



Community Air Protection Incentives 2019 Guidelines

Approved by the Board: May 23, 2019

**California Air Resources Board
California Environmental Protection Agency
1001 I Street
Sacramento California 95814**

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CHAPTER 1: PROGRAM OVERVIEW AND BACKGROUND

A. Introduction

Assembly Bill (AB) 617 (Chapter 136, Statutes of 2017) directed the California Air Resources Board (CARB or Board), in conjunction with local air quality management districts and air pollution control districts (air districts) to establish the Community Air Protection Program. AB 617 provides a community-focused action framework to improve air quality and reduce exposure to criteria air pollutants and toxic air contaminants (TACs) in the communities most impacted by air pollution. AB 617 calls for CARB and the air districts to actively engage with members of heavily-impacted communities, follow their guidance, and address local sources of concern. AB 617 includes a variety of strategies to address air quality issues in impacted communities, including community-level monitoring, uniform emission reporting across the State, stronger regulation of pollution sources, and incentives for both mobile and stationary sources.

To support the AB 617 effort, the California Legislature (Legislature) has appropriated incentive funding to support early actions to address localized air pollution in the most impacted communities. Between fiscal years 2017-18 and 2018-19, the state budget has appropriated CARB a total of \$495 million of California Climate Investments funding for Community Air Protection (CAP) incentives to be administered by air districts in partnership with local communities. The Legislature appropriated \$250 million in the Budget Act of 2017, as amended by AB 134 (Chapter 14, Statutes of 2017), and an additional \$245 million in the Budget Act of 2018, as amended by Senate Bill (SB) 856 (Chapter 30, Statutes of 2018). This funding emphasizes cleaner vehicles and equipment with priority on community guided zero-emission projects.

The Legislature directed that air districts spend the funds appropriated in AB 134 on mobile source projects pursuant to the Carl Moyer Memorial Air Quality Standards Attainment Program (Moyer Program) and the Proposition 1B Goods Movement Emission Reduction Program (Proposition 1B Program). The Legislature expanded the scope of the CAP incentives appropriated in SB 856 to include additional project types. The project types called for in SB 856 include:

- Mobile source projects. Eligibility continues through either the Moyer Program or the Proposition 1B Program, with a focus on zero-emission equipment.
- Zero-emission charging infrastructure projects. Eligibility continues with a focus on medium- and heavy-duty vehicle infrastructure.
- Stationary source projects. New eligibility for the replacement of equipment at locations of stationary sources of air pollution not subject to the Cap-and-Trade Program, which will result in direct reductions of TACs or criteria air pollutants.

- Community-identified projects. New eligibility for programs developed by an air district consistent with the actions identified in the applicable Community Emissions Reduction Program pursuant to AB 617, provided there is community input through a public process.

These *Community Air Protection Incentives 2019 Guidelines* (CAP Guidelines) contain guiding principles, program administration requirements, and eligibility criteria for new incentives to address the new project categories identified in SB 856. These CAP Guidelines build upon last year's *Community Air Protection Funds Supplement to the Carl Moyer Program 2017 Guidelines* (CAP Supplement), which is included by reference for continued guidance on mobile source projects.

B. Background on Assembly Bill 617: Forming the Community Air Protection Program

CARB has made great strides in improving California's air quality over the last 25 years. Regional levels of ozone and diesel particulate matter have dropped considerably across the State, and all communities have benefitted from these improvements. Some communities still suffer greater health impacts from air pollution than others. Therefore, AB 617 directed CARB to establish the Community Air Protection Program to address the disproportionate burdens against which these communities continue to struggle. The Community Air Protection Program requires community-focused and community-driven action to properly address the air quality issues in impacted communities through various elements:

- Community-level air quality monitoring.
- Enhanced and uniform emissions reporting.
- Accelerated retrofit of pollution controls on industrial facilities.
- Increased penalties for violations of emissions control limits.
- The creation and adoption of Community Emissions Reduction Programs.

The Community Air Protection incentives support AB 617's broader effort by providing immediate air quality benefits to impacted communities.

C. Background on Carl Moyer Memorial Program and Proposition 1B Goods Movement Emission Reduction Program

The Moyer Program is a grant program that funds vehicles and equipment to complement California's regulatory program by providing incentive funds to obtain early or extra emissions reductions. Moyer Program incentives encourage customers to purchase cleaner technologies and stimulate the marketplace to manufacture these technologies. The Moyer Program is a partnership between CARB and local air districts. For both the 2017-18 and 2018-19 budget cycles, the Legislature directed that Moyer Program eligible projects be eligible for CAP incentives. As mentioned above, the CAP Supplement added targeted refinements to the Moyer Program Guidelines, specific to CAP incentives, in order to better direct the funds to impacted communities.

Proposition 1B was approved by voters in 2006 and authorized \$1 billion in bond funding to CARB to reduce air pollution emissions and health risk from freight movement along California's priority trade corridors. These corridors consist of the Los Angeles/Inland Empire, the Central Valley, the Bay Area and the San Diego/U.S. Mexico border area. Like the Moyer Program, the Proposition 1B Program is a partnership between CARB and local agencies (air districts and ports). For both the 2017-18 and 2018-19 budget cycles, the Legislature has specified in the budget appropriations for Community Air Protection incentives that air districts have the option of using the Proposition 1B Program Guidelines to evaluate possible truck projects, so those elements of the Proposition 1B program apply to this funding.

D. California Climate Investments Requirements

Funding for the Community Air Protection Program is appropriated from the Greenhouse Gas Reduction Fund (GGRF), so these funds must be spent according to the requirements of California Climate Investments, the statewide program that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas (GHG) emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities. These requirements are set forth in the *Funding Guidelines for Agencies that Administer California Climate Investments* (CCI Funding Guidelines) (www.arb.ca.gov/cci-fundingguidelines).

The CCI Funding Guidelines address requirements related to facilitating GHG emission reductions, targeting investments in and benefiting priority populations, maximizing economic, environmental, and public health co-benefits, fostering job creation and job training, coordinating investments and leveraging funds, avoiding potential substantial burdens to disadvantaged and low-income communities, ensuring transparency and accountability, and conducting outreach. Projects funded with CAP incentives align with these goals and requirements, which prioritize the importance of targeting California Climate Investments funds to communities in a way that meaningfully addresses community needs.

State law requires that at least 25 percent of California Climate Investments be allocated to projects located within and benefiting individuals living in disadvantaged communities, and that at least an additional ten percent go to projects located within and benefiting low-income households or individuals living in low-income communities. For CAP incentives, CARB required in Board Resolution 18-15 that at least 80 percent of each year's funds must be invested in and specifically benefiting these priority communities, with at least 70 percent spent in and benefiting disadvantaged communities.

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CHAPTER 2: GUIDING PRINCIPLES

A. Introduction

As the Community Air Protection Program has the primary objective of being responsive to community concerns and priorities to provide immediate air quality benefits, the following guiding principles will act as general criteria for air districts to follow when selecting and implementing projects. These principles will ensure the voices of community groups will guide project prioritization and selection at the air district level, as well as to guide continued development of the CAP Guidelines by CARB staff. These principles are derived from statutes, Board direction, and policy documents that apply to CAP incentives such as the *Community Air Protection Blueprint* and the CCI Funding Guidelines. Air districts can prioritize and emphasize these principles according to local community guidance gathered at community steering committee meetings, public meetings, and other community engagement events.

B. Reduce Emissions in AB 617 Communities

These funds must provide emissions reduction benefits to communities identified through AB 617 or AB 1550. A reduction in emissions must occur within and directly benefit a designated community, but funds should not solely be limited to the ten communities selected by the Board in 2018. In addition, CAP incentives will be used to reduce emissions from mobile and stationary sources as well as other project categories that are included in these CAP Guidelines, including those subsequently approved by the Executive Officer and incorporated therein. Furthermore, air districts must use CAP incentives to reduce emissions consistent with the Community Emissions Reduction Programs, where area-wide sources may also be considered. Ideally, incentives will be used in support of and in conjunction with planning policies to improve mobility and land use to reduce exposure and proximity issues in heavily-impacted communities. (*Community Air Protection Blueprint, Appendix B, Appendix C-14; SB 856 Section 36; CCI Funding Guidelines p. 36; AB 134, AB 1550*).

Rationale for Principle: CAP incentives are a way to reduce emissions and exposure in communities with high pollution burden in order to support the objectives of AB 617 while also meeting requirements that apply to GGRF appropriations under AB 1550. The specific communities that benefit from CAP incentives will be those identified in Appendix B of the *2018 Community Recommendations Staff Report* (<https://ww2.arb.ca.gov/resources/documents/appendix-b-table-metrics>), or disadvantaged and low-income communities identified under AB 1550 (and previously SB 535). The Board specified disadvantaged community and low-income community funding targets to meet with AB 134 funds; the same targets have been specified for SB 856 funds (70 percent within disadvantaged community census tracts, 10 percent within low-income, as per Board Resolution 18-15). These targets are consistent with the statutory objectives for CAP incentives and support the overall targets for California Climate Investments specified in AB 1550. Because the

sources that contribute to pollution burdens are unique to each community, both mobile and stationary sources must be considered. Area-wide sources may also be an element of Community Emissions Reduction Programs.

C. Benefit AB 617 Communities Selected and Under Consideration

Air districts will focus CAP incentives in communities that the Board has selected under AB 617 or is considering for future selection. (*SB 856 Section 36, provision 4; Community Air Protection Program 2018 Community Recommendations Staff Report*).

Rationale for Principle: In September 2018, ten communities were selected by the Board as initial participants in the Community Air Protection Program. These ten communities are diverse both in terms of location and sources of local pollution burdens. The diverse initial selection of communities will allow the Board and the air districts to explore a variety of strategies to address community-level air quality issues suffered by other communities statewide, even as the concerns in the selected communities are addressed. As directed by SB 856, areas being considered for future selection will also be priority areas for CAP incentives projects. The 2018 Community Recommendations Staff Report indicates that priority areas for future consideration include communities identified by air districts in their first-year recommendations, recommendations provided by community-based organizations, and disadvantaged communities.

D. Consider Air Toxics, Criteria Air Pollutant, and Greenhouse Gas Benefits

Air districts must focus CAP incentives on projects that reduce particulate matter with a diameter less than 2.5 micrometers (PM 2.5) and community-specific TACs, especially where needed, to support Community Emissions Reduction Programs. In addition to reducing TAC and PM 2.5 emissions, projects using CAP incentives may deliver reductions in other air pollutants including GHGs and ozone precursors. (*Community Air Protection Blueprint, Appendix C-6; SB 856 Section 36, provision 3(a)*).

Rationale for Principle: Reduced exposure to TACs is a high priority for all communities, while other pollutants of concern for cumulative exposure burdens are community-specific. Incentives should support AB 617's emphasis on reducing exposure to the TACs that contribute to each community's burden, especially where a toxic risk has been identified in or around a community. For example, communities with chrome platers may prioritize reductions of hexavalent chromium, while communities adjacent to ports or other freight hubs may prefer a stronger focus on truck electrification to reduce diesel particulate matter exposure.

Projects will often deliver reductions in ozone precursors and greenhouse gases, especially where old engines are being replaced. Oxides of nitrogen (NOx) reductions remain important in ozone nonattainment areas and may be a co-benefit of some projects. Air districts must show a net reduction in GHGs from CAP

incentives as California Climate Investments, and this requirement may affect project selection.

E. Engage Communities and Provide Support

Community outreach and support are essential. Air districts will designate funds to projects consistent with priorities identified by communities in a transparent and meaningful public process. Air districts will include community outreach information in disbursement requests and in semi-annual reports for CAP incentives. For Community Emissions Reduction Programs, air districts will provide an annual summary of outreach conducted to promote funding opportunities, solicit ideas from community steering committees, and identify project priorities. Community outreach information includes dates, times, locations, meeting formats, attendance, accessibility, language interpretation, and meeting materials. (*SB 856 Section 36, provisions 4(a) and 6*); *Community Air Protection Blueprint, Appendix C-42*).

Rationale for Principle: All air districts receiving grants of CAP incentives are required to engage in public outreach and dialogue with community organizations, including community steering committees for areas selected by the Board. Air districts must select and fund projects in accordance with ideas and direction received during community outreach in order to respond effectively to the mandate and promise of AB 617. Projects must also be consistent with eligibility requirements in applicable statutes and guidelines.

F. Emissions Reductions Must be Excess to Laws or Regulations

Projects must provide emissions reductions that are in excess to those otherwise required by law or regulation. (*SB 856 Section 36, provision 4(b)*).

Rationale for Principle: Senate Bill 856 requires that projects selected deliver emission reductions that would not otherwise occur through regulations or other legal mandates. Under SB 856, projects must deliver emission reductions that “complement and further the rules and regulations that the State Air Resources Board and air districts have established or are in the process of developing to reduce or mitigate emissions from mobile and stationary sources” as they implement AB 617.

G. Prioritize Zero-Emission Technology and Infrastructure

Where feasible and supported by communities, air districts will focus on funding zero-emission technologies, including zero-emission charging infrastructure that supports medium- and heavy-duty vehicles. (*Community Air Protection Blueprint, Appendix C-18, CARB Resolution 18-15, SB 856 Section 36, Provision 5(b), Governor’s 2018 ZEV Action Plan Priorities Update*).

Rationale for Principle: The Carl Moyer Program 2017 Guidelines include as an eligible source category charging stations for zero-emission vehicles. SB 856 places particular emphasis on funding charging stations for medium- and heavy-duty vehicles. This aligns with support voiced at CAP incentives workshops in 2018 for

reduced emissions from truck travel near and within disadvantaged communities, as well as the policy objectives specified in the state's *ZEV Action Plan*. Where supported by community organizations and steering committees, air districts should use CAP incentives for charging infrastructure projects at distribution centers and other indirect sources for medium- and heavy-duty truck travel.

In addition, for first-year CAP incentives, which are limited to mobile sources, CARB directed air districts to "prioritize zero-emission vehicles or infrastructure wherever feasible." For second-year CAP incentives, SB 856 directs that funds be used to purchase cleaner mobile source technologies "with a priority on zero-emission equipment," or for "zero-emission charging infrastructure," or to "replace stationary source equipment and technologies that will result in direct emissions reductions of TACs and criteria air pollution, including zero-emission technologies."

H. Consider Special Projects to Protect Sensitive Receptors

Air districts will consider special projects that contribute to proximity-based goals for sensitive receptors. These may include land use, health-protective mitigation measures, and transportation and design strategies in consultation with communities and CARB. (*Community Air Protection Blueprint, Appendix C-19*).

Rationale for Principle: In many communities the proximity of emissions sources to nearby sensitive receptors like schools, homes, day care centers, and hospitals further exacerbates the cumulative exposure burden. Addressing the cumulative exposure burden in communities may require proximity-based actions with a role for incentives. Where communities recommend such actions, air districts and CARB should develop guidelines as needed to implement them.

I. Ensure Transparency in Project Selection and Reporting

Air districts will maintain their AB 617 and community-specific websites with current information about CAP incentives availability and the process for selection of projects. Air districts will notify affected communities and allow opportunity for comment prior to making funding decisions. Air districts will report to CARB semi-annually on their projects with executed contracts. CARB's GHG emissions reduction quantification methodologies, co-benefit assessment methodologies, priority population benefit criteria tables, and reporting templates will be used to track and report project benefits. Where projects and programs are included in or respond to strategies in Community Emissions Reduction Programs, air districts will include information on funds distributed, equipment deployed, and emissions reduced in the program's annual status update. (*Community Air Protection Blueprint, Appendix C-12 and C-39*); *Funding Guidelines for Agencies that Administer California Climate Investments, Sections IV and VI*).

Rationale for Principle: Accountability and transparency are essential to the success of both AB 617 and California Climate Investments. The information is used to demonstrate how California is achieving multiple statutory objectives, and achieving those objectives with public funds is a matter of public trust.

J. Consider Both Cost-Effectiveness and Relative Exposure Reduction in Funding Decisions

As part of their assessment of incentive strategies for Community Emissions Reduction Programs, air districts will consider the relative cost-effectiveness for all potential projects, including those that fall under Provision 6, Section 36, of SB 856. Mobile source strategies outside of those contained in the CAP Guidelines will meet Moyer Program or Proposition 1B Program cost-effectiveness requirements as applicable. Stationary source project funding should also be directed towards the most cost-effective stationary source projects. Air districts will document their cost-effectiveness methodologies and calculations, especially where choices must be made about where to focus funds relative to the exposures to different pollutants. Decisions to include less cost-effective projects in Community Emissions Reduction Programs must consider the support of the community steering committee, community-based organizations, and community members, but these community steering committees, organizations, and members must be informed of relative risk when comparing strategies that address different sources and different pollutants. (*Community Air Protection Blueprint, Appendix C-23; AB 617*).

Rationale for Principle: AB 617 requires Community Emissions Reduction Programs to identify cost-effective measures to achieve emission reduction targets, and requires reductions in TACs as well as criteria air pollutants. A fair assessment of cost-effectiveness must be well documented for consideration by communities prior to funding decisions.

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CHAPTER 3: PROGRAM ADMINISTRATION

A. Introduction

This chapter describes administrative requirements that CARB, air districts, and interested parties would follow to ensure that projects funded with CAP incentives reduce TACs and criteria air pollution in communities that bear the greatest burdens from air pollution, as well as other applicable requirements for California Climate Investments, with full public accountability and transparency. CAP incentives appropriated in the fiscal year 2018-19 Budget may fund mobile and stationary source projects, and other projects and programs specified in approved Community Emissions Reduction Programs. CAP incentives appropriated in the fiscal year 2017-18 Budget may fund mobile source projects as specified in the CAP Supplement. Additional requirements below apply to all CAP incentives projects, regardless of budget year, including projects using first-year funds that are executed after May 23, 2019.

The administrative procedures in this chapter are based on the requirements of the Moyer Guidelines, the CAP Supplement to those Moyer Guidelines approved in 2018, the 2017 State Budget (AB 134), the 2018 State Budget (SB 856), the CCI Funding Guidelines, AB 617, and the *Community Air Protection Blueprint*. In addition, some source categories may have additional administrative requirements. In a case where the source category requirements conflict with requirements specified in this chapter, the source category requirements take precedence. An air district may choose to require more stringent administrative procedures in implementing its local program.

B. Air District Grant Awards

1. **Grant Award Allocations.** CARB's method of determining allocation amounts for air districts will vary from year to year, depending on the direction of statute or the Community Air Protection Program. CARB staff developed the following guiding principles to guide allocation of the second-year funds and consulted with the California Air Pollution Control Officer's Association (CAPCOA) on allocation of the full appropriation.
 - (A) Consider precedent set by the Legislature with the specified allocation of funds in the first year. The three largest air districts have over 90 percent of disadvantaged community populations in California.
 - (B) Provide a significant portion of funds to communities selected by the Board under AB 617 requirements. Selection by the Board indicates the Board believes these areas deserve particular and immediate attention to relieve air pollution burdens.
 - (C) Consider the needs of other communities that CARB "is considering for selection in future years" per SB 856. Under the *Community Air Protection*

Blueprint, this includes all disadvantaged communities as well as specific areas nominated by air districts.

(D) Provide opportunity for smaller air districts to participate and receive CAP incentives for projects in their disadvantaged communities and low-income areas.

2. Grant Award Notification and Signature. After completion of consultations on the allocation of funds, CARB will prepare and submit to qualifying air districts annually a notification of final grant awards, accompanied by a Grant Agreement, for review and execution. A deadline for air district acceptance of the grant award will be specified in a cover letter sent with the Grant Agreement. The Grant Agreement package will include three copies of a cover sheet indicating the amounts of funds granted for projects and for administration, any Special Terms and Conditions, and General Terms and Conditions for the grant. The air district Air Pollution Control Officer (APCO), or designee, will sign all copies of the cover sheet and return them with an electronic signature or an original signature to CARB. E-Signatures permitted for use by State Agencies are as follows:

(A) A typed name.

(B) Digitized image of a handwritten signature (e.g. PDF copy of Word document).

(C) Digital signature.

Following signature by the CARB Contracts, Procurement and Grants Chief, CARB will return one fully executed grant to the air district for its records.

3. Funds Timeline. CAP incentives funds timeline for air district allocation determinations and grant awards will vary from year to year in response to the Governor's State Budget appropriation, and the Board's approval of new selected communities. Dates for completion of disbursements, and liquidation for each year's grants will not change from year to year, refer to Table 3-1 below.

**Table 3-1
Community Air Protection Incentives Timeline**

Date	Action
June 30 of Following Year	Deadline for air districts to receive fund disbursements
June 30 of Third Year	Deadline for air districts to liquidate funds

4. Conditional Approval. CARB may elect to approve a Grant Agreement that is missing a particular item and make the submittal of that item a Special Term and Condition of the Grant Agreement. For example, sometimes air district staff is unable to obtain a board resolution or minutes order before the application

deadline. In such a case, CARB may allow a board resolution or minutes order to be submitted with the signed Grant Agreement or prior to the air district's initial disbursement.

5. Policies and Procedures. Air districts participating in CAP incentives will need a *CAP Incentives Policies and Procedures Manual*, which is separate from their *Moyer Program Policy and Procedures Manual*. However, due to substantial overlap with the *Carl Moyer Program Policies and Procedures Manual*, air districts may choose to structure their *CAP Incentives Policies and Procedures Manual* as an addendum to their Moyer Policies and Procedures, specifically addressing only those items unique to CAP incentives, including the items noted in paragraph O of this section. The *CAP Incentives Policies and Procedures Manual* must be completed by July 1, 2020. For air districts that have not yet received CAP incentives as of that date, they have until prior to requesting initial fund disbursement to submit the completed *CAP Incentives Policies and Procedures Manual*. The manual will focus on the air district's local implementation of the CAP Guidelines, including roles and responsibilities within the air district and local application of program requirements. Air district staff will review the manual at least once a year and make it available when requested by CARB staff or a member of the public. The manual will include at least the following elements:

- (A) Roles and responsibilities within the air district for program implementation, including staff or positions responsible for: responding to CARB funding agreements; community engagement; evaluation, selection and inspection of projects; and obtaining governing board approval for program participation and projects to be funded.
- (B) Identification of the project source categories to be supported with CAP incentives, and a schedule for solicitation and review of applications to be submitted under these source categories.
- (C) Procedures for project selection, including cost-effectiveness or other criteria applied to rank projects, how public input and guidance will be considered in project selection, and any procedures that vary by source category. Where the order of application receipt will be used to select projects, the policies and procedures will specify how priorities identified by community members will affect the types of source categories and projects that will be considered before projects are selected.
- (D) Procedures for notifying successful applicants of their grant awards, and for notifying applicants who have not been awarded grants.
- (E) Project selection procedures that ensure funding priority for funding projects that will reduce air pollution in communities with the most significant exposure to air pollution and in disadvantaged communities.

- (F) Methods for calculating interest earned on CAP incentives held by the air district.
- (G) Procedures for grantees to submit program invoices and receive payment, including itemization required to limit reimbursement to eligible costs, conditions for progress or partial payment, and practices for withheld payments pending grantee reporting.
- (H) Methods the air district will use to verify the destruction of engines and equipment when required, consistent with minimum standards specified in applicable Moyer or CAP Guidelines by source category.
- (I) Methods the air district will use to store and retrieve digital photographs documenting project inspections along with associated project-specific information.
- (J) Procedures, schedules and required content for grantee reports.
- (K) The types of acceptable documentation for establishing historical annual usage, and procedures for considering and granting usage waiver requests, including supporting information to be provided by the grantee.
- (L) Procedures for working with nonperforming grantees to gain full compliance with contracts and program requirements.
- (M) Any air district program requirements that are more stringent than those specified in applicable State guidelines and Mail-Outs.
- (N) Any CARB approvals of air district program elements that vary from those required by applicable State guidelines and Mail-Outs, e.g., methods of ensuring engine or equipment destruction that vary from those specified in the source category chapters.
- (O) Procedures to be used to support the requirements specified in CCI Funding Guidelines Section IV (e.g., transparency in program implementation, public access to information on program activities and outcomes, outreach to priority populations, and public notification of projects proposed and projects selected. Examples of public notification include posting proposed CAP incentives projects on a designated air district webpage).

6. Policies and Procedures Review. The Grant Agreement includes the air district's statement that it is maintaining a manual of current policies and procedures consistent with the requirements above. CARB may choose to review an air district's Policies and Procedures Manual, and an air district may request CARB's review of its manual's completeness and consistency with both the CAP Supplement and these CAP Guidelines. CARB comments on an air district's Policies and Procedures Manual will be provided by email or in another written format. An air district's policies and procedures as implemented can only be fully evaluated during a program review process.

C. Fund Disbursement – Advance Payment

1. **Procedure.** Consistent with Health and Safety Code (H&SC) section 39603.1, to expeditiously disburse grants, CARB has the discretion to provide advance payments of CAP incentives in a timely manner to support program initiation and implementation with a focus on mitigating the constraints of modest reserves and potential cash flow problems.

Recognizing that appropriate safeguards are needed to ensure CAP incentives are used responsibly, CARB has developed the grant conditions described below to establish control procedures for advance payments. CARB may provide advance payments to air districts awarded CAP incentives if CARB determines all of the following:

- (A) The advance payments are necessary to meet the purposes of the grant project.
- (B) The use of the advance funds is adequately regulated by grant or budgetary controls.
- (C) The request for application or the request for proposals contains the terms and conditions under which an advance payment may be received consistent with this section.
- (D) The air district is either a small air district or the air district meets all of the following criteria:
 - (1) Has no outstanding financial audit findings related to any of the CAP incentives eligible for advance payment and is in good standing with the Franchise Tax Board and Internal Revenue Service.
 - (2) Agrees to revert all unused moneys to CARB if they are not liquidated within the timeline specified in the Grant Agreement.
 - (3) Submits a spending plan to CARB for review prior to receiving the advance payment.
 - (4) The spending plan shall include project schedules, timelines, milestones, and the air district's fund balance for all state grant programs.
 - (5) CARB shall consider the available fund balance when determining the amount of the advance payment.
 - (6) Reports to CARB any material changes to the spending plan within 30 days.
 - (7) Agrees to not provide advance payment to any other entity.

- (E) In the event of the nonperformance of the air district, CARB shall require the full recovery of the unspent moneys. The air district shall provide a money transfer confirmation within 45 days upon the receipt of a notice from CARB.
- (F) The air district must complete and submit to CARB for review and approval, an *Advance Payment Request Form*, along with each grant disbursement that is requesting advance payment. The *Advance Payment Request Form* shall be provided by CARB to the air district after the grant execution.
- (G) CARB may provide an advance of the direct project costs of the grant, if the program has moderate reserves and potential cash flow issues. Advance payments will not exceed the air district's interim cash needs.
- (H) The air district assumes legal and financial risk of the advance payment.
- (I) The air district shall place funds advanced under this section in an interest-bearing account. The air district shall track interest accrued on the advance payment. Interest earned on the advance payment shall only be used for eligible grant-related expenses (refer to Section F.4).
- (J) The air district shall report to CARB the value of any unused balance of the CAP incentives and interest earned (refer to Section H).
- (K) The air district shall remit to CARB any unused portion of the CAP incentives and interest earned within 90 days following the end date of the grant (refer to Section K).

2. Additional Requirements.

- (A) Any Special Terms and Conditions in the Grant Agreement must be met before CARB will disburse funds associated with the grant award. Disbursement requests must be received by CARB by May 1 each year to ensure payment within the fiscal year. Any funds not disbursed by June 30 one year following the award may not be disbursed.
- (B) The preceding CAP incentives Yearly Report must demonstrate on-time liquidation consistent with the requirements of the grant agreement; or if not, any funds not liquidated on time have been received by CARB. CARB will not require a return of funds under executed contract. CARB may require an air district to change the funding years from which funds are assigned to projects in the statewide database to facilitate on-time liquidation.
- (C) The *Grant Disbursement Request Form* is accompanied by:
 - (1) Documentation of a public process to solicit project ideas from local residents and community groups, and an air district summary of the results of that process.
 - (2) A list of projects under executed contract with invoices pending, or approved by an air district governing board, or under air district staff

review for eligibility and funding. The total cost of the projects listed should equal the amount of funds requested. The air district will indicate whether each project listed satisfies evaluation criteria for benefits to priority populations. The CCI Funding Guidelines criteria for Clean Transportation and Equipment will be used unless otherwise directed by CARB for certain project types (www.arb.ca.gov/cci-resources). CARB may provide a template to facilitate compilation and review of this list.

D. Redirection of Funds

1. **Procedure.** An air district may redirect grant funds already disbursed by CARB to another air district. CARB staff must approve all redirections. Redirection of funds to another air district may be used as a follow-up action when an air district is not meeting liquidation targets, as described in Section I.3. Copies of all documents listed below will be submitted to CARB:
 - (A) A *Redirection of Community Air Protection Incentives Form* provided by CARB, with the appropriate portions completed in consultation with CARB staff and indicating the sums of project and administrative funds to be redirected, which may include interest or other earned funds.
 - (B) Resolutions or minute orders adopted by the boards of the air districts transferring and receiving funds that authorize the redirection.
 - (C) A memorandum of understanding (MOU) or equivalent signed by the APCOs of the two air districts. The MOU must:
 - (1) Specify the details and conditions of the redirection of funds.
 - (2) If applicable to the grant, identify which air district is responsible for required match associated with the redirected funds.
 - (3) Identify the funding year and the associated liquidation deadline for the redirected funds.
 - (4) Specify how and when the transferring air district will make payment to the recipient air district.
2. **Retention of Administration Funds.** Air districts redirecting project funds but retaining, with approval of the receiving air district, associated administrative funds must provide to CARB by the close of the fiscal year in which the funds were transferred a description of how administrative funds were utilized for the period since the grant was awarded, including but not limited to the following:
 - (A) A list public meetings and other outreach conducted to seek direction from local residents and community groups on community needs and potential projects.

- (B) A summary of air district activities to solicit project applications, including copies of any written grant solicitations and lists of potential applicants to which outreach was directed.
- (C) A list of project applications submitted and reviewed.
- (D) A breakdown of staff time devoted to CAP incentives activities.
- (E) A summary of any CAP incentives training activities for air district staff.

E. Air District Implementation Funds

Air districts with one million or more inhabitants may use up to 6.25 percent of their CAP incentives grant funds for costs associated with the program administration and implementation activities required by the Grant Agreement, while air districts with under one million inhabitants may use 12.5 percent of their CAP incentives grant funds for such purposes. Administrative or indirect project costs may not exceed 4 percent of the total grant funds amount.

- 1. Project Implementation Costs.** Allowable expenditures for administrative and implementation costs associated with the grant are divided into direct project costs and indirect project costs. Air districts must keep records of project implementation costs that include all necessary staff and tasks to implement the project. If appropriate, this includes activities such as outreach and education, research, data management, and reporting. Direct and indirect project costs are defined below:
 - (A) Direct project costs are the direct project labor and expenses associated with the project, and include, but are not limited to, the following:
 - (1) Personnel costs and fringe benefits.
 - (2) Travel expenses.
 - (3) External consultant and third-party contract fees for direct support.
 - (4) Printing, records retention, and mailing associated with staff working on the project.
 - (B) Indirect project costs are administrative costs not tied directly or solely to the project such as distributed administration and general administrative services; non-project related contracts or subscriptions; rent and office space, phones and telephone services, printing, or mailing services not associated with staff working on the project; or any other costs that are not directly and fully incurred to support the grant. Indirect project costs may not exceed 4 percent of the total grant amount.
- 2. Records Retention for Implementation Costs.** Air districts will make available the above described documentation for review during CARB or other State agency monitoring visits, reviews and audits. Such administrative records must

be retained for a minimum of five years following the funds liquidation deadline for the grant.

3. **Mitigation for Unallowable Costs.** An air district that charges unallowable costs for program administration or outreach must substitute eligible administration and outreach expenses equal to the dollar amount found ineligible or return the funds for the unallowable cost to CARB.

F. Accounting Principles

Air districts must establish accounting practices for CAP incentives including the requirements below, as early as practicable and no later than July 1, 2020.

1. **Community Air Protection Incentives Account.** CAP incentives must be accounted for as separate funds or have separate project IDs within the air district's general ledger following Generally Accepted Accounting Principles (GAAP). An air district receiving a total allocation of one percent or more of all fiscal year 2018-19 CAP incentives must use a Special Revenue Fund for CAP incentives accounting. Other air districts may use a Trust Fund.
2. **Timing of Recognition in Financial Statements.** CAP incentives grants are voluntary non-exchange transactions to the air district. As such the air district should recognize revenues in the fiscal period when all eligibility requirements have been met and the resources are available. For reference see Governmental Accounting Standards Board (GASB) Statements 33 and 34.
3. **Required Financial Statements.** Financial statements containing, at a minimum, the following account balances and transaction classes, as applicable, will be prepared at least annually.

(A) Balance Sheet

- (1) Cash and Cash Equivalents (cash, investment pools, petty cash).
- (2) CAP Incentives Revenue Receivable (grant funding from CARB).
- (3) Recapture Revenue Receivable (recapture funds receivable from grant participants for unmet contractual obligations).
- (4) Salvage Revenue Receivable (revenue receivable from retired equipment sold or auctioned for scrap metal).
- (5) Accounts Payable (vendor invoices pending for CAP incentives projects).
- (6) Fund Balance.
 - a. Restricted for Air District Projects.
 - b. Restricted for Administration and Operating Costs.

(B) Statement of Revenues, Expenditures, and Changes in Fund Balance

(1) Revenue Subsidiary Ledgers.

- a. CAP Incentives Project Revenue.
- b. Administration and Operating Revenue.
- c. Recapture Revenue.
- d. Salvage Revenue.
- e. Interest Revenue.

(2) Expenditure Subsidiary Ledgers

- a. Project Expenditures (from CAP incentives grants, recapture, salvage, interest).
- b. Administration and Operating Expenditures including indirect costs.

(3) Awards Returned

- a. CAP incentives air district money returned to CARB for reallocation.
- b. Transfers In/Out.

4. Interest Revenue. The air district must maintain accounting records that tracks the grant's interest earned on CAP incentives separately from other incentive fund programs. The calculation of interest earned must be based on a daily balance or some reasonable and demonstrable method of allocating the proceeds from the interest-generating account back into the program; and must be consistent with how it is calculated for the air district's other fiscal programs. Interest earned shall only be used for eligible grant-related expenses as specified in applicable guidelines, including administration up to the portion provided for in the grant agreement, or be remitted to CARB.

- (A) An air district electing not to invest CAP incentives cash balances but investing other cash balances should deposit the CAP incentives in a separate checking account to clearly indicate that no such moneys were invested.
- (B) When invested, CAP incentives should receive equitable pro-rated interest earned on the total funds invested. As State funds, CAP incentives may be invested only in accounts or instruments that reflect the risk appetite of the State. For reference, see Office of the State Treasurer Local Agency Investment Guidelines. Any loss from investments not made in accordance with standards set forth in California Government Codes must be covered by the air district.

(C) Earned interest must be fully expended or returned to CARB if it is not used by the end of the grant performance period. The air district will report in the Yearly Report interest earned on all CAP incentives during the previous fiscal year. Documentation of the interest earned must be retained for a minimum of three years following its generation and liquidation.

5. **Recapture and Salvage Revenue.** Revenues earned or collected by the air district through CAP incentives resources, including revenues obtained through salvage and sale of scrapped equipment, must be reported and either retained as a supplemental source of funds for CAP incentives projects or forwarded to CARB for deposit in the appropriate state fund. If recaptured funds or salvage revenues are invested, such revenues must meet the requirements of Section F.4.(B) above. Air districts are not required to earn funds through program actions, or expected to base business decisions on their ability to generate returns or collect funds through program activity.
6. **Expenditures for Community Air Protection Projects.** All project expenditures out of the CAP incentives account must meet requirements of the CAP Guidelines and the CCI Funding Guidelines applicable at the time of contract execution.
7. **Reporting Requirements.** No later than six months after the air district fiscal year end, the air district will append to its Yearly Report financial statements displaying revenues and expenditures related to projects funded by CAP incentives, in formats consistent with GAAP.
8. **Records Retention.** Grant receipts and expenditure documents including invoices, contracts, vouchers, personnel and payroll records should be retained for five years after the grant liquidation period or the last recorded grant transaction, whichever is later.

G. Co-Funding Community Air Protection Incentives Projects

1. **Purpose.** Where feasible and supported by incentive program guidelines, air districts are encouraged to leverage CAP incentives with other incentive program funds to maximize benefits. The CAP Guidelines specify requirements that apply when multiple funding sources are proposed to support a CAP incentives eligible project. All co-funded projects must meet CAP incentives project eligibility criteria in the guidelines and California Climate Investments Funding Guidelines applicable at the time of contract execution. There is no limit on the number of co-funding sources to fund a project as long as total project costs are not exceeded and the applicant cost share requirement is met.
2. **Designation of Non-CAP Incentives Funds.** Funds other than CAP incentives may be used to co-fund CAP incentives eligible projects, when all program criteria associated with each funding source are met. Funding sources are grouped into the following categories. Definitions of these categories can be found in Appendix D of the CAP Guidelines.

- (A) Federal funds.
- (B) State funds.
- (C) Local funds.
- (D) Penalty funds.
- (E) Other applied funds.

3. **Mitigation Funds.** Mitigation funds may be used to co-fund a CAP incentives project if an air district submits a request for a case-by-case determination in accordance with Section P and receives CARB approval.
4. **Cost-effectiveness Calculation.** Moyer funds, Moyer match funds, CAP incentives, and all AB 923 \$2 Department of Motor Vehicles (DMV) Fees are required to be included in a project's cost-effectiveness calculation. The non-CAP incentives described above in Section G.2 are not required to be included in project cost-effectiveness calculations per (H&SC § 44287.2(a)).
5. **Applicant Cost Share.** An applicant that is not a public entity must provide at least 15 percent of a project's CAP incentives eligible cost from non-public sources. The applicant cost share cannot be covered through in-kind contributions. Furthermore, this provision is adjusted for projects funded with CAP incentives where the Maximum Percentage of Eligible Cost exceeds 85 percent. For example, a project with a Maximum Percentage of Eligible Cost of 90 percent would have a 10 percent Applicant Cost Share requirement.

An air district may request a case-by-case determination from CARB to waive all or part of an applicant's cost share, in accordance with Section P. In its waiver request, an air district must identify the source(s) and amount(s) of the proposed project's funding and explain the reasons for the cost share waiver, discussing at a minimum either or both of the following factors:

- (A) The public benefit of the project that is above and beyond the emission reductions achieved.
- (B) How the project will advance newer and cleaner technology.

6. **Applicant Disclosure and Payment.** The sum of project funding from all sources may not exceed the total project cost. Applicants must disclose all sources of funding applied for at the time of the CAP incentives project application, and again when submitting each invoice to the air district, prior to payment of CAP incentives. An air district may not issue payment of CAP incentives until all funding sources have been identified and verified and the air district can ensure that the sum of all incentive funds awarded to the project, along with required applicant cost share, does not exceed the total project cost.
7. **Reporting of Project Data.** For co-funded projects an air district will report in the Carl Moyer Program Clean Air Reporting Log (CARL) database consistent

with the reporting requirements of Section H. The air district will also report other co-funding sources and funding amounts. When reporting project funding sources to CARL database, air districts will categorize certain co-funding sources as specified below.

- (A) Funding from investor owned utilities will be reported as “other applied funds,” and funding from publicly owned utilities as “local funds.”
- (B) Supplemental environmental project funds will be reported as “other applied funds.”
- (C) Funds from local transit agencies will be reported as “local funds.”

H. Reporting

Twice a year the air districts will report to CARB. Air districts will submit a Yearly Report in the fall and a Mid-Cycle Report in the spring. CARB will provide instructions for both reports. Subsequently, CARB staff will report into the California Climate Investments Reporting and Tracking System (CCIRTS). Air districts will complete, certify, and submit these reports by the dates specified in Table 3-3 below.

Reporting for CAP incentives projects may be updated to reflect program changes and California Climate Investments reporting requirements. In the event of a conflict, the California Climate Investments reporting requirements will take precedence.

**Table 3-3
Community Air Protection Incentives Reporting Dates**

Date	Action
May 31	Mid-Cycle Report (Projects Nov 1 - April 30) due to CARB
June 30	CARB submits data to CCIRTS
November 29	Yearly Report (Projects May 1 – October 31) due to CARB
December 31	CARB submits data to CCIRTS

1. **Reporting in CARL.** Air districts will report project information in CARL database, either via CARL forms or batch import, sufficient to populate the required data fields and to calculate covered emissions reductions and cost-effectiveness for source categories where required. The air district will ensure that information in CARL is complete, correct, and supported by documentation. At a minimum, the following must be completed:
 - (A) Report interest earned on CAP incentives in the past fiscal year using the *Report Interest & In-Kind Match Form*.
 - (B) Indicate the project is CAP incentives funded in the CARL database project form.

- (C) Select funding source “AB 617-CAP.”
- (D) Fill out the linked CARL database *CAP Incentives Administration Form* with all vehicle or equipment funded, including:
 - (1) Location information.
 - (2) Priority population identification, if applicable.
 - (3) Approach for identifying beneficial projects (e.g. outreach efforts, community-based organization letters, etc.).
 - (4) Project benefits (e.g. reduction of emissions, greater mobility, etc.).

2. Program Level Reporting. Air districts will report program level information in the *CAP Incentives Supplemental Document*. The program level report covers mobile sources and associated infrastructure for both Moyer and Proposition 1B Program projects, as well as stationary source and Community Emissions Reduction Program projects funded with CAP incentives. The Supplemental Document (under development) will collect the following information:

- (A) Employments benefits and outcomes (jobs).
- (B) Public transparency and outreach events (outreach).

3. Reporting Cycle. The reporting requirements for Mid-Cycle and Yearly Reports are outlined in Table 3-3. CARB will provide additional instructions about four weeks prior to report due dates. Other information may be requested due to changes in statute or guidelines.

- (A) Mid-Cycle Report. Air districts will report project and program level information as described above in Sections H.1 and H.2, with the exception of earned interest, which is reported in the Yearly Report.
- (B) Yearly Report. Air districts will follow mid-cycle reporting above, and the provide the information listed below
 - (1) Output generated by the Required Reports utility of CARL database for the default years specified in the utility, if available.
 - (2) Contract execution and liquidation status for each grant year of CAP incentives. Funds will be reported relative to the progress milestones identified in Section I below.
 - (3) CARB will maintain in CARL database appropriate progress tracking targets for each funding year. These funding targets will include the total funds required to meet contract execution and liquidation progress milestones. CARB will adjust progress tracking targets to account for the movement of funds into and out of an air district’s account, including

redirected funds and other changes agreed to in consultation with air districts. This includes:

- a. The amount of any interest reported on CAP incentives held in local accounts. An air district may choose to designate in the Yearly Report all or a portion of this interest for remittance to CARB.
- b. Funds recaptured from liquidated projects, including funds provided back to the air district following CARB enforcement actions, identified by project name and funding year.
- c. Non-grant revenue earned on their CAP incentives, such as from the sale of scrapped engines or equipment.

(4) A list of any projects identified as nonperforming and a brief narrative of any related enforcement actions.

4. **Supplemental Reporting and Certification Form.** The air district APCO, Chief Financial Officer (CFO), and CAP incentives administrator must sign and certify that the project and fiscal information contained within the Yearly Report is, to the best of their knowledge, accurate and complete. The APCO may also serve as the CAP incentives administrator. The APCO may designate an alternate to the CFO if the designated alternate is someone other than the APCO or Program Administrator. The air district will maintain documents in support of the report at the air district office, and make them available to CARB staff upon request.
5. **Project Eligibility.** Receipt of a Yearly Report by CARB does not imply CARB approval of project eligibility. Air district staff is responsible for project approval and funding eligibility determinations. Air districts that are found to have funded ineligible projects will be required to substitute eligible projects equal to the amount found ineligible or return the ineligible amount to CARB.

I. Yearly Progress Tracking

1. **Yearly Progress Milestones.** To support timely emission reductions and track progress toward statutory fund liquidation requirements, air districts and CARB will work together to meet recommended progress milestones as follows. After execution of a Grant Agreement with CARB for CAP incentives, air districts will make every effort to have 50 percent of the project funds awarded under executed contract by the Yearly Report and 100 percent of the project funds under executed contract by the second Yearly Report after the agreement. Air districts will also make every effort to have 50 percent of project funds liquidated within two years, and must have 100 percent of project funds liquidated within three years. Progress will be reported in Yearly Reports and monitored by CARB and air district staff in the months prior to Yearly Report. Table 3-4 shows an example of progress milestones.

**Table 3-4
Progress Milestones Example: Fall 2021 Report**

Years Since Award	Fiscal Year	CAP Incentives Year	Milestone for June 30, 2021
1 year	2019-20	3	50% of project funds under executed contract
2 years	2018-19	2	100% of projects funds under executed contract
			50% of project funds liquidated
3 years	2017-18	1	100% of grant funds liquidated (required)

2. **Cancelled Contracts.** Any funds associated with an engine, vehicle, equipment, or stationary source project item cancelled from a contract prior to the liquidation of the contract as a whole will no longer be considered executed beginning at the time of the cancellation.

3. **Follow-up Actions.** Progress milestones are advisory in nature. CARB liaisons and management will work with air districts that do not demonstrate sufficient progress toward contract execution and project liquidation targets. When an air district cannot demonstrate that 100 percent of funds are under contract, and one-half of funds liquidated after two years, the air district will append to the Yearly Report a progress statement. The statement will address the reasons for delays in executing contracts or completing payment for projects, and the schedule for follow-up actions. Such actions may include specific steps to improve progress or the redirection of funds to air districts better equipped to meet statutory liquidation deadlines.

J. Funding Year Liquidation

1. **Liquidation Requirement.** By June 30 of each year, air districts must have liquidated all CAP incentives associated with the funding year three calendar years prior, as well as interest, recaptured funds, and other funds added to the funding target for that year. For example, fiscal year 2017-18 funds awarded in 2018 for CAP Year 1, must be fully liquidated by June 30, 2021. An air district may be able to resolve an apparent liquidation shortfall by modifying in the CARL database the funding years from which funds are assigned to projects.

2. **Liquidation Terms.** Project liquidation is demonstrated when all funded equipment in a project are paid-in-full and post-inspected. Funding year liquidation is demonstrated when all funds assigned to a funding year have been paid out in full, with the exception of any withheld payments.

3. **Data Completion.** Projects associated with liquidated funding years may not be revised in or removed from the CARL database after the funding year is liquidated, except in unusual circumstances following consultation with and written approval by CARB staff.

4. **Withheld Payments.** For completed projects for which all invoices have been paid except for a small amount withheld pending grantee reporting, both the paid funds and the withheld funds will be considered liquidated for the purpose of funding year liquidation. Withheld payment practices must be addressed in the project's contract and in the air district's Policies and Procedures Manual. Withheld progress payments considered to be liquidated per this section that are not ultimately paid to the grantee due to nonperformance will be reported as recaptured funds.

K. Return and Reallocation of Funds

1. **Return of Unliquidated Funds.** If CARB staff identify a liquidation shortfall that cannot be resolved through reassignment of liquidated funds from more recent years, and the remaining unliquidated funds are not under executed contract, the air district must submit and CARB must receive a check for the shortfall amount by September 28 (i.e., 90 days after the June 30 liquidation deadline). CARB will provide instructions for the return of funds. No additional disbursements will be made to the air district until funds subject to return have been received by CARB.
2. **Return of Other Funds.** An air district choosing to remit to CARB all or a portion of earned interest or to return other funds, following consultation with CARB, may do so using a *Return of Funds Form* provided by CARB staff.
3. **Reallocation.** If state accounting practices permit it, CARB staff will add funds returned by air districts to the subsequent cycle of CAP incentives funding.

L. Program Nonperformance

1. **Monitoring Nonperformance.** CARB monitors air district programs to ensure that participating air districts conduct their programs consistent with the criteria and guidelines established by the Board. Program nonperformance is an air district's non-compliance with program guidelines or statute that is not corrected by the air district in a timely or satisfactory fashion. CARB may become aware of possible air district nonperformance through Yearly and Mid-Cycle Reports, Incentives Program Review, air district self-reporting or other means. Examples of program non-compliance with program guidelines or statute include, but are not limited to, the following:
 - (A) Failure to show adherence to grant objectives described in the General Term and Conditions of the Grant Agreement, including outreach requirements and meeting community funding targets.
 - (B) Failure to return unliquidated funds within 90 days of the liquidation deadline.
 - (C) Misuse of CAP incentives, including funding of ineligible projects.

- (D) Insufficient or improper program oversight and enforcement, including widespread deficiencies in project contracting, inspections, reviews, or audits.
- (E) Insufficient, incomplete, or inaccurate project documentation.
- (F) Failure to submit timely and accurate reports to CARB.
- (G) Other non-compliance with program guidelines or statute.

2. Nonperformance Procedures. When CARB determines that an air district program is not complying with program guidelines, the CARB liaison and manager will work with air district staff to understand the issues, and develop a plan and timeline to resolve them. If the CARB Branch Chief determines that the issues related to program nonperformance have not been resolved, CARB will send by email to the air district program contact a program nonperformance notification, that contains the following:

- (A) Description of the unresolved issues, including pertinent details such as names of involved persons and projects, dates, dollar amounts, and citations of relevant program guidelines sections, H&SC sections, and regulations.
- (B) Possible solutions to the problem, if some have been identified, and/or an offer CARB assistance.
- (C) Arrangements for a possible meeting between the CARB Branch Chief and the air district APCO to agree on a plan and timeline for resolving the problem. The plan and timeline shall be recorded by the CARB air district liaison and emailed to the air district APCO within five business days of the meeting.

3. Withholding of Funds by CARB. Lacking satisfactory resolution of the issues that have resulted in the nonperformance notification, the CARB Executive Officer will determine if the nonperformance warrants withholding funds that have been granted to the air district and not yet awarded to approved projects. If so, CARB will send a letter of program nonperformance to the air district APCO. The letter will set a public meeting to be held at the air district's offices (or other appropriate facility within the air district). The purpose of the meeting will be to consider public comments prior to withholding any funds.

M. Incentives Program Review

1. Purpose. CARB conducts Incentives Program Reviews to help ensure that air district programs achieved expected emission reductions and are implemented in a manner consistent with these CAP Guidelines, the Moyer Guidelines and CAP Supplement where applicable, and State law (H&SC § 44291, 39500). CARB Incentives Program Reviews place emphasis on collaboration with the affected air district in the review process. Features of this approach include a

joint initial review of project files, ongoing and regular communication with air district staff throughout the file review process, and where possible, an opportunity for air districts to correct problems prior to their inclusion as findings in the final report.

2. **Scale of Review.** CARB uses a risk-based approach to select specific air district programs and projects to review, and to select fiscal years within the scope of each review. Air districts are selected for Incentive Program Review based on identified need or with consideration of program funding amount. A CAP incentives review at a selected air district may coincide with review of other State incentive programs at the same time.
3. **Fiscal Compliance Audits.** CARB may also contract with independent auditors including the California Department of Finance's Office of State Audits and Evaluations or the State Controller's Office to conduct audits of incentive program fiscal compliance. The independent auditors will conduct these audits in accordance with the Generally Accepted Government Auditing Standards, and will prepare reports on the results of the audits including any findings. CARB retains final authority with respect to corrective measures and follow-up, in consultation with the air district.
4. **CARB Responsibilities.** CARB will conduct Incentive Program Reviews in a manner that reflects its entrusted accountability and responsibilities.
 - (A) CARB will generally define the scope of the CAP incentives, to cover the years not covered in the previous review. The scope of years within review may vary among incentive programs. Once a funding year is reviewed, CARB will not review it again unless warranted. CARB reserves the authority to investigate possible fraud or misuse of funds in any program year.
 - (B) CARB will maintain open channels of communication with the air district during the review. CARB will fully explain the review's scope and procedure at the beginning of the process, discuss preferred channels of communication with the air district, inform the air district of potential issues as they unfold, provide full and ongoing opportunity for air district input, provide the air district opportunities to correct problems that arise during the review process, thoroughly discuss any findings and recommendations with the air district before and during the exit interview, and provide the air district an opportunity to formally respond to the Incentives Program Review report.
 - (C) To ensure objectivity and predictability, CARB will base its findings and recommendations on State law, applicable guidelines and Mail-Outs, Grant Agreements, email communications between CARB and the air district, the air district's Policies and Procedures Manual, case-by-case determinations, and the air district's local requirements.

(D) All Incentives Program Review reports, air district responses, and related documents shall be made available to the public via posting on CARB's website.

(E) CARB will conduct follow-up activities to ensure any deficiencies remaining following review are promptly and effectively mitigated. CARB will offer its assistance to air districts working to correct deficiencies.

- 5. Air District Responsibilities.** Air district staff and management will participate in entrance and exit interviews, support collaborative review and open communication with CARB staff, ensure that program files and other requested information are available to CARB review staff and the Fiscal Auditor, work to fully and promptly mitigate deficiencies identified during the review, work to resolve any disagreements, and request assistance from CARB as necessary.

N. Requirements for Project Applications

- 1. Data Required for CARL database.** Project applications must include the information needed for calculation of project cost-effectiveness, including project location information that is needed to complete the Community Air Protection administration form in the CARL database.
- 2. Existing Engine Usage.** As applicable, project applications must include documentation of existing engine usage, such as miles traveled, hours operated, or fuel consumed per year, for 24 months or as specified in the Moyer Guidelines and/or CAP Supplemental Guidelines by source category. This information will be used to evaluate project cost-effectiveness and maximum grant award amounts where applicable.
- 3. Active Duty Military Applicants.** If an applicant has been on active military duty at any time during the previous 24 months, documentation prior to deployment and covering the same length of time as the deployment period may be used to meet the title, registration, usage, and operation in California requirements as applicable for each source category. The applicant must submit a copy of *DD Form 214, Certificate of Release or Discharge from Active Duty* to verify military service during the deployment period.
- 4. Third Party Signature.** Applications must include a signature and date section for third parties. A third party may complete an application or part of an application on an owner's behalf if the vehicle, engine, or equipment owner signs and dates the application.
- 5. Applicant Certification.** Project applications must include language informing the applicant that by signing and submitting the application, the applicant certifies under penalty of perjury that the information in the application is accurate and true. In addition, the application must include the following statements that the applicant or the applicant's designee must certify as accurate and true:

- (A) A disclosure statement consistent with Section G.6 of this chapter, specifying whether the applicant has submitted an application for incentive funds to any other entity or program for the same equipment (for example, repowering of the same engine). The applicant must disclose to whom other applications were submitted, whether funds have been awarded or may be awarded, and the amount or potential amount of other funding.
- (B) A regulatory compliance statement certifying that the applicant is currently in compliance with all federal, State, and local air quality rules and regulations at time of application submittal, and is not aware of any outstanding or pending enforcement actions.

- 6. **Applicant Non-Disclosure.** An applicant who is found to have applied for or received incentive funds from another entity or program for the same project without disclosing that information, as required by the guidelines applicable to the project, shall be disqualified from funding for that project from all sources within the control of an air district or CARB. The air district or CARB may also seek civil penalties for such non-disclosure.
- 7. **Subsequent Applications.** An applicant may re-apply for project funding if a previous application for the same project has been rejected by the air district and is no longer being considered for funding.

O. Application Evaluation and Project Selection

- 1. **Review for Completeness.** Air districts must review all applications for completeness upon receipt and notify an applicant within 30 working days of receipt if the application is not complete. The air district must make every effort to clearly state to the applicant what is required to make the application complete. The application and all correspondence with the applicant should be kept in the applicant's project file. Additionally, the record of each project's rating and ranking as applicable, receipt date, and other project selection criteria must be maintained with the project file.
 - (A) **Credibility.** Air districts are responsible for determining that project applications are credible, made in good faith, and in compliance with applicable guidelines for the project.
 - (B) **Eligibility.** Air districts must ensure that the emissions reductions provided by selected projects are eligible and in excess of adopted regulations and other legal requirements. This should include verifying that the project meets the minimum requirements in the appropriate source category chapter, including:
 - (1) Documentation of historical vehicle, equipment, or engine usage.
 - (2) Documentation of project costs.
 - (3) Engine or retrofit device Executive Orders, if applicable.

- (4) Proof of a vehicle compliance check as needed for on-road projects.
 - (5) Other documentation identified in the source category chapter.
2. **Application Tracking.** Air districts must have a system for tracking applications. The CARL database may be used to satisfy this requirement if an air district enters the data from all applications received into this database, whether the application is provided funding or not. Air districts not using CARL database will track the information needed to populate required CARL data fields. A tracking system is not required for air districts receiving under one-half percent of the current fiscal year total CAP incentives, or \$1,000,000, whichever is less.
 3. **Project Selection.** After reviewing applications for project eligibility, the air district must follow Grant Agreement requirements and its Policies and Procedures Manual, including provisions to ensure engagement of community members and, if applicable, Community Steering Committees, in selecting projects. Projects approved for funding must meet all applicable guideline requirements.
 4. **Project Evaluation.** An air district must ensure each project selected for CAP incentives funding meets any emissions reduction and or cost-effectiveness requirements that apply. In cases where the CARL database indicates these requirements are not met, an air district representative must contact his or her CARB liaison to re-evaluate project eligibility.
 5. **Recordkeeping.** The air district must maintain a file for each project selected for funding. Files may be retained in an electronic format if complete and easily accessible. Unless otherwise specified by source category or in Section F.8, project files must be retained three years following the end of the contract term. In the event final payment has not been issued prior to the end of the contract term, the three-year clock is re-started upon final payment. Applications for unfunded projects must generally be kept a minimum of two years following the solicitation period, or two years from receipt if there is not a specified solicitation period. NOTE: Clean truck projects funded under Proposition 1B Program Guidelines may have separate and more stringent records retention requirements.
 6. **Subsequent Application and Double-Counting.** CAP incentives participants that received funding and are still under contract may not apply for funding for the same project from CAP incentives, Moyer Program funds, from the Proposition 1B Program, or any other program.
 - (A) If an air district chooses to amend a contract to reduce the term, the amended project must be cost-effective during the reduced contract term, based on the cost-effectiveness values and limit that applied when the original contract was executed. If an air district agrees to accept a prorated repayment of the CAP incentives grant, the repayment and amended

contract execution must both occur prior to the execution of any new contract for funding.

- (B) Emissions reductions from previously funded projects must not be included as emissions benefits for any subsequent project for the CAP incentives, the Moyer Program, the Proposition 1B Program or any other program.

P. Case-by-Case Determination Process

- 1. Limitations.** CARB (Incentives and Technology Advancement Branch) staff may approve on a case-by-case basis a project that varies from specific requirements of applicable guidelines only if CARB staff determines that such approval will not adversely affect achievement of the Community Air Protection Program objectives to reduce criteria air pollutant emissions and community-specific air toxic contaminants. Case-by-Case approvals also may not result in an exceedance of the applicable cost-effectiveness limit, reduce program transparency, or cause a violation of law or regulation. Air districts are required to request a case-by-case determination even if they believe a project is similar to previously approved case-by-case projects.
- 2. Procedure.** An air district may request CARB review of the project for a case-by-case determination using the procedure below. After receipt of all information needed, CARB will respond to the air district within 15 business days with a determination or estimated date of determination.

- (A) The air district will submit the following to the Moyer Program/CAP incentives air district liaison:

- (1) A summary of the request, with reference(s) to the pertinent area(s) of the Moyer Guidelines, Supplemental Guidelines, and CAP Guidelines for which the air district is asking for additional guidance and approval.
- (2) Documents containing information essential to the determination, including but not limited to: baseline and new engine information; the associated CARB engine Executive Orders and/or United States Environmental Protection Agency (U.S. EPA) Certificates of Conformity for baseline and new engines; other related applicant information from a completed application.
- (3) Information regarding how the proposed project benefits priority populations.
- (4) Other information and documents as requested by CAP incentives staff and/or Moyer Program source category staff.

- (B) CARB will make one of the following determinations:

- (1) Approved. Approval of a project does not imply or equate to “blanket approval” of other similar projects.

- (2) Not Approved. Non-approval of a project does not imply or equate to “blanket non-approval” of other similar projects.
 - (3) No Action/Case-by-Case Approval Not Required: CARB evaluation concludes that a case-by-case determination is not required if the request already conforms to the requirements or intent of the applicable guidelines.
3. **Public Availability and Recordkeeping.** CARB will post on its website all case-by-case determinations submitted for review and approval. Projects funded with CAP incentives will be noted. Air districts will keep a copy of the determination, either approved or not approved, in the project file.
 4. **After Contract Execution.** Air districts should always attempt to request a case-by-case determination prior to contract execution. CARB will consider requests for case-by-case determination subsequent to contract execution only when an unforeseen event leads to a project or program element that varies from the requirements of these CAP Guidelines.

Q. Minimum Contract Requirements

1. **General Requirements.** Air districts participating in the CAP incentives must execute contracts with prospective grantees who will receive CAP incentives. All CAP incentives project contracts must include the elements described in this section. Projects funded with CAP incentives may not be used to generate a compliance extension or credit for regulatory compliance. All executed project contracts and contract amendments must be kept in the air district’s project files.
2. **Party Names and Date.** All contracts must state the name of the air district and the grantee as parties to the contract. Contracts must include signature blocks with an area for the dates the contract is signed, or the execution date must otherwise be clearly indicated in the contract. If a digital signature is used in lieu of the original signature, the digital signature must comply with California Government Code section 16.5, Title 2, California Code of Regulations, sections 22000–22005.
3. **Notices.** All contracts must include contact information for both parties to the contract, including how to send and receive notices.
4. **Funds from Other Sources:**
 - (A) Grantees must certify that they have disclosed all funding sources that they have applied for or received for a project, and that the grantee will notify the air district of additional sources of funding received for the total cost of the project, including any sources that become available after contract execution.
 - (B) Grantees that co-fund a project must meet all criteria associated with each funding source used to fund the project.

- (C) Except as specified in applicable guidelines for a project, a grantee that is not a public entity must provide at least 15 percent of a project's CAP incentives eligible costs from non-public sources (see Section G). The contract must prohibit the grantee from receiving grants and other funds that exceed the total project cost.
 - (D) A grantee may receive CAP incentives from multiple air districts for the same project if these entities are coordinating to jointly fund portions of the project. The contract must list the entities involved and funding provided.
- 5. Contract Term.** All contracts must specify the term of the contract. The contract term shall include two timeframes – “project completion” and “project implementation” – to ensure that the air district and CARB can fully enforce the contract during the life of the CAP incentives funded project.
- (A) Project Completion. Project completion is the timeframe starting with the date of execution of the contract to the date the project post-inspection confirms that the project has become operational. This includes the time period when an engine, equipment, or vehicle is ordered, delivered and installed. The contract must include a specified timeframe in which project completion will occur so that the contract is liquidated within three years from the original date of contract execution. Under no circumstance may the liquidation date be extended beyond three years from the original date of contract execution.
 - (B) Project Implementation. The project implementation timeframe is the second part of the contract term, and must equal the project life used in the project cost-effectiveness calculation. The contract must specify that the grantee is required to operate and maintain their CAP incentives funded project according to the terms of the contract for the full project implementation period.
- 6. Project Specifications.** All contracts must include detailed information on the baseline and new vehicles, mobile equipment, stationary equipment, and/or engines that were used in the project cost-effectiveness calculation as applicable. This requirement may be met by including the project application as an attachment to the contract as long as the application is accurate and complete.
- (A) An eligible replacement vehicle, mobile equipment, stationary equipment, and/or engine that is verified or certified to achieve equivalent or greater reductions than the original project replacement vehicle, equipment and/or engine, in the same location as the original project replacement vehicle, equipment, and/or engine, may be substituted with prior approval of the air district.
 - (B) At least 24 months of documented and verified historic usage is required for the baseline engine, such as miles traveled, hours operated, or fuel

consumed, and in this case, usage is not required to be in the contract. If this information is not available, the air district may estimate the usage for the old engine and the estimated usage must be included in the contract.

- (1) The types of acceptable documentation for establishing historical annual usage will be clearly defined in each air district's Policies and Procedures Manual and will be subject to CARB approval.
 - (2) Additional forms of documentation to verify historical annual usage that are not included in an air district's Policies and Procedures Manual can be evaluated and approved by CARB on a case-by-case basis.
- (C) For stationary source project contract requirements, refer to the applicable source category chapter for more detailed information. Requirements may differ from those applicable to mobile sources.
- (D) Contracts must also contain a statement that the project complies with all applicable guidelines and that the grantee will meet the following requirements:
- (1) Certify that the grantee's fleet, engine(s), equipment/vehicle, or stationary source is in compliance with all applicable federal, State, and local air quality rules and regulations at time of contract execution.
 - (2) Maintain compliance with all applicable federal, State, and local air quality rules and regulations for the full contract term.
 - (3) For repower projects, the installation of the engine must be completed in a manner such that it does not void the engine warranty provided by the manufacturer and any remaining warranty provided by the equipment/vehicle manufacturer.
- (E) Contracts must specify the following:
- (1) Projects funded with CAP incentives must be included when defining the size of the fleet for determining regulatory requirements.
 - (2) Throughout the contract term, projects funded with CAP incentives must not be used to generate credits or compliance extensions, and must be excluded when determining regulatory compliance.

7. Maintenance. All contracts must require the grantee to maintain the vehicle, equipment, engine, and/or funded infrastructure according to the manufacturer's specifications for the life of the project, and include a prohibition on engine tampering. The grantee must maintain a working hour meter for projects that use hours of operation as a means of calculating emissions reductions and cost-effectiveness. If the hour meter fails, the grantee must immediately notify the air district, and remain responsible for validating any hours not recorded by the hour meter. The grantee must either repair or replace the non-operating

meter or provide other documentation of equipment operating hours acceptable to the air district.

- 8. Payment.** Before a CAP incentives payment may be made to a project participant, the project contract must be executed, an eligible invoice must be received by the air district, and the project post-inspection must be successfully completed to document the completion of the work specified in the invoice. The equipment must be operational before the final payment is issued. All contracts must include the following payment terms:

 - (A) **Maximum Contract Amount.** The maximum contract amount must not exceed the maximum funding level corresponding to the current program cost-effectiveness limit, nor may the maximum contract amount exceed the project incremental cost. The maximum contract amount must also comply with any funding caps and other criteria for the specific project category as identified in these CAP Guidelines.
 - (B) **Itemized Invoices.** Payment terms must require itemized invoices from the engine or equipment supplier for repowers and infrastructure projects, paid invoices from the vehicle owner for new vehicles, and satisfactory post-inspection by the air district prior to payment of the owner's invoice. An invoice payment for a specific vehicle, engine, or piece of equipment may not exceed the amount indicated on the project contract for that vehicle, engine, or equipment. The contract should be clear that the air district will pay the lower of the contract amount or the final invoice amount. Invoices must meet the minimum requirements of Section T to be eligible for CAP incentives.
- 9. Reporting.** All contracts must include a provision for grantees to submit annual reports commencing no later than 18 months after project post-inspection and continuing annually thereafter throughout the project implementation phase of the contract. The air district must include the dates the grantee Annual Report is due.

 - (A) During the project implementation phase, the air district is responsible for monitoring the project to assure the project is operational and that the project emissions reductions and other benefits are realized.
 - (B) The contract must inform the grantee that noncompliance with the reporting requirements will require on-site monitoring or inspection(s).
- 10. On-Site Inspections, Audits and Records.** All contracts must include language that allows the air district, CARB, or their designee to conduct an inspection or audit of the project, including stationary source projects, engine, vehicle, or equipment and associated records, during the contract term. Contracts must also require the owner to maintain and retain usage and other records associated with the project for at least three years after the end of the contract term.

11. Repercussions for Nonperformance. Air districts must include repercussions for non-compliance with the obligations of the contract.

- (A) The contract must specify that by executing the contract, the grantee understands and agrees to use the vehicle, mobile equipment, stationary equipment, and/or engine, according to the terms of the contract and to cooperate with the air district and CARB in implementation, monitoring, enforcement, and other efforts to assure the emissions benefits are impactful to the needs of the communities in which the vehicle or equipment will operate, and that the project is responsive to identified community priorities and guidance.
- (B) The contract must describe the repercussions to the grantee for noncompliance with contract requirements, including but not limited to, cancelling the contract and recapturing project funds in proportion to any loss of emissions reductions or underutilization as agreed to in the contract.
- (C) The contract must inform the grantee that CARB and the air district have the authority to seek any remedies available under the law for noncompliance with CAP incentives requirements and nonperformance with the contract.
- (D) The contract must state that CARB, as an intended third party beneficiary, reserves the right to enforce the terms of the contract at any time during the contract term to ensure emissions reductions are obtained.

R. Project Pre-Inspection

1. Requirements. Upon confirming a project's eligibility, the air district must complete a pre-inspection prior to contract execution, except as specified in this section.

- (A) All projects must be pre-inspected personally by air district staff, except that air districts may choose, at CARB discretion, to allow public agencies (e.g., public works departments, transit organizations, and school districts) to provide documentation of the engine(s), equipment, and usage in lieu of a pre-inspection.
- (B) Air districts receiving less than one-half of one percent of the current fiscal year total of CAP incentives, or \$1,000,000, whichever is less, may reduce their required project pre-inspections to a minimum of 25 percent of the total number of projects associated with the current fiscal year funds. However, least one project must be selected for review from each source category.

2. Documentation. The pre-inspection form and information to be documented must include, at a minimum, the following:

- (A) Information regarding the baseline engine, vehicle, or equipment as needed to uniquely identify, establish eligibility, provide a basis for emissions calculations, populate the CARL database, and ensure contract

enforceability. Such information includes (as applicable) make, model, year, horsepower, fuel type, engine family, engine tier, serial number, vehicle identification number (VIN), and any additional information pertinent to the project. Engines without a visible and legible serial number must be uniquely identified by having the engine block stamped with a unique CAP incentives number or alternative permanent marking such as an engine tag. For stationary source projects refer to the specific source category chapter for information requirements.

- (B) The project usage (hours or miles) meter reading if used in the project cost-effectiveness calculation. The inspector must verify that stated project usage is reasonable given the usage meter reading.
 - (C) Verification that the engine is operational (with a start-up) and that the engine is working as described in the application (document function and use).
 - (D) Photo documentation of the engine, vehicle, or equipment information. The photos must include the legible serial number of the engine (if available) and/or any other identifying markings. For stationary source projects, refer to the source category chapter for photo documentation requirements.
 - (E) Other relevant information including, but not limited to:
 - (1) Name of inspector.
 - (2) Date of inspection.
 - (3) Name and contact information of engine or equipment owner.
 - (4) Location and area of operation of the engine or equipment.
- 3. Compliance Certification.** No later than the time of pre-inspection the air district must obtain certification and submission of supporting documentation from the applicant that their engine(s), vehicle/equipment, or project fleet is currently in compliance with the applicable rules or regulations affecting the engine(s), vehicle/equipment for which they are requesting funding.
- 4. Recordkeeping.** The air district must maintain a hard copy of the completed pre-inspection form in the air district's project file.
- 5. Inspection after Contract Execution.** The project pre-inspection must be completed prior to a project contract execution and the information in the contract must be consistent with the information gathered during the pre-inspection. An air district may apply to CARB for approval to conduct pre-inspections after contract execution only on a case-by-case basis. Case-by-case approval of such a procedure will depend upon the following conditions being met:

- (A) The air district describes the program benefits it would achieve by conducting pre-inspections after contract signature.
- (B) The project contract includes language to indicate contract terms may be adjusted or the contract may be deemed void based upon information collected during the pre-inspection. The air district must also include a process for informing the prospective grantee of such.
- (C) The air district's Policies and Procedures Manual clearly specifies the process for conducting pre-inspections after contract execution and any additional procedures enacted to ensure the project achieves emissions reductions in excess of those otherwise required by law or regulation. Work on the project engine, vehicle, or equipment may not commence until after the pre-inspection.

S. Project Post-Inspection

1. **Requirement.** An air district must gather and document post-inspection information on all projects funded with CAP incentives. For post-inspection of infrastructure projects, see Chapter 10 of the Moyer Guidelines for further guidance. For stationary source projects, refer to the applicable guidelines source category chapter.
 - (A) The air district will conduct a post-inspection after it receives an invoice for a project from the grantee or otherwise receives notice the project is complete. Information on the invoice must be consistent with the information gathered at the post-inspection. If the post-inspection occurs before the air district receives the project invoice, the invoice must be reviewed for consistency with the new engine, vehicle, equipment information, stationary source project scope, or from the post-inspection form.
 - (B) When 20 or more vehicles are included in a vehicle replacement project or a public fleet or transit agency project, the air district is not required to post-inspect each replacement vehicle, but must inspect no fewer than five percent of the vehicles included in the project.
 - (C) The inspector must record, at a minimum, information regarding the new project engines, vehicles/equipment, and retrofit devices as needed to uniquely identify, establish eligibility, provide a basis for emissions calculations, and ensure contract enforceability. Information sufficient to populate all required fields in CARL database must be recorded. Submersible pump inspections may have the applicant take a picture of the motor name plate information including, make, model, and serial number prior to installation inside the irrigation well. The air district will verify the make, model, and horsepower rating information with the project invoice.
 - (D) The engine must be operational in the equipment or vehicle as stated in the contract. The inspector must visually witness all engine startups and operation of all mobile projects.

- (E) The engine, vehicle/equipment, and retrofit information must be documented with photos. The photos must include the serial number of the engine or retrofit (if legible) and/or any other identifying markings. Photos of the scrapped or destroyed engine and equipment must be included.
- (F) The post-inspection form must also contain other relevant information including, but not limited to:
 - (1) Name of inspector.
 - (2) Date of inspection.
 - (3) Name and contact information of engine or equipment owner.
 - (4) Location of the engine or equipment.
- (G) The air district must maintain a hard copy of the completed post-inspection form in the air district's project file.

2. Equipment Labels. Post-inspection of a retrofit device requires the collection of additional information from the labels affixed on both the retrofit device and the engine. If the proper labels are missing, payment may not be made until this is corrected. Potential scenarios are summarized below, which air district staff must address prior to payment:

- (A) The retrofit device is properly labeled but the engine lacks a label: An engine label should be readily obtainable from the retrofit manufacturer by reference to the serial number. The air district may make payment once the grantee has been informed that the engine must also be labeled.
- (B) The retrofit device is labeled but the label does not have the required items: The air district may make payment once it gets approval from CARB regarding an approved alternate label or a compliant label has been installed on the retrofit device.
- (C) The engine is properly labeled but the retrofit device lacks a label: The air district may make payment once a compliant label has been installed on the retrofit device.
- (D) No label is found on either the engine or the retrofit device: The air district may make payment once a compliant label has been installed on both the engine and the retrofit device.

3. Electric Motors. Post-inspection of a new electric motor on an agricultural pump must also include recording of the serial number of the variable frequency device if the project includes one.

4. Verification of Destruction. If required, the air district must verify that the existing (old) engine and/or equipment is destroyed and rendered permanently unusable and irreparable, consistent with requirements in applicable guideline

source category chapters and with the air district Policies and Procedures Manual.

(A) Air district staff must verify and document through photographic or video evidence that the destroyed engine serial number matches that on the project contract.

(B) Air district staff must verify that engines without a visible and legible serial number are uniquely identified by the correct air district stamp or other permanent marking prior to engine destruction.

5. Consistency with Contract. The air district must verify that the information collected in the post-inspection is consistent with the project contract.

T. Project Invoice and Payment

1. Prior to Payment. Except as specified below, an air district will make payment for a project or equipment only after air district post-inspection finds the project or equipment in place and operational, and the air district receives an invoice itemized in sufficient detail to ensure that only completed and eligible project costs are reimbursed, and other sources and amounts of funding for the project are reviewed to ensure the sum of all project funds does not exceed the total project cost (per Section G). Exceptions are limited to progress or partial payments in cases where the grantee provides the air district with sufficient evidence of completing milestones specified in the contract, consistent with conditions specified in the air district's Policies and Procedures Manual. The air district must maintain a clear record of progress payments in the project file and in records of the air district administration or fiscal unit. Progress payments include final payments that are withheld until all reporting requirements are met (also known as "withheld payments").

2. Eligible Costs. Equipment and parts on engine repower or retrofit projects are eligible for funding only if they are required to ensure the effective installation and functioning of the new engine or retrofit, and are not part of typical vehicle or equipment maintenance or repair. Taxes and the installation and transport costs for eligible hardware are eligible for funding at the air district's discretion. For labor expenses paid, the invoice must detail the number of hours charged and the hourly wage. See source category chapters for additional specification of eligible costs.

3. Ineligible Costs. Ineligible repower costs include tires, axles, paint, brakes, and mufflers. See source category chapters for additional specification of ineligible costs.

4. Limitations on Applicant Action before Air District Approval. An applicant may not order or make a down payment on a new engine, piece of equipment, or vehicle prior to contract execution or approval by the air district governing board or board designee. Dealers ordering engines, equipment, or vehicles prior to air district approval of grant application awards assume all financial risk

and are in no way ensured program funds. A grantee may not receive engines, equipment, or vehicles, nor begin work on a repower or retrofit project until the project contract is fully executed, unless the air district has provided the potential grantee with written notification that any work performed is not guaranteed funding until a contract is executed. For infrastructure projects, discretionary costs may be accrued by an applicant prior to contract execution, but such costs are not reimbursable until after contract execution.

5. **Invoice Procedures.** The air district will maintain copies of all invoices and documentation of payment in the project file or otherwise keep copies available on-site at the air district office. Invoices received after the project post-inspection has been completed must be evaluated for consistency with the information gathered during the project post-inspection. Additional project invoicing requirements may also be included in the source category chapters of these CAP Guidelines.
6. **On-Road Compliance Checks.** For on-road and emergency vehicle projects as applicable, should a compliance check indicate that there is an outstanding violation with any vehicle in the applicant's fleet, no payment shall be made until the applicant provides proof to the air district that each violation has been corrected and each fine has been paid.
7. **Regulatory Compliance.** Where a contract requires a grantee to demonstrate that specific regulatory compliance requirements have been met in order to receive funding (such as engines subject to the Portable Equipment Airborne Toxic Control Measure), air districts may not pay invoices until the grantee has provided documentation that the requirements have been met. A project participant may demonstrate this via a detailed letter signed by the vehicle or equipment owner or legal representative or, if the regulation requires CARB (or the air district) to certify compliance, through CARB (or air district) certification. For more information, see the associated source category chapter. Air districts are not to be held liable if a grantee falsifies this documentation.
8. **Payment Recipients.** Payments typically will be made directly to the grantee. Payments may be made directly to a dealer or distributor only if such payment arrangements are specified in the contract.

U. Grantee Annual Reporting

1. **Requirement.** Air districts will require all grantees to submit annual reports within 18 months of the project post-inspection and annually thereafter for the term of the contract.
2. **Report Format.** The air district will prescribe a format for the project annual report, to include the following information:
 - (A) Grantee name, address, and telephone number.

- (B) Information needed to uniquely identify the project engine, vehicle, or equipment, such as engine make, model, horsepower, and serial number.
 - (C) Estimated percentage of time the vehicle or equipment has been operated in California since the previous annual report.
 - (D) Readings of the usage device (e.g., hour meter, odometer, or electronic monitoring unit).
 - (E) Except for projects in which usage is not required to be specified in the contract (as allowed per Section Q.6.(B)(1) above), if usage is more than 30 percent below that identified in the project application, the grantee must describe any conditions that are likely to have affected project usage, such as weather, permits, or major maintenance. In instances where annual usage is significantly lower than the contracted level due to unforeseen circumstances beyond the control of the grantee, the grantee may request a waiver from the air district per Section W.3.
3. **Air District Review.** The air district will review the annual report for completeness, accuracy, and reported usage, and will maintain in the project file a copy of the report that is initialed and dated by the reviewing staff. An air district choosing an alternative method to indicate its review and approval of annual reports will specify the method in its Policies and Procedures Manual.
 4. **Unsatisfactory Reporting.** If an annual report is incomplete, inaccurate or not received from the grantee on schedule, the air district will make a reasonable attempt to obtain a complete and accurate report from the grantee. If the air district is unable to obtain the report, the air district will identify the project for audit as described in Section V below.
 5. **Subsequent Grants.** Grantees that have not submitted complete required reports will not be granted funds for new CAP incentives projects until all reports are satisfactorily submitted.

V. Air District Audit of Projects

1. **Requirement.** The air district will conduct audits of projects funded with CAP incentives. On an annual basis these audits will include five percent of active projects or 20 active projects (whichever is less). Air districts will also conduct audits of projects specifically included as part of a Community Emissions Reduction Program; five percent of active projects or 20 active projects (whichever is less). These conducted audits are to include any projects with unsatisfactory annual reporting as described in Section U.4.
2. **Project Inspection.** Audits must be completed by air district staff and will at a minimum include an inspection that verifies that the engines, equipment, and emissions control devices paid for are still owned by the grantee named in the contract, are still operational in the same equipment, and meet the mileage, fuel usage, or hours of operation indicated in the executed contract. This must be

performed by checking the serial number of the engine; witnessing the operation of the engine; and checking the usage meter or fuel receipts.

3. **Multiple Equipment.** Audits of multiple equipment or engine projects of up to 25 pieces must include inspection of at least two pieces or equipment, and multiple equipment or engine projects of over 25 pieces must include inspection of at least five pieces.

W. Nonperforming Projects

1. **Requirement.** The air district will work with nonperforming project grantees to ensure CAP incentives project requirements are met and emissions reductions are achieved, consistent with procedures outlined in the air district Policies and Procedures Manual. Air districts may consider unforeseen circumstances beyond the grantee's control in determining repercussions for nonperformance.
2. **Recapturing Funds.** When an air district is not successful in gaining grantee compliance with the usage and program requirements specified in a contract, the air district will make all reasonable efforts to recapture CAP incentives from the grantee, in consultation with CARB. Recaptured funds will be reassigned to projects that achieve the shortfall in emissions reductions or usage. The air district's efforts to recapture funds may be guided by circumstances such as suspected or actual fraud or misuse of funds, the amount of CAP incentives involved, or the ability of the grantee to repay the funds.
3. **Usage Threshold and Waiver Procedure.** The air district must take appropriate action to ensure emissions reductions are realized for engines, equipment, vehicles, or fleets, as well as usage for infrastructure projects. Except for projects in which usage is not required to be specified in the contract (as allowed per Section Q.6. (B)), when average usage over a three-year period for a contracted engine, piece of equipment, or vehicle or fleet is less than 70 percent of the activity required in the contract, the air district may choose, but is not limited to, the options below to address the underutilization. (In cases of projects which may have a contracted project life of less than three years, the same activity threshold of less than 70 percent applies, averaged over the project life.)
 - (A) Extend the project contract for additional years (precluding overlap with an applicable rule implementation requirement).
 - (B) Return funds in proportion to the loss in emissions reductions.
 - (C) Transfer ownership of the engine, vehicle, or equipment to another entity committed to complying with the contract terms.
 - (D) Recalculate a project's cost-effectiveness based on the reported decrease in usage. Based on this recalculation, if the project is still below the cost-effectiveness limit, consistent with the limit and methodology in effect on the date of contract execution and prior to the end of the contract, the air

district must continue to monitor the project over the next year to determine if additional actions are necessary (this option does not apply to infrastructure projects not subject to a cost-effectiveness limit).

- (E) Grant a usage waiver, without penalty, to the grantee for a defined time period. The grantee must demonstrate to the air district's satisfaction that the engine, vehicle, or equipment is not being underutilized in favor of operating other, higher-polluting equipment, and that the underutilization was due to unforeseen conditions beyond the grantee's control.
 - (1) The conditions under which a waiver may be issued include, but are not limited to, the following:
 - a. A decrease in usage due to economic recession.
 - b. Unforeseen fluctuations in water allocations or pumping needs for agricultural irrigation pump engines.
 - c. Significant land fallowing for off-road agricultural equipment and agricultural irrigation pump engines.
 - (2) To be considered for a waiver, the grantee must provide a written request to the air district along with documentation that substantiates the need for the waiver and verifies that higher-polluting equipment is not consequently receiving more use.
 - a. The air district will specify the length of time for which the waiver is valid. The waiver will not exempt the grantee from any contract requirement to provide annual usage reports.
 - b. The waiver will be documented in writing, approved by the APCO or designee, and included in the project file.
 - (3) For projects that include multiple pieces of equipment or engines the air district may review and recalculate the funded equipment collectively to see if the project as a whole has performed as expected. A waiver is not required in this event.

- 4. Funds Recaptured Following CARB Enforcement.** Program funds recaptured from a project grantee as a result of a settlement agreement executed by CARB shall be returned to the air district that granted the funds. Any penalties resulting from a settlement agreement executed by CARB or the Attorney General shall be deposited in the appropriate State fund.

CHAPTER 4: HEXAVALENT CHROMIUM PLATING FACILITIES

A. Introduction

Senate Bill 856 allows CAP incentives to owners of stationary sources that are not subject to the Cap and Trade program requirements adopted by the state board pursuant to subdivision (c) of section 38562 of the Health and Safety Code. The funding is intended to provide replacement of equipment with technologies that will result in direct emissions reductions of TACs and criteria air pollution, including zero-emission technologies.

CARB identified hexavalent chromium as a TAC in 1986. Hexavalent chromium is currently known to be the second most potent carcinogen identified by the Board. CARB's emission inventory data has revealed the presence of hexavalent chromium emissions from stationary sources, such as chrome electroplating facilities, in numerous communities across the state. Hexavalent chromium electroplating and chromic acid anodizing operations involve the electrical application of a coating of chromium onto a surface for decoration, corrosion protection, or for durability. These processes cause mists containing hexavalent chromium to be emitted from the plating tanks and dispersed into indoor and outdoor ambient air. Since 1988, CARB has regulated hexavalent chromium emissions from chromium electroplating and chromic acid anodizing facilities. The existing state control measure, the Hexavalent Chromium Airborne Toxic Control Measure for Chrome Plating and Chromic Acid Anodizing Operations (Chromium Plating ATCM), is in Title 17, California Code of Regulations (CCR), section 93102. There are also other local regulations that control emissions from these same facilities.

B. Current Requirements

The current Chromium Plating ATCM sets forth requirements for reducing hexavalent chromium emissions based on the distance to a sensitive receptor and annual usage. The use of best available control technology, or BACT, is required for all facilities. A majority of the facilities have emissions limitation rates of 0.0015 milligrams per ampere-hour (mg/amp-hr).

A majority of facilities achieve the emissions through the installation of add-on air pollution control devices, such as high efficiency particulate arrestor (HEPA) filters. The add-on control devices are not required for regulated facilities that have met the emissions limit through use of specific chemical fume suppressants. Facilities may also convert to a trivalent chromium process to meet the emissions limitations.

C. Projects Eligible for Funding

Projects that are eligible for funding include replacement technologies for chrome electroplating and chromic acid anodizing facilities that reduce hexavalent chromium emissions. The emissions reductions must be in excess of those otherwise required by applicable federal, State, or local rules or regulations.

Examples of eligible technologies include the following:

1. **Control Devices.** Add-on air pollution control (APC) devices that replace some or all of existing systems.
2. **Conversion.** Conversion from hexavalent chromium to trivalent chromium (requirements per Title 17, CCR, section 93102.6 must also be met). This option should be prioritized for decorative chrome plating operations.
3. **Permanent Total Enclosure.** Permanent total enclosure (PTE) vented to negative air (U.S. EPA Method 204).
4. **Other technology.** Other technology capable of achieving emissions reductions in excess of those otherwise required by law or regulation may be eligible on a case-by-case basis. Prior to contract execution, air districts must notify CARB staff of other technologies that are not included in the examples listed above.

D. Eligible Participants

Public and private entities that own their own chromium plating facilities or operations located in California are eligible to apply. The existing chromium operation must be located in California, and the owner must not be subject to requirements of the California Cap on Greenhouse Gas Emissions and Market-Based Compliance Mechanisms Regulation, Title 17, CCR, sections 95801-96022 (California Cap and Trade Program).

E. Participant Requirements

1. **Receipt of Application.** At time of application, participants must:
 - (A) Meet federal, State, or local requirements applicable to chrome plating operations.
 - (B) Have authority to make any necessary building modifications.
 - (C) Show proof of regulatory compliance or valid operating permit.
 - (D) Submit quotes from at least two independent contractors. The quote from the selected contractor does not have to match the final invoice submitted for reimbursement if additional work is required for the installation, but parts and labor costs for the major components of the technology should match the initial quote.
2. **Contract Execution.** After contract execution, participants must meet the following requirements:
 - (A) Maintain the control technology to manufacturer's specifications during the contract period.

- (B) May not claim emissions reduction credits from the incentivized technology during the contract period.
- (C) Comply with local air district requirements during the contract period, such as parameter monitoring and reporting requirements.
- (D) Ensure permits for the control technology remain up-to-date and all permit requirements are met during the contract period as required by the air district.
- (E) Maintain compliance with all federal, State, and local rules and regulations.
- (F) Make replacement technology available for inspection if requested by air district and/or CARB staff during the contract period.

F. Project Life

The minimum project life is three years. The air district has the discretion to extend the project life depending on local requirements.

G. Maximum Eligible Funding Amounts

Legislative direction does not require stationary source projects to meet a cost-effectiveness threshold. However, maximum grant amounts have been set based on the costs of technology, and costs of the initial performance testing shown in Table 4-1. Table 4-2 lists the funding limits for all hexavalent chromium projects. Included are a set of maximum grant amounts specifically for decorative chrome plating operations to prioritize conversions to less toxic trivalent chromium plating operations.

**Table 4-1
Hexavalent Chromium Control Cost Estimates**

Eligible Technology	Cost Estimate
APC System	\$115,000 - \$280,000
Trivalent Chromium Conversion	\$ 70,000 - \$ 80,000
PTE	\$ 55,000 - \$430,000
Initial Performance Test for APC System	\$ 20,000

**Table 4-2
Funding Limits for Hexavalent Chromium Reduction Projects**

Grants must not exceed the lowest of the following	
Decorative Operations	Non-Decorative Operations
\$300,000 total grant	\$300,000 total grant
Maximum Percentage: (plus full initial performance test cost) <ul style="list-style-type: none"> • 90 percent of eligible costs for trivalent chromium conversions, or • 80 percent of eligible costs for all other projects 	Maximum Percentage: (plus full initial performance test cost) <ul style="list-style-type: none"> • 90 percent of eligible costs for all projects
\$23 per cubic feet per minute for ventilation systems (plus full initial performance test cost)	\$23 per cubic feet per minute for ventilation systems (plus full initial performance test cost)

H. Eligible Costs

Grant funds may only pay for items essential to the operation of the control technology.

1. Eligible Costs. Eligible project costs include:

- (A) Design and engineering (e.g., labor, site preparation).
- (B) Control technology and materials.
- (C) Instrumentation and monitoring units.
- (D) Required ventilation ductwork and electrical upgrades.
- (E) Installation.
- (F) Initial performance tests conducted to confirm post-technology emissions (100 percent of cost is eligible for funding).

2. Discretionary Costs. Air districts have the option to fund the following discretionary costs, provided the maximum eligible funding amounts in Section G are not exceeded:

- (A) Shipping and delivery costs.
- (B) License fees, environmental fees, commissioning fees (safety testing), onsite required safety equipment, and fees incurred during pre-contract execution (i.e., permits, design, engineering, site preparation).

I. Ineligible Costs

Ineligible costs include but are not limited to:

1. Non-Essential Hardware.

2. Operation Cost. Operational fees including energy costs, maintenance, repairs, improvements, spare parts.
3. Extended Warranty.
4. Insurance.
5. Data Collection and Reporting. Excludes initial performance tests.
6. Fees. Includes repairs, maintenance, or permit fees.
7. Participant Administrative Costs.
8. Employee Training and Salaries.
9. Performance Bond Costs.
10. Hazardous Materials. Includes permitting, handling, and disposal.

J. Project Eligibility Criteria

The minimum requirements for projects are listed below. Air districts retain the authority to impose additional requirements to address local concerns.

1. General Requirements

- (A) Any applicable permits issued by air districts for the existing operations and associated equipment must be up-to-date.
- (B) The participant must certify that any equipment to be replaced will be discarded in a manner that complies with all federal, State, and local requirements.

2. Control Technology Requirements

- (A) The control technology must reduce hexavalent chromium emissions to an emissions level less than what is required by federal, State, or local rules or regulations.
- (B) The control technology or post-technology emissions from an electroplating or anodizing bath must be 0.0015 mg/amp-hr or less of hexavalent chromium.
- (C) If the source is not an electroplating or anodizing bath, the post-control emissions must be 0.20 mg/hr or cleaner for ventilation systems with exhaust rates of 5,000 cubic feet/minute (cfm) or less or 0.004 mg/hr-ft² for ventilation systems with exhaust rates greater than 5,000 cfm (based on the surface area of all source tanks that vent into the ventilation system).
- (D) Facilities should determine their current regulatory requirements prior to application submission. Air districts are responsible for verifying whether the

project provides emissions reductions in excess of those otherwise required by law or regulation. The emissions limits for the Chromium Plating ATCM are shown in Table 4-3 below:

**Table 4-3
Chromium Plating ATCM Emission Limits**

Distance	Ampere-Hours¹	Emissions Limitation	Start Date
≤ 330 feet	≤ 20,000	Use of specific chemical fume suppressants ²	4/24/2008
≤ 330 feet	> 20,000 - ≤ 200,000	0.0015 mg/amp-hr ³ with add-on control	10/24/2010
≤ 330 feet	> 200,000	0.0015 mg/amp-hr with add-on control	10/24/2009
> 330 feet	≤ 50,000	Use of specific chemical fume suppressants ²	4/24/2008
> 330 feet	> 50,000 - ≤ 500,000	0.0015 mg/amp-hr	10/24/2011
> 330 feet	> 500,000	0.0015 mg/amp-hr with add-on control	10/24/2009

¹ Permitted annual/ampere-hours

² Specific chemical fume suppressants are listed here: <https://www.arb.ca.gov/toxics/chrome/fumesuppresslistfinal9.21.16.pdf>

³ mg/amp-hr = milligrams per ampere-hour

- (E) If applicable, local requirements must also be reviewed to ensure projects provide emissions reductions in excess of those requirements.
- (F) The control technology installed at a facility must be located in California. Prior to modification of the existing technology and/or installation of the control technology, applicable permit applications must be submitted to and approved by the air district. Installations must be completed before compliance deadlines.
- (G) It is at the air district's discretion whether to allow the transfer of a control technology to another facility during the contract period. If the project were selected under the air district's Community Emissions Reduction Program, then the air district may set limits on location changes to ensure the project will directly benefit a particular community during the contract term.
- (H) If the replacement technology is sold to a new owner during the contract period, the new owner must agree to abide by the existing contract terms until contract termination. Any change in ownership must be reported to the air district within 30 days.
- (I) The control technology must be new and have at least a one-year warranty, except for parts with regularly scheduled maintenance. Remanufactured or refurbished equipment and parts are not eligible.
- (J) Where possible, the control technology must include instrumentation (e.g., mechanical gauges) that can monitor the operating parameters of the technology such as pressures and air flows.
- (K) The technology must also include a standard operating procedure manual with the recommended factory scheduled maintenance intervals.

- (L) Applicants must provide contact information of the technology manufacturer and the contractor that performed the equipment replacement. Installation work must be performed by independent contractors that are licensed and bonded/insured.

K. Post-Inspection

The air district must observe the operation of the technology and perform a post-inspection prior to payment of grant funds. The following documentation must be collected during the post-inspection:

1. **Results of the Performance Test.** The participant must conduct an initial performance test to verify the emission levels of the control technology prior to the receipt of grant funds. The performance test must meet the requirements outlined in Title 17, CCR, section 93102.7 (c), (d), and (e). The cost of the performance test is an eligible cost.
2. **Inspection Photos.** Photos of the control technology and installed instrumentation used to monitor the technology.

L. Air District Requirements

Air districts must include stationary sources as a funding option in their Policies and Procedures Manual prior to funding stationary source projects. The Policies and Procedures must include the administrative tools that are needed to manage the projects, including project review and selection criteria, reimbursement procedures, inspections, monitoring and enforcement, contract development, etc. The Policies and Procedures Manual must be kept up-to-date with current program implementation practices, and must be made available to CARB staff upon request. In addition, upon request from CARB staff, the air district will provide CARB information associated with the control technology (e.g., costs, emissions data, etc.).

Prior to reimbursement, a completed *Uniform Commercial Code-1 Financing Statement Form* must be filed with the California Secretary of State listing the air district as the secured party. Air districts may impose additional requirements to address local concerns. Air districts must ensure all necessary documents are received and requirements are met, such as:

1. **Application.** Completed and signed application.
2. **Executed Contract**
3. **Invoices.** Invoices of the purchase and all work performed. Invoices must show details of all the equipment parts installed, labor costs, and any other costs to be funded.
4. **Completed Inspection Documentation.** Includes performance test results showing hexavalent chromium emissions of 0.0015 mg/amp-hr or less from control technology or post-control equipment. In addition, photos of the control

technology or post-control equipment are required. The performance test results must show hexavalent chromium emissions reductions. The 0.01 mg/amp-hr certified limit may be used as the baseline emissions level for electroplating and anodizing baths that utilize chemical fume suppressants. Tanks that do not have a control system certified by CARB or the air district to meet a specific emissions level must be measured for emissions upstream and downstream of the newly-installed technology.

5. **Other Funds.** Documentation of other grant funds received or approved to be received.
6. **Permits.** Permit allowing operation of control technology.

DRAFT

CHAPTER 5: REDUCING AIR POLLUTION IN SCHOOLS

A. Introduction

The Reducing Air Pollution in Schools category is designed to decrease exposure and address a range of outdoor and indoor air emissions sources that may potentially affect the health of school children. Air districts may fund a project or projects at schools in disadvantaged communities or low-income communities.

This chapter includes the following project types:

- Composite Wood Products.
- Zero-Emission Lawn and Garden Equipment.
- Air Filtration.
- School Transportation.

B. General Applicant and Project Requirements

Applicants for school facilities projects must meet the following requirements. There may be additional requirements depending on the specific project type.

1. **Emissions Reductions.** Projects must provide emissions reductions at school facilities serving students in any grade from kindergarten through twelfth grade.
2. **Eligibility of Schools.** Projects may only be proposed consistent with the California Constitution, which states that no public monies be allowed for the support of any sectarian or denominational school, or any school not under the exclusive control of the officers of the public schools. (Cal. Const. Art. 16 § 5 and Art. 9 § 8). CARB may address any interpretation issues with these clauses via a Mail-Out.
3. **Changes in Ownership.** Grantees must notify all involved parties including the air district and CARB of any intent to change ownership of any funded material or equipment. The new owner must comply with the terms and conditions of the project contract. Furthermore, the air district must approve the change in ownership before the transfer and may require full or partial repayment if the new owner does not meet the same criteria as the original owner.
4. **Force Majeure Event.** In the case of a force majeure event (such as a fire) drastically affecting use of the project equipment, the school or school district shall alert the air district within 20 calendar days of the incident, in addition to the following:
 - (A) The participating school or school district must provide the police or fire report, a letter from the insurance company regarding the accident, and other information requested by the air district. The participant must repair the equipment or replace it with a substitute that can take over the terms of

the contract or voucher. The substitute technology must be similar to the initially funded technology.

- (B) Notify the air district of change of mailing address within 20 calendar days.
- (C) Repay the funded amount if the participant does not follow one or more terms as specified in the contract and application. CARB and/or the air district will specify repayment terms.

C. Composite Wood Products

Composite wood products are created by binding strands, particles, fibers, veneers, or boards of wood together with adhesives (i.e., glues and resins). Formaldehyde is a respiratory used in the adhesives to make composite wood products.

Formaldehyde is a respiratory irritant and a TAC. Three composite wood boards regulated under the U.S. EPA and CARB's rules are hardwood plywood (HWPW), particleboard (PB), and medium-density fiberboard (MDF). These composite wood boards are commonly used in the manufacturing of furniture, flooring, cabinets, picture frames, wooden children's toys, and many other consumer products.

This project type pays a portion of the cost to replace damaged school furniture with furniture that contains composite wood made with no-added formaldehyde (NAF) glue or ultra-low emitting formaldehyde (ULEF) glue, thus decreasing the potential for formaldehyde emissions in classrooms. This would provide additional formaldehyde emissions reductions beyond the reductions achieved from composite wood board that complies with the CARB Airborne Toxic Control Measure to Reduce Formaldehyde Emissions from Composite Wood Products (ATCM, 2009), but which may still emit small amounts of formaldehyde because of the glue used to make the composite board.

- 1. Current Requirements.** CARB's ATCM regulates formaldehyde emissions in composite wood products. In 2017, the U.S. EPA adopted the Toxic Substances Control Act (TSCA) Title VI regulation to reduce formaldehyde emissions from composite wood products for sale in the U.S. The TSCA regulation is based on CARB's regulation, although there are differences. As of March 22, 2019, all composite wood products sold in the U.S. must be TSCA-compliant; meaning that manufacturers must meet the formaldehyde emission standards (see Table 5-1) and be certified by a CARB-approved third-party certifier that is also recognized by U.S. EPA. Since the formaldehyde emission standards are identical in both regulations, CARB will allow products labeled as being TSCA-compliant to be sold in California. CARB continues to enforce the ATCM within California.

**Table 5-1
CARB ATCM to Reduce Formaldehyde Emissions from Composite Wood
Products, Title 17, CCR Section 93120**

Type of Wood Product	Emissions Criteria for Compliance in Parts per Million (ppm)	Emission Standards for No-Added Formaldehyde Resin (ppm) ¹	Emission Standards for Ultra-Low Emitting Formaldehyde Resin (ppm) ²
Hardwood Plywood	0.05	0.05	0.05
Particleboard	0.09	0.06	0.06
Medium Density Fiberboard	0.11	0.06	0.06
Thin Medium Density Fiberboard	0.13	0.06	0.06

¹ CCR § 93120.3. To receive a two-year exemption from third party certifier oversight - 90% quality control test results during a 3 month must be no higher than 0.04 ppm; all results must be at or below the concentrations listed.

² CCR § 93120.3. To receive a two-year exemption from third party certifier oversight - 90% quality control test results during a 6 month must be no higher than 0.04 ppm; all results must be at or below the concentrations listed. This is restricted to ULEF manufacturers that have been granted an exemption from third-party certification.

- 2. Eligible Equipment/Project Types.** This chapter funds the replacement of existing composite wood products at public schools, including tables, desks, countertops, chairs, and storage cabinets.
- 3. Funding Amounts.** The funding levels presented in Table 5-2 are to cover the incremental cost between purchasing equipment made with NAF or ULEF glues compared to the cost of purchasing equipment that complies with the formaldehyde emission standards in the ATCM.

**Table 5-2
Funding Levels for Ultra-Low/ No-Added Formaldehyde Composite Wood
Products Used in Schools**

Type of Equipment Funded ¹	NAF Funding Percentage	ULEF Funding Percentage
Tables/Desks/Countertops	100 %	90 %
Chairs	100 %	90 %
Cabinets	100 %	90 %

¹ Special ordering may be required

4. Project Eligibility Requirements

- (A) The applicant must solicit and select replacement composite wood products through a competitive bidding process, and the air district must approve the selection. There must be a minimum of two competitive bids. Air districts must ensure that all costs are reasonable and appropriate upgrades to cleaner technology.

- (B) If glues are required to affix a wood veneer or synthetic material to the composite wood platform, the bids must use NAF/ULEF glues for this purpose.
- (C) Replacement equipment materials must have documentation attesting that all composite wood products used for the finished product are NAF/ULEF boards.
- (D) Replacement equipment must have a similar use as old equipment.
- (E) Replacement equipment must be a composite wood product.

5. Application Requirements. The air district must collect, as part of the application, the following information for both the old and new equipment:

(A) Old equipment:

- (1) Type of furniture/furnishing.
- (2) Name of manufacturer, if known.
- (3) Qualitative description of use, location, and approximate number of children and adults in the room throughout the day when in use.
- (4) Photo documentation of the equipment including all manufacturer information, if on equipment.

(B) New equipment:

- (1) Name of manufacturer and vendor.
- (2) Date the equipment was produced.
- (3) Type of furniture/furnishing.
- (4) Material (HWPW, PB, MDF, or thin MDF).
- (5) Dimensions of NAF/ULEF boards contained in equipment.
- (6) Qualitative description of use and location.
- (7) Photo documentation of the new equipment and, if present, include the NAF/ULEF label.

6. Participant Reporting Requirements. Participants must report the following information annually to the air district:

- (A) For the pieces of equipment funded, approximate numbers of adults and children in the room as well as the number of hours the room is in use. This latter value can be estimated by general school start and end times. The class size must also be included.

(B) Statement of any performance issues that occurred with the funded equipment.

D. Zero-Emission Lawn and Garden

The use of internal combustion Lawn and Garden Equipment (L&GE) to maintain schoolyards and sporting fields exposes children and equipment operators to elevated levels of air toxics and criteria air pollutants. This project type provides incentives to schools in disadvantaged communities or low-income communities and contractors servicing those public schools to purchase zero-emission L&GE less than 19 kilowatts (or 25 horsepower) such as lawn mowers, chainsaws, leaf blowers, trimmers, etc.

7. Current Requirements. L&GE engines less than 19 kilowatts (or 25 horsepower) are required to either meet the following emission standards or certify to the voluntary “low-emitting blue sky series” standard, see Table 5-3 and Table 5-4 (California Air Resources Board 2012).

**Table 5-3
Exhaust Emission Standards for ≤ 19 kW Spark-Ignition Engines (grams per kilowatt-hour)**

Model Year	Displacement Category	Durability Periods (hours)	Hydrocarbon Plus NOx	Carbon Monoxide	Particulate Matter ¹
2005 and subsequent	< 50 cc	50/125/300	50	536	2
	50 – 80 cc, inclusive	50/125/300	72	536	2
2008 and subsequent	> 80 cc - < 225 cc	125/250/500	10	549	N/A
	≥ 225 cc	125/250/500/1000	8	549	N/A

¹ Applicable to all two-stroke engines

**Table 5-4
Voluntary Emission Standards for ≤ 19 kW Spark-Ignition Engines (grams per kilowatt-hour)**

Model Year	Displacement Category	Hydrocarbon Plus NOx	Carbon Monoxide	Particulate Matter ¹
2005 and subsequent	< 50 cc	25	536	2
	50 – 80 cc, inclusive	36	536	2
2007 and subsequent	> 80 cc - < 225 cc	5	549	N/A
2008 and subsequent	≥ 225 cc	4	549	N/A

¹ Applicable to all two-stroke engines

8. Evaporative Emission Standards. In addition to exhaust emission standards, gasoline-fueled, spark-ignited small off-road engines rated at equal to or less

than 19 kilowatts (or 25 horsepower), and equipment utilizing such engines are required to meet the evaporative emission standards listed in Table 5-5 below (California Air Resources Board 2017).

**Table 5-5
Diurnal Emission and Design Standards**

Model Year	Diurnal Emission Standards (g organic material hydrocarbon equivalent day ¹)	Fuel Line Permeation Emission Standards (g ROG m ² day ¹)	Fuel Tank Permeation Emission Standards (g ROG m ² day ¹)	Carbon Canister or Equivalent Butane Working Capacity Standards Grams HC (g organic material hydrocarbon equivalent)
Displacement Category: Walk-Behind Mowers > 80 cc - < 225 cc				
2006	None	15	None	None
2007 – 2008	1.3	N/A	N/A	N/A
2009	1.0	N/A	N/A	N/A
Displacement Category: > 80 cc - < 225 cc Except Walk-Behind Mowers				
2006	None	15	None	None
2007 – 2011	1.20 + 0.056 × nominal capacity (liters)	15	2.5	Specified in TP-902
2012	0.95 + 0.056 × nominal capacity (liters)	15	1.5	Specified in TP-902
Displacement Category: ≥ 225 cc				
2006 – 2007	None	15	None	None
2008	1.20 + 0.056 × nominal capacity (liters)	15	2.5	Specified in TP-902
2013		15	1.5	Specified in TP-902

- 9. Eligible Equipment Types.** Zero-emission commercial grade L&GE, as described in CCR, Title 13, section 2408.1, which are under 25 horsepower and used on school property are eligible. Eligible equipment types are listed in Table 5-6. To ensure full operation of zero-emission equipment, air districts may choose to allow funding for additional batteries and additional chargers for purchase with each eligible zero-emission commercial grade L&GE purchase. Air districts have the discretion to include or exclude any of these L&GE in their program requirements.

**Table 5-6
Eligible Zero-Emission Equipment Types and Funding Amounts**

Equipment Type	Equipment Funding Amount	Funding Amount for Additional Batteries and/or Charger
Chainsaws/Polesaws, Edgers, Trimmers, Blowers/Vacuums	70 percent of purchase price up to \$400	70 percent of purchase price up to \$400
Walk-Behind Mowers	70 percent of purchase price up to \$750	70 percent of purchase price up to \$750
Ride-On or Standing Ride Mowers	70 percent of purchase price up to \$15,000	Not Eligible

10. Project Eligibility Requirements

- (A) Equipment must be purchased from a manufacturer-authorized retailer or dealer, including hardware and home improvement stores, either brick-and-mortar or online.
- (B) Equipment must be new, not used or previously owned or factory reconditioned.
- (C) New zero-emission L&GE purchased must be of the same type as the internal combustion equipment it replaces.
- (D) New equipment must have a minimum of a one-year manufacturer warranty.

11. Participant Requirements

- (A) Participants contracting with a school must provide to the air district a copy of the contract/agreement and/or a written consent form from the school acknowledging their participation in the program.
- (B) Participants must possess and maintain all appropriate business licenses for lawn and garden service.
- (C) Participants must agree to destroy or render permanently inoperable the old equipment in accordance with the air district requirements.

12. Project Life. Participants must commit to utilizing the equipment for a minimum of three years from date of purchase or date of delivery.

13. Application Information. An air district must collect, at a minimum, the following information in its application:

- (A) List of existing equipment type and quantity.
- (B) Number of equipment (per equipment type) replaced.
- (C) Number of batteries purchased.

- (D) Number of chargers purchased.
- (E) Identify if school is located in a disadvantaged or low-income community.
- (F) Internal combustion equipment destruction documentation.
- (G) Proof of residence or driver's license.
- (H) Any additional reporting requirements as per air district guidelines.

E. Air Filtration Systems

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) is important because particulate matter negatively impacts human health, especially for sensitive populations such as children. Older HVAC systems and basic air filtration 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.

1. **Current Requirements.** The Building Energy Efficiency Standards are set by the California Energy Commission (CEC) and includes air filtration efficiency requirements for HVAC systems in newly constructed buildings. Filter efficiency is stated as the Minimum Efficiency Reporting Value (MERV), which is determined by the American Society of Heating Refrigeration and Air Conditioning Engineers (ASHRAE). The CEC air filtration requirements are shown in Table 5-7 below. The 2019 building codes now require MERV 13 filters for new construction.

**Table 5-7
CEC Air Filtration Requirements**

CEC Building Energy Efficiency Standard Publication	MERV Rating	Particle Size Range (mm)	Particle Size Removal Efficiency ³
2019 ¹	13	0.30 – 1.0	> 90 percent
2016 ²	8	3.0 – 10.0	> 70 percent
2013 ²	6	3.0 – 10.0	35 – 50 percent
2010 ³	6	3.0 – 10.0	35 – 50 percent

¹ 2019 is the first year that CEC set standards to address human needs for indoor air quality. Past standards were set to maintain energy efficiency performance for HVAC equipment.

² ASHRAE recommends indoor CO₂ levels not exceed the outdoor concentration by more than about 600 ppm.

³ https://web.archive.org/web/20130201093821/http://www.epa.gov/iaq/pdfs/residential_air_cleaners.pdf

2. Eligible New Equipment

- (A) Air filter panels with a MERV of 14 or greater.
- (B) Standalone air ventilation unit with a MERV of 14 or greater and with a noise threshold at or below 45 decibels. Portable air cleaning units must include a

clean air delivery rate (CADR) for tobacco smoke (0.09-1.0 μM) that is appropriate for the classroom size.

3. Funding Amounts. Funding amounts are included below in Table 5-8.

**Table 5-8
Funding Amounts for Air Filtration Systems**

Type of Equipment	Funding Amount ¹
Air Filters (MERV 14+)	Up to 100%
Standalone Systems	Up to 90%

¹ Air districts may include costs associated with initial installation, but the total cost cannot exceed \$45,000 for all of the equipment and installation costs at each school site.

4. Project Criteria

(A) 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:

- (1) HVAC information such as type of system and MERV rating filter.
- (2) Estimated hours of use (based on normal duty-cycle) and maintenance downtime.
- (3) Number of classrooms and students per classroom where air filtration is to be upgraded.
- (4) Size (length, width, and height) of each room to be upgraded.
- (5) Potential increase in energy costs for the new filtration (annual kilowatt-hr * dollars / kW-hr = annual cost).

(B) Applicant must maintain equipment in a manner suitable for the type of air filtration equipment selected.

(C) The minimum project life is three years. In the case of air filtration system projects, the project life represents the number of years that the project will support the purchase of new filters, in addition to the span of time that participants must submit normal annual reporting requirements to air districts.

(D) Maintenance in accordance to air filtration equipment selected.

5. Applicant Information. The applicant must provide to the air district the following information for their current air filtration system and details about the equipment option they are proposing to upgrade:

(A) Current in-use air filter information:

- (1) Manufacturer.

- (2) Model.
 - (3) Old equipment MERV rating (if available).
 - (4) PM removal efficiency (percentage).
 - (5) Filter life (number of filters changed annually).
 - (6) Size of filter: Length x Width x Height.
 - (7) Filter material.
 - (8) Duration of filters being changed, if applicable.
- (B) Current in-use air filtration system, if applicable:
- (1) Annual usage (e.g., kilowatt-hour) (hours of use).
 - (2) Manufacturer.
 - (3) Model number.
 - (4) MERV rating.
 - (5) Pollutant removal efficiency (percentage).
 - (6) Type of system.
 - (7) Any unscheduled downtime, including duration of downtime and causes of downtime.
 - (8) Service/maintenance.
 - (9) Warranty.
- (C) HVAC system assessment

6. New Equipment Information. The air district must perform a post-inspection prior to payment of grant funds. The information below must be collected on the application and verified during the post-inspection. The inspection form may include photographs, copies of invoices that contain the new filter rating, and contractor's and/or installer contact information (including installation date, inspector's name, and school name).

(A) Air Filters:

- (1) Manufacturer.
- (2) Model.
- (3) New equipment MERV rating.
- (4) Pollutant removal efficiency (percentage).

(5) Annual usage/filter life (number of filters changed annually).

(6) Size.

(7) Filter material.

(8) Duration of filters being changed, if applicable.

(B) Standalone Air Filtration System:

(1) Manufacturer.

(2) Model number.

(3) MERV rating (or certify HEPA if portable air cleaner).

(4) Pollutant removal efficiency (percentage).

(5) Type of system.

(6) Any unscheduled downtime, including duration of downtime and causes of downtime.

(7) Service/maintenance.

(8) Warranty.

7. Reporting. Participants must report the following information annually:

(A) Estimated number of hours of use, and people in the room during use.

(B) Statement of any performance issues that occurred with the funded equipment as well as maintenance issues.

F. School Transportation Projects

Many vehicles involved in school operations emit and expose school children to NO_x, Reactive Organic Gases (ROG), PM, TACs, and other air pollutants. Exposure comes from numerous sources including dirty yellow and white fleets, idling by both school buses and passenger cars, and lack of active transportation. Exposure can be decreased by implementing numerous measures which include cleaning up fleets and providing infrastructure for cleaner technologies, such as electric and hydrogen fuel cell school buses and support vehicles.

While some projects are already eligible for CAP incentives, the Clean Mobility in Schools Pilot Project is mentioned here as a likely source for guidance for future additions.

1. School Bus Replacements. School bus replacement is an eligible CAP incentives project and is available in Section C of the CAP Supplement and the Moyer Guidelines, Chapter 4, (C)(2)(B).

2. **School Bus Infrastructure.** Infrastructure to support school buses is an eligible CAP incentives project. Guidelines for those projects are included in the CAP Supplement and in Chapter 10, Section C of the Moyer Guidelines.
3. **Clean Mobility in Schools Pilot Project.** The Clean Mobility in Schools Pilot Project is part of the California Climate Investments Fiscal Year 2018-19 Funding Plan for Clean Transportation Incentives. Public kindergarten through twelfth grade schools deploying a range of clean mobility options such as light- and heavy-duty, zero-emission vehicles, charging infrastructure, active transportation projects like bike sharing and vouchers for public transit, anti-idling measures, and zero-emission L&GE, will compete for funding. Outreach and awareness are also important aspects of this project. Selection of schools deploying this project is estimated to be in late 2019. The Clean Mobility in Schools Pilot Project will support some of the same projects already eligible in the Moyer Program but will potentially go farther, providing funds for an array of transformative project types. As successes are identified in the Clean Mobility in Schools Pilot Project, more projects types will be considered for subsequent inclusion in the CAP Guidelines so that more communities can take advantage of the opportunities they provide.

APPENDIX A:

**COMMUNITY AIR PROTECTION FUNDS
SUPPLEMENT TO THE CARL MOYER PROGRAM
2017 GUIDELINES**

A. Introduction

Except as specified below, the *2017 Revisions to the Carl Moyer Program Guidelines*, adopted by the Board April 27, 2017, apply to all projects implemented pursuant to the Moyer Program using Community Air Protection Funds, as allocated by AB 134, SB 856, and future appropriations of funds for Community Air Protection incentives. Air districts choosing to allocate funds to incentivize clean truck projects in accordance with the Proposition 1B Program will refer to the *Proposition 1B 2015 Goods Movement Emission Reduction Program Guidelines* and to Section G of this appendix for information relating to funding amounts and truck evaluation criteria for those projects.

Project selection should prioritize zero-emission vehicles or infrastructure whenever feasible. When zero-emission technologies are not feasible, natural gas engines meeting the lowest optional NOx standard are preferred over diesel engines meeting current emissions standards. CARB's GHG emissions reduction quantification methodologies, co-benefit assessment methodologies, priority population benefit criteria tables, and reporting templates will be used to track and report project benefits.

B. Guideline Modifications to Reduce the Cost of Participation in the Program

The changes shown in Table A-1 apply only to Community Air Protection Funds projects. Shown are the increases in Maximum Percentages of Eligible Cost that can be paid by the Moyer Program, as well as the elimination of State funding caps for zero-emission on-road projects. The cost-effectiveness limits in the 2017 Moyer Program Guidelines still apply. The current Moyer Program Cost Caps and Maximum Percentages of Eligible Cost listed in each chapter of the 2017 Moyer Program Guidelines apply as normal, except that the values for the vehicles and equipment technology types shown in the table take precedence for Community Air Protection Funds projects. For infrastructure projects, the Maximum Percentages of Eligible Cost have been increased, and an additional 10 percent may be added to those maximum values for projects that serve at ports, railyards, and other freight facilities.

For co-funded projects, the 15 percent Applicant Cost Share in the 2017 Moyer Program Guidelines is adjusted for projects funded with Community Air Protection Funds where the Maximum Percentage of Eligible Cost exceeds 85 percent. For example, a project with a Maximum Percentage of Eligible Cost of 90 percent would have a 10 percent Applicant Cost Share requirement.

School bus State funding caps, except as noted below, remain consistent with those found in Chapter 4: On-Road Heavy-Duty Vehicles of the 2017 Moyer Program Guidelines.

**Table A-1
Maximum Percentage of Eligible Cost and State Funding Caps for Projects
Funded by the Carl Moyer Program and Community Air Protection Funds**

Category	Project Type		2017 Moyer Guidelines		Community Air Protection	
			State Funding Cap	Maximum* Eligible Cost	State Funding Cap	Maximum ¹ Eligible Cost
On-Road	Zero-Emission Replacements or Conversions	School Buses	\$ 400,000	100%	None	100%
		Transit Buses	\$ 80,000	80%/80%/50%	None	95%/90%/60%
		HHD Vehicles	\$ 200,000	80%/80%/50%	None	95%/90%/60%
		MHD Vehicles	\$ 150,000	80%/80%/50%	None	95%/90%/60%
		LHD Vehicles	\$ 80,000	80%/80%/50%	None	95%/90%/60%
	Emergency Vehicles	None	80%	None	90%	
	Transport Refrigeration Units	None	50%	None	75%	
Off-Road	Diesel Repower		None	85%	None	95%
	LSI Repower		None	85%	None	95%
	Repower to Zero-Emission		None	85%	None	95%
	Mobile Equipment Replacement		None	80%	None	90%
	Portable Equipment Replacement		None	80%	None	90%
Locomotive	Class 1 / Class 2		None	75%	None	85%
	Class 3 and Passenger		None	85%	None	95%
Marine	Vessels Subject to Commercial Harbor Craft (CHC) Regulation	Tier 0/1 Repower to Tier 3	None	50%	None	60%
		Tier 0/1 Repower to Tier 4	None	85%	None	95%
		Tier 2 Repower to Tier 3	None	80%	None	90%
		Tier 2 Repower to Tier 4	None	85%	None	95%
	Vessels not Subject to CHC Regulation	Tier 0/1/2 Repower to Tier 3	None	80%	None	90%
		Tier 0/1/2 Repower to Tier 4	None	85%	None	95%
	Installation of EPA Verified Hybrid System		None	85%	None	95%
Shore Power - Ship Side		None	100%/50%	None	100%/65%	
Infrastructure	Any Infrastructure Project		None	50%	None	60%
	Any Infrastructure Project Located at a Sensitive Receptor ²		None	50%	None	100%
	Publicly Accessible Projects		None	60%	None	70%
	Projects with Solar/Wind Power Systems		None	65%	None	75%
	Publicly Accessible Projects with Solar/Wind Power Systems		None	75%	None	85%
	Public School Bus Battery Charging and Alternative Fueling		None	100%	None	100%
	Additional Incentive for Projects Also Serving a Port/Railyard/Freight Facility		None	N/A	None	+10%

¹ For on-road, percentages are for fleets of 1-3 vehicles, 4-10 vehicles, and over 10 vehicles, respectively. For shore power projects the percentages are for the retrofit costs required to allow a vessel to plug into shore-side power and any necessary transformer costs on board the vessel, respectively.

² Sensitive receptors include schools, hospitals, day care centers, and such other locations as the air districts or CARB may determine (H&S § 42705.5(a)(5)).

C. Guideline Modifications to Add Greater Flexibility for School Buses

Changes to school bus eligibility for projects funded with Community Air Protection Funds require the following Moyer Program Guidelines modifications.

- Modification to allow private transportation contractors that transport school children to be eligible for funding

Chapter 4, Section C.2.(B)(2) is modified to read as follows:

(2) Eligible Applicants: Public school districts in California that own their own school buses are eligible for funding. Where a Joint Powers Authority (JPA) has been formed by several public school districts and the JPA holds ownership of the school buses, then the JPA is also eligible for funding. Private transportation providers that own their own school buses and contract with public school districts to provide transportation services for public school children are also eligible for funding under the complete requirements of Section C.2.(B). Private schools and any private company or non-profit agency not providing transportation services to public school children are not eligible to receive funding for school bus projects. Following public outreach to affected communities and consideration of public input, air districts may give priority to unfunded project applications from eligible applicants submitted through the Rural School Bus Pilot Project or other school bus incentive programs regardless of their existing procedures for Moyer project application review and selection. CARB staff will provide assistance upon request for assessment of such projects relative to Moyer Program requirements.

- Modification to allow average fleet usage to be used when determining potential grant amounts

Add new sub-section (10) to Chapter 4, Section C.2.(B), which reads as follows:

(10) Annual usage for school bus projects will be determined as outlined in Chapter 4, Section B.5, except that air districts may allow for grant amounts to be based on the minimum of two 12-month periods of the school bus fleet's average California usage during the previous 24 months. Only school buses with a gross vehicle weight rating greater than 14,000 pounds that are utilized to transport students to and from school will be included in the average usage value. In recognition of the school bus fleet's overall displacement of usage that will occur with the replacement of an old, low-usage school bus with a new school bus that will be used considerably more often, grant amounts for school buses complying with the Truck and Bus Regulation via the low-use

exemption may still be based on the average usage value as described in this section.

D. Guideline Modifications to Clarify Eligibility Requirements and Provide a Larger Funding Share for Transport Refrigeration Units

Changes to transport refrigeration unit eligibility and an increase in funding share require the following guideline modification for projects funded with Community Air Protection Funds.

Chapter 4, Section C.2.(G)(3) is modified to read as follows:

- (3) Transport Refrigeration Units (TRUs): Replacement of diesel transport refrigeration units with zero-emission or hybrid electric units is an eligible Moyer Program project type. These projects are handled on a case-by-case basis.
 - a. Funding can be made available for zero-emission and hybrid electric replacement projects only.
 - b. Alternative technologies such as pure cryogenic systems are not required to be verified, but CARB must review and approve such systems as part of the project case-by-case evaluation.
 - c. The unit installed must include an hour-meter or other means to measure usage, and such usage information will be provided to the air district or CARB upon request.
 - d. The maximum State funding percentage is 75 percent.

E. Guideline Modification to Ensure Approved Proposition 1B Program Locomotive Projects are not Eligible to Receive Community Air Protection Funds

The guideline modification below is intended to ensure that locomotive projects that have already been approved for funding through the Proposition 1B Program are no longer eligible to receive Community Air Protection Funds.

Add new sub-section (K) to Chapter 6, Section D.1., which reads as follows:

- (K) Locomotive projects that have already been approved for funding by the Proposition 1B Program are not eligible for funding with Community Air Protection Funds, even if the project under the Proposition 1B Program is later terminated.

F. Guideline Modifications to Clarify Necessary Changes to Cost-Effectiveness Calculation Methodology for Community Air Protection Funds Projects

For projects funded with Community Air Protection Funds, the Moyer Program Guidelines are modified to provide clarification and direction on how to account for changes that affect the cost-effectiveness calculation methodology, such as the removal of State funding caps and higher maximum percentages of eligible cost.

Appendix C, Section B.1. is modified to read as follows:

1. Determining the Maximum Grant Amount

The calculation methodology below must be applied in order to ensure final grant amounts meet the cost-effectiveness limit requirement and do not exceed incremental cost based on the maximum percentage or any other funding cap. For advanced technology projects that include a baseline vehicle dirtier than the cleanest required standard, the calculations in (A), (B), and (C)¹ below must be applied twice. The project life may differ between the first and second series of calculations, depending on availability of surplus emissions reductions. The first series of calculations is made using the base cost-effectiveness limit and the emissions reductions going up to the cleanest required standard (including deterioration). The second series of calculations is made using the advanced technology cost-effectiveness limit and the emissions reductions beyond the cleanest required standard. The final maximum grant amount is equal to the combined total of the lowest values from each series. Note that school bus projects are subject to State funding caps and a separate cost-effectiveness limit as listed above in Table C-2. The maximum grant amount for any given project is the lowest of the three following calculations, using formulas C-1 through C-14 as applicable:

- The potential grant amount at the cost-effectiveness limit;
- The potential grant amount based on the maximum percentage of eligible cost; or
- The potential grant amount based on any maximum dollar amount or other funding cap specified in the relevant source category chapter.

Zero-emission on-road projects funded with Community Air Protection Funds have no State funding caps for either series of calculations. Note that the removal of State funding caps opens up considerably more opportunities to co-fund with other State-funded incentives programs, such as the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project

¹ For clarity, (A), (B), and (C) can be found on pages C-4 to C-10 of the Moyer Program 2017 Guidelines.

funded by the Greenhouse Gas Reduction Fund. Most Community Air Protection Funds projects have maximum percentages of eligible cost that differ from projects funded with Moyer Program funds. See Table C-3 below for examples of how removal of State funding caps can affect maximum grant amounts for zero-emission on-road projects.

**Table C-3
Maximum Grant Amounts for Zero-Emission On-Road Projects, using Moyer Program Funds Versus Community Air Protection Funds**

Application	Baseline EMY	Estimated Total Cost	Annual Mileage	Maximum Grant Amount	
				Moyer Funds	CAP Incentives
HHD Drayage	2008	\$300,000	40,000	\$127,000	\$127,000
			60,000	\$186,000	\$220,000
			100,000	\$200,000	\$285,000
MHD Warehouse Truck	2010	\$180,000	35,000	\$115,000	\$115,000
			60,000	\$144,000	\$171,000
HHD Warehouse Truck			\$300,000	35,000	\$126,000
			60,000	\$200,000	\$285,000

Note: Currently available zero-emission trucks may not yet support high-mileage applications

Appendix C, Section B.1.(C) is modified to read as follows:

- (C) The potential grant amount based on any maximum dollar amount or other funding cap is specified in the relevant source category chapter. Note that zero-emission on-road projects funded with Community Air Protection Funds have no State funding caps for either series of calculations. Zero-emission school bus projects have a State funding cap of \$400,000, but no restrictions on the percentage of cost that can be funded.

G. Expanded Eligibility to Exempt Zero-Emission School Bus Projects from Demonstrating Compliance with the Statewide Truck and Bus Regulation

To be eligible for the Moyer Program, school bus fleets must demonstrate compliance with the requirements of the Statewide Truck and Bus Regulation (Regulation), both for the individual vehicle involved in the project as well as the fleet as a whole. The Board directed in Resolution 18-15 that Community Air Protection incentives "... should prioritize zero-emission vehicles or infrastructure whenever feasible," and SB 856 states that "funds shall only be allocated to projects that will provide emission reductions that are in excess of those otherwise required by law or regulation." Zero-emission school bus projects generate emissions reductions in excess of those required by the Regulation regardless of compliance status. Applicants seeking Community Air Protection incentives funding for zero-emission school bus projects that serve school districts located within a disadvantaged or low-income community are exempt from the following requirements contained in the Moyer Guidelines:

- Chapter 2, Section D;

- Chapter 3, Section Y.6;
- The following sentence in Chapter 4, Section A.2.(B): [School buses] are required to be filtered unless operating under an ARB-issued extension up to January 1, 2018;
- Chapter 4, Section C.1.(D); and
- Chapter 4, Section C.2.(B)(3).

For zero-emission school bus projects funded using this exemption, if the baseline school bus does not have a diesel particulate filter installed, only NOx and ROG emission reductions may be considered when calculating cost-effectiveness and determining the maximum grant amount.

H. Proposition 1B Program Clean Truck Evaluation Guidance

Under AB 134, an air district may choose to spend up to 40 percent of its Community Air Protection Funds on clean truck projects, relative to funding amounts and truck evaluation, in accordance with the Proposition 1B 2015 Program Guidelines. Under those Guidelines, truck evaluation includes a ranking process. In addition to the ranking process for Proposition 1B projects, the Board has historically prioritized, on a yearly basis, how Proposition 1B Program funds should be directed to best meet the State's needs each year. As outlined in the Proposition 1B 2015 Program Guidelines, the Board's most recent priorities include the following:

- Replacement projects for zero-emission trucks, hybrid trucks capable of zero-emission miles, and optional low-NOx trucks certified to the 0.02 g/bhp-hr emission level;
- Truck projects to assist small fleets;
- Projects to replace, repower, or retrofit trucks, transport refrigeration units, commercial harbor craft, ships at berth, or cargo handling equipment to zero-emission and near-zero-emission technologies; and
- Locomotive projects based on engines meeting the most stringent national emission standards.

Similar to the above priorities, air districts may adopt the priorities of AB 617 as part of their ranking process. Air districts may adopt relevant priorities such as the following in ranking projects for Community Air Protection Funds:

- The project is located in and benefits communities identified during the implementation of AB 617 as having a high cumulative exposure burden;
- The project is located in and benefits a disadvantaged or low-income community, or a low-income household;
- The project is zero-emission;
- The project directly serves a sensitive population;

- The project has received support from groups or individuals in one of the communities identified during the implementation of AB 617 as having a high cumulative exposure burden.

Clean truck grant amounts are shown in Table A-2.

**Table A-2
2015 Proposition 1B Program Guidelines: Clean Truck Grant Amounts**

Eligible Truck Options		Max Program Funding				Project life
All Fleets		Class 5	Class 6	Class 7	Class 8	
A	New MY 2016+ engine zero-emission truck	\$80,000	\$100,000	\$200,000	\$200,000	5 Years ²
B	New MY 2016+ engine hybrid zero-emission mile truck	\$50,000	\$65,000	\$150,000	\$150,000	
C	New MY 2016+ engine optional low-NOx truck (0.02 g/bhp-hr or less)	\$40,000	\$50,000	\$100,000	\$100,000	
D	New MY 2016+ engine hybrid truck	\$35,000	\$45,000	\$80,000	\$80,000	
E	New MY 2016+ engine natural gas truck	\$25,000	\$40,000	\$65,000	\$65,000	
Available to Small Fleets ¹ Only			Class 6	Class 7	Class 8	
I	Repower with a new MY 2016+ engine		\$10,000	20,000	\$20,000	

¹ "Small fleets" as defined in the Proposition 1B 2015 Program Guidelines means any fleet with three or fewer trucks with greater than 14,000 lbs GVWR.

² Project life is 5 years or 300,000 miles for class 5 & 6 trucks, whichever comes first; 5 years or 500,000 miles for Class 7 and 8 trucks, whichever comes first.

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APPENDIX B:

**TARGETING INVESTMENTS TO AB 1550
POPULATIONS AND MAXIMIZING BENEFITS TO
DISADVANTAGED COMMUNITIES AND
LOW-INCOME COMMUNITIES AND HOUSEHOLDS**

Funding for Community Air Protection incentives is appropriated from the Greenhouse Gas Reduction Fund, so these funds must be spent in accordance with the requirements of California Climate Investments. The CCI Funding Guidelines, most recently approved by the Board in July 2018, establish requirements and recommendations for agencies administering California Climate Investments.²

The CCI Funding Guidelines contain set requirements for administering agencies to promote community-based solutions to meet our climate and air quality goals among other requirements and recommendations. This Appendix to the CAP Guidelines summarizes the steps CARB staff is taking to address specific requirements in the CCI Funding Guidelines related to targeting investments to be located within and benefit AB 1550 populations³ and maximizing benefits to disadvantaged communities.

Requirements for Targeting Investments to Benefit AB 1550 Populations

CCI Funding Guidelines Requirement: Assess program structure for potential opportunities to target investments to benefit AB 1550 populations (e.g., set-asides, scoring criteria for competitive solicitations)

CAP Incentives Action: Through its grant agreements for CAP incentives, CARB staff is requiring that at least 80 percent of funds be invested in projects benefiting AB 1550 populations. Statewide targets have been established for CAP incentives as follows:

- At least 70 percent of funds will go to projects that are located in and provide direct, meaningful, and assured benefits to individuals living in disadvantaged communities.
- An added 10 percent of funds will go to projects that are located in and provide direct, meaningful, and assured benefits to low-income households or individuals living in low-income communities.

Air districts are required to submit tentative project lists to CARB staff when requesting disbursement of their CAP incentives beyond the initial ten percent. This provides the opportunity to assess whether a sufficient number of those projects are in and benefit AB 1550 populations. Air districts must also submit documentation that demonstrates sufficient levels of community engagement and outreach, and shows that the air district is being responsive to the needs of their communities, as determined by CARB.

Air districts can employ a variety of other design mechanisms to help target benefits to AB 1550 populations, including setting aside a percentage of funding or dollar

² <https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>.

³ Maps of priority populations can be found at: www.arb.ca.gov/cci-communityinvestments

amount that will be used only for projects that provide benefits to AB 1550 populations.

In addition to solicitation structures, the Board previously approved changes to the Moyer Program contained in the *Community Air Protection Incentives Supplement to the Carl Moyer Program 2017 Guidelines*, which included an increase in the percentage of the total project cost that the Moyer Program can pay for most equipment, and removal of State funding caps for zero-emission on-road projects.

CCI Funding Guidelines Requirement: Evaluate project types for potential benefits to priority populations using the criteria available at: www.arb.ca.gov/cci-resources.

CAP Incentives Action: Staff reviewed the Clean Transportation and Equipment Benefit Criteria Table and determined that eligible project types will provide direct, meaningful, and assured benefits via incentives for vehicles, equipment, or renewable transportation fuel that reduce criteria air pollutant or TAC emissions, such as diesel particulate matter. For new stationary source project categories, CARB staff will develop additional evaluation criteria for providing benefits to priority populations if necessary.

Projects that benefit priority populations must identify a need that the project will address. CARB recommends that air districts and/or funding recipients directly engage local residents and community-based groups to identify an important need for that community along with steps to meaningfully address that need. As an alternative to direct community engagement, air districts and/or funding recipients can refer to the list of common needs in Table 5 of the CCI Funding Guidelines and select a need that has documented broad support from local community-based organizations and/or residents. Staff also reviewed the commonly identified needs of AB 1550 populations in the CCI Funding Guidelines and identified the following needs applicable to Community Air Protection-funded projects:

- **Reduce health harms suffered disproportionately by AB 1550 populations due to air pollutants.**
All CAP incentives projects will reduce criteria air pollutants and/or TACs as co-benefits, thereby reducing health harms due to air pollutants.
- **Provide educational and community capacity building opportunities through community engagement and leadership.**
Public workshops have informed the development of this Supplement. Continued public outreach by air districts will be a critical step in CAP incentives project selection and is required by grant agreements.
- **Reduce exposure to local environmental contaminants, such as TACs, criteria air pollutants, and drinking water contaminants.**
The purpose of CAP incentives is to directly reduce toxic and criteria air pollutants in the communities most burdened by air pollution, as an early

action in support of AB 617. New direction described in SB 856 also includes elements of consideration for risk and exposure reduction.

Air districts will evaluate projects using the Clean Transportation and Equipment Benefit Criteria Table⁴ to ensure that projects counted toward the statutory investment minimums: 1) are located within a census tract identified as a disadvantaged community or low-income community, or directly benefit residents of a low-income household; 2) meaningfully address an important community or household need for the disadvantaged community, low-income community, or low-income household; and 3) identify at least one direct, meaningful, and assured benefit to priority populations, using the evaluation criteria in the table. Air districts can fund projects that otherwise provide meaningful benefits, but do not meet these criteria; however, those projects will not be counted toward investment minimums. As noted above, new priority population benefit criteria will be developed if necessary for the new stationary source project categories.

CCI Funding Guidelines Requirement: Target funding, to the extent feasible, to projects that are located within and benefit residents of AB 1550 communities and low-income households.

CAP Incentives Action: As discussed above, the existing program structure will help ensure the targets identified for CAP incentives are met. The grant agreements also require that air districts target funds to prioritize emissions reductions in communities identified or under consideration through the AB 617 process.

CARB considers the investment targets to be a floor and strives to exceed them. In project implementation, CARB and air districts must consider, in particular, advice and guidance from residents of disadvantaged communities, especially disadvantaged communities that are identified as particular areas of concern through the AB 617 process.

CCI Funding Guidelines Requirement: Create or modify program guidelines or procedures to meet or exceed AB 1550 program targets.

CAP Incentives Action: CARB staff has developed the proposed *Community Air Protection Incentives 2019 Guidelines* and the already approved *Community Air Protection Funds Supplement to the Carl Moyer Program 2017 Guidelines* to provide project opportunities in ways that are responsive to AB 617, the Legislature's direction in its budget appropriations, the comments made at public workshops, and the guiding principles for California Climate Investments. This will help the expenditure of CAP incentives to meet or exceed AB 1550 program requirements.

⁴ The Clean Transportation and Equipment Benefit Criteria Table is found at <https://www.arb.ca.gov/cc/capandtrade/auctionproceeds/ccidoc/criteriatable/criteria-table-cte.pdf>.

CCI Funding Guidelines Requirement: Design programs and select projects that avoid substantial burdens to residents of disadvantaged and low-income communities, such as increased exposure to toxics or other health risks.

CAP Incentives Action: The proposed *Community Air Protection Incentives 2019 Guidelines* and the already approved *Community Air Protection Funds Supplement to the Moyer Program 2017 Guidelines* include changes to further incentivize the adoption of zero-emission equipment to maximize reductions in criteria air pollutants and TACs by removing State funding caps for zero-emission on-road projects. The Board also stipulated that any funding incentives should prioritize zero-emission vehicles or infrastructure whenever feasible when it approved the *Community Air Protection Funds Supplement to the Moyer Program 2017 Guidelines* last year. Additionally, grant agreements require the air districts to “hold public meetings and conduct other outreach to seek input from local residents and community groups on community needs and potential projects” and to “select and fund projects in accordance with feedback received during community outreach in support of AB 617.” Community input may include identification of potential substantial burdens.

CCI Funding Guidelines Requirement: Implement outreach efforts that seek to directly engage and involve local community residents and community-based organizations in disadvantaged and low-income communities. These actions should begin in the early stages and continue through project implementation, as feasible.

CAP Incentives Action: For communities selected pursuant to AB 617 for community air monitoring and/or emissions reduction programs, steering committees have been established, or are in the process of being established, consisting largely of local community members. The purpose of these committees is to guide air district implementation of AB 617 and ensure community voices are heard. Committees meet on a semi-regular basis to discuss all aspects of AB 617, including how best to direct incentives to local priorities of concern.

CARB conducts outreach and engages with communities as well, both to selected communities and those under consideration for future selection. CARB held the first of multiple series of community meetings throughout February to discuss approaches for consideration and selection of additional communities, strategies to continue to support effective program implementation, and development of these new guidelines. These meetings were held on February 5 in Lamont, February 6 in Visalia, February 11 in Stockton, as well as a webinar for statewide participation held on February 27. CARB held additional public workshops to specifically discuss incentives in greater detail, held on February 6 in Visalia, and a separate webinar on February 27.

Outreach by air districts is ongoing. Grant agreements require the air districts to “hold public meetings and conduct other outreach to seek input from local residents and community groups on community needs and potential projects” and to “select and fund projects in accordance with feedback received during community outreach in support of AB 617.” CARB reports on outreach conducted in support of

Community Air Protection incentives as part of the annual reports to the Legislature on California Climate Investments. Some air districts are also using both online and paper surveys to collect public advice on the kinds of projects that will make a difference in their communities

Requirements for Maximizing Benefits to Disadvantaged Communities

CCI Funding Guidelines Requirement: When selecting projects for a given investment, give priority to those that maximize benefits to disadvantaged communities (e.g., use scoring criteria that favors projects that provide multiple benefits or the most significant benefits, as defined by the administering agency) and provide clarity in how that priority is given.

CAP Incentives Action: Air districts have the ability to select projects according to their local priorities and concerns, within the constraints of the program guidelines. When requesting disbursements of funds from CARB, air districts must submit documentation that demonstrates that they are being responsive to the needs of communities disproportionately affected by air pollution, as well as a project list demonstrating sufficient funding is going to disadvantaged communities.

CCI Funding Guidelines Requirement: Provide direct outreach to groups of potential applicants in disadvantaged communities to increase awareness of funding opportunities and the ability of applicants to seek funding and benefit from projects. Conduct outreach in or near disadvantaged communities to seek input on important community needs from local residents and community-based organization.

CAP Incentives Action: In cooperation with local air districts and CAPCOA, CARB has held and is continuing to hold workshops and public meetings on CAP Incentives, reaching out to both disadvantaged and communities and to potential Moyer Program grant applicants for equipment they operate in those communities. Outreach by air districts is ongoing. Grant agreements require the air districts to “hold public meetings and conduct other outreach to seek input from local residents and community groups on community needs and potential projects.” Air districts have established or are setting up Community Air Protection websites, including information on CAP incentives and projects under consideration. Additionally, CARB has developed a website to promote the CAP incentives and increase awareness of funding opportunities for eligible projects at <https://www.arb.ca.gov/msprog/cap/capfunds.htm>.

CCI Funding Guidelines Requirement: Publicly identify an agency or program point of contact or liaison to provide program-specific information, including funding opportunities, program application requirements, eligibility determinations, and application or technical assistance.

CAP Incentives Action: Agency points of contact for CAP incentives have been designated by both CARB and local air districts. There is also a CAP incentives contact responsible for outreach events and updating the consolidated California Climate Investments Calendar on a regular basis.

DRAFT

APPENDIX C:

ACRONYMS

AB	Assembly Bill
Air District	Air Pollution Control or Air Quality Management District
APCO	Air Pollution Control Officer
ASHRAE	American Society of Heating Refrigerating and Air conditioning Engineers
ATCM	CARB Airborne Toxic Control Measure
BACT	Best Available Control Technology
CAPCOA	California Air Pollution Control Officer's Association
CAP	Community Air Protection
CAP Guidelines	<i>Community Air Protection Incentives 2019 Guidelines</i>
CARB	California Air Resources Board
CARL	Clean Air Reporting Log
CCI Funding Guidelines	<i>Funding Guidelines for Agencies that Administer California Climate Investments</i>
CCIRTS	California Climate Investments Reporting and Tracking System
CCR	California Code of Regulations
CEC	California Energy Commission
CEQA	California Environmental Quality Act
cfm	Cubic feet/minute
CFO	Chief Financial Officer
Chromium Plating ATCM	Hexavalent Chromium Airborne Toxic Control Measure for Chrome Plating and Chromic Acid Anodizing Operations
g	Gram
g/kw-hr	grams per Kilowatt-hour
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
CAP Supplement	<i>Community Air Protection Funds Supplement to the Carl Moyer Program 2017 Guidelines</i>
GHG	Greenhouse Gas
GVWR	Gross Vehicle Weight Rating
H&SC	Health and Safety Code
HC	Hydrocarbons
HEPA	High Efficiency Particulate Air Filter
HHD	Heavy Heavy-Duty
hr	Hour
HVAC	Heating, Ventilation, and Air Conditioning
HVIP	Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project
HWPW	Hardwood Plywood

JPA	Joint Power Authority
K-12 kW	kindergarten through twelfth grade Kilowatt
L&GE LHD	Lawn and Garden Equipment Light Heavy-Duty
µm	Microns or micrometers
MERV	Minimum Efficiency Rating Value
MDF	Medium-Density Fiberboard
mg/amp-hr	Milligrams per ampere-hour
mg/hr	Milligrams per hour
MHD	Medium Heavy-Duty
MOU	Memorandum of Understanding
Moyer Program	Carl Moyer Memorial Air Quality Standards Attainment Program
Moyer Guidelines	<i>Carl Moyer Program 2017 Guidelines</i>
NAF	No Added Formaldehyde Resin
NOx	Oxides of Nitrogen
PB	particleboard
PPM	Parts per million
Proposition 1B Program	Proposition 1B Goods Movement Emission Reduction Program
ROG	Reactive Organic Gases
SB	Senate Bill
SORE	Small Off-Road Equipment
Thin MDF	Thin Medium Density Fiberboard
TSCA	Toxic Substances Control Act
ULEF	Ultra-Low Emitting Formaldehyde
U.S. EPA	United States Environmental Protection Agency
VIN	Vehicle Identification Number

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**APPENDIX D:
DEFINITIONS**

Active Transportation: Any method of travel that is human-powered, most commonly walking and bicycling.

Add-On Air Pollution Control Device: Equipment installed in the ventilation system of chromium electroplating and anodizing tanks or chromium bath tanks for the purposes of collecting and containing chromium emissions from the tank(s).

Administrative Funds: State funds allocated to program support and outreach costs directly associated with implementing the Community Air Protection Program.

Air District: An air pollution control district or an air quality management district.

Air Filtration: The means by which to remove airborne particles that are harmful to human health and to obtain a specified level of particulate cleanliness.

Air Pollution Control Officer (APCO): The air pollution control officer, executive director, executive officer or designee as determined by each air district.

Airborne Toxic Control Measure (ATCM): A regulatory measure enacted by CARB. CARB's *ATCM to Reduce Formaldehyde Emissions from Composite Wood Products* controls formaldehyde emitting from composite wood.

Ampere-Hour: The integral of electrical current applied to a plating tank (amperes) over a period of time (hours).

Applicant: An applicant is an owner or operator that has applied for funding. An applicant can also be a participant (see participant).

Applicant Cost Share (ACS): The 15 percent or more of Eligible Cost (MEC) that is paid by the applicant, except when waived for public entity applicants.

Awardee (Grantee): An air district that has secured and disbursed the awarded grants.

Baseline Technology: Engine technology applied under normal business practices, such as the existing engine in a vehicle or equipment for replacements, repowers, and retrofits.

BACT: stands for best available control technology.

Building Energy Efficiency Standards: Criteria set by the California Energy Commission that helps to reduce a building's energy consumption.

California Climate Investments Program: A statewide program that utilizes billions of Cap-and-Trade dollars to reduce greenhouse gas (GHG) emissions, strengthen the economy and improve public health and the environment.

California Air Pollution Control Officer's Association (CAPCOA): A non-profit association of the air pollution control officers from all 35 local air districts throughout California.

Case-by-Case Determination: A process in which local air districts may request CAP incentives staff to review and approve a project that varies from the specific requirements of these Guidelines only if such approval will not adversely affect the achievement of real, surplus, quantifiable, enforceable and cost-effective emissions reductions. See Chapter 3: Program Administration, Section G, for additional information.

Certification: A finding by the Air Resources Board (ARB) or the U.S. EPA that a mobile source or emissions control device has satisfied applicable criteria for specified air contaminants. For composite wood, CARB-approved third party certifiers verify that manufactures of composite wood panels are in compliance with the ATCM to control formaldehyde emissions in composite wood.

Chemical Fume Suppressant: Any chemical agent that reduces or suppresses fumes or mists at the surface of an electroplating or anodizing bath; another term for fume suppressant is mist suppressant.

Chromic Acid: The common name for chromium anhydride (CrO₃).

Chromic Acid Anodizing: The electrolytic process by which an oxide layer is produced on the surface of a base material for functional purposes (e.g., corrosion resistance or electrical insulation) using a chromic acid solution. In chromic acid anodizing, the part to be anodized acts as the anode in the electrical circuit, and the chromic acid solution, with a concentration typically ranging from 50 to 100 grams per liter, serves as the electrolyte.

Chromium Electroplating or Anodizing Tank: The receptacle or container in which hard or decorative chromium electroplating or chromic acid anodizing occurs, along with the following accompanying internal and external tank components needed for chromium electroplating or chromic acid anodizing. These tank components include, but are not limited to, rectifiers fitted with controls to allow for voltage adjustments, heat exchanger equipment, and circulation pumps.

Clean Air Reporting Log (CARL): An on-line database tool maintained by CARB and used by air districts to track and report projects and funds under the CAP Guidelines.

Community Air Protection (CAP) Incentives or Community Air Protection Funds: Funds appropriated from GGRF, awarded by CARB to local air districts in partnership with local communities to implement incentives projects. These projects are intended to mitigate emissions exposure in communities most impacted by air pollution.

Competitive Bidding Process: For CAP incentives purposes, the process by which an air district or applicant competitively selects projects or eligible equipment, respectively. For competitive bids required of air districts, the process, including selection criteria, must be outlined in the air district solicitation and approved by the air district board.

Composite Wood: Wood based panels made from wood pieces, particles, or fibers that are bonded using an adhesive or resin that may consist of formaldehyde.

Conversion: The replacement or modification of the original engine or vehicle to include either a cleaner engine or other system that provides motive power *and change of the fuel type used*. (2017 Revisions to the Moyer Guidelines, Chapter 4, section A.1(C)).

Cost-Effectiveness: A measure of the dollars provided to a project for each ton of covered emissions reduction (H&SC § 44275(a)(4)).

Cost-Effectiveness Limit: The maximum amount of funds that can be granted to CAP incentives projects per weighted ton of emissions reduced, using the methodology in Appendix C of the Moyer Guidelines.

Criteria Air Pollutants: A group of air pollutants identified by the Clean Air Act that can negatively impact peoples' health and the health of the environment.

Earned Interest: Interest generated from CAP incentives held by an air district in interest-bearing accounts. The earned interest from CAP incentives is added to an air district's available project funds.

Electric Vehicle Supply Equipment (EVSE): An electrical energy transfer device that conducts and regulates power from the electrical portal connection to the electrical vehicle inlet.

Electroplating or Anodizing Bath: The electrolytic solution used as the conducting medium in which the flow of current is accompanied by movement of metal ions for the purpose of electroplating metal out of the solution onto a work piece or for oxidizing the base material.

Eligible Cost: Costs associated with projects that are eligible for reimbursement under the CAP Guidelines, prior to considering the cost-effectiveness limit or any project funding cap restrictions. This includes the sum of CAP incentives Paid Cost and Remaining Eligible Cost.

Emissions Control System: Any device, system, or element of design that controls or reduces the emissions of regulated pollutants from a vehicle.

Executed Contract: A legally binding contract signed by the local air district APCO, or other air district designated representative, and the grantee to fund an eligible engine, equipment, or vehicle project that will reduce covered emissions. An executed contract is a program milestone in which parties agree to meet the obligations within the contract by a specified date.

Existing Lawn Mower: An internal combustion engine-powered, operational lawn mower owned and operated in California by the applicant.

Expenditure: To make a full or partial payment of CAP incentives toward a project invoice for an eligible CAP incentives project.

Federal Funds: Awards of financial assistance to an individual or organization from the U.S. government to carry out a government-authorized purpose, and not provided as personal benefits or assistance from the government.

Formaldehyde: A poisonous, odorous gas that is a classified toxic air contaminant and used in manufacturing composite wood based products.

Funding Amount: The amount of funds dedicated to a contracted project for reporting purposes in CARL; this value may never exceed the grant amount.

Funding Cap: The maximum dollar amount or maximum percentage of CAP incentives or State funds that may be expended on a project, as specified by source category and limited by variables that include the contribution of other incentive programs, rules, regulations, and incremental cost.

Funding Target: The total funds required to meet a program milestone such as funds executed or liquidated during a funding cycle, for purposes of cumulative tracking and reporting. Funding targets consider regular CAP incentives, State Reserve funds, Rural Assistance Program funds, interest funds, reallocated funds, recaptured funds, interest and salvage revenues, and other funds associated with CAP incentives.

Fiscal Year: The designation given to each year that air districts are awarded CAP incentives. Each funding year is associated with set times for achieving program milestones such as contract execution, fund expenditure, and fund liquidation. Fiscal years 2017-18 (CAP incentives year 1) and 2018-19 (CAP incentives year 2) received a combined \$495 million in funding.

Grant Amount: Contracted amount of CAP incentives for a project, which may not exceed the maximum dollar amount or maximum percentage of eligible cost specified by source category and project type.

Grantee: See “Awardee”.

Greenhouse Gases: A group of gases that trap heat in the atmosphere. These gases include: Carbon dioxide, Methane, Nitrous oxide, and Fluorinated gases.

Gross Vehicle Weight Rating (GVWR): A value specified by the vehicle manufacturer as the maximum design loaded weight of a single vehicle. Examples are shown in Table D-1.

Heavy-Duty Vehicles (HDV): Trucks and buses in the weight classes shown below in Table D-1.

**Table D-1
Heavy-Duty Vehicle Classification for Moyer Program On-Road Projects**

Vehicle Classification	GVWR
Light Heavy-Duty (LHD)	14,001 to 19,500 pounds
Medium Heavy-Duty (MHD)	19,501 to 33,000 pounds
Heavy Heavy-Duty (HHD)	Over 33,000 pounds

Hexavalent Chromium: The form of chromium in a valence state of +6.

High Performance Particulate Air (HEPA): A filter that has a 99.97% efficiency rate of trapping microns that are smaller than .3 microns in size.

Incremental Cost: The cost of the project less a baseline cost that would otherwise be incurred by the applicant in the normal course of business. Incremental costs may include added lease, energy, or fuel costs pursuant to Health and Safety Code section 44283 as well as incremental capital costs.

Ineligible Cost: Costs associated with a project that are not eligible under the CAP Guidelines, but are eligible project costs under other funding sources.

Investor Owned Utility: A business providing utility services such as electricity, natural gas, telephone and water services, that is managed privately rather than as a function of a government or public cooperative. Examples are Pacific Gas and Electric, Southern California Edison, and Sempra Energy.

Lawn and Garden Equipment: Equipment used to maintain lawns and gardens. This equipment is generally, but not exclusively, powered by spark-ignition engines. This equipment is traditionally used in applications such as lawn mowers, edger's, trimmers, leaf blowers, and chainsaws. Equipment that does not fall into this category includes golf carts, specialty vehicles, generators, pumps, and other small utility equipment.

Lawn Mower Exchange Event: An occasion where participants' existing gasoline lawn mowers are exchanged for new cordless, zero-emission electric lawn mowers or vouchers for new, cordless, zero-emission electric lawn mowers.

Liquidate: To spend all moneys for a specified fiscal year to reimburse grantees for valid and eligible project invoices and air district administrative costs. Payments withheld from the grantee by an air district until all contractual reporting requirements are met may be excluded from these amounts for the purposes of liquidation (H&SC § 44275(a)(12)). For a specific project, liquidation refers to all funded equipment as paid in full and operational.

Local Funds: Monies provided by any unit of local government including a publicly owned utility and Joint Powers Authority (JPA).

Maximum Grant Amount: The maximum amount of money a grantee is eligible to receive for a cost-effective CAP Program project. The maximum grant amount for a project is the lowest of the three following values: (a) the grant amount at the cost-effectiveness limit; (b) the maximum percentage of eligible cost; or (c) any maximum dollar amount specified in the relevant source category chapter.

Maximum Percentage of Eligible Cost: The maximum percentage of eligible cost that may be expended on a project as specified by source category and project type, often to reflect incremental cost.

Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU): A document recording the basic terms of a proposed transaction or setting forth the principles and guidelines under which parties will work together.

Minimum Efficiency Reporting Value (MERV): A measurement scale of the effectiveness of an air filter.

Mitigation Funds: Monies received for the compensation for the impacts to the environment from a proposed activity.

Moyer Program Funds: State funds awarded by CARB to local air districts to implement the Moyer Program, including project, administrative, and interest revenue from the awarded funds, and revenues from salvage of equipment scrapped under the program. Local funds that are under the air district's budget authority may also qualify as Moyer Program funds or match funds (see H&SC § 44287(e)); however, certain limitations apply (see H&SC § 44287(j)).

New Station: Construction of a new battery charging or alternative fueling station where there is currently no station.

Non-CAP Incentives: Project funds from sources other than CAP incentives.

Nonperformance: Program nonperformance is an air district's non-compliance with program guidelines or statute that is not corrected by the air district in a timely or satisfactory fashion.

Off-Road Compression-Ignition Equipment: A piece of equipment that is powered by an off-road compression-ignition engine which is any internal combustion engine: in or on a piece of equipment that is self-propelled or serves as a dual purpose by both propelling itself and performing another function and is primarily used off the highways (such as garden tractors, off-highway mobile cranes and bulldozers); or in or on a piece of equipment that is intended to be propelled while performing its function (such as lawnmowers and string trimmers); or that, by itself or in or on a piece of equipment, is portable or transportable, meaning designed to be and capable of being carried or moved from one location to another. Indicia of transportability include, but are not limited to wheels, skids, carrying handles, dolly, trailer, or platform that is consistent with California Code of Regulations, title 13 section 2421.

Other Applied Funds: Funds that are not local, State, or federal that are used to co-fund an eligible CAP incentives project.

Operator: A person, corporation, public agency, or other entity that owns, operates or maintains a vehicle, equipment, or installation.

Owner: A person who is the owner or the operator (see Operator) of a facility performing hard chromium electroplating, decorative chromium electroplating, or chromic acid anodizing.

Paid Cost: Project costs eligible under CAP incentives, and are to be paid by CAP incentives. These costs are used to determine project cost-effectiveness, except in the case of infrastructure projects or other project categories that do not have a traditional cost-effectiveness calculation.

Participant: A participant is a facility owner or operator that applies for or has received grant funding

Penalty Funds: Funds paid to an enforcing entity as a result of enforcement action brought against a violator of a local, State or federal law, ordinance, regulation or rule.

Performance Test: A test to demonstrate compliance with the hexavalent chromium emission rate as specified in the Chromium Plating ATCM, Section 93102.7 or per local requirements, if applicable. The test must be conducted using one of the approved test methods specified in subsection 93102.7(c) and must show emissions reductions in excess of those otherwise required by law or regulation.

Priority Population: Priority populations include disadvantaged communities, low-income communities, and low-income households.

Policies and Procedures: An air district manual for local implementation of the CAP Guidelines. For more information see Chapter 3, Section B.

Project Life: The period for which CAP incentives are considered to provide emissions reductions in excess of those otherwise required by law or regulation for a given project.

Project Funds: CAP incentives designated for eligible project costs to reduce covered emissions from covered sources.

Public Entity: The State of California, a public university or college, a county, city, district, public authority, public agency, public corporation, another state government, the federal government, or any other subdivision or agency of a state government or the federal government.

Public Funds: Funds provided toward project costs by local, State or federal public entities, including grants, rebates and vouchers.

Reallocation: A process for allocating returned funds to eligible air districts. See Chapter 3, Section K for additional information.

Rebuilt or Remanufactured: Engines offered by the original engine manufacturer (OEM) or by a non-OEM rebuilder who demonstrates to ARB that the rebuilt engine and parts are functionally equivalent from an emissions and durability standpoint to the OEM engine and components being replaced.

Recaptured Funds: Project funds that are returned by a grantee to an air district or ARB because that grantee did not meet all of its contractual obligations. Air districts must spend these funds on another project in a later funding year.

Reduced Technology: Newer technology that is used by the applicant to obtain emissions reductions in excess of those otherwise required by law or regulation.

Replacement Lawn Mower: A cordless, zero-emission electric lawn mower.

Repower: A repower is the replacement of the existing engine with an electric motor or a newer emission-certified engine instead of rebuilding the existing engine to its original specifications.

Returned Funds: Funds returned by an air district to ARB for reallocation because they are either not liquidated by the required funding year liquidation deadline, or are associated with an ARB Incentive Program Review mitigation measure.

School Bus: Vehicles used for the express purpose of transporting students, kindergarten through grade 12, from home to school, school to home, and to any school sponsored activities.

Sensitive Receptor: Any residence including private homes, condominiums, apartments, and living quarters; education resources such as preschools and kindergarten through grade twelve (K-12) schools; daycare centers; and health care facilities such as hospitals or retirement and nursing homes. A sensitive receptor includes long-term care hospitals, hospices, prisons, and dormitories or similar live-in housing.

Source: Any chromium electroplating or chromic acid anodizing operation and any equipment or materials associated with the selected associated air pollution control technique.

Stationary Source: An installation, facility, building, or other structure that can or does emit any affected pollutant directly or as a fugitive emission.

State Funds: Funds provided by a State agency for the purpose of co-funding projects under the CAP Guidelines. State agencies include every State office, department, division, bureau, board, commission, the University of California, and the California State University.

State Implementation Plan: Under the Clean Air Act, the plan submitted by a state that demonstrates attainment or maintenance of an air quality standard through implementation of specified control measures.

Supplemental Environmental Project: An environmentally beneficial project that a violator subject to an enforcement action voluntarily agrees to undertake in a settlement action to offset a portion of an administrative or civil penalty.

Support Vehicle: A vehicle that does not transport students to and from school but is instead used by the school for such activities as the upkeep of their grounds and the delivery of their food. This fleet of support vehicles is also called "the white fleet".

Technology: A system utilizing chemicals, mechanical equipment, or some other physical mechanism to treat and reduce hexavalent chromium emissions from a polluting source.

Third Party Certifier: A CARB approved entity or organization that verifies the accuracy of the emission test procedures and facilities used by manufacturers to conduct

formaldehyde emission tests, monitors manufacturer quality assurance programs, and provides independent audits and inspections.

Total Project Cost: The CAP incentives eligible cost and the CAP incentives ineligible cost for vehicles, equipment, engines, accessories, installation and infrastructure within a single CAP incentives project. An applicant may not accept grant funds from all sources that exceed 100 percent of total project cost excluding the Applicant Cost-Share.

Toxic Air Contaminant: A hazardous air pollutant that can exacerbate or cause cancer or other serious health effects in human health.

Toxic Substances Control Act: A law that regulates new and existing chemicals.

Trivalent Chromium Process: The process used for electrodeposition of a thin layer of chromium onto a base material using a trivalent chromium solution instead of a chromic acid solution.

Utility: A privately-owned company that provides the same or similar service for water, natural gas, and electricity as a public utility operated by a municipality.

Vehicle Miles Traveled (VMT): Total miles traveled by a vehicle in one year. Also called annual mileage or annual usage.

Verification: A determination by CARB or the U.S. EPA that a diesel emission control strategy meets specified requirements, based on both data submitted and engineering judgement. Third party certifiers will verify that composite wood products meet CARB/U.S. EPA standards. Also see "Certification".

Violation: When an individual, company, or entity is responsible for violating an environmental law, regulation or rule.

White Fleet: The fleet of support vehicles, excluding school buses, such as light and medium heavy-duty flat beds and delivery trucks that transport goods and services to schools.

Yellow Fleet: The fleet of school buses that transport students to and from schools.

Zero-Emission Technology: A vehicle or equipment that emits no pollutants.

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