

Placer County Air Pollution Control District's

Policies and Procedures Manual for the Community Air Protection Incentives Program

The purpose of this document is to serve as the Community Air Protection (CAP) Incentives Policies and Procedures Manual (CAP PPM) for the Placer County Air Pollution Control District (District). It is an addendum to the Placer County Air Pollution Control District's Policies and Procedures for the Administration of the Carl Moyer Memorial Air Quality Standards Attainment Program (Moyer PPM) due to substantial overlap in the policies and procedures for both programs. The CAP PPM as an addendum to the Moyer PPM, incorporates the appropriate Moyer PPM sections by reference and addresses items unique to the Community Air Protection (CAP) Incentives Program.

Background

In July 2017, the California Assembly and Senate passed AB 617 directing the California Air Resources Board (CARB) to develop the Community Air Protection Program (CAPP). The Program's focus is to reduce exposure in communities most impacted by air pollution and uses a variety of strategies, including community-level air monitoring, uniform emission reporting across the State, stronger regulation of pollution sources and incentives for both mobile and stationary sources. To support AB 617 requirements, the Legislature appropriated CAP Incentives funding to be administered by air districts in partnership with local communities to support early actions to address localized air pollution. The District will work collaboratively with CARB and actively engage members of impacted communities in Placer County to create a community-focused action framework to address emission impacts, respond to concerns, improve air quality, and reduce exposure to criteria air pollutants and toxic air contaminants.

The Community Air Protection Incentives 2019 Guidelines require each participating district establish a CAP PPM for administration of the CAP Incentives Program. The CAP PPM defines the roles and responsibilities for program administration and implementation within the District, describes the local application of the program, and addresses the requirements specified in the Health and Safety Code, Moyer or CAP Guidelines (Guidelines), and CARB Technical Advisories. The CAP PPM does not replace the Guidelines but are intended to provide direction and procedures for the District's implementation of the CAP Incentives program. The appendices include samples of pertinent documents and forms as referenced in the CAP PPM. District staff should reference the Guidelines for detailed descriptions of CARB's procedures and requirements, including the Moyer PPM. District staff will review the CAP PPM at least once a year and make it available when requested by CARB staff or a member of the public.

This PPM is not intended to conflict with California State law – in the event of such a conflict, State law should be followed in all cases.

A. District Roles and Responsibilities

Position	Responsibility
Air Pollution Control Officer (APCO)	Obtains governing board approval for program participation, provides direct program oversight, approves projects for funding, outlines funding source commitments, signs and executes grant agreement.
Administrative Services Officer (ASO)	Responds to CARB funding agreements, manages CAP funds, tracks interest, approves reimbursement requests from applicants and approves grant agreements and amendments.
Administrative Staff (Admin Tech/Clerk of the Board and Account Clerk – Journey)	Participates in review and development of agreements, tracks and manages grant agreement deadlines and terms, maintains project and program folders, tracks and processes payments and reimbursements, and corresponds with applicants regarding reporting and other administrative requirements
Incentives Program Manager	Provides oversight and assists CAP Program Administrator with day-to-day program implementations, provides direction and oversight, participates in project review, maintains information in CARL, and ensures CAP program goals and Guidelines are met.
CAP Program Administrator	Conducts and performs community engagement, evaluates projects and recommends project funding amounts, performs project inspections, drafts project agreements, maintains information in CARL, submits semi-annual reports to CARB, manages day-to-day program activities and manages grant agreement objectives with applicants.
Air Quality Specialists	District Air Quality Specialists may be used to conduct field inspections on an as needed basis and as requested by the Program Administrator.

(This list is not all-inclusive. It seeks to highlight the primary duties of key individuals and is a supplement to staff responsibilities outlined in the Moyer PPM.)

The Incentives Program Manager, with assistance from the District staff referenced in the previous table, will be responsible for preparing and submitting the required reports.

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

B. Project Categories, Solicitation and Review

1) Project Categories –CAP Guidelines delineate the project categories eligible for funding and specify that at least 80% of projects awarded funding must occur within a designated AB 1550 low income community in Placer County. Consistent with the Guidelines, the District will commit to award at least 80% of project funds to projects in AB 1550 communities or the percentage specified in any and all applicable CARB grant agreements. Project categories eligible for funding include:

- a. Heavy-duty diesel on-road vehicle replacements, prioritizing funding diesel to zero-emission replacement projects
- b. Off-road diesel equipment replacements
- c. Alternative Fuel and zero-emission charging infrastructure.
- d. Stationary source projects as CARB approves 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 toxic air contaminants (TACs) and/or criteria air pollutants.
- e. Community-identified projects including the replacement of aging public school furniture with low- or no-added formaldehyde products, zero-emission lawn and garden equipment replacement, air filtration enhancement and eligible project types identified in the Clean Mobility in Schools Pilot Project.
- f. Locomotive replacement and repower projects
- g. Marine vessel repowers

The District is not required to fund all eligible project categories as listed above and may target specific categories based on the availability of project types, funding, and community-based goals. Currently, funding for project categories a, b, and c above may be available through open solicitation as advertised by the District; however, the APCO may consider reserving or making available funds for other project categories as the need or interest arises. In all cases, project funding decisions will be made in consultation with community input.

The District will update the CAP PPM prior to funding stationary source projects to 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 CAP PPM will be updated as needed with current program implementation practices, reviewed at least once a year, and made available to CARB staff or a member of the public upon request.

The District will provide information associated with the control technology (e.g., costs, emissions data, etc.) upon request from CARB.

2) Project Solicitation and Review– Refer to Moyer PPM Section VI and IX

The CAP incentive funding timeline for District allocation determinations and grant awards will vary from year to year in response to the Governor’s State Budget appropriation, and the CARB Board’s approval of new selected communities. Dates for completion of disbursements and liquidation for each year’s grants may change from year to year according to deadlines included in Legislative direction and will be noted in the Grant Agreement for each air district each fiscal year.

To support timely emission reductions and track progress toward statutory fund liquidation requirements, the District and CARB will work together to meet recommended progress milestones as follows. The first milestone is for an air district to have 50 percent of the awarded project funds under executed contract. The second milestone is for an air district to have 100 percent of the project funds under executed contract and 50 percent of project funds liquidated. The third and final milestone is for an air district to have 100 percent of project funds liquidated.

Progress will be reported in Yearly Reports and monitored by CARB and District staff in the months prior to the Yearly Report. CARB will determine exact milestone dates for each Yearly Report based on the applicable Legislative deadline given for each appropriation of CAP incentives, and the District will make every effort to achieve these milestones. Refer to the table below as an example of progress milestone dates for CAP incentives appropriated in fiscal year 2018-19 with a liquidation deadline of three years.

Example Milestone Dates for CAP Incentives Appropriated in Fiscal Year 18-19

Milestone Number	Milestone	Date of Milestone
1	50% of project funds under executed contract	June 30, 2020
2	100% of projects funds under executed contract	June 30, 2021
	50% of project funds liquidated	
3	100% of grant funds liquidated (required)	June 30, 2022

The solicitation for projects and associated timelines are determined by the APCO. The solicitation timeline will be posted on the District’s CAP webpage, emailed to a contact list, and advertised where applicable. Solicitation outreach will be conducted as specified in Section O of this document in order to reach priority populations.

The timing of solicitations will be coordinated to meet the progress milestones dates in the grant agreement and associated with the fiscal year the CAP funds were appropriated.

The District's Incentive Programs are implemented through a Request for Proposal, or solicitation process, and projects are funded based on meeting the cost-effectiveness requirements and/or other criteria until funds are exhausted. Solicitations for the CAP and Moyer programs may be combined, and projects may be funded under the appropriate program. Application forms are available on the District website, District office, or by request via email or U.S. Mail, during the solicitation timeframe. Outreach and solicitation efforts will be directed by the Program Administrator. More than one CAP funding solicitations may occur, depending on available funds.

Through Board resolution, the District's Board of Directors (BOD) authorizes the APCO to accept funding and to approve projects that meet CAP eligibility and cost effectiveness requirements as stated in the Guidelines. The BOD authorizes the APCO to execute agreements and make modifications to the applications and agreements for the purpose of maintaining consistency with the State program.

The District has a commitment to outreach to all sectors, including small businesses and priority populations to the best of its ability. This is accomplished through public workshops and meetings, one-on-one meetings, publications of funding availability, District mailing lists, and through the District website. The District maintains documentation of all outreach efforts. This documentation is kept in a general Incentive Program file (either digitally or hardcopy), to be available for reporting and for any Incentives Program Review.

District activities to ensure transparency in program implementation are detailed in Section O of this document.

C. Applications, Evaluations, Selection and Outreach

1) Project Applications and Application Evaluation – Refer to Moyer PPM Section IX

Project applications will include the information needed for the calculation and evaluation of projects and to populate the necessary fields within CARL, including the CAP administration supplemental form within the CARL database.

Existing engine usage will be evaluated as specified in the Moyer PPM Section VII, Records Used for Determining Historical Usage for Mobile Projects.

All applications must include a disclosure statement identifying whether the applicant has applied to other entities for funding and identification of the potential funding source(s). In addition, the applicant must certify that no other funding has been received for the project and complete the regulatory compliance statement.

The project application(s) will conform to all the requirements of the Guidelines and is found in Appendix A.

If the APCO makes the determination to fund air filtration projects, the maximum project life is five 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. Although funding is not guaranteed, grantees can re-apply for funding, if available, and use the prior HVAC assessment at the discretion of the air district if the prior assessment is still applicable. The District will evaluate and determine if a new HVAC assessment is required.

2) **Project Evaluation and Selection – Refer to Moyer PPM Section IX**

After reviewing applications for project eligibility, the District will follow CARB Grant Agreement requirements and its PPM, including provisions to ensure engagement of community members in selecting projects and seek to support project applications consistent with community input and comment whenever feasible. Projects approved for funding will meet all applicable requirements of the Guidelines.

The District will ensure each project selected for CAP incentive funding will meet the emission reduction and cost-effectiveness requirements outlined in the Guidelines. In cases where the CARL database indicates these requirements are not met, the District representative will contact his or her CARB liaison to re-evaluate project eligibility.

3) **Public Outreach and Community Input**

The District will organize public workshops and attend public events within key communities to obtain community input and guidance and to promote the CAP Incentives Program. Surveys may be conducted, and public comment will be encouraged to collect input and to direct funding to prioritize source categories, whenever feasible.

D. Application Notification (Refer to Moyer PPM Section IX)

Once the APCO has determined the tentative award amount for selected projects, the Program Administrator will contact all applicants, in writing by mail or email within 14 days, to let applicants know whether their project(s) was selected for funding or not.

E. Project Selection (Refer to Moyer PPM Section IX)

In addition to the project selection procedures identified in the Moyer PPM, projects selected for CAP funding will ensure transparency in project selection and reporting as outlined in Sections M and O of this PPM and funding priority will be given to projects that will reduce air pollution in AB 1550 communities, the communities with the most significant exposure to air pollution.

Projects received during a solicitation will be competitively reviewed and evaluated for funding based on, general eligibility, cost effectiveness, maximum funding caps as outlined for each source category, and available incentive funds. Community input will be collected from public workshops to ensure the projects align with community priorities.

F. Earned Interest (Moyer PPM Section XIX)

The District deposits CAP funds into a restricted interest-bearing account and maintains accounting records that track the grant's interest earned on CAP incentives separately from other incentive funds the District receives. CAP incentive funds are accounted for as separate funds or have a separate project identification within the District's general ledger following Generally Accepted Accounting Principles (GAAP). The calculation of interest earned is based on the average daily balance of the funds or some reasonable and demonstrable method of allocating the proceeds from the interest-generating account back into the program and is consistent with how it is calculated for the District's other fiscal programs. The interest is tracked using the Fiscal Year method in WorkDay (or other designated program), the Placer County Enterprise Accounting System. At a minimum, the interest is added to the account quarterly.

Earned interest is reported annually in the Yearly Report and interest revenue is reported on all required financial statements. The District reports interest earned on CAP incentives during the previous fiscal year, and that amount is added to the CAP incentives target based on the fiscal year in which it accrued, with a liquidation period equivalent to the amount of time given to liquidate that fiscal year appropriation. For example, interest on Year 1 CAP Incentives (FY 17-18) must be liquidated by June 30, 2021, regardless of when the interest is earned. In cases where there is no appropriation in the fiscal year the interest is earned, the period of time to liquidate funds given by the Legislature for the most recent appropriation of CAP incentives will be used.

The interest earned from CAP funds is added to the District's available CAP project funds and spent according to the current Guidelines. Interest earned on previous year CAP funds is carried into the following year project funding total and only used for eligible grant-related expenses. Interest earned on CAP administrative funds is used for the administration of the CAP Program up to the portion provided for in the grant agreement. Any amount which exceeds this portion will be budgeted as project funds or be returned to CARB.

Earned interest must be fully expended or returned to CARB if it is not used by the end of the grant performance period. Any unused portion of the CAP incentives, including earned interest shall be remitted to CARB within 90 days following the end date of the grant. Documentation of the interest earned will be retained for a minimum of three years following its generation and liquidation.

G. Payment of Projects (Refer to Moyer PPM Section XII and XVII(1))

Except as specified below, the District will approve a project for reimbursement only after the conditions of reimbursement, outlined in the grantee's agreement, are met and after the District performs a post-inspection to verify the project is complete and operational. The grantee must provide an invoice itemized in sufficient detail to ensure only completed and eligible project costs are reimbursed. Other sources and amounts of funding for the project

shall be reviewed to ensure the sum of all project funds does not exceed the total project cost. Exceptions are limited to progress or partial payments in cases where the grantee provides the District with sufficient evidence of completing milestones specified in the agreement, consistent with conditions specified in this PPM or the Moyer PPM. The District maintains a clear record of progress payments in the project file and in records of the District's administration or fiscal unit. Progress payments include final payments that are withheld until all reporting requirements are met (also known as "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 are addressed in the project's contract. 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.

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 District's discretion. For labor expenses paid, the invoice must detail the number of hours charged and the hourly wage. Ineligible repower costs include tires, axles, paint, brakes, and mufflers. Refer to the 2019 CAP Guidelines Source Category Chapters for additional specification of eligible and ineligible costs.

H. Verification of Destruction (Refer to Moyer PPM Section XIII(3) and XV)

For mobile source projects, destruction will be verified as specified in Moyer PPM Section XIII(3) and XV and as required by the source category in the Guidelines.

I. Program and Project Files and Photograph Storage and Retrieval (Refer to Moyer PPM Section XX)

The CAP program and project files, including photographs, will be maintained in accordance with the procedure outlined in Moyer PPM Section XX. Photographs will be included, stored, and available for retrieval as required by the source category in the Guidelines as well as the Moyer PPM. For air filtration system projects, the post-inspection will be documented with photographs of the new equipment.

J. Annual Grantee Reports (Refer to Moyer PPM Section VII and XVII)

During the project implementation phase, the District is responsible for monitoring the project to assure the project is operational and the project emission reductions and other benefits are realized.

All agreements include provisions for grantees to submit annual reports, commencing no later than 13 months after the project post-inspection and continuing annually thereafter throughout the project implementation phase of the agreement.

The agreement and project folder will include the dates the grantee's annual monitoring report is due and the agreement shall include language addressing project non-conformance.

- 1) For mobile source projects, the grantee's annual report will 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, 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 District per the Usage Threshold and Waiver Procedure.

The 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.

- 2) Infrastructure projects are subject to the annual reporting requirements listed below:
 - a. Solar or Wind Power Generating Equipment: For infrastructure projects that incorporate solar or wind power generating equipment, the grantee must annually provide to the air district the amount of electricity generated (e.g. kilowatt-hour) from the solar or wind power generating equipment for the duration of the project life.
 - b. Battery Charging Station - Grantee must annually provide to the air district the following data for the entire project life:
 - i. Qualitative description of public and private uses.
 - ii. Annual usage per charger (e.g., kilowatt-hour) and the number of plug-in events.
 - iii. Any unscheduled downtime, including duration of downtime and causes of downtime.
 - c. Stationary Agricultural Pump - Grantee must annually provide to the air district the following data for the entire project life:
 - i. Annual usage (e.g., kilowatt-hour) using an energy meter.
 - ii. Episodes of electrical service interruption by the local utility company.
 - d. Alternative Fueling Station - Grantee must annually provide to the air district the following data for the entire project life:
 - i. Annual usage (e.g., kilograms, standard cubic feet).
 - ii. Any unscheduled downtime, including duration of downtime and causes of downtime.

- e. Air Filtration Systems - Grantee must annually provide to the air district the following data for the entire project life:
 - i. Estimated number of hours of use, and people in the room during use.
 - ii. Statement of any performance issues that occurred with the funded equipment as well as maintenance issues.

If an annual report is incomplete, inaccurate or not received from the grantee on schedule, the District will make a reasonable attempt to obtain a complete and accurate report from the grantee. If the District is unable to obtain the report, the District will identify the project for audit as described in Section V of the Guidelines.

For projects which have operational performance requirements, ten percent (10%) of the awarded grant amount will be held back until the first year performance monitoring report is submitted and approved by the District. If the Grantee is able to demonstrate that the annual operating requirements are being met, then the 10% holdback will be released and issued to the Grantee in the form of payment. If the Grantee is unable to demonstrate compliance with contractual requirements, then the District will retain the holdback until the applicant can demonstrate compliance.

Grantees that have not submitted complete required reports or met contractual requirements will not be granted funds for new CAP incentives projects until all reports are satisfactorily submitted and contractual requirements are met.

K. Historical Mobile Source Annual Usage (Moyer PPM Sections VII and XVII)

The types of acceptable documentation for establishing historical annual usage are found in the Moyer PPM Section VII, and procedures for considering and granting usage waiver requests, including supporting information to be provided by the grantee, are in Moyer PPM Section XVII.

Projects must operate at least 75 percent of total usage in Placer County. In some instances where projects do not meet the 75 percent total historical usage in Placer County, the APCO shall have the discretion of allowing a project to be considered for funding and shall also provide direction on what level of usage shall be used in order to evaluate the project for emission reductions.

L. Nonperforming Grantees (Refer to Moyer PPM Section XVII)

The District will work with nonperforming project grantees to ensure CAP incentives project requirements are met and emissions reductions are achieved as specified in Moyer PPM Section XVII. The District may consider unforeseen circumstances beyond the grantee's control in determining repercussions for nonperformance.

The procedures for working with nonperforming grantees to gain full compliance with agreements and program requirements, including the usage threshold and waiver procedure, is outlined in the Moyer PPM Section XVII.

To be considered for a usage waiver, the grantee must provide a written request to the District along with documentation that substantiates the need for the waiver and verifies that higher-polluting equipment within the fleet is not consequently receiving more use and that the underutilization was due to unforeseen conditions beyond the grantee's control.

M. Additional District Program Requirements

These program requirements will be specified in the applicable sections of the Moyer or CAP PPM. District program requirements that are more stringent include, but are not limited to, percent time of operation in Placer County, project life, and annual report submittal deadlines.

N. CARB-Approved District Program Elements

All program elements currently do not vary and are consistent with those required by applicable State guidelines and Mail-Outs. The District will obtain CARB approval for elements that vary from those required by applicable State guidelines and Mail-Outs.

O. California Climate Investments Funding Guidelines Consistency (CCI Funding Guidelines Section IV)

The District will incorporate the following key items into the CAP program administration in order to support the requirements specified in California Climate Incentives (CCI) Funding Guidelines:

1) Identify Program-Specific Statutory Requirements

The District will identify all applicable requirements as they develop and implement program(s) to ensure consistency with statute.

2) Ensure Coordinated Communication

The District will create a designated webpage for the CAP Incentives Program. This page will include a general overview of the program, links to program related resources, announcements for public workshops and community outreach events, solicitations, applications and serve as public notification of proposed CAP incentives projects.

Outreach products such as websites, announcements, signage, invitations, publications, press releases and other media-related public-outreach products will include recognition of funding through California Climate Investments logo, as applicable, funding source acknowledgement statement. The email address CCIPress@arb.ca.gov will be included on any distribution lists and the @CAClimateInvest Twitter handle will be posted on the CAP Incentives webpage. The funding source acknowledgment may be truncated to accommodate space-limited announcements. Program events including meetings, public comment periods, solicitations, and deadlines may be posted to the California Climate Investments Events at www.arb.ca.gov/cci-events.

Funding recipients will be provided with decals or other signage that include the California Climate Investments Logo to identify the funding source on vehicles, equipment, and consumer-based incentives.

3) Support Transparency and Provide Public Access to Information on Program Activities and Outcomes

In order to support transparency, the District will maintain the CAP Incentives webpage that provides up-to-date program information, including:

- a) *Funding opportunities.* Provide information on funding opportunities, schedules, and application materials that are easily accessible to interested parties and potential applicants, including those in disadvantaged communities, low-income communities, and low-income households. The District may announce funding opportunities using the California Climate Investments Events Calendar available at: www.arb.ca.gov/cci-events.
- b) *Public outreach events.* The District will publicize workshops, community meetings, public hearings, and other outreach events through the District's website, CAP Incentives webpage and through other mediums when appropriate. The District will collaborate with our community partners including the Health Education Council's Invest Health Roseville Advisory Committee and local government in impacted communities. The Invest Health initiative brings together municipal governments, community anchor institutions, healthcare systems, neighborhood associations and non-profit organizations together to enhance collaboration for a common purpose – to make communities healthier and more equitable. The District will coordinate with this committee, agencies and organizations and utilize their media outlets, outreach tools and information dissemination channels in order to enhance and broaden our efforts. The District may consider publicizing event notices via local radio, online ads, news stations, or post information in public locations (e.g., schools, libraries, community centers, medical clinics, bus stops or other transit hubs, grocery stores).
- c) *Publicly available information:* Materials related to public CAP outreach activities will be posted online (e.g., agendas, presentations). A mechanism will be available for the public to ask questions before an event or to submit comments. To encourage increased stakeholder participation, the District will make an effort to provide materials in other languages or provide language interpretation services. For general inquiries, CARB's bilingual (Spanish) email (info@caclimateinvestments.ca.gov) and phone hotline (800-757-2907) are available for those who need bilingual services. Outreach information may be posted to the California Climate Investments Events Calendar, www.arb.ca.gov/cci-events.

- d) *Submitted CAP project applications - prior to funding decisions:* The District will post basic information pursuant to the Guidelines about all applications and/or proposals submitted for consideration. The District will post this information on the CAP Incentives webpage at least ten days before the APCO makes funding determinations. The minimum items to post include:

For each project application:

- Name of applicant;
- Brief description of proposed project, including location (excluding personally identifiable information for any private individuals);
- Amount of funding requested; and
- Whether the project is expected to provide benefits to priority populations.

For each solicitation:

To inform the public about the factors that will influence the District's project selection and list key eligibility requirements for CAP program participation, the District will include a reference or website link to this document and the Guidelines on the District's CAP Incentives webpage.

- e) *Final project selections – after funding decisions:* The District will post a list of all project applications received, including those not selected for funding, and tentative awards.
- f) *Points of contact and resources for information and technical assistance:* The District will provide contact information, on the District's CAP Incentives webpage and outreach materials, in order for the public and other interested parties to make inquiries or to obtain additional information. The District will also make available resources which may provide additional program information in order to assist prospective applicants.
- g) *Project results, including GHG emission reductions and co-benefits:* The District will provide a link to the California Climate Investments website for the Annual Report to the Legislature (www.caclimateinvestments.ca.gov/annual-report) and the CARB website for the online map (www.arb.ca.gov/ccimap). Interested parties can access grant project locations (e.g., address, census tract), funding amounts, GHG emission reductions, co-benefits, and benefits to priority populations.
- h) *Opportunities for continued public engagement:* The District will enable the public to remain involved and informed about investments (e.g., social media, list serves, work groups) after awards have been made.

4) Establish Policies and Procedures for Project Monitoring, Accountability, and Audits

The District has established policies and procedures for project monitoring, accountability, and audits. District audit of funded projects will be conducted in accordance with the procedure in Moyer PPM Section XVI and procedures for monitoring for non-performance are specified in Moyer PPM Section XVII. Project agreements specify that funding recipients will allow the District, CARB or their designee to conduct inspections and audits of equipment and associated records during the contract term and make records available, if requested, to support project review or audits. In addition, contracts require the recipient to maintain and retain usage and other records associated with the project for at least three years after the end of the contract term. This information is detailed in Moyer PPM Section XI, Contract Development.

The District acknowledges that it is subject to Legislative and Administration oversight, including audits by the Bureau of State Audits, Department of Finance, other State oversight agencies, or a third-party auditor. The District has clear policies in place in Moyer PPM Section XXII for these program audits. The District retains administrative records for direct and indirect implementation costs for a minimum of five years following the funds liquidation deadline for the grant, and these records will be available for review during CARB or other State agency monitoring visits, reviews and audits. District staff and management will ensure that program files and other requested information is available and work to fully and promptly mitigate deficiencies identified during a review or audit and work to resolve any disagreements and request assistance from CARB as necessary.

5) Conduct Public Outreach and Encourage Community Engagement, Particularly for Priority Populations

The District recognizes outreach to stakeholders and the public is an important component of CAP Incentives and California Climate Investments (CCI) programs, particularly those targeted to benefit priority populations. There is a great deal of public interest in learning about funding opportunities. The earlier the information is made publicly available, the easier it is for people to get involved and prepare funding proposals or submit applications. The District will engage the public on program documents including guidelines and solicitation materials. Draft program documents will be posted for public review and comment. When conducting outreach and engaging community members, particularly for targeting investments to priority populations, the District and its partners will:

- a) Designate the Incentives Program Administrator as staff responsible for program outreach and partnership development with and between community groups and the program point of contact to provide program-specific information, including funding opportunities, program application requirements, eligibility determinations, respond to questions from interested project applicants, including questions related to program access, and technical assistance with applications. The Incentives Program Administrator will refer program inquiries and interested parties to the CARB provided coordinated California Climate Investments program-wide awareness outreach

including a bilingual (Spanish) email (info@caclimateinvestments.ca.gov) and phone hotline (800-757-2907) as needed.

- b) When necessary, the District will partner with appropriate third-party entities, to provide program-specific technical assistance to potential applicants, including community organizations and local government entities, to develop projects and prepare and submit applications.
- c) Incorporate a variety of outreach and engagement efforts to reach a broader audience, including:
 - Host workgroups or focus-group meetings with community organizations and program partners;
 - Consult the community via public workshops, community meetings, and/or community surveys;
 - Provide updates via list serves, websites, phone calls, videos, webinars, social media, radio, television, and newspapers; and
 - Foster long-term partnerships with key community leaders and organizations throughout the State through ongoing communication, including regular meetings or phone calls, outside of formal guidelines processes.
- d) Conduct outreach and engagement that improves accessibility for community members. The most effective approaches to improve access will be identified and may include:
 - Coordinating with community leaders and community-based organizations to attend or present at existing meetings, co-host meetings, or to determine the appropriate place and time for meetings;
 - Coordinating outreach events with other administering agencies;
 - Having informational tables at community events such as fairs or festivals;
 - Hosting events in places where communities normally gather (e.g., schools, community centers);
 - Hosting meetings during evenings, weekends, or other times that are convenient to community members;
 - Inviting a diverse group of stakeholders with different interest areas to participate;
 - Hosting meetings in locations easily accessible by public transportation;
 - Publicizing workshops and meeting notices via local radio or news stations, posting in public locations such as schools, libraries, community centers, medical clinics, bus stops and transit hubs, and grocery stores;
 - Providing materials in other languages, and/or providing interpretation services; and,
 - Providing opportunities for public input in multiple formats (e.g., in person at meetings, online, by mail, phone calls).

- e) Identify strategies best suited for the program and project type that encourage applicants and funding recipients to conduct community engagement to the extent feasible. Examples of potential community engagement strategies that will be considered include; engaging with community leadership and decision-making; community collaboration and partnership; outreach, education, and consultation to inform, educate, learn from the community and consider their input in early stages of project development and design.