



BOARD OF DIRECTORS
EXECUTIVE COMMITTEE MEETING

COMMITTEE MEMBERS

BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

ERIC MAR – CHAIR
JOHN GIOIA
SCOTT HAGGERTY
JAN PEPPER
BRAD WAGENKNECHT

LIZ KNISS – VICE CHAIR
CAROLE GROOM
DAVID E. HUDSON
MARK ROSS

MONDAY
SEPTEMBER 19, 2016
9:30 A.M.

1ST FLOOR BOARD ROOM
375 BEALE STREET
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL – PLEDGE OF ALLEGIANCE**

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

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, 375 Beale Street, San Francisco, CA, 94105, and at the Air District's website 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.

This meeting will be webcast. To see the webcast, please visit <http://www.baaqmd.gov/about-the-air-district/board-of-directors/resolutionsagendasminutes> at the time of the meeting.

Staff/Phone (415) 749-

3. **APPROVAL OF THE MINUTES OF MAY 16, 2016**

Clerk of the Boards/5073

The Committee will consider approving the draft minutes of the Executive Committee meeting of May 16, 2016.

4. **HEARING BOARD QUARTERLY REPORT: APRIL – JUNE 2016**

T. Trumbull/5073
TerryT1011@aol.com

The Hearing Board Chair will present the Hearing Board Quarterly Report for the period of April through June 2016.

5. **COMMUNITY GRANT PROGRAM GUIDELINES**

J. Roggenkamp/4646
jroggenkamp@baaqmd.gov

The Committee will consider recommending the Board of Directors approval of the Fiscal Year Ending (FYE) 2017 Community Grant Program Guidelines.

6. **UPDATE ON CLIMATE FORWARD BAY AREA: A LEADERSHIP FORUM**

J. Roggenkamp/4646
joggenkamp@baaqmd.gov

Staff will update the Committee on Climate Forward Bay Area: A Leadership Forum.

7. **UPDATE ON MY AIR ONLINE PERMITTING AND COMPLIANCE SYSTEM PROGRESS**

D. Breen/5041
dbreen@baaqmd.gov

Staff will provide an update on the My Air Online program goals for the 2016 calendar year, including progress in completing small facility permitting milestones.

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, November 21, 2016, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

10. **ADJOURNMENT**

The Committee meeting shall be adjourned by the Committee Chair.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
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 Board of Directors” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Board meeting. Any correspondence received after that time will be presented to the Board at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- 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 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

Accessibility and Non-Discrimination Policy

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at www.baaqmd.gov/accessibility to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at rsanders@baaqmd.gov.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105
FOR QUESTIONS PLEASE CALL (415) 749-5016 or (415) 749-4941

EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS

SEPTEMBER 2016

<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	7	9:45 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other Month)</i>	Thursday	15	9:30 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	19	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	19	10:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	21	9:45 a.m.	1 st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	22	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	28	9:30 a.m.	1 st Floor Board Room

OCTOBER 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Advisory Council Meeting <i>(At the Call of the Chair)</i>	Monday	3	10:00 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i> - CANCELLED	Wednesday	5	9:45 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	17	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i> - CANCELLED	Monday	17	10:30 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	19	9:45 a.m.	1 st Floor Board Room

OCTOBER 2016

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Public Engagement Committee <i>(At the Call of the Chair)</i>	Thursday	20	9:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i> - CANCELLED	Wednesday	26	9:30 a.m.	1 st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	27	9:30 a.m.	1 st Floor Board Room

NOVEMBER 2016

<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	2	9:45 a.m.	1 st Floor Board Room
Board of Directors Regular Meeting <i>(Meets on the 1st & 3rd Wednesday of each Month)</i>	Wednesday	16	9:45 a.m.	1 st Floor Board Room
Board of Directors Climate Protection Committee <i>(Meets on the 3rd Thursday of every other Month)</i>	Thursday	17	9:30 a.m.	1 st Floor Board Room
Board of Directors Executive Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	21	9:30 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee <i>(Meets on the 3rd Monday of each Month)</i>	Monday	21	10:30 a.m.	1 st Floor Board Room
Board of Directors Budget & Finance Committee <i>(Meets on the 4th Wednesday of each Month)</i>	Wednesday	23	9:30 a.m.	1 st Floor Board Room
Board of Directors Mobile Source Committee <i>(Meets on the 4th Thursday of each Month)</i>	Thursday	24	9:30 a.m.	1 st Floor Board Room

HL – 8/25/16 (10:05 a.m.)

G/Board/Executive Office/Moncal

BAY AREA AIR QUALITY MANAGEMENT DISTRICT
Memorandum

To: Chairperson Eric Mar and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 6, 2016

Re: Approval of the Minutes of May 16, 2016

RECOMMENDED ACTION

Approve the attached draft minutes of the Executive Committee (Committee) meeting of May 16, 2016.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of May 16, 2016.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Maricela Martinez

Attachment: Draft Minutes of the Committee Meeting of May 16, 2016

AGENDA: 3 – ATTACHMENT

Draft Minutes – Executive Committee Meeting of May 16, 2016

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, California 94105
(415) 749-5073

DRAFT MINUTES

Summary of Board of Directors
Executive Committee Meeting
Monday, May 16, 2016

1. CALL TO ORDER – ROLL CALL

Executive Committee (Committee) Vice Chair Kniss called the meeting to order at 9:40 a.m.

Roll Call:

Present: Committee Chairperson Eric Mar, Vice-Chairperson Liz Kniss and Directors John Gioia, Scott Haggerty, Jan Pepper, and Mark Ross.

Absent: Directors Carole Groom, David Hudson, and Brad Wagenknecht.

Also Present: None.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS:

No requests received.

3. APPROVAL OF THE MINUTES OF MARCH 2, 2016

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Director Haggerty made a motion, seconded by Director Pepper, to approve the minutes of March 2, 2016; and the motion carried by the following vote of the Committee:

AYES: Gioia, Haggerty, Kniss, Pepper, and Ross.
NOES: None.
ABSTAIN: None.
ABSENT: Groom, Hudson, Mar, and Wagenknecht.

NOTED PRESENT: Chair Mar was noted present at 9:41 a.m.

4. HEARING BOARD QUARTERLY REPORT: JANUARY - MARCH 2016

Hearing Board Chairperson, Terry Trumbull, Esq., presented the quarterly report of the Air District Hearing Board for January through March 2016, including a summary of the cases and fees collected. Chair Trumbull acknowledged the District’s practice of holding pre-hearing conferences in which matters may reach settlement prior to holding a hearing, which continues to streamline the Hearing Board process.

Public Comments:

No requests received.

Committee Comments:

Vice Chair Kniss congratulated Hearing Board Chair Trumbull on his recent appointment to serve on the City of Palo Alto’s Utilities Advisory Commission.

Committee Action:

None; receive and file.

5. BAY AREA REGIONAL COLLABORATIVE (BARC) UPDATE

Allison Brooks, BARC Executive Director, gave the presentation *Bay Area Regional Collaborative Report to Bay Area Air Quality Management District Executive Committee*, including items to discuss; administrative actions; BARC activities; and Plan Bay Area.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed: how to proactively unify and coordinate jurisdictions in response to disasters and develop solutions to become more resilient once a disaster occurs; and solar incentive opportunities for new and/or existing residences in order to improve greenhouse gas (GHG) emission levels in suburban areas within the Air District’s jurisdiction, how BARC can get involved, how CEQA thresholds can help this effort, whether or not the Air District’s Indirect Source Authority can be applied to new development geared toward mitigating air impacts; and whether or not other Air Districts in California mandate this for new housing.

Committee Action:

None; receive and file.

6. CONSIDER AND DISCUSS PROPOSED AMENDMENTS TO THE AIR DISTRICT’S ADMINISTRATIVE CODE, DIVISION II: FISCAL POLICIES AND PROCEDURES, SECTION 4.3: CONTRACT LIMITATIONS

Jack Broadbent, Executive Officer/Air Pollution Control Officer, explained the amendment relative to his own signature authority that is being requested, causes that prompted the amendment, speculated benefits that would result from this amendment, and the proposed adoption process.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed: the “acceptable” signature authority amounts of Chief Executive Officers and Executive Directors throughout the Bay Area; the Air District’s Mobile Source Committee’s signature authority benchmark as a model; and inflation rates.

Committee Action:

None; receive and file

7. UPDATE ON MY AIR ONLINE PERMITTING AND COMPLIANCE SYSTEM PROGRESS

Mr. Broadbent introduced this item by stating that this project, which involves moving the Air District’s permitting system online, has spanned over a decade. He introduced Jaime Williams, Director of Engineering, who gave the staff presentation *My Air Online Program Update*, including: 2016 program deliverables; permit applications; permit renewals; inspections; online complaints; 2016 small source activities; 2016 compliance and enforcement activities; wood smoke complaint wizard; wood smoke investigation form; supervisor dashboard; complex facility plan; and refinery emissions inventory reporting integration.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed: the forecasting and scheduling solutions that staff plans to use to balance out the currently cyclical flow of inspections; whether or not online complaints include wood smoke complaints; and the process that alerts staff of wood smoke investigations.

Committee Action:

None; receive and file.

8. 2016 PLANNING AND RULEMAKING CALENDAR

Mr. Broadbent acknowledged the public’s concern about the lack of progress that the Air District seems to make regarding rule development, and stated that the District adopted three rules in December 2015 and two in April 2016. He introduced Greg Nudd, Rule Development Manager, who gave the staff presentation *2016 Planning and Rulemaking Calendar*, including: 2016 calendar; and other projects.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed: whether or not power plants fall under the stationary gas turbine category of “other projects” listed in this presentation; the number and locations of Bay Area methane-producing landfills (active and inactive); and the clarification of the number of cement kilns that are operated by the District.

Committee Action:

None; receive and file.

9. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS

10. TIME AND PLACE OF NEXT MEETING

Monday, July 18, 2016, Bay Area Air Quality Management District Headquarters, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

11. Adjournment:

The meeting adjourned at 10:36 a.m.

Marcy Hirtzka
Clerk of the Boards

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Eric Mar and Members
of the Executive Committee

From: Chairperson Terry Trumbull, Esq., and Members
of the Hearing Board

Date: September 5, 2016

Re: Hearing Board Quarterly Report: April through June 2016

RECOMMENDED ACTION

None; receive and file.

DISCUSSION

During the second quarter of 2016 (April to June), the Hearing Board:

- Held two hearings on an Accusation (3690 and 3692); and
- Processed a total of two Orders, including one Order for Dismissal (3686) and one Stipulated Conditional Order for Abatement (3690); and
- Collected a total of \$4,180.00 in filing fees, including two Emergency Variances (3687 and 3691) and one Short-Term Variance (3693).

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

Location: Contra Costa County; City of Concord

Docket: 3686 APCO v. ALL STAR SERVICE, INC. – *Accusation*

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

Synopsis: Respondents own or operate a gas station in Concord, California for which they must hold a current and valid District permit to operate gasoline dispensing equipment, pursuant to District Regulation 2, Rule 1. Since January 1, 2016, Respondents have been conducting gasoline dispensing operations continuously at this gas station without a permit in violation of District Regulation 2-1-302. This Accusation follows two previous abatement actions initiated against Respondents in the past four years for this same violation. In 2015, this Hearing Board issued a stipulated order for abatement pursuant to which Respondents paid four years of unpaid permit fees covering January 1, 2013 to January 1, 2016. Prior to that, in 2012, the APCO filed an accusation against Respondents for operating this facility in 2011 and 2012 without a permit. Once again, Complainant seeks an order that Respondents cease gasoline dispensing operations at this facility until they obtain a current, valid District permit to do so.

Status: Order for Dismissal filed on June 16, 2016.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: n/a

Location: Contra Costa County; City of Richmond

Docket: 3687 CHEVRON PRODUCTS CO. – *Application for Emergency Variance*

Regulation(s): Regulation 8, Rule 5, Sections 304, 321.1, 321.3, 322.1, 322.3, and 322.5

Synopsis: Applicant operates a Title V refinery that refines crude oil and intermediates for gasoline and diesel fuel located at 841 Chevron Way, Richmond, CA 94801. Applicant, on April 6, 2016, discovered a portion of the primary and secondary rim seals on tank T-3197, which contained naphtha, were damaged. There was no indication of rim seal problems at the last inspection of T-3197 and the tank has a regular inspection schedule. Once damage to the seals was discovered, Applicant acted promptly to stop product from entering or leaving the tank, informed the Air District of the problem, and injected construction foam to suppress excess VOC emissions from the damaged section of the tank and will use fire foam to reduce excess VOC emissions during decommissioning.

Status: Proposed Order Granting Emergency Variance sent to applicant for review on August 3, 2016.

Period of Variance: April 8, 2016, at 9:00 a.m., to April 18, 2016 (10 days)

Estimated Excess Emissions: 10 lbs/day of Hydrocarbon.

Fees collected this quarter: \$887

Location: Santa Clara County; City of Milpitas

Docket: 3690 APCO vs. SULAIMAN DOSOUQI, et al – *Accusation*

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

Synopsis: Respondents own or operate a gas station in Milpitas, California for which they must hold a current and valid District permit to operate gasoline dispensing equipment, pursuant to District Regulation 2, Rule 1. Since at least October 2010, one or more of the Respondents have been conducting gasoline dispensing operations continuously at this gas station. Since at least September 1, 2012, they have been operating without a permit to operate, in violation of District

Regulation 2-1-302. Complainant seeks an order that Respondents cease gasoline dispensing operations at this facility until they obtain a current, valid District permit to do so.

Status: Stipulated Conditional Order for Abatement filed June 27, 2016.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: n/a

Location: Santa Clara County; City of San Jose

Docket: 3691 SHELL OIL PRODUCTS US – *Application for Emergency Variance*

Regulation(s): Regulation 8, Rule 5 - Section 322

Synopsis: Applicant operates storage tank 260 (Source # S-4), an internal floating roof tank storing ethanol used for bulk storage and loading of petroleum products, located at 2165 O’Toole Ave, San Jose CA 95131. Applicant is investigating the cause of the tears in the secondary seal on the floating roof from Source # S-4 which were noticed upon quarterly inspection on May 10, 2016. The seals passed inspection on February 24, 2016. Repairs are scheduled to begin on May 11, 2016.

Status: Order Granting Emergency Variance filed on August 8, 2016.

Period of Variance: May 11, 2016, at 1:00 p.m., to June 10, 2016, at 1:00 p.m. (30 days)

Estimated Excess Emissions: None.

Fees collected this quarter: \$967

Location: Alameda County; City of Union City

Docket: 3692 APCO vs. K&A GAS AND AUTO REPAIR, INC., et al – *Accusation*

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

Synopsis: Respondents own or operate a gas station in Milpitas, California for which they must hold a current and valid District permit to operate gasoline dispensing equipment, pursuant to District Regulation 2, Rule 1. Since at least October 2010, one or more of the Respondents have been conducting gasoline dispensing operations continuously at this gas station. Since at least September 1, 2012, they have been operating without a permit to operate, in violation of District Regulation 2-1-302. Complainant seeks an order that Respondents cease gasoline dispensing operations at this facility until they obtain a current, valid District permit to do so.

Status: First hearing held July 14, 2016; continued hearing scheduled for November 3, 2016.

Period of Variance: n/a

Estimated Excess Emissions: n/a

Fees collected this quarter: n/a

Location: Contra Costa County; City of Martinez

Docket: 3693 SHELL CHEMICALS, LP - *Application for Short-Term Variance*

Regulation(s): Regulation 8, Rule 5 - Section 307; Permit Conditions 19945 and 15124

Synopsis: Abatement devices S-1389 and S-1399 will be out of service for maintenance and natural gas supply piping upgrades during variance period, leaving S-1337, S-1338, S-1339, S-1340, S-1343, S-1400, S-1401 and S-1402 unabated while organic liquids or vapors are present. The facility does not plan to operate processes associated with these sources during the variance period. There should be no change in chemicals in the vessels. Emissions are associated with standing losses from vessels. The facility plans to draw down and if feasible empty these tanks as much as possible and intend to only have product in 8-1400 and 8-1401 during the outage. The RM-17 process will not be in operation so there will be no addition or removal from these tanks during this requested variance. There will be negligible emissions that may occur from standing loss from the tanks that would not be abated by 8-1389 and 8-1399 during this short variance period. Applicant is presently in compliance with the permit conditions but is. Requesting variance relief for planned work. The applicant will return to compliance upon completion of the planned work on the natural gas line.

Status: Order for Dismissal filed on July 14, 2016.

Period of Variance: July 11, 2016 to July 26 2016 (16 days)

Estimated Excess Emissions: 0.56 lbs/day of POCs

Fees collected this quarter: \$2326

Respectfully submitted,

Terry Trumbull, Esq.
Chair, Hearing Board

Prepared by: Marcy Hiratzka
Reviewed by: Maricela Martinez

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Eric Mar and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 6, 2016

Re: Community Grant Program Guidelines

RECOMMENDED ACTION

The Committee will consider recommending the Board of Directors approval of the Fiscal Year Ending (FYE) 2017 Community Grant Program guidelines.

BACKGROUND

On October 7, 2015, the Board of Directors approved the guidelines for the relaunch of the Air District's James Cary Smith Community Grant Program. The Community Grant Program was reauthorized to expand efforts to reduce air pollution, further collaboration and direct community participation in the protection of our health and the environment. Last year the program funded eleven projects for a total \$261,274. Funded activities include implementing local air pollution mitigation projects, supporting community-based partnerships with local high/junior high schools, and targeted air quality outreach and education initiatives. As reported to the Public Engagement Committee on March 16, 2016, staff is focusing the program this year explicitly on encouraging citizen science/community-based participatory research grants. Accordingly, Air District staff has developed an updated version of the Community Grant Program guidelines for this "community science" focus for FYE 2017. The FYE 2017 budget includes an allocation of \$250,000 for the Community Grant Program.

DISCUSSION

Staff believes that the 2016-17 James Cary Smith Community Grant Program is on track in achieving the stated goals and intent of the program. These goals are 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. Following the first grant cycle, staff consulted with internal staff and external stakeholder groups including the Bay Area Environmental Health Collaborative (BAEHC) and the United States Environmental Protection Agency to obtain feedback in the development of a focused Community Science Grant Program that could alternate yearly with the other grant focus areas of education and engagement and local air pollution mitigation projects. Based on these discussions, staff has developed guidelines for a two-track Community Science grant call:

- \$240,000 available for sponsored “community science” research grants up to \$50,000 that involve a qualified academic/research partner with a local community-based partner; and
- \$10,000 available for in-classroom direct small grants up to \$1,000 to support K-12 public school teachers apply hands-on air quality science with their students.

The 2016-17 “Community Science” focus will help engage even more partners in the overall Community Grant Program as well as contribute needed leadership and participation in value-added research that aligns with the Air District’s mission and goals.

BUDGET CONSIDERATION/FINANCIAL IMPACT:

None. Funding for this project is included in the FYE 2017 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: David Ralston
Reviewed by: Jean Roggenkamp

- Attachment 5A: Bay Area Air Quality Management District James Carey Smith Community Science Grant Program FYE 2017 Overview
- Attachment 5B: Bay Area Air Quality Management District James Carey Smith Community Science Grant Program FYE 2017 Guidelines

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

JAMES CARY SMITH COMMUNITY SCIENCE GRANT PROGRAM

FYE 2017 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.

The Air District is committed to promoting, supporting and sponsoring community-based solutions that can improve health while also helping reduce our global climate impact and that also help engage, empower and education Bay Area residents.

For the 2017 grant cycle, the Air District has set aside \$250,000 to focus explicitly on sponsoring "community science" projects and applied or "hands-on" research that address air quality issues.

Purpose

The FYE 2017 "Community Science" grants are subdivided into two grant categories:

- \$240,000 will be made available for **Community-Based Participatory Sponsored Research Grants** up to \$50,000 (reimbursable) that involve a qualified academic/research partner with a local community-based partner. Types of sponsored research projects include analyzing local air quality impacts, demonstrating the effectiveness of innovative mitigation strategies, improving the accessibility and Quality Assurance/Quality Control of community air sensors, and/or developing applied air science-based educational partnerships.¹
- \$10,000 will be made available for **In-Classroom Air Science Teaching Support Small Grants** up to \$1,000 (one-time disbursement) for current K-12 publicly-funded school teachers who are applying/incorporating hands-on air quality science with their students. These funds can be used to defray in-class material costs, support classroom field trips or support a hands-on curriculum unit or project. Funds may not be used for personnel costs, stipends, overhead or school administrative fees.

For both categories, priority will be given to grant applications that clearly meet the Air District's mission, align with key on-going research interests of the Air District and

¹ The Air District will provide technical assistance and quality assurance oversight as needed.

projects proposed within localized areas with high concentrations of air pollution (e.g. particulate matter (PM), ground-level ozone or cumulative pollution impacts) or where vulnerable communities experience significant adverse health impacts. Grant scopes will be negotiated after initial selection.

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.

Duration

Grant proposals for FYE 2017 will be accepted on a rolling basis until funding is expended. Projects are expected to be completed by June 30, 2018.

Requirements

Project applicants are asked to send in a 2-3-page project intent description including a description of the applied science/research approach, list of intended partners, and a proposed budget. To be considered for funding for the Community-Based Participatory Sponsored Research Grants, project leads must be a certified 501c3 nonprofit and must include an academic or applicable research partner to oversee the proposed science as well as include a local community-based organization, faith-based organization or school. To be considered for funding for the In-Classroom Air Science Teaching Support Small Grants, project leads must be a current K-12 publicly-funded school teacher.

Successful grantees shall provide the Air District with final reports at a minimum. The Community-Based Participatory Sponsored Research Grants are administered on a reimbursement basis. The In-Classroom Air Science Teaching Support Small Grants will be a one-time disbursement directly to the lead teacher. At the completion of grant activities, grantees shall submit a final report with simple metrics of what was accomplished and provide 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 or at the Air District's Youth for the Environment and Sustainability (YES) Conference as applicable.

In general, successful grants are expected to demonstrate that the proposed applied science or research will align with the Air District's overall mission and, as applicable, on-going research questions or explorations. Please visit the Air District web-site www.baaqmd.gov to gain a better understanding of on-going initiatives and research.

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);
- Individual publicly-funded K-12 current school teachers (for small grant program only)

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

Ineligible Activities

The Community Grant Program will not fund:

- Specific projects that are already directly funded by the Air District (unless funding a separate phase of a clear multi-phased project)
- 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).

To learn more and apply, please go to: <http://www.baaqmd.gov/grant-funding/residents/community-grants-program>. For more information, please contact:

David Ralston
Community Engagement Manager
375 Beale Street, Suite 600
San Francisco, CA 94105
dralston@baaqmd.gov
(415) 749-8423

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

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT
FYE 2017 COMMUNITY SCIENCE GRANT PROGRAM GUIDELINES**

SECTION I GOALS AND OBJECTIVES

The overarching goals of the James Cary Smith 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 make grant funds available throughout the region each fiscal year pending Board approved budget allocations into the Community Grant Fund. The Community Grant funds are intended to achieve overall Air District goals and mission 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

Objective 2: Local air-pollution impact mitigation projects

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

Community grants are expected to demonstrate a strong degree of community engagement and community partnership, encourage local resident leadership and education, and should highlight both community health and climate protection co-benefits.

Given that grant application project types may vary significantly between these three objectives and to better distribute available funds, the Air District will focus grant cycles to directly seek projects addressing one or more targeted objective(s) and rotate such targeted focus from year to year. **For FYE 2017, the targeted grant objective will be Objective 3: Community-Based Participatory Research/ "Community Science" Grants.**

There are two sub-categories of "Community Science" Grant that will be made available:

(A) Community-Based Participatory Sponsored Research Projects

The Air District seeks to fund projects that encourage and support collaborative research partnerships between the Air District, local research groups/academic institutions, and community members in air pollution reduction research, as well as studies or plans including assessments of air quality impacts. Projects are intended to support local resident engagement with applied air quality science.

For this category, \$240,000 will be made available for selected Community-Based Participatory Sponsored Research Grants up to \$50,000 (reimbursable) that involve a

qualified academic/research partner and a local community-based partner.¹ Types of sponsored research projects include analyzing local air quality impacts, demonstrating the effectiveness of innovative mitigation strategies, improving the accessibility and Quality Assurance/Quality Control of community air sensors, and/or developing applied air science-based educational partnerships.² Projects will be required to have Air District quality assurance oversight and must demonstrate joint knowledge-sharing and opportunities for direct resident involvement within the project.

(B) In-classroom Air Science Teaching Support Funds

A \$10,000 set-aside of the overall grant funds will be made available for **In-Classroom Air Science Teaching Support Small Grants** up to \$1,000 (one-time disbursement) for current K-12 publicly-funded school teachers. These small grants are targeted for teachers who are applying/incorporating a “hands-on” air quality science curriculum (including projects involving air quality health impacts and/or air-related aspects of climate protection).

Funds may be used to defray in-class material costs, support classroom field trips or support a hands-on curriculum unit or project. Funds may not be used for personnel costs, stipends, overhead or school administrative fees. Funded projects will be expected to submit a presentation or write-up and include student presenters or participants at the Air District’s annual (YES) Youth for the Environment and Sustainability Conference (scheduled for February 25th, 2017).

SECTION II APPLICATION PROCEDURES

Application process

Applications will be accepted on a rolling basis until all funds are expended but no later than March 31, 2017.

Electronic Submittal Process

The Air District welcomes paperless applications for this grant program. Proposals may be submitted electronically to dralston@baaqmd.gov. Faxed, mailed or couriered proposals will also be accepted. Applicants will receive a confirmation of receipt from the District within 3 days of the application submittal.

Formatting

Proposals should be single-spaced with a 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.

¹ Contracts in support of one overall project may be subdivided for partners if necessary.

² The Air District will provide technical assistance and quality assurance oversight as needed.

Application Requirements

Cover Page

Use the Air District's Community Grant Program Cover Page located in Appendix A as the first page of your application packet.

Proposal Intent – 2-3 pages

Proposal narratives should include the following:

- *Description of the project* – Provide a concise description of what project you propose to undertake, the partners involved, and the amount requested.
- *Research 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.
- *Intention and objectives of the proposed community science and/or research activity* – List applicable goals and objectives for the proposed activity. Goals are broad aspirations whereas objectives are means to achieving a goal.
- *Overview of air science methods or strategic approach to be employed (as applicable)* – The strategic approach describes how objectives will be achieved. Include a description of what you will do, how you will do it, including proposed timeframe, any partners you will collaborate with, and why this particular approach is proposed.
- *Description of partners and respective roles (as applicable)*– For example, for the Community-Based Participatory Sponsored Research Grants, each project needs to have an identified academic or research partner to oversee and help in the design and/or application of the science portions of the project as well as identify a community place-based organization who will be directly involved in the project.³
- *Descriptions of any unique tools, instrumentation, or equipment* – For example, some effective tools to measure air quality may be found at this site: <http://www.aqmd.gov/aq-spec/sensornews> or others such as: <https://www.epa.gov/air-research/air-sensor-toolbox-citizen-scientists>
- *Measuring success* – Clearly state how the results of the proposed activity will be measured and evaluated.

Project Budget – (separate page)

Provide a prospective budget for the proposed activity and identify budget line items to be 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.

³ If a project is selected, partners will be asked to establish a clear research/data communication agreement.

Include the following line items (may be estimated):

- Personnel costs (as applicable)– list project team members, hours for each and hourly rates for each (include any fringe/benefits)
- Consultants/sub-contractors (as applicable)– 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 including any design, production, web resources
- Research equipment or tools
- Community Stipends
- Indirect expenses / overhead – list your indirect/overhead rate. **The Community Grant program will only fund up to 15% of the grant for administrative costs including fiscal agent fees.**
- Other

Following submittal, applications will be reviewed in terms of how they align with Air District mission and goals, the grant program goals, how they align or add value to on-going or needed research/study, and the appropriateness, capacity and qualifications of the assembled grant team.

It is strongly recommended that prospective applicants talk with Air District staff and consult our webpage (www.baaqmd.gov) to understand the context, need for various types of research or air science questions. Strong applications that the Air District are interested in sponsoring will be contacted for further organizational documentation, additional project questions and for developing a final contract scope of work and any budget refinements.

Air District staff will be holding a Community Science Grant workshop on **Thursday, October, 20th from 4:30pm-6:30pm** where prospective applicants can ask questions and bring their proposal.

SECTION III GRANT SPECIFICS AND SCORING

For Community-Based Participatory Sponsored Research Grants

- Grant range: up to \$50,000 (reimbursement basis, required final report)
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2018)
- Eligible applicants: Non-profit 501(c) 3 organizations, organizations with fiscal sponsorship under a 501(c)3 organization, academic/research institutions, or K-12 schools.

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 initial proposals using the following evaluation criteria:

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	15
Adds value/addresses needed or ongoing Air District research ⁴	15
Overall strength and feasibility of community science proposal	25
Strength and capacity of academic/research partner	20
<u>Strength and capacity of project lead & community partnerships</u>	<u>25</u>
Total possible points	100

For In-Classroom Air Science Teaching Support Small Grants:

- Grant range: up to \$1,000 (one time grant disbursement, required final report/presentation and participation/attendance in the 2017 YES Conference)
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2018)
- Eligible applicants: K-12 schools teachers.
- Funds may not be used for school administrative fees

Successful grants are required to demonstrate a strong degree of active student leaning, engagement with air science curriculum or hands-on learning opportunities and are encouraged to involve aspects of community engagement and/or academic or other research partnerships if possible.

A team of Air District staff will evaluate grant initial proposals using the following evaluation criteria:

Evaluation Criteria and Scoring for grants

Meets Grant Program objectives	25
Actively engages students in “hands-on” Air Quality Science/learning*	25
Overall strength and feasibility of proposal	25
<u>Strength and capacity of in-class teacher⁵</u>	<u>25</u>
Total points	100

*10 Bonus points available for projects that actively engages students who receive free and reduced lunch.

For all grants: Proposals with strong projects and high scores will be contacted and invited to provide further information and to develop a mutually agreeable project scope and budget. 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. Project applications will be evaluated on a rolling basis and are open until all funds are expended.

⁴ For example, will it explore or answer a question or help direct/focus future questions?

⁵ Includes evaluation of in-class and/or outside of class experience, knowledge or background in regards to air science projects. Early-career teachers will not be penalized and are encouraged to apply.

SECTION IV AFTER RECEIVING A GRANT

Award Process

Notification of preliminary approval of proposals and invitations for further submittals/negotiation will be made within 45 days of received complete application. The Air District will notify applicants electronically, unless the applicant has only a mailing address.

Air District staff will work with invited applicants to develop scope of work and 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). For the Community-Based Participatory Sponsored Research Grants, 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). For the In-Classroom Air Science Teaching Support Small Grants, a one-time disbursement will be made directly to the lead/responsible teacher.

Reporting

Grantees are required to submit final reports on the project. Final reports include narrative descriptions of the activities and final fiscal accounting for the project. 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 invited to make a presentation of the grant project during a meeting of the Air District's Board of Directors and/or the Air District's annual Youth for the Environment and Sustainability (YES) Conference.

**APPENDIX A
COMMUNITY GRANT PROGRAM COVER SHEET**

I. Applicant

Name of Organization: _____

Type of Organization:

- 501c3 non-profit Fiscally Sponsored project of another 501c3 non-profit
 Academic Research Institution K-12 teacher 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.; Community-Based Participatory Sponsored Research or In-classroom Air Science Teacher Support): _____

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 intent.

Signature: _____ Title: _____

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Eric Mar and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Office/APCO

Date: September 6, 2016

Re: Update on Climate Forward Bay Area: A Leadership Forum

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In December 2015, the Board of Directors approved the development of a regional climate protection summit drawing on the success of our 50th anniversary summit in 2006 featuring Vice President Al Gore Jr., and our 2009 conference at the Fox Theater in Oakland featuring New York Times columnist and author Thomas Friedman.

The 2006 Climate Summit helped the region recognize the threat and risk of climate change and move toward putting important policies and programs into place to seriously address GHG emissions. Game-changing local actions supported by the Air District included Marin County's community choice aggregation program and Berkeley's property assessed clean energy (PACE) program. Since then, Air District actions have included hosting the 2009 Climate Summit in Oakland, supporting local climate action plans and creating the Air District's new Climate Protection Office.

The Board voted in December of 2015 to move forward with planning a 2016 summit that would build upon these successes and prompt a new round of game-changing actions in the Bay Area.

DISCUSSION

Planning is well underway for "Climate Forward Bay Area: A Leadership Forum" scheduled at the Mission Bay Conference Center at UCSF on October 13-14th. We have secured sponsorships, confirmed panels of renowned speakers and a keynote address by Van Jones from Green for All, and are finalizing targeted breakout sessions. Invitations have been mailed out and information about the event can be found at climateleadershipforum.org. The draft agenda has been developed; a block of rooms secured at the Marriott Marquis Hotel in San Francisco; and transportation has been arranged from the hotel to the conference for the 2-day event.

This year marks the 60th anniversary year of the Bay Area Air District, and ten years after the first Climate Summit hosted by the Air District. We anticipate the 2016 Climate Forward Bay Area Forum will inspire Bay Area business leaders and Bay Area government officials to continue bold action and identify creative approaches to reducing local greenhouse gases that can be replicated on a statewide and national level helping to maintain a vibrant economy.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Planning and summit execution is funded out of the current year budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Lisa Fasano
Reviewed by: Jean Roggenkamp

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Memorandum

To: Chairperson Eric Mar and Members
of the Executive Committee

From: Jack P. Broadbent
Executive Officer/APCO

Date: September 6, 2016

Re: Update on My Air Online Permitting and Compliance System Progress

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Staff will provide an update on the My Air Online program goals for the 2016 calendar year, including progress in completing small facility permitting milestones.

DISCUSSION

In the first half of the 2016 calendar year, the My Air Online Program will complete the following activities:

- Support for online permitting and mobile inspections of emergency/standby diesel engines
- Support for online processing for asbestos renovation and demolition jobs
- Improved (daily) public notifications for permit applications
- Enhanced support for compliance and enforcement operations

Staff plan to complete the following items for the second half of the 2016 calendar year:

- Enhanced online wood smoke complaint and investigation processing
- Migration of legacy small source registration software to newer online permitting platform
- Mobile inspections for renovation and demolition notifications
- Online stipulated abatement order agreements for small boilers
- Enhanced dispatching and mobile investigations for air quality complaints
- Enforcement action processing
- Foundation for complex facility permitting enhancements

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the vendor contracts to support these activities will be provided from the My Air Online Program FYE 2017 budget.

Respectfully submitted,

Jack P. Broadbent
Executive Officer/APCO

Prepared by: Jaime A. Williams
Reviewed by: Damian Breen