Section 3: Scope of Work

1. 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?

***Anticipated benefits of the project*:** The project will help SSG/APIFM maintain its current network of air quality sensors and expand the community's capacity to monitor local air pollution. Previous studies of air quality in Alhambra and Monterey Park have been limited. Parts of these cities are missing air quality sensor coverage. This leads to critical data gaps that may obscure air quality disparities within the region. During the 2018-2021 AB 617 grant, SSG/APIFM worked with researchers from University of California, Irvine (UCI), to better understand air quality in these communities before and during the COVID-19 lockdown. However, SSG/APIFM has not been able to study the levels of air pollution with the sudden resurgence in traffic congestion after COVID-19 stay at home orders were lifted in LA County. Through the proposed project, SSG/APIFM hopes to fill in data gaps by installing additional air quality sensors in areas with few or no monitors, specifically in areas that are considered as disadvantaged communities (DAC) census tracts and assess how local air pollution levels have changed since LA County lifted its COVID-19 restrictions. Furthermore, to maintain the current network, SSG/APIFM will need to actively monitor the status of its existing air quality sensors to identify, and repair disconnected sensors. This increase in air quality sensors in the community will capture data that enhances understanding of localized air quality in Alhambra and Monterey Park and will inform the policy/advocacy priorities of the Community Stakeholder Group. This will also help to increase awareness of local air pollution issues among elected officials in Alhambra and Monterey Park.

SSG/APIFM's proposed project will increase awareness of, and resident engagement in air quality issues that in turn increases residential practices to protect themselves from poor air quality. Through focusing on engaging with disenfranchised and underrepresented groups in Alhambra and Monterey Park, we hope that this project guides communities to learn how their activism can change their communities and that residents feel empowered to remain engaged in these conversations. The project hopes to increase awareness and understanding of air pollution, mobilize SSG/APIFM's Stakeholder Working Group, and ultimately improve air quality and mitigate the disproportionate impact it has on the health and well-being of the target communities.

Potential challenges: One challenge that emerged over the past three years is that renters are not able to install low-cost air sensors and are more likely to move compared to homeowners. People who rent are more likely to be lower income immigrants of color. This makes it more challenging to install sensors in areas that have higher concentrations of apartments versus single family homes. Many low-income

renters may face the threat of eviction or be forced to move since federal, state, and/or local rent moratoriums are ending along with COVID related unemployment benefits. When basic needs such as food, housing, and safety are not being fulfilled, air quality concerns do not take priority in people's lives. This is why SSG/APIFM immediately pivoted during the pandemic to address people's basic need for fresh, healthy, and culturally relevant food. SSG/APIFM's emergency food distribution work has also served as an entry point to talk with community members about other issues impacting their community such as COVID-19 vaccinations, access to parks/green space, and rental assistance. This can be an effective way to engage people around air quality issues and identify people who are interested in hosting an air sensor.

Another potential challenge is related to how the COVID-19 pandemic has hindered meaningful community engagement. The pandemic has affected everyone's lives, but its impact has been inequitable, deeply affecting communities of color, immigrants, low-wage earners, and families with children. For example, in March 2020, when SSG/APIFM shifted its Census 2020, as well as nutrition education from in-person to online, it was challenging to reach residents who didn't have access to the internet, didn't know how to use online meeting platforms such as Zoom, and residents who are LEP. AANHPI community members may also prioritize the need to take care of their children or deal with job loss. If residents don't see the levels of air quality and impact of air pollution on a regular basis, they may not understand the importance of engaging on the issue. However, due to our close connection to the community and capacity to engage in-language and with cultural alignment, we believe that our air monitoring and education efforts will help residents better understand the link between air quality and personal health, and the importance of air monitoring practices.

Currently, SSG/APIFM has built strong relationships with Councilmembers in the City of Alhambra. Councilmembers in the City have been supportive of air monitoring efforts and have aided in installing air quality sensors. However, changes to local leadership can always pose a threat to project support if environmental issues are not a priority to newly elected leaders. Fortunately, SSG/APIFM has navigated these kinds of issues in the past and was able to remain successful with efforts to install air quality sensors in Monterey Park despite a previous lack of support from City Council members.

Section 3: Scope of Work

Task 1: Work Plan Development

Description: SSG/APIFM will develop a work plan based on the Scope of Work that clearly addresses five (5) elements: 1) Community support and participation; 2) Community-specific purpose for monitoring; 3) Scope of actions; 4) Defining air monitoring objectives; and 5) Establishing roles and responsibilities.

Goal: Develop a comprehensive air monitoring technical work plan describing how the project will address community air pollution concerns.

Objectives	Activities	Milestones	Assessment
1A - To outline community support and participation	1A 1 - Engage with Stakeholder Working Group to develop a Work Plan (3 meetings)	1A 1.1 Collect Work Plan input from Stakeholder Working Group	Stakeholder Working Group meeting attendance sheet Stakeholder's feedback will be documented
	1A 2 - Compile data analysis findings with Stakeholder Working Group	1A 2.1 Hold meeting with Stakeholders to share one-page summaries on data analysis findings	Stakeholder Working Group meeting attendance sheet Suggestions on potential hosts will be documented
	1A 3 - Hold meetings with Stakeholders to find new potential air quality sensors hosts in locations with a sparse number of sensors	1A 3.1 Develop a map and list of locations for potential new sensors	Stakeholder Working Group meeting attendance sheet Map and list will be included in final work plan
1B - To state the community specific purpose for monitoring	1B 1 - Identify air monitoring needs in the community 1B 2 Compile current air quality data in Alhambra and Monterey Park, including previous research conducted utilizing	1B 1.1 - Create report on air quality monitoring needs, previous data analysis, and data gaps	Final work plan will include the purpose of air monitoring and the history of SSG/APIFM's air quality work in Alhambra and Monterey Park

	SSG/APIFM's network of air quality sensors 1B 3 - Summarize background on SSG/APIFM's history on air quality work in Alhambra and Monterey Park 1B 4 - Identify gaps in available air quality data within the region		
1C - To identify the scope of actions	1C 1 - Define actions the air monitoring aims to support	1C 1.1 - Create a robust explanation on how air monitoring benefits the desired goals of key stakeholders and local community members	Final work plan will include the scope of actions supported by air monitoring data
1D - To define the air monitoring objectives	1D 1 - Collaborate with community partners to draft details on air monitoring objectives and design 1D 2 - Identify community air monitoring design that includes types of data needed, measurements to be made, and duration of monitoring 1D 1.3 – List background concentrations of the pollutant of interest, specific periods of interest, threshold levels of concern, and known sources	1D 1.1 – Develop draft document with air monitoring objectives, designs, and scope	Final work plan will include air monitoring objectives and designs

	1D 4 – Define scope of monitoring and explain how monitoring will expand or complement existing programs		
1E - To establish roles and responsibilities	1E 1 –Draft list of SSG/APIFM staff, contractors, and community members that includes roles and responsibility for each party	1E 1.1 – Final outline of roles and responsibilities for each party	Final work plan will include details on the roles/responsibilities for all project staff, contractors, and community members
Reporting Task 1 Results: Stakeholder attendance and input on work development plan, sensor host outreach, and data analysis meetings as well as the draft Work Plan will be synthesized and submitted to CARB for review and approval. The finalized and approved work plan will be shared with the Stakeholder Working Group and made publicly accessible during the course of the project period. Any adjustments or revisions to the work plan will be tracked and included in the final report to CARB. **Benefits:** Developing a comprehensive, highly detailed Work Plan will create a model for SSG/APIFM to conduct robust community engagement and empirical data collection and analysis on local air quality. The Work Plan will clearly outline the objective and data gaps SSG/APIFM will be addressing which will ensure the project achieves its community air monitoring goals. Development of the Work Plan will also ensure collaboration with partner organizations and community members and expectations on roles and responsibilities are clear among each party prior to implementation of the project and throughout its duration.			

Task 2: Monitoring

Description: SSG/APIFM proposes to conduct two monitoring projects building on the work initially established in the AB 617 funded Clean Air SGV program (2018-2021) focusing on the cities of Alhambra and Monterey Park, CA (study area). The first monitoring project will focus on measuring temporal and spatial fine particulate matter 2.5 (PM 2.5) ambient levels in the study area over the course of 1 year utilizing a low-cost PM air sensor (i.e. PurpleAir sensor [PA-II][1] or equivalent). In addition, local meteorological data and regional SCAQMD regulatory air monitoring station data will be incorporated into the project analysis. PM sensor data will be collected by local community sensor hosts under the guidance and direction of SSG/APIFM. SSG/APIFM's partners at USC's Southern California Environmental Health Sciences Center (SCEHSC)and Claremont McKenna's Robert's Environmental Center (REC) will be responsible for processing, analyzing, and visualizing the data. The second monitoring project will focus on identifying and recruiting 18 sensor hosts from SSG/APIFM's air sensor network within the study area to conduct a study measuring: (1) the ambient PM 2.5 within the participant's homes, (2) the efficacy and effectiveness of three do-it-yourself (DIY) air filtration units in improving indoor air quality, and (3) the difference in outdoor PM 2.5 levels versus indoor PM 2.5 levels with (test group) and without (control group) mitigation. The study will take place over the course of nine months and will be split into three study periods consisting of three months. Each study period will have a total of six participants. All six participants will receive a low-cost PM air sensor (i.e. PurpleAir [PA-I][2], Atmotube PRO[3], or equivalent air monitoring device) to measure indoor air quality while three of the six will also receive one of three DIY air filter kits and the remaining three will utilize no air filter devices. The three air filter kits will be built with the same component parts but will utilize a different number of filters: Kit 1 will utilize one filter, Kit 2 will utilize three filters, and Kit 3 will utilize four filters. All six participants will simultaneously host a low-cost PM air sensor to collect outdoor PM 2.5 levels. All air sensor data will be collected by study participants under the guidance and direction of SSG/APIFM. SSG/APIFM's partners at SCEHSC and CMC's REC will be responsible for processing, analyzing, and visualizing the data collected.

Goal: Monitor local air quality trends in Alhambra and Monterey Park to identify disproportionate air pollution impacts and study potential mitigation measures to improve local air quality (as outlined in task 1).

Footnotes:

1 - An analysis conducted by the South Coast Air Quality Management District's (SCAQMD) Air Quality Sensor Performance Evaluation Center (AQ-SPEC) found that the PurpleAir Sensor (PA-II) provided moderate to good accuracy for PM 1, PM 2.5, and PM 10 between a concentration range of 0-250 µg/m3.

- *Citation: SCAQMD AQ-SPEC, (n.d.). Sensor detail: PurpleAir PA-II. http://www.aqmd.gov/aq-spec/sensordetail/purpleair-pa-ii*

2 - An analysis conducted by the South Coast Air Quality Management District's (SCAQMD) Air Quality Sensor Performance Evaluation Center (AQ-SPEC) found that the PurpleAir Sensor (PA-I) exhibited high precision for all PM concentrations, temperature (T), and relative humidity (RH) combinations for $PM_{1.0}$ and $PM_{2.5}$

- *Citation: SCAQMD AQ-SPEC, (n.d.). Sensor detail: PurpleAir PA-I-Indoor. http://www.aqmd.gov/aq-spec/sensordetail/purpleair-pa-i-indoor*

3 - An analysis conducted by the SCAQMD's AQ-SPEC found that the Atmotube Pro provided fairly constant and accurate results (86%-98%) of PM 2.5 mass concentrations.

- *Citation: SCAQMD AQ-SPEC, (n.d.). Sensor detail: Atmotube - Pro. http://www.aqmd.gov/aq-spec/sensordetail/atmotube---pro*

Objectives	Activities	Milestones	Assessment
2A - To maintain and expand SSG/APIFM's PurpleAir sensor network in the cities of Alhambra and Monterey Park to collect localized air quality data measuring particulate matter (0.3-10 µm), temperature, and relative humidity.	2A 1 - Re-engage with all PurpleAir sensor hosts and cross reference PurpleAir.com to determine how many sensors are still active within the community.	2A 1.1 – Contact 78 sensor hosts and cross reference 78 sensors on PurpleAir.com map. 2A 1.2 – Engage 50 sensor hosts and activate 50 PurpleAir sensors to collect air quality data.	PurpleAir sensor host tracking sheet updated to reflect updated status of PurpleAir sensor network (including host name, contact info, sensor location, sensor ID, active status, period of time actively recording data, registration status, notes, etc.).
	2A 2 - Troubleshoot PurpleAir sensor issues and distribute additional PurpleAir sensors in community hotspots where sensor coverage is missing.	2A 2.1 Address maintenance/technical issues. 2A 2.2 – Distribute 20 sensors to community hotspots.	Maintenance log sheets will be utilized to record maintenance/technical issue reports (including date, host name, contact info, location, sensor ID, issue/problem(s), mitigation/service administered, notes, etc.). Sensor host agreement forms and gift card incentive forms will be signed and kept on file.

2B To determine the efficacy and effectiveness of DIY home air filter units in mitigating indoor air pollution (PM 2.5) as measured by the indoor air sensor device when compared with outdoor air levels (PM 2.5) as measured by the outdoor air sensor device.	2B 1 - Research DIY indoor air filter solutions and determine most effective & cost-efficient builds to test.	2B 1.1 - Complete list of 5 DIY filter options.	Research findings and justifications will be compiled into a recommendation document.
	2B 2 – Develop participant selection criteria and rubric to begin search for indoor air sensor hosts to participant in 3-month study program.	2B 2.1 – Select 18 indoor air sensor hosts and execute study agreements. 2B 2.2 – Distribute study participant stipends	Participant log sheets utilized to track relevant information for the data analysis project including participant selection justification and signed study agreements. Kept on file; receipt of back-up documentation submitted with disbursement requests.
	2B 3 - Conduct a series of 3 study periods with a total of 18 participants. Each series will have a total of 6 participants with 3 utilizing 3 different types of DIY air filters and 3 using no mitigation measures	2B 3.1 - Purchase 18 DIY air filter kits and 6 indoor air sensor devices. 2B 3.2 - Complete study #1: 3 air filter kits and 6 indoor air sensor devices to 6 residents for 3 months. 2B 3.3 - Complete study #2: 3 air filter kits and 6 indoor air sensor devices to 6 residents for 3 months. 2B 3.4 - Complete study #3: 3 air filter kits and 6 indoor air sensor devices to 6 residents for 3 months.	Kept on file; receipt of back-up documentation submitted with disbursement requests. Complete reports of data collected and analyzed from Study's #1, #2, and #3

Reporting Task 2 Results: Results of Task 2, including but not limited to details surrounding sensor hosts, sensor locations, and number of activated sensors, air filter and indoor air quality sensor studies, will be reported in biannual reports to CARB as well as an appendix item in the final data analysis report.

Benefits: It is vital to maintain SSG/APIFM's current sensor network to ensure that offline sensors can either be fixed or replaced and updated. This will help increase SSG/APIFM's PurpleAir sensor network coverage and improve both the resolution and reliability of local air quality data. SSG/APIFM will be able to identify areas within Alhambra and Monterey that are lacking sensor coverage to prioritize for additional sensor distribution and installation. The air quality data collected will help identify specific hotspots within each community that may require additional mitigation measures to reduce air pollution exposure especially for vulnerable populations (I.e., seniors, infants, children, youth, etc.). Do-it-yourself (DIY) air filters may offer a relatively affordable and accessible solution for community members living in areas of the city that experience disproportionate exposure to hazardous levels of air pollutants. Therefore, testing the efficacy and effectiveness of three different DIY air filters and their ability to improve indoor air quality will be an essential component of the project. The indoor air quality monitoring element will also build upon and enhance our understanding of what is occurring within people's residences. The results of both studies will help inform SSG/APIFM's community stakeholder group, local elected officials, community-based organizations, and other key stakeholders as it relates to potential policy solutions and mitigation strategies to improve local air quality (as outlined in task 3).

Task 3: Community Engagement

Description: Outreach goals and activities to educate and support existing sensor hosts and recruit new sensor hosts.
Goals:

- Provide culturally tailored education to existing air sensor host network
- Engage new community members about hosting an air quality sensor
- Develop policy solutions and recommendations to improve local air quality in collaboration with local residents, community partners, elected officials, community leaders, and key stakeholders as outlined in the work plan development process (task 1)

Objectives	Activities	Milestones	Assessment
3A: To strengthen existing sensor network and relationships with community members	3A 1: Develop educational materials, which covers (1) air pollution in SGV, (2) PurpleAir sensor information/troubleshooting tips, (3) indoor air sensor devices, (4) air filter kits, and (5) other local air quality resources, for all sensor hosts. 3A 2: Translate educational materials into Simplified Chinese, Vietnamese, and Spanish	3A 1.1: Create, translate, and share educational PowerPoint presentation, two air sensor guides with troubleshooting tips, air filter kit guide, and five (5) fact sheets, with all current sensor hosts and make available on SSG/APIFM's website	Materials will be included in appendix section of final report to CARB.
	3A 3: Share updates and data analysis findings on the organization's current air quality projects.	3A 3.1: Contact seventy-eight (78) sensor hosts & stakeholders via email, newsletters, and/or air sensor Facebook group with updates	Monthly communication tracked and reported

	3A 4: Work with community members and the stakeholder working group to develop policy solutions and recommendations to improve air local quality	3A 4.1: One (1) air quality presentation shared with the stakeholder working group. 3A 4.2: Conduct three (3) policy planning meetings with stakeholder working group. 3A 4.3: Collect input and guidance from stakeholder group members for air monitoring Work Plan	Pre- and post-workshop evaluations collected and analyzed for final report. Stakeholder Working Group meeting attendance sheet updated to reflect attendees. Documented feedback from Stakeholders
3B: To expand the sensor network and educate residents about local air quality data and trends	3B 1: Share educational materials, data analysis findings and resources to residents in Alhambra and Monterey Park through distribution of written materials and participating in community events and resource fairs	3B-1.1: Distribute one thousand (1,000) fact sheets at community tabling events, workshops, and on SSG/APIFM website 3B-1.2: Participate in eight (8) tabling events & resource fairs, reaching 160 community members	Track number of fact sheets distributed and number of downloads of fact sheets on SSG/APIFM website Track sign in sheet entries, air sensor host interest forms, and Clean Air SGV pledges collected
	3B 2: Conduct outreach to recruit new sensor hosts through facilitating community workshops, which focus on local air pollution, air quality sensors, and DIY air filters.	3B-2.1: Conduct ten (10) community workshops reaching fifty (50) air sensor hosts	Pre- and post-workshop evaluations collected and analyzed for final report. Participant sign-in sheets collected during workshops.

Reporting Task 3 Results:
SSG/APIFM will develop a formal outreach summary, which will detail stakeholder engagement including monthly campaign updates; the number flyers distributed, community members reached during outreach activities as well as attendees at workshop events; and photos of outreach events; new sensor hosts; and results of pre-post evaluations

Benefits: By reassessing the local air quality sensor network, SSG/APIFM will be able to reestablish and maintain relationships with current air sensor hosts and expand the air sensor network to target “hotspots” within Alhambra and Monterey Park. Both communities are associated with moderate to high levels of PM2.5 and different socioeconomic factors, such as high environmental pollution burden, inadequate access to parks and green space, and low-income levels. Robust community engagement will be essential to ensuring that current and future sensor hosts have an intermediate understanding of air pollution, the importance of monitoring, and potential mitigation measures. Therefore, it is vital that community engagement focuses on intentionally reaching disadvantaged and marginalized groups within the study area. Culturally responsive and in-language outreach will be high priorities. SSG/APIFM’s community engagement strategy will improve collective knowledge about local air quality trends, build a comprehensive understanding about the hazards that exist within the community, and inspire people to advocate for change in their communities.

Task 4: Workforce Development

Description: SSG/APIFM will subcontract USC SCEHSC to hire two graduate level students to: (1) develop a robust air monitoring plan for Alhambra and Monterey Park, (2) deploy low-cost air sensors in the community to assess both outdoor and indoor air quality, (3) test the efficacy and effectiveness of three DIY air filter/purifier units, and (4) analyze the results to produce a final data analysis report. The SCEHSC graduate students will work collaboratively with a team of undergraduate students from CMC REC who will assist with the key air monitoring aspects of the project listed above. CMC REC will hire the team of undergraduate students through a separate funding source and provide their services in-kind to the project. SSG/APIFM will also recruit and train community air monitoring study participants to track and collect localized air quality data using low-cost air sensor devices. Priority will be given to disadvantaged community members or community members who live in areas that lack adequate sensor coverage. SCEHSC and REC will collaborate with SSG/APIFM and local community residents to design a comprehensive air monitoring technical work plan (as outlined by Task 1).

Goals:

- Execute Memorandum of Understandings (MOUs) with partner organizations, community air sensor hosts, and air monitoring study participants to outline roles and responsibilities.
- Produce a final data analysis report based on the monitoring activities conducted in Task 2.
- Work with USC SCEHSC and CMC REC to provide high quality jobs for graduate and undergraduate students interested in community-based air quality data analysis.
- Provide stipends for community air monitoring study participants and help them develop new skills by hosting low-cost air monitoring devices, collecting and tracking data, and sharing their experiences.

Objectives	Activities	Milestones	Assessment
4A - To formalize roles and responsibilities with partner organizations	4A 1 - Create a Memorandum of Understanding (MOU) agreement outlining roles, responsibilities, objectives, deliverables, funding (if applicable), and primary contact person with partner organizations	4A 1.1 – Sign and execute the MOU for each partner organization	Finalized Memorandum of Understanding with signatures from partner organization kept on file

4B - To formalize roles and responsibilities with community air monitoring study participants	4B 1 - Create community agreement form outlining respective roles, responsibilities, objectives, and contact person with community air monitoring study participants 4B 2 - Design agreements outlining criteria for receiving stipends for sensor hosts and community air monitoring study participants	4B 1.1 – Sign and execute community agreement form with air quality sensor hosts and community air monitoring study participants	Finalized community agreement form with signatures from air sensors hosts and study participants kept on file Air monitoring study participant agreement forms and stipend forms signed and kept on file
4C - To process, analyze, and visualize air quality data to meet community air monitoring objectives and develop a final report	4C 1 - Collect and analyze temporal and spatial particulate matter 2.5 (PM 2.5) ambient levels in the study area over the course of 1 year utilizing a low-cost PM air sensor 4C 2 - Collect and analyze: (1) the ambient PM 2.5 levels within the participant's homes, (2) the	4C 1.1 - Collect data from fifty (50) outdoor low-cost air sensors within the study area 4C 2.1 – Collect data from nine (9) indoor low-cost air sensors from study participants	Graduate student timesheet logs will be recorded and kept on file Monthly meetings with partner organizations will be documented and kept on file Graduate student timesheet logs will be recorded and kept on file

	efficacy and effectiveness of three do-it-yourself (DIY) air filtration units in improving indoor air quality, and (3) the difference in outdoor PM 2.5 levels versus indoor PM 2.5 levels with (test group) and without (control group) mitigation		Monthly meetings with partner organizations will be documented and kept on file
4D - To disseminate data analysis findings and share community members stories	4D 1 - Create high level summary of findings from final data analysis report (i.e. executive summary, flyer, infographics, etc.) 4D 2 – Work with community air monitoring study participants to develop testimonials	4D 1.1 - Send report findings and summaries to sensor hosts and community members 4D 1.2 - Publish report findings and summaries to SSG/APIFM's website, newsletter, and social media 4D 2.1 – Publish three testimonials to share on SSG/APIFM's website, newsletter, and social media	Finalized materials such as executive summary, one-page flyer; infographics; and data analysis report published online Testimonials will be included in the final report to CARB
Reporting Task 4 Results: SSG/APIFM will detail the collaborative process working with community partners and student analysts as well as the findings including reports, infographics, and summaries in the CARB final report and on SSG/APIFM's website and social media platforms to be shared with the community. **Benefits:** First, the proposed project will provide high quality jobs for two graduate level students from USC SCEHSC. It will also enable undergraduate student analysts from CMC REC to work directly with professionals specializing in environmental science, air pollution, data analysis, community engagement and organizing, and policy/advocacy within a multisector collaborative. Both graduate and undergraduate students will be able to apply concepts and theories from their			

academic courses and apply them to a real-world scenario. This will provide the students with invaluable perspective, insight, and experience which they can take with them as they enter the workforce. Second, working with trusted partners from well respected institutions will ensure that the science and data analysis components of the project are methodologically sound and the results are credible. The results of the data analysis will be utilized to help inform future policy goals and mitigation strategies. Establishing MOUs will ensure that the roles and responsibilities of all partners are clearly defined and helps foster increased transparency and accountability for everyone involved. Third, providing stipends to the community air monitoring participants will ensure that people are fairly compensated for their time, commitment, and active participation. Additionally, stipends will assist with increasing engagement and hold participants accountable to the duties and responsibilities they will have during the study period. Lastly, ensuring that the final data analysis results are easy to understand, culturally responsive, available in multiple languages, and widely disseminated will ensure that local community members are engaged and informed from the beginning to the conclusion of the project.

Task 5: Reporting

Description: SSG/APIFM will adhere to all of the reporting guidelines and requirements outlined by the AB 617 CAGP including, but not limited to: (1) six (6) biannual project progress reports, (2) twelve (12) quarterly disbursement requests with accompanying backup documentation, (3) a final evaluation report capturing the quantitative and qualitative outcomes of the project, (4) dissemination of project activities, materials, data analysis, and other relevant updates, and (5) a comprehensive final project report highlighting the key accomplishments, final project outcomes compared to goals, challenges, mitigation strategies to address challenges, and recommendations for future work.

Goals:

- Ensure accountability and transparency in how project goals, objectives, and activities are tracked, measured, documented, and reported to CARB.
- Ensure that AB 617 funds are properly managed and utilized to achieve the goal and outcomes outlined by CARB and the State of California.
- Share project outcomes, takeaways, and lessons learned so that this information can benefit other communities who are planning or implementing similar project activities.

Objectives	Activities	Milestones	Assessment
5A - To prepare biannual reports to highlight key accomplishments, progress towards goals and objectives, and challenges during the course of the project period	5A 1- 5A 6 –Summarize project progress to develop biannual reports summarizing the following project periods • JAN ‘22 - JUN ‘22 • JUL ‘22 - DEC ‘22 • JAN ‘23 - JUN ‘23 • JUL ‘23 - DEC ‘23 • JAN ‘24 - JUN ‘24 • JUL ‘24 - DEC ‘24	5A 1.1 - 6.1 – Complete and submit six (6) Biannual Reports to CARB by the following dates • June 15, 2022 • Dec 15, 2022 • June 15, 2023 • Dec 15, 2023 • June 15, 2024 • Dec 15, 2024	SSG/APIFM will utilize CARB’s Air Grants Reporting template: https://ww2.arb.ca.gov/resources/documents/reporting-template-form-0
5B - To submit quarterly disbursement requests to bill CARB for expenses related to project implementation	5B 1 - Create quarterly disbursement request and compile relevant fiscal backup documentation	5B 1.1 – 1.12: Submit disbursement requests to CARB Year 1: Q1: April 30, 2022 Q2: July 31, 2022	SSG/APIFM will utilize CARB’s grant disbursement form for the Community Air Grants: https://ww2.arb.ca.gov/resour

		Q3: Oct. 21, 2022 Q4: Jan. 31, 2023 Year 2: Q1: April 30, 2023 Q2: July 31, 2023 Q3: Oct 31,2023 Q4: Jan. 31, 2024 Year 3: Q1: April 30, 2024 Q2: July 31, 2024 Q3: Oct. 31, 2024 Q4: March 31, 2025	ces/documents/disbursement-form-cag
5C - To collect and evaluate both quantitative and qualitative data in order to measure program impact	5C 1 - Track Stakeholder attendance on work development plan, sensor host outreach, and research finding meetings 5C 2 – Track monitoring task metrics 5C 3 - Track community engagement task metrics 5C 4 – Regularly track progress on data analysis with USC SCEHSC and CMC REC	5C 1.1 – Collect meeting attendance sheets 5C 2.1 – Compile sensor host tracking sheet, maintenance log, and agreement forms 5C 2.2 – Compile study participant tracking sheet and agreement forms 5C 2.3 – Collect pre/post workshop evaluations 5C 3.1 – Develop formal outreach summary 5C 4.1 - Timesheets and progress reports collected quarterly	Stakeholder attendance quantified on final report Updates reported to CARB in biannual reports and included as an appendix item in final data analysis report Outreach summary updates will be included in biannual reports and the final report to CARB Submit timesheets and progress reports from researchers along with quarterly disbursement requests

5D - To prepare and disseminate project design, information, materials, findings, and research so that it is publicly accessible and easy to understand	5D 1 - Complete the air monitoring technical work plan so that community members can review the developmental process and justification for the monitoring methodology	5D 1.1 – Submit final air monitoring technical work plan to CARB for review and approval 5D 1.2 – Upload air monitoring technical work plan drafts and final version to APIFM website	Air monitoring technical work plan submitted to CARB for approval upon completion Repository and archive of program materials shared at: www.apifm.org/cleanairsgv
	5D 2 - Complete the data analysis report	5D 2.1 – Share one page data analysis summaries with one hundred (100) residents	Data analysis findings and materials will be reported on in biannual reports and the final report to CARB Repository and archive of program materials shared at: www.apifm.org/cleanairsgv Metrics tracked via material distribution tracker, website visits, social media engagement, newsletter opens, etc.
		5D 2.2 – Share infographics of data analysis findings with one hundred (100) residents	
		5D 2.3 – Share data analysis findings with fifty (50) air sensor hosts and one thousand (1,000) community members	
	5D 3 - Share project infographics, events, meetings, testimonials, and photos on SSG/APIFM website, newsletters, and social media	5D 3.1 – Update SSG/APIFM's Clean Air SGV webpage (www.apifm.org/cleanairsgv) to reflect new project goals, materials, meetings/events, and other important project information	Repository and archive of program materials shared at: www.apifm.org/cleanairsgv Communication/marketing metrics tracked and shared in both biannual progress reports and the final report to CARB
		5D 3.2 – Share key project updates on a quarterly basis	

		via SSG/APIFM's newsletter (total of 12 updates over the course of the project period) 5D 3.3 – Share two (2) social media posts on a monthly basis to highlight project materials, updates, meetings/events, air quality data analysis, and/or general air quality/air pollution information (total of 72 social media posts shared across 3 social platforms - Facebook, Twitter, and Instagram)	
5E - To prepare a comprehensive final project report to highlight key accomplishments, final project outcomes compared to goals, evaluation metrics, challenges, mitigation strategies to address challenges, and recommendations for future work	5E 1 - Create a comprehensive final report focusing on project results and work completed between JAN '22 - DEC '24	5E 1.1 – Complete final project report and submit to CARB by March 30, 2025.	SSG/APIFM will utilize CARB's Air Grants Reporting template: https://ww2.arb.ca.gov/resources/documents/reporting-template-form-0
Benefits: First, a comprehensive reporting strategy will help ensure that SSG/APIFM can share important project updates, accomplishments, and challenges are clearly communicated with CARB. Second, financial reporting will ensure that AB 617 funds are appropriately and ethically managed, tracked, and expended in accordance with the fiscal requirements outlined by the State of California. Finally, project results and outcomes can be utilized to help other community-based organizations, local municipalities, or other public sector entities adapt approaches, strategies, and mitigation efforts to reduce air pollution exposure in disadvantaged communities across the State.			