

What is CARL?

CARL stands for the Clean Air Reporting Log (CARL). It is the database used to enter, track, and report Carl Moyer Program (Moyer) and Community Air Protection (CAP) incentives project information. Many of the general questions and answers below will apply to both programs. For sections that are specific to an incentive program, the program will be referenced.

What browser can I use to access CARL?

Mozilla Firefox is the preferred browser; some forms and data may not render completely in other browsers. Please make sure you have the latest version of the Mozilla Firefox software on your computer. You can find a link to the browser at the bottom of the CARL home page.

How do I get help with CARL, reset my password, or report an issue?

Please email your question, request, or concern to carlhelp@arb.ca.gov, or contact your air district liaison. You will find a link to the list of air district liaisons and program contacts on the CARL front page.

Can CARL determine if a project is eligible for funding?

No, CARL does not determine the eligibility of Carl Moyer Program or CAP incentives projects. Determination of eligibility is made through review of the incentives Guidelines, by air district staff in consultation with CARB. However, CARL does calculate emission reductions, cost-effectiveness, and estimates the maximum grant amount for most projects.

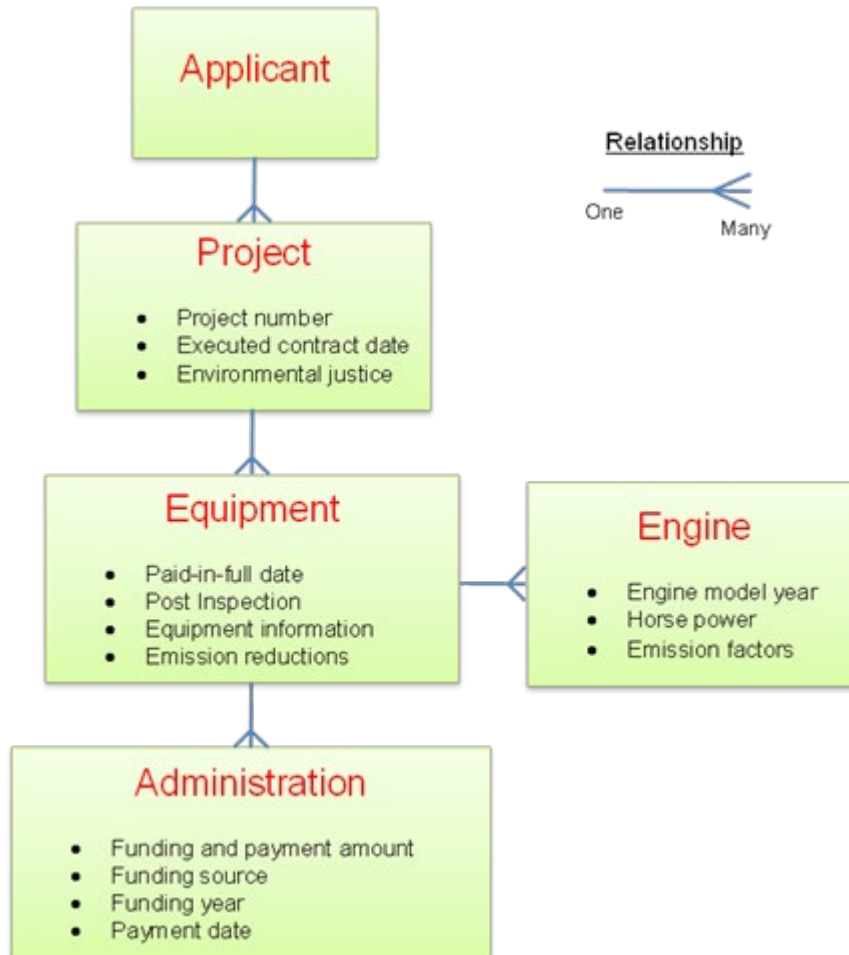
What is the difference between the CARL Training and CARL Production databases?

CARL Production is the official reporting database for the Moyer Program and CAP incentives projects, used by air district staff to report actual program information. The link to CARL Production is:
<http://www.arb.ca.gov/app/cmp/>.

CARL Training, found at <http://arb.ca.gov/app/cmp/training>, is a practice database available to all users for training and testing. The training database is often the platform used to test new program tools and features before they are released into production. Data entered into the training database is periodically purged and not saved or maintained.

What is the flow and general structure of the CARL database?

CARL is a MySQL (Structured Query Language) database. Users log into an online interface and enter program information into on-line forms. The general data flow and relationships are shown in the chart below.



What types of projects does CARL track?

The CARL database tracks a variety of equipment types called source categories.

These categories include:

- o On-Road: Heavy-duty vehicles.
- o Off-Road: Agricultural, construction, and other off-road equipment, including both portable and stationary agricultural equipment.
- o Marine: Replacement of engines on marine vessels.
- o Lawn and Garden Equipment Replacement: New replacement cordless, zero-emission electric lawn mowers.
- o Car Scrap (VAVR): Light-duty vehicle replacements.
- o Locomotive: Replacement of engines on locomotives.
- o Shore Power: Alternate source of power for marine vessels at berth.
- o Infrastructure: Electric and alternative fuel infrastructure.

Source categories can be further divided into one of four project types:

- o Replacement: Replacement of the equipment and engine (i.e., cab, chassis)
- o Repower: Replacement of an engine with a newer engine.
- o Retrofit: Installation of a retrofit device (a diesel exhaust filter) on an engine.
- o Vehicle Retirement: Scrappage of an old vehicle or equipment such as a car or lawnmower.

How are On-Road Voucher Incentive Program (VIP) projects different in CARL?

On-road VIP projects have streamlined data entry, so the user only has to visit one form to enter all the pertinent project, equipment, engine, and administration information. As a result, these projects have a one-to-one relationship; that is, a project may only have one equipment piece. VIP projects may not be imported through a batch file. Potential funding sources for VIP include Moyer and CAP Incentives.

What is the Non-Calculation Form?

The non-calculation form is a spreadsheet that is used for unconventional projects lacking a specific calculation form. Users may enter case-by-case (CBC) or unconventional projects into the non-calculation form under specific circumstances. The non-calculation form is also used for shore power, off-road VIP, infrastructure projects, and two-for-one equipment replacement, new source categories and Proposition 1B projects because there is no calculation form currently available for these categories.

Please note that the non-calculation form does not do any calculations, and provides no data validation. It also does not automatically populate the administration information such as the funding amount or funding year. The air district must separately enter the trigger dates on the admin pages. In the case of off-road VIP, the executed contract date is the date the air district issues a voucher. Please consult your liaison and/or carlhelp@arb.ca.gov before reporting any project information using the non-calculation form.

Project data reported via the non-calculation form needs to be reviewed by the district liaison in some cases, to ensure sufficient and accurate data is reported. Please contact your liaison when using the non-calculation form for further direction.

What milestone triggers are used to generate the Required Reports?

The Required Reports function in the CARL Report Utility uses milestone dates, funding, and payment information to determine the status of projects to be included in the reports. Certain fields must be populated for the project to be displayed in a report. Below are the necessary logic and triggers for the cumulative and liquidated reports in CARL. For a more complete discussion of project status in cumulative and liquidation reports, see the Definition and Triggers document at:

https://www.arb.ca.gov/app/cmp/training/docs/CARL_Report_Definitions_and_Triggers_4aug2017.pdf

Moyer Cumulative Report - A project must have an executed contract date and equipment must be funded for the project to display and be counted in the cumulative (executed) report. A project is considered executed when all equipment within the project are funded and a contract execution date has been entered. The triggers for inclusion in the cumulative report are:

1. ***Executed contract date***: The project must have an executed contract date no later than June 30 of the reporting year; the executed contract date field is available in the first administration form. In the case of on-road and off-road VIP projects, the field that populates the executed contract date is called, "Voucher Approval Date."
2. ***Funds executed***: Equipment must have funding information including the funding amount, funding year, and funding source; these fields are found in the second administration page ("funding, payments, and withholds"). A "project" is executed whereas "equipment" are funded. Only funded equipment in an executed project are considered executed.
3. ***Funds expended***: A project status, "expended," may appear in the Cumulative report. For a project to be considered expended it must meet the executed contract report requirements above AND at least one piece of equipment in the project must be operational and paid.

Moyer Liquidation Report - A funding year's liquidation status can be checked through the CARL Liquidation Report. By June 30 of each year, air districts must have liquidated all Moyer Program funds associated with the funding year four calendar years prior, as well as interest, recaptured funds, and other funds added to the funding target for that funding year. For example, funds awarded for Year 18 (fiscal year 2015-2016), and any other funds assigned to that funding year through reporting in previous years, must be fully liquidated by June 30, 2020.

Please note that the Moyer Program uses a 4 year liquidation date and CAP incentives use a 3 year liquidation date.

Following funding year liquidation the year is frozen; projects paid with funds from that funding year cannot be edited except through request to carlhelp@arb.ca.gov. For example, funding year 17 is liquidated in the 2019 reporting cycle, as per Statute, and there after the funding year 17 project data is frozen in CARL to prohibit editing of liquidated project data. This is to ensure CARL data continue to reflect compliance with statutory requirements.

The CAP Incentive Progress Tracking reporting in CARL helps support progress toward statutory fund liquidation requirements much like the Moyer Liquidation Report.

How is project liquidation determined?

For a project to be considered liquidated, it must be executed and ALL the funded equipment in the project must be paid-in-full and post-inspected to confirm they are operational. The trigger date is the last payment date and the liquidated amount is the paid and withheld amounts. The liquidated triggers are:

1. *Paid date*: The date trigger is the last payment date. If all the equipment have a payment date no later than June 30 of the reporting year, then the entire project is considered liquidated.

If there is a paid date after June 30, then the project is NOT liquidated in that reporting cycle.

2. *Funds liquidated*: The liquidated amount is the sum of all the paid and withheld amounts.

What is the Query Tool?

Also found in the CARL Report Utility, the Query Tool displays program data at the equipment level, and shows key reporting triggers such as executed contract dates, paid-in-full status, and post-inspection dates. The tool has been expanded to cover Moyer, CAP incentives, as well as Voluntary NOx Remediation Monies (VNRM). You can also see the reporting status for projects -- liquidated, expended, executed, or blank. This tool helps the user find

equipment within a project that may be missing triggers - please see the previous question for an explanation of triggers.

Can I view reported data in a Microsoft Excel spreadsheet?

Yes. You can generate a comma separated value (CSV) file from the CARL Report Utility, and then import it to Microsoft Excel. To format the CSV data in Excel, follow these steps:

1. Save the CSV file to a known location;

From Excel select **File > Open** and navigate to your file. If you do not see your file, ensure that “All Files (*.*)” is selected. The Import Wizard should automatically launch;

2. Select “delimited” toggle and click Next; and
3. Select “comma” as the delimiter type and click finish.

Please note that Microsoft Excel often reformats text it recognizes as dates. This frequently causes a problem for CARL users who utilize the Export Utility and the Query tool to verify data entered into the database.

What are Project Reports?

Individual project reports may also be generated to provide detailed information about individual projects, including emission factors. Project reports are generated as a PDF file.

Why do I see the same equipment information multiple times in the Query Tool output?

Project and equipment will appear multiple times in the Query Tool output if the equipment has multiple funding entries, possibly with different funding years and funding sources; and

The user will want to ensure duplicate emission reduction and engine count information is not included in summed data.

I am entering equipment information in CARL, but I have information that has no specific entry spot on this form. What should I do?

You may enter additional information or notes in the comment fields in the equipment and/or administration forms; there are several comment boxes available throughout CARL.

What is Cost-Effectiveness?

Cost-effectiveness is the measure of dollars provided to a project for each ton of covered emissions reduced. Projects are subject to cost-effectiveness limits. The general cost-effectiveness limit is \$30,000 per weighted ton of emission reductions. Per SB 513, for school bus projects a second cost-effectiveness limit of \$276,230 per weighted ton was added in 2016. Statute does not require infrastructure projects to meet a cost-effectiveness threshold.

For advanced technology engines that are zero-emission or meet the cleanest optional low-NOx emission standards, the Carl Moyer Program Guidelines allows air districts to choose to apply a cost-effectiveness limit of up to \$100,000 per weighted ton for the incremental emission reductions beyond the current emission standards. This higher limit provides additional incentive to turn engines and fleets over to the cleanest certified technologies now emerging in the marketplace.

What is the difference between a one-step and a two-step calculation, when a district applies the optional \$100,000 cost-effectiveness limit?

Projects that involve the application of two cost-effectiveness limits for increments of emissions reduced require a “two-step” calculation in CARL. This generally means the \$30,000 cost-effectiveness will be used in the first-step and a \$100,000 cost-effectiveness in the second step.

- For On-Road, if the baseline engine is dirtier than 0.20 g/bhp-hr NOx (standard) and a replacement engine has an Engine Emission Standard of a 0.02 g/bhp-hr NOx or cleaner, a two-step calculation may be used.
- For Off-Road, if the baseline engine is Tier 3 or dirtier and the replacement engine is zero-emission, then this is a two-step calculation.

In all other scenarios, the calculation will be a one-step calculation using the \$30,000 limit or the \$100,000 limit.

Where can I find examples of one-step and two-step calculations?

Examples of one-step and two-step calculations are found in the *Example Calculations* document, under Supplemental Documents on the CARL Guidelines page (<https://www.arb.ca.gov/msprog/moyer/guidelines/current.htm>). The Table of Contents lists all the examples for On-Road, Off-Road, and other equipment categories (two-step calculations are marked “***”). Each example in the table of contents is a hyperlinked; clicking on the example name takes you to the example calculation.

How do I determine the maximum grant amount for a given project?

The maximum grant amount for any given project is the lowest of the three following calculations:

- The potential grant amount at the cost-effectiveness limit;
- The potential grant amount based on the maximum percentage of eligible cost; or
- The potential grant amount based on any maximum dollar amount or other funding cap as specified in the relevant source category chapter.

I funded equipment with a local funding source that is not listed in the pull-down menu. How do I enter that funding information?

CARL only tracks Moyer, CAP incentives and VNRM related program funds. Local funds used as match are an option when selecting fund source in CARL for Moyer projects. There is also a fund source called non-match you may select, which does not show up in the required reports. You may also add explanations and notes to the comment field.

Moyer funds and all local air district AB 923 funds, and match funds must be included in the project cost-effectiveness calculation and are subject to cost-effectiveness limits (H&SC § 44283(d)). Other funds are not required to be included in the project cost-effectiveness calculation (H&SC § 44287.2(a)). Projects providing surplus emission reductions to be credited toward California's legally enforceable obligations in the SIP (H&SC § 44286(g)) must be entered into CARL, so the reduction can be credited to the Moyer Program.

Why do I get a duplicate project number and duplicate equipment identifier error message when I try to enter data into CARL?

CARL requires that every project within an air district have a unique "project number" and every equipment within a project have a unique "equipment identifier." For assistance, please consult your liaison and/or carlhelp@arb.ca.gov.

ARB has approved changes to the Moyer Program cost-effectiveness limit and discount rate. The CARL database has been updated to reflect these changes. How does this affect existing data?

Existing data should not be affected by the updated CE limit or discount rate. New projects will default to the current CE limit and discount rate.

In addition, users may view preliminary calculation results without saving the changes by selecting "Calculate Only" rather than "Calculate & Save."

Can I change the cost-effectiveness limit and discount rate in CARL?

Yes, the CE limit and discount rate can be adjusted in the source category forms to a value up but not beyond the limit.

CARL assigns an applicable "guideline" and "sub-guideline" when the user

creates a project; this sub-guideline establishes a default CE limit and discount rate. The user may change the default CE limit and discount rate in the source category form after the fact. However, the applicable guideline and sub-guideline may not be changed after it is established.

How do I report Moyer Interest, CAP Interest, Salvage Income, and Match In-Kind contributions?

An air district can report its interest and match in-kind contribution by selecting the “Report Interest and In-Kind Match” link under the Administration section on the left-hand side menu.

What do I do with recaptured funds, the funds recaptured by my district from an applicant?

If the project is paid and the funds are recaptured, then do not adjust the grant amount, funding or payment amounts of the completed project in CARL, but rather report the recaptured funds on your yearly report certification form in the required location. CARB incentives staff will adjust your future target to reflect the recaptured funds.

My air district has received funding from an unplanned source, such as the Rural Assistance Program (RAP) or a re-direction from another air district. How do I handle this within CARL?

Usually the Moyer or CAP incentives fiscal staff will make this change through the CARL Fiscal Tracking Tool. If the change has not been made please contact your district liaison. Once the changes are made, your air district can enter any associated project information into CARL.

Where are CARL changes listed?

See the CARL Release Notes accessible through the CARL home page at http://cmp.arb.ca.gov/production/release_notes/ReleaseNotes7_17_18.html.

-When do I need to report on CAP incentives?

The reporting cycles cover December 1 through May 31 and June 1 through November 30. A detailed explanation of the process can be located in the Reporting Requirements section of the “Funding Guidelines for California Climate Investments”

How do you select a project to be CAP Incentive funded?

Please create a new project and select the CAP as a funding source on the “Create New Project” form.

How do I report benefits to Priority Populations for the CAP Incentive Program?

This requirement only applies to the CAP program. You must report CAP program data using the CAP Supplemental Form on the second admin page. The last question on the Supplemental Form will allow you to identify if the project is in a selected AB 617 community.

How do I report Jobs and Outreach for CAP Incentives Projects?

Air districts use a reporting template available on the CARL front page for Jobs and Outreach reporting.

For additional information, please review the CARL Quick Tutorial available on the CARL front page. You may also contact the Carl Team carlhelp@arb.ca.gov, or your district liaison.

A list of air district liaisons can be found at the link below.

https://www.arb.ca.gov/app/cmp/docs/liasons_and_program%20contacts_06_17_19.pdf.