

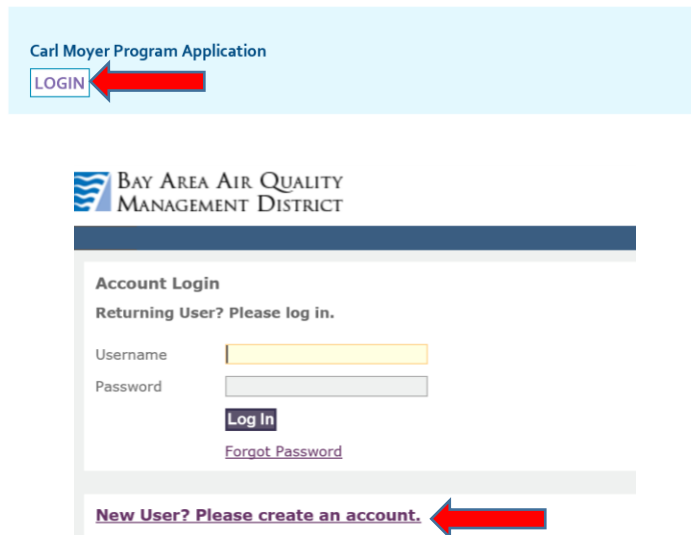
How to Apply for a Carl Moyer Program (CMP) Grant on the Online Application System

All grant applications are submitted online. There are two steps required to apply online: first, creating the **user profile** (or **account**), then logging into the account to create an **application** (or **proposal**). Once created, the account remains in the system and can be used to apply for CMP funding in the current or future application cycles, and to submit documents and annual reports for funded projects.

If you have questions, please contact BAAQMD Carl Moyer Program staff by phone at (415) 749-4994 or email at grants@baaqmd.gov.

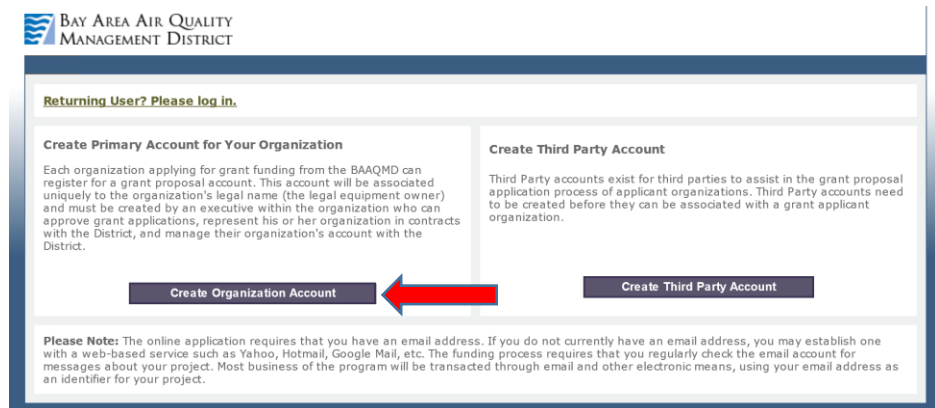
Step 1 – Navigate to www.baaqmd.gov/moyer and click **LOGIN**. On the next page click the link to create a new account.

Note: if you already have an account, skip to **Step 5** to create a new proposal. If you have forgotten your password, enter your Username and click **Forgot Password** to reset it.



Step 2 – Read the account creation page, then click **Create Organization Account**. When creating the account, be sure to use a permanent email address that will be checked often. Accounts must be associated with the organization's legal name and created by someone who has the authority to make business decisions for the organization.

On the next screen, confirm authority by clicking **Yes**.



Step 3 – Enter required **Organization Information** indicated by red asterisks. This information is considered the **user profile** for the account and the user should update any changes as needed.

The **username** cannot have any special characters or spaces (ex. &, %, \$, #, @, !).

Be sure to choose a username and password that you will remember.

Click **Create Organization and Account Holder** and the system will exit to the **Registration Complete** screen.

The account has been created but now must be **activated** using a link in an email message sent to the user profile email account (check junk or spam if the email is not in the inbox). Open the email message and click the activation link.

This link only works once. If you click it again, an error message appears but the account was activated by the initial click.

Create New Organization

Organization Information

Legal Name of Organization *

The legal organization name must be that of the legal equipment owner.

For Example: For on-road truck projects the Legal Owner should reflect the ownership of the vehicle as registered by the CA Department of Motor Vehicles. This information is listed under R/O area of registration card or CA Vehicle Title.

Mailing Address

Street Address / PO Box *

Street Address Line 2

City *

State *

Zip *

County *

Account Owner Information

First Name *

Last Name *

Email Address *
(A valid Email address is required. Eg. john@gmail.com)

Phone Number *

Fax Number

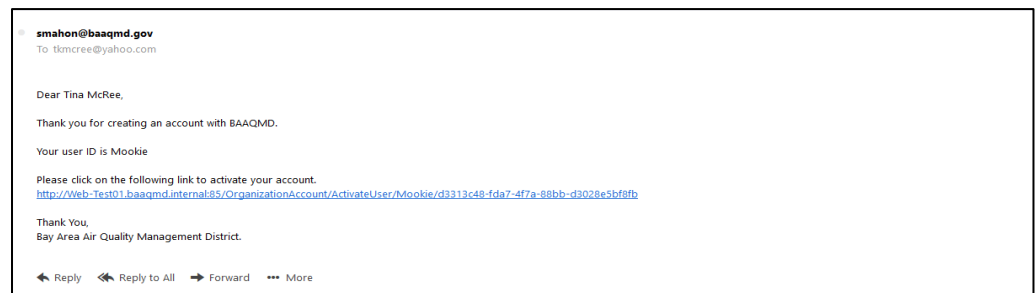
Username *
(Username should not contain spaces: correct examples jdoe, johndoe)

Password *

Confirm Password *

* Indicates a required field.
* * Password must be minimum 8 and maximum of 16 character long alphanumeric string with at least one number, one upper and one lower character.
For example: Userpass1

Create Organization and Account Holder **Cancel**



Registration Complete

Thank you for registering. An email will be sent to verify your account. In order to activate your account, you must complete registration using the link provided in the email.

[Please click here to navigate back to login page.](#)

Step 4 – After clicking the activation link in the email, you will be able to login with the username and password.

Note: after activating your account, do not use the activation email to enter the application system. Always login through the website www.baaqmd.gov/moyer.

Your account has been activated, please click [here](#) to login.

Step 5 – Once logged in, navigate to the **Proposal** menu (on the blue bar at the top) and select **Create New Funding Proposal**.

Note: do not select *Create New Goods Movement Proposal* option.

Step 6 – This pop-up highlights steps to apply for funding and provides instructions to create a **Third Party** user for the proposal. After reading, click **Continue to Create Proposal**.

Third Party: After creating the proposal (see **Step 7**), you may authorize someone else to help complete this application. This is optional and under no circumstances can a third party submit the application on your behalf.

Proposal Creation

You are about to fill out an application for the Carl Moyer Grants Program. This online application process will guide you through the following steps:

1. Create a proposal by selecting the desired equipment category/ proposal type.
2. Enter information about your existing equipment.
3. Enter Fleet and Activity Information for the equipment.
4. Enter the Engine Information for the equipment (if the equipment has multiple engines, add information for each engine one at a time).
5. Attach any documents required for the proposal type. The system will tell you what is required, such as proof of insurance, usage documentation, or cost quotes.
6. Review your application to make sure all information has been filled out (Note: required documentation can be submitted at a later date, but your application will not be considered complete until all required documents are provided).
7. Sign and Submit the application.

To move through each step, you must first fill out all required fields on each screen, and click "Save & Continue" to save your progress and continue to the next step.

If a Third Party (i.e. dealer or broker) will be creating a proposal on your behalf:

1. Create a proposal by selecting the desired equipment category/ proposal type.
2. Select "Authorize Third Party" from the drop down menu at the top of the screen.
3. Enter an email address for the Third Party.
4. The system will tell you if the Third Party is already registered. It will invite the Third Party to register if they are not in the system.
5. Once registered (or if they are already registered), check the box next to the proposal you just created in Step 1.
6. Click "Authorize". The Third Party will now be able to complete the application on your behalf.

[Continue to Create Proposal](#) [Cancel](#)

Note: the online system has a security feature that times out a session after 7 minutes of inactivity. Save frequently to avoid data loss due to inactivity.

Step 7 – Complete general information for the proposal. All fields with a red asterisk are required.

Proposal Name: a *unique* name for *this application*.

Enter or adjust organization contact information as needed.

Verify or enter **Signing Authority** contact information.

Select the **Project Category** and **Subcategory** for *this application*.

For **this entire proposal** (not just a single piece of equipment) enter a description and costs for **charging or fueling infrastructure** (as applicable) and the **total project costs** (cost of all equipment for the proposal).

Click **Save & Continue**

Optional Step: Authorize a Third Party after saving the **Create New Proposal** screen, you may authorize someone to help with the application.

Navigate to the **Proposal** menu (on the blue bar at the top) and select **Authorize Third Party**.

The screenshot shows the 'Create New Proposal' form with the following sections and fields:

- Proposal Info:** Proposal Name * (text input), Organization (BAAQMD) (text input).
- Primary proposal contact info:** First Name * (text input), Last Name * (text input), Email Address * (text input), Phone Number * (text input), Fax Number (text input).
- Person authorized to sign contracts for Organization:** Same as primary. (checkbox), First Name * (text input), Last Name * (text input), Email Address * (text input), Phone Number * (text input), Fax Number (text input).
- Mailing Address:** Update Organization's Mailing Address. (checkbox), Street address/ PO Box * (375 Beale Street), Street Address Line 2 (Suite 600), City * (San Francisco), State * (CALIFORNIA), County * (San Francisco), Zip * (94105-).
- Project Category:** What kind of project would you like to apply for? Project Category * (Select Project Category...), Project Subcategory * (Please Select a Category First). Note: Agricultural applicants wanting to replace their "mobile equipment", please use "off-road equipment replacement" proposal type.
- General Information:** Infrastructure costs associated with the purchase of zero-emission equipment may be eligible for partial grant funding. Does this project involve the purchase of fueling or electric charging infrastructure? Is infrastructure associated with Zero-emission vehicle (ZEV) or alt-fuel equipment project? * (Yes/No radio buttons). Total project cost (all equipment and infrastructure) * (text input).

Buttons at the bottom: Cancel, Save & Continue (highlighted with a red arrow), Save & Close.

For **Project Category** and **Subcategory** information and requirements, click the specific equipment category below

- [On-road](#)
- [School Bus](#)
- [Off-road](#)
- [Agricultural](#)
- [Marine](#)
- [Locomotives](#)

The screenshot shows the 'Create New Proposal' form with the 'Proposal' menu open. The menu items are: Create New Funding Proposal, Create New Goods Movement Proposal, View Queue, Authorize Third Party (highlighted with a red arrow), Update Third Party, and Data Export.

Read the instructions, then enter the email address for the Third Party.

Select the application this Third Party is authorized to work on by clicking the box next to it.

Click **Authorize Third Party**.

The Third Party will receive an email inviting them to access the proposal (check junk/spam if not received in the inbox).

The user can *deactivate a Third Party* at any time by selecting the Update Third Party option from the Proposal menu and following instructions.

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Welcome Tina McReel [Log Off](#)

Home Account Management Proposal

Authorize Third Party

Third Party Accounts

Third Party accounts exist for third parties to assist in the grant proposal application process of applicant organizations. Third Party accounts need to be created before they can be associated with a grant applicant organization.

Third Party Information

Note: Third Party accounts must be created in advance for organizations to authorize access to existing proposals. Please provide your email address to applicant organizations.

Please enter the email address associated with the Third Party user account you would like to authorize in adding and updating proposal information.

Email Address *

Confirm Email Address *

* Indicates a required field

Please authorize which proposal(s) this account can access. If the intended proposal does not exist, please create it first.

Proposal Name	Grant Access
3rd_ptytest	<input type="checkbox"/>

Authorize Third Party **Cancel**

[For any questions please contact us!](#)

From: smahon@baaqmd.gov [mailto:smahon@baaqmd.gov]
Sent: Thursday, September 28, 2017
To: Mookie Trucking
Subject: BAAQMD: Invitation To Create An Account.

Dear Sir/Madam,

Mookie Trucking has invited you to work on BAAQMD Grants proposal application.
To access this proposal application, you will need to create an account at <http://Web-Test01.baaqmd.internal:85/OrganizationAccount/NewThirdPartyAccount>

Thank You,
Bay Area Air Quality Management District

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Home Account Management Proposal

Authorize Third Party

- Create New Funding Proposal
- Create New Goods Movement Proposal
- View Queue
- Authorize Third Party
- Update Third Party

Third Party Accounts

Third Party accounts exist for third parties to assist in the grant proposal application process of applicant organizations. Third Party accounts need to be created before they can be associated with a grant applicant organization.

Third Party Information

Step 8 – For the first vehicle or equipment on this application, enter existing and replacement equipment information. All fields containing a red asterisk are required.

Existing Equipment is the original equipment you are applying to upgrade.

Unit Number may be a company unit ID number, regulatory tag number or other unique number for this vehicle or equipment.

Replacement Equipment Information is the new equipment to be purchased if awarded funding.

Complete the **Dealer/Vendor Information**

Click **Save & Continue**

Note: the navigation menu on the left side of each screen shows an overview of the steps to complete the application. The user can click menu items to add information or change screens. Be sure to **Save** each screen before moving to the next or data will be lost.

Home
Account Management
Proposal

test 123 ✖
On-Road Replacement: Vehicle Information

EQUIPMENT
Project Details
Impacted Community
Engine & Activity
Attachment

Existing Equipment Information

Is 2 to 1 Replacement Applied? * Yes No

Under which ARB TRUCRS ID# is this truck registered (for Port Trucks, enter DTR# of the truck)? *

Existing Vehicle Unit Number *

Existing Vehicle CHP Number Existing Vehicle DOT Number

Existing Vehicle Type (Vocation) * Aggregates Existing Vehicle VIN *

Existing Vehicle License Plate * Existing Vehicle Make *

Existing Vehicle Model * Existing Vehicle Manufacture Date

Existing Vehicle Operational? * Yes No Existing Vehicle Manufacturer GVWR *

Existing Vehicle Cab Style * Select Cab Style...

Replacement Vehicle Information

Replacement Vehicle New or Used * New

Replacement Vehicle Make * Replacement Vehicle Model *

Replacement Vehicle VIN Replacement Vehicle License Plate

Replacement Vehicle Manufacture Date Replacement Vehicle Odometer Reading

Replacement Vehicle Operational? * Yes No Replacement Vehicle DOT Number

Replacement Vehicle CHP Number Replacement Vehicle Delivery Date *

Replacement Vehicle Manufacturer GVWR * Replacement Vehicle Cost *

Replacement Vehicle Cab Style * Select Cab Style...

Dealer/Vendor Information

Dealership/Vendor Name * Dealership/Vendor Contact Person (first and last name) *

Dealership/Vendor Phone Number * Dealership/Vendor Fax Number

Dealership/Vendor Email * Dealership/Vendor Address *

Dealership/Vendor City * Dealership/Vendor Zip Code *

Dealership/Vendor State * CALIFORNIA

Save & Continue
Exit without saving

Step 9 – For this same vehicle or equipment, enter **co-funding** (if applicable) and usage information (items with red asterisks are required).

Click **Save & Continue**

On-Road Replacement: Project Details

Equipment | **PROJECT DETAILS** | Impacted Community | Engine & Activity | Attachment

Have you, or will you, apply for other grant funding to support the project equipment in this application? * Yes No

How many years have you owned the existing equipment? *

Has the equipment received previous grant funding from BAAQMD? * Yes No

Grant funding requested for this equipment *

If funded, how many years will you operate the new equipment? *

% of current operation in Air District *

% of current operation in CA *

% of future operation in Air District *

% of future operation in CA *

[Click here to view the Air District Jurisdiction Map](#)

[Previous Page](#) [Save & Continue](#) [Exit without saving](#)

Step 10 – Determine if your equipment is operating in a **highly impacted Bay Area community**; use the map for assistance. Enter an estimated percent of operation (of all your travel or usage) in each area.

Note: Air District staff may request documentation to verify equipment use in Priority Communities.

Click **Save & Continue**

On-Road Replacement: Impacted Communities

Equipment | Project Details | **IMPACTED COMMUNITY** | Engine & Activity | Attachment

Projects that operate in Bay Area highly impacted communities will be prioritized for funding. To be considered for this prioritization, please answer the following questions.

Does this equipment operate in a Bay Area highly impacted community? * Yes No
(See the Priority Community map: [Please click here.](#))

If yes, please answer the following question. If no, skip to "Existing Engine Information"

Please use the Priority Community map to identify which impacted communities this equipment operates in, and indicate the percentage of time this equipment operates in each highly impacted community in the table below. BAAQMD staff may request that the grant applicant provide documentation to verify the information provided below. Use the "zoom in" tool on the electronic version of the map to enlarge the map to best identify boundaries.

Zone Number	Community	Percent Operation
1	Concord	<input type="text"/>
2	Richmond/San Pablo	<input type="text"/>
3	Western Alameda County	<input type="text"/>
4	San Jose	<input type="text"/>
5	Livermore	<input type="text"/>
6	Eastern San Francisco	<input type="text"/>
7	San Rafael	<input type="text"/>
8	Vallejo	<input type="text"/>
9	Antioch/Pittsburg	<input type="text"/>

Note: If the equipment currently operates in Impacted Communities and this proposal is funded, the contract between the grantee and the BAAQMD will require the grantee to continue to operate this equipment in Impacted Communities in the Bay Area.

[Previous Page](#) [Save & Continue](#) [Exit without saving](#)

Step 11 – Enter detailed information about the Existing Engine and the proposed Replacement Engine.

If you need assistance, contact your dealer or Air District staff.

School bus **CNG Tank Replacement** applications require data entry for the old & new tanks.

If the Existing Engine has an installed **Retrofit** (e.g., filter, limiting device) or the Replacement Engine must be fitted with a **Retrofit**, enter data for the device as required.

Click **Save & Continue**

The screenshot shows the 'On-Road Replacement: Engine Information' form. The left sidebar contains a navigation menu with items like 'Project Details', 'Impacted Community Info', 'Add Engine', 'Add Equipment', 'Add Attachment', 'Proposal Review & Submittal', and 'Grants Staff Review'. The main content area is titled 'On-Road Replacement: Engine Information' and has tabs for 'Equipment', 'Project Details', 'Impacted Community', 'ENGINE & ACTIVITY', and 'Attachment'. The 'ENGINE & ACTIVITY' tab is active. The form is organized into three main sections: 'Existing/Baseline Engine Information', 'Existing Engine Retrofit Information', and 'Replacement Engine Information'. Each section contains multiple input fields for various engine parameters. A red arrow points to the 'Save & Continue' button at the bottom of the form.

Step 12 – Enter Activity data like vehicle odometer or hour meter reading and annual usage data for the past two years and current year-to-date.

Some project types may require annual fuel usage data to be entered.

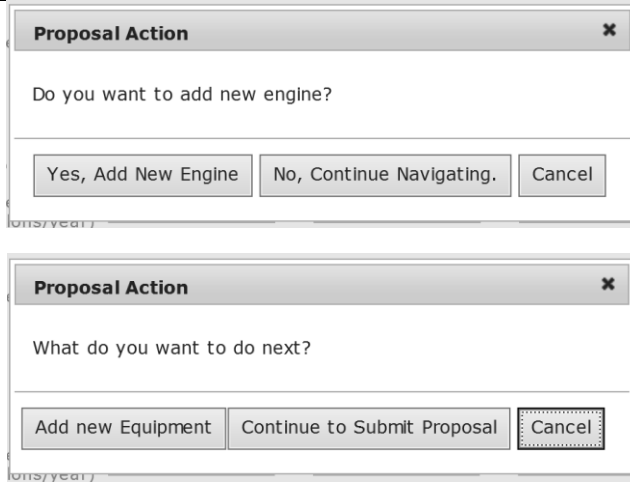
Enter the **Estimated Annual Future Usage**.

Click **Save & Continue**

The screenshot shows the 'On-Road Replacement: Engine Activity Information' form. The left sidebar is identical to the previous screenshot. The main content area is titled 'On-Road Replacement: Engine Activity Information' and has tabs for 'Equipment', 'Project Details', 'Impacted Community', 'ENGINE & ACTIVITY', and 'Attachment'. The 'ENGINE & ACTIVITY' tab is active. The form contains several input fields: 'Current vehicle odometer reading (miles)', 'Existing Engine - Annual operation details' (a table with columns for 2017, 2016, 2015, and Estimated Annual Future Usage), and 'Annual miles travelled' and 'Fuel Use (gallons/year)'. A red arrow points to the 'Save & Continue' button at the bottom of the form.

Step 13 – A Proposal Action box appears.
Select

- **Add New Engine/ Equipment** to add the next vehicle or equipment to this application, or
- **Continue Navigating or Submit Proposal** to stop entering equipment and move to the final application submission screens, or
- **Cancel** – to return to the Activity screen.



Note: you must enter ALL equipment or vehicles to the application before completing the submittal screens. After submitting the application, the applicant cannot add equipment or edit information.

Step 14 – Attach required supporting documents by selecting the **Attachment Type** from the pull-down menu.

The **Regulatory Compliance Statement** is required for all projects. **Print, complete and upload** this form.

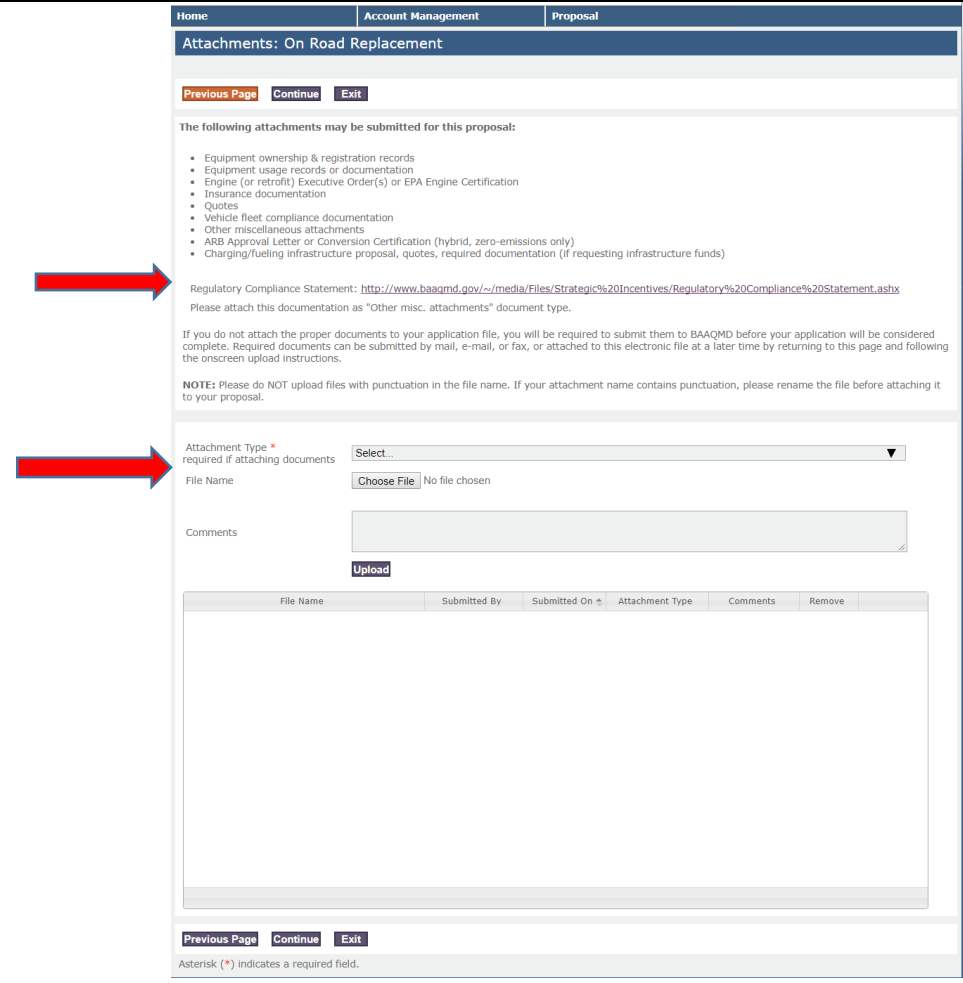
For a description of each **Attachment Type**, select from the pull-down menu and it appears below.

Do not include punctuation in document titles for Attachments.

Uploading works like many email programs (e.g., attaching photos).

Click **Continue**

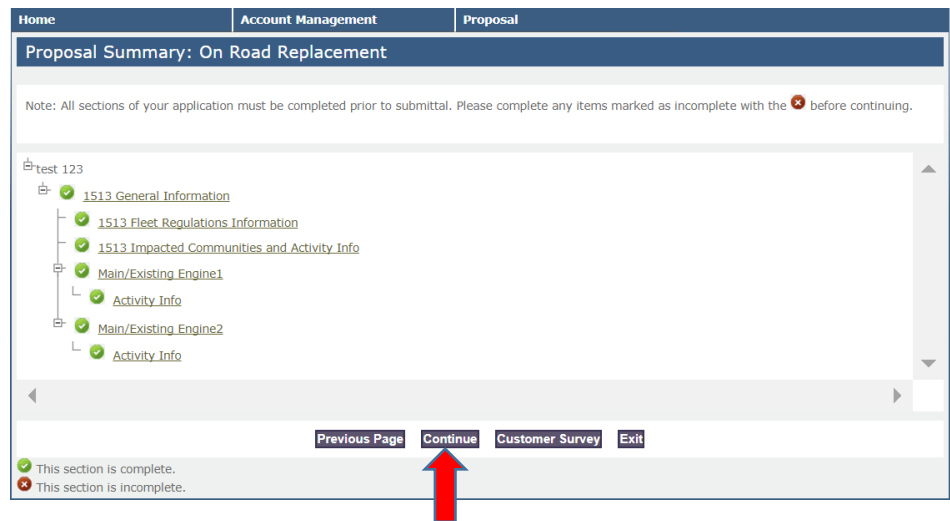
Supporting documents can also be faxed to **(415) 749-5020** or mailed to



BAAQMD / Carl Moyer Program
375 Beale Street, Suite 600
San Francisco, CA 94105

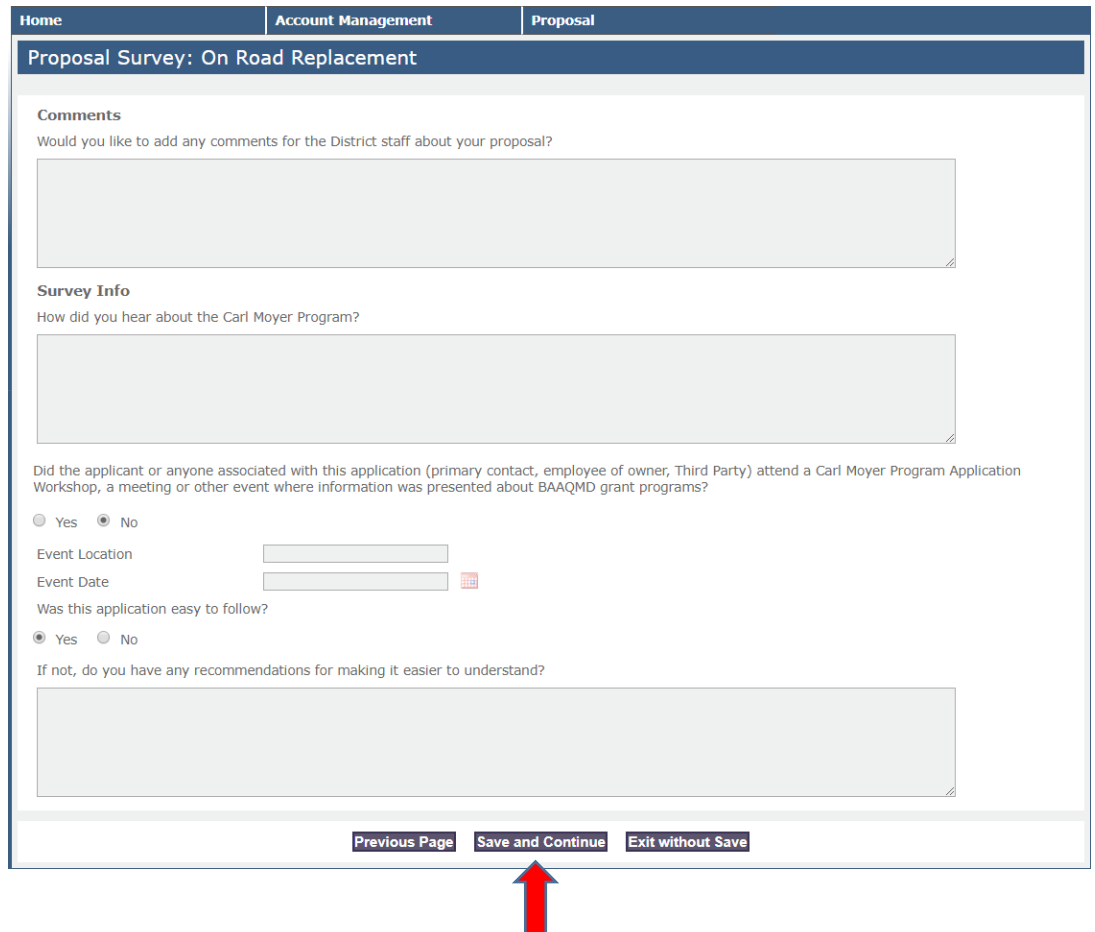
Step 15 – The Proposal Summary screen shows an overview of this application. If any portion is incomplete a red “X” will be displayed. You can click on each link to go back and enter missing information so all categories show a green check.

Click **Continue**



Step 16 – The Proposal Survey screen provides space to add any comments about your application and provide the Air District with any feedback you may have.

Click **Save & Continue**



Step 17 – The Proposal Submittal screen is the final step to submit your application.

Review each disclosure and check each box to indicate that you have read and understand all disclosures.

Ensure that you have included **ALL** vehicles or equipment for which you intend to apply in the application **before clicking Sign & Submit**. To return to your application, click **Previous Page** to navigate back to data entry screens.

You can continue to upload Attachments after submitting the application online.

The **Signing Authority** is required to type their name (as entered on the **Create New Proposal** screen) then click **Sign & Submit**.

After submitting the application, the **Confirmation** screen will show the **Project Number** (e.g., 19MOY36). Use this number on all correspondence about your application and funded project.

Thank you for applying!

Home Account Management Proposal

Proposal Submittal: On Road Replacement

Please read and check each item below to indicate understanding and agreement:

- I understand that this application is for evaluation purposes only and does not guarantee project funding. Only a fully executed Grant Agreement or Voucher between the equipment owner and the Air District constitutes an obligation to fund a project.
- I understand and agree that the Air District or its designee will conduct an inspection of the equipment, vehicle(s) and/or vessel(s) that are the subject of this application prior to an award in order to verify eligibility and compliance with the applicable Funding Program guidelines and Air District policies.
- I certify that the proposed project is not required by any local, State or Federal rule or regulation; judicial order, or agreement, memorandum of understanding, contract, or other binding obligation that requires the project applicant to implement any portion of the project that would be funded by the Air District.
- I have disclosed to the Air District the value and source of all other private or public financial incentives applied for or used for this Project. I will not apply for, or receive other private or public financial incentives for the Project without prior approval from the Air District. I understand that the receipt of additional public funding for the Project Equipment could result in a reduction of the Total Grant Funds Awarded and that failure to disclose other incentive funds associated with this project could disqualify this project from funding consideration.
- I understand and agree that any equipment, vehicle(s), and/or vessel(s) that receive Air District grant funding may not be used for credit under any Federal or State emission averaging, banking or trading program and may not be used as marketable emission reduction credits, or to offset any emission reduction obligation of any person or entity.
- I certify that neither the owner nor equipment identified in the project application has any outstanding violations of applicable Federal, State, or local air quality regulations, and will remain in compliance with these regulations.
- I certify that I am the legal owner of the equipment described in this application or that I have the legal signing authority to apply for funding for this equipment as or on behalf of the equipment owner and that I am authorized to sign this application as or on behalf of the equipment owner.
- I understand and agree that, if my application is approved for replacement vehicle(s)/equipment/engine(s) purchase, my existing vehicle(s)/equipment/engine(s) identified on this application will be destroyed.
- Under penalty of perjury, I certify to the best of my knowledge that the information contained in this application, and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate.
- I have attached documentation showing that my organization carries the appropriate insurance (i.e. General Liability, Workers Compensation, Automobile Liability, and Automobile Comprehensive & Collision/Physical Damage Insurance).
- I understand and certify that accepting grant funds may lead to tax liability and that by signing the Grant Agreement or Voucher for the Project, I agree to accept this liability.
- I understand and agree that no equipment is to be ordered, and no work is to begin until there is a fully executed Grant Agreement or Voucher in place between the equipment owner and the Air District, and Air District staff or their designee has successfully conducted a pre-project inspection of the project equipment. No costs or financial commitments (e.g. purchase order) associated with the project that were incurred or undertaken before the date of execution of the Grant Agreement or Voucher will be accepted by the Air District for reimbursement.

Please type in your full name (first and last name):

"I certify that I:
• am the legal owner of the equipment described in this application or have the legal signing authority to submit this application for funding on behalf of the applicant entity;
• am not prohibited from applying for grant funds from the Air District, an agreement, or role served with the Air District;
• am not a third-party; and,
• am submitting this proposal from my user account of which I have control."

[Previous Page](#) [Sign & Submit](#) [Exit without Submit](#)

Home Account Management Accounting Proposal

Proposal Submittal Confirmation

Thank you for submitting your proposal for funding to the Bay Area Air Quality Management District.

Your proposal has been assigned the project number: **19MOY36**. Please keep this project ID for future reference. A PDF copy of your proposal has been saved to your account. A copy will be emailed to you, or you can download it by clicking on the link below.

Your proposal was submitted on **9/19/2017 3:50:23 PM**. The District will verify receipt and completeness of your proposal in five business days by the email address of the proposal approver. If five business days pass without notification, please contact the District.

[Back to Organization Account](#) [Download Proposal Application](#)

The system will email a copy of your application (in PDF) to the user email account. To view the application online, click **Download Proposal Application**. To review your submitted information, click **Back to Organizational Account**.

<p>Next Steps</p> <p>If you have questions, please contact BAAQMD Carl Moyer Program staff by phone at (415) 749-4994 or email at grants@baaqmd.gov</p>	<p>A Carl Moyer Program staff person will contact you within 10 business days after you have submitted your application online to follow up with any administrative steps required for your project.</p> <p>“Important: NO equipment is to be ordered and NO work is to begin on this project until the Air District has completed their proposal review, conducted a pre-inspection AND a fully executed Grant Agreement between the Air District and the grantee has been signed and is in place. No costs or financial commitments that are incurred or undertaken prior to the date of full execution of the Grant Agreement will be considered for reimbursement from the Air District. Proposal submittal or Board approval does not guarantee funding. Only a fully executed Grant Agreement constitutes an obligation for the Air District to fund a project.”</p>
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Glossary

Co-funding: Carl Moyer projects can be co-funded (add other funds) with other incentive programs. There is no limit on the number of co-funding sources for a project as long as the total project costs are not exceeded and private sector applicants meet a 15% cost share (no cost share for public agencies). Co-funded projects must meet individual requirements for each funding source.

CNG Tank Replacement: A project to replace aging CNG tanks (14-16 years old) on an existing natural-gas school bus.

Infrastructure: As part of an equipment or engine project application, funds are available to install fueling or battery charging infrastructure for the new, funded equipment.

Organization: May be the name of a business or corporation, a public agency (e.g., school district, fire or emergency services district, city government, transit agency) or an individual (e.g., sole proprietor) based on the legal ownership of the equipment in the application.

Replacement: Replace the entire old vehicle or piece of equipment with the cleanest available equipment.

Repower: (also Conversion) Replace an old engine with an electric motor or the cleanest available engine in an existing vehicle or equipment that the applicant will keep & continue to use.

Retrofit: Modifications to an engine or fuel system to reduce fossil fuel emissions below original engine specifications, or the process of installing a verified emissions control system on an engine.

Signing Authority: The legal owner of the equipment. For company-owned equipment, the staff person or company official authorized to sign legal documents or incur financial obligations for the Organization.

Third Party: A person other than the equipment legal owner who is authorized to assist in completing the online application. Third parties can edit and add data but cannot create, sign or submit proposals. The applicant can change and delete third parties as needed. Third parties need to create an account before they can be linked to an application that was already started by the applicant.