



AB 2766 Subvention Fund Program Annual Report Portal



March 2022

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Introduction

Beginning with the FY 2020-21 reporting cycle, the AB 2766 Subvention Fund Program migrated the reporting process to a new web-based system called the AB 2766 Annual Report Portal. The Portal is a significant change from the prior method of uploading a Microsoft Access file to the OnBase document management system. The Portal is easier to navigate, does not require files to be uploaded, and has the same functionality of the Access software. OnBase continues to be available to retrieve Annual Reports prior to FY 2020-21.

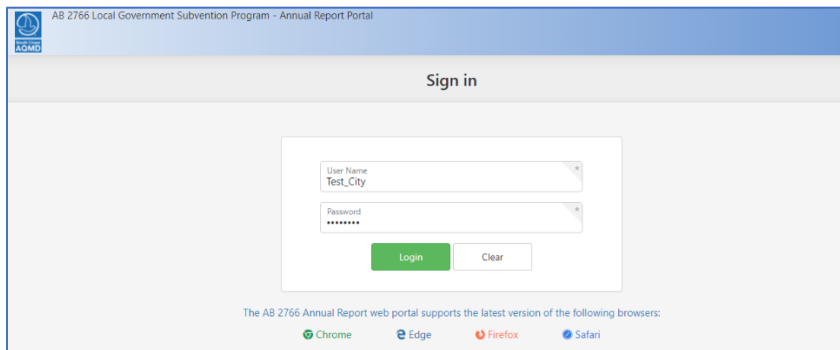
One of the most notable changes is that users do not need to look up or enter Emission Factors to quantify the emission reductions. The Emission Factors are now embedded in the programming of the Portal, and the interface asks the user questions to retrieve the applicable emission factors to calculate the emission reductions.

Getting Started

To access the AB 2766 Annual Report Portal, enter the following URL:

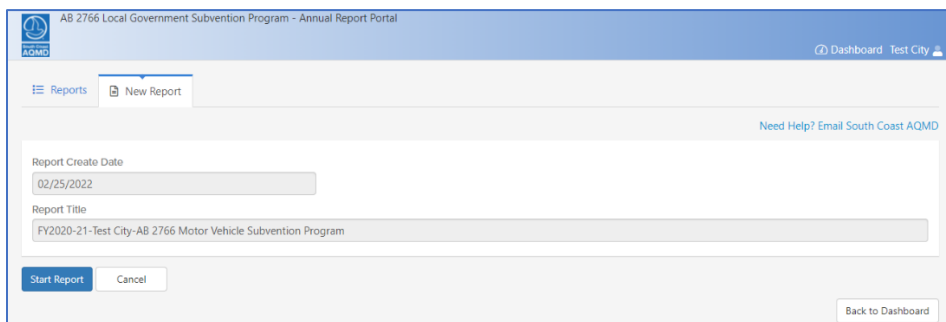
www.aqmd.gov/ab2766/reportportal

The landing page is the Sign-In page for the Portal. Each jurisdiction is provided a single login and password. Only one user for each jurisdiction should be logged in at a time – multiple users logged in at the same time will cause errors.



The screenshot shows the 'Sign in' page of the AB 2766 Annual Report Portal. The page has a blue header with the AQMD logo and the text 'AB 2766 Local Government Subvention Program - Annual Report Portal'. Below the header, the word 'Sign in' is centered. The main content area contains a white box with two input fields: 'User Name' with the value 'Test_City' and 'Password' with masked characters. Below these fields are two buttons: a green 'Login' button and a white 'Clear' button. At the bottom of the page, there is a note: 'The AB 2766 Annual Report web portal supports the latest version of the following browsers:' followed by icons for Chrome, Edge, Firefox, and Safari.

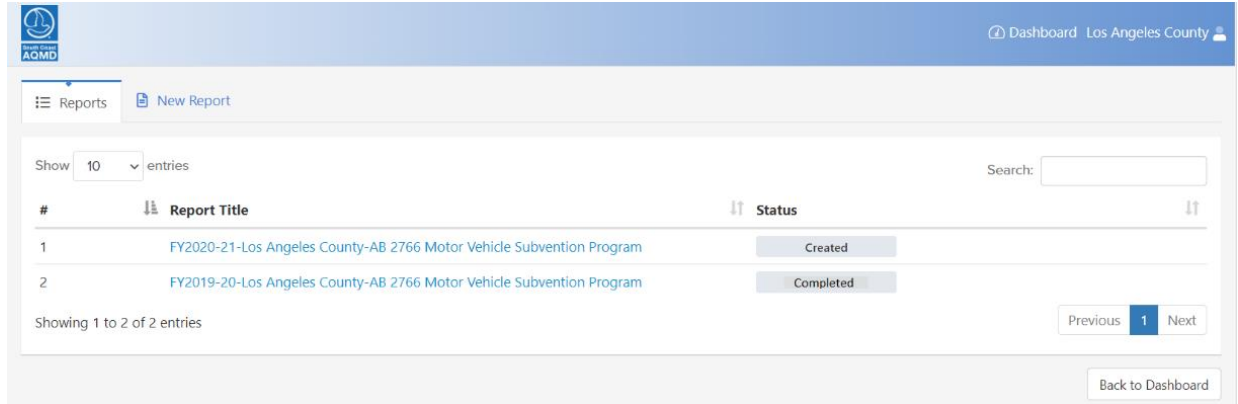
When logging in for the first time the user is shown the 'New Report' page which initiates the reporting process. Clicking on 'Start Report' will create the report. Clicking on 'Dashboard' or 'Back to Dashboard' will take the user to the Dashboard.



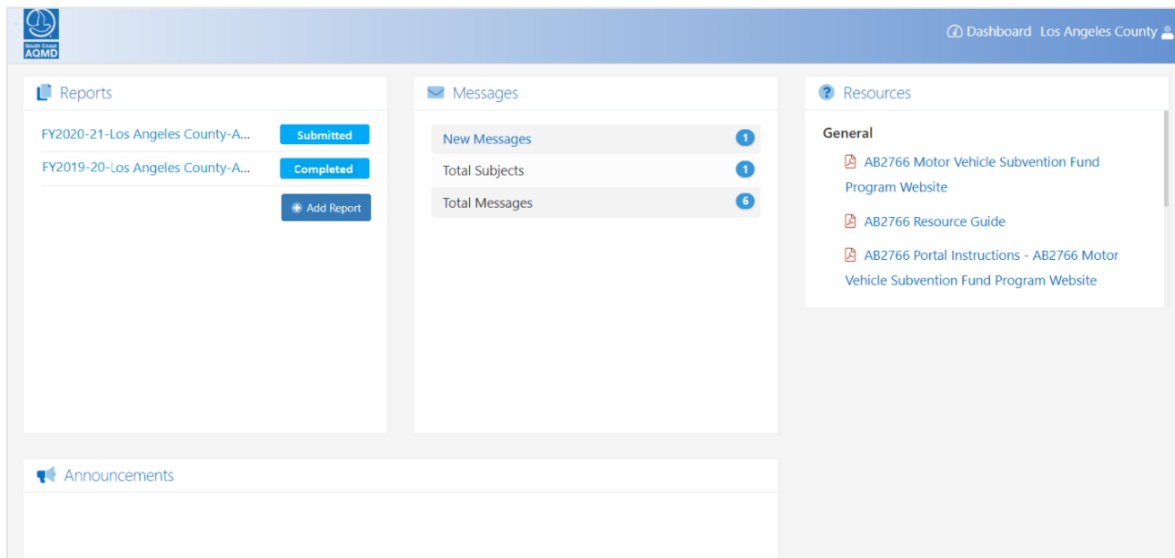
The screenshot shows the 'New Report' page of the AB 2766 Annual Report Portal. The page has a blue header with the AQMD logo and the text 'AB 2766 Local Government Subvention Program - Annual Report Portal'. In the top right corner, there is a link to 'Dashboard' and the text 'Test City'. Below the header, there is a navigation bar with 'Reports' and 'New Report' (which is highlighted). A blue link 'Need Help? Email South Coast AQMD' is visible. The main content area contains two input fields: 'Report Create Date' with the value '02/25/2022' and 'Report Title' with the value 'FY2020-21-Test City-AB 2766 Motor Vehicle Subvention Program'. Below these fields are two buttons: a blue 'Start Report' button and a white 'Cancel' button. In the bottom right corner, there is a white button labeled 'Back to Dashboard'.

After a report has been created, the user is shown the 'Reports' landing page that displays all previous reports generated and their status. Each fiscal year will have a single report. Only new reports with the status of "Created" can be edited. Prior year reports can be viewed but not edited.

In the screenshot below an artificial FY 2019-20 report was created to illustrate how this page will look in future years. Reports prior to FY 2020-21 are only available in OnBase.



The 'Dashboard' page will show reports, messages, announcements, and additional resources about the AB 2766 program. Clicking on the new report in the Dashboard or Reports screen will open it.



Entering Report Data

A Report consists of:

- **General Information** – Jurisdiction’s contact information and initial AB2766 funding information for the fiscal year.
- **Projects** – Items and programs that AB2766 funds were spent on that fiscal year and their quantifiable emission reductions.
- **Project Summary** – Each Project will have a Project Summary that contains all the Project information.
- **Report Summary** – Contains all the above information, all the Project summaries, and can be printed.

General Navigation

Using <tab> will take the user through the questions in order and will pass through the tooltips which contain information for entering correct data. Many of these boxes are menu driven; enter the best

To move through these entry boxes, use the <tab> key.

answer available. Some boxes are mandatory and are denoted as such with a red asterisk. Others may give warnings or will indicate ‘error’ if the entered value is out of range. At the end of each page is a “Save and Continue” button which will move the user to the next page. Upon clicking “Save and Continue” the data is saved, and the user may log off or move to other sections and the data will not be lost. A check mark in each section of the Status Bar on the left of the window indicates it has been successfully saved.

General Information

After opening a report, the user will be shown the General Information page. On the left side is the Status Bar, which shows each of the major sections of a Report and allows the user to jump to those sections, but the user must complete the General Information page before moving to the following sections.

The screenshot displays the 'AB 2766 Local Government Subvention Program - Annual Report Portal'. The interface includes a top navigation bar with 'Reports', 'Edit Report', and 'New Report' options. The main content area is titled 'FY2020-21-Test City-AB 2766 Motor Vehicle Subvention Program' and features a 'Report Submit' sidebar on the left. The 'General Information' section is active, showing fields for 'Local Government Name' (Test City), 'County Name' (Los Angeles), 'Subvention Funds (current year)*', 'Interest*', 'Balance Brought Forward*', 'Describe Balance Brought Forward*', 'Administrative Costs*', and 'Admin Costs of MV Revenues'. A 'Created' button is visible in the top right corner of the form area.

The General Information page asks several questions about the jurisdiction's financial status for the AB 2766 program, including how much subvention funding was received, how much interest was earned on the account, and what the Balance Brought Forward was from the previous fiscal year. Scrolling down on this page displays additional questions about contact information at the jurisdiction.

At the bottom of the General Information page, the final question is "Do you have any projects to report this Fiscal Year?" If the user selects 'Yes,' they will be able to input data about projects after successfully saving this page. If the user selects 'No,' they will be directed to the Report Summary page instead.

Projects

Projects are entered individually and do not need to be completed to move on to the next project. If users have begun a project and realize there is additional data needed, 'Save and Continue' can be utilized to move on to another project. Each project type will prompt the user with a different set of questions/dialog-boxes described in the Appendix. There are several screens of data collection for each project, and menu lists are sometimes predicated on earlier responses.

The status bar on the left shows the status of each project and the status of each dialog box necessary to complete the project information. If a project is not completed, the circle in the status bar will either be blank or half filled, and if it is complete, it will have a check mark. If the project has quantifiable emission reductions, the **Emission Reduction and Cost-Effectiveness** page display will these values.

When entering a new project, the first menu displayed asks for the Project Category, Project Subcategory, and Project Subcategory Option. The Category and Subcategory follow the same organization of the AB 2766 Subvention Fund Program Resource Guide Refer to the [AB2766 Resource Guide](#) to determine where the project fits or ask AB2766 staff if uncertain.

Purchase or Lease of multiple identical items like vehicles, bikes, street sweepers, refuse trucks, etc. can be entered as a single project.

The Project Name is the user's choice and should correspond to the jurisdiction's internal accounting description. It is best to name each project with a different name, making sure that the difference is in the first few words so each project can be easily recognized on the project status bar; only the first few words are visible, although hovering over the project name will show the entire text.

Please provide a complete description of the project in the Project Description field. This is required for South Coast AQMD staff to verify the eligibility of the project, that it was entered through the correct category, and that the data will result in the accurate emission reductions and cost effectiveness.

Project Funding

Projects that did not use **AB2766 Subvention Funds** during the associated FY should not be reported here. All reported projects had to have used AB2766 funds during the appropriate fiscal year to be reported. Additional funding from other sources can be reported in the relevant fields listed below:

- **MSRC Discretionary Funds** are Mobile Source Air Pollution Reduction Review Committee funds, which is a discretionary funding program that commonly funds similar eligible projects.
- **CMAQ Funds** are Congestion Mitigation Air Quality funds which are federal funds that come through the Southern California Association of Governments (SCAG).

- **Carl Moyer Funds** are a state source of funds for similar air-quality projects that can be awarded through South Coast AQMD.
- **All Other Sources of Funds** represents the rest of the cost of this project spent in that fiscal year that did not come from one of these air-quality specific funds. These funds can be other grants or general use funds budgeted by the agency for the project.

Project Information

Based on the entered Category, Subcategory, and Options, the AB2766 Portal asks the necessary questions to acquire the Emission Factors needed to calculate Emission Reductions and Cost-Effectiveness. It is important to use accurate information when entering the Project Information; the necessary information required is prompted through project selection and is detailed in the Appendix.

No Projects

If there were no projects, meaning no AB2766 funds were spent during the associated FY, then answer “No” at the end of the General Information page and the Portal will skip the Projects section and go to the Report Summary page.

Next Project & Remove Project

To enter additional projects, go to an earlier Project page and click “Add Project”. To remove a project, click on the Project to be removed in the status bar and click “Remove Project”. Be careful because hitting ‘Remove Project’ is a single click that will permanently remove the project.

Project Summary

The Project Summary page will display when the project information has been entered and the Save and Continue button has been clicked in the Emission Reduction and Cost-Effectiveness page. Use this summary page to verify all the data entered is correct. If there is an error, click on the Edit icon to the right of the incorrect data and that page will open for editing. If information is changed, click through the subsequent pages to the Emission Reductions and Cost-Effectiveness page to ensure the changes are included and the resulting calculations are updated.

Additional Navigation Information

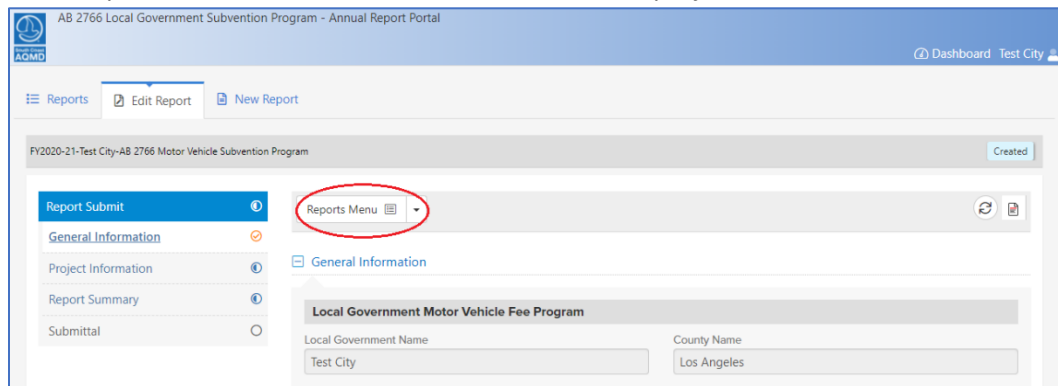
Upon re-opening an unsubmitted report, the Portal will navigate the user to the first unchecked section in the status bar. Note that each of these sections will need a check before the report can be submitted. Users may also just click on a section in the status bar to open it.

Report Summary

Upon completing all the Project information pages for the associated FY, the Report Summary will contain the General Information, all the Project information, and emission results of each project. Please use the Report Summary to check all the entered data. The Report Summary page has a Print Preview button at the top right of the Summary page that opens a printable version of the Report Summary in another tab.

Reports Menu

The “Reports Menu” contains summaries of finances, projects, and emission reductions.



Below is an example Financial Summary report.

South Coast Cities and Counties Financial Summary of Motor Vehicle Funds									
Fiscal Year : FY2020-21									
County	Local Name	Beginning Balance	Motor Vehicle Fees Received	Interest	Revenue Subtotal	Project Spending	Admin	Ending Balance	Funds Pre-Designated for Future Year
Los Angeles									
	Test City	\$215,000.00	\$46,000.00	\$2,000.00	\$263,000.00	\$10,000.00	\$2,000.00	\$251,000.00	\$219,000.00
	County Total :	\$215,000.00	\$46,000.00	\$2,000.00	\$263,000.00	\$10,000.00	\$2,000.00	\$251,000.00	\$219,000.00
	GRAND TOTAL :	\$215,000.00	\$46,000.00	\$2,000.00	\$263,000.00	\$10,000.00	\$2,000.00	\$251,000.00	\$219,000.00
Number of Local Governments : 1									
									Page 1 of 1

Please check the following before moving on and formally submitting the Report.

Project Spending: This is the total of all the AB2766 funds spent on projects in the FY.

Ending Balance: This cannot be negative. If it is, and it is correct according to internal records, please contact the AB2766 staff.

Funds Pre-designated for Future Year: The uses of remaining balances in future fiscal years should be identified and described in this area. As a policy, this should be between 75% and 100% of the Ending Balance. If it is not, please go to the General Information page and adjust it to be within this range. Make sure the **Describe Pre-Designation Projects** area also changes, if necessary.

In the above example of the Financial Summary, the **Ending Balance** is positive, and the **Pre-designation for Future Year** is \$219,000.

Upon verifying that the information is correct, click “Save and Continue” on the Report Summary page. This will navigate the user to the Submit Page.

Submit Page

The following is the Submit page:

The screenshot shows a web application interface for submitting a report. On the left is a sidebar with a blue header 'Report Submit' and a list of sections: 'General Information', '(4a)-Test', 'Project Funding', 'Miscellaneous Project', 'Emission Reduction (lbs/year...)', 'Project Summary', and '(5c)-eee'. Each section has a checkmark icon. The main content area has a 'Reports Menu' dropdown, a 'Submittal' section with a message box, and a 'Submit' button. The message box contains text about completing the AB 2766 Annual Report submission.

When all data has been entered for all projects and the financial information has been entered and checked, the Report is complete and can be submitted. If modifications or checks are needed prior to hitting Submit, click on the correct section in the status bar to make the changes or checks, and toggle through the subsequent screens to ensure the Emissions are recalculated for those changes. When ready, click **'Submit'** to complete the report.

Appendix: Need-to-Know Lists

Need-to-Know List: AB 2766 Report Portal

Draft 3/2/22

Category	Subcategory	Option	List	Page
(1) Alternative Fuels/Electric Vehicles	1a Alternative Fuel Vehicle Purchase/Leases	on-road	Vehicles-1	A-1
		off-road	Vehicles-2	A-1
		street sweeper	Sweeper	A-5
	1b Alternative Fule Vehicle Conversions	on-road	Vehicles-1	A-1
		off-road	Vehicles-2	A-1
	1c Alternative Fuel Infrastructure		Other	A-5
	1d Electric Vehicle Purchase/Lease	on-road	Vehicles-1	A-1
		off-road	Vehicles-2	A-1
1e Electric Vehicle Conversions	on-road	Vehicles-1	A-1	
	off-road	Vehicles-2	A-1	
1f Electric Vehicle Infrastructure		Other	A-5	
1g Mechanic Training, Vehicle Operation		Other	A-5	
1h Alternative Vehicles Research and Development		Other	A-5	
(2) Vehicle Emission Abatement	2a Off-Road Vehicle Cleaner Diesel Purchases, Repowers, and Retrofits		Vehicles-2	A-1
	2b Improved Maintenance		Other	A-5
	2c Old Vehicle Scrapping		Other	A-5
	2d On-Road CARB-verified Diesel Emission Control Systems (VDES)		Other	A-5
(3) Land Use	3a Plan Elements		Other	A-5
	3b Development Guidelines		Other	A-5
	3c Facilities (Pedestrian, Mixed Use, etc.)		TDM	A-4
	3d Land Use Research		Other	A-5
(4) Public Transportation	4a Public Transportation Facilities		Other	A-5
	4b Information Access Equipment	trip reduction	TDM	A-4
		miscellaneous project	Other	A-5
	4c Transit Operations	new bus service	Transit-1	A-2
		shuttles	Transit-2	A-2
	4d Passenger Fare Subsidies	trip reduction	TDM	A-4
4e Public Transportation Research and Development		TDM	A-4	
(5) Traffic Management	5a Traffic Calming		Other	A-5
	5b Traffic Flow or Signalization		Traffic	A-3
	5c Alternative Mode Signalization		Other	A-5
	5d Traffic Management Research and Development		Other	A-5
(6) Transportation Demand Management	6a Employer-Based Trip Reduction		TDM	A-5
	6b Other Trip Reduction Incentive Programs		TDM	A-5
	6c Vanpool Programs		Transit-2	A-2
	6d Park and Ride Lots		Other	A-5
	6e Telecommunication		Telework	A-4
	6f Transportation Management Agencies/Organizations		Other	A-5
	6g TCM Effectiveness Research and Development		Other	A-5
(7) Market Based Strategies	7a Parking Management and Other Market Based Strategies		Other	A-5
	7b Market Measures Research and Development		Other	A-5
(8) Bicycles	8a Bicycle Lanes, Trails, and Bridges		Bikepath	A-3
	8b Other Bicycle Facilities		Other	A-5
	8c Bicycle Usage	bicycle purchase	Vehicles-1	A-1
		trip reduction	TDM	A-4
8d Bicycle Research and Development		Other	A-5	
(9) PM Reduction Strategies	9a Road Dust Control	street sweeper	Sweeper	A-5
		miscellaneous project	Other	A-5
	9b PM2.5 Research and Development		Other	A-5
(10) Public Education	10a Short Term Public Education		Other	A-5
	10b Long Term Public Education		Other	A-5
(11) Otherellaneous Projects	11a Miscellaneous		Other	A-5

Vehicle-1

Definition

The purchase or lease of a vehicle (or vehicles) that is certified to be less polluting than a typical new vehicle (cleaner purchase or lease), or an engine replacement that converts a vehicle into a less polluting one (cleaner repower). Please refer to the Resource Guide for vehicle eligibility requirements. If this will be replacing an existing vehicle (or vehicles), information on the old vehicle will be needed to calculate the reduced emissions.

Need to Know

- Funding dollar
- New Vehicle Information:
 - Number of Vehicles
 - Vehicle GVWR: Heavy Duty (HDV), Light Duty (LDV), Medium Duty (MDV1, MDV2)
 - Vehicle Fuel Type, Make, Model, Year
 - Project Life: The expected life of the vehicle if purchased (defaults). If leased and the \$ amount reported is 1 year of that lease, then 1.
- Old Vehicle Information, if applicable:
 - Vehicle GVWR classification
- Average annual vehicle miles driven for a typical year (total for all vehicles in project).

Note: When replacing older vehicles or engines with newer, cleaner alternative fuel vehicles, the vehicle purchased must emit less pollution than conventional new vehicles meeting current emission standards.

Vehicle-2

Definition

Replacing uncontrolled diesel engines in off-road equipment, such as agricultural, construction, riding mowers, or material handling equipment, with lower-emitting, controlled diesel engines or alternative-fueled engines. Repowering vehicles with cleaner new engines instead of rebuilding the old engine. Diesel engines, rather than alternative-fueled engines, are typically used to meet the needs of these applications.

Need to Know

- Funding dollars
- New Vehicle Information
 - Number of Vehicles
 - Vehicle Type (ag, construction, material handling, other)
 - Fuel Type
 - Annual Vehicle Operating Hours for a typical year (total for all vehicles in project)
 - Horsepower (or equivalent if electric)
 - Load (average load over the operating hours; see defaults in tooltip only if no data)
 - Project Life: The expected life of the vehicle if purchased (defaults). If leased and the \$ amount reported is 1 year of that lease, then 1.
- Old Vehicle Information, if applicable:
 - Horsepower
 - Year range

Transit-1

Definition

New, extended, and increased-frequency routes provide new hours of bus service per year and serve additional people. These are fixed-route services implemented by transit agencies or school districts. Cleaner vehicles should be used in bus service expansions in order to achieve emission reductions from the project. The calculated total emission reductions must be positive for this to be eligible.

Need to Know

- Funding dollars
- New Service
 - Type of Bus Service Route (daily transit, weekday transit, commuter route, school bus)
 - Number of operating days per year (use defaults only if unknown)
 - Average daily ridership of new service (one-way trips)
 - Average length of auto trips that this new service replaced. (defaults if unknown)
 - Annual additional vehicle miles for the new bus service
 - Project Life: The number of years of this service the \$ amount reported pays for.
- Bus Information
 - Type of bus used (menu)
 - Year Range of bus (menu)
 - Average Speed of route (if over 45mph)
- Driving Practices
 - Mode Adjustment: Percentage of new users who previous made the trip by car
 - Previous one-way Driving Trip Length (use defaults only if unknown)
 - Percent of new riders who drive to meet the bus.

Transit-2

Definition

Projects are commuter vanpools, rail feeders to work sites, or shuttle services. Services are operated by transit agencies, local governments, transportation management associations (TMAs), private businesses, etc. The shuttle service must reduce long-distance auto trips or be a cleaner vehicle in order to reduce emissions cost-effectively. The calculated total emission reductions must be positive for this to be eligible.

Need to Know

- Funding dollars
- New Service
 - Type of shuttle service (general transit, commuter, school, event)
 - Number of operating days per year (defaults exist, but enter known typical-year data)
 - Average daily ridership of service (one-way trips)
 - Average length of auto trips that this new service replaced. (defaults if no data)
 - Annual additional vehicle miles for the new shuttle/van service.
 - Project Life: The number of years of this service the \$ amount reported pays for.
- Shuttle/Van Information
 - GVWR (LDV <=8500 lb, MDV1 <= 10,000 lb, MDV2 <= 14,000 lb)
 - Fuel-Type
- Driving Practices
 - Fraction of users who previous made the trip by car (defaults if no data)
 - Previous one-way driving trip length (defaults if no data)
 - Fraction of new riders who drive to meet the shuttle/vanpool (defaults if no data)
 - Average One-way length of the drive to shuttle/vanpool.

Bikepath

Definition

Bicycle paths (Class 1) or bicycle lanes (Class 2) that are targeted to reduce commute and other non-recreational auto travel. Class 1 facilities are paths that are physically separated from motor vehicle traffic. Class 2 facilities are striped bicycle lanes giving preferential or exclusive use to bicycles. Bike lanes should meet Caltrans' full-width standard depending on street facility type.

Need to Know

- Funding dollars
- Bike Trail Information
 - Bike Path Class (Class 1 or 2)
 - Number of operating days per year
 - Average length of bicycle trip (one-way)
 - Length of Bike Project (or length the segment makes accessible by project)
 - Project Life: expected life of the project (defaults if no data)
- Characteristics of the area around project
 - Average daily traffic volume on roadway parallel to bicycle project
 - City population
 - Activity center density in the vicinity of the bicycle project

Traffic

Definition

Projects should improve signal timing to reduce overall vehicle stops and delays and give transit vehicles priority. These include traffic signal synchronization, interconnection, improved timing projects, and transit signal priority projects. Signal timing that increases traffic speeds to the detriment of overall traffic performance, or that offers a significant inducement to travel by auto, do not benefit air quality. Speed improvements to higher than 36 mph increase NOx emissions and may discourage walking and bicycling. These results may be counterproductive to meeting clean air goals. The project must improve the speed of the traffic or transit vehicles.

Need to Know

- Funding dollars
- Congestion Characteristics
 - Number of operating days per year (weekdays?)
 - Average Traffic volumes for the congested periods of the day
 - Length of the roadway segments impacted by the project
 - Average traffic speed in congested periods.
- After project information
 - Average traffic speed in same congested period after project

Telework

Definition

Telecommunication projects are programs and/or equipment that enable teleconferencing, or telecommuting from home or from a neighborhood center. Emissions are reduced when auto trips are replaced with (1) home-based telecommuting, (2) teleconferencing, or (3) shorter auto trips to a neighborhood telecommuting center.

Need to Know

- Funding dollars
- Teleworking info caused by project
 - Work weeks per year
 - Weekly one-way auto trips eliminated to work or meetings
 - Average length of auto trips eliminated to work or meetings
 - Project Life: if equipment, enter the life of equipment (default is 5 years).
- If trips are being made to a telecenter
 - Weekly one-way auto trips to telecenter
 - Average length of auto trips to telecenter.

TDM

Definition

Ridesharing programs replace drive-alone auto trips by encouraging carpooling and other less-polluting modes of travel. Pedestrian facilities replace auto trips with walking trips by providing or improving pedestrian access. An example is a pedestrian passageway over several lanes of heavy traffic providing safe walking access to adjacent activity centers. This method can be used for any project that reduces auto trips or trip lengths.

Need to Know

- Funding dollars
- Trips reduced due to project
 - Weeks of operation per year
 - Weekly one-way auto trips eliminated
 - Average length of auto trips eliminated
 - Type of trips reduced (commute or general travel)
 - Project Life: Number of years this \$ amount pays for.
- Driving Practices
 - Fraction of users who do not drive to meet alternative mode.

Sweeper

Definition

The purchase or lease of, or the contract for, an alternative-fueled street sweeper in lieu of a typical diesel-powered street sweeper. Sweepers may have an auxiliary engine; this engine could be on-road or off-road. Both can be alternative fueled. Sweepers can also have improved road dust collection efficiency as those certified under South Coast AQMD Rule 1186.

Need to Know

- Funding dollars
- Streetsweeper used/purchased
 - Number of Streetsweepers
 - Lease or purchase
 - GVWR, Make, Model, Year range, Fuel Type
 - Engine certification rating
 - Aux Engine Type
 - Horsepower (range)
 - Fuel Type
 - Project Life: life of vehicle if purchase.
- Operation (totals for all vehicles in project)
 - Annual fuel usage main engine
 - Annual fuel usage aux engine, if applicable
 - Annual miles swept
- Old Vehicle (if applicable)
 - GVWR, Make, Model
 - Aux Engine Type
 - Horsepower (range)

Other

Definition

These are projects that are known to contribute to a reduction in motor vehicle emissions and (1) are not quantifiable due to a lack quantifiable impact (i.e., Educational, R&D projects, etc.), (2) where an off-model method approved by South Coast AQMD is used to quantify emissions reduced, or (3) a project that does not fit into the 10 project categories but has been determined by South Coast AQMD as eligible for AB2766 funding.

Need to Know

- Funding dollars
- If quantifiable emissions
 - Method of calculation
 - Emission reductions for ROG, NOx, PM2.5, CO
 - Project Life
- If qualitative
 - Detailed description of project describing the known contribution to motor vehicle emission reductions.