



# Community Health Protection Grant Program

Bay Area Air Quality Management District

*Grant Guidelines*

April 29, 2019



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

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**Contact Us!**

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

**Sonam Shah-Paul**  
**Community Engagement Specialist**  
[ab617info@baaqmd.gov](mailto:ab617info@baaqmd.gov)

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## GRANT PURPOSE

The Bay Area Air Quality Management District (“Air District”) is offering grants to community groups, neighborhood associations and other community-based, local non-profits to leverage community power to fully participate in decisions that impact their environment and health. A total of \$350,000 is available for the Community Health Protection Grant Program. The maximum amount for an individual grant is \$50,000, and projects must be completed by December 31, 2020.



Grants must be used to design and implement strategies that foster authentic, empowered community participation in planning activities that improve a community’s environmental health. Specifically, we would like community leaders to help ensure their community is ready to partner with the Air District to develop plans to reduce air pollution and/or to do air monitoring, as required by Assembly Bill 617 (AB 617). **Please read this document completely before filling out an application. Incomplete applications will be rejected. The Air District reserves the right to modify this solicitation at its sole discretion.**

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## IMPORTANT DATES

DATES	ACTION
APRIL 29, 2019	Open grant application process
MAY 22, 2019	Optional informational webinar
JUNE 21, 2019	Grant applications due
WEEK OF JULY 22, 2019	Grantees notified
FALL 2019	Draft and finalize grant agreements
FALL 2019 - DEC 31, 2020	Grantees perform work
JANUARY 31, 2021	Final invoices and reports due

## Informational Webinar

The Air District will host an informational webinar on Wednesday, May 22 2019 at 3:30 PM. Through the webinar, prospective applicants will have the opportunity to ask questions about the program. All questions and responses will be posted on Bonfire. Please register at the following link to attend: <https://register.gotowebinar.com/register/3711638292772042509>

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### WHAT IS AB 617?

AB 617 may be one of the most impactful air quality regulations in the last 35 years. AB 617 requires local air districts to increase their focus on local air pollution in overburdened communities.

AB 617 was passed as an attempt to address local air pollution disparity. The law requires the California Air Resources Board to work with community members, air districts and others to select locations from around the state where communities can partner with local air districts to reduce air pollution. The primary requirements for community selection are high exposure to air pollution and vulnerability to that pollution, which is often driven by socio-economic factors. In the Bay Area, many communities experiencing high levels of unhealthy air are low-income communities of color. Discriminatory land use and transportation policies have often placed these communities near significant sources of air pollution.



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### WHO CAN APPLY?

Community-based groups and local non-profits (501(c)3) based in **East Oakland/San Leandro, Eastern San Francisco, Pittsburg-Bay Point area, San Jose, the Tri-Valley, and Vallejo** may apply for Community Health Protection grants.

These communities were identified in 2018 under the Air District's AB 617 community selection process for years 2-5 of the program. For more details about AB 617 and the community selection process please see [http://www.baagmd.gov/~media/files/ab617-community-health/2019\\_0325\\_ab617onepager-pdf.pdf?la=en](http://www.baagmd.gov/~media/files/ab617-community-health/2019_0325_ab617onepager-pdf.pdf?la=en).

If awarded a grant, your organization or fiscal sponsor, will need to demonstrate that it is authorized to do business in the State of California.

Insurance requirements may include: workers' compensation, commercial general liability, and business automobile liability.

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## AWARD AMOUNTS & DURATION

A total of \$350,000 is available for the Community Health Protection Grant Program. The maximum amount for an individual grant is \$50,000.

All work funded by the Community Health Protection Grant Program is anticipated to begin Fall 2019. All work must be completed by December 31, 2020.



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## WHAT KIND OF WORK CAN BE FUNDED?

Over the next few years, the Air District will work with communities identified through AB 617 to design emission reduction programs and/or air monitoring plans. It will be important for local communities to be ready to partner with the Air District to co-lead these efforts. These grants will fund activities that increase a community's ability to partner with the Air District in the future.

**Funded work can include one or more of the following:**

1. **Community Needs Assessment:** Research what your community needs to participate in discussions about local air quality concerns and potential solutions at the neighborhood level. Through talking with residents and leaders in your community, learn about and report on the kinds of strategies that would help increase engagement and participation in air quality-related efforts in your community.
2. **Community Organizing:** Design and implement strategies to organize your community around air quality and/or other environmental justice issues. This can include leadership development, community mobilizing and coalition building.
3. **Authentic Participation:** Provide communities with the resources and information to meaningfully participate in decisions that impact local environmental health. Plan activities that help communities learn about local air quality issues, explore the root causes of air pollution and its impact on residents, and identify agencies that may address their concerns. Provide advocacy training. Convene a group of community members to learn about AB 617 (emission reduction strategies and/or air monitoring planning). Offer leadership and facilitation training. Make recommendations to air district staff on how to better communicate and partner with community members, training

community members on air district programs and decision making, or other strategies to help communities work with local, regional, state and federal government agencies.

### Work that Cannot Be Funded

- Cost of preparing or submitting grant application
- Lobbying
- Purchasing air filter masks
- Purchasing air monitors
- Technical projects (e.g.: air monitoring projects and mapping of pollution sources)
- Endowment campaigns
- Fundraising activities
- Marketing of products or technologies for profit

Any work performed prior to the full execution of a grant agreement with the Air District is not eligible for Community Health Protection Grant funding.



## HOW TO APPLY FOR FUNDING

To apply for Community Health Protection funding, applicants must provide responses to ***all*** items listed in the checklist below. ***Information submitted not specified in the checklist will not be reviewed. This includes any pages over the specified page limit.***

### Application Requirements:

- Applications must be double-spaced, with a minimum of 1-inch margins and 12-point font.
- The Air District's Community Health Protection Grants Program Cover Sheet (Appendix A) will serve as the application's cover sheet/title page.
- The name of the applicant/organization and page number must be on each page of the application.
- Applications must be submitted in Adobe Acrobat PDF file format. The PDF filename must be saved in this format: Your\_Organization\_Name\_Proposal.PDF
- Multiple file submissions will not be accepted.

**Applications Must Include:**

- **Cover Sheet – maximum 1 page**

The Air District’s Community Health Protection Grants Program Cover Sheet (Appendix A) must be completed and signed by a person with authority to legally bind your organization. Applications may be signed using a typed-in name.
- **Project Narrative – maximum 5 pages**
  - **Community Description** – Provide a brief description of you community. Include its location, general boundaries, and any other relevant information you think would help describe your community.
  - **Need** – Provide a brief description of how your community will benefit from this funding. Describe your community’s level of engagement or sense of empowerment in governmental decision-making processes. Tell us whether the community participates in decisions that impact their environment and/or health.
  - **Project Summary** - Provide a clear and concise summary of how your project will build your community’s capacity to participate in and lead future emission reduction or air monitoring planning processes. Tell us which category of work you will focus in: *needs assessment, organizing or participation*. (You may do work in one or more categories, but please tell us which category or categories your focus will be.)
  - **Activities** - Provide a summary of the activities that will be supported by this project. Describe how you will conduct a needs assessment for your community, how you will do community organizing, and/or how you will encourage authentic participation.
  - **How You Will Measure Success** - Clearly state the metrics by which success will be evaluated. Describe the criteria that will determine if the project has achieved its goals and objectives. A combination of both qualitative and quantitative metrics can be used.
  - **Participation** – Please describe the estimated number of people who will participate in or benefit from the project.
- **Project Budget – maximum 1 page**

Provide a full budget for the proposed project including costs for personnel, materials and supplies. If your project is supported by other funding sources, identify these other sources and list what percentage of the project is supported by additional funds.



## SUBMIT YOUR APPLICATION

Interested applicants must create an account through the Air District's Procurement Portal and use the link below to submit applications. **Faxed, mailed, emailed or couriered applications will not be accepted.**

Using the Air District's Procurement Portal to submit your application:

- **Step 1:** Go to Procurement Portal at:  
<https://baaqmd.bonfirehub.com/>
- **Step 2: (For new users only)** Under the Login tab, create a Bonfire account under 'New Vendor Registration.' Fill out all fields and select 'Create account.' An Account Confirmation Email will be sent to the email address provided. Once received, open the email and follow instructions to confirm your account.
- **Step 3:** Return to Bonfire account and create a 'Vendor Record.' Complete all fields and select 'Yes' for email notifications, to receive upcoming due date reminders, or other applicable information related to the Community Health Protection grant program.
- **Step 4:** Once the Bonfire account is created, you will have access to the Community Health Protection Grants Program option. Here you can download the grant program guidelines, upload your completed application, and view FAQs that will be developed and posted during the open application period.
- **Step 5:** While logged in to the Community Health Protection Program, select 'Prepare Submission.' Upload your document (your full application). Once submitted, you will receive a submission receipt and confirmation code.

### Application Deadline

Applications must be submitted electronically through the Air District's Procurement Portal no later than **5:00 pm on June 21, 2019**. Only completed applications received by the deadline will be evaluated. Incomplete applications will be rejected.

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## HOW WILL PROPOSALS BE EVALUATED?

Applications will be reviewed after the submittal deadline. Eligible projects will be evaluated and ranked according to the scoring criteria described below.

Criteria	Possible Points
Meets grant program objectives	40
High community impact potential	25
Benefit to community	25
Demonstrated leadership	10
<b>TOTAL Points Possible</b>	<b>100</b>

- 1) Meets grant program objectives [40 points]  
Project activities will clearly help build a community's capacity to participate and eventually lead an air pollution reduction or air monitoring planning process.
- 2) High community impact potential [25 points]  
The project will reach a substantial number of community members, and will build community-wide awareness of and participation in solutions to reduce local air pollution.
- 3) Benefit to community [25 points]  
The project will serve a demonstrated community need, e.g. there is currently limited community participation in decision making, and especially in decisions that impact local air quality.
- 4) Demonstrated leadership [10 points]  
The applicant has demonstrated that they have played or can play a leadership role in their community with respect to environmental justice or other community concerns.

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## IF YOU RECEIVE A GRANT

If you are awarded a Community Health Protection grant, the Air District staff will prepare a grant agreement that sets the terms and conditions of the grant, including monitoring and reporting requirements.

### Award Process

Awards will be announced in July 2019. Applicants will be notified electronically whether their projects have been selected for funding by the Air District. Initial selection for funding constitutes preliminary approval only. Final approval for funding occurs when a grant agreement has been signed by both the grantee and the Air District. Air District staff will prepare grant agreements that set forth the terms and conditions of each grant. Grantees are legally bound to meet certain requirements, including notifying the Air District of any change in project implementation and submitting quarterly progress reports and a final report. If a grantee does not comply with all the terms and conditions of a grant agreement or fails to complete the project deliverables, the grantee may have to repay a portion or all of the funds granted, and the grantee may be ineligible to participate in future Air District grant programs. If the Air District awards an amount that differs from the amount requested, Air District staff will work with the grantee to align deliverables, outcomes and timelines appropriately.



Upon execution of the grant agreement, the grantee can commence work on its funded activities. Should there be any change in the originally agreed upon scope of work, grantees must contact the Air District in order to amend the Work Plan of the Grant Agreement.

### Payment of Grant Funds

The payment schedule will be established in the grant agreement for each project. No funds will be released until the grant agreement has been fully executed by the grantee and the Air District. In general, payment will occur quarterly. Each quarterly invoice should include a progress report (see below) and proof of fund expenditures, including copies of any receipts. The final report should demonstrate adequate completion of deliverables.

### Progress Reports

Grantees will need to submit quarterly progress reports and one final report. Reports must include receipts for any expenses and a brief narrative demonstrating progress toward project goals and objectives.

Each report should include the following information for specific program categories:

**Needs Assessment:** A description of the process/method used to collect information about the community's needs. For example: copy of questionnaires used; list of individuals interviewed; summary of interview responses; and recommendations on future strategies to build capacity in the community.

**Community Organizing:** A description of community organizing strategies used. Reports should include information such as leadership skills taught, number of participants reached, impacts on community awareness, and increased community interest in air quality and other environmental justice issues as a result of community organizing.

**Authentic Participation:** A description of strategies implemented and how they increased opportunities for communities to meaningfully participate in decisions that impact the community's environmental health. For example, evaluation results from trainings, number of individuals trained, and specific recommendations to air district staff.

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.

### **Grantee Convening Meetings**

Grantees will be required to attend a minimum of two convenings of all Community Health Protection Grant Program grantees. The meetings will be an opportunity for grantees to share experiences, challenges, and lessons learned. Meetings will also provide an opportunity for grantees to make recommendations and network with each other.

## APPENDIX A

### Community Health Protection Grant Program Cover Sheet

#### I. Applicant

Name of Organization: \_\_\_\_\_

Type:  Community Based Organization    Neighborhood Group    Other Non-Profit

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Website: \_\_\_\_\_ County: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

#### II. Project

Project Title: \_\_\_\_\_

Program Category (choose all that apply):

Needs Assessment    Community Organizing    Authentic Participation

Total Project Cost: \$ \_\_\_\_\_ Total 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: \_\_\_\_\_