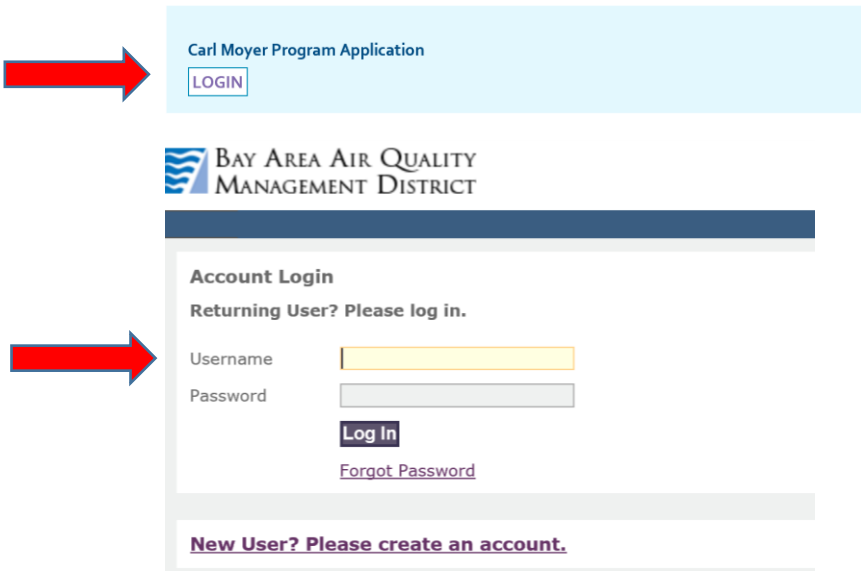
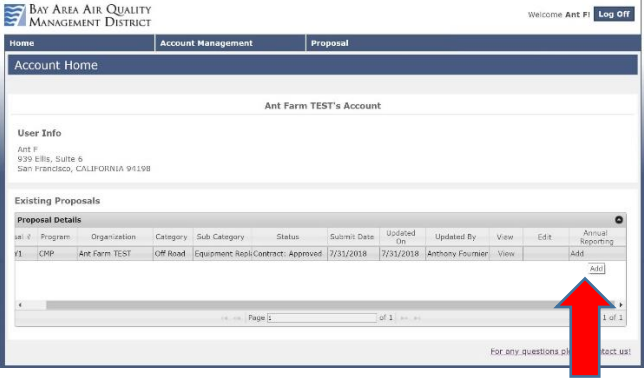
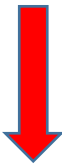



Online Carl Moyer Program Annual Reporting Instructions

Grantees are required to submit annual reports each year of their project term. If you have any questions, please contact BAAQMD Carl Moyer Program staff by phone at (415) 749-4994 or email at grants@baaqmd.gov.

<p>Step 1 – Navigate to www.baaqmd.gov/moyer, log into account using the username originally used to create the account. Internet Explorer works best.</p> <p>If you forgot your password, click on the Forgot Password link at the bottom, and a temporary password will be emailed to the email address used to set up the account.</p>	 <p style="text-align: center;">Carl Moyer Program Application LOGIN</p> <p style="text-align: center;">BAY AREA AIR QUALITY MANAGEMENT DISTRICT</p> <p style="text-align: center;">Account Login Returning User? Please log in.</p> <p>Username <input type="text"/> Password <input type="password"/></p> <p style="text-align: center;">Log In Forgot Password</p> <p style="text-align: center;">New User? Please create an account.</p>																												
<p>Step 2 – Once you are logged in, click Add under the Annual Reporting column on the far right.</p>	 <p style="text-align: center;">Bay Area Air Quality Management District Welcome Ant F Log Off</p> <p style="text-align: center;">Home Account Management Proposal</p> <p style="text-align: center;">Account Home</p> <p style="text-align: center;">Ant Farm TEST's Account</p> <p>User Info Ant F 939 Ellis, Suite 6 San Francisco, CALIFORNIA 94109</p> <p>Existing Proposals</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Proposal Details</th> <th>Organization</th> <th>Category</th> <th>Sub Category</th> <th>Status</th> <th>Submit Date</th> <th>Updated On</th> <th>Updated By</th> <th>View</th> <th>Edit</th> <th>Annual Reporting</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>CMP</td> <td>Ant Farm TEST</td> <td>Off Road</td> <td>Equipment Reel/Contract: Approved</td> <td>7/31/2018</td> <td>7/31/2018</td> <td>Anthony Fourrier</td> <td>View</td> <td></td> <td style="text-align: center;">Add</td> </tr> </tbody> </table> <p style="text-align: right;">Page 1 of 1</p> <p style="text-align: right; font-size: small;">For any questions please contact us!</p>	Proposal Details	Organization	Category	Sub Category	Status	Submit Date	Updated On	Updated By	View	Edit	Annual Reporting	11	CMP	Ant Farm TEST	Off Road	Equipment Reel/Contract: Approved	7/31/2018	7/31/2018	Anthony Fourrier	View		Add						
Proposal Details	Organization	Category	Sub Category	Status	Submit Date	Updated On	Updated By	View	Edit	Annual Reporting																			
11	CMP	Ant Farm TEST	Off Road	Equipment Reel/Contract: Approved	7/31/2018	7/31/2018	Anthony Fourrier	View		Add																			
<p>Step 3 – Select the current year from the Reporting Year dropdown menu.</p>	<div style="text-align: center;">  <p>Reporting Year Select the year to be edited or viewed.</p> <p>Reporting Year * <input type="text" value="Select..."/></p> </div> <div style="float: right; width: 60%;"> <p>Usage Summary (Reported months)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Item</th> <th>Miles</th> <th>Hours</th> <th>Fuel</th> </tr> </thead> <tbody> <tr><td>Contracted Annual Usage</td><td></td><td></td><td></td></tr> <tr><td>Contracted total usage</td><td></td><td></td><td></td></tr> <tr><td>Total usage to Date</td><td></td><td></td><td></td></tr> <tr><td>Actual annual average usage</td><td></td><td></td><td></td></tr> <tr><td>Average per Year compared to Contracted Annual Usage (%)</td><td></td><td></td><td></td></tr> <tr><td>Remaining usage</td><td></td><td></td><td></td></tr> </tbody> </table> </div>	Item	Miles	Hours	Fuel	Contracted Annual Usage				Contracted total usage				Total usage to Date				Actual annual average usage				Average per Year compared to Contracted Annual Usage (%)				Remaining usage			
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Remaining usage																													
<p>Step 4 – Select the equipment from the Select Engine ID dropdown menu.</p>	<p>Please select the Equipment from the dropdown below to review and enter reporting data.</p> <p>Select Engine ID <input type="text" value="Select..."/></p> <div style="text-align: center;">  </div>																												

Step 5 – Review the information in the **Equipment and Engine Information** tables to ensure information is correct. If correct, enter all the required information indicated by red asterisks.

Equipment Information

Description
Unit ID (Original equipment)
Equipment Type (Funded equipment)
Make (Funded equipment)
Model (Funded equipment)
Year (Funded equipment)

Engine Information

Description
Date Contract Approved
Last Report Due
Project Life
Make
Model
Year
Serial Number
Horsepower
Engine Location



Below please enter the usage information for the funded equipment's operation between July 1st of the previous year and June 30th of the current reporting year.

New Equipment Id *	<input type="text"/>	% Operation in the District *	<input type="text"/>
Months *	<input type="text" value="Select..."/>	% Operation in California *	<input type="text"/>
Hours *	<input type="text"/>	Hour Meter Reading *	<input type="text"/>
Fuel *	<input type="text"/>	Insured *	<input type="text" value="Select..."/>
Current Location Address *	<input type="text"/>	Location Change? *	<input type="text" value="Select..."/>

If the funded equipment is not yet in service, check the box indicating “No operational activity to report for this reporting period through June 30th because the project for the funded equipment is not complete.”

Additional Questions and Comments

Please respond to the following and enter any comments that you may have regarding this engine.

Note: If there is no Operational Activity to report for this reporting period, you must check one of the two checkboxes below and provide an explanation in Factors Impacting Usage comments section below.



- No Operational Activity to report for this reporting period through June 30th because the project for the funded equipment is not complete.
- The project has been paid and has been in operation for a year or more but there is no operational activity to report for this reporting period through June 30th.

Step 6 – Provide any necessary comments in the **Repairs, Problems and Benefits, Factors Impacting Usage**, and **Grantee Comments** fields.

Repairs, Problems, and Benefits	<input type="text"/>
Factors Impacting Usage (required only if there is No Operational Activity.)	<input type="text"/>
Grantee Comments	<input type="text"/>

Step 7 – Attach proof of insurance for funded equipment under **Supporting Documentation**.

Repeat this process for *all* pieces of funded equipment (until information is reported for all pieces available in the *Engine ID* dropdown menu).

Supporting Documentation

Upload New Attachment 

File Name	Submitted By	Submitted On	Attachment Type	Comments	Remove

Step 8 – Review the data and click *Save*.

Save Data

Step 9 – After entering data for all pieces of equipment, and attaching proof of insurance, click the *Submit Annual Report* button. You will have to type in your full name to submit your annual report.

Submit Annual Report

After submitting the annual report, your data will be visible, but no changes can be made. If any edits are needed, please contact Air District staff.

Thanks for submitting your Annual Report!