

# Work Plan Contents

Applicants that are awarded a grant will be required to develop and submit a work plan as Task 1 under their Scope of Work before work can begin on the project. To help develop a budget for this task in the application, applicants should consider the level of effort needed to address the following depending on the project type proposed.

## I. **Work plan for Technical type projects proposing a community-led air-monitoring component:**

Applicants proposing a Community Air Grant project with a community-led air monitoring component<sup>1</sup> will be required to prepare an initial air monitoring technical work plan describing how the project will address community air pollution concerns. The work plan will consist of a modified version of the first five elements of Appendix E of CARB's Community Air Protection Blueprint Guidance\* (outlined below).

The work plan shall address the first Five Elements for Air Grant projects:

- 1) Community support and participation
  - a. Details partnerships, support, and level of community involvement in proposed monitoring project.
  - b. Identifies project contact person to address questions on the monitoring plan.
- 2) State the community-specific purpose for monitoring
  - a. Identifies the community-specific air monitoring need(s).
  - b. Provides background information on how the need was discovered.
  - c. Documents, to the extent possible, relevant to the information from previous, ongoing, and proposed air monitoring (regulatory, research, or

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<sup>1</sup> This includes any type of proposed air monitoring or sensing project, including those projects using low-cost or handheld sensors for educational components of their project in a school or community setting. Developing a plan will help define the overall objectives and process of your project as it relates to any data collection, analysis, and results communication; and can enhance the educational value by enforcing the scientific method. The five elements should be tailored to your specific educational goals and should support curriculum development.

other) and identifies gaps that this community-led air monitoring proposes to address.

- d. Explores alternative approaches to investigating and addressing the air quality monitoring need(s).

### 3) Identify the scope of actions

- a. Defines actions that the air monitoring aims to support.

### 4) Define air monitoring objectives

- a. States objectives the air monitoring objective(s) that will address the stated community-specific purpose for monitoring.
- b. Outlines pollutants, preliminary methods, technologies, and/or instrumentation, and air monitoring areas and frequency.
- c. Specifies the community air monitoring draft design:
  - i. Types of data needed.
  - ii. Measurements to be made.
  - iii. Duration of monitoring.
- d. Defines other information necessary to address objective(s) such as:
  - i. Supporting measurements (e.g. meteorology)
  - ii. Data sources to be accessed and used.
- e. Includes reference information and materials (e.g. maps, diagrams, previous studies, regulatory information / threshold levels).

### 5) Establish roles and responsibilities

- a. Identifies all parties responsible for major aspects or phases of air monitoring (includes contractors).
- b. Includes letters of commitment for projects that propose collaborating with or utilizing district resources on the proposed monitoring project (e.g. Air Districts, co-location of hardware, technical support).

II. Work plan for other project types not proposing a community-led air-monitoring component:

Applicants proposing other Community Air Grant project types that do not include an air monitoring component (e.g. study, assessment, and analysis) will be required to prepare a technical work plan as Task 1 to describe how the proposed project will address community air pollution concerns and support community participation in the implementation of AB 617, by addressing the following:

- 1) Community support and participation
  - a. Details partnerships, support, and level of community involvement in the proposed study, assessment, or analysis.
  - b. Identifies project contact person to address questions on the study, assessment, or analysis.
- 2) Identify the scope of actions of the study, assessment, or analysis.
- 3) Define objectives of the study, assessment, or analysis.
- 4) Establish roles and responsibilities.
  - a. Identifies all parties responsible for major aspects or phases of the study, assessment, or analysis (includes contractors).
  - b. Includes letters of commitment for projects that propose collaborating with or utilizing district resources on the proposed project (e.g. Air Districts, technical support).

\*CARB Community Air Protection Blueprint: <http://ww2.arb.ca.gov/capp-blueprint>