

# 1. Go to [www.baaqmd.gov/goods](http://www.baaqmd.gov/goods)

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BAY AREA AIR QUALITY MANAGEMENT DISTRICT

COMMUNITY BUSINESS SCIENCE

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### Goods Movement Emission Reduction Program

UPDATED 9/5/2013

### Year 4 Goods Movement Program – Diesel Equipment Program

Upgrade your truck with grant funds! Opportunities available for up to \$50,000 for Class 8, Class 7, and Class 6 trucks.

Applications for the Year 4 Goods Movement Program for non-port truck replacements and engine repowers will be accepted Monday, August 26 through Thursday, October 10, 2013 on this website. This time period will be considered the "main solicitation" for this Program. Please see the [Online application user's guide](#) for help with completing an application.

**Application for Truck Projects**

LOGIN

Application assistance sessions will be held during the application period at the District's Hayward Outreach Center (check back for additional dates).

**Location and times: Hayward Executive Airport, 22439 Skywest Drive, Suite B, Hayward CA 94541.**  
Note: Mail is not accepted at the Hayward Outreach Center, do not mail materials to the above address.

Tuesday, August 27 from 11:00 am to 2:30 pm  
Thursday, August 29 from 7:30 am to 10:30 am  
Thursday, September 5 from 4:00 pm to 6:30 pm  
Thursday, September 12 from 1:00 pm to 4:00 pm  
Thursday, September 18 from 11:00 am to 2:30 pm

To apply for other project types than truck replacements (engine repower, 2-for-1 truck replacement, 3-way truck exchanges, and electrification infrastructure) please contact our staff at (415) 749-4994 (select option 1) or [grants@baaqmd.gov](mailto:grants@baaqmd.gov).

**A solicitation for back-up projects will follow from Friday, October 11 through Friday, November 8, 2013 on this website.** Should additional funding become available during the 2013-14 funding cycle, projects will be funded on the main solicitation period's ranklist first, followed by projects on the back-up ranklist. Ranking for each truck project is based on the calculated emissions reductions achieved by that project.

**Port trucks are not eligible for Year 4** - If a truck is registered as *Compliant* in the California Air Resources Board (CARB) Drayage Truck Registry (DTR), the truck is not eligible to apply for funding in the Year 4 Program. Trucks registered as *Exempt* and *Non-Compliant* are eligible to apply; the District reserves the right to require documentation of drayage truck status for any application.

For complete information about the eligible equipment project types please review the [2013 Program Guidelines](#). This program strongly encourages the replacement of diesel-powered

Bay Area Images

San Rafael  
Marin County

The nine counties of the San Francisco Bay Area form a regional air basin, sharing common geographical features and weather patterns, and therefore similar air pollution burdens, which cannot be addressed by counties acting on their own.

Give Us Your Feedback  
Name: \_\_\_\_\_

Utility Buttons

Share

Spare the Air Status

Monday, 9/9  
No Spare the Air Alert in Effect

spare the air

Air Quality Widgets | BAAQMD

Participate

airing ideas  
PUBLIC PARTICIPATION PLAN

BAAQMD Webcasts

Upcoming Webcasts

NEW 9/9/2013 Board of Directors Special Meeting  
(Video streams live at 10:00 am)

Recent Webcasts

8/7/2013 Board of Directors Regular Meeting  
More Information:  
Board Agenda Part I  
(4 Mb PDF, 306 pgs)  
Board Agenda Part II  
(1 Mb PDF, 383 pgs)

Board Archives:  
Agendas, Minutes and Media

Webcast Support  
System & player alternatives,  
RSS feeds & mobile alternatives.

BAAQMD on iTunes

# 2. After clicking the LOGIN button, the screen will change. Click the text at the bottom that says "[New User? Please create an account](#)"

BAY AREA AIR QUALITY MANAGEMENT DISTRICT

### Account Login

Returning User? Please log in.

Username: Mrs. Smith

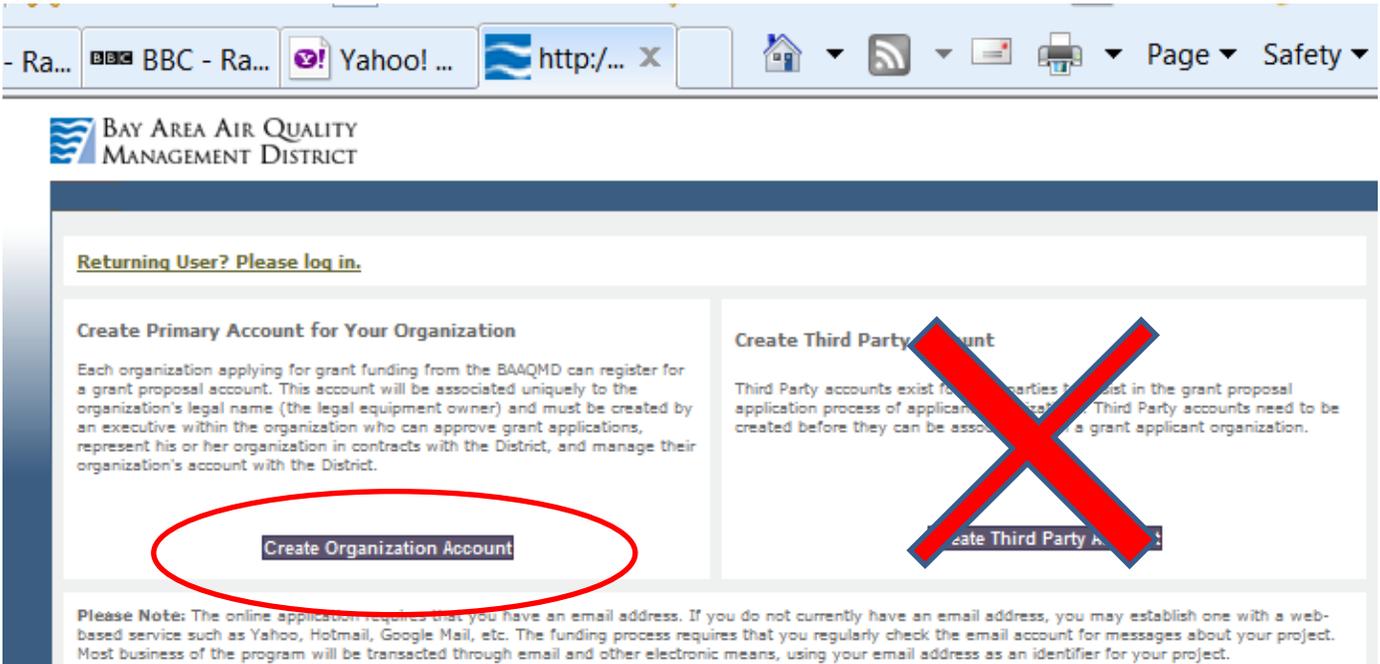
Password: \_\_\_\_\_

Log In

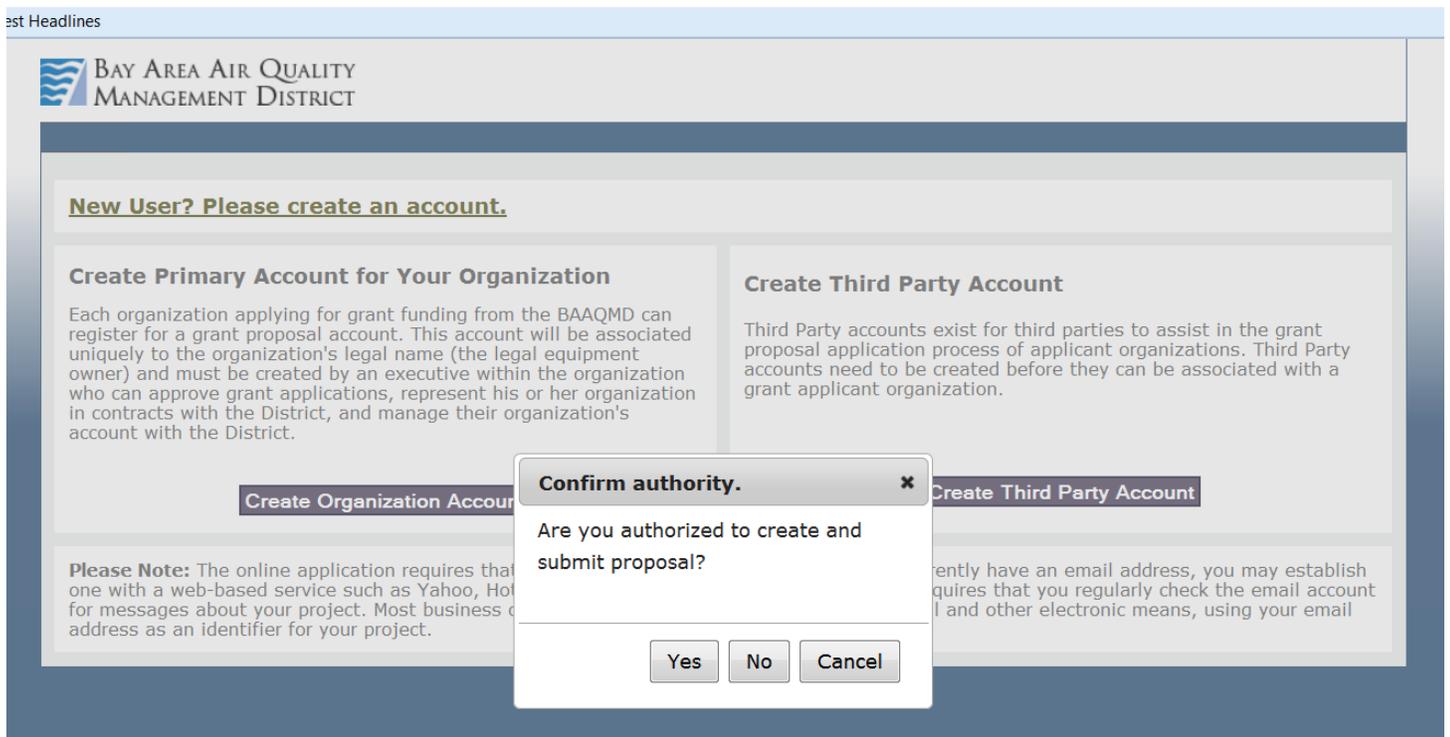
[Forgot Password](#)

[New User? Please create an account.](#)

3. On the next screen, click “Create Organization Account” on the left side



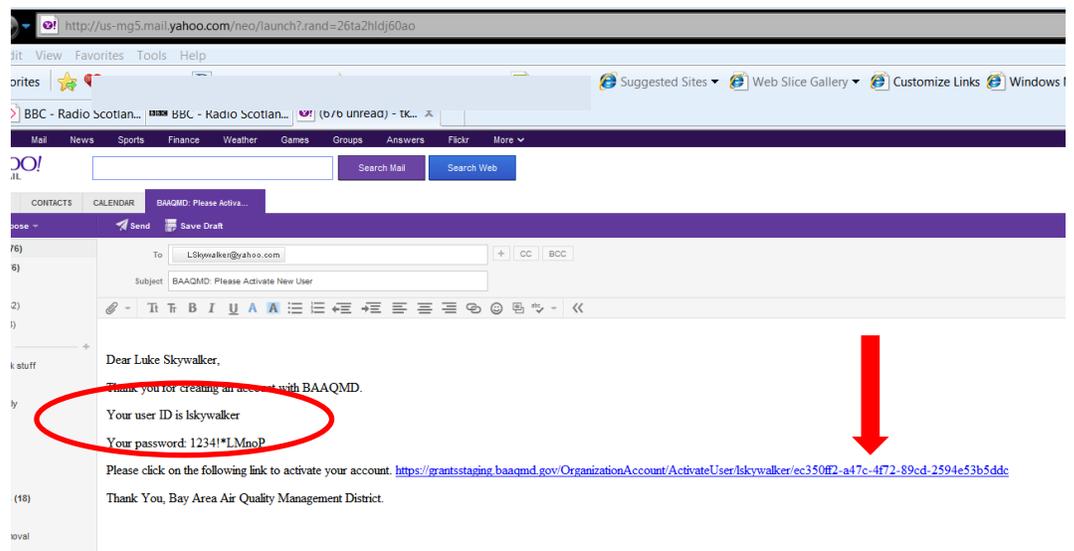
4. If you are the legal owner of the truck or if you are authorized by your company to complete the application, click YES to the question asked.



5. The next screen is your user profile set up screen. Enter contact information for your account and set up your own username and password.
- Follow the instructions for your password – if you do not follow the instructions, your password will be rejected

**IMPORTANT – Write down your username and password. No one but YOU knows this information and if you lose it, staff cannot help you find the information. Username and password are case-sensitive and must be entered exactly as you created them.**

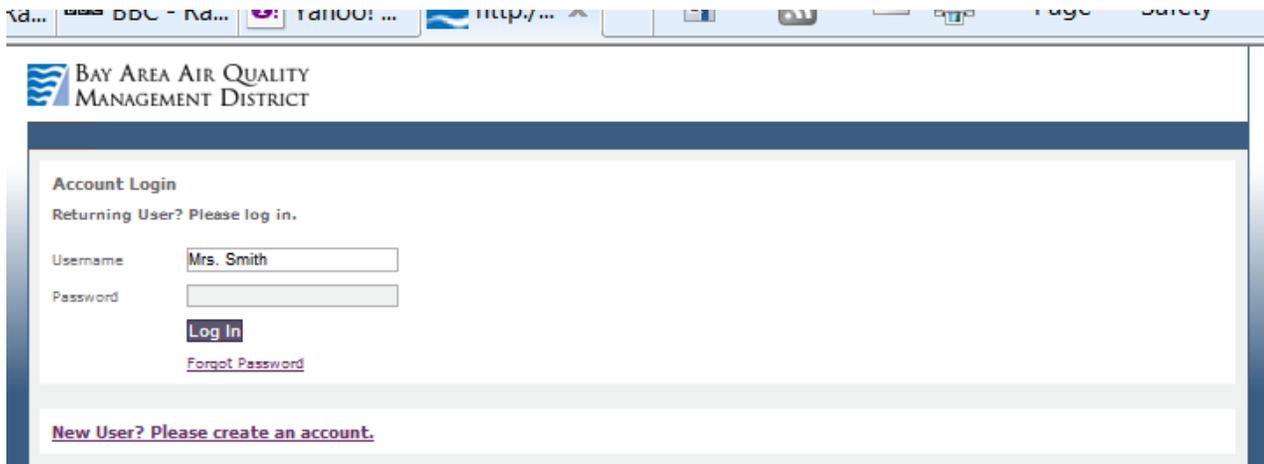
6. The next screen will indicate that an email has been sent to you. After about 2-3 minutes, check your email for a message that contains a link (example shown here).



(if not received, check your “junk” or “spam” email folder in case the email was misdirected)

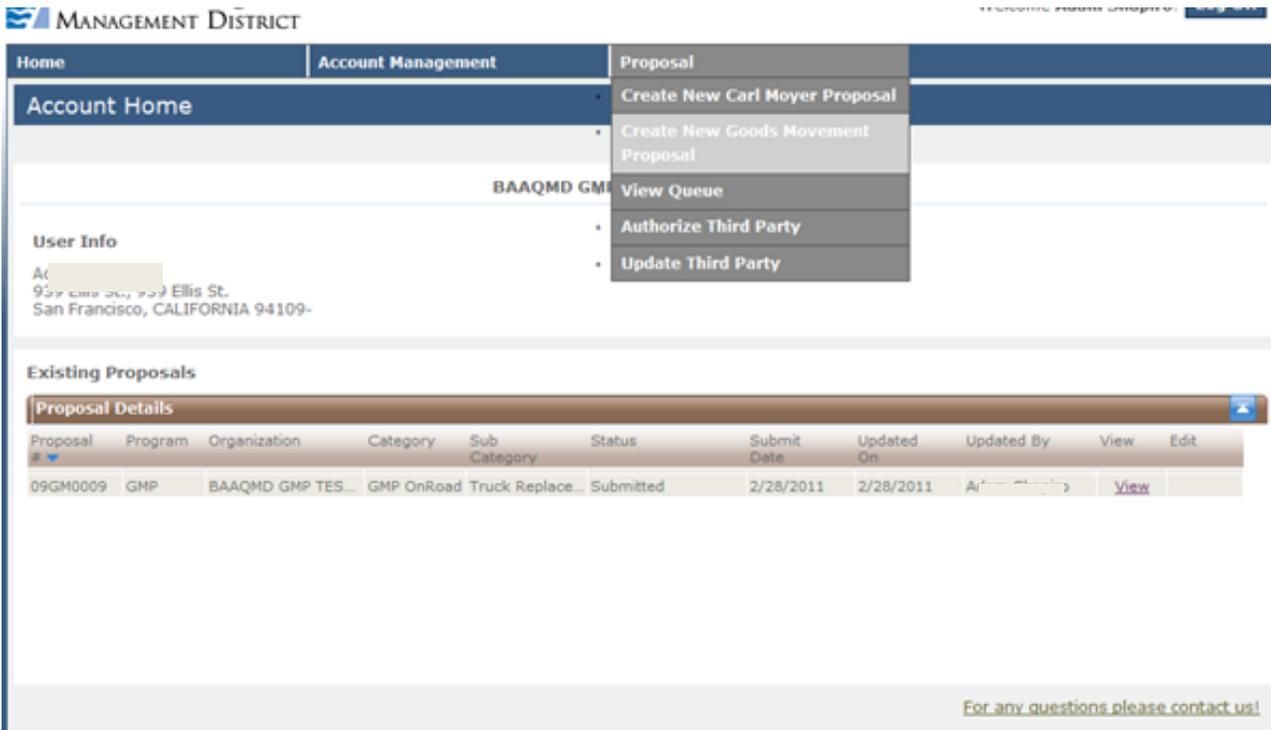
By clicking the link shown in your email message, you will open the login screen again and can enter your username and password into the two boxes shown.

7. The email link takes you to the main Log In screen. Enter your username and password exactly as you created it.



(Note: if you forget your password, the “forgot password” link below the *Log In* button can reset it but if you forget your username, there is no way to recover this information)

8. The next screen is your account Home screen and will show your contact information and an empty table. At the top of this screen on the blue menu bar, click the Proposal menu item, then select Create New Goods Movement Proposal. *Be careful – DO NOT to create a Carl Moyer Proposal!*



9. The next screen describes the basic steps of the application.

“Third Party” only refers to someone (like a truck dealer) who helps with your application – the owner is not a “third party.” Click Continue to Create Proposal.

**Proposal Creation**

1. Create a proposal by selecting the desired equipment category or proposal type (retrofit or replacement).
2. Enter information about your existing truck and engine.
3. Enter usage and activity information for the equipment and general information about your company and fleet.
4. Attach any documents that are required for the proposal type. The system will describe the documents that are required and give instructions about how to upload the documents.
5. Review your application to make sure all information has been properly completed (Note: required documents can be submitted at a later date but your application will not be considered complete until all required documents are submitted).
6. Sign and submit the application.

To move through each step, you must first complete all required fields (indicated by \*) on each screen, and click "Save & Continue" to save your progress and continue to the next step.

**If a Third Party (for example: a vendor or dealer, a motor carrier or a relative) will be assisting you with your project proposal, it is necessary that you, as the legal owner of the truck, authorize this person to manage the proposal on the online system. You will need to:**

1. Create a proposal by selecting the appropriate equipment category or proposal type (retrofit or replacement).
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 already 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 and manage data for your application on this online system.

**If you require the personal assistance of a BAAQMD Goods Movement Program staff person, open hours for the Goods Movement Program Outreach Center are posted on our website: [www.baaqmd.gov/goods](http://www.baaqmd.gov/goods). For general questions, please contact staff at 415/749-4994 (option 1)**

10. The next screen asks you to verify or correct your contact information and to enter some information about your fleet size and business. Enter this information and click Save and Continue to go to the next screen.

*Note that any typing or spelling mistakes you make will appear in your application and can cause problems processing your application.*

**Primary proposal contact info**

Person authorized to sign contracts for Organization  Same as primary.

First Name \* Tina  
Last Name \* McRee  
Email Address \* kko@tr  
Phone Number \* (415) 7  
Fax Number (415) 7

First Name \* Tina  
Last Name \* McRee  
Email Address \* kko@tr  
Phone Number \* (415)  
Fax Number (415)

Update Organization's Mailing Address.

Street address/ PO Box \* BAAQMD SD  
Street Address Line 2 939 Ella St  
City \* San Francisco  
State \* CALIFORNIA  
County \* San Francisco  
Zip \* 94109

**Project Type** Truck Replacement  
Trucks that are used primarily at ports/railyards are not eligible for this year's funding.

**Fleet Size Information**

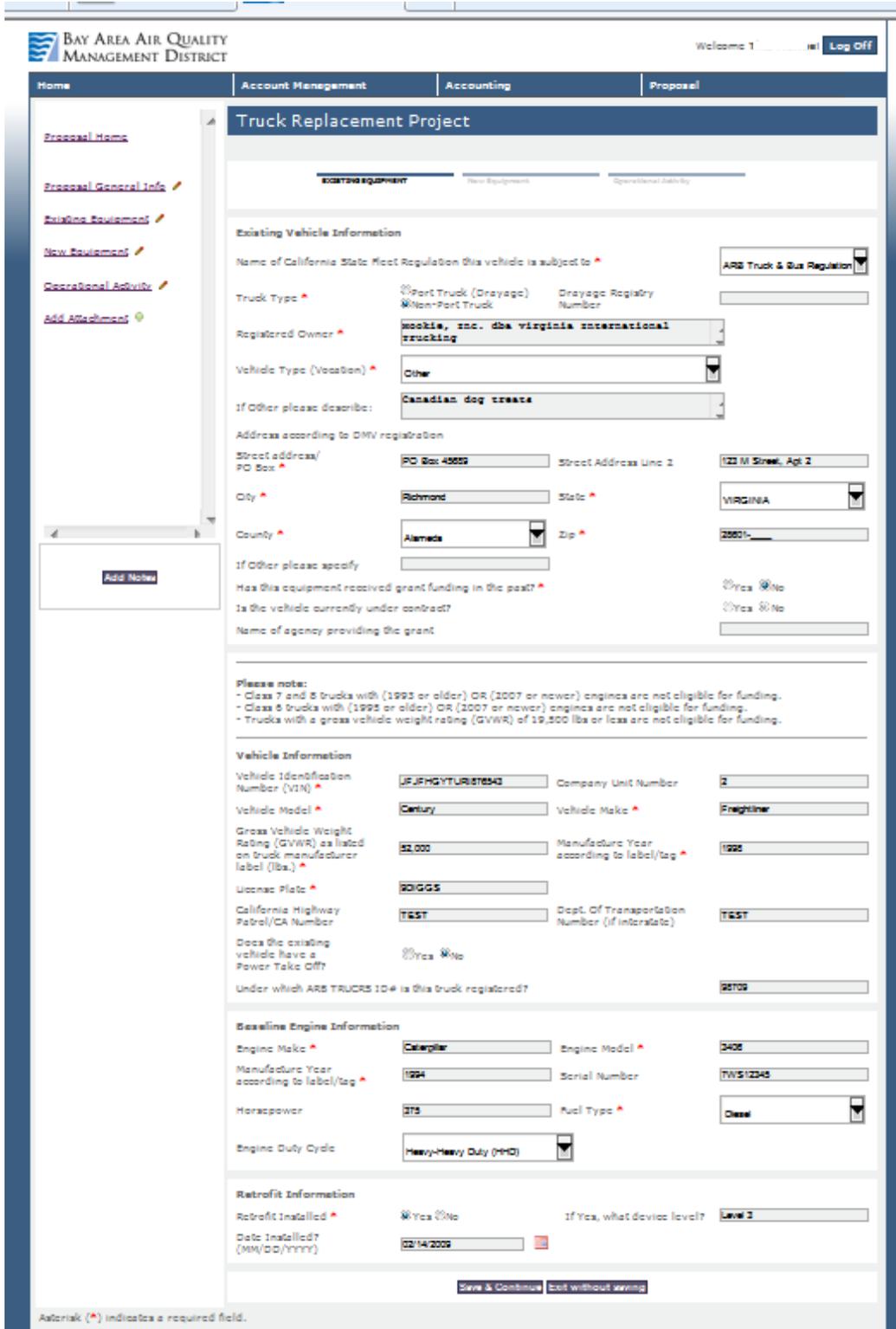
How many vehicles in this fleet? \* 12

Fleet Size means the number of diesel-fueled vehicles traveling in CA that are registered to be driven on public highways and have a manufacturer's gross vehicle weight rating of 14,001 lbs or greater that are under common ownership or control by a person, business or government entity (CCR Sec. 20225, title 13 Art. 4.5, Chp. 1)

**Additional Information**

Number Employees (Organization) 25  
Annual Gross Income (Organization) (\$) 5,600,000.00  
Language Preference Other  
Do you prefer the grant check to be sent to your vendor/dealer on your behalf or to you as a reimbursement? \*  Vendor/Dealer  Reimbursement  
Other Language Preference French

11. The next screen is the **Existing Equipment** screen where you will enter information about your current truck. You must enter all fields with a *red star* beside them to allow you to move to the next screen, or an error message will appear. When ready, click **Save & Continue**.



**Bay Area Air Quality Management District** | Welcome 1 | Log Off

Home | Account Management | Accounting | Proposal

**Truck Replacement Project**

**EXISTING EQUIPMENT** | New Equipment | Operational Activity

**Existing Vehicle Information**

Name of California State Fleet Regulation this vehicle is subject to:

Truck Type:  Part Truck (Drayage)  Non-Part Truck

Registered Owner:

Vehicle Type (Vocation):    
 If Other please describe:

Address according to DMV registration

Street address/ PO Box:  Street Address Line 2:    
 City:  State:    
 County:  Zip:

If Other please specify:

Has this equipment received grant funding in the past?  Yes  No   
 Is the vehicle currently under contract?  Yes  No   
 Name of agency providing the grant:

**Please note:**

- Class 7 and 8 trucks with (1993 or older) OR (2007 or newer) engines are not eligible for funding.
- Class 6 trucks with (1995 or older) OR (2007 or newer) engines are not eligible for funding.
- Trucks with a gross vehicle weight rating (GVWR) of 19,500 lbs or less are not eligible for funding.

**Vehicle Information**

Vehicle Identification Number (VIN):  Company Unit Number:    
 Vehicle Model:  Vehicle Make:    
 Gross Vehicle Weight Rating (GVWR) as listed on truck manufacturer label (lbs.):  Manufacture Year according to label/tag:    
 License Plate:    
 California Highway Patrol/CA Number:  Dept. Of Transportation Number (if interstate):    
 Does the existing vehicle have a Power Take Off?  Yes  No   
 Under which ARB TRUCKS 10# is this truck registered?

**Baseline Engine Information**

Engine Make:  Engine Model:    
 Manufacture Year according to label/tag:  Serial Number:    
 Horsepower:  Fuel Type:    
 Engine Duty Cycle:

**Retrofit Information**

Retrofit Installed:  Yes  No   
 If Yes, what device level?    
 Date Installed? (MM/DD/YYYY):

**Save & Continue** | **Exit without saving**

Asterisk (\*) indicates a required field.

*Be aware that if your screen is idle for more than seven minutes, the system will log you out and you will need to sign in again. Any unsaved information will be deleted.*

*You can use the links on the left top side of the screens to navigate between screens.*

**New Vehicle Information**

Name of Dealer/Company Selling the New Truck:  Will there be a PTO on the new vehicle?  Yes  No

New Vehicle Cost (\$):  Vehicle Model:

Vehicle Make:  Vehicle Manufacture Year:

Gross Vehicle Weight Rating (GVWR) as listed on truck manufacturer label (lbs.):

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**New Engine Information**

Make:  Model:

Manufacture Year:  Horsepower:

Engine Duty Cycle:  Fuel Type:

Have you, or will you, apply for other grant funding to support this project?  Yes  No

If Yes, please specify the funding source:

Please specify other funding source:

If you are interested in learning more about ARB-approved loan assistance programs, please visit: [www.baaqmd.gov/goods](http://www.baaqmd.gov/goods).

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**Select Award Amount and Submit Financing Information**

Please select a funding level. Based on information you have entered into the application, you may be unable to select some options based on the project you have proposed.

Class 8 New Truck with a 2013 or newer engine - \$50,000

Class 8 Used Truck with a 2010-2013 engine - \$40,000

Class 7 New or Used Truck with a 2010 or newer engine - \$35,000

Class 6 New Truck with a 2013 or newer engine - \$25,000 - maximum funding listed above

I wish to apply for a lower grant award amount for this truck, which could enhance the project's cost-effectiveness score. Enter lower dollar amount here: \$

Not eligible for funding. Please contact the BAAQMD if you have questions.

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**Financing Information**

Will you finance new equipment purchase with lease or lease-to-own agreement?  Yes  No

Lessor Company Name:  Primary Contact Person:

Street Address:  Contact Phone:

City:  State:

Zip:

**12. The New Equipment screen comes next – enter the information about the replacement truck you would like to buy. You do not need to know exactly which truck and can leave fields blank if they do not have a red star beside them.**

**Select a funding amount for this project. If you are unable to select, review the information you have entered and correct any errors. Funding amounts are based on the project you propose and must meet Program eligibility criteria.**

**Truck Replacement Project**

**Truck Details**

Will this vehicle at any time enter a California port property or intermodal rail yard to transport goods?  Yes  No

select the primary service area:

Odometer Reading for Existing Truck:

This reading is from:  Hubometer  Odometer

---

**Trade Corridor Activity**

Please see the following Trade Corridor maps: [www.baaqmd.gov/goods](http://www.baaqmd.gov/goods)

Please enter your activity in the following Trade Corridors:

Trucks must travel within the Bay Area trade corridor at least 10% annually.

**Previous Activity**

Trade Corridor What % of Vehicle Miles Traveled were inside California?

Bay Area:

Los Angeles / Inland Empire:

Central Valley:

San Diego / Border:

% Vehicle Miles Traveled in California?

**Future Activity**

What % of Future Vehicle Miles Traveled will be inside California?  90%  100%

---

**Usage Information**

Baseline Engine Annual Operation Details

Class 7 & Class 8 trucks (GVWR 26,001 lbs or greater) must document a minimum of 20,000 Vehicle Miles Traveled annually.

Class 6 trucks (GVWR 19,501 - 26,000 lbs) must document a minimum of 10,000 Vehicle Miles Traveled annually.

	Current Year	2012	2011	Estimated Future Annual Usage
Vehicle Miles Traveled	<input type="text" value="32,487"/>	<input type="text" value="65,427"/>	<input type="text" value="89,214"/>	<input type="text" value="90,000"/>
Power-Take Off Hours (if applicable)	<input type="text" value="400"/>	<input type="text" value="650"/>	<input type="text" value="650"/>	<input type="text" value="650"/>

**Note:** If you have indicated that you have a power take off, please enter usage information.

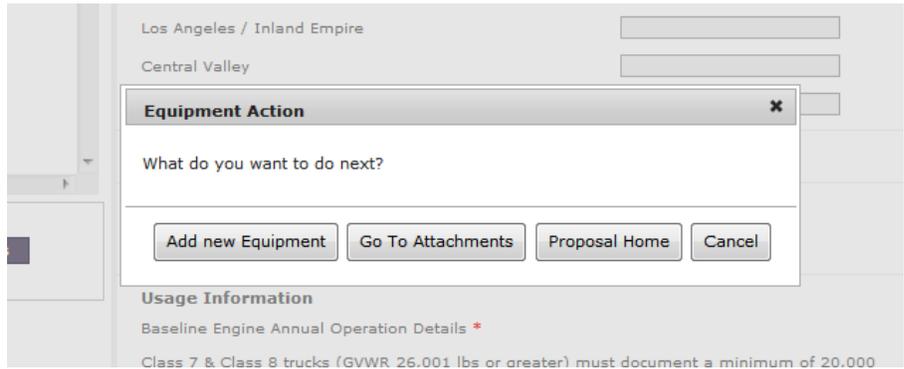
PTO hours entered must not duplicate Vehicle Miles Traveled; this means that if the truck is moving under its own power (e.g., on a highway) while the PTO is running, only the hours of PTO operation where the truck was not moving under its own power must be entered in this area. You will be asked on a later screen to attach documentation of PTO hours.

Asterisk (\*) indicates a required field.

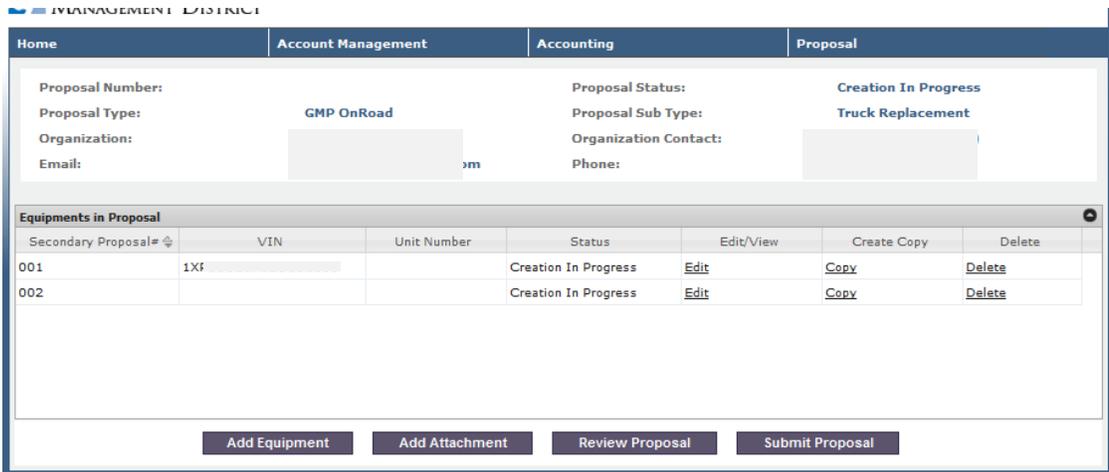
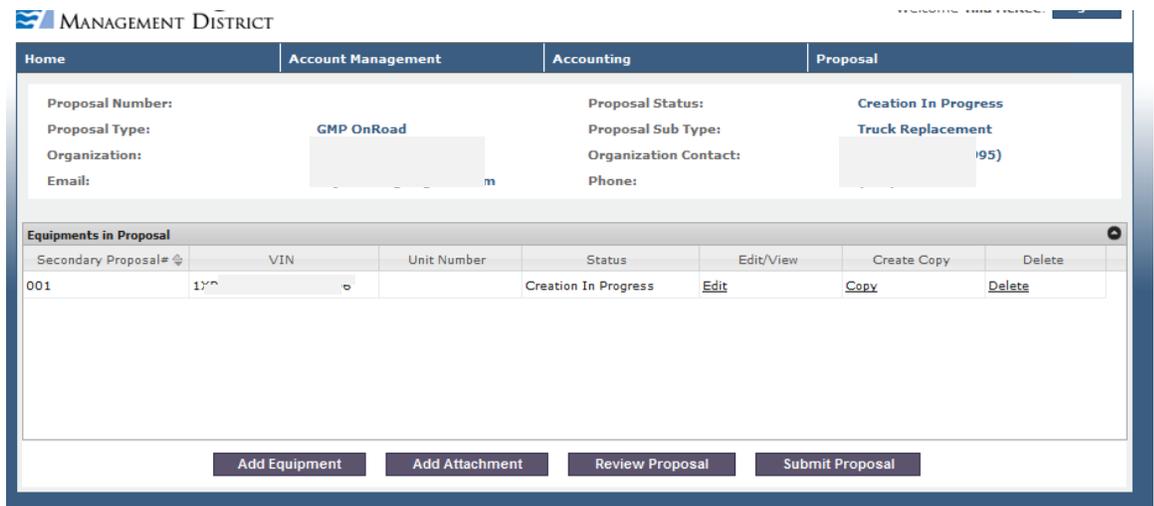
**13. The Operational Activity screen asks you about the usage of your truck. You may need to review your truck's mileage or other documentation before completing this screen.**

**When you click Save & Continue on this screen, a small message will appear asking what you wish to do next (see next page).**

14. The small message box asks if you wish to add another truck to your application or if you wish to add required attachments for the truck you just entered



If you wish to apply for more than one truck, click Add new Equipment and the screen will return to your proposal Home screen showing a table. Beside the truck you just entered are three choices: *Edit*, *Copy*, *Delete*. Click Copy and the table will show a second truck (with no VIN) as shown in the example below. You may repeat this step to add all trucks you wish to apply for.



Click *Edit* to enter information for the next truck.

Do not create multiple applications in the system. Please enter all trucks for your fleet/company on one single application.

**15. The Attachments screen asks you to upload required documents to your application. If you cannot scan and upload the materials needed, click the Download Attachment Cover Sheet button and print the cover sheet that instructs you to mail, email or fax the attachments.**

**Required: DMV history, insurance, mileage documentation, owner photo ID, TRUCRS Vehicle List & Compliance Status table**

Previous Page Continue Exit

The following attachments may be submitted for this proposal:

- Port Visit Documentation (port trucks only)
- Recent DMV registration
- Insurance Documentation
- Mileage Documentation
- Owner Photo ID
- PTO Documentation (for trucks with PTO)
- TRUCRS Fleet Compliance Certification
- Dealer Quotation (Optional)
- New Engine Executive Order (Optional)
- Finance Documentation (Optional)
- Other misc. attachments

If you do not attach the proper documents to your application file, you may be required to submit them to BAAQMD before your application will be considered complete. Required documents can be submitted by mail, e-mail, or fax, or attached to this electronic file at a later time by returning to this page and following the onscreen upload instructions. Attachments that are submitted offline must be accompanied by the attachments cover sheet that includes your Goods Movement project number. Please click the button below to download the attachments coversheet.

[Download Attachment Cover Sheet](#)

NOTE: Please do NOT upload files with punctuation in the file name. If your attachment name contains punctuation, please rename the file before attaching it to your proposal.

Attachment Type \* required if attaching documents Select...

File Name Browse...

Comments

[Upload](#)

File Name	Submitted By	Submitted On	Attachment Type	Comments	Remove
2010_ase_dist_61/71.doc	Tina McRee	5/23/2013	Recent DMV registration	sample DMV document	<a href="#">Remove</a>

Previous Page Continue Exit

Asterisk (\*) indicates a required field.

Home Account Management Proposal

Attachments: GMP OnRoad Truck Replacement

Previous Page Continue Exit

The following attachments may be submitted for this proposal:

- Recent DMV registration
- Insurance Documentation
- Mileage Documentation
- Owner Photo ID
- PTO Documentation (for trucks with PTO)
- TRUCRS Fleet Compliance Certification
- Dealer Quotation (Optional)
- New Engine Executive Order (Optional)
- Finance Documentation (Optional)
- Other misc. attachments

If you do not attach the proper documents to your application file, you may be required to submit them to BAAQMD before your application will be considered complete. Required documents can be submitted by mail, e-mail, or fax, or attached to this electronic file at a later time by returning to this page and following the onscreen upload instructions. Attachments that are submitted offline must be accompanied by the attachments cover sheet that includes your Goods Movement project number. Please click the button below to download the attachments coversheet.

[Download Attachment Cover Sheet](#)

NOTE: Please do NOT upload files with punctuation in the file name. If your attachment name contains punctuation, please rename the file before attaching it to your proposal.

Attachment Type \* required if attaching documents Select...

File Name Browse...

Comments

[Upload](#)

File Name	Submitted By	Submitted On	Attachment Type	Comments	Remove
2010_ase_dist_61/71.doc	Tina McRee	5/23/2013	Recent DMV registration	sample DMV document	<a href="#">Remove</a>
2010_ase_dist_61/71.doc	Tina McRee	5/23/2013	Recent DMV registration	sample DMV document	<a href="#">Remove</a>

Previous Page Continue Exit

Asterisk (\*) indicates a required field.

[For any questions please contact us](#)

**By pulling down the menu on the Attachments screen, you can view the Attachment types. By selecting any item on this list, a description of the item appears (see example below).**

Attachment Type \* required if attaching documents PTO Documentation (for trucks with PTO)

If bonus PTO emission reductions are being claimed as part of this application, it is required that applicants submit PTO usage documentation sufficient for Air District staff to calculate hourly usage during a year. PTO bonus emission reductions cannot be claimed for time the PTO operates while the vehicle is moving under its own power (this duplicates claimed VMT or annual truck mileage). If not submitted at the time of application, Air District staff will contact the applicant to obtain required documentation to be submitted prior to ranking; if unable to document PTO emission reductions, staff will delete the bonus claim from the application.

File Name Browse...

Comments

[Upload](#)

**When ready, click Continue to move to the Proposal Summary screen.**

**Do not submit your proposal until you are certain that you have entered all required information and do not need to make any corrections. Submitting your proposal will “lock” the proposal so that you cannot go back to change any information.**

**16.If any information is missing, a red button will appear; click the button to go directly to the screen where a correction is needed. If all buttons are green and you do not wish to add any other trucks to your application, press YES for both questions, even if you plan to send attachments later by mail/email/fax.**

Secondary Proposal#	Existing Truck Info	New Truck Info	Operational Activity
001			
002			

Did the applicant enter all the trucks for their organization? \*  Yes  No

Did the applicant attach all of the documents? \*  Yes  No

[Previous Page](#) [Continue](#) [Customer Survey](#) [Exit](#)

This section is complete.  
 This section is incomplete.  
Asterisk (\*) indicates a required field.

**When ready, click Continue.**

Comments

Would you like to add any comments for the District staff about your proposal?

Survey Info

How did you hear about the Goods Movement Program?

Did the applicant or anyone associated with this application (primary contact, employee of owner, Third Party) attend a Goods Movement Program Application Workshop, a meeting or other event where information was presented about BAAQMD grant programs?

Yes  No

Event Location

Event Date

Was this application easy to follow?

Yes  No

If not, do you have any recommendations for making it easier to understand?

[Previous Page](#) [Save and Continue](#) [Exit without Save](#)

**17.An optional survey will appear. Thank you for completing the survey if you wish to do so.**

MANAGEMENT DISTRICT

Home Account Management Accounting Proposal

Proposal Submittal: GMP OnRoad Truck Replacement

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

a. I certify that I am the legal owner of the equipment described in this application or that I have the legal 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.

b. I certify that I have reviewed the application and to the best of my knowledge, the information contained in this application and in any documentation submitted in furtherance of this application is true and accurate.

c. I understand that an incomplete or illegible application or the absence of any required documentation may cause this application to be considered incomplete, and this application may be rejected by the Air District at its discretion.

d. I agree to comply with all requirements of the Proposition 1B Goods Movement Emission Reduction Program Guidelines, and terms & conditions of the grant agreement signed in furtherance of the proposed Project.

e. I certify that I have not applied for or received additional grant funds from any other public entity (including any air district, the California Air Resources Board (CARB), or any Federal agency) or public program for the equipment described in this application, other than any application or funding related to the installation of a diesel-particulate filter (DPF) retrofit device on the equipment, and I agree that, if in the future, I submit an application for or receive additional grant funds from other public entities that would be used for the same equipment, I will disclose the name of the funding source(s), the full grant amount(s) and purpose(s) of that additional funding.

f. I certify that if previous Goods Movement Program or Carl Moyer Program funds have been used to install a diesel-particulate filter (DPF) retrofit device on the same equipment described in this application, I have indicated this in the application form.

g. (If applicable) I hereby disclose the value of any existing financial incentive that directly reduces the Project cost (including tax credits or deductions, grants, or other financial assistance) for the same equipment described in this application:

h. I certify that the equipment owner will pay any project costs beyond the grant amount awarded for this Project and that these matching funds will be available within a reasonable timeframe to complete the Project.

i. I certify that neither the equipment owner nor the equipment described in this application has any outstanding (meaning "unpaid") violations of ARB regulations (example: opacity, idling or fleet reporting violations).

j. I understand and agree that the Air District or its designees must conduct inspections of the equipment that is the subject of this application prior to an award in order to verify eligibility and compliance with requirements of the Goods Movement Program.

k. 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 equipment to implement any portion of the project that would be funded by the Air District under the Goods Movement Program.

l. I certify that I have been provided information outlining equipment owner responsibilities to maintain eligibility for grant funds, including maintaining required vehicle registration and ownership; keeping equipment in legal operating condition; satisfying outstanding air pollution citations, complying with all ARB regulations, and reporting equipment that has been damaged, destroyed, stolen or had a change of usage from that described in this application.

m. I certify that I have attached documentation to this application showing that my organization carries at least the minimum insurance (e.g., Workers Compensation, Vehicle Liability, and Vehicle Physical Damage Insurance) as required for my fleet or company by the California Department of Motor Vehicles Motor Carrier Permit requirements, and that this insurance is held with a carrier rated A.M. Best's rating of no less than A: VII.

n. I understand and agree that replacement truck(s) purchased under terms & conditions of the grant agreement executed for this Project may not be included in the equipment owner's fleet compliance strategy, fleet averaging or Best Available Control Technology (BACT) percentage limits calculations for purposes of compliance with any ARB regulation until ARB-specified dates allow (currently five (5) calendar years).

o. I understand that new equipment purchased outside of California may be subject to California sales and/or use tax.

p. I understand that this application is for evaluation purposes only and does not guarantee that grant funding will be awarded to any or all of the equipment described in this application.

q. I understand and agree that replacement truck(s) funded by the Goods Movement Program can only be purchased or placed into operation after the grant agreement has been fully executed between the equipment owner and the Air District and a "start-work" order has been issued in writing to the equipment owner by the Air District.

r. I certify that replacement truck(s) purchased as part of this Project must be used for travel only within the state of California (meaning 100% travel within California) unless I selected the 90% in-state operation option in this application, and I will comply with the appropriate travel and vehicle registration requirements for the duration of the Project Term outlined in the grant agreement (five (5) years for truck replacement and repower projects).

s. I certify that the replacement truck(s) purchased as part of this Project will operate a minimum of 50% of its usage in California's major trade corridors for the duration of the Project Term outlined in the grant agreement. (Underlined text is a link to map of major trade corridors).

t. I certify that I have attached all the required Attachments to this application.

u. I certify that all the equipment for which I will be applying during this solicitation period has been included in this application.

v. I understand and certify that accepting grant funds from the Goods Movement Program may lead to tax liability and that by signing the grant agreement for the Project, I agree to accept this liability.

w. I understand and certify that if the Air District receives a Public Records Request requiring release of information about my Project, that the Air District may release a business address but not a personal or home address, since business addresses are considered to be publicly-available (directory) information.

x. I understand that "dry-off" activities, which are the use of any truck with GVWR of 26,001 lbs or greater to transport port or rail cargo including empty containers and chassis through, on or outside of port or intermodal rail yard property anywhere in California, is illegal, and I certify that the trucks included in this application have not engaged in dry-off activities during the 24 months prior to the date of this application.

y. I certify that, if selected for funding, the Program-funded equipment shall be placed into operation and post-inspected prior to the applicable operational deadlines to remain eligible for funding.

Signed: (Please type Signing Authority first and last name):  
  
 Job Title: (Please type Authority Title)

Signed: (Electronic Signature is automatically entered by the online system when all disclosures are initialed and the user presses Submit button)  
 Date: (automatically entered as a time & date stamp by the online system when Submit is pressed)

Remember - Your application is not complete until you have submitted all required attachments for the application. A checklist for these attachments is provided at the bottom of this document.

Previous Page Sign & Submit Exit without Submit

**18. The disclosures and Proposal Submittal screen that appears next contains IMPORTANT disclaimers to read, understand and agree to. After reading each one, click the small box beside the item to agree. If any box is left unclicked, the proposal will not be submitted and the screen will show an error message.**

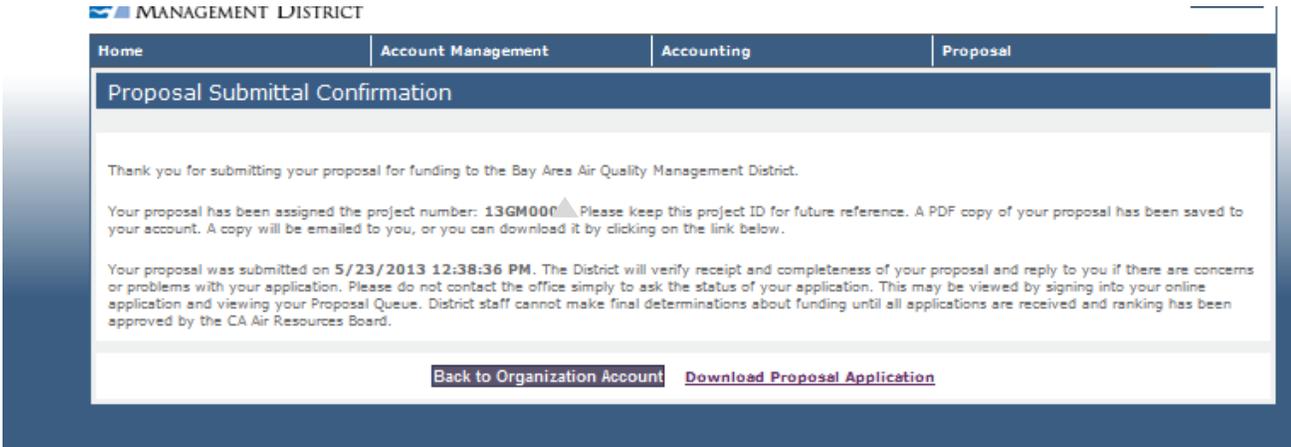
**In disclosure g, you must enter a number, even if it is zero ("0").**

***You must type the legal owner's name exactly as you did when you entered the Signing Authority contact information in the account Set Up screen or the proposal cannot be submitted. If typed incorrectly and an error message appears, the error message will show you the correct name to type.***

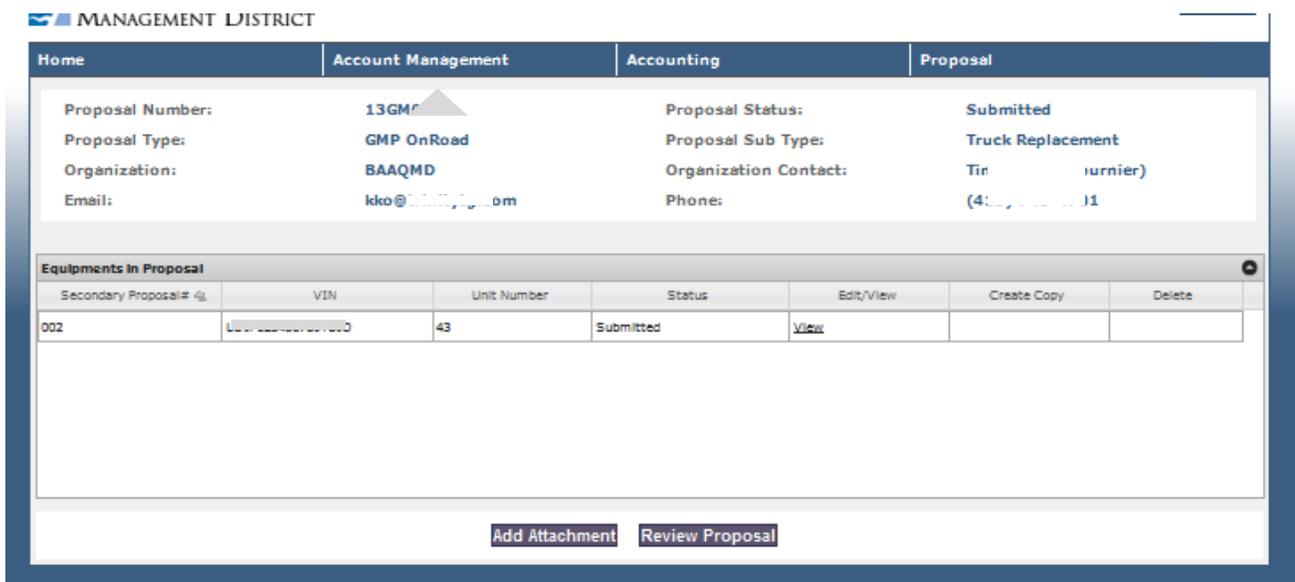
**When you are ready to finish your application and submit, click the Sign & Submit button. After clicking, you will not be able to make changes to the information you have entered into the system.**

**19. When the screen changes, you will see that a project number has been assigned to your proposal. Please use this number to refer to your proposal and project from now on. Write this number on any attachments you send to the Air District.**

**After submitting, the system will automatically send an email to you that contains a PDF document showing all of your application information.**



**20. After submitting, anytime you log in to view your application or to upload attachments, you will see your account Home screen. Note, by clicking the Add Attachment button, you can upload attachments even after submitting your application.**



## Basic steps to apply for Goods Movement Program truck replacement grant using online system

1. Go to [www.baaqmd.gov/goods](http://www.baaqmd.gov/goods) - press purple Log In button
2. On log in screen, click “New User? Please create an account” button
3. On account set-up screen, click Create Organization Account – you must be the legal owner of the equipment or have permission of the owner to proceed.
4. Complete all fields of the Create New Organization screen. It is important to follow instructions for the password format. Write down your username and password – this is required each time you sign into your online application and if lost, staff cannot assist you to recover it.
5. When you click the “Create Organization and Account Holder” button, an email will be sent to the email address you entered on this screen. In about 2-3 minutes, check your email for a message (if not received, check “junk” or “spam” folder). Click the link in that email message to return to the main log in screen for the application.
6. On the log in screen, enter your username and password (exactly as you originally typed them) and click Log In.
7. On your main account screen, click the “Proposal” tab on the blue bar near the top.
8. Select “Create new Goods Movement Proposal” option on the Proposal menu.
9. On the first screen, enter information for your current truck.
10. The next screen asks for information about your proposed truck replacement.
11. The next screen asks about usage of your current truck and proposed truck.
12. After the third screen, select an option on the dialog box that appears. You may wish to upload required Attachments for the truck you entered, or you may wish to add another truck to your application.
13. Note that you may also add trucks to your existing application by going to the Home screen (click “Home” tab on the blue bar near top) and using the *Copy* command that appears on the table by your first truck. DO NOT create multiple applications for each of your trucks – enter all trucks on one single application proposal.
14. To upload attachments, click a button or link in the application to Add Attachments. Upload attachments using the pulldown menu and browse functions (as you would do to attach a photo to an email message). Descriptions of required attachments appear if you select that attachment option on the pulldown menu. If you wish to send attachments by email, fax or mail, click the *Download Attachment Cover Sheet* button, print and use this as a cover sheet to send documents.
15. To submit your application, go to the Attachments screen, click Continue.
16. The Proposal Summary screen shows a table for each truck entered. If any buttons are RED, click the button to return to that screen to complete or correct information. If you have finished entering data for all your trucks and you plan to send the attachments soon, answer YES to the two questions and click Continue (or Customer Survey).
17. The Survey appears – this is optional but appreciated if you will complete it. Click Save & Continue.
18. The disclosures and Submit Proposal screen appears. Read, understand and agree to each disclosure by clicking the small button beside each one. In *disclosure “g”* enter a number, even if it is zero (“0”). At the bottom, enter the Signing Authority (usually, legal owner) name exactly as it appears in your user profile and enter the Signing Authority’s job title.
19. When you click Sign & Submit, the application will be submitted and you will no longer be able to change information in the application although you can continue to upload Attachments by going to the Home page on your account.
20. If you have questions, please email us at [grants@baaqmd.gov](mailto:grants@baaqmd.gov).

For information, [www.baaqmd.gov/goods](http://www.baaqmd.gov/goods), or 415-749-4994 (option 1)

