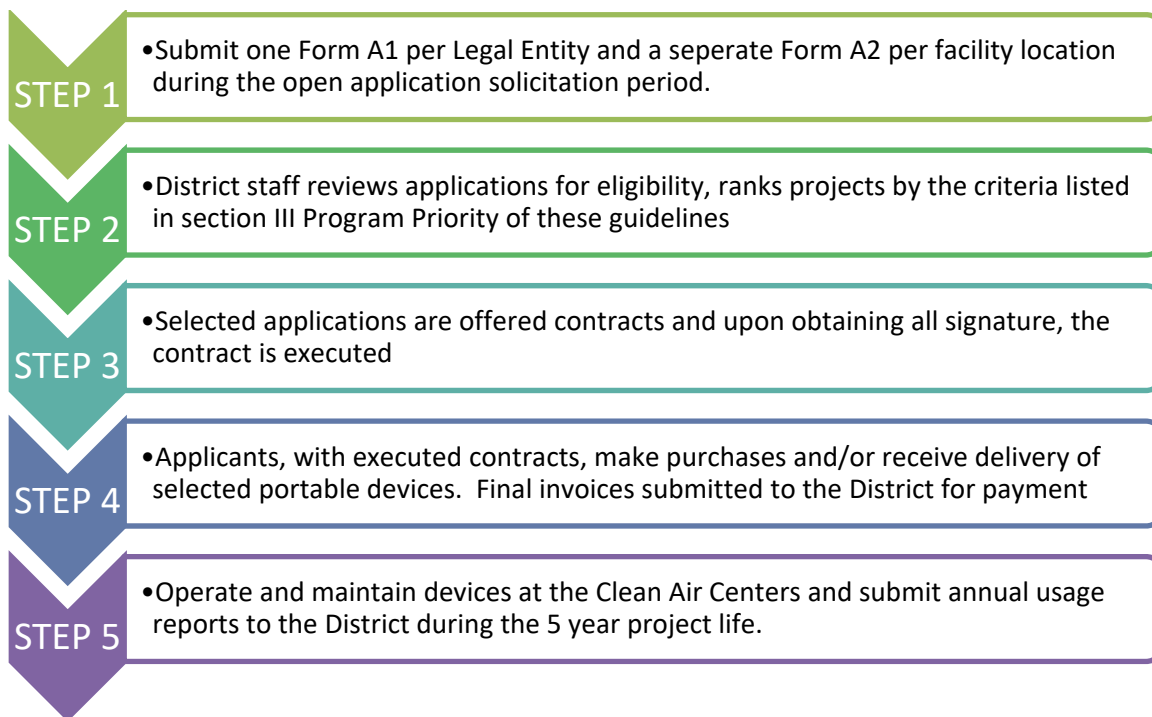


Program Guidelines

Over the past few years, the San Joaquin Valley has seen an increase in the severity and intensity of wildfires and other smoke events throughout the State. During these events, the Valley is blanketed with a thick layer of smoke for multiple days or weeks creating significant exposure to particulates and air toxics for Valley Communities. The Clean Air Centers Pilot Program is currently established to provide funding to purchase portable room filtration devices to create temporary clean air shelters that can provide respite from wildfire and other smoke events for the vulnerable communities of the Valley when smoke events occur.

Applicants must obtain approval and have a signed, executed contract from the District prior to the purchase of any equipment. Any equipment purchased prior to contract execution is ineligible for funding.

I. Program Process



II. Eligible Applicants

Eligible applicants are those, which can provide access to facilities that are located in or serve a community that meets the following three (3) criteria listed below. These facilities can include, but are not limited to:

- Schools, libraries, and other public facilities
- Community centers, senior centers, sports centers, or other private facilities,

- A. Cumulative Smoke Burden** – Determined by the District to be located in an area that meets one of the following:
1. Multiple days at or above “Unhealthy” category of AirNow Air Quality Index (or AirQuality Index value of 151 or higher) due to wildfire smoke in the past five years.¹
 2. An area identified by the District based on wildfire smoke health advisory notices announced in the past five years.
- B. Proximity to Vulnerable Populations** - In order to ensure facilities will be able to serve vulnerable populations, facilities must be located in or serve a community that meets any one of the following conditions:
1. A CARB-designated AB 617 community within the District boundaries.
 2. A community served by a low-income school - School maintained by a local educational agency that has at least 40 percent of its pupils being from low-income families, as specified pursuant to Title I of the federal Elementary and Secondary Act of 1965 (20U.S.C. Sec. 6301 et seq.).
 3. A “disadvantaged community”, “severely disadvantaged community” or “low income community”²
 4. A community within an area identified as among the most disadvantaged 25 percent of areas in the state according to the California Environmental Protection Agency and based on the California Communities Environmental Health Screening Tool, also known as CalEnviroScreen 3.0 (SB 535 communities).
 5. Located on lands belonging to one of the federally recognized Indian tribes or other California Native Americans, as defined by Governor’s Executive Order B-10-11.
 6. A community recommended by the District based on relevant information that supports one of the elements above.
- C. Facility Requirements** - Facilities should meet the following eligibility criteria:
1. Must be able to provide access to the public as a clean air shelter during wildfires and other smoke events.
 2. The facility or the part of the facility that shall be upgraded with high efficiency air filters and intended for use as a clean air shelter is eligible for this grant.

III. Program Priority

The goal of this pilot program is to provide respite from wildfire smoke to vulnerable populations, applications that are better aligned with this goal shall be prioritized. Facilities meeting the following criteria shall be given higher priority in the scoring and selection process.

- A. Located in schools that meet the criteria outlined in section I(B)(2) of the guidelines
- B. Facilities that are close to and provide easy access for vulnerable populations.
- C. Have a reasonable capacity to meet the possible clean air center needs of vulnerable populations.
- D. Facilities that are designated as a Cooling Centers.

¹ Historical AirNow Air Quality Index data can be found here: <https://gispub.epa.gov/airnow/index.html?tab=3>

² Grant Funding Environmental Justice Map:

http://valleyair.org/Programs/EnvironmentalJustice/Environmental_Justice_idx.htm#ejmap

- E. Facilities that are capable of providing the greatest amount of access to the public as a clean air shelter during wildfires and other smoke events.

IV. Eligible Project Type

A. Portable Air Cleaner Purchase

1. Portable air cleaners must be certified by the California Air Resources Board for sale and use in California.³
2. Portable air cleaners must be equipped with a HEPA filter.
3. An established plan for operating portable air cleaners is required. The plan must include the logistics of device deployment during wildfires and other smoke events, the management of device inventory and maintenance, and the list of partner organizations and their roles. Please see the application Form A2 for more information on the project plan.
4. Replacement air filters needed for up to five years can be included in the budget.

V. Funding

Funding is provided to purchase the appropriate number of units to serve the square footage of the facility, based on the manufacturer recommendation, and the number of air filter panels sufficient to last up to 5 years.

Type of Equipment	Funding Amount
Portable Air Cleaners & Replacement Filters	Up to 100%

A. Fund Allocation by County

Funds will be allocated by County based on the percentage of population per county as identified in the table below. The District intends to fund multiple facilities per county and reserves the right to reallocate funds based on interest and need as well as limit the amount a single entity can received in order to ensure the greatest equity per county and meet the goals of the pilot program.

County	Population*	% Population	Clean Air Centers Funding
San Joaquin	783,534	18.4%	\$127,980
Stanislaus	555,968	13.1%	\$90,810
Merced	284,836	6.7%	\$46,524
Madera	158,474	3.7%	\$25,885
Fresno	1,026,681	24.2%	\$167,695
Kings	152,543	3.6%	\$24,916
Tulare	481,733	11.3%	\$78,685
Kern (Valley)	803,576	18.9%	\$131,254
Total:	4,247,345	100.00%	\$693,750

³ List of CARB-Certified Air Cleaning Devices can be found here: <https://ww2.arb.ca.gov/list-carb-certified-air-cleaning-devices>

B. Purchasing Pathways

Upon completing an application, applicants can select one of two purchasing pathways below for portable clean air devices and replacement filters.

1. **Bulk Pricing List** - Select a device from the District's approved bulk pricing list and the District will arrange payment directly to the selected manufacturer and have the device delivered to the applicant's indicated address. This option does not require any out-of-pockets expenses.
2. **Buy Direct** - Purchase a CARB certified portable air filter device directly from a vendor of your choice and request reimbursement from the District. This option requires the applicant to purchase the equipment up front then receive reimbursement after devices have been paid for and delivered.

C. Ineligible Costs

Clean Air Center funds may not be used to reimburse for the following costs:

1. Administrative costs: such as, but not limited to accounting activities, fulfilling contractual obligations, audits, reporting and record-keeping requirements;
2. Air Quality Monitoring Device;
3. Facility approvals and coordination costs;
4. Operational costs such as, but not limited to labor costs for staffing, deployment and maintenance of devices, and building maintenance and overhead costs;
5. Costs to improve the clean air center.

VI. Applicant Responsibilities

If selected for grant funding, the Applicant will enter into funding agreement with the District. Funding agreements will include requirements for project schedule, deadlines, funding award amount, project scope, performance requirements/ penalties, monitoring and reporting, payment procedures, recordkeeping, termination, repayment, etc. The following are some of the requirements Applicants must agree to and do to participate:

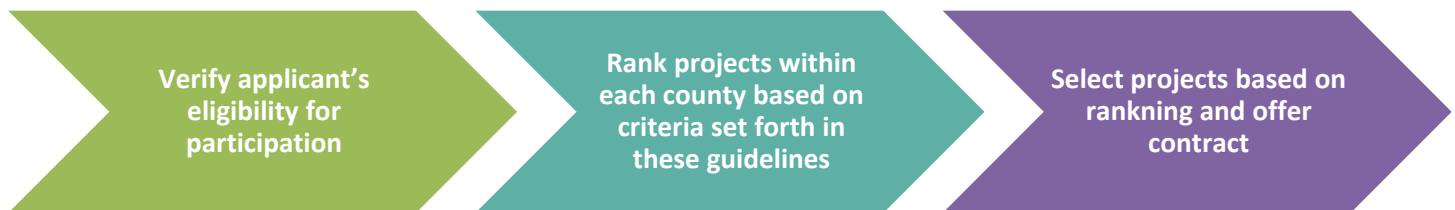
- A. Pending the selected purchase pathway, send order request for portable air cleaners and replacement filters to be purchased by the District or pay 100% for cost of portable air cleaners and replacement filters (prior to reimbursement);
- B. Place into service all equipment funded through the District, as needed, during the project term;
- C. Replace portable air cleaners that are lost, broken, or stolen within 30 days;
- D. Should a Portable Air Cleaner need to be relocated to a different Clean Air Center, the Applicant is responsible notifying the District of the new location and reason for the relocation by the following wildfire or other smoke event and on the annual usage report.
- E. Operate and maintain portable air cleaners for Clean Air Centers for a minimum period of five years, and ensure that the project achieves its intended purpose. If the Applicant outsources operations, the Applicant is responsible for meeting grant requirements. If Applicant does not deploy portable air cleaners for Clean Air Centers at the end of 5-year operation period, the Applicant may be required to repay the grant funds to the District.
- F. Ensure that all locations where portable air cleaners are deployed are well-lit, secure, and in compliance with all Local, State, and Federal regulations and/or requirements;

- G. Keep an inventory of portable air cleaners and their locations;
- H. Submit annual usage reports on the status and usage including, but not limited to: location, dates and hours of operation, and estimated capacity during a wildfire or other smoke event of portable air cleaners to the District each year during the duration of the Project Life.
- I. Allow District staff or its authorized representatives to inspect the project and conduct financial audits and agree to make available to the District all records relating to project performance and expenses incurred.
- J. Retain records for five (5) years beyond the completion of the Project Life.

VII. Application Process Overview

Application submittal and review

- A. All applications received within the specified application period will be subject to a review process, which will include the following:



- B. All applications received within the specified application period will be ranked according to the criteria listed in section II **Program Priority** of these guidelines.
- C. Application Package for Portable Air Cleaner Purchase should include:
 1. **Application Form A1**
 - Application Details: Applicant name, type of entity, contact information
 - Signed Certification
 2. **Application Form A2**
 - Facility Information - Clean Air Centers must be available to the general public during wildfire and other smoke events and operate for a minimum of 5 years. Facilities operated by a Community Based Organization or school may modify the general public requirement.
 - Community served information
 - Project Plan – an operation plan that includes logistics of portable air cleaner deployment during wildfire and other smoke events, the management of device inventory and maintenance, and the list of partner organizations and their roles.
 - New Equipment Information
 - Project Budget

Contract and Payment

- A. Contract Offers will be issued to eligible projects based on ranking position in each county until program funds are exhausted.

1. Contracts will be subject to a **Project Life** of five (5) years commencing on the day the new equipment purchased, as indicated on the final sales invoice.
- B. Equipment can be purchased and installed only after a fully executed contract has been issued. A contract is considered fully executed when all parties have signed.
- C. Payments from the District shall be made in one of 2 ways:
1. Portable devices **selected from the District's approved bulk pricing list** - payment will be made directly to the manufacturer upon verification that the selected equipment has been received by the applicant and is fully functioning.
 2. Portable devices **purchased by the applicant**– will be reimbursed directly to the applicant upon receipt of a complete Claim for Payment request.
- D. Payments will be released upon receipt of a complete claim for payment (CFP) request. The following support documents will be required for a complete CFP:
1. Report documenting portable air cleaner purchase and serial numbers
 2. Project invoices and proof of payment and deposit (payment documents applicable if purchase made directly by applicant)
 3. Photos of portable air cleaners
 4. List of portable air cleaner locations
- E. Applicants will be required to submit **annual operation reports** to the District for the life of the project. Annual reports will be provided by the District and mailed to applicants annually approximately one year from the date of the final sales invoice. The report will include items such as, but not limited to the followings:
1. Device deployment record including items such as:
 - a. Date and times of device deployment
 - b. Address of the facilities where the devices were deployed
 - c. Device model number and quantity of the deployed devices
 2. Information on the attendees at each deployment location such as:
 - a. Number of attendees per opening
 - b. Duration of the time utilizing the center
 - c. Comments or feedback from the attendees
 3. Operational issues and/or maintenance on the devices

Additional project types will be considered on a case-by-case basis. Applicants interested in other options should contact District staff for more information.

For assistance regarding the program, please contact program staff by phone or email at:

(559)230-5800

Grants@valleyair.org

(Subject line must indicate Clean Air Center & your name)