

March 1, 2018

Mr. Dave Johnston  
Air Pollution Control Officer  
El Dorado County Air Quality Management District  
330 Fair Lane  
Placerville, California 95667

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AQMD

Dear Mr. Johnston:

I am pleased to inform you that El Dorado County Air Quality Management District has been approved for a grant under the Community Air Protection Program for Fiscal Year 2017-2018 from funding provided by Assembly Bill 109 (Ting, Chapter 249, Budget Act of 2017). This grant award is for related expenses necessary for implementation of Assembly Bill 617 (C. Garcia, Chapter 136, Statutes of 2017). The grant award amount is consistent with the allocation approved by the California Air Pollution Control Officers Association (CAPCOA) Board on October 26, 2017. Enclosed for your consideration is the Grant Agreement, including:

- ◆ Three copies of the Grant Agreement cover sheet, which indicates your grant amount and any applicable Special Terms and Conditions;
- ◆ One copy of Exhibit A, Grant Provisions for Fiscal Year 2017-2018 Community Air Protection Program grants;
- ◆ One copy of Exhibit B, General Terms and Conditions for Fiscal Year 2017-2018 Community Air Protection Program grants;
- ◆ One copy of the Grant Disbursement Request Form; and
- ◆ One copy of the Advance Payment Request Form.

***To accept your grant award, please add authorized signature, and the date to all copies of the cover sheet.*** Please retain the Grant Provisions (Exhibit A) and General Terms and Conditions (Exhibit B) for District's reference. Please ***return all cover sheets, along with a Board Resolution or minute order accepting the funds as soon as possible but not later than June 30, 2018, to:***

Ms. Bronwyn Mednick  
California Air Resources Board  
Office of Community Air Protection  
P.O. Box 2815  
Sacramento, California 95812

Mr. Dave Johnston  
March 1, 2018  
Page 2

If the cover sheets and Board Resolution (or minute order) are not received by June 30, 2018, the California Air Resources Board will work with CAPCOA to reallocate these funds prior to June 30, 2019.

Please note that the Federal Employer Identification Number (FEIN) has been included in the cover sheet based on information in our records. Please confirm it is correct, and notify Ms. Laura Zaremba-Schmidt if a change is needed.

After final signature by the California Air Resources Board, one copy of the cover sheet will be returned to you. Upon receiving the final signed cover sheet, you may request funds by using the Grant Disbursement Request Form. If initially requesting an advanced payment, please use the Advance Payment Request Form.

Thank you for participating in the Community Air Protection Program and for your commitment to clean air. If you have any questions, or need additional copies of the forms, please contact Ms. Laura Zaremba-Schmidt at (626) 459-4394 or via email at [laura.zschmidt@arb.ca.gov](mailto:laura.zschmidt@arb.ca.gov).

Sincerely,



Heather Arias  
Branch Chief  
Community Planning Branch  
Office of Community Air Protection

Enclosures

cc: Laura Zaremba-Schmidt  
Air Resources Engineer  
Office of Community Air Protection

# GRANT AGREEMENT COVER SHEET

GRANT NUMBER G17-CAPP-8
----------------------------

NAME OF GRANT PROGRAM Community Air Protection Program	
GRANTEE NAME El Dorado County Air Quality Management District	
TAXPAYER'S FEDERAL EMPLOYER IDENTIFICATION NUMBER 94-6000511	TOTAL GRANT AMOUNT NOT TO EXCEED \$30,565.00
FISCAL GRANT TERM FROM: March 1, 2018	TO: April 1, 2021
PROJECT PERFORMANCE PERIOD OF GRANT AGREEMENT FROM: March 1, 2018	TO: September 28, 2021

This legally binding Grant Agreement, including this cover sheet, Exhibit A, and Exhibit B, attached hereto and incorporated by reference herein, is made and executed between the State of California, Air Resources Board (CARB) and El Dorado County Air Quality Management District (the "Grantee").

Total Community Air Protection Program Implementation Funds:

Special Terms and Conditions (if Applicable): Grant is contingent on CARB receipt by June 30, 2018 of Board Resolution or minute order authorizing the district to accept the funding and signed cover sheet.

Exhibit A – Grant Provisions

Exhibit A, Attachment 1 – Air District Advance Payment Request Form

Exhibit A, Attachment 2 – Community Air Protection Program Grant Disbursement Request Form

Exhibit B – General Terms and Conditions

This Agreement is of no force or effect until signed by both parties. Grantee shall not commence performance until it receives written approval from CARB.

The undersigned certify under penalty of perjury that they are duly authorized to bind the parties to this Grant Agreement.

California Air Resources Board		GRANTEE'S NAME (PRINT OR TYPE) El Dorado County Air Quality Management District	
SIGNATURE OF CARB'S AUTHORIZED SIGNATORY:		SIGNATURE OF GRANTEE (AS AUTHORIZED IN RESOLUTION, LETTER OF COMMITMENT, OR LETTER OF DESIGNATION)	
TITLE Administrative Services Division Chief, CARB	DATE	TITLE Air Pollution Control Officer	DATE
		GRANTEE'S ADDRESS (INCLUDE STREET, CITY, STATE AND ZIP CODE) 330 Fair Lane, Placerville, California 95667	

### CERTIFICATION OF FUNDING

AMOUNT ENCUMBERED BY THIS AGREEMENT \$30,565.00	FISCAL YEAR/PROGRAM 2017-18 / 3530	FUND TITLE Air Pollution Control Fund	
PRIOR AMOUNT ENCUMBERED FOR THIS AGREEMENT \$0	(OPTIONAL USE)		
TOTAL AMOUNT ENCUMBERED TO DATE \$0	ITEM 3900-101-0115	CHAPTER 249	STATUTE 2017
	FISCAL YEAR 17/18		
	OBJECT OF EXPENDITURE 1500-702-59501		

I hereby certify that the California Air Resources Board Budget Office acknowledges that budgeted funds are available for the period and purpose of the expenditure stated above.

SIGNATURE OF AIR RESOURCES BOARD BUDGET OFFICE: 	DATE 3/1/18
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I hereby certify that the California Air Resources Board Legal Office has reviewed this Grant Agreement.

SIGNATURE OF CALIFORNIA AIR RESOURCES BOARD LEGAL OFFICE: 	DATE 3/1/18
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**California Air Resources Board (CARB)  
Community Air Protection Program  
GRANT AGREEMENT  
Fiscal Year 2017-2018**

**Grant Provisions:**

1. **Community Air Protection Program:** This Grant Award provides funding to implement the Community Air Protection Program consistent with the goals of Assembly Bill 617 (Chapter 136, Statutes of 2017). Funds for implementation pursuant to Assembly Bill 617 may support selecting locations and deploying community air monitoring systems, deploying fence-line monitoring, developing an expedited schedule for requiring best available retrofit control technology, and developing Community Emissions Reduction Programs which includes efforts to improve community capacity to participate in the process, determining the proportional contribution of sources to air pollution exposure, developing rules, staff support, collecting data and reporting and other related tasks.
2. **Reporting:**
  - A. **Annual Reports:** Grantee must submit annual reports to CARB beginning one year after full grant execution and continue annually through the end of the grant term, or until all funds have been liquidated. Reports may be submitted electronically to CARB Community Air Protection Program Liaison, Ms. Andrea Juarez, at [andrea.juarez@arb.ca.gov](mailto:andrea.juarez@arb.ca.gov) or Program designee, and at a minimum, must include:
    - i. Report number, title, name of Grantee, date of submission, and grant number;
    - ii. Report costs associated with specific tasks (for example, identifying location for monitoring, deploying monitoring systems-community, fence-line, reporting emissions, developing a community emissions reduction program, establishing best available retrofit control technology requirement, adopting an expedited schedule for the implementation of best available retrofit control technology, community meeting or other Community Air Protection implementation effort).
    - iii. Report how grant is being utilized to meet the goals of Assembly Bill 617. If applicable, include emission reductions being achieved.
    - iv. Summary of work completed and in progress since the last progress report;
    - v. Grant funds remaining and expended; and
    - vi. Expenditure summary showing all Community Air Protection Program Implementation Funds for which reimbursement is being requested.
  - B. **Final Report:** Grantee must submit a Final Report to CARB by April 1, 2021 or upon request for disbursement of all remaining funds, whichever is earlier. At a minimum, the Final Report must include all required information contained in the annual report, as well as an accounting summary of funds expended and a summary of how the goals of the program have been achieved.

## Exhibit A

### 3. Program Funding:

#### A. Advance Payment:

- i. Consistent with the Legislature's direction to expeditiously disburse grants, CARB is providing advance payments of grant awards in a timely manner to support project initiation and implementation with a focus on mitigating the constraints of modest reserves and potential cash flow problems. Recognizing that appropriate safeguards are needed to ensure grant monies are used responsibly, CARB has developed the grant conditions described below to establish control procedures for advance payments.
- ii. Should advance payment be needed for Community Air Protection Program grants, the following grant protections shall apply:

The grantee must complete and submit to CARB for review and approval, an Air District Advance Pay Form, along with each grant disbursement that is requesting advance payment. The Air District Advance Pay Form is attached as Exhibit A, Attachment 1.

1. The advance payment is appropriate for the effective implementation of grants to local air districts. CARB may provide an advance of the direct project costs of the grant, if the program has moderate reserves and potential cash flow issues. Advance payments will not exceed the grantees interim cash needs.
2. The grantee assumes legal and financial risk of the advance payment.
3. Grantee shall place funds advanced under this section in an interest-bearing account. Grantee shall track interest accrued on the advance payment. Interest earned on the advance payment shall only be used for eligible grant-related expenses as outlined in the Grant Provisions, Exhibit A or will be returned to CARB.
4. Grantee shall report to CARB the value of any unused balance of the advance payment and interest earned and submit quarterly fiscal accounting reports consistent with Section 2 Reporting of this Grant Agreement.
5. This Grant Agreement contains the terms and conditions under which advance payment may be received.

Grantee shall remit to CARB any unused portion of the advance payment and interest earned within 90 days following the end date of this Grant Agreement, June 30, 2021 or the reversion date of the appropriation, whichever comes first.

#### B. Grant Disbursements:

- i. CARB will release any disbursements from the total Grant award after the Grantee submits the following to CARB:
  1. A fully executed Grant Agreement; and
  2. Grant Disbursement Request Form attached as Exhibit A, Attachment 2 (Form OCAP/CPB 11/17). The Grantee must

## Exhibit A

include an attachment to this form that documents expenditures for the implementation of the Community Air Protection Program. At a minimum, the attachment must provide information on expenditures, such costs include, selecting locations and deploying community air monitoring systems, deploying fence-line monitoring, developing an expedited schedule for best available control technology and best available retrofit control technology considering the highest priority locations, and developing Community Emissions Reduction Programs which includes but is not limited to developing rules, hiring staff, collecting data and reporting.

3. The Grantee must mail completed Grant Disbursement Requests to the CARB Community Air Protection Program Liaison, Ms. Andrea Juarez, or Program designee. Correspondence regarding this grant agreement shall be directed to:

Ms. Andrea Juarez  
California Air Resources Board  
Office of Community Air Protection  
9480 Telstar Avenue, Number 4  
El Monte, California 91731

Grant payments are subject to CARB's approval of Annual Reports.

- ii. No reimbursement will be made for expenses that, in the judgment of the Chief of the Office of Community Air Protection or designee, are not reasonable or do not comply with the Grant Agreement.
- iii. Any disbursement will take into consideration whether an advance payment had been received.

C. **Earned Interest, Returned and Recaptured funds:** "Earned interest" means any interest generated from Program funds provided to the Grantee and held in an interest-bearing account. The Grantee shall reinvest all earned interest on Community Air Protection Program Implementation Funds into the program. "Returned funds" or "Recaptured funds" are funds provided under this Grant Award that are expended by the Grantee but subsequently returned to the Grantee either voluntarily or through enforcement action. All such funds must be reinvested in the implementation of the Community Air Protection Program.

- i. Such funds must be reported to CARB.
- ii. The Grantee must maintain accounting records (e.g. general ledger) that tracks interest earned and expended on program, as follows:
  1. The calculation of interest must be based on an average daily balance or some other reasonable and demonstrable method;
  2. The methodology for tracking earned interest must ensure that it is separately identifiable from interest earned program funds;

## Exhibit A

3. The methodology for calculating earned interest must be consistent with how it is calculated for the Grantee's other fiscal programs; and
  - iii. Such funds must be fully liquidated or returned to CARB by completion of the program or by June 30, 2021, whichever comes first. Grantee shall report all such funds to CARB annually until complete liquidation or return of funds or June 30, 2021, whichever comes first.
  - iv. Documentation of expenditure made on those funds or returned to CARB must be:
    1. Retained for a minimum of three years after it is generated; and
    2. Provided to CARB in Annual Reports and Final Report.
4. **Grant Amendment:** Grantee recognizes that CARB continues to implement AB 617, including through the development of a Statewide Strategy and Monitoring Plan. Grantee agrees that grant funds may not be used for purposes or activities contrary to the Statewide Strategy or Monitoring Plan. Grantee agrees that this grant agreement may be amended, upon mutual agreement of the parties, to reflect any additional terms needed to ensure consistency with the Statewide Strategy or Monitoring Plan.

Exhibit A, Attachment 1



Mary D. Nichols, Chair  
 Matthew Rodriguez, CalEPA Secretary  
 Edmund G. Brown Jr., Governor

**Air District Advance Payment Request Form**

<b>Air District:</b>		<b>Date:</b>
<b>Contact Name:</b>		<b>Phone:</b>
<b>Email Address:</b>		<b>Program:</b>
<b>Advance Amount Requested</b>		<b>\$</b>

Please check box if small District.

**All Districts Certify:**

- The District shall have no outstanding material financial audit findings related to any of the Funds eligible for Advance Payment.
- The District shall not provide advance payment to any other entity.
- All unused funds shall revert back to the state if not liquidated within the timeline specified in the grant agreement.

**Large Districts must complete the additional information below and provide accompanying documents:**

- A Spending Plan shall be submitted to CARB for review of Advance Payment moneys requested. The Spending Plan includes:
  - The District fund balance for all state grant programs
  - The District approved list of projects and entities
  - Project schedules, milestones and timelines
  - Any and all other information requested by CARB
- The District shall report to CARB material changes to the Spending Plan within 30 days

I hereby certify that I am the duly appointed, qualified, and acting officer of the herein named California Air District and that the information provided is in all respects true and correct.

<b>Air District/Grantee Requester (Signature):</b>	<b>Date:</b>
<b>Printed Name:</b>	<b>Title:</b>
<b>CARB Approver (Signature):</b>	<b>Date:</b>
<b>Printed Name:</b>	<b>Title:</b>



Exhibit A, Attachment 2

Office of Community Air Protection  
 COMMUNITY AIR PROTECTION PROGRAM  
 GRANT DISBURSEMENT REQUEST FORM

General Information			
Grantee Name		Grant Number	
Contact Person		Amendment #	
Mailing Address		Fiscal Year	
Phone Number		Disbursement #	
		FAX Number	
Disbursement Request			
Grant Amount		Total Previous Disbursement	
Program Funds		This Request	
Total		Remaining Balance	

Documentation attached for disbursement justification: Attachments: \_\_\_\_\_

*I certify under penalty of perjury that the information contained in this Grant Disbursement Request Form and all attachments is correct and complete and is in accordance with the Grant Agreement. In addition, I hereby authorize the California Air Resources Board to make any inquiries to confirm this information.*

Authorized Official

Print Name \_\_\_\_\_ Title \_\_\_\_\_  
 Signature \_\_\_\_\_ Date \_\_\_\_\_

FOR STATE USE ONLY			
Date Request Received by CARB:		Date to Accounting:	
Date to SCO:		Date to PCA:	
CARB Project Liaison Approval	Print Name _____	Signature _____	Date _____
Grant Manager Approval	Print Name _____	Signature _____	Date _____
Financial Operations Branch Approval	Print Name _____	Signature _____	Date _____
Total Disbursement: _____		Fund: _____	PCA: _____

## Exhibit B

### General Terms and Conditions:

1. **Amendment:** No amendment or variation of the terms of this Grant Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Grant Agreement is binding on any of the parties.
2. **Assignment:** This Grant Agreement is not assignable by the Grantee, either in whole or in part, without the consent of CARB.
3. **Audit:** Grantee agrees that CARB, the Department of General Services, Department of Finance, the Bureau of State Audits, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Grant and all State funds received. Grantee agrees to maintain such records for possible audit for a minimum of three (3) years after the term of this Grant is completed, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Grantee agrees to include similar right of the State to audit records and interview staff in any Grant related to performance of this Agreement.
4. **Availability of funds:** CARB's obligations under this Grant Agreement are contingent upon the availability of funds. In the event funds are not available, the State shall have no liability to pay any funds whatsoever to the Grantee or to furnish any other considerations under this Grant Agreement.
5. **Compliance with law, regulations, etc.:** The Grantee agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with all applicable federal and State laws, rules, guidelines, regulations, and requirements.
6. **Computer software:** The Grantee certifies that it has appropriate systems and controls in place to ensure that State funds will not be used in the performance of this Grant Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.
7. **Confidentiality:** No record which has been designated as confidential by CARB shall be disclosed by the Grantee. If CARB opts to maintain the confidentiality of a document, and the entity requesting the records seeks a judicial ruling challenging that determination, CARB will defend the action at its own expense, including any requirement to pay attorney fees and court costs.
8. **Conflict of interest:** The Grantee certifies that it is in compliance with applicable State and/or federal conflict of interest laws.
9. **Disputes:** The Grantee shall continue with the responsibilities under this Grant Agreement during any dispute. Grantee staff or management may work in good faith with CARB staff or management to resolve any disagreements or conflicts arising from implementation of this Grant Agreement. However, any disagreements that cannot be resolved at the management level within 30 days of when the issue is first raised with CARB staff shall be subject to resolution by the CARB Executive Officer, or his designated representative. Nothing contained in this paragraph is intended to limit any of the rights or remedies that the parties may have under law.
10. **Environmental justice:** In the performance of this Grant Agreement, the Grantee shall conduct its programs, policies, and activities that substantially affect human health or the environment in a manner that ensures the fair treatment of people of all races, cultures, and income levels, including minority populations and low-income populations of the

## Exhibit B

State.

11. **Fiscal management systems and accounting standards:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of State law or this Grant Agreement.
12. **Force majeure:** Neither CARB nor the Grantee shall be liable for or deemed to be in default for any delay or failure in performance under this Grant Agreement or interruption of services resulting, directly or indirectly, from acts of God, enemy or hostile governmental action, civil commotion, strikes, lockouts, labor disputes, fire or other casualty, etc.
13. **Governing law and venue:** This grant is governed by and shall be interpreted in accordance with the laws of the State of California. CARB and the Grantee hereby agree that any action arising out of this Grant Agreement shall be filed and maintained in the Superior Court in and for the County of Sacramento, California, or in the United States District Court in and for the Eastern District of California. The Grantee hereby waives any existing sovereign immunity for the purposes of this Grant Agreement.
14. **Grantee's responsibility for work:** The Grantee shall be responsible for work and for persons or entities engaged in work, including, but not limited to, contractors, subcontractors, suppliers, and providers of services. The Grantee shall be responsible for any and all disputes arising out of its contracts for work funded by this Grant Agreement, including but not limited to payment disputes with contractors, subcontractors, and providers of services. The State will not mediate disputes between the Grantee and any other entity concerning responsibility for performance of work.
15. **Indemnification:** The Grantee agrees to indemnify, defend and hold harmless the State and the Board and its officers, employees, agents, representatives, and successors-in-interest against any and all liability, loss, and expense, including reasonable attorneys' fees, from any and all claims for injury or damages arising out of the performance by the Grantee, and out of the operation of equipment that is purchased with funds from this Grant Award.
16. **Independent contractor:** The Grantee, and its agents and employees, if any, in the performance of this Grant Agreement, shall act in an independent capacity and not as officers, employees or agents of CARB.
17. **Nondiscrimination:** During the performance of this Grant Agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religious creed, color, national origin, ancestry, physical disability (including HIV and AIDS), mental disability, sexual orientation, medical condition, marital status, age (over 40) or allow denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment. The Grantee and its contractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code section 12990 (a)-(f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a)-(f), set forth in Chapter 5 of Division 4 of title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Grantee and its contractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

## Exhibit B

18. **No third party rights:** The parties to this Grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this Grant Agreement, or of any duty, covenant, obligation or undertaking established herein.
19. **Personally Identifiable Information:** Information or data, including, but not limited to, records that personally identify an individual or individuals are confidential in accordance with California Civil Code sections 1798, et seq. and other relevant State or Federal statutes and regulations. The Grantee must safeguard all such information or data which comes into their possession under this agreement in perpetuity, and must not release or publish any such information, data, or financing assistance records.
20. **Prevailing wages and labor compliance:** If applicable, the Grantee agrees to be bound by all the provisions of State Labor Code Section 1771 regarding prevailing wages. If applicable, the Grantee shall monitor all agreements subject to reimbursement from this Grant Agreement to ensure that the prevailing wage provisions of State Labor Code Section 1771 are being met.
21. **Professionals:** For programs involving installation or construction services, the Grantee agrees that only licensed professionals will be used to perform services under this Grant Agreement where such services are called for and licensed professionals are required for those services under State law.
22. **Severability:** If a court of competent jurisdiction holds any provision of this Grant Agreement to be illegal, unenforceable or invalid in whole or in part for any reason, the validity and enforceability of the remaining provisions, or portions of those provisions, will not be affected.
23. **Term:** This Grant Award shall be effective upon full execution of this Grant Agreement and shall continue in full force and effect until all conditions of the Grant Agreement have been met. This award is conditional based on CARB receipt and approval of a fully executed Grant Agreement accepting Community Air Protection Funds for Fiscal Year 2017-2018 by June 30, 2018.
24. **Termination:** CARB may terminate this Grant Agreement by written notice at any time prior to completion this Grant Award, upon violation by the Grantee of any material provision after such violation has been called to the attention of the Grantee and after failure of the Grantee to bring itself into compliance with the provisions of this Grant Agreement.
25. **Timeliness:** Time is of the essence in this Grant Agreement. The Grantee shall proceed with and complete expenditure of funds to implement the Community Air Protection Program in an expeditious manner.
26. **Waiver of Rights:** Any waiver of rights with respect to a default or other matter arising under the Grant Agreement at any time by either party shall not be considered a waiver of rights with respect to any other default or matter. Any rights and remedies of the State provided for in this Grant Agreement are in addition to any other rights and remedies provided by law.
27. **Disbursement Deadline:** The Fiscal Year 2017-2018 Community Air Protection Program Funds specified in this Grant Agreement must be encumbered or expended by June 30, 2019. Grant disbursement requests must be submitted by the Grantee to CARB no later than April 1, 2021 to ensure adequate time for processing prior to the end of the fiscal year. The Community Air Protection Program Fund Grant Disbursement Request Form and Advanced Payment form are incorporated as part of this grant agreement.

Exhibit B

28. **Liquidation and Return of Funds:** Funds not liquidated by June 30, 2021 must be returned by September 28, 2021. Expenditure of project funds granted may not be reduced due to any loss incurred in an uninsured bank or investment account.

Office of Community Air Protection  
 COMMUNITY AIR PROTECTION PROGRAM  
 GRANT DISBURSEMENT REQUEST FORM

General Information			
Grantee Name		Grant Number	
Contact Person		Amendment #	
Mailing Address		Fiscal Year	
Phone Number		Disbursement #	
		FAX Number	
Disbursement Request			
	Grant Amount	Total Previous Disbursement	This Request
Program Funds			Remaining Balance
Total			

□ Documentation attached for disbursement justification: \_\_\_\_\_

□ Attachments: \_\_\_\_\_

I certify under penalty of perjury that the information contained in this Grant Disbursement Request Form and all attachments is correct and complete and is in accordance with the Grant Agreement. In addition, I hereby authorize the California Air Resources Board to make any inquiries to confirm this information.

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

**FOR STATE USE ONLY** Date Request Received by CARB: \_\_\_\_\_ Date to Accounting: \_\_\_\_\_ Date to SCO: \_\_\_\_\_

CARB Project Liaison Approval

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Grant Manager Approval

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Financial Operations Branch  
 Approval

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Total Disbursement: \_\_\_\_\_

Fund: \_\_\_\_\_

PCA: \_\_\_\_\_

## Air District Advance Payment Request Form

<b>Air District:</b>		<b>Date:</b>
<b>Contact Name:</b>		<b>Phone:</b>
<b>Email Address:</b>		<b>Program:</b>

<b>Advance Amount Requested</b>	<b>\$</b>
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Please check box if small District.

**All Districts Certify:**

- The District shall have no outstanding material financial audit findings related to any of the Funds eligible for Advance Payment.
- The District shall not provide advance payment to any other entity.
- All unused funds shall revert back to the state if not liquidated within the timeline specified in the grant agreement.

**Large Districts must complete the additional information below and provide accompanying documents:**

- A Spending Plan shall be submitted to CARB for review of Advance Payment moneys requested. The Spending Plan includes:
  - o The District fund balance for all state grant programs
  - o The District approved list of projects and entities
  - o Project schedules, milestones and timelines
  - o Any and all other information requested by CARB
- The District shall report to CARB material changes to the Spending Plan within 30 days

I hereby certify that I am the duly appointed, qualified, and acting officer of the herein named California Air District and that the information provided is in all respects true and correct.

<b>Air District/Grantee Requester (Signature):</b>	<b>Date:</b>
<b>Printed Name:</b>	<b>Title:</b>
<b>CARB Approver (Signature):</b>	<b>Date:</b>
<b>Printed Name:</b>	<b>Title:</b>