

Clean Air Fund Proposal Process

1. Applications/proposals are solicited by the Allegheny County Health Department (ACHD) Air Quality Program via a request for proposals (RFP), which are made once or twice a year in January and/or July; however, organization-initiated applications are always welcome. The number and type of RFPs or other solicitations made by the Air Program annually will vary depending upon budget availability, pending organizational initiated applications, existing projects in progress, and the overall goals and objectives of the Health Department.
2. RFP proposals will follow the specific requirement of a given RFP and be submitted in the time allotted.
3. Organization-initiated applications – these are applications submitted independent of an RFP or solicitation process. All applications should be addressed to:

Jayme Graham
Program Manager, Air Quality Program
Allegheny County Health Department
301 39th Street,
Clack Health Complex, Building #7
Pittsburgh, PA 15201-1811
or: Jayme.Graham@AlleghenyCounty.US
4. For organization-initiated proposals; the following process will be used: Upon receipt of an application/proposal, ACHD staff reviews and ranks projects in accordance with an internally developed scorecard based on but not limited to the following criteria:
 - Adherence to Article XXI purpose of the Clean Air Fund
 - Description and volume of quantifiable environmental impacts
 - Clarity of description of proposed project
 - Clearly justified and appropriate budget
 - Location of project in an environmental justice area
 - Alignment with Air Quality program objectives
5. Regardless of whether an application is made in response to an RFP/solicitation or independently of that process, an evaluation will follow to determine funding. If the application is made in response to and RFP/solicitation; evaluation criteria will be explicitly outlined in the RFP/solicitation itself.
6. Once funding decisions have been made, a prioritized project list (or specific application/proposal if received outside of the solicitation process) is provided to the Deputy Director of Environmental Health and ACHD Director for internal approval.

7. Internally approved proposals are then sent to the Air Advisory Committee for review, which may involve a subcommittee, depending on the project scope. All projects are subject to review by this advisory committee under Article XXI of the Allegheny County Code.
8. Final project approval rests with Board of Health. A formal presentation to the Board of Health is made by the Deputy Director of Environmental Health or his designee, which includes the recommendation of the Air Advisory Committee. If approved by the Board of Health, contract awards are announced, and contract execution commences in accordance with Allegheny County Code. All funded projects will be required to provide periodic status reports to ACHD to ensure objective outcomes have been attained as outlined in project contracts.

Importantly, proposals may be rejected if they are determined not to fit the purposes of the relevant governing Articles as well as the current priorities of the Bureau of Environmental Health. Additionally, scorecard criteria may change from time to time to meet the overall needs of the Department. Awardees must be properly formed legal entities in accordance with relevant State and Federal laws. Below are the criteria for disbursements as defined by Article XXI for the Clean Air Fund:

- The support of research and development of control technologies
- Health effects studies and surveys concerning air pollution
- Special purpose monitoring, as defined by the EPA
- Public education concerning air pollution
- The acquisition of consulting or other services from persons with special experience and/or expertise
- The purchase of equipment, materials, or services to supplement the County's Air Pollution Control Program
- Any other project that is consistent with the purpose of this Section and the mission of the Board of Health