Bay Area Air District

Annual Monitoring Reports Guide

What projects does this apply to?

This guide is for grantees with contracts that have 'MOY', 'VIP' or 'SBP' in the project number.

Questions & Answers:

1. **What do I need to include in my Annual Monitoring Report?**

   To complete your report, you must fill out the report form provided to you by the Air District and either submit it through the online system or via email (if you are emailed a report form.) You must answer all required questions.

   Additionally, you must upload/submit proof of insurance for your project components.

2. **When is my first report due?**

   You must submit reports starting August 1st following the 'Effective Date' of the Agreement (i.e. the date that the contract is signed by the Air District's Executive Officer.)

   - Example 1:
     Your agreement is signed on October 1, 2026, and your first report is due August 1, 2027.
   - Example 2:
     Your agreement is signed on May 20, 2028, and your first report is due August 1, 2028.

3. **What if I don't have any of my new equipment received/installed by the first reporting due date?**

   You will still need to submit a report. In the report, you will acknowledge that you have not received the new project component yet.

   For infrastructure components, you will also need to provide detailed information on the progress of the installation.

4. **How do I know when my Operational Period is over?**

   The Operational Period begins upon post-inspection of the component and continues until the Operational Period (number of years) is completed.

   - Example 1:
     Your component was post-inspected on March 30, 2027, and your Operational Period is 3 years. The Operational Period will end on March 30, 2030.
   - Example 2:
     Your component was post-inspected on July 7, 2027, and your Operational Period is 4 years. The Operational Period ends on July 7, 2031.

   IMPORTANT: Your project is not over until you meet your reporting requirements, even if your Operational Period is over. See Question #6 on the next page. Your project ends only when you have completed all reporting requirements for all components.

5. **What does ”reporting period” mean?**

   The “reporting period” is the time period that you will report data on, for each Annual Monitoring Report.

   The Annual Monitoring Report period is always July 1 (prior year) – June 30 (current year)

   - Example:
     The 2028 Annual Monitoring Report reporting period is July 1, 2027 – June 30, 2028.
     This report is due on August 1, 2028.

6. **When am I done reporting on a component?**

   You must report on each component until the entire Operational Period of the component is completely reported, taking into account the Annual Monitoring Report reporting periods.

   - Example 1:
     Your Operational Period ended on March 30, 2030.
     March 30, 2030 falls within the July 1, 2029 – June 30, 2030 reporting period.

     This is within the 2030 Annual Report reporting period and the report will be due on August 1, 2030.

   - Example 2:
     Your Operational Period ended on July 7, 2031.
     July 7, 2031 falls within the July 1, 2031 – June 30, 2032 reporting period.

     This is within the 2032 Annual Monitoring Report reporting period and the final report will be due on August 1, 2032.

     Yes, even though the Operational Period extends only 7 days into the 2032 reporting period, the reporting requirements will not be met until the 2032 report has been received.

7. **What if I have multiple components for my project?**

   You will need to submit a report for each component, until that component is no longer required to report.

   If you have met the reporting requirements for one component, you do not need to continue to report on it just because you are reporting on other components that have not met the requirements.

   Please note – if you have both mobile equipment/vehicles AND infrastructure, you may need to submit both an online form and email form.

8. **I can’t access my account / I have other questions about reporting.**

   Please reach out to grants@baaqmd.gov for assistance. Please include your project number and a description of the issue or question you have.

Example of complex project with multiple components, differing post-inspection dates, differing Operational Periods:

Effective Date of Agreement: October 30, 2026 → First reports due on August 1, 2027 for all components.

	2027 Report Due August 1, 2027 <u>Reporting Period:</u> July 1, 2026 – June 30 2027	**2028 Report** Due August 1, 2028 <u>Reporting Period:</u> July 1, 2027 – June 30 2028	**2029 Report** Due August 1, 2029 <u>Reporting Period:</u> July 1, 2028 – June 30 2029	**2030 Report** Due August 1, 2030 <u>Reporting Period:</u> July 1, 2029 – June 30 2030	**2031 Report** Due August 1, 2031 <u>Reporting Period:</u> July 1, 2030 – June 30 2031	**2032 Report** Due August 1, 2032 <u>Reporting Period:</u> July 1, 2031 – June 30 2032
Component 1: Post-inspected March 30, 2027 Operational Period is 3 years Operational Period ends March 30, 2030	Project was post-inspected during reporting period Operational period begins Report data for March 30, 2027 – June 30, 2027	Report data for July 1, 2027 – June 30, 2028	Report data for July 1, 2028 – June 30, 2029	Operational Period ends within reporting period Report data for July 1, 2029 – March 30, 2030 *Final report*	N/A	N/A
Component 2: Post-inspected July 7, 2027 Operational Period is 4 years Operational Period ends July 7, 2031	Project *not* yet post-inspected during reporting period Report that component not received during reporting period	Project was post-inspected during reporting period Operational Period begins Report data for July 7, 2027 – June 30, 2028	Report data for July 1, 2028 – June 30, 2029	Report data for July 1, 2029 – June 30 2030	Report data for July 1, 2030 – June 30, 2031	Operational Period ends within reporting period Report data for July 1, 2031 – July 7, 2031 *Final report*
Component 3 (Infrastructure): Post-inspected Dec 1, 2028 Operational Period is 3 years Operational Period ends Dec 1, 2031	Project *not* yet post-inspected during reporting period Report that component infrastructure installation not completed, with progress report	Project *not* yet post-inspected during reporting period Report that component infrastructure installation not completed, with progress report	Project was post-inspected during reporting period Operational Period begins Report data for Dec 1, 2028 – June 30, 2029	Report data for July 1, 2029 – June 30 2030	Report data for July 1, 2030 – June 30, 2031	Operational Period ends within reporting period Report data for July 1, 2031 – Dec 1, 2031 *Final report*