

**I. ADDENDUM to the 2019 Carl Moyer Program Policies and Procedures Manual**  
*Community Air Protection (AB 617) Program Policies and Procedures Manual*

This manual focuses on the District’s local implementation of the CAP Guidelines, including roles and responsibilities within the District and local application of program requirements. 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.

AB 617 provides a new community-focused action framework to improve air quality and reduce exposure to criteria air pollutants and toxic air contaminants in the communities most impacted by air pollution. The CAP Program aims to facilitate GHG emission reductions and furthers the purpose of AB 32 and related statutes.

Important program resources:

- [Assembly Bill No. 617](#)
- [Community Air Protection Incentives Guidelines](#)
- [California Climate Investment Guidelines](#)
- [California Climate Investment Annual Report to the Legislature](#)
- [Community Air Protection Blueprint](#)
- [Carl Moyer Program Guidelines](#)

Roles and responsibilities within the District for program implementation:

DISTRICT CONTACTS	RESPONSIBILITIES
<b>Planning &amp; Air Monitoring Manager</b>	Program supervisor Community engagement Project approval
<b>Air Quality Planner II</b>	Responding to CARB funding agreements Community engagement Evaluation, selection and inspection of projects Obtaining governing board approval for program participation and projects to be funded.

The administrative procedures are based on the requirements of the Moyer Guidelines, the Community Air Protection (CAP) Supplement to those Moyer Guidelines approved in 2018, the 2017 State Budget (AB 134), the 2018 State Budget (SB 856), the California Climate Investments (CCI) Funding Guidelines, AB 617, and the CAP Blueprint.

Projects funded with CAP incentives align with CCI 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 CCI 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.

Project source categories to be supported with CAP incentives, schedule for solicitation and review of applications to be submitted under these source categories; follow the District's [Carl Moyer Policies and Procedures Manual](#).

In addition to the outlined procedures in the District's Carl Moyer Policies and Procedures Manual, the following are unique components of the CAP Program:

- 1) To ensure transparency and accountability, District staff will conduct or participate in several outreach events and campaigns (e.g. social media, program mail-outs, radio station advertisement, etc.) to help potential applicants access funding opportunities, particularly for priority populations.
- 2) District must report each public outreach event held for the CAP program, including the date, city, and estimated number of in-person and remote attendees (e.g., teleconference, webinar, Zoom, etc.)
- 3) District must report employment benefits and outcomes for administrative funds; including an estimate of the hours worked and the average hourly wage by job classification for staff administering the CAP program.
- 4) Projects being considered for CAP funding will be displayed on the District's website prior to final funding selection.
- 5) District will display the CCI logo on equipment and signage, as applicable, to acknowledge the funding source. Standard funding language will be used on websites and included in announcements, press releases, and publications as follows:

"The **Monterey Bay Air Resources District (MBARD)** is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment— particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investments website at: [www.caclimateinvestments.ca.gov](http://www.caclimateinvestments.ca.gov)."

The *Media & Communications Style Guide* will be used for guidance on proper CCI logo placement ([www.caclimateinvestments.ca.gov/logo-graphics-request](http://www.caclimateinvestments.ca.gov/logo-graphics-request)).