

**MONTEREY BAY UNIFIED
AIR POLLUTION CONTROL DISTRICT**

CARL MOYER PROGRAM

POLICIES AND PROCEDURES MANUAL

MOYER YEAR 11 & 12

December 15, 2010



MONTEREY BAY
Unified Air Pollution Control District
serving Monterey, San Benito, and Santa Cruz Counties
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MBUAPCD Moyer Policies & Procedures Manual

NOTES TO THIS UPDATE

The original District Manual was adopted February 21, 2007, and was updated five times before on December 12, 2007, April 16, 2008, October 8, 2008, August 19, 2009, and October 20, 2010. The changes to the October 20 version reflected current policies and procedures, March 25, 2010 revision to the CMP Guidelines, as well as new policies concerning UCC-1 filing.

This Manual pertains to the last few MBUAPCD grant contracts signed in funding Year 11 and later years, subject to CMP Guidelines (Approved Revision 2008). All projects signed in previous years are subject to their contemporary CMP Guidelines, and projects funded in Moyer Years 7 and later are also subject to their applicable District Policies & Procedures Manual.

Following the October 20, 2010 update, new changes are required. The substantive changes to policies and procedures used by District staff that were initiated in this update are described below:

On December 15, 2010 the following changes were made:

1. CARB Mail-Out #MSC 10-42 requires specific contract language concerning the *Disclosure of Funds Statement*. The Grant Acceptance Agreement was revised as follows:
 - a. Attachment 3, Section B, has been changed to add the following text at the conclusion of the first paragraph: “Air districts may be asked by CMP participants to shorten the contract term for previously funded projects. If the District chooses to amend contracts, the amended project must be cost-effective during the reduced contract term, based on the cost-effectiveness value that applied when the original contract was executed. If the District agrees to accept a prorated repayment of the CMP grant, the repayment and amended contract execution must both occur prior to applying for subsequent funding.”

“In addition, any emission reductions that were previously funded become part of the baseline and must not be included as emissions benefits of any subsequent project.”
2. In accord with CARB Mail-Out #MSC 10-42 and telephone conversation with Peter Christensen, CARB Moyer Program staff member on October 20, 2010, the District is to send all engine/equipment serial numbers to our CARB Moyer liaison to confirm that the equipment hasn't been previously funded. This Policies and Procedures Manual has been revised as follows:
 - a. Section IX. Baseline engine serial number added a second paragraph: “Compliant with Mail-Out #MSC 10-42 and telephone conversation with CARB Moyer staff on October 12, 2010, District staff will send all engine/equipment serial numbers (and/or vehicle identification numbers) for all projects, including off-road projects, to the CARB Moyer liaison to confirm that the equipment hasn't been previously funded.”
3. Because MBUAPCD's Rule Section 1010, Air Toxic Control Measure for Stationary Compression Ignition Engines, is considered equally effective as the State's ATCM, the District is able to calculate grant amounts for agricultural irrigation pump engines based

on the eligibility requirements of the District rule. This Policies and Procedures Manual will be revised as follows:

- a. The following paragraph will be added to Section X. District Selection and contracting process: “In a letter dated October 15, 2010, MBUAPCD APCO certified to CARB that District Rule Section 1010 is equally effective as the State’s ATCM. As a result, the District is able to calculate the grant amount for an agricultural irrigation pump engine based on the eligibility requirements of the District rule. Nonetheless, CARB staff directed District staff to amend the Policies and Procedures Manual by specifying that ‘These projects will require CARB’s case-by-case.’ In addition, a copy of the District’s October 15, 2010 letter must be included in the project folder for each grant agreement that funds an agricultural irrigation pump engine.”
4. The following changes were made based on CARB’s review of our Off-Road Equipment Replacement Plan
 - a. The first paragraph of the grant agreement was revised from:
“...for eligible costs to repower [**describe project**]...” to
“...for eligible costs to [**describe project**]...”
 - b. Grantee is required to report use through the project life (not just the first 5 years). The grant agreement was changed as follows:
 - i. Section D.2. was changed to read: “District shall monitor Grantee implementation of the project for the duration of the Project Life.
 - ii. Attachment 5, paragraph 1 was changed to read: “**Reporting period.** Annual reports are required as described below from Grantee to District for the entire project life.”
 - iii. Attachment 5, paragraph 2 was deleted.
 - c. The new use waiver and removal of use requirements do not eliminate the requirements for use reports. The Policies and Procedures Manual was revised as follows:
 - i. Section XV. Grantee annual reporting, paragraph 1, last sentence was revised to read: “However, these projects are still required to submit annual use reports.”
 - ii. Section XV. Grantee annual reporting, paragraph 2 was revised to read: “Requirements for reporting annual use differed for all previous projects. CARB did approve agreement templates prior to use. Yet reporting requirements differed based on CMP Guidelines and/or Policies and Procedures Manuals effective at the time each agreement was signed. Typically, grantees of prior projects are/were required to report use during only the first 5 years of the Project Life.”

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MBUAPCD Moyer Policies & Procedures Manual

**Policies and Procedures Manual
for the
Monterey Bay Unified Air Pollution Control District
Carl Moyer Program (CMP)**

I. Background

The Carl Moyer Program (CMP) is a unique and valued partnership between the California Air Resources Board (CARB) and the 35 Air Districts in California. Air Districts apply local funds to match and fund some of the administrative cost of their programs while CARB funds the grants and provides at the State-level overall guidance and supervision for the program. CARB also funds multi-District projects that must be administered by the District.

The CMP was established by CARB in 1998, as an emission-reduction incentive grant program administered by air districts. Previously, the Monterey Bay Unified Air Pollution Control District (MBUAPCD) already funded incentive grant projects for cleaner diesel engines, using District AB2766 and Rule 431 funds. The CMP initially was intended solely to reduce oxides of nitrogen (NO_x) by upgrading (repowers or retrofits) or replacing not-otherwise-regulated nor permitted heavy-duty diesel engines over 50 HP. Grantees were funded for upgrading to cleaner-than-required engines rather than continuing to use the high-polluting baseline engines. On-road diesel vehicles over 14,000 lbs and off-road diesel equipment and marine vessels with engines over 50 HP were eligible, as were airport ground support equipment and certain forklifts.

After a few years, CARB expanded the program to add reactive organic gases (ROG) and exhaust particulate matter ten or more microns in diameter (PM₁₀). In addition, starting in 2004 agricultural sources other than internal combustion (IC) engines, light-duty vehicles, and on-road truck fleet modernization options were added and eligible baseline engines were reduced from 50 to 25 HP for most project types.

CARB's CMP Guidelines (Approved Revision 2008) require the District to adopt a Policy and Procedures Manual in order to receive CMP funds. Staff has prepared this Policies and Procedures Manual as a supplement to CARB's CMP Guidelines, which remain in full force and effect for the District's CMP. These District policies and procedures are intended to meet or exceed minimum requirements for the CMP as specified in the State Health and Safety Code, Chapter 9, and as elaborated by CARB in its CMP Guidelines (Approved Revision 2008) and any CARB CMP Advisories published to date pertaining to the CMP Guidelines (Approved Revision 2008).

This Manual sets forth policies and procedures for MBUAPCD staff-use in day-to-day administration of the Program. It is intended to comply with CMP Guidelines (Approved Revision 2008) and all applicable CARB advisories - and any other applicable Federal, State and District policies, rules and regulations. District staff will use this Manual to implement the District CMP, and will continue to update it as needed to reflect current practice.

II. Program Timeline

The CARB Guidelines set a timeline for:

- District applications
- CARB grant awards to the District
- Award and transfer of funds to the District
- Required District obligation and expenditure due-dates for awarded funds
- Other District reporting and audit requirements

The timeline requires the District to obligate and expend CARB grant funds within two years of award by CARB. The timeline is summarized below:

Current Year (Year 11)

Mid-Sep.	Districts receive application packet from CARB
Mid-Nov.	Districts apply for CARB funds
Early Jan.	CARB notifies Districts of Final awards
April 30	Deadline to accept or decline funds
Jan.-June	District receive grant awards
June 30 following year	Funds must be obligated
August 31 each year	Status report due to CARB (combined for three years) (most recent report included in the Appendix)
June 30 second year	Funds must be expended

By August 31 of each year, the District must submit a combined status report for the previous, current, and next funding years. The District must have obligated at least as much funding that has been allocated for the previous and current funding years. The District must have expended at least as much funding that has been allocated for the previous funding years.

For example: In the Status report due August 31, 2009, the District must show they have obligated an amount equal to or greater than Year 9 and Year 10 funding, and have expended an amount equal to or greater than Year 9 funding.

If the District cannot so report funding obligations and expenditures, it may return CARB funds or request that CARB funds be deducted from the next year's funding allocation.

See Table 1 on the following page, for details.

Table 1. MBUAPCD CMP Timeline

		For Year 11 CARB funds =>		2008			2009									2010									2011				
		For Year 12 CARB funds =>		2009			2010									2011									2012				
		Due Date for																											
#	Task	Year 11	Year 12	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10-06	07
1	CARB solicits applications from Districts	9/05/08	9/05/09																										
2	District applies for CMP funds to CARB	11/15/08	11/19/09		Dist. Board App v.																								
3	CARB reviews applications and awards funds	1/14/09	1/14/10			Approve																							
4	CARB, District execute agreement	4/30/09	4/30/10						A P P v																				
5	District solicits applicants for grants	2/15/09	2/15/10																										
6	District submits disbursement requests to CARB	4/15/09	4/15/10																										
7	District accepts and reviews applications	5/15/10	5/15/11																										
8	District completes pre-or base inspections	5/15/10	5/15/11																										
9	District obligates funds with contracts	6/30/10	6/30/11																										

10	District submits status report to CARB	8/30/10	8/30/11
12	District receives invoices from project owners	9/30/10	9/30/11
13	District completes inspections & pays invoices	9/30/10	9/30/11

Annual Status Report due by 8/30	R p t	
District receives, reviews and approves invoices from project owners		
District performs final project inspections; expends funds by 6/30 of second year following authorization. ²		

Color coding:

District report or action	Report # 1
CARB action	Approval
Critical Deadline	Expenditure
District	Task

Notes

- 1 If District does not obligate all funding by June 30, it will be defined as an "At risk" district by CARB. Designated "At-risk" Districts are required to develop and submit an acceptable remedial plan within 30 calendar days of "at risk" notification from CARB.
- 2 100% Expenditure required to apply for subsequent CARB CMP funds without penalty.

III. CARB Grant of CMP Funds to the District

District application to CARB

CARB allocates CMP funds to the District each year in accordance with a formula identified in Health & Safety Code Section 44299.2(a). CARB notifies the District of this amount and the match funding required (see below for details regarding the match-funding requirement). Each year the District submits a completed application form with original signature (Appendix 2), documentation for the match commitment, District Board resolution, and an implementation plan for obligating the grant award. The staff of the Planning Section of the Planning and Air Monitoring Division (hereinafter “District staff” or “Planning staff”) prepares these documents and presents them to the District Board of Directors for approval by resolution. That resolution also authorizes the Air Pollution Control Officer (APCO) to implement the CMP if funding is awarded by CARB.

Grant Award and Authorization

CARB staff mails to the District APCO two copies of a signed Grant Award and Authorization Form, specifying the amount of the award and the match requirement, plus amount of funding that may be applied to administration, outreach, and implementation of the District program. (Appendix 3.) The APCO signs both copies: One copy retained in the District Planning Section and the other returned to CARB.

The deadline to submit the signed Grant Award and Authorization Form is April 30 of each year. Starting on June 30 following the execution of the agreement, the District has 12 months to obligate, and 24 months to expend, all funds awarded. If CARB so directs in writing, any funds not expended within 24 months must be either returned to CARB (Health and Safety Code sections 44287(k) and 44299.2(c)), or deducted from the next year’s allocation.

CARB Grant Disbursement Request

Following execution of the Grant Award and Authorization Form, the District submits a Grant Disbursement Request to CARB consistent with the CMP Guidelines (CMP Guidelines, Program Administration chapter, pp.7-8).

IV. Match Funding

H&SC §44287 requires districts participating in the CMP to provide match funding. Air districts implementing the CMP must commit match funds equaling 15 percent of the state funds received. (Air districts receiving the minimum grant award of \$200,000 are exempt from this match requirement.) The source of local match funds can include AB2766, AB923 and local mitigation fees. Each year CARB calculates the match amount and notifies the District during the annual CMP District allocation.

Qualification of local match

Planning staff prepares a report to CARB describing the obligations, project characteristics, and status of expenditure for projects proposed for local match. The report describes funding sources,

project descriptions, and sufficient information for CARB staff to determine whether the local obligations qualify as match. (See CMP Guidelines, Program Administration, Part C, pp. 10-13.)

V. District Records and Accounts for CMP Funds

District Accounting staff deposit into an interest bearing account any CMP funds provided by the CARB. The funds will be separately accounted from any other funding sources. Accounting staff notifies the Planning staff of the amount of un-obligated and unspent accrued interest, and Planning staff then uses this amount to allocate interest funds to eligible projects. Accounting staff maintain current information on the status of District CMP fund balances, obligations, and expenditures, while Planning staff maintains current information on the status of District contracts.

Planning staff is responsible for programming, contracting, and payment-approval for CMP and local match-funded projects, while Accounting staff processes and retains records and accounts of obligations and expenditures, approves invoice documentation, keeps original grantee invoices, and issues checks to reimburse grantees for all CMP- and match-funded projects. Planning staff tracks implementation and follows up on reporting of project usage for CMP and match-funded projects, and retains program files. Both Planning staff and Accounting staff retain their respective funding, program and project files for at least seven years.

The District maintains in the Accounting section files the following documentation, required by - and in accordance with - CMP Guidelines:

- Personnel Documentation
- Consultant Fees
- Printing and mailing expenses
- Travel expenses (allowable travel costs and per diem rates are described in the MBUAPCD Administrative Code and/or Memorandum of Understanding)

Indirect cost calculation is not used

VI. Interest Earning and Expenditures

The districts complies with CMP Guidelines concerning earned interest (Program Administration chapter, §13 Earned Interest).

VII. Administration/Outreach Funds

CARB allows the District to use up to 10% of the total annual funding for administration and outreach costs of implementing the local CMP program. Outreach funds may be used for direct costs associated with the tasks outlined in the Program Administration chapter of the CMP Guidelines (Part D, Section 14, pp. 16-17) and must be documented by District staff.

VIII. Project Solicitation

This District uses an ongoing, open application solicitation with annually updated Call for Projects, an ongoing application period, and distribution targets for grant obligations. (Appendix 4.) The District uses a numbered waitlist process and generally awards grant funds to applicants in order of receipt of their applications. Several exceptions exist from a strictly first-come, first-served process:

1. Priority to electrification projects: Any application for an electrification project is automatically granted immediate processing ahead of all other wait-listed projects.
2. Postponement /Reactivation Option: Qualified eligible applicants may postpone implementation, to later reactivate their application and resume their place on the wait list based on date of original application.
3. Project Types: Due to greater administrative overhead, the District will not process applications for some project types, including on-road fleet modernization or replacement.

District Board Approval of District Administration of the CMP

Each year the District's funding application is authorized by Board resolution, which also delegates implementation authority to the APCO. (Appendix 1.)

Outreach and solicitation for applications

The District conducts outreach regarding CMP funding incentives to all sectors, especially small business contacts.

Possible Examples of District Outreach:

- Contact known heavy-duty diesel engine and parts suppliers and service providers
- Conduct mailings to potential applicants
- Advertise in print and radio Public Service Announcements (PSAs)
- Conduct or participate in public workshops, fairs and meetings
- One-on-one meetings with applicants
- Provide information on the District website

Planning staff document these outreach efforts, and retain documentation in Planning Section files, as prescribed in CMP Guidelines (Program Administration chapter, Section 14. pp. 16-17).

Application for grant incentive funding

The District application form includes a check box for the owner (or owner's designee) to state whether the project is being funded or considered for funding by any other public agency. Additionally, District staff require applicants to disclose the value of any current financial incentive that directly reduces the project price for the same project, including tax credits or deductions, grants, or other public financial assistance. If so the amount of funding must be reported and deducted from the total cost of the project, to determine funding amount. (Appendix 6.)

IX. Baseline Inspection (Pre-Inspection)

Inspection summary

Planning staff and/or contracted consultants conduct pre-inspections after receipt of completed applications, but before calculation of grant amount and contract execution. Prior to arriving on site, District staff will notify applicants that the baseline engine must be in condition to be started, and that all applicant's documentation of baseline engine identification, horsepower, model year and usage must be available to District staff during the inspection. The pre-inspection includes a site inspection with a visual inspection of the baseline engine and/or equipment. The pre-inspection also verifies the baseline engine is operational, with a start-up of the engine. District staff observes, verifies, and records serial number and other information such as usage, make, model, model year, and horsepower. This verification is more stringent than required by the CMP guidelines.

Exemption for public fleets

The District does not exempt public fleets from baseline inspection. This policy is more stringent than CMP Guidelines (Program Administration chapter, Section 30, (a) (p. 37)).

Inspections by/for other districts

Some applicants operate equipment in more than one air district. Therefore, occasions arise when an applicant's equipment is outside of the District at the time of inspection. In these times, District staff requests staff of the air district in which the equipment is temporarily located, to conduct the inspection.

Likewise, District staff may conduct inspections in the District for other air districts at their request.

Because each district has CARB-approved inspection forms, inspection forms may be provided by either the requesting or the inspecting district.

Baseline engine serial number

Staff writes all available engine identification data on the inspection form, but a serial number (S/N) might be unfound during the inspection. If the S/N is not found or illegible, the engine is tagged with a unique project number, using a lead-sealed tag. For all tagged engines, staff will attempt to obtain the engine S/N from owner's or dealer's records. Lack of a legible serial number will not necessarily make the project ineligible for funding.

Compliant with Mail-Out #MSC 10-42 and telephone conversation with CARB Moyer staff on October 12, 2010, District staff will send all engine/equipment serial numbers (and/or vehicle identification numbers) for all projects, including off-road projects, to the CARB Moyer liaison to confirm that the equipment hasn't been previously funded.

Average annual use of baseline engine

Average annual use is based on historical use. District staff calculates the average annual use from actual records submitted with application or obtained during application processing. Some records such as fuel receipts for a marine vessel are tracked by calendar year, while other records

such as maintenance records for an agricultural irrigation pump engine are sometimes sporadic. Therefore, average annual use may be calculated based on records either: Up to the latest complete calendar year, or up to the time of calculation.

Baseline engine operation must be documented by one or more of the following:

- Engine hours or mileage recorded from hour meters/odometers
- Engine- or equipment-specific fuel receipts
- Dated oil changes/maintenance logs
- Other documentation to verifying prior usage

If the original hour meter is still operational and has been in use since new, the hour meter reading may be recorded, and divided by the age of the engine to get the average annual use. If the hour meter is not the original, District staff will attempt to obtain date of installation. Maintenance or other log entries may be used to estimate average annual use. If no documentation of annual use is provided, a grant amount cannot be calculated and the engine will be disqualified for a grant.

District staff will use at least the two most-recent years to calculate average annual use, as required by CMP Guidelines. Therefore, beginning with Year 12 projects minimum annual usage is not required to be specified in the contract. Such historical usage shall be documented for at least the 24 consecutive months immediately prior to the application date. The types of acceptable documentation for establishing historical usage are clearly defined above and are subject to CARB approval at CARB's request. Additional forms of documentation to verify historical annual usage that are not included in this manual can be evaluated and approved by CARB on a case-by-case basis.

Residual life of baseline engine

District staff may determine whether the baseline engine could be rebuilt and operated in the future, and for how many years (reasonable residual life). District staff may also learn parts are no longer available to rebuild the baseline engine. In such cases, District staff may disqualify the project. This policy is absent from the CMP guidelines.

Baseline engine must be operational

Baseline engines must be operational to qualify for a CMP grant. "Operational" requires that the engine must start or be running at the time of inspection.

Record of inspection

Baseline inspection notes and data are collected, dated and filed in the project file. Critical baseline engine data are also reported in the post-inspection report described below. (Appendices 8 and 9).

Photographic documentation

Photos show the project application number (same as grant number) and date of photo. The photos show the engine in the vehicle/vessel/equipment and show a close up of the engine plate if possible.

Digital photos are stored on the District servers with all other CMP electronic files, with daily incremental backup to digital tape.

Digital photos are filed on the District servers at this location:
Mbuapcd\Vol1\Users\Dfair

Within these subfolders:

CurrPro

 Moyer

 [Funding Year]Moyer

 Inspections

 InspectionPhotos

Color prints are included in inspection reports and filed in the project folder.

Engine identification and specifications may sometimes be illegible in photos due to often dark greasy engines, paint, or starters, alternators, wires or fuel lines in the line of sight.

Responsibility for baseline inspections

Baseline inspections are usually performed by Planning staff, but may also be performed by Compliance staff or consultants.

Master contract with on-road vehicle/equipment dealer

The District does not allow dealers to pre-inspect on-road vehicles or equipment; District staff performs all pre-inspections.

X. Project Selection

Receipt of CMP applications

In accordance with H&SC section 44288(a), the District will review all applications for completeness and will notify the applicant in writing of receipt of their application. The notification will be sent within five days and will clearly state whether the application is complete and, if not, how it is to be completed. This written notification will be sent by U.S. mail. A copy will be placed in the applicant file along with the original application. (Appendix 7).

Application completeness check sheet

The District does not use an Application Completeness Check Sheet.

Applicant database

The District maintains an applicant database, using Microsoft Access® software. (Appendix 5.) All applications are entered into the database within five working days of receipt.

Timeline for project selection

The wait list for the District's first-come, first-served process varies in length due to several factors:

1. Ability of fully-qualified and eligible project applicants to request a time delay in implementation of their projects, and then reappear at the top of the list;
2. Attrition of fully-qualified and eligible applicants who decide not to participate in the program after their grant offer is calculated, or because of unwillingness to wait long enough to reach the head of the list;
3. Unpredictable amount of new priority-applications for electrification projects, which are put at the head of the list; and
4. Varying amount of funds available each year to fund varying amounts of applications on the wait list.

As a result, the District does not provide estimates of timeline for application processing. All projects funded by the District meet or exceed minimum requirements of the CMP Guidelines and Program Advisories.

Baseline engine substitution allowed

The District allows applicants to substitute different baseline engine(s) from those listed in the original application, provided the engine(s) are in the same project type and there is no increase to the number of engines in the original application.

This decision is usually made prior to pre-inspection. If, however, the decision is made after pre-inspection, another pre-inspection will be conducted for the subsequently-proposed engine(s).

Determining baseline engine specifications

Sometimes the baseline inspection fails to identify engine model year, horsepower or other engine data (e.g. the plate is illegible or missing). In these cases, the applicant is requested to obtain, or staff directly obtains, these data from a vendor. This information is filed in the project folder(s).

Setting average annual usage

Average annual usage for grant calculations and contracts is based on maintenance logs, water logs, recorded hour meter readings, etc.

Setting project life

Project life in whole years is specified in the contract for each project in accordance with applicable CMP Guidelines.

If a project life must be changed after contract execution, staff will execute an amendment to the contract specifying the new project life, if the change does not result in project cost-effectiveness (C-E) exceeding the applicable C-E threshold. The amendment will include an amended Summary Table, showing calculations and cost-effectiveness (C-E) for the new project life.

Retrofit maintenance costs

CMP guidelines allow retrofit maintenance costs as eligible expenses. At this District, however, retrofit maintenance costs are eligible only for agricultural harvesters when the grant might be otherwise turned down.

A number of factors greatly complicate the funding of retrofit maintenance costs. They include:

- Unpredictable nature of the number of services required through the life of the grant
- Likely payback of grant funds in the event that Grantee does not utilize expected amount of services
- Ongoing invoice-processing and expense-documentation for the life of the grant

District staff may fund only expected retrofit maintenance costs up to an amount it deems likely in view of the variability in annual usage of the funded equipment.

District staff will utilize the following procedures - prescribed by CARB staff - to fund retrofit maintenance costs:

- File the following documentation in the project folder
 - Cost of each maintenance service
 - How often maintenance services will be required
 - How often maintenance services will be conducted
- District pays upfront for cost of maintenance
- Grantee performs maintenance of retrofit during the life of the grant
 - Grantee provides copies of maintenance receipts
 - District staff file copy of maintenance receipts in the project folder to justify the portion of the grant that funds costs of maintaining the retrofit device

The District's Annual Use Report notes grantees' requirement to submit retrofit maintenance receipts and reminds them to do so as indicated by a checkmark in the box next to: You must also attach receipts for any maintenance performed on the funded retrofit (if checked).

The District's Grant Acceptance Agreement contains language stating funds will be returned to the District if receipts are not submitted or expenditures are less than the amount shown in the Grant Agreement for retrofit maintenance expense.

Statement of reasons

Consistent with CMP Guidelines, funded projects will use an engine that meets applicable emissions standards. When an engine meeting applicable standards is not feasible, the project may use an engine meeting a lesser standard. For projects using an engine of a lesser standard, documentation must be provided in accordance with the CMP Guidelines Off-Road CI chapter Section IV (b)(7)(A) (p. V-7).

District selection and contracting process

After a project has reached the top of the wait list, received a baseline inspection, and the applicant has provided sufficient data for processing the application, the baseline and project data are entered into CARB's Carl Moyer Program Clean Air Reporting Log (C.A.R.L.) database to calculate the maximum grant amount for the project. The eligible grant amount is then offered to the applicant via telephone. Record of the phone call is noted in the project file.

In a letter dated October 15, 2010, MBUAPCD APCO certified to CARB that District Rule Section 1010 is equally effective as the State's ATCM. As a result, the District is able to calculate the grant amount for an agricultural irrigation pump engine based on the eligibility requirements of the District rule. Nonetheless, CARB staff directed District staff to amend the Policies and Procedures Manual by specifying that 'These projects will require CARB's case-by-case approval.' In addition, a copy of the District's October 15, 2010 letter must be included in the project folder for each grant agreement that funds an agricultural irrigation pump engine.

Environmental Justice

The District has defined Diesel Risk Corridors (DRC) as equivalent to Environmental Justice (EJ) areas. Due to the District's first-come, first-served application process, we no longer seek to obligate 50% of our CMP funds to EJ projects. However, we do track the number of projects and funds obligated to EJ areas, and report that information to CARB.

XI. Obligation of Funds to Projects

Grant funding obligation

Once the applicant accepts the verbal grant amount, District staff mail to the applicant a written offer signed by the APCO, with a draft contract to be signed by the applicant. The written offer constitutes an obligation of funds until 30 days from date of signature. A copy of the draft contract is kept in the project file until the original is returned with Grantee's signature, at which point the photocopied offer is thrown away (recycled), but the photocopied offer (cover) letter is kept for record.

Should the grantee fail to sign the offered contract within that period, staff calls the Grantee and determines whether delay was beyond the grantee's control (i.e. is not a result of action or inaction by grantee). In such cases staff may grant an extension of grant signature date in writing for up to 60 days, provided that would not extend the project completion date past the applicable final date for expenditure of funds specified in the CARB Guidelines. If ineligible for extension, the District will reprogram the funds to other applicants. (The draft contract in its entirety is paginated; Appendices 10 and 11).

Grant implementation

Upon contract execution by the applicant and counter signature by the APCO, the grant contract obligates funds for 180 days from the date of APCO signature (or as specified in the contract). A copy of the countersigned contract is mailed to the applicant and District CFO, for their records. Should the grantee fail to implement the project within 180 days staff calls the Grantee and determines whether delay was beyond the grantee's control (i.e. is not a result of action or inaction by grantee). In such cases, staff may offer a written extension of project completion, but not less than 30 days before the applicable expenditure deadline specified in the CARB Guidelines.

Obligation schedule

The deadline to obligate CARB CMP funds is June 30 of the year following the Grant Award and Authorization Form. Thus, for Year 11, the District will ensure that its expenditure date for obligations of CMP Year 11 funds do not extend beyond June 30, 2011. (See Table 1, Timeline)

XII. Contract Development

All CMP contracts contain the following provisions:

- General Requirements
- Party Names and Date
- Notices
- Disclosure of Funds
- Contract Term (including deadlines for Project Completion, and Project Implementation)
- Project Specifications
- Maintenance
- Payment (including Maximum Contract Amount, and Itemized Invoices)
- Reporting
- On-Site Inspections and Audits
- Repercussions for Nonperformance

District contracts contain these additional provisions:

- Other sources of Funding disclosure, stating other sources of funding;
- Performance expectation, including expected average annual use of the funded engine and/or equipment;
- Records retention;
- Warranty and insurance requirements;
- Provisions for notification and signature by the parties;
- Provision for payment either: a.) 1-party check to Grantee, b.) 1-party check to vendor identified in the contract, or c.) 2-party check to Grantee and vendor identified in the contract.
- A vendor's signed affidavit that the funded engines are not:
 1. **FEL.** Engine(s) sold under the Averaging, Banking, and Trading (ABT) program with Family Emission Limits (FELs) higher than the applicable emission standards designated by Executive Order, or
 2. **Early Introduction.** Engines participating in the "Tier 4 Early Introduction Incentive for Engine Manufacturers" program, as detailed in Title 13, CCR, section 2423(b)(6), or
 3. **Flex.** Engines manufactured under the "Flexibility Provisions for Equipment Manufacturers," as detailed in 40 CFR Part 89, AMS-FRL-5670-3 and Title 13, CCR, section 2423(d) and 2424(c).
- Consistent with Opinion No. 08-307, Edmund G. Brown Jr. Attorney General and Taylor S. Carey Deputy Attorney General, State of California, December 29, 2009: No grant funds shall be given to any member of the District Board of Directors;
- Any Special Conditions if applicable.

District contracts for replacement projects contain these additional provisions:

- Have insurance covering replacement of the funded equipment and naming the District as additional insured.
- Prior to reimbursement grantee must file UCC-1 Form with California Secretary of State;
- Prior to reimbursement grantee shall sign affidavit stating grantee has no knowledge of any other lien being filed against the funded equipment;
- UCC-1 shall be effective through the life of the grant;
- Grantee shall provide notice of UCC-1 filing to prospective purchasers of funded equipment or financial institutions;
- Should grantee petition for relief under bankruptcy law, grantee shall notify District with 5 days.

District contracts for marine vessel projects contain these additional provisions:

- A marine survey must be conducted prior to funding. The marine survey may be no older than 24 months;
- Grantee must carry insurance for replacement value of the funded equipment and naming the district as additional insured;
- If grantee receives proceeds from the insurance policy, grantee must reimburse the District for the full amount due per the grant agreement.

Internal review of CMP contract

Planning Staff and District Counsel (for form only) approve contracts prior to signature by the APCO.

Expenditure period for CMP contracts

Contracts require grantees to implement and request reimbursement within 180 days of APCO signature (or as specified in the contract). The District may extend this period at its discretion. In no case will an original period, or extension, fall later than the applicable due date for obligation of funds in the CARB CMP Guidelines.

Contract records

A copy of every CMP contract is retained both in the Accounting and Planning Section files. The retention period for all CMP-funded program and Accounting files is at least seven years.

Fiscal tracking system

Planning staff forwards copies of original contracts to Accounting staff for entry into the budgetary side of the accounting system. No invoices can be paid without an executed contract.

XIII. Payment of Projects (Expenditures)

Invoice approval process

1. Once a contract is executed and mailed to grantee, District staff allows 180 days (or as specified in the contract) for grantee to submit invoices, unless extended as described elsewhere.
2. Grantee mails grant invoices directly to the Accounting staff.
 - Reimbursement of grant invoice will be based on the documentation provided by Grantee including expense receipt(s), copies of vendor invoice(s) and other expense documentation acceptable to Accounting staff.
 - Once Accounting staff has approved grant invoice documentation, they log the pending payment and pass it on to Planning staff.
3. District staff then conducts a post-inspection. Planning staff verifies completion in accordance with the Grant Agreement and checks for consistency with vendor invoice(s) submitted with the Grant Invoice packet. District staff writes a post-inspection report, attaches it to the invoice packet and sends it to the APCO for payment approval. (Post-inspection may be performed prior to receipt of invoice, if requested by Grantee.)
4. After APCO approval, a copy of the invoice packet is filed in the project file and the invoice is returned to accounting staff to be processed for payment.
5. Contracts specify that within 10 days of District approval, payment will be made by:
 - Single-party check to the Grantee (contracts require vendor receipt or invoice marked as paid, or copy of cashed check),
 - Single-party check to vendor (contracts require unpaid itemized invoice Grantee's purchase order), or
 - Two-party check to the Grantee and vendor (contracts require unpaid itemized invoice or Grantee's purchase order).
6. Upon payment of grant invoices Accounting staff provides a photocopy of the check to Planning staff, who files it in the project file.

Invoice numbering system

Planning staff tracks invoice processing using the Grant Agreement number (same as the contract number). Each contract is identified with a unique three-digit number. For contracts for more than one project, the three-digit number is followed by a decimal and up to three additional digits to identify uniquely the specific engine, purchase or retrofit. Accounting staff uses a similar number, based on the number assigned by Planning staff.

Accounting staff's CMP numbering system is defined by the general ledger numbering system within District accounting software. The number consists of the general ledger account number for Moyer Grants followed by a decimal, the last two digits of the calendar year in which the grant contract is signed, a hyphen and two digits of the Planning Section grant number. This number uniquely identifies each grant within the system. The accounting system produces a monthly grant expense report showing the budget, amount expended to date, and amount remaining of each individual grant.

Use of invoice to identify funded engine/equipment

Contracts specify that the description of the project engine/equipment in the District-approved invoice submitted by grantee will supersede the description in of the contract's Summary Table, if different.

Invoice and expense documentation criteria

The contract specifies standard invoice acceptability and eligible expense criteria.

Progress payments

Partial payments for less than the total grant amount may be made, for one or more of the agreed engine projects funded under the total grant amount. A completion inspection and invoice approval must be made for each project prior to payment approval.

Fiscal tracking system

The District uses Kintera Fundware® accounting-system software, standard batch processing software used for District-wide financial processes. Grant invoices are entered for payment from prepared vouchers approved by Planning staff and APCO. The accounts payable program is run to produce checks signed by approved signatories. These entries automatically roll into the appropriate reports so no off-line tracking is necessary. The completed invoice packages are filed alphabetically by vendor (Grantee) in the accounts payable files and retained in District Accounting. Accounting staff electronically tracks approved payments.

Planning staff maintains an electronic tracking system that differs from the fiscal department's system. Planning staff track obligations by CMP funding year in a Microsoft Excel spreadsheet. All sources of CMP grant program funding are identified and tracked, showing remaining unobligated balances by project, year, and funding source. All contract obligations are recorded in this spreadsheet upon signature by the District. The data can be sorted and reported by date of obligation, funding source, and other project characteristics such as: C/E, county, Environmental Justice (Diesel Risk Corridors). Planning staff uses the spreadsheet to track obligations as well as status of reaching county population and Environmental Justice (EJ) targets.

XIV. Project Monitoring

Project Inspection (Post-Inspection)

Post-inspection are usually performed by Compliance staff, but may also be performed by Planning staff and/or contracted consultants. Compliance Division inspectors conduct post-inspections after project implementation - but before payment approval - for all projects.

The post-inspection verifies that the replacement engine matches the specifications in the contract. The S/N, make, model, model year, horsepower, engine hours or odometer reading, and other details are observed and recorded. The baseline engine S/N, or tag placed by District staff, must match that recorded in the pre-inspection. The grant-funded engine/equipment must be operational: The engine must be started during the inspection and mobile projects must be observed to run.

Vehicle/engine information is documented with photos using the same photographic documentation procedures described in “baseline inspection.”

Inspections by/for other districts

Some applicants operate equipment in more than one air district. Therefore, occasions arise when an applicant’s equipment is outside of the District at the time of inspection. In these times, District staff requests staff of the air district in which the equipment is temporarily located, to conduct the inspection.

Likewise, District staff may conduct inspections in the District for other air districts at their request.

Because each district has CARB-approved inspection forms, inspection forms may be provided by either the requesting or the inspecting district.

No Flex, FEL, or Early Introduction Engine Verification

District staff will verify that no Flex, FEL, or Early Introduction engine was installed, if required by the contract. Unless the CARB Executive Order for the FEL meets the current standard, such engines are not eligible for reimbursement with CMP funds.

Project engine substitution allowed

Due to model year changes by the vendor, unavailability of the grant-funded engine, or other causes, the engine inspected during the post-inspection may differ from that identified in the contract. To enable this, the grant contract specifies that the funded engine/equipment shall be identified by the invoice submitted for grant reimbursement (with the grant invoice). That invoiced engine/equipment must be identified exactly, to serial number, by staff during post-inspection. In case of a difference between the invoiced engine/equipment and that identified in the contract, District staff will first determine that emissions-reductions meet or exceed the engine described in the project contract. The basis for that determination (CARB EO, etc.) will be reported to the project file. Should emissions reductions not meet or exceed that shown in the contract, emissions and maximum grant amount will be recalculated. If necessary, the contract will be amended to reflect the corrected calculations and lower the grant amount to comply with the applicable CARB C-E threshold.

Destruction of baseline engine

District staff shall verify the engine block has been made inoperable by means of a 2- to 3-inch hole broken into the block. (A plasma gun is acceptable as a method of breaking the hole in the block.). This is usually done during, but may be done prior to, the post-inspection. District staff shall confirm that the engine is the same that was inspected during the baseline inspection. When the District-installed lead-sealed tag had been damaged or otherwise illegible, District staff may use photos/notes of the baseline inspection to verify the engine is the same that was inspected during the baseline inspection.

In some cases, such as when the Grantee uses a vendor far from the District, District staff may verify destruction of the baseline engine/equipment through photographs submitted to the

District. These photographs must show the engine - not installed in any equipment – with a 2- to 3-inch hole broken into the block. Photographs must show a legible serial number or District tag, if available on the destroyed engine. If not available, District staff may verify identity of the engine by said photographs or, at the discretion of District staff, may require shipment of the destroyed engine to a location within the District for inspection by District staff prior to reimbursement.

Record of inspection

Project data and data from the prior baseline inspection are collected, dated and written up as an inspection report for every CMP-funded project. This report is filed in the project file. (Appendices 12 and 13.)

Photographic documentation

District staff takes photos of the baseline and grant-funded engines. The photos will include the grant number and date. Digital photos are downloaded to District computer hard drives on the District server, with daily incremental backup to digital tape. Color prints are included in inspection reports and filed in the project folder.

XV. Project Audits

Auditing applicability

The District does not perform audit inspections for projects funded in Year 7 and earlier (pre-2005 CMP Guidelines did not require audits).

Projects subject to 2005 Guidelines (funding Years 8 and 9) will be audited in accordance with 2005 CMP Guideline requirements.

For projects subject to 2008 CMP Guidelines (Years 10 and 11), District staff will audit projects in accordance with CMP Guidelines (Approved Revision 2008), Program Administration chapter, Sections 34 and 35 (pp. 44-45).

District uses its Access database to track reporting period and date of final usage report, to facilitate compliance with reporting requirements.

Grantee annual reporting

Beginning with projects signed under these policies and procedures, projects for which historical usage data meet the criteria outlined above in §IX. Baseline Inspection (Pre-Inspection) Average annual use of baseline engine, minimum annual use is not required to be specified in the contract. However, these projects are still required to submit annual use reports.

Requirements for reporting annual use differed for all previous projects. CARB did approve agreement templates prior to use. Yet reporting requirements differed based on CMP Guidelines and/or Policies and Procedures Manuals effective at the time each agreement was signed. Typically, grantees of prior projects are/were required to report use during only the first 5 years of the Project Life.

The annual report shall be in a format prescribed by the District and shall contain all of the following information:

- Owner's name, address, and telephone number.
- Information needed to identify uniquely the project engine, vehicle, or equipment, such as project number, engine make and model, horsepower, and serial number.
- Estimated percentage of time the vehicle or equipment has been operated in California since the previous annual report.
- Readings of the usage meter (hour meter, odometer, EMU, etc.). If usage is more than 30 percent above or below that identified in the project application, the grantee shall describe any conditions (such as weather, permits, major maintenance, etc.) that significantly affected project usage.

The District shall review the grantee annual report for completeness, accuracy, and usage. The data in the report will be entered by staff in an Access usage report database.

If the project's usage does not average out to within 70 percent of the annual usage specified in the contract over at least a 3-year period (i.e. no more than 30 percent below the stated usage), the District shall take appropriate action to ensure the contracted emission reductions are realized. Activity for agricultural irrigation pump projects with a one-year project life must be within 70 percent of that stated in the project contract.

Options for addressing actual usage that is more than 30 percent below than that stated in the contract include, but are not limited to:

- Extending of the project contract for additional years (provided the extension complies with applicable CMP Program Advisories, which see).
- Payback of project funds by grantee to District in proportion to the loss in emission reductions.
- Transfer ownership of the vehicle or equipment to another grantee committed to comply with the contract terms.
- Negotiating some other method to ensure the emissions reductions actually occur as agreed.
- Granting a waiver per CMP Guidelines, Program Administration chapter, §33(d)(4).

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 CMP Guidelines, Program Administration chapter, §33(d)(4). The request must include documentation that shows the need for a waiver and verifies that higher-polluting equipment is not consequently receiving more use. Types of acceptable documentation:

- Documentation from appropriate governmental agencies regarding surface water deliveries and fallow land
- Relevant logs regarding the amount of groundwater pumped in lieu of surface water deliveries
- Agriculture pump engine registration/permit information
- Records that show idled vehicles or equipment are still owned by grantee

- Relevant information from CARB's Diesel Off-Road On-Line Reporting System (DOORS)
- Other pertinent records
- Additional forms of documentation that are not included here may be evaluated and approved by CARB on a case-by-case basis.

In granting a waiver the district will comply with CMP Guidelines revisions Section 33 Grantee Annual Reporting (d)(4)(B) (May 10, 2010; p. 18 of 33).

If a Grantee's annual report is incomplete, inaccurate or not received on schedule, the district shall make a reasonable attempt to obtain a complete and accurate report from the owner. If the district is unable to obtain the report, all of the engines in that project shall be audited by the District.

District shall keep a list of project participants from whom any reports are more than six months late. Project participants with reports that are more than six months late shall not be granted any additional CMP funds until all reports are satisfactorily submitted.

District audit of projects

District shall conduct audits of projects that have been funded for at least one year (based upon pre-inspection date) and are within two years of contract expiration as follows:

- At least five percent of projects
- All of the projects whose owners fail to submit their most recently required project annual report as required by section XVI. Reporting, within six months of their reporting deadline.

Districts shall conduct audits for the following projects at the end of their contract term as follows:

- At least five percent of projects
- All of the projects whose owners fail to submit their final project annual report as per section XVI. Reporting.
- All of the projects that were found to be less than 70 percent of the contracted activity level during any audit conducted as per the previous paragraph

Audits shall be completed by district staff and shall, at a minimum, include verifying that the engines funded are still operational in the same equipment and meet the usage level indicated in the executed contract by checking the serial number of the engine; witnessing the operation of the engine; and checking the odometer, hour meter/usage device, fuel receipts, or EMU.

If project activity is less than 70 percent of the average annual use specified in the contract, the District shall take appropriate action to ensure the emission benefits are realized and captured during the term of the contract. In addition, the District shall audit all of the other engines owned by the same participant and included in the same CMP funded project.

Nonperforming projects

The District shall work with nonperforming project grantees to ensure CMP project requirements are met and emission reductions are achieved.

The District shall make all reasonable efforts to recoup CMP funds from nonperforming applicants to ensure funded emission reductions are achieved. The District's efforts to recoup funds may be guided by circumstances such as:

- The existence of fraud or intentional misuse of funds
- The amount of Carl Moyer Program funding involved
- The ability of the applicant to repay the funds

XVI. Reporting

Annual usage reports required of grantees

All grantees must agree to contract terms including annual reporting. Each year in January, the District mails out usage forms to all active grantees for whom a report is required. The forms identify the project by number and engine/equipment S/N. For the District monitoring period, grantees agree to fill in the usage amount for the funded engine/equipment during the previous year. The reports are due back to the District by February 28. Grantees report usage in units shown in the Grant Agreement. Grantee reports total use and use within the District for each engine.

All contracts contain a due date for the final usage report, which shall be no later than February 28 of the year following the expiration of the contract.

Record keeping for annual usage reports

Usage reports are filed collectively in their own labeled binder near the other CMP files. Planning staff performs follow up with all grantees who fail to return a timely and complete usage report. The retention period for all program files is at least seven years. (Appendix 14.)

Reporting to CARB

Each year the District will report to CARB on the status of its CMP program, using the applicable reporting protocol/forms designated by CARB. (See Table 1 for the current timeline for reports.) All reports to CARB are prepared by Planning staff and approved by the APCO before transmittal.

Source and retention of annual report data

C.A.R.L. makes reporting much easier than in the past. C.A.R.L. now produces reports using information entered on an ongoing basis as projects progress.

For other information not provided in C.A.R.L., but required by CARB, Planning staff obtains information from their electronic and hardcopy files of applications, grant contracts, invoice packets, and proof of payment. Planning staff retains all program files, while Accounting staff retains all accounting files for at least seven years.

XVII. Project File Set-Up and Maintenance

The District retains program, project, and fiscal files including paper and/or electronic documentation for: Outreach efforts, application processing, project selection, contracting, inspection, and invoice approval, and payment.

How program and project files are created and maintained

Each grant application received is given a file folder in the Planning section filing system. Each application is given a unique number identifying the application and engine/equipment. Data submitted on the application form is entered into an electronic database (MS Access) maintained by Planning staff. Calculations for grant offers are made using CARB's web-based C.A.R.L database. Files maintained in the Planning section are used to store all written communications with the grantee, notes on telephone conversations, copies of E-mails, inspection notes, and documentation required by grant agreements including: Warranty certificates, insurance certificates, project location map, No Flex/FEL Engine Declaration, etc.

Eligibility documentation in project files

For each funded engine or project, Planning staff will document funding-eligibility in the project file. Moyer funding eligibility documents will include, but are not limited to:

1. How baseline- and project-engine horsepower/model years were determined;
2. Eligibility of retrofit or, if no retrofit was funded, how that decision was made
 - Off-Road projects will be documented consistent with CMP Guidelines, Off-Road CI Engines chapter, Section IV(b)(9) and/or (10) (p. V-8)
 - Off-Road replacement projects will be documented consistent with CMP Guidelines, Off-Road Equipment Replacement chapter, Section IV(c)(9) and/or (10) (p. VII-8-9)
3. How and when each decision to move an application between active and inactive status, was made;

Process documentation in project files

Planning staff shall keep, in each project file, a log of phone calls with applicants/grantees showing the date of call and nature of subject discussed. Hard copies of E-mails exchanged with applicants/grantees will also be filed in the project file.

How fiscal files are created and maintained

District CMP fiscal files consist of a completed pay package, which includes Grant Invoice packet with supporting documentation, approvals, and Accounting voucher, which has all the information entered into the electronic Accounting system. The voucher also contains the check number and the date the check was mailed. This package is filed in the Accounts Payable files alphabetically by vendor (Grantee). In addition, Accounting staff uses the District electronic accounting system to generate monthly reports showing total Moyer grant expense, Moyer revenue received, and detailed grant expenses to date. All Accounting data are maintained in archives for at least seven years.

XVIII. Coordination with CARB

Current District staff and consultants working on the CMP program as of February 2009 are listed in Table 2:

Table 2: Current District Staff and Consultants Working on the CMP

Staff	Title	Assignment
Richard Stedman	APCO	Overall oversight
Jean Getchell	Supervising Planner	Program oversight
Nathan Pierce	Air Quality Planner	Program and project management, including coordination with CARB. Application and grant processing. Records keeping. Reporting. Etc.
Dave Fairchild	Air Quality/Transportation Planner	Additional insight and expertise as needed.
Alan Romero	Air Quality Planner	Inspections as needed
Other District staff as needed	i.e. Compliance Division inspectors	i.e. Conduct pre-inspections, post-inspections and audit inspections.
Joyce Giuffre	Administrative Services Manager	Accounting and fiscal supervision
Teresita Ruiz	Senior Fiscal Assistant	Invoice processing and payment

Planning staff retain correspondence with CARB regarding CARB interpretations, clarification, guidance or possible deviations from the CMP Guidelines. All documentation for matters regarding program or project implementation is kept in the CMP program or specific project files in the Planning section. All documentation for matters involving accounting of funds is kept with the Accounting staff. The retention period for all CMP-funded program and accounting files is at least seven years.

The CARB invites District staff to attend CMP Incentive Program Implementation (IPI) team meetings once a quarter, or as needed. David Fairchild and/or Nathan Pierce attend at least two IPI meetings per year by teleconference.

Program data on electronic files

CARB has developed a centralized, web-based database known as C.A.R.L. District staff enters data into C.A.R.L. for all CMP projects. District continues to use the following electronic files to record, track and report CMP program data:

1. District Microsoft Access database records, stores and reports application project data as specified in the CARB CMP guidelines.
2. District Excel spreadsheets to track obligated projects by CMP year, project type, county, environmental justice, funding source, and other specifics for each project and CMP year.

Fiscal data on electronic files

Please see section above labeled: “How fiscal files are created and maintained.”

XIX. CARB Oversight

As part of their oversight responsibilities, CARB staff may perform desk reviews of the District CMP program, on-site monitoring and audits. Audit of the 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. District staff members who may be involved in an audit include the persons listed above. Financial audit preparation is specific to whatever entity is to perform the audit and what documents and analyses are requested prior to the audit.

POLICIES AND PROCEDURES MANUAL

APPENDIX

This Appendix contains copies of current CMP forms and documents as of the date of this Manual. Items are listed in the order they are used to administer the CMP program.

1. CARB-District Application Form (most recent)
2. Board Resolution Authorizing Award and Authorization Form to CARB (most recent)
3. Grant Award and Authorization Form (most recent)
4. Call for Projects (most recent)
5. Fields of Data Stored in District Application Database
6. Application Form(s) Showing Funding Certification (recent sample)
7. CMP Application-Receipt Letter (form)
8. Pre-Inspection Form (form)
9. Pre-Inspection Report (recent sample)
10. Grant Offer Letter (template)
11. Grant Agreement/Grant Contract (template)
12. Post-Inspection Form (form)
13. Post-Inspection Report (recent sample)
14. Annual Usage Report Form (form)
15. Annual Status Report Supplement and Certification (most recent; sans attachments)

MBUAPCD Moyer Policies & Procedures Manual

1. CARB-District Application Form (most recent)

**2. Board Resolution Authorizing Award and Authorization Form to CARB
(most recent)**

3. Grant Award and Authorization Form (most recent)

4. Call for Projects (most recent)

5. Fields of Data Stored in District Application Database

6. Application Form(s) Showing Funding Certification (recent sample)

7. CMP Application-Receipt Letter (form)

8. Pre-Inspection Form (form)

9. Pre-Inspection Report (recent sample)

10. Grant Offer Letter (template)

11. Grant Agreement/Grant Contract (template)

12. Post-Inspection Form (form)

13. Post-Inspection Report (recent sample)

14. Annual Usage Report Form (form)

15. Annual Status Report Supplement and Certification (most recent; sans attachments)