



Community Air Protection Program Community Air Grant Request for Applications



September 2024



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Grant Application Submittal Checklist

For All Grant Applicants - your application must include the following:

Format for a Complete Application:

- Pages: numbered consecutively. For electronic submission, submit complete application in required formats:
 - Microsoft (MS) Word – Application narrative (20-page limit), Work Plan Table
 - MS Excel – Budget Table
 - Adobe (portable document format or PDF) files – Grant Application Coversheet, Payee Data Record, Letters of Support/Commitment, Supporting Documentation (e.g., project location maps, project staff resumes [2-page resume limit per individual]), Nonprofit Organization Board Resolution or Tribal Resolution, Non-Profit organization proof of status (e.g., [Internal Revenue Service Tax Exempt Organization Determination Letter](#))
- Font: no less than 11-point font. Fonts smaller than 11-point font will not be reviewed.

Items to Include in Application (Subject to 20-page Application Narrative Limit)

- Project Narrative** (Background, Project Need, Work Plan Narrative, Budget Narrative, Evaluation, Significance and Applicability) 20-page narrative limit.
 - Narrative limited to 20 pages. Any pages that exceed this limit will not be reviewed. Do not include section cover pages.

Items to include in Application (Not Subject to 20-page Application Narrative Limit)

- Grant Application Coversheet** (Appendix F, does not count toward 20-page application narrative limit) – Must be signed by the Signature Authority for the project – the person granted with the authority to sign official documents, contracts, agreements, or other legal instruments on behalf of an organization or tribal government. See Appendix F for more details.
 - If using a fiscal sponsor, the fiscal sponsor signature authority must sign the Grant Application Coversheet.
 - All applicable sections on this form must be completed.
 - Authorized signatories may not be a CARB or CalEPA Advisory Board member or alternate due to Government Code Section 87104 (see Appendix A).
 - Adobe digital signatures are acceptable.
 - Printed names in the signature blocks are not acceptable.
 - Submit in Adobe .pdf format file. Fill-in Grant Application Coversheet (see Appendix F) available on the Community Air Grant website.

<p><input type="checkbox"/> Work Plan Table (Appendix G, does not count toward 20-page application narrative limit) – Must be formatted as separate page(s) from the Work Plan narrative and submitted as a Microsoft (MS) Word document file. Please use Work Plan Table template – Appendix G available on the Community Air Grant website.</p>
<p><input type="checkbox"/> Budget Table (Appendix H, does not count toward 20-page application narrative limit) – Must be formatted as separate page(s) from the application narrative and submitted as a Microsoft (MS) Excel document file. Please use the Budget Table template – Appendix H available on the Community Air Grant website.</p>
<p><input type="checkbox"/> Supporting Documentation – Resumes of at least three (3) Key Staff involved in project including the Project Lead (2-page resume limit per individual). Does not count toward 20-page application narrative limit.</p>
<p><input type="checkbox"/> Letters of Commitment – Organization, academic, or governmental partner letters that indicate intent to commit either financial or in-kind resources to help implement the project should the project get funded. Does not count toward 20-page application narrative limit.</p> <p>Letters of commitment are required for L-CERP projects. CARB strongly encourages applicants to work <i>early</i> with potential partners such as air districts in developing specific commitments if the project is funded.</p> <ul style="list-style-type: none"> ○ May include letters from an air district or other local or state agency, and/or United States Environmental Protection Agency (U.S. EPA), Region 9, on specific project components (e.g., developing a Local Community Emission Reduction Plan or co-location of community air sensors at district air monitoring sites). <p>L-CERP project required Letters of Commitment should be sought <i>early</i> in the grant proposal development process and such letters should detail specific contributions from air districts that follow dialogue between an applicant and air district.</p>
<p><input type="checkbox"/> Letters of Support –Third-party (outside the organization or tribal government) letters conveying enthusiasm for the project, support for project benefits, objectives, approach, and impacts. May also point to strengths of the organization that could be of value in implementing or sustaining the project.</p> <ul style="list-style-type: none"> ○ Does not count toward 20-page application narrative limit. ○ Applicants should be advised that letters of support or commitment signed by current members of any of CARB or CalEPA’s advisory bodies is a violation of the Conflict-of-Interest Requirements. Letters of support should not come from any of CARB or CalEPA’s advisory body members or advisory body member alternates.
<p><input type="checkbox"/> 501(c)(3) Nonprofit Organizations Only (Does not count toward 20-page application narrative limit):</p>

<ul style="list-style-type: none"> ○ Nonprofit Organization Board Resolution (see Appendix J) ○ U.S. Internal Revenue Service Tax Exemption Determination Letter-Proof of Non-Profit Status (whichever is applicable).
<ul style="list-style-type: none"> <input type="checkbox"/> Tribal Governments (Does not count toward 20-page application narrative limit): <ul style="list-style-type: none"> ○ Federally-recognized tribal governments: Tribal Resolution – Approved Tribal Government Resolution/Letter of Authorization from Tribal governing body – See Appendix I for sample language. ○ Non-federally recognized tribal governments: See section above and follow 501(3)(c) nonprofit organization only box for requirements.
<ul style="list-style-type: none"> <input type="checkbox"/> California Environmental Quality Act (CEQA) Acknowledgement – This applies to all Applicants. Must confirm on the Grant Application Coversheet (Appendix F) whether the proposed project includes construction, air monitoring, or installation of equipment construction to ensure compliance, if applicable, with California Environmental Quality Act (CEQA). These requirements require CARB to inform stakeholders about the potential environmental impacts of proposed projects, and to reduce those environmental impacts to the extent feasible.
<ul style="list-style-type: none"> <input type="checkbox"/> Payee Data Record (STD 204) – Completed form required when receiving payment from the State of California in lieu of Internal Revenue Service W-9 form or W-7 form.
<ul style="list-style-type: none"> <input type="checkbox"/> Acknowledgement of No Conflict-of-Interest Compliance – Officials of CARB or CalEPA, and members and alternates of CARB or CalEPA advisory bodies, may not be a signatory, or administrator on a grant application, or on any resulting grant agreement. Such individuals should not be listed on the grant application (e.g., Work Plan or Budget) except as necessary to show their role in the organization. Applicants must confirm on the Grant Application Coversheet whether the proposed project complies with this requirement.

Please note: The terms “Request for Applications”, “RFA”, “solicitation”, and “guidelines” have the same meaning and will be used interchangeably in this document.

CALIFORNIA AIR RESOURCES BOARD
Community Air Protection Program

Community Air Grant Application and Instructions

A. CARB Community Air Grant Program

[Assembly Bill \(AB\) 617](#) (C. Garcia, Chapter 136, Statutes of 2017) authorized the California Air Resources Board (CARB) to establish the [Community Air Protection Program](#) (Program). The Program's focus is to reduce harmful emissions and exposures to air pollution in communities most impacted by poor air quality. AB 617 requires CARB to update the statewide strategy, known as the Program Blueprint, at least once every five years and in October 2023, the CARB Board unanimously approved the first major revision to the strategy, [Blueprint 2.0](#).

AB 617 requires CARB to provide grants to community-based organizations for technical assistance and to support community participation in the implementation of the community air protection process. CARB's Office of Community Air Protection administers Community Air Grants (CAGs) to California community-based organizations and California Native American tribes to meet this statutory requirement. The CAGs are funded through the State's portion of Cap-and-Trade auction proceeds from the Greenhouse Gas Reduction Fund (GGRF).

B. Community Air Grant Priorities

Community Air Grants build community capacity, improve air quality at the local scale, and support community participation in the Community Air Protection Program (CAPP). Under Blueprint 2.0, CARB commits to using CAGs as a new pathway to bring resources to consistently nominated communities in alignment with [CARB's commitment](#) to diversity, racial equity, inclusion, and environmental justice (EJ).

Community Air Grant projects must be wholly located in and benefit disadvantaged and/or low-income communities to maximize benefits to priority populations. Projects must provide direct, meaningful and assured benefits to priority populations, as identified pursuant to [California Health and Safety Code sections 39711 and 39713](#) (added and amended by Senate Bill 535 and AB 1550), which includes California Native American tribal lands or tribal communities.

Disadvantaged communities are defined as the following:

- The top 25 percent of census tracts experiencing disproportionate amounts of pollution, environmental degradation, and socioeconomic and public health conditions according to the [CalEnviroScreen 4.0 tool](#).
- Census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest five percent of CalEnviroScreen 4.0 Pollution Burden composite scores.

- Census tracts identified in 2017 as disadvantaged, regardless of their scores in CalEnviroScreen 4.0.
- Lands under the control of federally recognized California Native American Tribes.

Low-Income communities and households are defined as the following:

- Those communities and households with incomes either at or below 80 percent of the statewide median or below a threshold designated as low-income by the [California Department of Housing and Community Development](#).

Community Air Grants are funded through the [California Climate Investments Program](#). The California Climate Investments Program defines Priority Populations as disadvantaged communities and low-income communities as defined above. [CARB's priority population investments mapping tool](#) may be used for location identification purposes. Specific project census tract location(s) must be included in Section 1 of the application narrative (see Table 1-Application Narrative criteria).

The Community Air Grants Program will focus on the following priorities to promote and support a diverse range of effective community based and community driven solutions, which can serve as models and be expanded upon to benefit impacted communities throughout the state through the following:

1. Achieving equitable participation and the demonstration of local partnership building and coordination, resource leveraging, in-kind support, or other forms of collaboration.
2. Fostering workforce training and development (e.g., job creation and/or job training).
3. Advancing equity and environmental justice within the context of California's air quality policies.
4. Promoting transferability of emissions reduction strategies contained in CARB-approved Community Emission Reduction Programs (CERPs) developed by air districts and Community Steering Committees to other communities with similar sources of air pollution.
5. Building capacity of participants, such as those communities consistently nominated to the Program, to engage more equitably in the Community Air Protection Program and building capacity through projects that bring together partners to develop and implement Local Community Emission Reduction Plans (L-CERPs).
6. Providing CAPP benefits to communities disproportionately impacted by air pollution that are identified as disadvantaged communities by CalEnviroScreen 4.0 or SB 535.

C. Request for Applications

The maximum grant award provided for focused and technical projects is \$500,000 and \$300,000 for educational projects.

D. Eligibility

To be eligible to apply for a CARB Community Air Grant, the Applicant must be one of the following:

1. A California community-based organization holding a current tax-exempt status under Section 501(c)(3) federal Internal Revenue Code.
2. A California organization holding a tax-exempt status under Section 501(c)(3) of the federal 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.
3. A California Native American Tribe. For the purposes of this grant, this includes all Federally Recognized Tribes, and other California Native American Tribes, as defined by Governor’s Executive Orders B-10-11 and N-15-19.

Not Eligible for Funding (this list is not exhaustive):

- Individuals
- Schools, school districts, universities, or colleges (public or private)
- California organizations holding a tax-exempt status under Section 501(c)(3) of the federal Internal Revenue Code ancillary or affiliated to a local, municipal, city, county, or state governmental agency or entities

E. Grant Timeline

The timeline for grant activities is presented below.

Date	Activity
July 19 – Aug 25, 2024	Draft Request for Applications (RFA) Public Comment Period
Aug 20, 2024	Draft RFA Public Workshop 1
Aug 22, 2024	Draft RFA Public Workshop 2
Sept 3, 2024	Final RFA Released
Fall 2024	Pre-Application Assistance Public Workshop 1
Fall 2024	Workshop: How to Prepare a Grant Proposal
Fall 2024	Pre-Application Assistance Public Workshop 2
Nov 1, 2024	Grant Application Deadline
Nov 2, 2024 – March 2025	CARB Grant Application Review
March 2025	CARB Notification of Status of Award to Applicants, and Press Release regarding Cycle 5 Award Selections
May 2025	CARB Grant Agreements developed and sent to Awardees

June 2025	Grant Term and Project Activity Begins
July 2025	Project Orientation and Kickoff Meetings
Dec 5, 2025	All Project: Progress Report 1 Due
May 15, 2026	All Project: Progress Report 2 Due
Dec 4, 2026	All Project: Progress Report 3 Due
March 31, 2027	Grant Term Ends for Projects funded from 2022 Budget Act
April 30, 2027	Final Reports Due for Projects funded from 2022 Budget Act
May 14, 2027	Progress Report 4 Due for Projects funded from 2023 Budget Act
Dec 31, 2027	Grant Term Ends for Projects funded from 2023 Budget Act
Feb 15, 2028	Project Final Reports Due for Projects funded from 2023 Budget Act

F. Application Requirements

1. All Applicants must submit a completed and signed original application and a copy of the CARB Community Air Grants Application Coversheet (Appendix F).
2. Eligible non-profit community organizations applicants only. In addition to the application, verification of status as a valid and current United States Internal Revenue Code Section 501(c)(3) organization must be submitted with the application. Failure to do so will result in ineligibility of award consideration. An approved resolution or letter of authorization from the non-profit organization’s governing body. The approved resolution must be submitted with the grant application package by November 1, 2024.
3. Federally recognized Tribal government applicants only. In addition to the application, you must submit an approved resolution or letter of authorization from the Tribal government’s governing body. The approved resolution for a Tribal government must be submitted with the grant application package by November 1, 2024.
4. Only one application per applicant will be considered for a given project. Applicants may submit more than one application if the applications are for separate and distinct projects.

G. Application Deadline and Information

Applications must be emailed and received by the CARB Community Air Grant Program email address at AirGrants@arb.ca.gov no later than 11:59 p.m., Pacific Standard Time (PST) on November 1, 2024. **Applications received after 11:59 pm PST on November 1, 2024, will not be accepted.**

Use of Electronic Versions of the Solicitation. This solicitation is made available by electronic means. In the event of conflict between a version of the solicitation in the

Applicant's possession and the version maintained by the solicitation Lead, the version maintained by the solicitation Lead will govern.

Amended Application Proposals. Applicants may only submit an amended application before the Application Deadline. An amended application must be a complete replacement of a previously submitted application package and must be clearly identified as a replacement amended application. CARB staff will not merge, collate, or assemble application materials. Once received, the new amended application will replace the previously submitted application package in its entirety. All amended applications must be submitted and received by the Application Deadline.

No Late Applications. For an application to be considered, the complete application package must be received by CARB's Office of Community Air Protection Grant Program (AirGrants@arb.ca.gov), no later than the Application Deadline. An application that was sent but not received by the Application Deadline is a non-responsive (ineligible) application.

CARB is not liable or responsible for applications that fail to properly arrive on time (e.g. lost in the mail, delivery delays, addressed/sent to the wrong email address, etc.). CARB is not responsible or liable for email communications that do not make it to the intended destination (receiver).

Withdrawal of Application. Applicants may withdraw their applications at any time. The Applicant's authorized representative must submit an email to AirGrants@arb.ca.gov indicating that the application is being withdrawn.

No Public Opening of Applications. There will be no public opening of the application packages for this solicitation.

Submitted application packages become the property of CARB and will not be returned.

H. Examples of Project Activities

Proposed projects must have a clear focus on community specific environmental issues that address community and/or tribal interests. Examples of project activities that are eligible include, but are not limited to the following:

- Identify and assist community stakeholders and/or Tribal governments to participate in Community Air Protection Program and air quality governmental decision-making processes.
- Collaborate with academia, air districts or other local city/county government entities to collect data in communities affected by air quality impacts and exposure to pollution.
- Provide technical tools, information, or protocols to improve community and/or tribal government knowledge and understanding of issues related to air pollution and hazards.
- Partner with affected residents and stakeholders to identify community air quality priorities and strategies to address them.

- Enhance community and/or tribal government understanding of air quality issues affecting their community and/or tribe.
- Improve communication and coordination efforts among community groups, stakeholders, and California Native American tribal governments and California state entities to address exposures to air pollution and hazards through such activities as regional or state-wide convenings.
- Provide bilingual services for hearings, workshops, and outreach efforts in non-English speaking communities in support of air quality protection
- Support community and/or tribal member participation in governmental public meetings focused on air quality issues.
- Promote community and/or tribal governments' involvement in addressing air quality issues and developing solutions to address them.
- Develop and/or implement air quality curricula, projects, and/or programs that teach and promote about the causes and effects air pollution and potential solutions.
- Provide meeting facilitation for community or tribal member awareness and outreach in the Community Air Protection Program, which may include hiring technical experts, consultants, and trainers.
- Promote community and tribal member engagement and planning efforts regarding air quality emission and/or exposure reductions at the community level and/or in participatory budgeting activities related to the Community Air Protection Program.
- Facilitate participation in community-based participatory research projects that align with the purposes of the Community Air Protection Program.
- Provide community/tribal air monitoring support and capacity building.
- Convene Community Air Protection community practitioners to share best practices and lessons learned related to community air monitoring.

I. Eligible Costs

1. Direct project costs that include the following:
 - a. All components of project implementation
 - b. Personnel costs and fringe benefits
 - c. Travel expenses and per diem rates set at the rate specified by [California Department of Human Resources \(CalHR\)](#).
 - i. Any reimbursement for necessary travel and per diem must be at rates not to exceed those amounts paid to the State's represented employees. CalHR's travel and per diem reimbursement amounts may be found online at www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx. Reimbursement must be at the State travel and per diem amounts that are current as of the date costs are incurred by the Grantee.

- ii. No travel outside of the State of California will be reimbursed unless prior written authorization is obtained from CARB.
 - d. Outreach and education
 - e. Supplies
 - f. Research and data analysis costs
 - g. Costs associated with equipment and infrastructure that is used directly for the purposes of the project, air monitoring equipment and technology, data collection and analyses costs
 - h. Program evaluation
 - i. Required reporting
 - j. External consultants (if pre-approved by CARB) and third-party contracts for direct support
 - k. Information technology related to project implementation
 - l. Hardware and software costs to support monitoring systems. This includes the direct maintenance of these components, if required by the project
2. Administrative costs that meet the following criteria:
 - a. Administrative costs for projects may not exceed twenty (20) percent of the awarded Air Grant funds. Administrative costs include but are not limited to the following:
 - i. Operating costs (e.g., rent, supplies, insurance liability costs, etc.)
 - ii. Indirect costs (e.g., distributed and general administrative services)
 - iii. Overhead
 - iv. Records retention
 - v. Printing and mailing services
 - vi. Any other costs that are not directly and fully incurred to support the grant.
3. Costs associated with community engagement and outreach in keeping with the program's objectives of increasing access and accountability to disadvantaged communities, and recognizing public participation in community engagement activities is a benefit to the project and public include the following:
 - a. Attending CARB/air district meetings or other (AB 617) Community Air Protection Program implementation meetings or efforts
 - b. Air quality related community outreach and engagement events and support, including but not limited to the following:
 - Language translation and interpretation services; accessibility services
 - Television, radio, social media advertising
 - Translation and interpretation for meetings and written materials

- Participant compensation that is an exchange of payment for services rendered in the development of community work products, and appropriately documented with deliverables such as sign in sheets or written surveys
 - Provision of transportation services for community residents, such as a vanpool
 - Refreshments and/or meals may be allowed at CARB's sole discretion. CARB retains the discretion to allow or deny these costs. Must obtain prior approval from CARB for the use of grant funds for light refreshments and/or meals served at meetings, conferences, training workshops and outreach activities (events). Must send requests for approval to the CARB Grant Project Liaison that include: (1) A description of the purpose, agenda, location, length, and timing for the event, (2) An estimated budget and description for the light refreshments, meals, and/or beverages to be served at the event(s), and (3) An estimated number of participants in the event and a description of their roles. Note: Costs for light refreshments and meals for recipient staff meetings and similar day-to-day activities are not allowable under CARB Community Air Grant Agreements. Recipients may address questions about whether costs for light refreshments, and meals for events may be allowable to the recipient's CARB Grant Project Liaison, however, CARB's Community Air Protection Grants Program Manager will make final determinations on allowability. CARB prohibits the use of CAG funds for receptions, banquets, and similar activities that take place after normal business hours unless a justification has been submitted that has been expressly approved by CARB's Community Air Protection Grants Program Manager
- c. Transportation to support community tours in support of Community Air Protection Program activities
 - d. Conducting community needs assessments related to the Community Air Program
 - e. Data analysis and/or visualization
 - f. Deploying and maintaining community-based air quality monitoring systems
 - g. Developing air quality communication programs
 - h. Hardware for community-run monitoring systems
 - i. Hiring specialized staff
 - j. Hiring technical experts or consultants
 - k. Identifying sources of emissions in communities
 - l. Identifying and siting locations for monitoring
 - m. Meeting facilitation
 - n. Travel costs to attend meetings with other CAG grantees as invited by CARB

- o. Costs associated with community engagement and outreach are considered eligible, in keeping with the program's objectives of increasing access and accountability to disadvantaged communities, and recognizing that public participation in community engagement activities is a benefit to the project and public
- p. Planning/design of systems or components of projects
- q. Rental costs of equipment, facilities, or venues for participation in or as it relates to the Community Air Protection Program
- r. Staff and/or resident training
- s. Salaries, wages, and compensation for staff and community resident participation, respectively, in the Community Air Protection Program.
- t. Costs associated with Community Air Grant insurance liability certificate requirements for the Grant Award
- u. Provision of youth focused activities for community residents in support of project goals and objectives

J. Ineligible Costs

Any costs not included in the approved Budget, and not directly related to the project, are ineligible for reimbursement. All expenditures must be related to activities, products, and services in the Work Plan. For any questions regarding ineligible costs, contact the CARB Project Liaison.

Examples of ineligible costs for funding include, but are not limited to, the following:

- a. Lobbying or advocacy activities relating to any federal, state, regional, or local legislative, quasi-legislative, adjudicatory, or quasi-judicial proceeding involving the development or adoption of statutes, guidelines, rules, regulations, plans or any other governmental proposal, or involving decisions concerning siting, permitting, licensing, or any other governmental action.
- b. Litigation, administrative challenges, enforcement action, or any type of adjudicatory proceeding. This includes but is not limited to funding of a lawsuit against any governmental entity or against a business or an activity owned by a business.
- c. Personnel or travel-related costs, stipends, contract or subcontract costs to elected officials or employees of the California Air Resources Board, the 35 local air district boards, or the California Environmental Protection Agency.
- d. Expenses that have occurred prior to the execution of this Grant Agreement.
- e. Matching state or federal funding.
- f. Performance of any technical assessment for purposes of opposing or contradicting a technical assessment prepared by a public agency.
- g. Administrative, indirect, or overhead costs that exceed 20 percent of the awarded air grant funds.

- h. Profit or mark-up by the Grantee.
- i. Referral fees.
- j. Services, materials, or equipment already paid for by another local, state, or federal grant program.
- k. Out-of-State travel (unless prior written authorization is obtained from CARB prior to any travel).
- l. Overtime costs/compensated time off (except for when law or labor contract requires overtime compensation).
- m. Purchase of the following equipment: cell phones, pagers, cameras, personal digital assistants, computers, laptops, and other similar electronic and telecommunication devices.
- n. Travel expenditures that exceed the State rate (for hotel and meal rates, see the [California Department of Human Resources website](https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx) at <https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx>). On the page link, see short-term lodging reimbursement rates. No travel reimbursement will be paid without a legible valid receipt that includes all required receipt information (see Appendix E – Sample Grant Provisions).
- o. Direct cash benefits or subsidies to participants, which are unrelated to specific community work products.
- p. Alcoholic refreshments.
- q. Provision of childcare services for community residents.
- r. Participant incentives, such as door prizes, which are unrelated to specific community work products.
- s. General meetings that do not specifically discuss or advance implementation of the Community Air Protection Program Community Air Grant project.
- t. Any pre-paid expenditures for future goods or services delivered beyond the end of the grant term.
- u. Prepaid credit/cash cards, gift cards, gift certificates, grocery cards, transportation cards, and phone cards.
- v. Fines or penalties due to violation of international, federal, state, or local laws, ordinances, or regulations.
- w. Expenses for audits of the Grantee's entire organization, or portions thereof.
- x. Prohibition on Funding Non-Public Schools and Sectarian Purposes: Grantees may use or authorize the use of CARB funds only in any manner that is consistent with applicable laws, including but not limited to California Constitution, article XVI, section 5; California Constitution article IX, section 8; and federal law. CARB reserves the right to obtain additional information from applicants and Grantees to determine compliance with California Constitution, article XVI, section 5 and article IX, section 8. Failure to provide any requested information may result in denial of grant funding or termination of this Grant Agreement.

- y. Promotional giveaway items or swag. Ineligible giveaway items include, but are not limited to, key chains, letter openers, door hangers, squeeze toys, coffee mugs, gift incentives, frisbees, hats, t-shirts, chip clips, pens, pencils, stuffed animals, screwdrivers, calendars, pencil holders, magnets, dried sponges, flash drives, etc.
- z. Costs deemed by the CARB Project Liaison to be unreasonable, excessive, inappropriate, not related to the purpose of the grant, or not consistent or in compliance with the Grant Agreement.
- aa. Other work deemed ineligible by CARB, or not consistent with state law. 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).

K. Application Review, Grant Agreement, Notice to Proceed

1. Application Review – CARB staff will review applications for adequacy and eligibility. Eligible project proposals will be reviewed, evaluated, and ranked by CARB staff. The CARB’s Executive Officer, or his delegate will make the final selection of projects to fund in consideration of the staff’s recommendations. CARB reserves the right to not award any or only a portion of the CARB Community Air Grant, subject to funding availability. CARB will notify all Applicants of the decision of the grant award.
2. Grant Agreement and Notice to Proceed – Following CARB approval of the awarded project, the Grantees will be sent a copy of the executed Grant Agreement and Notice to Proceed notification. A Notice to Proceed letter will signify CARB’s approval for the Grantee to begin project implementation and incur project related expenditures.

L. Grant Program Contact Information

For questions or clarification on this CARB Community Air Grant solicitation, please contact:

Leah Asay, Grant Coordinator
Office of Community Air Protection
Community Air Grant Program
E-mail: AirGrants@arb.ca.gov
(916) 282-6250

Physical Address
1001 I Street, 7th Floor
Sacramento, CA 95814

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.

Electronic Mail Communications

Communications regarding this solicitation will be conducted by electronic mail (email). ALL Applicants agree to provide CARB with a valid email address with the application at the time

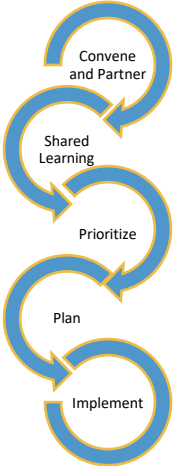
of submission. All communications to the Applicant will be made to the email address provided by the Applicant.

M. Project Types – Educational, Technical, and Focused

Project Type	Sample Objectives
<p>Educational</p> <p>\$300,000 maximum award</p>	<ul style="list-style-type: none"> • Community engagement and education focused on CARB’s Statewide Strategy for the Community Air Protection Program known as Blueprint 2.0 • Community capacity building to participate in the community air protection process • Conducting air quality education • Facilitating community interaction and cultivating working relationships with government agencies and other parties such as business and industry • Developing partnerships, coalition building, and education materials to support community air monitoring and/or development of a Community Emissions Reduction Program by a community that has been selected into the program • Education on CARB statewide regulatory actions • Education on Best Available Control Technologies (BACT), Best Available Retrofit Control Technologies (BARCT), and the Technology Clearinghouse • Education on air quality enforcement, including community-focused enforcement concepts • Education on data reporting and communication • Education on the air district use of CAPP Incentives and air district funding plan processes to use CAPP incentives to address air quality issues in disadvantaged communities • Any other elements of the CAPP or Blueprint 2.0 <p>Educational projects are similar to community capacity building projects that strengthen local community leadership, skills, expertise, and resources so communities can work to address their air quality concerns and issues to reduce air toxic emissions and exposures. This work uplifts community knowledge, skills, develops partnerships, and supports community planning for air quality emission and exposure reduction projects.</p>

Project Type	Sample Objectives
<p>Technical</p> <p>\$500,000 maximum award</p>	<ul style="list-style-type: none"> • Community technical training (monitoring and technical education including data collection, analysis and visualization) • Community Air Monitoring Plan Development • The development of an air monitoring plan to ensure that communities have the tools and experience needed to collect useful and actionable data <ul style="list-style-type: none"> ○ This could include workshops, hands-on trainings, producing handbooks, etc. and include tasks such as: <ol style="list-style-type: none"> 1. General project planning and monitoring plan development 2. Choosing a suitable monitoring approach 3. Identifying and addressing important data quality and performance indicators 4. Outlining how to maintain a network of sensors 5. Detailing how to follow and implement quality assurance/quality control (QA/QC) procedures to ensure data collected is useful 6. Describing how to analyze sensor data and tools 7. Analyzing and using monitoring data to develop solutions • Community-led air protection efforts • Technical Implementation (e.g., deploying sensors) • Training on air emissions inventories and modeling approaches • Community air monitoring support (includes purchase of air quality monitors) <p>Technical projects are similar to small scale community air monitoring plans intended to generate data that will support action to reduce emissions and exposure. Technical projects can augment other community-led and government-led air monitoring programs to enhance community understanding of pollution impacts within communities and collect data to support taking actions to reduce emissions.</p>
<p>Focused</p>	<p>Local Community Emissions Reduction Plans</p> <p>This project type will work to develop a Local Community Emissions Reduction Plan (L-CERP) based on an assessment of air</p>

Project Type	Sample Objectives
<p>(Previously Targeted Projects)</p> <p>Local Community Emissions Reduction Plans (L-CERP) and Emission Reduction Strategies Expansion (ERSE)</p> <p>\$500,000 maximum award</p>	<p>quality information, emissions sources, and existing monitoring data and include participation from a range of partners in the community, particularly affected residents, and including but not limited to the following:</p> <ul style="list-style-type: none"> • Local air district • Local governments • state and/or federal agencies • Academia • Affected sources (business and industry) <p>Eligible activities for the L-CERP include the following:</p> <ul style="list-style-type: none"> ▪ Development of a charter to support governance and decision-making ▪ Review of air quality data to prioritize community/tribal member concerns, and development of strategies to address those concerns ▪ Work with CARB, the local air district, and state and local governments to develop implementation strategies for prioritized actions to address those concerns. ▪ Conducting workshops and capacity building activities to help lay the foundation for L-CERP development through the identification of sources of air pollution to help inform the development of the Local- Community Emissions Reduction Plan (L-CERP) ▪ Identify and leverage existing and proposed L-CERP measures and other tools (i.e., enforcement, incentives) to tailor a L-CERP to the community and development of strategies to reduce air pollution emissions and/or exposures. <p>Note: Applicants are strongly encouraged to first apply for a Technical Project to develop a Community Air Monitoring Plan prior to applying for an L-CERP project. Applicants who have not implemented an air monitoring project for the proposed project area must demonstrate how they will review and document existing available air quality data and information for the proposed project area, such as emissions inventories or other monitoring data, to support prioritization of air quality concerns and community need for the proposed project.</p> <p>Emission Reduction Strategies Expansion</p> <p>Identify and document statewide or community-specific air quality priorities and recommended strategies that could be</p>

Project Type	Sample Objectives
	<p>applied across communities with similar sources of air pollution or adopted as a statewide effort. The project can focus on a specific and in-use strategy(ies) that can be deployed in a community. The applicant must demonstrate how it intends to build awareness of and support for specific strategies. Tasks would include outreach to demonstrate community and air district support for the strategy. Project deliverables would include, but are not limited to, a report describing how the community prioritized emissions reduction strategies, analysis and findings, implementation costs and other required support to achieve implementation.</p> <p>Sample design elements for ERSE and L-CERP projects that are similar to the stages in the development of Community Emissions Reduction Programs in selected communities:</p> <ul style="list-style-type: none"> • Convening, building partnerships and governance is an essential step for all project types. • Shared learning builds capacity and raises awareness about air quality. • Prioritizing air quality concerns and strategies to address them helps with the development and implementation of an air quality monitoring plan, ERSE, and L-CERP projects. • Planning is essential in the development air quality monitoring projects, ERSEs, and L-CERPs. • Effective implementation and evaluation are fundamental to all project types <p>Focused projects help outline, with community input, new air quality strategies, implementation schedules, and activities to reduce emissions and exposure to air pollution for those highly impacted communities by poor air quality.</p>

N. Proposed Narrative – Scoring Criteria

The application narrative and project documents (e.g. Work Plan Table and Budget) must include clear and succinct responses to the questions in the following table titled Scoring Criteria. The narrative and corresponding Work Plan and Budget tables must clearly and concisely describe and justify each task presented. A well-prepared application will address each question concisely, thoroughly, and will address the Scoring Criteria with specificity. The proposed narrative is limited to 20 pages; including the Work Plan and Budget Narrative. The 20-page narrative does not include the Application Grant Cover Sheet, the

Work Plan Table, the Budget Table, letters of support or letters of commitment, resumes, or proof of non-profit status. Resumes are limited to two pages per person.

Do not assume the review panel is knowledgeable of any proposal, organization or California Native American Tribe.

The Applicant is responsible for supplying sufficient detail for the review panel to fully evaluate the proposal.

TIPS FOR APPLICATION WRITING

- When writing the grant application, pursue the SMARTIE grant objective approach. Ensure the project is: S (Specific), M (Measurable), A (Achievable), R (Relevant), T (Timeframe), I (Inclusive) and E (Equitable) or SMARTIE in approach.
- For SMARTIE goal setting, refer to <https://www.managementcenter.org/resources/smartie-goals-worksheet/> for more information.
- This approach will assist in defining and communicating the intended outcomes, track progress, evaluate the project's impact and advance equity.

- Example:

Objective: Improve air quality and monitoring in low-income neighborhoods.

- Specific: Target specific census tracts or zip codes.
- Measurable: Increase air monitoring capacity 20% by 2026.
- Achievable: Provide financial resources to obtain the necessary equipment.
- Relevant: Support the State of California's goal of measuring and lowering air quality impacts.
- Timeframe: Implement the project from June 2025 to March 2027.
- Inclusive: Reflect, generate options, and enact changes that advance racial equity and inclusion to bring traditionally marginalized people—particularly those most impacted in the community into the project's processes, activities, and decision/policymaking in a way that shares power.
- Equitable: Include fairness and justice elements in this project that seek to address injustice or inequity in community government decision-making processes.

INSTRUCTIONS: The following format must be used to complete the narrative. This must be legibly printed or typed double-sided on 8 1/2" x 11", with all pages numbered consecutively. The application must be at a minimum of 11-point font. Non-required attachments such as separate pictures, maps, newsletters, brochures, factsheets, business cards, will count toward your narrative page limit. Do not include title pages to separate application sections.

Applicants will be ranked based upon the scoring criteria listed below. Proposals with the highest scores will be considered for funding first.

O. Scoring Criteria Description

Minimum Requirements

Does the Application Meet the Evaluation Criteria?	Description
Yes/No	<p>Coversheet – completed and signed. Signature must be <u>signed by the designated authorized Signature Authority</u>. Applications signed by current members or member alternates of any CARB or CalEPA advisory body will not be accepted. Budget sheets reflecting compensation for current members of any CARB advisory body will not be accepted. No stamped or photocopied signatures. Adobe digital signatures are acceptable. Printed name(s) in lieu of a signature is/are not acceptable.</p> <p>Applicants Applying Under Fiscal Sponsors: If the applicant is applying under a fiscal sponsor, the <u>application must be signed by the fiscal sponsor representative</u> authorized to enter into contracts for its organization.</p>
Yes/No	<p><u>Eligible Non-profit Community Organization Applicants Only:</u> Verification of federal Internal Revenue Service Code 501(c)(3) tax exempt nonprofit status or recognition of being a non-profit entity.</p>
Yes/No	CEQA Acknowledgement.
Yes/No	Payee Data Record (STD 204) – Completed and signed by Signature Authority.
Yes/No	Compliance with Conflict-of-Interest Law (Government Code 87104)
Yes/No	Resume(s) of Project Lead and Key Staff – Include resumes of key staff who shall be significantly involved in the project. Resumes may be no more than two pages per person.
<p>For L-CERP Projects Only:</p> <p>Yes/No</p>	L-CERP projects must include at least one letter of commitment from a partner organization with specific contributions for in-kind or other support for the project.

P. California Environmental Quality Act Acknowledgement

Although many grant projects are likely to be exempt from the California Environmental Quality Act (CEQA), some projects could qualify as a project under CEQA. To ensure that all CEQA requirements are met as needed, CARB needs specific information on the proposed project. No awards can be approved until the CEQA requirements are satisfied or the applicant sufficiently shows that the project is exempt from CEQA.

Confirm on the Application Coversheet (Appendix F) whether the proposed project includes construction, air monitoring, or installation of equipment at all, OR if it is purely educational or outreach based. If the proposed project is purely education or outreach based, no further CEQA process is necessary after you have acknowledged on the Application Coversheet Section 3. that the proposed project is purely educational, or outreach based.

However, if your project involves some construction, air monitoring, and/or equipment installation, include the following information on the Application Coversheet in Section 3A. CEQA Acknowledgement Description for your proposed project. Specifically, provide a detailed description of all the infrastructure or equipment you intend to build or install and where that equipment will be placed. If the final location is not yet known, identify all possible locations or the general type of locations at which installation could occur. Provide as much detail as possible, such as city, street address, and the specific location in or on a particular property, etc. As you prepare this information be sure to include the following on the Application Coversheet in Section 3A. CEQA Acknowledgement Description:

- A detailed description of the equipment to be used, if any, and how the equipment will be installed.
- Confirm if any ground disturbance will occur, and if so, describe the extent of the disturbance.
- Describe whether the project site already has building on it, or other forms of human-built disturbance (e.g., is it pristine or no?).
- Provide a description of the size and extent of any other required construction, such as trenching, electrical installation or wiring, infrastructure installation, paving, or grading.
- Confirm whether there are any plans or permits required for the project, such as an air quality permit, conditional use permit, encroachment permit, building expansion permit, etc., and list those required permits.

CEQA Acknowledgement Description Template

Below is a fill-in the blanks template for a sample response to the list of information requested above that can be used. Ensure you have also reviewed the list of needed information above, and ensure you've included all needed information in your response:

[Applicant's Name] will use community air grants to **[describe the general nature of the project]**. The project will place **[describe equipment]** at **[list locations or type of locations]**. The construction work will involve **[describe construction activities, including ground disturbance, if any, that will occur]**. The construction locations are

[describe the degree of existing disturbance/use at those locations – e.g., are they pristine or already disturbed/in use]. After construction, the sites will be [describe any change to sites – e.g., largely unchanged except for adding monitoring equipment, etc.] The following permits will be required/obtained [describe permits and any other environmental conditions that will apply].

Q. Project Work Plan Description

In completing the Work Plan narrative and Work Plan Table, address the questions in the Scoring Criteria to develop the Work Plan narrative, and use the provided Work Plan Template (Appendix G) to complete the Work Plan Table. The Work Plan will include the scope of work objectives and the project timeline to align with the project's grant term. The Work Plan must list all activities that are part of the project.

- The Work Plan Table should provide a high-level summary outline of the Work Plan narrative.

For instructions on how to complete the Work Plan Table:

The Work Plan Table should include, at minimum, five columns that provide the following information. In the first column, number the major and sub activity tasks for your project. In the second column, describe the proposed activities to be undertaken to accomplish the task. In the third column, state the lead staff (by staff title and the organization or California Native American Tribe of the staff) who will lead the work for that activity task. In the fourth column, include the beginning and end dates for each activity task including month and year. The last column should include project milestones and/or deliverables.

- The Work Plan must include, at a minimum, the following tasks: "Project Goals and Milestones", "Community Engagement", and "Reporting". If applicable, "Workforce Development" and or "Monitoring" should also be included. This is not an exhaustive list of tasks just the minimum tasks that should be included in your budget and described in the Work Plan narrative and Work Plan Table.
- "Reporting" task should always be the last task of the Work Plan.
- The Work Plan task must align with the Budget tasks categories. This will help the evaluators of your project understand the costs associated with each task for activities in the project Work Plan.

R. Project Budget Description

In completing the Budget narrative and Budget Table, address the questions in the Scoring Criteria to develop the Budget narrative, and use the provided Budget Template to complete the Budget Table. The Budget will include costs for activities proposed under each task and overall project budget using the CAG budget template. Costs include, but are not limited to personnel costs related to Work Plan tasks, sensor or monitor purchases and installation, community meeting costs, facilitation and language access services of meetings in Work Plan tasks, office supply materials, subcontractor costs, equipment costs, equipment shipping and handling costs, taxes, etc.

The Budget Table should provide a high-level summary outline of the Budget narrative with a line-item granularity of budget expenditures. The Budget Table tasks must align with the Budget tasks categories.

Instructions on how to complete the Budget Table:

The project Budget Table must be prepared using the MS Excel spreadsheet template located at <https://ww2.arb.ca.gov/capp-cag>. Provide a cost description for each task's proposed activities, overall project budget, and any leveraged funds in Section 4 of the application.

When preparing the project budget, consider the following:

- The Budget must include, at a minimum, the following tasks: "Project Goals and Milestones", "Community Engagement", and "Reporting". If applicable, "Workforce Development" and or "Monitoring" may also be included. This is not an exhaustive list of tasks just the minimum tasks that should be included in your budget and described in the Budget narrative.
- "Reporting" task should always be the last task of the Budget.
- On the Budget Template, use the dropdown menu for Budget Category, accessible by hovering to the right of the Budget Category box. Select either "Personnel," "Supplies and Services," "Equipment," or "Subcontractors."
- Based on the response to Budget Category, the option for Budget Item will display different options. To select the Budget Item, hover to the right of the Budget Item box.
Note: Select a Budget Category before the option to select a Budget Item appears.
 - The budget narrative must be clear and concise. Overall project costs must align with the Work Plan and associated cost(s) by task.
 - Include associated shipping/handling, taxes, set-up, installation, service agreements, community meeting costs, materials, warranties, contracts, equipment costs, contractor work, sub-grantee fees, etc. by task.
 - A **20 percent maximum** of administrative costs may be covered.
 - Use whole dollar amounts.
 - Ensure all proposed costs add up to the total amount requested
 - Retain documentation on how your budget was calculated.
 - Regarding outputs (project accomplishments), 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 from project partners and/or additional funding sources that are being leveraged or utilized in this project.

(Intentionally left blank)

S. Table 1- Scoring Criteria -Format and Specific Information Required for Evaluation

Format and Specific Information Required for Evaluation	Maximum Points Awarded
<p>SECTION 1: GENERAL PROJECT INFORMATION</p> <ul style="list-style-type: none"> • Include the project title, name of the applicant and partners (include subcontractors). • Provide a 1-2 concise paragraph summary of the project including the following: <ul style="list-style-type: none"> ○ What are the project outputs and outcomes you seek to achieve through project implementation? Identify up to three outcomes and specify the measurable indicators that will be used to determine whether the outcomes have been achieved, including a target for each indicator. ○ What are the quantitative (e.g., monitoring data) and qualitative (e.g., participant pre- and post- evaluations survey responses) indicators or outcomes of your project? ○ Include concise and brief responses to the following questions: <ul style="list-style-type: none"> ▪ Grant Project Category you are applying to and why? ▪ What are the project goals and objectives? ▪ If monitoring project, what pollutants are you monitoring for and why? How many and what type of sensors will be used? ▪ What is the amount of grant money requested (not to exceed \$300,000 for educational projects or \$500,000 for technical or focused projects)? ▪ Community or communities your project will serve. • Identify the specific project location. Specific project census tract location(s) must be included in Section 1 of the application narrative. CARB’s priority population investments mapping tool may be used for location identification purposes. Provide context by describing the neighborhoods represented by the census tracts. <ul style="list-style-type: none"> ○ If using California Climate Investments (CCI) Priority Population map (not included in the 20-page narrative limit), include copies of the map indicating low-income and disadvantaged communities where the project will take place (https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/communityinvestments.htm). 	<p>10 points</p>

<p>SECTION 2: BACKGROUND</p> <ul style="list-style-type: none"> • Provide the organization chart, background, and history. • Include staff names, resumes, and contractors (if applicable) along with their role in the organization. • Describe the connection of the organization to the community. <ul style="list-style-type: none"> ○ Has the organization worked in this specific community before? and if so ○ How has the applicant meaningfully engaged residents and other stakeholders in this community? ○ What were the organization’s accomplishments? 	<p>5 points</p>
<p>SECTION 3: PARTNERSHIPS, COLLABORATION, AND LEVERAGING</p> <ul style="list-style-type: none"> • Provide a detailed description of the applicant’s plan to meaningfully engage and support decision-making by affected community residents and other stakeholders. This must include a narrative on air/environmental issues and how the partnership will advance problem solving. • Provide a brief description of any existing or planned partnerships with any of the following] groups, detailing what they will be providing to the proposed project: community-based organizations; academia; local, state, tribal or federal government; researchers or institutions; local air district(s); business and/or industry entities; health professionals; school district representatives; California Native American Tribes (this is not an exhaustive list and partners may include other entities). • For L-CERP projects: A successful L-CERP applicant must describe how they will create and sustain opportunities for meaningful engagement and shared decision making by the broader community, particularly impacted residents, in the project. <p>Matching funds are not required for any Community Air Grant but are encouraged where applicable.</p> <p>Leveraged funds, in-kind support, and resources are encouraged for all project types.</p> <p>L-CERP projects must include at least one letter of specific commitment from at least one partner entity with the project proposal.</p> <p>Partnerships. Collaboration, partnerships and workforce development, are encouraged (see Community Air Grant Priorities on page 7).</p>	<p>5 points</p>
<p>SECTION 3A: Letters of Support, Letters of Commitment (if applicable, these letters will not be included in 20-page narrative limit): Include letters of support or commitment as attachment(s) the application package. Additional points will be awarded for letters of support and letters of commitment (up to</p>	<p>Total of 10 points for Section 3A</p>

<p>10 points available for this section). Each letter of support may be scored up to 1 point.</p> <p>L-CERP projects must include at least one letter of commitment with the project proposal. The L-CERP letter of commitment should include details of any specific commitments from a project partner of any type of resource (e.g., leveraged funds, in-kind support (e.g., technical assistance for monitoring, coordination of co-location of monitoring equipment, etc.). Each letter of commitment may be scored up to 4 points.</p>	<p>Letter of Support up to 2 points</p> <p>Letter of Commitment up to 8 points</p>
<p>SECTION 4: WORK PLAN – TASKS AND TIMELINES</p> <p>Include the following tasks (at a minimum) and describe the activities to be conducted under each and the expected results.</p> <p>Overall Work Plan Criteria:</p> <ul style="list-style-type: none"> • Include staff classifications for each task. • Include start and end dates (month and year) for each task. • Include milestone or deliverable for each task. • If using subtasks, ensure that they are numbered sequentially and provide a sufficient level of detail to ensure each objective is well-thought out, feasible and contributes to goal of successfully completing the overall task. • If using acronyms, provide a key or legend for each acronym used in the Work Plan narrative and Work Plan Table. <p>Task 1: Project Goals and Milestones</p> <ul style="list-style-type: none"> • Provide well-defined and measurable goals and objectives for the project using the SMARTIE model • Include mechanisms for qualitative and quantitative assessments of the project. • Explain how success will be measured, What are indicators of success? What metrics will be used? • Provide project tasks and the proposed milestones for each, along with expected benefits and outcomes. • Describe how results will be reported for each task. • Identify the anticipated benefits • Identify potential challenges of the project. <p>Task 2: Meaningful Engagement and Shared Governance</p> <ul style="list-style-type: none"> • Describe the elements of the community that are the focus of the project’s intended benefits and how those elements of the community will be involved in decision-making. 	<p>25 points</p>

- Detail the outreach, engagement and evaluation approach and plan, including how to engage hard to reach populations, use of approaches such as community health workers, youth-focused engagement and the use of third party facilitators.
- Include the public events and focused stakeholder meetings with anticipated duration and meeting frequency that will be conducted to discuss the project proposal with community members.
- Describe the design and distribution of event notices (social media/website/in-person delivery/mail, etc.) and in language(s) appropriate to the audience, outreach, and educational activities, etc.
- Provide meeting outcomes and associated action items.
- If working with schools, then ensure the following:
 - Confirm the school type of each school your project will be working with (e.g., public, charter or private)
 - If working with charter school(s), then ensure and confirm whether the charter school(s) is/are public
 - If working with private schools, then ensure this work is funded with non-state (e.g., non-CAG) funds

Important Work Plan Note: Ensure the Tasks are numbered sequentially.

Only add workforce development and or monitoring sections below the following if included in the project proposal. Number the tasks sequentially.

A reporting section must be included and must include objectives to report on all preceding sections.

Task 3: Workforce Development (If adding jobs (i.e., workforce development), include the following as Task 3):

- Educational opportunities associated with the proposed project.
- If applicable, identify community partnerships and collaborators.
- Will the project provide paid internships or job training for students (high school, college/university) in the priority zip codes/populations?

Task 3 or 4: Monitoring (If adding a monitoring component to the project, address the following questions in your narrative and Work Plan and Budget tables accordingly)

- What type of monitoring is proposed?
- Initial Location(s)?
- What parameters?
- What type of data will be collected?

<ul style="list-style-type: none"> • Data collected by whom? • Monitoring duration? • Projects with monitoring components will be required to adhere to CARB’s Blueprint 2.0 Community Air Monitoring Plan criteria and guidance pages 72-79, and Community Air Monitoring, specifically elements 1-5 in the Table E-2 Checklist for Community Air Monitoring Evaluation webpage. <ul style="list-style-type: none"> ○ 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 <p>Task 3 or 4 or 5: Reporting A reporting section must be included.</p> <p>Data collection and analysis</p> <ul style="list-style-type: none"> • Preparation and submittal of biannual reports. • Preparation, and submittal of final report. <p>Note that biannual and final reports will be made available on CARB’s CAG webpage.</p>	
<p>SECTION 5: BUDGET</p> <ol style="list-style-type: none"> 1. Include a brief descriptive, narrative of the overall project budget. 2. Include budget line items by task(s): <ul style="list-style-type: none"> • Describe any in-kind services or additional matching fund sources that are being leveraged or used in the project. Note – budget line items for L-CERP projects must reflect in-kind or other contributions included in at least one Letter of Commitment from a project partner. • If leveraging funds from multiple sources of the California Climate Investments (CCI), please describe in the application materials. • Provide costs for the activities proposed under each task and overall project budget using the budget template included. See Budget Template (Appendix H) • Include shipping and handling, taxes, set-up, installation, service agreements, community meeting costs, materials, warranties, contracts, subcontractor costs, equipment costs, etc. by task. 	<p>25 points</p>

<ul style="list-style-type: none"> • Include contractor titles/classifications, contractor hourly rates, total contracted hours billed, contractor tasks for work contracted, also include detailed equipment, installation and maintenance costs. • Include specific equipment costs (e.g., quantity, cost per item, taxes, shipping, other fees). 	
<p>SECTION 6: PROGRAMMATIC ALIGNMENT</p> <ol style="list-style-type: none"> 1. Answer the appropriate question based on your project type: <ol style="list-style-type: none"> A. Educational Projects: Describe how the proposed project will increase awareness within the community about air quality and how such increased awareness will prepare the community to participate in the process? B. Technical Projects: Describe how the project will fill air quality monitoring data gaps, and develop and communicate air quality data based on community priorities. C. Focused Projects: Describe how the proposed project leads to identification, evaluation, exposure reduction, or facilitation of air quality impact reductions. 2. Describe how the proposed project aligns with CARB’s Community Air Protection implementation goals of reducing air quality exposures and emissions as well as priorities described in Blueprint 2.0. 	<p>20 points</p>
<p>Total Points Available</p>	<p>100 points</p>

T. Pre-Application Assistance

CARB will host at least two virtual workshops to answer questions about the application process and required submittals. Questions may be submitted via email to AirGrants@arb.ca.gov. A [Frequently Asked Questions \(FAQ\) document](#) with response from CARB regarding questions received from stakeholders interested in applying for a Community Air Grant is available on the CARB Community Air Grants Cycle 5 Request for Applications webpage. The application deadline is November 1, 2024, and CARB will not accept applications after this deadline.

The Program website (<https://ww2.arb.ca.gov/capp-cag>) 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.

U. Application Scoring and Review Process

The goal of the application and scoring process is to identify and fund project proposals that balance the most meritorious science-based approaches and offer the highest promise to meet program priorities detailed in the AB 617 Community Air Grant Program Request for Applications.

CARB will evaluate all project applications received by the deadline against Minimum Requirements in Section O, Scoring Criteria Description. Only applications that meet all minimum criteria will be scored. Scoring will be based on the same criteria as described in this Request for Applications and the Scoring Criteria Table, Table 1. Applications that propose projects in the same geographic area will be evaluated independently and consistent with the scoring criteria described in this Request for Applications. Eligible applications will be evaluated and scored in the following two steps.

Evaluation Step 1 - Administrative and Technical Review (80 points)

Evaluation Step 2 - Programmatic Alignment (20 points)

Step 1 - The first step of evaluation is the Administrative and Technical Review. The maximum number of points available in this first-step Administrative and Technical Review will be 80 points (see Table 1 for points awarded per section of the application narrative).

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 CARB and CalEPA governmental program staff (e.g. Engineers, Specialists, Researchers, Scientists, Technicians, and Analysts) will conduct this part of the evaluation.

Step 2 - The second step of evaluation is the Programmatic Alignment Review. The Programmatic Panel score, up to 20 points, will be added to the first step score to derive a final score of up to 100 points for each application. The criterion to evaluate and score those applications that advance to the second step are presented in Table 1, Section 6. This step will be conducted by a Programmatic Panel, which is composed of upper and high-level managers and executives from CARB. The CARB Executive Officer or his delegate will make the final decision on selected awards.

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, a final award list will be publicly posted, and a press release may be issued.

V. Grant Agreement, Funding, and Reporting

Grant Agreement

If a project is selected for funding under this solicitation, all Grantee project summaries, final Work Plans, and reports will be publicly posted online at <https://ww2.arb.ca.gov/capp-cag>.

CARB requests Applicants selected for award to provide the following within 21 days of the announcement of the award:

- **Proof of Required Insurance** – Certification of Commercial General Liability, Automobile Liability, and Workers Compensation and Employers Liability. Applicants may be required to provide certification of additional insurance as needed. More details on liability limits will be provided by the Program upon selection of award notification.

Discretion to Revise Project. If 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 the remaining funds.

Grant Agreement. The Grantee will be required to sign a Grant Agreement with CARB to fulfill the administrative duties and technical duties associated with the project. The Grant Agreement with CARB will specify that the Grantee has joint and several liabilities for compliance with grant requirements. An executed Grant Agreement will be required prior to awardees receiving any funding.

Not Binding Until Grant Agreement Execution. No legal obligations will exist unless and until both parties have fully executed and delivered a Grant Agreement. This solicitation and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between CARB and any applicant, nor shall any information presented by CARB be construed as a representation or warranty on behalf of CARB or as a statement on which the applicant may justifiably rely in executing any license or agreement with CARB. 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.

Pre-Grant Agreement. No Modifications to the Grant Agreement: 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.

Grantee Responsibilities. A Grantee is responsible and liable for all work performed by, and all actions and inactions of, subgrantees, partners, contractors, subcontractors, employees, agents and assigns.

Environmental Justice – In the performance of the Grant Agreement, the applicant acknowledges, agrees and understands that, if selected as a Grantee, it is required to conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment and meaningful involvement of people of all races, cultures, incomes, and national origins including minority populations and low-income populations in the State of California. Equal access includes, but is not limited to, ensuring language barriers are fully addressed to the satisfaction of CARB and as otherwise required by local, state or federal law.

CAG grant period begins pursuant to the date on the Grant Agreement Coversheet sent to awardees.

Funding

Grant funds from the Budget Act of 2022 must be spent by June 30, 2027. Grant funds from the Budget Act of 2023 must be spent by June 30, 2028. 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>.

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>

Reporting

After full grant execution, Grantee must submit reports to CARB biannually through the end of the grant term, or until all funds have been spent. Specific due dates will be included in the Grant Agreement. Reporting Template:

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

Pre-Grant Agreement Modification to Budget Changes. 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.

Pre-Grant Agreement. Discretion to Modify Work Plan (Scope of Work), Budget. CARB reserves the right, but not the obligation, to negotiate with applicants to modify the project scope, the level of funding, or both. If CARB is unable to successfully execute a grant 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 or take such other action as appropriate. This does not limit CARB's ability to withdraw a proposed award for other reasons, including for no cause.

Grant Agreement Termination. 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.

Subject to Audit. The Grantee must allow CARB, the California Department of Finance, the California State Auditor (formerly known as the Bureau of State Audits), or any authorized designee access, during normal business hours (8 a.m. – 5 p.m. 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. The Grantee must retain project records for at least 3 years after the completion of the project.



CAGs are part of [California Climate Investments \(CCI\) Program](#), a statewide program that puts billions of Cap-and-Trade auction proceed dollars to work. CCI aims to reduce greenhouse gas emissions, strengthen the economy, improve public health and the environment, and provide meaningful benefits to the most disadvantaged communities and low-income communities with high cumulative exposure burdens from toxic air contaminants and criteria air pollutants.

W. CARB Resources for Applicants

Community Hub 2.0, Monitoring Consultation, AQview, Community Air Protection Incentives and Supplemental Environmental Projects

Community Hub 2.0

CARB's [Community Hub 2.0 Dashboard](#) is a resource portal for participants in the Community Air Protection Program. The Community Hub 2.0 Dashboard includes information on Community Air Protection Program communities, Community Emissions Reductions Programs strategies and actions, and illustrates how Community Air Protection

Program funding is being invested. Community Hub 2.0 shows where incentives projects and Community Air Grants Program funding has been used across the state. It also shows what funding remains available for use. Applicants can use Community Hub 2.0 to see what funding has been allocated to potential project partners in and adjacent to their communities and proposed project.

Monitoring Consultation

CARB's Monitoring and Laboratory Division (MLD) runs a standards laboratory which sets clear rules for checking if data meets quality standards. This lab also certifies and verifies the accuracy of equipment used in quality assurance tasks like calibration and audits. CARB's MLD staff can help with questions regarding air quality sensors, monitors, and best practices for air monitoring, quality assurance, and data analysis.

AQview – Community Air Quality Viewer

[AQview](#) is a community-focused air quality data portal that brings together government and community-led air monitoring data in one platform. AQview is a statewide repository for community air quality data collected from a wide range of monitoring efforts occurring across California, including those from air districts, community organizations, and other independent community monitoring projects. CARB's goal for the platform is to make these community-focused air quality data easier to access, understand, and use, via simple, intuitive, and mobile-friendly interfaces. AQview provides transparent information on how data is collected and processed.

AQview includes the following major features:

- A cloud-based database that is scalable and sustainable for many different pollutants measured on multiple timescales and from a variety of different data providers.
- A near real time Air Quality Map of PM_{2.5} that encompasses managed community monitoring efforts and independent sensors statewide.
- A time series graphing tool that analyzes recent trends at multiple sites (up to four) and enables cross-comparison of data from different projects and in different areas.
- Assessment of data quality through robust quality control checks to identify and flag any data records that appear questionable or invalid.
- A high-performance Data Download Tool that offers access to all continuous monitoring data for a wide variety of pollutants after data quality assessments and a dynamic Data Catalog that provides a detailed summary of all the data available.
- A user-friendly repository for non-continuous monitoring data and monitoring reports, which accommodates a variety of file types.

The AQview team works with various data providers to offer access and visualization of the community air monitoring data collected from the CAG projects. In the development and implementation of a CAG, community air monitoring data from AQview can be utilized to potentially do the following:

- Inform community members of current air quality conditions.
- Show both short-term and long-term trends of community air quality, including time-of-day and time-of-year variations and patterns.
- Identify areas with high pollution levels in the communities and potential sources impacting air quality.
- Evaluate the effectiveness of community emission reduction strategies and inform potential future emission reduction measures.

Community Air Protection Incentives

Community Air Protection (CAP) Incentives funds projects that reduce emissions and exposure in disadvantaged and low-income communities across the state. Learn about how the updated CAP Incentives guidelines can help communities identify or develop potential projects, in partnership with local implementing air districts, to address community air quality needs and goals. The website features an online orientation resource for communities and others to learn more information about CAP Incentives, like eligible project types and ways to participate with your local air district. This information is located at <https://ww2.arb.ca.gov/our-work/programs/community-air-protection-incentives/orientation-community-air-protection>.

Supplemental Environmental Projects – SEPs

To maximize funding opportunities for applications that do not receive funding through the Community Air Grant Program, Applicants can have the option to have their proposals considered by CARB's [Supplemental Environmental Project \(SEP\) Program](#), administered through CARB's Enforcement Division. Applicants must check a box on the Grant Application Coversheet (<https://ww2.arb.ca.gov/capp-cag>) to allow their CAG application to be sent to the SEP Program to be contacted for application under the SEP Program.

The SEP program is not a grant program. This means that funds are only available upon eligibility determination and selection of a project by a violator as part of a settlement agreement. The SEP program allows community-based projects to be funded from a portion of the penalties received during settlements of enforcement actions. CARB will notify applicants that their application was referred to the SEP Program and provide guidance on the SEP proposal and funding processes.

Those who choose to participate in the SEP program will be required to submit a SEP proposal and budget form and CARB will review the application for feasibility and alignment with the SEP Policy. If the application is deemed complete and eligible, it will be added to the list of SEP proposals that are eligible for funding. An applicant may not be selected for both a Community Air Grant and a SEP for the same project. To learn more about the SEP program, email SEP@arb.ca.gov or visit <https://ww2.arb.ca.gov/our-work/programs/supplemental-environmental-projects-sep>.

APPENDICES

Appendix A - Conflict of Interest (California Government Code Section 87104)

Pursuant to Government Code section 87104, CARB officials, including but not limited to advisory body members, may not be a signatory, or administrator on a grant application, or on any resulting grant agreement. Such individuals must not be listed on the grant application except as necessary to show their role in the organization.

Pursuant to Government Code section 87104, CARB public officials, which includes any member, officer, employee, or consultant of a CARB advisory body, are prohibited from making a formal or informal appearance before, or oral or written communication to CARB for the purpose of influencing a decision by CARB on a grant or other entitlement for use, such as a contract, loan, license, or permit. Prohibited communications include grant applications, letters, emails, phone calls, meetings, or any other form of oral or written communication within or outside of a public committee meeting with CARB, or CARB staff, for the purpose of influencing a CARB decision on an application for funding submitted to CARB. A knowing or willful violation of this section may result in a member being guilty of a misdemeanor and fined up to the greater of \$10,000 or three times the amount of an amount unlawfully received. If a court determines a violation occurred and that the official action might not otherwise have been taken or approved if not for the prohibited communication, the grant may be voided. (See Gov. Code §§ 91000, 91003.)

Note that an advisory body member's organization may continue to be eligible for a grant. However, the grant must not follow any communications for purposes of influence by the advisory body member on CARB's decision on that grant agreement. Additionally, that organization would need to identify a different member of the organization to sign or be the administrator for any applications and awarded grants. Applications from organizations affiliated with CARB Board members may require additional review and Board approval. Although CARB will make every effort to obtain required review and approval in a timely manner, this may delay grant execution and/or distribution of funds.

For more information on Government Code section 87104, please see CalEPA's Government Code 87104 Frequently Asked Questions at <https://calepa.ca.gov/wp-content/uploads/sites/6/2024/01/FAQ-Gov-Code-87104.final-Dec-2023.pdf>.

Note that CalEPA and CARB have a unique relationship because CARB provides administrative support services to CalEPA, including on CalEPA's grants and contracts. CARB makes decisions on CARB contracts and grants and both CARB and CalEPA make decisions on CalEPA contracts and grants. To implement Government Code section 87104 regarding CalEPA and CARB contracts and grants, the following applies:

- CARB advisory body members are prohibited from making the communications or appearances described in CalEPA's FAQ to CARB about CARB and CalEPA contracts and grants, and to CalEPA about CalEPA contracts and grants.
- CalEPA advisory body members are prohibited from making the communications or

appearances described in CalEPA's FAQ to CARB and CalEPA for CalEPA contracts and grants.

Each Grant applicant certifies on the Grant Application Coversheet Section 4. Acknowledgement of No Conflict-of-Interest Compliance that it is in compliance with applicable state and federal conflict of interest laws at the time it submits its application to this solicitation and shall remain in compliance with all such laws during the solicitation process, and, if selected, during the Term of the fully executed Grant Agreement, and during all extensions. An applicant will have no interest, and will not acquire any interest, direct or indirect, which will conflict with its ability to impartially perform under, or complete the tasks described in the Grant Agreement. An applicant must disclose any direct or indirect financial interest or situation which may pose an actual, apparent, or potential conflict of interest with its duties with its application package. CARB may consider the nature and extent of any actual, apparent, or potential conflict of interest in an applicant's ability to perform and carry out all obligations under the Grant Agreement. Each applicant must immediately advise CARB in writing of any potential new conflicts of interest.

Appendix B – Application Legal Notes

CARB's Funding Discretion. 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.

Minimum Qualifications. If none of the applicants meet all Minimum Qualifications, resulting in no responsive (eligible) applications to evaluate, CARB, at its discretion, may re-issue the Request for Applications, or issue a new Request for Applications.

Applications

Within its sole discretion, CARB reserves the right, but not the obligation, to do any of the following at any time:

- Cancel, modify or amend these Request for Applications
- Revise the amount of funds available under these Request for Applications
- Reject any or all applications received in response to these Request for Applications for any or no reason
- Waive or correct any minor or inadvertent defect, irregularity, or technical error in an application, in the solicitation or the solicitation process, or as part of any subsequent grant negotiation
- Request that an applicant or applicants supplement or modify all or certain aspects of a submittal or other documents or materials that have been submitted

- Procure services or issue grants specified in these Request for Applications by any other legal means
- Modify the selection process, the grant terms, or the contents or format of the forms, conditions, instructions or requirements
- Extend or modify deadlines specified in this solicitation or in the grant agreement, including deadlines for accepting applications
- Modify any terms and/or conditions of the grant agreement
- Terminate failed negotiations without liability, and negotiate with other applicants
- Negotiate with any or none of the applicants
- Disqualify any applicant or selected grantee on the basis of a real or apparent conflict of interest, or evidence of collusion that is disclosed by the applicant or other data available to CARB
- Eliminate, reject, or disqualify an application from any applicant who fails to submit a responsive application or who later fails to demonstrate that they are a responsible applicant, as determined solely by CARB

No Incurring Costs for Application Submission. This solicitation does not commit CARB to award, nor does it commit CARB to pay, any costs incurred by any applicants resulting from or related to the submission of an application or participation in the solicitation process (including but not limited to travel expenses). Each applicant is responsible for the cost of developing an application and this cost cannot be charged to or reimbursed by the State of California or CARB. Applicants shall not be reimbursed for any costs incurred or anticipated to be incurred, directly or indirectly as a result of or related to the preparation, submission or withdrawal of an application, actions taken in anticipation of a Grant award, participation in the solicitation process, travel, interview preparation, attendance, environmental review or solicitation cancelation and all such costs shall be the sole cost, liability and responsibility of each submitting applicant.

Applications are Grant Property. Upon submittal to CARB, all applications (including all attachments) become property of the State of California, and will not be returned. 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.

Disposition of Applicant's Documents. Except as otherwise determined by CARB, 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.

Errors. Applicant. If an applicant discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFA, the applicant must immediately notify CARB of this error in writing and request clarification of the document. CARB is not responsible for failure to correct errors. CARB, in its sole discretion, will determine if modification or correction is warranted.

Immaterial Defect of Application. 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.

Application. California Public Records Act (CPRA) – All documents, information and records provided to or made available to CARB in response to this solicitation become the sole and exclusive property of CARB. CARB is a public agency subject to the disclosure requirements of the California Public Records Act ("CPRA"). If trade secret or proprietary information is contained in documents or other information submitted by the applicant as a part of the application package, and the applicant has expressly claimed that such information falls within one or more CPRA exemptions, then the applicant must clearly mark such information "CONFIDENTIAL AND PROPRIETARY" and identify the specific lines containing the confidential information on each document BEFORE submitting the application package to CARB. In the event of a request for such information, CARB will make reasonable efforts to provide notice to the applicant prior to disclosure under the CPRA.

If the applicant contends that any documents are exempt from the CPRA and wishes to prevent disclosure, the applicant is required at its own cost, liability and expense to obtain a protective order, injunctive relief or other appropriate remedy from a court of law in Sacramento County at least three (3) business days before CARB's deadline to respond to the CPRA request. If the applicant fails to obtain such a court remedy within said timeframe, then CARB may, at its discretion, disclose the requested information and CARB shall not be liable or responsible for such disclosure. Applicant agrees that it shall defend, indemnify and hold CARB harmless for, from and against any and all claims that may or do result from denial by CARB of a CPRA request for any applicant information.

Application Process. Confidentiality – Until posted on the CARB website, or until otherwise determined by CARB to be a disclosable public record, all data and information obtained from CARB by the applicant or provided to the applicant or its agents in this solicitation process, including reports, recommendations, specifications, and other data, shall be treated by the applicant, and its agents, representatives, sub-consultants, assigns, and employees, as confidential. The applicant and its agents, assigns, employees, sub-consultants, and representatives shall not disclose/communicate this information to a third party or use it in advertising, publicity, propaganda, or in another job or jobs, unless written consent is obtained from the CARB. In addition to the requirements of the CPRA, CARB may be under other legal obligations for release or disclosure of the information contained in any application package submitted and makes no warranty or representation that such information and accompanying documents will not be released where required or allowed to be released by applicable law.

Agreement Requirements. The content of each grant application shall be incorporated by reference into the final Grant Agreement.

Claims against CARB – Each applicant acknowledges, accepts, and understands that neither applicant's organization, nor any of applicant's representatives, employees, agents, contractors, subcontractors, affiliates, partners, officers or board members, shall have any claims whatsoever against CARB or any of its respective officials,

agents, or employees arising out of or relating to this solicitation or these solicitation procedures.

No Right to Protest, Appeal or Challenge Decision – Applicant acknowledges, understands and agrees that consideration for and award of a grant is fully discretionary and at no time shall applicant be entitled to protest, appeal or challenge a decision to reject or accept an application, disqualify an applicant or an application, or withdraw or amend the solicitation in whole or in part.

Right to Obtain Additional Applicant Information – Grantees may use or authorize the use of CARB funds only in any manner that is consistent with applicable laws, including California Constitution, article XVI, section 5, article IX, section 8, and federal law. CARB reserves the right to obtain additional information from applicants and Grantees to determine compliance with California Constitution, article XVI, section 5 and article IX, section 8. Failure to provide any requested information may result in denial of grant funding or termination of an existing grant agreement.

Russian Sanctions – Executive Order N-6-22 – Russia Sanctions: On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. “Economic Sanctions” refers to sanctions imposed by the U.S. government in response to Russia’s actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts and grants with, and to refrain from entering any new contracts and grants with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor or Grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor or Grantee advance written notice of such termination, allowing Contractor or Grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Office of Foreign Asset Control: The Office of Foreign Assets Control ("OFAC") of the U.S. Department of the Treasury administers and enforces economic and trade sanctions based on U.S. foreign policy and national security goals against targeted foreign countries and regimes, terrorists, international narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy or economy of the United States. OFAC publishes lists of individuals and companies owned or controlled by, or acting for or on behalf of, targeted countries. It also lists individuals, groups, and entities, such as terrorists and narcotics traffickers designated under programs that are not country specific. These lists can be found at <https://home.treasury.gov/policy-issues/office-of-foreign-assets-control-sanctions-programs-and-information>. Unless otherwise authorized or exempt, transactions by U.S. persons or in the United States may be or are prohibited if they involve transferring, paying, exporting, withdrawing, or otherwise dealing in the property or interests in property of an entity or individual listed on the Office of Foreign Asset Control’s (OFAC) SDN or other Lists. The property and interests in property of an entity that is 50 percent or more owned, whether individually or in the aggregate, directly or indirectly, by one or more persons whose

property and interests in property are blocked pursuant to any part of 31 C.F.R. chapter V are also blocked, regardless of whether the entity itself is listed. Refer also to the U.S. Department of the Treasury website: <https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>. Grantee shall notify CARB within 15 calendar days if it has or obtains knowledge that Grantee or any Recipient is in violation of any federal law pertaining to any entity or individual listed on any of the OFAC lists.

In the event CARB determines that Grantee or a Recipient is in violation of any federal law pertaining to any entity or individual listed on any of the OFAC lists, that shall be grounds for CARB, in its sole discretion, to terminate this Grant Agreement. CARB shall provide Grantee advance written notice of such termination.

Nondiscrimination – In the performance of the Grant Agreement, the Applicant acknowledges, agrees and understands that, if selected as a Grantee, it and all of its contractors, subcontractors, subgrantees, affiliates, employees, agents and assigns shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decision-making, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age (over 40), sexual orientation, or veteran or military status, nor shall any employee be discriminated against or harassed based on a request for or because of taking family-care leave, medical-care leave, or pregnancy-disability leave. The applicant acknowledges, agrees and understands that the selected Grantee and its contractors, subcontractors, subgrantees, affiliates, employees, agents and assigns shall ensure that the evaluation and treatment of employees and applicants for employment are free from such discrimination and harassment. Furthermore, the selected Grantee and its contractors, subcontractors, subgrantees, affiliates, employees, agents and assigns shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code section 12900 et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, section 11000 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a)-(f), set forth in Chapter 5 of Division 4.1 of title 2 of the California Code of Regulations, are incorporated into the Grant Agreement and into this solicitation by this reference, and made a part hereof as if set forth in full. The selected Grantee, its contractors, subcontractors, subgrantees, affiliates, employees, agents and assigns, is required to give written notice of their, its, his, her obligations under this clause to all labor organizations with which there exists collective bargaining or other agreement. The selected Grantee will include the nondiscrimination and compliance provisions of this clause in all contracts, agreements, and subcontracts to perform work under the Grant Agreement.

During the performance of the Grant Agreement, the Applicant acknowledges, agrees and understands that, if selected as a Grantee, it and all of its contractors, subcontractors, subgrantees, affiliates, employees, agents and assigns shall comply with the provisions of California Government Code section 11135; Title VI of the U.S. Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; the Age Discrimination Act of 1975; Section

13 of the Federal Water Pollution Control Act of 1972; and U.S. Environmental Protection Agency's implementing regulations at 40 C.F.R. Parts 5 and 7.

Grantee shall give written notice of their respective obligations under this clause to labor organizations with which any may have a collective bargaining or other agreement. Grantee shall include the nondiscrimination and compliance provisions of this clause in all contracts, subcontracts, and agreements where work is performed to fulfill any term or condition of the Grant Agreement.

Grantee shall permit access by representatives of the California Civil Rights Department, CARB, or U.S. Environmental Protection Agency (U.S. EPA) upon reasonable notice to access all sources of information as required to ascertain compliance with this clause.

Pursuant to Government Code section 11136, whenever CARB has reasonable cause to believe that Grantee has violated any of the provisions of Government Code section 11135 or section 12900 et seq., or any of the provisions of California Civil Code sections 51, 51.5, 51.7, 54, 54.1, or 54.2, or any regulation adopted to implement these sections or Article 1 (commencing with Government Code section 12960) of Chapter 7 of the Government Code, then CARB will notify Grantee of such violation and will submit a complaint detailing the alleged violations to the California Civil Rights Department for investigation and determination pursuant to Government Code sections 11136 and 12960 et seq. In the event of such violation(s), Grantee may be subject to remedial action determined appropriate and consistent with applicable law by CARB, the California Civil Rights Department, or the U.S. EPA, including but not limited to termination of the Grant Agreement and return of Grant Funds.

The Applicant acknowledges that CARB's Civil Rights Policy applies to all Grant Agreements and is incorporated into such Grant Agreements by reference and made a part thereof as if set forth in full. The policy may be found at: <https://ww2.arb.ca.gov/california-air-resources-board-and-civil-rights>.

Governing Law and Venue -- Each applicant agrees, acknowledges and accepts that these Guidelines, each application, each applicant, and each Grant Agreement is governed by, and shall be interpreted in accordance with, the laws of the State of California. CARB and each applicant hereby agree that any action arising out of these Guidelines, any application or any Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity claims for purposes of these Guidelines, any Grant Agreement or any application.

Availability of Funds – Applicant acknowledges, agrees and understands that CARB's obligations under these Guidelines or a Grant Agreement, if any, are contingent upon the availability of funds. In the event funds are not available, CARB shall have no obligation and no liability to pay any funds whatsoever or to furnish any other consideration for any reason.

Compliance with law – Applicant agrees that it will, at all times, comply with, and require its contractors, subcontractors and subgrantees to comply with, all applicable federal, state and

local laws, rules, guidelines, regulations, and requirements in relation to its application, and if selected, in relation to the Grant Agreement.

Prohibition of Gifts – CARB officials are subject to several legal and policy limitations regarding receipt of gifts from persons, firms or corporations either engaged in business with CARB or proposing to do business with CARB. The offering of any gift may be grounds for disqualification. To avoid even the appearance of impropriety, Applicants intending to submit or submitting an application shall not offer any gifts or souvenirs, even of minimal value, to any CARB officers, employees, board members or advisors.

Appendix C – References and Resources

List of resources you may find useful, however, this list is not exhaustive:

- a. CARB (AB 617) Community Air Protection Program: <https://ww2.arb.ca.gov/capp>
- b. CARB Community Air Protection Blueprint 2.0: <https://ww2.arb.ca.gov/blueprint-20>
- c. CARB Community Air Protection, Statewide Air Monitoring Plan: <https://ww2.arb.ca.gov/our-work/programs/community-air-protection-program/community-air-monitoring/community-air>
- d. CARB Community Air Grants <https://ww2.arb.ca.gov/capp-cag>
- e. CARB Community Air Protection Incentives Guidelines: <https://ww2.arb.ca.gov/resources/documents/community-air-protection-incentives-guidelines>
- f. 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>
- g. CalEPA Disadvantaged Community Designation: <https://calepa.ca.gov/EnvJustice/GHGInvest/>
- h. CARB Pollution Mapping Tool: https://www.arb.ca.gov/ei/tools/pollution_map/
- i. CARB Priority Population Investments Mapping Tool: <https://webmaps.arb.ca.gov/PriorityPopulations/>
- j. Tracking California: Guidebook for Developing a Community Air Monitoring Network: <https://trackingcalifornia.org/images/uploads/imperial-air-guidebook.pdf>
- k. OCAP Online Resource Center: <https://ww2.arb.ca.gov/capp-resource-center>
- l. SCAQMD: Air Quality Sensor Performance Evaluation Center: <http://www.aqmd.gov/aq-spec>
- m. US CDC Community Assessment for Public Health Emergency Response (CASPER): <https://www.cdc.gov/nceh/hsb/disaster/casper>
- n. CARB Environmental Justice Blog: <https://carbej.blogspot.com/>
- o. CARB Community Hub 2.0 <https://ww2.arb.ca.gov/capp-communities>

All application materials listed below are available on the Community Air Grants Program website: <https://ww2.arb.ca.gov/capp-cag>

[Appendix D – Definitions and Acronyms](#)

[Appendix E – Sample Draft Grant Provisions](#)

[Appendix F – Grant Application Coversheet](#)

[Appendix G – Grant Work Plan Template](#)

[Appendix H – Grant Budget Template](#)

[Appendix I – Sample Tribal Resolution](#)

[Appendix J – Sample Nonprofit Organization Board Resolution](#)

[Appendix K – Payee Data Record \(STD 204\) form](#)