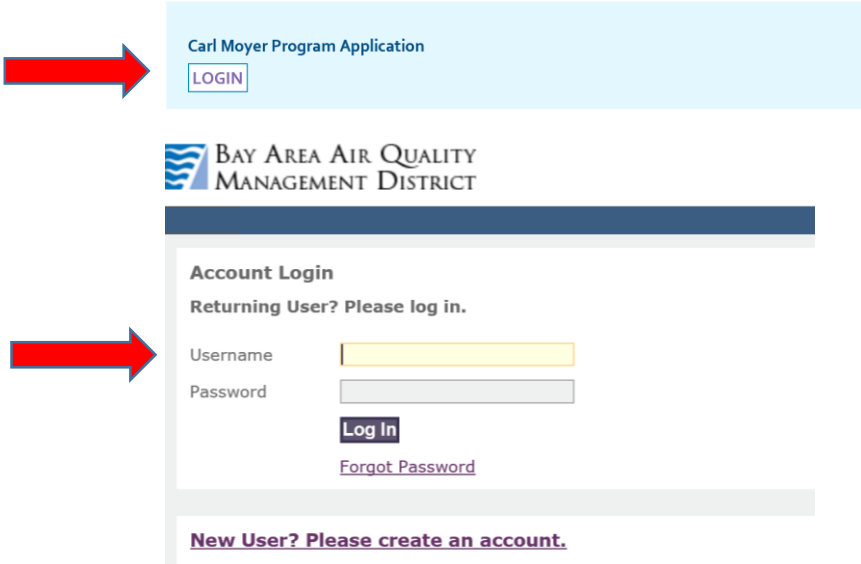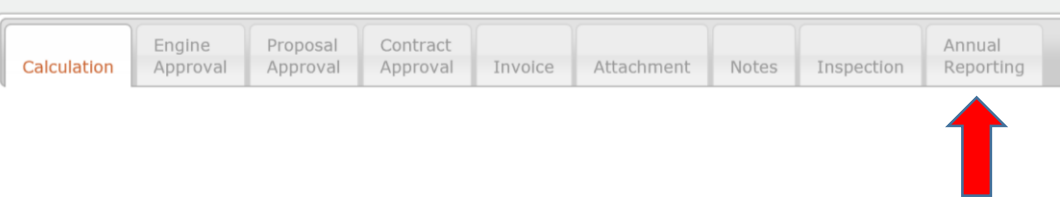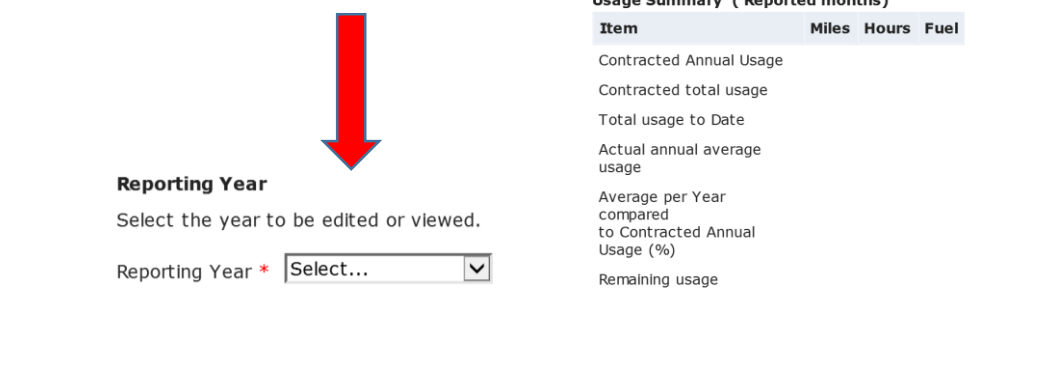# Online Carl Moyer Program Annual Reporting Instructions

Grantees are required to submit annual reports by August 1st of 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

Step 1 – Navigate to www.baaqmd.gov/moyer, log into account using the username originally used to create the account. Internet Explorer works best. 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.	Carl Moyer Program Application LOGIN BAY AREA AIR QUALITY MANAGEMENT DISTRICT **Account Login** Returning User? Please log in. Username Password Log In Forgot Password **New User? Please create an account.**
Step 2 – Once you are logged in, click on the **Annual Reporting** tab on the far right.	Calculation	Engine Approval	Proposal Approval	Contract Approval	Invoice	Attachment	Notes	Inspection	Annual Reporting
Step 3 – Select the current year from the **Reporting Year** dropdown menu.	**Reporting Year** Select the year to be edited or viewed. Reporting Year * Select... **Usage Summary (Reported months)** 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
Step 4 – Select the equipment from the **Select Engine ID** dropdown menu.	Please select the Equipment from the dropdown below to review and enter reporting data. Select Engine ID — Select...
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 * [ ] % Operation in the District [ ] Months * [Select... ▾] % Operation in California * [ ] Hours * [ ] Hour Meter Reading * [ ] Fuel * [ ] Insured * [Select... ▾] Current Location Address * [ ] Location Change? * [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 [ ] Factors Impacting Usage (required only if there is No Operational Activity.) [ ] Grantee Comments [ ]
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, type in your full name, and click the *Submit Annual Report* button.	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!**