

**Community Air Protection (CAP) Incentives Program  
District Yearly Report Certification Form**

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**Air District 2024 Yearly Report Certification  
Due November 29, 2024**

From the Drop-down Menu, select your Air District:

**Section 1: Introduction and Background**

The Community Air Protection (CAP) incentives Air District Yearly Report Certification Form is due to the California Air Resources Board (CARB) by **November 29, 2024**. Air districts will use this Yearly Report Certification Form to certify that the reported information on CAP incentives is accurate and complete.

Air districts participating in CAP incentives must conform to the reporting requirements described in the *Community Air Protection Incentives 2019 Guidelines*<sup>1</sup> (CAP Guidelines). Additionally, air districts participating in CAP incentives must comply with the *Funding Guidelines for California Climate Investment* (CCI Funding Guidelines)<sup>2</sup> since California Legislature appropriates CAP incentives 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).

**Section 2: Reporting**

**1. Report Cap Incentives Project Information in CARL**

Air districts will report project level information (i.e., equipment/vehicle/engine information, financial information, co-funding information, and priority population benefits) into the Carl Moyer Program Clean Air Reporting Log (CARL) database. Information for Proposition 1B Goods Movement Emission Reduction Program (Proposition 1B Program) projects funded with CAP incentives will also be reported via CARL. All reported projects must be under executed contract to be credited in the CAP incentives Progress Tracking Report. For this reporting cycle, 2024 Yearly Reporting, air districts will report project information, including updates to previously reported projects, through October 31, 2024.

Generate and attach the required CAP Incentives Progress Tracking Report from the CARL database front page 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, 2023, and June 30, 2024, into the CARL database using the Report Interest & In-Kind Match form. The CAP incentives earned interest in fiscal year 2023-2024 will be added to the air districts' fiscal year 2023-2024 reporting targets. Air districts have four years to liquidate earned interest based on the liquidation deadline for CAP Incentives appropriated in that fiscal year.

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**3. Report Jobs in Template**

Air districts who received a grant award of \$1 million or more in any particular fiscal year must report on the jobs the air district supports to implement CAP incentives until such a time as the funds in that particular fiscal year are liquidated. For this reporting cycle, air districts will report the job activity between May 1, 2024 and October 31, 2024 using the provided jobs reporting template.

Complete the Jobs reporting tab of form OCAP/CPB-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, 2024 and October 31, 2024 using the outreach reporting template provided and available to download on the CARL database front page.

Complete the Outreach reporting tab of form OCAP/CPB-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 CARL (CAP Guidelines, Chapter 3, Section G).

**Section 3: Air District Contact Information**

Air District CAP Incentives Manager	Telephone Number	Email Address

Air District CAP Incentives Contact	Telephone Number	Email Address

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**Section 4: Signature of Responsible Parties**

I certify the project and financial data entered into the CARL 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 CARL and/or spreadsheets is the air district's responsibility.

**Signature of Air Pollution Control Officer:**

**Print Name:**

**Date:**

**Signature of Program Administrator:**

**Print Name:**

**Date:**

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 associated with this information.

**Signature of Chief Financial Officer/District Board-designated Alternate (not Air Pollution Control Officer (APCO) or program administrator):**

**Print Name:**

**Date:**

**Section 5: Instructions for Submitting this Form**

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, 2024. Maintain the original hard copy in your local records.