

AB617 Community Air Protection Program

(G20-CAPP-36)

CAPCOA Progress Report

April 6, 2021 – June 1, 2022

CAPCOA – G20-CAPP-36 – ANNUAL REPORT #1

1. Introduction

The California Air Pollution Control Officers Association (CAPCOA) received grant funds from the California Air Resources Board (CARB) to implement the Community Air Protection Program consistent with the goals of Assembly Bill 617 (AB617).

This progress report satisfies Item 3.a of the Scope of Work of the grant agreement by providing the following

information:

- Progress report number, title, name of Grantee, date of submission, project Grant number;
- Summary of work completed and in progress since the last progress report, noting progress toward completion of any tasks and milestones identified in the work plan;
- Identified problems or concerns and proposed solutions, if applicable;
- Grant funds remaining and expended; and;
- Itemized invoice showing all costs for which reimbursement is being requested.

2. Work Completed and In Progress

As of the date of this report, CAPCOA staff has coordinated meetings with districts, including those where CARB was in attendance. These meetings include the weekly (turned biweekly) AB 617 coordination meetings with OCAP staff, regular AB 617 Accomplishments workgroup meetings, AB 617 Consultation workgroup meetings, ad hoc work group meetings to develop CAP grant guidelines, providing telephone and in-person support to air districts on AB 617 programs, meeting with OCAP management to ensure AB 617 policies and planning procedures are aligned with air district activities. Staff has also presented information regarding AB 617 at these meetings.

In addition to attending coordination meetings, CAPCOA staff has also helped coordinate the execution of both the CAPP and MCAP grants for many districts, primarily rural districts.

CAPCOA staff has assisted in many project ideas and approvals for CAPP and helped develop the Woodstove project profile (pending approval) for MCAP.

2.1 WORK IN PROGRESS

CAPCOA staff continues to participate in all of the above outlined AB 617 coordination meetings, including the regular biweekly OCAP coordination meetings. In addition, CAPCOA continues to participate in the emission methodology development committee, of which the group deliverables will be added to the emission reporting regulation at a future date.

CAPCOA staff will participate in the bi-weekly AB 617 coordination meetings with Imperial County APCD and CARB staff, and bi-weekly AB 617 meetings with all districts with communities. Staff will continue to assist districts, primarily rural districts, to implement their MCAP and CAPP programs. CAPCOA plans to create more project profiles to use for the MCAP grants, including replacing BUGs with cleaner options that may include lower NOx technologies as well as zero emissions technologies.

2.2 ACCOUNTING

CAPCOA has not submitted any fund requests as of June 10, 2022. Therefore, remaining funds are \$25,000. CAPCOA will simultaneously submit with this report a request for funds to cover work activities to date.

3. Conclusion

This annual report documents CAPCOA's completed work and work in progress to implement the Community Air Protection Program.

See Appendix A, attached for cost calculation for work performed through June 1, 2022.

California Air Pollution Control Officers Association

Transaction Report

June 2021 - March 2022

Date	Transaction Type	Num	Memo/Description	Amount
Events & Projects Expenses				
Room Rental, Food, & Beverage				
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	9.07
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	4.89
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	8.35
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	3.89
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	-
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	-
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	15.91
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	6.06
Total for Room Rental, Food, & Beverage				48.17
Total for Events & Projects Expenses				48.17
General & Administrative Exp.				
Auditing & Financial				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	408.18
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	405.46
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	440.16
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	435.65
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	373.04
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	326.62
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	327.46
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	387.98
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	332.75
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	1,720.54
Total for Auditing & Financial				5,157.84
Dues & Subscriptions				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	27.06
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	99.50
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	33.13
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	43.21
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	31.67
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	37.95
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	33.28
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	44.13
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	37.90
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	33.94
Total for Dues & Subscriptions				421.77
Insurance				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	12.76
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	14.86
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	14.86
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	14.86
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	14.86
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	14.86
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	14.86
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	14.86
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	14.86

03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	14.86
Total for Insurance				146.50
Internet & Technology				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	62.33
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	115.74
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	52.61
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	49.81
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	48.06
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	47.20
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	76.15
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	55.90
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	36.06
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	60.40
Total for Internet & Technology				604.26
Legal Fees				
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	66.15
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	-
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	-
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	12.25
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	-
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	24.50
Total for Legal Fees				102.90
Minor Equipment				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	22.05
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	31.85
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	62.01
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	243.41
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	190.86
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	207.42
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	11.27
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	-
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	6.09
Total for Minor Equipment				774.96
Office Rent				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	234.76
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	234.76
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	234.76
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	234.76
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	234.76
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	234.76
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	234.76
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	237.80
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	237.80
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	237.80
Total for Office Rent				2,356.72
Office Supplies				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	14.74
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	21.34
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	29.03
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	14.02
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	26.54
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	44.07

12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	29.00
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	31.12
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	57.93
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	35.94
Total for Office Supplies				303.73
Postage & Delivery				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	1.26
Total for Postage & Delivery				1.26
Storage				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	7.84
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	31.36
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	7.84
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	8.54
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	8.54
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	8.54
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	8.54
Total for Storage				81.20
Taxes & Licenses				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	1.06
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	1.84
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	1.07
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	1.06
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	3.67
Total for Taxes & Licenses				8.70
Telephone & Communications				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	36.26
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	40.39
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	36.65
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	37.83
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	36.56
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	36.54
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	36.54
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	36.45
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	34.92
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	34.75
Total for Telephone & Communications				366.89
Website Assistance				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	17.50
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	17.50
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	26.25
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	17.50
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	17.50
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	17.50
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	17.50
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	17.50
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	17.50
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	17.50
Total for Website Assistance				183.75
Total for General & Administrative Exp.				10,510.48
Human Resource Expense				
Employee Benefits				
06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	45.79

07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	45.79
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	93.12
09/30/2021	Journal Entry	101921jar-1	401K	-
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	2.09
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	47.88
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	47.88
12/15/2021	Journal Entry	012022jar-1	401K	3.38
12/31/2021	Journal Entry	012022jar-2	401K	24.79
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	47.88
01/15/2022	Journal Entry	011822jar-2	401K	1.86
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	47.88
01/31/2022	Journal Entry	021422jar-4	401K	10.14
02/15/2022	Journal Entry	031622jar-2	401K	3.38
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	47.88
02/28/2022	Journal Entry	031622jar-3	401K	1.45
03/15/2022	Journal Entry	042022jar-2	401K	3.38
03/31/2022	Journal Entry	042022jar-3	401K	3.10
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	47.88

Total for Employee Benefits

525.55

Gross Wages

06/15/2021	Journal Entry	071421jar-1	Gross Wages	2,942.07
06/30/2021	Journal Entry	071421jar-2	Gross Wages	1,284.85
07/15/2021	Journal Entry	081921jar-1	Gross Wages	1,782.02
07/26/2021	Journal Entry	081921jar-3	Gross Wages	599.77
07/31/2021	Journal Entry	081921jar-2	Gross Wages	642.42
08/15/2021	Journal Entry	081921jar-4	Gross Wages	642.42
08/31/2021	Journal Entry	092021jar-1	Gross Wages	627.78
09/30/2021	Journal Entry	101921jar-1	Gross Wages	684.85
10/31/2021	Journal Entry	112321jar-3	Gross Wages	753.33
11/30/2021	Journal Entry	121321jar-4	Gross Wages	684.85
12/15/2021	Journal Entry	012022jar-1	Gross Wages	68.75
12/31/2021	Journal Entry	012022jar-2	Gross Wages	504.17
01/15/2022	Journal Entry	011822jar-2	Gross Wages	791.15
01/31/2022	Journal Entry	021422jar-4	Gross Wages	891.10
02/15/2022	Journal Entry	031622jar-2	Gross Wages	1,010.42
02/28/2022	Journal Entry	031622jar-3	Gross Wages	314.75
03/15/2022	Journal Entry	042022jar-2	Gross Wages	68.75
03/31/2022	Journal Entry	042022jar-3	Gross Wages	1,318.58

Total for Gross Wages

15,612.03

Payroll Processing Fees

06/30/2021	Journal Entry	071521jar-1	To allocate expenses according to percentage spread	43.03
07/31/2021	Journal Entry	081921jar-7	To allocate expenses according to percentage spread	56.61
08/31/2021	Journal Entry	092021jar-5	To allocate expenses according to percentage spread	42.81
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	42.81
10/31/2021	Journal Entry	112921jar-1	To allocate expenses according to percentage spread	43.38
11/30/2021	Journal Entry	121721jar-2	To allocate expenses according to percentage spread	57.58
12/31/2021	Journal Entry	012022jar-5	To allocate expenses according to percentage spread	43.51
01/31/2022	Journal Entry	021422jar-5	To allocate expenses according to percentage spread	64.35
02/28/2022	Journal Entry	032422jar-1	To allocate expenses according to percentage spread	43.51
03/31/2022	Journal Entry	042022jar-5	To allocate expenses according to percentage spread	43.51

Total for Payroll Processing Fees

481.10

Payroll Taxes

06/15/2021	Journal Entry	071421jar-1	ER Taxes	222.20
06/30/2021	Journal Entry	071421jar-2	ER Taxes	97.59
07/15/2021	Journal Entry	081921jar-1	ER Taxes	134.98
07/26/2021	Journal Entry	081921jar-3	ER Taxes	45.88
07/31/2021	Journal Entry	081921jar-2	ER Taxes	48.80
08/15/2021	Journal Entry	081921jar-4	ER Taxes	48.80
08/31/2021	Journal Entry	092021jar-1	ER Taxes	47.71
09/30/2021	Journal Entry	101921jar-1	ER Taxes	52.04
10/31/2021	Journal Entry	112321jar-3	ER Taxes	57.25
11/30/2021	Journal Entry	121321jar-4	ER Taxes	9.86
12/15/2021	Journal Entry	012022jar-1	ER Taxes	5.17
12/31/2021	Journal Entry	012022jar-2	ER Taxes	37.93
01/15/2022	Journal Entry	011822jar-2	ER Taxes	77.79
01/31/2022	Journal Entry	021422jar-4	ER Taxes	72.43
02/15/2022	Journal Entry	031622jar-2	ER Taxes	77.31
02/28/2022	Journal Entry	031622jar-3	ER Taxes	23.65
03/15/2022	Journal Entry	042022jar-2	ER Taxes	5.17
03/31/2022	Journal Entry	042022jar-3	ER Taxes	100.15
Total for Payroll Taxes				1,164.71
Professional Development				
09/30/2021	Journal Entry	102021jar-5	To allocate expenses according to percentage spread	10.50
Total for Professional Development				10.50
Worker's Compensation				
12/15/2021	Journal Entry	012022jar-1	Insurance	0.18
12/31/2021	Journal Entry	012022jar-2	Insurance	1.33
01/15/2022	Journal Entry	011822jar-2	Insurance	2.18
01/31/2022	Journal Entry	021422jar-4	Insurance	2.45
02/15/2022	Journal Entry	031622jar-2	Insurance	2.80
02/28/2022	Journal Entry	031622jar-3	Insurance	0.87
03/15/2022	Journal Entry	042022jar-2	Insurance	0.18
03/31/2022	Journal Entry	042022jar-3	Insurance	3.66
Total for Worker's Compensation				13.65
Total for Human Resource Expense				17,807.54
TOTAL				28,366.19
Total Grant Funding Available				25,000.00
Excess of Grant Funding				(3,366.19)
Grant Due:				25,000.00