



Community Reviewer Description

Bay REPAIR Local Community Benefits Fund – Round 1

The Bay Area Air Quality Management District is recruiting approximately 15 **Community Reviewers** to help evaluate applications to the Local Community Benefits Fund. The fund will provide grant support to projects in the Benicia, Richmond, and surrounding areas to:

- A. Reduce air pollution or mitigate its impacts, improve public health outcomes, and build economic resilience for a just transition away from the harmful effects of a fossil fuel-based economy
- B. Advance integrated projects to holistically meet community needs; and
- C. Strengthen community-led and collaborative solutions

Community Reviewers play a vital role in ensuring that funding decisions are informed by the knowledge, priorities, and lived experience of the communities these grants serve.

Who Should Apply

Baseline criteria:

- 18+ years of age
- Able to fluently read application materials and provide written feedback in English
- Has digital literacy. Examples include:
 - Can access online documents through a secure cloud-based file management system
 - Can enter scoring data and comments in a shared cloud-based spreadsheet
 - Schedule and attend virtual meetings
 - Can use email to communicate with program staff and other Reviewers
- Can commit to the full review period and any orientation/training sessions
- Able to complete assigned reviews by established deadlines
- Willing to coordinate and calibrate with other reviewers
- Willing to comply with the Conflict of Interest policy, including disclosing conflicts and recusing oneself from reviewing applications involving a conflict
- Does not work for or represent an organization that intends to submit a grant application (see Conflict of Interest section below).

Community and subject matter experience

Community Reviewers must live or work in (or conduct work that benefits) the [eligible geographies](#). Separate reviewer cohorts will be recruited for each geography: **Benicia and Surrounding Communities** and **Richmond and Surrounding Communities**. We are looking for individuals who bring a mix of



community knowledge and relevant experience. Given the types of projects this fund supports, valuable backgrounds include but are not limited to:

- Air quality, environmental health, or public health
- Community organizing, advocacy, or civic engagement
- Environmental justice or climate resilience
- Workforce development, just transition, or economic development
- Urban greening, land use, or community planning
- Energy efficiency, building electrification, or clean energy
- Nonprofit management, grant-making, or program evaluation
- Lived experience in communities impacted by air pollution from nearby industrial facilities

The application solicitation for Richmond and Surrounding Communities overlaps with the Path to Clean Air (PTCA) Community Emissions Reduction Plan area (a designated AB 617 Community Health Protection Program community). Therefore, at least one seat will be reserved for a voting member of the PTCA Community Steering Committee.

What the Work Involves

Community Reviewers will familiarize themselves with the grant guidelines, participate in a training on the grant program and scoring rubric, independently score assigned applications, and participate in calibration sessions with other reviewers to discuss and align scores.

Scoring from community reviewers will be combined with technical reviewer scores. Scores will be reviewed by Air District staff to assess overall portfolio balance before developing funding recommendations. The Air District Board of Directors will consider staff recommendations and make final funding decisions.

Time Commitment

This role requires approximately 15–20 hours of work total, primarily during business hours (9am–5pm), including:

- 1) Review grant guidelines and participate in a training session on the program and scoring rubric **the week before** the applicable review period (~2–3 hours)
- 2) Independent scoring of assigned applications (~10–15 hours)
- 3) Calibration meetings with other reviewers (~2–3 hours)

Timeline

- All applications to be a Community Reviewer are due on April 10, 2026.
- Community Reviewers for Benicia and Surrounding Communities will be notified by April 20, 2026. These Reviewers must be available **EITHER** May 11–



29, 2026 **OR** June 15–July 10, 2026. (Applicants need not be available for both periods to be selected)

- Community Reviewers for Richmond and Surrounding Communities will be notified by May 1, 2026. These Reviewers must be available June 15–July 10, 2026.

	Reviewer s Notified	Review Period 1 (May 11-29)	Review Period 2 (June 15-July 10)
Benicia and Surrounding Communities	April 20	May 11-15: Review grant guidelines and participate in training (2-3 hours) May 18-29: Scoring and calibration meetings (12-18 hours)	June 15-19: Review grant guidelines and participate in training (2-3 hours) June 22-July 10: Scoring and calibration meetings (12-18 hours)
Richmond and Surrounding Communities	May 1		

Compensation

Community Reviewers will receive a \$750 stipend upon completion of all review activities and will receive a 1099 in January 2027.

Conflict of Interest

To ensure the integrity of the review process, Community Reviewers are subject to conflict-of-interest requirements. Individuals who work for or are affiliated with an organization that is part of an application, or who have financial, governance, or personal relationships with applicants, are not eligible to serve as reviewers.

All selected reviewers will be asked to disclose any potential conflicts and will be recused from scoring any application in which a conflict exists. See the [Conflict of Interest Policy and Form](#) for more information.

Application

[Online applications](#) are due by April 10th, 2026.

Questions?

Contact communityinvestments@baaqmd.gov.