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 information.

What browser can I use to access CARL?

Mozilla Firefox is the preferred browser; some forms and data have not rendered completely in Microsoft Internet Explorer. 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?

E-mail your question, request or concern to carlhelp@arb.ca.gov, or contact your district liaison. You will find a link to the list of 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 eligibility of Carl Moyer Program projects. Determination of eligibility is made by district staff in consultation with ARB. However, CARL does calculate emission reductions, cost-effectiveness, and the maximum grant amount for most projects. CARL also provides the reporting tools the district uses to meet their program reporting requirements.

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

CARL Production is the official reporting database for the Carl Moyer Program, 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 will be periodically purged and will not be saved or maintained.

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

CARL is a MySQL database (SQL stands for Structured Query Language). Users log into an on-line interface and enter program information into on-line forms. The general data flow and relationships are shown in the chart below.
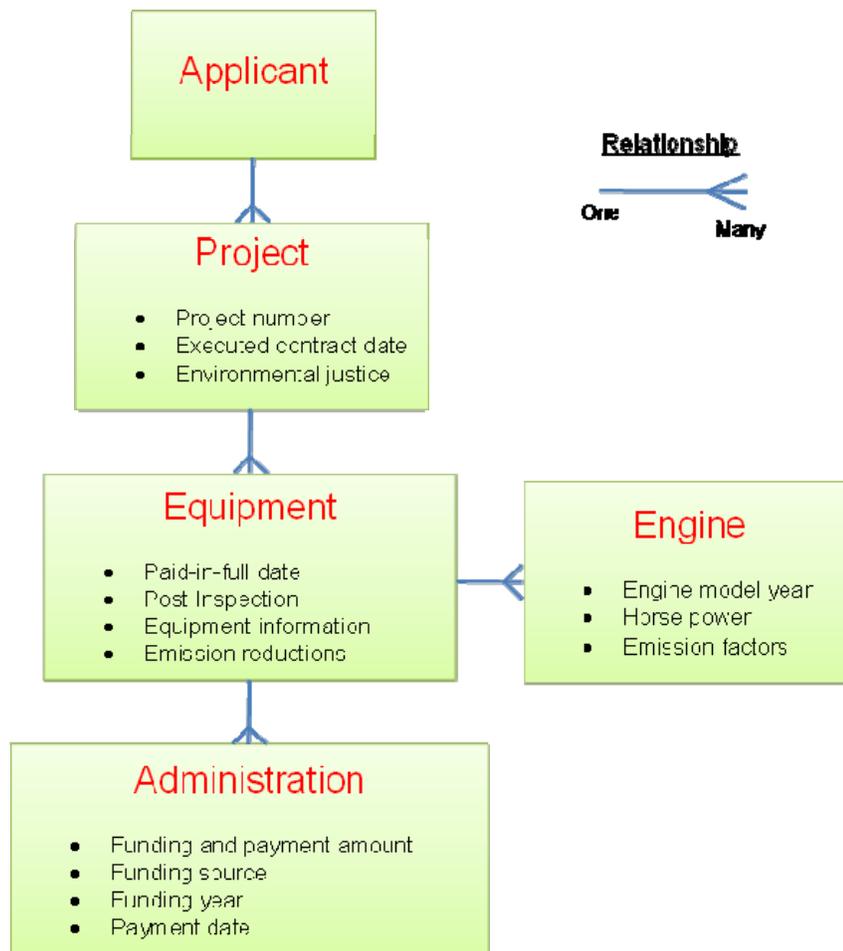
What types of projects does CARL track?

The Moyer program funds a variety of project types called source categories that are tracked in CARL. These categories include:

- o On-Road: Heavy duty diesel trucks.
- o Off-Road: Agricultural, construction and other off-road equipment.
- o Marine: Replacement of engines on marine vessels.
- o Agricultural Pump: Replacement of agricultural engines.
- o Scrap: Light duty vehicle replacement.
- 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 five 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 <u>Retrofit</u>: Installation of a retrofit device (a diesel exhaust filter) on an engine.
- o <u>New Purchases</u>: Purchase of new vehicles.
- o <u>Vehicle Retirement</u>: Scrap of an old vehicle or equipment such as a car or lawnmower.

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

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. Also, VIP projects may not be imported through a batch file.

What milestone triggers are used to generate the Required Reports?

The Required Reports function in the CARL Report Utility uses milestone dates and 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 executed contract, expended and liquidated reports in CARL.

<u>*Executed Contract Report*</u> – A project must have an executed contract date and equipment must be funded for the project to display in the executed contract (executed) report. All <u>funded</u> equipment in a project is considered executed if the project has an executed contract date on or before the reporting deadline. The executed triggers are:

1. *Executed contract date*: The project must have an executed contract date by June 30th of the reporting year; the executed contract date field is available on the first administration form. In the case of on-road and off-road VIP projects, the field that populates 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 on the second administration page ("funding, payments, and withholds").

A "project" is executed whereas "equipment" is funded. Only funded equipment in an executed project is considered executed.

<u>*Expended Report*</u> – 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. That is, when at least one piece of equipment in the project has a post-inspection date by June 30th of the reporting year AND that same equipment has been paid-in-full (toggle

set to yes), then ALL funded equipment in that project are considered expended. The expended triggers are:

1. *Post-inspection date*: The <u>earliest</u> post-inspection date must be by June 30th of the reporting year. However, the project may have equipment with post-inspection dates after June 30th of that funding year and still be expended, as long as at least one equipment in the project was post-inspected by the deadline.

2. *Funds expended*: The expended amount is different depending on whether the equipment is paid-in-full or not:
   o IF paid-in-full is set to YES then the paid and withhold amounts are expended.
   o IF paid-in-full is set to NO then the funding amount is expended.

<u>*Liquidated Report*</u> – For a project to be considered liquidated, the executed and expended requirements must be met, and in addition, ALL the funded equipment in the project must be paid-in-full and post-inspected. 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 <u>last</u> payment date. If all the equipment have a payment date by June 30th of the reporting year, then the entire project is considered liquidated. If there is a paid date after June 30th, then the project is NOT liquidated in that reporting cycle.

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

Please note that unfunded equipment are not counted in any of the Required Reports.

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 date, paid-in-full status and post-inspection date. You can also see the reporting status: liquidated, expended, executed or blank. This tool helps the user find equipment within a project that may be missing triggers – please see previous question for explanation of triggers.

Please note that the Query Tool always shows the funding amount, whereas Required Reports may show the paid and withheld amounts, depending on the reporting status of the project. All the equipment that appear in the Query Tool responses are funded; unfunded equipment do not show up.

The Query Tool also shows project information that may not be credited in the Required Reports, such as non-match funded equipment and early (pre-Funding Year 13) Moyer interest funded equipment.

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

Project and equipment data may appear multiple times in the Query Tool output for two reasons:
1. The equipment has multiple funding entries, possibly with different funding years and funding sources; and
2. The equipment has multiple main engines – an issue with Marine projects.

I'm entering equipment information in CARL, but I have some 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 on the equipment and/or administration forms; there are several comment boxes available throughout CARL.

Can I view my CARL data in a Microsoft Excel spreadsheet?

Yes. You can generate a comma separated value (CSV) file from the CARL Report Utility, 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.
2. From Excel select **File** > **Open** and navigate to your file. If you do not see your file, ensure that the "All Files (*.*)" is selected. The Import Wizard should automatically launch:
3. Select "delimited" toggle and click Next, and
4. 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 is the Non-Calculation Form?

The non-calculation form does not do any calculations, and provides no data validation. It is used for unconventional projects lacking a specific form. Users may enter case-by-case or unconventional projects into the non-calculation form under specific circumstances. The non-calculation form is also used for locomotive, shore power, off-road VIP, emergency vehicle and infrastructure projects because there is no calculation form currently available for these categories.

Please note that the non-calculation form does not automatically populate the administration information such as the funding amount or funding year. The 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 district issues a

voucher. Please consult your liaison and/or carhlelp@arb.ca.gov before reporting any project information using the non-calculation form.

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 related program funds – including Moyer, Moyer Interest, Match, Multi-District and RAP. However, there is a funding pool called non-match you may select, which does not show up in the required reports. You may also make a note in the comment field to explain.

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 a district have a unique "project number" and every equipment within a project have a unique "equipment identifier."

My project uses an Executive Order that isn't in any of the drop-down menus; what should I do?

Executive Orders (EO) do not update automatically. Districts may enter EO information directly into CARL by selecting "other" in the EO pull-down menu.

How are projects subject to SBX2_3 entered into CARL?

Portable or mobile farm equipment projects are subject to SBX2_3. These projects may have up to a 10-year project life and be eligible for funding up to the regulatory compliance deadline. In CARL on the equipment page, enter "project subject to SBX2_3" into the comment box.

The ARB has approved changes to the Carl Moyer Program cost effectiveness (C/E) 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 C/E limit or discount rate. However, new projects will default to the current C/E limit and discount rate. In addition, users may view preliminary calculation results, without saving the changes, by selected "Calculate Only" rather than "Calculate & Save."

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

Yes, the C/E limit and discount rate can be adjusted in the source category forms to a value up to the limit, but not beyond the maximum. CARL assigns an applicable "guideline" and "sub-guideline" when the user creates a project; this sub-guideline establishes a default C/E limit and discount rate. The user may change the default C/E 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 my Moyer Interest and Match In-Kind contributions?

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

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

Contact your liaison, and inform her or him that your district's allocation for the relevant year will need to be changed. Once the changes are made, your district can enter any associated project information into CARL.

Where are changes to CARL logged?

See the CARL Release Notes, accessed through the CARL home page.