

# AB617 Community Air Protection Program (G22-CAPP-36)

## **CAPCOA Progress Report**

November 30, 2023 – April 30, 2024

CAPCOA – G22-CAPP-36 – BIENNIAL 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 requested funds on February 09, 2024 of the amount of \$25,000 for grant G21-CAPP-36. For grant G22-CAPP-36, CAPCOA has not requested any funds, thus \$31,148.00 of the full amount remains. 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 April 30, 2024.

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**California Air Pollution Control Officers Association  
AB617: G21-CAPP-36**

**August 2022 - July 2023**

|  | <u>Total</u>        |
|--|---------------------|
| <b>Expenditures</b>                            |                     |
| <b>Events &amp; Projects Expenses</b>          |                     |
| Conference Travel                              | 13.03               |
| Event Supplies                                 | 2.01                |
| Room Rental, Food, & Beverage                  | 321.48              |
| <b>Total Events &amp; Projects Expenses</b>    | <b>\$ 336.52</b>    |
| <b>General &amp; Administrative Exp.</b>       |                     |
| Auditing & Financial                           | 4,223.99            |
| Board Development & Support                    | 1.24                |
| Dues & Subscriptions                           | 446.23              |
| Insurance                                      | 139.78              |
| Internet & Technology                          | 481.95              |
| Legal Fees                                     | 595.61              |
| Minor Equipment                                | 164.36              |
| Office Rent                                    | 2,257.17            |
| Office Supplies                                | 222.59              |
| Postage & Delivery                             | 5.53                |
| Storage  | 147.58              |
| Taxes & Licenses                               | 7.15                |
| Telephone & Communications                     | 333.88              |
| Travel   | 54.45               |
| Website Assistance                             | 160.00              |
| <b>Total General &amp; Administrative Exp.</b> | <b>\$ 9,241.51</b>  |
| <b>Human Resource Expense</b>                  |                     |
| Employee Benefits                              | 912.52              |
| Gross Wages                                    | 15,338.03           |
| Payroll Processing Fees                        | 427.26              |
| Payroll Taxes                                  | 1,087.82            |
| Worker's Compensation                          | 59.38               |
| <b>Total Human Resource Expense</b>            | <b>\$ 17,825.01</b> |
| <b>Total Expenditures</b>                      | <b>\$ 27,403.04</b> |

**Grant Drawdown Amount \$25,000; Drawdown Request \$25,000**

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# California Air Pollution Control Officers Association

## AB 617 - G22 CAPP-36

August 2023 - April 2024

|                                     | AB 617              |
|-------------------------------------|---------------------|
| Expenditures                        |                     |
| Events & Projects Expenses          | 0.00                |
| Conference Travel                   | 39.12               |
| Room Rental, Food, & Beverage       | 138.93              |
| Total Events & Projects Expenses    | <b>\$ 178.05</b>    |
| General & Administrative Exp.       | 0.00                |
| Auditing & Financial                | 2,187.69            |
| Board Development & Support         | 25.58               |
| Dues & Subscriptions                | 279.38              |
| Insurance                           | 87.59               |
| Internet & Technology               | 357.03              |
| Legal Fees                          | 245.95              |
| Minor Equipment                     | 376.33              |
| Office Rent                         | 1,409.41            |
| Office Supplies                     | 207.52              |
| Postage & Delivery                  | 0.00                |
| Storage                             | 44.89               |
| Telephone & Communications          | 225.30              |
| Website Assistance                  | 93.60               |
| Total General & Administrative Exp. | <b>\$ 5,540.27</b>  |
| Human Resource Expense              | 0.00                |
| Employee Benefits                   | 1,427.56            |
| Gross Wages                         | 22,869.93           |
| Payroll Processing Fees             | 290.04              |
| Payroll Taxes                       | 1,743.12            |
| Worker's Compensation               | 75.55               |
| Total Human Resource Expense        | <b>\$ 26,406.20</b> |
| Total Expenditures                  | <b>\$ 32,124.52</b> |
| <b>Total Disbursement Request</b>   | <b>\$ 31,148</b>    |