



**COMMUNITY
ADVISORY COUNCIL**
CLEAN AIR FOR ALL

BOARD OF DIRECTORS
COMMUNITY ADVISORY COUNCIL
March 20, 2025

COUNCIL MEMBERS

SEJAL BABARIA
WILLIAM GOODWIN
MS. MARGARET GORDON
ARIEANN HARRISON
JOHN KEVIN JEFFERSON
PATRICK MESSAC
RIO MOLINA
MAYRA PELAGIO

CYNTHIA PRIETO-DIAZ
DOMINICK RAMIREZ
DR. JEFF RITTERMAN
KEVIN RUANO HERNANDEZ
FAGAMALAMA VIOLET SAENA
KEN SZUTU
LATASHA WASHINGTON
DR. JUAN AGUILERA

MEETING LOCATION(S) FOR IN-PERSON ATTENDANCE BY
COUNCIL MEMBERS AND MEMBERS OF THE PUBLIC

California State University, East Bay
Oakland Professional Development & Conference Center
Trans Pacific Center
1000 Broadway, Grand Lake Room, Suite 109
Oakland, CA 94607

THE FOLLOWING STREAMING OPTIONS WILL ALSO BE PROVIDED

These streaming options are provided for convenience only. In the event that streaming connections malfunction for any reason, the Community Advisory Council reserves the right to conduct the meeting without remote webcast and/or Zoom access.

The public may observe this meeting through the webcast by clicking the link available on the air district's agenda webpage at www.baaqmd.gov/about-the-air-district/community-advisory-council/agendasreports.

Members of the public may participate remotely via Zoom at <https://bayareametro.zoom.us/j/88256152378>, or may join Zoom by phone by dialing (669) 900-6833 or (408) 638-0968. Para Español, marque: (888) 688-2099. Esta línea telefónica es solo para escuchar, no hay moderador.

The Webinar ID for this meeting is: 882 5615 2378

Public Comment on Agenda Items: The public may comment on each item on the agenda as the item is taken up. Members of the public who wish to speak on a matter on the agenda will have three minutes each to address the Council on that agenda item, unless a different time limit is established by the Co-Chairs. No speaker who has already spoken on an item will be entitled to speak to that item again.

The Council welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Council. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Council meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Council meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act – i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive – is *per se* disruptive to a meeting and will not be tolerated.

COMMUNITY ADVISORY COUNCIL MEETING AGENDA

THURSDAY, MARCH 20, 2025

6:00 PM

Land Acknowledgement Statement

We begin by acknowledging that this land is unceded Indigenous land. The territories, or counties we represent, are of the Indigenous people. To acknowledge this history of our country - that this nation was built on genocide, the exclusion and erasure of Indigenous people - grounds our work in truth. We also acknowledge that our modern global economy was founded on the free and forced labor of enslaved Black people. And that exploited labor continuously perpetuates itself in disadvantaged communities of color, as we see in the treatment of farm workers, immigrant workers, prison labor, and domestic workers. This practice of land acknowledgement calls on us to recognize our violent history that is the foundation of white supremacy, and to recognize the longstanding and ongoing resistance of People of Color to dehumanization, repression, and homicide. And that the brilliance and leadership of People of Color in resistance, vision, wisdom, and love be honored and recognized as we work to dismantle ongoing legacies of settler colonialism and anti-blackness.

1. Call to Order - Roll Call

The Facilitator, on behalf of the Council Co-Chairs, shall call the meeting to order and the Clerk of the Boards shall take roll of the Council Members.

2. Report of the Executive Officer/APCO

3. Public Comment on Non-Agenda Matters

Pursuant to Government Code Section 54954.3, members of the public who wish to speak on matters not on the agenda will be given an opportunity to address the Council. Members of the public will have three minutes each to address the Council, unless a different time limit is established by the Chair. The Council welcomes comments, including criticism, about the policies, procedures, programs, or services of the District, or of the acts or omissions of the Council. Speakers shall not use threatening, profane, or abusive language which disrupts, disturbs, or otherwise impedes the orderly conduct of a Council meeting. The District is committed to maintaining a workplace free of unlawful harassment and is mindful that District staff regularly attend Council meetings. Discriminatory statements or conduct that would potentially violate the Fair Employment and Housing Act - i.e., statements or conduct that is hostile, intimidating, oppressive, or abusive - is per se disruptive to a meeting and will not be tolerated.

CONSENT CALENDAR (Item 4)

The Consent Calendar consists of routine items that may be approved together as a group by one action of the Council. Any Council member or member of the public may request that an item be removed and considered separately.

4. Approval of the Draft Minutes of the Community Advisory Council Meeting of November 21, 2024

The Council will consider approving the Draft Minutes of the Community Advisory Council Meeting of November 21, 2024.

ACTION ITEM(S)

5. Vote to Create a Member Selection Ad Hoc Committee

The Council will consider establishing a Member Selection Ad Hoc Committee to participate in the recruitment and selection process for new Community Advisory Council (CAC) members. The committee will work with Air District staff to review applications and recommend candidates for appointment to the CAC by the Air District Board of Directors. This item will be presented by Lisa Flores, Staff Specialist II, Environmental Justice Division.

6. Community Benefit Fund Disbursement Plan Recommendation

The Council will consider recommending the Community Benefit Fund Ad Hoc Committee's recommendation, "The People's Air Grant Program" as the plan for the Community Benefit Fund to the Community Equity, Health and Justice Committee to recommend to the Board of Directors for approval. The presentation outlines the proposed program based on a participatory funding process, and alternative implementation options considered by the Community Benefit Ad Hoc Committee. This item will be presented by Arsenio Mataka, Deputy Executive Officer Equity and Community Programs, CAC Member William Goodwin, and CAC Member Latasha Washington.

INFORMATIONAL ITEM(S)

7. Update of the Air District's Regulatory Air Monitoring Network

The Council will receive a presentation on the update of the Air District's regulatory air monitoring network, including the current network and its purpose, and how upcoming changes will free up resources for additional community air monitoring. This item will be presented by Greg Nudd, Deputy Executive Officer of Science & Policy.

OTHER BUSINESS

8. Compliance and Enforcement Ad Hoc Committee Update

The Council and the public will receive an update from the CAC Compliance and Enforcement Ad Hoc Committee.

9. Council Member Comments / Other Business

Any member of the Council, 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.

10. Time and Place of Next Meeting

Friday-Saturday, May 16-17, 2025. The special meeting will be an in-person retreat for the Community Advisory Council members and members of the public will be able to either join in-person or via webcast. Location to be determined.

11. Adjournment

The Council meeting shall be adjourned by the facilitator.

CONTACT:

MANAGER, EXECUTIVE OPERATIONS
375 BEALE STREET, SAN FRANCISCO, CA 94105
vjohnson@baaqmd.gov

(415) 749-4941
FAX: (415) 928-8560
BAAQMD homepage:
www.baaqmd.gov

- 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 Air 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 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 Acting Non-Discrimination Coordinator, Diana Ruiz, at (415) 749-8840 or by email at druiz@baaqmd.gov.

**BAY AREA AIR DISTRICT
375 BEALE STREET, SAN FRANCISCO, CA 94105
FOR QUESTIONS PLEASE CALL (415) 749-4941**

**EXECUTIVE OFFICE:
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

MARCH 2025

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Policy, Grants, and Technology Committee	Wednesday	19	10:00 a.m.	1 st Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	19	1:00 p.m.	1 st Floor Board Room
Board of Directors Community Advisory Council Meeting	Thursday	20	6:00 p.m.	California State University, East Bay Oakland Professional Development & Conference Center Trans Pacific Center 1000 Broadway, Grand Lake Room, Suite 109 Oakland, CA 94607

APRIL 2025

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
Board of Directors Meeting	Wednesday	2	10:00 a.m.	1 st Floor Board Room
Board of Directors Stationary Source Committee	Wednesday	9	10:00 a.m.	1 st Floor, Yerba Buena Room
Board of Directors Community Equity, Health, and Justice Committee	Wednesday	9	1:00 p.m.	1 st Floor, Yerba Buena Room
Board of Directors Policy, Grants, and Technology Committee	Wednesday	16	10:00 a.m.	1 st Floor Board Room
Board of Directors Finance and Administration Committee	Wednesday	16	1:00 p.m.	1 st Floor Board Room

MV 3/12/25 – 3:06 p.m.

G/Board/Executive Office/Moncal

BAY AREA AIR DISTRICT
Memorandum

To: Chairpersons John Kevin Jefferson III, Mayra Pelagio, and Ken Szutu
and Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 20, 2025

Re: Approval of the Draft Minutes of the Community Advisory Council Meeting
of November 21, 2024

RECOMMENDED ACTION

Approve the Draft Minutes of the Community Advisory Council Meeting of
November 21, 2024.

BACKGROUND

None.

DISCUSSION

Attached for your review and approval are the Draft Minutes of the Community
Advisory Council Meeting of November 21, 2024.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Marcy Hiratzka
Reviewed by: Vanessa Johnson

ATTACHMENT(S):

1. Draft Minutes of the Community Advisory Council Meeting of November 21 2024

Bay Area Air Quality Management District
375 Beale Street, Suite 600
San Francisco, CA 94105

DRAFT MINUTES

Community Advisory Council Meeting
Thursday, November 21, 2024

1. CALL TO ORDER - ROLL CALL

The meeting Facilitator, Randolph Belle of Randolph Belle, Artist (RBA) Creative, called the Community Advisory Council (Council) in-person meeting to order at 6:10 p.m. Co-Chairperson Mayra Pelagio thanked Air District Board Chairperson Davina Hurt and Air District staff for creating Clean Air Talks, a the first ever series of in-person, informal conversations between the Air District’s Board Chair and members of the public, to share ideas, concerns, and questions regarding air quality issues in local communities. Five Clean Air Talks were held throughout the Bay Area in 2024 (San Carlos, San Jose, Vallejo, East Palo Alto, and San Lorenzo). Co-Chair Pelagio also noted that as the country enters a new presidential administration, the Council reaffirms its commitment to equity and inclusion, and stands united to support every individual, regardless of race, citizenship status, economic status, gender, or any other identity. The Council stands to uplift marginalized communities and ensure clean air and healthy environments for all.

Roll Call:

Present, In Person: (Bay Area Metro Center, 375 Beale Street, 1st Floor Board Room, San Francisco, CA, 94105): Council Co-Chairpersons John Kevin Jefferson, Mayra Pelagio, Ken Szutu; and Council Members Sejal Babaria, William Goodwin, Ms. Margaret Gordon, Arieann Harrison, Patrick Messac, Rio Molina, Cynthia Prieto-Diaz, Dominick Ramirez, Dr. Jeff Ritterman, Kevin G. Ruano Hernandez, Violet Saena, and Latasha Washington.

Absent: Council Member Dr. Juan Aguilera.

2. PUBLIC COMMENT ON NON-AGENDA MATTERS

Public comments were given by Olga Mandrussow.

CONSENT CALENDAR

3. APPROVAL OF THE DRAFT MINUTES OF THE COMMUNITY ADVISORY COUNCIL MEETING OF SEPTEMBER 19, 2024

The Council approved the Draft Minutes of the Community Advisory Council Special Meeting of September 19, 2024.

Public Comments

No requests received.

Council Comments

Dr. Ritterman noted that his first name was erroneously captured as “John” on Page 1 of the Draft Minutes of the Community Advisory Council Special Meeting of September 19, 2024, in the Roll Call Section. The Clerk apologized and said that the Draft Minutes of the Community Advisory Council Meeting of September 19, 2024 would be amended to reflect “Jeff” on Page 1.

Council Action

Council Member Dr. Ritterman made a motion, seconded by Council Member Ms. Margaret Gordon, to **approve** the Draft Minutes of the Community Advisory Council Special Meeting of September 19, 2024, as amended; and the motion **carried** by the following vote of the Council:

AYES: Babaria, Goodwin, Gordon, Harrison, Messac, Molina, Ramirez, Ritterman, Ruano Hernandez, Saena, Szutu, Washington.
NOES: None.
ABSTAIN: Jefferson, Pelagio, Prieto-Diaz.
ABSENT: Aguilera.

Motion Approved.

ACTION ITEM

4. VOTE TO ADOPT THE COMMUNITY ADVISORY COUNCIL (CAC) ENVIRONMENTAL JUSTICE (EJ) POLICY AD HOC COMMITTEE'S CALL TO ACTION

Vernice Miller-Travis of The Metropolitan Group, and the Co-Chairs of the EJ Policy Ad Hoc Committee, Council Members Rio Molina and Latasha Washington, gave the presentation *Vote to Adopt the Community Advisory Council's Environmental Justice Call To Action*, including: outcome; requested action; outline; background of *A Call to Action: Charting a New Course Towards Environmental Justice at the Bay Area Air Quality Management District*; *A Call to Action* Table of Contents; summary of nine CAC EJ priorities; input from the September 19, 2024 CAC meeting; and highlights of content edits made and design formatting since September 19, 2024.

Public Comments

No requests received.

Council Comments

Note: A *Call to Action* will be referred to as “the document” in this section. The Council and staff discussed the document’s content edits regarding providing EJ communities with tools to help them address legal barriers to advancing EJ; whether the CalEnviroScreen map in the document, which shows cumulative impact data from different levels of pollution and socioeconomic factors affecting Bay Area communities, will be used by the Air District to help allocate funds to the Regional and/or Local Community Benefits Fund; the request for a glossary of terms in the document; the belief that the documents’ nine EJ Priorities lack specificity (tangible recommendations); the belief that the document’s four Goal tables, a crosswalk of Strategies from the Air District’s 2024 – 2029 Strategic Plan with the Environmental Justice Priorities and Focus Areas for Early Implementation, should be visually easier to read; the request that the document be translated into Arabic, Hmong, Vietnamese, and other languages beyond English, Chinese, and Spanish; the request that the document’s EJ priorities be more granular, measurable, and enforceable; whether this document may be incorporated into a future Council retreat in 2025; the timeline for the document’s action plans; and the hope that this document results in tangible action being taken as soon as possible.

Council Actions

Co-Chair Jefferson made a motion, seconded by Council Member Dr. Ritterman, to **approve** the final version of *A Call to Action: Charting a New Course Towards EJ at the Bay Area Air Quality Management District*, and the motion **carried** by the following vote of the Council:

AYES: Babaria, Goodwin, Gordon, Harrison, Jefferson, Molina, Pelagio, Ramirez, Ritterman, Ruano Hernandez, Saena, Szutu, Washington.
NOES: None.
ABSTAIN: Messac, Prieto-Diaz.
ABSENT: Aguilera.

Motion Approved.

THE COUNCIL RECESSED AT 7:08 P.M., AND RESUMED AT 7:19 P.M.

INFORMATIONAL ITEM

5. IMPLEMENTATION PLANNING FOR COMPLIANCE & ENFORCEMENT-RELATED STRATEGIC PLAN STRATEGIES

Dr. Meredith Bauer, Air District Deputy Executive Officer of Engineering and Compliance, and Alexander Crockett, Air District General Counsel, gave the staff presentation *Implementation Planning for Compliance & Enforcement-Related Strategic Plan Strategies*, including: outcome; requested action; outline; Compliance and Enforcement-related strategies and commitments; implementation process for compliance strategies; preliminary Draft Implementation Timeline for Compliance Strategies; enforcement-

related strategies and commitments; implementation process for enforcement strategies; and preliminary Draft Implementation Timeline for Enforcement Strategies.

Public Comments

No requests received.

Council Comments

The Council voiced the following **concerns** regarding the Air District's proposed Compliance and Enforcement strategies within its 2024-2029 Strategic Plan (new enforcement policy, enhanced violation investigations, air quality complaints, and improved compliance investigations):

- Opposition to the words “feedback” and “input” used in the presentation because Community Advisory Council members should be making decisions and policy, rather than merely being an audience for the policy makers. The perception that regulating agencies sometime act like violators, and the Community Advisory is part of a regulatory agency.
- Strategies regarding violations seem similar to previous policies that have existed for years, yet there seems to remain a lack of enforcement action taken.
- Fear that permitted facilities will violate their permits, undetected for many years, due to self-auditing/reporting.
- Lack of Air District inspectors (and subsequent inspections) and attorneys.
- The hours that Air District inspectors are available to investigate complaints often do not result in (real-time) inspections (no holidays, evenings, or weekends.)
- The Draft Implementation Timeline for Compliance Strategies is not being implemented quickly enough. There seem to be too many delays.
- Disappointed in the Air District staff presentations' lack of transparency that would honor the community. Engagement does not feel meaningful.
- Dissatisfaction with the Air District's Complaint Program process (number of unconfirmed cases and timeliness of investigations.) From the community's point of view, the current process is not sustainable.

The Council expressed the following **requests and suggestions**:

- Eliminate violators entirely (shut them down) instead of making them pay fines (nothing else should be acceptable.)
- Eliminate permitted facilities' ability to self-audit/report.
- Educate the communities that may not be aware of the sources of their air pollution.
- Some of the Council Members lack information on how the Air District's Complaint Program works. Another primer on this topic should be held (what occurs when an air quality complaint is registered with the Air District; is testing involved during a complaint investigation; is there a heat map to show complaints?)

- Make the easiest changes as soon as possible and do not wait while developing enforcement policies/programs and collecting input. Conduct a pilot of proposed strategies immediately and see what works and what doesn't.
- Examine/analyze specific cases in further depth, to look for patterns as to why investigations and the complaint process are not improving (from the community's perspective), rather than always looking at the big picture.
- Implement independent auditing of past enforcement actions and involve the community when reflecting on those.
- To improve incident response times, outsource inspection services to cover the times that Air District inspectors are not working or extend the time that Air District inspectors are working so that real-time investigations can occur when there is a complaint.
- Members of the public who register air quality complaints should be provided with guidance that will help them use precise language that will best inform inspectors of incidents.
- Use violation settlement funds to address the complaints above.
- Two or more Air District inspectors should be designated solely to implement EJ priorities.
- The training for Air District inspectors needs to be improved, to result in more meaningful relationships with members of the communities that most frequently experience air quality incidents. They currently are not meeting expectations.
- Present key data points to the Council as often as possible to help the Council make more informed decisions. These include: the number of Air District inspectors; the number of inspections that inspectors conduct per week, and the locations of those inspections; what triggered the inspection; the percentage of inspections that resulted in enforcement actions (penalties); average monetary enforcement.
- Engage in joint policing with other regulatory agencies, including public health departments.
- Provide a breakdown of self-auditing/reporting (which permitted facilities do it, and how frequently); the number of lawsuits that were won by the Air District; the number of violations that are discovered to be self-reporting issues; Air District rules by which permitted facilities must operate; which entity allows self-auditing/reporting.

Other **questions and comments** from the Council:

- What are methods by which Air District staff engage with community?
- What are education programs and tools to inform the community about the Community Benefit Fund?
- How does the Air District plan to utilize Fellows of the Air District's new Environmental Justice Law Fellowship Program regarding Compliance and Enforcement activities?
- Offer ride along opportunities during complaint investigations to empower the public.

- Encourage cities and counties to reevaluate their zoning laws to better protect their constituents.
- Is there a budget for the implementation of these strategies?
- I have seen progress and improvement in the Air District's procedures and processes, and the Air District does listen to the community and incorporates the communities' input into its programs, policies, and procedures.
- Are there any unfilled seats on the Council's Compliance and Enforcement AD Hoc Committee?

Council Action

No action taken.

OTHER BUSINESS

6. COMMUNITY BENEFIT FUND (CBF) AD HOC UPDATE

Council Member Goodwin provided the Council with an update from its Community Benefit Fund Ad Hoc Committee including:

- The CBF Ad Hoc Committee is developing a proposal to use participatory budgeting for the allocation and distribution of the Board-designated CBF, currently \$3M. The CBF Ad Hoc Committee will provide an overview of the other considered options, when the proposal of the preferred option is presented to the Council.
- The CBF Ad Hoc Committee has been engaged in a search for a consultant to assist with the development of the CBF Ad Hoc Committee's proposal. The CBF Ad Hoc Committee has considered four consultant applications and rated the bidders based on the quality of applications, the level of completeness of the applications, expertise, skills, experience, qualifications, and how closely aligned the submissions were to the bidding instructions. The selected consultant has supported the execution of publicly-funded participatory budgeted processes in the past with community members, and the name of the selected consultant will be released when the contract has been signed and completed.

Public Comments

No requests received.

Council Comments

None.

Council Action

No action taken.

7. REPORT OF THE EXECUTIVE OFFICER / AIR POLLUTION CONTROL OFFICER (APCO)

On behalf of Dr. Philip M. Fine, Executive Officer / APCO, Arsenio Mataka, Deputy Executive Officer of Equity & Community Programs, reported the following:

- In October, the Air District and California Air Resources Board announced that they have fined Valero Refining Co. nearly \$82 million for air quality violations at Valero's refinery in Benicia since 2019. This is the largest penalty the Air District has ever assessed. The bulk of these penalty funds will go to fund clean air projects in the local community under the Community Benefits Policy the Board of Directors adopted in May. Over \$64 million of these funds will be returned to the local community to finance projects aimed at reducing air pollution exposure, mitigating air pollution impacts and improving public health in areas surrounding the refinery. These projects will be selected through a public process with input from residents, community organizations, elected officials and advocates representing the impacted area. The remainder of the penalty will be used to fund beneficial clean air projects in overburdened communities throughout the Bay Area, as well as to offset the costs of investigating and prosecuting the case. This penalty is the largest ever assessed in the Air District's history. [The press release can be found here.](#)
- Board Chair Hurt and Dr. Fine are attending the United Nations Climate Change Conference, COP29, in Baku, Azerbaijan, from November 11 through November 21, to showcase the Air District's climate leadership, engage with global partners, and gather insights to strengthen local climate action. The COP is an annual meeting of the "Conference of the Parties" to the U.N. climate treaty. In addition to the official work of the national delegates, COP includes hundreds of non-national delegations from around the world hosting workshops and panels and youth events. Chair Hurt and Dr. Fine are attending to showcase our climate leadership, engage with global partners, and gather insights to strengthen local climate action. Air District staff has kept Bay Area communities informed and involved through social media updates, as well as a live media availability and Facebook Live stream from COP29. This was a valuable opportunity to highlight the Air District's climate initiatives on an international stage and to develop new partnerships and collaborations on top priority initiatives.

Public Comments

No requests received.

Council Comments

None.

8. COUNCIL MEMBER COMMENTS

Council Member Washington requested a future Council agenda item, regarding self-reporting/auditing of permitted facilities.

Council Member Ms. Margaret Gordon said that the West Oakland Community Action Plan (WOCAP) recently celebrated its 5th year. *Owning Our Air: The West Oakland Community Action Plan*, is a Community Emissions Reduction Plan developed to reduce the health effects of air pollution in West Oakland. In 2019, the Air District's Board of Directors and the California Air Resources Board adopted the WOCAP. In October of 2024, the WOCAP partners completed five years of implementation, the timeframe originally envisioned to meet the CERP targets. The WOCAP Fifth Year Annual Report highlights the reduction in air pollution and health risk in West Oakland as a result of implementing actions in the WOCAP.

Council Member Messac requested directions on how to submit comments in response to the Woodsmoke White Paper that the Air District released, which provides extensive information on wood burning in the Bay Area, the current state of the regulatory landscape for wood-burning devices, and a discussion of potential recommendations to further minimize woodsmoke emissions and exposures.

9. TIME AND PLACE OF NEXT MEETING

Before the meeting adjourned, the next meeting of the Community Advisory Council was scheduled for Thursday, January 16, 2025. After the meeting adjourned, the next meeting was scheduled for Thursday, March 20, 2025, at 6:00 p.m. at Trans Pacific Center, California State University East Bay, Oakland Professional & Development Center, 1000 Broadway, Suite 109 - Grand Lake Conference Room, Oakland, CA 94607. The meeting will be in-person for the Community Advisory Council members and members of the public will be able to either join in-person or via webcast.

10. ADJOURNMENT

The meeting was adjourned at 9:17 p.m.

Marcy Hiratzka
Clerk of the Boards

BAY AREA AIR DISTRICT
Memorandum

To: Chairpersons John Kevin Jefferson III, Mayra Pelagio, and Ken Szutu
and Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 20, 2025

Re: Vote to Create a Member Selection Ad Hoc Committee

RECOMMENDED ACTION

Vote to approve the creation of an Ad Hoc Committee that will select Community Advisory Council candidates for the Board of Directors consideration to fill 13 open Community Advisory Council seats.

BACKGROUND

The inaugural Community Advisory Council (CAC), established by the Board of Directors (Board) on November 17, 2021, will complete four-year terms on November 2025 and thirteen CAC seats will open. The thirteen open seats will be available for either two-year or four-year terms. The open seats are:

- (1) Alameda County
- (4) Contra Costa County
- (1) San Francisco County
- (1) San Mateo County
- (2) Santa Clara County
- (1) Solano County
- (2) At-large
- (1) Youth

The CAC Members that completed the inaugural four-year terms and whose seats are open for selection are Council Members: Dr. Juan Aguilera, William Goodwin, Ms. Margaret Gordon, Arieann Harrison, John Kevin Jefferson, Rio Molina, Mayra Pelagio, Dr. Jeff Ritterman, Kevin Ruano Hernandez, Violet Wulf-Saena, Ken Szutu, and Latasha Washington. According to the CAC Charter, the inaugural CAC members may choose to reapply for either two-year or four-year terms to serve a maximum of eight years. The CAC membership is composed of seventeen (17) members including two designated youth members. The at-large member seats are prioritized for individuals living or working in Marin, Napa, or Sonoma counties. The

CAC body is required to have a minimum of 70% of members reside in counties they represent and no more than six members representing a county that they work in.

Air District staff are initiating the recruitment process in March. A timeline of the effort to fill the open CAC seats is below:

- April 2025: First Member Selection Ad Hoc Committee meeting
- May 2025: Application period opens
- June 2025: Application period closes and second ad hoc committee meeting
- July 2025: Third ad hoc committee meeting
- September 2025: Recommended candidates are presented to the Community Equity, Health, and Justice Committee
- October 2025: Recommended candidates presented for Board consideration and approval
- November-December 2025: CAC member onboarding
- January 2026: New slate attends CAC meeting

DISCUSSION

The process to fill the thirteen open CAC seats will begin at the March 20, 2025, CAC meeting where the CAC will create a Member Selection Ad Hoc Committee. The Member Selection Ad Hoc Committee includes CAC Council Members and at least one Board Member, which will be designated by the Chair of the Board. As of March 3, 2025, the Chair has designated Director Noelia Corzo to join the Member Selection Ad Hoc Committee. Two CAC Members have expressed interest in joining the Member Selection Ad Hoc Committee and will be voted on by the CAC at the March 20, 2025, meeting. The members that have expressed interest in becoming members of the ad hoc committee are Council Member Sejal Babaria and Cynthia Prieto-Diaz. CAC members reapplying for an open seat are not eligible to participate in the Member Selection Ad Hoc Committee.

Applicants will be scored using criteria approved by the Board and any new or modified guidance provided by the Community Equity, Health, and Justice Committee of the Board. The current criteria indicates that priority should be given to individuals from Bay Area communities overburdened by air pollution, environmental justice communities, and/or those with a history of partnering with environmental justice communities.

The current selection criteria included in Board Resolution No. 2023 – 14 states that the Board shall appoint CAC members based on the following criteria:

1. Reflect the diverse demographics of the Bay Area;
2. Include generational history and experience living in communities heavily impacted by air pollution;
3. Demonstrate diversity of relevant experience—including environmental

- justice, technical expertise, health, and Air District functions or knowledge of the Air District; and
4. Have access to other people who have a range of relevant knowledge and technical experience that could help inform the CAC.

The Member Selection Ad Hoc Committee will be tasked with reviewing applications and proposing a slate of candidates to the Community Equity, Health, and Justice Committee and the Board.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None. Stipends for the work of the CAC members selected to participate in the Member Selection Ad Hoc Committee are included in the budget for fiscal year ending 2025.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Lisa Flores and Miriam Torres
Reviewed by: Arsenio Mataka and Marcia Raymond

ATTACHMENT(S):

1. Vote on the Creation of a Member Selection Ad Hoc Committee Presentation



Vote on the Creation of a Member Selection Ad Hoc Committee

Community Advisory Council Meeting

March 20, 2025

Lisa Flores
Staff Specialist II
Environmental Justice Division

Presentation Outcome

- Create a Community Advisory Council (CAC) Member Selection Ad Hoc Committee.

Presentation Outline

- Requested Action
- Background
- CAC Terms
- CAC Seats
- CAC Composition
- Recruitment and Outreach
- Process & Timeline
- Board of Directors (Board) Selection Criteria
- CAC's Role in Selection Process
- Board's Role in Selection Process

Requested Action

- Vote to approve the creation of an Ad Hoc Committee that will select CAC candidates to fill 13 open CAC seats. After which, the selected CAC candidates will be recommended to the Community Equity, Health, and Justice Committee (CEHJ) and then to the Board for their consideration.

Background

- The inaugural CAC was established by the Board on November 17, 2021
- The CAC held their first meeting in January 2022
- At the end of this year, 13 CAC seats will be open for two or four-year terms

Background (continued)

The majority of current CAC Members will complete their initial 4-year terms and are eligible to reapply, including the following Council members:

- Dr. Juan Aguilera
- William Goodwin
- Ms. Margaret Gordon
- Arieann Harrison
- John Kevin Jefferson, Co-Chair
- Rio Molina
- Mayra Pelagio, Co-Chair
- Dr. Jeff Ritterman
- Kevin G. Ruano Hernandez
- Violet Wulf-Saena
- Ken Szutu
- Latasha Washington

11 CAC members intend to reapply and are not eligible to participate in the Member Selection Ad Hoc Committee.

Community Advisory Council Terms

“CAC Members apply or reapply for either a two-year term or a four-year term. CAC Members are limited to serving a total of eight (8) years. This will ensure that others have the opportunity to participate in the CAC and that there is continuity of County or institutional knowledge. The inaugural CAC will serve for four (4) years with the ability to reapply.”

Source: CAC Charter

Community Advisory Council Seats

CAC seats per Board resolution:

- (4) Alameda County
- (4) Contra Costa County
- (1) San Francisco County
- (1) San Mateo County
- (2) Santa Clara County
- (1) Solano County
- (2) At-large
- (2) Youth

Available seats for selection:

- (1) Alameda County
- (4) Contra Costa County
- (1) San Francisco County
- (1) San Mateo County
- (2) Santa Clara County
- (1) Solano County
- (2) At-large
- (1) Youth

Community Advisory Council Composition

- The membership of the CAC shall be composed of seventeen (17) members, including two designated youth members.
- Youth are considered to be individuals between the ages of 14 and 24 at the beginning of their term.
- *At-large member seats – priority should be given to individuals living or working in Marin, Napa, or Sonoma counties or individuals with special expertise, such as wildfire management.
- A minimum of 70% (seventy percent) of members shall be residents living in the County represented, and no more than (6) six can represent a County where they work for the benefit of overburdened communities.

Source: CAC Charter

Recruitment and Outreach

The recruitment and outreach will consist of:

- Available on the CAC webpage at baaqmd.gov
- Social Media outreach (LinkedIn, Instagram, Facebook, X [formerly Twitter], Threads, and Nextdoor)
- Air District's Currents Newsletter
- Air District's Latest News post
- Emails to James Cary Smith Grantees and Assembly Bill (AB) 617 partners
- CAC members sharing information with their networks

Process & Timeline

2025

- April: First Member Selection Ad Hoc Committee meeting
- May: Application period opens
- June: Application period closes and second ad hoc committee meeting
- July: Third ad hoc committee meeting
- September: CEHJ considers recommended candidates
- October: Board considers recommended candidates for approval
- November-December: CAC member onboarding

January 2026: New slate attends CAC meeting

Board of Directors Selection Criteria

Selection criteria included in Board Resolution No. 2023 – 14:

1. Reflect the diverse demographics of the Bay Area;
2. Include generational history and experience living in communities heavily impacted by air pollution;
3. Demonstrate diversity of relevant experience—including environmental justice, technical expertise, health, and Air District functions or knowledge of the Air District; and
4. Have access to other people who have a range of relevant knowledge and technical experience that could help inform the CAC.

Priority should be given to individuals from Bay Area communities overburdened by air pollution, environmental justice communities, and/or those with a history of partnering with environmental justice communities.

CAC's Role in Selection Process

- The CAC:
 - Supports with outreach and recruitment
 - Creates a CAC Selection Ad Hoc Committee (March 2025)
- The CAC Selection Ad Hoc Committee will be tasked with:
 - Reviewing applications
 - Selecting candidates for recommendation to CEHJ
- The CAC considers selected candidates and recommends slate to the CEHJ and the Board

Source: CAC [Charter](#)

Board of Directors' Role in Selection Process

- The CEHJ Committee provides guidance for selection process
- The Board Chair selects at least one CEHJ Committee member (or other Board member) to participate in the CAC's Selection Ad Hoc Committee
- Board member(s) attend three (3) Selection Ad Hoc Committee meetings to finalize criteria, review applications, deliberate and select slate of 13 candidates.
- The CEHJ Committee will consider the selected slate of candidates to recommend to the Board for final approval
- CAC members are appointed by the Board.

Source: CAC Charter



Questions?



Ad Hoc Committee Selection



Public Comment



Vote

Vote

- Vote to create the Member Selection Ad Hoc Committee comprised of Council Member Sejal Babaria and Cynthia Prieto-Diaz and a designated the Board member to select CAC candidates to fill 13 open CAC seats.

Questions?

For more information:

Lisa Flores at lflores@baaqmd.gov

BAY AREA AIR DISTRICT
Memorandum

To: Chairpersons John Kevin Jefferson III, Mayra Pelagio, and Ken Szutu
and Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 20, 2025

Re: Community Benefit Fund Disbursement Plan Recommendation

RECOMMENDED ACTION

Vote to recommend the Community Benefit Fund Ad Hoc Committee's recommendation, "The People's Air Grant Program" as the plan for the Community Benefit Fund (\$3 million) to the Community Equity, Health and Justice Committee to recommend to the Board of Directors for approval.

BACKGROUND

The Community Advisory Council (CAC) created the Community Benefit Fund Ad Hoc Committee to develop a recommended plan for disbursement of the Community Benefit Fund to the Air District Board of Directors (Board). The Board established a one-time allocation of \$3 million as the Community Benefit Fund in the Fiscal Year Ending 2022 Budget to provide monetary resources for projects in impacted communities that reduce exposure to air pollution and address public health impacts. The Community Benefit Fund Ad Hoc Committee included: Council Members Fernando Campos, William Goodwin, John Kevin Jefferson, Mayra Pelagio, Charles Reed, Jeff Ritterman, Joy Massey, and Latasha Washington.

The Community Benefit Fund Ad Hoc Committee explored different funding distribution pathways for the Community Benefit Fund including:

- Air District-managed grant program model
- foundation-managed grant program, and,
- traditional participatory budgeting (PB); a democratic process that empowers community members to play a direct role in budget decision-making.

Addendum A provides an overview of the funding pathways considered by the Community Benefit Fund Ad Hoc Committee. Ultimately, the Community Benefit Fund Ad Hoc Ad Hoc Committee chose a PB approach with elements of an Air District-managed grant program because, compared with other approaches

considered, PB was most aligned with the [Air District's values](#), including transparency, partnership, environmental justice, equity, trust, and integrity. PB also aligns with the [CAC's Environmental Justice Priorities](#) to implement environmental justice best practices and innovation and grow capacity of environmental justice communities and organizations; and the [Air District's 2024-2029 Strategic Plan goals](#) to achieve impact, advance environmental justice, foster cohesion and inclusion, and be effective, accountable, and customer-oriented.

The Community Benefit Fund Ad Hoc Committee developed the "People's Air Grant Program" proposal in collaboration with Air District staff and consultants from Lyons-Newman Consulting, including Principal and Founder, Belinda Lyons-Newman, and Senior Consultant, Erica Harrell. Lyons-Newman Consulting is a management consulting firm based in the Bay Area specializing in working with nonprofit and public entities to advance systems-level social impact. They have deep knowledge and experience with PB, including three years facilitating the City of Vallejo's PB initiative.

The attached "People's Air Grant Program" presents the Community Benefit Fund Ad Hoc Committee's proposal for the program, including the preferred grant making process to disburse the Community Benefit Fund based on PB principles and design. This memorandum also covers alternative options, which are based on the other funding pathways described in Addendum A, including timelines to achieve the proposed work under the various scenarios.

DISCUSSION

The Community Benefit Fund Ad Hoc Committee will present "The People's Air Grant Program (PAGP)" to the CAC to recommend to the Community Equity, Health and Justice (CEHJ) Committee to recommend to the Air District Board for approval. PAGP includes basic elements of a grant program that would be the same across all alternative options presented. The PAGP and all the alternative process options, propose these core program elements:

1. Air District will secure staffing and consultant support for the implementation of PAGP.
2. Air District staff will further develop the guidelines, application, website, outreach plan and materials, and voting process.
3. Projects funded by the PAGP should seek to advance one or more of the following goals:
 - a. Improve air quality and reduce local air pollution disparities, with a focus on communities most affected by air pollution and environmental injustices (impacted communities).
 - b. Equip impacted communities with tools and resources to reduce air pollution and improve public health outcomes.

- c. Provide health care resources for people experiencing health problems resulting from exposure to air pollution.
4. The CAC will select a new Ad Hoc Committee of the CAC to support the proposal development and selection process. The role of the new Ad Hoc Committee of the CAC will include serving as champions of community perspectives, participation, and involvement in the PAGP process.
 5. The Air District will launch the PAGP for grants awards as described in the grant guidelines below and attached.
 6. Air District staff will hold informational sessions to introduce the PAGP.
 7. To ensure accountability and effectiveness, all funded projects will be required to submit an interim report after six months and an annual report each year. Air District staff, in consultation with the new Ad Hoc Committee of the CAC, will evaluate reports and determine whether the grantee is completing its activities and progressing toward its goals. At the end of each year, Air District staff and the new Ad Hoc Committee of the CAC will decide on renewal of each grant. The reports must include:
 - a. **Project Progress:** Status updates on implementation, milestones achieved, progress on the project timeline, a report on expenditures of grant funds, any challenges encountered, and documentation or other evidence of progress toward results.
 - b. **Project Results:** Progress toward meeting measurable outcomes and impacts related to air pollution reduction and public health improvements, as outlined in the grant agreement, including documentation or other evidence of results and/or progress toward results.
 - c. If activities and progress toward goals are not achieved at progress reporting milestones, the Air District will provide technical assistance and support. If the project continues to be unsuccessful after support and technical assistance is provided, then the following actions may be taken:
 - i. Return of Unspent Funds: Grantees may be required to return any unused funds.
 - ii. Termination of Agreement: Failure to meet project commitments may result in the termination of the funding agreement.

Recommendation: PAGP

The Community Benefit Fund Ad Hoc Committee's proposed plan, PAGP, proposes the following process to disburse the Community Benefit Fund based on PB principles and design:

- A. The proposals will be developed and submitted through 3 stages:
 - o Stage 1—Brief Project Summary: Applicants will submit a short project summary (500-word letter of intent or 2-minute video) and answer eligibility questions. Applicants will be evaluated based on eligibility

criteria posted in grant guidelines; eligible submissions will advance to Stage 2.

- o Stage 2—Detailed Proposal Development: Every project that advances to Stage 2 will create a detailed proposal. If funding is available, every project that advances to Stage 2 will receive written feedback on ways to increase clarity and feasibility of the proposal and to be more responsive to scoring criteria. In addition, if funding is available, applicants may receive time with a grant-writing technical assistance consultant to identify areas of improvement for their proposal.
 - o Stage 3—Proposal Review and Selection: Air District staff and the new Ad Hoc Committee of the CAC will review proposals based on a scoring rubric included in the grant guidelines that assesses proposals based on meeting minimum requirements, benefit, feasibility, and alignment with the [CAC's Environmental Justice Priorities](#) and the [Air District's 2024-2029 Strategic Plan goals](#). After individual proposals are assessed and scored, the final recommended slate of proposals will also be assessed together to ensure a balanced slate to recommend for the ballot. Then, the new Ad Hoc Committee of the CAC and staff will recommend a slate of proposals to the CAC for the ballot, and public posting. The CAC will consider a slate of projects, an amount up to 3 times the total number of potential grant awardees, for public posting.
- B. Individuals who reside in the nine Bay Area counties within the Air District's jurisdiction who are age 14 or older will vote on the proposed projects they deem most beneficial to the communities. Voting will take place online. If funding is available, there will also be at least one in-person voting location option.
- C. The projects selected by the public will be assessed by the CAC for geographic representation and programmatic balance. The CAC will recommend the selected projects to the CEHJ Committee to recommend to the Board for approval. The Board approves all grant agreements per Air District policies.
- D. The Air District will announce the outcomes, and the approved projects will be funded through a grant agreement with the Air District. Final approval for funding occurs when a grant agreement has been signed by both the grantee and the Air District. Grants will be made for a 2-year period.
- E. If funding is available, the PAGP process will be evaluated, including a post-vote review that will assess the voting process for inclusivity, accessibility, and efficiency. If funding is available, it is recommended that the Air District hire a professional, external evaluator. The results of the evaluation, including recommendations for changes, will be presented to the CAC and the Board.

Draft Timeline for PAGP:

May 2025	Board approval of the PAGP
May to December 2025	Request For Proposals (RFP) process to secure consultant support
January to March 2026	Consultant and Air District staff design detailed process rulebook and execution plan for the PAGP
March 2026	CAC selection of new Ad Hoc Committee to support the PAGP process; Public announcement of the PAGP
April 2026	Air District holds informational sessions to facilitate Stage 1 engagement in the PAGP
May 2026	Stage 1 brief project summaries due
June 2026	Applicants evaluated based on eligibility criteria; Selected applicants invited to provide detailed proposals (60 days to complete proposals)
July 2026	Written feedback provided to applicants on ways to increase clarity and feasibility of their proposals
August 2026	Stage 2 detailed proposals due
September 2026	Proposal review and selection for public posting
November 2026	New Ad Hoc Committee of the CAC recommends a slate of proposals to the CAC for the ballot and public posting
December 2026	Projects posted for public voting
January 2027	Projects selected by the public will be assessed by the CAC for recommendation to CEHJ to recommend to the Board for approval
February 2027	CEHJ considers approval of projects for recommendation to Board for approval
March 2027	Board considers approval of projects
March 2027	Air District announces outcomes of the vote and the Board's approval
April 2027	Grant agreements finalized; Project implementation begins
April 2027 to March 2029	Grantees perform work, submitting regular grant reports and invoices

Grantees are anticipated to perform work, submit regular grant reports and invoices from March 2027 through February 2029.

Alternative Option 2: Participatory Project Type Selection

The Participatory Project Type Selection option shows an alternative grant making process that maintains PB elements while reducing the time needed to conduct the process, with the goal of releasing funds one year sooner. The goals, eligibility, and grant administration described in the attached PAGP proposal would also be the core elements of this alternative option.

In the first stage, the CAC will identify a list of potential project types based on minimum criteria identified for the Community Benefit Fund, community priorities, and environmental justice considerations. For example, possible project types could include air filters, tree planting, or electrification. These project types will then be presented to the public for a vote to determine which should be prioritized for funding. This ensures that funding priorities reflect community needs and align with environmental justice principles. The public engagement process will involve outreach and education efforts to ensure widespread participation. The project types with the most votes will guide Stage 2, the solicitation process for grant proposals.

In Stage 3, the CAC Ad Hoc Committee and staff would review and evaluate the proposals based on strategic alignment, feasibility, and benefit to impacted communities.

Draft Timeline for Alternative Option 2: Participatory Project Type Selection

March to April 2025	CAC members identify project types based on current proposal
May 2025	Board approves process
May 2025	Staff work on RFP for consultants to facilitate and carry-out communications, website, and public voting processes
June to August 2025	RFP submissions and contracting process
August 2025	Consultant develops communications plan and website for public voting
September 2025	Stage 1: Public Voting on Project Types
September 2025	Release of Grant Guidelines detailing winning project types; 45-day application period begins and 2 informational webinars to be recorded and posted
October 31, 2025	Stage 2: Detailed proposals based on public priorities due

November 2025	Stage 3: CAC Ad Hoc Committee members and Air District review and score proposals
January 2026	CAC considers slate of projects for recommendation to CEHJ Committee
February 2026	CEHJ Committee considers final slate of projects for recommendation to the Directors
March 2026	Board considers approving final slate of projects for grant awards
April 2026	Grant agreements are finalized, and project implementation begins
2026 to 2028	Grantees perform work, submitting regular grant reports and invoices

Alternative Option 3: Direct Grantmaking with CAC Review

The Direct Grantmaking option is an alternative grantmaking pathway for an Air District-managed grant program that reduces the time needed to conduct the process, with the goal of getting approved projects by the end of 2025. The goals, eligibility, and grant administration described in the attached PAGP proposal would also be the core elements of this alternative option. Following Board approval of the program, the Air District would begin work immediately to open the application process for community-based organizations and public agencies to submit proposals under the specific project types identified by the CAC. The CAC will be integrated into the proposal review process, ensuring a community-centered approach to funding decisions. Staff and the CAC will evaluate applications based on PAGP guidelines, including alignment with environmental justice priorities and the Air District's strategic goals. Following this review, the CAC will recommend a slate of proposals to the CEHJ, and the Board for final approval.

Draft Timeline for Direct Grantmaking with CAC Review:

March to May 2025	Stage 1: CAC identifies and prioritizes project types based on current proposal
May 2025	Board approves process; Staff work grant guidelines, communications and outreach
June 2025	Release Grant Guidelines with 2 informational webinars to be recorded and posted
July 2025	Stage 2: Detailed proposals based on CAC priority project types due; 45-day application period end

August 2025	Stage 3: CAC Ad Hoc Committee and Air District review and score proposals
October 2025	CAC considers slate of projects for recommendation to CEHJ Committee
November 2025	CEHJ Committee considers final slate of projects for recommendation to the Board
December 2025	Board considers approving final slate of projects for grant awards
January 2026	Grant agreements are finalized and project implementation begins
February 2026 to February 2028	Grantees perform work, submitting regular grant reports and invoices

The alternative options are presented as an outline of a potential process design that expeditiously delivers grants to the community. The alternative options would undergo additional refinement as staff and the new Ad Hoc Committee of the CAC move into the implementation process. This would include Air District legal, staff, and CAC review to ensure consistency of the design, policies, and procedures with Air District policies and effective implementation to meet the stated goals. The potential costs of alternative option 2 are estimated at 66% of the cost of option 1 and the estimated cost for alternative option 3 is estimated at 50% the cost of option 1. The financial impact section below is only focused on the Community Benefit Ad Hoc Committee's recommended option 1. Note that there are ancillary costs that are not included in the estimated cost for option 1.

BUDGET CONSIDERATION/FINANCIAL IMPACT

Stipends for CAC to Participate in PAGP

Stipends paid to the CAC and members of a new CAC Ad Hoc Committee for their time and resources to engage in the program, review proposals, and approve grant awards is governed by the Air District's Compensation Policy for the CAC and would be funded with the budget allocated for CAC operations.

Recommendation: PAGP

The Board allocated \$3 million for the Community Benefit Fund. The Community Benefit Fund Ad Hoc Committee proposes to use an estimated \$600,000 of the Community Benefit Fund to support the community engagement and administration of the PAGP. The estimated \$600,000 of the Community Benefit Fund will be used to fund staff and consultant time to design the PAGP planning process, conduct community outreach, engage the CAC, and other community leaders and stakeholders, and other administrative costs. These estimated costs, in addition to

the grant award amounts, include:

Consulting Fees (estimate \$175,000)

Hiring a PB process consultant to design a detailed process rulebook and execution plan for the above proposed PAGP, and implement the PB process in collaboration with Air District staff, including proposal solicitation, development of grantmaking tools, procedures, and reporting templates, training and support for the new Ad Hoc Committee of the CAC to review and assess proposals, and support for the voting process.

Air District Staff Time (estimate 2 full time employees – \$400,000)

Support for overseeing and managing the PB process, coordinating with internal and external stakeholders, including consultants, leading the new Ad Hoc Committee of the CAC and other related meetings, oversee community voting and outreach events, developing public materials to inform voters about project proposals and the voting process, developing the website, online voting, and other online communications, and ensuring alignment with the Air District's strategic goals. The Community Benefit Fund allocation for 2 full-time employees is not sufficient to cover the full extent of needs for this program. The Air District would also need to allocate auxiliary staff time (web support, contracting, legal) to this program that would not be covered by the estimated cost (\$600,000) from the Community Benefit Fund.

Translation Services (estimate \$20,000-\$50,000)

Costs associated with translating materials into languages such as Cantonese, Mandarin, and Spanish. This includes translating project proposals, voting materials, outreach content, and other key documents. The final cost will depend on the volume of materials, number of languages for translation, complexity of content, and formatting requirements.

The above costs are estimates based on currently available information. Some proposed elements of the PAGP, including in-person voting, evaluation, technical assistance, and a robust communications campaign, are recommended if additional Air District funding is available beyond the currently allocated Community Benefit Fund. These areas of enhanced investment where additional funds would be required are noted below.

Additional Costs Pending Further Decision on Other Funding Sources

The Community Benefit Fund Ad Hoc Committee recommends that the Air District allocate additional funds from other parts of the Air District's budget to allow for more robust community participation and evaluation as outlined in PAGP which are not covered by the proposed administrative allocation of the Community Benefit Fund.

Communications and Voting Campaign (\$500,000)

An estimated \$500,000 would cover a robust communications and voting campaign throughout the Bay Area region.

Technical Assistance and Evaluation (\$200,000)

This allocation would cover hiring a consultant to provide assistance described in Stage 2 of PAGP and an external, unbiased evaluation of this pilot program.

At the conclusion of the approved program, staff will work with CAC members to report back to the Air District Board on the results of PAGP.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Miriam Torres
Reviewed by: Arsenio Mataka, Diana Ruiz, Marcia Raymond

ATTACHMENT(S):

1. Peoples Air Grant Program Proposal Recommendation
2. Addendum A-Overview of Funding Pathways Considered
3. Community Benefit Fund Disbursement Plan Recommendation Presentation

COMMUNITY ADVISORY COUNCIL

THE PEOPLE’S AIR GRANT PROGRAM

COMMUNITY BENEFIT AD HOC COMMITTEE RECOMMENDATION

The Bay Area Air District (Air District) Board of Directors established the Community Benefit Fund (\$3 million) to provide monetary resources for projects in impacted communities to reduce exposure to air pollution and address public health impacts. The Community Advisory Council (CAC) created the Community Benefit Fund (CBF) Ad Hoc Committee to develop a recommended plan for disbursement of the Community Benefit Fund to Board of Directors. The “People’s Air Grant Program” is the CBF Ad Hoc Committee’s recommended plan for the process and guidelines to disburse the Community Benefit Fund based on participatory budgeting principles and design.

1. The CBF Ad Hoc Committee explored different funding distribution approaches for the Community Grant Program, such as an Air District-managed grant program model, a foundation-managed grant program, and also traditional participatory budgeting (PB)—a democratic process that empowers community members to play a direct role in budget decision-making (more information in Addendum A). Ultimately, a PB approach was chosen with elements of an Air District-managed grant program because compared with other approaches considered, PB was most aligned with:
 - a. The [Air District’s values](#), including transparency, partnership, environmental justice, equity, trust, and integrity.
 - b. The [Community Advisory Council's Environmental Justice Priorities](#) to implement environmental justice best practices and innovation and grow capacity of environmental justice communities and organizations.
 - c. The [Air District’s 2024-2029 strategic plan goals](#) to achieve impact, advance environmental justice, foster cohesion and inclusion, and be effective, accountable, and customer-oriented.
2. Additional benefits of PB include the following¹:
 - a. **Deeper Democracy:** People in their communities have a real say—and they get to make real decisions. As a result, PB engages many people who are otherwise not involved in government decision-making. Politicians and public servants build closer relationships with community members to develop greater trust in government.

¹ Source: [“Running a PB Process from Start to Finish”](#) by the Participatory Budgeting Project

- b. **Transparency & Accountability:** When community members decide on spending through a public process, there are fewer opportunities for corruption, waste, or backlash.
- c. **Public Education:** Participants become more active and informed about funding and topics that matter to their communities, such as clean air. Community members, staff, and officials learn democracy by doing it. They gain a deeper understanding of complex political issues and community needs.
- d. **More Informed Decisions:** Budget decisions are better when they draw on community members' local knowledge and rely on their oversight. Once they are invested in the process, people make sure that money is spent wisely.
- e. **Fairer Spending:** PB provides broader access to decision-making, which helps level the playing field. When people spend months discussing project ideas, they are more likely to end up prioritizing projects that address the most pressing community needs.
- f. **Community Building:** Through regular meetings and assemblies, people get to know their neighbors and feel more connected to their community.

ELIGIBLE APPLICANTS AND PROJECTS

The following proposed policies apply to the Air District Community Benefit Fund (CBF). The timeline for implementing the People's Air Grant as a pilot Program would begin upon approval of this proposal by the Air District Board of Directors. This document presents the Committee's proposed plan for the process and guidelines of the CBF using a PB design.

- 3. Projects funded by the People's Air Grant Program should seek to advance one or more of the following goals:
 - a. Improve air quality and reduce local air pollution disparities, with a focus on communities most affected by air pollution and environmental injustices (impacted communities).
 - b. Equip impacted communities with tools and resources to reduce air pollution and improve public health outcomes.
 - c. Provide health care resources for people experiencing health problems resulting from exposure to air pollution.
- 4. Project summaries and detailed proposals may be developed by individuals who reside in, or co-ops² from, the counties of Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, southwestern Solano, and southern Sonoma. Project summaries and detailed proposals must have an implementing partner that is a California organization

² As defined by the National Cooperative Business Association, a co-op is an autonomous association of persons united voluntarily to meet their common economic, social, and cultural needs and aspirations through a jointly-owned and democratically-controlled enterprise

holding a tax-exempt status under Section 501(c)(3) of the federal Internal Revenue Code or a public agency that will serve as a fiscal sponsor for the project. California organizations holding a tax-exempt status under Section 501(c)(3) of the federal Internal Revenue Code or a public agency may engage individuals who reside in the nine Bay Area counties within the Air District’s jurisdiction to apply but the project summaries and detailed proposals must be initiated by, championed by, and/or reflect broad support by community members. Projects should address priority community needs identified in the [Air District’s 2024-2029 strategic plan goals](#) and [CAC’s Environmental Justice Priorities](#).

5. Projects also must show that the majority of the benefits of the project will go to low-income individuals or communities, defined as below 80% of Area Median Income.
6. Examples of projects that are eligible for funding include, but are not limited to:
 - a. Provide **health education** regarding air quality and pollution mitigation initiatives
 - b. Conduct **community-led research** to reduce air pollution and improve health outcomes
 - c. Conduct community-driven **air quality monitoring**
 - d. Improve **health care resources and services** in order to improve health outcomes for people with health problems in vulnerable communities
 - e. Implement **mitigation initiatives** designed to decrease air pollution and reduce negative health outcomes (e.g., air filters, planting trees, electrification, and other products and services)
7. Priority will be given to projects that³:
 - a. Have a direct impact on pollution reduction and improvements in health for impacted communities and residents (e.g., air filters, planting trees, electrification, and other air quality-related products and services)
 - b. Engage the skills and resources of the community, including engaging in meaningful and collaborative partnerships with other community leaders and organizations serving impacted communities
 - c. Improve air quality and reduce local air pollution disparities in impacted communities
8. Projects that are current or previous recipients of James Cary Smith (JCS) Community Grants are not eligible for the People’s Air Grant Program funding. Additionally, projects previously funded or currently receiving support through the Air District’s implementation of AB617 or [California Air Resources Board’s AB617 Community Air Grant program](#) are also not eligible for funding through this program.

³ Criteria for evaluating projects will be available with the guidelines.

ADDITIONAL PROJECT RULES

9. Future sustainability of a project must not be contingent on market- or demand-driven revenue streams. Examples of these types of ineligible projects could include start-ups or enterprise-driven nonprofits.
10. Projects must not require a change in public agency policy in order to be implemented and achieve the goals outlined in the proposal. Examples of these types of ineligible projects include ordinance development or campaigns.
11. Award funds are intended to expand efforts to reduce air pollution exposure and address public health impacts; funds are intended to spur collaboration with community and must not be used to supplant existing Air District, county, or state funds for projects advancing these goals.
12. To comply with California Government Code Section 1090 and Air District policy, members of the CAC who develop, score, or select projects must not receive any financial benefit from funds disbursed. Air District staff may not initiate, be the main representative of, or participate in projects where they will receive a personal benefit. The CAC will comprise a new Ad Hoc Committee for the selection process to serve as champions of community perspective, participation, and involvement in the People’s Air Grant Program process, and to consider the needs of impacted communities. All members of the new Ad Hoc Committee of the CAC must submit a conflict-of-interest form and disclose any conflicts with proposals under consideration. In cases where conflicts of interest exist, members of the new Ad Hoc Committee of the CAC must recuse themselves from decisions related to the relevant proposal(s).

GRANT AWARD - TIERED AMOUNTS

13. The People’s Air Grant Program will award grants in three tiers up to the amounts noted over a 2-year period, as follows:

Tier	Annual Grant Award	Total Grant Award (over 2 years)	# of Grants Awarded	Total Funding Required
1	\$75,000	\$150,000	4	\$600,000
2	\$100,000	\$200,000	5	\$1,000,000
3	\$200,000	\$400,000	2	\$800,000
			Total: 11	Total: \$2,400,000

14. A grant tier is selected by the applicant based on funding amount requested to meet project needs. Grant tiers are the mechanism to ensure that projects compete in their

funding category for a fair chance to win. The public will be able to select their top project in Tier 1, Tier 2, and Tier 3.

15. If grantees are using a fiscal sponsor⁴, then the administrative fee charged by the fiscal sponsor may not exceed 15% of the total grant award.

PROPOSAL DEVELOPMENT AND SUBMISSION

16. The application process for the People's Air Grant Program consists of three stages including submission of a brief project summary, detailed proposal development and submission, and proposal review and selection.
17. If funding is available, then multiple outreach tactics and modes of communication will be used to engage as many people as possible, and especially those in impacted communities, in proposal development. Engaging the broader community in proposal development will serve multiple purposes, including to gather feedback and finalize project ideas prior to the vote, adding an additional layer of accountability by providing the opportunity for the community to ask questions about proposed projects, and increasing transparency about projects that will be on the ballot.
18. **Stage 1: Brief Project Summary:** The first stage of the application process serves to provide a brief summary of the project idea and determine how proposed projects will meet the grant award requirements. Applicants will have one month to submit the project summary. Applicants must submit:
 - a. Contact Name / Phone / Email
 - b. Project Title (can be tentative)
 - c. Name of Implementing 501(c)(3) or Public Agency Partner⁵
 - d. Project Summary
 - i. Description of the project, including the need (i.e., describe the nature of the project, how and why the project meets the People's Air Grant Program goals and grant requirements to benefit the Bay Area or local community. Explain if the project meets an unmet need (void, or lack of resources), and the benefit (i.e., of all stakeholders involved, including how community members and/or program participants in impacted communities will benefit). This can be a brief written submission of up to 500 words OR a video of up to 2-minutes.
 - e. Indicate which of the CAC Environmental Justice Priorities the project fulfills
 - f. Description and map of the community to benefit from the proposed project.
NOTE: It is recommended to use CalEnviroScreen 4.0, a tool used to screen for relative pollution burden. If other data exists that helps to identify other impacted

⁴ A fiscal sponsor is a nonprofit 501(c)(3) organization that provides their legal and tax-exempt status to groups—typically projects—engaged in activities related to their mission. Fiscal sponsors typically charge a fee for their service.

⁵ Refer to eligibility section (4) for more details.

communities, the applicant should include that information in their application for consideration.

19. The Air District staff will assess the submissions based on criteria included in grant guidelines to determine which projects meet the eligibility criteria, would be most impactful and feasible projects advance to Stage 2 to be invited to submit a detailed proposal.
20. **Stage 2: Detailed Proposal Development:** Applicants who successfully advance past Stage 1 will be invited to enter Stage 2, where they will develop a more detailed project proposal. This stage allows applicants to expand on their project ideas, outlining specific goals, implementation plans, budgets, and expected community impact. Applicants will have 6 weeks to complete this stage and must develop and submit the following:
 - a. Contact Name / Phone / Email
 - b. Project Title
 - c. Indicate which of the CAC Environmental Justice Priorities the project fulfills
 - d. Identify which Goal and Strategy in the Air District's 2024-2029 Strategic Plan best aligns with the proposed project
 - e. Project Description
 - f. Project Plan and Timeline
 - g. Budget Proposal
 - h. Description of Need, Benefit, Readiness to Implement, and Community Impact
 - i. Description and map of the community to benefit from the proposed project
 - j. Project Team Information
 - k. Verification of applicant or applicant's fiscal sponsor's status as a valid and current California organization holding a tax-exempt status under Section 501(c)(3) of the federal Internal Revenue Code or a public agency
 - l. Supporting Materials (e.g., letters of support from community members or community organizations)
 - m. Public Posting Summary (a concise, public-facing summary of the project for community review and input)
21. If funding is available, every project that advances to Stage 2 will receive written feedback on ways to increase clarity and feasibility of the proposal and to be more responsive to scoring criteria. In addition, if funding is available, applicants may receive time with a grant-writing technical assistance consultant to identify areas of improvement for their proposal.
22. **Stage 3: Proposal Review and Selection:** Air District staff and the new Ad Hoc Committee of the CAC will review the proposals based on a scoring rubric included in the grant guidelines that assesses proposals based on meeting minimum requirements, benefit, and feasibility, and alignment with the [CAC's Environmental Justice Priorities](#) and the [Air District's 2024-2029 strategic plan goals](#). After individual proposals are

assessed and scored, the slate of proposals will also be assessed together to ensure a balanced slate to recommend for the ballot. From among the eligible proposals, the strongest fitting proposals (an amount up to 3 times the total number of potential grant awardees) will be selected. Then, the new Ad Hoc Committee of the CAC and staff will recommend a slate of proposals to the CAC for the ballot and public posting.

VOTING

23. The process is designed to be inclusive, accessible, and equitable to ensure those most impacted by air pollution and environmental injustices are engaged and embedded in the process.
24. **Eligible Voters:** Individuals who reside in the nine Bay Area counties within the Air District's jurisdiction who are age 14 or older are eligible to vote on the proposed projects that they deem most beneficial to their communities. Anyone residing in one of the nine Bay Area counties within the Air District's jurisdiction is considered a constituent with a stake in the outcome of the People's Air Grant Program and is eligible to vote. Individuals meeting the above voting eligibility criteria do not need to prove documented legal status to be eligible to vote in this PB process.
25. **Online Voting Method:** A secure, user-friendly online platform will be provided for individuals who reside in the nine Bay Area counties within the Air District's jurisdiction to cast their votes. The platform will include multiple language options and accessibility tools for individuals with disabilities. Voters must register on the platform with basic personal details to verify eligibility, such as proof of residency in one of the participating counties (e.g., using a utility bill, ID, or similar document). Voters will be provided with a unique identification code to ensure that each individual votes only once. Online workshops will be provided to support voter engagement and voting.
26. **Ballot Design:** The ballot will list all approved project proposals with clear descriptions, project costs, and expected community benefits. The ballot will use an approval method for voting, where each voter selects (votes for) a specific number of their favorite projects from each funding tier presented on the ballot. Voting results will be evaluated to detect improper and irregular voting (i.e., entries made by bots) and the Air District will invalidate any fraudulent entries.
27. **Community Education and Outreach:** Informational materials, such as flyers, videos, and project summaries, will be available online. If funding is available, in-person community workshops may be hosted by the Air District and the new Ad Hoc of the CAC to explain the voting process and the potential impact of proposed projects. Outreach will target areas most impacted by air pollution to support high voter turnout in these areas. More robust outreach campaigning and methods such as radio, in-person informational sessions, and outreach to public officials, school districts, and neighborhood associations will be possible if additional funding is available. Outreach

and voting materials will be provided in English and languages such as Spanish and Chinese (Cantonese and Mandarin). The Air District may also translate materials into additional languages (e.g., Vietnamese, Tagalog, etc.) or provide oral interpretation of those written materials.

28. **Timeline:** Individuals who reside in the nine Bay Area counties within the Air District's jurisdiction will have one month to cast their votes, with specific dates announced in advance.
29. **Selected Projects:** The projects selected by the public will be assessed by the CAC for geographic representation and programmatic balance. The CAC will recommend selected projects to the Community Equity, Health, and Justice (CEHJ) Committee to recommend to the Board of Directors for approval. Air District grants are awarded by entering into a grant agreement. The grant agreement template will be provided to applicants in advance along with the application materials. The Board of Directors approves all grant agreements per Air District policies.
30. **Results Announcement:** The Air District will announce the outcomes, and the approved projects will be funded through a grant agreement with the Air District. Work can begin as soon as a grant agreement is signed. Results will be published on the voting and Air District websites, shared through local media, and communicated directly to voters.
31. **Post-Vote Review:** If funding is available, a post-vote review will assess the voting process for inclusivity, accessibility, and efficiency. Feedback will be collected from voters and nonprofit agencies to improve future PB initiatives. This process ensures that every individual residing in one of the nine Bay Area counties within the Air District's jurisdiction, and particularly those in the most impacted communities, has a meaningful voice in deciding how resources are allocated to reduce air pollution and improve public health.

GRANT AWARDS

32. All applicants, including those selected and those that were not selected, will be notified electronically by Air District staff regarding whether their projects have been selected for funding. 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 progress reports and a final report. 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 may commence work on funded activities. Should there be any change in the originally agreed-upon scope of work, grantees must contact the Air District to amend the Work Plan of the Grant Agreement.

GRANT AWARD MONITORING, EVALUATION, AND ACCOUNTABILITY

33. To ensure accountability and effectiveness, all funded projects must submit an interim report after six months and an annual report each year. Staff, in consultation with new Ad Hoc Committee of the CAC, evaluate reports and determine whether the grantee is completing its activities and progressing toward its goals. At the end of each year, Air District staff and the new Ad Hoc Committee of the CAC decide on renewal of each grant. The reports must include:
- a. **Project Progress:** Status updates on implementation, milestones achieved, progress on the project timeline, a report on expenditures of grant funds, any challenges encountered, and documentation or other evidence of progress toward results.
 - b. **Project Results:** Progress toward meeting measurable outcomes and impacts related to air pollution reduction and public health improvements, as outlined in the grant agreement, including documentation or other evidence of results.
34. If activities and progress toward goals are not achieved at progress reporting milestones, the Air District will provide technical assistance and support within its abilities to support the success of the project. If the project continues to be unsuccessful after support and technical assistance is provided, then the following actions may be taken:
- a. **Return of Unspent Funds:** Grantees may be required to return any unused funds.
 - b. **Termination of Agreement:** Failure to meet project commitments may result in the termination of the funding agreement.

Addendum A

Overview of Funding Pathways Considered

by the Community Advisory Council's Community Benefit Ad Hoc Committee

The Community Advisory Council (CAC) created the Community Benefit (CBF) Ad Hoc Committee to develop a plan for disbursement of the Community Benefit Fund for recommendation to the Air District Board of Directors. The CBF ad hoc committee has explored different pathways for the disbursement of the \$3 million, including a foundation-managed grant process, creating an Air District managed grant program or utilizing the James Cary Smith Community Grant Program, participatory budgeting and a grant program with participatory budgeting elements, which led to the proposal under Board consideration included in this packet of materials. For each funding pathway, the CBF ad hoc committee learned about key elements of each option, including: oversight and administration, decision-making, fiscal management, technical support options, accountability mechanisms, resources and time required to run the program. This addendum summarizes the funding pathways considered, outlines key considerations and reasons the CBF Ad Hoc Committee did not select those options.

Foundation-Managed Grant Process

A foundation-managed grant process involves a third-party foundation handling governance, financial management, and administrative support for grant distribution. This approach would minimize the administrative burden on CAC members and Air District staff while ensuring compliance and efficiency. The benefit of this option is that the foundation would oversee grant management, accounting, reporting, risk management, audits, and other administrative functions, ensuring financial compliance with clear accountability. Additionally, foundations are more nimble and would offer flexibility in the application process and requirements for receiving funds. A key challenge for the CBF Ad Hoc Committee was providing the funds to the Foundation without having control over how the grant is administered or projects are chosen. The reasons the CBF Ad Hoc Committee did not select this option include the administrative fee¹ and lack of control over the administration of the grant.

Air District Managed Grant Program, including utilizing the James Cary Smith Community Grant Program

The Bay Area Air District administers various funding programs, including the community-focused James Cary Smith Community Grant Program. The CBF Ad Hoc Committee explored two options: 1. creating a new grant program managed by the Air District using existing processes and 2. Directing

¹ Administrative fees in philanthropy vary by location, fund type, size, and fund activity, up to 18% as of the last known survey in 2007.

CBF funds for use by the James Cary Smith (JCS) Community Grant Program, with its existing program guidelines and criteria. The CBF Ad Hoc concluded that the benefits of option 1, creating a new grant program, are that the Ad Hoc would be able to recommend the criteria, the Air District could use existing processes, and the CAC could have oversight over the program. The disadvantages and reasons this option was not selected is that it would have required at least 18 months to set up after Board approval and that projects are selected by the Air District, not through a participatory process. However, it would have likely taken longer given resource and capacity issues with administering the grant program within the Environmental Justice Division, which was also an issue with option 2. With the second option to direct CBF funds to the JCS Community Grant Program, the CBF Ad Hoc Committee discussed different variations such as, adding funds to the next JCS Community Grant cycle and collaborating on outreach but without changing criteria, and adding funds to the next grant cycle but changing the criteria and collaborating on the selection process. The CBF Ad Hoc concluded that the benefits of directing CBF funds to the JCS Community Grant Program would have been that the funds would be delivered much sooner utilizing an existing funding program that is demonstrated to be successful. The challenges and reasons the CBF Ad Hoc Committee did not select this option were that using an existing program that was on a set timeline to release their second cycle to comply with Air District fiscal deadlines meant limited ability to change grant guidelines, grant name, and limited CAC member engagement in project selection.

Participatory Budgeting

Participatory budgeting is a democratic process that allows community members to directly participate in budget-related decision making. With participatory budgeting, community members decide how to spend a defined portion of a government agency's budget. While participatory budgeting is generally a customized process developed by a government agency and local community partners, most follow a standard process: Plan, Design, Brainstorm, Develop, Vote, Implementation, or Fund, and Evaluation. Key elements of participatory budgeting include having a committee of community members as an integral part of the process, supporting with selection of projects, and running a participatory process that enables community members to vote for the projects. The challenges discussed by the CBF Ad Hoc Committee were the laborious engagement steps involved in the process that require resources and time, which makes this option the most time intensive and costly of the options discussed. Given the key participatory elements of the process such as, CAC members selecting projects and the public voting for projects, and for all the reasons discussed in the memorandum and presentation, the CBF Ad Hoc Committee selected the key elements of participatory budgeting for their preferred option.



Community Benefit Fund Disbursement Plan Recommendation

Community Advisory Council (CAC) Meeting

March 20, 2025

William Goodwin, CAC Member

Latasha Washington, CAC Member

**Arsenio Mataka, Deputy Executive Officer of Equity and
Community Programs**

Presentation Outcome

- CAC learns about alternative funding distribution options discussed and considered by the Community Benefit Fund Ad Hoc Committee.
- Community Advisory Council votes to recommend the Community Benefit Fund Ad Hoc Committee's recommendation, "The People's Air Grant Program" (PAGP) as the plan for the Community Benefit Fund to the Community Equity, Health and Justice Committee (CEHJ) to recommend to the Board of Directors for approval.

Presentation Outline

- Presentation Outcome, Outline, and Action
- Background
- Basic Elements of All Funding Distribution Options
 - Grant Program Goals
 - Eligible Applicants and Projects
 - Funding Tiers
 - Grant Administration and Accountability
- Community Benefit Fund Ad Hoc Committee Recommendation and Alternatives

Presentation Outline (cont.)

- Recommendation: The People's Air Grant Program (PAGP) Grantmaking Process & Timelines
- PAGP Implementation Challenges
- Alternative Option 2: Participatory Project Type Selection Grantmaking Process & Timeline
- Alternative Option 3: Direct Grantmaking Process & Timeline
- Next Steps
- Questions and Vote

Requested Action

- Vote to recommend the Community Benefit Fund Ad Hoc Committee's recommendation, "The People's Air Grant Program" as the plan for the Community Benefit Fund (\$3 million) to the CEHJ Committee to recommend to the Board of Directors for approval.

Background

- The Bay Area Air District (Air District) Board of Directors established the Community Benefit Fund, a one-time allocation of \$3 million intended to be community-directed and to benefit communities overburdened by air pollution.
- The CAC established the Community Benefit Fund Ad Hoc Committee to develop a recommended plan for the Community Benefit Fund for consideration by the Air District Board of Directors.
- The Community Benefit Fund Ad Hoc Committee membership has included over time: Council Members Fernando Campos, William Goodwin, John Kevin Jefferson, Mayra Pelagio, Charles Reed, Jeff Ritterman, Joy Massey, and Latasha Washington.

Background (cont.)

- The Community Benefit Fund Ad Hoc Committee explored different funding distribution pathways for the Community Benefit Fund:
 - Foundation-Managed Grant Process
 - Air District Managed Grant Program
 - Creating a new Air District-managed grant program
 - Directing funds to the James Cary Smith Community Grant Program
 - Participatory Budgeting

Background (cont.)

- The Committee's proposed plan for the process and guidelines of the Community Benefit Fund is an Air District managed grant program based on participatory budgeting principles and design.
- The Community Benefit Fund Ad Hoc considered various names for the proposed program: Participatory Community Grant, Community Grant, Community Clean Air Grant, and The People's Air Grant. The Community Benefit Fund Ad Hoc voted to select the name: The People's Air Grant Program.



Basic Elements of All Funding Distribution Options

Grant Program Goals

- Grantees of the program would seek to advance one or more of the following:
 - Improve air quality and reduce local air pollution disparities, with a focus on communities most affected by air pollution and environmental injustices (impacted communities).
 - Equip impacted communities with tools and resources to reduce air pollution and improve public health outcomes.
 - Provide health care resources for people experiencing health problems resulting from exposure to air pollution.

Eligible Applicants & Projects

- Applicants must be community members from Bay Area counties and require a 501(c)(3) nonprofit or public agency partner.
- Projects must focus on improving air quality, reducing pollution disparities, and supporting environmental justice communities.
- Projects should align with at least one of the Air District's Strategic Plan goals and the CAC's Environmental Justice Priorities.
- Projects must demonstrate majority of benefits directed to low-income communities.

Eligible Applicants & Projects (cont.)

Eligible project examples:

- Health education on air pollution
- Community-led air quality research and monitoring
- Healthcare support for pollution-related illnesses
- Pollution mitigation (e.g., air filters, electrification, tree planting)

Funding Tiers

- Tier 1: \$75,000 annually (\$150,000 over 2 years per project)
- Tier 2: \$100,000 annually (\$200,000 over 2 years per project)
- Tier 3: \$200,000 annually (\$400,000 over 2 years per project)

Grant Administration & Accountability

- **Award Process:** Grants awarded through formal agreements with monitoring requirements
- **Reporting Requirements:**
 - Interim reports (6 months) and annual evaluations
 - Review of project outcomes related to making progress toward pollution reduction and/or health improvements
- **Non-Compliance Measures:**
 - Return of unspent funds
 - Possible termination of agreements for failure to meet commitments

Community Benefit Fund Ad Hoc Committee Recommendation and Alternatives

- All options maintain PAGP core recommendations for eligibility, funding tiers, and grant administration
- Recommendation: PAGP (recommended by the Community Benefit Fund Ad Hoc Committee)
- Alternative Option 2: Participatory Project Type Selection
- Alternative Option 3: CAC Proposal Review & Selection



Community Benefit Fund Ad Hoc Recommendation:

PAGP

Recommendation: PAGP Grantmaking Process

- **Stage 1: Brief Project Summary Submission**
 - Basic project details, including summary, need, benefits, and alignment with program goals
- **Stage 2: Detailed Proposal Development by Invitation**
 - Includes full project description, budget, timeline, and impact assessment
- **Stage 3: Proposal Review by CAC Ad Hoc Committee and staff**
 - Evaluated based on strategic alignment, feasibility, and benefit to impacted communities
- **Stage 4: Public Voting for Project Selection**

Recommendation: PAGP Timeline

Timeframe	Option 1 Grantmaking Process
May 2025	Air District Begins Implementing Program
May 2026	Stage 1: Brief Project Summary Submission
August 2026	Stage 2: Detailed Proposal Development by Invitation
September 2026	Stage 3: Proposal Review by CAC Ad Hoc Committee and Staff
December 2026	Stage 4: Public Voting for Project Selection
January 2027	Projects Selected by the Public Assessed by the CAC for Recommendation to CEHJ to Recommend to the Board of Directors
February 2027	CEHJ Considers Slate of Projects for Recommendation to the Board of Directors
March 2027	Board of Directors Considers Projects for Approval
April 2027	Grant Agreements Final
April 2027 - March 2029	Project Implementation

PAGP Implementation Challenges

- **Administrative Expense**
 - It would cost \$1.3 million to implement PAGP as fully envisioned
 - The proposal to use \$600,000 from the Community Benefit Fund allocation for administration is not sufficient to fully implement PAGP as envisioned
- **Length of time**
 - It takes two years from program initiation to disbursements of funds
- **Public Voting**
 - Online voting requires a complex, tailored new system
 - Ballot stuffing, bot voting, low turnout, and voters deciding for other Counties



Alternatives Discussed and Considered

Funding Pathways Considered

A. Foundation-Managed Grant Process

- Pros: Reduced administrative burden, financial compliance, and flexibility
- Cons: Loss of control over fund administration and high administrative fees

B. Air District Managed Grant Program (direct grantmaking)

- Considered two options:
 1. Creating a new Air District-managed grant program
 2. Directing funds to the James Cary Smith Community Grant Program
- Pros: Existing infrastructure and faster fund disbursement
- Cons: Long setup time for the new program, insufficient staffing capacity to implement immediately

Funding Pathways Considered

C. Participatory Budgeting Model

- A democratic process where community members decide on budget allocations
- Pros: Ensures community engagement, transparency, and direct decision-making
- Cons: Resource-intensive and time-consuming
- The committee ultimately selected the Participatory Budgeting model for its alignment with community empowerment and environmental justice goals with the Air District managed grant components for administration



Alternative Option 2: Participatory Project Type Selection

Alternative Option 2: Participatory Project Type Selection Grantmaking Process

- **Stage 1: Public Voting on Project Types**
 - CAC identifies a list of potential project types, the public votes to determine funding prioritization
- **Stage 2: Detailed Proposal Development based on Public Priorities**
 - Includes full project description, budget, timeline, and impact assessment
- **Stage 3: Proposal Review by CAC Ad Hoc Committee and staff**
 - Evaluated based on strategic alignment, feasibility, and benefit to impacted communities

Alternative Option 2: Participatory Project Type Selection Timeline

Timeframe	Option 2 Grantmaking Process
May 2025	Air District Begins Implementing Program
August 2025	Stage 1: Public Voting on Project Types
October 2025	Stage 2: Detailed Proposal Development based on Project Types
November 2025	Stage 3: Proposal Review by CAC Ad Hoc Committee and Staff
January-February 2026	CAC & CEHJ Consider Slate of Projects for Recommendation to the Board of Directors
March 2026	Board of Directors Considers Projects for Approval
April 2026	Grant Agreements Final
April 2026 - April 2028	Project Implementation



Alternative Option 3: Direct Grantmaking with CAC Review

Alternative Option 3: Direct Grantmaking Process with CAC Review

- **Stage 1: CAC Prioritizes Project Types**
 - CAC identifies and prioritizes eligible project types
- **Stage 2: Detailed Proposal Development based on Project Types**
 - Includes full project description, budget, timeline, and impact assessment
- **Stage 3: Proposal Review by CAC Ad Hoc Committee and staff**
 - Evaluated based on strategic alignment, feasibility, and benefit to impacted communities

Alternative Option 3: Direct Grantmaking Timeline

Timeframe	Option 3 Grantmaking Process
May 2025	Air District Begins Implementing Program
May 2025	Stage 1: CAC Prioritizes Project Types
July 2025	Stage 2: Detailed Proposal Development based on Project Types
August 2025	Stage 3: Proposal Review by CAC Ad Hoc Committee and Staff
October-November 2025	CAC & CEHJ Consider Slate of Projects for Recommendation to the Board of Directors
December 2025	Board of Directors Considers Projects for Approval
January 2026	Grant Agreements Final
Feb 2026 - Feb 2027	Project Implementation

Next Steps

- Recommended option presented to CEHJ Committee
- Recommended option presented to Air District Board of Directors for final approval
- If approved, program development and implementation begins



Questions?



Vote

Vote

Vote to recommend the Community Benefit Fund Ad Hoc Committee's recommendation, "The People's Air Grant Program" as the plan for the Community Benefit Fund (\$3 million) to the CEHJ Committee to recommend to the Board of Directors for approval.

Questions/Feedback

For more information:

Miriam Torres, miriamtorres@baaqmd.gov

BAY AREA AIR DISTRICT
Memorandum

To: Chairpersons John Kevin Jefferson III, Mayra Pelagio, and Ken Szutu
and Members of the Community Advisory Council

From: Philip M. Fine
Executive Officer/APCO

Date: March 20, 2025

Re: Update of the Air District's Regulatory Air Monitoring Network

RECOMMENDED ACTION

The Council will discuss this item, but no action is requested at this time.

BACKGROUND

The Air District operates a regulatory air monitoring network for compliance with United States Environmental Protection Agency (US EPA) requirements for ambient air monitoring. These requirements determine which pollutants are monitored, instrument siting, the type and minimum number of monitors needed, and how data are reviewed. The Air District's regulatory air monitoring network currently consists of over 30 monitoring sites. Regulatory air monitoring provides standardized, accurate data that are useful for demonstrating compliance with US EPA and California air quality standards, comparing air pollution levels across locations nationally, evaluating trends in air quality over time, and providing real-time information on air pollution levels. However, regulatory air monitoring networks are expensive to operate and maintain and are not designed to answer every question about air quality. Other air monitoring approaches, such as community and source-oriented monitoring studies and projects, are better suited for providing information about the air quality impacts of emissions from specific facilities or other air quality concerns of importance to communities.

DISCUSSION

Recognizing that the needs for air monitoring data evolve over time, Air District staff are working to evaluate and align the regulatory air monitoring network with an environmental justice lens to reflect current and future priorities and programs while meeting US EPA requirements. Regulatory air monitoring has historically been the primary form of ambient air monitoring conducted by the Air District and is still important for collecting data to answer certain questions and issues, particularly in environmental justice communities. Updating the existing regulatory air monitoring

network and removing redundancies will help free up valuable resources for air monitoring projects to answer questions about air quality impacts in overburdened communities.

In future discussions with the Community Advisory Council, staff will present a roadmap describing a plan to implement a broader set of air monitoring efforts in order to provide data that is responsive to community concerns. In addition, the implementation of the Air District's Strategic Plan will include further engagement around improving community air quality information, increasing community and source-oriented air monitoring efforts, supporting communities conducting air monitoring, and making air monitoring datasets accessible.

BUDGET CONSIDERATION/FINANCIAL IMPACT

None.

Respectfully submitted,

Philip M. Fine
Executive Officer/APCO

Prepared by: Daniel Alrick, Kate Hoag
Reviewed by: Ranyee Chiang

ATTACHMENT(S):

1. Update of the Air District's Regulatory Air Monitoring Network Presentation



Update of the Regulatory Air Monitoring Network

Community Advisory Council Meeting

March 20, 2025

Greg Nudd

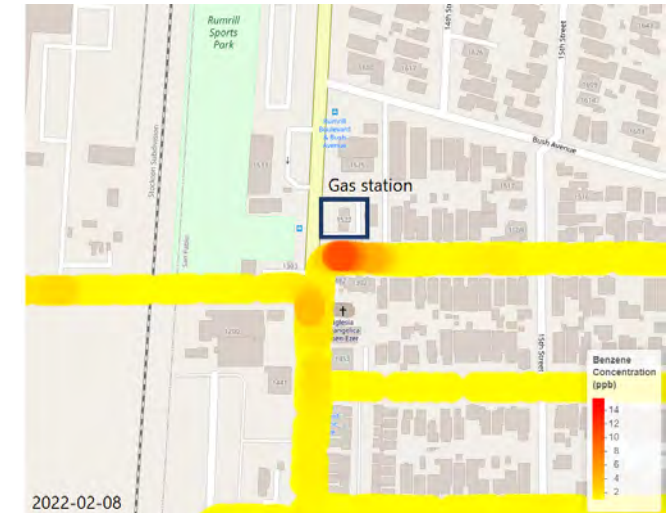
**Deputy Executive Officer
Science and Policy**

Presentation Outline

- Purpose and description of the Air District's regulatory air monitoring network
- Assessing and aligning the regulatory air monitoring network to free up resources for additional community air monitoring
- Regulatory air monitoring within the past, present, and future of Air District air monitoring efforts

Air Monitoring Approaches

- **Regulatory air monitoring by air agencies**
- Source-oriented long-term air monitoring like refinery community air monitoring (ambient and fenceline)
- Short-term studies using stationary or mobile monitors
- Public crowdsourced and community air quality sensor networks



What is Regulatory Air Monitoring?

- The United States Environmental Protection Agency (US EPA) sets requirements for which pollutants are monitored, instrument siting, type and minimum number of monitors needed, and how data are reviewed
- Minimum number of monitors required for a given census area is based on population, measured pollutant levels, and/or estimated emissions

Criteria Air Pollutants

- Particulate matter (PM₁₀ and PM_{2.5})
- Ozone (O₃)
- Nitrogen dioxide (NO₂)
- Sulfur dioxide (SO₂)
- Carbon monoxide (CO)
- Lead

Air District Regulatory Air Monitoring

- The Air District currently operates a regulatory network of over 30 monitoring sites, more than required by US EPA
- Different sites monitor for different pollutants
- Continuous monitors provide real-time data; others collect samples that are analyzed in a laboratory with data reported later



Uses and Limitations of Regulatory Air Monitoring Data

Regulatory air monitoring provides standardized, accurate data that uses certified equipment and undergoes rigorous review; useful for:

- Determining compliance with federal and state air quality standards
- Comparing air pollution levels across locations nationally
- Evaluating trends in air quality over time
- Providing real-time data on air pollution levels

Regulatory air monitoring is costly and cannot answer every question about air quality, and other approaches are better for telling us about local air quality impacts related to community concerns

Past, Present, and Future

- Regulatory air monitoring has historically been the primary form of ambient air monitoring conducted by the Air District and most air agencies
- The regulatory air monitoring network is still critical for informing certain questions and issues, but is not designed, nor is the best approach, for informing many key community air quality issues today
- Looking forward:
 - Make changes to the regulatory air monitoring network to align with data needs and priorities, including with an environmental justice lens, as part of the network review required by US EPA
 - Free up resources for community and source-oriented air monitoring that can better inform air quality issues that communities are concerned about

Next Steps

Air District will:

- release the Annual Network Plan in May 2025 for a 30-day public comment period with proposed changes to right-size the network and free up resources for environmental justice priorities
- finalize the Annual Network Plan and the 5-Year Network Assessment by July 1, 2025
- present a roadmap of ideas for aligning resources for air monitoring to provide data responsive to community needs at future Community Advisory Council meetings

Next Steps (cont.)

Strategic Plan implementation will have further engagement around:

- improving community and source-oriented air monitoring
- supporting communities doing air monitoring
- making data accessible

Resources

- AirNow for viewing real-time data from regulatory monitors: <https://www.airnow.gov/>
- AirNow Fire and Smoke map for viewing real-time data from regulatory monitors and PurpleAir sensors: <https://fire.airnow.gov/>
- EPA AirData for visualizing and downloading historical data from regulatory monitors: <https://www.epa.gov/outdoor-air-quality-data>
- EPA Air Quality Trends for interactive report to view status and trends of key air pollutants: <https://www.epa.gov/air-trends>
- Air District website for viewing real-time and historical monitoring data: <https://www.baaqmd.gov/about-air-quality/current-air-quality/air-monitoring-data/>
- Air District Annual Monitoring Network Plans: <https://www.baaqmd.gov/about-air-quality/air-quality-measurement/ambient-air-monitoring-network>
- EPA Air Monitoring Technology Information Center (AMTIC) website for information on air monitoring methods, quality assurance and control, and federal regulations: <https://www.epa.gov/amtic>

Questions?

For more information:
analysis@baaqmd.gov