



*Serving Sutter and Yuba Counties*

**Feather River Air Quality Management District**

**Policies and Procedures Manual**

**Carl Moyer Memorial Air Quality Standards Attainment Program**

**(Carl Moyer Program)**

**Guidelines Year 2017**

**December 4, 2017**

## **I. Background**

The Carl Moyer Program was established in 1998, as a grant program to fund the incremental cost of cleaner-than-required heavy-duty engines. Originally targeted to reducing oxides of nitrogen (NOx) emissions, the program now includes reduction of particulate matter (PM) emissions and reduction of reactive organic gases (ROG). Legislative modifications enacted in 2004 expanded the program to include projects that reduce emissions from agricultural sources, light-duty vehicles, and on-road fleet modernization eligible for Carl Moyer Program funding. These legislative modifications also created a new incentive program aimed at previously unregulated agricultural sources, the Agricultural Assistance Program. Legislation was passed in 2013 to extend the Carl Moyer Program until 2024.

The Carl Moyer Program is implemented as a partnership between the California Air Resources Board (CARB) and local air districts (districts). CARB provides overall administration and guidance for the program, with funding and implementation of projects conducted by the districts. The approved Carl Moyer Program Guidelines, adopted by CARB in June 2017, provide the minimum requirements under which the Carl Moyer Program is administered by CARB and the districts. The Carl Moyer Program Guidelines are based on requirements specified in the state Health and Safety Code, Chapter 9. The Guidelines are updated, when necessary, to reflect significant additions or changes to the program. In addition, CARB staff issues Technical Advisories to provide further clarification on specific areas, and to reflect changes in regulations. This version of the Policy and Procedures manual is based on the CARB's 2017 Guidelines.

The Carl Moyer Program Guidelines require that each participating district establish Policies and Procedures to administer the Carl Moyer Program. This document contains Policies and Procedures intended to provide an explanation of district policies with regard to local implementation of the Carl Moyer Program. It also contains procedures for the Feather River Air Quality Management District (District) day-to-day operation of the Program in order to meet the requirements of the Health and Safety Code, Carl Moyer Program Guidelines, CARB Technical Advisories, and district policies and procedures. The District's policies and procedures do not replace the Carl Moyer Program Guidelines, but are intended to provide direction and procedures for the District's implementation of the Carl Moyer Program. The appendices to these policies and procedures include samples of pertinent documents, forms, and specific district policies as referenced in this document. District staff should reference the Carl Moyer Program Guidelines for detailed descriptions of CARB's Carl Moyer Program procedures and requirements.

This policy and procedure manual is in no way intended to conflict with state law - in the event of such a conflict state law should be followed in all cases.

## **II. Program Timeline**

CARB has established a consistent timeline for each year's funding and reporting cycle. This timeline allows for award, obligation and expenditure of state funds to meet state fiscal requirements. State fiscal policy requires one year for CARB to encumber funds and four years for the local district to liquidate those funds.

The timeline for each year of funds is as follows:

**By End of January:** CARB sends application packet to air districts.

**By End of March:** Air districts apply to CARB for funds.

**By End of April:** CARB notifies districts of final awards.

**By End of May:** Air districts return signed grant agreements.

**August 31:** Districts' yearly report due to CARB.

**June 30 of Following Year:** Target date for contracts to be executed.

**June 30 of Second Year:** Deadline for districts to receive fund disbursements; target date for funds to be expended.

**June 30 of Fourth Year:** Deadline for districts to liquidate funds.

The FRAQMD's implementation timeline to meet the CARB's required deadlines for applying for local funding, and obligation and expenditure of those funds is as follows:

### FRAQMD's Timeline

	2017		2018		2019
JAN					Year 21 Project Solicitation, Selection, Pre-Inspection, and Contract Execution
FEB			Year 20 Board Resolution		
MAR	Year 19 Solicitation Ends		Year 20 Solicitation Ends March 5		
APR	Year 19 Projects Selected		Year 20 Projects Selected		
MAY	Year 19 Pre Inspections		Year 20 Pre-Inspections & Contracts Executed Upon Receiving Funding from CARB		
JUNE	Year 17 Expended Year 18 Contracted Year 15 Liquidated		Year 18 Expended Year 19 Contracted Year 16 Liquidated		Year 19 Expended Year 20 Contracted Year 17 Liquidated
JULY					
AUG	Annual Report Due		Annual Report Due		Annual Report Due
SEPT					
OCT					
NOV					
DEC	Year 20 Solicitation Begins		Year 21 Solicitation Begins		Year 22 Solicitation Begins

### **III. ARB Carl Moyer Program Award Process**

The CARB determines the tentative awards for each year in accordance with the formula identified in Health & Safety Code section 44299.2(a). The formula provides a minimum allocation of \$200,000 to participating districts. With the exception of the South Coast Air Quality Management District, awards that exceed the minimum allocation of \$200,000 are calculated based on district population, severity of the air quality problems and the historical funding awards under the Carl Moyer Program.

The CARB solicits district applications for the local programs by sending solicitation packets to the APCO at each district in January. The application packet must be completed and submitted by the posted deadline, which is 60 days from the date of the solicitation. The application packet must include the completed application with original signature, documentation for the match commitment, Board resolution, an implementation plan for obligating the grant award, and documentation of obligation and expenditure of previous grant awards. Detailed requirements for each of these items are included in the Carl Moyer Program Guidelines, in the Program Administration section 3.

The designated District Moyer staff shall prepare the package to apply to the CARB for Carl Moyer Program funding. The designated District Moyer staff shall prepare the resolution and associated memorandums for governing board approval of participation in the Carl Moyer Program each year. The APCO shall approve the application before submission to CARB.

CARB determines the final awards for each district. These awards are incorporated into a Grant Award and Authorization form, which specifies the amount of the award for projects, and outreach funding. Two original copies are sent to the district. The APCO will sign both copies; one is retained in district files and the other is returned to CARB. The end of May of each year is the deadline to accept a grant award. As required in the grant award, the district meets all application stipulations in order to accept an award. From June 30 following the full execution of the agreement, the district has 12 months to obligate funds, 24 months to expend the grant award, and 4 years to liquidate funds. Any funds not liquidated within 4 years must be returned to CARB (Health and Safety Code sections 44287(k) and 44299.2(c)). The District designated Moyer staff should coordinate with the District administrative staff to prepare a letter to explain the remaining unexpended funds and request a check from the District in the amount of the remaining funds; and remit this check to CARB.

Following execution of the Grant Award and Authorization, the District must submit a Grant Disbursement Request to CARB to obtain funding. The District may request an initial disbursement up to 10% of its allocation or \$200,000, whichever is greater, and all of the administrative funds. The District has the option to request additional project funds to be included in the initial disbursement if it can meet and demonstrate all the criteria in the 2017 Guidelines Program Administration section E.2. Any Carl Moyer Program funds provided by the State of California that are deposited in interest bearing accounts must be reported to CARB. The interest income must be used to fund projects that meet the current Carl Moyer Program Guidelines or returned to CARB. Interest shall be reported to CARB in Yearly Reports using the format provided by CARB.

The District designated Moyer staff should process the grant disbursement request according to CARB's timeframe. The District administrative staff should track the funds and record earned interest. The fund tracking documentation should be kept in fiscal files for at least 10 years after the funds are expended.

The Carl Moyer Rural Assistance Program is a program that was put into place to expend grant awards that air districts are unable to obligate. The California Air Pollution Control Officers Association (CAPCOA) receives applications and selects the projects. The FRAQMD implements the program post-project selection in the same manner as the standard Moyer funds.

#### **IV. Match Funding**

Districts participating in the Carl Moyer Program who request more than the minimum allocation of \$200,000 are required to provide 15% in match funding for state Carl Moyer Program funding awarded by CARB. If necessary, the District Moyer staff should propose to allocate AB 923 funds, AB 2766, or off-site mitigation funds for Moyer matching funds. The District administrative staff will track these funds in the same level of detail as other Moyer program funds. The fund tracking documentation will be kept in fiscal files for at least 10 years after funds are expended. The District Moyer staff will track match funds projects using the CARB CARL database.

#### **V. Administration and Outreach Funds**

CARB sets aside up to 12.5 percent of the total Carl Moyer Program annual funding for local air district administration and outreach to implement the local program. These funds are distributed to each district based on the annual allocation of project funds that a district receives. Administrative funds may be used for direct costs associated with the tasks outlined in the Program Administration section of the Carl Moyer Program Guidelines, and must be documented by district staff. The District administrative staff will document these expenditures and keep these files for at least 5 years after the funds are received from the CARB. These expenditures are tracked using District staff timesheets, copies of invoices for Program outreach/mailings, and documentation for direct expenses such as postage. At this time, the District does not include indirect costs such as office space or telephone services in Administration Funds.

#### **VI. Project Solicitation**

The Carl Moyer Program allows districts discretion in how projects are solicited. This district has elected to employ a requests for proposals process. Upon receipt of notice of Program funding and availability from CARB, the District issues a Request for Proposals and sets a deadline for applications to be considered for that round of funding.

Districts are not required to fund all eligible categories, and may target specific categories. Currently, the FRAQMD funds the following categories:

1. Off-road agricultural equipment repower or retrofit
2. Stationary and portable agricultural irrigation pump repower or retrofit
3. Agricultural irrigation pump electrification
4. Off-road equipment and portable equipment replacement

The District has an approved Off-Road Equipment Replacement Program and began soliciting projects for Moyer Year 11. The Program and Dealer Agreement are included as Appendices H and I.

The District Board must approve the Carl Moyer Program structure and funding, and any delegation of authority to the APCO via formal resolution. The District Board grants authorization to the APCO to accept funding and to approve projects as long as they meet the cost effectiveness as stated in the Carl Moyer Memorial Air Quality Standards Attainment Program Guidelines.

All applications must include a disclosure statement, identifying if the applicant has applied to other entities for funding and identification of the potential funding source(s). In addition, the applicant must complete the regulatory compliance statement. Sample application forms are included in Appendix A, B, and C.

The District has a commitment to outreach to all sectors and small businesses. This is accomplished through public workshops and meetings, one-on-one meetings, newspaper publication of funding availability, district mailing lists, and through the district website. The District maintains documentation of outreach efforts. This documentation is kept in the central Carl Moyer Program files maintained by the District Moyer staff, so that it is available for reporting and for any potential audit.

## **VII. Project Selection**

In accordance with Health & Safety Code section 44288(a), the district must review all applications for completeness upon receipt and notifies the applicants in writing within 30 days of application receipt if the application is not complete. The District Moyer staff will keep a hardcopy of this notice in each project file.

All projects must meet the minimum requirements as stated in the Carl Moyer Program Guidelines and CARB Technical Advisories. Selected projects must be entered into the online Clean Air Reporting Log (CARL) maintained by CARB.

Below is the District Project Selection Procedure for regular Program funds and match Program funds:

1. The Moyer staff issues a Request for Proposals (RFP), conducts workshops to solicit applications, and sets a start and end date to accept applications.
2. The District receives project applications until the specified end date. Each application will receive a date stamp.
3. The Moyer staff reviews the project application for its completeness. If the application is incomplete, the District Moyer staff sends a notice of such to the applicant within 30 days. The applicant may submit additional material to complete an application prior to the end date of the RFP.
4. All applications shall be assigned a project number.
5. After the end of the RFP, the district shall assign each complete application a number for use in the random number generator.
6. The complete applications shall be entered into a random number generator by district staff.
7. The project selected by the random number generator will be reviewed for eligibility and then entered into CARL to determine cost-effectiveness and the amount of eligible funding by Moyer staff. Ineligible applications will not be funded.
8. The Moyer staff presents eligible applications to APCO for approval.

9. If funding is still available, another random number shall be drawn and steps 6 through 8 shall be repeated until all funding is allocated.
10. The Moyer staff shall send all project applicants a letter. Projects selected for funding will be notified of their tentative award amounts. If funding was not available for the project, the applicants will receive a letter stating such and that the District will retain the application in case additional funding becomes available, until the next year's program begins.

### **VIII. Obligation of Funds to Projects**

Once final selection of applications to receive awards has been completed and approved by the APCO, obligation of funds can take place. Funds will not be obligated by the District until funds are received from the CARB. Funds are obligated when there is a fully-executed Grant Agreement. The District shall make every effort to obligate state funds one year from June 30 of the year the district receives its initial Grant Award and Authorization Form.

### **IX. Contract Development**

CARB requires that all Carl Moyer Program project contracts contain the following provisions: party names and date; contact information for sending notices; contract term, including project completion and projection implementation/life; payment provisions, including maximum contract amount, the requirement for itemized invoices, funding disclosure and noncompliance terms, where grantees certify that they have disclosed all other public funds they may have applied for or received for a project and prohibits grantees from applying for or receiving other public funds for the same project; Carl Moyer Program compliance requirements; requirement for maintenance of engine/vehicle; project specifications and performance expectations, repercussions for nonperformance; on-site inspections; records retention, reporting and auditing; maintenance requirement; and signature blocks for both parties. For projects for which historical usage data meet the criteria outlined in the Carl Moyer Guidelines, minimum annual usage is not required to be specified in the contract. Historical usage data must be submitted for at least 24 consecutive months and may include the following:

1. Hour meter reading log collected at minimum of once per year from an installed and fully functioning hour meter, Or
2. One item from the following list:
  - a. Revenue and usage records that identify operational, standby, and down hours for the equipment.
  - b. Employee timesheets linked to specific equipment use.
  - c. Preventative maintenance records tied to specific hours of equipment use.
  - d. Repair work orders specific to the equipment.
  - e. Other documentation as approved by the district and CARB.

The contract, or Grant Agreement, also contains a statement that the grantee will certify compliance with all applicable federal, state, and local regulations and will maintain compliance for the full contract term. The contract for repower projects contains a statement that the installation of the engine must be completed in a way as to not void the engine warranty. The contracts specify that projects funded by the Program must be included when defining fleet size and must not be used to generate credits or compliance extensions and regulatory compliance determinations. A sample of

the District's contract is included as Appendix D. The District shall follow the following contracting process:

1. After applicant accepts tentative award, the District staff performs a pre-inspection of engine/equipment.
2. After successful completion of the pre-inspection, the District shall mail two copies of contract to applicant. Applicant shall return signed contracts to District within 30 days.
3. Contracts will then be forwarded to APCO for signature.
4. One fully executed contract will be mailed to applicant and the other shall be retained by District.

## **X. Payment of Projects (Expenditure)**

Once the following have been completed the Moyer staff shall submit the Moyer Check Request Form (Appendix G) along with the W-9 to the administrative staff:

1. Project Grant Agreement is fully executed; and
2. The Moyer staff conducts necessary inspections (as described section XI below) and is satisfied with the inspection results; and
3. The Moyer staff receives an itemized invoice; and
4. The Moyer staff receives compliance certification (if applicable); and
5. The Moyer staff receives a W-9 from the applicant;

The Moyer staff shall evaluate each itemized invoice prior to requesting check to evaluate for eligible expenses. Administrative staff shall attach a copy of the W-9 to the check request and keep another copy in the applicable W-9 folder for that calendar year. The Moyer staff should make a copy of the check request and retain it in the project file. The grantee shall pick up the check or the District shall mail the check. If the grantee picks up the check, they complete a FRAQMD Moyer Check Receipt form which is retained in the project file.

## **XI. Project Inspections**

Pre- and post-inspections must be completed for all funded projects. The exception to the required inspections is for public fleets.

### **Pre-Inspection**

The pre-inspection process includes, at a minimum, recording the serial number of the baseline engine and equipment (if applicable), and verifying the information in the application about the baseline engine/equipment (make, model, model year, horsepower). The pre-inspection shall also verify the engine/equipment is operational (with a start up) and that the engine/equipment is working as described in the application (document function and use). "Operational" means that the engine must start and the equipment be able to perform its intended purpose. The pre-inspection shall also record the project usage (hours or miles). Photos shall be taken and a copy placed in the project file and stored in Data/Photographs/Moyer/ in the appropriate Year File and Project File. The District regularly performs a back-up of all data stored on the Peer server drive and the back-up is kept in the District's safe deposit box (offsite). The photos will be printed and placed in the project file and must include the applicant's name, date the photos were taken, and the serial number of the engine. A

pre-monitoring form shall be used to document the pre-inspection. This form is included in Appendix E to this Policy and Procedures Manual.

The pre-inspection is performed by the Moyer staff prior to contract signing.

### Post-Inspection

In the case of public fleets of more than 20 vehicles, the district inspects a random, statistically-significant number of vehicles. For all other project types, the District conducts a post-inspection for each project. The post-inspection verifies that the engine/equipment listed in the contract was purchased and/or installed. Information to be recorded includes serial number, make, model, model year, hour meter reading, and horsepower. For off-road repower and retrofit projects, the post-inspection will verify that the engine is operational in the equipment or vehicle as stated in the contract. "Operational" means that the engine must start and be able to perform its intended purpose. Inspecting district staff shall visually witness all engines start-up and mobile projects operating as intended. For submersible stationary agricultural electric motors, the applicant may take a photograph of the new motor plate prior to installing and the District will conduct the post-inspection when the motor is installed and operational. For equipment replacement projects, the post-inspection will occur at the dealership and start up is not required.

Vehicle/engine information shall be documented with photos. The post-inspection photos shall be stored in the same manner as done with pre-inspection photos. An inspection form shall be used to document the post inspection. This form is included in Appendix E to this Policy and Procedures Manual. Pre and post inspection forms shall be retained in the project file.

After the Post-Inspection, Equipment Replacement projects will have the Dealership and Participant sign the New Equipment Release Form (Appendix L)

### Salvage Inspection

The salvage inspection shall verify that the baseline engine/equipment is destroyed or otherwise rendered inoperable. The District allows Participants to destroy the engine/equipment themselves or take them to an approved salvage yard. If the Participant destroys the engine/equipment themselves, the District staff must inspect the destroyed engine/equipment and take photographs to document the destruction. If an approved salvage yard is used, the salvage yard will take photographs of the destruction and complete the Salvage Certification Form (Appendix K) and submit both to the District.

The preferred method of destruction for most repower projects is both:

- A hole in the engine block with a diameter of at least three inches at the narrowest point. The hole must be irregularly shaped (no symmetrical squares or circles) and
- A section of the oil pan flange must be removed as part of the hole or have a line cut through it that connects the hole.

The preferred method of destruction for replacement projects depends on the structure of the equipment:

- Equipment with permanent frame rails running the length of the equipment: complete cuts of both frame rails between the front and rear axles.

- Equipment with removable/bolt-on frame rails: structural damage, with cuts or otherwise, that renders the main body of the equipment inoperable and unrepairable.
- Equipment without frame rails: structural damage, with cuts or otherwise, that renders the main body of the equipment inoperable and unrepairable.
- Articulated equipment: damage, cuts or otherwise, to the articulation joints of front and rear halves of the equipment so that neither half can be joined.

An inspection form shall be used to document the salvage inspection when performed by the District staff. The form is included in Appendix E to this Policy and Procedures Manual. Salvage inspection forms, Salvage Certification Forms, and photographs of the destroyed equipment/engines shall be stored in the project file.

## **XII. Project Audits**

The District audits at least five percent of projects or 30 active projects (whichever is less). In addition, district audits include all of the projects whose owners fail to report annually. The District audit should be conducted by the District Moyer staff or other staff as assigned by the APCO. The Moyer staff should contact the randomly selected grantees via certified mail for notification. The selected grantee shall contact the District Moyer staff within 15 days of notification to schedule an audit.

The audit includes verification that the engines/equipment are still operational in the same equipment and meet the mileage, fuel usage, or hours of operation indicated on the executed contract. This is completed by checking the serial number of the engine; witnessing the engine operate; and checking the odometer, hour meter/usage device, fuel receipts, or electronic monitoring unit (EMU).

If any audited project is more than 30 percent below an annual average of the level of use outlined in the executed contract, the district will take appropriate action to ensure the emissions benefits are realized and captured during the term of the contract. Appropriate action includes extending the project life on the contract (if not backed up against any regulatory deadlines), using the formula on the contract (section 2.8) to return the funding to the District, or granting a waiver in accordance with section BB(4)(E) of the Carl Moyer Guidelines Program Administration Chapter. To be considered for a waiver, the grantee must submit a written request and acceptable documentation. The types of acceptable documentation includes: documentation from appropriate government agencies regarding surface water deliveries and fallow land, relevant logs regarding the amount of groundwater pumped in lieu of surface water deliveries, agricultural pump engine registration or permit information, records that show that idled vehicles or equipment are still owned by the grantee, relevant information from CARB's Diesel Off-Road On-Line Reporting System, or other pertinent records as approved by the District and CARB on a case-by-case basis. The APCO has the discretion to consider circumstances leading to the failure to fulfill the minimum performance requirements.

## **XIII. Reporting**

### Project Awardees Annual Reporting

All project awardees are required via contract term to submit an annual report for the project. Requirements and format of these reports are included in the boilerplate contract language. A sample of the annual report is included as Appendix F. The Moyer staff keeps a record in the form of

a spreadsheet stored on the database of all current Moyer projects that is used to generate the annual reports. The reports are reviewed for completeness, accuracy, and usage by Moyer staff upon receipt by the District. Once the annual report has been reviewed and approved, it is recorded in the spreadsheet. If an annual report is not complete and/or not approved, this is noted in the project file and Moyer staff shall make reasonable efforts to obtain the necessary information. If usage is more than 30 percent above or below that identified in the project application, the grantee shall describe any conditions that significantly impacted project usage. In instances where annual usage is significantly lower than the contracted level due to unforeseen circumstances beyond the control of the engine owner, the owner may request a waiver from the district per section BB(4)(E) of the Carl Moyer Guidelines Program Administration Chapter. The District's findings will be documented in writing, signed by the Air Pollution Control Officer, be included in the project file, and mentioned in the "comments" field in the CARL database.

#### District Annual Reporting to CARB

The District is required to report to CARB on the status of the Carl Moyer Program annually. The report is due to the CARB around the end of August. The District reports its progress contracting and expending regular Carl Moyer Program funds, match funds, interest earned, and other information requested by CARB.

The Yearly Report will utilize the information from the CARL online database including: project type; emission reductions; number of projects funded, including match fund projects and projects funded with earned interest; amount of interest accrued on State Moyer funds. A certification document signed by the District APCO, Administrative Services Officer, and Moyer staff accompanies the Yearly Report that indicates the project and financial data submitted is complete, accurate, and the district's responsibility, and that there are no known instances of fraud.

#### **XIV. Fiscal Practices and Procedures**

##### Coordination Between Fiscal and Program Staff

The District Moyer staff and Fiscal staff shall hold meetings periodically to reconcile Moyer projects entered into the CARL online Database, Moyer staff records, and allocated funds in the auditor's monthly financials. These meetings are to be held as staff deems necessary, as well as prior to submittal of Annual Reports to ensure accurate reporting to CARB. Each Year of Moyer funding is tracked separately and each project is tracked for amount of funding, date of obligation, amount of expenditure, and date of expenditure.

##### Earned Interest

The District deposits Moyer funds into a restricted account that accrues interest. The interest is tracked using the Fiscal Year Method. Interest is received on the account quarterly. Interest earned on Moyer project funds is spent on Moyer projects according to the current Guidelines. Interest received on previous Year Moyer funds during a fiscal year is carried into the future Year project funding total.

Interest earned on Moyer admin funds is used for the administration of the Moyer Program as described in section V. Administration & Outreach Funds.

## **XV. Project File Set-Up and Maintenance**

The District maintains documentation of solicitation and project selection by fiscal year, as well as program project and fiscal files. All documents have hardcopies kept in the main Moyer file by the Moyer staff. Documents should include, but are not limited to, copies of public notice, workshop information, website information, etc.

## **XVI. Project completion**

For Projects that have successfully completed their obligations in the Program, the District may send a notice of such to the Participant. The Participant should maintain their records for an additional three years.

## **XVII. Coordination with CARB**

CARB has assigned a staff liaison for each district. The liaison assigned to this district (on November 15, 2011) is:

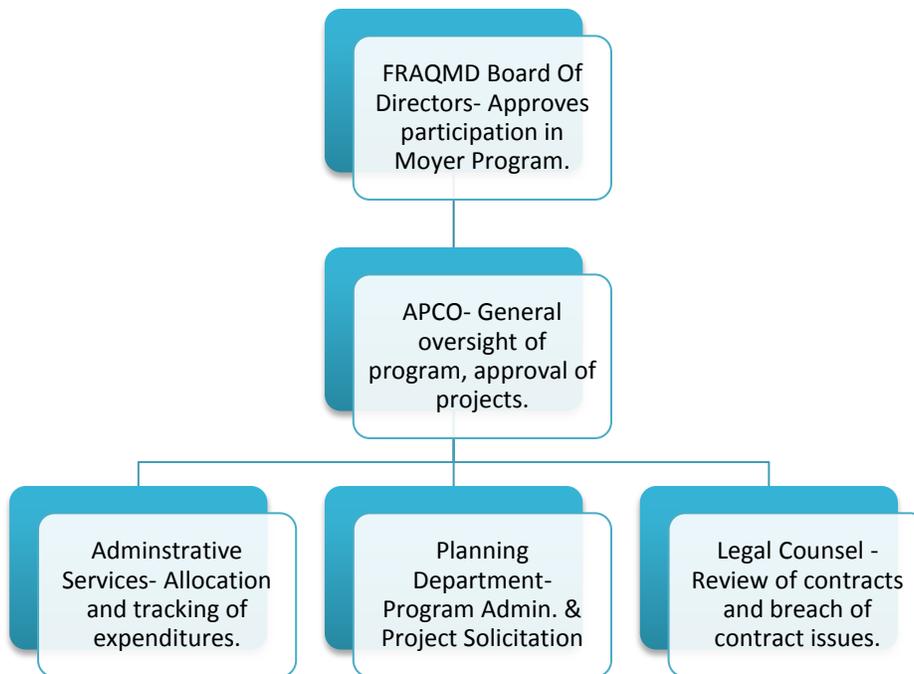
Ms. Sibyl Britton  
Mobile Source Control Division  
On-Road Control Regulations Branch  
California Air Resources Board  
1001 "I" Street  
P.O. Box 2815  
Sacramento, CA 95812

Phone number: (916) 327-0555  
E-mail address: sbritton@arb.ca.gov

The District staff shall document any correspondence with CARB staff regarding CARB interpretations, clarification, guidance or possible deviations from the Carl Moyer Program Guidelines. All documentation shall be kept in the Carl Moyer project file and should be retained for at least additional three years after the last year of the District's participation of this program.

# FRAQMD Moyer Organization Chart

The primary District staff contact for coordination with CARB shall be the Moyer staff. Other District staff are assigned various duties in regards to the Moyer Program as indicated in the following organizational chart.



The CARB holds Carl Moyer Program Incentive Program Implementation (IPI) team meetings once a quarter, or as needed. These meetings give the district the opportunity to be involved in the formation of Technical Advisories and guideline modifications, to keep informed about other local district Carl Moyer Program activities, and to be informed on related CARB activities. All districts are required to participate at least two IPI meetings per year. The District Moyer staff shall participate IPI meetings at least twice a year. The District administrative staff shall participate the IPI meeting at least once when the Carl Moyer Program Guidelines are updated and should participate the IPI meetings when necessary.

CARB has developed a centralized database for all Moyer projects called the Clean Air Reporting Log (CARL). All districts are required to use this database. CARB has provided training to district staff in the use of the database.

## **XVIII. Step by Step Program Implementation**

The District will follow the following procedure to implement the Carl Moyer Program:

1. The Moyer staff issues a Request for Proposals (RFP).  
Staff selects projects as described in section VII Project Selection.
2. APCO approves individual projects for funding.
3. The Moyer staff notifies the project applicants by sending a letter to the applicant stating whether the application has been selected for funding and includes the tentative award

amount. The applicant is requested to respond to the letter within a period of time to schedule a pre-inspection.

4. The Moyer staff performs a pre-inspection.
5. The Moyer staff prepares the Contract.
6. The Contracts are mailed to applicant. The applicant is requested to return Contracts signed within a period of time.
7. The APCO reviews and signs the Contract. The administrative staff mails one fully executed Contract to the applicant. The District retains the second Contract.
8. The administrative staff allocates the funds.
9. The Moyer staff designates the project as obligated in CARL.
10. The Moyer staff performs the post-inspection and salvage inspections.
11. The Moyer staff reviews the itemized invoice, verifies a W-9 is on file, verifies compliance checks (if applicable) and requests a check from the administrative staff.
12. The Moyer staff designates the project as expended in the CARL database.
13. The Moyer staff conducts project monitoring for remainder of project life of grant agreement.

#### **XIV. CARB Oversight**

As part of their oversight responsibilities, CARB staff performs desk reviews of district CMP, on-site monitoring and audits. Audit of a district's program may involve other state agencies, such as the Department of Finance and State Bureau of Audits. Audits may be fiscal, programmatic, or both. The District Moyer staff should coordinate with the administrative staff for the CARB audit in terms of setting up schedule and preparing required documentation.

#### **XX. APCO Approval**

This version of the Feather River Air Quality Management District's Policy and Procedures Manual for the Carl Moyer Memorial Air Quality Standards Attainment Program is approved by:

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Christopher D. Brown, AICP  
Air Pollution Control Officer

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Date

## Appendices

- A. Application Portable and Stationary Agricultural Sources
- B. Application Off road Repower/Retrofit
- C. Application Off road Equipment Replacement
- D. Grant Agreement template
- E. Pre Inspection and Post Inspection Forms
  - E-1 Pre and Post Inspection Forms for Repowers
  - E-2 ORERP Salvage Inspection Form
  - E-3 Pre and Post Inspection Form for ORERP
  - E-4 Retrofit Inspection Form
- F. Awardee Annual Reports
  - F-1 Annual Report – Engine
  - F-2 Annual Report – Equipment
- G. Moyer Check Request Form
- H. Off-Road Equipment Replacement Program
- I. Off-Road Equipment Replacement Program Dealer Agreement
- J. Off-Road Equipment Replacement Salvage Yard Agreement
- K. Off-Road Equipment Replacement Salvage Certification Form
- L. Off-Road Equipment Replacement New Equipment Release Form