

Questions and Answers for the Fiscal Year 2018-2019

AB 617 Community Air Grants

July 31, 2019

As a part of the California Air Resource Board's (CARB) Community Air Protection Program efforts, and pursuant to AB 617, CARB created the Community Air Grants Program. The Community Air Grants Program provides opportunities for community-based organizations to participate in the AB 617 process and to build capacity to become active partners with government. CARB hosted a Community Air Grants teleconference on Thursday, July 11, 2019 from 4:00PM – 6:00PM, PST to answer questions regarding the June 2019 Community Air Grants Guidelines (Guidelines), eligibility, application completion, and other requirements. The questions answered in this document include both questions asked during the teleconference and questions received via email by 5:00PM PST on Thursday, July 11, 2019. Staff encourages applicants to read through this document as CARB has provided more written detail in their responses to stakeholder questions than what was discussed at the teleconference. In the event of any differences, the following written responses take precedence over verbal responses up to this point.

Please note that CARB will not respond to additional questions regarding the Solicitation now that the Teleconference has already taken place.

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ELIGIBILITY

1. Is it possible to propose a project throughout multiple communities such as multiple schools?
Answer: This is not prohibited. All second year proposals however will be evaluated under the new Guidelines, including the location criteria. Please see page 10 "Capacity Outcomes" of the Guidelines.
2. Can a project span beyond one community?
Answer: This is not prohibited. All second year proposals however will be evaluated under the new Guidelines, including the location criteria. Please see page 10 "Capacity Outcomes" of the Guidelines.
3. Could a curriculum be introduced to schools in a number of communities across the state?
Answer: This is not prohibited. All second year proposals however will be evaluated under the new Guidelines, including the location criteria. Please see page 10 "Capacity Outcomes" of the Guidelines.
4. Can we not name a specific community, if the project will be based on the next round of selected communities?
Answer: Projects must name a location, and projects must meet the location criteria. Please see page 10 "Capacity Outcomes" of Guidelines.
5. Can a second year grant be to maintain a first year project?
Answer: Yes. All second year proposals however will be evaluated under the new Guidelines.
6. Can an organization that was awarded a Community Air Grant in 2018 be awarded a grant in 2019 for a new and unrelated project?
Answer: Yes.
7. Since the 2018 awardees are eligible to apply for this year's grants, does that include them being able to be subcontractors or partners on a new grant application?
Answer: There is no prohibition on previous awardees being included in a proposal as a subcontractor or partner.
8. Can an organization be awarded multiple grants for the 2019 cycle for distinct projects in distinct locations?
Answer: This is not prohibited. All second year proposals however will be evaluated under the new Guidelines.

9. Can Air Grant funds be used to help develop a Climate Action Plan (CAP)?

Answer: This is not prohibited. All second year proposals however will be evaluated under the new Guidelines.

10. For a city-scale project, like a CAP, does the entire city need to be designated as disadvantaged and/or low-income, or can the proposal just explain how the city-scale efforts will benefit those designated areas?

Answer: Projects must meet the location criteria. Please see page 10 "Capacity Outcomes" of the Guidelines.

11. Are pesticide monitoring or deposition sampling activities that can be funded through this grant?

Answer: Yes. All second year proposals however will be evaluated under the new Guidelines.

12. Do you have to be part of a coalition that the local air quality district will be assisting?

Answer: No.

13. Could a single organization apply for both the Educational and Technical components of this grant?

Answer: Yes. If included in one project proposal, it would be considered a Technical project and subject to the Technical project maximum grant amount. Please see page 9, Table 1, of the Guidelines.

14. If a community was self-nominated in the 617 process by a community member in 2018 and they are only partially in the AB 1550 area, could they technically apply for a community air grant if the project is going to happen "wholly" in the ab 1550 area?

Answer: Yes. Projects must meet the location criteria. Please see page 10 "Capacity Outcomes" of the Guidelines.

15. Can an organization apply for a Technical Grant as the primary applicant and another organization apply for a Technical Grant that includes your organization as a small sub-participant in an entirely different type project?

Answer: This is not prohibited. All second year proposals however will be evaluated under the new Guidelines.

16. Are school districts eligible applicants?

Answer: No. They may however collaborate with eligible applicants under a project proposal. Please see page 32, "III. Collaboration and Leveraging" of the Guidelines.

17. Can a proposed project focus on workforce development with regards to jobs that reduce GHG/criteria air pollutant emissions?

Answer: Yes. All second year proposals however will be evaluated under the new

Guidelines.

18. Would CARB consider a project that includes community-based education and targeted engagement activities to support personal electric vehicle adoption in SB 535 Disadvantaged Communities and AB 1550 Low-Income Communities if there is a clear nexus with air protection (i.e. supports emissions reductions along transportation corridors with high traffic)?

Answer: There is no prohibition on proposing this.

TIMELINE

1. Can you please let me know what the due date is for the Community Air Protection Grant?

Answer: The application must be received no later than 5pm Monday, September 30, 2019. Please see page 13 "Submission" of the Guidelines.

APPLICATION

1. On page 39, under applicant background, if you were using a sponsor would you insert their background information or the sub grantee background information?
Answer: For projects with 501 (c)(3) designated grantee, proposing jointly in partnership with a sub-grantee without this designation, provide the information for the sub-grantee. The aim of this application question is to establish the history of the organization implementing the project, in the community the project is serving.

2. With respect to partnerships, do we include all of our partners' background information?

Answer: See page 31 of Guidelines "Community Air Grants Application" and page 39 "Criteria Scoring Table". Please include either grantee, or sub-grantee background information. If you provide sub-grantee background information, you may choose to additionally provide this information for grantee. The aim of this application question is to establish the history of the organization implementing the project, in the community the project is serving.

3. Does applicant background information identified on p. 31 have to be provided for every community-based organization without Section 501(c)(3) status that participates financially in the grant?

Answer: For projects with 501 (c)(3) designated grantee, proposing jointly in partnership with a sub-grantee without this designation, provide the information for the sub-grantee. The information is not required for other organizations participating in the project. The aim of this application question is to establish the history of the organization implementing the project, in the community the project is serving.

4. Is there a maximum length for acceptance of application?

Answer: CARB takes this to mean in terms of page numbers, and the answer is no.

5. How many letters of support or commitment from community members and/or community based organizations are recommended per application?

Answer: CARB has no specific recommendation for this. However, see page 11 of Guidelines – for projects that propose to work with local air districts on specific project components (e.g. collocation of community air sensors at district air monitoring sites), letters of commitment are required from the participating or sponsoring air district.

6. What types of support letters are most valued, in addition to those from partner organizations? (letters from community members, community organizations, etc.)?

Answer: CARB has no specific recommendation for this, as this depends on the nature of your proposal.

7. Is there enough flexibility for additional community based organizations to join as partners once projects have already been approved?

Answer: There is no prohibition on proposing this, however, the proposal will be evaluated under the new Guidelines. Note that if selected, the project's budget and scope must allow for the partner to be added.

8. Does the programmatic panel only read section X. Programmatic Alignment? Or will they read the whole proposal but only provide a score for section X. Programmatic Alignment? I am wondering if section X. Programmatic Alignment should be able to stand alone or if the panel will have greater context for the project based on reading prior sections.

Answer: The programmatic panel will utilize the entire application in order to evaluate and score for Section X. Programmatic Alignment. See page 14 "Scoring and Review Process" of the Guidelines.

9. Should attachments A and B come at the end of the application or be inserted into section IV. Administrative and Technical Alignment?

Answer: Functionally, it may be most useful to add these as appendices. However, they may be added wherever it makes sense for your proposal application.

10. If the nonprofit or tribe wants to partner with a technical consultant is it beneficial to list the company in the application?

Answer: It would be beneficial to include as accurate a proposal as possible, for your project.

11. Are there maximum page lengths for any of the sections? How long do you anticipate the Technical Work Plan to be?

Answer: There are no page number requirements. We anticipate the Technical Work Plan will follow the required elements listed in Attachment B. The Technical Work Plan will be evaluated for completeness – see page 40 “IV. Administrative and Technical Alignment” of the Guidelines.

APPLICANT REQUIREMENTS

1. On page 15, reporting is set for December 1, is it possible to meet this deadline?

Answer: If a grant is executed before this date, then a report will be due on December 1.

2. On page 59, will additional automobile insurance be required on personal vehicles that you would potentially be used for the project?

Answer: If used for project work, then the automobile must meet these requirements: “Grantee shall maintain business automobile liability insurance as broad as Form CA0001 for limits not less than \$1,000,000 combined single limit. Such insurance shall cover liability arising out of owned, hired and non-owned vehicles. The policy must name the State of California, its officers, agents, and employees as additional insured.”

3. Do grantees have to report on jobs and outreach?

Answer: Yes. See Air Grant Reporting Template, located at: [Air Grant Reporting Template](#)

4. Should any required reporting activities be identified in the Scope of Work? Can reporting activities be included in the project budget?

Answer: Yes – project tracking and reporting should be included in the scope of project activities. Reporting is required. All project costs – those directly tied to the implementation of the grant, are fully reimbursable. See page 52 “Eligible Costs” of the Guidelines.

CONCEPTUAL CATEGORIES

1. Can you package the education and technical projects together in an application?

Answer: Yes. This would be considered a Technical Project. See Table 1, page 9 of the Guidelines.

2. Can projects be both Educational and Technical? Or is it better to choose one category (e.g. Technical) and explain educational components?

Answer: Proposed projects containing both components will be considered a Technical Project. See Table 1, page 9 of the Guidelines.

3. Is there somewhere that people can go in order to see a description of toxic air contaminants (TACs) and criteria air pollutants?

Answer:

- For toxic air contaminants, see: [Toxic Air Contaminant Identification List](#)
- For criteria air pollutants, see: [California Ambient Air Quality Standards](#)
- For a summary table of common air pollutants see: [Common Air Pollutants](#)

4. Are there any boundaries or criteria for the pollutants that a grantee can monitor for under the technical projects category?

Answer: For both educational and technical project proposals, see page 34 of Guidelines - Community Air Grants Application, Section X, Programmatic Alignment: "Describe how the proposed project leads toward identifying, evaluating, and/or reducing exposure to, or facilitating the emission reductions of air toxics and criteria air pollutants from stationary and/or, mobile, or area sources in California communities. This may also include greenhouse gas emissions co-benefits."

5. Is there a website where you can find a description of the TACs and criteria air pollutants?

Answer: See question three from this section, above.

6. In the Technical Work Plan *Section 3. Define actions that air monitoring aims to support* - does this refer to actions outside the scope of the grant activities or can it include activities performed during the grant?

Answer: This can refer to either, or both.

7. Are low cost, small size and high probability air pollutant sensor monitors allowed for individual exposure assessment from environmental contaminants?

Answer: This is not prohibited. All second year proposals however will be evaluated under the new Guidelines.

8. Do technical projects need their monitoring to focus on already defined pollutant areas or could it be a new area to explore - e.g. a new industry or agriculture being developed? Perhaps addressing a gap or new area.

Answer: Either project approach may be considered, but consideration is not limited to these. See question four from this section, above. Also, see page 6 of the Guidelines – Program Concepts.

BUDGET

1. The budget is small to read, can the grant year start at any point, are there specific

requirement that the grantees need to know regarding a start date or fiscal year?
Answer: To view budget example, and download budget file, go to: [Air Grants Budget Template](#)

Project, including budget, must start after a project is awarded and an agreement is executed between CARB and applicant. Therefore, it may be most useful to use quarter system (quarter 1, 2, 3 etc) for project schedule instead of calendar dates.

2. If you are to get funding, does the community-based organization administer fiscally to their subcontractors?

Answer: The grantee administers the funds. If they are the grantee, then yes.

3. Can the operation of a vehicle for mobile monitoring be covered under this funding?

Answer: Yes. All second year proposals however will be evaluated under the new Guidelines.

4. How much room is there within the grant for project refinement, or for slight redirection of funds if necessary?

Answer: Please see page 20 of the Guidelines: "Any change in the project budget, redefining of deliverables, or extension of the project schedule must be approved in advance and in writing by the CARB Project Liaison, or designee, and may require a Grant Agreement amendment. Once a grant is in place, minor changes to the work to be done or other project scope changes may be considered by CARB, in consultation with the Grantee."

5. What is the definition of technology, equipment, supplies, and materials? Does it matter which category items are placed in for the budget or can we use our own discretion?

Answer: Projects should propose items for these budget categories, for consideration and evaluation.

6. When it says to include the cost of each task (IV. Administrative and Technical Alignment) - is providing the cumulative cost per task sufficient?

Answer: Yes.

7. Are there limitations on amounts or types of equipment for Technical Projects?

Answer: There are no prohibitions on this. All second year proposals however will be evaluated under the new Guidelines.

8. Can budget time periods be defined by the applicant, e.g. calendar or fiscal year? Is there a date by when projects must be started?

Answer: Yes – project/budget time periods should be defined in application. See question one of this section, above.

OTHER

1. Can you repeat the type of projects that can be funded?
Answer: Please see page 8, Table 1, of the Guidelines. This list of examples is not exhaustive.
2. On page 50, how much would you be receiving for disbursement?
Answer: For a disbursement, projects will receive the incurred costs as requested and approved, up to the total grant amount.
3. Is there a list of last year's grantees?
Answer: Yes – please see: [Awardees](#)
4. Have past grantees needed to redirect their projects based on community feedback after being approved?
Answer: This is not known by CARB.
5. Is there more information available aside from what's already been posted on CARB's website on what currently approved grantees have been working on?
Answer: Not at this time.
6. What do the guidelines mean by "sponsoring air district"?
Answer: This is only in the context of an air grant project and to the extent an air district chooses to commit to sponsoring an air grant project (in any form the district chooses); it is not defined or applicable anywhere else, and is not a requirement.
7. What do the guidelines mean by "participating air district"?
Answer: This is only in the context an air grant project and to the extent an air district chooses to participate in an air grant project; it is not defined or applicable anywhere else, and is not a requirement.
8. How detailed do you need the letter of commitment from the Air District to be?
Answer: See page 11 of Guidelines – a letter of commitment should describe the nature and extent of the commitment to the project.
9. How are you ensuring that the solicitations awarded are distributed equitably around the different regions?
Answer: See page 10 of the Guidelines, Capacity Outcomes – CARB intends to fund as many eligible community projects as is possible, anticipating a diverse mix of projects from many communities with representation from across the state. Projects must meet location criteria. Also, project proposals will be evaluated under the new Guidelines.

10. Please clarify how you are wanting the air districts to possibly be involved in the review process.

Answer: See page 14 of Guidelines, Scoring and Review Process. Air Districts may be included as part of the review panel, which evaluates the project proposals.

11. Can companies that were unsuccessful on the first year have a debriefing to understand the basis for the rejection of the proposal? If so, how can a debriefing be scheduled?

Answer: Yes – please contact airgrants@arb.ca.gov with your inquiry.

12. Is there a database for applicants to find technical support?

Answer: Not at this time. However, CARB's Community Air Protection Program maintains an Online Resource Center, containing technical and other resources related to AB 617. It is located here: [Community Air Protection Program Online Resource Center](#)

13. What conflict of interest and open meeting requirements apply to air grant participant representatives?

Answer: Grant decisions are subject to many conflict laws applicable to state decisions and state officials, including financial conflict rules issued by the Fair Political Practices Commission (FPPC), prohibitions related to contracts, prohibitions against Incompatible Activities, and others. The Attorney General's office summarizes many of these rules in a user-friendly brochure, found here: <https://oag.ca.gov/sites/all/files/agweb/pdfs/publications/coi.pdf>.

Open meeting requirements apply to state bodies as defined by the Bagley-Keene Act (Gov. Code § § 11121.1). For example, state agency staff are not included in the definition of a "state body" and not subject to open meeting rules.