



BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

CAROLE GROOM – CHAIR
TOM BATES
SCOTT HAGGERTY
NATE MILEY
BRAD WAGENKNECHT

ERIC MAR – VICE CHAIR
JOHN GIOIA
DAVID E. HUDSON
MARK ROSS

WEDNESDAY
SEPTEMBER 23, 2015
10:30 A.M.

7TH FLOOR BOARD ROOM
939 ELLIS STREET
SAN FRANCISCO, CA 94109

AGENDA

1. **CALL TO ORDER – ROLL CALL**

The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members.

2. **PUBLIC COMMENT ON NON-AGENDA MATTERS**

(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 Air District headquarters, 939 Ellis Street, San Francisco, CA, and at the Air District's website www.baaqmd.gov 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.

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF MARCH 16, 2015 AND JUNE 15, 2015**

Clerk of the Boards/5073

The Committee will consider approving the attached draft minutes of the Executive Committee meetings of March 16, 2015 and June 15, 2015.

4. **HEARING BOARD QUARTERLY REPORT: APRIL – JUNE 2015**

T. Trumbull/5073
TerryT1011@aol.com

The Hearing Board Chair will present the Hearing Board Quarterly Report for the period of April through June 2015.

5. **CANDIDATE RECOMMENDATIONS FOR THE ADVISORY COUNCIL**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will consider recommending the Board of Directors approve appointment of six candidates to the Advisory Council.

6. **COMMUNITY GRANT PROGRAM GUIDELINES**

J. Broadbent/5052

jbroadbent@baaqmd.gov

The Committee will consider recommending the Board of Directors approval of the Fiscal Year Ending (FYE) 2016 Community Grant Program Guidelines.

7. **UPDATE ON OZONE IN THE BAY AREA**

J. Roggenkamp/4646

jroggenkamp@baaqmd.gov

Staff will provide the Committee with an update on recent and pending actions by the United States Environmental Protection Agency (EPA) regarding ozone conditions and standards in the Bay Area.

8. **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).

9. **TIME AND PLACE OF NEXT MEETING**

Monday, October 19, 2015, Bay Area Air Quality Management District Office, 939 Ellis Street, San Francisco, California 94109 at 9:30 a.m.

10. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
939 ELLIS ST, SF, CA 94109
mmartinez@baaqmd.gov

(415) 749-5016
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Executive Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Committee meeting. Any correspondence received after that time will be presented to the Committee at the following 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 in a timely manner, 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.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
939 ELLIS STREET, SAN FRANCISCO, CALIFORNIA 94109
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

SEPTEMBER 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month) -</i> CANCELLED	Wednesday	16	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of every other Month)</i>	Thursday	17	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> CANCELLED	Monday	21	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	21	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> CANCELLED	Wednesday	23	9:30 a.m.	Board Room
Board of Directors Ad Hoc Building Oversight Committee Meeting <i>(Meets at the Call of the Chair)</i>	Wednesday	23	9:30 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Wednesday	23	10:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	24	9:30 a.m.	Board Room

OCTOBER 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	7	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	19	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	19	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	21	9:45 a.m.	Board Room

OCTOBER 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	22	9:30 a.m.	Board Room
Board of Directors Public Engagement Committee <i>(Meets at the Call of the Chair)</i>	Monday	26	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	28	9:30 a.m.	Board Room

NOVEMBER 2015

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	9:30 a.m.	Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	16	10:30 a.m.	Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	Board Room
Board of Directors Climate Protection Committee <i>(Meets 3rd Thursday of every other Month)</i>	Thursday	19	9:30 a.m.	Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	26	9:30 a.m.	Board Room

VJ – 9/3/15 (12:10 p.m.)

P/Library/Forms/Calendars/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/Air Pollution Control Officer

Date: September 9, 2015

Re: Approval of the Minutes of March 16, 2015 and June 15, 2015

RECOMMENDED ACTION

Approve the attached draft minutes of the Executive Committee (Committee) meetings of March 16, 2015 and June 15, 2015.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meetings of March 16, 2015 and June 15, 2015.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Sean Gallagher
Reviewed by: Maricela Martinez

Attachment A: Draft Minutes of the Committee Meeting of March 16, 2015

Attachment B: Draft Minutes of the Committee Meeting of June 15, 2015

AGENDA: 3 – ATTACHMENT A

Draft Minutes – Executive Committee Meeting of March 16, 2015

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
Monday, March 16, 2015

1. CALL TO ORDER – ROLL CALL

Chairperson Carole Groom called the meeting to order at 9:34 a.m.

Present: Chairperson Carole Groom; Vice-Chairperson Eric Mar; and Directors Tom Bates, John Gioia, David Hudson, Nate Miley, Mark Ross and Brad Wagenknecht.

Absent: Director Scott Haggerty.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS: No requests received.

3. APPROVAL OF THE MINUTES OF OCTOBER 20, 2014

Committee Comments: None.

Public Comments: No requests received.

Committee Action:

Director Gioia made a motion, seconded by Director Wagenknecht, to approve the minutes of October 20, 2014; and the motion carried by the following vote of the Committee:

AYES: Gioia, Groom, Hudson, Ross and Wagenknecht.

NOES: None.

ABSTAIN: None.

ABSENT: Bates, Haggerty, Mar and Miley.

4. HEARING BOARD (HB) QUARTERLY REPORT: JULY – SEPTEMBER 2014

Hearing Board Chairperson Terry Trumbull, Esq., presented the quarterly report of the Air District HB for July through September 2014, including a summary of the cases and fees collected.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. HB QUARTERLY REPORT: OCTOBER – DECEMBER 2014

HB Chairperson Trumbull presented the quarterly report of the Air District HB for October through December 2014, including summaries of the cases and fees collected.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

6. JOINT POLICY COMMITTEE (JPC) UPDATE

Allison Brooks, Executive Director, JPC, gave a presentation *JPC Update*, including a report of key activities, an overview of organizational planning and goals.

NOTED PRESENT: Director Bates was noted present at 9:39 a.m.

The Committee and Ms. Brooks discussed, at slide 5, *JPC Organizational Planning*, the alternate proposed name of “Bay Area Regional Collaborative.”

Ms. Brooks continued the presentation.

NOTED PRESENT: Director Mar was noted present at 9:46 a.m.

The Committee and Ms. Brooks discussed, at slide 6, *JPC Organizational Planning*, the advantage of a quarterly meeting schedule; legal requirements regarding agency representation on the Governing Board; concerns about proposed names; and the importance of including the economics of climate change in the work done.

Ms. Brooks concluded the presentation.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

7. UPDATE ON THE MY AIR ONLINE PROGRAM – ONLINE PERMITTING SYSTEM

Damian Breen, Deputy Air Pollution Control Officer, introduced the topic and Jaime Williams, Information Technology Officer, who gave the staff presentation *My Air Online Program Update*, including program goal, structure and roadmap; a status update regarding the public website and publicly accessible data; website design samples; conceptual demo; and permitting and compliance systems status and 2015 goals.

NOTED PRESENT: Director Miley was noted present at 9:57 a.m.

Committee Comments:

The Committee and staff discussed plans for translations from English, relative to both basic navigation and substance; design responsiveness for tablets and smart phones; the importance of prominent and easily accessed meeting resources, including webcasts and written materials; user survey results; the challenges of implementing credit card payment capabilities and how user convenience fees will be handled; the end goal being to achieve an efficiency that will transform the organization, both in terms of public and permittee interactions and staff work; and importance of maintaining a sensitivity to the digital divide by continuing to make staff available for contact and support.

Public Comments: No requests received.

Committee Action: None; receive and file.

8. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS: None.

9. TIME AND PLACE OF NEXT MEETING

Monday, April 20, 2015, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:30 a.m.

10. Adjournment: The meeting adjourned at 10:06 a.m.

Sean Gallagher
Clerk of the Boards

AGENDA: 3 – ATTACHMENT B

Draft Minutes – Executive Committee Meeting of June 15, 2015

Bay Area Air Quality Management District
939 Ellis Street
San Francisco, California 94109
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
Monday, June 15, 2015

1. CALL TO ORDER – ROLL CALL

Chairperson Carole Groom called the meeting to order at 9:32 a.m.

Present: Chairperson Carole Groom; Vice-Chairperson Eric Mar; and Directors Tom Bates, Scott Haggerty, David Hudson, Nate Miley and Mark Ross.

Absent: Directors John Gioia and Brad Wagenknecht.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS:

Bill Almon, Quarry No, submitted written material *Lehigh Southwest Cement (Lehigh) Compliance Status* and addressed the Executive Committee (Committee) regarding the recent compliance record of Lehigh.

Chairperson Groom asked staff to review the matter and schedule a meeting to discuss the same.

3. HEARING BOARD (HB) QUARTERLY REPORT: JANUARY – MARCH 2015 (OUT OF ORDER AGENDA ITEM 4)

HB Chairperson Terry Trumbull, Esq., presented the quarterly report of the Air District HB for January through March 2015, including a summary of the cases and fees collected.

Committee Comments: None.

Public Comments: No requests received.

Committee Action: None; receive and file.

4. BAY AREA REGIONAL COLLABORATIVE (BARC) UPDATE (AGENDA ITEM 5)

Allison Brooks, Executive Director of the Regional Collaborative, gave a presentation *Bay Area Regional Collaborative Update*, including a report of key activities, such as completion of an

organizational plan and milestones relative to implementation of a work plan, and a summary of opportunity areas.

NOTED PRESENT: Directors Bates and Miley were noted present at 9:44 a.m.

Committee Comments:

The Committee and Ms. Brooks discussed the BARC Task Force potential.

NOTED PRESENT: Director Haggerty was noted present at 9:46 a.m.

Public Comments: No requests received.

Committee Action: None; receive and file.

5. UPDATE ON THE AIR DISTRICT ADVISORY COUNCIL (AC) (AGENDA ITEM 6)

Jack Broadbent, Executive Officer/Air Pollution Control Officer (APCO), introduced the topic and Liza Lutzker, AC Chairperson, who addressed the Committee regarding her experience on the AC.

Mr. Broadbent then introduced Jeff McKay, Deputy APCO (DAPCO), who delivered the staff memorandum *Update on the Air District AC*.

Committee Comments:

Director Haggerty expressed his lack of support for the legislative restructuring of the AC.

Public Comments: No requests received.

Committee Action: None; receive and file.

6. UPDATE ON THE MY AIR ONLINE PROGRAM PERMITTING SYSTEM (OUT OF ORDER AGENDA ITEM 8)

Damian Breen, DAPCO, introduced Jaime Williams, Information Technology Officer, who gave the staff presentation *My Air Online Permitting and Compliance System Update*, including summaries of systems support and status; statistics relative to facilities, permit applications and renewals, inspections, online complaints, permit renewal and application revenue; an overview of accomplishments in 2015, including self-service permitting for small businesses, online payments, online air quality complaints, and software architecture simplification; a summary of current activities, including migration of online registration applications and asbestos job requests to the new system; next steps; and future goals.

Committee Comments:

The Committee and staff discussed the expected impact of the new permitting system on staffing levels and assignments.

Public Comments: No requests received.

Committee Action: None; receive and file.

7. UPDATE ON THE MY AIR ONLINE PROGRAM WEBSITE (AGENDA ITEM 9)

Messrs. Broadbent and Breen introduced the topic and Mr. Williams, who gave the staff presentation *My Air Online Website Update*, including project goals; new responsive visual design; improved navigation and consolidated content; new calendar and event management; improved search and language support; air quality forecasting; maps of permitted facilities, air monitoring, open burn and impacted communities; online services integration; a summary of the process up to this point; and next steps.

The Committee and staff discussed, at slide 5, *New Calendar and Event Management*, a Committee request for the items revealed on this page to include a link directly to the related meeting materials.

Mr. Williams concluded the presentation and played back a video regarding Air District accomplishments.

Committee Comments:

The Committee and staff discussed the possibility of including interactive links within meeting agendas and technical difficulties arising during day one of the site launch.

Public Comments: No requests received.

Committee Action: None; receive and file.

8. UPDATE ON SUPER BOWL 50 ACTIVITIES (AGENDA ITEM 7)

Mr. Breen gave the initial staff presentation *Update on Super Bowl 50 Activities*, including the introduction of Neill Duffy, Sustainability Coordinator of the Super Bowl 50 Host Committee; joint initiatives; and next steps.

Mr. Duffy gave the presentation *San Francisco Bay Area Super Bowl 50 Host Committee*, including Super Bowl 50 Host Committee goals; statistics; event sponsors; Host Advisory Committee membership; an overview of The 50 Fund; and a summary of sustainability efforts.

Committee Comments:

The Committee and staff discussed the lack of Golden State Warriors content in the material and whether a carbon offset or similar option will be offered.

Presentation:

Mr. Breen gave the continued staff presentation *Update on Super Bowl 50 Activities*, including joint initiatives and next steps.

Committee Comments (continued):

The Committee and staff discussed the location of the fan village; support for the sustainability goals; how determinations about grant funding from The 50 Fund will be or are made; and whether there is an expectation that public entities will be paying any expenses for hosting these events.

Public Comments: No requests received.

Committee Action: None; receive and file.

**9. UPDATE ON FLEET PARKING SOLUTION FOR 375 BEALE STREET
(AGENDA ITEM 10)**

Mr. Broadbent introduced the topic and Mr. Breen, who gave the staff presentation *Update on Fleet Parking Solutions*, including an introduction of Tom Christian, Executive Managing Director of DTZ; an overview of Air District fleet and current parking; parking available at 375 Beale Street; parking solutions; and next steps.

Mr. Christian gave the presentation *Bay Area Air Quality Management Commercial Real Estate Brokerage and Advisory Services*, including a summary of the objective, challenges, choices and purchase examples relative to Air District parking at 375 Beale Street.

Committee Comments:

The Committee and staff discussed whether and how this effort was an expected component of the headquarters purchase and move; a preference that the headquarters purchase negotiations had resulted in more parking for the Air District; where the funds for the proposed lease or purchase of parking would come from; interest in information relative to the ongoing cost and potential revenue associated with providing supplemental parking; how many parking spaces are possible at each of the three example sites; permitting and use issues that may arise if the example sites were developed for public parking and other allowable uses; dissatisfaction with the need to obtain additional parking; whether Air District management will need to hold a meet-and-confer with the employees' association to discuss parking; suggestion to calculate the minimum number of parking spaces needed and to find transit-convenient sites outside of San Francisco; a request for confirmation that none of the parking being discussed is for Air District staff working onsite; suggestion to partner with another on development to obtain one or two floors of parking for the Air District and the remainder of the building for the development partner; the cost of constructing and maintaining a parking structure; whether a look at others' solutions to the widespread parking issue in San Francisco may provide insight or opportunities; potential structure of a purchase plan; suggestion that elected officials and executive staff be denied in-building parking at 375 Beale Street; San Mateo County's recent fleet minimization by 50% through the use of new technology; the need for a lengthier conversation with the Board of

Directors; how the Air District has been treated by the its building partners during the negotiation process; summary of fleet method utilized by the City of Berkeley; how many Air District staff members currently drive to work; Air District fleet maintenance information; and the need for extreme creativity in devising a solution.

Public Comments: No requests received.

Committee Action: None; receive and file.

10. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS (AGENDA ITEM 11):

Director Hudson restated his suggestion regarding the BARC collaborative.

Director Bates asked staff to deliver a memorandum regarding the parking cash-out law and what the Air District is doing in relation to it. Mr. Broadbent said it would be agendized before the Mobile Source Committee.

The Committee and staff discussed a request for more information on what is happening and what the Air District can do relative to rumors that uncovered coal that is unfit for use in the U.S. will be travelling through the Port of Oakland.

11. APPROVAL OF THE MINUTES OF OCTOBER 20, 2014 (AGENDA ITEM 3)

Committee Comments: None.

Public Comments: No requests received.

Committee Action: Approval of the minutes was postponed for lack of a quorum.

12. TIME AND PLACE OF NEXT MEETING

Monday, August 17, 2015, Bay Area Air Quality Management District Headquarters, 939 Ellis Street, San Francisco, CA 94109 at 9:30 a.m.

13. Adjournment: The meeting adjourned at 11:28 a.m.

Sean Gallagher
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members of the Executive Committee
From: Chairperson Terry Trumbull, Esq., and Members of the Hearing Board
Date: September 10, 2015
Re: Hearing Board Quarterly Report – April through June 2015

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

During the second quarter of 2015 (April through June), the Hearing Board:

- Held six hearings, including one pre-hearing conference on an Accusation (3672) and five days of hearing on an Appeal (3667). There were no hearings relative to Variances;
- Processed a total of five orders, consisting of a denial of an emergency variance (3673) and four Orders for Dismissal (3669, 3670, 3671 and 3672); and
- Collected a total of \$887.00 in filing fees.

Below is a detail of Hearing Board activity during the same period:

Location: Solano County; City of Benicia

Docket: 3667 VALERO REFINING COMPANY – CALIFORNIA – *Appeal*

Regulation(s): Final Decision on Banking of Emission Reduction Credits, Issued November 21, 2014

Synopsis: Appellant alleges the Air District has historically established an emissions baseline used to calculate emission reduction credits by relying on the date an application for permit is submitted but erroneously utilized the date of an application for banking credits based on recent rulemaking.

Status: Hearings held on April 30, May 7, May 14, May 28 and June 7, 2015; the Appeal was denied.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: \$0.00

Location: Santa Clara County; City of San Jose

Docket: 3669 APCO v. MARIO ROJAS; MARIA ROJAS; and MARCOS ALVAREZ – *Accusation*

Regulation(s): Regulation 2, Rule 1

Synopsis: Respondents operate an auto body painting facility which has operated since August 15, 2012 without a District Permit to Operate (P/O) in violation of the above regulation. Respondents were issued a Notice of Violation in 2013 for no P/O. The APCO seeks a Conditional Order for Abatement that requires Respondents to cease violating Regulation 2-1-302 by: (i) immediately ceasing operation of the facility, or (ii) by complying with District permit requirements.

Status: Order for Dismissal filed May 14, 2015.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: n/a

Location: Sonoma County; City of Santa Rosa

Docket: 3670 SONOMA COUNTY MEAT CO – *Application for Variance*

Regulation(s): Regulation 6, Rule 1, Section 301

Synopsis: Applicant operates a meat smoking facility and was issued a Notice of Violation for excessive emissions.

Status: Order for Dismissal filed April 15, 2015.

Period of Variance: February 24, 2015 through February 24, 2016

Estimated Excess Emissions: 0.24 lb/day particulate matter

Fees collected this quarter: (\$887.00)

Location: Contra Costa County; City of Concord

Docket: 3671 APCO v. FATHI AHMED and AMIR SHAH – *Accusation*

Regulation(s): Regulation 2, Rule 1, Section 302

Synopsis: Respondent is a retail gasoline station equipped with underground gasoline storage tanks and eight triple-product nozzles. A Notice of Violation was issued to Respondent in July 2012 for operating without a valid P/O. Respondent has not had a valid P/O since March 2012. The APCO sought an Order for Abatement requiring Respondent to cease violating operating without a current P/O by (i) immediately ceasing operation of the facility, or (ii) by paying the permit fees.

Status: Order for Dismissal filed May 20, 2015.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: n/a

Location: Alameda County; City of San Leandro

Docket: 3672 APCO v. A. THURAIRATNAM – *Accusation*

Regulation(s): Regulation 2, Rule 1, Section 302

Synopsis: Respondent owns or operates a gasoline dispensing facility equipped with underground gasoline storage tanks and four multi-grade gasoline product nozzles. Two Notice of Violations were issued to Respondent between September 2012 and March 2014 for operating without a valid P/O. Respondent has not had a valid P/O since August 2011. The APCO sought an Order for Abatement requiring Respondent to cease violating operating without a current P/O by (i) immediately ceasing operation of the facility, or (ii) come into compliance with the applicable regulation.

Status: Order for Dismissal filed May 20, 2015.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: n/a

Location: San Mateo County; City of Burlingame

Docket: 3673 MILLS-PENINSULA MEDICAL CENTER – *Application for Emergency Variance*

Regulation(s): Permit Condition # 24229

Synopsis: Applicant operates an acute care inpatient hospital and seeks a variance for three code-required emergency standby generators whose particulate filters do not get hot enough to catalyze the particulate matter, causing them to fail.

Status: Order Denying Emergency Variance filed June 26, 2015.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: \$887.00

Location: Solano County; City of Vallejo

Docket: 3674 APCO v. JESUS NARANJO BAUTISTA – *Accusation*

Regulation(s): Regulation 2, Rule 1, Section 302

Synopsis: Respondent is the owner, operator and billing contact for a motor vehicle refinishing operations facility. A Notice of Violation was issued to Respondent in September 2011 for operating without a valid P/O. Respondent has not had a valid P/O since April 2007. The APCO sought an Order for Abatement requiring Respondent to cease violating operating without a current P/O by (i) immediately ceasing operation of the facility, or (ii) by paying the permit fees.

Status: Request for dismissal filed by Complainant on June 29, 2015.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: n/a

Location: Solano County; City of Suisun City

Docket: 3675 CREED ENERGY CENTER, LLC – *Application for Emergency Variance*

Regulation(s): Regulation 2, Rule 1, Section 307; Regulation 2, Rule 6, Section 307; and Permit Condition # 20136, Parts 198.2. and 23.b.

Synopsis: Applicant operates a natural gas-fired power plant and seeks a variance because a source test indicated excess ammonia emissions from the primary engine turbine. Applicant suspects the test results were caused by ammonia stratification and will re-test and, if necessary,

evaluate whether the selective catalytic reduction abatement device is the cause and work to remedy it.

Status: Awaiting a response from Air District staff for Hearing Board deliberations.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: \$887.00

Respectfully submitted,

Terry Trumbull, Esq.
Chair, Hearing Board

Prepared by: Sean Gallagher
Reviewed by: Maricela Martinez

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 10, 2015

Re: Candidate Recommendations for the Advisory Council

RECOMMENDED ACTION

Recommend the Board of Directors appointment of the following candidates to the Advisory Council:

- Severin Borenstein
- Tam Dudoc
- Robert Harley
- Michael Kleinman
- Tim Lipman
- Jane CS Long

BACKGROUND

SB1415 reconstitutes the membership of the Advisory Council to include seven appointed members, and requires the members to be skilled and experienced in the fields of air pollution, climate change, or the health impacts of air pollution and to include a diversity of perspectives, expertise, and backgrounds. At its February 18, 2015 meeting, the Board of Directors appointed Stan Hayes to the Council.

DISCUSSION

Descriptions of the candidates' backgrounds are provided as an attachment.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None. Costs for the Advisory Council are included in the Annual Budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jeff McKay

Attachments: Candidate Backgrounds

CANDIDATE BACKGROUNDS

Severin Borenstein

*E.T. Grether Professor of Business Administration and Public Policy
Haas School of Business
University of California at Berkeley*

*Research Associate of the Energy Institute at the Haas School of Business
Affiliated Professor, Department of Agricultural & Resource Economics, U.C. Berkeley*

*Affiliated Faculty, Energy & Resources Group, U.C. Berkeley
Research Associate of the National Bureau of Economic Research*

Severin Borenstein is E.T. Grether Professor of Business Administration and Public Policy at the Haas School of Business and a Research Associate of the Energy Institute at Haas. He is an affiliated professor in the Agricultural and Resource Economics department and the Energy and Resources Group at UC Berkeley. He is also Director emeritus of the University of California Energy Institute and the Energy Institute at Haas. Borenstein has been a research associate of the National Bureau of Economic Research (NBER), in Cambridge, MA, since 1992 and served as co-Director of NBER's research project on e-commerce in 1999-2000. Prior to coming to Haas in 1996, he taught at the University of Michigan and University of California at Davis. He has won awards for undergraduate and graduate teaching, and in 2005 received U.C. Berkeley's Distinguished Faculty Mentor Award for graduate student mentoring. Borenstein's research focuses broadly on business competition, strategy, and regulation. He has published extensively on airline, oil and gasoline, and electricity markets, as well as on insurance, e-commerce, mining, natural gas, and other industries. Borenstein's recent research has focused on competition and profitability in the airline industry, the impact of oil prices on gasoline markets, alternative models of retail electricity pricing, and the economics of renewable energy and climate change. He is currently a co-editor of the Journal of the Association of Environmental and Resource Economists. During 1997-2003, Borenstein was a member of the Governing Board of the California Power Exchange. He served on the California Attorney General's gasoline price taskforce in 1999-2000. In 2010-11, Borenstein was a member of U.S. Secretary of Transportation Ray LaHood's Future of Aviation Advisory Committee. In 2012-13, he served on the Emissions Market Assessment Committee, which advised the California Air Resources Board on the operation of California's Cap and Trade market for greenhouse gases. In 2005, he received the Distinguished Service Award from the Public Utility Research Center at the University of Florida. Borenstein is the creator of the Competitive Strategy Game, a simulation of business economic decision making for economics and business courses. Since the first CSG version in 1994, it has been used at more than 80 colleges and universities in 22 countries by more than 30,000 students. He is also the co-creator of the Electricity Strategy Game, a simulation of business decision making in wholesale electricity markets and tradable emissions permit markets and the OPEC Game a simulation of output decisions by oil-producing countries. All educational software he has created is available free of charge to instructors at non-profit colleges and universities. He received his undergraduate degree from U.C. Berkeley and Ph.D. in economics from MIT.

Tam Dudoc

Member, State Water Resources Control Board

Tam Doduc serves as the civil engineer on the State Water Resources Control Board, which has the joint authority of water right allocation and water quality protection in California. Her focus areas include ocean protection, water recycling, climate change, groundwater protection, research and monitoring, and organizational performance measurement and strategic planning.

Prior to her appointment to the State Water Board in 2005, Ms. Doduc served as Deputy Secretary at the California Environmental Protection Agency (Cal/EPA), where she directed the agency's environmental justice and external scientific peer review activities. She also coordinated various environmental quality initiatives, and provided general oversight of children's environmental health programs.

Ms. Doduc began her career as an environmental consultant. She then joined the staff of the State Water Resources Control Board and, later, the California Air Resources Board. From 1998 to 2002, Ms. Doduc provided technical and business assistance to environmental technology developers and manufacturers, serving in the Office of Environmental Technology and, later, as Cal/EPA's Assistant Secretary for Technology Certification. From 2002 to 2004, Ms. Doduc served as Cal/EPA's Assistant Secretary for Agriculture, Air and Chemical Programs.

A licensed civil engineer, Ms. Doduc earned a Bachelor of Science in BioEngineering from the University of California at Berkeley, and a Master of Science in Civil Engineering from the California State University in Sacramento. She also earned a Master of Business Administration from the University of California at Berkeley.

Robert Harley

Professor

*Dept. of Civil & Environmental Engineering
University of California, Berkeley*

Faculty Research Scientist at Lawrence Berkeley National Laboratory

Robert Harley is a Professor in the Department of Civil and Environmental Engineering at the University of California, Berkeley, where he has been on the faculty since 1993. He holds a bachelor's degree in Engineering Science (Chemical Engineering option) from the University of Toronto, and both M.S. and Ph.D. in Environmental Engineering Science from the California Institute of Technology (Caltech). Harley's research focuses on air quality and sustainable transportation; he is an author of 95 papers published in peer-reviewed scientific journals, and serves as a co-editor of *Atmospheric Chemistry and Physics*. He is the inaugural holder of the Carl W. Johnson Endowed Chair in Civil Engineering at Berkeley, awarded in recognition of his record of scholarship and university and professional service. Harley received the National Science Foundation's young investigator (CAREER) award, as well as a visiting scientist fellowship at the University of Colorado / NOAA Aeronomy Lab in Boulder. Harley served for three years as Vice Chair of the Civil and Environmental Engineering Department (2001-04), chairing committees responsible for curriculum and student admissions. He also served as Environmental Engineering program leader (2007-10), and Chair of Engineering Science undergraduate programs (2012-15). During 2011, Harley was a visiting scientist at the Max Planck Institute for Chemistry in Mainz, Germany. Harley is also appointed as a Faculty Research Scientist in the Environmental Energy Technologies Division of Lawrence Berkeley National Laboratory, a U.S. Department of Energy science lab located adjacent to campus.

Michael T. Kleinman

*Professor Environmental Toxicology
Co-Director of the Air Pollution Health Effects Laboratory
Adjunct Professor in College of Medicine
University of California, Irvine*

Michael T. Kleinman is UCI Professor of Environmental Toxicology and Co-Director of the Air Pollution Health Effects Laboratory in the Department of Community and Environmental Medicine, Adjunct Professor in College of Medicine [Ph.D. in Environmental Health Sciences from New York University, NY]. Professor Kleinman brings to the ORU expertise in the health effects of air pollution on animals and humans, as well as the development of analytical techniques for assessing biological and physiological responses to exposure to environmental contaminants and for determining concentrations of important chemical species in air. Environmental pollutants represent important potential causes of preventable neurological, cardiological and pulmonary diseases. The research in Dr. Kleinman's laboratory uses immunological and molecular methods to examine the mechanisms by which toxic agents affect the lung and heart. Current studies include the effects of ambient particles on blood pressure and heart rate in sensitive animal models. Other studies examine the link between asthma and environmental exposures to ambient particles near real- world pollutant sources, such as freeways in Los Angeles. Research focuses on mechanisms of cardiopulmonary injury following inhalation of toxic compounds. State-of-the-art methods are used to evaluate the roles of free radicals and oxidative stress in sensitive human volunteers and laboratory animals. In vitro methods are used to evaluate specific mechanisms. Dr. Kleinman's current studies involve the inhalation exposures to manufactured and combustion-generated nanomaterials fine and coarse particles using state of the art field exposure systems and real-time physiological monitoring methods. Recent findings demonstrate that fine and ultrafine particles near heavily trafficked roads increase the risk of developing airway allergies but this allergenic potential is attenuated at greater distances downwind of the source. The chemical and physical changes in the aerosol responsible for the heightened allergenicity of the near-source particles is an important focus of Dr. Kleinman's research. Biological mechanisms related to oxidative stress have been identified after particulate matter exposure and Dr. Kleinman's team is also pursuing how these mechanisms affect pathological and physiological changes in the heart and lungs. Other interests include analytical and atmospheric chemistry, environmental sampling and analysis, and the application of mathematical and statistical methods to environmental and occupational assessments of exposure and risk.

Tim Lipman

Co-Director

UC Berkeley Transportation Sustainability Research Center

At UC Berkeley Timothy E. Lipman is an energy and environmental technology, economics, and policy researcher and lecturer with the University of California - Berkeley. He is serving as Co-Director for the campus' Transportation Sustainability Research Center (TSRC), based at the Institute of Transportation Studies, and also served as Director of the U.S. Department of Energy Pacific Region Clean Energy Application Center (PCEAC). Tim's research focuses on electric-drive vehicles, fuel cell technology, combined heat and power systems, biofuels, renewable energy, and electricity and hydrogen energy systems infrastructure. Lipman received his Ph.D. degree in Environmental Policy Analysis with the Graduate Group in Ecology at UC Davis (1999). He also has received an M.S. degree in the technology track of the Graduate Group in Transportation Technology and Policy, also at UC Davis (1998), and a B.A. from Stanford University (1990). His Ph.D. dissertation titled "Zero-Emission Vehicle Scenario Cost Analysis Using A Fuzzy Set-Based Framework" received the University of California Transportation Center's 'Charlie Wootan' Ph.D. dissertation award for 1999. He is also a 2005 Climate Change Fellow with the Woods Institute at Stanford University, and he also received a 2004 Institute of Transportation Engineers service award, a 1998 NSF IGERT teaching fellowship, a 1997 University of California Transportation Center Dissertation Grant, a 1996 ENO Foundation Fellowship, a 1995 University of California Transportation Center Dissertation Grant, and a 1994 Chevron Foundation Fellowship. A native of Golden, Colorado, he graduated Cum Laude from Colorado Academy in 1986. Most of his research projects are related to the transformation of energy systems to support motor vehicles and buildings, examining how both incremental and "leap frog" technologies can be applied to reduce greenhouse gas emissions and other negative environmental and social impacts of energy use. A central concept for his research is that the electrification of the transportation sector can realize synergy with a concentrated effort to reduce the carbon intensity of the electrical grid, yielding benefit for the electricity sector as well as the expanded use of electricity, hydrogen, and biofuels.

Jane CS Long

*Senior Contributing Scientist
Environmental Defense Fund*

*Chairman
California Council on Science and Technology's California's Energy Future committee*

Dr. Jane Long retired from Lawrence Livermore National Laboratory where she was the Principal Associate Director at Large, Fellow in the LLNL Center for Global Strategic Research, and the Associate Director for Energy and Environment. She is currently a senior contributing scientist for the Environmental Defense Fund, and a chairman of the California Council on Science and Technology's committees on California's Energy Future and assessment of hydraulic fracturing. Her current work involves strategies for dealing with climate change including reinvention of the energy system, geoengineering, and adaptation. Dr. Long was the Dean of the Mackay School of Mines, University of Nevada, Reno, and Department Chair for the Energy Resources Technology and the Environmental Research Departments at Lawrence Berkeley National Lab. She holds a bachelor's degree in engineering from Brown University and Masters and PhD from UC Berkeley. Dr. Long is a fellow of the American Association for the Advancement of Science and was named Alum of the Year in 2012 by the Brown University School of Engineering. Dr. Long is an Associate of the National Academies of Science (NAS) and a Senior Fellow and council member of the California Council on Science and Technology (CCST) and the Breakthrough Institute.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 14, 2015

Re: Community Grant Program Guidelines

RECOMMENDED ACTION

The Executive Committee will consider recommending that the Board of Director approve the Fiscal Year Ending (FYE) 2016 Community Grant Program guidelines.

BACKGROUND

The Air District has historically supported community-based projects that reduce emissions, improve energy efficiency, provide air quality education and improve community health, including the 2009 pilot Community Grant Program. In 2009, the grant program funded six grants for a total of \$250,000 out of 57 applications requesting \$2,173,413. The response to this initial grant program from across the Bay Area was significant and speaks to the great need in the region for community groups and nonprofits to address air quality issues.

Air District staff has developed an updated version of the grant program for FYE 2016. On June 4, 2015, staff presented the Public Engagement Committee with a proposal to develop new grant guidelines. Through these grants, the Air District will create a designated fund for community-based projects to advance the Air District's mission of creating a healthy breathing environment for every Bay Area resident, while protecting and improving public health, air quality, and the global climate. The FYE 2016 budget includes an allocation of \$250,000 for community grants.

DISCUSSION

The Community Grant Program provides an opportunity for the Air District to focus resources on localized areas within the region with high concentrations of air pollution and in doing so, encourage community-based solutions that can improve health while also helping reduce our global climate impact.

Staff has consulted with regional-serving foundations that specialize in small grants as well as various community stakeholder groups including Bay Area Environmental Health Collaborative (BAEHC) and Bay Area Regional Health Inequities Initiative (BARHII) to obtain feedback in the development of the Community Grant Program. Based on this feedback and the successes of the 2009 grant program, the FYE 2016 Community Grant Program would award grants that focus on the following types of projects:

- Education and engagement;
- Local air pollution impact mitigations; and
- Community-based participatory research/“citizen science.”

The Community Grant Program demonstrates the Air District’s on-going commitment to maximizing avenues for community engagement in our collective efforts of improving air quality. Both a general overview and the guidelines for the grant program are attached.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None. Funding for this project is included in the FYE 2016 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: David Ralston
Reviewed by: Jean Roggenkamp

- Attachment 6A: Bay Area Air Quality Management District James Carey Smith Community Grant Program FYE 2016 Overview
Attachment 6B: Bay Area Air Quality Management District Community Grant Program Guidelines

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
JAMES CARY SMITH COMMUNITY GRANT PROGRAM
FYE 2016 OVERVIEW

Background

The Bay Area Air Quality Management District (Air District) aims to create a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate. The Air District adopts and enforces regulations and implements programs to achieve healthy air quality. By improving air quality over the past sixty years, the Air District's programs have produced substantial public health benefits, saved the region millions of dollars in health-related costs, and helped put the Bay Area at the forefront of addressing clean air and climate-change.

Even with such progress, there are still challenges to be met. The Air District is particularly concerned about localized areas with high concentrations of air pollution where vulnerable communities experience significant adverse health impacts. The Air District is also very committed to promoting community-based solutions that can improve health while also helping reduce our global climate impact.

Administering a community-grant program has been an effective strategy to engage community partners more directly in our work. To this end, the Air District has supported community-based grant projects on an ad hoc basis over the years. Through these grants, the Air District has been able to work with local communities on projects to reduce air pollution and mitigate the health impacts of ambient air contaminants. In 2009, a pilot Community Grant Program was initiated in which a total of \$250,000 was dispersed to grantees throughout the Bay Area. Based on the success and interest in the program, the Air District is formalizing this grant process and the opportunities for communities to help our region improve its air quality. A \$250,000 allocation for the Community Grant Program is included in the Air District FYE 2016 Budget.

Purpose

The FYE 2016 Community Grant Program will fund locally-based projects designed to reduce and mitigate air pollution impacts while encouraging and increasing community education and engagement. Small grants are intended to enable non-governmental community-based organizations to implement projects that increase education, outreach and leadership about air quality improvement issues; implement neighborhood air pollution mitigation projects; and/or conduct community-based participatory air quality research.

Geographic Region

Eligible projects must be located within the Air District's nine-county jurisdiction. The Air District's jurisdiction encompasses all of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara Counties, as well as southern Sonoma County and southwestern Solano County.

The Air District recognizes that air pollution levels are highest in close proximity to pollution sources—such as near freeways, busy roadways, distribution centers, and large industrial sources. Communities where these types of sources are concentrated

together consistently have higher levels of air pollution, disproportionate adverse health impacts, and often lack the resources to address such localized impacts. These “cumulative impact communities” as well as communities that have episodic exceedances of pollution such as ground-level ozone or particulate matter (PM) have been carefully documented through the Air District’s Community Air Risk Evaluation (CARE) program (2004-9), and the Air District has made an overall commitment to prioritize air pollution initiatives in these areas. Grant projects that serve CARE community areas (See Attachment A: CARE Communities Map) and/or are in close proximity (within 500 ft.) to pollution sources, such as major roadways, will be prioritized in the Community Grant application evaluation process.

Grant Range

The Air District will award grants of up to \$25,000. Grantees may select one of the program areas to apply for or a grant may include specific aspects of multiple program areas. In certain cases, with prior approval, grants less than \$5,000 capital cost outlays may be invoiced directly through suppliers to be paid by the Air District.

Duration

The grant period will be 12-15 months. The project must be completed within the time period and all grant funds must be expended by June 30, 2017.

Requirements

Successful grantees shall provide the Air District with quarterly written progress reports at a minimum. Receipts for reimbursement may be submitted with progress reports monthly if so desired. At completion of grant activities, grantees shall submit a final report with simple metrics of what was accomplished and e-copy with photo documentation of grant activities. Grantees may be asked to make a presentation of the grant project during a meeting of the Air District’s Board of Directors.

The Air District shall retain all ownership and intellectual copyright of submitted grant materials, project outcomes and documents unless otherwise specifically stipulated in the funding agreement.

Who can apply?

Eligible applicants include:

- Non-profit 501(c) 3 organizations including faith-based organizations;
- Community-based organizations or associations in partnership with a 501(c) 3 fiscal sponsorship;
- K-12 schools or school-sponsored projects (including teacher, parent or student initiated);
- Community-based business or merchant groups are encouraged to apply in partnership with local community organizations/schools that are eligible.

Eligible grant recipients are responsible for the implementation of the project and must have the authority and capacity to complete the project. The Air District values the inherent strengths of local residents and their communities and looks for projects that

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demonstrate community partnerships and high levels of cooperation and leadership by residents rooted in the community.

Program Areas

The Air District is offering grants in three program areas: Education and Engagement; Air-Pollution Impact Mitigation Projects; Community/Citizen Science Air Quality Projects.

To be eligible, grant proposals need to demonstrate a focus on one or more of the following programmatic categories:

- **Education and engagement:** Inform and engage community members about air quality issues and develop their capacity to lead behavior changes that reduce air pollution and greenhouse gases in their daily lives.
- **Local air pollution impact mitigation:** Reduce air pollution impacts through local, small-scale mitigation projects.
- **Community-Based Participatory Research/”Citizen Science”:** Implement community-academic partnership projects, for example; to study air quality impacts or to demonstrate the effectiveness of innovative mitigation strategies.¹

In general, successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight *both* community health and climate protection co-benefits.

Ineligible Activities

The Community Grant Program will not fund:

- Specific projects that are already directly funded by the Air District (funding a separate phase of a clear multi-phased project could be eligible)
- Costs for preparing or submitting grant application
- Deficit budgets
- Lobbying efforts
- Endowment campaigns
- Political and organization fundraising campaigns
- Marketing of products or technologies
- Specific projects that will require funding beyond this grant or grant period in order to be completed (unless such source of funding is identified and committed to up front).
- Administrative, in-direct operation/organizational personnel costs that exceed 10% of grant

¹ The Air District will provide technical assistance and quality assurance oversight as needed. Projects must demonstrate clear community participant involvement in the research design, leadership, knowledge-sharing and ownership of compiled research.

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Proposed Timeline

Dates	Milestone
June-August	Review and refine Grant Proposal and Guidelines
September-October 2015	Present Community Grant Program Guidelines to Board of Directors
October 15, 2015	Release grant guidelines and start of formal outreach campaign
December 1, 2015	Deadline for Air District receipt of Community Grant applications
December 31, 2015	Selection and notification of grantees
March 31, 2015	Deadline to execute agreement
June 30, 2017	Deadline to expend funds and complete projects

Outreach and Promotion Strategy

The Air District is engaged in ongoing efforts to promote the Community Grant Program and invite eligible entities to apply. Staff has developed a list of interested parties and will continue to conduct outreach through regularly scheduled meetings, email, and phone conversations. Staff will also work through the Air District Spare the Air Resource Teams, Bay Area Regional Health Inequities Initiative, the Bay Area Environmental Health Collaborative and other regional stakeholders to disseminate grant program information. The Air District will announce the Community Grant Program through local media, on the Air District's website, in newsletters, and through social media. Air District staff is also enlisting additional partners within the philanthropic field with the aim of leveraging resources and relationships to support potential projects.

Contact Information
David Ralston
Community Engagement Manager
939 Ellis Street, 3rd Floor
San Francisco, CA 94109
dralston@baaqmd.gov
(415) 749-8423

Please visit us at: www.baaqmd.gov/community

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
FYE 2016 COMMUNITY GRANT PROGRAM GUIDELINES**

SECTION I GOALS AND OBJECTIVES

The overarching goals of the Community Grant Program are to reduce and mitigate the impacts from local airborne pollutants; to increase public awareness of air quality issues including both the health and climate effects of air pollution; and to encourage collaborative partnerships between the Air District and community members in air pollution reduction.

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

Objective 1: Education and engagement to inform community members about air quality improvement issues and the health effects of air pollution

There are many ways to conduct outreach and education to the public about the health consequences of air pollution. The Air 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. The Air District also seeks to support projects that promote and develop local engagement, leadership and participation in Air District initiatives.

Objective 2: Local air-pollution impact mitigation projects

The Air District seeks to fund projects that directly mitigate identified local air pollution impacts, improve local air quality and serve to protect the health of local residents from airborne impacts. For example, projects that install buffers or filters around (or inside) sensitive receptors such as playgrounds, schools or alongside roads with heavy truck-traffic; small-scale infrastructure to support biking and walking to schools; and other projects which can reduce air pollutants. The Air District also seeks projects that can demonstrate health, climate protection and community engagement co-benefits whenever possible.

Objective 3: Community-Based Participatory Research/"Citizen Science"

The Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups, and community members in air pollution reduction planning including assessments and study of air quality impacts. Projects may also include well-designed demonstration projects or prototypes that can model or measure specific air quality reduction effects. Projects are intended to support local resident engagement with applied air quality science. Projects also will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and leadership on project design and implementation with community participants.

All, successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight both community health and climate protection co-benefits.

SECTION III APPLICATION PROCEDURES

Application process

Applications are due at the Air District office by no later than 5:00 pm **on Tuesday, December 1, 2015**. Applications submitted after 5:00 p.m. on Tuesday, December 1, 2015 will not be accepted.

Electronic Submittal Process

The Air District welcomes paperless applications for this grant program. Proposals may be submitted electronically to dralston@baagmd.gov. Faxed, mailed or couriered proposals will be accepted but must be received before 5:00 p.m. on Tuesday, December 1, 2015. Applicants will receive a confirmation of receipt from the District within 3 days of the application deadline.

Formatting

Proposals should be single-spaced with a minimum of 1 inch margins and 12-point font. The Air 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 Air 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 Air 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.

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 Air District is critical in meeting that need.

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

- *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 Air District's goal and objectives* – State specifically how your project and approach will support the Air District's goal and objectives (see Section II); be clear as to which objective(s) your project will support.
- *Potential for air pollution impact mitigation reduction* – Provide a discussion of how your proposed activity will ultimately result in the reduction of air pollution. What is the nature of the emission reductions? What are the targeted sources if known? Support your assertions with realistic estimates of the impact your project will have, relying on factors such as, location of sources in relation to proposed mitigations, number of people who will benefit (directly and indirectly), and case-study/track-record/scientific or other basis to support how pollution-reducing activities and/or mitigation will work.
- *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; vegetative buffers can reduce PM and toxic exposure as well as sequester carbon dioxide). The Air District is particularly interested in pollution reduction co-benefits that include health, climate protection, and community engagement.
- *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 organization's 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 air emissions and sensitive populations, specific priority communities that would benefit from immediate

mitigation action have been identified (see Attachment A: CARE Communities Map). Proposals that target these areas will receive points for doing so.

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 Air 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.

Note: The Community Grant program will only fund up to 10% of the grant for administrative costs including fiscal agent fees.

Required Attachments

For non-profit organizations:

- List of Board of Directors with affiliations
- 501(c)3 IRS designation letter
- Organizational budgets for 2015 (or FY 15/16) and 2016 (or FY 16/17)
- 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.

Evaluation Criteria and Scoring

Specific evaluation criteria and their relative weights in scoring applications are listed below in Section IV.

SECTION IV GRANT PROGRAM AREAS AND SCORING

The Air District is offering grants in three program areas: Education and Engagement; Local Air-Pollution Impact Mitigation Projects; Community-Based Participatory Research/"Citizen Science." 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.

1) Education and Engagement

Through its Education and Engagement grants, the Air District seeks to promote behavior changes in communities that reduce polluting activities.

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;
- Youth-based projects that educate parents and students about air pollution and encourage lower polluting activities;
- Neighborhood or homeowner association efforts to educate local residents about the health impacts air pollution attributable to wood burning;
- Asthma management and education programs.

2) Local Air-Pollution Impact Mitigation Projects

Through its Air Pollution Impact Mitigation Project grants the Air District seeks to fund projects that can mitigate identified local air pollution impacts, improve local air quality, and together serve to protect the health of local residents from airborne impacts.

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

- Installing trees, vegetative buffers, bio-filters along sources or around sensitive receptors such as playgrounds, schools or alongside roads with heavy truck-traffic;
- Installing indoor air filtration systems;
- Installing small-scale infrastructure to support biking or walking to schools or use of van pools, carpools and similar projects that reduce driving to and from schools in heavily-trafficked public locations.

The Air District encourages proposals that include documented effectiveness in other case study installations, best practice techniques, and projects that can reduce both air pollutants and greenhouse gases.

3) Community-Based Participatory Research/"Citizen Science" Projects

Through its Community-Based Research/"Citizen Science" project grants, the Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups, and community members in air pollution reduction planning including assessments, demonstrations and study of air quality impacts. Projects are intended to support local resident engagement with applied air quality science and promote deeper understanding of air quality science and careers. Projects also will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and leadership on project design and implementation with community participants.

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

- Community air monitoring studies and plans;
- Assessments and ground-truthing to support community emission reduction plans;
- Well-designed demonstration projects or prototypes that can model or measure specific air quality reduction effects.

For all grants:

- Grant range: up to \$25,000
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2017)
- Eligible applicants: Non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c)3 organization, or K-12 schools.

All, successful grants are expected to demonstrate a strong degree of community engagement and community partnership and should highlight both community health and climate protection co-benefits.

A team of Air District staff will evaluate grant proposals using the following evaluation criteria. Proposals with the highest scores will be awarded funding.

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	25
Strength and feasibility of proposal	20
Demonstration of pollution reduction/project reach	15
Engaging impacted/CARE communities	15
Demonstrated track record/partnerships/fiscally sound	15
<u>Matching Funds/In-kind support</u>	<u>10</u>
Total possible points	100

Applicants may be asked to schedule site visits to better understand proposed project, view project location and meet project team as a supplement to the evaluation process.

SECTION V AFTER RECEIVING A GRANT

Award Process

Notification of preliminary approval of the projects will be made by December 31, 2015. The Air District will notify successful applicants electronically, unless the applicant has only a mailing address. Air 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 Air 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 Air 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 Air District grants. In the event that the Air District awards an amount that is less than the amount requested, Air 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 Air 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 a 15 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. Final reports are used to analyze the impact of the Air 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

Air District staff will meet individually with all grantees onsite midway through their project implementation to assess progress made on projects. Grantees may be asked to make a presentation of the grant project during a meeting of the Air District's Board of Directors.

**APPENDIX A
COMMUNITY GRANT PROGRAM COVER SHEET**

I. Applicant

Name of Organization: _____

Type of Organization:

- 501c3 non-profit K-12 school Fiscally Sponsored project of another 501c3 non-profit
 Other

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. Education and Engagement, Air Pollution Impact Mitigation Project; Community-Based Participatory Research/"Citizen Science"): _____

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: _____

ATTACHMENT A
CARE COMMUNITY MAPS



BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Carole Groom and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 14, 2015

Re: Update on Ozone in the Bay Area

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In March 2008, the US Environmental Protection Agency (US EPA) revised the national ambient air quality standard for ozone, from a level of 80 parts per billion (ppb) to 75 ppb. US EPA later issued a rule in April 2012 designating 46 areas throughout the country as nonattainment for the 2008 ozone standards, effective July 20, 2012. The San Francisco Bay Area was one of these nonattainment areas, classified as marginal nonattainment.

On August 19, 2015, US EPA proposed to determine that the San Francisco Bay Area had attained the national ambient air quality standard for ozone. This proposed action is based on air quality monitoring data from 2012 through 2014. The proposal is scheduled to become final later this fall, after a public comment period.

In a separate, but related action, US EPA is soon expected to further lower the 8 hour ozone standard, likely to 70 ppb, or possibly lower. That decision will come in late September or October of this year. US EPA will then identify regions that do not meet the new standard. Therefore, further progress to meet more stringent ozone standards may be needed, and the Air District's aggressive programs to reduce fine particles, local exposure to air toxics, and greenhouse gases will continue as well.

DISCUSSION

Air District staff will provide a presentation to the Committee regarding US EPA's proposed actions related to ozone levels in the Bay Area and the potential new lower ozone standard.

BUDGET CONSIDERATION / FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Christy Riviere
Reviewed by: Henry Hilken