



Serving Sutter and Yuba Counties

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Air Pollution Control Officer

Process of the FRAQMD Off-Road Equipment Replacement Program

1. Turn in Application.
2. Receive notice that Application is complete.
3. Receive tentative award letter.
4. Return completed questionnaire to District staff via physical mail, email, fax, or drop off at the District office.
5. Call District to accept tentative award and schedule pre-inspection.
6. During pre-inspection the District will photograph the old equipment, witness it start up and move forward and backward, and record the serial numbers.
7. After the District receives the grant money from the California Air Resources Board, the District mail you the contract agreement. Read and sign both copies and return both copies back to the District.
8. After both signed contract agreements are returned, the District's Air Pollution Control Officer will sign both copies. After the contract agreement has been signed by all parties a copy will be mailed to you. You can now order the new equipment.
9. Once the new equipment is ready the dealer will contact the District to schedule an inspection. The District will inspect the new equipment at the dealership. After a successful inspection the dealer can release the new equipment to you.
10. When accepting the new equipment you must fill out the New Equipment Release Form provided by the dealer, sign, and return it to the dealer.
11. Within 30 days of receiving the new equipment, you must return the Salvage Certification Form to the District. If you are destroying the old equipment yourself you must contact the District to schedule an inspection to verify it has been destroyed.
12. After the District confirms that the old equipment has been destroyed, and has received your W-9, we will request your check. The check should be available in about two weeks.
13. We prefer that you pick up your check at the District office.
14. The first annual report will be mailed in January of the following year. It is due by March 31st each year that the equipment is under contract. Grantees that do not submit complete reports will not be eligible for new Grant funding until all reports are satisfactorily submitted. Failure to submit reports by the deadline may lead to project audits, cancellation of grant, and repayment of grant funding