



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

BOARD OF DIRECTORS  
PUBLIC ENGAGEMENT COMMITTEE

COMMITTEE MEMBERS

MARK ROSS – CHAIR  
TERESA BARRETT  
JOHN GIOIA  
NATE MILEY  
BRAD WAGENKNECHT

REBECCA KAPLAN – VICE CHAIR  
PAULNE RUSSO CUTTER  
SCOTT HAGGERTY  
HILLARY RONEN

MONDAY  
SEPTEMBER 25, 2017  
9:30 A.M.

1<sup>ST</sup> 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 PERIOD**

*(Public Comment on Non-Agenda Items Pursuant to Government Code § 54954.3) Members of the public are afforded the opportunity to speak on any agenda item. All agendas for regular meetings are posted at District headquarters, 375 Beale Street, San Francisco, CA, at least 72 hours in advance of a regular meeting. At the beginning of the regular meeting agenda, an opportunity is also provided for the public to speak on any subject within the Committee's subject matter jurisdiction. Speakers will be limited to three (3) minutes each.*

*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. Closed captioning may contain errors and omissions, and are not certified for their content or form.*

**Staff/Phone (415) 749-**

3. **APPROVAL OF THE MINUTES OF MARCH 6, 2017**

**Clerk of the Boards/5073**

*The Committee will consider approving the attached draft minutes of the Public Engagement Committee meeting of March 6, 2017.*

4. **UPDATE ON THE SPARE THE AIR RESOURCE TEAMS IDLE FREE BAY AREA CAMPAIGN**  
J. Roggenkamp/4646  
[jroggenkamp@baaqmd.gov](mailto:jroggenkamp@baaqmd.gov)

*The Committee will receive an update on the Spare the Air Resource Teams Idle Free Bay Area Campaign.*

5. **FISCAL YEAR ENDING (FYE) 2018 JAMES CARY SMITH COMMUNITY GRANT PROGRAM GUIDELINES**  
J. Roggenkamp/4646  
[jroggenkamp@baaqmd.gov](mailto:jroggenkamp@baaqmd.gov)

*The Public Engagement Committee will consider recommending that the Board of Directors approve the Fiscal Year Ending (FYE) 2018 Community Grant Program Guidelines.*

6. **SUMMARY OF 2017 SPARE THE AIR SEASON**  
J. Roggenkamp/4646  
[jroggenkamp@baaqmd.gov](mailto:jroggenkamp@baaqmd.gov)

*The Committee will receive an overview of the 2017 Spare the Air season.*

7. **UPDATE ON THE 2017/2018 WINTER SPARE THE AIR SEASON OUTREACH PROGRAM**  
J. Roggenkamp/4646  
[jroggenkamp@baaqmd.gov](mailto:jroggenkamp@baaqmd.gov)

*The Committee will receive an overview of the 2017/2018 Winter Spare the Air Season Outreach Program.*

8. **COMMITTEE MEMBER COMMENTS**

*Any member of the Board, 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**

*At the call of the Chair.*

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](http://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 Public Engagement 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.
- 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](http://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](mailto: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 2017**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Public Engagement Committee</b> <i>(At the Call of the Chair)</i>	Monday	25	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	27	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	28	9:30 a.m.	1 <sup>st</sup> Floor Board Room

**OCTOBER 2017**

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	4	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	16	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i> - CANCELLED	Monday	16	10:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	25	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	26	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Advisory Council Mtg.</b> <i>(Meets on Monday Quarterly)</i>	Monday	30	10:00 a.m.	1 <sup>st</sup> Floor Board Room

## **NOVEMBER 2017**

<b><u>TYPE OF MEETING</u></b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	1	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	15	9:45 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of every other Month)</i>	Thursday	16	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of each Month)</i>	Monday	20	10:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	23	9:30 a.m.	1 <sup>st</sup> Floor Board Room

HL – 9/21/17 - 10:25 a.m.

G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 18, 2017

Re: Approval of the Minutes of March 6, 2017

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**RECOMMENDED ACTION**

Approve attached draft minutes of the Public Engagement Committee (Committee) meeting of March 6, 2017.

**DISCUSSION**

Attached for your review and approval are the draft minutes of the Committee meeting of March 6, 2017.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Maricela Martinez

Attachment 3A: Draft Minutes of the Committee Meeting of March 6, 2017.

## AGENDA: 3A – ATTACHMENT

Draft Minutes – Public Engagement Committee Meeting of March 6, 2017

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  
Public Engagement Committee Meeting  
Monday, March 6, 2017

#### **1. CALL TO ORDER – ROLL CALL**

Public Engagement Committee (Committee) Vice Chairperson, Rebecca Kaplan, called the meeting to order at 9:43 a.m.

##### **Roll Call:**

Present: Chairperson Mark Ross; Vice Chairperson Rebecca Kaplan; and Directors Teresa Barrett, and Pauline Cutter.

Absent: Directors John Gioia, Scott Haggerty, Nate Miley, and Brad Wagenknecht.

Also Present: None.

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

No requests received.

#### **3. APPROVAL OF THE MINUTES OF OCTOBER 20, 2016**

##### Public Comments:

No requests received.

##### Committee Comments:

None.

##### Committee Action:

None; due to lack of quorum.

#### **4. SUMMARY OF 2016-17 WINTER SPARE THE AIR SEASON**

Henry Hilken, Director of Planning and Climate Protection, introduced Lisa Fasano, Communications Officer, who gave the staff presentation *Summary of 2016-2017 Winter Spare*

*the Air Season*, including: Wood Smoke Reduction Grant program outreach and statistics; advertising, door-to-door outreach and survey results; media coverage; social media; and results.

Public Comments:

No requests received.

Committee Comments:

The Committee and staff discussed the difference between the number of Wood Smoke Reduction Grant Program applications that were *received* and those that were *reviewed*, due to dropouts after inquiries were made; the total amount of funds allocated to this funding cycle of the program, and how much of that total has been awarded to date; the anticipated remaining timeline for this funding cycle; and the possibility of extending this program to future funding cycles.

Committee Action:

None; receive and file.

**5. UPDATE ON RECENT OPEN HOUSES, WORKSHOPS, AND ONLINE CIVIC ENGAGEMENT ACTIVITIES**

Mr. Hilken introduced Community Engagement Managers, Luz Gomez and David Ralston, who gave the staff presentation *Update on Recent Open Houses, Workshops, and Online Civic Engagement Activities*, including: recent engagement; rule-related engagement; community meetings; 2017 Plan outreach; evaluation comments; Open Air Forum; and community projects and listening sessions.

NOTED PRESENT: Committee Chair, Mark Ross, was noted present at 9:58 a.m.

Community Comments:

The Committee and staff discussed the Committee’s suggestions of the District reaching out to local access cable stations in the Bay Area to promote public District events ahead of time, and creating the capability for people who cannot attend events to submit questions and receive responses in real time; whether the two-month public comment period on the District’s 2017 Clean Air Plan (via the Open Air Forum) was enough, and the fact that there is no minimum amount of time legally mandated; the possibility of altering the language in the *Spare the Air, Cool the Climate* videos(s) promoting the goal of a “carbon-free” world, as the Committee claimed it was scientifically impossible; and the need for enhanced outreach educating the public on specific steps to take to reduce their carbon footprint.

**6. SUMMARY OF YOUTH FOR THE ENVIRONMENT AND SUSTAINABILITY – YES – CONFERENCE**

Mr. Hilken reintroduced Mr. Ralston, who introduced Rosene Salmo, Air Quality Chemist, who gave the staff presentation *2017 Summary of Youth for the Environment and Sustainability (YES) Conference*, including: overview; outreach; outcomes; and YES Conference 2017.



Committee Comments:

The Committee thanked the staff for executing another successful YES conference and for engaging youth participation in sustainability issues.

Committee Actions:

None; receive and file.

**7. RENEWAL OF CONTRACT FOR SPARE THE AIR ADVERTISING AND MESSAGING CAMPAIGNS**

Kristine Roselius, Communications Manager, gave the staff presentation *Renewal of Contract for Spare the Air Advertising and Messaging Campaigns*, including: background; proposals; evaluation; contractor team; and staff recommendation.

Committee Comments:

The Committee and staff discussed staff's request to have the Board of Directors approve contract execution for each new year of a three-year contract, even though the total funds for the contract were approved in 2015; social marketing trends; and the Committee's request for mobile advertisements promoting carpooling and <http://www.stacommuetips.org/>.

Committee Action:

Due to a lack of quorum, the consensus of the members present was to recommend that the Board authorize the Executive Officer/Air Pollution Control Officer to amend existing contract with O'Rorke, Inc. for the Fiscal Year Ending 2018 Spare the Air Campaigns' Advertising, Communications & Evaluation Services in an amount not to exceed \$2,019,000.

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

None.

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

At the Call of the Chairperson.

**10. ADJOURNMENT**

The meeting adjourned at 10:28 a.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 7, 2017

Re: Update on the Spare the Air Resource Teams Idle Free Bay Area Campaign

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

Spare the Air Resource Teams were created in 1991 to disseminate air quality-related information and to build grassroots teams that would implement behavior-change projects to improve air quality in nine Bay Area communities. In the past two years, the “Idle Free Bay Area” campaign has become the focus of several teams. Staff will present information about these efforts and solicit your ideas for expanding the campaign.

DISCUSSION

The Contra Costa, Napa, Sonoma, and Tri-Valley Resource Teams have implemented several projects aimed at reducing automobile idling in their communities. Efforts have ranged from distributing educational materials, to having entire School Districts adopt anti-idling policies and procedures. Creative partnerships have emerged, and there is significant interest in expanding the work to encompass related matters, like addressing asthma at schools, or encouraging air quality education through the California Common Core standards. These efforts are part of the Idle Free Bay Area campaign and staff welcome Board member and community ideas for expanding its reach.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Resources for the Resource Teams are included in the Fiscal Year Ending 2018 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Luz Gomez  
Reviewed by: Jean Roggenkamp

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 18, 2017

Re: Fiscal Year Ending (FYE) 2018 James Cary Smith Community Grant Program  
Guidelines

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**RECOMMENDED ACTION**

The Public Engagement Committee will consider recommending that the Board of Directors approve the Fiscal Year Ending (FYE) 2018 Community Grant Program guidelines.

**BACKGROUND**

The James Cary Smith Community Grant Program was established in 2015 to promote and support efforts to reduce air pollution through direct collaboration and participation with community members in the protection of local health and our shared regional environment. Three principle focus areas of the Grant Program are: Education and Engagement; Local Air-Pollution Impact Mitigation Projects; and Community-Based Participatory Research.

The FYE 2017 James Cary Smith Community Grant Program had a specific focus on Community-Based Participatory Research Science Grants, also referred to as “Community-Science” grant projects, and introduced a new category of small grants available to support K-12 teachers leading air quality science curricula. The FYE 2017 program funded eight Community Science projects and two teacher grants for a total of \$250,000. Funded activities include community air studies; hidden hazard mappings; school air sensor curriculum projects; local traffic/idling reduction emission measurement project; and schoolyard vegetative buffer projects. These projects are based in San Leandro, East Palo Alto, East Oakland, East San Jose, Richmond, Bayview Hunters Point, American Canyon and Pittsburg.

Air District staff have updated the Community Grant Program guidelines for the FYE 2018 call for projects in all the three major grant categories: education and engagement; local mitigation projects; and community-based participatory research, as well as the small teacher grants. The FYE 2018 program will retain a priority focus on continuing “community science” grants (including potential phase two for projects initiated last year) and teacher grants, but the other two categories will be included in the call for projects. The FYE 2018 budget includes an allocation of \$250,000 for the Community Grant Program.

## DISCUSSION

The FYE 2016 James Cary Smith Community Grant program just completed with 10 grantees submitting final projects in June and the current FYE 2017 Grant Program – with a specific focus on Community Science projects - is on track in achieving the stated goals and intent of the program. In general, the Community Grant Program has generated a lot of enthusiastic response and interest from community organizations and, with our new teacher support funds, especially from school teachers throughout the region.

For FYE 2018, staff proposes to release a new call for grant proposals that will seek applicants in all the grant categories: education and engagement; local air pollution impact mitigation projects; as well as continuing to support and develop “community science”/community-based participatory research projects and the in-classroom teaching support funds for air quality curriculum projects. Staff will publicize and disseminate the grant overview and guidelines to our community stakeholder lists and through our website and social media, as well as forward outreach material to each of the Board of Directors. Staff will also hold an informational grant workshop for all prospective applicants once the call for grants is publicized with a target of late October.

## BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for this project is included in the FYE 2018 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: David Ralston  
Reviewed by: Jean Roggenkamp

Attachment 5A: FYE 2018 James Cary Smith Community Grant Project Overview  
Attachment 5B: FYE 2018 Community Grant Program Guidelines

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**  
**JAMES CARY SMITH COMMUNITY GRANT PROGRAM**  
**FYE 2018 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. 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. A \$250,000 allocation for the Community Grant Program is included in the Air District FYE 2018 Budget.

**Purpose**

The FYE 2018 Community Grant Program will fund locally-based projects designed to reduce and mitigate air pollution impacts while encouraging and increasing community education and engagement. 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. Small grants of up to \$1,000 are also available to Bay Area teachers for in-class room support for on-going air science related projects or curriculum application.

**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 near 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 in addition to administering small in-classroom teacher support grants up to \$1,000 for air science related projects. Grantees may select one of the program areas to apply for or a grant may include specific aspects of multiple program areas.

### **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, 2019.

### **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 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/ "Community Science":** Implement community-academic partnership projects, for example; to study air quality impacts or to demonstrate the effectiveness of innovative mitigation strategies.<sup>1</sup>
- **In-Class Room Air Science Teaching Support Small Grants.** Provide up to \$1,000 as a 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.

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 except for funding a subsequent 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).

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<sup>1</sup> 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.



- Administrative, in-direct operation/organizational personnel costs that exceed 10% of grant

**Proposed Timeline**

Dates	Milestone
September-October 2017	Present Community Grant Program Guidelines to Board of Directors
October 23, 2017	Release grant guidelines and start of formal outreach campaign
<b>December 1, 2017</b>	<b>Deadline for Air District receipt of Community Grant applications</b>
December 31, 2017	Selection and notification of grantees
January-May 2018	Execute agreements
June 30, 2019	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  
 375 Beale Street , 6<sup>th</sup> Floor  
 San Francisco, CA 94105  
[dralston@baaqmd.gov](mailto:dralston@baaqmd.gov)  
 (415) 749-8423

Please visit us at: [www.baaqmd.gov/community](http://www.baaqmd.gov/community)

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
FYE 2018 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/ "Community 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.

*Objective 4:* K-12 Teacher Grants (Small Grants one-time upfront grant up to \$1,000 for In-classroom air science teaching support funds)

A set-aside of the overall grant funds will be available for K-12 public school teachers who have a demonstrated curriculum involving air quality science, air quality health impacts and/or air-related aspects of climate protection to defray in-class material costs, support classroom field trips or support a hands-on curriculum unit or project. Funded projects will be expected to provide a submitted presentation or write-up and/or include student presenters at the Air District's annual (YES) Youth for the Environment and Sustainability Conference (scheduled for February 24<sup>th</sup>, 2018). Please see Section IV-4 below for specific procedures for applying for these small grants.

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.

The FYE 2018 Community Grants are subdivided into two funding pools:

- \$225,000 will be made available in total for Education and Engagement Grants; Local Air Pollution Impact Mitigation Projects, and Community-Based Participatory Sponsored Research Grant Projects. Community Science Projects that are seeking a second phase of on-going work are also eligible to apply.
- \$25,000 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.

### SECTION III APPLICATION PROCEDURES

#### Application process

Applications are due at the Air District office by no later than 5:00 pm **on Friday, December 1, 2017**. Applications submitted after 5:00 p.m. on Friday, December 1, 2017 will not be accepted.

#### Electronic Submittal Process

The Air District welcomes paperless applications for this grant program. Proposals may be submitted electronically to [dralston@baaqmd.gov](mailto:dralston@baaqmd.gov). Faxed, mailed or couriered proposals will be accepted but must be received before 5:00 p.m. on Friday, December 1, 2017. Applicants will receive a confirmation of receipt from the District within 3 business 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 signature<sup>1</sup>).

#### 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.
- *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-

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

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 because 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 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
- 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:*

- 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/"Community 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.
- Grant range: up to \$25,000

## 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.
- Grant range: up to \$25,000

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/"Community Science" Projects

Through its Community-Based Research/"Community 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:

- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2019)
- 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.

4.) In-classroom small grants:

- Grant range: up to \$1,000 (onetime grant disbursement, required final report/presentation)
- Duration: 12-15 months (all grant funds must be expended and grants completed by June 30, 2019)
- Eligible applicants: K-12 school teachers.

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 community partnership 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 Air Quality Science	25
Overall strength and feasibility of proposal	25
Strength and capacity of in-class teacher	25



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.

## SECTION V AFTER RECEIVING A GRANT

### Award Process

Notification of preliminary approval of the projects will be made by December 31, 2017. 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/ "Community Science", K-12 Teacher Grant): \_\_\_\_\_

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 Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 11, 2017

Re: Summary of 2017 Spare the Air Season

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RECOMMENDED ACTION:

None; receive and file.

BACKGROUND

Since 1991, the Spare the Air campaign has encouraged the public to adopt long-term behaviors to reduce air pollution and protect air quality. Past Spare the Air campaigns have targeted the general population, household decision-makers, young adults and solo drivers.

DISCUSSION

The 2017 Spare the Air campaign featured the benefits of carpooling with co-workers and included collaboration with 511 and carpool apps such as Scoop. The campaign was refreshed this season and targeted commuter's region-wide, including non-English speakers. Through social media and media relations the campaign also promoted casual carpooling and other transportation alternatives, such as taking Capitol Corridor, BART, biking, etc.

The 2017 Spare the Air campaign's commuter-focused messaging and advertising complemented outreach efforts for the Commuter Benefits Program. Results from the summer campaign will be provided.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the campaign was included in the Fiscal Year Ending (FYE) 2017 and FYE 2018 budgets. The campaign is funded primarily through the Congestion Mitigation Air Quality program, supplemented by the Transportation Fund for Clean Air.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Kristine Roselius  
Reviewed by: Lisa Fasano

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Mark Ross and Members  
of the Public Engagement Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: September 11, 2017

Re: Update on the 2017/2018 Winter Spare the Air Season Outreach Program

RECOMMENDED ACTION

None; receive and file.

BACKGROUND

In July 2008, the Board of Directors adopted Regulation 6; Rule 3: Wood Burning Devices. Since the rule was passed, efforts have focused on both outreach and enforcement. The upcoming wood smoke regulatory season will run from November 1, 2017, through February 28, 2018.

DISCUSSION

The 2017/2018 Winter Spare the Air campaign features a strong message that links the serious health impacts from wood smoke to those of cigarette smoke. Advertising that clearly illustrates this link has resonated so well with the public that it will be refreshed for the upcoming winter season with a heightened focus on indoor air quality.

The Winter Spare the Air campaign will continue to focus on the localized health impacts from wood smoke as well as indoor air quality impacts from wood burning fires. Staff will present an overview of this year's materials and campaign strategy.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Funding for the outreach program is included in the Fiscal Year Ending (FYE) 2018 Budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Kristine Roselius  
Reviewed by: Lisa Fasano