



Serving Sutter and Yuba Counties

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Air Pollution Control Officer

### Process of the Carl Moyer Program

1. Turn in Application.
2. Receive notice that Application is complete.
3. Receive tentative award letter.
4. Call District to accept tentative award and schedule pre-inspection.
5. During pre-inspection the District will photograph the old equipment, witness it start up and move forward and backward, and record the serial numbers.
6. After the District receives the grant money from the California Air Resources Board, the District mail you the contract agreement. Read and sign both copies and return both copies back to the District.
7. After both signed contract agreements are returned, the District's Air Pollution Control Officer will sign both copies. After the contract agreement has been signed by all parties a copy will be mailed to you. You can now order the new equipment.
8. After the new equipment arrives, the District will inspect it at the dealership. After a successful inspection the dealership can release the new equipment to you.
9. Within 30 days of receiving the new equipment, you must return the Salvage Certification Form to the District. If you are destroying the old equipment yourself you must contact the District to schedule an inspection to verify it has been destroyed.
10. After the District confirms that the old equipment has been destroyed, and has received your W-9, we will request your check. The check should be available in about two weeks.
11. We prefer that you pick up your check at the District office.
12. The first annual report will be mailed in January of the following year. It is due by March 31<sup>st</sup> each year that the equipment is under contract.