



Bay Area
Air District

Bay **REPAIR**

Reinvesting Penalties for Air Improvement and Resilience

Local Community Benefits Fund

GRANT DEVELOPMENT WEBINAR

In Cooperation With



**Environmental
Protection Network**

March 3, 2026

9:00 a.m. to 10:00 a.m.



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Welcome

Seminar Purpose:

- To demystify key structural components of the Bay **REPAIR** grant application narrative
- To aid you in your work to prepare a winning Bay **REPAIR** grant application

Seminar Audience:

- New grant developers
- Early career grant developers

First, some words for project applicant leads, organizers, and grant developers regarding:

- **STRATEGY ALIGNMENT** **10 Points**
 - **COMMUNITY IMPACT** **20 Points**
 - **COMMUNITY ENGAGEMENT** **10 Points**
 - **MEASURABLE OUTCOMES** **30 Points**
- 70 Points TOTAL**

Local Community Benefits Fund – Round 1
Project Narrative

Strategy Alignment (10 Points)

1. Provide a short summary (1-2 paragraphs) that outlines this project
2. Briefly describe how the project aligns with at least one of the Local Community Benefit Fund's strategies:
 - **REDUCE AIR POLLUTION AND IMPROVE HEALTH OUTCOMES**
 - **BUILD ECONOMIC RESILIENCE FOR A *JUST TRANSITION***





Just Transition

At its core, a Just Transition is a deeply democratic process that:



Shifts away - from the fossil fuel industry to just, clean, renewable energy



Interweaves the needs - of industry workers and frontline communities who have been most harmed by the polluters

It does this through vision planning and strategically building economic and political power to create a more equitable, sustainable, and just community



Photo: Lorie Shaul, CC BY-SA 2.0, via Wikimedia Commons

Local Community Benefits Fund – Round 1 Project Narrative

Community Impact (20 Points)

3. Describe the location of your project. If applicable, please include an address. If multiple locations or neighborhoods are served by your project, please list all.

4. Describe community engagement efforts related to the project. Describe the METHODS [already used and planned to be] used to identify community needs and priorities, and how community-based organizations, residents and other key stakeholders were meaningfully involved in the determination of community needs.

5. Describe how your project addresses the community needs identified in the previous question, including the specific communities your project will benefit. Describe the environmental justice, public health and/or just transition challenge(s) that your application seeks to address. Describe how the measurable outcomes achieved through your application will demonstrate progress towards achieving community impact.

Local Community Benefits Fund – Round 1 Project Narrative

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4. Describe community engagement efforts related to the project. Describe the methods used to identify community needs and priorities, and how community-based organizations, residents and other key stakeholders were meaningfully involved in the determination of community needs.
5. **Describe how your project addresses the community needs identified in the previous question [i.e., the community problem(s) identified and its/their causes], including the specific communities your project will benefit. Describe the environmental justice, public health and/or just transition challenge(s) that your application seeks to address. Describe how the measurable outcomes achieved through your application will demonstrate progress towards achieving community impact.**

Local Community Benefits Fund – Round 1
Project Narrative

Community Engagement (10 Points)

6. Describe the **METHODS** that will be used to engage community members on implementation progress and project benefits available to community members. Describe the **METHODS** that will be used to solicit community feedback during grant implementation, and how that feedback will be considered.

METHODS

- Methods refer to the design elements of your project(s), i.e., the strategies/approaches you will employ to solve the community problem(s) you have identified.
- Each of your methods should support Local Community Benefit Fund priorities
- Your methods should clearly delineate each of your approaches to Local Community Benefit Fund priorities, indicating the staffing you propose and a timetable for each task.

MEASURABLE OUTCOMES PLAN

- **Measurable Outcomes**
- **Indicators**
- **Milestones**
- **Tasks**

MEASURABLE OUTCOMES

What is a Measurable Outcomes Plan?

- For each project, applicants must develop a **Measurable Outcomes Plan**. The **Measurable Outcomes Plan** ties measurable outcomes to milestones, tasks, indicator tracking, and the requested budget.

In simple terms, your **Measurable Outcomes Plan** should answer:

- What specific result(s) or change(s) will occur because of this project?
- How will you know that change is happening?
- What work will you do to make that change possible?
- How do the requested funds support that work?

Measurable Outcomes

- A **Measurable Outcome** is a specific, observable result or change that occurs as a direct consequence of the project.
- **Measurable Outcome** statements **should describe the effect(s) of your methods, NOT** what was done.

Connect to the Program Goals and Strategies

All measurable outcomes should clearly support the **Local Community Benefit Fund Program goals**, which include:

- *Reduce air pollution or mitigate its impacts, improve public health outcomes, and build economic resilience for a just transition.*
- *Advance integrated projects that holistically meet community needs*
- *Strengthen community-driven and collaborative solutions*

Outcomes

- Programs and projects **typically have multiple, sequential outcomes across the full performance story.**
- Outcomes are **often identified as immediate/short-term, intermediate/mid-term, and long-term.** The term, “**Outcome**” is **synonymous** with the term, “**Result.**”
- It is **important to identify the order in which outcomes are expected to be attained**—which will come earlier and which later.

- **Short-Term Outcomes:** Are the *changes or benefits most closely associated with or “caused” by your tasks*
- **Intermediate Outcomes:** Are *changes that result from your short-term outcomes*
- **Long-Term Outcomes:** *Follow from the changes or benefits accrued by the project’s Intermediate Outcomes*

Source: https://www.acf.hhs.gov/sites/default/files/documents/prep-logic-model-ts_o.pdf

- **Short-Term Outcomes** are *the immediate intended knowledge, awareness, attitudes, skills, intentions, etc. sought by the project*
- **Intermediate Outcomes** *specify what individuals do with the short-term outcomes. They are your intended behaviors, practices, and actions.*
- Sometimes **Long-Term Outcomes** are also identified. Typically, but not always, these mirror your goal statements.

Source: <https://www.pmn.net/wp-content/uploads/logic-models-a-tool-for-telling-your-programs-performance-story.pdf>

In other words,,,

- In many cases, **there is not just one desired Outcome, but a series, each contributing to another benefit or change** that leads closer to the ultimate outcome(s) the project hopes to achieve.

Measurable Outcomes can be:

- Quantitative – Expressed in numbers (for example, reductions in pollution, number of homes upgraded, percentage of people reporting better health)
- Qualitative – Expressed in words or descriptions (for example, participants' reflections about what changed for them)

Outcomes

- Outcomes are not intrinsically *initial* [Short-Term], *Intermediate*, or *Longer-Term*.
- An Intermediate Outcome for one program can be a Longer-Term Outcome for another. **Their designation is determined by the logical relationship among the sequence of effects for the particular program. This relationship can be thought of as an "if A, then B" chain of influences and benefits.**

For example:

- An *energy saving technology prototype* may be a **Short-Term Outcome**;
- The technology's *commercial scale prototype* would be an **Intermediate Outcome**; and
- A *cleaner environment* once the energy-saving technology is in use may be one of the program's desired **Long-Term Outcomes** or **Impacts**.

Measurable Outcomes should be:

- **Meaningful (Valid):** Measure the right things. If a measurement fails to measure what was intended, then it is not valid
- **Consistent (Reliable):** The data used to generate the measurement must be consistently accurate and reliable and describe what is being measured.
- **Understandable (Clear):** Can the measure be understood by people who are interested in the program.

Examples of Measurable Outcome Statements:

- By the end of the grant term, increase environmental health knowledge, awareness of pollution sources, and confidence in using air quality information among at least 200 residents in Vallejo through a series of community workshops.
- By the end of the grant term, reduce annual diesel truck exhaust pollution from older heavy-duty trucks that regularly travel along the Richmond Parkway in the north Richmond community by at least 40% by replacing or retrofitting 75 trucks and implementing a truck management and anti-idling plan.

INDICATORS

Indicators

“An **Indicator** is a quantitative or qualitative data point used to **track progress toward a measurable outcome**. Indicators do not need to capture everything perfectly; instead, they should provide a **clear, reasonable picture of whether you are moving toward the outcome.**”

Indicators

“Indicators measure outcomes of strategies and tasks; they are the basis for observing progress and measuring actual results compared to expected results – the term **Indicator** is **synonymous** with the term, **‘measure.’**”

Examples of Quantitative Indicators

Outcome: Truck Corridor Emissions Reduction

Indicators:

- # of older heavy-duty diesel trucks replaced or retrofitted with cleaner trucks (target: 75 trucks)
- % reduction in average daily heavy-duty truck idling time along the corridor, based on truck counts or observations

Examples of Qualitative Indicators

Outcome: Community Workshops

Indicators:

- Written and/or verbal reflections from participants describing what they learned
- Short stories and/or quotes from Vallejo residents indicating increased pollution source awareness or confidence in using air quality information
- Focus group feedback about how the workshop(s) changed day-to-day decisions (e.g., when to close windows or avoid busy roadways)

MILESTONES

Milestones

“A milestone is a significant marker of progress in the project, such as a key deliverable, event, or completed phase of work.”

Milestones

Examples of milestones for the community workshops (Example A):

- Workshop curriculum and materials finalized
- First pilot workshop delivered and evaluated
- At least 200 residents engaged as workshop participants
- Participant feedback has been collected and summarized

Milestones

Examples of milestones for the truck corridor project (Example B):

- Truck partners and corridor boundaries identified and confirmed
- Truck management and anti-idling plan finalized with businesses and drivers
- First 25 older diesel trucks replaced or retrofitted with cleaner trucks
- All 75 truck replacements or retrofits completed and documented
- Follow-up truck counts and idling observations completed along the corridor

TASKS

Tasks

“Tasks are the specific steps taken to reach each milestone”

Tasks

Examples of tasks (Use Active Voice) for the community workshops (Example A):

- Design workshop curriculum and materials
- Conduct outreach and enroll residents
- Deliver workshops and facilitate small-group discussions
- Collect participant surveys, reflections, and (or) interviews

Tasks

Examples of tasks (Use Active Voice) for the truck corridor project (Example B):

- Meet with businesses and truck operators to develop the truck management plan
- Schedule and complete truck replacements and (or) retrofits
- Conduct before-and-after truck counts and idling observations on the corridor
- Work with technical assistance providers to estimate emissions reductions using standard tools



QUESTIONS?



GOOD LUCK!

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Designing Public Participation Processes

American Society of Public Administration

- Article: *Designing Public Participation Processes*
- Effective techniques and best practices based on a review of over 250 texts on the design of public participation processes by a group of planning and public affairs professors at the University of Minnesota
- 12 Guidelines for Public Participation

Designing Public Participation Processes

Design Guidelines

- **Design to address Contexts and Problems:** Ensure that a public participation process is needed, fits the general and specific context, and is based on a clear understanding of the challenge or problem (a part of the specific context) for which public participation is a desirable part of the response.
- **Identify Purposes and Design to Achieve Them:** Clarify and regularly revisit the purposes and desired outcomes of the participation process and design and redesign it accordingly.

Designing Public Participation Processes

Design Guidelines

- **Analyze and Appropriately Involve Stakeholders:** Ensure that the design and implementation of public participation processes are informed by stakeholder analysis and involve, at a minimum, key stakeholders in appropriate ways across the steps or phases of a participation process. Specific stakeholders may be involved in different ways at different steps or phases of the process.
- **Establish the Legitimacy of the Process:** Establish with both internal and external stakeholders the legitimacy of the process as a form of engagement and a source of trusted interaction among participants.

Designing Public Participation Processes

Design Guidelines

- **Foster Effective Leadership:** Ensure that the participation process leadership roles of sponsoring, championing, and facilitating are adequately fulfilled.
- **Seek Resources for and Through Participation:** Secure adequate resources—and design and manage participation processes so that they generate additional resources—in order to produce a favorable cost-benefit-cost ratio (broadly construed) for the participation process.

Designing Public Participation Processes

Design Guidelines

- **Create Appropriate Rules and Structures to Guide the Process:**
Create an appropriate set of rules and a project management team structure to guide operational decision-making, the overall work to be done, and who gets to be involved in decision-making in what ways.
- **Use Inclusive Processes to Engage Diversity Productively:**
Employ inclusive processes that invite diverse participation and engage differences productively.

Designing Public Participation Processes

Design Guidelines

- **Manage Power Dynamics:** Manage power dynamics to provide opportunities for meaningful participation, exchange, and influence on decision outcomes.
- **Use Information, Communication, and Other Technologies to Achieve the Purposes of Engagement:** Participation processes should be designed to make use of information, communication, and other technologies that fit with the context and the purposes of the process.

Designing Public Participation Processes Design Guidelines

- **Develop Participation Evaluation Measures and an Evaluation Process That Supports the Desired Outcomes:** Develop participation evaluation measures and an evaluation process that supports producing desired outcomes, i.e., Individual-level, Process-oriented, Content-oriented, and other meaningful outcomes.
- **Align Participation Goals, Purposes, Approaches, Promises, Methods, Techniques, Technologies, Steps, and Resources:** Align participation goals; participation purposes; types of engagement; promises made to participants; engagement methods, technologies, and techniques; steps; and resources in the process.