

## Carl Moyer Memorial Air Quality Standards Attainment Program 2013 District Yearly Report Certification Form

***Due August 29, 2013***

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

This report uses cumulative tracking to determine district status as of June 30, 2013, in meeting program milestones.

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

- This year's report accounts for the amount of funds that you have liquidated since Year 9 in order to calculate your "2013 liquidation credit"—the amount in excess of your liquidation targets for this reporting period. Year 8 is no longer used in these reports.
- This liquidation credit is then applied to your "contract execution" and "expended" targets. Note that the contract execution and expended reports will not show liquidated projects in the project lists.
- The report contains no dedicated place to record program executions, expenditures or liquidations not entered in the database. If you have data to report that is not entered in CARL **and** that is essential to attainment of your program goals, contact your liaison to discuss how you will report this data.

***Before you begin, print your district's Liquidation, Expended and Executed Contract reports from the CARL database at <http://www.arb.ca.gov/app/cmp/> for the default period of Moyer Year 9-Moyer Year 15. Detailed instructions about generating these reports are contained in this form.***

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<b>Instructions for Generating CARL Reports</b>		
<b>Report Type</b>	<b>Instructions</b>	<b>Comments</b>
<p align="center"><b>LIQUIDATION REPORT</b></p> <p>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, 2013. Withhold allowances covered in a project's contract are counted toward the liquidated amount.</p>	<ol style="list-style-type: none"> <li>Using "Report Utility" in CARL, select "Required Reports" tab and then "Liquidated Report." Use the default funding start and end years: "MY 9" under "Funding Year Start" and "MY 15" under "Funding Year End."</li> <li>Select "Display Report," print, and attach to this form.</li> </ol>	<p>Table 5 contains two reconciliations called "2013 Liquidation Credits":</p> <ul style="list-style-type: none"> <li>the first represents all Carl Moyer Program Years 9, 10 and 11 project fund liquidations <b>which exceed the liquidation target</b> for regular Moyer, Rural Assistance (RAP), and Multidistrict programs</li> <li>The second represents the associated required match, less in-kind liquidations which <b>exceed the liquidation target</b> [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.]</li> </ul> <p>NOTE: a negative number means the district has not met the liquidation target in the stated funding category.</p>
<p align="center"><b>EXPENDITURE REPORT</b></p> <p>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 6/30/2013. Withhold allowances covered in a project's contract are counted toward the expended amount.</p>	<ol style="list-style-type: none"> <li>Using "Report Utility" in CARL, select "Required Reports" tab and then "Expended Report." Use the default funding start and end years: "MY 9" under "Funding Year Start" and "MY 15" under "Funding Year End."</li> <li>Select "Display Report," print, and attach to this form. This lists the projects that are expended as of 6/30/13 but not yet liquidated.</li> </ol>	<p>The "Expended Status" table shows Carl Moyer Program Years 12 and 13 project fund allocations for regular Moyer, Rural Assistance (RAP), and Multidistrict programs, plus required match, less in-kind contributions MINUS the expended total and the 2013 liquidation credit. The liquidation credit can be referenced in table 5 of the liquidation report.</p> <p>A zero or a negative number for the "total remaining to expend" is good; it means that your district has reached or surpassed its target.</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 align="center"><b>EXECUTED CONTRACT REPORT</b></p> <p>A report of executed contracts is not required by districts using a contingency plan such as dedication to the Rural Assistance Program or to a partner district (see the 2011 Guidelines Chapter 3 section R.3.(B)).</p>	<ol style="list-style-type: none"> <li>Using "Report Utility" in CARL, select "Required Reports" tab and then "Executed Contract Report." Use the default funding start and end years: "MY 9" under "Funding Year Start" and "MY 15" under "Funding Year End."</li> <li>Select "Display Report," print, and attach to this form. This lists the projects that are under executed contract (including expended projects) as of 6/30/13 but not yet liquidated.</li> </ol>	<p>The "Executed Status" table shows all Carl Moyer Program Years 12, 13 and 14 project fund allocations for regular Moyer, Rural Assistance (RAP), and Multidistrict programs, plus required match, less in-kind contributions MINUS the executed total and the 2013 liquidation credit. The liquidation credit can be referenced in table 5 of the liquidation report.</p> <p>A zero or a negative number for the "Total Remaining to Execute" is good; it means that your district has reached or surpassed its target.</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>

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

**A.** Is the total amount of **2013 liquidation credit project** funds shown in the **Liquidation Report, table 5** zero or greater? Check the appropriate box

- Yes - The District has met the June 30, 2013, 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 total amount of **2013 liquidation credit match** funds shown in the **Liquidation Report, table 5** zero or greater? Check the appropriate box

- Yes - The District has met the June 30, 2013, 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. Expended Report: Amount of Carl Moyer Project and Match Funds Expended**

Is the “**total remaining to expend**” shown in the Expended report, “**Expended Status**” table zero or less? Check the appropriate box:

- Yes - The District has met the June 30, 2013, cumulative expenditure target.
- No - The District has not met the cumulative expenditure target.

Total amount of shortfall \$\_\_\_\_\_.

Your liaison will contact you to discuss next steps.

**3. Executed Contract Report: Amount of Carl Moyer Project and Match Funds under Executed Contract**

Is the “**total remaining to execute**” shown in the Executed Contract report, “**Executed Contract Status**” table zero or less? Check the appropriate box:

- Yes - The District has reached the June 30, 2013, 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 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 14 grants must be contributed by January 30, 2014. 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 7/1/2012 - 6/30/2013 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 7/1/2012 and 6/30/2013. 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 7/1/2012 – 6/30/2013. 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 15 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 9</i>

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**7. Carl Moyer Program Interest**

Report below on interest earned 7/1/2012 through 6/30/2013 from Carl Moyer Program funds, Rural District Assistance Program funds, and Multidistrict Program funds. **Any such interest funds that you do not add to your Year 16 target must be returned to ARB by 10/31/2013.**

Reporting interest earned between 7/1/2012 and 6/30/2013 and adding it to your Year 16 CARL target		
	Instructions	Comments
<p><b>A. Total amount of all interest earned or received through transfer on Carl Moyer Program funds between 7/1/2012 and 6/30/2013.</b></p> <p>\$ _____</p>	<ul style="list-style-type: none"> <li>▪ Obtain from your fiscal department.</li> <li>▪ Remember to include interest funds received through transfers from other districts.</li> <li>▪ Do not include funds transferred away from your district to another district.</li> </ul>	<p>This amount includes interest earned on both project and administrative funds.</p>
<p><b>B1. Amount from A above</b> that is already paid on Moyer projects.</p> <p>\$ _____</p> <p><b>B2. Amount from A above</b> that you are adding to your district's Year 16 Carl Moyer Program funds.</p> <p>\$ _____</p> <p><b>Enter amount here and in CARL.</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 B2:          At the CARL home page, select, under "Administration," "Report Interest and In-Kind Match."</p> <ul style="list-style-type: none"> <li>▪ Under "Update Allocation Table," select "Report Carl Moyer Interest" and then select the 2012 to 2013 fiscal year.</li> <li>▪ Under "Update Year 16 Data," enter, into "project funds," the amount you want to add to your Year 16 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:</p> <ul style="list-style-type: none"> <li>▪ Specify "Moyer Interest" as the funding source in CARL</li> <li>▪ Indicate Year 16 as the funding year in CARL</li> </ul> <p><i>Important Note:</i></p> <ul style="list-style-type: none"> <li>▪ For entering 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.</li> </ul>
<p><b>C. Amount from A above</b> to be returned to ARB by 10/31/2013.</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 16 target.</p>	<ul style="list-style-type: none"> <li>▪ Projects funded with Moyer interest Year 12 and earlier are <b>not</b> credited toward 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.</li> </ul>

**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 APCO or program administrator)      Type/Print Name      Date Signed

**Email a copy of this signed report and the CARL reports to ARB and maintain an original hard copy in your local records.**

**Please email reports to:**

Chuck Bennett at [cbennett@arb.ca.gov](mailto:cbennett@arb.ca.gov)

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

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