

MOBILITY PROJECT VOUCHER APPLICATION

FOR THE CLEAN MOBILITY VOUCHER PILOT PROGRAM



**Clean
Mobility
Options**



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MOBILITY PROJECT VOUCHER APPLICATION

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

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

Attachment 1. Mobility Project Voucher Budget Worksheet

Attachment 2. Infrastructure Sites and Needs Profile Worksheet

Attachment 3. Team Profile Worksheet

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

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

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

PROJECT TEAM PROFILE

This section collects information about the project team.

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

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

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

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

2. Please select your organization’s type:

(select one)

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

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

(write in)

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

(select one)

Yes

No

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

Conditional (4a):

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

(write in)

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

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

Provide the name, title, and contact information of the individual, their affiliation/organization:

(select one)

Self

Sub-applicant

Don’t know yet; will select from the Mobility Provider Directory, or an entity who meets the minimum qualification criteria, and contract within 3 months of the voucher agreement execution date.

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

listed in the Directory have been screened to ensure they meet the minimum level of experience to satisfy this requirement.

Conditional (5a):

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

(write in)

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

(select one)

Yes

No

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

Conditional (6a):

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

(write in)

PROJECT NARRATIVE

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

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

(write in)

Note: The response must address all of the following:

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

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

(select at least one and all that apply)

Carsharing

Bike or Scooter-sharing

Carpooling

Vanpooling

Innovative transit services

Other ride on-demand services

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

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

(select all that apply)

Level 2 Electric Vehicle Supply Equipment (EVSE)

DC Fast Charging Equipment

Bicycle and Scooter Infrastructure

Solar Photovoltaic (PV)

Hydrogen Refueling Station

None

Conditional (9a):

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

(write in)

10. Does your project include any additional transportation enhancements that are not listed in Section E.3 of the Program [Implementation Manual](#)?

(select one)

Yes, and I hereby request an approval.

No, our project includes a proposed additional transportation enhancement that is listed in the Implementation Manual.

Conditional (10a):

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

(write in)

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

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

(write in)

COMMUNITY TRANSPORTATION NEEDS ASSESSMENT

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

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

(write in)

*Note: The response should list data sources and/or accessibility indicators (**a resident survey is required, in addition to a minimum of three data sources or indicators** from [section b](#) below).*

Data sources and accessibility indicators include but are not limited to:

- a. Surveys of residents regarding existing travel behavior. Surveys may be administered through in-person interviews, paper or online questionnaires, and options must be provided for residents that do not have access to a computer or the internet.*
- b. Accessibility indicators:*
 - i. U.S. EPA Walkability Index*
 - ii. Vehicle ownership per household (from Census American Community Survey)*
 - iii. Cost of existing transit and average cost per week for fueling car*

- iv. *Median household income*
- v. *Access to job opportunities (from LEHD-LODE)*
- vi. *List any existing shared clean mobility projects in the community (ex. bikeshare, electric shuttle or buses, electric carshare, etc.); existing public transit stops; and/or existing bicycle routes.*

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

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

(write in)

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

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

(write in)

1.

2.

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

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

(write in)

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

Please address in particular:

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

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

(write in)

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

- a. What preferences for transportation solutions have been expressed?*
- b. What were the most commonly expressed preferences for transportation solutions?*
- c. Which of these solutions does your project provide?*
- d. If your project does not provide the most popular transportation solution, why*

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

(write in)

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

it must have been completed within the past year.

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

(write in)

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

PROJECT AREA PROFILE

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

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

(select at least one and all that apply)

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

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

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

Conditional (19a-d):

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

(write in)

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

(write in)

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

(write in)

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

(write in)

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

(write in)

21. What is the population size of the project area? Please include your source.

(write in)

22. Are you submitting application(s) for project area(s) that are located entirely inside unincorporated areas (i.e. no city government represent the area)? Note: This question and its following conditional questions are not applicable for project areas on tribal lands.

(select one)

Yes

No

Note: If the answer is yes, you may submit up to three applications. Multiple project proposals are allowed only for cases where a lead applicant is applying for projects that are located entirely in unincorporated County jurisdictions and therefore are not represented by city governments. If the answer is no, you may only submit one application in the course of each application submission window.

Conditional (22a-b):

a. If you are submitting more than one application (up to three applications are allowed if the entire project area(s) are located in unincorporated communities), are the project areas located entirely within unincorporated county jurisdiction?

(write in)

b. Please indicate the location(s).

(write in)

PROPOSED BUDGET AND PLAN FOR FINANCIAL SUSTAINABILITY

This section in addition to Attachment 1 collects information about the proposed budget and your plan for financial sustainability. Projects must operate for at least 4 years from the date that operations fully launch (when participants start using the service). This period is referred to as the Project Operation Period. In this section, applicants must describe strategies for maintaining

the proposed services at least throughout the project operations period in the required Financial Sustainability Plan in their application.

23. Please indicate the total voucher amount you are requesting in this application.

(write in)
\$

24. Please indicate your project type, according to the criteria in Section E.4 of the [Implementation Manual](#) (select one):

(select one)

- New service (maximum award of \$1,000,000)
- Existing service (maximum award of \$600,000)
- Combination of New Service and Existing Service (**maximum award of \$1,000,000**)

Note: New Service is defined as a mobility service that is not currently operating in any location within the proposed project area. Existing Service is defined as a mobility service that is currently operating in some locations of or the entire proposed project area. See Section E.4 of the [CMO Implementation Manual](#) for project examples.

25. Attach a “Mobility Project Voucher Budget Worksheet” (Attachment 1) that quantifies the financial requirements needed to develop and implement the project throughout the 5-year voucher agreement term. Write in “attached” along with any comments.

(write in)

Note: Voucher funding may include Vehicles, Charging and Fueling Equipment, Bicycle/scooter infrastructure, Outreach and Marketing Cost, Planning/Capital/Operations/Voucher Administration Costs, and Additional Transportation Enhancements.

26. Describe your strategies for maintaining the proposed service(s) for a minimum of 4-year project operation period.

(write in)

Note: This response must explain the relationship between voucher funding that, by definition, will support the project for up to 3 years (i.e. up to 1 year of project planning and 2 years of full

operations), and the resources required to fully operate the project for at least 4 years (as outlined in the Mobility Project Voucher Budget Worksheet) consistent with the financial sustainability requirement.

27. Describe your strategies for ensuring vehicles and equipment continue to serve the community if operation discontinues after the 4 year voucher agreement term.

(write in)

COMMUNITY RESOURCE CONTRIBUTION

28. Describe at least five types of Community Resource Contributions that are being provided to meet the requirements described in Section J.7 of the [CMO Implementation Manual](#).

(write in)

- 1.
- 2.
- 3.
- 4.
- 5.

Note: For a complete list of eligible community resource contributions, please refer to Table 3. Section J.7 in the [CMO Implementation Manual](#).

29. Attach at least one supporting document for each of the five Community Resource Contributions proposed in your previous response. Write in “attached” along with any comments.

(write in)

COMMUNITY OUTREACH PLAN

This section collects information about the applicant's plans to engage with the community and promote the service throughout operations.

30. Describe, in detail, your plan to engage the community residents through outreach and education to prepare for the launch of the project and throughout the project's operations. Identify key project stages in which outreach will occur, key partners, their roles for outreach and education, and their knowledge and experience within the community that will enable them to do successful outreach.

(write in)

Note: The response should consider and discuss target audience, with consideration of promoting users of service / riders, groups in communities to reach, workplaces, destinations, and Multi-Unit Dwellings. See Section J.8 of the [CMO Implementation Manual](#) for details.

31. Describe how you will engage with other community stakeholders affected by the project.

(write in)

Note: The following should be considered and discussed in the response: local businesses, residents, or other stakeholders who may be affected by new construction or other aspects of the project. Please discuss specific events, materials, audiences, and approaches. See Section J.8 of the [CMO Implementation Manual](#) for details.

ATTESTATIONS AND SIGNATURE

1. I, the authorized officer to represent and sign this application on behalf of my organization/tribe as the Lead Applicant, have read, understand and agree to abide by all of the requirements, terms and conditions in the [CMO Implementation Manual](#);
2. I attest to all of the following:
 - a. Our organization/tribe is not an existing CARB Clean Mobility Options grantee or sub-grantee and requesting funding for expanding the same type of project in the same project area;
 - b. Our team includes at least one team member with the minimum one year of experience operating mobility services or we commit to select a mobility service provider from the Directory or an entity who meets the minimum qualification criteria within 3 months from the voucher agreement execution date;
 - c. If we are applying for voucher funding for infrastructure:
 - i. We understand and agree to comply with CEQA requirements set forth in the [CMO Program Implementation Manual](#);
 - ii. We understand the required permits and necessary permissions to operate the project service(s);

- iii. The infrastructure will be used primarily to support the service of our core project model;
- d. If we are using a TNC for the core project model, services will always operate by zero-emission vehicles;
- e. Our team complies with all applicable State and/or federal conflict of interest laws; and
- f. All information provided in this application and any attachments are true and correct.

Signed by the authorized officer:

Name:	Signature:
Title:	Date:

Applications may be submitted by email at application@cleanmobilityoptions.org, or by mail to the following address:

**PLEASE RETURN SIGNED DOCUMENTS TO:
 Attention: Clean Mobility Options
 CALSTART
 48 South Chester Avenue
 Pasadena, CA 91106
www.cleanmobilityoptions.org**