

Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program Guidelines



January 2022 (Revised)

This report has been reviewed by the staff of the California Air Resources Board and approved for publication. Approval does not signify that the contents necessarily reflect the views and policies of the California Air Resources Board, nor does mention of trade names or commercial products constitute endorsement or recommendation for use.

Table of Contents

Table of Contents.....	3
Executive Summary	5
Chapter 1: Program Overview	6
A. Introduction.....	6
B. Keywords/Terms.....	7
C. Budget.....	8
D. Types of Projects Eligible for Funding	9
Chapter 2: Program Eligibility and Priority.....	10
A. Eligible Applicants.....	10
B. Program Eligibility	10
C. Program Priority	11
Chapter 3: Project Requirements.....	12
A. Facility Ventilation Upgrade	12
B. High-Efficiency Air Filter Purchase	12
C. Portable Air Cleaner Purchase	12
D. Grant Application and Award	13
E. Application Process	13
F. Application Package	13
G. Application Review and Selection Process	15
H. CARB Application Review	15
I. Notice of Award and Completion of Grant Agreement.....	15
Chapter 4: Project Completion and Reporting	16
A. Completion of Projects	16
B. Final Project Report.....	16
C. Clean Air Center Operation Reports and Assessment.....	17
D. CARB Approval of Final Reports.....	18
Appendix A: Application Information	19

Appendix B: HVAC Assessment Report Forms 22
Appendix C: HVAC Verification Report Forms..... 23
Appendix D: Additional References..... 24

Executive Summary

California wildfires have increased in severity and intensity, particularly in the past few years. These fires also produce heavy smoke that has impacted nearly all of the state and blanketed communities for days or even weeks at a time, creating significant exposures to particulate matter and air toxics for the people in these communities. The Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program, which was established by Assembly Bill 836 (Wicks, Chapter 393, Statutes of 2019), provides funding of \$5,000,000 in total through a grant program to upgrade ventilation systems and to provide portable air cleaners to create a network of clean air centers. The clean air centers will provide vulnerable populations a respite from wildfires and other smoke events.

The California Air Resources Board (CARB) developed these grant guidelines in consultation with air districts, cities, counties, and other stakeholders to operate the grant program. The grant program allocates funding to three air districts (BAAQMD, SJVAPCD, and SCAQMD) and the California Air Pollution Control Officers Association (CAPCOA). Each of these three districts will use their allocated funding for projects in their jurisdiction according to the grant guidelines. CAPCOA will use its funding on behalf of all other air districts as described in the grant guidelines. As wildfire smoke events are difficult to predict, the best ways to assist vulnerable communities in different air districts may vary. The guidelines provide BAAQMD, SJVAPCD, SCAQMD, and CAPCOA with the discretion and flexibility to create clean air centers that most effectively protect their vulnerable populations during wildfire smoke events, but ensure the centers meet minimum requirements to function as a clean air center.

This grant program is designed to support three types of projects to establish clean air centers. One type of project is to upgrade the existing ventilation system of facilities. Another type of project is to purchase high-efficiency air filters for facilities whose ventilation systems are ready to be equipped with such air filters. The last type of project is to provide funding for the purchase of portable air cleaners so that cities, counties, emergency management organizations, disaster relief organizations, etc., can deploy them as needed to create temporary clean air centers in communities when wildfire smoke events occur.

Eligible applicants for ventilation and filter upgrades at facilities include but are not limited to schools, community centers, senior centers, sport centers, and libraries. Applicants must show evidence of high documented cumulative smoke burden and be located in or serve a community with vulnerable populations. Priority will be given to applications that are best aligned with the goal of the grant program to provide respite from wildfire smoke to vulnerable populations. The criteria for eligibility and priority are described in more detail in Chapter 2.

This guidelines document provides the program overview, the eligibility requirements, and priorities of the program, the project requirements, the grant application, and award processes, and the reporting and project completion requirements.

Chapter 1: Program Overview

A. Introduction

California wildfires have increased in severity and intensity, particularly in the past few years. These fires also produce heavy smoke that has impacted nearly all of the state and blanketed communities for days or even weeks at a time. This creates significant exposures to particulate matter and air toxics for the people in these communities. The Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program, which was established by Assembly Bill (AB) 836 (Wicks, Chapter 393, Statutes of 2019), provides funding through a grant program to upgrade ventilation systems and to provide portable air cleaners to create a network of clean air centers. The clean air centers will provide vulnerable populations a respite from wildfires and other smoke events.

Pursuant to AB 836, the California Air Resources Board (CARB) developed this guidelines document in consultation with air districts, cities, counties, and other stakeholders. As wildfire smoke events are difficult to predict, the best ways to assist vulnerable communities in different air districts may vary. The guidelines provide BAAQMD, SJVAPCD, SCAQMD, and California Air Pollution Control Officers Association (CAPCOA) with the discretion and flexibility to create clean air centers that most effectively protect their vulnerable populations during wildfire smoke events, but ensure the centers meet minimum requirements for function as a clean air center. This document provides the program overview, the eligibility requirements and priority of the program, the project requirements, the grant application and award processes, and the project completion and reporting requirements.

B. Keywords/Terms

The definitions of keywords and terms used in the guidelines are defined in Table 1.

Table 1: Definitions of Keywords and Terms

Keywords/ Terms	Definition
AB	Assembly Bill
Air District	An air pollution control district or an air quality management district
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
BAAQMD	Bay Area Air Quality Management District
CAPCOA	California Air Pollution Control Officers Association
CARB	California Air Resources Board
Certified TAB Technician	A technician certified to perform testing, adjusting, and balancing of HVAC systems by the Associated Air Balance Council (AABC), the National Environmental Balancing Bureau (NEBB), or the Testing, Adjusting and Balancing Bureau (TABB).
CPUC	California Public Utilities Commission
HEPA	High Efficiency Particulate Air Filter
HVAC	Heating, Ventilation, and Air Conditioning
HVAC Assessment Report	A report prepared by a Qualified Testing Personnel or Qualified Adjusting Personnel for review by a Licensed Professional.
HVAC Verification Report	A report prepared by an awardee upon completion of all work funded by the AB 836 pilot program.
Licensed Professional	A professional eligible under Division 3 (commencing with Section 5000) of the Business and Professions Code in the applicable classification to perform

	system design, construction, or installation of features, materials, components, or manufactured devices for mechanical systems.
MERV	Minimum Efficiency Rating Value
Qualified Adjusting Personnel	Means either of the following: (1) A certified TAB technician. (2) A Skilled and Trained Workforce under the supervision of a TAB Technician.
Qualified Testing Personnel	Means either of the following: (1) An HVAC acceptance test technician certified to complete the forms set forth in subparagraph (B) of paragraph (1) of subdivision (b) of Section 10-103.2 of Part 1 of Title 24 of the California Code of Regulations by an Acceptance Test Technician Certification Provider (ATTCP) that is approved by the Energy Commission to provide that certification. (2) A certified testing, adjusting, and balancing (TAB) technician.
SCAQMD	South Coast Air Quality Management District
Skilled and Trained Workforce	Has the same meaning as set forth in Section 2601 of the Public Contract Code.
SJVAPCD	San Joaquin Valley Air Pollution Control District
TAB	Testing, adjusting, and balancing

C. Budget

The AB 836 grant program is funded through the California Budget Act of 2020. The State of California has appropriated \$5,000,000 in funding to create a network of clean air centers in order to mitigate the adverse public health impacts due to wildfires and other smoke events. Funding allocations for AB 836 will be administered by CARB. The funds will be allocated to specific air districts and CAPCOA according to Table 2. CAPCOA will manage the funding allocated to "Other air districts" in Table 2. "Other air districts" are those not specifically listed in Table 2. BAAQMD, SJVAPCD, SCAQMD and CAPCOA may spend up to 7.5% of their allocated funding for the administration of AB 836 projects. The amount allocated shall be available for encumbrance or expenditure to the BAAQMD, SJVAPCD, SCAQMD, and CAPCOA until June 30, 2023.

Table 2: AB 836 funding allocation by air districts

Air Districts	Allocation
Bay Area Air Quality Management District	\$3,000,000
San Joaquin Valley Air Pollution Control District	\$750,000
South Coast Air Quality Management District	\$250,000
Other air districts (Operated by CAPCOA)	\$1,000,000
Total	\$5,000,000

D. Types of Projects Eligible for Funding

1. Facility Ventilation Upgrade

BAAQMD, SJVAPCD, SCAQMD, and CAPCOA may select facilities where ventilation/filtration systems can be upgraded for use as clean air centers. Replacement of high-efficiency air filters up to five years can be included in the budget. These facilities can include but are not limited to schools, community centers, senior centers, sport centers, and libraries. Facilities must meet the eligibility requirements described in Chapter 2.

2. High-Efficiency Air Filter Purchase

BAAQMD, SJVAPCD, SCAQMD, and CAPCOA may provide funding for air filters with a MERV rating of 13 or greater to facilities if their current HVAC system can handle the high efficiency air filters. Replacement of high-efficiency air filters up to five years can be included in the budget. These facilities can include but not limited to schools, community centers, senior centers, sport centers, and libraries. Facilities should meet the eligibility requirements described in Chapter 2.

3. Portable Air Cleaner Purchase

BAAQMD, SJVAPCD, SCAQMD, and CAPCOA may use their funding allocation for the purchase of portable air cleaners for deployment in facilities designated for use as emergency shelters by air districts, cities, counties, emergency management officials, disaster relief organizations etc. Replacement air filters needed for up to five years can be included in the budget.

Chapter 2: Program Eligibility and Priority for Facility Upgrade Projects

Facilities selected by BAAQMD, SJVAPCD, SCAQMD, and CAPCOA for the two types of facility eligible projects listed in Chapter 1, Facility Ventilation Upgrade and High-Efficiency Air Filter Purchase, must meet eligibility requirements described in this chapter. Facilities must be located in or serve an area that has documented evidence of cumulative smoke burden. In addition, the area should be in or in close proximity to one of the vulnerable communities defined for this grant program. Applications that are better aligned with the goals of the program shall be prioritized. The requirements and priority criteria are described in more detail in this chapter.

A. Eligible Applicants

Eligible applicants include but are not limited to schools, community centers, senior centers, sport centers, and libraries, which are located in or serve a community that meets the eligibility criteria defined in the following section.

B. Program Eligibility

a) Cumulative Smoke Burden

Facilities must be located in an area that meets one of the following criteria:

1. Multiple days at or above “Unhealthy” category of AirNow Air Quality Index (or Air Quality Index value of 151 or higher) due to wildfire smoke in the past five years.¹
2. Identified by air districts 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
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 (20 U.S.C. Sec. 6301 et seq.)
3. A “disadvantaged community”, “severely disadvantaged community” or “low income community” as defined by subdivision (g) of Section 75005 of the Public Resources Code,

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

Section 39711 of the Health and Safety Code or Section 39713 of the Health and Safety Code

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 an air district or CAPCOA based on relevant information that supports one of the elements above

c) Facility Requirements

Facilities should meet the following eligibility criteria:

1. Facilities selected for upgrades 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.

C. Program Priority

As the goal of this grant 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 selection process.

1. Facilities located in schools that meet the criteria outlined in Chapter 2-B,b),2
2. Facilities that are close to and provide easy access for vulnerable populations
3. Facilities that have a reasonable capacity to meet the possible clean air center needs of vulnerable populations
4. Facilities that are ready for ventilation and filtration installation, upgrades, or retrofits

Chapter 3: Project Requirements

A. Facility Ventilation Upgrade

Any upgrades associated with facility ventilation upgrade projects required to improve indoor air quality needed for clean air centers are eligible for funding. Upgrades include but are not limited to filtration upgrades, HVAC/ventilation system replacement and improvement, and weatherization. Facilities receiving funding for ventilation upgrades are subject to the following project requirements:

1. Facility ventilation/filtration upgrade must be performed or overseen by a Licensed Professional with expertise in HVAC equipment installation, maintenance, and performance assessment.
2. A verification report of the upgraded HVAC system is required. Upon completion of facility upgrade, a Licensed Professional should submit a report (Appendix C) to the BAAQMD, SJVAPCD, SCAQMD, or CAPCOA containing the following information:
 - 1) Verification of installed air filters with a MERV rating of 13 or greater
 - 2) Verification of proper ventilation rates
 - 3) Documentation of all improvements or retrofits made in the facility
 - 4) Verification that all work has been performed by or under the direction of Licensed Professionals
3. A plan for clean air center operation during wildfire and other smoke events is required. The plan must include the logistics of clean air center operation during wildfires and other smoke events.

B. High-Efficiency Air Filter Purchase

1. Purchased air filters must have a MERV rating of 13 or greater.
2. Plan for clean air center operation during wildfire and other smoke events is required. The plan must include the logistics of clean air center operation during wildfires and other smoke events.

C. Portable Air Cleaner Purchase

1. Portable air cleaners must be certified by the California Air Resources Board for sale and use in California.²
2. Portable air cleaners must be equipped with a HEPA filter.

² List of CARB-Certified Air Cleaning Devices can be found here: <https://ww2.arb.ca.gov/list-carb-certified-air-cleaning-devices>

3. A 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.

D. Grant Application and Award

This chapter provides information needed for the initial phase of grant awards including guidance for BAAQMD, SJVAPCD, SCAQMD, and CAPCOA on the application process, required application forms, a description of the process to be used by the BAAQMD, SJVAPCD, SCAQMD, and CAPCOA to evaluate applications and determine grant awards, payment of funds, and project reporting requirements. BAAQMD, SJVAPCD, SCAQMD, and CAPCOA will have the flexibility to modify any of these requirements as necessary in consultation with CARB and with written approval from CARB.

E. Application Process

The contracting agencies will use a standard application form developed by CARB and will invite submissions of applications for projects. The application process and evaluation criteria will be developed by BAAQMD, SJVAPCD, SCAQMD, and CAPCOA in consultation with CARB, and will follow the general criteria and requirements in the guidelines. The process for soliciting applications and approving award packages will generally include the following steps and conditions:

1. CARB will issue a notice of funding availability with details of total funding available.
2. BAAQMD, SJVAPCD, SCAQMD, and CAPCOA, in consultation with CARB, will hold at least one public meeting prior to the application deadline to receive community input on the grant program application.
3. Applications will be submitted online either by email or by online forms.
4. BAAQMD, SJVAPCD, SCAQMD, and CAPCOA will review applications and determine awardees based on the guidelines and evaluation criteria including, but not limited to, local considerations regarding placement of clean air centers to provide accessible cleaner air spaces for vulnerable communities in the area.
5. If successful, the applicant will be notified of a funding reservation and provided directions as to how to complete the funding award package.

F. Application Package

Eligible applicants must submit a complete application package for AB 836 funding using the electronic submission process and system identified in the notice of funding availability issued by their air district (BAAQMD, SJVAPCD, SCAQMD) or CAPCOA (other remaining districts). The required information application form is provided in Appendix A of these guidelines and all forms will be made publicly available for use in developing the application package on the program webpage (<https://ww2.arb.ca.gov/our-work/programs/wildfire-smoke-clean-air-center-grant>).

An application package for Facility Ventilation Upgrade should include:

1. Application Details: Facility information including official name, address, responsible parties, and contact information
2. Vulnerable population and wildfire smoke burden:
 - a. Demographic and socio-economic characteristics of vulnerable population served by the facility
 - b. Documented evidence of high smoke burden in the served areas in the past such as AirNow Air Quality Index during wildfire smoke events and/or wildfire smoke health advisory notices
3. Grant Request Summary: Grant site and budget summary page and project timeline of all site-specific work including start date and projected end date
4. Site-Specific Details: Detailed information identifying all the upgrade work to be addressed by the grant, general site information, assessment of facility weatherization needs, the current status of HVAC systems, and total site-specific estimate for assessment and maintenance project
5. Site-Specific Budget Details: Detailed budget information including estimates for equipment, materials labor, and other costs
6. Plan for clean air center operation during wildfires and other smoke events
7. Certification and Attestations for Application Accuracy and Completeness
8. Supporting Documentation: Site-specific itemized contractor estimate supporting amount requested

An application package for High-Efficiency Air Filter Purchase should include:

1. Application Details: Facility information including official name, address, responsible parties, and contact information.
2. Vulnerable population and wildfire smoke burden:
 - a. Demographic and socio-economic characteristics of vulnerable population served by the facility
 - b. Documented evidence of high smoke burden in the served areas in the past such as AirNow Air Quality Index during wildfire smoke events and/or wildfire smoke health advisory notices
3. Grant Request Summary: Grant site and budget summary page and the justification of the amount of air filters purchase
4. High-Efficiency Air Filter Readiness: HVAC Assessment Report showing that the current system can handle the high efficiency air filters purchased through the grant
5. Plan for clean air center operation during wildfires and other smoke events
6. Certification and Attestations for Application Accuracy and Completeness
7. Supporting Documentation: Site-specific itemized contractor estimate supporting amount requested

An application package for Portable Air Cleaner Purchase should include:

1. Application Details: Applicant name, type of entity, contact information

2. Grant Request Summary: Grant budget summary page and the justification of the number of portable air cleaners to be purchased
3. Information about portable air cleaners to be purchased: make, model, and quantity
4. Plan for operating portable air cleaners during wildfires and other smoke events
5. An estimate of how many potential facilities and the total capacity of the potential facilities where the devices may be deployed to serve communities in areas with high cumulative smoke exposure burden that meet the conditions in Chapter 2-B b) *Proximity to Vulnerable Populations*. If this quantitative estimate cannot be provided, include a statement on why that is the case and how the program will ensure the deployment of portable air cleaners to serve vulnerable populations in communities with high cumulative smoke exposure burden.
6. Certification and Attestations for Application Accuracy and Completeness

G. Application Review and Selection Process

Applications will only be accepted electronically, and all applications submitted will be identified by the date and time received. Any applications received after the noticed deadline will not be accepted, and a notice of rejection will be sent to the applicant.

BAAQMD, SJVAPCD, SCAQMD, or CAPCOA will review each submitted application package to ensure all the required information has been provided. If an application is incomplete, the applicant will be given 14 days to resubmit the application after correction.

As the goal of this grant program is to provide respite from wildfire smoke to vulnerable populations, applications that are better aligned with this goal shall be prioritized according to the priority criteria specified in Chapter 2-B.

H. CARB Application Review

Prior to notification of successful applicants, CARB will review and approve applications selected by BAAQMD, SJVAPCD, SCAQMD, and CAPCOA to ensure that the proposed project meets the eligibility requirements described in Chapter 2.

I. Notice of Award and Completion of Grant Agreement

Following approval of a grant application and review by CARB, staff from BAAQMD, SJVAPCD, SCAQMD, and CAPCOA will notify the successful applicant and provide additional information necessary to complete the award. BAAQMD, SJVAPCD, SCAQMD and CAPCOA staff anticipates that the additional information may include:

1. Payee Data Record form (STD-204) is required for grant award payment. All details must match the applicant information in other documents.
2. Final Budget Page Identifying Grant Awards by Site

Chapter 4: Project Completion and Reporting

A. Completion of Projects

Grant recipients will have 24 months to complete all assessment and upgrade work and final reporting requirements. In addition, the recipients must submit annual operation reports for the five years after the project completion. Although BAAQMD, SJVAPCD, SCAQMD, and CAPCOA may issue a reminder of the project deadline, it is the grant recipients' responsibility to monitor their project completion and meet all required reporting and invoicing deadlines.

Applicants shall submit final reporting via email or using the online system as required by BAAQMD, SJVAPCD, SCAQMD, or CAPCOA at the time the reporting is due. BAAQMD, SJVAPCD, SCAQMD, and CAPCOA will provide all forms, formats, and guidance needed to assist in reporting prior to the issuance of grant awards.

B. Final Project Report

After facility upgrades or portable air cleaner purchases have been completed, the applicant shall submit a final document to BAAQMD, SJVAPCD, SCAQMD, or CAPCOA.

1. Facility Ventilation Upgrade final report

The applicant will submit a final document package to BAAQMD, SJVAPCD, SCAQMD, or CAPCOA which will include:

- 1) HVAC Assessment Report (see Appendix B)
- 2) HVAC Verification Report (see Appendix C)
- 3) Site-specific project summary detailing use of funding

2. High-Efficiency Air Filter Purchase final report

The applicant will submit a final document package to BAAQMD, SJVAPCD, SCAQMD, or CAPCOA which will include:

- 1) HVAC Assessment Report (see Appendix B)
- 2) Detailed list of purchased air filters, including make, model numbers, and MERV rating.

3. Portable Air Cleaner Purchase final report

The applicant will submit a final document package to BAAQMD, SJVAPCD, SCAQMD, or CAPCOA which will include:

- 1) Detailed list of purchased devices and filters, including make and model numbers

C. Clean Air Center Operation Reports and Assessment

a) Annual operation reports from grant recipients

Once a project is completed, the grant recipient is required to submit an annual report with the usage of their clean air center and/or the deployment of portable air cleaners to BAAQMD, SJVAPCD, SCAQMD, or CAPCOA. This reporting is required for the five years after the project completion. The report from grant recipients of Facility Ventilation Upgrade and High-Efficiency Air Filter Purchase will include the followings:

1. Grant recipient name and facility name
2. The facility operation record
 - a. The dates and hours of clean air center operation
 - b. The estimated number of community members who utilized the clean air shelter facility

The report from grant recipients of Portable Air Cleaner Purchase will include the followings:

1. Grant recipient name and entity
2. The device deployment record
 - a. The dates of device deployment
 - b. The address of the facilities where the devices were deployed and whether the facilities are located in vulnerable communities as defined in Chapter 2-B b).
 - c. The device model number and quantity of the deployed devices
 - d. The estimated number of people at each deployment location

b) Annual progress reports and final program assessment reports from BAAQMD, SJVAPCD, SCAQMD, and CAPCOA

BAAQMD, SJVAPCD, SCAQMD, and CAPCOA are required to submit an annual progress report to CARB for five years. The first report will be due on March 1, 2022 and the last report will be due March 1, 2026. The annual progress report should include the status of grant program operation and grant projects and the compilation of annual operation reports from grant recipients.

In addition, after all the annual progress reports of the five-year operation are submitted, contracting BAAQMD, SJVAPCD, SCAQMD, and CAPCOA are required to submit a final program assessment report on the operation of clean air centers to CARB, which includes but is not limited to the overall description of clean air centers, evaluation of the program, recommendations on facility selection, facility upgrade, facility operation, and public outreach.

D. CARB Approval of Final Reports

CARB will review annual progress reports and final program assessment reports submitted by BAAQMD, SJVAPCD, SCAQMD, and CAPCOA, approve them, and archive them for recordkeeping.

Appendix A: Application Information

This appendix describes the information that will be required in the application form. The application will be completed and submitted by applicants using the electronic submission process and system identified in the notice of funding availability issued by BAAQMD, SJVAPCD, SCAQMD, and CAPCOA. The application form will be made available for use in developing the application package on the program web page (<https://ww2.arb.ca.gov/our-work/programs/wildfire-smoke-clean-air-center-grant>).

1. Grant Application Form for Facility Ventilation Upgrade

a) Application Information

- Applicant name
- Type of entity
- Contact information

b) Facility Information

- Facility name
- Facility address
- Facility capacity
- Facility description
- Facility HVAC Assessment Report (Appendix B)

c) Community served by facility

- Demographic information
- Geographical information

d) Documented evidence of wildfire smoke burden

e) Project Information

- Type of project
- Project description

f) Project Schedule

- Estimated start date
- Estimated completion date

g) Project Budget

h) Plan for operating the clean air center

i) Self-Certifications and Attestations

j) Supporting Documentation

2. Grant Application Form for High-Efficiency Air Filter Purchase

- a) Application Information
 - Applicant name
 - Type of entity
 - Contact information
- b) Facility Information
 - Facility name
 - Facility address
 - Facility capacity
 - Facility description
 - Facility HVAC Assessment Report (Appendix B)
- c) Community served by facility
 - Demographic information
 - Geographical information
- d) Documented evidence of wildfire smoke burden
- e) High-Efficiency Air Filter Information
 - Make
 - Model Number
 - MERV rating
- f) Project Budget
- g) Plan for operating the clean air center
- h) Self-Certifications and Attestations
- i) Supporting Documentation

3. Grant Application Form for Portable Air Cleaner Purchase

- a) Application Information
 - Applicant name
 - Type of entity
 - Contact information
- b) Project Budget
- c) Portable Air Cleaner Information
 - Make
 - Model Number
 - Performance Specification
- d) Plan for operating portable air cleaners

- e) Estimate or statement on vulnerable populations in areas with high cumulative smoke exposure burden
- f) Self-Certifications and Attestations
- g) Supporting Documentation

Appendix B: HVAC Assessment Report Forms

This appendix describes the information that will be required in the HVAC Assessment Report. The assessment report form will be completed by Qualified Testing Personnel or Qualified Adjusting Personnel and submitted using the electronic submission process and system identified in the notice of funding availability issued by BAAQMD, SJVAPCD, SCAQMD, or CAPCOA. The assessment report forms will be made available for use in on the program web page (<https://ww2.arb.ca.gov/our-work/programs/wildfire-smoke-clean-air-center-grant>).

1. Name and address of facility and person or contractor preparing and certifying the report.
2. Documentation of HVAC equipment model number, general condition of unit, and any additional information that could be used to assess replacement and repair options given potential for ventilation and filtration upgrade.
3. Assessment that the current HVAC system can handle air filters with the MERV of 13 or greater or needs to be upgraded to handle such air filters.
4. The verified ventilation rates for facility and whether those rates are proper for the capacity of facility.
5. Documentation of system deficiencies and recommendations for additional maintenance, replacement, or upgrades to improve ventilation, energy efficiency, safety, or performance.

Appendix C: HVAC Verification Report Forms

This appendix describes the information that will be required in the HVAC Verification Report. The verification report form will be completed by Qualified Testing Personnel or Qualified Adjusting Personnel and submitted using the electronic submission process and system identified in the notice of funding availability issued by BAAQMD, SJVAPCD, SCAQMD, or CAPCOA. The verification report forms will be made available for use in on the program web page (<https://ww2.arb.ca.gov/our-work/programs/wildfire-smoke-clean-air-center-grant>).

1. Name and address of facility and person or contractor preparing and certifying the report.
2. Description of assessment, maintenance, adjustment, repair, upgrade, and replacement activities and outcomes.
3. Verification that filters with the MERV rating of 13 or greater have been installed.
4. The verified ventilation rates for facility and whether those rates are proper for the capacity of facility.
5. Documentation of system deficiencies and recommendations for additional maintenance, replacement, or upgrades to improve energy efficiency, safety, or performance.
6. Documentation of initial operating verifications, adjustments, and final operating verifications, and document any adjustments or repairs performed.
7. Verification of installation of carbon dioxide monitors, including make and model of monitors.
8. Verification that all required work has been performed by Qualified Testing or Adjusting Personnel or other qualified technician as specified by the guidelines, including the provision of the contractor's name and license; acceptance test technician name and certification number, where applicable; TAB technician name and certification number, where applicable; and verification that all construction work has been performed by a Skilled and Trained Workforce.

Appendix D: Additional References

1. Wicks. AB-836 Wildfire Smoke Clean Air Centers for Vulnerable Populations Incentive Pilot Program (2019).
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201920200AB836.
2. ASHRAE, Planning Framework for Protecting Commercial Building Occupants from Smoke During Wildfire Events,
<https://www.ashrae.org/file%20library/technical%20resources/covid-19/planning-framework-for-protecting-commercial-building-occupants-from-smoke-during-wildfire-events.pdf>
3. US EPA. "Wildfire Smoke A Guide for Public Health Officials Revised 2019." Research Triangle Park, NC: United States Environmental Protection Agency. Office of Air Quality Planning and Standards. Health and Environmental Impacts Division., August 2019.
https://www.airnow.gov/sites/default/files/2020-10/wildfire-smoke-guide-revised-2019_0.pdf