



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

PAMELA TORLIATT – CHAIR
TOM BATES - SECRETARY
JOHN GIOIA
YORIKO KISHIMOTO

BRAD WAGENKNECHT – VICE CHAIRPERSON
CHRIS DALY
SCOTT HAGGERTY
MARK ROSS
GAYLE B. UILKEMA

MONDAY
MAY 18, 2009
9:30 A.M.

4TH FLOOR CONFERENCE ROOM
DISTRICT OFFICE

AGENDA

1. **CALL TO ORDER – ROLL CALL**
2. **PUBLIC COMMENT PERIOD** (*Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3*) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 939 Ellis Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.
3. **APPROVAL OF MINUTES OF MARCH 16, 2009**
4. **QUARTERLY REPORT OF THE HEARING BOARD – JANUARY 2009 – MARCH 2009**
T. Dailey/5127
Tom.dailey@kp.org
5. **CONSIDERATION OF AIR DISTRICT STRATEGIC VISION** J. Broadbent/5052
jbroadbent@baaqmd.gov
The Committee will consider recommending Board of Directors' approval of the Air District Strategic Vision.
6. **DISCUSSION OF ADVISORY COUNCIL RECOMMENDATIONS** J. Broadbent/5052
jbroadbent@baaqmd.gov
The Committee will receive an update on the Air District's response to Advisory Council recommendations presented to the Board of Directors at its April 15, 2009 meeting.
7. **CONSIDERATION OF COMMUNITY GRANT PROGRAM GUIDELINES** J. Broadbent/5052
jbroadbent@baaqmd.gov
The Committee will consider recommending Board of Directors' approval of guidelines for the Community Grant Program.

8. **CONSIDERATION OF RECOMMENDATION REGARDING APPOINTMENT OF INTERIM OFFICERS AND DIRECTORS ON THE AIR DISTRICT FOUNDATION**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will consider recommending Board of Directors' approval of interim Officers and Directors on the Air District's Foundation and will discuss options of the Foundation.

9. **DISCUSSION OF COMMITTEE MEETING SCHEDULES AND CONSIDERATION TO AMEND THE AIR DISTRICT'S ADMINISTRATIVE CODE**

J. Broadbent/5052
jbroadbent@baaqmd.gov

The Committee will discuss current Standing Committee meeting schedules and consider amending the Administrative Code to renew the two-year term of office for Board Officers.

10. **COMMITTEE MEMBER COMMENTS/OTHER BUSINESS**

Any member of the Committee, or its staff, on his or her own initiative or in response to questions posed by the public, may ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2).

11. **TIME AND PLACE OF NEXT MEETING: AT THE CALL OF THE CHAIR**

12. **ADJOURNMENT**

CONTACT EXECUTIVE OFFICE- 939 ELLIS STREET SAN FRANCISCO, CA 94109

(415) 749-5127
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- To request special accommodations for those persons with disabilities notification to the Clerk's Office should be given at least three working days prior to the date of the meeting so that arrangements can be made accordingly.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District's offices at 939 Ellis Street, San Francisco, CA 94109, at the time such writing is made available to all, or a majority of all, members of that body. Such writing(s) may also be posted on the District's website (www.baaqmd.gov) at that time.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
(415) 771-6000

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF DISTRICT MEETINGS

MAY 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Regular Meeting	Wednesday	13	9:00 a.m.	Board Room
Joint Policy Committee	Friday	15	10:00 a.m.	MTC Auditorium 101 8 th Street Oakland, CA 94607
Board of Directors Executive Committee <i>(At the Call of the Chair)</i>	Monday	18	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	20	9:45 a.m.	Board Room
Board of Directors Budget Hearing <i>(At the Call of the Chair)</i>	Wednesday	20	Immediately Following Board of Directors Regular Meeting	Board Room
Board of Directors Personnel Committee – <i>(At the Call of the Chair)</i>	Wednesday	27	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Mobile Source Committee – <i>(Meets 4th Thursday of each Month)</i>	Thursday	28	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Month)</i>	Thursday	28	Immediately Following Mobile Source Cme. Meeting	4th Floor Conf. Room

JUNE 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Budget & Finance Committee <i>(At the Call of the Chair)</i>	Monday	1	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	3	9:45 a.m.	Board Room
Board of Directors Public Outreach Committee <i>(Meets 1st Thursday every other Month) - CANCELLED</i>	Thursday	4	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Legislative Committee <i>(Meets 2nd Thursday of each Month)</i>	Thursday	11	9:30 a.m.	4 th Floor Conf. Room

JUNE 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Month)</i>	Thursday	11	Immediately Following Legislative Cme. Meeting	4 th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	17	9:45 a.m.	Board Room
Board of Directors Mobile Source Committee <i>– (Meets 4th Thursday of each Month)</i>	Thursday	25	9:30 a.m.	4 th Floor Conf. Room

JULY 2009

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	Board Room
Advisory Council Regular Meeting	Wednesday	8	9:00 a.m.	Board Room
Board of Directors Legislative Committee <i>(Meets 2nd Thursday of each Month)</i>	Thursday	9	9:30 a.m.	4 th Floor Conf. Room
Board of Directors Climate Protection Committee <i>(Meets 2nd Thursday each Mont)</i>	Thursday	9	Following Legislative Cme. Mtg.	4th Floor Conf. Room
Board of Directors Regular Meeting <i>(Meets 1st & 3rd Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	Board Room
Joint Policy Committee	Friday	17	10:00 a.m.	MTC Auditorium 101 8 th Street Oakland, CA 94607
Board of Directors Stationary Source Committee <i>(Meets 3rd Monday Quarterly)</i>	Monday	20	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>– (Meets 4th Thursday of each Month)</i>	Thursday	23	9:30 a.m.	4 th Floor Conf. Room

HL – 5/11/09 (9:30 a.m.)
P/Library/Forms/Calendar/Calendar/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Torliatt and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: May 11, 2009

Re: Executive Committee Draft Meeting Minutes

RECOMMENDED ACTION

Approve attached draft minutes of the Executive Committee meeting of March 16, 2009

DISCUSSION

Attached for your review and approval are the draft minutes of the March 16, 2009 Executive Committee meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 749-5000

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
9:30 a.m., Monday, March 16, 2009

- Call to Order - Roll Call:** Chairperson Pamela Torliatt called the meeting to order at 9:31 a.m.
- Present:** Pamela Torliatt, Chair; Tom Bates, Secretary; Chris Daley, John Gioia, Scott Haggerty, Yoriko Kishimoto, Mark Ross and Gayle Uilkema
- Absent:** Vice Chairperson Wagenknecht
- Also Present:** Thomas M. Dailey, M.D., Hearing Board Chairperson

Public Comment Period: None

Approval of Minutes-December 5, 2008: Director Ross moved approval of the minutes; seconded by Director Daly; carried unanimously without objection (Uilkema abstained).

Quarterly Report of the Hearing Board– October 2008 – December 2008:

Dr. Thomas M. Dailey, Hearing Board Chairperson, gave the Quarterly Report for October 2008 through December 2008.

Discussion and Consideration to Establish an Ad Hoc Committee on Capital Facilities:

Committee and Staff Discussion:

- Options for increasing building energy efficiency;
- Office space needs;
- District headquarters location;
- Funding mechanisms for leasing, purchasing or constructing a new facility;
- Options for use of the existing building;
- Directors Ross, Uilkema and Daly volunteered to serve on the Ad Hoc Committee.

Recommendation:

- Recommend that the Board of Directors' establish an Ad Hoc Committee on Capital Facilities and seek additional volunteers at its March 18, 2009 Board of Directors meeting.

Production System Update:

Staff Presentation-John Childakis:

- Production system timeline on schedule and on budget;

- System has a robust infrastructure;
- Saves 70% on electricity costs;
- Pilot programs on various stages of the production system are being performed to validate program design;
- Air District is moving toward real-time replication and a 4-hour disaster recovery window;
- Permits are available online and linked to maps;
- On-line registration and renewal for customers and the ability for inspectors to route forms for automatic processing.

Committee Discussion/Comments:

Kishimoto: Confirmed with staff that Air District is moving toward ability to photograph as part of official record; no risk of damage due to inactivity with earthquakes at off site storage in Sacramento.

Air District CEQA Guidelines Update:

Staff Presentation-Dave Vintze:

- CEQA guidelines recommend air quality significance thresholds for local agencies to use when preparing impact analyses under CEQA;
- CEQA guidelines advise local agencies on Air District's preferred analytical methodologies and mitigation measures;
- Air District staff hosted its first public workshop on February 26, 2009 and will conduct additional public workshops during the CEQA guideline update process;
- Update is comprehensive review of significance thresholds, analytical methods, and mitigation strategies;
- Clean Air Communities Initiative is a multi-faceted approach to deal with cumulative impacts;
- Thresholds of Significance Impact Areas: Greenhouse gases, toxic air contaminants, criteria pollutants & odors, cumulative, project-alone and plan-level;
- Identified key objectives as:
 - Reduce emissions from land use and transportation
 - Support transit-oriented development, SMART growth and infill development
 - Complement other air district program goals
 - Provide needed assistance to local governments in meeting CEQA requirements

Committee Discussion/Comments:

Uilkema: Referred to new receptors near new sources; questioned if recommendations were received regarding mitigations from CARB.

Haggerty: Questioned definition of SMART growth; questioned MTC's corridor program; whether jobs component was being established in ABAG Focus process.

Ross: Suggested developing a metric that incorporates a measurable quantity to identify what effect the vision document will have, based upon air quality.

Daly: Suggested some analysis of jobs in order to get total emissions, assumptions about vehicle miles.

Kishimoto: Supported performance standards and suggested electrifying transit and pushing clean vehicles to MTC. She questioned if the Air District reviews congestion management plans.

Torliatt: Executive Board discussed how PDA's were not looked at from an air quality standpoint. Air District and ABAG staff will focus on this.

Haggerty: Supported jobs along transit lines.

Bates: Suggested increasing threshold in infill areas, supported additional public transit.

Roggenkamp: The community strategy under SB 375 could well have a new vision for jobs and health.

Gioia: Questioned and confirmed that CARB was not developing CEQA guidelines; asked staff to work with CARB to come up with threshold standards and incorporate this.

Broadbent: South Coast already has threshold standards.

Ross: Regions have different emission levels and problems; it may involve regional thresholds and not statewide standards unless CARB determines mitigations.

Torliatt: Questioned whether certain criteria are included as a methodology for cumulative impacts analysis. Asked that guidelines incorporate compliance; supported a higher threshold around infill, higher density, jobs, and healthier living.

Staff Discussion/Response:

Vintze: CARB put out a land use handbook and much of it has to do with site design; Air District staff conducting review of CARB's distance recommendations; there are no established standards for requiring HVAC systems and Air District is asking local city and counties to include standards in decision-making process.

Roggenkamp: Jobs component better fit for general plan guidance than CEQA guidance.

Broadbent: Staff will bring indirect source regulation separately back to the Executive Committee; wants to ensure growth happens and has consistent air quality and local exposures needs—also to be discussed at the Joint Policy Committee meeting on March 20th.

Broadbent: Air District role looks at end result and ensuring mitigation measures are included.

Hilken: Staff has in the past but CEQA is first step to determine whether guidance is strong enough.

Hilken: Agreed that PM 2.5, fine PM and diesel PM are not addressed in guidelines and will be added. Air District needs to move forward and provide some guidance to local officials; will likely revisit guidelines after State action or indirect source rule.

Air District Strategic Vision Update:

Staff Presentation – Ana Sandoval:

- Air District staff undergoing stakeholder outreach;
- Received input from the Advisory Council, Hearing Board, Community Resource Teams, the CARE Task Force, and affiliated organizations;
- Comments received ask for a greater public health focus; a bigger, broader vision statement; and language more reflective of the Air District's leadership position;
- Air District staff will continue to receive comments over the next month and return to the Committee with an update.

Strategic Vision Comments/Discussion:

Torliatt: Requested Number 9 read, "Cumulative strategic partnerships to improve public health." Requested alternative word for Number 3--not "refine"

Draft Minutes of the March 16, 2009 Board Executive Committee Meeting

Committee Member Comments/Other Business: None

Time and Place of Next Meeting: At the call of the Chair.

Adjournment. The meeting was adjourned at 10:51 a.m.

Lisa Harper
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
 Memorandum

TO: Chairperson Pamela Torliatt and Members of the Executive Committee

FROM: Chairperson Thomas M. Dailey, M.D., and Members of the Hearing Board

DATE: April 27, 2009

RE: Hearing Board Quarterly Report – JANUARY, 2009 – MARCH, 2009

RECOMMENDED ACTION:

This report is provided for information only.

DISCUSSION:

<u>COUNTY/CITY</u>	<u>PARTY/PROCEEDING</u>	<u>REGULATION(S)</u>	<u>STATUS</u>	<u>PERIOD OF VARIANCE</u>	<u>ESTIMATED EXCESS EMISSIONS</u>
Alameda/Livermore	WASTE MANAGEMENT OF ALAMEDA COUNTY (LIVERMORE) – Docket No. 3566 – <i>Application for Emergency Variance from Regulation to limit the emission on non-methane organic compounds and methane from waste decomposition process at solid waste disposal sites and from regulation requiring compliance with permit conditions and from conditions of the Major Facility Review Permit. - Emergency Variance</i>	(Major Facility Review Permit)	Granted	3/13/09 – 3/16/09	===
Contra Costa/Richmond	CHEVRON U.S.A. INC. (RICHMOND) – Docket No. 3524 - <i>Appeal of Chevron U.S.A. Inc. from the Issuance of a Further Revised Major Facility Review Permit for Facility with respect to permit conditions for various tanks and other sources at Refinery No. A 0010 (Richmond Refinery) – Further Hearing.</i>	(Major Facility Review Permit)	Hearing continued; further status report due & recvd March 20, 2009; further status report due 3/21/10	===	===
Solano/Fairfield	ABBOTT LABORATORIES, ROSS PRODUCTS DIVISION (FAIRFIELD) – Docket No. 3565 – <i>Application for Emergency Variance from regulation requiring compliance with permit conditions and Volatile Organic Compounds Emissions – Emergency Variance</i>	2-1-307	Denied	===	===

Solano/Fairfield	RETAIL ALLIANCE, LLC (FAIRFIELD) – Docket No. 3564 - <i>Application for Variance from regulation requiring compliance with permit conditions and volatile organic compounds emissions from gasoline dispensing facilities) – (APCO opposed) Regular Variance Hearing.</i>	8-7-203 2-1-307	Granted	4/1/09 – 7/31/09	===
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NOTE: During the first quarter of 2009, a total of one (1) hearing was held and the Hearing Board processed and filed a total of three (3) Applications: Two (2) Emergency Variances and one (1) Regular Variance. Two (2) Status Reports were received and filed for an Appeal (one each for the same Docket). The Appeal hearing was continued and status reports required of the Appellant, which was approved by the Hearing Board. The Hearing Board also prepared a formal response letter to the Air Resources Board Enforcement Division regarding its approval of Docket 3564; Variance application. A total of \$6,140.49 was collected as Hearing Board fees (applications and public noticing) during the first quarter of 2009.

EXCESS EMISSION DETAILS

<u>COMPANY NAME</u>	<u>DOCKET NO.</u>	<u>TOTAL EMISSIONS</u>	<u>TYPES OF EMISSIONS</u>	<u>PER UNIT COST</u>	<u>TOTAL AMT COLLECTED</u>
					\$ 0
				TOTAL COLLECTED:	<u>\$ 0</u>

Respectfully submitted,

Thomas M. Dailey, M.D.
Chair, Hearing Board

Prepared by: Lisa Harper
Reviewed by: Mary Ann Goodley

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Torliatt and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: May 12, 2009

Re: Consideration of Approval of Air District Strategic Vision

RECOMMENDED ACTION:

Recommend Board of Directors' approval of the Air District Strategic Vision presented in the Attachment.

BACKGROUND

The Air District's mission statement, core values and goals were developed approximately ten years ago. While their content holds true, their words do not fully reflect other endeavors at the Air District, such as the extensive work on climate protection. In addition, the current Strategic Vision does not reflect advances made in identifying and addressing air pollution in impacted communities. Staff has embarked on a process to revisit, revise, and renew the Strategic Vision. Staff intends to develop a product that will: create a unifying strategy for Air District endeavors; provide guidance when developing new programs or redefining existing ones; and communicate the Air District's purpose, priorities and values to its stakeholders.

Staff presented a proposed Strategic Vision and its development process at the Board of Directors Retreat on January 21, 2009. At that point, Board of Directors provided feedback on the content of the Strategic Vision and directed staff to reach out to stakeholders and solicit input on the Strategic Vision. A further update was provided to the Executive Committee of the Board of Directors on March 16, 2009.

DISCUSSION:

The Air District conducted an extensive internal process to revisit the Strategic Vision. No outside consultants were utilized in this process. The internal development process included a series of meeting for all levels of staff as well as an online survey.

Following the first presentation of the proposed Strategic Vision at the Board of Directors Retreat on January 21, 2009, staff commenced a stakeholder input process. Stakeholders contacted for input include:

Advisory Council Members

Hearing Board Members

CARE Task Force Members

Community Resource Teams

Napa

Richmond

San Francisco

San Jose

San Mateo

Southern Alameda

Tri-Valley

Sonoma

Affiliated Organizations, such as

Air and Waste Management Association, Golden West Chapter

American Lung Association of California

Association of Bay Area Governments

Breathe California

California Air Resources Board

California Air Pollution Control Officers Association

East Bay EDA

Joint Policy Committee

Metropolitan Transportation Commission

San Francisco Bay Conservation and Development Commission

San Francisco Department of the Environment

Silicon Valley Leadership Group

US EPA Region 9

Alameda County Congestion Management Agency

Contra Costa Transportation Authority

Transportation Authority of Marin (TAM)

Napa County Transportation and Planning Agency

San Francisco County Transportation Authority

City/County Association of Governments of San Mateo County (CCAG)

Santa Clara Valley Transportation Authority

Congestion Management Agency

Solano Transportation Authority

Sonoma County Transportation Authority

The attached document reflects the insightful and thoughtful feedback received from a broad array of stakeholders as well as the Board of Directors. The resulting product is inspiring, bold and comprehensive. The proposed Strategic Vision will serve as a solid foundation for positioning the Air District as a leading and successful public agency.

Once adopted, the Strategic Vision Document will be published online, in the annual report, in the annual budget, and other appropriate Air District publications.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Ana Sandoval
Reviewed by: Mary Ann Goodley

Attachment

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
FINAL DRAFT STRATEGIC VISION
MAY 2009**

Vision

A healthy breathing environment for every Bay Area resident.

Mission

To protect and improve public health, air quality, and the global climate.

Core Values

<i>Excellence</i>	Air District programs and policies are founded on science, developed with technical expertise, and executed with quality.
<i>Leadership</i>	The Air District will be at the forefront of air quality improvement and will pioneer new strategies to achieve healthy air and protect the climate.
<i>Collaboration</i>	Involving, listening, and engaging all stakeholders to create broad acceptance for healthy air solutions.
<i>Dedication</i>	Committed staff that live and believe the Air District's mission.
<i>Equity</i>	All Bay Area residents have the right to breathe clean air.

Strategic Goals

- Reduce and ultimately eliminate health disparities due to air pollution.
- Achieve and maintain air quality standards for all criteria pollutants, utilizing the expertise and innovation of the Air District and its partner agencies.
- Implement exemplary regulatory programs and ensure compliance with applicable Federal, State and Air District regulations.
- Through incentives and partnerships, establish the Bay Area as a leading center for emissions reductions in the areas of mobile sources, land use planning, innovative technology and energy.
- Utilize educational programs and partnerships to engage all Bay Area stakeholders in sparing the air every day.
- Serve as air quality authority in development of air policy and information.
- Apply state-of-the-art tools, techniques, and technology in Air District operations.
- Retain a top-performing and motivated workforce.
- Implement best practices in environmental stewardship in Air District operations.

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
DRAFT STRATEGIC VISION
February 2009**

Vision

[A healthy breathing environment for every Bay Area resident.](#)
[To be the most effective and innovative air quality agency.](#)

Mission

The Mission of the Bay Area Air Quality Management District is to [To](#) protect and improve public health, air quality, and the global climate [through regulation, incentives, and education.](#)

Core Values

Excellence Air District programs and policies are founded on science, developed with technical expertise, and executed with quality.

Leadership The Air District will be at the forefront of air quality improvement and will pioneer new strategies to achieve healthy air and protect the climate.

[We will explore and pioneer new strategies for achieving clean air.](#)

Collaboration [Involving, listening, and engaging all stakeholders to create broad acceptance for healthy air solutions.](#)

[Involvement of all stakeholders is critical to achieving clean air. In carrying out our mission we will strive to inform and engage all stakeholders, including but not limited to, the Bay Area public, environmental community groups, public agencies and businesses.](#)

Dedication Committed staff that live and believe the Air District's mission.

[The commitment of the people of the Air District is vital to accomplishing our mission.](#)

Equity All Bay Area residents have the right to breathe clean air.

Strategic Goals

1. [Reduce and ultimately eliminate health disparities due to air pollution](#)
2. [Attain Achieve and maintain air quality standards for all criteria pollutants, utilizing the expertise and innovation of the Air District and its partner agencies.](#)
- 2.3. [Implement exemplary regulatory programs and ensure Ensure compliance with applicable Federal, State and Air District air quality regulations.](#)
3. [Strengthen and refine our rules to improve living conditions and air quality for residents of the Bay Area.\(folded into above goal\)](#)
4. [Achieve reductions in regional greenhouse gas emissions and address air quality impacts of climate change.\(encompassed within regulatory goal\)](#)
5. [Reduce exposure to air pollution in impacted communities. \(encompassed in first goal\)](#)

- 6.4. Through incentives and partnerships, establish the Bay Area as a leading center for emissions reductions in the areas of mobile sources, land use planning, innovative technology and energy. Award grants and provide incentives to improve air quality.
5. Utilize educational programs and partnerships to engage all Bay Area stakeholders in sparing the air every day. Promote positive air quality choices.
6. Serve as air quality authority in development of air policy and information.
8. Practice efficient operations and effective communication within the Air District and with stakeholders. *(encompassed in goal addressing tools, techniques and technology)*
9. Cultivate strategic partnerships aimed at improving public health. *(encompassed in other goals)*
- 10.7. Apply state-of-the-art air quality tools, techniques, and technology in Air District operations.
11. Promote the development and use of new, clean air technology with partners within and beyond the Bay Area. *(encompassed in incentives goal)*
- 12.8. Retain a top-performing and motivated workforce.
- 13.9. Implement best practices in environmental stewardship in Air District operations.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Torliatt and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: May 11, 2009

Re: Discussion of Advisory Council Recommendations

RECOMMENDED ACTION:

Receive and file.

BACKGROUND

The Advisory Council's first topic meeting, on Air Quality and Public Health, was held on February 11, 2009. At that meeting the Council heard presentations and received materials from four County Public Health Officers, from Alameda, Contra Costa, San Francisco, and Santa Clara Counties. The Council discussed the presentations and materials at meetings on March 11, 2009 and April 8, 2009, and prepared a report, including recommendations, to the Board of Directors. Members of the Council presented the report and recommendations to the Board at the April 15, 2009 meeting.

DISCUSSION:

The Council's report on the Air Quality and Public Health meeting included a total of 19 recommendations in three categories: 1) Reducing Health Impacts from Air Pollution, 2) Public Outreach and Community Collaboration and 3) Legislation, Regulation and Policy. Staff are reviewing the recommendations and preparing a list of Air District actions related to the recommendations that are a) already implemented and ongoing, b) under development, or c) under consideration. Staff will present a summary of the actions related to the Advisory Council recommendations.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Gary Kendall
Reviewed by: Jean Roggenkamp

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Torliatt and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: May 12, 2009

Re: Consideration of Approval of Guidelines for the Community Grant Program

RECOMMENDED ACTION

The Committee will consider recommending Board of Directors' approval of the attached Guidelines for the Community Grant Program.

BACKGROUND

The Air District has historically supported community-based projects that reduce emissions, improve energy efficiency, provide air quality education and improve community health, yet not in a formalized process. Through these grants the Air District will create a designated fund for these community based projects which help to move forward the Air District's mission of achieving clean air to protect the public's health and the environment.

The Board of Directors at its December 3, 2008, meeting approved a \$250,000 funding level for development of a formalized Community Grant Program.

DISCUSSION

The Community Grant Program provides an opportunity for the Air District to focus on areas where there is a demonstrated need for resources, a commitment to the Air District's mission and approach where resources can be utilized to achieve a measurable impact. To achieve these goals this program proposes to award grants that focus on outreach and education, emission reductions, and/or improved respiratory health in communities. At the Committee meeting, staff will present the guidelines for the grant program.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Richard Lew
Reviewed by: Lisa Fasano

Attachment(s)

BAY AREA AIR QUALITY MANAGEMENT DISTRICT 2009 COMMUNITY GRANT PROGRAM GUIDELINES

SECTION I: GENERAL INFORMATION

Background

The Bay Area Air Quality Management District (District) is committed to achieving clean air to protect the public's health and the environment. The District adopts and enforces regulations and implements programs to achieve healthy air quality. In December of 2008, the District established the Community Grant Program to reduce air pollution and its harmful impacts to public health at the local level. The Community Grant Program is intended to supplement and enhance the District's community outreach efforts.

Since 1991 the Community Outreach Program at the District has been engaging the public in voluntary local efforts to reduce air pollution. The District seeks to stimulate additional local voluntary emission reduction efforts and to lessen potential impacts from sources of air pollution through grants for outreach and education, emissions reductions and respiratory health improvement.

The District has supported community-based grant projects on an ad hoc basis over the years. Through these grants, the District has been able to work with local communities on programs to reduce air pollution and mitigate the health impacts of ambient air contaminants. The Community Grant Program formalizes this process to maximize community participation and increase opportunities for communities to help our region improve its air quality and protect our environment.

Geographic Region

Grants will be made for eligible projects that provide service within the District's 9-county jurisdiction. The District's jurisdiction encompasses all of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara Counties, southern Sonoma County and southwestern Solano County.

Grant Range

The Board of Directors has authorized up to a total of \$250,000 for the 2009 Community Grant Program. The District will award individual grants in an amount from a minimum of \$10,000 to a maximum of \$50,000, depending upon program area and scope of services.

Duration

The grant period will be 12-18 months. The project must be completed within the time period specified for each grant program area (Section IV).

Who can apply?

Eligible applicants include public agencies, non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c) 3 organization, K-12 schools (public & private institutions) and small businesses located in the nine-county

jurisdiction of the District. Eligible grant recipients must be responsible for the implementation of the project and have the authority and capacity to complete the project.

Available Funds

The Community Grant program focuses on areas where there is a demonstrated need for resources and compatibility with the District’s mission to reduce air pollution and to protect public health. Eligible projects must provide outreach and education about air quality issues, emission reductions and/or improve respiratory health.

Ineligible Activities:

The Community Grant Fund will not fund:

- Projects that are already funded by the District
- Academic research, studies or investigations
- Costs for preparing or submitting grant application
- Deficit budgets
- Lobbying efforts
- Endowment campaigns
- Political and organization fundraising campaigns
- Marketing of products or technologies
- Research and development for new technologies or products

District funds may only be used for project costs that are incurred after the date that the grant agreement is fully executed.

Important Dates

June 15, 2009	Call for Community Grant Program applications
July 17, 2009	Deadline for District receipt of applications
August 14, 2009	Notification of grants
September 25, 2009	Deadline to execute agreement

Contact Information

Grant applicants are encouraged to discuss their grant applications with District staff prior to submittal. The primary contact person for the Community Grant Program is:

Jim Smith
Public Information Officer
Communications and Outreach Office
939 Ellis Street, 5th Floor
San Francisco, CA 94109
jsmith@baaqmd.gov
(415) 749-4631

SECTION II GOALS AND OBJECTIVES

The overarching goals of the Community Grant Program are to reduce local airborne pollutants, to increase public awareness of air quality issues and to protect the public from the harmful effects of air pollution.

The District will achieve these goals by funding activities that support one or more than one of the following objectives.

Objective 1: Outreach & education to inform community members about air quality improvement issues.

There are many ways to conduct outreach and education to the public about the health consequences of air pollution. The District seeks to identify and support those projects designed to reach local audiences effectively and broadly with targeted messages about behavior changes that can reduce air pollutants and greenhouse gases in their daily lives.

Objective 2: Implementation of behavior changes that lead to a reduction of emissions.

The District seeks to fund projects that demonstrate direct benefits to local air quality; for example, projects that encourage chipping of wood instead of burning, reduction of idling in neighborhoods with heavy truck traffic, traffic reduction efforts around schools and replacing incandescent with florescent lighting all can reduce both air pollutants and greenhouse gases.

Objective 3: Respiratory Health Improvement Projects.

The District seeks to fund projects that reduce air pollution impacts or protect the health of local residents from airborne impacts. Distribution of information to the public on how to control asthma or the installation of air filtration systems are examples of projects that may mitigate potential impacts of airborne pollutants.

SECTION III APPLICATION PROCEDURES

Application process

Applications are due at the District office by no later than 5:00 pm on Friday, July 17, 2009. Applications submitted after 5:00 p.m. on Friday, July 17, 2009 are incomplete applications and will not be accepted.

Electronic Submittal Process

In support of its internal policy of being a carbon neutral agency, the District welcomes paperless applications for this grant program. Proposals may be submitted electronically to jsmith@baaqmd.gov. Faxed, mailed or couriered proposals will be accepted but must be dated or postmarked before 5:00 p.m. on Friday, July 17, 2009. If you have not received a confirmation of receipt from the District within 3 days of the application deadline, please contact Jim Smith at (415) 749-4631. Applicants that foresee a problem meeting this requirement should contact Jim Smith.

Formatting

Proposals must be single-spaced, with a minimum of 1 inch margins and 12-point font. The District's Community Grant Program Cover Sheet (Appendix A) will serve as the proposal's cover sheet/title page. Include the name of the applicant (e.g., organization) and page number on each page. The District discourages use of plastic folders. Electronic proposals must be submitted as either PDF or Word documents.

Application Requirements

Any items submitted other than those specified in these application requirements will not be reviewed.

Cover page – 1 page

Use the District's Community Grant Program Cover Page located in Appendix A as the first page of your application packet. The cover page must be signed by a person with authority to legally bind your organization (in electronic applications, a typed in name is legally equivalent to a signature¹).

Proposal Narrative – Maximum 4 pages

Requirements vary by grant program area – see Section IV below. Please use required elements as headings in your narrative to facilitate evaluation of your proposal.

Organizational Capacity – Maximum 2 pages

Provide a brief description of the applicant and its demonstrated ability to achieve success with the proposed activity. Include a brief bio (1 paragraph) for each key staff person.

Project Budget – Maximum 2 pages

Provide a full budget for the proposed activity, broken out by year (if applicable). Identify budget line items funded by the District's Community Grant Program. List any other funders, their total contribution (including in-kind), and indicate whether or not that contribution has been secured (in-hand), committed, requested or not yet requested. *In evaluation scoring, in-kind resources will count 50% as much as cash contributions.*

Include, at a minimum, the following line items:

- Salary – list project team members, hours for each and hourly rates for each
- Fringe/benefits – list fringe rate
- Consultants/sub-contractors – list estimated hours and rates
- Meetings (convening of) – any public meetings, workshops, trainings, etc. required as part of your project (NOT internal project team meetings)
- Materials design and production (including web)
- Indirect expenses / overhead – list your indirect/overhead rate

In addition, provide a brief budget narrative of 1-2 sentences on each line item to add clarity and specificity.

¹ See the Electronic Signatures in Global and National Commerce Act, <http://www.ftc.gov/os/2001/06/esign7.htm>

Required Attachments

For local governments and public agencies:

- list of 3 most recent grantors with contact information
- letters of commitment from any significant project partners itemizing what they are providing (technical support, matching funds, etc.)
- authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

For non-profit organizations:

- list of Board of Directors with affiliations
- 501c3 IRS designation letter
- 2007 financial audit
- organizational budgets for 2008 (or FY 08/09) and 2009 (or FY 09/10)
- letters of commitment from any significant project partners itemizing what they are providing (technical support, matching funds, etc.)
- authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

For K-12 schools:

- list of 3 most recent grantors with contact information
- letters of commitment from any significant partners itemizing what they are providing (technical support, matching funds, etc.)
- authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

For small businesses:

- proof of fiscal solvency (e.g., IRS 1040)
- letters of commitment from any significant project partners itemizing what they are providing (technical support, matching funds, etc.)
- authorizing letter of commitment approving the submittal of the proposal and identifying the individual authorized to submit and carry out the proposal.

Demonstration of Clean Air Achievement

Applicants with a demonstrated history of working to improve air quality will receive points in the evaluation criteria. *Documentation of clean air commitments (e.g. copy of or web link to previous projects) must be included in application as an attachment.*

Evaluation Criteria and Scoring

Specific evaluation criteria and their relative weights in scoring applications are listed in each of the grant program areas in Section IV below.

SECTION IV GRANT PROGRAM AREAS

The District is offering grants in three program areas: Outreach and Education, Emission Reductions, and Respiratory Health Improvement. Under each program area, specific proposal requirements and evaluation criteria (scoring) are listed, as well as examples of potentially fundable projects. The sample projects listed are given to provide general guidance, and are neither intended to limit the range of projects submitted for funding nor to assure funding for any particular project.

Projects that fall within other District grant programs and activities are not eligible for 2009 community grants.

1) Outreach and Education

Through its outreach and education grants, the District seeks to promote behavior changes in communities that reduce polluting activities.

⇒ *Outreach and Education Grants*

Grant range: \$10,000 – 25,000

Duration: 12 months

Eligible applicants: Public agencies, non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c) 3 organization, K-12 schools and small businesses committed to reducing local air pollution.

Eligible projects could include (but are not limited to):

- education projects to encourage truckers or school bus drivers in heavily trafficked areas to reduce engine idling;
- school-based projects that educate parents and students about pollution generated by schools and that encourage lower polluting activities at school and at home;
- neighborhood or homeowner association efforts to educate local residents about the health impacts air pollution attributable to wood burning;
- energy conservation projects to improve air quality;
- projects to educate parents of children with asthma about asthma management.

School curriculum development projects are not eligible.

Proposal Narrative Requirements for Outreach and Education Grants

Proposal narratives must not exceed 9 pages. Proposals should be concise, and adequately and clearly address the following elements. Proposal narratives must include ALL of the following:

- Description of the project – Provide a concise description of what you will undertake and the amount requested.
- Need(s) being addressed – Succinctly explain the need for the proposed activity and why funding from the District is critical in meeting that need.

- Goals and objectives of the proposed activity – List all goals and objectives for the proposed activity. Goals are broad aspirations whereas objectives are means to achieving a goal.
- Strategic approach – The strategic approach describes how objectives will be achieved. Include a detailed description of what you will do, how you will do it, any partners you will collaborate with, and why this particular approach is proposed. Make sure your strategic approach relates to the goals and objectives you have listed.
- Connection with District’s goal and objectives – State specifically how your project and approach will support the District’s goal and objectives (see Section II); be clear as to which objective(s) your project will support.
- Potential for air pollution reduction – Provide a qualitative and quantitative discussion of how your proposed activity will ultimately result in the reduction of air pollution. What is the nature of the emission reductions: less energy use, less idling, less driving to school or less wood burning? Support your assertions with realistic estimates of the impact your project will have, relying on factors such as, the size of your target audience, number of people reached (directly and indirectly), or the number of events held. Explain how you arrived at your estimations. Use the emissions quantification guidelines in Appendix B to make your estimations.
- Achievement of co-benefits – Discuss benefits above and beyond reduction of air pollution that will accrue as a result of your proposed activity (i.e. education about health impacts of wood burning leads to better neighbor relations). Use quantitative descriptions (i.e. 15 neighborhood block wood burning agreements signed) of co-benefits as much as possible, clearly explaining the assumptions and methodologies you used for making your estimations.
- Measuring success – Clearly state the metrics by which you will evaluate success – how will you know that you have achieved your goals and objectives? You may use both qualitative (i.e. better relationships with truckers) and quantitative (i.e. 8 hours in reduced idling) metrics.
- Timeline / Deliverables – Create an easy-to-read table listing major deliverables and estimated number of months to complete each deliverable.
- Demonstration of environmental commitment – Clearly state what your previous experience is with promoting clean air projects and demonstrate how your day-to-day business or organizational practices demonstrate environmental commitment.
- Engaging impacted communities – The Air District is committed to the mitigation of air pollution in communities defined as most at-risk in its Community Air Risk Evaluation (CARE) Program. Based on maps of toxic air emissions and sensitive populations, six priority communities that would benefit from immediate mitigation action have been identified (Concord, Richmond/San Pablo, Western Alameda

County, San Jose, Redwood City/East Palo Alto and Eastern San Francisco). Proposals that target these areas will receive points for doing so.

Evaluation Criteria and Scoring for Outreach and Education grants

Potential for changing attitudes	20
Connection with Grant Program's objectives	20
Strength and feasibility of strategic approach	15
Organizational capacity (including fiscal soundness)	10
Matching funds	10
Demonstration of potential pollution reduction	10
Demonstration of environmental commitment	5
Engaging impacted communities	5
Strength of proposal (adheres to instructions, well-written)	5
<hr/>	
Total possible points	100

2) Emission Reductions

Through its emission reductions grants the District seeks to fund projects that demonstrate direct benefits to local air quality.

⇒ *Emission Reduction Grants*

Grant range: \$10,000 – 50,000

Duration: 12-18 months

Eligible applicants: Public agencies, non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c) 3 organization, K-12 schools and small businesses committed to reducing local air pollution.

Eligible projects could include (but are not limited to):

- replacing wiring and lighting in buildings to improve energy conservation in order to reduce greenhouse gases;
- establishing van pools, carpools and biking and walking incentive projects that reduce driving to and from schools in heavily-trafficked public locations.

The District discourages proposals that only address education and not the actual reduction of air pollution.

Air monitoring projects are not eligible.

Proposal Narrative Requirements for Emissions Reduction Grants

Proposal narratives must not exceed 9 pages. Proposals should be concise, and adequately and clearly address the following elements. Proposal narratives must include ALL of the following:

- Description of the project – Provide a concise description of what you will undertake and the amount requested.
- Need(s) being addressed – Succinctly explain the need for the proposed activity and why funding from the District is critical in meeting that need.

- Strategic approach – Include a detailed description of what you will do, how you will do it, any partners you will collaborate with, and why this particular approach is proposed.
- Connection with District’s goal and objectives – State specifically how your project and approach will support the District’s goal and objectives (see Section II); be clear as to which objectives your project will support.
- Emissions reduction – Provide a qualitative and quantitative discussion of how your proposed activity will reduce of air pollution. What is the nature of the emission reductions: less traffic congestion during school drop-off and pick-up hours, less energy used, less wood burning? Support your assertions with realistic estimates of the impact your project will have, in terms such as the size of your target audience, number of people reached (directly and indirectly), events held. Explain how you arrived at your estimations. Use the emissions quantification guidelines in Appendix B to make your estimations.
- Achievement of co-benefits – Discuss benefits above and beyond reduction of air pollution that will accrue as a result of your proposed activity, focusing on benefits to local communities. Use quantitative descriptions of co-benefits as much as possible (cost savings – lower electric or gas bills for example), clearly explaining the assumptions and methodologies you used for making your estimations.
- Measuring success – Clearly state the metrics by which you will evaluate success – how will you know that you have achieved your goals and objectives? You may use qualitative and must use quantitative metrics.
- Timeline / Deliverables – Create an easy-to-read table listing major deliverables and estimated months in which each deliverable will be completed.
- Demonstration of environmental commitment – Clearly state what your previous experience is with promoting clean air projects and demonstrate how your day-to-day business or organizational practices demonstrate environmental commitment.
- Engaging impacted communities – The Air District is committed to the mitigation of air pollution in communities defined as most at-risk in its Community Air Risk Evaluation (CARE) Program. Based on maps of toxic air emissions and sensitive populations, six priority communities that would benefit from immediate mitigation action have been identified (Concord, Richmond/San Pablo, Western Alameda County, San Jose, Redwood City/East Palo Alto and Eastern San Francisco). Proposals that target these areas will receive points for doing so.

Evaluation Criteria and Scoring for Emission Reduction grants

Emission reductions	25
Connection with Grant Program's objectives	15
Strength and feasibility of strategic approach	15
Organizational capacity (including fiscal soundness)	10
Matching funds	10
Finance strategy for sustaining position	10
Demonstration of environmental commitment	5
Engaging impacted communities	5
<u>Strength of proposal (adheres to instructions, well-written)</u>	<u>5</u>
Total possible points	100

3) Respiratory Health Improvement Projects

=> Respiratory Health Improvement Project Grants

Grant range: \$10,000 – 50,000

Duration: 12 months

Eligible applicants: Public agencies, non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c) 3 organization, K-12 schools and small businesses committed to reducing local air pollution.

Through its respiratory health improvement grants, the District seeks to help the public minimize the potential health impacts of air borne pollutants.

Eligible projects could include (but are not limited to):

- installation of air filtration systems;
- asthma management and education programs.

The District encourages proposals that include commitments for the expansion of clearly proven best practices.

Projects that do not quantify how they would improve respiratory health are not eligible.

Proposal Requirements for Respiratory Health Improvement Project Grants

Proposal narratives must not exceed 9 pages. Proposals should be concise, and adequately and clearly address the following elements. Proposal narratives must include ALL of the following:

- Description of the project – Provide a concise description of what you will undertake and the amount requested.
- Need(s) being addressed – Succinctly explain the need for the proposed activity and why funding from the District is critical in meeting that need.

- Goals and objectives of the proposed activity – List all goals and objectives for the proposed activity. Goals are broad aspirations whereas objectives are means to achieving a goal.
- Strategic approach – The strategic approach describes how objectives will be achieved. Include a detailed description of what you will do, how you will do it, any partners you will collaborate with, and why this particular approach is proposed. Make sure your strategic approach relates to the goals and objectives you have listed.
- Connection with District’s goal and objectives – State specifically how your project and approach will support the District’s goal and objectives (see Section II); be clear as to which objectives your project will support.
- Potential for respiratory improvement – Provide a qualitative and quantitative discussion of how your proposed activity will improve respiratory health. What is the nature of the project: counseling, providing asthma management guidelines? Support your assertions with realistic estimates of the impact your project will have, in terms such as the size of your target audience, number of people reached (directly and indirectly), actions taken, etc. Explain how you arrived at your estimations.
- Achievement of co-benefits – Discuss benefits above and beyond better health that will accrue as a result of your proposed activity, focusing on better school attendance due to better health and other potential benefits to impacted communities. Use quantitative descriptions of co-benefits as much as possible, clearly explaining the assumptions and methodologies you used for making your estimations.
- Measuring success – Clearly state the metrics by which you will evaluate success – how will you know that you have achieved your goals and objectives? You may use both qualitative and quantitative metrics.
- Timeline / Deliverables – Create an easy-to-read table listing major deliverables and estimated number of months to complete each deliverable.
- Demonstration of environmental commitment – Clearly state what your previous experience is with promoting clean air projects and demonstrate how your day-to-day business or organizational practices demonstrate environmental commitment.
- Engaging impacted communities – The Air District is committed to the mitigation of air pollution in communities defined as most at-risk in its Community Air Risk Evaluation (CARE) Program. Based on maps of toxic air emissions and sensitive populations, six priority communities that would benefit from immediate mitigation action have been identified (Concord, Richmond/San Pablo, Western Alameda County, San Jose, Redwood City/East Palo Alto and Eastern San Francisco). Proposals that target these areas will receive points for doing so.

Evaluation Criteria and Scoring for Mitigation of Air Pollution Impacts grants

Potential for respiratory health improvement	20
Connection with Grant Program's objectives	15
Strength and feasibility of strategic approach	15
Cost-effectiveness of project	10
Organizational capacity (including fiscal soundness)	10
Demonstration of previous success	10
Matching funds	5
Demonstration of environmental commitment	5
Engaging impacted communities	5
<u>Strength of proposal (adheres to instructions, well-written)</u>	<u>5</u>
Total possible points	100

SECTION V AFTER RECEIVING A GRANT

Award Process

Notification of preliminary approval of the projects will be made on August 14, 2009. The District will notify successful applicants electronically, unless the applicant has only a mailing address. District staff will forward the successful applicant a grant agreement for execution. The agreement will include the project's terms and conditions that the grantee must meet, including monitoring and reporting requirements, notifying the District of any change in operation, and providing certificates of insurance. Final approval for funding occurs upon execution by both the project sponsor and the District of a Community Grant Program agreement. If grantee does not complete the project or comply with all of the grant's terms and conditions, the grantee may have to repay a portion or all of the funds granted, and may be barred from future District grants. In the event that the District awards an amount that is less than the amount requested, District staff will work with the awardee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant agreement, the grantee may commence work on its funded activities.

Payment of Grant Funds

The payment schedule will be established in the funding agreement for each project. No funds will be released until the funding agreement has been signed by the project sponsor and the District (i.e. fully executed). In general, payment will be made on a reimbursement basis, after project costs are incurred and documented. The final payment will be made upon adequate completion of all deliverables and submittal of a complete final report (including narrative and financial reporting).

Reporting

Grantees are required to submit quarterly reports on the progress of the project. Quarterly reports include narrative descriptions of progress and financial accounting of the grant program to date. Annual or final reports include narrative descriptions of the year's activities and final fiscal accounting for the whole year. For one-year grants, the annual report is considered the final report. For grants with an 18 month duration an annual report for the first 12 months is required and a summary or final report is required at the end of the contract period. Quarterly reports are used by the District to

identify potential problems with grant implementation, in order to intervene with grantees and modify approaches to ensure successful outcomes. Final reports are used to analyze the impact of the District's investments and assist in shaping future grant programs. All reports will be used to share information and promote successes among grantees and with the greater Bay Area community.

Report formats and requirements will be provided to grantees with their award materials.

Meetings/conferring

District staff will meet individually with all grantees onsite midway through their project implementation to assess progress made on projects.

**APPENDIX A
COMMUNITY GRANT PROGRAM COVER SHEET**

I. Applicant

Name of Organization: _____

Type of Organization: Public agency K-12 school 501c3 non-profit
 Small business Sponsored project of another 501c3 non-profit

Mailing Address: _____

Website: _____

Primary Contact Person: _____ Title: _____

Phone #: () _____ Fax #: () _____ E-mail: _____

Executive Director: _____

Phone #: () _____ Fax #: () _____ E-mail: _____

Fiscal Sponsor (if applicable)*: _____

Mailing Address: _____

Primary Contact Person: _____ Title: _____

Phone #: () _____ Fax #: () _____ E-mail: _____

** A fiscal sponsor is a non-profit or public agency that permits an organization that does not have a tax-exempt status to operate under its auspices. If you have a fiscal sponsor, please complete this box AND attach your fiscal sponsor's IRS tax-exempt letter.*

II. Project

Project Title: _____

Program Area / Grant Type (e.g. Outreach and Education, Emissions Reductions or Respiratory Health Improvement):

Total Project Cost: \$ _____ District Funding Request: \$ _____

Individual authorized to enter into a formal agreement with the Air District:

I, _____, authorize the submittal of this grant application and certify that all information is correct and accurately reflects the project scope, costs, timeline, and availability of funds.

Signature: _____ Title: _____

APPENDIX B
GUIDELINES FOR ESTIMATING GREENHOUSE GAS REDUCTIONS

Basic Calculations

To determine the amount of greenhouse gas emissions reduced from reductions in various types of energy use, or in switches to “clean” energy sources (solar, wind, etc.), use the following equations:

Electricity: (# of kilowatt hours saved) X 0.000365 = tons of GHG emissions reduced

Natural gas: (# of therms saved) X 0.005277 = tons of GHG emissions reduced

Gasoline: (# gallons of gas saved) X 0.00855 = tons of GHG emissions reduced

Diesel: (# gallons of diesel saved) X 0.01 = tons of GHG emissions reduced

Other energy/fuel sources – contact the Air District for specific guidelines not provided here (Jim Smith, jsmith@baaqmd.gov).

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Pamela Torliatt and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: May 12, 2009

Re: Consideration of Recommendation Regarding Appointment of Interim
Officers and Directors on the Air District's Foundation

RECOMMENDED ACTION:

Consider recommending Board of Directors' approval of interim directors and officers on the Air District's Foundation.

BACKGROUND

The Board of Directors' at its July 9, 2008, meeting approved the establishment of an Air District foundation, with the purpose of accepting private donations to fund climate protection activities throughout the Bay Area. In February of 2009, Air District staff filed the necessary legal documents to establish a 501c3 non-profit entity with the ability to serve as a foundation.

DISCUSSION

Staff will provide an update to the Executive Committee on the creation of an Air District foundation, including options for other types of regional funding mechanisms outside of a foundation that would meet multiple objectives for advancing climate protection activity in the Bay Area. Staff will also recommend appointment of interim directors and officers.

BUDGET CONSIDERATION / FINANCIAL IMPACT

Under evaluation, staff will report on fiscal impact at a future meeting.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Abby Young
Reviewed by: Henry Hilken

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Pamela Torliatt and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: May 12, 2009

Re: Discussion of Committee Meeting Schedules and Consideration to
Amend the Air District's Administrative Code

RECOMMENDED ACTION

The Committee will discuss Standing Committee meeting schedules and may recommend that the Board of Directors' amend the Air District's Administrative Code to revise the current one-year term of office for Board Officers to a two-year term of office.

BACKGROUND

The Board of Directors' currently has nine (9) Standing Committees, one (1) Ad Hoc Committee, and member of the Joint Policy Committee. Standing Committees and Ad Hoc Committees are comprised of nine (9) board members selected by the Board Chairperson. Ad Hoc Committees are convened on as "as needed" basis. The Joint Policy Committee consists of five (5) board members selected by the Board Chairperson.

I. Standing Committees:**Executive Committee:**

Chairperson: Director Pamela Torliatt Vice-Chair: Director Brad Wagenknecht
Meeting Schedule: This Committee meets at the call of the Chair

Budget and Finance Committee:

Chairperson: Director Chris Daly Vice-Chair: Director Michael Shimansky
Meeting Schedule: This Committee currently meets at the call of the Chair

Climate Protection Committee:

Chairperson: Director Yoriko Kishimoto Vice-Chair: Director Tom Bates
Meeting Schedule: This Committee meets the 2nd Thursday **each month** immediately following the Legislative Committee meeting

Legislative Committee:

Chairperson: Director Tom Bates Vice-Chair: Director Brad Wagenknecht
Meeting Schedule: This Committee meets the 2nd Thursday **each month**

Mobile Source Committee:

Chairperson: Director Scott Haggerty Vice-Chair: Director Gayle Uilkema
Meeting Schedule: This Committee meets the 4th Thursday **each month**

Standing Committees Continued:

Personnel Committee:

Chairperson: Director Hal Brown Vice-Chair: Director Michael Shimansky
Meeting Schedule: This Committee meets at the call of the Chair

Public Outreach Committee:

Chairperson: Director Mark Ross Vice-Chair: Director Ken Yeager
Meeting Schedule: This Committee meets the 1st Thursday **every other month**

Stationary Source Committee:

Chairperson: Director John Gioia Vice-Chair: Director Carol Klatt
Meeting Schedule: This Committee meets the 3rd Monday **quarterly**

Nominating Committee:

Chairperson: Director Pamela Torliatt Vice-Chair: N/A
Meeting Schedule: This Committee meets in **November**

Joint Policy Committee

Meeting Schedule: This Committee meets **bi-monthly**

Ad Hoc Committee on Port Emissions

Chairperson: Director Nate Miley Vice-Chair: Director
Meeting Schedule: This Committee meets at the call of the Chair

The Committee will discuss the effectiveness associated with scheduling back to back meetings on the same day.

II. Consideration of Possible Amendments to the Air Districts' Administrative Code Division I, Section 2.1: Officers of the Board

The term of office for Board Officers is currently a one-year term of office and was amended by the Board of Directors in 2003, effective 2005, from a two-year term of office to a one-year term. In 1999 the term of office was amended to a two-year term of office for the Chairperson, Vice-Chairperson and Secretary.

Neither the Health & Safety Code that established the Air District nor the Air District's Administrative Code prohibits a longer than one-year term of office for the Chairperson, Vice-Chairperson and Secretary.

The Air District's Administrative Code Division I, Section 14 enables the Board of Directors to amend its Administrative Code "at any meeting by a vote of a majority of the members of the Board of Directors, provided notice of such amendments has been given at a preceding regular meeting."

The practice at other regional agencies with regard to the term of office for their respective Officers is as follows:

- 1) Metropolitan Transportation Commission- Chairperson two-year term
- 2) Association of Bay Area Governments' President serves two-year

- 3) South Coast Air Quality Management District, Sacramento Metro Air Quality Management District, and the Mojave Air Quality Management District is set by statute and have two-year term of office;

The benefits of two-year terms of office for the Air Districts' Chairperson, Vice-Chairperson, and Secretary would provided for consistency in Board leadership with other regional agencies, and enhanced leadership in setting and implementing long term policies and practices for the Air District.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Mary Ann Goodley