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Introduction

The Clean Air Reporting Log (CARL) is the on-line tracking tool for the Carl Moyer Program and the Community Air Protection incentives program (CAP Incentives). CARL calculates emission reductions, cost-effectiveness, and the maximum grant amount. CARL stores the source factors (emission rates, funding caps, conversion factors, load factors etc.), source category forms, and the calculation algorithms used to calculate emission reductions and cost-effectiveness. CARL is also the reporting tool air districts use to meet their annual reporting requirements. The database provides multiple staff the ability to view, update and add project information real time.

The Carl Moyer Program is a grant program that funds the incremental cost of cleaner-than-required engines, equipment, and other sources of air pollution. The program funds cost-effective projects that get early and/or extra emission reductions. The program is funded through a portion of the smog abatement fee included in the annual registration of newer vehicles and through a small fee on the sale of new tires.

The CAP Incentives support the goals of the Community Air Protection Program that was signed into law in 2017 through Assembly Bill (AB) 617, which directed the California Air Resources Board (CARB) in conjunction with air districts to establish the Community Air Protection Program.

Both programs are statewide and administered by local air districts. The program is governed by Guidelines developed and adopted by CARB in consultation with the districts.

Please note that CARL does not determine project eligibility. It is the district's responsibility to determine eligibility under the terms of the Guidelines, though CARL is often used to support that effort.

Basics of CARL

Getting Started with CARL

You will need a User ID and Password to access CARL. To obtain a User ID and Password, or to reset your password, ask your Moyer Program lead to send a request to carlhelp@arb.ca.gov.

Important Web Links and On-Line Documents:
For training, including further work in this Tutorial, we suggest you log into the CARL Training website. All practice and test projects should be entered into the Training tool, while all real projects should be entered into the Production tool.

**Note: Firefox is the preferred browser for using CARL.**

**Login/Logout and Change Your Password:**

Click on the above links to go to either the Training or Production website, shown in Figure 1. Enter the User ID and Password you receive from CARL Help.

**Figure 1: CARL log in page**

A successful login will take you to the CARL Home Page, commonly referred to as the splash page, shown in Figure 2. The CARL splash page has useful links including a link to the Liaison and Source Category Experts contact information, Import and Export Guidance, and Reporting definitions. There are also quick links to the Carl Moyer Guidelines and the Moyer Administration forms.

Along the left margin of the CARL splash page is a gray bar with a series of links to different forms, reports, and features. Once you log in you may change your password by clicking on the Change your Password link, circled in red in Figure 2. We recommend you choose a strong password with a mix of letters and numbers. For security purposes, always remember to log out after you are finished using CARL (Figure 2).
The gray bar provides quick links to key tools such as Frequently Asked Questions, and CARL home, which will bring you back to the splash page. Information about the user and any active project ready for further entry is also provided at the top of the gray bar.

**Data Entry Flow**

The general data entry flow for CARL is illustrated in the pyramid shown in Figure 3 below. Users typically enter applicant information first, followed by the project data, equipment/engine data, and finally administration data. The equipment/engine forms are custom designed for the different source categories and they calculate the maximum grant amount, emission reductions and cost-effectiveness. The non-calculation form is an exception as it does not do any calculations.
The entry order (applicant, project, equipment, and administration) is the same for all projects you will enter, with a few exceptions. The projects with exceptions On-Road VIP, TIMBER, and Lawn and Garden, will be discussed further in the Equipment and Engine Forms section below.

### Add and Edit Applicant and Project Information

**Create New Applicant**

You must first add applicant information by selecting the Add Applicant link on the gray bar. The Create a New Applicant form is illustrated in Figure 4.

**Note:** If the applicant already exists in the database, skip ahead to add project data.
Figure 4: Create New Applicant

You can edit or drop applicant information for a previously entered applicant by selecting Edit/Drop Applicant under the Applicant Functions from the gray bar. You can filter and search for specific applicants by name or city, as shown in Figure 5: Query Applicant screenshot. The ability to drop an applicant is limited to applicants that do not have associated projects. If an applicant has a project assigned to it, the user will get a pop-up stating that the applicant cannot be dropped.

Figure 5: Query Applicants

Tip: To sort a list alphabetically, simply click on the name of the column you want to sort. For example, to sort by city, click on City at the top of the column.

Create New Project

To add project information go to the Create Project link on the gray bar. A unique project number is required. When you select the guideline year from the pull-down there will be a list of possible guideline versions available.

Note: The guideline version field will default to the most recent version.

If the project will be funded through the CAP Incentives, please select “Yes”
using the radio button in Figure 6a below. This will apply the specific funding limits for the CAP Incentives project categories. For all non-CAP Incentive projects please select “No”.

Lastly, click on Select Applicant to navigate to the appropriate applicant. You can filter by applicant name, applicant city or simply select Query as shown in Figure 6b below.

**Note: For CAP Incentive projects, air districts should not edit the project number or the equipment identifier once the project is executed.**

**Figure 6a: Create New Project**

![Figure 6a: Create New Project](image)

**Figure 6b: Create New Project**

![Figure 6b: Create New Project](image)

**Edit Project**

Although you can edit some project information using the Edit/Drop Project tool on the gray bar, you may not change the guideline year or guideline version of an existing project. Guideline versions may change emission factors, forms rudiments and calculation algorithms for equipment added to the project. If you need to update a project and equipment to a different guideline version without dropping and reentering the information, please contact carlhelp@arb.ca.gov for assistance.

**Drop Project**

When you drop a project, CARL will systematically drop all associated equipment, engines, and administration information reported for all equipment in the project. This is useful for on-road VIP and TIMBER projects where editing is limited by design. Users are not allowed to change calculation variables in the on-road VIP and TIMBER forms; however, users can drop and reenter the equipment using the drop project function.
Enter Equipment and Engine Information

When you press Continue on the Create New Project form, you will be routed to a dynamic page which lists projects available in the Moyer program, as shown in Figure 7a. If Off-Road Equipment is selected, the added column shown in Figure 7b appears.

Figure 7a: List of Source Category Forms

<table>
<thead>
<tr>
<th>Guideline Year: 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>(1a) Select Equipment Category:</em></td>
</tr>
<tr>
<td>- On-Road Heavy-Duty Vehicle</td>
</tr>
<tr>
<td>- Off-Road Equipment</td>
</tr>
<tr>
<td><em>(1b) Select Equipment Technology:</em></td>
</tr>
<tr>
<td>- Repower</td>
</tr>
<tr>
<td>- Replacement</td>
</tr>
</tbody>
</table>

OR

| *(2) Select Other Type of Project:* |
| - Light-Duty Vehicle - Voluntary Accelerated Retirement |
| - Locomotive |
| - Marine Vessel |
| - Non-Calculation Form |

[Continue >>] [Reset]
Figure 7b: Off-Road Equipment

<table>
<thead>
<tr>
<th>Guideline Year: 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>(1a) Select Equipment Category:</strong></td>
</tr>
<tr>
<td>- On-Road Heavy Duty Vehicle</td>
</tr>
<tr>
<td>- Off-Road Equipment</td>
</tr>
<tr>
<td>- Stationary and Portable Agricultural Engines</td>
</tr>
<tr>
<td>- Off-Road Construction Equipment</td>
</tr>
<tr>
<td>- Off-Road Mobile Agricultural Equipment</td>
</tr>
<tr>
<td>- Off-Road Cargo Handling Equipment</td>
</tr>
<tr>
<td>- Off-Road Airport Ground Support Equipment</td>
</tr>
<tr>
<td>- Off-Road Other Equipment</td>
</tr>
<tr>
<td><strong>(1b) Select Equipment Technology:</strong></td>
</tr>
<tr>
<td>- Repower</td>
</tr>
<tr>
<td>- Retrofit</td>
</tr>
<tr>
<td>- Replacement</td>
</tr>
</tbody>
</table>

**OR**

| **(2) Select Other Type of Project:** |
| - Light-Duty Vehicle - Voluntary Accelerated Retirement |
| - Locomotive |
| - Marine Vessel |
| - Non-Calculation Form |

[Continue >>] [Reset]
Source Categories:

There are numerous source category forms available in CARL. Below is a list of the general source categories funded under the Moyer and CAP Incentive programs:

- On-Road: heavy duty diesel trucks.
- Off-Road: construction equipment; agricultural equipment including tractors and ag pumps; other off-road equipment.
- Marine: Replacement of engines on marine vessels.
- Locomotives: Replacement of engines on locomotives.
- Light duty vehicles: Voluntary accelerated vehicle retirement (VAVR).
- Infrastructure: Electric and alternative fuel infrastructure (Use the non-calculation form as the Infrastructure form is in progress)

On-Road and Off-Road Vouchers, TIMBER and Lawn and Garden Forms:

Other source categories include On-Road and Off-Road Voucher programs, TIMBER and Lawn and Garden projects, which all have streamlined data entry forms. These forms include applicant, project, equipment and administration fields on a single form. Fields within the forms are set up to populate key triggers automatically. The forms are accessed from the gray bar, via the Add Voucher, Add TIMBER and Add Lawn and Garden links shown under EQUIPMENT.

Project Types:

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

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

Non-Calculation Form

For project types that do not fit in one of the established calculation forms, the non-calculation form may be chosen from the options shown in Figure 8. The non-calculation form is a catch-all form that allows data entry without checks. It is a very long form with many fields. The non-calculation form does not do any calculations or factor lookup. Since, it can be difficult for the user to know what fields need to be populated to meet reporting requirements for a source category (some fields are shared while others are exclusive to a category), please check with your liaison or CARL help staff when using the non-calculation form.
Add or Edit / Drop Equipment to Existing Project

To add additional equipment to an existing project, select Add Equipment under EQUIPMENT in the left-hand gray sidebar shown in Figure 9. You will need to browse to the project to which you want to add equipment. You may also edit or drop an existing equipment by using the Edit / Drop Equipment tool.

Figure 9: Add Equipment Link
Active Project

You may make a project active with the Select Active Project link, under Project on the gray bar. This active project will now be indicated at the top of the gray bar, allowing you to go directly to the equipment and administration information within the project without having to browse to the project every time. You must Reset Active Project when you are ready to move on.

Calculations and Results

CARL will calculate emission reductions, cost-effectiveness, and the maximum grant amount. CARL does not determine eligibility, though it is a tool that can be used to help determine eligibility.

CARL includes a tiered cost-effectiveness approach that allows the Program to more effectively incentivize deployment of cleaner technologies under the 2017 Moyer Guidelines. In addition to a “One-Step” approach applicable to most conventional Moyer projects, a “Two-Step” approach has been implemented to support additional funding for projects providing the cleanest emerging technologies beyond regulatory requirements.

If you choose the Calculation Only button at the bottom of a form, CARL will show you the results without saving the data. In contrast, the Calculate & Save option saves the results and allows the user to update the maximum grant amount with the District Grant Amount, as shown in Figure 10a for One-Step and Figure 10b for Two-Step Calculate and Save Results.
Figure 10a: One-Step Calculate and Save Results

<table>
<thead>
<tr>
<th>Emission Factors (g/MW-hr)</th>
<th>NOx</th>
<th>ROG</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline (Load Factor: 0.30):</td>
<td>4.15</td>
<td>0.11</td>
<td>0.088</td>
</tr>
<tr>
<td>Reduced (Load Factor: 0.30):</td>
<td>0.26</td>
<td>0.05</td>
<td>0.009</td>
</tr>
<tr>
<td>Deterioration Product (g/MW-hr)</td>
<td>0.2850</td>
<td>0.1045</td>
<td>0.0219</td>
</tr>
<tr>
<td>Baseline:</td>
<td>0.0036</td>
<td>0.0110</td>
<td>0.0003</td>
</tr>
<tr>
<td>Reduced:</td>
<td>0.0008</td>
<td>0.0009</td>
<td>0.0002</td>
</tr>
</tbody>
</table>

Calculated results may not add up due to rounding.

Based on Maximum Grant Amount
- Weighted Cost Effectiveness (kWh): $390,900.00
- Maximum Grant Amount: $265,944.11
- Project Life (years): 0
- Discount Rate (%): 1

The maximum grant amount from the previous edit was $265,944.11

<table>
<thead>
<tr>
<th>District Grant Amount currently saved:</th>
<th>$</th>
</tr>
</thead>
<tbody>
<tr>
<td>District Grant Amount:</td>
<td>$265,944.11</td>
</tr>
</tbody>
</table>
Two - Step Calculation

Figure 10b: Two-Step Calculate and Save Results

Save District Grant Amount

Save District Grant Amount is an import step in the data entry process. CARL will recalculate the cost-effectiveness of the project based on the grant amount, and will limit the amount of funding and payments that can be assigned to the project moving forward. The District Grant Amount cannot be more than the CARL calculated Maximum Grant Amount. You must save the District Grant Amount to be able to move onto the next section and fund the equipment.

Show Calculations

The Show Calculations feature, seen in Figure 11, shows the user the calculations CARL performed to generate the emission reductions, cost-effectiveness, and maximum grant amount. Information shown includes emission rates, load factors, conversion factors, cost percentages used for incremental cost, and the cost-effectiveness and capital recovery factor calculations that were used for the project.
Figure 11: CARL Calculations

Total emission reduction
= (baseline NOX - reduced NOX) +
  (baseline ROG - reduced ROG, if both ROG factors were found) +
  20 * (baseline PM - reduced PM)
= (0.0612741 - 0.00483055) + (0.00393084 - 0.0011786) + 20 * (0.00201399 - 0.000170428)
= 0.11612760416667 tons

Equipment set total reduction = 0.11612760416667 tons

Incremental cost
= (Equipment Cost Percentage/100%) * (reduced equipment cost)
= (80%/100%) * ($250000.00)
= $200000.00

The incremental cost was adjusted by 80% according to the equipment category.

Capital recovery factor
= (1 + Discount Rate) ^ Project Life * Discount Rate / ((1 + Discount Rate) ^ Project Life - 1)
= (1.01 ^ 8 * 0.01 / (1.01 ^ 8) - 1)
= 0.13069029204322
= 0.131 after rounding to three decimal places.

Cost effectiveness
= capital recovery factor * incremental cost / total reduction
= 0.131 * $200000.00 / 0.11612760416667 tons
= $225513.88558742 /ton
= $30000.00 /ton (rounded to two decimal places)

Administration Information

For most project types the next step is entry of administration information. Administration information has to be entered for an equipment to appear in reports and count toward expenditure progress. As mentioned above, administrative information for voucher, TIMBER, and lawn-and-garden projects is entered directly into those forms rather than through the administration pages described below.

First Administration Page
As shown in Figure 12, the first question relates to whether the project will reduce pollution in communities with the most significant exposure to air pollution, as required for 50 percent of Moyer funds in large districts by AB 1390 (Statutes of 2001). Districts may select “yes” if environmental justice criteria are applied to their local Moyer projects, or “no” if that determination has not been made. A choice of “yes” or “no” is required, as the statute has a bearing on most projects statewide.
Funding of projects and equipment requires an executed contract date. The user must enter a Fully-executed Contract Date or Commitment Date on the first administration page, also shown in Figure 12. Note the pull-down at the bottom left that allows you to select specific equipment within a project if there is more than one.

**Figure 12: First Administration Page**

---

**Second Administration Page:**

Users record funding and payment information on the second administration page. You must designate a funding source, funding amount and funding year for the project to appear in any of the reports available in the report utility. This is also where you report the post-inspection date and toggle on the paid-in-full field necessary to expend and liquidate the project. The three sections available on the second administration page, shown in Figure 13, represent funding, payment and withholding information:

- **Funding Information** represents funds reserved for an equipment. The user must report the amount of funds, the funding source(s) and funding year(s) assigned to an equipment for reporting purposes. An equipment
with multiple funding sources or years is called “split funded.” The funding amount entered here cannot exceed the Grant Amount entered on the first admin page and shown on the second.

- Payment Information is the amount paid on the equipment. Again, the user must designate the amount, source, and year of funds, but in this case the payment must have a date. As with funding, the user may enter multiple payments. The paid amount for each funding source and year cannot exceed the funding amount entered above it.

- Withholding Information is a place holder for districts to report funds withheld from a project. Sometimes districts withhold funds until the end of the contract term. This is the place to report those funds and include a comment. Withheld funds are included in the liquidated amount.

- Supplemental Form Questions for CAP is the button seen in Figure 14 at the end of the Second Administration page that is used to populate additional information about CAP Incentives projects. The supplemental form can be seen in Figure 15.

Figure 13: Second Administration Page
Figure 14: Second Administration Page – Supplemental Form Questions for CAP

**EQUIPMENT**
- Add Equipment
  - Add Voucher
  - Add TIMBER Project
  - Add Lawn and Garden
  - Edit / Drop Equipment

**WITHHOLDING INFORMATION**
- Add Withholding
- Remove

Total Amount Withheld: $ __________

*Is this project Co-Funded?*
- Yes
- No

**COMMENTS:** (Up to 4000 characters)

Enter CAP Supplemental Form Questions and Notes >>

Figure 15: CARL CAP Funding Administration Form

**LOCATION INFORMATION**

Latitude/Longitude: __________ [e.g., 34.437375, -118.490245]

- Report a latitude/longitude for each project funded with CAP Funds. Google maps provides latitude/longitude when an address is entered. Provide a latitude and longitude for the project in decimal degrees rounded to the nearest 0.0001 (e.g., 34.437375, -118.490245). In order of preference, use the place of operation if operated at one location for a majority of the time, the place of domicile, or the place of registration. The vehicle should provide latitude/longitude for the area or station in a disadvantaged or low-income community served, consistent with the instructions provided in the benefit criteria table.

**PRIORITY POPULATION PROJECT**

Based on the location above, please indicate whether this project is located in and will benefit a priority population. Project location may be determined by where the vehicle or equipment is registered, domiciled, or operated a majority of the time. For projects that offer incentives for transit vehicles, at least one stop or station served by the vehicle must be within a disadvantaged or low-income community census tract. For projects located at freight facilities or hubs, the freight facility or hub must be at least partially within a disadvantaged or low-income community census tract. Benefit criteria table is related to "Clean Transportation and Equipment" for the first year's projects.

**Step 1 - Identify the Priority Population**

A. Is the project located within the boundaries of a disadvantaged community census tract?  [Yes] [No]

B. Is the project located within the boundaries of a low-income community census tract or low-income household?  [Yes] [No]

C. Is the project located outside of a disadvantaged community, but within ½ mile of the disadvantaged community and within a low-income community census tract (buffer)?  [Yes] [No]

**Step 2 - Address a Need: Identify an important community or household need and evaluate whether the project provides a benefit that meaningfully addresses that need.**

[ ] A. Recommended Approach: Host community meetings, workshops, outreach efforts, or public meetings as part of the planning process to engage local residents and community groups for input on community or household needs, and document how the received input was considered in the design and/or selection of projects to address these needs.
To report interest and match in-kind, select the Report Interest and In-Kind Match function located under Administration in the gray bar. Users are walked through the steps to report Interest and Match In-Kind as discussed in the Guidelines.

Figure 16 shows the form to report Interest and Figure 17 shows the form to report Match in-Kind.

Figure 16: Report Interest
The Report Utility provides a series of report and query tools that allows the user to view and summarize data in CARL. You access the Report Utility from the left-hand gray bar. The tabs across the top include the Required Reports, Project Report, Query Tool, and Funding and Allocations, illustrated in Figure 18 below. For more information, please visit the CARL Required Report Definitions and Triggers on the CARL splash page.

Figure 18: Report Utility Front Page

The Report Utility provides a series of report and query tools that allows the user to view and summarize data in CARL. You access the Report Utility from the left-hand gray bar. The tabs across the top include the Required Reports, Project Report, Query Tool, and Funding and Allocations, illustrated in Figure 18 below. For more information, please visit the CARL Required Report Definitions and Triggers on the CARL splash page.
Display or Download Data

You may display the report in CARL or download it to view in Microsoft Excel. To download the data use the Generate CSV button at the bottom of the form that can be seen in Figure 18.

Required Reports

The Required Reports are designed to meet yearly reporting and progress tracking requirements. Available here are the Cumulative Report and the Liquidation Report. These Required Reports use milestone dates, triggers, and funding and payment information to determine the status of projects to be included in report outputs. For a detailed description of the data summarized in the Required Reports, see the “Definitions and Triggers for CARL Cumulative and Liquidation Reports” document posted on the CARL splash page.

The Required Reports default the funding start and end years to what is required for the current reporting cycle. These default years are updated annually, though the user has some flexibility to adjust them. There are three tables in the Cumulative Report shown in Figure 19:

- Table 1: Summary Table provides the sum of executed, expended and liquidated funds by funding year and funding source, as well as the targets by fund source and year.
- Table 2: Progress Tracking shows calculated progress towards key fiscal program milestones.
Table 3: Funding Year Progress Milestones shows fund execution and liquidation progress toward the program milestones identified in Table 3-5 of the 2017 Moyer Guidelines.

Table 4: Project Information Table lists project level information. This table sums the funding and payment amounts and concatenates the funding years and sources to display the data by project, rather than by equipment. To see detailed equipment and administration information select the Cumulative Report Detailed Information (not required) toggle, shown in Figure 18 and described below.

Figure 19: Cumulative Report Tables

![CARL Moyer Memorial Air Quality Standards Attainment Program DISTRICT YEARLY REPORT
Cumulative Tracking Report Lassen County APCD Funding Year 18](image)
Cumulative Report Detailed Information (not required):

The Cumulative Report Detailed Information output provides a breakdown of project information by equipment and administration details. This report shows payments and funding entries by equipment.

Query Tool

The Query Tool allows you to see all the funded equipment in the database. Some equipment are omitted from the required reports such as equipment funded with non-match or with pre-Year 13 interest; these equipment are visible in the Query tool. The Query tool also shows the contract execution date, post-inspection date, paid-in-full status and the project status of executed, expended and liquidated equipment. The query tool does not show the paid or withheld amounts, but displays funding amounts. Users are able to filter the data based on several variables such as funding year and source category, as illustrated in Figure 20: Query Tool Filters.

Figure 20: Query Tool Filters

The Query Tool shows the itemized equipment funding amounts by funding source, year and amount, whereas the Required Reports sums it up by project. As a result, equipment that are split funded (funded with more than one funding year or source) are listed multiple times in the query tool; an example is shown in Figure 21a: Query Tool Output for Moyer. That means their emission reductions and number of engines are also listed multiple times. The user must resolve duplication to sum emissions or engine totals. Figure 21b shows the Query Tool output for CAP projects that includes CAP supplemental data fields.
Project Report

The Project Report provides a summary of a specific project. To get a project report, use the Project Report tab and select your project from the drop-down, as displayed in the Figure 22: Select Project Report. The report outputs a PDF file of key project, equipment and engine information, including details like horsepower, engine model year and emission factors, as shown in Figure 22: Project Report Output.
Figure 22: Select Project Report

Figure 23: Project Report Output
Funding and Allocation

Funding and Allocations will give information about a district's allocations. When you report interest and in-kind contributions it will also become visible in this report. The report provides a breakdown by funding year, funding source and displays the project amount, administration amount in separate columns. Figure 24 shows the report filters and Figure 25 shows the report outputs.

Figure 24: Funding and Allocation Report

Figure 25: Funding and Allocation Report
Import and Export Data

For information on the Import and Export function, please see the Import and Export User’s Guide and the Import Templates on the CARL splash page.

Conclusion

Districts have been successfully reporting into the CARL database since 2008. The database is supported by a team of staff that are available for help and training. If you have any questions or suggestions, please do not hesitate to contact the CARL team at carlhelp@arb.ca.gov.