



## AB 836 WILDFIRE RESPONSE



# CLEAN AIR CENTERS PROGRAM

[www.baaqmd.gov/cleanaircenters](http://www.baaqmd.gov/cleanaircenters)

CLEAN AIR CENTERS PROGRAM IS A GRANT PROGRAM DESIGNED TO PROVIDE FUNDING TO PURCHASE PORTABLE AIR CLEANERS AND RETROFIT VENTILATION SYSTEMS TO CREATE A NETWORK OF CLEAN AIR CENTERS WHERE PEOPLE IN VULNERABLE COMMUNITIES WITH HIGH DOCUMENTED SMOKE BURDEN CAN FIND RESPITE FROM WILDFIRES AND OTHER SMOKE EVENTS. THIS GRANT PROGRAM IS FUNDED BY ASSEMBLY BILL 836 AS PART OF THE CALIFORNIA AIR RESOURCES BOARD'S WILDFIRE SMOKE CLEAN AIR CENTERS FOR VULNERABLE POPULATIONS PILOT PROGRAM.

**Applications for the *Clean Air Centers* Program must be submitted and received by 5 PM, July 15, 2022.**

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TABLE OF CONTENTS

**DEFINITIONS ..... 4**

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT ..... 5**

**ASSEMBLY BILL 836..... 5**

**CLEAN AIR CENTER PROGRAM ..... 5**

**ELIGIBLE APPLICANTS ..... 6**

**APPLICATION REQUIREMENTS ..... 6**

**HOW TO APPLY ..... 6**

**SELECTION CRITERIA ..... 7**

**WORKSHOP SCHEDULE..... 7**

**GENERAL PROGRAM DETAILS ..... 7**

    General Solicitation guidance.....7

    Funding .....7

    Project Types .....8

    Facility Criteria.....8

**FACILITY VENTILATION UPGRADE DETAILS..... 10**

    Application Phase .....13

    Evaluation Phase.....14

    Installation Phase & Reimbursement.....14

    Operation Phase .....14

    Records Retention Phase .....14

**PORTABLE AIR CLEANER DETAILS ..... 15**

    Application Phase .....18

    Evaluation Phase.....19

    Purchasing Phase & Reimbursement.....19

    Operation Phase .....19

    Records Retention Phase .....19

**HVAC AIR FILTER REPLACEMENT DETAILS ..... 20**

    Application Phase .....23

    Evaluation Phase.....23

    Installation Phase & Reimbursement.....23

    Operation Phase .....23

    Records Retention Phase .....23

**ADDITIONAL INFORMATION AND QUESTIONS ..... 25**

**APPENDIX A: HVAC ASSESSMENT REPORT ..... 25**

**APPENDIX B: HVAC VERIFICATION REPORT..... 25**  
**APPENDIX C: APPROVED PORTABLE AIR CLEANERS..... 26**  
**APPENDIX D: INSURANCE GUIDELINES ..... 28**  
**APPENDIX E: ADDITIONAL REFERENCES..... 28**  
**APPENDIX F: APPLICATION FORMS AND REPORTING CHECKLISTS ..... 28**

## DEFINITIONS

**AB836:** Assembly Bill 836 (AB 836)

**AB617:** Assembly Bill 617 (AB 617) authorized in 2017, directs the state, in consultation with local air districts, to select communities that have a high cumulative exposure burden to air pollution. Once selected, these communities will work with the local air districts on community emission reduction programs and/or air quality monitoring campaigns. The following are selected communities or future communities for consideration in the nine-county Bay Area:

**Table 1: Bay Area Air Quality Management District AB617 Communities and Future Communities for Consideration**

West Oakland	Richmond-San Pablo	East Oakland/ San Leandro	Eastern San Francisco
Pittsburg-Bay Point	San Jose	Tri-Valley area	Vallejo
For more information on AB617, please visit the Community Health Protection Program webpage at <a href="https://www.baaqmd.gov/community-health/community-health-protection-program">https://www.baaqmd.gov/community-health/community-health-protection-program</a>			

**CalEnviroScreen 4.0:** a screening tool used to help identify communities disproportionately burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution.

**Historically Underserved Communities:** Census tracts scoring within the top [30% of CalEnviroScreen Percentile Score](#) (i.e. 70-100%)

**Smoke Burdened Communities:** Areas experiencing multiple days at or above EPA's "Unhealthy" category of AirNow Air Quality Index (or Air Quality Index of 151 or higher) in the past five years.

**Executed Funding Agreement:** Contract that has been signed by both the Grantee and the Air District and contains all terms and conditions for the approved project. *Funding agreements are sent to the Grantee for execution typically within one month following the Notice of a Proposed Award. **Any work performed prior to the full execution of a funding agreement is not eligible for funding or reimbursement.***

**Certified TAB Technician:** A technician certified to perform testing, adjusting, and balancing of HVAC systems by the Associated Air Balance Council (AABC), the National Environmental Balancing Bureau (NEBB), or the Testing, Adjusting and Balancing Bureau (TABB).

**HEPA:** High Efficiency Particulate Air Filter

**HVAC:** Heating, Ventilation, and Air Conditioning

**HVAC Assessment Report:** A report prepared by a Qualified Testing Personnel or Qualified Adjusting Personnel for review by a Licensed Professional.

**HVAC Verification Report:** A report prepared by an awardee upon completion of all work funded by the AB 836 pilot program.

**Licensed Professional:** A professional eligible under Division 3 (commencing with Section 5000) of the Business and Professions Code in the applicable classification to perform system design, construction, or installation of features, materials, components, or manufactured devices for mechanical systems.

**MERV:** Minimum Efficiency Rating Value

**Grantee:** The entity responsible for meeting all obligations of the Executed Funding Agreement.

**Project Term:** The Project Term commences on the date the Funding Agreement is executed and continues until the Grantee has completed all contractual obligations.

**Qualified Adjusting Personnel:** Means either of the following: (1) A certified Testing, Adjusting, and Balance (TAB) technician. (2) A Skilled and Trained Workforce under the supervision of a TAB Technician.

**Qualified Testing Personnel:** Means either of the following: (1) An HVAC acceptance test technician certified to complete the forms set forth in subparagraph (B) of paragraph (1) of subdivision (b) of Section 10- 103.2 of Part 1 of Title 24 of the California Code of Regulations by an Acceptance Test Technician Certification Provider (ATTCP) that is approved by the Energy Commission to provide that certification. (2) A certified testing, adjusting, and balancing (TAB) technician.

**Skilled and Trained Workforce:** Has the same meaning as set forth in Section 2601 of the Public Contract Code.

**Vulnerable Communities:** Communities that are historically underserved and smoke burdened.

## BAY AREA AIR QUALITY MANAGEMENT DISTRICT

The California Legislature created the Bay Area Air Quality Management District (Air District) in 1955 as the first regional air pollution control agency in the country, recognizing that air pollution transcends political boundaries. The Air District is the public agency entrusted with regulating, measuring, and reducing sources of air pollution in the nine counties that surround San Francisco Bay: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma counties.

## ASSEMBLY BILL 836

California wildfires have increased in severity and intensity, particularly in the past few years. These fires also produce heavy smoke that has impacted nearly all of the State and blanketed communities for days or even weeks at a time. This creates significant exposures to particulate matter and air toxics for the people in these communities.

Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program - On October 2, 2019, Governor Newsom signed into law Wicks Assembly Bill (AB) 836. This bill would establish until January 1, 2025, the Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program, to be administered by the California Air Resources Board, to provide funding through a grant program to retrofit ventilation systems to create a network of clean air centers to mitigate the adverse public health impacts due to wildfires and other smoke events.

## CLEAN AIR CENTER PROGRAM

The *Clean Air Centers* Program, the Bay Area specific program for the California Air Resources Board Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program, provides funding through a grant program to upgrade ventilation systems and to purchase portable air cleaners to create a network of clean air centers. The clean air centers will provide vulnerable populations a respite from wildfires and other smoke events.

*The Clean Air Centers* Program helps Cities and Counties in the San Francisco Bay Area offset the cost of purchasing portable air cleaners, air filter replacements, and upgrading ventilation systems at facilities that serve vulnerable populations within the Air District's jurisdiction. Funding is available to county or city agencies, in coordination with communities in their jurisdiction.

The *Clean Air Centers* Program prioritizes projects located in historically underserved communities, including AB 617 communities, and smoke burdened communities.

## ELIGIBLE APPLICANTS

**Eligible applicants are County or City-level public agencies (e.g., Emergency Services, Community Development, Planning, etc.)** who either own the property where the proposed Clean Air Centers will be installed, or who provide evidence (e.g., lease agreement) from the property owner allowing the grantee to install and operate Clean Air Centers for the duration of the Project Term. Applicants who partner with Community-Based Organizations (CBO) or schools will need to provide evidence of agreement. Religious institutions are not eligible to apply and grant funds may not be used to install equipment on property belonging to or operated by religious institutions unless institution is serving as an emergency air shelter. Each county or city interested in applying will need to identify an office or department and assign a liaison to coordinate with the Air District. **Only one application per County or City will be accepted. County applications will be prioritized when determining funding awards.**

## APPLICATION REQUIREMENTS

***Please read these guidelines completely before submitting an application. Incomplete applications, applications with ineligible projects, and applications outside the scope of the solicitation may be disqualified.***

CLEAN AIR CENTERS PROGRAM APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:

1. **Evidence of Authority to Apply and Implement the Project on behalf of the County or City:**
  - a) a signed letter of commitment from the applicant's representative with authority (e.g., Department or Division Director, Executive Director, etc. ); or
  - b) a signed resolution from the governing body (e.g., Board of Supervisors, or Board of Directors).
2. **Form W-9:**
  - Submit a Request for Taxpayer Identification Number and Certification (Form W-9). See an [example Form W-9](#) (743 Kb PDF, 1 pg, revised 01/28/21).
  - Download the [PDF Form W-9](#).
  - You are required to submit a Form W-9 (not a W-2) to participate in this program. Funding from this program is required to be reported as taxable income. The Air District will send you a Form 1099-G (typically in January or February) next year for you to report on.
3. **Cover Sheet**
  - Submit one cover sheet with contact information, evidence of vulnerable community, and signature of party overseeing funding agreement. Cover sheet form can be found in [Appendix F](#).
4. **Application based on project type**
  - Submit an application per project type using the application forms found in [Appendix F](#).
  - Submit ordering spreadsheet for portable air cleaners.

## HOW TO APPLY

Applications must be submitted electronically to:

Areana Flores, Senior Staff Specialist

[cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov)

**Applications must be received by 5:00 PM on July 15, 2022.** Late applications will not be considered, and a notice of rejection will be sent to the applicant. Only one application per County or City will be accepted. Please contact Areana Flores for assistance with application submittal.

## SELECTION CRITERIA

Applications from County-level agencies will be prioritized when considering funding awards. Within each county, applications will be prioritized and considered in the following order:

1. Portable air cleaners in historically underserved communities
2. Portable air cleaners for vulnerable populations across the County
3. HVAC air filter replacements in or near historically underserved communities
4. Facility upgrades in or near historically underserved communities

The Air District will consider other aspects for the proposed projects and reserves discretion on project selection.

## WORKSHOP SCHEDULE

One public workshop will be held online prior to application submittal deadline. Applicants and community members are highly encouraged to attend. The workshop will cover Clean Air Centers Program requirements, the application process and evaluation criteria, and administrative requirements, and will provide an opportunity for community members to identify locations for Clean Air Centers. The workshop has been scheduled for:

June 28, 2022

10:00 – 10:30 am

**Workshop Link:**

<https://us02web.zoom.us/j/81931044146>

## GENERAL PROGRAM DETAILS

### GENERAL SOLICITATION GUIDANCE

The Air District may:

- select one or more proposals for this award;
- award less than the total program budget of \$2,775,000 if there are not enough qualified applications;
- partially fund applications by funding discrete portions of proposed projects. If the Air District decides to partially fund an application, it will do so in a manner that does not prejudice any applicants or affect the basis upon which the application was evaluated and selected for award, thereby maintaining the integrity of the competition and selection process;
- follow-up with applicants if clarification is needed;
- place eligible proposals on a backup list that could be funded if additional funds become available;
- cancel this solicitation;
- revise the amount of funds available under this solicitation;
- amend this Solicitation as needed;
- reject any or all Applications received in response to this solicitation;
- issue a 2<sup>nd</sup> solicitation round if no sufficient project is found in 1<sup>st</sup> round;
- fund projects with applicants using leftover, remaining funds from this current Solicitation if selected applicants withdraw their project or are unable to complete the project as proposed; and
- allow project component substitutes, cancel or re-rank projects at Air District discretion.

## FUNDING

Each County or City can receive up to the pre-determined amount of funding specified in Table 2 for AB 836 funding. The Clean Air Center Program will help fund all eligible costs as described within each Project type below. Cities or counties must prioritize projects in or near historically underserved communities. For funds spent outside historically underserved communities, Counties will need to state reason in the application. The Air District has the discretion to re-allocate funding based on Counties who have more projects in or near historically underserved communities.

## GRANT FUNDING

Funding for projects per county:

**Table 2: AB 836 funding allocation per county**

<b>GRANTEE</b>	<b>ALLOCATION</b>
ALAMEDA	\$ 689,000
CONTRA COSTA	\$ 97,000
MARIN	\$ 129,000
NAPA	\$ 81,000
SAN FRANCISCO	\$ 46,000
SAN MATEO	\$ 195,000
SANTA CLARA	\$ 400,000
SOUTHERN SOLANO	\$ 154,000
SOUTHERN SONOMA	\$ 116,000

Note: Distribution of funding was based on number of historically underserved communities per County, smoke burdened communities, and an equal distribution for each office of emergency services. Amount awarded may be less than funding allocation based on project proposals and at the Air District's discretion.

## PROJECT TYPES

Applicants may apply for funding for the following types of projects:

- **Facility Ventilation Upgrade:** Grantee may use funding to upgrade ventilation/filtration systems at select facilities for use as clean air centers. Eligibility and requirements described under the section "Facility Ventilation Upgrade Details."
- **Portable Air Cleaner:** Grantee may use funding for the purchase of portable air cleaners for deployment in facilities designated for use as an emergency shelter. Eligibility and requirements described under the section "Portable Air Cleaner Details."
- **Air Filter Replacement:** Grantee may use funding for the purchase of air filter replacements with a MERV rating of 13 or greater to facilities if their current HVAC system can handle the high efficiency air filters. Eligibility and requirements described under the section "Air Filter Replacement Details."

## FACILITY CRITERIA

Applicants must install or deploy qualifying equipment at a facility located within the Air District's jurisdiction. Facilities selected for upgrades must be able to provide free access to the public as a Clean Air Center during wildfire and other smoke events. Facilities deploying portable air cleaners may choose to modify the general public accessibility requirement if operated by a CBO or school. Facilities meeting the following criteria shall be given higher priority in the selection process:



1. Facilities located in schools in or near historically underserved communities
2. Facilities that are close to and provide easy access for vulnerable populations
3. Facilities that have a reasonable capacity to meet the possible clean air center needs of vulnerable populations
4. Facilities that are ready for ventilation and filtration installation, upgrades, or retrofits

Recommended facility types include:

- **Community Center**
- **Library**
- **School**
- **Senior Center**
- **Sports Center**

The Air District held a public workshop where participants were given the opportunity to help identify locations for Clean Air Centers that would best serve their community. Applicants should use the live map (link below) as guidance for determining placement of Clean Air Centers.

**[Social Pinpoint - Community Identified Clean Air Centers](https://rspcerp.mysocialpinpoint.com/clean-air-centers#/)**

**<https://rspcerp.mysocialpinpoint.com/clean-air-centers#/>**

# FACILITY VENTILATION UPGRADE DETAILS

Project requirements for facility ventilation and filtration installation, upgrades, or retrofits.

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## ELIGIBILITY AND REQUIREMENTS

- **Eligible applicants are County and City-level public agencies** who either own the property where the proposed Clean Air Centers will be installed, or provide evidence (e.g., lease agreement) from the property owner allowing the grantee to install and operate Clean Air Centers for the duration of the Project Term.
- The facility or the part of the facility that shall be upgraded with high efficiency air filters and intended for use as a clean air center is eligible for this funding.
- Upgrades include but are not limited to:
  - filtration upgrades
  - HVAC/ventilation system replacement and improvement
  - Weatherization

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## CLEAN AIR CENTER REQUIREMENTS

- **Location:** Clean Air Centers must be located in or near vulnerable communities (i.e., CalEnviroScreen 4.0 Top 30%).
- **Public Availability:** Clean Air Centers must be available to the general public during wildfire and other smoke events and operate for a minimum of 5 years. Facilities that meet the following criteria shall be given higher priority in the selection process:
  - Facilities located in schools
  - Facilities that are close to and provide easy access for vulnerable populations
  - Facilities that have a reasonable capacity to meet the possible clean air center needs of vulnerable populations
  - Facilities that are ready for ventilation and filtration installation, upgrades, or retrofits
- **Certification:** Facility ventilation/filtration upgrade must be performed or overseen by a Licensed Professional with expertise in HVAC equipment installation, maintenance, and performance assessment.
- **HVAC Assessment Report (Appendix A):** An assessment of the facility prior to upgrades is required and a report must be completed by Qualified Testing Personnel or Qualified Adjusting Personnel containing the following information:
  - Documentation of current HVAC equipment and general facility condition
  - Verification that HVAC system can handle MERV 13 or greater filters
  - Verified ventilation rates of the facility and whether those rates are proper for capacity of facility
  - Documentation of system deficiencies and recommendations
- **HVAC Verification Report (Appendix B):** Upon completion of facility upgrade, a Licensed Professional shall submit a report to the County or City and the Air District containing the following information:
  - Verification of installed air filters with a MERV rating of 13 or greater
  - Verification of proper ventilation rates
  - Documentation of all improvements or retrofits made in the facility
  - Verification that all work has been performed by or under the direction of Licensed Professionals
- **Operations Plan:** A plan, including logistics, for clean air center operation during wildfire and other smoke events is required.

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## GRANTEE OBLIGATIONS

If selected for funding, the County or City will enter into funding agreements with the Air District. Funding agreements will include requirements for: project schedule, deadlines, funding award amount, project scope, performance requirements/ penalties,

monitoring and reporting, payment procedures, recordkeeping, termination, repayment, etc. The following are some of the requirements Grantees must agree to and do to participate:

- Pay 100% of up-front costs (prior to reimbursement) and all costs in excess of the funding amount;
- Sign (Execute) the Funding Agreement and return to the Air District within 60 days of receiving it;
- Purchase, install, and place into service all approved equipment within 24 months from the date the Funding Agreement is executed;
- Ensure that any work performed with *Clean Air Center* funding is done by a contractor licensed in the State of California. *To check whether a contractor has a valid license, visit the Contractors [State License Board website](#).* The Air District does not require, endorse or recommend specific contractor(s) to be used for a project;
- Obtain and maintain liability and any other necessary insurance for the duration of the “Project Term” (see Appendix D);
- Operate and maintain each funded *Clean Air Center* for a minimum period of five years, and ensure that the project achieves its intended purpose. If a Grantee does not fulfill the usage or operational requirements at the end of 5-year operation period, the Grantee will be required to repay funds to the Air District;
- Ensure that all locations where Clean Air Centers are installed are secure and in compliance with all Local, State, and Federal regulations and/or requirements;
- Provide list to the Air District of Clean Air Centers sites, including location, dates and hours of operation, and estimated capacity during a wildfire or other smoke event or report updates to the Clean Air Center Real-Time Emergency Dashboard;
- Submit reports on each Clean Air Center status and usage to the Air District:
  - Reports every 6 months during the installation phase,
  - Report after all Clean Air Centers are placed into service, and
  - Reports every year while the Clean Air Centers are in operation, for the duration of the Project Life;
- Allow Air District staff or its authorized representatives to inspect the project and conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred.

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## REPORTING REQUIREMENTS

**Final Project Report:** Grantee will submit a final document package after installation of all *Clean Air Centers* to Air District which will include the following for each facility:

1. Facility details (name, location, capacity)
2. Invoice detailing use of funding
3. Copy of contractor’s license
4. HVAC Assessment Report (see Appendix A)
5. HVAC Verification Report (see Appendix B)
6. Operations Plan

**Annual Operations Report:** Once a project is completed, Grantee is required to submit an annual report with the usage of their *Clean Air Center*. This reporting is required for the five years after the project installation. The report should include the following:

1. Grant recipient name
2. Facility name and address
3. Facility Operation record
  - a. The dates and hours of clean air center operation
  - b. The estimated number of community members who utilized the clean air facility
  - c. Maintenance – repairs, filter changes, etc.

ELIGIBLE PROJECT COSTS

Clean Air Center funds may only be used to reimburse for the costs of the items listed below:

- Equipment costs for the purpose of air filtration upgrade;
- Installation, including labor, materials (e.g., trenching, wiring, signage, and conduit), and necessary electrical upgrades to meet the demands of the clean air center;
- Air filter replacements for up to 5 years.

INELIGIBLE COSTS

Clean Air Center funds may not be used to reimburse for the following costs:

- Administrative costs: accounting for Program funds, fulfilling contractual obligations, audits, reporting and record-keeping requirements specified in the Funding Agreement and in-house contractor or labor expenses, training, and travel;
- Facility assessment costs;
- Air Quality Monitoring Device;
- Environmental review;
- Facility approvals and coordination costs;
- Operational costs;
- Costs to improve the clean air center that are not directly related to the project.

PROCESS AND SCHEDULE



Each Clean Air Center project consists of five phases. The activities and milestones for each of the phases are described below:

Table 3 describes the major milestones and the Grantee journey, including the reimbursement schedule. Rows highlighted in amber indicate reporting requirements.

**Table 3: Solicitation & Project Milestones**

DATE	ACTIVITY
June 15, 2022	Program solicitation and guidelines released
July 15, 2022	Application deadline (solicitation closes)

APPLICATION PHASE	
<b>Jun 15, 2022– Jul 15, 2022</b> Applicant prepares necessary documents and submits application online.	<ul style="list-style-type: none"> <li>• Air District reviews application package to ensure all the required information has been provided. If an application is incomplete, the applicant will be given 14 calendar days to resubmit the application after correction.</li> </ul>

EVALUATION PHASE	
<b>Aug 2022</b> All site location retrofits will be evaluated by both the Air District and CARB, and selected projects awarded.	<ul style="list-style-type: none"> <li>• Air District notifies applicant about its determination (Notice of Proposed Award) and a <b>proposed Funding Agreement is sent for the Grantee’s signature</b></li> <li>• Projects that are not selected for award are notified and provided an explanation of why the project was not selected or found to be ineligible</li> </ul>

INSTALLATION PHASE	
Within 24 months of the Funding Agreement being executed	All Clean Air Centers must be installed and operating
Final Project Report due once installation complete	Grantee submits final project report to the Air District which will include: <ol style="list-style-type: none"> <li>1. Facility details (name, location, capacity)</li> <li>2. Invoice detailing use of funding</li> <li>3. Copy of contractor’s license</li> <li>4. HVAC Assessment Report (see Appendix A)</li> <li>5. HVAC Verification Report (see Appendix B)</li> <li>6. Operations Plan</li> </ol>

OPERATION PHASE	
Operation Phase (minimum 5 years after installation phase)	<ul style="list-style-type: none"> <li>• Grantee must maintain and operate the clean air centers</li> <li>• Air District may conduct inspections and/or fiscal audits</li> </ul>
Every <b>Feb 1</b> during the Operation Phase	County or City submits annual reports to the Air District which will include: <ol style="list-style-type: none"> <li>1. Grant recipient name and facility name</li> <li>2. The facility operation record                             <ol style="list-style-type: none"> <li>a. The dates and hours of clean air center operation</li> <li>b. The estimated number of community members who utilized the clean air center facility</li> <li>c. Maintenance – repairs, filter changes, etc.</li> </ol> </li> </ol>

RECORDS RETENTION	
For 5 years beginning upon completion of the Operation Phase	Grantee must maintain all records in a centralized location

**APPLICATION PHASE**

**APPLICATION PER CLEAN AIR CENTER**

During this phase, the applicant prepares necessary documents (listed below) and submits an application to [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov).

- **Application Form:** One application per facility ventilation to be upgraded.
- **Application Details:** Facility information including official name, address, responsible parties, and contact information.
- **Proof of property ownership** (e.g., titles, deeds, leases, or property tax documents that clearly indicate the property owner)
  - If applicant is not the property owner, written permission (legally binding agreement) must be submitted from property owner allowing facility to be used as a Clean Air Center.
- **Vulnerable population and wildfire smoke burden:** Demographic and socio-economic characteristics of vulnerable population served by the facility and the documented evidence of high smoke burden in the past such as AirNow Air Quality Index during wildfire smoke events and/or wildfire smoke health advisory notices.

- **Grant Request Summary:** Grant site and budget summary page and project timeline of all site-specific work including start date and projected end date.
- **Site-Specific Details:** Detailed information identifying all the upgrade work to be addressed by the grant, general site information, assessment of facility weatherization needs, the current status of HVAC systems, and total site-specific estimate for assessment and maintenance project.
- **Site-Specific Budget Details:** Detailed budget information including estimates for equipment, materials labor, and other costs.
- **Operations Plan:** Plan for clean air center operation during wildfires and other smoke events
- **Certifications:** Certification and Attestations for Application Accuracy and Completeness
- **Supporting Documentation:** Site-specific itemized contractor estimate supporting amount requested.

Applications must be submitted via email to Areana Flores, [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov). If applications for eligible projects exceed funding availability, the Air District may hold applications as backup for additional program funds that may become available. Incomplete applications, applications with ineligible projects, and applications outside the scope of the solicitation may be disqualified. If an application is incomplete, the applicant will be given 14 calendar days to resubmit the application after the applicant has been notified of the error.

#### EVALUATION PHASE

Applications will be reviewed for completeness based on facility criteria and clean air center requirements. The Air District will send updates and notices about application materials via e-mail to the county or city liaison.

#### INSTALLATION PHASE & REIMBURSEMENT

During this phase, the Grantee has a maximum of 24 months to purchase and install the approved projects for the *Clean Air Centers*. The County or City is required to report to the Air District the status of the project every six months. The Installation Phase ends on the date that a Clean Air Center is installed and open for use by the general public and/or community. The Air District will release reimbursement of grant funds **within 60 days** of all equipment installation.

#### THE FOLLOWING SUPPORTING DOCUMENTS ARE REQUIRED TO BE SUBMITTED FOR REIMBURSEMENT:

- Report documenting equipment has been installed and is operational, equipment serial numbers & operational information
- Project invoices and proof of payment and deposit
- Photos of equipment with Clean Air Center logo
- Clean Air Center location and capacity details

#### OPERATION PHASE

During this phase, the Grantee will operate and maintain the *Clean Air Centers* for a minimum of five years. The Grantee is required to report on the status of the project annually to the Air District, to maintain the required insurance, and to cooperate with the Air District and its designees on fiscal audits and inspections of the project.

#### RECORDS RETENTION PHASE

*The Project Term extends for five additional years after the end of the Operation Phase.* During this phase, the Grantee is required to maintain all Project records in a centralized location for five additional years after the end of the Operation Phase. The Grantee is encouraged to continue maintaining and operating the Clean Air Centers, although it is no longer a contractual requirement to do so.

# PORTABLE AIR CLEANER DETAILS

Project requirements for purchasing portable air cleaners for *Clean Air Centers* or emergency shelters.

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## ELIGIBILITY AND REQUIREMENTS

- **Eligible applicants are County and City-level public agencies** who either own the property where the portable air cleaners will be deployed, or provide evidence (e.g., lease agreement) from the property owner allowing the applicant to deploy and operate portable air cleaners for *Clean Air Centers* or emergency shelters.
- Emergency shelters can be identified by air districts, cities, counties, emergency management officials, disaster relief organizations, etc.
- Portable air cleaners must be certified by the California Air Resources Board for sale and use in California.
- Portable air cleaners must be equipped with a true HEPA filter.

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## CLEAN AIR CENTER REQUIREMENTS

- **Location:** *Clean Air Centers* or emergency shelters must be located in or near historically underserved communities (i.e., CalEnviroScreen 4.0 Top 30%) or smoke burdened communities (i.e. multiple days where AQI > 150).
- **Public Availability:** *Clean Air Centers* must be available to the general public during wildfire and other smoke events and operate for a minimum of 5 years. Facilities operated by a CBO or school may modify the general public requirement. Facilities that meet the following criteria shall be given higher priority in the selection process:
  - Facilities located in schools in or near historically underserved communities
  - Facilities that are close to and provide easy access for vulnerable populations
  - Facilities that have a reasonable capacity to meet the possible clean air center needs of vulnerable populations
  - Facilities that are ready for ventilation and filtration installation, upgrades, or retrofits
- **Operations Plan:** A plan, including logistics, of portable air cleaner deployment during wildfire and other smoke events, the management of device inventory and maintenance, and the list of partner organizations and their roles.
- **Relocation:** Should a Portable Air Cleaner be relocated to a different *Clean Air Center*, Grantee is responsible for updating the location of the portable unit to the Air District by the following wildfire or other smoke event and on the annual report, and note the reason for relocation.

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## GRANTEE OBLIGATIONS

If selected for grant funding, the County or City will enter into funding agreements with the Air District. Funding agreements will include requirements for: project schedule, deadlines, funding award amount, project scope, performance requirements/ penalties, monitoring and reporting, payment procedures, recordkeeping, termination, repayment, etc. The following are some of the requirements Grantees must agree to and do to participate:

- Send order request for portable air cleaners and replacement filters to be purchased by the Air District or pay 100% for cost of portable air cleaners and replacement filters (prior to reimbursement);
- Sign (Execute) the Funding Agreement and return to the Air District within 60 days of receiving it;
- Place into service all equipment procured through the Air District as needed during the project term;
- Replace portable air cleaners that are lost, broken, or stolen within 30 days;
- Operate and maintain portable air cleaners for *Clean Air Centers* or emergency shelters for a minimum period of five years, and ensure that the project achieves its intended purpose. If Grantee outsources operations, Grantee is responsible for meeting grant requirements. If Grantee does not deploy portable air cleaners for *Clean Air Centers* or emergency shelters at the end of 5-year operation period, the Grantee will be required to repay the grant funds to the Air District.

- Ensure that all locations where portable air cleaners are deployed are well-lit, secure, and in compliance with all Local, State, and Federal regulations and/or requirements;
- Keep an inventory of portable air cleaners and their locations;
- Provide list to the Air District of deployed portable air cleaners at Clean Air Centers or emergency shelters, including location, dates and hours of operation, and estimated capacity during a wildfire or other smoke event or report updates to Clean Air Center Real-Time Emergency Dashboard;
- Submit reports on the status and usage of portable air cleaners to the Air District:
  - Reports every year while the portable air cleaners are in operation, for the duration of the Project Life;
- Allow Air District staff or its authorized representatives to inspect the project and conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred.

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## REPORTING REQUIREMENTS

**Final Project Report:** The Grantee will submit a final document package to the Air District which will include:

1. Detailed list of ordered or purchased portable air cleaners and replacement filters, including make and model numbers

**Annual Operations Report:** Once portable air cleaners are delivered, the Grantee is required to submit an annual report of deployment of portable air cleaners. This reporting is required for the **five years** after project deployment. The report should include the following:

1. Grant recipient name and entity
2. The portable air cleaner deployment record
  - a. The dates of portable air cleaner deployment
  - b. Number of portable air cleaners deployed
  - c. The address of the facilities where the portable air cleaners were deployed and whether the facilities are located in vulnerable communities
  - d. The portable air cleaner model number and quantity of the deployed devices
  - e. The estimated number of people at each deployment location
  - f. Report feedback on the operations and maintenance of the portable air cleaner, including recommendations for their improved used

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## ELIGIBLE PROJECT COSTS

Clean Air Center funds may only be used to place an order or receive reimbursement for the costs of the items listed below:

- [Portable air cleaners certified by the California Air Resources Board](#) for sale and use in California.
- Portable air cleaners listed in Air District's Portable Air Cleaner Bulk Pricing List (Appendix C).
- Air filter replacements for portable air cleaners up to 5 years.

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## INELIGIBLE COSTS

Clean Air Center funds may not be used to reimburse for the following costs:

- Administrative costs: accounting for Program funds, fulfilling contractual obligations, audits, reporting and record-keeping requirements specified in the Funding Agreement and in-house contractor or labor expenses, training, and travel;
- Air Quality Monitoring Device;
- Facility approvals and coordination costs;



- Operational costs;
- Costs to improve the clean air center that are not directly related to the project.

PROCESS AND SCHEDULE



Portable air cleaner purchases for *Clean Air Centers* consists of five phases. The activities and milestones for each of the phases are described below:

Table 3 describes the major milestones and the Grantee journey, including the reimbursement schedule. Rows highlighted in amber indicate reporting requirements.

**Table 3: Solicitation & Project Milestones**

DATE	ACTIVITY
June 15, 2022	Program solicitation and guidelines released
July 15, 2022	Application deadline (solicitation closes)
<b>APPLICATION PHASE</b>	
<b>Jun 15 – Jul 15, 2022</b> Applicant prepares necessary documents and submits application online.	<ul style="list-style-type: none"> <li>• Air District reviews application package to ensure all the required information has been provided. If an application is incomplete, the applicant will be given 14 calendar days to resubmit the application after correction.</li> </ul>
<b>EVALUATION PHASE</b>	
<b>Aug 2022</b> All portable air cleaners selected for purchase will be evaluated by both the Air District and CARB, and those meeting the eligible criteria will be awarded.	<ul style="list-style-type: none"> <li>• Air District notifies applicant about its determination (Notice of Proposed Award) and a <b>proposed Funding Agreement is sent for the Grantee’s signature</b></li> <li>• Portable air cleaners that are not selected for an award are notified and provided an explanation of why they were not selected or found to be ineligible</li> </ul>
<b>PROCUREMENT PHASE</b>	
Immediately following the execution of the Funding Agreement	Grantee purchases portable air cleaners using either Air District bulk pricing list (Appendix C) or self-purchase.
Final Project Report due once purchases complete	County or City submits final project report to the Air District which will include: <ol style="list-style-type: none"> <li>1. Detailed list of ordered or purchased portable air cleaners and replacement filters, including make and model numbers</li> </ol>
<b>OPERATION PHASE</b>	
Operation Phase (minimum 5 years after deployment phase)	<ul style="list-style-type: none"> <li>• Grantee must maintain and operate portable air cleaners for clean air centers</li> <li>• Air District may conduct inspections and/or fiscal audits</li> </ul>
Every <b>Feb 1</b> during the Operation Phase	County or City submits annual reports to the Air District which will include:

	<ol style="list-style-type: none"> <li>1. Grant recipient name and entity</li> <li>2. The portable air cleaner deployment record             <ol style="list-style-type: none"> <li>a. The dates of portable air cleaner deployment</li> <li>b. Number of portable air cleaners deployed</li> <li>c. The address of the facilities where the portable air cleaners were deployed and whether the facilities are located in vulnerable communities</li> <li>d. The portable air cleaner model number and quantity of the deployed devices</li> <li>e. The estimated number of people at each deployment location</li> <li>f. Report feedback on the operations and maintenance of the air portable cleaner, including recommendations for their improved use</li> </ol> </li> </ol>
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RECORDS RETENTION	
For 5 years beginning upon completion of the Operation Phase	Grantee must maintain all records in a centralized location

APPLICATION PHASE

APPLICATION FOR PURCHASING PORTABLE AIR CLEANERS

During this phase, the applicant prepares all necessary documents (listed below) and submits an application to [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov):

- **Application Form:** One application form for all portable air cleaners purchased
- **Application Details:** Applicant name, type of entity, contact information
- **Project Budget:** A line-item cost quote for each portable air cleaner
- **Portable Air Cleaner Information (can also be used as Final Project Report):** Detailed list of portable air cleaners and replacement filters, including make and model numbers
- **Operations Plan:** A plan for operating portable air cleaners is required. The plan must include the logistics of portable air cleaner deployment during wildfires and other smoke events, the management of portable air cleaner inventory and maintenance, and the list of partner organizations and their roles.
- **Deployment estimates:** An estimate of how many potential facilities and the total capacity of the potential facilities where the portable air cleaners may be deployed to serve vulnerable communities. If this quantitative estimate cannot be provided, include a statement on why that is the case and how the program will ensure the deployment of portable air cleaners to serve vulnerable communities.
- **Certifications:** Certification and attestations for application accuracy and completeness

Applications must be submitted via email to Areana Flores, [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov). If applications for eligible projects exceed funding availability, the Air District may hold applications as backup for additional program funds that may become available. Incomplete applications, applications with ineligible projects, and applications outside the scope of the solicitation may be disqualified. If an application is incomplete, the applicant will be given 14 calendar days to resubmit the application after the applicant has been notified of the error.

## EVALUATION PHASE

Applications will be reviewed for completeness.

## PURCHASING PHASE & REIMBURSEMENT

During this phase, the County or City has a **maximum of 24 months to order or purchase** portable air cleaners and filter replacements either directly from the vendor or through the Air District. If the County or City purchases directly through the vendor, the Air District will release reimbursement of grant funds **within 60 days** of all portable air cleaner purchases. The Air District recommends that the County or City check with the Air District prior to making direct purchases of devices.

### THE FOLLOWING INFORMATION MUST BE SUBMITTED TO PLACE ORDER FROM BAAQMD:

- Portable air cleaner model and quantity from bulk pricing list (Appendix C)
- Shipping address for delivering portable air cleaners
- Information about delivery at the shipping address (e.g., presence of dock, etc).

### THE FOLLOWING SUPPORTING DOCUMENTS ARE REQUIRED TO BE SUBMITTED FOR REIMBURSEMENT FOR DIRECT PURCHASES:

- Report documenting portable air cleaner purchase and serial numbers
- Project invoices and proof of payment and deposit
- Photos of portable air cleaners
- List of portable air cleaner locations

## OPERATION PHASE

During this phase, the Grantee will operate and maintain the portable air cleaners for Clean Air Centers for a minimum of five years. The Grantee is required to report on the status of the project annually to the Air District and to cooperate with the Air District and its designees on fiscal audits and inspections of the project.

## RECORDS RETENTION PHASE

*The Project Term extends for five additional years after the end of the Operation Phase.* During this phase, the Grantee is required to maintain all Project records in a centralized location for five additional years after the end of the Operation Phase. The Grantee is encouraged to continue maintaining and operating the portable air cleaners, although it is no longer a contractual requirement to do so.

# HVAC AIR FILTER REPLACEMENT DETAILS

Project requirements for purchasing high-efficiency air filter replacements.

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## ELIGIBILITY AND REQUIREMENTS

- **Eligible applicants are County or City-level public agencies** who either own the property/equipment where the air filter replacements will be installed, or provide evidence (e.g., lease agreement) from the property owner allowing facility to be used as a Clean Air Center.
- Facilities must have a current HVAC system that can handle high efficiency filters.
- Air filter replacements must have a MERV rating of 13 or greater.
- Air filter replacements must be HEPA certified.

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## CLEAN AIR CENTER REQUIREMENTS

- **Location:** Clean Air Centers must be located in or near historically underserved communities (i.e., CalEnviroScreen 4.0 Top 30%).
- **Public Availability:** Clean Air Centers must be available to the general public during wildfire and other smoke events and operate for a minimum of 5 years. Facilities that meet the following criteria shall be given higher priority in the selection process:
  - Facilities located in schools located in or near historically underserved communities
  - Facilities that are close to and provide easy access for vulnerable populations
  - Facilities that have a reasonable capacity to meet the possible clean air center needs of vulnerable populations
  - Facilities that are ready for ventilation and filtration installation, upgrades, or retrofits
- **HVAC Assessment Report (Appendix A):** An assessment of the facility prior to air filter replacements is required and a report must be completed by Qualified Testing Personnel or Qualified Adjusting Personnel containing the following information:
  - Documentation of current HVAC equipment and general facility condition
  - Verification that HVAC system can handle MERV 13 or greater filters
  - Verified ventilation rates of the facility and whether those rates are proper for capacity of facility
  - Documentation of system deficiencies and recommendations
- **Operations Plan:** A plan, including logistics, for clean air center operation during wildfire and other smoke events is required.

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## GRANTEE OBLIGATIONS

If selected for grant funding, the County or City will enter into funding agreements with the Air District. Funding agreements will include requirements for: project schedule, deadlines, funding award amount, project scope, performance requirements/ penalties, monitoring and reporting, payment procedures, recordkeeping, termination, repayment, etc. The following are some of the requirements Grantees must agree to and do to participate:

- Pay 100% of up-front costs for air filter replacements (prior to reimbursement);
- Sign (Execute) the Funding Agreement and return to the Air District within 60 days of receiving it;
- Place into service all equipment procured through the Air District as needed during the project term;
- Allow Air District staff or its authorized representatives to inspect the project and conduct financial audits and agree to make available to the Air District all records relating to project performance and expenses incurred.
- Provide list to the Air District of Clean Air Centers, including location, dates and hours of operation, and estimated capacity during a wildfire or other smoke event or report updates to the Clean Air Center Real-Time Emergency Dashboard;

REPORTING REQUIREMENTS

**Final Project Report:** The Grantee will submit a final document package to Air District which will include:

1. HVAC Assessment Report (see Appendix A)
2. Detailed list of purchased air filters, including make, model numbers, and MERV rating.

**Annual Operations Report:** Once a project is completed, Grantee is required to submit an annual report with the usage of their *Clean Air Center*. This reporting is required for the five years after the project installation. The report should include the following:

1. Grant recipient name
2. Facility name and address
3. Facility Operation record
  - a. The dates and hours of clean air center operation
  - b. The estimated number of community members who utilized the clean air facility
  - c. Maintenance – repairs, filter changes, etc.

ELIGIBLE PROJECT COSTS

*Clean Air Center* funds may only be used to reimburse for the costs of the items listed below:

- Air filter replacements with a MERV rating of 13 or greater.
- Air filter replacements that are HEPA certified.

INELIGIBLE COSTS

*Clean Air Center* funds may not be used to reimburse for the following costs:

- Administrative costs: accounting for Program funds, fulfilling contractual obligations, audits, reporting and record-keeping requirements specified in the Funding Agreement and in-house contractor or labor expenses, training, and travel;
- Air Quality Monitoring Device;
- Facility assessment;
- Facility approvals and coordination costs;
- Operational costs;
- Costs to improve the clean air center that are not directly related to the project;

PROCESS AND SCHEDULE



Air filter replacement purchases for *Clean Air Centers* consists of five phases. The activities and milestones for each of the phases are described below:

Table 3 describes the major milestones and the Grantee journey, including the reimbursement schedule. Rows highlighted in amber indicate reporting requirements.

**Table 3: Solicitation & Project Milestones**

DATE	ACTIVITY
Jun 15, 2022	Program solicitation and guidelines released
Jul 15, 2022	Application deadline (solicitation closes)

APPLICATION PHASE	
<p><b>Jun 15 – Jul 15, 2022</b></p> <p>Applicant prepares necessary documents and submits application online.</p>	<ul style="list-style-type: none"> <li>• Air District reviews application package to ensure all the required information has been provided. If an application is incomplete, the applicant will be given 14 calendar days to resubmit the application after correction.</li> </ul>
EVALUATION PHASE	
<p><b>Aug 2022</b></p> <p>All air filter replacements selected for purchase will be evaluated by both the Air District and CARB, and those meeting the eligible criteria will be awarded.</p>	<ul style="list-style-type: none"> <li>• Air District notifies applicant about its determination (Notice of Proposed Award) and a <b>proposed Funding Agreement is sent for the Grantee’s signature</b></li> <li>• Air filter replacements that are not selected for an award are notified and provided an explanation of why it was not selected or found to be ineligible</li> </ul>
INSTALLATION PHASE	
<p>Immediately following the execution of the Funding Agreement</p>	<p>All air filter replacements for Clean Air Centers must be installed, as needed.</p>
<p>Final Project Report due once purchases complete</p>	<p>County or City submits final project report to the Air District which will include:</p> <ol style="list-style-type: none"> <li>1. HVAC Assessment Report (see Appendix A)</li> <li>2. Detailed list of purchased air filters, including make, model numbers, and MERV rating.</li> </ol>
OPERATION PHASE	
<p>Operation Phase (minimum 5 years after installation phase)</p>	<ul style="list-style-type: none"> <li>• Grantee must maintain air filters for clean air centers</li> <li>• Air District may conduct inspections and/or fiscal audits</li> </ul>
<p>Every <b>Feb 1</b> during the Operation Phase</p>	<p>County or City submits annual reports to the Air District which will include:</p> <ol style="list-style-type: none"> <li>3. Grant recipient name and facility name</li> <li>4. The facility operation record                             <ol style="list-style-type: none"> <li>d. The dates and hours of clean air center operation</li> <li>e. The estimated number of community members who utilized the clean air center facility</li> <li>f. Maintenance – repairs, filter changes, etc.</li> </ol> </li> </ol>
RECORDS RETENTION	
<p>For 5 years beginning upon completion of the Operation Phase</p>	<p>Grantee must maintain all records in a centralized location</p>

## APPLICATION PHASE

### APPLICATION FOR PURCHASING AIR FILTER REPLACEMENTS

During this phase, the applicant prepares all necessary documents (listed below) and submits an application to [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov):

- **Application Form:** One application form for all air filter replacements purchased.
- **Application Details:** Facility information including official name, address, responsible parties, and contract information.
- **Vulnerable population and wildfire smoke burden:** Demographic and socio-economic characteristics of vulnerable population served by the facility and the documented evidence of high smoke burden in the past such as AirNow Air Quality Index during wildfire smoke events and/or wildfire smoke health advisory notices.
- **Grant Request Summary:** Grant site and budget summary page and the justification of the amount of air filters purchase.
- **High-Efficiency Air Filter Readiness (can be used in Final Report):** HVAC Assessment Report showing that the current system can handle the high efficiency air filters purchased through the grant.
- **Operations Plan:** Plan for clean air center operation during wildfires and other smoke events
- **Certifications:** Certification and Attestations for Application Accuracy and Completeness
- **Supporting Documentation:** Site-specific itemized contractor estimate supporting amount requested.

Applications must be submitted via email to Areana Flores, [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov). If applications for eligible projects exceed funding availability, the Air District may hold applications as backup for additional program funds that may become available. Incomplete applications, applications with ineligible projects, and applications outside the scope of the solicitation may be disqualified. If an application is incomplete, the applicant will be given 14 calendar days to resubmit the application after the applicant has been notified of the error.

## EVALUATION PHASE

Applications will be reviewed for completeness.

## INSTALLATION PHASE & REIMBURSEMENT

During this phase, the County or City has a **maximum of 24 months to purchase** air filter replacements. The Air District will release reimbursement of grant funds **within 60 days** of all air filter purchases. The Installation Phase ends on the date that air filter replacements are installed in Clean Air Centers.

### THE FOLLOWING SUPPORTING DOCUMENTS ARE REQUIRED TO BE SUBMITTED FOR REIMBURSEMENT:

- Report documenting air filter purchase and serial numbers
- Project invoices and proof of payment and deposit
- List of Clean Air Center locations

## OPERATION PHASE

During this phase, the Grantee will operate and maintain the *Clean Air Centers* for a minimum of five years. The Grantee is required to report on the status of the project annually to the Air District, to maintain the required insurance, and to cooperate with the Air District and its designees on fiscal audits and inspections of the project.

## RECORDS RETENTION PHASE

*The Project Term extends for five additional years after the end of the Installation Phase.* During this phase, the Grantee is required to maintain all Project records in a centralized location for five additional years after the end of the Installation Phase. The Grantee is

encouraged to continue purchasing air filter replacements to maintain Clean Air Centers, although it is no longer a contractual requirement to do so.



# APPENDICES

## ADDITIONAL INFORMATION AND QUESTIONS

The Air District reserves the right to modify this solicitation at its sole discretion. Please check the Clean Air Centers Program website at [www.baaqmd.gov/cleanaircenters](http://www.baaqmd.gov/cleanaircenters) for updates.

Program workshop or one-on-one meetings will be held to provide an overview of this solicitation and answer questions from interested parties. Written questions will be accepted by email and should be sent to [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov) with the subject line "RE: *Clean Air Centers* Program." Responses to all of the written questions received will be collected and posted on the Program website throughout the Program solicitation no later than March 15, 2022 at: [www.baaqmd.gov/cleanaircenters](http://www.baaqmd.gov/cleanaircenters).

## APPENDIX A: HVAC ASSESSMENT REPORT

This appendix describes the information that will be required in the [HVAC Assessment Report](#). The assessment report should be completed by Qualified Testing Personnel or Qualified Adjusting Personnel and submitted via email to [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov). The assessment report forms will be made available for use in on the program web page (<https://ww2.arb.ca.gov/our-work/programs/wildfire-smoke-clean-air-center-grant>).

1. Name and address of facility and person or contractor preparing and certifying the report.
2. Documentation of HVAC equipment model number, general condition of unit, and any additional information that could be used to assess replacement and repair options given potential for ventilation and filtration upgrade.
3. Assessment that the current HVAC system can handle air filters with the MERV of 13 or greater or needs to be upgraded to handle such air filters.
4. The verified ventilation rates for facility and whether those rates are proper for the capacity of facility.
5. Documentation of system deficiencies and recommendations for additional maintenance, replacement, or upgrades to improve ventilation, energy efficiency, safety, or performance.

## APPENDIX B: HVAC VERIFICATION REPORT

This appendix describes the information that will be required in the [HVAC Verification Report](#). The verification report should be completed by Qualified Testing Personnel or Qualified Adjusting Personnel and submitted via email to [cleanaircenters@baaqmd.gov](mailto:cleanaircenters@baaqmd.gov). The verification report forms will be made available for use in on the program web page (<https://ww2.arb.ca.gov/our-work/programs/wildfire-smoke-clean-air-center-grant> ).

1. Name and address of facility and person or contractor preparing and certifying the report.
2. Description of assessment, maintenance, adjustment, repair, upgrade, and replacement activities and outcomes.
3. Verification that filters with the MERV rating of 13 or greater have been installed.
4. The verified ventilation rates for facility and whether those rates are proper for the capacity of facility.
5. Documentation of system deficiencies and recommendations for additional maintenance, replacement, or upgrades to improve energy efficiency, safety, or performance.
6. Documentation of initial operating verifications, adjustments, and final operating verifications, and document any adjustments or repairs performed.
7. Verification of installation of carbon dioxide monitors, including make and model of monitors.
8. Verification that all required work has been performed by Qualified Testing or Adjusting Personnel or other qualified technician as specified by the guidelines, including the provision of the contractor's name and license; acceptance test technician name and certification number, where applicable; TAB technician name and certification number, where applicable; and verification that all construction work has been performed by a Skilled and Trained Workforce.

## APPENDIX C: APPROVED PORTABLE AIR CLEANERS

Grantees have two options for purchasing portable air cleaners:

**Option 1:** Buy a [CARB-certified portable air cleaner](#) directly from vendor and request reimbursement from the Air District.

**Option 2:** Place an order with the Air District requesting type and quantity of portable air cleaners and air filter replacements from [bulk pricing list](#) below.

**Category 1 Units (300-600 CFM)**

	Aeris Health Inc. - AA-WH-31-110-US-EU-00	Alen Corporation – BreatheSmart 75i	Blaisdell – AeraMax Professional IV 9451201	Genesis Air 2008 RGS
<b>Website:</b>	<a href="#">Aeris Health</a>	<a href="#">Alen Corporations – BreatheSmart 75i</a>	<a href="#">AeraMax Pro AM4S Air Purifiers - Fellowes®</a>	<a href="#">2008 RGS Air Purifier   Genesis Air</a>
<b>Air Flow</b>	390 CFM	350 CFM	440 CFM	650 CFM
<b>Costs for* Unit</b>	\$699.30	\$653.69 (shipping varies)	\$1215 – \$1350	\$1500 - \$1700
<b>HEPA filter replacement</b>	\$139.30	\$109.65 (shipping varies)	\$161 - \$180	\$229
<b>Carbon filter replacement</b>	All filters are combined in one unit	All filters are combined in one unit	\$95.50 - \$108	\$129
<b>Pre-filter replacement</b>	All filters are combined in one unit	All filters are combined in one unit	\$19.25 - \$21.50	\$49
<b>Dimensions</b>	14.5" w x 15.2" d x 23.6" tall	27"H x 18.5"W x 11.5"D	19.6" x 34.7" x 9"	15"L x 13.25"W x 33.25"H
<b>Weight</b>	35.2 lbs.	27 lbs.	35 lbs.	58.2 lbs.
<b>Power requirements</b>		Each unit is 45 watts	Each unit is 2 amp	
<b>Portability traits</b>		Has a molded in handle and two casters in the back		
<b>Stackable?</b>	No	No	No	Yes, 3 or 4
<b>Noise level on high</b>	65 dB	49 dB	68 dB	69 dB

	Helen of Troy - Honeywell HPA300	Medify Air – Medify Air MA-112	Murphy Enterprises of Alabama Inc. – Medify MA-112	Murphy Enterprises of Alabama Inc. – Airpura R600
<b>Website:</b>	<a href="#">Honeywell HEPA Air Purifier</a>	<a href="#">MA-112 Air Purifier – Medify Air</a>	<a href="#">Medify MA-112 Air Purifier- White</a>	<a href="#">Airpura R600 All Purpose Air Purifier</a>
<b>Air Flow</b>	320 CFM	556 CFM	556 CFM	412 CFM
<b>Costs for* Unit</b>	\$196.45	\$499.80 - \$558.80	\$535.50 - \$565.25	\$559.20 - \$629.10
<b>HEPA filter replacement</b>	\$53.53	\$120.80 - \$134.70	\$139	\$179.98
<b>Carbon filter replacement</b>	\$19	All filters are combined in one unit	All filters are combined in one unit	\$219.98
<b>Pre-filter replacement</b>	Combined with carbon filter	All filters are combined in one unit	All filters are combined in one unit	\$39.98
<b>Dimensions</b>	20.08"L x 10.83"D x 22.32"H	28.3"H x 15.7"W x 15.4" D	28.3"H x 15.7"W x 15.4" D	23" h x 15" diameter
<b>Weight</b>	17.3 lbs.	33.5 lbs.	33.5 lbs.	62.3 lbs.
<b>Power requirements</b>		Each unit is 95 watts	Each unit is 95 watts	Each unit is up to 120 watts
<b>Portability traits</b>		Has wheels	Has wheels	Has wheels
<b>Stackable?</b>	No	No	No	No
<b>Noise level on high</b>	58.5 dB	< 70 dB	< 70 dB	62.3 dB

	Sigler - Opticlean FN1AAF006000	US Air Purifiers LLC – Airpura R600-EC / R700	US Air Purifiers LLC – Airpura R600	US Air Purifiers LLC – Field Controls Trio Plus / 602604400
<b>Website:</b>	<a href="#">Carrier Dual-Mode Air Scrubber &amp; Negative Air Machine 600 CFM</a>		<a href="#">Airpura R600 R614 Air Purifier</a>	<a href="#">Field Controls TRIO Plus</a>
<b>Air Flow</b>	600 CFM	480 CFM	412 CFM	305 CFM
<b>Costs for* Unit</b>	\$1650 - \$1740	\$689.99	\$545.98	\$587
<b>HEPA filter replacement</b>	\$298 - \$361 (shipping varies)	~\$180	~\$180	\$76 - \$95
<b>Carbon filter replacement</b>	\$13 - \$15 (shipping varies)	~\$219.98	~\$219.98	All filters are combined in one unit
<b>Pre-filter replacement</b>	\$3 (shipping varies)	~\$25.54	~\$25.54	All filters are combined in one unit
<b>Dimensions</b>	49 5/8" X 17 5/8" 22 1/16"	23" H x 15" diameter	23" H x 15" diameter	17.3" L x 9" W x 28" H
<b>Weight</b>	125 lbs.	42 lbs.	42 lbs.	26.2 lbs.
<b>Power requirements</b>				
<b>Portability traits</b>	Has lockable casters	Has wheels	Has wheels	
<b>Stackable?</b>	No	No	No	No
<b>Noise level on high</b>	48 dB	62.3 dB	62.3 dB	55 dB

### Category 2 Units (>700 Cubic CFM)

	AMAIRCARE Model AirWashPRO	Smarter HEPA - Blast CMKQ101.3	Carrier Opticlean (FN1AAF01 5)	Genesis Air 2008 B
<b>Website:</b>	<a href="#">Airwash MultiPro* Air Filtration System (amaircare.com)</a>	<a href="#">Smart Health Blast - SmarterHEPA</a>	<a href="#">Carrier Opticlean</a>	<a href="#">2008 B (1-4) Air Purifier   Genesis Air</a>
<b>Air Flow</b>	800 CFM	1300 CFM	1500 CFM	2280 CFM
<b>Costs for* Unit</b>	\$850.98	~\$870 - \$960	~\$1,750 - ~\$1,860	~\$3,150 - \$3,350
<b>HEPA filter replacement</b>	\$201.60	~\$120 - \$132	~\$330-\$410 (shipping varies)	\$290
<b>Carbon filter replacement</b>	\$345.60 for 12	~\$88 - \$97	~\$16 (shipping varies)	\$190
<b>Pre-filter replacement</b>	\$108 for 8	\$20 - 22	\$3 (shipping varies)	\$50
<b>Dimensions</b>	19" W x 20" H x 32"L	48.4" x 22.6" x 13"	53-7/16" x 21-1/8" x 22-1/16"	W22.5" x H30.25" x L44.5"
<b>Weight</b>	42 lbs.	69 lbs.	150 lbs.	163 lbs.
<b>Power requirements</b>	Can use extension cord; each unit is 2.6 amp; can daisy chain up to 3 units	Can use extension cord; maximum of 9 units on 15-amp circuit and 14 on 20-amp circuit	Each unit is 12 amp; 15-amp breaker can run 3 units on low speed	Can use extension cord; depending on circuit, can plug 2 units into outlet
<b>Portability traits</b>	1 flexible handle on top, 2 molded handles on side	2 wheels on one end for moving; 4 stabilizing legs	on casters with rubber wheels (wheels can be removed)	4 casters (removable)
<b>Stackable?</b>	<i>During use:</i> up to 3 units <i>Storage:</i> stack up to 4 units	<i>During use:</i> up to 2 high if secured <i>Storage:</i> can be stacked on side	<i>During use:</i> no <i>Storage:</i> no higher than 2 boxed units	<i>During use:</i> up to 3 if wheels secured <i>Storage:</i> up to 3 upright

Noise level on high	86 dB	48 dB	62 dB	73 dB
* A range in costs is provided when costs vary by order size **CFM = Cubic feet per minute				

## APPENDIX D: INSURANCE GUIDELINES

Grantees who are selected for award must obtain and maintain the required insurance coverage for the duration of their Project's Term. The funding agreement requires that each Grantee provide documentation showing that the Grantee meets the following requirements for each of its projects.

- A. Liability Insurance with a limit of not less than \$1,000,000 per occurrence, of the type usual and customary to the business of the Grantee, and to the operation of any portion of the Project.
- B. Property Insurance in an amount of not less than the insurable value of Project equipment funded under the Agreement, and covering all risks of loss, damage or destruction of such equipment.

Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII.

The Air District reserves the right to specify different types or levels of insurance in the Funding Agreement. The Air District may, at its sole discretion, waive or alter this requirement or accept self-insurance in lieu of any required policy of insurance.

## APPENDIX E: ADDITIONAL REFERENCES

1. Wicks. AB-836 Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program (2019). [https://leginfo.ca.gov/faces/billNavClient.xhtml?bill\\_id=201920200AB836](https://leginfo.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB836).
2. ASHRAE, Planning Framework for Protecting Commercial Building Occupants from Smoke During Wildfire Events, <https://www.ashrae.org/file%20library/technical%20resources/covid-19/planningframework-for-protecting-commercial-building-occupants-from-smoke-during-wildfireevents.pdf>
3. US EPA. "Wildfire Smoke A Guide for Public Health Officials Revised 2019." Research Triangle Park, NC: United States Environmental Protection Agency. Office of Air Quality Planning and Standards. Health and Environmental Impacts Division., August 2019. [https://www.airnow.gov/sites/default/files/2020-10/wildfire-smoke-guide-revised2019\\_0.pdf](https://www.airnow.gov/sites/default/files/2020-10/wildfire-smoke-guide-revised2019_0.pdf)

## APPENDIX F: APPLICATION FORMS AND REPORTING CHECKLISTS

Click the links to access application forms and reporting checklists. You may also download the forms online at [www.baaqmd.gov/cleanaircenters](http://www.baaqmd.gov/cleanaircenters).

### APPLICATION

- [Application checklist](#)
- [Application Cover Sheet](#)

### FACILITY VENTILATION UPGRADE

- [Facility Ventilation Upgrade Application](#)
- [Facility ventilation upgrade reporting checklist](#)

### PORTABLE AIR CLEANERS

- [Portable Air Cleaner Application](#)
- [Portable Air Cleaner reporting checklist](#)

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AIR FILTER REPLACEMENTS

- [Air Filter Replacement Application](#)
- [Air Filter Replacement reporting checklist](#)

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HVAC REPORTS

- [HVAC Assessment Report](#)
- [HVAC Verification Report](#)