific Time) on July 15, 2020</b> to access technical assistance services should they become available: <a href="https://docs.google.com/forms/d/e/1FAIpQLSeZn9n-7gGU7ScAkaBjllPwReXRpkH6ohWUKut8DG4BzUN2tw/viewform">https://docs.google.com/forms/d/e/1FAIpQLSeZn9n-7gGU7ScAkaBjllPwReXRpkH6ohWUKut8DG4BzUN2tw/viewform</a>

The technical assistance contractor will work with each interested Applicant to determine what support is needed for each Applicant. The technical assistance contractor may provide Applicants with support on the following:

- Determining whether to apply for a Planning and Capacity Building Grant or an Implementation Grant
- Understanding the grant's eligibility thresholds, scoring criteria, and other requirements and answering any questions that come up during proposal development
- Quantifying benefits
- Mapping the STEP Community
- Managing proposal development (e.g., tracking and meeting deadlines)
- Engaging community residents during proposal development
- Developing partnerships
- Reading through a final version of the proposal to ensure all required components are included and all eligibility thresholds are met

The technical assistance contractor will also provide all Implementation Grant recipients support with the following:

- Data tracking and reporting
- Managing the projects (e.g., tracking and meeting deadlines, identifying and addressing challenges during project implementation)
- Working with community groups on inclusive and equitable community engagement and decision-making during the iterative design and implementation of the projects
- Developing and implementing the technical aspects of the projects

## II. APPLICANT TELECONFERENCES

CARB will hold three Applicant Teleconferences for the STEP Implementation Grant, at which time CARB staff will be available to answer potential Applicants' questions regarding eligibility thresholds, proposal components, solicitation processes, and anything else related to the current STEP solicitation. The first and last teleconferences will be open to Applicants of both the STEP Planning and Capacity Building Grant and the STEP Implementation Grant. The Applicant Teleconferences will take place on the following dates and times:<sup>22</sup>

### First STEP Applicant Teleconference

Date: June 30, 2020

Time: 3:00 pm

Call-in Number: +1 (415) 655-0060

Passcode: 859-765-307

Webinar registration:

<https://attendee.gotowebinar.com/register/3438438249644849933>

### STEP Implementation Grant Applicant Teleconference

Date: July 22, 2020

Time: 2:00 pm

Call-in Number: +1 (562) 247-8422

Passcode: 292-436-999

Webinar registration:

<https://attendee.gotowebinar.com/register/5244172793011062285>

### Final STEP Applicant Teleconference

Date: August 13, 2020

Time: 3:00 pm

Call-in Number: +1 (562) 247-8422

Passcode: 256-596-403

Webinar registration:

<https://attendee.gotowebinar.com/register/1793756870980326669>

The Applicant Teleconferences will be open to all interested entities. Written questions submitted before each Applicant Teleconference will be given priority. Questions may be emailed to Bree Swenson at [step@arb.ca.gov](mailto:step@arb.ca.gov) up to four business days prior to each Applicant Teleconference. Staff will only respond to questions regarding the STEP solicitation during the Applicant Teleconferences.

The questions and answers from the Applicant Teleconferences and any questions received via email will be posted on the CARB website no later than 5:00 pm (Pacific

<sup>22</sup> Call-in numbers and passcodes may change. Should a change occur, the new call-in number and passcode will be listed on the CARB website at: <http://www.arb.ca.gov/msprog/aqip/solicitations.htm>. Potential Applicants are encouraged to confirm the call-in number and passcode by visiting the listed website prior to each teleconference.

Time) three business days after the teleconference. This date may be extended at CARB's sole discretion.

CARB will not answer questions regarding this solicitation before, between, or after the Applicant Teleconferences. Any verbal communication with a CARB employee concerning this solicitation is not binding on the State and shall in no way alter a specification, term, or condition of the solicitation.

### III. PROPOSAL SUBMISSION

All information and data submitted as a response to this solicitation are property of CARB and will become public record. If no qualified proposal is submitted, CARB will not award a grant and will consider other options for using STEP funds at CARB's sole discretion.

Proposals may be submitted electronically via email, by mail via postal service, or via in-person delivery.

#### A. Electronic Submission

If submitting electronically, CARB must receive a zipped and signed proposal, including all of the required components, no later than **5:00 pm (Pacific Time) on August 31, 2020** to [step@arb.ca.gov](mailto:step@arb.ca.gov). If the proposal is too large to send in one email, Applicants may submit different parts of the proposal in multiple emails. Please include information in the body of the email about the number of emails that contain parts of the proposal that CARB should receive, so staff can confirm that CARB has received all parts of the proposal.

Proposals submitted via email must be sent to:

Bree Swenson  
California Air Resources Board  
Sustainable Transportation and Communities Division  
[step@arb.ca.gov](mailto:step@arb.ca.gov)

CARB will send a confirmation email to the Applicant within 24 hours of receiving the electronic version of the proposal. Proposals received after 5:00 pm (Pacific Time) on August 31, 2020 may be rejected and not scored.

#### B. Mail or In-person Submission

If submitting by mail or in person, CARB must receive one signed original of, four copies of, and one flash drive with the proposal, including all of the required components, no later than **5:00 pm (Pacific Time) on August 31, 2020** at the California Air Resources Board headquarters at 1001 I Street, Sacramento, California 95814. Proposals submitted via U.S. Postal Service, United Parcel Service (UPS), Express Mail, Federal Express, or another delivery service provider must be dispatched with enough time so that CARB receives them no later than **5:00 pm (Pacific Time) on August 31, 2020** (delivery service provider's tracking number may be used to verify

date of receipt).

Proposals submitted via the U.S. Postal Service must be mailed to the following address:

Bree Swenson  
California Air Resources Board  
Sustainable Transportation and Communities Division – Mailstop 6B  
P.O. Box 2815  
Sacramento, California 95812-2815

Proposals submitted via another delivery service or in person must be delivered to the following address:

Bree Swenson  
California Air Resources Board  
Sustainable Transportation and Communities Division – Mailstop 6B  
1001 I Street  
Sacramento, California 95814

Once the proposal has been mailed or delivered in person, send an email to [step@arb.ca.gov](mailto:step@arb.ca.gov) indicating that you have submitted a proposal. CARB will send a confirmation email to the Applicant within 24 hours of receiving the hard-copy of the proposal. Proposals received after 5:00 pm (Pacific Time) on August 31, 2020 may be rejected and not scored.

## IV. PROPOSAL REVIEW AND SELECTION

### A. Review Process

The submitted proposal must include all proposal components.

See **Appendix C, Section II** for a checklist that includes all proposal components. Applicants must use this checklist to ensure that all proposal components are included prior to submitting the proposal and submit a completed and signed checklist as part of the proposal cover page (see [Proposal Instructions](#) section).

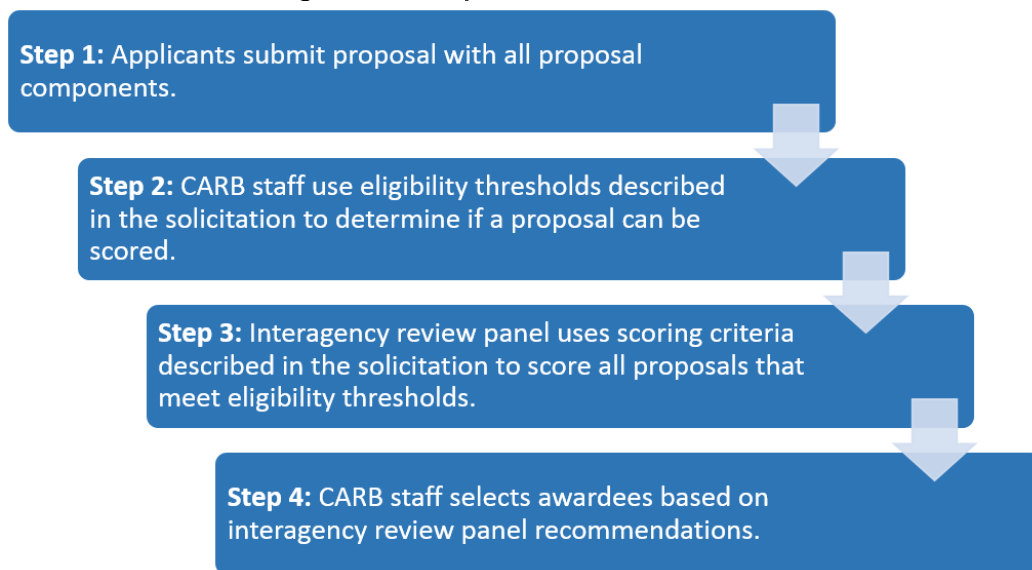
CARB staff will evaluate all proposals submitted on time using the eligibility thresholds in Appendix C to ensure proposals meet basic eligibility requirements. If a proposal does not meet all eligibility thresholds, the Lead Applicant will be notified by CARB within four business days after the solicitation deadline and will have two business days to submit proof that missing eligibility thresholds have been met. Updates to eligibility thresholds during this time should not result in substantial changes to proposals. Eligibility thresholds will be evaluated at CARB's sole discretion. After that deadline, proposals that do not meet all eligibility thresholds will not proceed to the next step of the review process.

See **Appendix C, Section III** for a checklist that includes all eligibility thresholds that CARB staff will use to determine if a proposal will be scored. Applicants must use this checklist to ensure that all eligibility thresholds are met prior to submitting the proposal.

If a proposal meets all eligibility thresholds, an interagency review panel made up of CARB staff and other State agency staff will evaluate the proposal using the Scoring Criteria in Appendix D. Each proposal that is scored will receive a single score out of 100 points.

See **Appendix D** for a list of scoring criteria organized by proposal component.

**Figure 5: Proposal Review Process**



CARB may request clarification regarding proposal responses during the proposal review process. Clarifying questions will not be considered changes to the proposal for scoring purposes, but will be considered part of the proposal and will be included in the grant agreement if the proposal is selected for funding.

Applicants may be eligible to receive extra points for their proposal during the scoring process for meeting or addressing certain criteria. These extra points are intended to enable Applicants and communities with less capacity or experience with State grant programs to compete in the scoring process. Extra points will be assigned to:

- Proposals in which the Lead Applicant is a community-based organization or a federally recognized tribe
- Proposals for projects in rural<sup>23</sup> communities

<sup>23</sup> For the purposes of STEP, rural communities are communities that are not in urbanized areas, as defined by the 2010 census (<https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural/2010-urban-rural.html>) OR communities that are not served by a metropolitan planning organization.



- Proposals for projects in communities that lack clean transportation options available to residents. Scored based on Applicants' answers in the [STEP Community](#) section.

## **B. Selection Process**

The Lead Applicant that submits the proposal with the highest overall score will be preliminarily selected as the Grantee. The preliminary selection of a proposal does not in any way commit CARB to approving or finalizing the grant. The selected funding recipient will be required to sign a grant agreement with CARB to fulfill the duties of the Grantee (see Appendix J).

CARB, in its sole discretion, may cancel the preliminary selection and select the next highest scoring project, and so on, until an agreement is reached, or exercise its right, in its sole discretion, through this process to not award a grant. CARB reserves the right, in its sole discretion, to cancel this solicitation, re-solicit for a Grantee, or direct funding to another project in the Funding Plan.

In the event funding has been awarded to the highest scoring proposal and there are remaining funds available, CARB may preliminarily select the Lead Applicant from the proposal with the second highest overall score as another Grantee, and so on. In the event funding has been awarded to the highest scoring proposals and the remaining available funds are less than the amount requested in the next highest scoring proposal, CARB, in its sole discretion, may offer to fund a portion of the next highest scoring proposal, carry the remaining funds forward to the next fiscal year, or direct funding to another project in the Funding Plan.

CARB retains the right to remove discrete elements of proposals selected for funding that CARB determines to be ineligible or to reduce the scope of a proposal to use any remaining funds.

If, in CARB's sole discretion, no submitted proposal meets the goals of this solicitation, the Funding Plan, or AQIP Guidelines, no selection of a Grantee is required to be made and funding can be directed to another project identified in the Funding Plan as needed.

## **V. SOLICITATION DEBRIEF**

Once Applicants have been selected for funding and CARB announces the awards, the Applicants that were not selected for funding have thirty days to submit a written request to [step@arb.ca.gov](mailto:step@arb.ca.gov) for a debrief meeting with CARB. The debrief will include a review of the strong and weak aspects of the proposal and recommendations for how to improve the proposal for potential use in future solicitations. The debrief opportunity will be offered to Lead Applicants, Sub-applicants, and any other project partners interested in participating.

# IMPLEMENTATION PROCESS

After funding recipients are preliminarily selected, each selected funding recipient must work with CARB to develop a grant agreement.

## I. SCOPE OF WORK

The draft scope of work, which outlines the selected Grantee's duties and requirements, is in the Draft Sample Grant Agreement (Appendix J). Applicants must consider these duties and requirements when developing their proposal, especially the proposal timeline and budget. This scope of work will be modified in coordination with the selected funding recipient during grant agreement development and included in the grant agreement that must be executed by May 14, 2021.

## II. REQUIREMENTS PRIOR TO EXECUTION OF GRANT AGREEMENT

Once selected, and prior to execution of the grant agreement, the selected funding recipient will be required to submit a resolution of its governing board that commits the entity to:

- Comply with the requirements of the grant agreement
- Accept grant funds from CARB
- Allocate and authorize any resource contributions that the entity has committed as part of the proposal

CARB recommends the resolution allow for grant amendments without governing board approval.

In addition to the resolution, both CARB and the selected funding recipient must sign the grant agreement to execute it. The selected funding recipient will be required to sign the grant agreement with CARB to fulfill the administrative and technical duties associated with the project (see Appendix J, Draft Sample Grant Agreement). An executed grant agreement must be in place before work on the selected projects may begin.

Signed grant agreements and approved governing board resolutions must be returned to CARB no later than May 14, 2021. If grant agreements and approved governing board resolutions are not returned by the deadline, CARB, in its sole discretion, may deny the proposal and redirect funds to another submitted proposal to this solicitation or to another project in the Funding Plan, as needed.

CARB, in its sole discretion, may make changes to the proposed project milestones, work plan, or disbursement schedules in consultation with the Applicant, for inclusion in the grant agreement.

### III. GRANT AND BUDGET REVISIONS

Changes in the project budget, deliverables, or extension of the project schedule should be avoided where possible. CARB will work with the Grantee to determine where flexibility is possible within the grant agreement to allow for community engagement to continue informing project design throughout grant implementation and will assist the Grantee with formal amendments where needed.

In cases where changes may be allowed, they must be approved in advance and in writing by CARB and may require a grant amendment. Once a grant agreement is in place, changes to the work to be done or other project scope changes may be considered by CARB, if necessary, in consultation with the Grantee.

### IV. ADVANCE PAY

Consistent with the Legislature's direction to expeditiously disburse grants, CARB, in its sole discretion, may provide advance payments of grant awards to support project initiation and implementation, with a focus on mitigating the constraints of modest reserves and potential cash flow problems. Additional information on advance pay is in the Draft Sample Grant Agreement (Appendix J).

# ADMINISTRATION

## I. COST OF DEVELOPING PROPOSAL

The Applicant is responsible for the cost of developing a proposal, and this cost cannot be charged to the State. In addition, CARB is not liable for any costs incurred during environmental review or as a result of withdrawing a proposed award or of canceling the solicitation.

## II. ERRORS

If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the solicitation, the Applicant shall immediately notify CARB of such error in writing and request modification or clarification of the document before the Proposal Submittal Deadline. CARB shall not be responsible for failure to correct errors.

## III. IMMATERIAL DEFECT

CARB may waive any immaterial defect or deviation contained in an Applicant's proposal. CARB's waiver shall in no way modify the proposal or excuse the successful Applicant from full compliance.

## IV. DISPOSITION OF APPLICANT'S DOCUMENTS

On the date that the grant agreement is signed, all proposals and related material submitted in response to this solicitation become a part of the property of the State and public record.

## V. APPLICANT'S ADMONISHMENT

This solicitation contains the instructions governing the requirements for funding proposals to be submitted by interested Applicants, including the format in which the information is to be submitted, the material to be included, the requirements that must be met to be eligible for consideration, and Applicant responsibilities. Applicants must carefully read the entire solicitation, ask appropriate questions in a timely manner, submit all required responses in a complete manner by the required date and time, and make sure that all procedures and requirements of the solicitation are followed and appropriately addressed.

## VI. AGREEMENT REQUIREMENTS

The content of this solicitation and each grant recipient's proposal shall be incorporated by reference into the final grant agreement. See the Draft Sample Grant Agreement (Appendix J) terms and conditions included in this solicitation.

## VII. CARB RESERVES THE RIGHT TO NEGOTIATE WITH APPLICANTS

CARB reserves the right to negotiate with Applicants to modify the project scope, the level of funding, or both. If CARB is unable to successfully negotiate and execute a

grant agreement with an Applicant, CARB, at its sole discretion, reserves the right to withdraw the pending award and fund the next highest ranked eligible project. This does not limit CARB's ability to withdraw a proposed award for other reasons, including for no cause.

## VIII. NO AGREEMENT UNTIL SIGNED

No agreement between CARB and the successful Applicant is in effect until the agreement is signed by the grant recipient and by the authorized CARB representative. Costs are only subject to reimbursement by CARB after execution. No costs incurred prior to execution of the agreement are reimbursable using CARB funds.

## IX. NO MODIFICATIONS TO THE GENERAL PROVISIONS

Because time is of the essence, if an Applicant at any time, including after preliminary selection, attempts to negotiate or otherwise seek modification for the General Conditions (attached as Appendix J, Draft Sample Grant Agreement), CARB may reject a proposal or withdraw a proposed award. This does not alter or limit CARB's ability to withdraw a proposed award for other reasons, including failure of a third party agency to complete CEQA review, or for no cause.

## X. PAYMENT OF PREVAILING WAGES

All Applicants must read and pay particular attention to Appendix J, Draft Sample Grant Agreement Section 10.17 entitled "Prevailing wages and labor compliance." Prevailing wage rates can be significantly higher than non-prevailing wage rates.

Failure to pay legally-required prevailing wage rates can result in substantial damages and financial penalties, disruption of projects, and other complications including termination of the grant agreement.

## XI. SOLICITATION CANCELLATION AND AMENDMENTS

CARB reserves the right to do any of the following:

- Cancel this solicitation
- Revise the amount of funds available under this solicitation
- Amend this solicitation as needed
- Reject any or all proposals received in response to this solicitation

# Appendix A: Acronyms and Definitions

## I. ACRONYMS

Acronym	Term
AB	Assembly Bill
CALeVIP	California Electric Vehicle Infrastructure Project
CARB	California Air Resources Board
CEQA	California Environmental Quality Act
CVC	California Vehicle Code
CVRP	Clean Vehicle Rebate Project
EVSE	Electric Vehicle Supply Equipment
FY	Fiscal Year
GHG	Greenhouse Gas
HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project
MOU	Memorandum of Understanding
SB	Senate Bill
STEP	Sustainable Transportation Equity Project

## II. DEFINITIONS

The terms below are defined for the purposes of the STEP solicitation.

**Active Transportation Strategy:** Includes projects such as bicycle, pedestrian, and complete streets infrastructure (e.g., crosswalks, sidewalks, bikeways).

**Adaptation:** The adjustment in natural or human systems to a new or changing environment. Adaptation to climate change refers to adjustment in natural or human systems in response to actual or expected changes in climatic stimuli or their effects, which moderates harm or exploits beneficial opportunities.<sup>1</sup>

**Affordable Housing:** Housing with costs of not more than 30 percent of the gross income of low-income households.<sup>2</sup>

**Applicants:** Includes both the Lead Applicant and Sub-applicants. Applicants include all of the entities responsible for implementing the projects within the proposal.

<sup>1</sup> <https://resources.ca.gov/CNRALegacyFiles/docs/climate/safeguarding/update2018/safeguarding-california-plan-2018-update.pdf>

<sup>2</sup> <https://www.hcd.ca.gov/grants-funding/income-limits/state-and-federal-income-limits/docs/Income-Limits-2020.pdf>

**Clean Transportation Strategies:** Categories of projects that expand the clean transportation options available to residents, encourage mode shift away from single-occupancy vehicles toward clean transportation options, fill transportation gaps, or connect transportation modes (e.g., through first/last mile<sup>3</sup> connections). Clean Transportation Strategies include Active Transportation, Fixed-route Transit, and Shared Mobility.

**Community-based Organizations:** A nonprofit organization that is place-based, with an explicit geographic focus area that includes the STEP Community. The organization's staff members, volunteers, or board members should reside in the community where the project is located. The organization must have a demonstrated record of at least one full year providing transportation- or equity-related services in the STEP Community. To qualify as a Lead Applicant, a community-based organization must have tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501, be tax exempt under California State law, have at least one year of incorporation prior to proposal submittal, and be based in California or have at least one full-time staff person based in California.

**Community Development Strategy:** Includes infrastructure and policy projects that ready communities for adoption of clean vehicle technology and shared, zero-emission transportation modes while avoiding substantial burdens.

**Community Engagement:** The process of working collaboratively with a diverse group of stakeholders to address issues that affect their well-being. Community engagement involves multi-directional information sharing; building relationships, partnerships, and trust; and involving stakeholders in planning and decision-making with the goal of improving the outcomes of policies and programs. Community engagement starts in the project identification and design phase and continues throughout project implementation and operation. Community engagement should be iterative, consistently engaging residents on their use of the projects and services offered and adapting these projects and services based on community feedback.

**Community Partner:** A community group, community resident, health-based organization, small business, or other entity in the community that, while not responsible for implementing projects funded through STEP like Lead Applicants and Sub-applicants are, serves as a key stakeholder and representative of the STEP Community. Community Partners should have contributed to the development of the STEP proposal and should continue to participate in decision-making on all aspects of the STEP proposal throughout grant implementation.

**Community Resilience:** The ability of a community to mitigate harm and maintain an acceptable quality of life in the face of climate-induced stresses, which take different

<sup>3</sup> The first and last portion of a trip, typically between the starting point or destination and a transit service that makes up the core of the trip

forms depending on that community's circumstances and location. Climate-induced stresses include direct and indirect impacts of climate change. An example of a direct impact of climate change is a higher number of extreme heat days. An example of an indirect impact is the increased cost of fire insurance for homes built in high-wildfire risk areas. Community resilience can include but is not limited to the physical and psychological health of the population, social and economic equity and well-being of the community, effective risk communication, integration of organizations (governmental and nongovernmental) in planning, response, and recovery, and social connectedness for resource exchange, cohesion, response, and recovery.<sup>1</sup>

**Disadvantaged Communities:** Areas that are disproportionately affected by multiple types of pollution and areas with vulnerable populations, identified as disadvantaged by the California Environmental Protection Agency per SB 535. These census tracts include the top 25 percent in CalEnviroScreen 3.0<sup>4</sup> along with other areas with high amounts of pollution and low populations.<sup>5</sup>

**Direct Grant Implementation Costs:** Direct costs associated with administrative activities related to implementation of the grant. Direct grant implementation costs may be covered by STEP funds or resource contributions.

**Elements:** Parts of each project that Applicants want STEP to fund. Identified by Applicants as a result of a community engagement process.

**End Users:** The STEP community residents who will ultimately be using and benefiting from funded clean transportation projects and services.

**Eligibility Thresholds:** The basic eligibility requirements that must be met for a proposal to be scored.

**Federally Recognized Tribes:** Federal recognition refers to acknowledgement by the federal government that a tribal government and tribal members constitute a tribe with a government-to-government relationship with the United States and acknowledgement of eligibility for the programs, services, and other relationships established for the United States for Indians, because of their status as Indians. Federally recognized tribes have the power to make and enforce laws on their lands and create governmental entities such as tribal courts. (25 U.S.C., § 83.2)<sup>6</sup>

**Fixed-route Transit Strategy:** Includes projects such as transit station improvements, transit right-of-way improvements (e.g., bus rapid transit lanes), transit operations improvements, transit passes, and improvements to increase accessibility of transit (e.g., network/fare integration, wayfinding, and signage).

<sup>4</sup> <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>

<sup>5</sup> <https://oehha.ca.gov/calenviroscreen/sb535>

<sup>6</sup> <https://www.ncsl.org/research/state-tribal-institute/list-of-federal-and-state-recognized-tribes.aspx>



**Grant Term:** The time period defined by the Applicant in which all STEP funds must be expended and all project activities must be completed. The grant term may differ based on the grant or project type.

**Hard-to-reach Residents:** Residents whose interests, due to social, economic, and institutional barriers, have historically been under-represented.

**Indirect Grant Implementation Costs:** Costs associated with administrative activities that are not tied directly or solely to the project (must account for no more than 1 percent of the value of the funds requested from STEP). Identified indirect grant implementation costs are not eligible resource contributions.

**Land Use Strategy:** Includes policies, plans, and processes that encourage infill development, curb urban or suburban sprawl, and incentivize denser development in areas with high quality transportation options.

**Lead Applicant:** The entity that is responsible for leading the development of the proposal and implementation of the projects funded through STEP. The Lead Applicant should be the organization most focused on and connected to the STEP Community and will enter into a partnership with other entities for the purpose of applying for a STEP grant. The Lead Applicant will be the Grantee in the grant agreement with CARB.

**Local Governments:** Any non-State public agency, including but not limited to cities, counties, councils of governments, air districts, transit agencies, school districts, and joint powers authorities.

**Low-income Communities:** Census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low-income by the Department of Housing and Community Development's list of State income limits adopted pursuant to Section 50093 of the California Health and Safety Code. Identified as low-income per AB 1550.<sup>7</sup>

**Low-income Household:** Households identified as low-income per AB 1550.<sup>7</sup>

**Micromobility Vehicles:** Includes, but is not limited to, standard bicycles, electric bicycles (Class 1 or Class 2 per California Assembly Bill 1096), electric scooters, electric mopeds, and recumbent and adaptive bicycles.

<sup>7</sup> <https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>

**Mode Shift Strategy:** Includes incentives and dis-incentives that encourage mode shift away from single-occupancy, combustion vehicles and toward shared, zero-emission modes of transportation.

**Outreach:** Occurs during project identification and design to ensure that community residents have knowledge that will help them actively participate in decision-making processes. Also occurs during project implementation and operation to help educate end users on the new technology and services offered and to encourage the increased use of clean transportation options.

**Outreach and Education Strategy:** Includes projects that encourage residents to use shared, zero-emission modes of transportation. Also includes education of anyone who will be interacting with funded clean transportation and supporting projects as users or as staff.

**Partnership Structure:** A framework between the Lead Applicant, Sub-applicants, and Community Partners that outlines the relationships and decision-making structure between each of the entities contributing to the proposal. The Partnership Structure will guide implementation of the entire STEP grant.

**Planning and Community Engagement Strategy:** Includes co-developing plans and co-designing projects with community residents for the community's land use and transportation systems.

**Projects:** Vehicle, equipment, infrastructure, operations, planning, and capacity building projects that Applicants want STEP to fund. Identified by Applicants as a result of a community engagement process.

**Project Life:** Defined by the Applicant for each project based on project type. CARB provides default project life values for quantifiable project types in CARB Quantification Methodologies.<sup>8</sup>

**Proposal:** The collection of projects and supporting activities that make up the full STEP investment in a single community. A proposal must be submitted for either a Planning and Capacity Building Grant or an Implementation Grant. One proposal may not be used to apply for both grant types, though an Applicant may submit separate proposals to apply for both grant types.

**Proposal Components:** All items that must be submitted to CARB as part of the proposal in order for the proposal to be scored.

**Public Schools:** California Department of Education's definition of a public school<sup>9</sup>

<sup>8</sup> [www.arb.ca.gov/cci-resources](http://www.arb.ca.gov/cci-resources)

<sup>9</sup> <https://www.cde.ca.gov/ds/si/ds/dos.asp>

**Resiliency:** The capacity of any entity – an individual, a community, an organization, or a natural system – to prepare for disruptions, to recover from shocks and stresses, and to adapt and grow from a disruptive experience.<sup>1</sup>

**Resource Contributions:** Assets contributed to funded projects to support their quality, breadth, and longevity throughout their lifetimes. Resource contributions may include cash, in-kind services, and leveraged funding from other public or private sources including other California Climate Investments programs. While resource contributions do not need to be monetary (i.e. cash match), Applicants are required to estimate the monetary value of all resource contributions. For resource contribution eligibility requirements, see Appendix G.

**Scoring Criteria:** The criteria used by the interagency review panel to score STEP proposals after determining that they meet all eligibility thresholds.

**Shared Mobility Strategy:** Includes projects such as zero-emission carshare, rideshare, vanpooling, carpooling, bikeshare, scooter share, ride-hailing, shuttles, and microtransit (on-demand transit) services. Shared mobility projects should be complementary to existing public transit service. Shared mobility projects could include new service, operations, or promotion of ridership or pooling through subsidies.

**Small Business:** Defined by the Department of General Services as a for-profit business that is independently owned, is not dominant in its field of operation, and meets specific employee size and/or revenue requirements.<sup>10</sup>

**STEP Community:** The community (defined by the Applicants and community residents during proposal development) that is the focus of and will benefit from the proposed projects. The STEP Community must be represented by a contiguous<sup>11</sup> geographic boundary and contain residents that all use the same community-defined transportation system.

**Strategies:** Categories of projects that Applicants may select in order to achieve their vision. Identified by Applicants as a result of a community engagement process.

**Sub-applicant:** An entity that enters into a Partnership Structure with the Lead Applicant for the purpose of applying for a STEP grant and that is responsible for implementing project or project elements funded through STEP. Should the Lead Applicant's proposal be selected for funding, the Sub-applicants will be Subgrantees in the grant agreement with CARB.

<sup>10</sup> <https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Certify-or-Re-apply-as-Small-Business-Disabled-Veteran-Business-Enterprise>

<sup>11</sup> Next to or touching

**Supporting Strategies:** Categories of projects that support and enhance clean transportation projects that already exist in the STEP Community, prioritize clean transportation options over single-occupancy combustion vehicles, or lay the groundwork for successful implementation of STEP-funded transportation projects. Supporting Strategies include Community Development, Incentives, Land Use, Outreach and Education, and Planning and Community Engagement.

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

**Tribal Governments:** All California Native American Tribes. Either a federally recognized California tribal government listed on the most recent notice of the Federal Register or a non-federally recognized California tribal government, including those listed on the California Tribal Consultation List maintained by the California Native American Heritage Commission.<sup>12</sup>

**Vehicles:** Includes micromobility (see definition above) vehicles and automobiles (e.g., sedans, SUVs, vans, shuttles, transit buses). Vehicles that are eligible for STEP funding include zero-emission micromobility vehicles and zero-emission vehicles on the CVRP and HVIP eligible vehicle and vehicle conversion lists, including vehicle models that were removed due to CVRP policy changes effective December 3, 2019.

**Vision:** The Applicant and community-defined description of how the STEP proposal will meet STEP's objectives and address the community's needs.

<sup>12</sup> <http://nahc.ca.gov/>

## STEP Implementation Grant Proposal Template

### INSTRUCTIONS tab

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

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

## STEP Implementation Grant Proposal Template

### GRANT FRAMEWORK *tab*

Proposal name	<i>[Enter the name of your proposal]</i>
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INSTRUCTIONS	RESPONSES
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VISION		
<b>1</b>	Describe the vision for the STEP Community	
<b>2</b>	Describe how residents and other key stakeholders were involved in the development of the vision statement identified above.	

PROJECTS AND STRATEGIES				
		Project name (in order of priority for funding)	Associated strategy	Describe how residents and other key stakeholders were involved in the identification of each strategy and project.
3, 4, 5	Project #1			
	Project #2			
	Project #3			
	Project #4			
	Project #5			
	Project #6			
	Project #7			
	Project #8			
	Project #9			
	Project #10			
6	Provide a summary of the proposal that includes a brief description of all proposed STEP-funded projects. Summaries from all Applicants will be posted publicly on CARB's website.			

**STEP Implementation Grant Proposal Template**  
*APPLICANTS tab*

APPLICANTS	1	1	2	3	4	9	10
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)	Statement of qualifications	Organizational readiness to conduct equity work	Conflict of interest declaration
Lead Applicant				[File name]			
	5	5	6	7	8	9	10
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)	Statement of qualifications	Organizational readiness to conduct equity work	Conflict of interest declaration
Sub-applicant #1				[File name]			
Sub-applicant #2				[File name]			
Sub-applicant #3				[File name]			
Sub-applicant #4				[File name]			
Sub-applicant #5				[File name]			
Sub-applicant #6				[File name]			
Sub-applicant #7				[File name]			
Sub-applicant #8				[File name]			
Sub-applicant #9				[File name]			
Sub-applicant #10				[File name]			

COMMUNITY PARTNERS	11	11	12	13
	Name of entity	Type of entity	Roles and responsibilities	Letter of support (attachment)
Community Partner #1				[File name]
Community Partner #2				[File name]
Community Partner #3				[File name]
Community Partner #4				[File name]
Community Partner #5				[File name]
Community Partner #6				[File name]
Community Partner #7				[File name]
Community Partner #8				[File name]
Community Partner #9				[File name]
Community Partner #10				[File name]



**STEP Implementation Grant Proposal Template**  
*PARTNERSHIP STRUCTURE tab*

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

**STEP Implementation Grant Proposal Template**  
**PROPOSAL THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
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STEP COMMUNITY		
1 (attachment)	Submit a map shapefile that identifies the STEP Community boundary, tentative project locations, and benefiting disadvantaged community census tracts. Write the file name in the box to the right.	<i>[File name]</i>
2	Describe the residents of the STEP Community, including demographics such as gender, race/ethnicity, age, income level, languages spoken, vehicle ownership, travel patterns to key destinations, and transportation mode share. Focus on demographics that are relevant to the community vision and identified projects.	
3	Describe the clean transportation options that are currently available or soon to be available to community residents, in particular those in disadvantaged community census tracts. Describe the quality (e.g., frequency, affordability, reliability) of these clean transportation options.	
4	For any project that is not located in the STEP Community, explain how the project is connected to and serves the STEP Community.	

EXISTING PROJECTS AND PLANS		
5 (attachment)	Submit at least one letter from the city, county, or tribal government's Planning Department, Community Development Department, Environmental Director, or other similar department or body that has land use and housing authority. The letter must demonstrate how the proposed projects are aligned with the strategies, policies, and priorities identified in existing local and regional plans or that explains why the proposed strategies, policies, and plans in existing local and regional plans do not reflect the community's needs or priorities. If no local or regional plans exist, explain why. Write the file name in the box to the right.	<i>[File name]</i>
6	Describe how proposed projects support and are supported by existing projects that are the types of projects that are eligible for STEP funding and the types of projects that are ineligible for STEP funding but are encouraged (lists in Appendix E). If the proposed STEP-funded projects do not connect to any existing transportation or land use projects, explain why.	

WORKFORCE DEVELOPMENT		
7	Describe how the proposed projects will contribute to workforce development in the climate and clean transportation sectors, including how the projects will partner with workforce development and training programs with career pathways or provide economic opportunities through high-quality jobs for residents of the STEP Community. If not applicable, explain why.	

DISPLACEMENT AND HOUSING		
8	Describe the displacement vulnerabilities that currently exist in low-income households and small businesses within the STEP Community.	
9	Describe the existing policies and plans that address displacement avoidance. If not applicable, explain why.	

10	Describe any policies, programs, or coordination with existing policies or programs that are proposed to be funded through STEP to avoid the displacement of existing low-income households and small businesses within the STEP Community to counter displacement that may occur due to STEP-funded projects. If not applicable, explain why.	
11	Describe how the proposed projects will advance local land use and housing goals as identified in the applicable Regional Transportation Plan, Sustainable Communities Strategy (where applicable), Regional Housing Needs Allocation (RHNA), local Housing Element implementation, or other local plans such as general plans or specific plans. If not applicable, explain why.	
12	Describe how local land use policies, plans, or processes will support the use and benefits of the proposed projects over their lifetime. Describe how the policy, plan, or process promotes the development of affordable housing within a half-mile of a transit station, transit stop, or access to an active transportation facility that will be improved by the proposed projects. If not applicable, explain why.	

**STEP Implementation Grant Proposal Template**  
**PROJECT #1 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.  <i>[File name]</i>	
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	
<b>COMMUNITY INCLUSION</b>		
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	
10	Identify any hard-to-reach residents.	
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

**DATA TRACKING AND REPORTING**

18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right. <i>[File name]</i>	

**CLIMATE ADAPTATION AND RESILIENCY**

21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

**LONGEVITY AND LESSONS LEARNED**

23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

**STEP Implementation Grant Proposal Template**  
**PROJECT #2 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.	[File name]
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	
<b>COMMUNITY INCLUSION</b>		
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
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11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
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14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
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17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

**DATA TRACKING AND REPORTING**

18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
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**CLIMATE ADAPTATION AND RESILIENCY**

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22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

**LONGEVITY AND LESSONS LEARNED**

23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
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**STEP Implementation Grant Proposal Template**  
**PROJECT #3 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
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4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
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<b>COMMUNITY INCLUSION</b>		
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11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
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14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	



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**DATA TRACKING AND REPORTING**

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19	Describe the plan for tracking and collecting project-related data to report to CARB.	
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**CLIMATE ADAPTATION AND RESILIENCY**

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**LONGEVITY AND LESSONS LEARNED**

23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
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**STEP Implementation Grant Proposal Template**  
**PROJECT #4 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
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<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
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<b>COMMUNITY INCLUSION</b>		
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17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

**DATA TRACKING AND REPORTING**

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**CLIMATE ADAPTATION AND RESILIENCY**

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**LONGEVITY AND LESSONS LEARNED**

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**STEP Implementation Grant Proposal Template**  
**PROJECT #5 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
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<b>TRANSPORTATION EQUITY</b>		
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**DATA TRACKING AND REPORTING**

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**CLIMATE ADAPTATION AND RESILIENCY**

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**LONGEVITY AND LESSONS LEARNED**

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**STEP Implementation Grant Proposal Template**  
**PROJECT #6 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
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<b>TRANSPORTATION EQUITY</b>		
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**DATA TRACKING AND REPORTING**

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**CLIMATE ADAPTATION AND RESILIENCY**

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**LONGEVITY AND LESSONS LEARNED**

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**STEP Implementation Grant Proposal Template**  
**PROJECT #7 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
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<b>TRANSPORTATION EQUITY</b>		
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**CLIMATE ADAPTATION AND RESILIENCY**

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**LONGEVITY AND LESSONS LEARNED**

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**STEP Implementation Grant Proposal Template**  
**PROJECT #8 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
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<b>TRANSPORTATION EQUITY</b>		
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**DATA TRACKING AND REPORTING**

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**CLIMATE ADAPTATION AND RESILIENCY**

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**LONGEVITY AND LESSONS LEARNED**

23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

**STEP Implementation Grant Proposal Template**  
**PROJECT #9 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.  <i>[File name]</i>	
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	
<b>COMMUNITY INCLUSION</b>		
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	
10	Identify any hard-to-reach residents.	
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

**DATA TRACKING AND REPORTING**

18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right. <small>[File name]</small>	

**CLIMATE ADAPTATION AND RESILIENCY**

21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

**LONGEVITY AND LESSONS LEARNED**

23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

**STEP Implementation Grant Proposal Template**  
**PROJECT #10 THRESHOLDS & CRITERIA tab**

INSTRUCTIONS		RESPONSES
<b>PROJECT SCOPE</b>		
	Project Name	0
1	Lead Implementer	
2	Describe each project scope and deliverables. Include information about all project elements as defined in Appendix E. Include what project details (if any) still need to be determined and how community residents will be involved in that process.	
3 (attachment)	Include any applicable readiness documentation, including CEQA documentation (see Appendix E for details). Write the file names of all readiness documentation in the box to the right.  <i>[File name]</i>	
4	If readiness requirements are not met by the time the proposal is submitted, identify the process and anticipated timeline for completing these actions within six months after grant execution or (for CEQA requirements only) at the time of grant execution.	
<b>TRANSPORTATION EQUITY</b>		
5	Describe how each project considers the needs of different groups of residents within the STEP Community. In particular, describe how each project incorporates different facets of transportation equity (including accessibility to key destinations, accessibility of transportation options, affordability, environmental sustainability, reliability, and safety) as they are defined by community residents.	
6	Describe the direct, meaningful, and assured benefit(s) provided to residents of disadvantaged communities in the STEP Community.	
<b>COMMUNITY INCLUSION</b>		
7	Describe the community-identified transportation needs and how each project addresses those needs in a way that community residents want.	
8	Describe the community engagement process that was used to identify the community's transportation needs prior to submitting the proposal. If community engagement activities used to identify these needs were conducted over two years prior to submitting the proposal, describe the process for confirming with community residents that the needs identified are still relevant.	
9	Describe the community engagement activities planned to ensure that community residents have the opportunities and resources to actively participate in the decision-making process during grant implementation.	
10	Identify any hard-to-reach residents.	
11	Describe how the planned community engagement activities focus on the hard-to-reach residents identified above.	
12	Describe how the planned community engagement activities will be evaluated for success and updated accordingly.	
13	Identify the expected end users.	
14	Describe the outreach and education activities planned to ensure that identified end users in the community have knowledge that will help them use new transportation services and actively participate in decision-making processes during grant implementation.	

15	Describe how the planned outreach and education activities focus on the hard-to-reach residents identified above.	
16	Describe how the planned outreach and education activities will be evaluated for success and updated accordingly.	
17	Describe the plan for educating community residents and local businesses about other applicable CARB funding opportunities and supporting California Energy Commission funding opportunities.	

**DATA TRACKING AND REPORTING**

18	Identify the Applicant(s) who will lead data tracking and reporting.	
19	Describe the plan for tracking and collecting project-related data to report to CARB.	
20 (attachment)	Submit a completed STEP Benefits Calculator (see Appendix C) that includes all of the projects counted under a Clean Transportation Strategy. Write the file name in the box to the right. <small>[File name]</small>	

**CLIMATE ADAPTATION AND RESILIENCY**

21	Identify the impacts of climate change (on public health, the economy, the built environment, etc.) in the STEP Community. If not applicable, explain why.	
22	Describe how the project will incorporate adaptation measures that will lead to increased resiliency to climate impacts. Describe how the project will increase community resilience to the direct and indirect impacts of climate change. If not applicable, explain why.	

**LONGEVITY AND LESSONS LEARNED**

23	Describe if and how the project will remain fiscally sustainable and continue to provide benefits beyond the grant term. If applicable, describe the contingency plan for ensuring capital projects continue to serve the community if operation of service is discontinued after STEP funding is spent.	
24	Describe how Applicants will collect and share lessons learned with similar communities throughout the state that may be interested in implementing similar projects.	

**STEP Implementation Grant Proposal Template**  
**PROPOSAL IMPLEMENTATION PLAN tab**

INSTRUCTIONS	RESPONSES	CALCULATIONS
--------------	-----------	--------------

PROPOSAL BUDGET			
1	Input cost information and associated notes in the BUDGET tab.		
2	Total proposal budget	\$ -	
3	Total funds requested from STEP	\$ -	
4	Total cost of the Clean Transportation Strategies (must be at least 50 percent of the total proposal budget)	\$ -	#DIV/0!
5	Total cost of the projects located within the boundaries of the disadvantaged community census tracts in the STEP Community (must be at least 50 percent of the total proposal budget)	\$ -	#DIV/0!
6	Funds for data tracking and reporting (must be at least 2 percent of the total proposal budget)	\$ -	#DIV/0!
7	Grant implementation funds requested (must be no more than 5 percent of the funds requested from STEP)	\$ -	#DIV/0!
8	Indirect grant implementation funds requested (must be no more than 1 percent of the funds requested from STEP)	\$ -	#DIV/0!
9	Total resource contribution (must be at least 20 percent of the value of the funds requested from STEP)	\$ -	#DIV/0!
10 <b>(attachment)</b>	Write the file names of all resource contribution documentation in the box to the right.	\$ -	#DIV/0!
		<i>[File name]</i>	

PROPOSAL TIMELINE	
11	Fill out the TIMELINE tab.



**STEP Implementation Grant Proposal Template**  
**BUDGET tab**

		Hourly rate	Hours	Request for STEP funds	Resource contribution	Total	Notes
<b>GRANT IMPLEMENTATION</b>							
<b>Direct Labor plus Expenses</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs (non-labor)</b>							
	Travel costs	N/A	N/A	\$ -	\$ -	\$ -	
	Equipment and supplies	N/A	N/A	\$ -	\$ -	\$ -	
	Other direct costs	N/A	N/A	\$ -	\$ -	\$ -	
<b>Indirect Costs (non-labor)</b>							
	Indirect costs	N/A	N/A	\$ -	N/A	\$ -	
<b>Grant Implementation Costs</b>							
				\$ -	\$ -	\$ -	
<b>PROJECT #1</b>							
		0					
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>							
	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
	Task 1.1 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 1.2 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 1.3 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 1.4 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	[Etc.] [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #1 Costs</b>							
				\$ -	\$ -	\$ -	
<b>PROJECT #2</b>							
		0					
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>							
	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
	Task 2.1 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 2.2 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 2.3 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 2.4 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	[Etc.] [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #2 Costs</b>							
				\$ -	\$ -	\$ -	
<b>PROJECT #3</b>							
		0					
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>							
	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
	Task 3.1 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 3.2 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 3.3 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 3.4 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	[Etc.] [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #3 Costs</b>							
				\$ -	\$ -	\$ -	
<b>PROJECT #4</b>							
		0					
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>							
	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
	Task 4.1 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 4.2 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 4.3 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 4.4 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	[Etc.] [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #4 Costs</b>							
				\$ -	\$ -	\$ -	
<b>PROJECT #5</b>							
		0					
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>							
	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
	Task 5.1 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 5.2 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 5.3 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	Task 5.4 [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
	[Etc.] [Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #5 Costs</b>							
				\$ -	\$ -	\$ -	
<b>PROJECT #6</b>							
		0					
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	

	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
Task 6.1	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 6.2	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 6.3	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 6.4	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
[Etc.]	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #6 Costs</b>				\$ -	\$ -	\$ -	
<b>PROJECT #7</b>	0						
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
Task 7.1	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 7.2	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 7.3	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 7.4	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
[Etc.]	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #7 Costs</b>				\$ -	\$ -	\$ -	
<b>PROJECT #8</b>	0						
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
Task 8.1	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 8.2	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 8.3	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 8.4	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
[Etc.]	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #8 Costs</b>				\$ -	\$ -	\$ -	
<b>PROJECT #9</b>	0						
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
Task 9.1	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 9.2	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 9.3	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 9.4	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
[Etc.]	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #9 Costs</b>				\$ -	\$ -	\$ -	
<b>PROJECT #10</b>	0						
<b>Direct Labor</b>							
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
	[Enter position/classification here]	\$ -		\$ -	\$ -	\$ -	
<b>Direct Costs</b>	Travel/supplies	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project Costs</b>							
Task 10.1	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 10.2	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 10.3	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
Task 10.4	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
[Etc.]	[Enter name of task here]	N/A	N/A	\$ -	\$ -	\$ -	
<b>Project #10 Costs</b>				\$ -	\$ -	\$ -	
<b>Total Costs</b>	[Enter the name of your proposal]			<b>Total Request for STEP Funds</b>	<b>Total Resource Contribution</b>	<b>Total Proposal Budget</b>	
				\$ -	\$ -	\$ -	



STEP Implementation Grant Solicitation

**APPENDIX C: PROPOSAL COMPONENTS AND ELIBILITY THRESHOLDS**

Submit this completed appendix to CARB alongside the proposal template in Appendix B and other requested attachments.

Please print clearly or type all information in this proposal.

**I. PROPOSAL COVER PAGE**

Project:	
Lead Applicant Entity Name:	
Business Type:	
Contact Name and Title:	
Person with Contract Signing Authority/Air Pollution Control Officer (APCO):	
Mailing Address:	
City:	State:
Zip Code:	Telephone Number:
Email Address:	Fax Number:
<input type="checkbox"/> I have read and understood the terms and conditions of the Sample Grant Agreement.	
<input type="checkbox"/> I have read and understood the draft Grantee scope of work in the Sample Grant Agreement (Section F. Duties and Requirements).	
<input type="checkbox"/> I have read, understood, and submitted all proposal components listed in Table C-1 of this appendix.	
<input type="checkbox"/> I have read, understood, and complied with all eligibility thresholds listed in Table C-2 of this appendix.	

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

Printed Name of Responsible Party or APCO	Title:
Signature of Responsible Party or APCO:	Date:

**THIRD PARTY CERTIFICATION (if applicable)**

I have completed the proposal, in whole or in part, on behalf of the Applicant.

Printed Name of Third Party:	Title:
Signature of Third Party:	Date:
Amount Being Paid for Application Completion:	Source of Funding to Third Party:

**II. PROPOSAL COMPONENTS**

Proposal components are all the parts of the proposal that must be submitted to CARB in order for the proposal to be scored. Applicants must submit a proposal using the Proposal Template in Appendix B.

Applicants must use this checklist to ensure that all proposal components are included prior to submitting the proposal and submit a completed and signed checklist as part of the proposal cover page (see above).

**Table C-1: Proposal Components Checklist**

<b>Proposal Component</b>	<b>Submission Format</b>	<b>Yes/No</b>
Cover page (this appendix)	Proposal Template	
<i>Grant Framework</i>	<i>Instructions</i>	<i>Yes/No</i>
Vision statement	Proposal Template	
Strategies identified	Proposal Template	
Projects identified	Proposal Template	
Project summary for public posting	Proposal Template	
<i>Applicants and Partnership Structure</i>	<i>Submission Format</i>	<i>Yes/No</i>
Lead Applicant and Sub-applicant identification, qualifications, and letters of support	Proposal Template and Attachments	
Conflict of interest declaration	Attachments	
Community Partner identification and letters of support	Proposal Template and Attachments	
Partnership Structure	Proposal Template	

<i>Proposal Thresholds and Criteria</i>	<i>Instructions</i>	<i>Yes/No</i>
STEP Community map	Attachments	
STEP Community description	Proposal Template	
Consistency with existing plans letter(s) of support	Attachments	
Connections to existing projects component	Proposal Template	
Workforce development component	Proposal Template	
Displacement avoidance component	Proposal Template	
Affordable housing and land use component	Proposal Template	
<i>Project-specific Thresholds and Criteria</i>	<i>Instructions</i>	<i>Yes/No</i>
Project scope	Proposal Template	
Readiness documentation (Appendix E)	Proposal Template and Attachments	
Transportation equity component	Proposal Template	
Community-identified transportation needs component	Proposal Template	
Community engagement component	Proposal Template	
Outreach and education component	Proposal Template	
Data tracking and reporting component	Proposal Template	
Benefits Calculator and supporting documentation (Appendix I)	Attachment	
Climate adaptation and resiliency component	Proposal Template	
Longevity and lessons learned component	Proposal Template	
<i>Proposal Implementation Plan</i>	<i>Instructions</i>	<i>Yes/No</i>
Proposal budget	Proposal Template	
Resource contribution documentation (if applicable)	Attachments	

Proposal timeline	Proposal Template	
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### III. ELIGIBILITY THRESHOLDS

Eligibility thresholds are the basic eligibility requirements that must be met for the proposal to be scored.

CARB staff will use the checklist below to determine if a proposal meets STEP’s eligibility thresholds. If a proposal does not meet all eligibility thresholds, the Lead Applicant will be notified by CARB within four business days after the solicitation deadline and will have two business days to submit proof that missing eligibility thresholds have been met. Updates to eligibility thresholds during this time should not result in substantial changes to proposals. Eligibility thresholds will be evaluated at CARB’s sole discretion. After that deadline, proposals that do not meet all eligibility thresholds will not proceed to the next step of the review process.

Applicants must use this checklist to ensure that all eligibility thresholds are met prior to submitting the proposal.

**Table C-2: Eligibility Thresholds Checklist**

General Completeness	Yes/No
Proposal includes all proposal components.	
Proposal does not extend beyond the maximum grant term.	

Grant Framework	Yes/No
<i>Strategies Identified</i>	
At least one Clean Transportation Strategy and at least one Supporting Strategy are selected, with at least one distinct project under each strategy.	
<i>Projects Identified</i>	
Projects identified are eligible (on the list of eligible projects or are eligible based on CARB’s discretion, not on the list of ineligible projects)	

Applicants And Partnership Structure	Yes/No
<i>Lead Applicant and Sub-Applicant Identification, Qualifications, and Letters of Support</i>	
Lead Applicant is an eligible organization.	
If the Lead Applicant is not a federally recognized tribe, at least one of the Applicants is a local government.	
If the Lead Applicant is not a federally recognized tribe, at least one of the Applicants is a community-based organization.	

Applicants And Partnership Structure	Yes/No
All Applicants have submitted letters of support.	
<i>Community Partner Identification and Letters of Support</i>	
All Community Partners have submitted letters of support.	
<i>Partnership Structure</i>	
Partnership Structure includes information about the governance, legal, and financial considerations of the partnership structure.	
Partnership Structure includes a process for transparent decision-making that involves Community Partners and other residents.	

Proposal Thresholds and Criteria	Yes/No
<i>STEP Community Map</i>	
Map identifies the STEP Community boundary, the tentative location of each project, and the disadvantaged community or low-income community census tracts within the STEP Community.	
At least 50 percent of the geographic area of the STEP Community is disadvantaged or low-income community census tracts.	
<i>STEP Community Description</i>	
Any project not located in the STEP Community is connected to and serves the STEP Community.	
<i>Consistency with Existing Plans Letter(s) of Support</i>	
Letter from the city, county, or tribal government’s Planning Department, Community Development Department, Environmental Director, or other similar entity that has land use authority describes how the proposed project is aligned with the strategies, policies, and priorities identified in existing local and regional plans or that explains why the proposed strategies, policies, and plans in existing local and regional plans do not reflect the community’s needs and priorities. If no local or regional plans exist, the letter explains why.	

Project-specific Thresholds and Criteria	Yes/No
<i>Project Scopes</i>	
Proposal identifies a Lead Implementer for each proposed project.	
<i>Readiness Documentation</i>	



Project-specific Thresholds and Criteria	Yes/No
Readiness documentation demonstrates that CEQA has or will have been met at the time of grant execution.	
Readiness documentation shows that non-CEQA readiness requirements (e.g., site control, permits) have or will have been met within six months after grant execution.	
<i>Community-identified Transportation Needs Component</i>	
Each project is tied to a community-identified transportation need.	
<i>Benefits Calculator and Supporting Documentation</i>	
Sum of estimated GHG emission reductions from quantifiable projects is positive (i.e., shows a net emission reduction).	

Proposal Implementation Plan	Yes/No
<i>Proposal Budget</i>	
At least 50 percent of the total proposal budget funds projects that are counted toward the proposal's Clean Transportation Strategies.	
At least 50 percent of the total proposal budget funds projects located within the boundaries of the disadvantaged community census tracts that are located within the STEP Community.	
At least 2 percent of the total proposal budget funds data tracking and reporting.	
The total grant implementation funds requested account for no more than 5 percent of the total funds requested from STEP.	
Indirect grant implementation costs account for no more than 1 percent of the total proposal budget.	
Resource contribution is valued at minimum at 20 percent of the value of the funds requested from STEP in the proposal.	
<i>Resource Contribution Documentation</i>	
Proposal includes supporting documentation for all identified resource contributions.	

# APPENDIX D: SCORING CRITERIA

Scoring criteria are the criteria used by the evaluation panel to score STEP proposals after determining that they meet the eligibility thresholds.

If a proposal meets all **eligibility thresholds**,<sup>1</sup> CARB staff and an evaluation panel will evaluate the proposal. Each proposal that is scored will receive a single score out of 100 points.

**Table D-1: General Scoring Criteria**

Category	Maximum Points
Grant Framework	19
Applicants and Partnership Structure	17
Proposal Thresholds and Criteria	16
Project-specific Thresholds and Criteria	44
Proposal Implementation Plan	4
<b>Total Proposal</b>	<b>100</b>
Extra points	4

A review panel will evaluate each scoring criterion using the scoring scale below for all criteria except Number of strategies selected, Total GHG emission reductions, and GHG emission reduction cost-effectiveness. These criteria will be evaluated on a sliding scale compared across all scored proposals. For these criteria, all scored proposals will be compared to one another. The proposals with the highest values will receive the highest number of points for each criterion and the proposals with the lowest values will receive the lowest number of points for each criterion.

**Table D-2: Scoring Scale**

Possible Percent of Maximum Points	Interpretation	Explanation for Percentage of Points
0%	Not Responsive	Response does not include or fails to address the criterion.
1-24%	Minimally Responsive	Response minimally addresses the criterion. Any omissions, flaws, or defects are significant and unacceptable.
25-49%	Inadequate	Response addresses the criterion, but there are one or more omissions, flaws, or defects OR the criterion is addressed in such a limited way that the reviewer has a low degree of confidence in the proposal.
50-69%	Adequate	Response adequately addresses the criterion. Any omissions, flaws, or defects are minimally

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

Possible Percent of Maximum Points	Interpretation	Explanation for Percentage of Points
		consequential.
70-89%	Good	Response fully addresses the criterion in a way that gives the reviewer a good degree of confidence in the proposal. Any omissions, flaws, or defects are minimal and inconsequential.
90-100%	Excellent	Response fully addresses the criterion in a way that gives the reviewer a high degree of confidence in the proposal. The response exceeds expectations by providing one or more creative or innovative approaches or solutions.

CARB staff and the interagency review panel will evaluate each proposal that meets all eligibility thresholds using the specific scoring criteria below.

**Table D-3: Scoring Criteria Breakdown**

Grant Framework	Maximum Points (19)
<i>Vision statement</i>	
Vision for the community aligns with STEP objectives and articulates how the proposed projects will help address the transportation needs of the community.	3
Residents and other key stakeholders were involved in the development of the vision statement using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	1
<i>Strategies identified</i>	
Number of strategies selected. Sliding scale based on all proposals scored.	3
<i>Projects identified</i>	
Proposed projects are integrated and connected with each other in a manner that maximizes the ability to address community residents' transportation needs.	3
Proposed projects prioritize increasing accessibility to key destinations for community residents with diverse transportation needs.	3
Proposed projects employ innovative solutions or work together in innovative ways to address community residents' transportation needs.	3
Residents and other key stakeholders were involved in the identification of the proposed projects using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	3

<b>Applicants and Partnership Structure</b>	<b>Maximum Points (17)</b>
<i>Lead Applicant and Sub-applicant identification, qualifications, and letters of support</i>	
Lead Applicant has the organizational capacity and ability to implement the STEP proposal through relevant expertise, experience, and skill sets (e.g., has experience managing pilot projects, implementing grants, working with community residents).	3
Sub-applicants have the organizational capacity and ability to support the Lead Applicant to implement the STEP proposal for their identified role through relevant expertise, experience, and skill sets.	4
Applicants have the organizational readiness to conduct equity work.	2
<i>Partnership Structure</i>	
Lead Applicant and Sub-applicants have the capacity to equitably work together to implement a complex grant. This may include past work history, a commitment to regular communication, etc.	2
Partnership Structure includes a diverse group of other key stakeholders that represent the community (e.g., community-based organizations, local governments, transit agencies, nonprofits, regional agencies, health-based organizations, small businesses)	2
Partnership Structure includes a meaningful process to involve Community Partners and other residents in the decision-making process for each proposed project. In this way, community engagement is tied to a governance structure that will help community ideas and concerns shape project design and implementation.	4

<b>Proposal Thresholds and Criteria</b>	<b>Maximum Points (16)</b>
<i>Connections to existing projects component</i>	
Proposed projects complement existing clean transportation services and modes available. Proposed projects complement other existing, encouraged transportation, housing, and clean energy projects.	2
<i>Workforce development component</i>	
Proposed projects will contribute to workforce development in the climate and clean transportation sectors (e.g., partnering with workforce development and training programs with career pathways, providing economic opportunities through high-quality jobs) with a focus on STEP Community residents that live in disadvantaged and low-income community residents and that face barriers to employment.	6

<b>Proposal Thresholds and Criteria</b>	<b>Maximum Points (16)</b>
<i>Displacement avoidance component</i>	
Displacement vulnerability among low-income households and small businesses and existing policies and plans that address displacement avoidance within the STEP Community are identified.	1
Proposal will implement new policies and programs or coordinate with existing policies and programs to avoid the displacement of low-income households and small businesses within the STEP Community to counter any displacement that may occur due to STEP-funded projects.	4
<i>Affordable housing and land use component</i>	
Proposed projects complement the local jurisdiction's transportation, land use, and housing goals in a manner that supports affordable and transit-oriented housing. The local jurisdiction's land use policies, plans, and processes support the use and benefits of the proposed projects.	3

<b>Project-specific Thresholds and Criteria</b>	<b>Maximum Points (44)</b>
<i>Project scopes</i>	
Project scopes are feasible and identify all deliverables needed to achieve objectives.	2
Applicants have all necessary preparations completed (e.g., site control, permits) and all necessary partners on board in order to implement the proposed projects.	2
<i>Transportation equity component</i>	
Proposed projects consider the needs of the different groups of residents within the STEP Community. Projects address the different facets of transportation equity (including accessibility, affordability, safety, reliability, and environmental sustainability) as they are defined by community residents.	4
Proposed projects maximize benefits to the disadvantaged community census tracts within the STEP Community.	2
<i>Community-identified transportation needs component</i>	
Residents and other key stakeholders were involved in the identification of the community's transportation needs using recommended, context-specific methods of community engagement from the Community Inclusion Guidance.	2
Each project addresses at least one community-identified transportation need. Projects have been designed to meet the identified transportation needs. This includes, but is not limited to, appropriate scope, scale, elements, etc.	3
<i>Community engagement component</i>	
Proposal incorporates diverse, context-specific, and	3

Project-specific Thresholds and Criteria	Maximum Points (44)
recommended community engagement activities from the Community Inclusion Guidance for the duration of each project’s implementation to involve residents in decision-making processes.	
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	1
<i>Outreach and education component</i>	
Projects help educate end users on new technology and services offered and encourage the use of new transportation options using recommended, context-specific outreach and education activities from the Community Inclusion Guidance. Proposal also includes a plan to educate residents and local businesses about other applicable State funding opportunities.	2
Projects help educate residents about the proposed projects to better participate in decision-making processes using recommended, context-specific outreach and education activities from the Community Inclusion Guidance.	1
Proposal is feasible (including timelines, tasks, deliverables, and budgets).	1
<i>Data tracking and reporting component</i>	
Proposal for data tracking and reporting satisfies applicable requirements and is feasible (including timelines, tasks, deliverables, and budgets).	3
<i>Benefits Calculator and supporting documentation</i>	
Total GHG emission reductions. Sliding scale based on all proposals scored.	4
GHG emission reduction cost-effectiveness. Sliding scale based on all proposals scored.	4
Community engagement level. If the proposal has high community engagement, two points will be awarded. If the proposal has medium community engagement, one point will be awarded. If the proposal has low community engagement, no points will be awarded.	2
<i>Climate adaptation and resiliency component</i>	
The proposal identifies the climate change risks and exposures within the STEP Community.	1
Where appropriate, projects include clear plans to adapt to direct and indirect climate risks and enhance community resiliency.	3
<i>Longevity and lessons learned component</i>	
Proposal addresses need for projects to operate and be maintained after the grant term is complete. Where appropriate, projects include clear plans for long-term operations and maintenance, including coordination with appropriate responsible parties.	3
Proposal includes a plan to track and communicate best practices	1

<b>Project-specific Thresholds and Criteria</b>	<b>Maximum Points (44)</b>
and lessons learned.	

<b>Proposal Implementation Plan</b>	<b>Maximum Points (4)</b>
<i>Project plans (scopes and timelines)</i>	
Plans are feasible (including timelines, tasks, deliverables, and budget).	4

Extra points will be awarded to proposals that meet the qualifications below. No proposal may receive more than four extra points.

<b>Extra Points</b>	<b>Maximum Points (4)</b>
Lead Applicant is a community-based organization or a federally recognized tribe. If the proposal meets this criteria, the full two points will be awarded. If not, no points will be awarded.	2
Proposal is for projects in a rural community. <sup>2</sup> If the proposal meets this criteria, the full two points will be awarded. If not, no points will be awarded.	2
Proposal is for projects in a community that has a lack of clean transportation available to residents. Sliding scale based on all proposals scored.	2

<sup>2</sup> For the purposes of STEP, communities that are not in urbanized areas, as defined by the 2010 census (<https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural/2010-urban-rural.html>) OR communities that are not served by a metropolitan planning organization.

# APPENDIX E: PROJECT ELIGIBILITY

STEP Implementation Grants will fund a variety of clean transportation and supporting projects in disadvantaged communities that will work together to increase community residents' ability to access key destinations without a personal vehicle.

Each proposal<sup>1</sup> must contain multiple projects.<sup>1</sup> Each project may contain multiple project elements.<sup>1</sup> Each project element must abide by STEP's eligible cost and readiness requirements. This appendix includes lists of eligible and ineligible projects, eligible and ineligible costs, and readiness and other requirements for specific project elements and for the proposal overall. Projects that are not on the eligible or ineligible lists may be determined to be eligible at CARB's sole discretion.

The proposal must identify at least one eligible project for each strategy that the Applicant plans to implement.

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

## ELIGIBLE PROJECTS

The tables below list eligible projects and associated elements by strategy. Funded project elements must directly serve the associated eligible projects in the tables below.

### I. CLEAN TRANSPORTATION STRATEGIES

Applicants must select at least one Clean Transportation Strategy, which includes Active Transportation, Fixed-route Transit, and Shared Mobility, but Applicants are strongly encouraged to combine multiple strategies. These strategies should expand the clean transportation options available to residents, encourage mode shift away from single-occupancy vehicles toward clean transportation options, fill transportation gaps, or connect transportation modes (e.g., through first/last mile connections). The proposal must use a minimum of 50 percent of the total proposal budget to fund projects that are counted toward the proposal's Clean Transportation Strategies. Identified strategies should work together to achieve the community's vision. The Clean Transportation Strategies and associated eligible projects are listed alphabetically below.

#### A. Active Transportation

The Active Transportation strategy includes projects such as bicycle, pedestrian, and complete streets infrastructure (e.g., crosswalks, sidewalks, bikeways).

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



**Table E-1: Eligible Active Transportation Projects**

Eligible Projects	Examples of Project Elements
<p>New pedestrian walkways and multi-use paths</p>	<ul style="list-style-type: none"> <li>• Complete streets infrastructure</li> <li>• Connections to mobility hubs and transit stations to enable first/last mile connections</li> <li>• Installation of new or improved pedestrian crossings or over-crossings</li> <li>• Maintenance of funded infrastructure during the project’s lifetime<sup>1</sup></li> <li>• New walkways and multi-use paths that improve mobility, accessibility, and safety for users (e.g. sidewalks)</li> <li>• Non-capacity increasing streetscape improvements, such as:               <ul style="list-style-type: none"> <li>○ Benches or “street furniture”</li> <li>○ Lighting</li> <li>○ Placemaking (e.g., parklets,<sup>2</sup> public art)</li> <li>○ Shading and canopies</li> <li>○ Signage and way-finding markers</li> <li>○ Urban forestry and greenery</li> <li>○ Other related amenities for pedestrians, cyclists, and transit riders</li> </ul> </li> <li>• Planning, community engagement, outreach, and education for new pedestrian facilities</li> <li>• Signalization modifications and upgrades for pedestrian detection and prioritization</li> <li>• Street crossing enhancements, including accessible pedestrian signals</li> <li>• Traffic-calming and traffic control projects such as:               <ul style="list-style-type: none"> <li>○ Channelization (e.g., road diets)<sup>3</sup></li> <li>○ Curb cuts</li> <li>○ Curb extensions</li> <li>○ Lane narrowing projects</li> <li>○ Roundabouts</li> <li>○ Speed tables, bumps, humps, and cushions</li> </ul> </li> </ul>
<p>New bikeways and networks (Class I, Class II, or Class IV)</p>	<ul style="list-style-type: none"> <li>• Bicycle carrying structures on public transit</li> <li>• Complete streets infrastructure</li> <li>• Connections to mobility hubs and transit stations to prioritize first/last mile connections</li> <li>• Maintenance of funded infrastructure during the project’s lifetime</li> </ul>

<sup>2</sup> Community or green space that takes the place of a former curbside parking spot

<sup>3</sup> The practice of reducing the number of lanes on a road, typically to slow driving speed and make room for other forms of transportation besides cars

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• New context-sensitive bikeways (Class I, Class II, and Class IV) that improve mobility, accessibility, and safety for users</li> <li>• Planning, community engagement, outreach, and education for new bike facilities</li> <li>• Publicly accessible bike parking, storage, and repair infrastructure (e.g., bike racks, bike lockers, bike repair kiosks)</li> <li>• Signalization modifications and upgrades for bicycle detection and prioritization</li> </ul>

**B. Fixed-route Transit**

The Fixed-route Transit strategy includes projects such as transit station improvements, transit right-of-way improvements (e.g., bus rapid transit lanes), transit operations improvements, transit passes, and improvements to increase accessibility of transit (e.g., network/fare integration, wayfinding, and signage).

**Table E-2: Eligible Fixed-route Transit Projects**

Eligible Projects	Examples of Project Elements
New or expanded service	<ul style="list-style-type: none"> <li>• Operation of new or expanded service</li> <li>• Planning, community engagement, outreach, and education for new or expanded services</li> <li>• Purchase, construction, and installation of infrastructure, equipment, or facilities to support zero-emission vehicles</li> <li>• Zero-emission vehicle<sup>1</sup> purchases and leases for new or expanded service</li> </ul>
Public transit subsidies	<ul style="list-style-type: none"> <li>• Community engagement, outreach, and education for public transit subsidies</li> <li>• Free fare days</li> <li>• Plans for subsidy disbursement (e.g., how many subsidies users will receive, how long the subsidies will last)</li> <li>• Transit vouchers for free or reduced fares</li> </ul>
System or efficiency improvements	<ul style="list-style-type: none"> <li>• Access for unbanked users</li> <li>• ADA accessibility improvements</li> <li>• Infrastructure for express routes and other efficiency improvements such as: <ul style="list-style-type: none"> <li>○ Bus-only lanes</li> <li>○ Traffic signal coordination and optimization</li> </ul> </li> <li>• Mobile apps</li> <li>• Network/fare integration</li> <li>• Other system or efficiency improvements that result in increased ridership for new or existing</li> </ul>

Eligible Projects	Examples of Project Elements
	<p>routes, including project elements that increase service levels or reliability or decrease travel time</p> <ul style="list-style-type: none"> <li>• Planning, community engagement, outreach, and education for system or efficiency improvements</li> <li>• Route, schedule, frequency, and reliability improvements (e.g., for commute trips, non-commute trips, trip-chaining, essential services)</li> <li>• Transit station and stop improvements such as: <ul style="list-style-type: none"> <li>○ Connectivity improvements such as sidewalks and turnouts</li> <li>○ Lighting</li> <li>○ Measures to increase safety from gender-related violence</li> <li>○ Mobility hubs to integrate different transportation modes and prioritize first/last mile connections</li> <li>○ Placemaking and greenery</li> <li>○ Safety and security equipment</li> <li>○ Shading, shelters, and seating</li> <li>○ Station ambassadors</li> <li>○ Wayfinding and signage</li> </ul> </li> <li>• Transit vehicle improvements (e.g., bike racks, stroller access improvements, fareboxes, measures to enhance public health)</li> </ul>

**C. Shared Mobility**

The Shared Mobility strategy includes projects such as zero-emission carshare, rideshare, vanpooling, carpooling, bikeshare, scooter share, ride-hailing, shuttles, and microtransit (on-demand transit) services. Shared mobility projects should be complementary to existing public transit service. Shared mobility projects could include new service, operations, or promotion of ridership or pooling through subsidies.

**Table E-3: Eligible Shared Mobility Projects**

Eligible Projects	Examples of Project Elements
<p>New or expanded carshare, rideshare, bikeshare, scooter share, vanpooling, carpooling, ride-hailing, shuttles, and microtransit</p>	<ul style="list-style-type: none"> <li>• Access for unbanked users</li> <li>• Measures to enhance public health why using services</li> <li>• Mobile apps for on-demand services</li> <li>• Mobility hubs to prioritize first/last mile connections</li> <li>• Operation of new or expanded service</li> <li>• Planning, community engagement, outreach, and education for shared mobility services</li> </ul>

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• Purchase, construction, and installation of infrastructure, equipment, or facilities to support zero-emission vehicles</li> <li>• Strategies to encourage verifiable pooling for on-demand services</li> <li>• Strategies to reduce deadhead mileage<sup>4</sup> for on-demand services</li> <li>• Zero-emission vehicle purchases and leases for new or expanded service</li> </ul>
Shared mobility subsidies	<ul style="list-style-type: none"> <li>• Community engagement, outreach, and education for shared mobility subsidies</li> <li>• Free fare days</li> <li>• Plans for subsidy disbursement (e.g., how many subsidies users will receive, how long the subsidies will last)</li> <li>• Vouchers for free or reduced fares</li> </ul>

**II. SUPPORTING STRATEGIES**

Applicants must select at least one Supporting Strategy, which includes Community Development, Land Use, Mode Shift Outreach and Education, and Planning and Community Engagement, but Applicants are strongly encouraged to combine multiple strategies. These strategies are meant to support and enhance clean transportation projects that already exist in the STEP Community, prioritize clean transportation options over single-occupancy combustion vehicles, or lay the groundwork for successful implementation of STEP-funded transportation projects. Identified strategies should work together to achieve the community’s vision. The Supporting Strategies and associated eligible projects are listed alphabetically below.

**A. Community Development**

The Community Development strategy includes infrastructure and policy projects that ready communities for adoption of clean vehicle technology and shared, zero-emission transportation modes while avoiding substantial burdens.

**Table E-4: Eligible Community Development Projects**

Eligible Projects	Examples of Project Elements
Displacement avoidance activities related to STEP-funded projects	<ul style="list-style-type: none"> <li>• Local policy development, and implementation to support neighborhood stabilization and the preservation and production of affordable housing</li> <li>• Planning, community engagement, outreach, and education for displacement avoidance</li> </ul>

<sup>4</sup> Mileage driven without cargo or a passenger, typically to reach the next pick-up location

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• Programs that support local, small businesses and existing residents that are vulnerable to displacement</li> <li>• For a full list of example activities see the <b>Displacement Avoidance Guidance</b> linked in Appendix F.</li> </ul>
Local goods movement to individuals or small businesses to minimize trips in single-occupancy vehicles	<ul style="list-style-type: none"> <li>• Centralized, walkable consumer pick-up locations</li> <li>• Local goods movement emission reduction plans</li> <li>• Planning, community engagement, outreach, and education for local goods movement</li> <li>• Zero-emission vehicles for new or expansion of mobile and delivery services by small, local businesses (e.g., mobile markets and food trucks), including light and heavy-duty vehicles and cargo bikes</li> <li>• Zoning and geofencing<sup>5</sup> (e.g., to streamline delivery services or restrict travel of delivery vehicles in specific locations)</li> </ul>
Workforce development activities for the climate and clean transportation sectors	<ul style="list-style-type: none"> <li>• Educational resources, including but not limited to: <ul style="list-style-type: none"> <li>○ Classes</li> <li>○ Curricula</li> <li>○ Materials</li> <li>○ Mobile apps</li> <li>○ Training sessions</li> <li>○ Websites</li> </ul> </li> <li>• Partnership with job assistance and career development programs</li> <li>• Promotion of engagement and contracting with local businesses and the local workforce</li> <li>• For a full list of example activities see the <b>Workforce Development Guidance</b> linked in Appendix F.</li> </ul>
Zero-emission readiness projects to support publicly-accessible clean transportation	<ul style="list-style-type: none"> <li>• Planning, community engagement, outreach, and education for zero-emission readiness projects</li> <li>• Public zero-emission vehicle charging or refueling (e.g., planning, evaluation of existing infrastructure, siting, education and awareness, signage, an ombudsman position)</li> <li>• Renewable energy generation and storage for zero-emission transportation</li> </ul>

<sup>5</sup> The use of technology to create virtual boundaries around a location, typically used in transportation to restrict specific types of vehicles or services from entering certain locations

## B. Land Use

The Land Use strategy includes policies, plans, and processes that encourage infill development, curb urban or suburban sprawl, and incentivize denser development in areas with high quality transportation options.

**Table E-5: Eligible Land Use Projects**

Eligible Projects	Examples of Project Elements
<p>Growth management projects that support infill, transit-oriented development and reduce passenger vehicle miles traveled</p>	<ul style="list-style-type: none"> <li>• Adoption of an agricultural greenbelt and implementation agreement</li> <li>• Adoption of urban limit lines or urban growth boundaries</li> <li>• Agricultural land mitigation program transactions and program administration</li> <li>• Conservation easements and purchase program transactions and program administration</li> <li>• Increased minimum of designated strategic agricultural areas</li> <li>• Planning, community engagement, outreach, and education for growth management projects</li> <li>• Transfer of development rights</li> </ul>
<p>Land use plans to support transit-oriented development</p>	<ul style="list-style-type: none"> <li>• Combined land use and mobility plans</li> <li>• Community engagement, outreach, and education for land use plans to support transit-oriented development</li> <li>• Land-use plans for transit-oriented and transit-ready development such as:               <ul style="list-style-type: none"> <li>○ Housing incentive zones or other area-based housing incentives beyond State Density Bonus Law</li> <li>○ Plans for infrastructure necessary to support transit-oriented and transit-ready development (e.g., station area planning including improvements to pedestrian infrastructure)</li> <li>○ Upzoning or rezoning for multifamily housing to intensify land use patterns in close proximity to transit</li> </ul> </li> <li>• Plans for converting publicly-owned lands into affordable housing, transit-oriented development</li> <li>• Plans to connect disconnected neighborhoods to each other and to transit (e.g., cul-de-sac conversion)</li> <li>• Other plans, policies, or process improvements to promote affordable residential densification in proximity to transit, jobs, and other amenities. For</li> </ul>

Eligible Projects	Examples of Project Elements
	a full list of example activities see the <b>Displacement and Housing Guidance</b> linked in Appendix F.

**C. Mode Shift**

The Mode Shift strategy includes incentives and dis-incentives that encourage mode shift away from single-occupancy, combustion vehicles and toward shared, zero-emission modes of transportation.

**Table E-6: Eligible Mode Shift Projects**

Eligible Projects	Examples of Project Elements
Active transportation subsidies	<ul style="list-style-type: none"> <li>• Planning, community engagement, outreach, and education for active transportation subsidies</li> <li>• Vouchers to incentivize active transportation or vouchers to purchase personal zero-emission micromobility vehicles (e.g., standard bicycles, electric bicycles, electric scooters, recumbent and adaptive bicycles)</li> </ul>
Pricing pilots, policies, or programs (e.g., parking, vehicle registration, (de-)congestion, or road pricing; feebates <sup>6</sup> ) to support mode shift away from single-occupancy combustion vehicles	<ul style="list-style-type: none"> <li>• Impact analysis of pilots</li> <li>• Vouchers to exempt or reduce prices for certain populations (e.g., low-income, students, seniors)</li> <li>• Infrastructure and signage</li> <li>• Mobile apps</li> <li>• Operation and enforcement of pilot</li> <li>• Payment systems</li> <li>• Planning, community engagement, outreach, and education for pricing pilots, policies, or programs</li> </ul>
Projects to increase access to clean transportation options	<ul style="list-style-type: none"> <li>• Broadband network infrastructure to support clean transportation options</li> <li>• Community resource centers or hubs to educate residents about how to use new clean transportation options</li> <li>• Maintenance of existing infrastructure (e.g., sidewalks, bikeways)</li> <li>• Planning, community engagement, outreach, and education for applicable projects</li> <li>• Space conversion projects or pilots such as:               <ul style="list-style-type: none"> <li>○ Car-free zones</li> <li>○ Curbside management</li> <li>○ Geofencing</li> <li>○ Low or no emission zones</li> <li>○ Parking conversion</li> </ul> </li> </ul>

<sup>6</sup> A combination of fees and rebates used to incentivize mode shift.

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>○ Separate drop-off and pick-up areas</li> <li>○ Signage and other associated infrastructure to separate modes</li> <li>● Transportation demand management planning and education</li> <li>● Trip planners, street teams, and community ambassadors to connect residents to clean transportation options</li> </ul>
Telecommuting plans and programs	<ul style="list-style-type: none"> <li>● Community engagement, outreach, and education for telecommuting plans and programs</li> <li>● Participant incentives</li> <li>● Program development and administration</li> </ul>

**D. Outreach and Education**

The Outreach and Education strategy includes projects that encourage residents to use shared, zero-emission modes of transportation. Also includes education of anyone who will be interacting with funded clean transportation and supporting projects as users or as staff.

**Table E-7: Eligible Outreach and Education Projects**

Eligible Projects	Examples of Project Elements
Behavior change and marketing campaigns for new or existing clean transportation and mode shift projects	<ul style="list-style-type: none"> <li>● Gamification programs<sup>7</sup></li> <li>● Media outlets (e.g., digital media such as social media, television, or video; physical media such as newspapers, magazines, or newsletters)</li> <li>● Mobile apps</li> <li>● Signage and other physical infrastructure</li> </ul>
Capacity building to implement new or enhance existing clean transportation planning, operations, or infrastructure projects	<ul style="list-style-type: none"> <li>● Community resource portals, toolkits, and documents</li> <li>● Educational resources (e.g., classes, training sessions, materials, websites, mobile apps, curricula)</li> <li>● Relationship building and network development</li> <li>● Trip planners, street teams, and community ambassadors to connect residents to clean transportation options</li> </ul>
Outreach and education for new or existing clean transportation planning, operations, or infrastructure projects	<ul style="list-style-type: none"> <li>● Community resource portals, toolkits, and documents</li> <li>● Educational resources, including but not limited to:               <ul style="list-style-type: none"> <li>○ Bike valet at community events</li> <li>○ Curricula</li> </ul> </li> </ul>

<sup>7</sup> Behavior change programs that employ characteristics of games to encourage desired behavior



Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>○ Events (e.g., ride and drives, bicycle rodeos, bike repair pop-ups, temporary street closures or car-free days to encourage active transportation, workshops)</li> <li>○ Materials</li> <li>○ Mobile apps</li> <li>○ Websites</li> <li>● First responder training</li> <li>● Pop-up or demonstration projects and other forms of tactical urbanism<sup>8</sup></li> </ul>

**E. Planning and Community Engagement**

The Planning and Community Engagement strategy includes co-developing plans and co-designing projects with community residents for the community’s land use and transportation systems.

**Table E-8: Eligible Planning and Community Engagement Projects**

Eligible Projects	Examples of Project Elements
Community and stakeholder engagement for new or existing clean transportation planning, operations, and infrastructure projects	<ul style="list-style-type: none"> <li>● Community engagement events and activities</li> <li>● Community resource portals, toolkits, and documents</li> <li>● Community transportation needs assessments</li> <li>● Education campaigns</li> <li>● Engagement and contracting with local businesses and local workforce</li> <li>● Participant incentives</li> <li>● Participatory budgeting and other forms of community-decision making</li> <li>● Partnership and network development</li> <li>● Pop-up and demonstration projects and other forms of tactical urbanism<sup>8</sup></li> <li>● Surveys and information gathering</li> </ul>
Transportation-focused plan development	<ul style="list-style-type: none"> <li>● Automated and connected vehicle plans to enable equitable shared mobility</li> <li>● Combined land use and mobility plans</li> <li>● Community engagement, outreach, and education for transportation plans</li> <li>● Feasibility studies</li> <li>● Mobility equity analysis<sup>9</sup></li> </ul>

<sup>8</sup> Low-cost, temporary changes to the built environment, often meant to test out changes before making them more permanent

<sup>9</sup> Assessment of the quality and impact of existing transportation options and proposed new transportation projects

Eligible Projects	Examples of Project Elements
	<ul style="list-style-type: none"> <li>• Mobility plans, including but not limited to: <ul style="list-style-type: none"> <li>○ Active transportation, bicycle, or pedestrian plans</li> <li>○ Alternative fuel infrastructure plans (e.g., electric vehicle readiness plans)</li> <li>○ Multi-modal corridor plans</li> <li>○ New mobility plans</li> <li>○ Safe routes to schools and to transit plans</li> <li>○ Transit plans</li> </ul> </li> <li>• Other studies, plans, or planning methods that advance a community’s effort to reduce single occupancy vehicle trips and transportation-related GHG emissions</li> <li>• Plans for data collection, tracking progress, monitoring goals, and sharing results</li> <li>• Traffic calming and safety enhancement plans such as: <ul style="list-style-type: none"> <li>○ Collision, safety, and speed limit analysis</li> <li>○ Traffic collision reduction and traffic calming plans (e.g., Vision Zero plans)</li> </ul> </li> <li>• Transportation equity work plans</li> </ul>
Plans or policies to support mode shift away from single-occupancy vehicles	<ul style="list-style-type: none"> <li>• Car-free zone plans</li> <li>• Community engagement, outreach, and education for plans or policies</li> <li>• Curbside management<sup>10</sup> plans/policies</li> <li>• Elimination of parking requirements for new development</li> <li>• Low or no emission zone plans</li> <li>• Parking or lane conversion plans (to prioritize infill development and shared and zero-emission modes of transportation)</li> </ul>

### III. INELIGIBLE PROJECTS

Projects that are ineligible for STEP funding include, but are not limited to:

- Building permits and site approvals
- Community-scale renewable energy or fuel production and storage\*
- Cost-sharing for infill development\*
- Environmental studies, plans, or documents normally required for project development under the National Environmental Policy Act or CEQA
- Heavy rail service\*
- Highway or road capacity creation or expansion
- Inter-state transit or long-distance intra-state transit (e.g., Greyhound buses)

<sup>10</sup> The collection of practices that an entity uses to effectively manage the use of curb space

- Lab-scale technology research and development (TRL 4 or less)
- Land or building acquisition, leasing, or renting
- Manufacturing, including but not limited to:
  - Acquisition of raw materials or inputs for the manufacture of commercial product(s)
  - Operations and maintenance of manufacturing facility
- Personal or private automobile funding incentives (e.g., rebates, vouchers)
- Projects that include purchase of internal combustion or hybrid vehicles
- Projects that increase GHG or air pollutant emissions or vehicle miles traveled
- Residential or commercial development
- Ride-hailing services unless they are providing services with zero-emission vehicles or verifiable shared rides
- Road maintenance that is not directly linked to a complete streets project
- Transit-oriented development, particularly affordable housing\*
- Vehicle or fleet replacement that does not include provision of new or expansion of service

\* These projects, while ineligible for STEP funding, likely contribute to the vision for and benefit the STEP Community, so coordination between STEP-funded projects and these other projects is encouraged through scoring of the Connections to Existing Projects criterion.

## ELIGIBLE COSTS

### I. ELIGIBLE COSTS

The list below includes the eligible costs for all of the project elements listed in the charts above. All costs covered by STEP funding must directly support these project elements.

- Access to proprietary data or research material
- Acquisition of right-of-way
- Consumer subsidies
- Direct costs for implementing new or expanded displacement avoidance policies
- Electronic software licenses, services, and development or hardware support services
- Equipment and infrastructure design, engineering, procurement, lease, installation, construction, and commissioning, for elements such as:
  - Accessibility improvements
  - Consumer payment systems
  - External consultant fees
  - Green infrastructure
  - Some aspects of electrical system upgrades (under consideration)
  - Street and sidewalk infrastructure
  - Vehicle charging and hydrogen refueling stations

- Vehicle locking stations
- Fuel and electricity costs
- Labor, including but not limited to:
  - Salaries, wages, and stipends for nonprofit or consultant staff dedicated to the project
  - Staff time spent on the project
  - Training for staff
  - Travel
- Materials and supplies, including but not limited to:
  - Language translation services
  - Preparation of materials
  - Printing and mailing
- Operations and maintenance of vehicles, equipment, and infrastructure, including but not limited to:
  - Costs to outfit vehicles, equipment, and infrastructure with necessary and appropriate workplace and safety equipment
  - Insurance (for vehicle and for rider or passenger)
  - Mileage and user tracking devices (i.e., data loggers or telematics, bike and walk count equipment)
  - Repairs and routine maintenance
  - Reservation system development and on-going maintenance costs
  - Roadside assistance
  - Safety and training courses
  - Time-of-use management systems and software
  - User safety equipment (e.g., helmets for bicycle sharing participants)
- Outreach and community engagement events and support, including but not limited to:
  - Community and stakeholder advisory groups
  - Language translation and interpretation services
  - Marketing and advertisements
  - Participant incentives
  - Public transit subsidies for low-income, disabled, or other participants with accessibility or transportation challenges
  - Rental costs of equipment, facilities, or venues (Applicants are encouraged to seek access to free or low-cost facilities through partnerships with community facilities where possible.)
- Vehicle<sup>1</sup> purchase and lease

## II. INELIGIBLE COSTS

- Advocacy work, such as direct lobbying for the passage of specific bills or local propositions
- All costs associated with automobile or motorcycle parking (excluding electric vehicle charging infrastructure that may be located at a parking spot)
- Bonus payments of any kind

- Ceremonial expenses (including food and beverages)
- Commission fees
- Costs for implementing existing policies, plans, ordinances, or programs (e.g., local government staff salaries, supplies, meetings, etc.)
- Damage judgments arising from the acquisition, construction, or equipping of a facility, whether determined by judicial process, arbitration, negotiation, or otherwise
- Expenses for publicity not related to the STEP-funded projects
- Indirect costs in excess of 1 percent of the total proposal budget
- Lobbying
- Ongoing operational costs beyond the grant term
- Real estate brokerage fees or expenses
- Right-of-way
- Services, materials, or equipment obtained under any other State program
- Specific expenses related to community engagement, outreach, and education:
  - Childcare-related costs
  - Food and refreshments
  - General meetings that do not specifically discuss or advance implementation of the STEP-funded project
- Stewardship of legal defense funds
- Work-appropriate clothing or attire (other than essential equipment and safety wear such as personal protective equipment)
- Using funds for mitigation activities that are already mandated by local or State governing bodies or agencies

## ELEMENT REQUIREMENTS

All applicable project elements must adhere to the CEQA and permitting requirements described at the end of this appendix.

### I. FOR FUNDED LIGHT-, MEDIUM-, AND HEAVY-DUTY VEHICLES

- Vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- Vehicles must be zero-emission.
- Vehicles may be purchased or leased (2-year minimum lease period).
- Vehicles must be on the eligible Clean Vehicle Rebate Project (CVRP) or Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) Eligible Vehicle lists<sup>11,12</sup> at the time of purchase, including vehicle models that were removed due to CVRP policy changes effective December 3, 2019.
- Vehicles must be registered in California.

<sup>11</sup> <https://cleanvehiclerebate.org/eng/eligible-vehicles>

<sup>12</sup> <https://www.californiahvip.org/how-to-participate/#Eligible-Vehicle-Catalog>

- Vehicles must be compliant with all applicable State requirements, including, but not limited to applicable CARB engine or vehicle approval or certification and Department of Motor Vehicles licensing.
- No modifications can be made to the vehicle's emissions control systems, hardware, or software calibrations (California Vehicle Code (CVC) Section 27156).
- Vehicle title cannot be salvaged (as defined in CVC section 544).
- Vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase.
- Vehicles must be under warranty with the manufacturer for the duration of the grant term.
- Used vehicles must meet the following additional requirements at the time of purchase or lease:
  - Vehicle model year must be 4 years or newer.
  - Vehicle mileage cannot exceed 48,000 miles.
  - Vehicle cannot have any outstanding recall notices. If there has been a recall notice for the vehicle model, documentation must be provided that the problem has been addressed before the vehicle is purchased or leased.
  - Vehicles must be inspected by a licensed automotive mechanic.
  - Batteries in vehicles must be new (new batteries may be purchased).
  - Vehicles that previously have participated in CVRP (received rebates) must have passed the compliance period and have fully complied with program requirements.
  - Vehicles must be formerly listed under the eligibility list of CVRP according to their model years.

## II. FOR FUNDED MICROMOBILITY VEHICLES

- Purchased micromobility vehicles must be new.
- Micromobility vehicles funded by this grant comprise a fleet that must be maintained throughout the term of the grant agreement. Changes to the fleet after grant execution are subject to prior approval by CARB.
- Micromobility service must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging or fueling infrastructure and repairs and maintenance of the vehicles.
- Micromobility service must be registered with the local jurisdiction, where available.
- Micromobility vehicles must have data collection devices or data collection metrics included in their base mode options. Data collection devices can be installed post-purchase

## III. FOR FUNDED EVSE PURCHASE AND INSTALLATION

- EVSE must be installed to provide electricity to project vehicles.
- EVSE must comply with California Electric Vehicle Infrastructure Project

(CALeVIP) equipment requirements.<sup>13</sup>

- EVSE may be installed in commercially or residentially zoned locations.
- EVSE may include ports for micromobility vehicle charging or fueling if the project design includes micromobility vehicles.
- EVSE may be Level 2 (rated up to 240 volts alternating current [AC], up to 60 amperes [amps], and up to 14.4 kilowatts) or Level 3 (high voltage AC or direct current [DC] with the capability to charge a vehicle to approximately 80 percent capacity within 30 minutes).
- EVSE must include a maintenance plan for continued reliable operation and unforeseen breakdowns of the charging infrastructure.

#### IV. FOR FUNDED HYDROGEN REFUELING STATION INSTALLATION

- Hydrogen refueling station must be installed to provide fuel to project vehicles.
- Hydrogen refueling station must adhere to the minimum technical, renewable hydrogen, and other requirements described in Appendix G<sup>14</sup> of the Clean Mobility in Schools solicitation.
- Hydrogen refueling station must comply with all applicable federal, State, and local laws and requirements for acceptable installation and usage of hydrogen refueling stations.
- Hydrogen refueling station must be designed to allow the station to accept delivery of hydrogen fuel from a mobile refueler or hydrogen tube trailer if on-site hydrogen production goes off-line or if hydrogen delivered via a pipeline is disrupted.
- Public or private access to refueling from proposed refueling stations is not required.

#### V. FOR POLICIES AND PROCEDURES TO EVALUATE AND ENROLL PARTICIPANTS IN FUNDED TRANSPORTATION SERVICES

- Participants must be enrolled and meet the requirements below:
  - Possess a current California Class C Driver's license, if applicable
  - Meet minimum requirements to drive a project vehicle as required by the Grantee and the insurance provider, if applicable, to be developed in conjunction with CARB
  - Complete trip surveys and participate in research as requested by the Grantee
  - Pay project fees to use the vehicles or service, if required by the Grantee
  - Satisfactorily complete a bicycle safety training program, if applicable (must be approved by CARB)

<sup>13</sup> <https://calevip.org/resources-ev-charging-manufacturers-service-providers>

<sup>14</sup>

[https://ww3.arb.ca.gov/msprog/mailouts/msc1920/msc1920appf.pdf?\\_ga=2.112533188.1396155840.1587346949-1405068476.1585775700](https://ww3.arb.ca.gov/msprog/mailouts/msc1920/msc1920appf.pdf?_ga=2.112533188.1396155840.1587346949-1405068476.1585775700)

- Participants become ineligible upon any of the following events:
  - Participant becomes ineligible per terms of insurance
  - Vehicle driver's license lapses or is revoked
  - Driver or rider is determined to be an unsafe or impaired driver by the Grantee
  - Participant causes damage to a vehicle, bicycle, EVSE, or other project property; ineligibility is at the discretion of the Grantee or CARB
  - Nonpayment of project fees to use the vehicles or service, as required by the Grantee
  - Noncompliance with project requirements; ineligibility is at the discretion of the Grantee or CARB

## VI. FOR FUNDED COMMUNITY ENGAGEMENT, OUTREACH, AND EDUCATION ACTIVITIES

- Funded activities must be directly related to the implementation of the STEP grant.
- Funded activities must focus on engaging community residents located or involved in the STEP Community.
- Funded activities must emphasize language access with multilingual outreach activities where appropriate.
- Funded activities must also collect data on residents' current knowledge regarding clean transportation options.
- Funded activities must include an evaluation of the success of the activities throughout implementation and adapt methods used accordingly.
- Funded activities should appropriately incentivize community residents for their time and expertise when participating in community engagement activities (see Community Inclusion Guidance linked in Appendix F).

## VII. FOR FUNDED DISPLACEMENT AVOIDANCE ACTIVITIES

- Funded activities must be focused on implementing additional or new policies and programs, which may include but are not limited to new policies not yet adopted, programs that address implementation barriers of existing policies and programs, and expanded efforts around existing policies and programs.
- Funded activities must directly address the displacement vulnerabilities of the STEP Community and the potential impacts of implementing STEP-funded projects.
- Funded activities must be located within the STEP Community.
- Funded activities must be focused on engaging existing low-income households and small businesses located or involved within the STEP Community.



- Funded activities must include an evaluation of the success of that activity in avoiding displacement of existing low-income households and small businesses

## VIII. FOR FUNDED GROWTH MANAGEMENT PROJECTS

- Funded projects must comply with all relevant local, State, and federal laws, including State Housing Element Law<sup>15</sup> and Government Code Section 66300 as added by Senate Bill 330 (Chapter 654, Statutes of 2019).<sup>16</sup>

### READINESS REQUIREMENTS

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

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

If any readiness requirements have not been met by the time the proposal is submitted, Applicants must identify the process and anticipated timeline for completing these actions. Applicants are encouraged to complete as many readiness requirements as possible prior to submitting their proposals; proposals will be scored on level of readiness.

#### I. CEQA COMPLIANCE AND PERMITTING REQUIREMENTS

Each proposed infrastructure installation (e.g., electric vehicle supply equipment, hydrogen refueling stations, bike or pedestrian infrastructure) may be subject to CEQA compliance, as well as permitting and other requirements. Such proposals must adhere to the requirements specified below.

##### A. CEQA Compliance Information

CEQA requires public agencies to identify the significant environmental impacts of

<sup>15</sup> Additional information can be found in the Land-Use Controls section of the California Department of Housing and Community Development's Building Blocks Comprehensive Housing-Element Guide: <https://www.hcd.ca.gov/community-development/building-blocks/constraints/land-use-controls.shtml>

<sup>16</sup> Additional information about Senate Bill 330, including a list of local governments subject to its requirements, can be found at: <https://www.hcd.ca.gov/community-development/accountability-enforcement/statutory-determinations.shtml>

their actions and to avoid or mitigate them, if feasible. Under CEQA, an activity that may cause either a direct or reasonably foreseeable indirect physical change in the environment is generally considered a project. An activity funded by a grant may be considered a project under CEQA if it will cause a direct or reasonably foreseeable indirect physical change in the environment. Agencies must comply with CEQA before they approve a project. For projects which are exempt from CEQA, agencies may prepare a Notice of Exemption (an example is provided for reference).

Before Applicants submit a proposal, Applicants must be certain that the project will be able to satisfy any and all CEQA requirements before grant execution can take place. Grant execution is required to take place on or before May 14, 2021. Applicants must complete a CEQA Worksheet (Attachment 1 of this appendix) for each proposed infrastructure installation. CARB must ensure that the appropriate level of environmental review under CEQA has been completed prior to grant approval/execution. Thus, no grant can be approved/executed until the lead agency has determined that the project is exempt from CEQA requirements or until the lead agency has satisfied all CEQA requirements if the project is not exempt from CEQA.

As part of their proposal, the Applicant shall provide a detailed description of all proposed projects, as well as information about whether the project will have any direct physical changes and reasonably foreseeable indirect changes to the surrounding environment. Because of CARB's role as a CEQA responsible agency (see number 4 in the list below), CARB needs detailed information from Applicants about the projects in order to properly evaluate each proposal under CEQA. In order to minimize or avoid adverse environmental impacts, CARB will only accept proposal for projects to be sited where similar infrastructure already exists (e.g., installing EVSE where electrical infrastructure already exists, installing a hydrogen refueling station at an existing fueling station or industrial facility, installing bike or pedestrian infrastructure along existing roadways).

Applicants must provide documentation from the lead agency showing the CEQA process has been completed. If no CEQA review is required by a local lead agency, provide documentation from the local lead agency explaining why not.

As explained in greater detail in Attachment 1 of this appendix, the Applicant must provide the following information as it pertains to each proposed project:

1. **Proposed Station/Facility Location:** The Applicant must provide the specific address or equivalent location information for the proposed station, equipment, or facility. This must include photographic images with both date and time stamps of all intended locations. If applicable, the images must show station ingress and egress.
2. **Permits:** The Applicant must identify the permits necessary for the project.
3. **Project Impacts:** The Applicant must describe the direct physical changes and

reasonably foreseeable indirect changes to the surrounding environment that may result from the project. Please see Section 4 in Attachment 1 of this appendix.

4. **CEQA Lead Agency:** The lead agency is the public agency that has the greatest responsibility for carrying out or approving a project and for preparing environmental review documents under CEQA. Where the award recipient is a public agency, the lead agency is typically the grantee. If there are multiple public agencies acting in concert for one project, then the agency which acts first on the project will normally be the lead agency. Where the award recipient is a private entity, the lead agency is the public agency that has the greatest responsibility for approving the project as a whole. When awarding grants, CARB is typically a Responsible Agency under CEQA, which means that it must make a CEQA finding based on review of the funded activities and any environmental documents created by the lead agency. The lead agency will be identified using the following process:
  - a. Where the proposed project would require a discretionary approval from another permitting agency, the Applicant must identify the CEQA lead agency in the proposal and include documentation demonstrating that contact has been made with the lead agency with jurisdiction over the project for purposes of complying with CEQA. The documentation may be in the form of a letter from the lead agency that is stamped as received by the local agency.
  - b. If CARB is the only agency with discretionary approval over the proposed project, then CARB will act as the lead agency and will work with the Applicant to satisfy CEQA requirements.

Regardless of which agency is the lead agency for a proposed project, the Applicant shall be responsible for all costs associated with preparation of environmental review documents. The Applicant may also be required to retain a consultant to perform environmental studies as appropriate. **CARB *WILL NOT*** reimburse any Applicant for these costs. The Applicant shall also be responsible for all costs associated with defending any legal challenge against the grant agreement or the environmental review documents prepared in support of entering into the grant agreement.

5. **CEQA Compliance Where the Proposed Project Would Require Discretionary Approval from Another Permitting Agency (i.e., another permitting agency serves as the lead agency):**
  - a. **Exempt Projects:** If the lead agency determines that the proposed project is exempt from CEQA or not a "project" for purposes of CEQA, then the Applicant must submit proof of such a determination (i.e. a resolution adopting the exemption when the lead agency approved the

project). In addition, the Applicant must submit a copy of a legally adequate, properly filed Notice of Exemption after the 35<sup>th</sup> day after the date of such filing, or proof that more than 180 days have elapsed since the agency's decision to carry out or approve the Applicant's project, to CARB prior to grant execution. Additionally, the Applicant must provide detailed information on why the project meets the applicable statutory or categorical exemption and why no exceptions to the categorical exemptions apply (see CEQA guidelines section 15300.2). The Applicant shall provide substantial evidence, as that term is defined under the CEQA Guidelines (see, CCR, Title 14, § 15384), that support the lead agency's exemption determination. For example, for a Class One Categorical Exemption (California Code of Regulations (CCR), Title 14 § 15301), the Applicant should provide documentation showing that the project is located at an existing facility that involves negligible or no expansion of an existing use.

- i. **Ministerial or "Common Sense" Exemptions:** If the lead agency exempts a proposed project under the "ministerial" or "common sense" exemptions (CCR, Title 14, § 15268 and § 15061, subd. (b)(3), respectively), the Applicant shall provide details on whether the project meet some other statutory or categorical exemption. For example, the Applicant should not simply state that a 100 percent renewable hydrogen project is exempt under the common sense exemption.
- b. **Non-exempt Projects:** For non-CEQA exempt projects, the Applicant must submit proof that all CEQA requirements have been satisfied, along with the appropriate CEQA documentation and lead agency approval documentation. The Applicant must provide CARB with a copy of the appropriate CEQA approval notice(s) to demonstrate that the project was properly approved under CEQA and that any statute of limitations for challenging the project approval and CEQA determination has run. If CARB will serve as the lead agency, the Applicant must satisfy the requirements in the section (6) below. If an Applicant fails to submit the required CEQA documentation as described above in a timely manner, CARB in its sole discretion may cancel the proposed grant and make a selection to the next highest scoring project, and so on, until an agreement is reached, or exercise its right, to not award a grant. CARB reserves the right, in its sole discretion, to cancel this solicitation, re-solicit for a Grantee, or direct funding to another project in the Funding Plan.
- c. In accordance with CEQA requirements, CARB will review each proposal and consider the facts and circumstances of each proposed project (including the project's reasonably foreseeable direct and indirect impacts) before determining whether the lead agency's CEQA review

findings and documentation are adequate.

6. **CEQA Compliance Where the Proposed Project Would Not Require Discretionary Approval from Another Permitting Agency:** If CARB is the only agency with discretionary approval over the proposed project, then CARB will act as the lead agency and will work with the Applicant to satisfy CEQA requirements. The Applicant must provide CARB detailed information regarding the project description and why the project would qualify for any CEQA exemptions or why no exceptions would apply pursuant to CEQA Guidelines section 15300.2. In accordance with CEQA requirements, CARB will review each proposal and consider the facts and circumstances of each proposed project (including the project's reasonably foreseeable direct and indirect impacts) before determining the level of required environmental review. As noted above, the Applicant shall be responsible for all costs associated with preparation of environmental review documents. The Applicant may also be required to retain a consultant to perform environmental studies as appropriate. CARB will not reimburse any Applicant for these costs.
7. **Other Relevant CEQA Information:** The Applicant shall submit any other relevant CEQA documentation or information that will assist CARB in confirming CEQA compliance.

Within a proposal, the Applicant is encouraged to fully document efforts completed or underway to achieve CEQA compliance. This includes, but is not limited to, CEQA compliance documentation, completed or scheduled pre-application meetings with the local CEQA lead agency, or documentation of contact with the CEQA lead agency.

**NOTE REGARDING ENCUMBRANCE DEADLINES AND DISCLAIMER:** The funds under this solicitation have strict encumbrance deadlines. The lead agency (which may be CARB if no other local discretionary approval is required) must complete environmental review under CEQA and approve each grant prior to the applicable encumbrance deadline. Thus, if a project cannot complete CEQA review in time to meet the applicable encumbrance deadline, **CARB reserves the right to cancel the proposed grant and recommend funding the next highest scoring project that can complete CEQA review in time to meet the encumbrance deadline**, regardless of the Applicant's diligence in submitting CEQA information and materials. Further, CARB is not liable for any costs incurred during environmental review or as a result of canceling the proposed grant.

## **B. PERMITTING**

The Applicant must include information in their narrative that describes their plans to obtain permits for each proposed infrastructure installation. The Governor's Office of Business and Economic Development is available to provide permitting assistance. Contact information is available below:

Mr. Tyson Eckerle  
Phone: (916) 322-0563  
Email: [tyson.eckerle@gobiz.ca.gov](mailto:tyson.eckerle@gobiz.ca.gov)

### C. EXAMPLE NOTICE OF EXEMPTION

(Sample NOE-Redactions have been made to certain project specific information)

#### NOTICE OF EXEMPTION

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To: County Clerks Counties of From: XXXX  
XXXX

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**Project Title:** XXXX and Data Collection Project

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**Project Location:** The following locations have been identified at existing facilities in California for participation in this proposed technology demonstration project: 1) XXXXXX Chino, CA 91708, Riverside County; 2) XXXXXXXXXXX Fontana, CA 92335, San Bernardino County; 3) XXXXXX La Mirada, CA 90638, Los Angeles County; 4) XXXXXX Ontario, CA 91761, San Bernardino County; and 5) XXXXX Placentia, CA 92806, Orange County.

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**Description of Nature, Purpose, and Beneficiaries of Project:** The XXXXXX has partnered with an original equipment manufacturer (OEM) to test and deploy heavy duty battery electric vehicles (HDBEV) and zero emission on-road and off-road equipment, and install onsite energy efficiency measures at five warehouse or freight facilities. The project is expected to include the following activities at the five facilities:

XXX, Chino: 1) Test and deploy four Volvo heavy duty battery electric vehicles (HDBEVs), two battery electric vehicle (BEV) yard tractors, and 10 BEV forklifts; and 2) install one megawatt (MW) of solar panels, one 150 kilowatt (kW) charger, two 50 kW chargers, 12 Level 2 chargers for equipment, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Fontana: 1) Test and deploy seven commercial Class 8 HDBEVs for rental; and 2) install one 150 kW charger, two 50 kw chargers, one 80 kw mobile charger, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, La Mirada: 1) Test and deploy one Volvo HDBEV (pilot), eight commercial Class 8 HDBEVs for rental, and one Class 3 BEVs; and 2) install one 150 kw charger, four 50 kW chargers, two 80 kW mobile chargers, five Level 2 workplace chargers, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Ontario: 1) Test and deploy three Volvo Class 8 HDBEVs, two BEV yard tractors, and 14 BEV Forklifts; and 2) install 0.9MW of solar panels, one 150 kW charger, two 50 kW chargers, 16 Level 2 chargers for equipment, 10 Level 2

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## NOTICE OF EXEMPTION

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workplace chargers, and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

XXX, Placentia: Install two 150 kW chargers and one new transformer and electrical conduit and conduct minor trenching and restoration of any disturbed surface as necessary.

The locations affected by the proposed project are at existing facilities located in industrial and commercial areas, which have already been graded, disturbed, paved, and have existing structures. The HDBEV and zero emission on-road and off-road equipment will replace service currently provided by diesel powered equipment. Installation and deployment of the charging infrastructure would require limited alteration activities such as minor trenching for electrical conduit, delivery and placement of prefabricated electric vehicle (EV) charging equipment, and minor paving and concrete activities to restore the disturbed surfaces and installation of solar panels will occur on top of existing facilities. Additionally, onboard data collectors will collect data (vehicle miles travelled, hours of operation, battery performance, etc.) on each truck and equipment. The information collected through the project will measure performance and provide data to help further research into electric vehicles and supporting infrastructure.

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**Public Agency Approving Project:**  
XXXXX

**Agency Carrying Out Project:**  
XXXXX

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**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

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**Reasons why project is exempt:** XXXXX staff has reviewed the proposed project pursuant to: 1) CEQA Guidelines Section 15002(k) - General Concepts, the three-step process for deciding which document to prepare for a project subject to CEQA; and 2) CEQA Guidelines Section 15061 - Review for Exemption, procedures for determining if a project is exempt from CEQA. In addition, XXXXX staff contacted planning staff at each planning department with jurisdiction over the EV Charging sites and each treat these installations as ministerial (e.g., exempt from CEQA review). XXXXX 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

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**NOTICE OF EXEMPTION**

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conveyances. Further, because implementation of the project may also involve improvements to electrical extensions and installation of solar panels on top of existing facilities requiring new construction or the conversion of small structures, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15303(d) – New Construction or Conversion of Small Structures. Similarly, because the project may involve minor trenching and backfilling where the surface will be restored, as well as solar panel installation on top of existing facilities, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15304(f) – Minor Alterations to Land. Finally, because the overarching purpose of the project is to conduct research for the purpose of collecting data on the use of electric vehicles and EV charging units, the project is also considered to be categorically exempt from CEQA pursuant to CEQA Guidelines Section 15306 – Information Collection. Further, XXXXX staff has determined that there is no substantial evidence indicating that any of the exceptions to the categorical exemptions apply to the proposed project pursuant to CEQA Guidelines Section 15300.2 – Exceptions. Therefore, the proposed project is exempt from CEQA.

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**Date of Project Approval:** XXXXXX Governing Board Hearing: November XX, 2018;

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<b>CEQA Contact Person:</b>	<b>Phone Number:</b>	<b>Email:</b>	<b>Fax:</b>
<b>Rule Contact Person:</b>	<b>Phone Number:</b>	<b>Email:</b>	<b>Fax:</b>

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**Date Received for Filing:**

**Signature:**

XXXXXXXX, CEQA Section



## ATTACHMENT 1: CEQA WORKSHEET

This attachment must be submitted for each proposed infrastructure installation as part of the payment request for infrastructure (e.g., infrastructure installation, electric vehicle supply equipment, bicycle storage units).

CEQA (Public Resources Code sections 21000 et seq.) requires public agencies to identify the significant environmental impacts of their actions and to avoid or mitigate them, if feasible.<sup>17</sup> Under CEQA, an activity that may cause either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment is called a “project” (Public Resources Code section 21065). Agency compliance with CEQA may include preparing a Notice of Exemption or conducting an Initial Study and preparing a Negative Declaration, a Mitigated Negative Declaration, or, if there are significant impacts, an Environmental Impact Report.

The Lead Agency is the public agency that has the greatest responsibility for preparing environmental documents under CEQA, and for carrying out, supervising, or approving a project. Where the Applicant is a public agency, the Lead Agency is typically the Applicant. Where the Applicant is a private entity, the Lead Agency is the public agency that has greatest responsibility for supervising or approving the project as a whole.<sup>18</sup> When issuing contracts, grants, or loans, CARB is typically a “Responsible Agency” under CEQA, which means that it may make its own CEQA findings based on review of the Lead Agency’s environmental documents. If CARB is the only public agency with responsibility for approving the project, then CARB may act as the Lead Agency and prepare its own environmental documents (based on analysis provided by the applicant).

This worksheet will help CARB determine what kind of CEQA review, if any, is necessary, and which agency will be performing that review as a Lead Agency. CARB will not select any projects nor execute any grants until it determines that an Applicant has adequately satisfied all applicable CEQA requirements.

See the following page for the worksheet. Make copies as necessary to submit with the proposal.

Please answer all questions in the worksheet below as completely as possible. CARB may request additional information in order to clarify responses provided on this worksheet.

<sup>17</sup> For additional information on CEQA and its requirements, please visit <http://opr.ca.gov/ceqa/>.

<sup>18</sup> 14 CCR sections 15050, 15051. The Lead Agency typically has general governmental powers (such as a city or county), rather than a single or limited purpose (such as an air pollution control district).

1. Please provide a detailed summary below of the proposed project and project location (use additional sheets if necessary):
2. What are the physical aspects of the project? (Check all that apply and provide brief description of work, including any size or dimensions of the project.) Additionally, provide site layout figure(s) showing locations of new or modified infrastructure, trenching, grading, paving, etc. Such figure(s) need not be engineering-grade; they simply should show the locations of the anticipated project components at the site. (Attach additional sheets as necessary.)

Project Aspect	Yes	No	Description of Project Aspect
Ground disturbance (including grading, paving, trenching, etc.) Provide length and depth, and describe whether the area(s) to be disturbed are previously disturbed.	<input type="checkbox"/>	<input type="checkbox"/>	
New or replaced pipelines	<input type="checkbox"/>	<input type="checkbox"/>	
Construction of underground facilities (including tanks)	<input type="checkbox"/>	<input type="checkbox"/>	
Modification or conversion of a facility, or construction of new or modified structures	<input type="checkbox"/>	<input type="checkbox"/>	
New or modified operation of a facility or equipment	<input type="checkbox"/>	<input type="checkbox"/>	
On-road demonstration	<input type="checkbox"/>	<input type="checkbox"/>	
EV infrastructure (how many, what kind, approximate dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	
Alternative gas station (how many, what kind, approximate dimensions)	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical infrastructure	<input type="checkbox"/>	<input type="checkbox"/>	
Solar component (extent of and general location at project site)	<input type="checkbox"/>	<input type="checkbox"/>	
Paper study (including analyses on economics, feedstock availability, workforce availability, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	
Laboratory research	<input type="checkbox"/>	<input type="checkbox"/>	

Project Aspect	Yes	No	Description of Project Aspect
Temporary or mobile structures (skid-mounted)	<input type="checkbox"/>	<input type="checkbox"/>	
Design/Planning	<input type="checkbox"/>	<input type="checkbox"/>	
Other (describe and add pages as necessary)	<input type="checkbox"/>	<input type="checkbox"/>	

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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is the project site on agricultural land?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Is this project part of a larger project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Question	Yes	No	Don't Know	Explanation
Is there public controversy about the proposed project or larger project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will historic resources or historic buildings be impacted by the project?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the project generate noise or odors in excess of permitted levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Will the project increase traffic at the site and by what amount?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
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.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Water Quality Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Conditional Use Permit or Variance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Building Expansion Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Type of Permit	No	Modified	New	Approving Agency	Reason for Permit, Summary of Process, and Anticipated Date of Issuance
Hazardous Waste Permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Rezoning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Authority to Construct	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Other Permits (List types)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

6. Of the agencies listed in #5, have you identified and contacted the public agency who will be the lead CEQA agency on the project?

**Yes.** Provide the name and contact information for the lead agency.

**No.** Explain why no contact has been made and/or a proposed process for making contact with the lead agency.

7. If you identified an agency with discretionary approval authority over the project (see Item 5 above), has the public agency prepared environmental documents (e.g., Notice of Exemption, Initial Study/Negative Declaration/Mitigated Negative Declaration, Environmental Impact Report, Notice of Determination) under CEQA for the proposed project?

**Yes.** Please complete the following and attach the CEQA document to this worksheet. (For "Not a project," the title of the document may be an e-mail, resolution, or letter.)

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (must be before approval of grant)
"Not a project" <input type="checkbox"/> Email <input type="checkbox"/> Letter <input type="checkbox"/> Resolution <input type="checkbox"/> Other:		N/A		N/A

Type of Environmental Review	Title of Environmental Document (Attach the document to this form.)	State Clearinghouse Number	Completion Date	Planned Completion Date (must be before approval of grant)
Exempt (Resolution of public agency or Agenda Item approving Exemption)		N/A		N/A
Exempt (Notice of Exemption)		N/A		
Initial Study				
Negative Declaration				
Mitigated Negative Declaration				
Notice of Preparation				
Environmental Impact Report				
Master Environmental Impact Report				
Notice of Determination				
National Environmental Policy Act (NEPA) Document (Environmental Assessment, Finding of No Significant Impact, and/or Environmental Impact Statement)				

**No.** Explain why no document has been prepared. Propose a process for obtaining lead agency approval and estimated date for that approval (must occur before CARB will approve the grant).

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**Certification:** I certify to the best of my knowledge that the information contained in this worksheet is true and complete. I further certify that I am authorized to complete and sign this form on behalf of the proposing organization.

Name:

Title:

Signature:

Phone Number:

Email:

Date:

# APPENDIX F: PROPOSAL GUIDANCE

CARB has a variety of resources that can help STEP Applicants develop projects and proposals equitably and effectively. All resources can be found on the [STEP Moving California webpage](#).

**Workforce Development Guidance:** Includes example activities and recommendations for workforce development activities identified within the proposal  
[https://ww3.arb.ca.gov/msprog/step/step\\_workforce\\_development\\_guidance.pdf](https://ww3.arb.ca.gov/msprog/step/step_workforce_development_guidance.pdf)

**Displacement and Housing Guidance:** Includes example activities and recommendations for displacement activities; Information and resources about example pro-affordable housing policies, plans, and processes with which STEP-funded projects should coordinate  
[https://ww3.arb.ca.gov/msprog/step/step\\_displacement\\_and\\_housing\\_guidance.pdf](https://ww3.arb.ca.gov/msprog/step/step_displacement_and_housing_guidance.pdf)

**Community Inclusion Guidance:** Includes recommended activities, best practices, and other resources for engaging community residents in project development and implementation  
[https://ww3.arb.ca.gov/msprog/step/step\\_community\\_inclusion\\_guidance.pdf](https://ww3.arb.ca.gov/msprog/step/step_community_inclusion_guidance.pdf)

**Quantification Methodology:** Includes methods the STEP Benefits Calculator uses to quantify GHG emission reductions and selected co-benefits  
[https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/carb\\_step\\_qm\\_final\\_060120.pdf](https://ww3.arb.ca.gov/cc/capandtrade/auctionproceeds/carb_step_qm_final_060120.pdf)

**Climate Adaptation and Resiliency Guidance:** Includes recommendations, example projects, and resources to support consideration of climate adaptation and resiliency in STEP-funded projects  
[https://ww3.arb.ca.gov/msprog/step/step\\_climate\\_adaptation\\_and\\_resiliency\\_guidance.pdf](https://ww3.arb.ca.gov/msprog/step/step_climate_adaptation_and_resiliency_guidance.pdf)

**Guiding Legislation:** Includes descriptions of the State legislation that informs STEP implementation  
[https://ww3.arb.ca.gov/msprog/step/step\\_guiding\\_legislation.pdf](https://ww3.arb.ca.gov/msprog/step/step_guiding_legislation.pdf)



# APPENDIX G: RESOURCE CONTRIBUTION ELIGIBILITY

**Resource contributions**<sup>1</sup> are assets contributed to the projects to support their quality, breadth, and longevity through their **project lifetimes**.<sup>1</sup> Resource contributions do not need to be monetary (i.e., cash match), but Applicants are required to estimate the monetary value of all resource contributions.

Applicants must demonstrate that they are committed to supporting STEP-funded projects with resource contributions. The proposed budget must identify resource contributions that add up to at least 20 percent of the value of the funds requested in the proposal. Resource contributions may be used to cover project costs or direct grant implementation costs.

Resource contributions must be identified and documented in as much detail as possible. The minimum dollar value and source of each resource contribution must be identified in both the proposed budget and documented in attachments. See examples of eligible resource contribution documentation attachments in the table below.

Resource contributions identified and documented in the proposal will be included in the grant agreement for selected funding recipients. Grantees will be required to fulfill these identified resource contribution commitments.

## STACKING FUNDS

Stacking funds is using multiple sources of funding (e.g., STEP funds and other resource contributions) to fund a single project or proposal. Resource contributions must meet the following requirements:

- At least half of the resource contribution requirement (i.e. at least 10 percent of the value of the requested STEP funds) must be met through use of non-California Climate Investments funds.
- STEP funds used for vehicle purchases may not be stacked with HVIP funds also used for vehicle purchases.
- Resource contributions may not be combined with STEP funds to exceed an item's purchase price.

## TYPES OF RESOURCE CONTRIBUTIONS

The table below includes a list of eligible resource contributions and examples of the types of documentation that must be submitted with the proposal to support the resource contribution claim. CARB may choose not to consider resource contributions with documentation that does not include specific dollar amounts. Documentation

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

must show that each resource contribution has already been committed to the project(s) or that each resource contribution will be available by the time it is needed during grant implementation.

If a third party proposes to provide a resource contribution that will be used to meet the 20 percent resource contribution requirement, the proposal must include a letter from that third party stating the source of the resource contribution and that they are committed to providing the specific dollar value identified.

The proposal may identify resource contributions that are not listed in the table below. CARB maintains the discretion to allow or disallow additional types of resource contributions.

**Table G-1: Types of Resource Contributions and Documentation**

Type of Resource Contribution	Type of Documentation
Contributions of staff or labor (including volunteer labor) from Community Partners, such as community groups and community-based organizations, and other partners (partnerships that are not part of the core Applicant team)	<ul style="list-style-type: none"> <li>• Descriptions of involvement or benefit to project</li> <li>• Letters of support</li> <li>• MOUs</li> </ul>
Data collection and coordination with project-related, non-CARB-funded research initiatives	<ul style="list-style-type: none"> <li>• Data sharing agreements</li> <li>• MOUs</li> <li>• Research contracts or grants</li> <li>• Research product deliverables</li> </ul>
Project-related labor costs and in-kind labor contributions <b>during the grant term</b> that are not reimbursed or paid for by STEP. Examples include, but are not limited to: <ul style="list-style-type: none"> <li>• Executive leadership, involvement, or buy-in</li> <li>• Infrastructure permitting and construction</li> <li>• No-cost labor</li> <li>• Operations</li> <li>• Outreach and marketing</li> <li>• Partnership development and planning</li> <li>• Program management, involvement, or buy-in</li> <li>• Quality control, quality assurance, oversight, and accountability</li> <li>• Workforce training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Letters of support</li> <li>• Task descriptions or duty statements</li> </ul>
Project-related materials or assets and in-kind contributions already owned by project participants, or purchased for or donated to the project, <sup>2</sup> that will	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Contracts</li> <li>• Grant agreements</li> </ul>

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

Type of Resource Contribution	Type of Documentation
<p>be used <b>during the grant term</b>. Examples include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Community engagement, outreach, and education expenses, including but not limited to: <ul style="list-style-type: none"> <li>○ Advertising</li> <li>○ Broadcast media</li> <li>○ Childcare for event participants</li> <li>○ Community meetings and outreach events</li> <li>○ Incentives for participation of residents in community engagement activities</li> <li>○ Food for events</li> <li>○ Newsletters</li> <li>○ Printing and mailing</li> <li>○ Reporting</li> <li>○ Travel expenses</li> <li>○ Websites</li> </ul> </li> <li>• Event venues</li> <li>• Travel expenses</li> <li>• Web platforms and software</li> </ul>	<ul style="list-style-type: none"> <li>• Invoices</li> <li>• Letters of support</li> <li>• Work plans</li> </ul>
<p>Technology, equipment, and in-kind contributions already owned by project participants, purchased or borrowed for, or donated to the project<sup>3</sup> that will be used <b>during the Grant Term</b>. May include construction and installation. Examples include:</p> <ul style="list-style-type: none"> <li>• ADA retrofits</li> <li>• Bicycle parking</li> <li>• EVSE infrastructure</li> <li>• Hydrogen fueling stations</li> <li>• Necessary and appropriate workplace and safety equipment</li> <li>• Vehicle insurance</li> <li>• Vehicle tracking</li> <li>• Vehicles and associated hardware acquisition</li> <li>• Web platforms and software</li> </ul>	<ul style="list-style-type: none"> <li>• Purchase documentation</li> <li>• Permits</li> <li>• Invoices</li> </ul>
<p>Energy or fuel costs <b>during the grant term</b>:<sup>1</sup> electricity or hydrogen</p>	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Energy bills</li> <li>• Letters of support</li> </ul>
<p>Donated land for infrastructure (must only account for a maximum of 25 percent of the total resource contribution)</p>	<ul style="list-style-type: none"> <li>• Letters of support</li> <li>• Permits</li> </ul>

<sup>3</sup> Can be from other publicly-funded projects.

Type of Resource Contribution	Type of Documentation
Low Carbon Fuel Standard revenue	<ul style="list-style-type: none"> <li>• Proof that the revenue is being used for STEP-funded projects</li> </ul>
Lost parking meter revenue at on-street charging stations for shared-user vehicles	<ul style="list-style-type: none"> <li>• Budgets</li> <li>• Letters of support</li> </ul>
Cash from other funding sources, which includes other agency grants and foundation awards <sup>4</sup>	<ul style="list-style-type: none"> <li>• Award announcements</li> <li>• Letters of support</li> </ul>
Project costs <b>after the end of the grant term</b> that maintain the project through the project's lifetime. See all of the above for examples.	<ul style="list-style-type: none"> <li>• Contracts</li> <li>• MOUs</li> <li>• Sustainability plans</li> </ul>
Committed funding for future projects that are eligible under STEP but that are not proposed to be funded by STEP. These projects must be within and benefit the STEP Community and contribute to the community's vision and STEP's objectives.	<ul style="list-style-type: none"> <li>• Award announcements</li> <li>• Contracts</li> <li>• MOUs</li> </ul>

<sup>4</sup> May not be double-counted with other resource contributions. Cash from other sources may refer to funds that have not been allocated to a specific expense but that will be committed to the project.

# APPENDIX H: DATA COLLECTION REQUIREMENTS

Tables H-1 through H-9, below, list the types of data that CARB will require the Grantee to collect on STEP-funded projects. Additional data may be collected beyond what is presented below, and CARB may require additional data based on the type of projects proposed and selected for funding. CARB and the selected funding recipient will collaborate on finalizing the list of data to be collected. CARB must approve the final data collection plan.

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

The Grantee shall obtain and report to CARB all trip information collected via telematics and surveys. When not obtained, an explanation must be provided. Where possible, data collected should be disaggregated by basic demographic data (e.g., gender, race/ethnicity, age, income).

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

## I. VEHICLES AND CHARGING OR FUELING INFRASTRUCTURE

Basic vehicle data should be captured by data loggers. Data should be collected and reported in a standardized format (e.g., Mobility Data Specification from the Open Mobility Foundation).

**Table H-1: Example Data for Vehicles<sup>1</sup> and Associated Charging or Fueling Infrastructure**

End User Experience
<ul style="list-style-type: none"> <li>i) List of unique identifiers (unique number or code) for all participants or users (including denied or removed participants) with census tract of residents and zip code and basic demographic information, if available</li> <li>ii) Number of users and their membership type (e.g., standard, community, trial)</li> <li>iii) Total number of withdrawn memberships and reason, if applicable and available</li> <li>iv) Total number of applicants approved, if applicable</li> <li>v) Total number of participants removed and reason, if applicable</li> <li>vi) Date of application, date of approval, and date of denial or removal</li> <li>vii) User survey data, including:               <ul style="list-style-type: none"> <li>1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs)</li> <li>2. Transportation patterns, vehicle ownership, and average annual vehicle miles traveled (e.g., via personal vehicles, ride-hailing, carsharing) in last two years prior to participation in the project</li> <li>3. List of unmet transportation and mobility needs</li> <li>4. Purpose of using the service (e.g., work commute, grocery shopping, medical appointments, etc.)</li> <li>5. Baseline scenario (e.g., if not for the service, would the trip have been taken; if not for the service, what mode would have been used)</li> <li>6. User experience of the vehicle, service, or equipment (e.g., availability, power, capacity to meet travel needs or fleet operation demand, perceived safety, operations and maintenance challenges, service and parts availability, refueling experience, and any barriers)</li> <li>7. User experience of how the vehicle, service, or equipment increased their access to key destinations</li> <li>8. Waiting time for service</li> <li>9. Feedback from participants regarding effectiveness of outreach efforts and materials</li> </ul> </li> </ul>
Vehicle and Charging or Fueling Equipment Specifications
<ul style="list-style-type: none"> <li>i) Vehicle specifications (e.g., type of vehicle, new or used, manufacturer, model, model year, gross vehicle weight rating, fuel type, EPA fuel economy, battery or fuel capacity (in kWh, gallons, kg), vehicle identification number (VIN), vehicle license plate number, class, serial number, etc.)</li> <li>ii) Full propulsion system specifications, including legible emissions control label photo (for vehicles)</li> <li>iii) Connectivity specifications (e.g., on-board modems, mobile apps that can provide trip summary or energy metrics)</li> <li>iv) Age and odometer reading for used vehicles</li> </ul>

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

### Vehicle and Charging or Fueling Equipment Specifications

- v) Charging or fueling equipment specifications (e.g., manufacturer, model, model year, serial number, charger level, voltage output, amperage, etc.)
- vi) Purchase or lease date and cost
- vii) Registration date and date of next renewal (for vehicles)
- viii) Insurance information and date of next renewal (for vehicles)
- ix) First date of operation (for both vehicles and charging equipment)
- x) Site locations for charging or fueling equipment (street address or latitude and longitude)
- xi) Description of intended use of vehicle

### Vehicle Operation

- i) Number of trips taken in total, per vehicle, and per day
- ii) Description of typical daily use of vehicles
- iii) Number of riders reported for each vehicle trip
- iv) Vehicle usage (e.g., hours of operation per day, days of operation per year, GPS route data [must be able to distinguish between key off and key on but not moving], etc.)
- v) Origin and destination (data should be aggregated in such a way as to not reveal personally identifiable information) or route location
- vi) Miles traveled per trip, per day, and in total, including odometer readings
- vii) Average miles per kilowatt hour
- viii) Average speed per trip

### Other

- i) Description of workforce and user training programs, if any, related to the use and maintenance of the zero-emission vehicles. Evaluate the effectiveness of such programs and the costs associated with them.
- ii) Collector and distribution vehicle data for charging electric scooters, bikes, and mopeds or replacing their batteries (e.g., vehicle specifications, vehicle miles traveled, trip purpose)
- iii) Energy or fuel consumption data
- iv) Maintenance and repair data, including insurance policy and warranty claims
- v) Service call data
- vi) Description of any accidents or incidents, including collisions and maintenance and fueling incidents
- vii) Operation and capital cost data
- viii) Cooperative Intelligent Transportation Systems (C-ITS) application
- ix) Description of any data exchange regarding the trip and service with State and local authorities such as cities as a voluntary effort or required by law

## II. TRANSPORTATION SUBSIDIES

**Table H-2: Example Data for Transportation Subsidies**

Subsidies
<ul style="list-style-type: none"> <li>i) Description of service or vehicle subsidized</li> <li>ii) Number of subsidies provided</li> <li>iii) Value per subsidy</li> <li>iv) Description of method of subsidy distribution</li> </ul>
Recipients
<ul style="list-style-type: none"> <li>i) Number of recipients</li> <li>ii) List of unique identifiers (unique number or code) for all recipients with census tract of residents and zip code and basic demographic information, if available</li> <li>iii) Description of targeted audience of subsidies</li> <li>iv) Recipient survey data, including:               <ol style="list-style-type: none"> <li>1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs)</li> <li>2. Transportation patterns, vehicle ownership, and average annual vehicle miles traveled (e.g., via personal vehicles, ride-hailing, carsharing) in last two years prior to participation in the project</li> <li>3. List of unmet transportation and mobility needs</li> <li>4. Purpose of using the service (e.g., work commute, grocery shopping, medical appointments, etc.)</li> <li>5. Baseline scenario (e.g., if not for the subsidy, would the trip have been taken; if not for the subsidy, what mode would have been used)</li> <li>6. Recipient experience of how the subsidy increased their access to key destinations</li> <li>7. Feedback from participants regarding effectiveness of outreach efforts and materials</li> </ol> </li> </ul>

## III. FACILITY OR INFRASTRUCTURE IMPROVEMENTS

Data collection for facility or infrastructure improvements should focus on benefits realized due to project implementation.

**Table H-3: Example Data for Facility or Infrastructure Improvements**

Pedestrian, Bike, or Complete Streets Facilities or Infrastructure
<ul style="list-style-type: none"> <li>i) Location of facility or infrastructure</li> <li>ii) Number of users (e.g., bike and pedestrian counts)</li> <li>iii) User survey data, including:               <ol style="list-style-type: none"> <li>1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs)</li> </ol> </li> </ul>



### Pedestrian, Bike, or Complete Streets Facilities or Infrastructure

2. Transportation patterns, vehicle ownership, and average annual vehicle miles traveled (e.g., via personal vehicles, ride-hailing, carsharing) in last two years prior to participation in the project
3. List of unmet transportation and mobility needs
4. Purpose of using the facility (e.g., work commute, grocery shopping, medical appointments, etc.)
5. Baseline scenario (e.g., if not for the facility, would the trip have been taken; if not for the facility, what mode would have been used)
6. Feedback on user experience

### Fixed-route Transit System Improvements

- i) Location of transit stop(s) or route
- ii) Number of riders of improved transit system or route
- iii) Rider survey data, including:
  1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs)
  2. Transportation patterns, vehicle ownership, and average annual vehicle miles traveled (e.g., via personal vehicles, ride-hailing, carsharing) in last two years prior to participation in the project
  3. List of unmet transportation and mobility needs
  4. Purpose of using the service (e.g., work commute, grocery shopping, medical appointments, etc.)
  5. Baseline scenario (e.g., if not for the service, would the trip have been taken; if not for the service, what mode would have been used)
  6. Feedback on user experience

### Renewable Energy Generation or Storage

- i) Monthly amount of renewable energy generated, stored, and utilized
- ii) Costs and savings from onsite energy generation, storage, and production

### Broadband Infrastructure

- i) Number of users connected to the funded infrastructure
- ii) Average user bandwidth and speed
- iii) Monthly total data usage and throughput for the funded infrastructure
- iv) User survey data, including:
  1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs)
  2. Transportation patterns, vehicle ownership, and average annual vehicle miles traveled (e.g., via personal vehicles, ride-hailing, carsharing) in last two years prior to participation in the project
  3. List of unmet transportation and mobility needs
  4. Purpose of using the broadband service

<b>Broadband Infrastructure</b>
<ul style="list-style-type: none"> <li>5. Baseline scenario (e.g., if not for the service, would the trip have been taken; if not for the service, what mode would have been used)</li> <li>6. User experience of how the broadband service increased their access to key destinations or otherwise served to displace vehicle trips</li> <li>7. Feedback on user experience</li> </ul>

#### IV. PLANS AND PROGRAMS

**Table H-4: Example Data for Plans and Policies**

<b>Plan or Policy</b>
<ul style="list-style-type: none"> <li>i) Schedule of development and implementation</li> <li>ii) Copy of plan or policy once complete</li> <li>iii) Description of impacted or target audience</li> <li>iv) Outcomes of plan or policy, if applicable during grant term</li> </ul>

**Table H-5: Example Data for Programs**

<b>Program</b>
<ul style="list-style-type: none"> <li>i) Schedule of development and implementation</li> <li>ii) Outcomes of program, if applicable during grant term</li> </ul>

<b>Participants</b>
<ul style="list-style-type: none"> <li>i) Number of participants</li> <li>ii) List of unique identifiers (unique number or code) for all participants with census tract of residents and zip code and basic demographic information, if available</li> <li>iii) Participant survey data, including: <ul style="list-style-type: none"> <li>1. Census tract of residence, zip code, and county and basic demographic information (e.g., gender, race/ethnicity, age, income, ADA needs)</li> <li>2. List of unmet transportation needs</li> <li>3. Purpose of participating in the program</li> <li>4. Feedback on participant experience</li> <li>5. Feedback from participants regarding effectiveness of outreach efforts and materials</li> </ul> </li> </ul>

#### V. COMMUNITY ENGAGEMENT, OUTREACH, AND EDUCATION

For all projects, the Grantee shall track and report information on community engagement, outreach, and education conducted to ensure that identified end users in the community have the knowledge necessary to use new transportation services or to participate in decision-making processes during project implementation.

**Table H-6: Example Data for Community Engagement, Outreach, and Education**

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

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

## VI. LESSONS LEARNED

For all projects, the Grantee shall track and report information on lessons learned.

**Table H-7: Example Data for Lessons Learned**

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

## VII. JOBS SUPPORTED

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

**Table H-8: Example Data for Modeled Jobs**

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

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

**Table H-9: Example Data for Employment Outcomes**

Employment Outcomes
<ul style="list-style-type: none"> <li>iii) Job classifications or trades</li> <li>iv) Job training credentials</li> <li>v) Number of jobs provided (in full and for disadvantaged and low-income communities)</li> <li>vi) Total project work hours (in full and for disadvantaged and low-income communities)</li> <li>vii) Average hourly wage (in full and for disadvantaged and low-income communities)</li> <li>viii) Total number of workers that completed job training (in full and for disadvantaged and low-income communities)</li> <li>ix) Description of job quality (e.g., benefits provided such as health care and paid time off)</li> <li>x) Targeted hiring strategy</li> </ul>

## VIII. PROJECT OUTCOMES

The Grantee shall track and report annual data on the outcomes of capital projects for the first three years after they are operational. Data required includes those listed in the table below.

**Table H-10: Example Data for Project Outcome Reporting**

Project Outcomes for Capital Projects
<ul style="list-style-type: none"> <li>i) Average daily ridership</li> <li>ii) Days of operation per year</li> <li>iii) Fuel or electricity use per year</li> <li>iv) Vehicle miles traveled per year</li> </ul>



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**PUBLIC COMMENTS:**

The California Air Resources Board (CARB) is accepting public comments on this Draft Sustainable Transportation Equity Project (STEP) Benefits Calculator and supporting Draft STEP Quantification Methodology until May 21, 2020. The Draft Benefits Calculator and Draft Quantification Methodology are subject to change pending stakeholder comments and the Final STEP Implementation Manual. Comments on the Draft Benefits Calculator and Draft Quantification Methodology may be submitted via:

[GGRFProgram@arb.ca.gov](mailto:GGRFProgram@arb.ca.gov)

The Final STEP Benefits Calculator and Final STEP Quantification Methodology will be available on the California Climate Investments resources webpage at:

<http://www.arb.ca.gov/cci-resources>.

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**ABOUT:**

For the CARB STEP program, CARB staff developed this Draft STEP Benefits Calculator to estimate the greenhouse gas (GHG) emission reductions and selected co-benefits of each proposed project type. In an effort to enhance the analysis, provide greater transparency, and assist in project-level reporting, CARB has included an output tab in this Benefits Calculator for selected co-benefits and key variables.

This Draft Benefits Calculator estimates GHG emission reductions and air pollutant emission co-benefits using methods described in the supporting Draft STEP Quantification Methodology. Other co-benefits estimated in this and other benefits calculator tools use methods described in CARB's Co-benefit Assessment Methodologies. All CARB Co-benefit Assessment Methodologies are available at: <http://www.arb.ca.gov/cci-cobenefits>.

More information:

Questions on this Benefits Calculator should be sent to:

[GGRFProgram@arb.ca.gov](mailto:GGRFProgram@arb.ca.gov)

For more information on CARB's efforts to support implementation of California Climate Investments, see:

[www.arb.ca.gov/auctionproceeds](http://www.arb.ca.gov/auctionproceeds)

Questions pertaining to STEP or on receiving technical assistance should be sent to:

[step@arb.ca.gov](mailto:step@arb.ca.gov)

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### California Air Resources Board

## Benefits California for the Sustainable Transportation Equity Project California Climate Investments

Step 1a: Select the Strategy and Project Type(s)  
Step 1b: Enter Project Information

**Note:** A step-by-step **user guide**, including a **project example**, for this Benefits Calculator is available [here](#).  
**Note:** STEP Applicants must enter the applicable information in the table below before proceeding with project-specific data on the Inputs tab.

Project Name	Strategy	Project Type	Lead Applicant Name	Date Calculator Completed	Region	Air Basin/ County	STEP Funds Requested (\$)	Other GGRF Leveraged Funds (\$)	Non-GGRF Leveraged Funds (\$)	Total Funds (\$)



# California Air Resources Board

## Benefits California for the Sustainable Transportation Equity Project California Climate Investments

**Step 2:** Enter Project-specific information

Project Name	Strategy	Project Type	Year 1	Fiscal Year	Vehicle Type	Vehicle Model Year	Vehicle Fuel Type	Primary Use of Service	Are Input Values for One-way Trips or Roundtrips?	Number of Vehicles in Year 1	Number of Vehicles in Final Year



### California Air Resources Board

## Benefits California for the Sustainable Transportation Equity Project California Climate Investments

**Step 2:** Enter Project-specific information (cont.)

Average Occupancy per Vehicle in Year 1	Average Occupancy per Vehicle in Final Year	Average Number of Vehicle Trips per Vehicle Expected in Year 1	Average Number of Vehicle Trips per Vehicle Expected in Final Year	Length of Average Vehicle Trip	Increase in Fixed route Transit Ridership Associated with the Project in Year 1	Increase in Fixed route Transit Ridership Associated with the Project in Final Year	Length of Average Passenger Trip on Fixed-route Transit	Average Expected VMT per Vehicle in Year 1	Average Expected VMT per Vehicle in Final Year





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Step 2: Enter Project-specific information (cont.)

Percent Renewable Electricity Installed for Vehicle Charging	Percent Renewable Electricity Purchased for Vehicle Charging	Existing Bikeway Class	New Bikeway Class	One-Way Facility Length (mi.)	Average Daily Traffic (vehicle trips per day)	University Town with Population < 250,000?	Number of Key Destinations within ¼ Mile	Number of Key Destinations within ½ Mile



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Step 2: Enter Project-specific information (cont.)

Annual Number of Fares Associated with Project (quantity per year)	Average Fare Associated with Project (\$ per fare)	Average Number of Subsidies Associated with Project (quantity per year)	Average Value of Each Subsidy Associated with Project (\$ per subsidy) 1



### California Air Resources Board

### Benefits California for the Sustainable Transportation Equity Project California Climate Investments

**Step 3:** Enter Project-specific Community Engagement information

Project Name	Select Project Scale	What was the approximate total attendance at the public events held by the Applicants to discuss the project proposal?	What was the approximate total number of people who provided commentary or input on the project through other opportunities (e.g., internet- or telephone-based input opportunities, separate meetings with specific stakeholders, community leaders, and organizations)?



## California Air Resources Board

### Benefits California for the Sustainable Transportation Equity Project California Climate Investments

**Step 3:** Enter Project-specific Community Engagement information (cont.)

Select "yes" if the following took place as part of the events and other opportunities identified in the previous entries. Select "no" if they did not take place.				
Informed the community about various aspects of the project, including the process by which major decisions about the project would be made.	Solicited and recorded written or spoken input from the community about specific aspects of the project or potential project alternatives before decisions on those aspects and alternatives were finalized.	Incorporated proposals or ideas from the community into project alternatives or components.	Reported back to the community on how the two inputs above were incorporated.	Developed project features or project alternatives collaboratively with the community by one or more workshops or other meetings in which the community developed a project alternative or specific component to address unmet community needs, which was subsequently included in the project's application for funding or final design.



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#### Step 3: Enter Project-specific Community Engagement information (cont.)

Select "yes" if the following took place as part of the events and other opportunities identified in the previous entries. Select "no" if they did not take place.			
Developed project features or project alternatives collaboratively with the community by formal cooperation with a community-based organization (i.e., via a memorandum of understanding, community benefits agreement, steering committee, labor agreement, etc.) to acquire or distribute funding, identify project alternatives or project components, or otherwise enhance community engagement in project design, planning and implementation.	Developed project features or project alternatives collaboratively with the community by delegation of authority to choose between project alternatives or components to the community through a steering committee, organized voting process, representative community-based organization, or other means.	Developed project features or project alternatives collaboratively with the community by a community-based organization, community-driven steering	What was the approximate total number of people who provided commentary or input on the project through other opportunities ((e.g., internet- or telephone-based input opportunities, separate meetings with specific stakeholders, community leaders, and organizations)?



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Step 3: Enter Project-specific Community Engagement information (cont.)

Considering all of the events and input opportunities as a whole, select "yes" if the following statements are true and "no" if they are false.			
The participants comprised a broadly representative sample of the population potentially benefiting from, or affected by, the project.	Solicited and recorded written or spoken input from the community about specific aspects of the project or potential project alternatives before decisions on those aspects and alternatives were finalized.	Project proponents identified key community leaders and organizations and engaged them directly.	The events and input opportunities were hosted at varied and accessible times and locations throughout the area potentially affected by the project, and included both in person and online forms of engagement.



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**Step 3:** Enter Project-specific Community Engagement information (cont.)

Considering all of the events and input opportunities as a whole, select "yes" if the following statements are true and "no" if they are false.		
Events and written materials were offered in languages other than English.	The participation process was conducted or assisted by a professional facilitator or public participation expert.	The project proponents, or those acting on their behalf, prepared and followed a community engagement plan that meets the minimum criteria originally established by the Transformative Climate Communities Program (option is available for all project types).



### California Air Resources Board

## Benefits California for the Sustainable Transportation Equity Project California Climate Investments

**Step 4:** Review the Estimated Benefits of the Proposed Project from Total GGRF Funds.

**NOTE:** If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Project Name	Net GHG Emission Reductions (MTCO <sub>2e</sub> )	Net GHG Emission Reductions per Total GGRF Funds (MTCO <sub>2e</sub> /\$1000)	Diesel PM reductions (lbs)	NO <sub>x</sub> Reductions (lbs)	PM <sub>2.5</sub> Reductions (lbs)	ROG Reductions (lbs)	Net Passenger Auto VMT Reductions (miles)





## California Air Resources Board

### Benefits California for the Sustainable Transportation Equity Project California Climate Investments

**Step 4:** Review the Estimated Benefits of the Proposed Project from Total GGRF Funds (cont).

**NOTE:** If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Travel Cost Savings (\$)	Net Fossil Fuel Use Reductions (GGE)	Community Engagement Level



### California Air Resources Board

### Benefits California for the Sustainable Transportation Equity Project California Climate Investments

**Step 4:** Review the Estimated Benefits of the Proposed Project from STEP Funds

**NOTE:** If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Project Name	Net GHG Emission Reductions (MTCO <sub>2</sub> e)	Net GHG Emission Reductions per STEP Funds (MTCO <sub>2</sub> e/\$1000)	Diesel PM reductions (lbs)	NO <sub>x</sub> Reductions (lbs)	PM <sub>2.5</sub> Reductions (lbs)	ROG Reductions (lbs)	Net Passenger Auto VMT Reductions (miles)



**California Air Resources Board**

**Benefits California for the Sustainable Transportation Equity Project  
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**Step 4:** Review the Estimated Benefits of the Proposed Project from STEP Funds (cont).

**NOTE:** If there are any errors in the inputs, or if all required inputs are not complete, the output cells will be blank.

Travel Cost Savings (\$)	Net Fossil Fuel Use Reductions (GGE)	Community Engagement Level



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PROJECT INFO TAB		
Project Name	Name of each quantifiable project within the proposal.	Required Input
Strategy	Categories of projects that Applicants may employ in order to achieve their vision. For the purposes of the STEP Benefits Calculator, projects that are eligible for funding within STEP and for which there are methods to quantify GHG emission reductions fall into one of three strategies. Each strategy may be funded through specific project types. Strategies include Active Transportation, Fixed-route Transit, and Shared Mobility.	Required Input
Project Type	For the purposes of the STEP Benefits Calculator, eligible projects fall into five project types that are eligible for STEP funding and for which there are methods to quantify GHG emission reductions. Each project type may be funded through specific strategies. Project types include New Bikeway Infrastructure, New Pedestrian Infrastructure, New or Expanded Service, System / Efficiency Improvements, and Subsidies.	Required Input
Lead Applicant Name	Lead Applicant Name	Required Input
Date Calculator Completed	Date Calculator Completed	Required Input
Region	Options include: Air Basin or County.	Required Input
Air Basin / County	Air basin or county in which the project is located.	Required Input
STEP Funds Requested (\$)	Total funds awarded within STEP for the project.	Required Input
Other GGRF Leveraged Funds (\$)	Total funds awarded by other GGRF programs for the project. Under the current program structure and to avoid double-counting, funds from other GGRF-funded programs will not capture the GHG emission reductions associated with these STEP projects.	Required Input
Non-GGRF Leveraged Funds (\$)	Other funds leveraged outside of the GGRF programs.	Required Input
Total Funds (\$)	Total funds used for the project.	Calculated

INPUTS TAB		
Year 1	First year of project	Required Input
Final Year	Final year of project. Year 1 plus the useful life of the project. Recommended useful life for any project component that will serve as the core project model is at least 4 years (per program requirements for years of service operation).	Required Input for Shared Mobility and Fixed-route Transit strategies
Vehicle Type	Vehicle type for new vehicle(s) procured for New or Expanded Service project type or existing vehicles in operation for System / Efficiency Improvements and Subsidies project types.	Required Input for Shared Mobility and Fixed-route Transit strategies
Vehicle Model Year	Model year of new vehicle(s) procured for New or Expanded Service project type or existing vehicles in operation for System / Efficiency Improvements and Subsidies project types. If the vehicle has a model year of 2026 or later, use the model year 2025.	Required Input for Transit Bus vehicle type in New or Expanded Service Project Type. Required Input for Sedan, SUV, Van, and Shuttle vehicle types.
Vehicle Fuel Type	Fuel type of new vehicle(s) procured for New or Expanded Service project type or existing vehicles in operation for System / Efficiency Improvements and Subsidies project types.	Required Input for Transit Bus vehicle type in New or Expanded Service Project Type. Required Input for Sedan, SUV, Van, and Shuttle vehicle types.
Primary Use of Service	Primary use of transportation service by passengers. Options include: Local Passenger Trip or Long-distance Passenger Trip.	Required Input for Shared Mobility and Fixed-route Transit strategies
Ride-hailing Service?	Does the project provide on-demand ride services where rides are arranged online to connect a passenger with drivers using their personal vehicles?	Required Input for Sedan, SUV, and Van vehicle types
Are Input Values for One-way Trips or Roundtrips?	Options include: One-Way Trip or Roundtrip. Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values.	Required Input for Shared Mobility and Fixed-route Transit strategies
Number of Vehicles in Year 1	Number of vehicles expected in the first year of the project as a result of the project.	Required Input for New or Expanded Service project type in Fixed-route Transit strategy. Required Input for Shared Mobility strategy.
Number of Vehicles in Final Year	Number of vehicles expected in the final year of the project as a result of the project. If no change is expected from Year 1 to Final Year, this number should be the same as "Number of Vehicles in Year 1".	Required Input for New or Expanded Service project type in Fixed-route Transit strategy. Required Input for Shared Mobility strategy.
Average Occupancy per Vehicle in Year 1	Average number of riders in a single vehicle at any one time in the first year of the project as a result of the project. Defaults are 1 for Standard Bicycle, Electric Bicycle, Electric Moped and Electric Scooter vehicle types. Suggested value is 1.55 for Ride-hailing.	Required Input for Sedan, SUV, Van, and Shuttle vehicle types
Average Occupancy per Vehicle in Final Year	Average number of riders in a single vehicle at any one time in the final year of the project as a result of the project. Defaults are 1 for Standard Bicycle, Electric Bicycle, Electric Moped and Electric Scooter vehicle types. Suggested value is 1.55 for Ride-hailing.	Required Input for Sedan, SUV, Van, and Shuttle vehicle types
Average Number of Vehicle Trips per Vehicle Expected in Year 1	Average number of vehicle one-way trips or roundtrips for a single vehicle expected in the first year of the project as a result of the project. Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Make sure the input is the number of vehicle trips, not passenger trips.	Required Input for Shared Mobility strategy
Average Number of Vehicle Trips per Vehicle Expected in Final Year	Average number of vehicle one-way trips or roundtrips for a single vehicle expected in the final year of the project as a result of the project. If no change is expected from Year 1 to Final Year, this number should be the same as "Average Number of Annual Vehicle Trips per Vehicle Expected in Year 1." Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Make sure the input is the number of vehicle trips, not passenger trips.	Required Input for Shared Mobility strategy
Length of Average Vehicle Trip	Length of average vehicle one-way trip or roundtrip. Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Ride-hailing must include deadhead miles. Suggested value for sedan and SUV is 8.5 mi one-way or 17 mi roundtrip. Suggested value for van and shuttle is 12 mi one-way or 24 mi roundtrip. Suggested values for bicycles and scooters are 1.5 mi and 1 mi, respectively. Make sure the input is the length of average vehicle trip, not passenger trip.	Required Input for Shared Mobility strategy
Increase in Fixed-route Transit Ridership Associated with the Project in Year 1	Annual increase in unlinked passenger trips on fixed-route transit in the first year of the project directly associated with the project.	Required Input for Fixed-route Transit strategy
Increase in Fixed-route Transit Ridership Associated with the Project in Final Year	Annual increase in unlinked passenger trips on fixed-route transit in the final year of the project directly associated with the project. If no change is expected from Year 1 to Final Year, this number should be the same as "Ridership on Fixed-route Transit in Year 1".	Required Input for Fixed-route Transit strategy
Length of Average Passenger Trip on Fixed-route Transit	Length of average passenger trip on fixed-route transit as a result of the project. For suggested values for public transit, refer to Appendix A in the STEP User Guide.	Required Input for Fixed-route Transit strategy
Average Expected VMT per Vehicle in Year 1	Average vehicle miles traveled for a single vehicle associated with the project expected in the first year of project, including miles traveled carrying passengers as well as all deadhead miles. Optional input for Shared Mobility strategy if this information is available and will result in a more precise output than calculations from the inputs above.	Required Input for New or Expanded Service project type in Fixed-route Transit Strategy. Optional Input for Shared Mobility strategy.
Average Expected VMT per Vehicle in Final Year	Average vehicle miles traveled for a single vehicle associated with the project in the final year of project, including miles traveled carrying passengers as well as all deadhead miles. If no change is expected from Year 1 to Final Year, this number should be the same as "Expected Total VMT in Year 1". Optional input for Shared Mobility strategy if this information is available and will result in a more precise output than calculations from the inputs above.	Required Input for New or Expanded Service project type in Fixed-route Transit Strategy. Optional Input for Shared Mobility strategy.
Percent Renewable Electricity Installed for Vehicle Charging	Renewable electricity generated on-site from solar panels or other sources as a percent of total electricity consumption. Optional for projects with electric or plug-in hybrid vehicles.	Optional Input for Shared Mobility and for New or Expanded Service project type in Fixed-route Transit strategy

Percent Renewable Electricity Purchased for Vehicle Charging	Additional renewable electricity purchased from the electricity provider as a percent of total electricity consumption. Optional for projects with electric or plug-in hybrid vehicles. This is in addition to the renewable electricity generated on standard grid.	Optional Input for Shared Mobility and for New or Expanded Service project type in Fixed-route Transit strategy
Existing Bikeway Class	Options include: Class II bike lane or None. If a Class III bikeway exists, select "None".	Required Input for New Bikeway Infrastructure project type in Active Transportation strategy
New Bikeway Class	Options include: Class I bike path, Class II bike lane, or Class IV cycle track.	Required Input for New Bikeway Infrastructure project type in Active Transportation strategy
One-Way Facility Length (miles)	One-way length of the new bike facility.	Required Input for Active Transportation strategy
Average Daily Traffic (vehicle trips per day)	Average two-way daily traffic volume on a road parallel to new facility.	Required Input for Active Transportation strategy
University Town with Population < 250,000?	Is the city in which the facility is located a university town with a population of less than 250,000? Yes or no.	Required Input for Active Transportation strategy
Number of Key Destinations within ¼ Mile	Number of key destinations that exist within ¼ mile of any part of the new bike facility. Examples of key destinations include: bank or post office, child care center, grocery store, medical center, office park, pharmacy.	Required Input for Active Transportation strategy
Number of Key Destinations within ½ Mile	Number of key destinations that exist within ½ mile of any part of the new bike facility. Examples of key destinations include: bank or post office, child care center, grocery store, medical center, office park, pharmacy.	Required Input for Active Transportation strategy
Annual Number of Fares Associated with Project (quantity per year)	Number of fares associated with the project annually (quantity per year). Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Inputs for number of fares and fare value must be consistent in their definition of fare (e.g. fare per passenger trip, fare per vehicle trip, daily or monthly fare).	Required Input for New or Expanded Service and System / Efficiency Improvements project types in Fixed-route Transit and Shared Mobility strategies
Average Fare Associated with Project (\$ per fare)	Average value of each individual fare associated with the project (\$ per fare). Inputs for each project component must be consistent in their assumptions of one-way or roundtrip values. Inputs for number of fares and fare value must be consistent in their definition of fare (e.g. fare per passenger trip, fare per vehicle trip, daily or monthly fare).	Required Input for New or Expanded Service and System / Efficiency Improvements project types in Fixed-route Transit and Shared Mobility strategies
Annual Number of Subsidies Associated with Project (quantity per year)	Number of subsidies provided by the project annually (quantity per year). Inputs for number of subsidies and the value of each subsidy must be consistent in their definition of subsidy (e.g. subsidy per passenger trip, subsidy per vehicle trip, daily or monthly subsidy).	Required Input for Subsidies project type in Fixed-route Transit and Shared Mobility strategies
Average Value of Each Subsidy Associated with Project (\$ per subsidy)	Average value associated with each individual subsidy provided by the project (\$ per subsidy). Inputs for number of subsidies and the value of each subsidy must be consistent in their definition of subsidy (e.g. subsidy per passenger trip, subsidy per vehicle trip, daily or monthly subsidy).	Required Input for Subsidies project type in Fixed-route Transit and Shared Mobility strategies

CO-BENEFITS		
Net Passenger Auto VMT Reductions (miles)	Passenger auto vehicle miles traveled displaced by new mobility service due to mode shift as a result of the project minus vehicle miles traveled in passenger autos from the new mobility service.	Calculated
Net Fossil Fuel Use Reductions (GGE)	Net changes in the quantity of fossil fuels used in terms of gasoline gallon equivalent due to conversion to an alternative energy or fuel source as a result of the project.	Calculated
Travel Cost Savings (\$)	Changes in travel costs to the users due to mode shift as a result of the project.	Calculated
Community Engagement Level	Evaluation of the quantity, quality, and equity of the community engagement conducted. Options are Low, Medium, and High.	Calculated



## California Air Resources Board

### Benefits California for the Sustainable Transportation Equity Project California Climate Investments

Applicants must use this Benefits Calculator Tool to report the estimated GHG benefits and selected co-benefits associated with proposed projects. In addition to STEP application requirements, applicants for GGRF funding are required to document results from the use of this Benefits Calculator, including supporting materials to verify the accuracy of project-specific inputs. Applicants are required to provide electronic documentation that is complete and sufficient to allow the calculations to be reviewed and replicated. Paper copies of supporting materials must be available upon request by agency staff.

#### General Documentation

The following checklist is provided as a guide to applicants; additional data and/or information may be necessary to support project-specific input assumptions.

	Documentation Description	Completed?
1.	Project description, including excerpts or specific references to the location of project information in the main STEP application that is necessary to complete the applicable portions of this Benefits Calculator.	
2.	Populated STEP Benefits Calculator Tool (this file) (in .xls) (ensure that all applicable fields in the GHG Summary and Co-benefits Summary tabs are populated).	
3.	Any other information as necessary and appropriate to substantiate STEP Benefits Calculator inputs (see below for list of additional documentation).	



California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project  
California Climate Investments

**Project-Specific Documentation**

Some applicant-provided data may require additional documentation to substantiate the inputs. The expected documentation includes, but is not limited to, that described in the table below, organized by quantifiable project type.

Quantifiable Project Type	Additional Documentation	Completed?
New or Expanded Service	<ul style="list-style-type: none"> <li>• Documentation to support annual ridership estimates directly associated with proposed project (from local transit agency or mobility service provider)</li> <li>• Documentation to support VMT of new vehicles (from local transit agency or mobility service provider)</li> <li>• Documentation of fares for new service (from local transit agency or mobility service provider)</li> <li>• Documentation of renewable electricity used to charge new vehicles, if applicable</li> </ul>	
System / Efficiency Improvements	<ul style="list-style-type: none"> <li>• Documentation to support increase in annual ridership directly associated with proposed project (from local transit agency or mobility service provider)</li> <li>• Documentation to support VMT of vehicles directly associated with the proposed project (from local transit agency or mobility service provider)</li> <li>• Documentation of fares for improved service (from local transit agency or mobility service provider)</li> <li>• Documentation of renewable electricity used to charge new vehicles, if applicable</li> </ul>	



California Air Resources Board

Benefits California for the Sustainable Transportation Equity Project  
California Climate Investments

<p>Subsidies</p>	<ul style="list-style-type: none"> <li>• Documentation to support increase in annual ridership directly associated with proposed project (from local transit agency or mobility service provider)</li> <li>• Documentation to support VMT of vehicles directly associated with the proposed project (from mobility service provider), if applicable</li> <li>• Documentation of fares for new service (from local transit agency or mobility service provider)</li> <li>• Documentation of renewable electricity used to charge new vehicles, if applicable</li> </ul>	
<p>New Bikeway Infrastructure or New Pedestrian Infrastructure</p>	<ul style="list-style-type: none"> <li>• Documentation of the type, location, and length of the facility, including key destinations in 1/4 and 1/2 mile buffers around each facility</li> <li>• Documentation of average daily traffic for the street parallel to each proposed bike facility</li> </ul>	



# APPENDIX J: DRAFT SAMPLE GRANT AGREEMENT

An actual Grant Agreement will align with a project's implementation plan, schedule, budget, and other details. Note, however, that much of the language in a Grant Agreement is not subject to change and not negotiable, including but not limited to the language in sections J. Oversight and Accountability, K. Project Records, and N. General Provisions.

EXHIBIT A

## GRANT PROVISIONS

### A. AGREEMENT

This Grant is from the California Air Resources Board (hereinafter referred to as CARB or the Board) to \_\_\_\_\_ (hereinafter referred to as the Grantee).

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

### B. GRANT ACKNOWLEDGEMENT

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

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

The California Climate Investments logo and name serves to bring under a single brand the many investments whose funding comes from the Greenhouse Gas

<sup>1</sup> California Climate Investments Communications Guide <http://www.caclimateinvestments.ca.gov/logo-graphics-request>

Reduction Fund (GGRF). The logo represents a consolidated and coordinated initiative by the State to address climate change by reducing greenhouse gases, while also investing in disadvantaged communities and achieving many other co-benefits.



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



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



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

## C. GRANT SUMMARY AND AMENDMENTS

Project Title: STEP  
Authorized Official:  
Title:

Total Grant Amount: \$  
Total Resource Contribution: \$

#### D. GRANT PARTIES AND CONTACT INFORMATION

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

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

2. The Grantee Liaison is \_\_\_\_\_. Correspondence regarding this project shall be directed to:

Grantee Liaison Name:  
Title:  
Address:  
Phone:  
Email:

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

#### E. TIME PERIOD

1. Performance of work or other expenses billable to CARB under this Grant may commence after full execution of this Grant by parties. Performance on this Grant ends once the Grantee has submitted and CARB approves the final report or if this Grant is terminated, whichever is earlier.
2. Upon completion of the project, the Grantee shall submit a draft final report to the CARB Project Liaison no later than **January 31, 2025**.
3. Final request for payment and Final Report shall be received by CARB no later than **March 31, 2025**.
4. The CARB Executive Officer retains the authority to terminate, or reduce the grant amount of, this Grant Agreement for nonperformance. In the event of such termination or reduction of the grant amount, Section G.7, Termination

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

## F. DUTIES AND REQUIREMENTS

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

### 1. CARB's Role

CARB is responsible for the following:

- a. Participating in regular meetings with the Grantee to discuss program refinements and guide program implementation
- b. Reviewing and approving all Grant Disbursement Request Forms (MSCD/ISB-90) and distributing grant funds to the Grantee
- c. Reviewing and approving community engagement, outreach, and education materials provided by the Grantee, such as outreach and education materials, webpages, initial participant surveys, quarterly reports, and the final report
- d. Reviewing and approving the data collection plan
- e. Providing program oversight and accountability (in conjunction with the Grantee)

### 2. The Grantee's Tasks

At a minimum, the Grantee's program duties and requirements include, but are not limited to, the following tasks:

- a. The Grantee's key project personnel will participate in meetings with CARB staff. The Grantee may be asked to schedule additional meetings at the sole discretion of the CARB Project Liaison. Meetings may be conducted by phone if deemed appropriate by the CARB Project Liaison.
  - i. Initial Project Kick-off Meeting: The Grantee's key project personnel, in collaboration with CARB's Project Liaison, will plan, conduct, and attend an initial meeting with CARB staff following execution of the Grant Agreement. Topics for discussion may include, but not be limited to, the following:
    1. Project tasks, timelines, and milestones
    2. Project design and community engagement, outreach, and education

- activities
- 3. Content and format for quarterly reports and final reports
- 4. Schedule for ongoing coordination meetings
- 5. Participant surveys and reporting
- 6. Other items as necessary
- ii. Ongoing Project Coordination: Ongoing Grantee coordination and review meetings with the CARB Project Liaison to discuss project status held at least quarterly, as well as a final meeting, or conference call pending CARB Project Liaison approval, held at the conclusion of the project. Additional meetings may be scheduled at the discretion of the CARB Project Liaison. Meetings may be conducted by phone if deemed appropriate by the CARB Project Liaison. Project coordination and review meetings are the responsibility of the Grantee and should contain:
  - 1. Agenda for the meeting with conference call information provided prior to the meeting
  - 2. Discussion of project activities, deliverables, schedule, and milestones
  - 3. Discussion of any difficulties encountered since the last project update
  - 4. Concerns or questions requiring resolution from CARB
  - 5. Notification of any pending disbursement requests
  - 6. Scheduling the next project coordination meeting
- iii. Responses to CARB and public requests in a timely manner.
- iv. Coordination with other CARB projects (e.g., One Stop Shop, Clean Mobility Options Voucher Pilot) where appropriate and as requested by CARB.
- b. The Grantee will coordinate with all project partners, including Sub-grantees and Community Partners, following the decision-making structure and the governance, legal, and financial relationships set out in the Partnership Structure. This must include:
  - i. Regular communication with all Sub-grantees, such as check-ins to keep track of progress made and troubleshoot issues encountered. The

Grantee is responsible for keeping CARB informed of progress on all projects, including those that are being led by one of the Sub-grantees.

- ii. Regular communication with all Community Partners in a mutually agreed-upon format to share progress and receive feedback on project implementation and design
  - iii. Accessible public meetings to share progress and receive feedback on project implementation and design
  - iv. Updates to Community Partners and other community stakeholders on how their feedback is being incorporated into the design and implementation of the project
  - v. Incentivize participation of all project partners, including Community Partners, appropriately
- c. The Grantee will directly and actively engage community residents during project implementation to ensure that project design and implementation meet the needs of the residents. The Grantee must:
- i. Use community engagement methods recommended in the Community Inclusion Guidance
  - ii. Develop and implement a process for community engagement that maximizes the power of community residents to make decisions about project design and implementation.
  - iii. Conduct community engagement activities that help maximize residents' ability to participate, such as translating meetings and materials and scheduling meetings at times that are convenient to community residents
  - iv. Focus on engaging hard-to-reach residents whose interests have historically been under-represented
  - v. Incentivize community residents appropriately for their time and expertise during their participation in community engagement activities
- d. The Grantee will conduct outreach and education with community residents to help ensure that identified end users in the community have the knowledge necessary to use new transportation services and to inform their participation in decision-making processes. The Grantee must:
- i. Use outreach and education methods recommended in the Community Inclusion Guidance
  - ii. Conduct outreach and education activities that meet the needs of the

residents, such as translating materials and creating events at times that are convenient to community residents

- iii. Educate community residents about other applicable CARB funding opportunities, including One Stop Shop and the clean vehicle ownership programs (e.g., CVRP, Clean Cars 4 All, CVAP), and supporting California Energy Commission funding opportunities (e.g., the California Electric Vehicle Infrastructure Project)
- e. Develop Policies and Procedures Manuals. Such documents and process flow charts should describe the Grantee's administrative actions for evaluating and processing project participants, tracking vehicle maintenance for all project vehicles, and data gathering and reporting for all aspects of the project. Examples include, but are not limited to:
  - i. Organizational charts
  - ii. Details on how key project processes are conducted and how associated documentation of data, signatures, and authorizations are gathered and recorded, including, but not limited to:
    - 1. Community engagement, outreach, and education
    - 2. Participant information, enrollment, and tracking
    - 3. Vehicle reservations, tracking, and maintenance
    - 4. Data collection and reporting
  - iii. Develop and maintain accounting procedures to track expenditures by:
    - 1. Grant Agreement number
    - 2. Fiscal year
    - 3. Funding source
  - iv. Provisions to protect against conflict of interest
  - v. Provisions to protect against fraud, and to identify, respond to, and report if fraud has occurred
  - vi. Provisions to protect personally identifiable information
- f. Establish and maintain records on, but not limited to, participants, vehicles,

Electric Vehicle Supply Equipment (EVSE), fuel, and maintenance as follows:

- i. Identify participant data that are confidential and develop measures to keep these data confidential. For example, residential addresses must be kept confidential.
  - ii. Record the physical address and census tracts of each location that project vehicles are domiciled or operated within and each location EVSE is installed.
  - iii. Develop a systematic process and schedule to back up database(s) on a daily basis at a minimum.
  - iv. Develop and enforce security measures to safeguard project database(s).
  - v. Store all records in a secured and safe storage facility that maintains confidentiality and provides fire and natural disaster protection.
  - vi. Retain files during the term of the Grant Agreement plus three years after the grant term expires.
  - vii. Transfer all project records to CARB once the project ends or three years after the grant term expires, whichever comes first.
- g. Fulfill any needed CEQA requirements.
- h. The Grantee will report on and assess progress throughout project implementation via participant and project metrics, Status Reports, and the Final Report, as follows:
- i. The Grantee will develop plans for the collection of data and carry out those plans using appropriate metrics and tools. Metrics should include information about transportation modes used and trips taken by community residents before and after the project's implementation. CARB will coordinate with the Grantee to identify parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information. At a minimum, participant metrics should be collected prior to launch of a new project, midway through a project, and at the end for Final Report reporting.
  - ii. For all projects, the Grantee will track and report metrics, such as, but not limited to, the information outlined in Appendix H of this Grant Solicitation. The Grantee must track and report this data at least quarterly.
  - iii. Participate in third-party research projects as requested by CARB.



- iv. Status Reports: The Grantee will submit numbered status reports accompanying grant disbursement requests to CARB at least quarterly, but may submit on a monthly basis if necessary to justify more frequent disbursements with prior approval from CARB. These reports must be approved by CARB and must contain at minimum, in either Microsoft Word or PDF as a single electronic file, the information outlined in Section I of this Grant Agreement.
- v. Final Report: The Grantee will provide a Draft Final Report within 90 days of project completion or by January 31, 2025, whichever comes first. Final reports will contain at minimum the information outlined in Section I of this Grant Agreement.
- i. The Grantee will implement the combination of projects defined in the Grantee's proposal. Any modifications to or additional design of projects will incorporate community decision-making. Project designs may include a combination of the projects described in Appendix E of the Grant Solicitation. For all of the projects identified in the Grantee's proposal, each project must:
  - i. Meet applicable State laws
  - ii. Meet STEP's objectives, including:
    1. Address a community-identified transportation need
    2. Support increasing access to key destinations
    3. Facilitate or achieve GHG emission reductions
  - iii. Meet all requirements specified in Appendix E of the Grant Solicitation
- j. The Grantee may add additional projects with the approval of CARB. Any additions will incorporate community decision-making. The Grantee must show that each project will:
  - i. Meet applicable State laws
  - ii. Meet STEP's objectives, including:
    1. Address a community-identified transportation need
    2. Support increasing access to key destinations
    3. Facilitate or achieve GHG emission reductions

- iii. Meet all requirements specified in Appendix E of the Grant Solicitation
- k. Meeting applicable requirements of statutes; applicable State law; the FY 2019-20 Funding Plan; the FY 2019-20 STEP Implementation Grant Solicitation; this Grant Agreement; and all Attachments, Exhibits, and Appendices to this Grant Agreement. The FY 2019-20 Funding Plan for Clean Transportation Incentives is available at:  
<https://ww2.arb.ca.gov/sites/default/files/2019-09/fy1920fundingplan.pdf>

## G. FISCAL ADMINISTRATION

### 1. Budget

- a. The maximum amount of this Grant is \$XX. Under no circumstance will CARB reimburse the Grantee for more than this amount. A formal Grant Agreement amendment is required whenever there is a change to the amount of this grant.
- b. The budget for this program is shown in Exhibit B, Attachment I. Grant Disbursement Requests (Form MSCD/ISB-90) for funds shall not exceed the grant amount.
- c. No grant funds may be used to purchase equipment or computers that would be required to be returned to the State at the completion of STEP.
- d. Under no circumstance will CARB reimburse a Grantee for vehicles or equipment that exceeds the purchase price.
- e. Line item shifts are not anticipated under this program. However, shifts of up to 10 percent of the grant total may be made over the life of the grant, subject to prior written approval from CARB. Line item shifts greater than 10 percent require a formal amendment to the grant. Line item shifts may be proposed by either CARB or the Grantee and must not increase or decrease the total grant amount. All line item shifts must be approved in writing by CARB within 10 business days of approval for inclusion in the grant folder. If the grant is formally amended, all line item shifts must be included in the amendment.
- f. Funds not liquidated by March 31, 2025 must be returned by **April 15, 2025**. Expenditure of funds granted may not be reduced due to any loss incurred in an insured bank or investment account.

### 2. Pilot Project Eligible Costs

Draft allowable expenditures for costs associated with the grant are defined in Appendix E of the Grant Solicitation and subject to change pending the selected Grantee's proposal and work plan.

### 3. Resource Contributions

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

- a. Documentation of resource contributions must be retained for a minimum of three years after the grant term has ended.
- b. Funds expended on resource contributions must be documented in the STEP Final Report to CARB.

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

### 4. Advance Payment

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

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

- a. The advance payments are necessary to meet the purposes of the grant project.
- b. The use of the advance funds is adequately regulated by grant or budgetary controls.
- c. The request for application or the request for proposals contains the terms and conditions under which an advance payment may be received consistent with this section.
- d. The Grantee is either a small air district or the Grantee meets all of the following criteria:
  - v. Has no outstanding financial audit findings related to any of the moneys

eligible for advance payment and is in good standing with the Franchise Tax Board and Internal Revenue Service

- vi. Agrees to revert all unused moneys to CARB if they are not liquidated within the timeline specified in the Grant Agreement
  - vii. Submits a spending plan to CARB for review prior to receiving the advance payment
  - viii. The spending plan shall include project schedules, timelines, milestones, and the Grantee's fund balance for all State grant programs
  - ix. CARB shall consider the available fund balance when determining the amount of the advance payment
  - x. Reports to CARB any material changes to the spending plan within 30 days
  - xi. Agrees to not provide advance payment to any other entity
- e. In the event of the nonperformance of the Grantee, CARB shall require the full recovery of the unspent moneys. A Grantee shall provide a money transfer confirmation within 45 days upon the receipt of a notice from CARB.
  - f. The Grantee must complete and submit to CARB for review and approval an Advance Payment Request Form, along with each grant disbursement that is requesting advance payment. The Advance Payment Request Form shall be provided by CARB to the Grantee after the grant execution.
  - g. CARB may provide an advance of the direct project costs of the grant, if the program has moderate reserves and potential cash flow issues. Advance payments will not exceed the Grantee's interim cash needs.
  - h. The Grantee assumes legal and financial risk of the advance payment.
  - i. The Grantee shall place funds advanced under this section in an interest-bearing account. The Grantee shall track interest accrued on the advance payment. Interest earned on the advance payment shall only be used for eligible grant-related expenses as outlined in the Grant Provisions, Exhibit A, or will be returned to CARB.
  - j. The Grantee shall report to CARB the value of any unused balance of the advance payment and interest earned and submit quarterly fiscal accounting reports consistent with Section I (Reporting and Documenting Expenditure of State Funds) of this Grant Agreement.

- k. The Grantee shall remit to CARB any unused portion of the advance payment and interest earned within 90 days following the end date of this Grant Agreement term or the reversion date of the appropriation.

## 5. Grant Disbursements

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

- a. Requests for payment shall be made with the Grant Disbursement Request Form (MSCD/ISB-90) and conform to the instructions identified in Sections G and I of this Grant Agreement. Grant payments shall be made only for reasonable costs incurred by the Grantee and only when the Grantee has submitted a Grant Disbursement Request Form; has completed milestones stipulated in Exhibit B, Attachment II; the requirements specified herein, including Section F, Section G, Section H, and Section I of this Grant Agreement have been accomplished; documentation of accomplishment has been provided to CARB in the form of the Status Report; and any associated deliverables (if applicable) have been provided to CARB. CARB will have sole discretion to accelerate the timeline for allowable disbursements of funds identified in Exhibit B, Attachment II (with the exception of the final disbursement of funds), necessary to assure the goals of the program are met.
- b. Grant payments are subject to CARB's approval of Status Reports and any accompanying deliverables (see Sections F, G, H and I of this Grant Agreement). A payment will not be made if the CARB Project Liaison deems that a milestone has not been accomplished or documented; that a deliverable meeting specifications has not been provided; that claimed expenses are not documented, not valid per the budget, or not reasonable; or that the Grantee has not met other terms of the grant.
- c. Requests for project funds in advance of performing the work or incurring the cost requires an Advance Payment Request Form (see Section G.5, Advance Payment) and a detailed list of the future work the Grantee intends to fund with the disbursement. The Grantee must demonstrate in a subsequent report that the advance has been expended appropriately by supplying documents required in Section G.6, Grant Disbursements. The recipient of a CARB advance payment cannot advance pay any other entity. No further advance shall be disbursed until the Grantee is fully compliant with all terms of the grant. Failure to comply shall require the Grantee to return all amounts of the inappropriate or unapproved expenditure to CARB within 45 calendar days of written notification.

- d. The Chief of the Sustainable Transportation and Communities Division or designee of CARB may review the CARB Project Liaison's approval or disapproval of a Grant Disbursement Request. No reimbursement will be made for expenses that, in the judgment of the Division Chief of the Sustainable Transportation and Communities Division, are not reasonable or do not comply with the Grant Agreement.
  - e. The Grantee shall mail completed and signed Grant Disbursement Requests to the CARB Project Liaison.
  - f. CARB will withhold payment of up to 1 percent of the grant funds until completion of the Final Report, intellectual property has been relinquished to CARB in accordance with Sections I and L of these provisions, CARB has received and approved the Grantee's mechanism for receiving annual activity reports, and submission of the Final Report to CARB by the Grantee. It is the Grantee's responsibility to submit a Grant Disbursement Request for this final disbursement of funds.
  - g. CARB shall disburse funds in accordance with the California Prompt Payment Act, Government Code, Section 927, et seq.
  - h. The Grantee will pay out CARB funds to other Sub-grantees or subcontractors on a reimbursement basis only.
6. Suspension of Payments and Grant Termination
- a. CARB reserves the right to issue a grant suspension order in the event that a dispute should arise. The grant suspension order will be in effect until the dispute has been resolved or the grant has been terminated. If the Grantee chooses to continue work on the project after receiving a grant suspension order, the Grantee will not be reimbursed for any expenditure incurred during the suspension in the event CARB terminates the grant. If CARB rescinds the suspension order and does not terminate the grant, CARB will reimburse the Grantee for any expenses incurred during the suspension that are reimbursable in accordance with the terms of the grant.
  - b. CARB reserves the right to terminate this grant upon 30 days' written notice to the Grantee. In case of early termination, the Grantee will submit a Grant Disbursement Request, a Status Report covering activities up to, and including, the termination date and following the requirements specified herein and in Section I of these provisions. Upon receipt of the Grant Disbursement Request Form and Status Report, and when all intellectual property has been relinquished to CARB, a final payment will be made to the Grantee. This payment shall be for all CARB-approved, actually incurred costs that in the opinion of CARB are justified. However, the total amount

paid shall not exceed the total grant amount.

- c. Upon termination, grant funds must be returned to CARB within 45 days.

## 7. Contingency Provision

In the event this grant is terminated for any reason, the CARB Executive Officer or designee reserves the right in his or her sole discretion to award a grant to the next highest scored Applicant and if an agreement cannot be reached, to the next Applicant(s) until an agreement is reached. If CARB is unable to award a grant under these circumstances, CARB may award a grant in a manner consistent with direction provided in the FY 2019-20 Funding Plan for STEP.<sup>2</sup>

## 8. Documentation of Administration Funds

- a. Personnel documentation must make use of timesheets or other labor tracking software. Duty statements or other documentation may also be used to verify the number of staff and actual hours or percent of time staff devoted to STEP implementation and outreach.
- b. Fees for external consultants must be documented with copies of the consultant contract and invoices. All external consultant fees must be pre-approved by CARB. Fees included in the budget as a part of the Grantee Proposal Package (Exhibit C) are considered pre-approved by CARB.
- c. Printing, mailing, records retention, and travel expenses must be documented with receipts or invoices.
- d. Any reimbursement for necessary supporting project costs need receipts or invoices.
- e. Any reimbursement for necessary travel and per diem shall be at rates not to exceed those amounts set by the California Department of Human Resources (CalHR). No travel outside the State of California shall be reimbursed unless prior written authorization is obtained from CARB. The CalHR travel and per diem reimbursement amounts may be found online at: <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>. Reimbursement will be at the State travel and per diem amounts that are current as of the date costs are incurred by the Grantee.
- f. The above documentation, records, and referenced materials must be made available for review during monitoring visits and audits by CARB, or its designee. These records must be retained for a minimum of three years after

<sup>2</sup> Funding Plan for Fiscal Year 2019-20 <https://ww2.arb.ca.gov/our-work/programs/low-carbon-transportation-investments-and-air-quality-improvement-program/low-1>

submittal of the final STEP grant disbursement request to CARB.

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

## 9. Earned Interest

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

- a. Interest earned by the Grantee on STEP funds must be reported to CARB. All interest income on STEP funds must be expended on eligible program costs (see Section G of this Grant Agreement) or returned to CARB. The Grantee is responsible for reporting to CARB on all interest earned and reinvested into STEP or returned.
- b. All interest income on advance payment at CARB’s discretion must be reinvested into the program or returned to CARB. Interest earned that is reinvested in the program is not included as part of the Total Grant Amount from CARB. Grantee is responsible for reporting to CARB all project expenditures funded with interest earned on advanced funds or returned.
- c. The Grantee must maintain accounting records (e.g., general ledger) that track interest earned and expended on STEP funds, as follows:
  - i. The calculation of interest must be based on average daily balance or some other reasonable and demonstrable method of allocating the proceeds from the interest-generating account back into the program.
  - ii. The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned on non-STEP funds.
  - iii. The methodology for calculating earned interest must be consistent with how it is calculated for the Grantee’s other fiscal programs.
  - iv. Earned interest must be fully expended by March 31, 2025 or returned to CARB.
- d. Documentation of interest earned on STEP funds must be retained for a minimum of three years after it is generated. Documentation of interest expended on STEP must be retained for a minimum of three years after the funds have been reinvested into the project.
- e. The above documentation must be provided to CARB in Status Reports and a Final Report.



## H. PROJECT MONITORING AND MEETINGS

### 1. Meetings

- a. Initial meeting: A meeting will be held between key program personnel and the CARB Project Liaison before work on the program begins. The purpose of the initial meeting is to discuss the overall approach, details of performing essential tasks, the program schedule and milestones, details of work group process, and any issues that may need to be resolved prior to beginning work. Topics may include process for program decision-making and frequency and process for ongoing project team coordination.
- b. Review meetings: After the initial meeting with CARB staff, monthly meetings will be required until the tasks related to project initiation (scope of work, task dates, etc.) are finalized. After the project is operational, CARB and the Grantee can hold less frequent meetings (quarterly, at minimum), if deemed appropriate. Additional meetings may be scheduled at the sole discretion of the CARB Project Liaison. Such meetings may be conducted by phone, if deemed appropriate by the CARB Project Liaison. The Grantee is responsible for developing the agenda in collaboration with the CARB Project Liaison, and for facilitating the meetings.
- c. Site visits: If applicable, site visits shall be established by CARB Project Liaison during the term of this grant.

### 2. Technical Monitoring

- a. Any changes in the scope or schedule for the program shall require the prior written approval of the CARB Project Liaison and may require a written Grant Agreement amendment.
- b. The Grantee shall notify the CARB Project Liaison in writing immediately if any circumstances arise (technical, economic, or otherwise), which might place completion of the project in jeopardy. The Grantee shall also make such notification if there is a change in key project personnel (see Exhibit B, Attachment III).
- c. In addition to Status Reports (see Section I of this Grant Agreement), the Grantee shall provide information requested by the CARB Project Liaison that is needed to assess progress in completing tasks and meeting the objectives of the program.
- d. Any change in budget allocations, re-definition of deliverables, or extension of the program schedule must be requested in writing to the CARB Project

Liaison and approved by CARB, in its sole discretion, and may require a Grant Agreement amendment.

## I. REPORTING AND DOCUMENTING EXPENDITURE OF STATE FUNDS

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

### 1. Status Reports

- a. The Grantee shall submit Status Reports at a minimum of three-month intervals. The Status Reports shall be provided in a format agreed upon between the CARB Project Liaison and the Grantee and meet the requirements specified herein. CARB may specify an electronic format for quarterly reporting.
- b. Status Reports provide a mechanism for the Grantee to justify a need for additional grant disbursements from CARB.
- c. Every Grant Disbursement Request Form (MSCD/ISB-90) shall be accompanied by a Status Report that documents the completion of a milestone specified in Exhibit B, Attachment II.
- d. Each Status Report must include, at minimum:
  - i. Project Status Report number, title of project, name of Grantee, date of submission, and project grant number
  - ii. Summary of work completed since the last progress report, noting progress toward completion of tasks and milestones identified in the work plan
  - iii. Statement of work expected to be completed by the next progress report
  - iv. Notification of problems encountered and an assessment of their effects on the project's outcomes
  - v. Data collected from vehicles, facilities, and participants since the last data reporting
  - vi. Schedule of community engagement, outreach, and education activities conducted, materials used, number of people contacted, and number of

participants, where applicable

- vii. Accounting records, including expenditure and income information and supporting documentation
  - viii. Itemized invoices (invoices must include enough details to ensure that only eligible costs are paid for) and any other appropriate documentation
  - ix. Discussion of the project's adherence to the project timeline
  - x. Other data and analysis as mutually agreed upon between the Grantee and CARB
- a. If the tasks outlined in this Grant Agreement are behind schedule, the Grantee must notify CARB immediately and explain how they will return to schedule.

## 2. Final Report

- a. When the project is complete, the Grantee shall submit a draft Final Report. The draft Final Report must be submitted to CARB in an appropriate format agreed upon between CARB Project Liaison and the Grantee. The Final Report must meet the requirements specified herein. Upon approval of the draft Final Report by CARB Project Liaison, the Grantee shall provide a written copy of the final version, plus an electronic file.
- b. The Grantee must provide a Final Report to CARB after all STEP funding has been expended. The Final Report must be submitted within 90 days of program completion or by March 31, 2025, whichever comes first. A draft Final Report is due to CARB by January 31, 2025.
- c. The Final Report must include, at a minimum:
- i. Total expenditures in detail to date and for the period between the last quarterly report and the Final Report
  - ii. Excel spreadsheet of all funded projects and project milestones
  - iii. Summary report of the projects for the period covered by the Grant Agreement (may be provided as summaries or previously submitted Status Reports – see Status Report)
  - iv. Overview of the project as whole from inception through the end of the grant term, including project and community background, partnerships, and funding sources

- v. Assessments of behavior change and participant evaluations, such as results of any pre- and post-project surveys conducted
- vi. Changes in participant knowledge of and acceptance of clean transportation options and funded projects
- vii. Description of community engagement, outreach, and education efforts, including materials used, schedule of events conducted, and an assessment of effectiveness of the efforts
- viii. Electricity and fuel usage information for project and baseline vehicles and EVSE, as applicable
- ix. Estimated GHG and other air pollutant emission reductions achieved
- x. Other co-benefits provided by the project as mutually agreed upon between the Grantee and CARB
- xi. Accounting records, including expenditure and income information and supporting documentation. Includes earned interest, if any, and how it was expended or returned to CARB.
- xii. Best practices and lessons learned, including suggestions for future project considerations for wider scale implementation in other communities
- xiii. Implementation challenges and recommendations for potential program improvements
- xiv. Other data and analysis as mutually agreed upon between the Grantee and CARB

## **J. OVERSIGHT AND ACCOUNTABILITY**

1. The Grantee shall comply with all oversight responsibilities.
2. CARB or its designee may recoup the grant funds which were received based upon misinformation or fraud, or for which a Grantee is in significant or continual non-compliance with the terms of this Grant or State law. CARB also reserves the right to prohibit any entity from participating in STEP due to non-compliance with program requirements.
3. If the Grantee detects any actual or potentially fraudulent activity by anyone or entity associate with the project, it shall notify CARB as soon as possible and

work with CARB to determine an appropriate course of action.

## K. PROJECT RECORDS

As further described below, program records include but are not limited to Grantee, financial, and participant records. All project records must be retained for a period of three (3) years after final payment under this grant. All project records are subject to audit pursuant to Section N (4) of this Grant Agreement. Upon completion of the third year of record retention, the Grantee shall submit all program records to CARB. Hardcopy or electronic records are suitable. Acceptable forms of electronic media include hard drives, CDs, and DVDs. Other forms of electronic media may be allowed based on prior written concurrence from CARB.

### 1. Grantee Records

The Grantee shall retain a STEP file containing:

- b. Original executed copy of the STEP Grant Agreement and Grant Agreement Amendments (if applicable)
- c. Policies and Procedures Manual
- d. Copies of Grant Disbursement Request Forms and attachments
- e. Copies of Status Reports
- f. Documentation of earned interest generation and expenditure (see Section G for more information)

### 2. Financial Records

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

- a. Establish an official file for the project, which shall adequately document all significant actions relative to the program
- b. Establish separate accounts which will adequately and accurately depict all amounts received and expended on the project
- c. Establish separate accounts which will adequately and accurately depict all income received which is attributable to the project including cash and in-kind donations, if any
- d. Establish an accounting system which will adequately depict final total costs

of the project, including grant implementation costs

### 3. Project Participant Records

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

- a. Project participant proposals (denied, approved, and removed)
- b. Initial participant surveys and survey updates
- c. Unique identifier that links each project to its corresponding project and associated cost
- d. Documentation of any deviations from the normal processing of projects (examples include enforcement action, CARB case-by-case approvals)

## L. INTELLECTUAL PROPERTY

Any webpage(s), software, databases, program data, or other intellectual property developed or purchased by the Grantee for the purposes of administering or implementing STEP are the property of CARB.

## M. CONFIDENTIALITY AND DATA SECURITY

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

1. All information or data gathered pursuant to this grant shall be held confidential and released only to CARB or other entities as CARB may specify in writing.
2. The Grantee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Grant Agreement for the acquisition, operation, or maintenance of computer software in violation of copyright laws.
3. Information or data, including but not limited to all application records and supporting documentation that personally identifies or describes an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee shall safeguard all such information or data which comes into their possession under this agreement in perpetuity, and shall not release or publish any such information, data or application records.

4. The Grantee must observe complete confidentiality with respect to such information or data collected pursuant to this grant, including without limitation, agreeing not to disclose or otherwise permit access to such information by any person or entity in any manner whatsoever unless such disclosure is required by law or legal process.
5. The Grantee must acknowledge the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying or revealing, for any purpose whatsoever, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
6. The Grantee must ensure that the Grantee's employees are informed of the confidential nature of such information and ensure by agreement or otherwise that they are prohibited from copying, revealing, or utilizing for any purpose in fulfillment of this grant, the contents of such information or any part thereof, or from taking any action otherwise prohibited under this section.
7. The Grantee shall limit access to information and data gathered pursuant to this grant only to necessary employees to perform their job duties.
8. The Grantee must not use such information or any part thereof in the performance of services to others or for the benefit of others in any form whatsoever whether gratuitously or for valuable consideration.
9. The Grantee must notify the State promptly and in writing of the circumstances surrounding any possession, use, or knowledge of such information or any part thereof, by any person other than those authorized by this document.
10. The Grantee must adhere to all CARB confidentiality, disclosure, and privacy policies.
11. The Grantee must treat all information, deliverables, and work products developed or collected pursuant to this grant as confidential. All information, deliverables, and work products cannot be disclosed in any form to any third party without CARB's written consent except when required by law or legal process.
12. The Grantee must not use, without CARB written approval, any CARB materials for any purpose other than performing the agreed upon services.
13. At the conclusion of the engagement or upon termination of this Grant Agreement, the Grantee shall surrender all information in any form developed or collected pursuant to this grant.
14. If the Grantee suspects loss or theft, the Grantee must report any lost or stolen

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

15. The Grantee must provide CARB all pass phrases and passwords for private keys to encrypt data used, produced, or acquired in the course of performing duties under this Grant Agreement.
16. The Grantee must sign non-disclosure and confidentiality agreements as provided by CARB.
17. The Grantee agrees to notify CARB immediately of any security incident involving the information system, servers, data, or any other information developed or collected pursuant to this grant. The Grantee agrees that CARB has the right to participate in the investigation of a security incident involving its data or conduct its own independent investigation, and that the Grantee shall cooperate fully in such investigations.
18. The Grantee agrees that it shall be responsible for all costs incurred by CARB due to security incident resulting from the Grantee's failure to perform or negligent acts of its personnel, and resulting in an unauthorized disclosure, release, access, review, or destruction; or loss, theft, or misuse of information or data developed or gathered pursuant to this grant. If the Grantee experiences a loss or breach of data, the Grantee shall immediately report the loss or breach to CARB. If CARB determines that notice to the individuals whose data has been lost or breached is appropriate, the Grantee will bear any and all costs associated with the notice or any mitigation selected by CARB. These costs include, but are not limited to, staff time, material costs, postage, media announcements, credit monitoring for impacted individuals, and other identifiable costs associated with the breach or loss of data.
19. The Grantee agrees that it shall immediately notify and work cooperatively with CARB to respond timely and correctly to public records act requests.

## N. GENERAL PROVISIONS

1. **Amendment:** No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties, and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.
2. **Assignment:** This grant is not assignable by the Grantee, either in whole or in part, without consent of CARB in a formal written amendment.
3. **Availability of funds:** CARB's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available,



the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.

4. **Audit:** The Grantee agrees that CARB, the Department of General Services, Department of Finance, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this grant and all State funds received. The Grantee agrees to maintain such records for possible audit for three (3) years after the term of this grant is completed, unless a longer period of records retention is stipulated. The Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interview of any employees who might reasonably have information related to such records. Further, the Grantee agrees to include similar right of the State audit records and interview staff in any grant related to performance of this agreement.
5. **Compliance with law, regulations, etc.:** The Grantee agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements.
6. **Conflict of interest:** The Grantee certifies that it is in compliance with applicable State and federal conflict of interest laws. The Grantee may have no interest, and shall not acquire any interest, direct or indirect, which will conflict with its ability to impartially complete the tasks described herein. The Grantee must disclose any direct or indirect financial interest or situation which may pose an actual, apparent, or potential conflict of interest with its duties throughout the grant term. CARB may consider the nature and extent of any actual, apparent, or potential conflict of interest with its duties throughout the grant term. CARB may consider the nature and extent of any actual, apparent, or potential conflict of interest in the Grantee's ability to perform the grant. The Grantee must immediately advise CARB in writing of any potential new conflicts of interest throughout the grant term.
7. **Disadvantaged communities:** The Grantee, for the purposes of this program, will designate disadvantaged communities, as identified by CalEnviroScreen 3.0. The identified disadvantaged community census tracts are available at: <https://oehha.ca.gov/calenviroscreen/report/calenviroscreen-30>.
8. **Disputes:** The Grantee shall continue with the responsibilities under this Grant Agreement during any dispute. Grantee staff or management may work in good faith with CARB staff or management to resolve any disagreements or conflicts arising from implementation of this Grant Agreement. However, any disagreements that cannot be resolved at the management level within 30 days of when the issue is first raised with the CARB Project Liaison shall be subject to

resolution by the CARB Executive Officer, or designated representative. Nothing contained in this paragraph is intended to limit any rights or remedies that the parties may have under law.

9. **Environmental justice:** In the performance of this Grant Agreement, the Grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the State.
10. **Fiscal management systems and accounting standards:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of State law or this Grant Agreement. Unless otherwise prohibited by State or local law, the Grantee further agrees that it will maintain separate Project accounts in accordance with generally accepted accounting principles.
11. **Force majeure:** Neither CARB nor the Grantee must be liable for or deemed to be in default for any delay or failure in performance under this Grant Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, government orders, national or state declared pandemics, lockouts, labor disputes, fire, flood, earthquakes or other physical natural disaster. If either party intends to invoke this clause to excuse or delay performance, the party invoking the clause must provide written notice to the other party immediately but no later than fifteen (15) calendar days of when the force majeure event occurs and reasons that the force majeure event is preventing that party from or delaying that party in performing its obligations under this contract. CARB may terminate this Grant Agreement immediately in writing without penalty in the event Grantee invokes this clause.

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

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

California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.

13. **Grantee's responsibility for work:** The Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Grantee shall be responsible for any and all disputes arising out of its contract for work on the project, including but not limited to payment disputes with contractors, subcontractors, and providers of services. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work. The Grantee will pay out CARB funds to other entities on a reimbursement basis only.
14. **Indemnification:** The Grantee agrees to indemnify, defend, and hold harmless the State and the Board and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense, including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by the Grantee, and out of the operation of equipment that is purchased with funds from this grant award.
15. **Independent contractor:** The Grantee, and its agents and employees, if any, in their performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees, or agents of CARB.
16. **Non-discrimination clause:** During the performance of this Grant Agreement, the Grantee and its subcontractors, if any, shall not unlawfully discriminate, harass, or allow harassment against any employee or Applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. The Grantee and subcontractors shall ensure that the evaluation and treatment of their employees and Applicants for employment are free from such discrimination and harassment. The Grantee and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov.Code §2990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, section 7825 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f) set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Grantee and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. The Grantee shall include the non-discrimination and compliance provisions of this clause in all subcontracts to perform work under the agreement.

17. **No third party rights:** The parties to this Grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Grant Agreement, or of any duty, covenant, obligation, or undertaking establish herein.
18. **Ownership:** All information, data, documents, intellectual property including but not limited to webpages received or generated by the Grantee under this grant is the property of CARB. No information, data, documents, intellectual property received or generated under this grant shall be released without CARB's approval.
19. **Personally Identifiable Information:** Information or data, including but not limited to all records and supporting documentation that personally identifies an individual or individuals is confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee must safeguard all such information or data which comes into their possession under this agreement in perpetuity, and must not release or publish any such information, data, or project records.
20. **Prevailing wages and labor compliance:** If applicable, the Grantee agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, the Grantee shall monitor all agreements subject to reimbursement from this Grant Agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.
21. **Professionals:** For projects involving installation or construction services, the Grantee agrees that only licensed professionals will be used to perform services under this Grant Agreement where such services are called for and licensed professionals are required for those services under State law.
22. **Severability:** If a court of competent jurisdiction holds any provision of this Grant agreement to be illegal, unenforceable, or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected.
23. **Termination:** In addition to the termination provisions in Section G of this Grant Agreement, CARB may terminate this Grant Agreement by written notice at any time prior to completion of this Grant Agreement, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Grant Agreement. CARB also reserves the right to terminate this grant upon 30 days written notice to the Grantee if CARB determines that the project has not progressed satisfactorily during the previous three months and the Grantee and CARB have been unable to agree

on modifications. Upon termination, the Grantee must return unused grant funds to CARB within 45 calendar days.

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

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

## O. INSURANCE REQUIREMENTS

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

### 1. General Provisions Applying to All Policies:

- a. Coverage Term – Coverage needs to be in force for the complete term of the grant. If insurance expires during the term of the grant, a new certificate must be received by the State at least thirty (30) days prior to the expiration of this insurance. Any new insurance must comply with the original grant terms.
- b. Policy Cancellation or Termination & Notice of Non-Renewal – The Grantee is responsible to notify the Program Administrator within five (5) business days of any cancellation, non-renewal or material change that affects required insurance coverage. New certificates of insurance are subject to the approval of the Department of General Services and the Grantee agrees no work or services will be performed prior to obtaining such approval. In the event that the Grantee fails to keep in effect at all times the specified insurance coverage, the State may, in addition to any other remedies it may have, terminate this grant upon the occurrence of such event, subject to the provisions of this grant.
- c. Premiums, Assessments, and Deductibles – The Grantee is responsible for any premiums, policy assessments, deductibles or self-insured retentions contained within their insurance program.
- d. Primary Clause – Any required insurance contained in this grant shall be primary, and not excess or contributory, to any other insurance carried by the State.

- e. Insurance Carrier Required Rating – All insurance companies must carry an AM Best rating of at least “A–” with a financial category rating of no lower than VI. If the Grantee is self-insured for a portion or all of its insurance, review of financial information including a letter of credit may be required.
  - f. Endorsements – Any required endorsements requested by the State must be physically attached to all requested certificates of insurance and not substituted by referring to such coverage on the certificate of insurance.
  - g. Inadequate Insurance – Inadequate or lack of insurance does not negate Awardee’s obligations under the grant.
  - h. Satisfying a Self-Insured Retention (SIR) – All insurance required by this contract must allow the State to pay and/or act as the contractor’s agent in satisfying any self-insured retention (SIR). The choice to pay and/or act as the contractor’s agent in satisfying any SIR is at the State’s discretion
  - i. Available Coverages/Limits – All coverage and limits available to the Awardee shall also be available and applicable to the State.
  - j. Use of Subcontractor – In the case of the Grantee’s utilization of Subcontractors to complete the grant scope of work, the Grantee shall include all Subcontractors as insured’s under the Grantee’s insurance or supply evidence of Subcontractor’s insurance to The State equal to policies, coverages, and limits required of the Grantee.
2. Grant Insurance Requirements – The Grantee shall display evidence of the following on a certificate of insurance. After the solicitation is awarded, failure to provide the certificate upon request will result in the termination of the grant. The Grantee must assure the community pilot project(s) funded by the Program Administrator (CARB) fully complies with all insurance requirements before starting the project. The following coverages must be evidenced on the certificate of insurance and all endorsements required must be attached:
- a. Commercial General Liability – The Grantee shall maintain general liability on an occurrence form with limits not less than \$5,000,000 per occurrence for bodily injury and property damage liability combined with a \$5,000,000 annual policy aggregate. The policy shall include coverage for liabilities arising out of premises, operations, independent the Grantees, products, completed operations, personal & advertising injury, and liability assumed under an insured contract or grant. This insurance shall apply separately to each insured against whom claim is made or suit is brought subject to the Grantee’s limit of liability.

**The policy must name “State of California and California Air Resources**

**Board, its officers, agents, and employees as additional insured with respect to liability arising out of work or operations performed by or on behalf of the awardee including any electric bikes and scooters in connection with any such work or operations”.**

- b. Automobile Liability – The Grantee shall maintain business automobile Liability insurance as broad as Form CA0001 for limits not less than \$5,000,000 combined single limit. Such insurance shall cover liability arising out of any and all motor vehicles owned, hired or non-owned. “Any Auto” symbol 1 is required.

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

- i. By signing the grant agreement, the Grantee certifies that the Grantee and any employees, subcontractors or servants possess valid automobile coverage in accordance with California Vehicle Code Sections 16450 to 16457, inclusive. The State reserves the right to request proof at any time.
- c. Workers Compensation and Employers Liability – The Grantee shall maintain statutory worker’s compensation and employer’s liability coverage for all its employees who will be engaged in the performance of the grant. In addition, employer’s liability limits of \$1,000,000 are required. By signing this contract, Contractor acknowledges compliance with these regulations.

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

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

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

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

- e. Either policy must name “State of California and California Air Resources

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

- f. Cyber Liability coverage, with limits not less than \$1,000,000 per occurrence or claim. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by the Grantee in the grant agreement and shall include, but not be limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well.



**WORK STATEMENT**  
**Attachment I – Budget Summary**

Grantee:

Project:

Grant Number:

	<b>Total Costs and Funding</b>
Project Costs	\$
Direct Grant Implementation Costs	\$
Indirect Grant Implementation Costs	\$
Total Grant Funds	\$
Resource Contribution	\$
<b>Total Proposal Funds</b>	\$

EXHIBIT B

Attachment II – Project Milestones and Disbursement Schedule

Sample only. This will be adapted from the timeline in the Applicant’s proposal template.

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task 1		0/0/0	0/0/0			\$
Task 2		0/0/0	0/0/0			\$
Task 3		0/0/0	0/0/0			\$
Task 4		0/0/0	0/0/0			\$
[Etc.]		0/0/0	0/0/0			\$
	<b>Disbursement request #1</b>		<b>0/0/0</b>			<b>\$</b>

	Description	Start date	Completion date	Roles	Deliverables (if applicable)	Request for STEP funds
Task 5		0/0/0	0/0/0			\$
Task 6		0/0/0	0/0/0			\$
Task 7		0/0/0	0/0/0			\$
Task 8		0/0/0	0/0/0			\$
[Etc.]		0/0/0	0/0/0			\$
	<b>Disbursement request #2</b>		<b>0/0/0</b>			<b>\$</b>

Attachment III – Key Project Personnel

Grantee:  
Project:  
Grant Number:

Name	Position	Duties

**Grantee Proposal Package**

CARB will insert Applicant's proposal package here.

**Grant Solicitation Package**

CARB will insert the STEP solicitation package here.

**PAYEE DATA RECORD**

CARB will include the Grantee's payee data record in this section.

State of California  
Financial Information System for California (FI\$Cal)  
**GOVERNMENT AGENCY TAXPAYER ID FORM**

2000 Evergreen Street, Suite 215  
Sacramento, CA 95815  
www.fiscal.ca.gov  
1-855-347-2250



The principal purpose of the information provided is to establish the unique identification of the government entity.

**Instructions:** You may submit one form for the principal government agency and all subsidiaries sharing the same TIN. Subsidiaries with a different TIN must submit a separate form. Fields bordered in red are required. Hover over fields to view help information. Please print the form to sign prior to submittal. You may email the form to: vendors@fiscal.ca.gov, or fax it to (916) 576-5200, or mail it to the address above.

Principal Government Agency Name

Remit-To Address (Street or PO Box)

City  State  Zip Code+4

Government Type:  City  County  Special District  Federal  Other (Specify)   
Federal Employer Identification Number (FEIN)

List other subsidiary Departments, Divisions or Units under your principal agency's jurisdiction who share the same FEIN and receives payment from the State of California.

Dept/Division/Unit Name	<input type="text" value="San Francisco Municipal Transportation Agency"/>	Complete Address	<input type="text" value="1 South Van Ness Ave, 8th Floor, San Francisco, CA 94103"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>
Dept/Division/Unit Name	<input type="text"/>	Complete Address	<input type="text"/>

Contact Person  Title

Phone number  E-mail address

Signature  Date

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Emergency Generator Maintenance

Funding Source: General Fund

PSC Duration: 6 years 30 weeks

PSC Amount: \$2,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The Contractor will provide for the Annual inspection, testing and reporting, annual maintenance services, third year preventative maintenance services and as-needed repairs for emergency generators in use at Department of Public Health facilities.

B. Explain why this service is necessary and the consequence of denial:

This service will prolong the life of the equipment and ensure that it functions properly and at published manufacturer standards in order to maintain all warranties, performance specifications and tolerances. These generators are essential in maintaining the operation of Hospitals when there is power outage or emergency. Denial will result in equipment that does not work and would put the lives of patients at risk. In addition, the Department would not be able to operate and provide the daily function of operations without a standby generator to take over in case of power outage.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services have been procured on an as-needed basis using the purchase order process. This contract will establish a mechanism to procure services so that all generators can be maintained in a consistent manner and schedule through out the Department.

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The PSC request is in excess of five years because it is not feasible for the City to provide maintenance services for generators because some generators have to be maintained by manufacturer authorized vendor(s) in order to ensure that the generators can properly operate when needed and maintain warranties. Companies that specialize in this type of services have all the resources and expertise to do preventive maintenance and do as needed repairs.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Services required on an as-needed, intermittent, or periodic basis: Although the services are performed on a regular schedule the volume of the services low and are performed on a scheduled periodic basis.



**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Contractor(s) must have authorization by manufacturer to service the generator or have factory authorized training to perform factory required preventive maintenance as well as repair.
- B. Which, if any, civil service class(es) normally perform(s) this work? 7205, Chief Stationary Engineer; 7238, Electrician Supervisor 1; 7276, Electrician Supervisor 2; 7330, Sr General Utility Mechanic; 7345, Electrician; 7381, Automotive Mechanic;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide all tools needed to maintain the generators. In addition, the contractor will also provide technical and proprietary testing equipment by perform diagnostic testing and ultimately repairing any deficiencies. Furthermore, the contractor will provide any required parts that may need to be replaced during the course of the contract.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

It is not practical to employ dedicated staff to maintain the number of generators installed at the Department. Services are performed on an annual schedule with preventative maintenance services generally occurring every three years.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil Service classes are not applicable because maintenance of these generator require specialized skills or manufacturer’s authorization and the work is intermittent, and low volume.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It will not be practical as the services generally require technicians or firms that are authorized by the manufacturer to provide services. In addition, the work is intermittent, and low volume.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
No. There is no formal training program provided by the contractor. Rather, staff will be able to learn through observation on how to properly monitor the generators and will have the opportunity to gain exposure to best practices on establishing a comprehensive maintenance program for emergency generators across the Department.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 03/24/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Automotive Machinists, Local 1414; Electrical Workers, Local 6; Stationary Engineers, Local 39

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: 1380 Howard Street San Francisco, CA

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 43228 - 22/23

DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 05/15/2023

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

Receipt of Notice for new PCS over \$100K PSC # 43228 - 22/23

dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Fri 3/24/2023 4:04 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>;cpark@local39.org <cpark@local39.org>;Stan Eichenberger <seichenberger@local39.org>;MRainsford@local39.org <MRainsford@local39.org>;grojo@local39.org <grojo@local39.org>;oashworth@ibew6.org <oashworth@ibew6.org>;mjayne@iam1414.org <mjayne@iam1414.org>;agonzalez@iam1414.org <agonzalez@iam1414.org>;speedy4864@aol.com <speedy4864@aol.com>;Geleta, Dereje (DPH) <dereje.geleta@sfdph.org>;DHR-PSCCoordinator, DHR (HRD) <dhr-psccoordinator@sfgov.org>

RECEIPT for Union Notification for PSC 43228 - 22/23 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 43228 - 22/23 for \$2,000,000 for Initial Request services for the period 06/06/2023 – 12/31/2029. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/20040> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions

you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Specialized and Technical As-Needed Services, Water Resources Division

Funding Source: SFPUC Water Enterprise

PSC Duration: 5 years 1 day

PSC Amount: \$.8,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

This PSC will be made up of two (2) contracts, each at a value of \$4 million. Work will consist of specialized and technical as-needed services for water resources management and conservation planning and program support. Specialized and technical services will provide support in the following categories: water conservation services, onsite non-potable water services, recycled water services, groundwater services, water supply planning services, and public outreach services.

B. Explain why this service is necessary and the consequence of denial:

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services were provided in the past under SFPUC Contract Nos. PRO.0166, Water Resources Professional Services (PSC #42147-19/20) and PRO.0118, Water Resources Professional Services, Water Enterprise (PSC#47705-18/19).

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Regarding both items marked above, the scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management. Examples of specialized and technical services needed to support SFPUC staff include financial analyses of water supply opportunities and the unit cost and investment value, development and review of technical and investigative recycled water reports, and development and updates to data models. Specialized expertise is also needed for groundwater services including, but not limited to the evaluation of complex hydrogeological data, development of groundwater flow models, and preparation of technical reports. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain groundwater regulatory reports. These specialized and technical services are needed short term and are required on an intermittent or periodic basis.

B. Which, if any, civil service class(es) normally perform(s) this work? 1839, Water Conservation Admin; 1839, Water Conservation Admin; 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory Specialist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Civil service classes are currently performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

The contract is needed because the work is short term, required on an intermittent or periodic basis, and/or highly specialized. The contract will only be used in the case of short term or highly specialized work that cannot be performed by in-house staff. For these reasons, it is not appropriate for civil service staff to perform the work.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and highly specialized work. For example, services are needed for the preparation of technical recycled water reports, the nature of work which is short term would not be practical for the City to permanently. Other examples of specialized work include the evaluation of complex hydrogeological data and development of groundwater flow models, the nature of work which is specialized and intermittent and would support one time studies that are necessary to meet regulatory requirements and support basin management.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Yes, technical and specialized training is expected to be provided by contractor for forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by staff. Training time is estimated to be a minimum of 40 hours total (about one 8-hour day of training per year over the life of the 5-year contract). City and County employees to be trained include utility analysts, regulatory specialists, water conservation administrators, and engineers totaling approximately 6-8 employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 03/16/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Municipal Executive Association; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Ave 8th Floor San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 41712 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**



**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@swater.org](mailto:shale@swater.org)  
**To:** [Hale, Shawndrea M.; ewallace@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; junko.laxamana@sfgov.org; Criss@sfmea.com; Camaguey@sfmea.com; Christina@sfmea.com; staff@sfmea.com; Hale, Shawndrea M.; dhr-psccordinator@sfgov.org](mailto:Hale,Shawndrea.M.;ewallace@ifpte21.org;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;amakayan@ifpte21.org;L21PSCReview@ifpte21.org;junko.laxamana@sfgov.org;Criss@sfmea.com;Camaguey@sfmea.com;Christina@sfmea.com;staff@sfmea.com;Hale,Shawndrea.M.;dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 41712 - 22/23  
**Date:** Thursday, March 16, 2023 11:40:32 AM

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 41712 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 41712 - 22/23 for \$8,000,000 for Initial Request services for the period 08/01/2023 – 07/31/2028. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/20047> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Water Resources Professional Services (PRO.0166)

Funding Source: Water Enterprise Project and Operating Bud PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans for planning purposes; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

The Selected Proposer will assist SFPUC staff in the implementation and completion of various tasks upon staff request. The Selected Proposer may also be called upon to provide other related planning and support services during the term of the Professional Services Agreement ("Agreement").

B. Explain why this service is necessary and the consequence of denial:

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services, but not all services sought under the proposed work, were provided in the past under SFPUC Contract Nos. CS-229 (PSC#4162-08/09) and PRO.0019, Specialized and Technical Services, Water Enterprise (PSC#44258-15/16). Identical services were provided under PRO.0118, Water Resources Professional Services, Water Enterprise (PSC#47705-18/19).

D. Will the contract(s) be renewed?

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

## **2. Reason(s) for the Request**

- A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

- B. Explain the qualifying circumstances:

Regarding both items marked above, the scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

## **3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

## **4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Civil service classes are already performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

## **5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The contract is needed because the work is short term, required on an intermittent or periodic basis, and/or highly specialized.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and/or highly specialized work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by staff. Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 5-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes. It is possible that a contractor and/or subcontractors that are on a current PSC with the Water Enterprise (e.g., PRO.0019, PSC#44258-15/16) will propose and potentially be awarded the contract. These firms represent a diverse array of services, skills, and expertise and could competently and efficiently perform the proposed work.

**7. Union Notification:** On 08/26/2019, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Bill Irwin Phone: 415-934-3975 Email: wirwin@sfgwater.org

Address: 525 Golden Gate Ave 8th Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 42147 - 19/20

DHR Analysis/Recommendation:

action date: 10/21/2019

Commission Approval Required

Approved by Civil Service Commission

10/21/2019 DHR Approved for 10/21/2019

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request:            Initial            Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:            Expedited    Regular    Annual            Continuing    (Omit Posting)

Type of Service: Water Resources Professional Services (PRO.0118)

Funding Source: Project & Operating Budget Funded

PSC Duration: 5 years

PSC Amount: \$4,000,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Water resources and conservation planning and program support. Specialized and technical services will support efficient use and reliability of existing surface water supplies as well as development and ongoing management of alternate water supplies, including groundwater, recycled water, non-potable water, and purified water. Services will include preparation and review of technical and investigative reports, studies, and documents; development of outreach, informational, and training materials; development and review of conceptual engineering plans; water customer site assessments; development and updates to data models; data analyses, review, and interpretation; regulatory review; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; and cross-connection control testing assistance. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.

B. Explain why this service is necessary and the consequence of denial:

Proposed services are necessary for continued operation of water resources and conservation programs, fulfillment of required monitoring and reporting to regulatory agencies, compliance with water quality and public health standards related to alternate water supplies, and fulfillment of obligations pertaining to water supply planning. Denial of these contracted services could lead to fines from the regulatory agencies and other civil penalties, as well as inability to meet level of service goals in the SFPUC retail and wholesale service areas.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services, have been provided under PSC No.44258-15/16 (PRO.0019).

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The SFPUC is requesting PSC authority to provide specialized and/or technical expertise on an as-needed basis to support planning, investigation, development, and ongoing management of water resources. Many of these services will take multiple years to complete, followed by subsequent services (e.g., feasibility analysis followed by conceptual design, demand forecasting followed by plan preparation). Some services will not be required until a few years from now, but ensuring these services can be provided at that time when needed is critical (e.g., cross-connection control testing, regulatory reports). It is estimated that the requested services will take up to five years to complete.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The scope of work is highly specialized requiring specialized skills, expertise and/or knowledge not found within the SFPUC or other City departments, and the work to be done under the PSC is required only on a short term or periodic basis, and not on a regular basis. Therefore, long term staffing is not required.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Includes, but not limited to, specialized and technical skills related to water resources and conservation planning and management; preparation and review of technical studies, reports, and plans; water quality and volumetric data analyses, collection, analyses, review, and interpretation; hydraulic and hydrologic reservoir modeling; graphic design capabilities for and preparation of outreach and training materials; regulatory and policy analysis; financial analysis of water supply opportunities, including comparative evaluation of the unit cost of water and the valuation of investment options; grant administration; operations and outreach coordination; irrigation system retrofit assessment; operation of plumbing and irrigation systems in the field per direction of supervisor. California-licensed geologists, engineering geologists, hydrogeologists and/or engineers with appropriate subject area expertise will be required for preparation of certain regulatory reports.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5602, Utility Specialist; 5620, Regulatory Specialist;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Civil service classes are already performing some of the applicable work as project managers. However, the contract is needed because the work is short term, technical, and/or highly specialized.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil service classes are not applicable because the work is short term, required on an intermittent or periodic basis, and highly specialized.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because it is needed for short-term, intermittent or periodic, and highly specialized work.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. Yes. Technical and specialized training is expected to be provided by contractor on demand forecast modeling, non-potable and purified water systems engineering and operation, and any other technical or specialized topic or skill as requested by . Training time is estimated to be a minimum of 32 hours total (about one 8-hour day of training per year over the life of the 4-year contract). City and County employees to be trained include utility analysts, regulatory specialists, engineers, and engineers totaling approximately 6-8 employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 07/17/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21; Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47705 - 18/19

DHR Analysis/Recommendation:

action date: 09/17/2018

Commission Approval Required

Approved by Civil Service Commission

09/17/2018 DHR Approved for 09/17/2018



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUC

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Caltrans' review of design documents relevant to project element within Caltrans' jurisdiction

Funding Source: SFPUC Wastewater Enterprise Capital Fundin

PSC Duration: 2 years 35 weeks

PSC Amount: \$500,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

SFPUC's Folsom Area Stormwater Improvement Project is proposing to construct a 12' diameter tunnel through property that is part of the State Highway System, and it is necessary to modify existing Caltrans facilities in order to accommodate the tunnel. This PSC is for Caltrans to provide technical review of proposed SFPUC facilities impacting existing Caltrans facilities.

The scope of work includes review of modeling and analysis performed by the SFPUC to ensure that Caltrans facilities will not be impacted by the proposed SFPUC facilities.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary because Caltrans approval is required for the project to move forward, and their technical review is a precursor to obtaining their approval. Per California Law, Caltrans is responsible for the design of facilities with the State Highway System and must therefore oversee and review the design. Denial of Caltrans' review will risk delay to project implementation by the regulatory compliance date of June 2027.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

N/A

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

N/A

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

The review and approval of project elements within Caltrans' jurisdiction is specific within Caltrans' purview.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Proven experience and expertise are needed in the areas of Caltrans' design, operation and maintenance of Caltrans' facilities.

B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5241, Engineer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

The City staff can't provide the service because the review and subsequent approval of project elements within Caltrans' jurisdiction is specific within Caltrans' purview.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

The review and approval of project elements within Caltrans' jurisdiction is specific within Caltrans' purview.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, the review and approval of project elements within Caltrans' jurisdiction is specific within Caltrans' purview.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No. No. Training is not part of this PSC because the review and approval are within Caltrans' purview only.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 03/21/2023, the Department notified the following employee organizations of this PSC/RFP request:  
Prof & Tech Eng, Local 21; Professional & Tech Engrs, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Ave 8th Floor San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 48038 - 22/23

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [shale@sfgwater.org](mailto:shale@sfgwater.org)  
**To:** [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [junko.laxamana@sfgov.org](mailto:junko.laxamana@sfgov.org); [ewallace@ifpte21.org](mailto:ewallace@ifpte21.org); [WendyWong26@yahoo.com](mailto:WendyWong26@yahoo.com); [wendywong26@yahoo.com](mailto:wendywong26@yahoo.com); [tmathews@ifpte21.org](mailto:tmathews@ifpte21.org); [kschumacher@ifpte21.org](mailto:kschumacher@ifpte21.org); [amakayan@ifpte21.org](mailto:amakayan@ifpte21.org); [L21PSCReview@ifpte21.org](mailto:L21PSCReview@ifpte21.org); [Hale, Shawndrea M.](mailto:Hale,Shawndrea.M.); [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org)  
**Subject:** Receipt of Notice for new PCS over \$100K PSC # 48038 - 22/23  
**Date:** Tuesday, March 21, 2023 4:08:31 PM

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

RECEIPT for Union Notification for PSC 48038 - 22/23 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 48038 - 22/23 for \$500,000 for Initial Request services for the period 04/30/2023 – 12/31/2025. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/20072> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT

READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

# **Modification**

## **Personal Services Contracts**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 44655 - 13/14)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-Needed Engineering Support Services

Funding Source: AIR-Operating Funds

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 11/03/14 - 06/30/20 (5 years 34 weeks)

PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 06/05/17-12/31/21 (1 year 26 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/31/21-04/15/23 (1 year 14 weeks)

PSC Mod#3 Amount: \$300,000 PSC Mod#3 Duration: 04/15/23-06/30/25 (2 years 11 weeks)

PSC Mod#4 Amount: \$6,000,000 PSC Mod#4 Duration: 06/30/25-12/31/28 (3 years 26 weeks)

PSC Cumulative Amount Proposed: \$13,800,000 PSC Cumulative Duration Proposed: 14 years 8 weeks

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.

B. Explain why this service is necessary and the consequence of denial:

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to maintain and improve airfield infrastructure to operational efficiency and safety; and meet forecasted demand. A Contractor with airfield expertise is needed to ensure proper and timely development and implementation of tasks. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost revenues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

PSC 44655-13/14

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

Need to align with the resulting as-needed contract.

**2. Reason(s) for the Request**

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This services is for as-needed projects which only require work on a periodic basis.

B. Reason for the request for modification:

Need to extend for time and add money.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Engineering firms with specialized experience in airfield design and development; utility locating and engineering; geotechnical engineering; airfield pavement design; navigational aids and airfield lighting design; drainage, sewer, water, and industrial waste pump station design; gas line relocation design; aviation fuel line abandonment, removal, and relocation design; telecommunications and high voltage infrastructure design; and system integration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The existing classifications do not have the required expertise and specialized skills related to the field of airport design and development. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these as-needed projects are temporary in nature and do not justify permanent staffing.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Specialized skills are as-needed, on a short term basis.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, Lean Technology Corporation

**7. Union Notification:** On 04/07/25, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097, San Francisco, CA 94128



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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44655 - 13/14

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 05/15/2023

Civil Service Commission Action:

# **Receipt of Union Notification(s)**

## Cynthia Avakian (AIR)

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**From:** dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Friday, April 7, 2023 9:17 AM  
**To:** Cynthia Avakian (AIR); ewidth@ifpte21.org; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; amakayan@ifpte21.org; l21pscreview@ifpte21.org; Christina Chiong (AIR); DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 44655 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$6,000,000 for services for the period June 30, 2025 – December 31, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F9008&data=05%7C01%7Cynthia.avakian%40flysfo.com%7C575078884ea248b10f7708db37859888%7C22d5c2cfce3e443d9a7fdcc0231f73f%7C0%7C0%7C638164819168192071%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Wkg2KuKuDm%2BiiBeD3mUO2esD28SesWHKfQQ%2FTgzBuo0%3D&reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ewidth@ifpte21.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 44655 - 13/14)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-Needed Engineering Support Services

Funding Source: AIR-Operating Funds

PSC Original Approved Amount: \$5,000,000 PSC Original Approved Duration: 11/03/14 - 06/30/20 (5 years 34 weeks)

PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 06/05/17-12/31/21 (1 year 26 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 12/31/21-04/15/23 (1 year 14 weeks)

PSC Mod#3 Amount: \$300,000 PSC Mod#3 Duration: 04/15/23-06/30/25 (2 years 11 weeks)

PSC Cumulative Amount Proposed: \$7,800,000 PSC Cumulative Duration Proposed: 10 years 34 weeks

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor will provide engineering support services for airfield projects at San Francisco International Airport (SFO), including, but not limited to: special design services, studies, surveys and reports for projects in the planning and design development phases. Anticipated tasks include general, civil, electrical, mechanical, and utility engineering as related to airfield design. Engineering support for airfield improvement projects are required for runway, taxiway, apron, infield, and roadway pavements; underground infrastructure; industrial waste, sewer, and drainage pump stations; and telecommunication and high voltage infrastructure.

B. Explain why this service is necessary and the consequence of denial:

Along with aging infrastructure, SFO continues to experience strong passenger growth, both of which require the Airport to maintain and improve airfield infrastructure to operational efficiency and safety; and meet forecasted demand. A Contractor with airfield expertise is needed to ensure proper and timely development and implementation of tasks. Denial will cause project delays, which will affect aircraft operations and customer service, and result in lost revenues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

PSC 44655-13/14

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

Need to extend for time.

**2. Reason(s) for the Request**

A. Display all that apply

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This services is for as-needed projects which only require work on a periodic basis.

B. Reason for the request for modification:

Need to extend for time and add money to the PSC.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Engineering firms with specialized experience in airfield design and development; utility locating and engineering; geotechnical engineering; airfield pavement design; navigational aids and airfield lighting design; drainage, sewer, water, and industrial waste pump station design; gas line relocation design; aviation fuel line abandonment, removal, and relocation design; telecommunications and high voltage infrastructure design; and system integration.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: To be determined based on the nature of the task.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The existing classifications do not have the required expertise and specialized skills related to the field of airport design and development. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these as-needed projects are temporary in nature and do not justify permanent staffing.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
No. Specialized skills are as-needed, on a short term basis.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, Lean Technology Corporation

**7. Union Notification: On 01/20/22, the Department notified the following employee organizations of this PSC/RFP request: Prof & Tech Eng, Local 21;**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: PO Box 8097, San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44655 - 13/14

DHR Analysis/Recommendation:

03/07/2022

Commission Approval Required

Approved by Civil Service Commission

03/07/2022 DHR Approved for 03/07/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # 47195 - 17/18)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-Needed Civil Engineering Support Services

Funding Source: Airport Operating Funds

PSC Original Approved Amount: \$6,500,000 PSC Original Approved Duration: 05/08/18 - 12/31/23 (5 years 34 weeks)

PSC Mod#1 Amount: \$2,500,000 PSC Mod#1 Duration: 12/31/23-12/31/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$9,000,000 PSC Cumulative Duration Proposed: 10 years 34 weeks

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

Contractor will provide civil engineering support services for airfield and facilities improvement projects at San Francisco International Airport ('SFO' or 'Airport'), including but not limited to tasks in the planning, design development, and construction support phases. Anticipated tasks include pavement analysis and data management for runways and taxiways; storm drainage system studies; existing building, bridge, and site renovations; new building and site construction for primary and support facilities; and special studies, investigations, technical services and reports.

**B. Explain why this service is necessary and the consequence of denial:**

Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade its facilities and infrastructure to improve safety for Airport personnel and the travelling public, operational efficiency, and meet forecast demand. A consultant with airport expertise is needed to support design staff to ensure proper and timely development and implementation of tasks. Denial may potentially cause project delays and impair safety, which will affect customer service, and result in lost revenues.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
PSC 47195-17/18

**D. Will the contract(s) be renewed?**

Yes, if there continues to be a need for such services at SFO.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**

Need the approval to align with the resulting contracts.

**2. Reason(s) for the Request**

**A. Display all that apply**

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

**Explain the qualifying circumstances:**

The Airport's Civil Engineering Section does not have the expertise in analyzing pavement conditions, geotechnical engineering skills, and expertise in hydrology for evaluating storm drainage systems. In an event of an emergency, SFO wants to ensure that resources with expertise staff lacks are immediately available.

**B. Reason for the request for modification:**

Need to add money and time to this request.



**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Civil engineering firms with specialized experience in airfield design and development; underground utility locating; geotechnical engineering, airfield pavement condition analysis and data management; drainage system evaluation, and structural engineering.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The existing classifications do not have the required expertise and specialized skills related to the field of airport pavement failure analysis, condition assessment, and design evaluation; conduct pavement surveys in accordance with ASTM D5340-12 Standard Test Method for Airport Pavement Condition Index Surveys; utilization of the Airport Pavement Management Program (PMP) as required per FAA AC 150/5380-7B to store, maintain, and report on information such as pavement inventory, history of work performed, and Pavement Condition Index; and underground utility locating. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, these as-needed projects do not justify permanent specialized staffing.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
The contractor will provide City staff the following trainings: Training 1 – Pavement design utilizing a software program for locations such as roadways and parking lots. Anticipated hours of training are eight (8) hours for 5201, 5203, 5207, and 5421. Training 2 – Visual inspection and condition analysis of pavement core samples from geotechnical investigations for non-structural foundation tasks. Anticipated hours of training per task are an hour for 5201, 5203, 5207, and 5421.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
unknown at this time.

**7. Union Notification: On 04/10/23, the Department notified the following employee organizations of this PSC/RFP request: Architect & Engineers, Local 21;**

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097, San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47195 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

## Cynthia Avakian (AIR)

---

**From:** dhr-psccoordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com  
**Sent:** Monday, April 10, 2023 11:30 AM  
**To:** Cynthia Avakian (AIR); ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 47195 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$2,500,000 for services for the period December 31, 2023 – December 31, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<https://gcc02.safelinks.protection.outlook.com/?url=http%3A%2F%2Fapps.sfgov.org%2Fdhrdrupal%2Fnode%2F20180&data=05%7C01%7Ccynthia.avakian%40flysfo.com%7C945524f252cd422816d008db39f3c33b%7C22d5c2cfce3e443d9a7fdfcc0231f73f%7C0%7C0%7C638167491348045280%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Iik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=GmbwCf77E3K8TBS9gwlp1Qb7y8G97Tzpr6vDWOga0gM%3D&reserved=0>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIR

Dept. Code: AIR

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-Needed Civil Engineering Support Services

Funding Source: Airport Operating Funds

PSC Amount: \$6,500,000

PSC Est. Start Date: 05/08/2018

PSC Est. End Date 12/31/2023

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Contractor will provide civil engineering support services for airfield and facilities improvement projects at San Francisco International Airport ("SFO" or "Airport"), including but not limited to tasks in the planning, design development, and construction support phases. Anticipated tasks include pavement analysis and data management for runways and taxiways; storm drainage system studies; existing building, bridge, and site renovations; new building and site construction for primary and support facilities; and special studies, investigations, technical services and reports.

B. Explain why this service is necessary and the consequence of denial:

Along with the aging infrastructure, the Airport continues to experience strong passenger growth, both of which require the Airport to upgrade its facilities and infrastructure to improve safety for Airport personnel and the travelling public, operational efficiency, and meet forecast demand. A consultant with airport expertise is needed to support design staff to ensure proper and timely development and implementation of tasks. Denial may potentially cause project delays and impair safety, which will affect customer service, and result in lost revenues.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been previously approved and provided through a contract, most recently under PSC No. 44655 – 13/14.

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at SFO.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Duration is requested in order to fulfill contract period.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The Airport's Civil Engineering Section does not have the expertise in analyzing pavement conditions, geotechnical engineering skills, and expertise in hydrology for evaluating storm drainage systems. In an event of an emergency, SFO wants to ensure that resources with expertise staff lacks are immediately available.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Civil engineering firms with specialized experience in airfield design and development; underground utility locating; geotechnical engineering, airfield pavement condition analysis and data management; drainage system evaluation, and structural engineering.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5362, Engineering Assistant; 5364, Engineering Associate 1;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

The Airport sent a Notice of Intent to City departments on 11/08/2017 to inquire if other City departments would be interested in providing these services. Department of Public Works (DPW) expressed their interest in providing geotechnical services; therefore, we will contact DPW first when we need geotechnical support.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
The existing classifications do not have the required expertise and specialized skills related to the field of airport pavement failure analysis, condition assessment, and design evaluation; conduct pavement surveys in accordance with ASTM D5340-12 Standard Test Method for Airport Pavement Condition Index Surveys; utilization of the Airport Pavement Management Program (PMP) as required per FAA AC 150/5380-7B to store, maintain, and report on information such as pavement inventory, history of work performed, and Pavement Condition Index; and underground utility locating. Contracted work will be supervised by City project managers with the appropriate expertise in managing Airport asset development and construction, including airfield work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, these as-needed projects do not justify permanent specialized staffing.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
Yes. The contractor will provide City staff the following trainings: Training 1 – Pavement design utilizing a software program for locations such as roadways and parking lots. Anticipated hours of training are eight (8) hours for 5201, 5203, 5207, and 5421. Training 2 – Visual inspection and condition analysis of pavement core samples from geotechnical investigations for non-structural foundation tasks. Anticipated hours of training per task are an hour for 5201, 5203, 5207, and 5421.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?  
If so, please explain.  
No.

7. **Union Notification:** On 03/09/2018, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P.O. Box 8097 San Francisco, CA 94128

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47195 - 17/18

DHR Analysis/Recommendation:

action date: 05/07/2018

Commission Approval Required

Approved by Civil Service Commission

05/07/2018 DHR Approved for 05/07/2018



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 4096 08/09)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Prof Prog Mgmt and Construction Mgmt Svs for Central Subway, Third St. Light Rail Phase 2

Funding Source: Prop K, State Transportation, Federal Fund

PSC Original Approved Amount: \$147,375,171 PSC Original Approved Duration: 03/02/09 - 03/01/19 (10 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 03/01/19-04/05/21 (2 years 5 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 04/05/21-06/20/22 (1 year 10 weeks)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 06/20/22-06/22/23 (1 year 2 days)

PSC Mod#4 Amount: no amount added PSC Mod#4 Duration: 06/23/23-06/22/24 (1 year 1 day)

PSC Cumulative Amount Proposed: \$147,375,171 PSC Cumulative Duration Proposed: 15 years 16 weeks

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The Third Street Light Rail Transit (LRT) Project is the most significant capital investment in generations for the Municipal Railway. Phase 1 of the 6.9-mile two-phase project, the T Third line, began revenue service in April 2007, restoring light rail service to the heavily transit-dependent Third Street corridor in eastern San Francisco for the first time in 50 years.

Phase 2, the Central Subway Project, will extend the new Third Street line by constructing three new subway stations and one surface station to provide rail service to the Financial District and Chinatown. The extended light rail line will serve regional destinations such as Union Square; the Moscone Convention Center, Yerba Buena and AT&T Park, and will connect directly to BART and Caltrain, the Bay Area's two largest regional-commuter rail services.

B. Explain why this service is necessary and the consequence of denial:

The complexity of the Central Subway Project, which will include tunneling, mined excavation and cut-and-cover construction in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City. The City does not have the specialized expertise or staff resources to perform all services necessary for a project of this size and complexity. Given the substantial capital investment in the Central Subway and the target project completion schedule of 2016, it is in the best interest of the City to engage a qualified consultant with specific experience and expertise in transit tunnel program management, construction management and related professional services for the execution of the Central Subway phase of the Third Street LRT Project. Failure to adequately staff a project of this size and complexity will jeopardize the receipt of \$762 million dollars in Federal New Start Funding.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
yes, SFMTA Board Resolution 191203-153.

D. Will the contract(s) be renewed?  
No, this contract will not be renewed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:  
The duration requested is less than 5 years.

**2. Reason(s) for the Request**

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

Underground station construction involves specialized services not currently within the capability and capacity of the City staff.

B. Reason for the request for modification:

An extension of the Agreement to June 22, 2024, allows the Consultant to assist the San Francisco Municipal Transportation Agency (SFMTA) to complete the follow-on works to the main construction contract. These works are additional and/or changes to the main construction contract. These tasks were not assigned to the main Contractor to perform.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Engineering design oversight and construction management of underground tunnels, both mined and cut and cover stations, trackway, catenary systems, electrical power transmission systems, signaling systems, traffic, roadways, communication systems, and architectural systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Civil service classes at MTA, DPW, PUC, and DPT will perform major portions of the construction support as the final design is completed and the program advances into construction. Program Management and Construction Management involving specialized services, not within the capability and capacity of the City staff will be assigned to the proposed consultant.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Most of the technical expertise required for construction support is currently included in existing engineering classifications 6318 Construction Inspectors, 6319 Sr. Construction Inspectors, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

The Consultant develops the skills of City personnel and it is expected that the City staff will take over the responsibilities of the Consultant. A majority of this transition has already occurred as Central Subway is in revenue service.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

FTA requires that all professional services contract b

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Allows Consultant to complete construction, testing & closeout

7. **Union Notification:** On 04/14/23, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl, San Francisco, CA 94103

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4096 08/09  
DHR Analysis/Recommendation:  
Commission Approval Required  
DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

## Nuque, Amy

---

**From:** dhr-psccordinator@sfgov.org on behalf of amy.nuque@sfmta.com  
**Sent:** Friday, April 14, 2023 3:46 PM  
**To:** Nuque, Amy; ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; L21PSCReview@ifpte21.org; dhr-psccordinator@sfgov.org  
**Subject:** Receipt of Modification Request to PSC # 4096 08/09 - MODIFICATIONS

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

PSC RECEIPT of Modification notification sent to Unions and DHR

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period June 23, 2023 – June 22, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/13008>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org

# **Additional Attachment(s)**

SAN FRANCISCO  
MUNICIPAL TRANSPORTATION AGENCY  
BOARD OF DIRECTORS

RESOLUTION NO. 191203-153

WHEREAS, On November 2, 1999, the voters passed Proposition E, which enacted Chapter 8A of the Charter to create the SFMTA, and under Section 8A.102(b)5 granted the SFMTA exclusive authority over its contracts; and,

WHEREAS, To reduce administrative paperwork and streamline processing of contract approvals, the San Francisco Municipal Transportation Agency Board of Directors (SFMTA Board) adopted Resolution No. 00-0125 (December 2000) and Resolution No. 02-110 (September 2002), which established contracting policies for the SFMTA and delegated to the Director of Transportation authority to approve contracts and other agreements within specified limits; and,

WHEREAS, On November 6, 2007, the voters passed Proposition A, which, among other things, added subsection (g) to Section 8A.102 of the City's Charter; subsection (g) authorizes the SFMTA Board to adopt threshold amounts under which the Director of Transportation and his or her designees may approve contracts, notwithstanding any provisions of Chapters 6 or 21 of the City's Administrative Code; and,

WHEREAS, Under authority granted by Charter Section 8A.102(g), the SFMTA Board first delegated contracting authority to the Director of Transportation in 2000 and 2002, under SFMTA Board Resolutions 00-0125 and 02-110, which respectively authorized the Director to approve contracts for commodities that had previously been approved by the City's Purchaser, and authorized the Director to approve commodities contracts that do not exceed \$10,000,000 in Contract Amount; and,

WHEREAS, On November 3, 2009, the SFMTA Board by Resolution 09-191, authorized the Director of Transportation to: (1) issue Requests for Proposals and bid proposals for contracts that will not require Board of Supervisors' approval; (2) reject bids and proposals and re-advertise for new bids and proposals; (3) accept, expend and transfer grant funds; and, (4) authorize the City Attorney to settle unlitigated claims of \$25,000 or less, to reduce administrative paperwork and streamline processing of contract approvals for relatively small dollar values; and,

WHEREAS, On January 5, 2010, the SFMTA Board by Resolution 10-008, issued a comprehensive contracts approval policy, which delegated approval authority over various types of contracts and contract amendments to the Director of Transportation and subordinate SFMTA executives within specified limits; and,

WHEREAS, The SFMTA Board wishes to modify the existing policies described above to give the Director of Transportation greater authority to approve and execute expenditure and revenue contracts, contract amendments, and other types of contracts, update current policies to further streamline the contracting process and promote administrative efficiency, while reserving to the SFMTA Board of Directors decisions over significant policy issues, liability and

financial risk, and ensuring compliance with Small Business Enterprises, Disadvantaged Business Enterprises, and Local Business Enterprises requirements; and,


WHEREAS, The SFMTA Board intends that this Resolution will supersede the Director of Transportation's authority to approve contracts as stated in the SFMTA Board Resolutions referenced above, and will not modify or supersede the authority delegated under prior SFMTA Board Resolutions that are not listed here, including but not limited to delegation authority to approve contract amendments for Central Subway construction under SFMTA Board Resolutions Nos. 13-061 and 180821-114; and,

WHEREAS, On March 1, 2018, the SFMTA, under authority delegated by the Planning Department, determined that the SFMTA Board approval and the SFMTA's implementation of "SFMTA Contract Approval Delegation and Requirements Policies" is not a "project" under the California Environmental Quality Act (CEQA) pursuant Title 14 of the California Code of Regulations Sections 15060(c) and 15378(b); and,

WHEREAS, A copy of the CEQA determination is on file with the Secretary to the SFMTA Board of Directors, and is incorporated herein by reference; now, therefore, be it

RESOLVED, That the SFMTA Board of Directors approves the SFMTA Contract Approval Delegation and Requirements Policy which delegates to the Director of Transportation the authority to approve and execute expenditure and revenue contracts, contract amendments, and other agreements within certain limits, effective January 15, 2020.

I certify that the foregoing resolution was adopted by the Municipal Transportation Agency Board of Directors at its meeting of December 3, 2019.

  
\_\_\_\_\_  
Secretary to the Board of Directors  
San Francisco Municipal Transportation Agency



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # 4096 08/09)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Prof Prog Mgmt and Construction Mgmt Svs for Central Subway, Third St. Light Rail Phase 2

Funding Source: Prop K, State Transportation, Federal Fund

PSC Original Approved Amount: \$147,375,171 PSC Original Approved Duration: 03/02/09 - 03/01/19 (10 years 1 day)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 03/01/19-04/05/21 (2 years 5 weeks)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 04/05/21-06/20/22 (1 year 10 weeks)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 06/20/22-06/22/23 (1 year 2 days)

PSC Cumulative Amount Proposed: \$147,375,171 PSC Cumulative Duration Proposed: 14 years 16 weeks

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

The Third Street Light Rail Transit (LRT) Project is the most significant capital investment in generations for the Municipal Railway. Phase 1 of the 6.9-mile two-phase project, the T Third line, began revenue service in April 2007, restoring light rail service to the heavily transit-dependent Third Street corridor in eastern San Francisco for the first time in 50 years.

Phase 2, the Central Subway Project, will extend the new Third Street line by constructing three new subway stations and one surface station to provide rail service to the Financial District and Chinatown. The extended light rail line will serve regional destinations such as Union Square; the Moscone Convention Center, Yerba Buena and AT&T Park, and will connect directly to BART and Caltrain, the Bay Area's two largest regional-commuter rail services.

**B. Explain why this service is necessary and the consequence of denial:**

The complexity of the Central Subway Project, which will include tunneling, mined excavation and cut-and-cover construction in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City. The City does not have the specialized expertise or staff resources to perform all services necessary for a project of this size and complexity. Given the substantial capital investment in the Central Subway and the target project completion schedule of 2016, it is in the best interest of the City to engage a qualified consultant with specific experience and expertise in transit tunnel program management, construction management and related professional services for the execution of the Central Subway phase of the Third Street LRT Project. Failure to adequately staff a project of this size and complexity will jeopardize the receipt of \$762 million dollars in Federal New Start Funding.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**  
Yes

**D. Will the contract(s) be renewed?**  
No, this contract will not be renewed.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**  
Complete Type of Service: "Professional Program Management and Construction Management Services for Central Subway, Third Street Light Rail Phase 2" The Consultant will provide support of Preliminary Engineering, Design Management Oversight and Construction support of construction contracts.

**2. Reason(s) for the Request**

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

Underground station construction involves specialized services not currently within the capability and capacity of the City staff.

B. Reason for the request for modification:

Construction of the Central Subway has been delayed due to differing site conditions and design changes. The current construction contractor is anticipated to complete their work in June 2022. However, continued program management and construction management are needed as Central Subway continues start-up and testing activities, and prepares the Subway system for revenue service. The Central Subway is scheduled to commence revenue service in October 2022. An extension of the Agreement to December 30, 2022 allows the Consultant to continue assisting the SFMTA to complete the construction, testing, and closeout of the Project.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Engineering design oversight and construction management of underground tunnels, both mined and cut and cover stations, trackway, catenary systems, electrical power transmission systems, signaling systems, traffic, roadways, communication systems, and architectural systems.

B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Civil service classes at MTA, DPW, PUC, and DPT will perform major portions of the construction support as the final design is completed and the program advances into construction. Program Management and Construction Management involving specialized services, not within the capability and capacity of the City staff will be assigned to the proposed consultant.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Most of the technical expertise required for construction support is currently included in existing engineering classifications 6318 Construction Inspectors, 6319 Sr. Construction Inspectors, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.  
The Consultant develops the skills of City personnel, and it is expected that the City staff will take over the responsibilities of the Consultant. A portion of this transition has already occurred and continues as Central Subway moves towards revenue service. The Consultant also works with the Contractor to coordinate training for MTA operations staff on how to utilize various elements of the Central Subway system. Training has begun and sessions continue to be held for custodians, controllers, operators, inspectors, station agents, and track maintenance staff.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes, SFMTA Board Resolution 08-201

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Allows Consultant to complete construction, testing & closeout

7. **Union Notification:** On 05/25/22, the Department notified the following employee organizations of this PSC/RFP request:  
Management & Superv Local 21; Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl, San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4096 08/09

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/03/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Prof Prog Mgmt and Construction Mgmt Sys for Central Subway, Third St. Light Rail Phase 2

Funding Source: Prop K, State Transportation, Federal Fund

PSC Amount: \$147,375,171

PSC Est. Start Date: 03/02/2009

PSC Est. End Date 03/01/2019

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The Third Street Light Rail Transit (LRT) Project is the most significant capital investment in generations for the Municipal Railway. Phase 1 of the 6.9-mile two-phase project, the T Third line, began revenue service in April 2007, restoring light rail service to the heavily transit-dependent Third Street corridor in eastern San Francisco for the first time in 50 years.

Phase 2, the Central Subway Project, will extend the new Third Street line by constructing three new subway stations and one surface station to provide rail service to the Financial District and Chinatown. The extended light rail line will serve regional destinations such as Union Square; the Moscone Convention Center, Yerba Buena and AT&T Park, and will connect directly to BART and Caltrain, the Bay Area's two largest regional-commuter rail services.

B. Explain why this service is necessary and the consequence of denial:

The complexity of the Central Subway Project, which will include tunneling, mined excavation and cut-and-cover construction in proximity to sensitive urban structures and facilities, poses significant coordination, management, design and construction challenges to the City. The City does not have the specialized expertise or staff resources to perform all services necessary for a project of this size and complexity. Given the substantial capital investment in the Central Subway and the target project completion schedule of 2016, it is in the best interest of the City to engage a qualified consultant with specific experience and expertise in transit tunnel program management, construction management and related professional services for the execution of the Central Subway phase of the Third Street LRT Project. Failure to adequately staff a project of this size and complexity will jeopardize the receipt of \$762 million dollars in Federal New Start Funding.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Comparable Program Management and Construction Management services were provided for the Third Street Light Rail Phase 1 operating segment of the 6.9 miles two-phase project that began revenue service in April 2007, restoring light rail service to the heavily transit-dependent Third Street corridor in eastern San Francisco for the first time in 50 years.

D. Will the contract(s) be renewed?

No, this contract will not be renewed.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Complete Type of Service:

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

- Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

Underground station construction involves specialized services not currently within the capability and capacity of the City staff.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Engineering design oversight and construction management of underground tunnels, both mined and cut and cover stations, trackway, catenary systems, electrical power transmission systems, signaling systems, traffic, roadways, communication systems, and architectural systems.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5203, Asst Engr; 5207, Assoc Engineer; 5241, Engineer; 6318, Construction Inspector; 6319, Senior Const Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

SFMTA reached out to the various City departments to solicit interest, qualifications, and availability to support the design and construction of Central Subway.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
Civil service classes at MTA, DPW, PUC, and DPT will perform major portions of the construction support as the final design is completed and the program advances into construction. Program Management and Construction Management involving specialized services, not within the capability and capacity of the City staff will be assigned to the proposed consultant.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Most of the technical expertise required for construction support is currently included in existing engineering classifications 6318 Construction Inspectors, 6319 Sr. Construction Inspectors, 5241 Engineer, 5207 Associate Engineer, 5203 Assistant Engineer. The specialized technical expertise not included in those classes will be required for a short time for this project alone and will not be needed after this project.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Yes, the Contractor will be required to provide training and guidance to SFMTA personnel in Program Management and Construction Management. The Contractor will provide daily and weekly feedback to staff to ensure that all skills needed to manage these large and complex stations are applied.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
Yes. MTA 08-201-12/2/08 & BOS# 081454-1/6/09

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On none, the Department notified the following employee organizations of this PSC/RFP request:  
no unions notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Amy NUQUE Phone: 415-646-2802 Email: amy.nuque@sfmta.com

Address: 1 South Van Ness, HR, 6th Fl San Francisco, CA 94103

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 4096 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE

Dept. Code: POL

Type of Request:  Initial  Modification of an existing PSC (PSC # 47223 - 19/20)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Software License and Equipment Maintenance

Funding Source: General Fund

PSC Original Approved Amount: \$610,000 PSC Original Approved Duration: 03/10/20 - 03/09/24 (4 years 1 hour)

PSC Mod#1 Amount: \$668,417 PSC Mod#1 Duration: 03/10/20-03/09/27 (3 years)

PSC Cumulative Amount Proposed: \$1,278,417 PSC Cumulative Duration Proposed: 7 years 1 hour

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

The contractor will provide software license and equipment maintenance on MAGUS, the City's Message Switch Computer System. MAGUS allows San Francisco Police Department (SFPD) officers to instantly query suspect information from police vehicles, workstations and other electronic devices in seconds. When an officer enters suspect information, MAGUS processes the request by confirming requestor and device are authorized and provides access to confidential information from many sources including:

1. Computer Assisted Bay Area Law Enforcement (CABLE)
2. Local Criminal History Database
3. Alameda Warrants System (AWS)
4. Department of Motor Vehicles (DMV)
5. California Law Enforcement Telecommunications (CLETS)
6. Federal Bureau of Investigations (FBI) databases

**B. Explain why this service is necessary and the consequence of denial:**

This service is necessary to ensure that MAGUS is properly maintained for police investigations. If denied, police investigations will be limited.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

no

**D. Will the contract(s) be renewed?**

Unknown at this time.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**

The San Francisco Police Department (SFPD) requires a continued software license and maintenance contract with Level II, Inc. Level II is the sole source service provider of MAGUS system program products and maintenance services for the SFPD's Message Switch System, which run on proprietary software developed by Level II. Level II provides software license and equipment maintenance on MAGUS, the City's Message Switch Computer System. The Message Switch and Journal products are our sole creation and remain our proprietary intellectual property. Level II is the sole provider of these products. These products' customization, maintenance and service are legally

available from no other source other than Level II, Inc. This service is necessary to ensure that MAGUS is properly maintained for police investigations. If denied, police investigations will be limited.

**2. Reason(s) for the Request**

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

Only Level II has proprietary rights to maintain MAGUS licenses and equipment.

B. Reason for the request for modification:

Extend duration and increase amount

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Contractor will have proprietary skills and expertise to maintain MAGUS.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

The MAGUS system is proprietary and can only be maintained by Level II, Inc.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The MAGUS system is proprietary and can only be maintained by Level II, Inc.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Training is not needed.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.



7. **Union Notification:** On 04/06/23, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Vincent Lee Phone: 4158377127 Email: vincent.lee@sfgov.org

Address: 1245 - 3rd Street, 6th Floor, San Francisco, CA 94158

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47223 - 19/20

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

**From:** [dhr-psccordinator@sfgov.org](mailto:dhr-psccordinator@sfgov.org) on behalf of [vincent.lee@sfgov.org](mailto:vincent.lee@sfgov.org)  
**To:** [Lee, Vincent \(POL\); ewallace@ifpte21.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; tmathews@ifpte21.org; kschumacher@ifpte21.org; kpage@ifpte21.org; eerbach@ifpte21.org; l21pscreview@ifpte21.org; DHR-PSCCoordinator, DHR \(HRD\)](mailto:Lee,Vincent(POL);ewallace@ifpte21.org;ecassidy@ifpte21.com;WendyWong26@yahoo.com;wendywong26@yahoo.com;tmathews@ifpte21.org;kschumacher@ifpte21.org;kpage@ifpte21.org;eerbach@ifpte21.org;l21pscreview@ifpte21.org;DHR-PSCCoordinator,DHR(HRD))  
**Subject:** Receipt of Modification Request to PSC # 47223 - 19/20 - MODIFICATIONS  
**Date:** Thursday, April 6, 2023 3:04:47 PM

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PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$668,417 for services for the period March 10, 2020 – March 9, 2027. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/20163>

Email sent to the following addresses: L21PSCReview@ifpte21.org  
eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org  
tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com  
ecassidy@ifpte21.com ewallace@ifpte21.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL

Dept. Code: POL

Type of Request:         Initial         Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:         Expedited     Regular     Annual         Continuing     (Omit Posting)

Type of Service: Software License and Equipment Maintenance

Funding Source: General Fund

PSC Duration: 4 years 1 hour

PSC Amount: \$610,000

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

The contractor will provide software license and equipment maintenance on MAGUS, the City's Message Switch Computer System. MAGUS allows San Francisco Police Department (SFPD) officers to instantly query suspect information from police vehicles, workstations and other electronic devices in seconds. When an officer enters suspect information, MAGUS processes the request by confirming requestor and device are authorized and provides access to confidential information from many sources including:

1. Computer Assisted Bay Area Law Enforcement (CABLE)
2. Local Criminal History Database
3. Alameda Warrants System (AWS)
4. Department of Motor Vehicles (DMV)
5. California Law Enforcement Telecommunications (CLETS)
6. Federal Bureau of Investigations (FBI) databases

B. Explain why this service is necessary and the consequence of denial:

This service is necessary to ensure that MAGUS is properly maintained for police investigations. If denied, police investigations will be limited.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.  
PSC 4054-10/11

D. Will the contract(s) be renewed?  
Unknown at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.  
not applicable

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Only Level II has proprietary rights to maintain MAGUS licenses and equipment.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Contractor will have proprietary skills and expertise to maintain MAGUS.

B. Which, if any, civil service class(es) normally perform(s) this work? 1043, IS Engineer-Senior; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

None. The MAGUS system is proprietary and can only be maintained by Level II, Inc.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

The MAGUS system is proprietary and can only be maintained by Level II, Inc.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The MAGUS system is proprietary and can only be maintained by Level II, Inc.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation. No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.

No. Training is not needed.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Yes. Level II has proprietary rights to perform work on the MAGUS.

7. **Union Notification:** On 02/03/2020, the Department notified the following employee organizations of this PSC/RFP request:  
Architect & Engineers, Local 21

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 47223 - 19/20

DHR Analysis/Recommendation:

action date: 05/18/2020

Commission Approval Required

Approved by Civil Service Commission

05/18/2020 DHR Approved for 05/18/2020

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 2010 08/09)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Behavioral health services: Pharmacy Benefits Management Services

Funding Source: General Fund, State and Federal Funs (incl

PSC Original Approved Amount: \$26,000,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$28,300,000 PSC Mod#1 Duration: 07/01/13-06/30/18 (4 years 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 07/01/20-06/30/23 (3 years)

PSC Mod#4 Amount: \$10,000,000 PSC Mod#4 Duration: 07/01/23-06/30/28 (5 years 2 days)

PSC Cumulative Amount Proposed: \$64,300,000 PSC Cumulative Duration Proposed: 19 years 4 days

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet Medi-Cal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

**Scope Change**

Contractor will provide Pharmacy Benefits Management (PBM) services for Department of Public Health (DPH) Behavioral Health Services (BHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by BHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). BHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of service electronic claims adjudication, as well as tracking on co-payments and unmet Medi-Cal share of cost, and utilizing electronic interfaces with existing and planned BHS client information systems.

**B. Explain why this service is necessary and the consequence of denial:**

CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who



have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal, Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing point-of-service adjudication at pharmacies where clients can access them easily in their first language is vital to medication access and adherence. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 2010 08/09

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The Department expects the need for these services to continue.

## 2. **Reason(s) for the Request**

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Department does not have the capacity or the software to create and administer a broad network of neighborhood pharmacies and to adjudicate and administer pharmacy benefits management services.

B. Reason for the request for modification:

This modification is to extend the term and add an additional amount in order to account for a new RFP and resulting contract for services that will be published before the end of the Fiscal Year 2022/2023

## 3. **Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Provider must have a network of at least 50 independent and chain retail pharmacies in San Francisco, including at least 10 which are geographically dispersed throughout the county which provide service seven days per week, three which provide 24-hours per day service, and three which provide delivery service. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and Vietnamese. Network pharmacies must accept payment according to stated fees and maximum allowable costs, including observation of any existing price ceiling currently in the MediCal formulary.

B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network (please see question 3 above), and services must be provided through an accessible network of participating retail pharmacies in the community.

## 4. **If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical at this time. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness.
  
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The City currently has Civil Service classifications that are used to provide a portion of these services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
  
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
The services will not include formal training of civil service employees.
  
- C. Are there legal mandates requiring the use of contractual services?  
No.
  
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
  
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
  
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
MedImpact

**7. Union Notification:** On 02/06/23, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kelly Hiramoto Phone: 415-255-3492 Email: kelly.hiramoto@sfdph.org

Address: Jacquie Hale, 101 Grove Street, Room 307, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 2010 08/09

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

## Receipt of Modification Request to PSC # 2010 08/09 - MODIFICATIONS

dhr-psccoordinator@sfgov.org <dhr-psccoordinator@sfgov.org>

on behalf of

kelly.hiramoto@sfdph.org <kelly.hiramoto@sfdph.org>

Mon 2/6/2023 6:04 PM

To: Hiramoto, Kelly (DPH) <kelly.hiramoto@sfdph.org>; max.porter@seiu1021.org <max.porter@seiu1021.org>; Jason Klumb <Jason.Klumb@seiu1021.org>; Laxamana, Junko (DBI) <Junko.Laxamana@sfgov.org>; sarah.wilson@seiu1021.org <sarah.wilson@seiu1021.org>; Thomas Vitale <thomas.vitale@seiu1021.org>; Ricardo.lopez@sfgov.org <Ricardo.lopez@sfgov.org>; Kbasconciello@sfgwater.org <Kbasconciello@sfgwater.org>; Sandeep.lal@seiu1021.me <Sandeep.lal@seiu1021.me>; pcamarillo\_seiu@sbcglobal.net <pcamarillo\_seiu@sbcglobal.net>; Wendy Frigillana <wendy.frigillana@seiu1021.org>; pscreview@seiu1021.org <pscreview@seiu1021.org>; ted.zarzecki@seiu1021.net <ted.zarzecki@seiu1021.net>; leah.berlanga@seiu1021.org <leah.berlanga@seiu1021.org>; davidmkersten@gmail.com <davidmkersten@gmail.com>; xiumin.li@seiu1021.org <xiumin.li@seiu1021.org>; Sin.Yee.Poon@sfgov.org <Sin.Yee.Poon@sfgov.org>; david.canham@seiu1021.org <david.canham@seiu1021.org>; jtanner940@aol.com <jtanner940@aol.com>; Girma, Mahlet (DPH) <mahlet.girma@sfdph.org>

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$10,000,000 for services for the period July 1, 2023

– June 30, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/256>

Email sent to the following addresses: jtanner940@aol.com  
david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org  
davidmkersten@gmail.com leah.berlanga@seiu1021.org ted.zarzecki@seiu1021.net  
pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org  
pcamarillo\_seiu@sbcglobal.net Sandeep.lal@seiu1021.me  
Kbasconciello@sfgwater.org  
Ricardo.lopez@sfgov.org thomas.vitale@seiu1021.org sarah.wilson@seiu1021.org  
junko.laxamana@sfgov.org jason.klumb@seiu1021.org max.porter@seiu1021.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH

Dept. Code: DPH

Type of Request:  Initial  Modification of an existing PSC (PSC # 2010 08/09)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Behavioral health services: Pharmacy Benefits Management Services

Funding Source: General Fund, State and Federal Funs (incl

PSC Original Approved Amount: \$26,000,000 PSC Original Approved Duration: 07/01/09 - 06/30/14 (5 years)

PSC Mod#1 Amount: \$28,300,000 PSC Mod#1 Duration: 07/01/13-06/30/18 (4 years 1 day)

PSC Mod#2 Amount: no amount added PSC Mod#2 Duration: 07/01/18-06/30/20 (2 years 1 day)

PSC Mod#3 Amount: no amount added PSC Mod#3 Duration: 07/01/20-06/30/23 (3 years)

PSC Cumulative Amount Proposed: \$54,300,000 PSC Cumulative Duration Proposed: 14 years 2 days

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

Contractor will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by CBHS-authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). CBHS offers a wide range of services to all ages through a combination of County clinics and contracts with private community-based organizations, serving approximately 22,000 clients who need nearly 50,000 prescriptions each year. Prescriptions must be filled through at least 50 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of-service electronic claims adjudication, as well as tracking of co-payments and unmet MediCal share of cost, and utilizing electronic interfaces with existing and planned CBHS client information systems.

**Scope Change**

Contractor will provide Pharmacy Benefits Management (PBM) services for Department of Public Health (DPH) Behavioral Health Services (BHS) clients by maintaining a network of pharmacies in San Francisco, electronically screening prescriptions for eligibility, processing payments for prescriptions written by BHS authorized prescribers for covered medications, and providing fiscal intermediary services for Patient Assistance Programs (PAP) operator(s). BHS offers a wide range of services to all ages through a combination of County clients and contracts with private community-based organizations, serving approximately 22,500 clients who need nearly 53,400 prescriptions each year. Prescriptions must be filled through 120 independent and chain retail pharmacies located throughout the City (no mail orders) which are appropriately accessible to clients, including meeting the needs of San Francisco's culturally diverse patient populations with linguistic capabilities in at least 5 specific non-English languages (Cantonese, Mandarin, Russian, Spanish, and Vietnamese). Services also include 24/7 online, point-of service electronic claims adjudication, as well as tracking on co-payments and unmet Medi-Cal share of cost, and utilizing electronic interfaces with existing and planned BHS client information systems.

**B. Explain why this service is necessary and the consequence of denial:**

CBHS programs cover necessary behavioral health services for San Francisco County residents of all ages who have no other financial resources. CBHS is the payer of last resort when it is determined that the client being served does not qualify for the many other programs sponsored by government agencies (e.g., MediCal,

Medicare, Healthy Families, etc.). Medication is often an integral part of mental health treatment services, and removing barriers to medication adherence is a major component in making medication treatment effective. Providing point-of-service adjudication at pharmacies where clients can access them easily in their first language is vital to medication access and adherence. Failure to provide such services would result in increased lack of medication adherence, increased severity of mental illness crises, and decreased quality of life. Failure to treat clients adequately may also expose the City to lawsuits and disallowance of funds by the State for failing to expend funds within State legislative guidelines.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 2010 08/09

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The Department expects the need for these services to continue.

## **2. Reason(s) for the Request**

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Department does not have the capacity or the software to create and administer a broad network of neighborhood pharmacies and to adjudicate and administer pharmacy benefits management services.

B. Reason for the request for modification:

Extend duration.

## **3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: Provider must have a network of at least 50 independent and chain retail pharmacies in San Francisco, including at least 10 which are geographically dispersed throughout the county which provide service seven days per week, three which provide 24-hours per day service, and three which provide delivery service. Each pharmacy must possess and maintain a valid State of California Pharmacy Permit and be an authorized State MediCal provider. The network must be capable of meeting the needs of a culturally diverse patient population, including pharmacies with staff who have linguistic capabilities in Cantonese, English, Mandarin, Spanish, Russian and Vietnamese. Network pharmacies must accept payment according to stated fees and maximum allowable costs, including observation of any existing price ceiling currently in the MediCal formulary.

B. Which, if any, civil service class(es) normally perform(s) this work? 2450, Pharmacist; 2454, Clinical Pharmacist;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will have an established pharmacy network (please see question 3 above), and services must be provided through an accessible network of participating retail pharmacies in the community.

## **4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

## **5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

DPH already utilizes applicable civil service classes to provide pharmacy services at SFGH and directly at CBHS offices. However, this capacity is severely limited in comparison to the need. Creation of a comparable pharmacy benefits management system would be impractical at this time. Providing services at retail pharmacies utilizes existing resources in the community which are familiar to clients and also plays a part in removing some of the stigma frequently associated with mental illness.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The City currently has Civil Service classifications that are used to provide a portion of these services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
The services under this PSC do not include training of civil service employees.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
MedImpact

**7. Union Notification:** On 10/11/19, the Department notified the following employee organizations of this PSC/RFP request:  
SEIU Local 1021;

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: Jacquie Hale, 101 Grove Street, Room 307, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 2010 08/09

DHR Analysis/Recommendation:

01/06/2020

Commission Approval Required

Approved by Civil Service Commission

01/06/2020 DHR Approved for 01/06/2020



PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 30573 - 15/16)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-needed programming services for proprietary software subscription

Funding Source: Non General Fund

PSC Original Approved Amount: \$20,000 PSC Original Approved Duration: 05/01/16 - 05/01/19 (3 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/24/19-04/23/23 (3 years 51 weeks)

PSC Mod#2 Amount: \$175,000 PSC Mod#2 Duration: 04/13/23-04/24/28 (5 years 3 days)

PSC Cumulative Amount Proposed: \$195,000 PSC Cumulative Duration Proposed: 11 years 51 weeks

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

The SFPUC owns real property in fee and has easements over approximately 60,000 acres of land throughout the Northern California. SFPUC uses Voyager software, a proprietary product to Yardi Systems Inc. (Yardi) to manage its real estate assets. Under this contract, SFPUC will subscribes to Yardi's Voyager software through April 24, 2019 and Yardi will perform certain programming services, including database customizations, user interface customization, database reports, database scripts and other programming services, as needed by City during the term of the contract. Because this software is the proprietary product of Yardi, only Yardi can perform these as-needed services.

Note: This contract was first executed in April 2013 for three years (with the option to renew for three additional years) in the amount of \$128,550. The contract was for three years of subscription to Yardi's Voyager software (totaling \$67,500) and certain services consisting of training, implementation, data conversion, and programming (totaling \$61,050). At this time, we are executing amendment 1 to exercise our option to extend the contract through April 24, 2019. Upon executing this amendment 1, the total contract amount will be \$226,387.50 of which \$20,000 will be for additional as-needed programming services through the contract end date, bringing the services portion of the contract to \$81,050.

**Scope Change**

None. This contract is primarily for software subscription. We submitted a request to add as-needed programming for \$20K in 2016 as part of Amendment 1. We are now extending the contract duration by four years to allow for four additional years of software subscription. Since we have not yet used all the funds we allocated for programming, we are requesting that the PSC approved for the as-needed programming services also be extended to the new contract end date.

**B. Explain why this service is necessary and the consequence of denial:**

If Yardi is not permitted to perform programming services under this contract, SFPUC will not be able to use the Voyager software also procured under this contract effectively.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Services have been provided in the past through earlier PSC request. See 30573 - 15/16

D. Will the contract(s) be renewed?

It is unknown at this time if this contract will be renewed when it expires on April 24, 2019.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

This contract is primarily for software subscription. We have migrated significant amount of data to use this product. Switching to a new product would require new migration of data at a significant cost to the City. Further, it will not result in us using a product that is any better. Therefore, we would like to use this software for as long as practically possible. For now, this means extending the contract duration by four years to allow for four additional years of software subscription.

**2. Reason(s) for the Request**

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

These as-needed services require the ability to perform database customizations, user interface customization, database reports, database scripts and other programming services related to the Voyager software. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

B. Reason for the request for modification:

SFPUC Real Estate Services desires to extend the contract term by five years and increase the contract amount by \$175,000. The SFPUC also seeks to avoid the disruption of an existing lease financial administration software system that has worked very well for the SFPUC. Moving to another software system would not only cause great disruption to the SFPUC existing lease revenue accounting workflow but it would take great effort for SFPUC staff to select a new software system, convert the data from Yardi to the new software system and train users on any new software system.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: The ability to perform database customizations, user interface customization, database reports, database scripts and other programming services related to the Voyager software. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Because this software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

**6. Additional Information**

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not. The services being performed require access to proprietary code of the Voyager software. Unless we are employed by Yardi, we cannot have access to this information nor be training on how to do it.

C. Are there legal mandates requiring the use of contractual services?  
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 04/13/23, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shawndrea Hale Phone: (415) 551-4540 Email: shale@sfgwater.org

Address: 525 Golden Gate Avenue, 5th Floor, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 30573 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

**From:** dhr-psccoordinator@sfgov.org on behalf of shale@sfwater.org  
**To:** Hale, Shawndrea M.; sbalaria@cirseiu.org; andrea@sfmea.com; Camaguey@sfmea.com; Camaguey@sfmea.com; cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewidth@ifpte21.org; ewidth@ifpte21.org; plangrooferlocal40@gmail.com; rooferslocal40@gmail.com; seichenberger@local39.org; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; najuawanda.daniels@seiu1021.org; pking@uapd.com; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; rmoreno@twusf.org; pwilson@twusf.org; cmover@nccrc.org; noah.frigault@sfgov.org; sfdpoa@icloud.com; Mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; janko.laxamana@sfgov.org; jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbalaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; tracym@sfpoa.org; mleach@ibt856.org; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; seichenberger@local39.org; jason.klumb@seiu1021.org; Camaguey@sfmea.com; ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Basconcillo, Kathy; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; ramonliuna261@gmail.com; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; L21PSCReview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; Christina@sfmea.com; ecdemvoter@aol.com; thomas.vitale@seiu1021.org; Moayed, Taraneh; dhr-psccoordinator@sfgov.org  
**Subject:** Receipt of Modification Request to PSC # 30573 - 15/16 - MODIFICATIONS  
**Date:** Thursday, April 13, 2023 3:20:34 PM

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CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

This message is from outside the City email system. Do not open links or attachments from untrusted sources.

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$175,000 for services for the period April 13, 2023 – April 24, 2028. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/12082>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewidth@ifpte21.org

# **Additional Attachment(s)**

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION

Dept. Code: PUC

Type of Request:  Initial  Modification of an existing PSC (PSC # 30573 - 15/16)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: As-needed programming services for proprietary software subscription

Funding Source: Non General Fund

PSC Original Approved Amount: \$20,000 PSC Original Approved Duration: 05/01/16 - 05/01/19 (3 years)

PSC Mod#1 Amount: no amount added PSC Mod#1 Duration: 04/24/19-04/23/23 (3 years 51 weeks)

PSC Cumulative Amount Proposed: \$20,000 PSC Cumulative Duration Proposed: 6 years 51 weeks

**1. Description of Work**

**A. Scope of Work/Services to be Contracted Out:**

The SFPUC owns real property in fee and has easements over approximately 60,000 acres of land throughout the Northern California. SFPUC uses Voyager software, a proprietary product to Yardi Systems Inc. (Yardi) to manage its real estate assets. Under this contract, SFPUC will subscribe to Yardi's Voyager software through April 24, 2019 and Yardi will perform certain programming services, including database customizations, user interface customization, database reports, database scripts and other programming services, as needed by City during the term of the contract. Because this software is the proprietary product of Yardi, only Yardi can perform these as-needed services.

Note: This contract was first executed in April 2013 for three years (with the option to renew for three additional years) in the amount of \$128,550. The contract was for three years of subscription to Yardi's Voyager software (totaling \$67,500) and certain services consisting of training, implementation, data conversion, and programming (totaling \$61,050). At this time, we are executing amendment 1 to exercise our option to extend the contract through April 24, 2019. Upon executing this amendment 1, the total contract amount will be \$226,387.50 of which \$20,000 will be for additional as-needed programming services through the contract end date, bringing the services portion of the contract to \$81,050.

**Scope Change**

None. This contract is primarily for software subscription. We submitted a request to add as-needed programming for \$20K in 2016 as part of Amendment 1. We are now extending the contract duration by four years to allow for four additional years of software subscription. Since we have not yet used all the funds we allocated for programming, we are requesting that the PSC approved for the as-needed programming services also be extended to the new contract end date.

**B. Explain why this service is necessary and the consequence of denial:**

If Yardi is not permitted to perform programming services under this contract, SFPUC will not be able to use the Voyager software also procured under this contract effectively.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Yes. PSC 30573-15/16

D. Will the contract(s) be renewed?

It is unknown at this time if this contract will be renewed when it expires on April 24, 2019.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

This contract is primarily for software subscription. We have migrated significant amount of data to use this product. Switching to a new product would require new migration of data at a significant cost to the City. Further, it will not result in us using a product that is any better. Therefore, we would like to use this software for as long as practically possible. For now, this means extending the contract duration by four years to allow for four additional years of software subscription.

**2. Reason(s) for the Request**

A. Display all that apply

Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

These as-needed services require the ability to perform database customizations, user interface customization, database reports, database scripts and other programming services related to the Voyager software. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

B. Reason for the request for modification:

This contract is primarily for software subscription. We submitted a request to add as needed programming for \$20K in 2016 as part of Amendment 1. We are now extending the contract duration by four years to allow for four additional years of software subscription. Since we have not yet used all the funds we allocated for programming, we are requesting that the PSC approved for the programming services also be extended to the new contract end date.

**3. Description of Required Skills/Expertise**

A. Specify required skills and/or expertise: The ability to perform database customizations, user interface customization, database reports, database scripts and other programming services related to the Voyager software. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:  
No

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

A. Explain why civil service classes are not applicable.

Because this software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.



B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. Because the Voyager software is the proprietary product of Yardi, only Yardi can perform these services with respect to the Voyager software.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
NA
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

**7. Union Notification:** On 10/16/18, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Taraneh Moayed Phone: 415-551-4377 Email: tmoayed@sfgwater.org

Address: 525 Golden Gate Avenue, 5th Floor, San Francisco, CA 94102

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**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 30573 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 10/26/2018

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF

Dept. Code: SHF

Type of Request:  Initial  Modification of an existing PSC (PSC # 44727 - 17/18)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Electronic Monitoring and Home Detention

Funding Source: General Fund

PSC Original Approved Amount: \$3,600,000 PSC Original Approved Duration: 05/01/19 - 04/30/24 (5 years 1 day)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: 08/01/22-07/31/23 (0 sec)

PSC Mod#2 Amount: \$900,000 PSC Mod#2 Duration: 08/01/23-07/31/24 (1 year 1 day)

PSC Cumulative Amount Proposed: \$6,000,000 PSC Cumulative Duration Proposed: 5 years 13 weeks

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone or via cellular transmission to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

B. Explain why this service is necessary and the consequence of denial:

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring program. In addition, these services are necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

PSC 44727-17/18 MOD 1 approved 3/17/22

D. Will the contract(s) be renewed?

The Sheriff's Department will issue a Request for Proposal (RFP) in July 2018.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

The electronic home detention monitoring program and case management service provides qualified inmates with an alternative to jail incarceration. The program is proven to reduce recidivism. However, for the program to be effective, it requires consistencies in case management and counseling services provided to inmates. The proposed contract term will be for 3 years with two options to extend term for one additional year with a maximum contract term of five years.

**2. Reason(s) for the Request**

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Sheriff's Department and the City does not have the specialize technology and expertise required to successfully administer an electronic monitoring program. The service requires staff that are trained and experienced in monitoring and counseling participants with proprietary electronic bracelets, alcohol testing and

urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems.

B. Reason for the request for modification:

Exercise final option on Contract No. 1000013942 to extend terms of current contract for 1-Year and to increase Contract amount from \$5.1M to \$6.0M; an increase of \$900K. The scope of work for the electronic monitoring services will remain unchanged.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Contractor must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electronic Global Positioning System bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Not Applicable

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
There are no civil service class that provides all the services and equipment detailed above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, given the tasks associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Contractor will provide comprehensive training to the Sheriff's Department Supervisory staff on the use of the electronic monitoring equipment and proprietary tracking software and techniques. The approximate number of training hours per staff will be 16-20 hours. The approximate number of staff requiring training will be ten.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Yes, amend the current Contract No. 1000013942

7. **Union Notification:** On 04/11/23, the Department notified the following employee organizations of this PSC/RFP request:

all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44727 - 17/18

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 05/15/2023

# **Receipt of Union Notification(s)**

## Choi, Suzanne (HRD)

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**From:** dhr-psccordinator@sfgov.org on behalf of henry.gong@sfgov.org  
**Sent:** Tuesday, April 11, 2023 2:55 PM  
**To:** Gong, Henry (SHF); sbabaria@cirseiu.org; andrea@sfmea.com; camaguey@sfmea.com (contact); camaguey@sfmea.com (contact); cpark@local39.org; cpark@local39.org; khughes@ibew6.org; ewallace@ifpte21.org; ewallace@ifpte21.org; plangrooferslocal40@gmail.com; rooferslocal40@gmail.com; Stan Eichenberger; dtuttle@oe3.org; dtubble@oe3.org; pkim@ifpte21.org; Najuawanda Daniels; Pierre King - UAPD; president@sanfranciscodsa.com; max.porter@seiu1021.org; kennethlomba@gmail.com; snaranjo@cirseiu.org; mdennis@twusf.org; roger marenco; pwilson@twusf.org; cmoyer@nccrc.org; Frigault, Noah (HRC); sfdpoa@icloud.com; mjayne@iam1414.org; Emanuel, Rachel (DEM); laborers261@gmail.com; Laxamana, Junko (DBI); jennifer.esteen@seiu1021.org; emathurin@cirseiu.org; abush@cirseiu.org; sbabaria@cirseiu.org; anthony@dc16.us; mlobre@sfpoa.org; @sfpoa.org; Tracy McCray; mleach; rooferslocal40@gmail.com; sal@local16.org; Criss@sfmea.com; Julie.Meyers@sfgov.org; Stan Eichenberger; Jason Klumb; camaguey@sfmea.com (contact); ablood@cirseiu.org; kcartermartinez@cirseiu.org; ecassidy@ifpte21.com; WendyWong26@yahoo.com; wendywong26@yahoo.com; sarah.wilson@seiu1021.org; kschumacher@ifpte21.org; kpage@ifpte21.org; tjenkins@uapd.com; eerbach@ifpte21.org; tmathews@ifpte21.org; amakayan@ifpte21.org; jb@local16.org; Ricardo.lopez@sfgov.org; Kbasconcillo@sflower.org; Sandeep.lal@seiu1021.me; pcamarillo\_seiu@sbcglobal.net; MRainsford@local39.org; Wendy Frigillana; pscreview@seiu1021.org; pkim@ifpte21.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sffdlocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmllocal300.org; Ramon Hernandez; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; XiuMin Li; Sin.Yee.Poon@sfgov.org; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; l21pscreview@ifpte21.org; sfsmsa@gmail.com; bart@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; oashworth@ibew6.org; l21pscreview@ifpte21.org; laborers261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; christina@sfmea.com; ecdemvoter@aol.com; Thomas Vitale; DHR-PSCCoordinator, DHR (HRD)  
**Subject:** Receipt of Modification Request to PSC # 44727 - 17/18 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The SHERIFF -- SHF has submitted a modification request for a Personal Services Contract (PSC) for \$900,000 for services for the period August 1, 2023 – July 31, 2024. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/18040>

Email sent to the following addresses: L21PSCReview@ifpte21.org eerbach@ifpte21.org kpage@ifpte21.org kschumacher@ifpte21.org tmathews@ifpte21.org wendywong26@yahoo.com WendyWong26@yahoo.com ecassidy@ifpte21.com ewallace@ifpte21.org

# **Additional Attachment(s)**

## PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFFDept. Code: SHF

Type of Request:  Initial  Modification of an existing PSC (PSC # 44727 - 17/18)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Electronic Monitoring and Home DetentionFunding Source: General Fund

PSC Original Approved Amount: \$3,600,000 PSC Original Approved Duration: 05/01/19 - 04/30/24 (5 years 1 day)

PSC Mod#1 Amount: \$1,500,000 PSC Mod#1 Duration: 08/01/22-07/31/23 (0 sec)

PSC Cumulative Amount Proposed: \$5,100,000 PSC Cumulative Duration Proposed: 4 years 13 weeks

**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone or via cellular transmission to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

**B. Explain why this service is necessary and the consequence of denial:**

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring program. In addition, these services are necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

**C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.**

Yes, under PSC 44727-17/18

**D. Will the contract(s) be renewed?**

The Sheriff's Department will issue a Request for Proposal (RFP) in July 2018.

**E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**

The electronic home detention monitoring program and case management service provides qualified inmates with an alternative to jail incarceration. The program is proven to reduce recidivism. However, for the program to be effective, it requires consistencies in case



management and counseling services provided to inmates. The proposed contract term will be for 3 years with two options to extend term for one additional year with a maximum contract term of five years.

## 2. Reason(s) for the Request

A. Display all that apply

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The Sheriff's Department and the City does not have the specialize technology and expertise required to successfully administer an electronic monitoring program. The service requires staff that are trained and experienced in monitoring and counseling participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems.

B. Reason for the request for modification:

The Sheriff's Office's Electronic Monitoring Contract (#1000013942) with Sentinel is expiring on 7/31/22. The Sheriff's Office propose to exercise the first option to extend the contract for 1 year to expire on 7/31/23. The Electronic Monitoring Program has experienced a year over year increase of 21% in the number of participants approved by the Courts over the span of the initial three years of the program. The projected Electronic Monitoring Cost for Year 4 is \$1.5M with the anticipation of the continuing increase in the number of participants and the possible CPI increase in the daily usage rate of the electronic monitoring devices. The Sheriff's Office is respectfully requesting an increase of 42% (\$1.5M) to the original contract amount of \$3.6M for a cumulative contract amount of \$5.1M. The approved PSC Duration of 5 years will remain unchanged.

## 3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Contractor must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electronic Global Positioning System bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

## 4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

## 5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.  
There are no civil service class that provides all the services and equipment detailed above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, given the tasks associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

## 6. **Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Contractor will provide comprehensive training to the Sheriff's Department Supervisory staff on the use of the electronic monitoring equipment and proprietary tracking software and techniques. The approximate number of training hours per staff will be 16-20 hours. The approximate number of staff requiring training will be ten.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
Yes, amend the current contract with Sentinel

7. **Union Notification:** On 03/07/22, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456, San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44727 - 17/18

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 03/17/2022

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: SHERIFF -- SHF

Dept. Code: SHF

Type of Request:  Initial  Modification of an existing PSC (PSC # \_\_\_\_\_)

Type of Approval:  Expedited  Regular  Annual  Continuing  (Omit Posting)

Type of Service: Electronic Monitoring and Home Detention

Funding Source: General Fund

PSC Amount: \$3,600,000

PSC Est. Start Date: 05/01/2019

PSC Est. End Date 04/30/2024

**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

Services are needed to provide electronic home detention monitoring and case management services for inmates who qualify for home detention as an alternative to jail incarceration. Program participants wear electronic bracelets that communicate via radio frequency to land line telephone or via cellular transmission to a centralized system that monitors the participants. Services include adjunct case management to monitor inmates' attendance in outpatient substance abuse and/or mental health programs, and urinalysis tests to monitor sobriety.

B. Explain why this service is necessary and the consequence of denial:

These services are needed to reduce jail overcrowding and allow inmates who pose no danger to society to complete their sentences in an electronic home detention/monitoring program. In addition, these services are necessary so participants can return to their community with the opportunity for the Department to track their compliance with sentencing requirements. If this contract extension is denied, persons released to electronic monitoring would be removed from the program and returned to custody.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service is currently performed under PSC #48796-13/14.

D. Will the contract(s) be renewed?

The Sheriff's Department will issue a Request for Proposal (RFP) in July 2018.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The electronic home detention monitoring program and case management service provides qualified inmates with an alternative to jail incarceration. The program is proven to reduce recidivism. However, for the program to be effective, it requires consistencies in case management and counseling services provided to inmates. The proposed contract term will be for 3 years with two options to extend term for one additional year with a maximum contract term of five years.

**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The Sheriff's Department and the City does not have the specialize technology and expertise required to successfully administer an electronic monitoring program. The service requires staff that are trained and experienced in monitoring and counseling participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems.

**3. Description of Required Skills/Expertise**

- A. Specify required skills and/or expertise: Contractor must be trained and experienced in monitoring participants with proprietary electronic bracelets, alcohol testing and urinalysis. In addition, staff must be able to activate electronic monitoring device and track participants on real-time digital maps, via proprietary specialized communication systems. Contractor's staff notifies sworn staff when participants violate the terms of their monitoring.
- B. Which, if any, civil service class(es) normally perform(s) this work? none
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. Contractor will provide electronic Global Positioning System bracelets, wearable alcohol monitoring devices and hand-held portable alcohol testing devices.

**4. If applicable, what efforts has the department made to obtain these services through available resources within the City?**

Given the specialize technology and expertise required to successfully administer an electronic monitoring program; the City does not have the resources to provide this service.

**5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out**

- A. Explain why civil service classes are not applicable.  
There are no civil service class that provides all the services and equipment detailed above. Further, the Sheriff's Department cannot accurately predict on a month-to-month basis how many inmates will qualify for electronic monitoring.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, given the tasks associated with the services, it would not be practical to adopt a civil service classification to combine electronic bracelet monitoring via specialized communication systems, with case management and alcohol testing services.

**6. Additional Information**

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.  
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contact? If so, please explain what that will entail; if not, explain why not.  
Yes. Contractor will provide comprehensive training to the Sheriff's Department Supervisory staff on the use of the electronic monitoring equipment and proprietary tracking software and techniques. The approximate number of training hours per staff will be 16-20 hours. The approximate number of staff requiring training will be ten.
- C. Are there legal mandates requiring the use of contractual services?  
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.  
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.  
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.  
No.

7. **Union Notification:** On 05/25/2018, the Department notified the following employee organizations of this PSC/RFP request:  
all unions were notified

I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Henry Gong Phone: 415-554-7241 Email: henry.gong@sfgov.org

Address: 1 Dr. Carlton B. Goodlett Place, Room 456 San Francisco, CA 94102

\*\*\*\*\*

**FOR DEPARTMENT OF HUMAN RESOURCES USE**

PSC# 44727 - 17/18

DHR Analysis/Recommendation:

action date: 03/04/2019

Commission Approval Required

Approved by Civil Service Commission

03/04/2019 DHR Approved for 03/04/2019