

Program Guidelines

Air filtration reduces the concentration of particulate contaminants from indoor air and is an important component of a school's Heating Ventilation and Air Conditioning (HVAC) system. Reducing airborne particles (such as PM 2.5) in schools is an important strategy to reduce exposure to particulate matter which negatively impacts human health, especially for sensitive populations such as children. Older HVAC systems used in some schools only remove a small fraction of particles in the air that are smaller than 0.3 microns (μm). More efficient HVAC air filters and standalone air cleaners are important for creating healthier air in school classrooms. This program aims to reduce exposure to potentially unhealthy indoor air by installing advanced air filtration systems in AB617 selected community schools which have identified this measure within their approved Community Emission Reduction Program (CERP). **Funds are provided on a first come, first served basis and applicants must obtain approval and have a signed, executed contract from the District prior to the purchase of any equipment. Any equipment purchased prior to contract execution is ineligible for funding.**

I. General Program Information

A. Eligible Entities (must meet all criteria below)

1. Public Schools serving students from kindergarten through 12th grade and,
2. Located within the District boundaries and,
3. Located within the established boundaries of communities selected by the California Air Resources Board (CARB) for investment of additional resources under AB617, and
4. Have an approved CERP that includes this measure.

B. Ineligible Entities

1. Pre-Schools, Sectarian, Denominational or any school not under the exclusive control of the officers of the public schools. (Cal. Const. Art. 16 § 5 and Art. 9 § 8).

C. Eligible Items

1. Air Filter panels with at least a MERV rating of 14 or the best available applicable filter as determined by the current HVAC assessment. Replacement filters must have a higher MERV rating than the current in-use filters.
2. Standalone systems that include but are not limited to, air ventilation systems, air purifier systems, and air filtration systems which meets the following criteria:
 - a. Have a MERV of 14 or greater filter rating
 - b. Noise threshold at or below 45 decibels.
 - c. Portable air cleaning units must include a clean air delivery rate (CADR) for tobacco smoke (0.09-1.0 μM) or a CADR equivalent manufacturer's rating for filtration that is appropriate for the classroom size.
 - d. Be CARB Certified. A list of currently certified systems can be found at: <https://ww2.arb.ca.gov/list-carb-certified-air-cleaning-devices>
3. Initial installation costs associated with the installation of the new air filters or standalone system.
4. HVAC Impact Assessment performed after submittal of an application **and** approval has been provided by the District.

- a. Assessments performed prior to application submittal date can be used to satisfy the HVAC Impact Assessment requirement identified in section III(A) of these guidelines, but are not eligible for reimbursement.

II. Funding

Type of Equipment	Funding Amount
Air Filters Panels	Up to 100%
Standalone Systems	Up to 90%
Initial installation costs	Up to 100%
HVAC Impact Assessment	Up to 100%

- A. For Air Filter Panels, funding is provided to purchase the number of air filters panels sufficient to last up to 5 years. Filters must be purchased and reimbursement requested within 2 years from the execution date of the contract with the District.

III. Project Criteria

A. The applicant must meet the following eligibility requirements:

1. An impact assessment must be conducted by the equipment owner or an HVAC engineer to ensure that the new filtration will not adversely affect the existing HVAC system(s). The assessment must include the following:
 - a. HVAC information such as type of system and associated MERV rating filter.
 - b. Estimated hours of use (based on normal duty-cycle) and maintenance downtime.
 - c. Number of classrooms and students per classroom where air filtration is to be upgraded.
 - d. Size (length, width, and height) of each room to be upgraded.
 - e. Potential increase in energy costs for the new filtration (annual kilowatt-hr * dollars / kW-hr = annual cost).
 - f. If available, the total ventilation (m³/hr) for old and new air filtration systems.
2. Applicant must maintain the equipment in a manner suitable for the type of air filtration equipment selected.
3. The project life represents the amount of time in which the applicant will be required to submit annual reports. The Project life is as follows:
 - a. Standalone system – five (5) years.
 - b. Air Filter Panels – one (1) year.
4. Annual reports will be mailed to the applicant starting 12 months from the first purchase of new equipment as identified on the final sales invoice submitted with the reimbursement request and will include the following information:
 - a. Estimated number of hours of use, and number of people in the room during use.
 - b. Statement of any performance issues that occurred with the funded equipment as well as maintenance issues
5. Participants can re-apply for funding, if available, and use the prior HVAC assessment if the prior assessment is still applicable.

IV. Documentation

The following documentation must be submitted with each application.

A. Copy of a quote for the selected new equipment and should represent the type and style of equipment you would like to purchase.

1. For Air Filter Panels the quote should identify:
 - a. Brand
 - b. Filter size,
 - c. Number of filters
 - d. MERV rating
 - e. Price per filter
2. For Stand Alone systems the quote should identify
 - a. Type (ventilation, filtration, purification, other)
 - b. Make & model
 - c. MERV rating
 - d. Noise Threshold
 - e. Price per unit

B. Copy of an HVAC Impact Assessment Form (if already completed)

C. Copy of Resolution from the school district governing board authorizing the submittal of the application and identifying the individual authorized to implement the project, or other documentation signed by a duly authorized official with authority to make financial decisions.

D. Completed IRS Form W-9

V. Application, Contract and Payment Process

Funds are not guaranteed until a contract has been issued and executed.

- A.** All applications received will be subject to a review process, which will include verification of all of the following:
1. Applicant's eligibility to participate in the Program,
 2. Proposed project is consistent with these Guidelines.
- B.** If the application is incomplete, a letter and/or an email will be sent to the applicant indicating the reason(s).
- C.** If the application is ineligible, it will be canceled and a letter will be sent to the applicant indicating the reason(s).
- D.** Contracts will be issued on a first come, first served basis until program funds are exhausted.
1. Contracts are offered via DocuSign unless requested otherwise.
 2. A contract is not considered Executed until all signatures have been obtained
 3. A copy of the fully signed contract will be emailed to the applicant upon execution.
- E.** Payments from the District shall be made directly to the participant named on the contract upon receipt of a completed Claim for Payment packet submitted by the participant to the District.

1. Within sixty (60) working days of receipt of a properly supported and verified Claim for Payment (CFP), and successful post-inspection of the new equipment, which includes verification that the new equipment is installed and operational, the District shall issue payment to applicant.
 - a. A two-party check written out to the applicant and the Retailer or Manufacturer where the new equipment was purchased may be requested by the applicant.
 2. A copy of the payment procedures will be provided with the fully executed contract.
- F.** Projects that are awarded a contract will be subject to a **project life of up to five (5) years**, commencing on the day the new equipment is purchased, as indicated on the final sales invoice.
1. Applicants will be required to submit annual reports to the District for the life of the project. Annual reports will be provided by the District and mailed to applicants annually approximately one year from the date of the final sales invoice.

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

(559)230-5800

Grants@valleyair.org

(Subject line must indicate School Filtration Program & your name)