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INTRODUCTION

In response to Assembly Bill (AB) 617 (C. Garcia, Chapter 136, Statutes of 2017), the California Air Resources Board (CARB) established the Community Air Protection Program (Program). The Program is focused on reducing exposure and improving public health in communities most impacted by air pollution. To implement AB 617, CARB approved the [Community Air Protection Blueprint](#) on September 27, 2018 which included strategies to reduce emissions and established Program requirements.

Included in AB 617 is a provision for grants to community-based organizations for technical assistance and to support community participation in the implementation of the program. Pursuant to budgetary direction, eligible expenditures include, but are not limited to, hiring consultants and technical experts, and travel and other associated meeting costs. CARB administers these grants, and the funds are allocated from the Greenhouse Gas Reduction Fund (GGRF), the State's portion of Cap-and-Trade auction proceeds.

CARB created the Program in order to support community participation in the AB 617 Program. Community Air Grants provide financial and technical assistance for community-based organizations to participate in the Program, and to build capacity to become active partners with government to identify, evaluate, and ultimately reduce air pollution and exposure to harmful emissions in their communities. After two years of Community Air Grant implementation, CARB has awarded approximately \$15 million to 48 innovative projects across the State. Total amount of funding available for this third year of the Community Air Grants is \$10 million, with tentative additional funds should they become available. Grants will be awarded on a competitive basis and projects will be funded up to a maximum of \$300,000.

PURPOSE OF THE COMMUNITY AIR GRANTS

The purpose of the Community Air Grants is to provide community-based organizations in California with resources to engage communities and secure technical assistance to support community driven efforts to improve local air quality in line with the goals of AB 617. This includes supporting efforts that identify potential transferability of strategies from AB 617 communities to other priority communities with similar sources and air quality challenges.

COMMUNITY AIR GRANT PROGRAM GOAL

Community Air Grant projects are intended to further the purposes of [AB 617](#) and [AB 32](#) (Global Warming Solutions Act) in California communities. This goal is to be accomplished by designing and executing projects that build capacity in communities through supporting community-based organizations' and community members'

participation in the Program. This includes, but is not limited to, the development of methods to acquire new or better information regarding air quality and related health impacts, as well as facilitate greenhouse gas emission reductions, and identify or implement measures to reduce air pollution in disproportionately impacted communities.

COMMUNITY AIR GRANT PROJECT PRIORITIES

Community Air Grant Project priorities:

- Projects that propose/that will achieve equitable public participation and demonstrate local partnership building and coordination, resource leveraging, in-kind support, or other forms of collaboration will be prioritized by receiving higher scores.
- Projects that foster workforce development (job creation and/or job training) will be prioritized by receiving higher scores.
- Projects that advance environmental justice within the context of California's air quality [policies](#).
- Projects that focus on transferability of emissions reduction strategies from AB 617 communities to other communities with similar sources of air pollution.

ELIGIBLE APPLICANTS

The following are eligible to apply for a Community Air Grants project:

- A California community-based organization holding a current tax-exempt status under Section 501(c)(3) of the Internal Revenue Code.
- A California organization, not affiliated with a local, municipal, city, county, or state governmental agency or entity, and holding a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code as the Grantee, in partnership with a California community-based organization without Section 501(c)(3) status designated as a sub-grantee.
- A California Native American Tribe. For the purposes of this grant, this includes all Federally Recognized Tribes, and other California Native Americans, as defined by Governor's Executive Order B-10-11.

COMMUNITY AIR GRANT PROJECT CONCEPT OVERVIEW

The tables below represent but are not limited to the types of projects that meet the Program goal and project priorities.

Project Type	Elements
Educational	<ul style="list-style-type: none"> • Community engagement and education supporting CARB’s Blueprint document; • Conducting air quality education; • Developing partnerships and coalition building for the purposes of AB 617; • Facilitating community interaction and cultivating working relationships with government agencies; • Education and support on specific Community Emission Reduction Programs; • Education on other AB 617 statewide strategies; • Education on Best Available Control Technologies (BACT), and Best Available Retrofit Control Technologies (BARCT); • Education on air quality enforcement concepts; • Education on data reporting and communication; and • Any other elements of AB 617 or the Blueprint.
Technical	<ul style="list-style-type: none"> • Community technology assessments; • Community technical training (monitoring and technical education including data collection and analysis); • Community led community air protection efforts; • Technical Implementation (e.g. deploying sensors); • Community modeling and community inventory training; and • Community air monitoring support.
Targeted (see additional information below)	<ul style="list-style-type: none"> • Community Capacity Building; • Emissions Reduction Strategy Development; • Emissions Reduction Strategy Expansion; and • Community Air Monitoring Plan Development.

Targeted Project Type	Elements
Community Capacity Building	<p>This project would work with communities across California to build grassroots capacity and provide tools to maximize participation in AB 617 processes.</p> <ul style="list-style-type: none"> • Applicants with a demonstrated ability to work with State and local agencies on environmental and health issues will be prioritized by receiving higher scores.

	<ul style="list-style-type: none"> Applicants from 2018 and 2019 AB 617 communities that have already developed an AB 617 community emissions reduction program will be prioritized by receiving higher scores.
<p>Emissions Reduction Strategy Development</p>	<p>During the first two years of community selection, many steering committee members and community groups cited lack of transparency as a common hurdle for strategy development. To support the public process, this project requires engagement with local community members to identify barriers to strategy identification. Potential barriers may include the following:</p> <ul style="list-style-type: none"> Knowledge gaps (e.g. terminology, regulatory processes, technical information, etc.), Data gaps (e.g. emissions inventory data, availability of clean technology, etc.), and Lack of transparency (e.g. District permits, emissions limit determinations, staff reports, violations, etc.). <p>This project will result in a product to assist community members with strategy development from identifying sources of concern to determining potential solutions. The product may guide community members on how to use existing tools, and could recommend the development of new resources, tools, webpages, videos, etc. that can further help to overcome barriers. Additionally, the product may provide best practices for presenting information to the public, including non-English speakers.</p>
<p>Emissions Reduction Strategy Expansion</p>	<p>Document statewide or community-specific needs to help develop and identify successful strategies that could be applied across communities with similar sources of air pollution or adopted as a statewide effort. The project can focus on a strategy and then move forward on pairing with a community or vice versa. Tasks would include outreach to demonstrate community and air district support of the action. In addition, a report should be developed to include analysis and findings, implementation costs and other support required, and a prioritization of emissions reduction strategies.</p>
<p>Community Air Monitoring Plan Development</p>	<p>Provide air monitoring plan development guidance to ensure that communities have the tools and experience needed to collect useful and actionable data. This could include workshops, hands-on trainings, producing handbooks, etc. This targeted subcategory includes tasks such as: 1) general project planning and monitoring plan development, 2) choosing a suitable monitoring approach, 3) important data quality and performance indicators to consider, 4) what it takes to maintain a network of sensors, 5) how to follow and implement quality assurance/quality control (QA/QC) procedures to make sure your data is useful, 6) how to analyze sensor data and tools to do so, and 7) how to analyze and use data to develop solutions.</p>

CAPACITY OUTCOMES

CARB recognizes the wide variety of community-based organizations, and the spectrum of capacities of those groups to participate in the implementation of AB 617. Therefore, Community Air Grants are designed to be as flexible as possible with an aim toward building the capacity of community groups to participate, while at the same time providing tangible assistance.

In order to maximize benefits to disadvantaged communities, and to provide direct, meaningful and assured benefits to priority populations, projects **must** be wholly located in and benefit disadvantaged and/or low-income communities, as identified pursuant to California Health and Safety Code sections 39711 and 39713 (added and amended by [Senate Bill 535 and AB 1550](#)), or on Tribal lands. Specific project census tract location(s) must be included in Section 1 of the application narrative (see **Table 1**). CARB's priority population investments mapping tool may be utilized for location identification purposes:

<https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>

For projects that propose to work with local air districts and/or U.S. EPA on specific project components (e.g. co-location of community air sensors at district air monitoring sites), letters of commitment are required from the participating or sponsoring air district (or U.S. EPA as applicable), describing the nature and extent of their commitment to the project.

CARB intends to fund as many eligible community projects as is possible under this Program. CARB anticipates a diverse mix of projects from many communities, with regional representation from across the state. The selected project portfolio is anticipated to include urban, suburban, and rural settings.

Matching funds or in-kind support are not required for Community Air Grants, but are encouraged where applicable. Any leveraged funds, in-kind support or other resources, and their source, must be identified in the application and budget (see Table 1 Section 4, and the Budget Template linked on page 22) narrative, but will not count toward the maximum funding amounts you may request through the Program. Leveraged funds, in-kind support, and resources may take various forms and should be noted in the application. Partnership-building and collaboration, along with workforce development, is also strongly encouraged (see [Project Priorities](#) section). Community Air Grants should be used to complement an organization's partnership-building and collaboration for project implementation. List the other organizations you plan to work with if applicable. Letters demonstrating specific commitment from any partners are encouraged. Letters of support may be submitted as an attachment to your application.

PROJECT BUDGET

The project budget should be prepared using the spreadsheet template located here ([Link to be added to website](#)) and on the AB 617 website - [The Community Air Protection Program](#). A description of the costs for the activities proposed under each task, along with the overall project budget and any leveraged funds, should be described in Section 4 of the application. When preparing the project budget, use the guidelines below.

- Create a budget that will support the activities proposed under each task described in your application.
- The budget narrative should be clear and easy to understand. Overall cost should align with your Scope of Work and costs by task.
- Be realistic, complete, and accurate. Include shipping and handling, taxes, set-up, installation, service agreements, community meeting costs, materials, warranties, contracts, equipment costs, contractor work, sub-grantee fees, etc. by task.
- Administrative costs may be covered up to a **maximum of 20 percent**. However, CARB anticipates a likely range of 10-15 percent for most projects.
- Use whole dollar amounts.
- Make sure the numbers add up.
- Retain documentation on how your budget was calculated.
- Regarding outputs (things you want to accomplish with this funding), determine the exact or maximum number of items you are proposing to conduct or implement (e.g. host three community meetings; contact 300 households in the community; hire one data analyst; hold a bus tour for 50 people; operate 20 monitoring stations for particulate matter for 20 weeks, etc.) and budget for that number.
- Describe any in-kind services or additional funding sources that are being leveraged or utilized in this project.

GRANT TIMELINE

The timeline for grant activities is presented below.

Date	Activity
July 2, 2021	AB 617 Community Air Grants Request for Applications and Press Release posted and distributed
July 15, 2021	Virtual community workshops on the AB 617 Community Air Grants Request for Applications (this document)
Same day as virtual community workshop	Due date for questions on the AB 617 Community Air Grants Request for Applications (this document)
July 28, 2021	Application prep webinar by Strategic Growth Council
September 2, 2021	Virtual community workshops on the AB 617 Community Air Grants Request for Applications (this document)
Same date as virtual community workshop	Due date for questions on the AB 617 Community Air Grants Request for Applications (this document)
September 13, 2021	Questions and answers document posted on CARB website here
October 1, 2021	GRANT APPLICATION DEADLINE AT 5 PM
October 6, 2021	Grant Application Review
End of 2021/ Early 2022	Notify applicants of award
End of 2021/ Early 2022	Announce award selections and post Press Release by
Early 2022	Grant agreements sent out to awardees
Range	Grant term begins
Range	Project kickoff meetings
June 15 th	Progress report 1 due (covering months 1-6)
December 15 th	Progress report 2 due (covering months 6-12)
March 30 th 2025	Grant term ends
March 30 th 2025	Final report due

APPLICATION REQUIREMENTS AND SUBMISSION

Applicants are responsible for carefully reading these instructions, asking appropriate questions in a timely manner, ensuring all requirements are met, and submitting all required information in a complete manner by the required date and time. Failure to do so may result in the application being deemed ineligible.

Projects may include, but are not limited to: meeting facilitation for awareness and outreach; travel and other associated meeting costs; hiring technical experts, consultants, and trainers; community planning efforts (including advocacy regarding allocation of AB 617 incentive program funds); community-based participatory research projects that align with the purposes of AB 617; and community air monitoring support and capacity building.

Applicants should submit their application in **PDF** format using 12-point Arial font (excluding Excel spreadsheets and commitment or support letters). Margins should be no less than 1" on all sides. Pages should be numbered and printed double-sided. If selected, grantees will be required to submit a grant timeline and budget to the Grant Manager in Word or Excel format within 30 days of grant execution.

Your application package must include these items

- Application cover sheet [\(Link to be added to website\)](#)
- Application text/narrative (see **Table 1** below for the information to include and the points awarded for each section)
- Checklist for Applicants [\(Link to be added to website\)](#)

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Table 1: Application Narrative - Format and Specific Information Required for Evaluation

Maximum
No. of
Points
Awarded

Section 1: General Project Information

6 points

- Include the project title along with the name of the applicant and partners (including subcontractors).
- Provide a 1-2 paragraph summary of the project (what do you plan to do where, when, why, with whom, and for how long, etc.) including the amount of grant money requested (not to exceed \$100,000 for educational projects or \$300,000 for technical or targeted projects).
- Describe the specific project location. Include copies of the California Climate Investment Priority Population map indicating low-income and disadvantaged communities where the project will take place, (go to: <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm>).

Section 2: Applicant Background*

6 points

- Include proof of the applicant’s IRS designation as a 501(c)(3); or documentation as a California Native American Tribe as defined by Governor’s Executive Order B-10-11.
- Provide a project organization chart. Include staff names, resumes, and subcontractors along with their role in the project by task.
- Describe the history and connection of applicant in/to the community (have you worked in this area before and, if so, what did you do). Provide examples of representing or advocating in and for your proposed community.
- Provide a community description and narrative on air/environmental issues and how your project will help resolve the issues.
- Is your project supported by the community? Describe how you plan to engage the community in the project. **Include letters of support or commitment in Attachment A of your application package.** Additional points will be awarded for these letters.
- Describe any partnerships of two or more (not counting sub-grantees) of the following groups: community-based organizations, academia, government, researchers or institutions, local air district, business entities, health professionals, school district representatives, California Native American Tribes, faith-based organizations. *(This is not an exhaustive list and partners may include other entities).*

Section 3: Scope of Work

40 points

- Define goals and objectives for each task (they need to be measurable and well-defined). Include mechanisms for qualitative and quantitative assessment of the project. How will success be measured?
- Explain project tasks and the proposed milestones for each, along with expected benefits and outcomes (demonstrate how the project will contribute to the Community Air Grant Project priorities as described on **page 4**).
- Describe how results will be reported for each task.
- Clearly identify the anticipated benefits, and potential challenges, of the project. How will the targeted community be better as a result of the implemented project?
- Include the following tasks (at a minimum) and describe the activities to be conducted under each and the expected results:

- **Task 1: [Work Plan Development](#)** All projects are required to develop a work plan prior to implementing activities. See Work Plan Contents link on page 22.
- **Task 2: Monitoring** (if applicable, what type of monitoring do you propose, where, for what parameters, how many locations, what type of data will be collected and by whom, etc.). Projects with monitoring components will be required to adhere to [CARB Blueprint's Appendix E](#) for Community Air Monitoring, specifically elements 1-5 in the Table E-2 Checklist for Community Air Monitoring Evaluation.
 - Element 1: Form Community Partnerships
 - Element 2: State the Community-Specific Purpose for Air Monitoring
 - Element 3: Identify Scope of Actions
 - Element 4: Define Air Monitoring Objectives
 - Element 5: Establish Roles and Responsibilities

If the project does not include monitoring, a description of this task is not required in the application.

- **Task 3: Community Engagement** (e.g., public events and targeted stakeholder meetings to discuss project proposal with community members, event notices provided by social media/website/in-person delivery/mail, etc. and in language(s) appropriate to the audience, outreach and education activities, etc.).
- **Task 4: Workforce Development** (e.g., does your project provide paid internships to students or learning institution students, high-quality jobs¹, job training, etc. to priority populations).
- **Task 5: Reporting** (e.g., data collection and presentation, preparation of biannual reports, preparation and submittal of final report, etc.).

Section 4: Budget

- Include a description/narrative of your budget by task (what's included) and overall project budget.
- Provide costs for the activities proposed under each task and overall project budget using the budget spreadsheet template included [here](#).
- Include shipping and handling, taxes, set-up, installation, service agreements, community meeting costs, materials, warranties, contracts, subcontractor costs, equipment costs, etc. by task.
- Describe (in the narrative) any in-kind services or additional funding sources that are being leveraged or utilized in this project. If leveraging funds from multiple sources of the [GGRF/CCI](#), please describe in the application materials.

10 points

¹ local living wages, health insurance, paid leave

<p>Section 5: Timeline</p> <ul style="list-style-type: none"> • Provide a detailed project timeline that identifies anticipated start and end dates for project milestones by task. • Include the name of the person (if known) and/or organization responsible for each activity by task. 	<p>5 points</p>
<p>Section 6: Programmatic Alignment</p> <ul style="list-style-type: none"> • 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. • Describe how the proposed project aligns with CARB’s AB 617 implementation goals as described in the CARB Community Air Protection Blueprint (Blueprint) by demonstrated consistency with CARB or air district program priorities described in the Blueprint and/or applicable State Implementation Plan(s). • Describe how the proposed project aligns with, takes into consideration, or complements existing Community Air Grant projects: https://ww2.arb.ca.gov/AB617_2019CommunityAirGrantsAwardees • Extent to which the proposed project substantially advances innovative policies to achieve program goals. • Extent to which the applicant has demonstrated history of successful work with CARB, local air districts, and/or U.S. EPA and with affected communities. 	<p>30 points</p>
<p>Attachments</p> <ul style="list-style-type: none"> • Letters of commitment or support, including from the participating or sponsoring air district for projects that propose to work with local air districts and/or U.S. EPA on specific project components (e.g. co-location of community air sensors at district air monitoring sites), describing the nature and extent of their commitment to the project. • CEQA documentation (Link to be added to website) • Board resolution documenting approval of project (see Minimum Qualifications and Project Administration). Details: For an organization with tax-exempt status under Internal Revenue Code section 501(c)(3) that is governed by a Board, CARB will require a Board Resolution or documentation of approval of the project by the Board before CARB executes the Grant Agreement. For a California Native American Tribe as defined by Governor’s Executive Order B-10-11, CARB may require an approved Resolution, documentation of approval of the project from the Tribal governing body, and where applicable, a Bureau of Indian Affairs (BIA) letter approving projects related to land before CARB executes the Grant Agreement. 	<p>3 points</p>

* For projects proposed jointly by a California organization holding a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code (the applicant), in partnership with a California community-based organization without Section 501(c)(3) status (the sub-grantee), provide this information regarding the sub-grantee. You may additionally provide this information regarding the applicant, if applicable.

The application narrative should involve clear and succinct responses to the bulleted items listed in the table above. A well-prepared application will address each question (at a minimum) thoroughly and will pay attention to the points that can be awarded for each section. Additional information can be provided to explain your proposed project, its benefits to the community, and capacity building opportunities. Applicants are responsible for supplying sufficient detail for the review panel to fully evaluate your proposal. Do not assume the review panel knows anything about your organization or previous project experience.

Applicants must provide a signed coversheet (electronic signatures are permitted) and checklist along with the application narrative and all required attachments. The signed coversheet, checklist, and application package must be received no later than 5pm, **October 1, 2021**. Applications submitted after 5pm, October 1, 2021 will not be accepted or considered. Applications must be submitted electronically to the following email address and must meet the submission criteria provided below.

Submission Criteria	Compile your application into 1 PDF document and do not exceed 10MB total.
Email address	Email your application to: AirGrants@arb.ca.gov
Due Date	No later than 5pm on October 1, 2021

During July and September, CARB will host two virtual community workshops to answer questions about the application process and required submittals. Questions may be submitted via email to AirGrants@arb.ca.gov by 5pm, the day of the workshop. After September 2, 2021 5pm, CARB will not accept questions on the AB 617 Community Air Grant Program Request for Applications. CARB will release a complete "Question and Answer" document based on the questions received by September 13, 2021 at 5pm, and post it on our website (<https://ww2.arb.ca.gov/capp-cag>). The website will be updated to reflect times, call-in numbers, and any date changes if they occur. Any verbal communication with a CARB employee concerning the application process is not legal advice or binding on the State and will not alter the written application process.

SCORING AND REVIEW PROCESS

Grant applications that meet the minimum qualifications will be evaluated and scored in two steps: 1) Administrative and Technical Review (70 points) and 2) Programmatic Alignment (30 points). The goal of this two-step review process is to identify and fund project proposals that balance the most meritorious science-based approaches, and

that offer the highest promise to fulfill the programmatic goals set forth in the AB 617 Community Air Grant Program Request for Applications.

The criteria listed in **Table 1** will be used to evaluate proposals based on their administrative, scientific and technical merit. An Administrative and Technical Panel consisting of governmental program staff (e.g. Engineers, Specialists, Researchers, Scientists, Technicians, and Analysts) and non-governmental representatives will conduct this part of the evaluation. Participating agencies may include, but will not be limited to, staff of the Boards, Departments, and Offices under the California Environmental Protection Agency; U.S. Environmental Protection Agency; air districts, local governmental and regulatory agencies, the California Air Pollution Control Officer Association (CAPCOA); and other associations, health or philanthropic organizations.

The maximum number of points available in the first-step Administrative and Technical Review will be 70 points (see **Table 1** for points awarded per section of the application narrative). **The proposals that score at least 75%, or 52.5 total points, will be evaluated in the second step.**

The second step of evaluation is the Programmatic Alignment evaluation, and will be conducted by a Programmatic Panel. The Programmatic Panel may be composed of upper and high-level managers and executives from, but not limited to, CARB; the California Environmental Protection Agency; U.S. Environmental Protection Agency; air districts, local governmental and regulatory agencies; the California Air Pollution Control Officer Association (CAPCOA); and other associations, health or philanthropic organizations. The criterion to evaluate and score those applications that advance to the second step are presented in **Table 1, Section 6**. The Programmatic Panel score, up to 30 points, will be added to the first-step score to derive a final score of up to 100 points for each application. After the Programmatic Alignment evaluation, award lists will be generated for proposals based on their rank and final score. This process will determine the ultimate awardees.

CARB will post basic information about all applications submitted for consideration, (e.g. the name of the applicant, descriptive information about the proposed project, and funding amounts requested), at least ten (10) days before announcing funded awards. Community Air Grant awardees will be notified upon determination and a final award list will be publicly posted. **CARB anticipates announcing awards in early Winter.**

GRANT PERIOD AND FUNDING

The grant period begins pursuant to the date on the Grant Agreement coversheet sent to awardees. All funds granted must be liquidated (spent) by June 30, 2025.

An executed Grant Agreement will be required prior to awardees receiving any funding. In order to receive a fund disbursement, or an advance payment, the Grantee must submit a Grant Disbursement request form to CARB, and/or an Advance Payment Request form. These forms are available at: <https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program/community-air-grants/for-grantees>.

REPORTING

After full grant execution, Grantee must submit reports to CARB beginning on **June 15**, and continuing biannually through the end of the grant term, or until all funds have been liquidated. Specific due dates will be included in the Grant Agreement. Reports may be submitted electronically to the CARB Community Air Grant project liaison identified in the executed agreement, and at a minimum, must include:

- Report number, title, name of Grantee, date of submissions, and grant number.
- Report costs associated with specific project tasks. Examples include but are not limited to: outreach events, meeting facilitation and travel; hiring technical experts or consultants; or other AB 617 community efforts.
- Report how the grant is being utilized to meet the goals of AB 617.
- Report how the project meets criteria for providing direct, meaningful, and assured benefits while also addressing a community need according to CARB guidance (see Technical Assistance and Capacity Building Priority Population Benefit Criteria Table available at: www.arb.ca.gov/cc-resources). Projects must describe the community need addressed and how it was identified, particularly those needs identified by community residents or representatives.
- Summary of work completed and in progress since the last progress report, including location (i.e., address or latitude and longitude) of educational events and/or monitoring activities.
- Grant funds remaining and expended.

- Expenditure summary showing all Community Air Grant funds for which reimbursement was requested since last report.
- Any challenges or barriers encountered in the implementation of your project.
- Reporting template is available at: <https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program/community-air-grants/for-grantees>.

A final report will be submitted to CARB within 90 calendar days of the completion of the grant period of performance. The final report should include: summary of the project activities, milestones and results achieved, and final costs of the project by task. The final report should discuss the problems, successes, and lessons learned from the project or activity that could help in the implementation and execution of similar project activities elsewhere. Photographs of events, outreach activities, materials created, etc. should also be included in the report.

For projects that included a monitoring task, a summary of the monitoring results, photographs of each monitoring station, along with the specific location where samples were collected, must be included.

CARB, at its sole discretion, may request additional information and/or institute a new reporting format at any time, for any awarded project. The Grantee must retain project records for at least three years after the completion of the project.

Project Administration

a. For an organization with tax-exempt status under Internal Revenue Code section 501(c)(3) that is governed by a Board, CARB will require a Board Resolution or documentation of approval of the project by the Board before CARB executes the Grant Agreement. For a California Native American Tribe in as defined by Governor's Executive Order B-10-11, CARB may require an approved Resolution or documentation of approval of the project from the Tribal governing body before CARB executes the Grant Agreement.

b. CARB will evaluate all eligible project applications based on the same scoring criteria, as described in these guidelines and the scoring table, Table 1. Only eligible projects will be scored. To be eligible, project applications must meet the Minimum Qualifications

c. Ineligible costs for funding include, but are not limited to childcare. CARB reserves the right to remove discrete elements of projects selected for funding that CARB

determines to be ineligible, in accordance with these guidelines and California Health and Safety Code section 44391.2(d).

d. In the event that one or more projects cannot be fully funded because the requested amount exceeds the available remaining funds, CARB in its sole discretion may offer to fund those projects at a lesser amount at a scaled-down scope. If the project applicant declines funding at the reduced project scope, CARB may offer funding to the next highest scoring eligible application, either fully or at a scaled-down scope, carry the remaining funds forward to the next fiscal year, or not award a grant.

e. In the event funding has been awarded to the highest scoring projects, and the remaining available funds are less than the amount requested in the next highest scoring application, CARB, in its sole discretion, may offer funding to the next highest scoring project(s) that request less than the remaining available funds, carry the remaining funds forward to the next fiscal year, or not award a grant.

f. If none of the applicants meets all minimum qualifications, resulting in no valid applications to evaluate, CARB, at its discretion, may re-issue the solicitation, or issue a new solicitation.

g. The Grantee will be required to sign a Grant Agreement (Exhibit C) with CARB to fulfill the administrative duties and technical duties associated with the project. No legal obligations will exist unless and until the parties have executed and delivered a Grant Agreement.

h. A Grantee that is a California organization holding a tax-exempt status under Section 501(c)(3) of the Internal Revenue Code, in partnership with a California community-based organization without Section 501(c)(3) status designated as a sub-grantee, will be required to sign a Grant Agreement with CARB specifying that the Grantee has joint and several liabilities for compliance with grant requirements.

i. Some proposals could qualify as a project under the California Environmental Quality Act (CEQA). In these instances, applicants may need to submit additional documentation in order to facilitate CEQA completion, prior to approval of the agreement and award of the grant money. Thus, no awards can be approved until CEQA is satisfied.

j. 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.

k. CARB reserves the right to terminate a Grant Agreement if CARB determines, in its sole discretion, that the objectives cannot be reached or that the Grantee, or their

subcontractors cannot or will not perform the required work in accordance with the project timeline.

l. The Grantee must allow CARB, the California Department of Finance, the California Bureau of State Audits, or any authorized designee access, during normal business hours 8am – 5pm Monday through Friday excluding holidays in accordance with State of California), to conduct reviews and fiscal audits or other evaluations. Access includes, but is not limited to, reviewing project records, site visits, interviews, and other evaluations as needed. Project evaluations or site visits may occur unannounced as CARB staff or its designee deem necessary.

m. The Grantee must retain project records for at least 3 years after the completion of the project.

n. Upon submittal to CARB, all applications will become property of the State of California. CARB may publicly post all or some of the contents of the applications. Applications will be treated in accordance with Public Records Act requirements and that certain information, subject to those requirements, may be publicly disclosed.

o. Cost of Developing Application: The Applicant is responsible for the cost of developing an Application 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 canceling the guidelines.

p. Errors: If an Applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the guidelines, the Applicant must immediately notify CARB of this error in writing and request modification or clarification of the document. CARB is not responsible for failure to correct errors.

q. Immaterial Defect: CARB may waive any immaterial defect or deviation contained in an Applicant's application. CARB's waiver shall in no way modify the Application or excuse the successful Applicant from full compliance.

r. Disposition of Applicant's Documents: On the date that the Grant Agreement is signed, all applications and related material submitted in response to these guidelines become a part of the property of the State and public record.

s. Applicant's Admonishment: These guidelines contain the instructions governing the requirements for funding projects 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 take the responsibility to carefully read the entire guidelines, ask appropriate questions in a timely manner, submit the application with all required responses in a complete manner by the required date and time, and make

sure that all procedures and requirements of the guidelines are followed and appropriately addressed.

t. Agreement Requirements: The content of these guidelines and each grant application shall be incorporated by reference into the final agreement. See the sample Draft Grant Agreement included in Exhibit C of these guidelines.

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

- a. Agreement Exhibit C – General Terms and Conditions
- b. Grant Coversheet and any amendments thereto;
- c. Agreement Exhibit A – Statement of Work, including any specifications incorporated by reference herein; and
- d. All other attachments incorporated into the Grant as listed on the Grant Coversheet.

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 execute a funding agreement with an Applicant, CARB, in 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.

u. No Agreement Until Signed: No agreement between CARB and the Grantee is in effect until the agreement is signed by the Grantee and signed 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.

v. No Modifications to the General Provisions: Because time is of the essence, if an Applicant at any time, including after Grantee Selection, attempts to negotiate, or otherwise seeks modification of, the conditions of the Grant Agreement, CARB may reject an application 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.

w. Payment of Prevailing Wages: 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, termination of the grant agreement, disruption of projects, and other complications. Please see: <https://www.dir.ca.gov/Public-Works/Prevailing-Wage.html>

x. Guidelines Cancellation and Amendments: CARB reserves the right to do any of the following:

- Cancel these Guidelines.
- Revise the amount of funds available under these Guidelines.
- Amend these Guidelines as needed.
- Reject any or all Applications received in response to these Guidelines.

The Air Grants is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving health and the environment - particularly in disadvantaged communities. For more information, visit the California Climate Investments website at: www.caclimateinvestments.ca.gov.

REFERENCES AND RESOURCES

We have included a list of resources you may find useful (a - k). However, this list is not exhaustive.

- a. CARB Community Air Protection Program (AB 617): <https://ww2.arb.ca.gov/capp>
- b. U.S. EPA Handbook for Citizen Science Quality Assurance and Documentation: <https://www.epa.gov/citizen-science/quality-assurance-handbook-and-guidance-documents-citizen-science-projects>
- c. CalEPA Disadvantaged Community Designation: <https://calepa.ca.gov/EnvJustice/GHGInvest/>
- d. CARB Pollution Mapping Tool: https://www.arb.ca.gov/ei/tools/pollution_map/
- e. CARB Priority Population Investments Mapping Tool: www.arb.ca.gov/cc-communityinvestments
- f. Tracking California: Guidebook for Developing a Community Air Monitoring Network: <http://trackingcalifornia.org/page/air/community-air-monitoring-guidebook>
- g. OCAP Online Resource Center: <https://ww2.arb.ca.gov/capp-resource-center>
- h. SCAQMD: Air Quality Sensor Performance Evaluation Center: <http://www.aqmd.gov/aq-spec>
- i. US CDC Community Assessment for Public Health Emergency Response (CASPER): <https://www.cdc.gov/nceh/hsb/disaster/casper>
- j. Environmental Justice Blog: <https://carbej.blogspot.com/>
- k. CARB Climate Change: <https://ww2.arb.ca.gov/our-work/topics/climate-change>

Application Links: Download Additional Information

Application Coversheet: (Link to be added to website)

Budget Template: (Link to be added to website)

CEQA Documentation: (Link to be added to website)

Checklist for Applicants: (Link to be added to website)

Work Plan Contents: (Link to be added to website)

Draft Grant Agreement: (Link to be added to website)

Reporting Template: <https://ww2.arb.ca.gov/resources/documents/reporting-template-form-0>