

## Carl Moyer Memorial Air Quality Standards Attainment Program 2012 District Yearly Report and Certification Form

*Due August 29, 2012*

**Air District:** \_\_\_\_\_

This report uses cumulative tracking to determine district status as of June 30, 2012, in meeting program milestones. Use answers from the worksheets to complete questions that start on page 6.

### **NOTE NEW CHANGES TO THE REPORT FORM:**

- This year's report first accounts for the amount of funds that you have liquidated since Year 8 in order to calculate your "2012 liquidation credit"—the amount in excess of your liquidation targets for this reporting period.
- This liquidation credit is then applied to your "contract execution" and "expended" targets. Note that the project lists for those two milestones are now much shorter because liquidated projects are no longer listed in them.
- The worksheets are now in reverse order compared to previous Yearly Reports, with the liquidation worksheet first, the expenditure worksheet second, and the contract execution worksheet third.

Later, ARB will assign archive status to all projects that are liquidated. Archived projects will be removed from cumulative tracking in future reports, but an appropriate amount of liquidation credit will continue to be applied to your program milestone targets.

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### Worksheet 1: Calculation of progress in reaching fund liquidation\* milestone and the amount of liquidation credit earned

\* A project counts as being liquidated when all pieces of equipment in the project (i.e., the contract) are paid in full by June 30, 2012. Withhold allowances covered in a project's contract are counted toward the liquidated amount.

		Instructions	Comments
<b>A. Cumulative target amounts of funds liquidated by 6/30/2012.</b>		<b>A1.</b> Using "Report Utility" in CARL, select "Required Reports" tab and then "Liquidated Report." <input type="checkbox"/> Check here for districts reporting Year 8 data in CARL. Select "MY 8" under "Funding Year Start" and "MY 14" under "Funding Year End." <input type="checkbox"/> Check here for districts reporting Year 8 data in a spreadsheet. Select "MY 9" under "Funding Year Start" and "MY 14" under Funding Year End." <b>A2.</b> Select "Display Report," print, and attach to this form. <b>A3.</b> Using Tables 1 and 2 under the heading "Fiscal Year 2005-2008 (year 8, 9, 10) Allocation," enter into <b>A</b> the respective totals listed for "Target, Project Portion" for Moyer and related grant funds (Table 1) and match funds (Table 2).	<b>A</b> contains two targets: <ul style="list-style-type: none"> <li>▪ One that represents all Carl Moyer Program Years 8, 9, and 10 project fund allocations for regular Moyer, Rural Assistance (RAP), and Multidistrict programs</li> <li>▪ One that represents the associated required match, less in-kind contributions.</li> </ul> Note: Report in-kind contributions, if any, by selecting "Report Interest and In-kind Match" from the CARL home page and entering the amount for each funding year.
Project Target  \$ _____ Obtain from Table 1 of CARL liquidated report – see the instructions column	Match Target  \$ _____ Obtain from Table 2 of CARL liquidated report – see the instructions column		
<b>B. Cumulative actual amounts of funds liquidated by 6/30/2012.</b>		Using the same "Liquidated Report," look at Tables 3 and 4 under the heading "Summary of Liquidated Projects by Funding Source." Enter into <b>B</b> the respective totals listed under "Liquidated Total" for Moyer and related grant funds (Table 3) and match funds (Table 4).	<b>B</b> is the sum of the liquidated amounts for each project reported in CARL for the range of years selected in A1.
Project Actual  \$ _____ Obtain from Table 3 of CARL liquidated report – see the instructions column	Match Actual  \$ _____ Obtain from Table 4 of CARL liquidated report – see the instructions column		
<b>C. ONLY For districts reporting Year 8 data via spreadsheet.</b> Enter the amount of funds <u>liquidated</u> for Year 8 as reported by spreadsheet for Carl Moyer Program, Rural Assistance Program, and Multidistrict Program funds. Separately enter the amount of Year 8 match funds liquidated. If project funding is split, only enter the amount associated with Year 8.		<input type="checkbox"/> <b>No update needed.</b> If you have not made any changes to your Year 8 spreadsheet since the 2011 (or earlier) Yearly Report, check here and enter the amounts you reported on last year's Worksheet 3, cell M. Your liaison has access to your report from last year to assist you at your request. Do not resubmit spreadsheets.  <input type="checkbox"/> <b>Update being submitted via spreadsheet.</b> Check here if you have made changes to your Year 8 data submitted with the 2011 Yearly Report and are sending an updated Year 8 spreadsheet. Send the updated spreadsheet to your liaison in a mutually-agreed upon format. Enter the appropriate amounts into the cells under <b>C</b> on the left.	Year 8 data provided via spreadsheet must be manually factored into the cumulative liquidation calculations in this Yearly Report. Notify your liaison if any projects reported in your Year 8 spreadsheet are not yet liquidated and clearly identify such projects on the spreadsheet.
Yr. 8 Project Actual  \$ _____	Yr. 8 Match Actual  \$ _____		

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**Worksheet 1: Calculation of progress in reaching fund liquidation milestone  
 and the amount of liquidation credit earned**

**CONTINUED**

		<b>Instructions</b>	<b>Comments</b>
<b>D.</b> Difference between target and actual amounts liquidated.		$D = A - B - C$  Use this result to answer question 1 on page 6.	Zeros or negative numbers for <b>D</b> are good; it means that your district has reached or surpassed its target.
<b>Project</b>  \$ _____	<b>Match</b>  \$ _____		
<b>E.</b> Amount of 2012 liquidation credit to use in Worksheets 2 and 3 of this report.  \$ _____		$E = - (D_{\text{project}} + D_{\text{match}})$  From cell <b>D</b> above, add the project and match amounts together to get one number. If the sum is a negative number (indicating that you are exceeding your target), this formula will change it to a positive. If the sum is a positive number, this formula will change it to a negative.	If your Year 8 data are in CARL, $- (D_{\text{project}} + D_{\text{match}})$ will correspond to the total 2012 Liquidation Credit determined in Table 5 of the CARL Liquidated Report.  If you have surpassed your liquidation target, the residual amount is counted as "liquidation credit" and applied to your expended and executed contract targets in Worksheets 2 and 3.

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**Worksheet 2: Calculation of progress in reaching fund expenditure\* milestone**

\* An entire project (i.e., a contract) counts as expended when at least one piece of equipment in the project is paid in full by 6/30/2012. Withhold allowances covered in a project's contract are counted toward the expended amount.

	<b>Instructions</b>	<b>Comments</b>
<b>F.</b> Cumulative target amount of funds expended by 6/30/2012.  \$ _____	<b>F1.</b> Using "Report Utility" in CARL, select "Required Reports" tab and then "Expended Report." <input type="checkbox"/> Check here for districts reporting Year 8 data in CARL. Select "MY 8" under "Funding Year Start" and "MY 14" under "Funding Year End". <input type="checkbox"/> Check here for districts reporting Year 8 data in a spreadsheet. Select "MY 9" under "Funding Year Start" and "MY 14" under Funding Year End".  <b>F2.</b> Select "Display Report," print, and attach to this form. This lists the projects that are expended as of 6/30/12 but not yet liquidated.  <b>F3.</b> Using the topmost table titled "Fiscal year 2008-2010 (year 11 & 12) Allocation," enter into "F" the <u>total</u> value listed in the "Target, Project Portion" column.	<b>F</b> is a target that represents all Carl Moyer Program Years 11 and 12 project fund allocations for regular Moyer, Rural Assistance (RAP), and Multidistrict programs, plus required match, less in-kind contributions.  Note: Report in-kind contributions, if any, by selecting "Report Interest and In-kind Match" from the CARL home page and entering the amount for each funding year.
<b>G.</b> Cumulative actual amount of funds expended by 6/30/2012.  \$ _____	Using the same "Expended Report", look at the table titled "Summary of Expended Projects by Funding Source" and enter into <b>G</b> the total shown for "Expended Total".	<b>G</b> is the sum of the expended amounts for each project reported in CARL for the range of years selected in <b>F1</b> .
<b>H.</b> 2012 Liquidation Credit  \$ _____	Use the number from cell <b>E</b> in Worksheet 1. Liquidated projects in excess of your 2012 liquidation target are credited toward your expenditure target.	
<b>I.</b> Other funds expended.  \$ _____	If you have projects entered into CARL that have been expended but do not show in the CARL report used above, enter the amount of funds that have been expended for those projects and attach a sheet that lists each project's name, number, executed contract amount, and expended amount.	
<b>J.</b> Difference between expended target and actual amount expended.  \$ _____	<b>J = F – G – H – I</b>  Use this result to answer question 2 on page 6.	A zero or a negative number for <b>J</b> is good; it means that your district has reached or surpassed its target.

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### Worksheet 3: Calculation of progress in reaching contract execution milestone

Worksheet 3 is not required by districts covered by a contingency plan per 2011 Guidelines Chapter 3 section R.3.(B).

	Instructions	Comments
<p><b>K.</b> Cumulative target amount of funds under executed contract.</p> <p>\$ _____</p>	<p><b>K1.</b> Using "Report Utility" in CARL, select "Required Reports" tab and then "Executed Contract Report."</p> <p><input type="checkbox"/> Check here for districts reporting Year 8 data in CARL. Select "MY 8" under "Funding Year Start" and "MY 14" under "Funding Year End".</p> <p><input type="checkbox"/> Check here for districts reporting Year 8 data in a spreadsheet. Select "MY 9" under "Funding Year Start" and "MY 14" under Funding Year End".</p> <p><b>K2.</b> Select "Display Report," print, and attach to this form. This lists the projects that are under executed contract (including expended projects) as of 6/30/12 but not yet liquidated.</p> <p><b>K3.</b> Using the topmost table titled "Fiscal year 2008 - 2011 (year 11, 12 &amp;13) Allocation," enter into <b>K</b> the <u>total</u> value listed in the "Target, Project Portion" column.</p>	<p><b>K</b> is a target that represents all Carl Moyer Program Years 11, 12, and 13 project fund allocations for regular Moyer, Rural Assistance (RAP), and Multidistrict programs, plus required match, less in-kind contributions.</p> <p>Note: Report in-kind contributions, if any, by selecting "Report Interest and In-kind Match" from the CARL home page and entering the amount for each funding year.</p>
<p><b>L.</b> Cumulative actual amount of funds under executed contract.</p> <p>\$ _____</p>	<p>Using the same "Executed Contract Report," look at the table titled "Summary of Executed contracts by Funding Source" and enter into "<b>B</b>" the total shown for "Executed Total."</p>	<p><b>L</b> is the sum of executed contract amounts for projects reported in CARL for the range of years selected in <b>K1</b>.</p>
<p><b>M.</b> 2012 liquidation credit</p> <p>\$ _____</p>	<p>Use the number from cell <b>E</b> in Worksheet 1. Liquidated projects in excess of your 2012 liquidation target are credited toward your executed contract target.</p>	
<p><b>N.</b> Other funds under executed contract.</p> <p>\$ _____</p>	<p>If you have projects under executed contract entered into CARL that do not show in the CARL report used above, enter the amount of funds under executed contract for those projects and attach a sheet that lists each project's name, number, and executed contract amount.</p>	
<p><b>O.</b> Difference between executed contract target and amount achieved.</p> <p>\$ _____</p>	<p><b>O = K – L – M – N</b></p> <p>Use this result to answer question 3 on page 6.</p>	<p>A zero or a negative number for <b>O</b> is good; it means that your district has reached or surpassed its target.</p>

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**1. Amount of Carl Moyer Project and Match Funds Liquidated**

**A.** Is the amount of **project** funds derived in **Worksheet 1, cell D** zero or less? Check the appropriate box

- Yes - The District has met the June 30, 2012, cumulative project fund liquidation target.
- No - The District has not met the cumulative project fund liquidation target. Your liaison will contact you to discuss next steps.

**B.** Is the amount of **match** funds derived in **Worksheet 1, cell D** zero or less? Check the appropriate box

- Yes - The District has met the June 30, 2012, cumulative match fund liquidation target.
- No - The District has not met the cumulative match fund liquidation target. Your liaison will contact you to discuss next steps.

**2. Amount of Carl Moyer Project and Match Funds Expended**

Is the amount derived in **Worksheet 2, cell J** zero or less? Check the appropriate box:

- Yes - The District has met the June 30, 2012, cumulative expenditure target.
- No - The District has not met the cumulative expenditure target.

Total amount of shortfall (amount in cell J) \$\_\_\_\_\_.

Your liaison will contact you to discuss next steps.

**3. Amount of Carl Moyer Project and Match Funds Under Executed Contract**

Is the amount derived in **Worksheet 3, cell O** zero or less? Check the appropriate box:

- Yes - The District has reached the June 30, 2012, cumulative contract execution target.
- No - The District has not met the cumulative contract execution target. Attach an explanation and check one or both boxes below, as appropriate. Your Carl Moyer Program liaison will follow up with you to assist in your progress.

Attached are the District's plans for executing contracts for the remaining funds, or taking other actions such as returning funds to ARB or redirecting funds to another district. Please include a timeline.

For rural districts only, the District opts to contribute funds to the Rural District Assistance Program in the amount of \$\_\_\_\_\_. Complete the Return/Redirection of Funds form, which can be found on ARB's Carl Moyer Program website under "forms" ([http://www.arb.ca.gov/msprog/moyer/admin\\_forms/return\\_cmp\\_funds.pdf](http://www.arb.ca.gov/msprog/moyer/admin_forms/return_cmp_funds.pdf)). Note that funds from Year 13 grants must be contributed by January 30, 2013. Any transfer of funds held by the district must be made directly to another district.

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**4. Projects funded with the \$2 DMV fee**

- For match projects and projects for which the District is claiming State Implementation Plan (SIP) credit, report project details via CARL and not in the spaces below.
- For all other project types (i.e., not match, not claimed for SIP credit), from your records report the amount of \$2 motor vehicle fees expended on projects from 7/1/2011 - 6/30/2012 for each of the following categories.

\$ \_\_\_\_\_ Agricultural Assistance

\$ \_\_\_\_\_ Lower-Emission School Bus projects

\$ \_\_\_\_\_ Voluntary accelerated vehicle retirement or repair

\$ \_\_\_\_\_ Carl Moyer Program-eligible projects

**5. Enforcement Actions Taken**

Briefly describe any enforcement actions taken by the District between 7/1/2011 and 6/30/2012. Please include a list of projects for which you granted a waiver for low usage [see section FF. 4(D) of the Program Administration Chapter of the 2011 Guidelines].

**6. Recaptured Funds**

Report below regarding funds recaptured by your district from 7/1/2011 – 6/30/2012. These are funds returned by the grantee from liquidated projects (projects that are completed and for which all invoices are paid). *There is no need to alter CARL records for such projects.* These recaptured funds will be added by ARB to your Year 14 target in CARL. Your liaison will notify you when this addition is completed.

Amount of funds recaptured	Project name/number	Funding year of project
<i>Example: \$40,000</i>	<i>XYZ Trucking/ M08-1234</i>	<i>Year 8</i>

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**7. Carl Moyer Program Interest**

Report below on interest earned from Carl Moyer Program funds, Rural District Assistance Program funds, and Multidistrict Program funds from 7/1/2011 through 6/30/2012. Any such interest funds that you do not add to your Year 15 target must be returned to ARB by 10/31/2012.

<b>Worksheet 4: Reporting interest earned between 7/1/2011 and 6/30/2012 and adding it to your Year 15 CARL target</b>		
	<b>Instructions</b>	<b>Comments</b>
<p><b>A. Total amount of all interest earned on Carl Moyer Program funds between 7/1/2011 and 6/30/2012.</b></p> <p>\$ _____</p>	<p>Obtain from your fiscal department.</p>	
<p><b>B. <u>Amount from A above</u> that you are adding to your district's Year 15 Carl Moyer Program funds.</b></p> <p>\$ _____</p> <p><b><u>Enter amount here and in CARL.</u></b> Unless you are returning interest funds to ARB (see <b>C</b> below), the amount you write here and enter into CARL should be the same as in <b>A</b> above.</p>	<p>CARL instructions:</p> <ul style="list-style-type: none"> <li>▪ At the CARL home page, select, under "Administration," "Report Interest and In-Kind Match."</li> <li>▪ Under "Update Allocation Table," select "Report Carl Moyer Interest" and then select the 2011 to 2012 fiscal year.</li> <li>▪ Under "Update Year 15 Data," enter, into "project funds," the amount you want to add to your Year 15 target.</li> <li>▪ If you wish to use some of this for administration, enter (now or at a later date) the amount into "Administration Funds." This amount must not exceed 5% of the total interest earned if the district has one million or more inhabitants, or 10% if it's less than a million.</li> </ul>	<p>When you use these interest funds to pay for projects, when entering funding and payment information in CARL:</p> <ul style="list-style-type: none"> <li>▪ Specify "Moyer Interest" as the funding source</li> <li>▪ Indicate Year 15 as the funding year.</li> </ul> <p><i><u>Important Note:</u></i></p> <ul style="list-style-type: none"> <li>▪ <i>For specifying funding and payment information for interest-funded projects, use the target year to which that interest has been added. For example, when you spend the interest funds that you added to your Year 13 target, call them Year 13 interest funds.</i></li> <li>▪ <i>Projects identified as being funded with Moyer interest Year 12 and earlier are <b>not</b> credited toward meeting any progress tracking targets. Interest-funded projects reported as liquidated in the 2010 Yearly Report must remain labeled in CARL as Year 12 or earlier.</i></li> </ul>
<p><b>C. <u>Amount from A above</u> to be returned to ARB by 10/31/2012.</b></p> <p>\$ _____</p>	<p>Submit the Return/Redirection of Funds form located at (<a href="http://www.arb.ca.gov/msprog/moyer/admin_forms/return_cmp_funds.pdf">http://www.arb.ca.gov/msprog/moyer/admin_forms/return_cmp_funds.pdf</a>) along with the returned funds. Do <u>not</u> enter this interest amount into CARL or it will be added to your Year 15 target.</p>	

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**8. Signatures of Responsible Parties**

A. I certify the project and financial data entered into the Carl Moyer Program database (CARL) and/or spreadsheets associated with this report are complete and accurate, and that there are no known instances of fraud associated with this information. I certify that the District has documentation of the reported contract commitments and expenditures. I understand that the completeness and accuracy of this report and the data in the CARL and/or spreadsheets are the District's responsibility.

\_\_\_\_\_  
Signature of Air Pollution Control Officer      Type/Print Name      Date Signed

\_\_\_\_\_  
Signature of Program Administrator      Type/Print Name      Date Signed

B. I certify that the financial data in this report are accurately reflected in the District's official financial records and there are no known instances of fraud associated with this information.

\_\_\_\_\_  
Signature of Chief Financial Officer  
or District Board-designated alternate  
(not the APCO or program administrator)      Type/Print Name      Date Signed

**Send this hard copy originally-signed report and attachments to:**

Sibyl Britton  
Air Resources Board,  
MSCD Carl Moyer Program  
P.O. Box 2815, Sacramento, CA 95812

**Send updated electronic spreadsheet reporting Year 8 projects (if applicable) to:**

Your Carl Moyer Program liaison

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**If you have any questions about this Yearly Report,  
please contact your Carl Moyer Program liaison**

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