

**COMMUNITY AIR PROTECTION (CAP) INCENTIVES PROGRAM  
AIR DISTRICT YEARLY REPORT CERTIFICATION FORM**

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**2022 AIR DISTRICT YEARLY REPORT CERTIFICATION FORM  
DUE NOVEMBER 29, 2022**

From the Drop Down Menu, select your Air District:

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**SECTION 1: INTRODUCTION AND BACKGROUND**

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The Air District Yearly Report Certification Form for Community Air Protection (CAP) incentives is due to the California Air Resources Board (CARB) by **November 29, 2022**. Air districts will use this form to certify that the reported information on CAP incentives is accurate and complete.

CAP incentives must conform to the reporting requirements described in the *Community Air Protection Incentives 2019 Guidelines*<sup>1</sup> (CAP Guidelines). Additionally, CAP incentives must comply with the *Funding Guidelines for California Climate Investments*<sup>2</sup> (CCI Funding Guidelines) since CAP incentives are funded from the Greenhouse Gas Reduction Fund. The following reporting components described below are designed to meet the reporting requirements for both the CAP Guidelines and CCI Funding Guidelines.

Air districts will email their CAP incentives Yearly Reports to: [AB617Incentives@arb.ca.gov](mailto:AB617Incentives@arb.ca.gov)

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**SECTION 2: REPORTING**

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**1. REPORT CAP INCENTIVES PROJECT INFORMATION IN CARL**

Air districts will report project level information (i.e. equipment/vehicle/engine data, financial information, and priority population benefits) into the Carl Moyer Program Clean Air Reporting Log (CARL) database. Project information for Proposition 1B Goods Movement Emission Reduction Program projects funded with CAP incentives will also be reported into the CARL database. All reported projects must be under executed contract and designated funding source and funding year to be credited in the CAP Progress Report. For this reporting cycle, 2022 Yearly Reporting, air districts will report project information, including updates to previously reported projects, through October 31, 2022.

Generate and attach the required CAP Progress Report and CAP Liquidated Report for preliminary review from CARL database Report Utility, Required Reports tab, to complete this form:

<https://www.arb.ca.gov/app/cmp/>.

**2. REPORT CAP INCENTIVES EARNED INTEREST IN CARL**

Air districts will report the amount of interest earned on all CAP incentives during the last fiscal year, between July 1, 2021 and June 30, 2022, into the CARL database using the Report Interest & In-Kind Match form. The CAP incentives earned interest in fiscal year 2021-2022 will be added to the air districts' fiscal year 2021-2022 reporting targets. Air districts have five years to liquidate earned interest.

**3. REPORT JOBS IN TEMPLATE**

Air districts who received a grant award of \$1 million or more must report on the jobs the air district supports to implement CAP incentives. For this reporting cycle, air districts will report the job activity

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<sup>1</sup> <https://ww2.arb.ca.gov/our-work/programs/community-air-protection-incentives>

<sup>2</sup> <https://ww2.arb.ca.gov/resources/documents/cci-funding-guidelines-administering-agencies>

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between May 1, 2022 and October 31, 2022 using the jobs reporting template provided and available to download on the CARL database front page.

Complete the Jobs reporting tab of form MSCD/ITAB-191, Jobs-Outreach Reporting Template, and submit as an Excel document along with this form.

**4. REPORT OUTREACH EFFORTS IN TEMPLATE**

Under the grant agreement, air districts administering CAP incentives must hold public meetings and conduct outreach to seek input from local residents and community groups on community needs and potential projects. Outreach events may include AB 617 community steering committee and other meetings where CAP incentives are part of the agenda.

Air districts must report each public outreach event, including virtual events, held for CAP incentives between May 1, 2022 and October 31, 2022 using the outreach reporting template provided and available to download on the CARL database front page.

Complete the Outreach reporting tab of form MSCD/ITAB-191, Jobs-Outreach Reporting Template, and submit as an Excel document along with this form.

**5. CO-FUNDED PROJECTS**

Air districts that co-funded projects must complete the co-funding form in the administrative section of the CARL database.

**SECTION 3: AIR DISTRICT CONTACT INFORMATION**

<b>Air District CAP Incentives Manager</b>	<b>Telephone Number</b>	<b>Email Address</b>

<b>Air District CAP Incentives Contact</b>	<b>Telephone Number</b>	<b>Email Address</b>

**SECTION 4: SIGNATURE OF RESPONSIBLE PARTIES**

I certify the project and financial data entered into the CARL database and/or spreadsheets associated with this report are complete and accurate, and that there are no known instances of fraud or misrepresentation associated with this information. I certify that the Air District has documentation of the reported contract execution and expenditures. I understand that the completeness and accuracy of this report and the data in the CARL database and/or spreadsheets are the Air District's responsibility.

<b>Signature of Air Pollution Control Officer:</b>
<b>Print Name:</b>
<b>Date of Signature:</b>

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<b>Signature of Program Administrator:</b>
<b>Print Name:</b>
<b>Date of Signature:</b>

I certify that the financial data in this report is accurately reflected in the Air District's official financial records and there are no known instances of fraud or misrepresentation associated with this information.

<b>Signature of Chief Financial Officer/District Board-designated Alternate (not APCO or program administrator):</b>
<b>Print Name:</b>
<b>Date of Signature:</b>

**SECTION 5: INSTRUCTIONS FOR SUBMITTING THIS FORM**

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Email a pdf copy of this signed form and required attachments to CARB at:  
[AB617Incentives@arb.ca.gov](mailto:AB617Incentives@arb.ca.gov) by November 29, 2022. Maintain the original hard copy in your local records.