

ADDENDUM to the Monterey Bay Air Resources District’s 2022 Diesel Engine and Equipment Replacement Program (DEERP) Policies and Procedures Manual - December 2022

AB617 Community Air Protection (CAP) Program Policies and Procedures Manual

This manual focuses on the MBARD’s local implementation of the CAP Guidelines, including roles and responsibilities within MBARD and local application of program requirements. MBARD staff will review the manual at least once a year and make it available when requested by California Air Resources Board (CARB) staff or a member of the public.

The CAP Program provides a 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 greenhouse gas 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 MBARD for program implementation:

MBARD CONTACTS	RESPONSIBILITIES
Planning & Air Monitoring Manager	Program supervisor Community engagement Project approval
Air Quality Planner(s)	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.
Air Quality Technician	Preparation of documents Program tracking
Executive Assistant	Program outreach

The administrative procedures are based on the requirements of the most recently adopted Carl Moyer Program (CMP) Guidelines, CAP Program Guidelines, and the California Climate Investments (CCI) Funding Guidelines.

Projects funded with CAP Program incentives align with CCI goals and requirements, which prioritize the importance of targeting CCI 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 Program incentives, CARB required in Board Resolution 18-15 that at least 80 percent of each year's funds be invested in and specifically benefit these priority communities, with at least 70 percent spent in and benefiting disadvantaged communities.

Source categories, procedures, and projects to be supported with CAP Program incentive funds are outlined in MBARD's DEERP Policies and Procedures Manual. In addition to the outlined procedures in MBARD's DEERP Policies and Procedures Manual, the following are unique components of the CAP Program:

- 1) To ensure transparency and accountability, MBARD 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) MBARD 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) MBARD 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 Program funding will be displayed on MBARD's website prior to final funding selection.
- 5) MBARD 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.”

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