



Bay REPAIR

Local Community Benefits Fund

Round 1

Community Reviewer — Frequently Asked Questions (FAQ)

Updated 3/17/2026

OVERVIEW

What is the Community Reviewer role?

Community Reviewers play a vital role in ensuring that funding decisions reflect the knowledge, priorities, and lived experience of the communities these grants serve. Community Reviewers score eligible applications and participate in calibration sessions with other reviewers to discuss and align scores. Their scores are combined with scores from technical reviewers to inform the Air District's funding recommendations to the Board of Directors.

How much time is involved, and is the role paid?

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

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

Community Reviewers will receive a \$750 stipend upon completion of all review activities.

When is the timeline to be a Community Reviewer?

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.



Community Reviewers for Richmond and Surrounding Communities will be notified by May 1, 2026.

Reviewers for Benicia and Surrounding Communities 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)

Reviewers for Richmond and Surrounding Communities must be available June 15–July 10, 2026.

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

How many Community Reviewers will be selected?

A total of approximately 15 Community Reviewers will be selected (total for both geographies combined). The Air District may reach out to other qualified applicants to act as alternate reviewers in the event that an initially selected Community Reviewer is (1) conflicted out of serving based on the final list of grant applicants or (2) otherwise unable to start or complete their engagement.

ELIGIBILITY

Who is eligible to serve as a Community Reviewer?

To be eligible, you must:

- Be 18 years of age or older
- Live or work in (or conduct work that benefits) the eligible Benicia or Richmond geographies — see the eligible communities maps [here](#)
- Be able to fluently read application materials and provide written feedback in English



- Have basic digital literacy (email, cloud-based documents, virtual meetings) and be able to participate in the review process remotely using digital tools
- Be available during the applicable review period and any training sessions
- Be willing to comply with the Conflict of Interest Policy, including disclosing conflicts and recusing yourself from reviewing applications where a conflict exists

What kind of experience or background is the Air District looking for?

We are looking for individuals who bring a mix of community knowledge and relevant experience. 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

Prior grant review experience is not required.

I work in environmental justice, public health, or a related field in this area. Am I eligible to become a community reviewer?

Yes — professional expertise is welcome. However, if your organization submits a grant application, you would not be eligible to serve as a Community Reviewer. Unlike in other conflict situations, where recusal from a single application is sufficient, working for an applicant organization creates an inherent conflict throughout the entire review. If you are unsure whether your organization will apply, you may still submit a reviewer application. However, if your organization later decides to apply, you must withdraw from the reviewer role and notify program staff immediately at communityinvestments@baaqmd.gov.

Are any Community Reviewer seats reserved for specific types of community members?

Yes. 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). At least one reviewer seat for Richmond and Surrounding Communities will be reserved for a PTCA Community Steering Committee voting member.



I have basic digital literacy but am not very comfortable using new digital tools. Is there an option to score applications manually using pen and paper?

Unfortunately, no. To effectively coordinate a complex scoring system across many involved parties, our review process relies on all Reviewers being able to use digital tools such as cloud-based documents, multi-user/multi-tab shared spreadsheets, and potentially a project management platform. If you are not comfortable working with cloud-based documents and learning new (but user-friendly!) online applications, the Community Reviewer role may not be an ideal fit for you.

CONFLICTS OF INTEREST

What counts as a conflict of interest?

A conflict of interest exists when a personal relationship, employment, or financial affiliation could compromise — or reasonably appear to compromise — your ability to score an application objectively.

If you are currently employed by, contracted by, or serve on the board or governing body of an organization that is applying for a grant, you are **not eligible** to serve as a Community Reviewer.

The following scenarios require recusal from reviewing a specific application:

- **Employment and Leadership of Immediate Family Members.** An immediate family member is employed by, contracted by, or serves on the board or governing body of an applicant organization.
- **Organizational Affiliation:** You currently identify as a member or affiliate of an applicant, such as a dues-paying member, alumni, task force participant, parishioner/congregant, or volunteer leader.
- **Financial Interest:** You have a direct financial interest in an applicant (e.g., as an owner, investor, or lender) or a financial stake in the outcome of their application (e.g., a consulting contract or sub-award tied to the grant).
- **Previous Recent Relationship:** You held any of the above relationships within the last 12 months. For example, if you left a staff or board position at an applicant organization less than a year ago, that counts as a disqualifying conflict for that application.
- **Application Support:** You directly helped develop the application being reviewed — for example, by writing the narrative, developing the budget, or shaping the project concept.
- **Close Personal Relationship:** You have a familial or close personal relationship with someone in a leadership role at an applicant organization.

These requirements also apply to your spouse or registered domestic partner and dependent children (your "Immediate Family Members").



I know people at some applicant organizations. Does that disqualify me?

Not automatically. Because reviewers are drawn from the same communities as applicants, some familiarity is expected and does not disqualify you. The following generally *do not* require recusal:

- General awareness of an organization through community events, meetings, or public forums
- Past participation in programs or services offered by an applicant to the general public
- A collegial or professional acquaintance with staff at an applicant organization, without a close personal relationship or direct collaborative project
- Attending the same coalition meetings, conferences, or community planning processes as applicant staff
- A past professional or financial relationship with an applicant that ended more than 12 months ago

When in doubt, disclose. Program staff will advise you on whether recusal is necessary.

My spouse or partner is involved with an organization that applied. Does that affect my eligibility?

If your spouse is a staff member, board member, or paid contractor for an organization that submits an application, you would need to recuse yourself from reviewing that application — even if you have no direct relationship with the organization yourself. The same would apply if your spouse helped develop the application or has a financial interest in the outcome, such as a consulting contract tied to the grant award. You would still be eligible to review all other applications where no conflict exists.

Will acting as a Community Reviewer preclude me from working with selected grantees down the road?

Yes, for 12 months, and the restriction applies to all LCBF grant applicants, not only those applicants who receive a grant award. Community Reviewers are prohibited from accepting employment or entering into a financial relationship with any applicant organizations for a period of 12 months following the end of the Community Reviewer engagement. If you wish to preserve the opportunity to work for or otherwise accept financial benefits from LCBF applicants in the year following the review period, you should not apply to be a Community Reviewer.



Can more than one person from the same family or household apply?

No. Please check with your immediate family and/or household members before you submit an application. Only one applicant per household will be considered. A household is defined for this purpose as a group of people residing in the same residential dwelling who share food, expenses or responsibilities.

Can more than one person from the same organization apply?

Yes, multiple individuals who work at or have affiliation with the same organization may **apply**, but keep in mind that the Air District is unlikely to **select** more than one Community Reviewer from the same organization.

I gave feedback on a grant application during the development process. Does that affect my eligibility?

Yes, for that specific application. Providing direct assistance in developing an application is a disqualifying conflict — regardless of how formal or informal your involvement was. If an acquaintance asked you to review a draft narrative, give input on the project budget, or weigh in on the project concept before submission, you must recuse yourself from scoring that application. This applies even if you weren't paid for your help, weren't listed anywhere in the application, and consider your input to have been minor. You would still be eligible to review all other applications where no such involvement exists. When in doubt, disclose and let program staff advise you.

What happens if I don't disclose a conflict or recuse myself from reviewing a conflicted application?

Reviewers who fail to disclose a known conflict of interest, or fail to recuse themselves as required, may be removed from the role, denied their stipend, or required to return stipend payments already received.