

Exhibit C2 - Timeline/Milestones

Grantee: Special Service for Groups, Inc.
Grant Number: G20-CAGP-02

Section 5: Timeline

	Activities	Staff/Org	Start	End	Milestones
Task 1 – Work Plan Development	1A 1 - Engage with Stakeholder Working Group to develop a Work Plan (3 meetings)	SPC/CEC	1/22	3/22	1A 1.1 Collected Work Plan input from Stakeholder Working Group
	1A 2 - Compile data analysis findings with Stakeholder Working Group	SPC/CEC	4/22	4/22	1A 2.1 Hold meeting with Stakeholders to share one-page summaries on data analysis findings
	1A 3 – Hold meetings with Stakeholders to find new potential sensors hosts	SPC/CEC	5/22	5/22	1A 3.1 Develop a map and list of locations for potential new sensors
	1B 1 - Identify air monitoring needs in the community 1B 2 – Compile air quality data in Alhambra and Monterey Park, including previous research conducted utilizing 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 data gaps on available air quality data in region	All	6/22	7/22	1B 1.1 - Create report on air quality monitoring needs, previous data analysis, and data gaps.
	1C 1 - Define actions air monitoring aims to support	All	8/23	8/23	1C 1.1 - Create a robust explanation on how air monitoring benefits desired goals of stakeholders and community members
	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 3 – List background concentrations of the pollutant of interest, specific periods of interest, threshold levels of concern, and known sources 1D 4 – Define scope of monitoring and how monitoring will expand or complement existing programs	All	9/22	12/22	1D 1.1 – Develop draft document with air monitoring objectives, designs, and scope
	1E 1 –Draft list of SSG/APIFM staff, contractors, and community members that includes roles for each party	All	12/22	12/22	1E 1.1 – Final outline of roles and responsibilities for each party

Task 2 – Monitoring	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.	PS	1/22	7/22	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.
	2A 2 - Troubleshoot PurpleAir sensor issues and distribute additional PurpleAir sensors in community hotspots where sensor coverage is missing.	PS	2/22	7/22	2A 2.1 Address maintenance/technical issues. 2A 2.2 – Distribute 20 sensors to community hotspots
	2B 1 - Research DIY indoor air filter solutions and determine most effective and cost-efficient builds to test.	USC/ REC/ APIFM	8/22	9/22	2B 1.1 - Completed list of 5 DIY filter options.
	2B 2 – Develop participant selection criteria and rubric to begin search for indoor air sensors hosts to participant in 3-month study program.	USC/ REC/ APIFM	10/22	12/22	2B 2.1 – Select 18 indoor air sensor hosts and execute study agreements. 2B 2.2 – Distribute study participant stipends
	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	USC/ REC/ APIFM	10/22	12/22	2B 3.1 - Purchase 18 DIY air filter kits and 6 indoor air sensor devices.
1/23			3/23	2B 3.2 - Complete study #1	
4/23			6/23	2B 3.3 - Complete study #2	
9/23			11/23	2B 3.4 - Complete study #3	
Task 3 – Community	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.	CEC	8/22	7/24	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

	3A 3: Share updates and data analysis findings on the organization's current air quality projects.	CEC/PS	1/23	10/23	3A 3.1: Contact seventy-eight (78) sensor hosts & stakeholders via email, newsletters, and/or air sensor Facebook group with updates
	3A-4: Work with community members and the stakeholder working group to develop policy solutions and recommendations to improve air local quality (3 meetings)	SPC/CEC	1/23	7/24	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
	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	CEC	10/22	7/24	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
	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.	CEC	10/22	7/24	3B-2.1: Conduct ten (10) community workshops reaching fifty (50) air sensor hosts
Task 4 -Workforce	4A 1 - Create a Memorandum of Understanding (MOU) agreement outlining roles, responsibilities, objectives, deliverables, funding (if applicable), and primary contact person with partner organizations	PM	1/22	1/22	4A 1.1 – Sign and execute the MOU for each partner organization
	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	PM/CEC	8/22	10/22	4B 1.1 – Sign and execute community agreement form with air quality sensor hosts and community air monitoring study participants

	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	USC/ REC	10/22	9/23	4C 1.1 - Collect data from fifty (50) outdoor low-cost air sensors within the study area
	4C 2 - Collect and analyze: (1) the ambient PM 2.5 levels 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	USC/ REC	3/23	3/24	4C 2.1 – Collect data from nine (9) indoor low-cost air sensors from study participants
	4D 1 - Create high level summary of findings from final data analysis report (i.e. executive summary, flyer, infographics, etc.)	USC/ REC/ APIFM	4/23	6/23	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 – Work with community air monitoring study participants to develop testimonials	CEC	4/23	7/23	4D 2.1 – Publish three testimonials to share on SSG/APIFM's website, newsletter, and social media
Task 5 - Reporting	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	APIFM	6/22	12/24	5A 1.1 - 6.1 – Complete and submit six (6) Biannual Reports to CARB by the following dates • June 12, 2022 • Dec 15, 2022 • June 15, 2023 • Dec 15, 2023 • June 15, 2024 • Dec 15, 2024

5B 1 - Create quarterly disbursement request and compile relevant fiscal backup documentation	APIFM	4/22	1/23	5B 1.1 - Submit Year 1 disbursement requests to CARB: Q1: April 30, 2022 Q2: July 31, 2022 Q3: Oct. 21, 2022 Q4: Jan. 31, 2023
	APIFM	4/23	1/24	5B 1.5 - Submit Year 2 disbursement requests to CARB: Q1: by April 30, 2023 Q2: July 31, 2023 Q3: Oct 31,2023 Q4: Jan. 31, 2024
	APIFM	4/24	3/25	5B 1.9 - Submit Year 3 disbursement requests to CARB: Q1: April 30, 2024 Q2: July 31, 2024 Q3: Oct. 31, 2024 Q4: March 31, 2025
5C 1 - Track Stakeholder attendance on work development plan, sensor host outreach, and research finding meetings	PC/CEC	1/22	7/24	5C 1.1 – Collect meeting attendance sheets
5C 2 – Track monitoring task metrics	PS/CEC	1/22	7/24	5C 2.1 – Compile sensor host tracking sheet, maintenance log, and agreement forms
		1/23	10/23	5C 2.2 – Compile study participant tracking sheet and agreement forms
		10/22	7/24	5C 2.3 – Collect pre- and post-workshop evaluations
5C 3 - Track community engagement task metrics	PS	1/22	3/25	5C 3.1 - Develop formal outreach summary

5C 4: Regularly track progress on data analysis with USC SCEHSC and CMC REC	APIFM	10/22	3/25	5C 4.1 – Timesheets and progress reports collected on a quarterly basis
5D 1 - Complete the air monitoring technical work plan so that community members can review the developmental process and justification for the monitoring methodology	APIFM	1/23	2/23	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
5D 2 - Complete the data analysis report	APIFM	1/23	2/25	5D 2.1 – Share one page summaries with one hundred (100) residents 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	CEC	1/23	3/25	5D 3.1 – Update SSG/APIFM’s Clean Air SGV webpage to reflect new project goals, materials, meetings/events, and other important project information 5D 3.2 – Share key project updates on quarterly basis via SSG/APIFM’s newsletter (12 updates over project) 5D 3.3 – Share two (2) social media posts monthly to highlight project materials, updates, meetings/events, air quality data analysis, and/or general air quality/air pollution information (72 social media posts shared across 3 social platforms - Facebook, Twitter, and Instagram)
5E 1 - Create a comprehensive final report focusing on project results and work completed between JAN ‘22 - DEC ‘24	APIFM	1/25	3/25	5E 1.1 – Complete final project report and submit to CARB by March 30, 2025.