



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

**Released on:
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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 November: CARB sends application packet to air districts.

By End of January: 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

	2019		2020		2021
JAN			Year 22 Applications available Jan 15 th		Year 23 Project Solicitation, Selection, Pre-Inspection, and Contract Execution
FEB	Year 21 Board Resolution		Year 22 Board Resolution, Public Workshop		
MAR	Year 21 Solicitation Ends March 11 th		Year 22 Solicitation Ends March 09 th		
APR	Year 21 Projects Selected				
MAY	Year 21 Pre Inspections		Year 22 Projects Selected, Pre-Inspections & Contracts Executed Upon Receiving Funding from CARB		
JUNE	Year 19 Expended Year 20 Contracted Year 17 Liquidated		Year 20 Expended Year 21 Contracted Year 18 Liquidated		Year 21 Expended Year 22 Contracted Year 19 Liquidated
JULY					
AUG	Annual Report Due		Annual Report Due		Annual Report Due
SEPT					
OCT					
NOV					
DEC	Year 22 Program announced, Dealer Training		Year 23 Program announced, Dealer Training		Year 24 Program announce, Dealer Training

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 November. 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. The designated District Moyer staff should enter the grant tracking information into Permits Pro.

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 and return to CARB. CARB will sign both copies and mail one to the District to keep on file. 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 post project selection.

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 District administration and outreach to implement the Program. 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 document indirect costs such as office space or telephone services in Administration Funds; the Board adopted hourly rate is billed to the Carl Moyer Program.

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. One application will be accepted per person or operation per year. If the applications share a common owner, contact person, mailing or physical address, insurance policy, or any other document that has been deemed by the District to show common ownership, they will be considered under the same ownership or operation. 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
5. School bus replacements, repowers, or conversions

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 may also fund school bus projects using Carl Moyer Program funding or other funding using the 2017 Carl Moyer Guidelines. The District will require school bus dealerships to sign an MOU and they must meet the minimum requirements in the 2017 Guidelines. The school bus replacement projects shall use the dismantlers that have signed the Dismantler Agreement (Appendix J). The contracts for school bus projects are included in Appendix D. The inspection forms are included in Appendix E. The reimbursement procedures, inspections, monitoring and enforcement, and contract development shall follow the same procedures as identified for other project types.

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 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. All complete projects shall 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. One application will be accepted per person or operation. If two applications share the same owner, responsible party, contact information, ownership documentation, or any other documentation deemed by the District to show common ownership, they will be assumed to be affiliated. The operation will be given the opportunity to withdraw applications from consideration if they are deemed to be held in common ownership.
4. The Moyer staff reviews the project application for 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.
5. All applications shall be assigned a project number.
6. After the end of the RFP, the district shall assign each complete application a number for use in the random number generator.
7. The complete applications shall be entered into a random number generator by district staff, with tier 0 Equipment Replacement, repower, and retrofit projects given priority over tier 1 Equipment Replacement projects. Tier 1 Equipment Replacement projects shall be entered into the random number generator after all tier 0 Equipment Replacement, repower, and retrofit projects have been selected.
8. 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 funding it is eligible for by the Moyer staff. Ineligible applications will not be funded.
9. The Moyer staff presents eligible applications to APCO for approval.
10. If funding is still available, another random number shall be drawn and steps 6 through 8 shall be repeated until all funding is allocated.
11. The Moyer staff shall send all complete 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 submit hour meter readings as outlined in the Carl Moyer Guidelines, minimum annual usage may not be specified in the contract. Historical usage data must be submitted for at least 24 consecutive months to determine cost-effectiveness 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 with the following attachments:
 - a. Description of the step by step process of the Program
 - b. Salvage certification form
 - c. List of participating dismantlers
 - d. Supplemental funding disclosure (if applicable)
3. Applicant shall return signed contracts to District within 30 days.
4. Contracts will then be forwarded to APCO for signature.
5. 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 District 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/Grants/Moyer/ in the appropriate Year File and Project File. The District regularly performs a back-up of all data stored on the 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 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 or a certified and trained dealer 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. **A District trained sales person at a dealership may conduct the post-inspection if, after notifying the District that the**

equipment is ready for inspection, the District provides approval for the sales person to conduct the post-inspection.

Vehicle/engine information shall be documented with photos, either taken by District staff or dealer sales staff which would be emailed to District staff. 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.

For Off-Road Equipment Replacement projects, after the post-inspection is approved the District provides approval to release the equipment to the applicant. The Dealership and Participant will sign the New Equipment Release Form (Appendix L) when the equipment is delivered to the applicant and return the New Equipment Release Form to the District.

Salvage Inspection

The salvage inspection shall verify that the baseline engine/equipment is destroyed or otherwise rendered inoperable. Participants to destroy the engine on a repower project themselves. Off-road Equipment Replacement and School Bus Replacement Projects must be delivered to an approved dismantler unless given a case by case approval from the District. If the Participant destroys the engine, the District staff must inspect the destroyed engine and take photographs to document the destruction. If an approved dismantler is used, the dismantler 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). An active project is in the project implementation period as defined in the agreement or has had the project implementation period end since the previous reporting cycle. In addition, District audits 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 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. . 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 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 as directed by CARB on the Annual Report.

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 April 29, 2019) is:

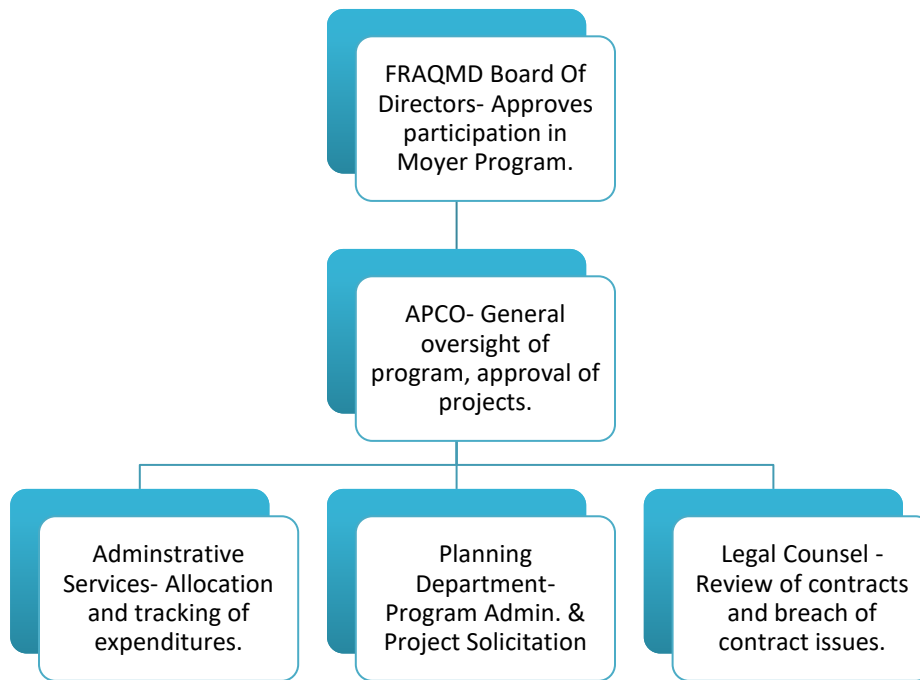
Ms. Alyssa Rhodes
Mobile Source Control Division
Incentives and Technology Advancement
California Air Resources Board
1001 "I" Street
P.O. Box 2815
Sacramento, CA 95812

Phone number: (916) 440-8232
E-mail address: alyssa.rhodes@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.



Additional District staff may perform inspections or other tasks as assigned by the APCO.

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. The District Moyer staff shall participate IPI meetings 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 or other assigned staff perform the 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, typically 30 calendar days.

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 Moyer staff informs the applicants that the contracts are fully executed and the engine/equipment may be ordered.
9. The Moyer staff informs the dealership sales staff that the contract has been fully executed and the award amount for Off-Road Equipment Replacement Program projects.
10. The administrative staff allocates the funds.
11. The Moyer staff designates the project as obligated in CARL.
12. Photographs are taken of the new equipment and/or engine, and the destruction of the existing equipment and/or engine. The Moyer staff verifies and approves the post-inspection and salvage photographs.
13. 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.
14. The Moyer staff designates the project as expended in the CARL database.
15. The Moyer staff conducts project monitoring for remainder of project life of grant agreement.

XIX. 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. Grant Programs Utilizing the Carl Moyer Guidelines

The District administers several grant programs that may utilize all or part of the Carl Moyer Guidelines. These include the AB 923 portion of the Blue Sky Program, the Community Air Protection Grants funded by AB 134, and the FARMER Program.

The AB 923 portion of the Blue Sky Program may utilize the Carl Moyer Guidelines. The District Board of Directors has directed the funds towards cleaner school buses. School bus replacement projects may use the Carl Moyer Guidelines to determine eligibility and cost-effectiveness. These projects will apply and be awarded based on the Blue Sky Request for Proposals rather than the Carl Moyer Request for Proposals. Once the projects have been awarded by the District Board of Directors, the District will administer them in accordance with these Policy and Procedures Guidelines including inspections, contract requirements, fiscal tracking, and grantee annual reporting. The photographs and program files will be kept in the Blue Sky folders. Projects used as match for the Carl Moyer Program shall be entered into the CARL database and will be subject to auditing and state reporting requirements as well.

The Community Air Protection Grants may utilize the Carl Moyer Guidelines in accordance with the Community Air Protection Funds 2019 Guidelines¹. The grant awards shall be based on eligibility for the Carl Moyer Program and community feedback received from disadvantaged and low-income communities. The District will be developing a Community Air Protection Funds Policy and Procedures for Year 2 of this program. The Year 1 projects were administered in accordance with the Community Air Protection Funds Supplement to the Carl Moyer Program 2017 Guidelines² and post project selection, the projects were implemented in accordance with the Districts 2018 Carl Moyer Program Policy and Procedures. CAP Funds projects will be reported to the CARB through the CARL database.

The District has established a separate F.A.R.M.E.R. Program Policy and Procedures Manual. The F.A.R.M.E.R. Program relies on the Carl Moyer 2017 Guidelines to evaluate eligible projects and cost-effectiveness. The F.A.R.M.E.R. Program uses a separate spreadsheet to calculate cost-effectiveness and report to CARB. The F.A.R.M.E.R. Program does not use the CARL database. The District solicits and selects projects for Carl Moyer and F.A.R.M.E.R. simultaneously. The program applications, dealerships agreements, and dismantlers agreements are the same.

XXI. 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:

Christopher D. Brown, AICP
Air Pollution Control Officer

Date

¹ https://ww3.arb.ca.gov/msprog/cap/docs/proposed_2019_cap_guidelines.pdf

² https://www.arb.ca.gov/msprog/cap/docs/cmp_final_cap_supplement.pdf

Appendices

- A. Application Portable and Stationary Agricultural Sources
- B. Application Off-Road Repower/Retrofit
- C. Application Off-Road Equipment Replacement
- D. Grant Agreement template
 - D-1 Contract Agreement
 - D-2 School Bus Contract Agreement
- 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
 - E-5 School Bus Pre and Post Inspection Form
 - E-6 School Bus Salvage 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. Dismantler Agreement
- K. Off-Road Equipment Replacement Salvage Certification Form
- L. Off-Road Equipment Replacement New Equipment Release Form