

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 email at grants@baaqmd.gov or phone at (415) 749-4994.

Step 1 – Navigate to www.baaqmd.gov/en/apply-for-funding, log into account using the username originally used to create the account. Microsoft Edge works best.

If you forgot your password, please email grants@baaqmd.gov to reset.

Step 2 – Once you are logged in, click **Add** under the Annual Reporting column on the far right.

Step 3 – Select the current year from the **Reporting Year** dropdown menu.

Reporting Year
Select the year to be edited or viewed.
Reporting Year *

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

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 *

% Operation in California *

*

Hours *

Hour Meter Reading *

*

Fuel *

Insured *

*

Current Location Address *

Location Change? *

*

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**.

Supporting Documentation

Upload New Attachment

File Name	Submitted By	Submitted On	Attachment Type	Comments	Remove

Repeat this process for <i>all</i> pieces of funded equipment (until information is reported for all pieces available in the <i>Engine ID</i> dropdown menu).	Supporting Documentation Attachment Type * required if attaching documents File Name Comments Select... Select... Insurance Documentation - Annual Reporting Other - Annual Reporting Upload
Step 8 – Review the data and click <i>Save</i>.	Save Data
Step 9 – After entering data for all pieces of equipment, and attaching proof of insurance, click the <i>Submit Annual Report</i> 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!