



BOARD OF DIRECTORS  
CLIMATE PROTECTION COMMITTEE

COMMITTEE MEMBERS

BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

TERESA BARRETT - CHAIR  
JOHN GIOIA  
DOUG KIM  
KATIE RICE  
ROD SINKS  
SHIRLEE ZANE

HILLARY RONEN - VICE CHAIR  
SCOTT HAGGERTY  
LIZ KNISS  
MARK ROSS  
BRAD WAGENKNECHT

MONDAY  
JUNE 4, 2018  
9:30 A.M.

1<sup>ST</sup> FLOOR BOARD ROOM  
375 BEALE STREET  
SAN FRANCISCO, CA 94105

AGENDA

1. **CALL TO ORDER - ROLL CALL**  
**PLEDGE OF ALLEGIANCE**  
**PUBLIC MEETING PROCEDURE**

*The Committee Chair shall call the meeting to order and the Clerk of the Boards shall take roll of the Committee members. The Committee Chair shall lead the Pledge of Allegiance.*

*This meeting will be webcast. To see the webcast, please visit [www.baaqmd.gov/bodagendas](http://www.baaqmd.gov/bodagendas) at the time of the meeting. Closed captioning may contain errors and omissions, and are not certified for their content or form.*

**Public Comment on Agenda Items** *The public may comment on each item on the agenda as the item is taken up. Public Comment Cards for items on the agenda must be submitted in person to the Clerk of the Boards at the location of the meeting and prior to the Board taking up the particular item. Where an item was moved from the Consent Calendar to an Action item, no speaker who has already spoken on that item will be entitled to speak to that item again.*

*Speakers may speak for up to three minutes on each item on the Agenda. However, the Chairperson or other Board Member presiding at the meeting may limit the public comment for all speakers to fewer than three minutes per speaker, or make other rules to ensure that all speakers have an equal opportunity to be heard. The Chairperson or other Board Member presiding at the meeting may, with the consent of persons*

*representing both sides of an issue, allocate a block of time (not to exceed six minutes) to each side to present their issue.*

**Staff/Phone (415) 749-**

**2. APPROVAL OF THE MINUTES OF MARCH 15, 2018 Clerk of the Boards/5073**

*The Committee will consider approving the draft minutes of the Climate Protection Committee meeting of July 19, 2018.*

**3. CLIMATE PROTECTION GRANT PROGRAM J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)**

*The Committee will consider recommending Board of Directors' approval of proposed projects for the 2018 Climate Protection Grant Program and authorization for the Executive Officer/APCO to execute grant agreements for the recommended projects.*

**4. CONSUMPTION-BASED GREENHOUSE GAS EMISSIONS INVENTORY J. Broadbent/5052  
[jbroadbent@baaqmd.gov](mailto:jbroadbent@baaqmd.gov)**

*Staff will brief the Committee on the Air District's consumption-based greenhouse gas emissions inventory and how the inventory is informing regional and local climate programs*

**5. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

*Any member of the Board, or its staff, on his or her own initiative or in response to questions posed by the public, may: ask a question for clarification, make a brief announcement or report on his or her own activities, provide a reference to staff regarding factual information, request staff to report back at a subsequent meeting concerning any matter or take action to direct staff to place a matter of business on a future agenda. (Gov't Code § 54954.2)*

**6. TIME AND PLACE OF NEXT MEETING**

*Thursday, July 19, 2018, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.*

**7. ADJOURNMENT**

*The Committee meeting shall be adjourned by the Committee Chair.*

## **CONTACT:**

**MANAGER, EXECUTIVE OPERATIONS**  
**375 BEALE STREET, SAN FRANCISCO, CA 94105**

[vjohnson@baaqmd.gov](mailto:vjohnson@baaqmd.gov)

**(415) 749-4941**

**FAX: (415) 928-8560**

**BAAQMD homepage:**

[www.baaqmd.gov](http://www.baaqmd.gov)

- To submit written comments on an agenda item in advance of the meeting. Please note that all correspondence must be addressed to the “Members of the Climate Protection Committee” and received at least 24 hours prior, excluding weekends and holidays, in order to be presented at that Board meeting. Any correspondence received after that time will be presented to the Board at the following meeting.
- To request, in advance of the meeting, to be placed on the list to testify on an agenda item.
- Any writing relating to an open session item on this Agenda that is distributed to all, or a majority of all, members of the body to which this Agenda relates shall be made available at the District’s offices at 375 Beale Street, Suite 600, San Francisco, CA 94105, at the time such writing is made available to all, or a majority of all, members of that body.

### **Accessibility and Non-Discrimination Policy**

The Bay Area Air Quality Management District (Air District) does not discriminate on the basis of race, national origin, ethnic group identification, ancestry, religion, age, sex, sexual orientation, gender identity, gender expression, color, genetic information, medical condition, or mental or physical disability, or any other attribute or belief protected by law.

It is the Air District’s policy to provide fair and equal access to the benefits of a program or activity administered by Air District. The Air District will not tolerate discrimination against any person(s) seeking to participate in, or receive the benefits of, any program or activity offered or conducted by the Air District. Members of the public who believe they or others were unlawfully denied full and equal access to an Air District program or activity may file a discrimination complaint under this policy. This non-discrimination policy also applies to other people or entities affiliated with Air District, including contractors or grantees that the Air District utilizes to provide benefits and services to members of the public.

Auxiliary aids and services including, for example, qualified interpreters and/or listening devices, to individuals who are deaf or hard of hearing, and to other individuals as necessary to ensure effective communication or an equal opportunity to participate fully in the benefits, activities, programs and services will be provided by the Air District in a timely manner and in such a way as to protect the privacy and independence of the individual. Please contact the Non-Discrimination Coordinator identified below at least three days in advance of a meeting so that arrangements can be made accordingly.

If you believe discrimination has occurred with respect to an Air District program or activity, you may contact the Non-Discrimination Coordinator identified below or visit our website at [www.baaqmd.gov/accessibility](http://www.baaqmd.gov/accessibility) to learn how and where to file a complaint of discrimination.

Questions regarding this Policy should be directed to the Air District’s Non-Discrimination Coordinator, Rex Sanders, at (415) 749-4951 or by email at [rsanders@baaqmd.gov](mailto:rsanders@baaqmd.gov).

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT  
375 BEALE STREET, SAN FRANCISCO, CALIFORNIA 94105  
FOR QUESTIONS PLEASE CALL (415) 749-4941**

**EXECUTIVE OFFICE:  
MONTHLY CALENDAR OF AIR DISTRICT MEETINGS**

**JUNE 2018**

<b><u>TYPE OF MEETING</u></b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Board of Directors Ad Hoc Building Oversight Committee</b> <i>(At the Call of the Chair)</i>	Wednesday	6	9:00 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	6	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(At the Call of the Chair)</i> - CANCELLED AND RESCHEDULED TO MONDAY, JULY 23, 2018 AT 9:30 A.M.	Monday	18	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	20	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Technology Implementation Office Steering Committee</b> <i>(At the Call of the Chair)</i>	Thursday	21	1:00 p.m.	1st Floor, Ohlone Room #107
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	27	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i> - CANCELLED	Thursday	28	9:30 a.m.	1 <sup>st</sup> Floor Board Room

**JULY 2018**

<b><u>TYPE OF MEETING</u></b>	<b><u>DAY</u></b>	<b><u>DATE</u></b>	<b><u>TIME</u></b>	<b><u>ROOM</u></b>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	4	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Personnel Committee</b> <i>(At the Call of the Chair)</i>	Thursday	12	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Stationary Source Committee</b> <i>(Meets on the 3<sup>rd</sup> Monday of every other Month)</i>	Monday	16	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	18	9:30 a.m.	1 <sup>st</sup> Floor Board Room

## JULY 2018

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Climate Protection Committee</b> <i>(Meets on the 3<sup>rd</sup> Thursday of every other Month)</i>	Thursday	19	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Executive Committee</b> <i>(At the Call of the Chair)</i>	Monday	23	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i> - CANCELLED	Wednesday	25	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	26	9:30 a.m.	1st Floor, Yerba Buena Room #109

## AUGUST 2018

<u>TYPE OF MEETING</u>	<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>ROOM</u>
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	1	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Regular Meeting</b> <i>(Meets on the 1<sup>st</sup> &amp; 3<sup>rd</sup> Wednesday of each Month)</i>	Wednesday	15	9:30 a.m.	1 <sup>st</sup> Floor Board Room
<b>Board of Directors Budget &amp; Finance Committee</b> <i>(Meets on the 4<sup>th</sup> Wednesday of each Month)</i>	Wednesday	22	9:30 a.m.	1st Floor, Yerba Buena Room #109
<b>Board of Directors Mobile Source Committee</b> <i>(Meets on the 4<sup>th</sup> Thursday of each Month)</i>	Thursday	23	9:30 a.m.	1 <sup>st</sup> Floor Board Room

HL – 5/30/18 – 10:40 a.m.

G/Board/Executive Office/Moncal

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

Memorandum

To: Chairperson Teresa Barrett and Members  
of the Climate Protection Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: May 21, 2018

Re: Approval of the Minutes of March 15, 2018

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RECOMMENDED ACTION

Approve attached draft minutes of the Climate Protection Committee (Committee) meeting of March 15, 2018.

DISCUSSION

Attached for your review and approval are the draft minutes of the Committee meeting of March 15, 2018.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Marcy Hiratzka  
Reviewed by: Vanessa Johnson

Attachment 2A: Draft Minutes of the Committee meeting of March 15, 2018

## AGENDA 2A – ATTACHMENT

Draft Minutes – Climate Protection Committee Meeting of March 15, 2018

Bay Area Air Quality Management District  
375 Beale Street, Suite 600  
San Francisco, California 94105  
(415) 749-5073

### **DRAFT MINUTES**

Summary of Board of Directors  
Climate Protection Committee Meeting  
Thursday, March 15, 2018

#### **1. CALL TO ORDER – ROLL CALL**

Climate Protection Committee (Committee) Chairperson, Teresa Barrett, called the meeting to order at 9:36 a.m.

Present: Chairperson Teresa Barrett; Vice-Chairperson Hillary Ronen; and Directors John Gioia, Rebecca Kaplan, Doug Kim, Katie Rice, Mark Ross, and Brad Wagenknecht.

Absent: Directors Scott Haggerty, Rod Sinks, and Shirlee Zane.

Also Present: Board of Directors Chairperson, David Hudson

#### **2. PUBLIC COMMENT ON NON-AGENDA MATTERS**

No requests received.

#### **3. APPROVAL OF THE MINUTES OF NOVEMBER 16, 2017**

Public Comments:

No requests received.

Committee Comments:

None.

Committee Action:

Board Chair Hudson made a motion, seconded by Director Wagenknecht, to approve the minutes of November 16, 2017; and the motion carried by the following vote of the Committee:

AYES: Barrett, Gioia, Hudson, Kaplan, Kim, Ronen, and Wagenknecht.  
NOES: None.  
ABSTAIN: None.  
ABSENT: Haggerty, Rice, Ross, Sinks, and Zane.

#### 4. CLIMATE PROTECTION GRANT PROGRAM

Jack Broadbent, Executive Officer/Air Pollution Control Officer, introduced Abby Young, Climate Protection Manager, who gave the staff presentation *Climate Protection Grant Program*, including: goal and objectives; grant program structure; funding categories; outreach to stakeholders; stakeholder input/feedback; launch and outreach; next steps; and how you can help.

NOTED PRESENT: Director Rice was noted present at 9:39 a.m.

##### Public Comments:

No requests received.

##### Committee Comments:

The Committee and staff discussed that the Air District will not be earmarking any of the \$4.5 million of the Climate Protection Grant Program funds for certain categories or types of eligible projects, because of the District’s desire to remain flexible to applicants; projects and activities that do not qualify for this program, and how the District will provide funding opportunities to research and development projects under its Technology Implementation Office; the source of funding for this program; whether projects in “existing” buildings that qualify for funding include multi-family dwellings and government buildings; the need to include local housing authorities and congestion management agencies as potential applicants; the request that the Committee be sent the District’s list of agencies that were invited to apply; the need to ensure that the application is streamlined and efficient for applicants and provide examples of eligible projects to better indicate what activities qualify for this program; the suggestion to prioritize projects that offer local co-benefits; and the need for prioritization of projects in both highly-impacted *and* low-income communities, and ways in which the program’s scoring criteria could be altered to prioritize projects serving these areas.

##### Committee Action:

At the consensus of the Committee, an eighth criterion was added to Section V (Evaluation and Scoring Criteria) of the program guidelines, adding five bonus points (making the total number of possible points of 105) for projects that benefit low-income communities. (Low-income communities include low-income, very-low and extremely-low income levels defined by the U.S. Department of Housing and Urban Development for the Bay Area.)

Vice Chair Ronen made a motion, seconded by Director Rice, to recommend Climate Protection Grant Program Guidelines, with the proposed amendment, be approved by the Board of Directors; and the motion carried by the following vote of the Committee:

AYES:	Barrett, Gioia, Hudson, Kaplan, Kim, Rice, Ross, Ronen, and Wagenknecht.
NOES:	None.
ABSTAIN:	None.
ABSENT:	Haggerty, Sinks, and Zane.



## **5. UPDATE ON THE AIR DISTRICT’S BASIN-WIDE METHANE STRATEGY**

Greg Nudd, Deputy Air Pollution Control Officer of Policy, introduced Dr. Idania Zamora, Senior Engineer, who gave the staff presentation *Update on the Air District’s Basin-Wide Methane Strategy*, including: outline; why focus on methane; methane in the Bay Area; basin-wide methane strategy: coordination framework, organics recovery strategy, regulatory efforts, and 2018 methane rules; methane emissions inventory; tier 1: estimating facility-wide emissions; tier 2; locating emissions inside facilities; and tier 3: measuring source emissions.

### Public Comments:

Public comments were given by Jed Holtzman, 350 Bay Area.

### Committee Comments:

The Committee and staff discussed that there are only three existing facilities that recover organics in the Bay Area; the need for a reduction of organics in landfills and clean diversion systems that will not add to existing odor and pollution; District engagement with wastewater treatment plans, refineries, environmental organizations, intergovernmental waste authorities, landfills, and natural gas utilities and distributors about District Regulation 13, Rule 1 (Significant Methane Releases); the importance of educating waste haulers, who are contracted by cities and counties and interface most with consumers, about the District’s objectives; the request for the District’s assistance with climate action planning in smaller jurisdictions in which methane is not well-understood; examples of model ordinances that have been passed in other jurisdictions that would help accelerate conformity of best practices among stakeholders and consumers; how methane and/or carbon dioxide can result from composting; the California Air Resources Board’s efforts to monitor and measure methane emissions; identifying underestimated sources of methane and anticipated data regarding source attribution of methane emissions; a backstop rule to prohibit significant methane releases throughout the Bay Area that the District plans to develop while more stringent source-specific rules are being developed; and the concern of methane leaks at various sources, and the distinction between measuring mass emission rates and concentration levels.

### Committee Action:

None; receive and file.

## **6. COMMITTEE MEMBER COMMENTS / OTHER BUSINESS**

None.

## **7. TIME AND PLACE OF NEXT MEETING**

The Committee will meet on Monday, June 4, 2018, Bay Area Air Quality Management District Office, 375 Beale Street, San Francisco, California 94105 at 9:30 a.m.

**8. ADJOURNMENT**

The meeting adjourned at 11:08 a.m.

Marcy Hiratzka  
Clerk of the Boards

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Teresa Barrett and Members  
of the Climate Protection Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: May 24, 2018

Re: Climate Protection Grant Program

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**RECOMMENDED ACTION**

The Committee will consider recommending Board of Directors' approval of proposed projects for the 2018 Climate Protection Grant Program and authorization for the Executive Officer/APCO to execute grant agreements for the recommended projects.

**BACKGROUND**

The Air District Board of Directors established a \$4,500,000 Climate Protection Grant Program to fund greenhouse gas (GHG) reduction activities in the Bay Area during the the Fiscal Year Ending (FYE) 2018 budget.

On September 21, 2017, staff presented to the Climate Protection Committee early concepts for a grant program utilizing these funds. Staff proposed that the grants support implementation of local climate action plans and the Air District's regional Clean Air Plan, *Spare the Air – Cool the Climate*. To support these objectives, staff proposed that the grant program fund projects in two program categories: *Reducing GHG Emissions in Existing Buildings*, and *Fostering Innovative Strategies*. Staff also proposed that eligible applicants be limited to public agencies, and as such, the Committee directed staff to conduct targeted outreach and solicit input from public agency staff to contribute to the development of the grant guidelines. During the Fall of 2017, staff interacted extensively with public agency staff through county-based meetings, conference calls, presentations to standing committees and one-on-one conversations. Staff circulated the draft guidelines among public agency staff across the region, and incorporated feedback into the Draft Procedures and Guidelines. The Draft Procedures and Guidelines were presented to the Climate Protection Committee on March 15, 2018. The Committee directed staff to make limited changes to the guidelines, including adding additional points in the evaluation and scoring for grants that provide benefit to low income communities. The final Procedures and Guidelines, including the goals, objectives, application procedures, eligibility requirements and evaluation and scoring criteria (Attachment 3B) were approved by the Board of Directors on April 4, 2018.

The grant application period was from April 4, 2018 through May 11, 2018. In addition to conducting a kick-off webinar, staff conducted five outreach workshops in the cities of

Cupertino, San Ramon, Redwood City, Petaluma and Berkeley to promote the grant program to public agencies. Staff also fielded numerous telephone and email inquiries during the grant application period.

**DISCUSSION**

The response to this grant program demonstrates a continued need in the region for funding to support local climate protection efforts. Recognizing that most of the “low-hanging fruit” has been picked, these applications reflect a commitment among Bay Area public agencies to new levels of collaboration across agencies, businesses, community organizations and individuals.

A total of 22 applications were received requesting \$6,123,884. Table 1 provides a summary of applications received.

**Table 1:  
Summary of Applications**

<b>Applications by County</b>	<b># of Applications</b>
Alameda	5
Marin	2
Sonoma	1
Contra Costa	1
San Mateo	5
Santa Clara	6
San Francisco	1
Applications serving multiple counties	1
<b>Applications by Agency Type</b>	<b># of Applications</b>
County government	5
City government	12
Community Choice Energy Program	2
Regional Agency	1
Housing Authority	1
Community College District	1
<b>Applications by Program Category</b>	<b># of Applications</b>
Reducing GHGs in Existing Buildings	11
Fostering Innovative Strategies	11

**Evaluation Criteria**

All applications were scored against the following criteria.

*Potential for GHG Emission Reduction* – how the proposed activity will reduce GHG emissions in the near (1-2 years) and medium (5 years) terms;

*Support for Air District's Goal and Objectives* – how well the project meets one or more of the District's stated objectives (e.g., achieving reductions in GHG emissions, achieving air quality co-benefits, supporting implementation of local climate strategies, implementing innovative and replicable approaches, benefitting CARE communities);

*Strength and Feasibility of Strategic Approach* – likelihood of the strategic approach to achieve its stated goals; appropriateness of budget, deliverables and timeline;

*Cost-effectiveness* – total dollar amount requested divided by estimated emission reductions;

*Feasibility of Deliverables and Timeline* – likelihood that deliverables will be completed within the proposed timeframe;

*Strength of Budget* – extent to which Air District funds are leveraging additional funding and extent to which additional funding has been secured;

*Benefit to CARE Communities* – how well the project impacts and benefits CARE communities; and

*Benefit to Low-income Communities* – how the project benefits low-income communities.

## **Evaluation Process**

All of the applications met all the relevant eligibility criteria and were evaluated based on the criteria set forth in the approved Climate Protection Grant Program Procedures and Guidelines. Staff members from the Planning and Climate Protection Division, the Technology Implementation Office, and the Executive Director of the Bay Area Regional Collaborative (BARC), participated in teams to score applications from the two program categories: *Reducing GHG Emissions from Existing Buildings*, and *Fostering Innovative Strategies*. All the scoring team members were provided with training on how to interpret the Guidelines and score the proposals. Each review team discussed the outcomes of their scoring in order to assure consistency in the evaluations.<sup>1</sup>

## **Project Scoring and Funding Recommendations**

Attachment 3A lists the final project scores, the ranking, the amount of funds requested, the amount of funding recommended by staff, and other information. There are four projects for which staff is recommending partial funding. The Program Guidelines generally limited grant awards to a range of \$100,000 - \$300,000. However, the Guidelines allowed for larger amounts (up to \$500,000) to be requested, provided that a letter of interest was submitted earlier in the call for applications period. Four projects requested approximately \$500,000. Several of these applications contain activities that overlap with other applications. Staff's recommendation to award lower levels of funding than was requested is based on potential overlap in activities across applications and the

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<sup>1</sup> One reviewer serves on the board of directors of a partner organization to one of the public agency applicants. The reviewer did not participate in the review of that application.

desire to allow for more funding to be offered to other worthy applications. Staff discussed the reduced funding levels with the applicants; all four applicants confirmed that they wish to keep their applications in consideration and that project outcomes would still be strong at the reduced funding levels. The projects recommended for funding total \$4,501,583, thus slightly exceeding the \$4.5 million allocated to this program. The additional \$1,583 would come from the Climate Protection Program professional services budget.

### **Projects Not Recommended for Funding**

Projects not recommended for funding at this time are also listed in Attachment 3A.

### **Emission Reductions**

The 17 projects recommended for funding will reduce annual greenhouse gas emissions by at least 22,553 metric tons of carbon dioxide equivalent (MTCO<sub>2</sub>e) in the near-term, and by at least 79,441 MTCO<sub>2</sub>e in the longer-term. These projects will do this by utilizing a variety of mechanisms and strategies and targeting various emission sources. Nine projects will reduce emissions from existing buildings, including single- and multi-family residential buildings, commercial buildings, data centers and community colleges. Additional projects will reduce GHG emissions through innovative use of renewable energy technologies, reducing short-lived “super-GHGs,” addressing the embodied carbon in construction and strategic community engagement.

The collection of new policies, projects, technological applications and collaborations receiving funding through these grants represents a wealth of benefit to the Bay Area and beyond. The stated GHG reductions in many of the applications are conservative, and staff anticipates that these projects will collectively achieve more climate protection benefit than reflected in the numbers listed above. In addition, a number of these projects will achieve multiple co-benefits, including reductions in non-GHG air pollutants, financial savings to low-income communities, improvements to indoor air quality and new markets for low- or zero-carbon technologies. All 17 projects recommended for funding will implement creative strategies that are highly replicable and will help launch the Bay Area forward on the path toward the region’s climate protection goals.

### **BUDGET CONSIDERATION / FINANCIAL IMPACT**

Funding for the Climate Protection Grant Program is included in the FYE 2018 budget.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: Abby Young  
Reviewed by: Henry Hilken

Attachment 3A: Award Recommendations  
Attachment 3B: 2018 Climate Protection Grant Program Procedures & Guidelines

**ATTACHMENT 3A**  
**Award Recommendations**

Score	Applicant	County	Project	Category	Requested Amount	Recommend Amount	Running Tally	GHG Redux Near-term	GHG Redux Long-term	CARE	Low Income
78	San Francisco DOE	San Francisco	Refrigeration upgrades in markets	Buildings	\$ 166,175	\$ 166,175	\$ 166,175	1,375	1,375	✓	✓
76	BayREN	Multi-county	Reg'l market transformation for heat pump water heaters	Buildings	\$ 500,000	\$ 400,000	\$ 566,175	1,815	7,503	✓	✓
74	Contra Costa Co.	Contra Costa	Web-based community engagement	Innovation	\$ 198,617	\$ 198,617	\$ 764,792	8,219	16,438		
69	San Jose	Santa Clara	City-based heat pump water heater project	Buildings	\$ 499,951	\$ 325,000	\$ 1,089,792	121	121	✓	✓
69	Marin County	Marin	Building decarbonization pilot project	Buildings	\$ 296,997	\$ 296,997	\$ 1,386,789	107	120		✓
68	San Mateo HEART	San Mateo	Green accessory dwelling units	Innovation	\$ 296,000	\$ 296,000	\$ 1,682,789	1,408	3,518	✓	✓
68	San Mateo Com. Colleges	San Mateo	Climate Corps Fellows reducing GHGs in community colleges	Buildings	\$ 300,000	\$ 300,000	\$ 1,982,789	1,471	1,471	✓	✓
67	Marin County	Marin	Develop market for low-carbon concrete	Innovation	\$ 206,456	\$ 206,456	\$ 2,189,245	2,750	36,500		
66	Palo Alto	Santa Clara	Refrigerated appliance recycling	Innovation	\$ 132,000	\$ 132,000	\$ 2,321,245	1,016	1,016		
64	StopWaste	Alameda	Reducing contamination in compost	Innovation	\$ 263,658	\$ 263,658	\$ 2,584,903	1,245	1,245	✓	
63	Silicon Valley CCE	Santa Clara	County-based heat pump water heaters	Buildings	\$ 500,000	\$ 325,000	\$ 2,909,903	144	144	✓	
59	Brisbane	San Mateo	Commercial building ordinance	Buildings	\$ 200,000	\$ 200,000	\$ 3,109,903	242	7,350		
57	East Bay CCE	Alameda	Resilient solar for critical facilities	Innovation	\$ 300,000	\$ 300,000	\$ 3,409,903	1,400	1,400	✓	
56	Sonoma RCPA	Sonoma	E-bike incentive and marketing	Innovation	\$ 250,460	\$ 250,460	\$ 3,660,363	209	209		✓
55	City of Santa Clara	Santa Clara	Remove diesel generators from data centers	Buildings	\$ 500,000	\$ 300,000	\$ 3,960,363	275	275	✓	✓
54	Palo Alto	San Mateo	Replace wall furnaces with heat pumps	Buildings	\$ 296,220	\$ 296,220	\$ 4,256,583	27	27		✓
54	Fremont	Alameda	Distributed energy to decarbonize buildings	Innovation	\$ 245,000	\$ 245,000	\$ 4,501,583	552	552		
Not Recommended for Funding											
47	San Jose DPW	Santa Clara	Lighting upgrade at animal care center	Buildings	\$ 130,000	\$ -		21	21	✓	
39	City of Santa Clara	Santa Clara	EV charging at schools	Innovation	\$ 300,000	\$ -		147	147		
38	Piedmont	Alameda	Appliance upgrades in municipal buildings	Buildings	\$ 135,817	\$ -		5	5		
37	City of San Mateo	San Mateo	Safe Routes 2 School expansion	Innovation	\$ 211,290	\$ -		1	1		✓
31	Piedmont	Alameda	Bring Ford GoBike to Piedmont	Innovation	\$ 195,243	\$ -		3	3		
<b>TOTALS</b>					<b>\$ 6,123,884</b>		<b>\$ 4,501,583</b>	<b>22,553</b>	<b>79,441</b>		





# 2018 CLIMATE PROTECTION GRANT PROGRAM

Bay Area Air Quality Management District

Procedures & Guidelines

April 4, 2018

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Bay Area Air Quality Management District

## 2018 Climate Protection Grant Program GUIDELINES

### SECTION I GENERAL INFORMATION

#### Program Summary

The Bay Area Air Quality Management District (Air District) aims to create a healthy breathing environment for every Bay Area resident while protecting and improving public health, air quality, and the global climate. Climate change—which has already begun to affect the region, state and world—threatens to degrade air quality and to potentially jeopardize the health and well-being of Bay Area residents, especially those in the most vulnerable communities. In 2017, the Air District adopted *Spare the Air, Cool the Climate*, its multi-pollutant Clean Air Plan (Plan). Consistent with the greenhouse gas (GHG) reduction targets adopted by the State of California, the Plan lays the groundwork for a long-term effort to reduce Bay Area GHG emissions 40 percent below 1990 levels by 2030 and 80 percent below 1990 levels by 2050.

The 2018 Climate Protection Grant Program is a one-time funding program that prioritizes projects that make progress towards achieving the Air District's 2030 and 2050 GHG targets and accelerating the implementation of local climate protection efforts. Under this grant program, the Air District will fund activities in two categories:

- 1) Reducing GHGs from Existing Buildings, and
- 2) Fostering Innovative Strategies with long-term impacts in reducing GHG emissions.

Further descriptions of these two categories and examples of eligible projects are listed in Section III Grant Program Categories.

The Climate Protection Grant Program is intended to complement the emission reduction goals contained in the Air District's existing and future grant and incentive programs while establishing distinct funding requirements. In 2018, the Air District's Strategic Incentives Division (SID) will provide up to \$100 million in grants and incentives for a wide variety of on-and off-road clean and zero-emission vehicles and infrastructure projects, trip reduction, and woodstove replacements. The Air District's new Technology Implementation Office (TIO) will focus on deploying innovative technologies for commercial and industrial applications. The Climate Protection Grant Program offers funding that aligns with the emission reduction goals of SID and TIO, but the funding eligibility requirements are distinct from those of these existing programs. For more information about Air District grant programs, please visit the Air District's website <http://www.baaqmd.gov/grant-funding>.

#### Schedule

<b>Tentative Dates</b>	<b>Action</b>
April 4, 2018	Release final guidelines/Call for Projects
Mid April	Convene application workshops
April 20, 2018	Optional Letters of Interest due
May 11, 2018	Applications due
Mid June 2018	Announce grant awards
July 2018	Execute award agreements

### **Who Can Apply**

Only public agencies are eligible to apply. Public agencies include cities, counties, water and other special districts, housing authorities, school and community college districts, joint powers authorities, and community choice energy programs that are located and provide services within the Air District's jurisdiction, i.e., Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo and Santa Clara Counties, and the southern parts of Solano and Sonoma Counties.<sup>1</sup> Eligible grant recipients must be responsible for the implementation of the project and have the authority and capability to complete the project. Partnerships with third parties - such as non-profit organizations, private business, and other public agencies - are encouraged, however, only public agencies may apply for and administer the grants. There is no limit to the number of applications a jurisdiction can submit, however, only one application can be submitted per distinct project.

### **Award Amounts**

A total of \$4.5 million is available for climate protection grants. Award amounts are limited to between \$100,000 and \$300,000. Applications that exceed this range will be considered if a Letter of Interest is submitted prior to submission of a full application. There is no guarantee that awards exceeding \$300,000 will be made.

### **Duration**

All work funded by Climate Protection Grants must be completed within 1-2 years of the execution of a funding agreement with the Air District.

### **Activities not Eligible for Air District Funding**

The Grant Program will not fund:

- cost of preparing or submitting grant application
- lobbying
- development of climate action plans or general plans
- endowment campaigns
- fundraising activities
- grants/scholarships to individuals
- primary academic research
- marketing of products or technologies for profit
- research and development for new technologies or products

<sup>1</sup>Air District boundary maps: <http://www.baaqmd.gov/research-and-data/interactive-data-maps>

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Any work performed prior to the full execution of a funding agreement with the Air District is not eligible for Climate Protection Grant Program funding.

## SECTION II GOAL AND OBJECTIVES

The over-arching goal of the Climate Protection Grant Program is to **achieve GHG reductions by accelerating implementation of the Air District's 2017 Clean Air Plan.**

To be eligible for funding, applications *must* support Objective 1; applications *may* support one or more of the other optional objectives.

**Objective 1 (Mandatory):** *Support implementation of measure(s) outlined in the Air District's 2017 Clean Air Plan*

Applications must support the implementation of one or more of the 85 control measures described in the [2017 Clean Air Plan](http://www.baaqmd.gov/plans-and-climate/air-quality-plans/current-plans) (<http://www.baaqmd.gov/plans-and-climate/air-quality-plans/current-plans>).

**Objective 2:** *Achieve air quality co-benefits*

The Air District's Clean Air Plan addresses multiple pollutants including GHGs. Certain, but not all, actions that reduce GHG emissions also reduce emissions of criteria air pollutants (ozone, particulate matter, sulfur dioxide, lead, nitrogen oxide, and carbon monoxide) and toxic air contaminants (e.g., diesel particulate matter, benzene).<sup>2</sup> The Air District seeks to fund projects that reduce these pollutants in addition to GHGs.

**Objective 3:** *Accelerate local implementation of GHG reduction policies and programs*

Local climate protection policies and programs often serve as the critical framework that identifies specific actions local governments plan to take to reduce GHG emissions. The Air District seeks to accelerate the implementation of local GHG reduction activities, particularly where they overlap with the Air District's Clean Air Plan.

**Objective 4:** *Engage and benefit impacted/CARE communities*

Some communities in the Bay Area continue to be disproportionately impacted by higher pollution levels than other areas. These communities are generally near freeways, large industrial facilities and/or busy distribution centers such as ports. The Air District's Community Air Risk Evaluation (CARE) program has identified communities most affected by high levels of toxic air contaminants, particulate matter and emissions that lead to smog formation. Applicants should consult the CARE program map (see <http://www.baaqmd.gov/plans-and-climate/community-air-risk-evaluation-care-program>) to determine if the proposed project is within or serves a CARE community. These "impacted communities" may include neighborhoods that would benefit from climate protection solutions (e.g., financial savings, job creation, improved air quality). The Air District seeks to fund projects that engage or benefit these impacted communities and ensure their ability to enjoy the many co-benefits of climate protection activities.

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<sup>2</sup> For a list of toxic air contaminants, see [http://www.oehha.ca.gov/air/toxic\\_contaminants/pdf\\_zip/Appendix%20A.pdf](http://www.oehha.ca.gov/air/toxic_contaminants/pdf_zip/Appendix%20A.pdf)

**Objective 5: Implement innovative approaches**

Grant funds may be used for pilot-testing innovative new projects or policy approaches, particularly those that hold promise for long-term reductions in GHG emissions.

**Objective 6: Create replicable solutions for the Bay Area and elsewhere**

The Air District seeks to identify GHG emission reduction strategies that can be easily and widely replicated throughout Bay Area cities and counties, throughout the State and beyond.

**SECTION III GRANT PROGRAM CATEGORIES**

In order to achieve the goal and objectives of the Climate Protection Grant Program, the Air District is focusing on two important program areas:

- Reducing GHG emissions from existing buildings; and
- Fostering innovative, cutting-edge GHG-reducing policies and strategies.

This funding strategy allows the Air District to invest deeply in one focused area – energy use in existing buildings – while also making funding available for projects in any economic sector that are particularly innovative and demonstrate potential for GHG reductions over the long term.

**1) Reducing GHGs from Existing Buildings**

Energy use in residential and commercial buildings is a major source of GHG emissions. Commercial and residential buildings account for nearly 70 percent of California's electricity consumption and 55 percent of its natural gas use. While the State of California and many local governments are aggressively addressing GHG emissions associated with energy use from new construction, existing buildings will continue to be a large source of emissions well into the future. In fact, two-thirds of the buildings that will exist in 2050 have already been built. This grant program is designed to address this legacy of building-related GHG emissions.

State, regional and local climate protection goals are well-aligned around reducing GHG emissions from the buildings sector. Under SB 350, the State of California is aiming to increase the energy efficiency of existing buildings by 50 percent by 2030. The Air District's 2017 Clean Air Plan includes many actions focused on building energy use and specifically on reducing fossil fuel use in buildings. All of the 65+ local climate action plans in the Bay Area include measures designed to reduce GHG emissions from the buildings sector. This grant program is intended to accelerate the implementation of all these efforts.

History has shown that achieving large-scale reductions in GHG emissions from the existing building stock has been exceptionally difficult. This is largely because the decision-making and implementation associated with changes to building energy use is extremely decentralized. Decision-makers are individual building owners. Their decisions to switch to more energy-efficient building systems and technologies, or to switch to lower carbon/carbon-free energy alternatives depend on multiple factors, including

access to information about both the alternatives and financing/rebates available. What low carbon alternatives are available? What is the payback time for different technologies? What rebates and tax credits might be available? Building owners may not know what questions to ask, let alone where to ask them. Since building owners often rely on contractors, vendors and installers of building technologies for advice on building improvements, it is critical for that group to be knowledgeable about these options.

This funding category is intended to facilitate the implementation of energy efficiency and renewable energy technologies in existing buildings to reduce building energy use overall. These efforts would also serve to reduce fossil fuel use and/or combustion in buildings, as well as reduce emissions of high-global warming potential (GWP) gases. Examples of the types of practices and technologies that could be supported by programs funded under this funding category include: energy efficiency and conservation, solar-water heating, heat pumps, solar photovoltaic energy, battery storage, switching from natural-gas to electric or renewable-energy end uses, and reducing refrigerant use or switching to low-GWP refrigerants.

Eligible projects could include (but are not limited to):

- Training and outreach programs for contractors, vendors and installers about preferable technologies to offer customers at time of equipment replacement;
- Development of new local building standards to support equipment upgrades when property is sold or renovated;
- Streamlining of permitting processes, reducing of fees for low-carbon remodels and installation of low-carbon alternative technologies and energy systems;
- Co-op funding program between public agency and vendors to incentivize low-carbon technologies and energy systems;
- Development of funding mechanisms for home or business owners to install low-carbon technologies and renewable-energy generation systems;
- Outreach and incentive programs for commercial building owners to address refrigeration system leaks and replacement with more climate-friendly refrigerants.

These examples provide general guidance, and neither limit the range of potentially eligible projects nor guarantee funding for any project.

## **2) Innovative Strategy Grants**

Transitioning to a post-carbon economy presents a daunting challenge. This challenge provides a tremendous opportunity for the development of new technologies, solutions, and ideas that will ensure humanity's continued viability and prosperity.

*“To protect public health and stabilize the climate, we must quickly reduce our dependence on fossil fuels and embark on the transition to a post-carbon economy.”*

*- 2017 Clean Air Plan*

The Air District is committed to achieving GHG-emission reductions across all economic sectors, including energy, solid waste, water, agriculture, stationary sources, transportation, and natural and working lands. In 2017, the Air District launched a Technology Implementation Office (TIO), which will offer financing and matchmaking to accelerate the deployment of disruptive, low-cost technologies in the areas of zero emission vehicles, smart/connected technologies, and lower emission industrial processes. The Climate Protection Grant Program is designed



to support and complement the efforts of the TIO by funding policy development and implementation strategies that enable greater GHG emission reductions. Applications may be submitted for all economic sectors described in the Air District's 2017 Clean Air Plan.

This grant category is specifically intended to encourage and support innovative policies and strategies with regional potential. The Air District will maximize the impact of its grant funding by supporting projects that foster the development and implementation of ground-breaking approaches that overcome current barriers and create new pathways to a post-carbon economy.

### Fostering Innovation

Achieving the long-term goal of reducing GHG emissions 80% below 1990 levels by 2050 will require the development and implementation of new approaches and new ways of conducting business, by all sectors of the community. Grant funds are available to help bring creative, innovative strategies to fruition, especially those that result in transformative impacts well beyond the scope of the original project. For example, when the Air District issued climate protection grants in 2010, two particularly innovative strategies that were funded were *Marin Clean Energy*, California's first community choice energy program, and *Berkeley First*, which created the concept of property-assessed clean energy (PACE) financing. Both of these projects resulted in widespread impacts and replication. This is the intent of this grant category – to launch new game-changing policies, strategies and programs that will have long-term, transformative impacts.

Grant funds may be used for scoping and piloting innovative new projects or policy approaches in any economic sector. A specific barrier to large-scale GHG reduction must be identified and addressed. Eligible projects could include (but are not limited to):

- Design and implementation of innovative financing mechanisms;
- Development of GHG-based, market-based mechanisms;
- Creation of a small business purchasing collective for energy-efficient lighting/equipment/solar/clean vehicles/etc.
- Combination of new policy/program driver plus incentives to create a comprehensive program to stimulate market demand for transformative technologies;
- New, innovative uses of social marketing to drive large-scale, near-term action, consumer awareness and behavior change;
- Creatively addressing barriers to implementing low-carbon solutions through technology or practices.

These examples provide general guidance and are neither intended to limit the range of projects submitted for funding nor to assure funding for any project.

## **SECTION IV APPLICATION REQUIREMENTS AND PROCEDURES**

### **Application Deadline**

Applications must be uploaded electronically through the Air District's Procurement Portal no later than *5:00 pm on Friday, May 11, 2018*. Only completed applications received by the deadline will be evaluated; incomplete applications will be rejected.

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**Please see detailed instructions about the electronic submission process later in this section.**

## **Application Checklist**

**Any items submitted other than those specified in this Checklist will not be reviewed.**

### Cover sheet – Maximum 1 page (required)

The Air District's Climate Protection Grant Program Cover Sheet (Appendix A) must be signed by a person with authority to legally bind your organization (in electronic applications, a typed-in name is legally equivalent to a signature<sup>3</sup>).

### Proposal Narrative – Maximum 8 pages (required):

Project narratives should be concise, and adequately and clearly address all the following required elements.

- a. *Summary of Project* – Provide a clear and concise description of the project, including the need or problem being addressed, and why funding from the Air District is critical in meeting that need.
- b. *Strategic approach* – Include a detailed description of what the project will do, how it will do it, any partners and their specific roles, why this particular approach is proposed. Provide a table of major deliverables and estimated completion dates. Deliverables should include expected milestones and coincide with stated objectives of the project.
- c. *Connection with Air District's goal and objectives* – State specifically how the project and approach will support the grant program's goal and objectives, being clear as to which objectives the project will support. Quantify co-benefits as much as possible, clearly explaining the assumptions and methodologies used for making these estimations.
- d. *Potential for GHG Reduction* – Use the emissions quantification guidelines in Appendix B to estimate the GHG emission reductions expected to result from the project. Describe the basis for estimating the potential emission reductions. Discuss the likelihood that the proposed project activity will achieve the emission reduction goals (e.g., will implementation actions be mandatory versus voluntary; have incentive funds been secured). Provide a quantified estimate of annual GHG emission reductions achieved at the time of project completion. Include a discussion of how soon the project will begin demonstrating GHG reductions.
- e. *Measuring success* – Clearly state the metrics by which success will be evaluated. Describe the criteria to be used to determine if the project has achieved its goals and objectives. A combination of both qualitative and quantitative metrics can be used.

### Project Budget – Maximum 2 pages (required)

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<sup>3</sup> See the Electronic Signatures in Global and National Commerce Act, <http://www.ftc.gov/os/2001/06/esign7.htm>

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Provide a full budget for the proposed activity, broken out by year (if applicable). The budget will enable evaluators to determine the likelihood of the full project being funded, how Air District funds might be leveraged, the relative weight of different elements of the proposed activity, etc. Identify budget line items funded by the Air District's Climate Protection Grant Program. List all other funders, their total contribution (including in-kind), and indicate whether that contribution has been secured (in-hand), committed, requested or not yet requested.

Include, at a minimum, the following line items:

- Salary – list project team members, hours for each and hourly rates for each
- Fringe/benefits – list fringe rate
- Consultants/sub-contractors – list estimated hours and rates if possible
- Meetings – convening of any public meetings, workshops, trainings, etc. required as part of your project (NOT internal project team meetings)
- Materials design & production (including web)
- Indirect expenses / overhead – list your indirect/overhead rate
- Other expenses

In addition, provide a brief budget narrative of 1-2 sentences for each line item to add clarity and specificity.

#### Partnership Letter of Commitment (optional)

If applicable, provide letters of commitment from any other public agencies, non-profit, business or other collaborators detailing what they are providing to the proposed project (technical support, matching funds, etc.).

#### **Formatting**

Proposals must be single-spaced, with a minimum of 1-inch margins and 12-point font. The Air District's Climate Protection Grant Cover Sheet (Appendix A) will serve as the proposal's cover sheet / title page. Proposals should have the name of the applying organization and page number on each page. Proposals must be submitted as a PDF.

#### **Letter of Interest (optional)**

A potential applicant may wish to submit a Letter of Interest if they would like Air District staff to preliminarily review their project concept and provide feedback. This may be particularly helpful if an applicant is planning to collaborate with other public agencies on a joint application, is looking to be matched with potential partner agencies, or simply if an applicant wishes to receive initial feedback about the eligibility or potential competitiveness of a proposed project. In addition, a Letter of Interest is required to be submitted prior to developing a full proposal if an applicant is planning to request more than \$300,000.

Deadline for submission of Letters of Interest is 5:00 pm on Friday, April 20, 2018. Detailed instructions and a template are located in Appendix C.

#### **Electronic Submittal Process**

Interested applicants must create an account through the Air District's Procurement Portal and use the link provided below to submit required applications, optional Letters of

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Interest and general questions. Faxed, mailed or couriered proposals will not be accepted.

Using the Air District's Procurement Portal to submit your application:

Step 1: Go to Procurement Portal at:

<https://baaqmd.bonfirehub.com/portal/?tab=openOpportunities>

Step 2: Under the Login tab, create a Bonfire account under 'New Vendor Registration.' Fill out all fields and select 'Create account.' An Account Confirmation Email will be sent to the email address provided. Once received, open the email and follow instructions to confirm your account.

Step 3: Return to Bonfire account and create a 'Vendor Record.' Complete all fields and select 'Yes' for email notifications, to receive upcoming due date reminders, or other applicable information related to the grant program.

Step 4: Once saved, you will have access to the Climate Protection Grant Program option. Here you can download the grant program guidelines, upload completed applications and Letters of Interest, and view FAQs that will be developed and posted during the open application period.

Step 5: While logged in to the Climate Protection Grant Program, select 'Prepare Submission.' Upload your document (Letter of Interest or full application). Once submitted, you will receive a submission receipt and confirmation code.

**Contact Information**

Grant applicants are encouraged to discuss their grant proposals with Air District staff prior to submittal. The primary contact for the Climate Protection Grant Program is:

Geraldina Grunbaum  
Senior Environmental Planner  
[climate@baaqmd.gov](mailto:climate@baaqmd.gov)

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## SECTION V EVALUATION AND SCORING CRITERIA

Applications will be reviewed after the submittal deadline, and eligible projects will be evaluated and ranked according to the scoring criteria described below.

	Possible Points
Potential for GHG reduction	25
Support for Air District's goal and objectives	20
Strength and feasibility of strategic approach	20
Cost-effectiveness	15
Strength and feasibility of deliverables and timeline	10
Strength of budget	5
Benefit to CARE communities	5
Benefit to low-income communities	5
<b>TOTAL Points Possible</b>	<b>105 Total</b>

- 1) Potential for GHG reduction [25 points]  
Amount of annual GHG emission reductions achieved after full implementation of the project, including reasonableness of assumptions. While the maximum annual emissions reductions may occur in a future year, the extent to which near-term GHG reductions will be achieved should be discussed. Guidelines for estimating GHG reductions are included in Appendix B.
- 2) Support for Air District's goal and objectives [20 points]  
Extent to which the proposed activity is consistent with and supports the goal and objectives of the Climate Protection Grant Program. Scoring will take into consideration the number of objectives the proposed activity supports, as well as how strongly the proposed activity supports a given objective. It is possible for an application that supports one or two objectives very strongly to score higher than a proposal that supports all six objectives superficially.
- 3) Strength and feasibility of strategic approach [20 points]  
Achievability of the project's goals and objectives and likelihood that the strategic approach will be successful. Extent to which partners are used appropriately and effectively (if applicable). Extent to which the deliverables are commensurate with the level of funding requested. Extent to which the proposed project budget is adequate for successful implementation of the strategic approach and of achieving the deliverables of the project.
- 4) Cost-effectiveness [15 points]  
Extent to which the GHG emission reductions estimated in the proposed project can be accomplished in a cost-effective manner. This is determined by dividing the total amount of funding requested under the Climate Protection Grant Program by the estimated annual GHG emission reductions achieved after full implementation of the project.
- 5) Feasibility of deliverables and timeline [10 points]  
Viability of the schedule and likelihood that all deliverables will be completed within the proposed timeframe.

- 6) Strength of budget [5 points]  
Scoring will take into consideration the extent to which Air District funds are leveraging additional funding, the extent to which full funding for the project has been secured, the balance between programmatic expenses (key staff time, project activities, etc.) and administrative costs, and the degree to which the applicant is providing matching funds (matching funds are not required). For scoring purposes, the value of in-kind resources, such as expected staff or volunteer hours, will be calculated at 50% of cash contributions.
- 7) Benefit to CARE communities (as described in Objective 4, page 3) [5 points]  
Extent to which the proposed activity occurs within a CARE community<sup>4</sup>, serves a CARE community, and/or provides a benefit to a CARE community. Benefits might include lower air pollution, reduced energy need/use, financial savings, job creation, etc.
- 8) Benefit to low-income communities [5 points]  
Extent to which the proposed activity benefits low-income communities and their residents. Benefits may include reducing energy use, financial savings, job creation, etc. Low-income communities include low-income, very-low and extremely-low income levels defined by the U.S. Department of Housing and Urban Development for the Bay Area<sup>5</sup>.

## SECTION VI AFTER RECEIVING A GRANT

### Award Process

Notification of awards are anticipated to be made in June, 2018. Applicants will be notified electronically after projects are preliminarily approved for funding by the Air District Board of Directors. However, final approval for funding occurs only when a funding agreement has been signed by both the project sponsor and the Air District (i.e., is fully executed). Air District staff will prepare funding agreements that set forth the terms, conditions, and monitoring and reporting requirements of each Climate Protection Grant. **Via funding agreements, project sponsors are legally bound to meet certain requirements**, including notifying the Air District of any change in project implementation, making periodic reports, and providing certificates of insurance. If a project sponsor does not comply with all the terms and conditions of a funding agreement, it may have to repay a portion or all of the funds granted, and the sponsor may be barred from future Air District grants. If the Air District awards an amount that differs from the amount requested, Air District staff will work with the awardee to align deliverables, outcomes and timelines appropriately. Upon execution of the grant contract, the awardee can commence work on its funded activities.

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<sup>4</sup> Geographic boundaries of CARE communities can be found at <http://www.baaqmd.gov/plans-and-climate/community-air-risk-evaluation-care-program>.

<sup>5</sup> HUD income limits for the San Francisco Bay Area can be found at <https://www.huduser.gov/portal/datasets/il/il2017/2017summary.odn>.

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## **Payment of Grant Funds**

The payment schedule will be established in the funding agreement for each project. No funds will be released until the funding agreement has been fully executed by the project sponsor and the Air District. In general, payment will be made on a reimbursement basis, after eligible project costs are incurred and documented. The final payment will be made upon adequate completion of all deliverables and submittal of a complete final report (including narrative and financial reporting).

## **Reporting**

Grantees are required to report on the progress of their grant activities every six months. Interim reports (for the first six-month period) include narrative descriptions of progress and financial accounting of the grant program to date. Annual reports include narrative descriptions of the second half of the year's activities and final fiscal accounting for the whole year. For one-year grants, the annual report is considered the final report. Interim reports are used by the Air District to identify potential problems with grant implementation, to intervene with grantees and modify approaches to ensure successful outcomes. Final reports are used to analyze the impact of the Air District's investments and assist in shaping future grant programs. All reports will be used to share information and promote successes among grantees and with the greater Bay Area community.

Report formats and requirements will be provided to grantees with their award materials.

## **Meetings/conferring**

The Air District will convene a meeting for all its grantees after the first year of grant implementation to share program information and results, and to foster the creation of partnerships and important collaborations among public agencies throughout the Bay Area. Attendance at the annual meeting is strongly encouraged, but not required.

In addition, Air District staff will make every attempt to meet individually with all grantees midway through their project implementation.



## APPENDIX A

### Climate Protection Grant Cover Sheet

#### I. Applicant

Name of Jurisdiction: \_\_\_\_\_

Type of Public Agency:  Local government  Special District  Community Choice Energy

Other (specify) \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone #: (    ) \_\_\_\_\_

E-mail: \_\_\_\_\_

#### II. Project

Project Title: \_\_\_\_\_

Program Category:  Reducing GHGs from Existing Buildings  Fostering Innovative Strategies

Total Project Cost: \$ \_\_\_\_\_

Funding Request: \$ \_\_\_\_\_

***Individual authorized to enter into a formal agreement with the Air District:***

I authorize the submittal of this grant application and certify that all information is correct and accurately reflects the project scope, costs, timeline, and availability of funds.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## APPENDIX B

### Guidelines for Estimating Greenhouse Gas (GHG) Emission Reductions

Applicants are encouraged to use the emission factors and equations provided below to determine GHG reductions from proposed projects. However, applicants may use established protocols and methodologies (such as the California Air Resources Board's GHG quantification guidance<sup>6</sup>) but must document these approaches. Total estimated GHG emission reduction units should be expressed in metric tons of CO<sub>2</sub> equivalent (MTCO<sub>2</sub>e). Evaluation and scoring of applications with regard to GHG emission reductions will be based on estimated annual GHG emission reductions achieved after full implementation of the project.

Quantification should calculate the net GHG reduction from the proposed activity. This includes calculating the emission reductions, but also any associated emissions increases resulting from the proposed project. For example, a waste diversion project may achieve GHG reductions due to reducing the waste stream, but may also increase GHG emissions due to adding vehicle trips to and from recycling or composting facilities. Quantification of net GHG reductions should include an overall equation:

*(GHG reductions from project) – (any associated GHG increases) = net project GHG impact*

#### **Determining GHG reductions from projects addressing building energy use:**

##### Electricity emission factors:

*If electricity is provided by PG&E:*

(number of megawatt hours saved) X .197 = MTCO<sub>2</sub>e reduced<sup>7</sup>

*If electricity is provided by a Community Choice Energy (CCE) program:* contact the CCE for its 2015 emission factor for CO<sub>2</sub>e, and multiply by the amount of megawatt hours reduced by the project. If a 2015 emission factor is not available, please indicate the year that corresponds with the emission factor used.

##### Natural gas:

(number of therms saved) X 0.005 = MTCO<sub>2</sub>e reduced<sup>8</sup>

#### **Determining GHG reductions from projects addressing waste management:**

##### Waste Diversion

Compost emission reduction factors by feedstock:<sup>9</sup>

Food waste: (tons diverted) X 0.62 = MTCO<sub>2</sub>e reduced

Yard trimmings: (tons diverted) X 0.44 = MTCO<sub>2</sub>e reduced

Mixed organics: (tons diverted) X 0.56 = MTCO<sub>2</sub>e reduced

For other waste reduction projects (recycling, waste diversion, etc.), identify the type(s) of waste reduced, and simply specify the amount (in tons) reduced for each waste type:

<sup>6</sup> CARB, <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/quantification.htm>

<sup>7</sup> This emission factor is the latest third-party verification for PG&E's 2015 delivered electricity.

<sup>8</sup> U.S. EPA, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

<sup>9</sup> California Air Resources Board, [www.arb.ca.gov/cc/waste/cerffinal.pdf](http://www.arb.ca.gov/cc/waste/cerffinal.pdf)

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aluminum, glass, plastic, yard waste, food waste, newspaper, office paper, cardboard. If you do not know or cannot estimate waste reduction by waste type, estimate an aggregated amount of waste reduced and indicate the type as “mixed waste.”

**Determining GHG reductions from projects addressing transportation:**

Transportation

On-road gasoline: (# gallons of gasoline saved) X 0.009 = MTCO<sub>2</sub>e reduced<sup>10</sup>

On-road diesel: (# gallons of diesel saved) X 0.01 = MTCO<sub>2</sub>e reduced<sup>11</sup>

**Contact the Air District for additional guidance ([climategrants@baaqmd.gov](mailto:climategrants@baaqmd.gov)).**

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<sup>10</sup> U.S. EPA, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

<sup>11</sup> U.S. EPA, <https://www.epa.gov/energy/greenhouse-gas-equivalencies-calculator>

## APPENDIX C

### Letter of Interest Instructions and Template

#### **Instructions**

Applicants planning on requesting more than \$300,000 in Climate Protection Grant Program funding *must* submit a Letter of Interest prior to submittal of their application. Applicants seeking less than \$300,000 may, but are not required to, submit a Letter of Interest if they would like Air District staff to review their project concept and provide feedback. This may be particularly helpful if an applicant is planning to collaborate with other public agencies on a joint application, is looking to be matched with potential partner agencies, or simply if an applicant wishes to receive initial feedback about the eligibility or potential competitiveness of a proposed project.

Letters of Interest will not be taken into consideration during the final evaluation and scoring of applications.

Deadline for submission of Letters of Interest is 5:00 pm on Friday, April 20, 2018.

Letters of Interest must follow the template format below. A Letter of Interest may only address one proposed project.

Letters of Interest must be submitted via the Air District's Procurement Portal following the instructions on page 9 of these Guidelines.

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**Appendix C – Continued**

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**Letter of Interest Template**

Format requirements: No longer than 2 pages, single spaced with 12-point font, no attachments. Submissions longer than 2 pages will not be reviewed.

**Provide Contact Information**

*Full Name of Public Agency*

*Contact Name*

*Contact Phone*

*Contact Email*

**Indicate Program Category**

*Specify the grant program category for which you expect to apply:*

- Reduce GHGs from Existing Buildings
- Fostering Innovative Strategies

**Provide a Project Summary**

*Succinctly describe the proposed project. Include information about the problem to be addressed and how the proposed project would address the problem. List other known and relevant information about the project that will help Air District staff provide useful feedback.*

**Provide a Project Timeline**

*Include a timeline that outlines major tasks and deliverables.*

**Provide a Budget Summary**

*Indicate the expected amount of funding sought from the Air District, and list any other major funders. Provide a description of anticipated expenses for major budget categories such as programmatic costs, staff time, consultants, etc.*

**BAY AREA AIR QUALITY MANAGEMENT DISTRICT**

## Memorandum

To: Chairperson Teresa Barrett and Members  
of the Climate Protection Committee

From: Jack P. Broadbent  
Executive Officer/APCO

Date: May 24, 2018

Re: Consumption-Based Greenhouse Gas Emissions Inventory

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**RECOMMENDED ACTION**

None; receive and file.

**BACKGROUND**

The Air District employs the most cutting-edge tools and methodologies available to inform our climate protection program. To develop effective greenhouse gas (GHG) reduction strategies, we need to understand not only the GHG emissions directly produced from transportation, buildings and other sources within the region, but also the GHG emissions embedded in the goods and services that we consume. Researchers have developed methodologies to prepare “consumption-based” GHG emission inventories by estimating the entire life-cycle emissions (including materials extraction, production, distribution, use, and disposal) embedded in the full range of goods and services that we consume, regardless of where they are physically produced. Consumption-based emission inventories can be used to analyze the GHG footprint of an individual household, or scaled up to calculate the GHG footprint of a neighborhood, city, region, state or nation.

**DISCUSSION**

To help inform the climate protection strategy described in the 2017 Clean Air Plan, the Air District collaborated with the UC Berkeley Energy Resources Group to prepare a regional consumption-based GHG inventory for the Bay Area. This inventory shows how key activities and sectors contribute to the total GHG footprint of the average Bay Area household, and how the average GHG footprint in the Bay Area compares to the GHG footprint in other regions.

Recognizing that consumption-based GHG data could be useful to the climate protection efforts of our local partners, we also provided a consumption-based GHG inventory for each Bay Area city and county. This information helps to explain how and why the GHG footprint of the average household varies across the neighborhoods and communities within the Bay Area, and helps the development of GHG reduction strategies.

Staff will summarize key findings from the Bay Area consumption-based GHG inventory for the Committee and describe how the Air District and its local partners are using the inventory to inform our respective climate protection and public education efforts.

BUDGET CONSIDERATION / FINANCIAL IMPACT

None.

Respectfully submitted,

Jack P. Broadbent  
Executive Officer/APCO

Prepared by: David Burch  
Reviewed by: Henry Hilken