

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

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**Air District 2025 Yearly Report Certification
Due September 30, 2025**

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 **September 30, 2025**. 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 2025 Guidelines* (CAP Incentives Guidelines). Additionally, air districts participating in CAP Incentives must comply with the *Funding Guidelines for California Climate Investment* (CCI Funding Guidelines) 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.

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 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, as well as all other projects eligible in the CAP Incentives Guidelines. All reported projects must be under executed contract to be credited in the CAP Progress Report, and must be fully liquidated to be credited in the CAP Liquidation Report. For this reporting cycle, 2025 Yearly Reporting, air districts will report project information, including updates to previously reported projects, or any activity not covered in the previous report, through October 31, 2025.

Generate and attach the required CAP Progress Report, and also a CAP Liquidation Report for any funds that have hit their grant liquidation deadlines during this reporting cycle, from the CARL Report Utility, and submit them alongside this form as a PDF.

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, 2024, and June 30, 2025, into the CARL database using the Report Interest & In-Kind Match form. The CAP Incentives earned interest in fiscal year 2024-2025 will be added to the air districts' fiscal year 2024-2025 reporting targets. Air districts have the same amount of time to liquidate earned interest as the CAP Incentives appropriated in that fiscal year, meaning earned interest reported in this cycle must be liquidated by June 30, 2025.

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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 November 1, 2024 and October 31, 2025, or any activity not covered in the previous report, using the Jobs reporting tab of form OCAP/CPB-191, Jobs-Outreach Reporting Template, available in the CARL database, and submit as an Excel document along with this form. Please do not submit as a PDF or in any other format.

4. Report Outreach Efforts in Template

Under CAP Incentives grant agreements and per the CAP Incentives Guidelines, 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 November 1, 2024 and October 31, 2025, including any events not covered in the previous report, using the Outreach reporting tab of form OCAP/CPB-191, Jobs-Outreach Reporting Template, and submit as an Excel document along with this form. Please do not submit as a PDF or in any other format.

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 database and 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 reported contract executions and expenditures. I understand that the completeness and accuracy of this report and the data in CARL database and spreadsheets is the air district's responsibility.

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| Signature of Air Pollution Control Officer: |
| Print Name: |
| Date: |

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| 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.

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| 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 by September 30, 2025. Maintain the original copy in your local records.