

following information for each facility (the first and last report may cover a shorter or longer period):

1. Grant recipient name
2. Facility name and address
3. Facility Operation record
 - a. The dates and hours of clean air center operation.
 - b. Number of portable air cleaners deployed.
 - c. The estimated number of community members who utilized the clean air center facility.
 - d. Feedback on operations and maintenance.

3. HVAC Air Filter Replacements

- A. **Project Completion Report (Sections II.8, II.9):** The Grantee shall submit Project Completion Report to CAPCOA. Project Completion Report shall be prepared using the Air District's Project Completion Report checklist.

Due Date: Following the start of the Project Operational Period.

The Project Completion Report shall include the following information:

1. [HVAC Assessment Report](#)
2. Detailed list of purchased air filters, including make, model numbers, and MERV rating.

- B. **Annual Reports (Sections II.9):** Annual Reports shall be prepared on CAPCOA's Annual Report form.

Due Dates: Reports due annually on 2/1, until equipment has been in service for at least 5 years. The last report will be due February after the completion of the 5-year operational period.

Each Annual Report shall cover a 12-month period (from January 1 to December 31) and include the following information for each facility (the first and last report may cover a shorter or longer period):

1. Grant recipient name
2. Facility name and address
3. Facility Operation record
 - a. The dates and hours of clean air center operation
 - b. The estimated number of community members who utilized the clean air facility
 - c. Maintenance – repairs, filter changes, etc.