

**EASTERN KERN
AIR POLLUTION CONTROL DISTRICT**



**CARL MOYER
DIESEL EMISSIONS
REDUCTION PROGRAM**

CARL MOYER ANNUAL REPORT

As stated in Section 4 Reporting Requirements of the agreement, Carl Moyer grant recipients must submit an annual report for the term of the agreement. The report shall provide data on the operation, annual miles traveled, annual hours operated, maintenance, and any other pertinent information requested by the EKAPCD for the engine/vehicle/equipment/electric motor under contract. The annual report is used to verify that the engine/vehicle/equipment/electric motor is in good working order and within the required annual miles/hours of operation. Carl Moyer Annual Report Forms are available on the EKAPCD website www.kernair.org under grants/diesel engine. All Grantees are required to submit an Annual Reporting Form once per calendar year for the life of the project. EKAPCD will mail a blank copy of the Annual Report Form to the Grantee if EKAPCD does not receive a completed form by April 30 of each year.

The number of years an annual report must be submitted varies upon the project life (listed under Section 7 Term, in the agreement). Typically, annual reports are required for a minimum of three years and a maximum of five years. Projects with a project life greater than five years are only required to submit annual reports for the first five years, but must continue to collect data for the remaining years of the project life, as annual reports can be requested at any time to ensure that the engine/vehicle/equipment/electric motor is still in operation. Any noncompliance with these reporting requirements will result in an onsite inspection. Noncompliance includes, missing or incomplete annual reports or a three (3) year average usage less than 80 percent of the usage specified in the agreement.

Step by Step Annual Report Form Instructions

This section outlines the information requirements for each field of the Annual Report Form. Please fill out a separate Annual Report Form for each engine/vehicle/electric motor that is under contract with EKAPCD. If you need additional assistance, please contact EKAPCD at (661) 862-5250 or ekapcd@co.kern.ca.us.

- **Agreement Number:** The agreement number is the number EKAPCD assigned to your contract. The agreement number can be found on the top right corner of the first page of your contract or on the top center of the last page (Exhibit page) of your contract.
- **Business/Organization Name:** The business/organization's legal name that entered into agreement with the EKAPCD. The business/organization name must be identical to the name on Form W-9.
- **Contact Name:** The first and last name of the person serving as the primary contact to the EKAPCD through the life of the project.
- **Phone Number:** The main phone number, including area code, for the primary contact person.
- **Mailing Address:** The mailing address used by the organization, including city, and zip code.
- **Address vehicle/equipment/engine is located:** Primary location of the engine/vehicle/equipment/electric motor under agreement. If there is no physical address, fill in Section, Township, Range.
- **Section, Township, Range:** If applicable fill in Section, Township, Range where vehicle/equipment/ engine/electric motor is primarily located if there is no physical address available.
- **Miles Traveled or Hours Operated:** Enter the number of miles the new engine/equipment/retrofit device traveled or hours operated from January 1 of previous year to the following December 31 (a period of one year). Check appropriate box (Miles or Hours)
- **Percent operated in California:** Enter the percentage of total annual miles traveled or hours operated within California borders.
- **Percent operated in EKAPCD:** Enter the percentage of total annual miles traveled or hours operated within the EKAPCD boundaries.
- **List any Maintenance Performed:** Briefly describe any maintenance that was performed to the engine/retrofit/electric motor during the last year.

- **Identify any conditions that significantly affected usage:** Describe any conditions that may have significantly affected the usage of the engine/vehicle/equipment/electric motor over the past year.
- **Other Comments:** List any further comments concerning this project.
- **Print Name:** Printed name of person signing the Annual Report Form.
- **Signature:** Signature of the person who has the authority to submit the Annual Report Form.
- **Date:** The date the Annual Report Form was signed.
- Please attach copy of proof of insurance for the engine/vehicle/equipment/electric motor

 **Please return completed Annual Report Form to EKAPCD within 30 days of receipt**

**Eastern Kern Air Pollution Control District
2700 "M" Street Suite 302
Bakersfield, CA 93301**