BAY AREA AIR QUALITY MANAGEMENT DISTRICT

Marine Vessels Electric Charging Infrastructure

STEP-BY-STEP GUIDE FOR APPLICATIONS

www.baaqmd.gov/infrastructure

The deadline for submitting completed applications for the Electric Charging Infrastructure solicitation is noon PDT on September 12, 2023.

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Updated on 7/10/23

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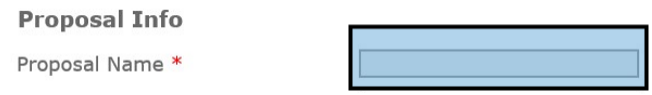
STEP-BY-STEP GUIDE FOR INFRASTRUCTURE APPLICATIONS

The Moyer online system was created to accept applications for equipment, vehicles, and their associated infrastructure. As a result, throughout the application, some questions will be specific to vehicles and equipment. Below are step-by-step directions for navigating this application system.

This guide includes figures for each page in the application, and these figures feature highlighted fields. These highlighted fields require you to provide specific information based on how it is highlighted. Please see Table 1: Description of highlighted fields.

Table 1: Description of highlighted fields.

Field Name	Description
Project Category 	Highlighted in yellow and framed by a dashed line means complete this field by inputting the exact answers you see provided in this step-by-step guide. For example: in this blank on your application, input "Off Road"
Proposal Name 	Highlighted in blue and framed by a solid line means complete this field by providing project information for your specific project. For example: in this blank on your application, input the name of your project, e.g., "Company A Infrastructure."

CREATE NEW ACCOUNT

If you do not already have an account, click on the link that says, "New User? Please create an account."

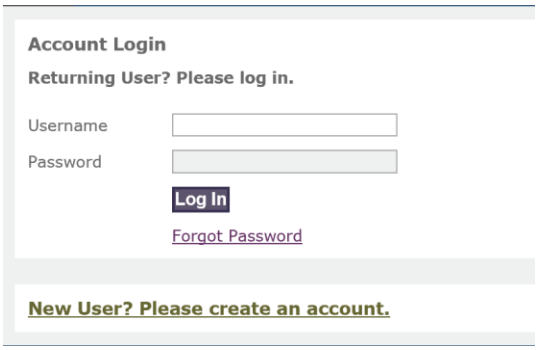


Figure 1: Login Page

If you are the applicant, click "Create Organization Account". If you are a consultant working on behalf of another company, click on the "Create Third Party Account" link.

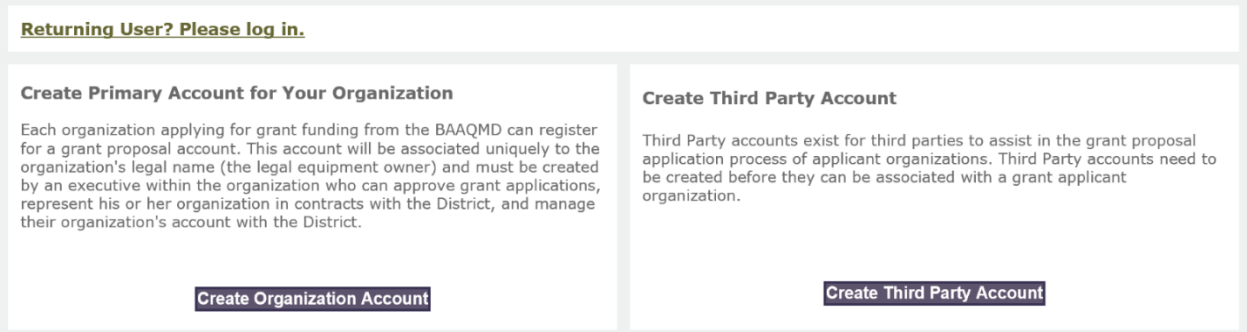


Figure 2: Create Organization or Third Party Account

Complete the information on the page, and a link will be emailed to you confirming your account was successfully created. Special characters such as &, %, $, #, @, and ! are not allowed as part of the username and password. You will need to click the link in the account activation email to activate your account. Please check your junk mail inbox if you have not received the account activation email.

If you already have an account and have forgotten your password, enter your Username and click Forgot Password to reset it. A new password will be sent to the email associated with the existing account.

CREATE NEW FUNDING PROPOSAL

This figure provides an overview of the "Account Home" page. To start the application, go to the menu titled "Proposal" and click on "Create a New Funding Proposal".

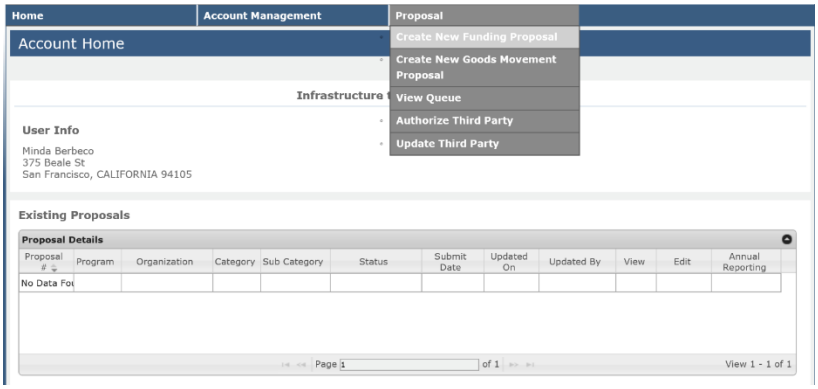


Figure 3: Account Home Page

Note that you can save and come back to your application at any time. Once the proposal has been created, it will appear on this same page listed under "Existing Proposals". If applying to put infrastructure charging in multiple locations, complete and submit one for all locations.

AUTHORIZE THIRD PARTY

This figure provides an overview of the "Authorize Third Party" page. Third parties can assist in the application process of applicant organizations.

Please note that a third party cannot create or submit a proposal on behalf of the applicant.

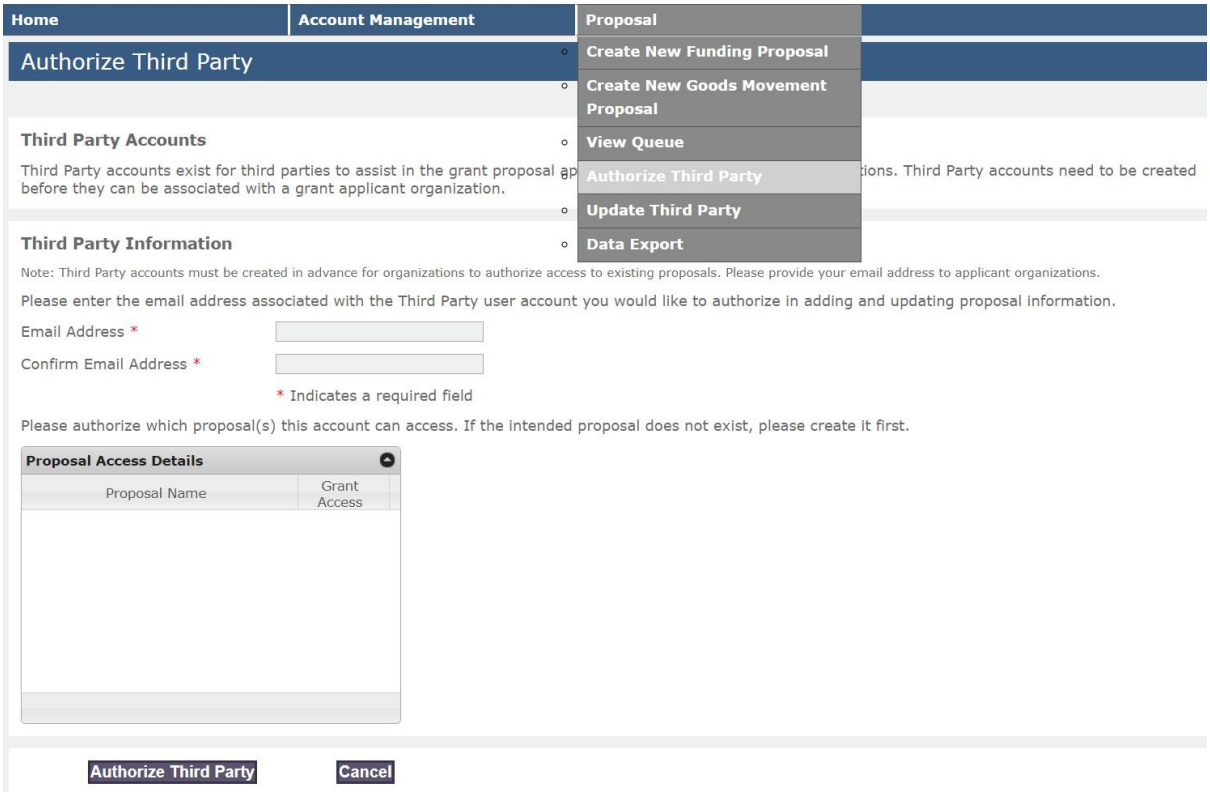


Figure 4: Authorize Third Party Page

To authorize a third party to access your application, go to the menu titled “Proposal” and click on “Authorize Third Party”. Complete the information on the page. Be sure to put a check mark next to the application listed in “Proposal Access Details” that you want the third party to have access to.

CREATE NEW PROPOSAL: GENERAL

This figure provides an overview of the "Create New Proposal" page. Instructions are on the pages that follow.

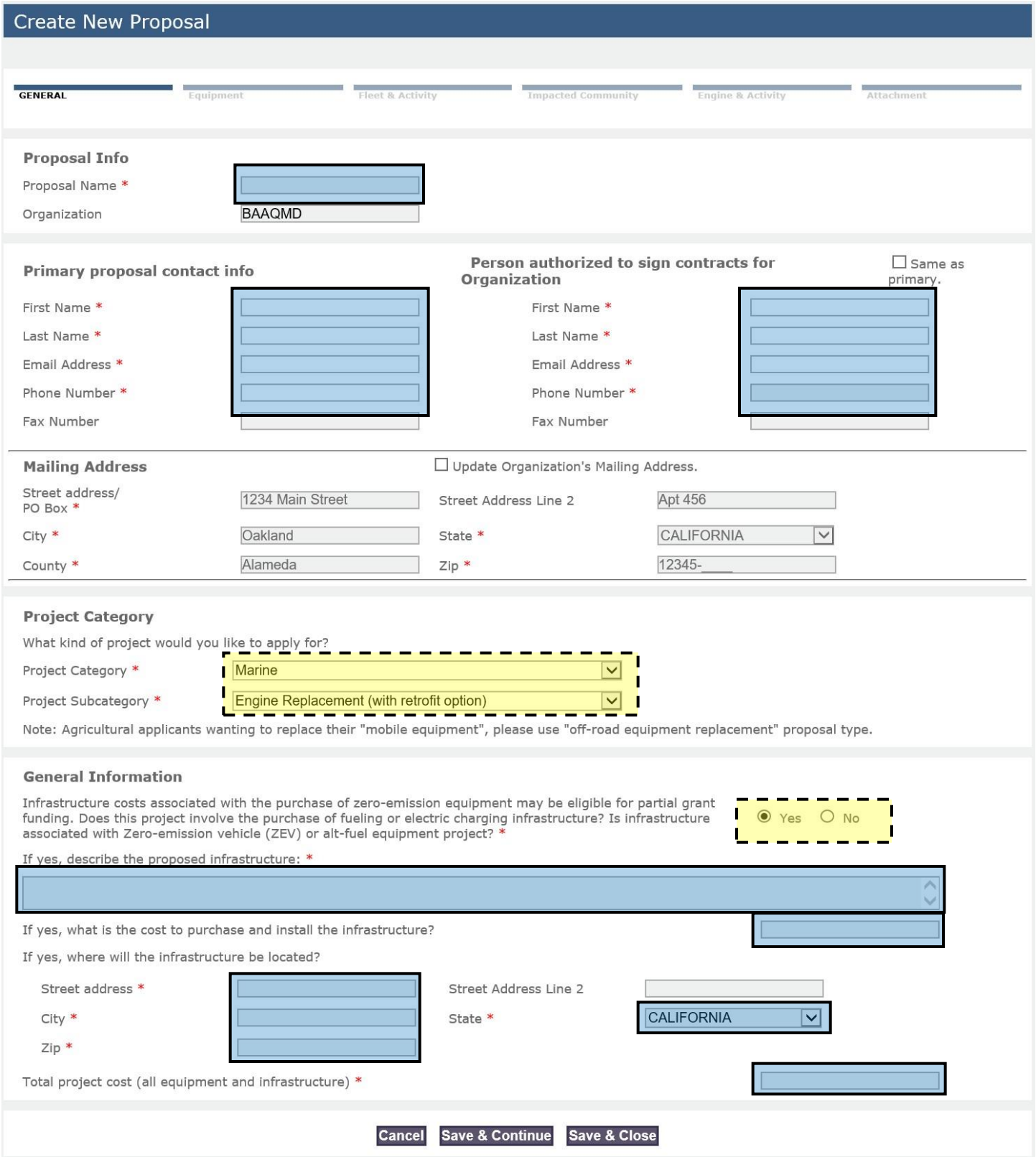


Figure 5: Create New Proposal Page

PROPOSAL INFO

Please provide information on your proposal.

PRIMARY PROPOSAL CONTACT INFO

Please provide contact information for your primary point of contact on this proposal.

PERSON AUTHORIZED TO SIGN CONTRACTS FOR ORGANIZATION

Please provide contact information for the person authorized to sign contracts for your organization.

MAILING ADDRESS

Your mailing address is automatically populated for you. If you need to update your organization's mailing address, you can do it here.

PROJECT CATEGORY

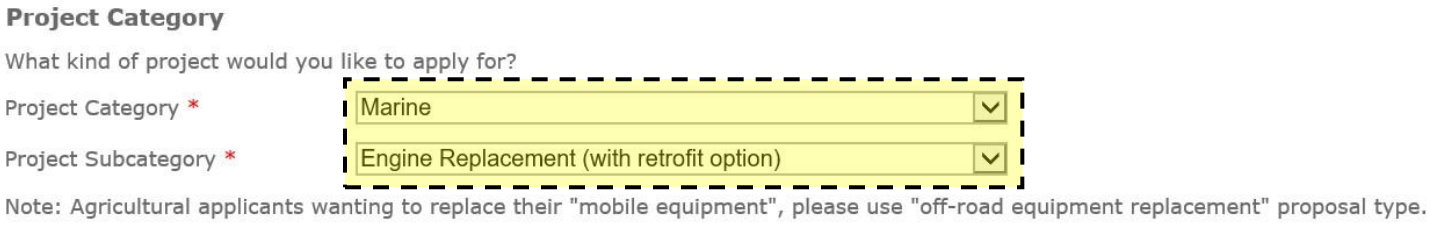


Figure 6: Project Category Section

Please complete the following fields as follows:

Field Name	***Instructions* or Input**
Project Category	Marine
Project Subcategory	Engine Replacement (with retrofit option)

GENERAL INFORMATION

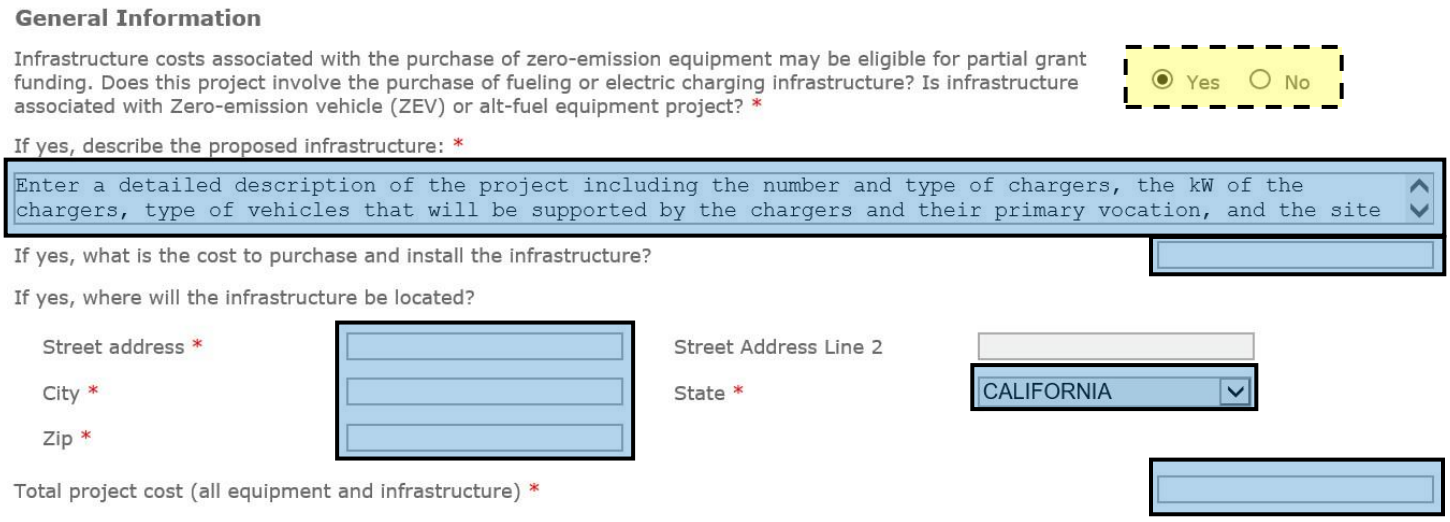


Figure 7: General Information Section

Please complete the following fields as follows:

Field	***Instructions* or Input**
Infrastructure costs…	Yes
If yes, describe the proposed infrastructure:	*Enter a detailed description of the project including the number and type of chargers, the kW of the chargers, type of vessels that will be supported by the chargers and their primary vocation, and the site location.* *In addition, please provide latitude/longitude information for the charging infrastructure and the power source provider location.*
If yes, what is the cost to purchase and install the infrastructure?	*Enter the total eligible cost for the project.*
If yes, where will the infrastructure be located?	*Enter the site location.*
Total project cost (all equipment and infrastructure)	*Enter the total cost of this project including any equipment that will be purchased.*

MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION): EQUIPMENT INFORMATION

This figure provides an overview of the "Existing Equipment Information" page. Instructions are on the pages that follow.

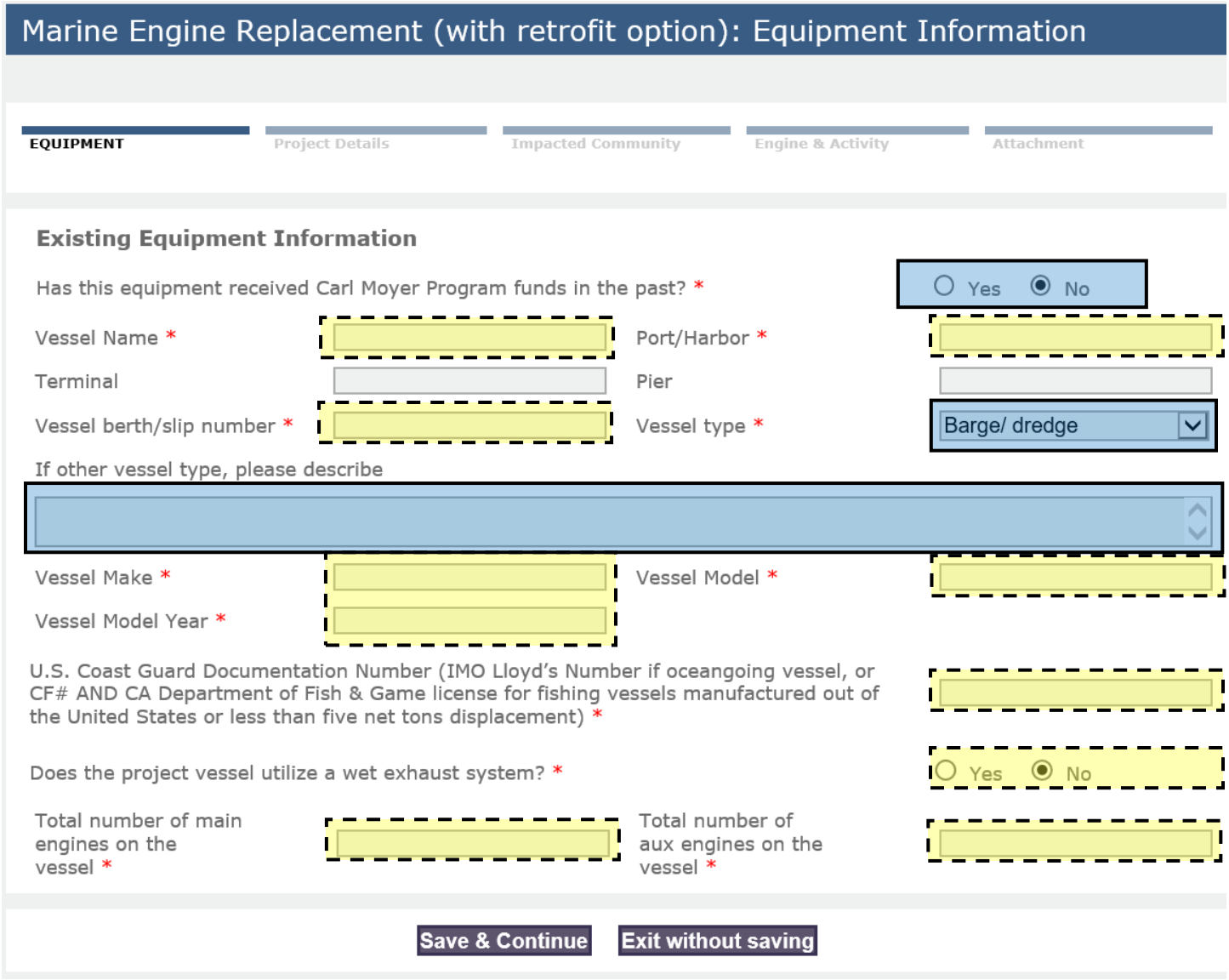


Figure 8: Marine-Engine Replacement (with retrofit option): Equipment Information Page

EXISTING EQUIPMENT INFORMATION

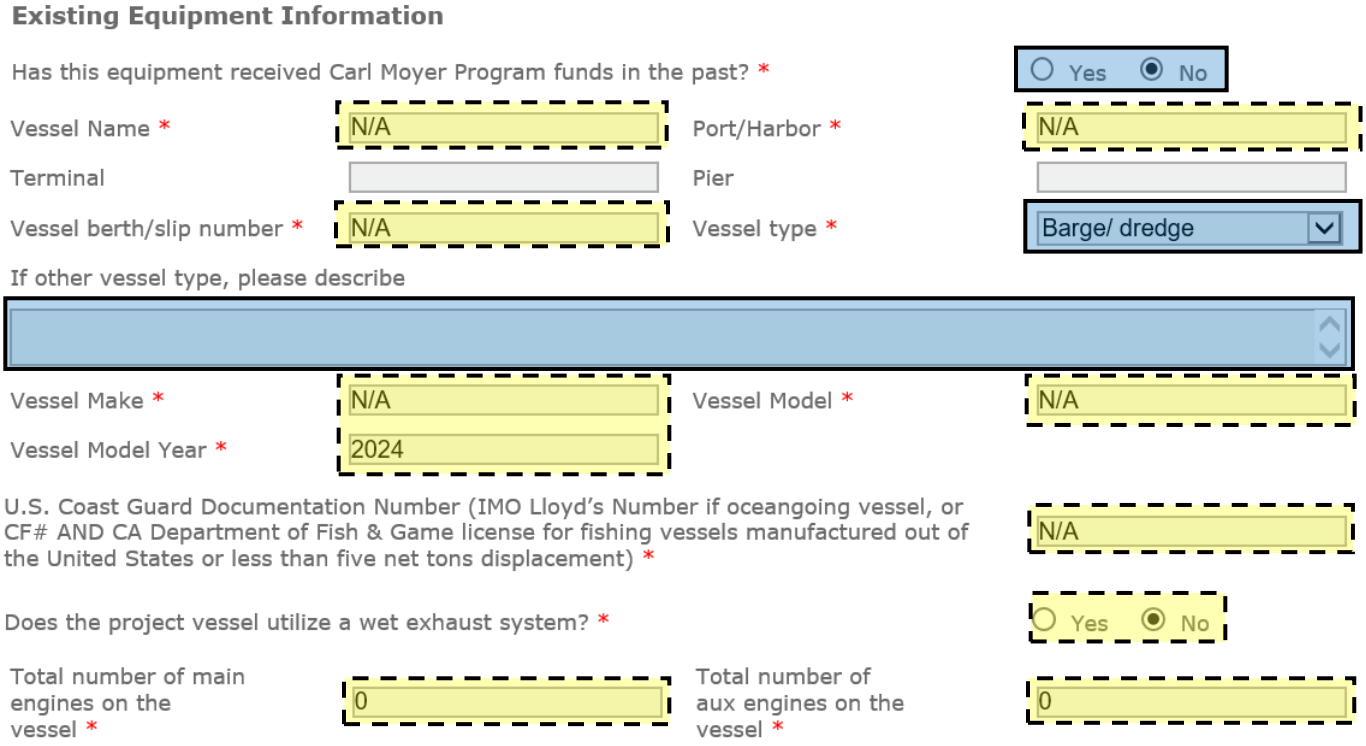


Figure 9: Existing Equipment Information Section

Please complete the following fields as follows:

Field Name	***Instructions* or Input**
Has this equipment received Carl Moyer Program funds in the past?	*Select the option for your specific project.*
Vessel Name	N/A
Port/Harbor	N/A
Vessel berth/slip number	N/A
Vessel type	*Select the vessel type that will use this infrastructure. Select 'Other' if none are applicable or there are multiples of vessels.*
If other vessel type, please describe	*If 'Vessel type' is 'Other,' please describe the vessel that will use this infrastructure.*
Vessel Make	N/A
Vessel Model	N/A
Vessel Model Year	2024
U.S. Coast Guard Documentation Number…	N/A
Does the project vessel utilize a wet exhaust system?	N/A
Total number of main engines on the vessel	No
Total number of aux engines on the vessel	No

MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION): PROJECT DETAILS

PROJECT DETAILS

This figure provides an overview of the "Project Details" section. Instructions are indicated below.

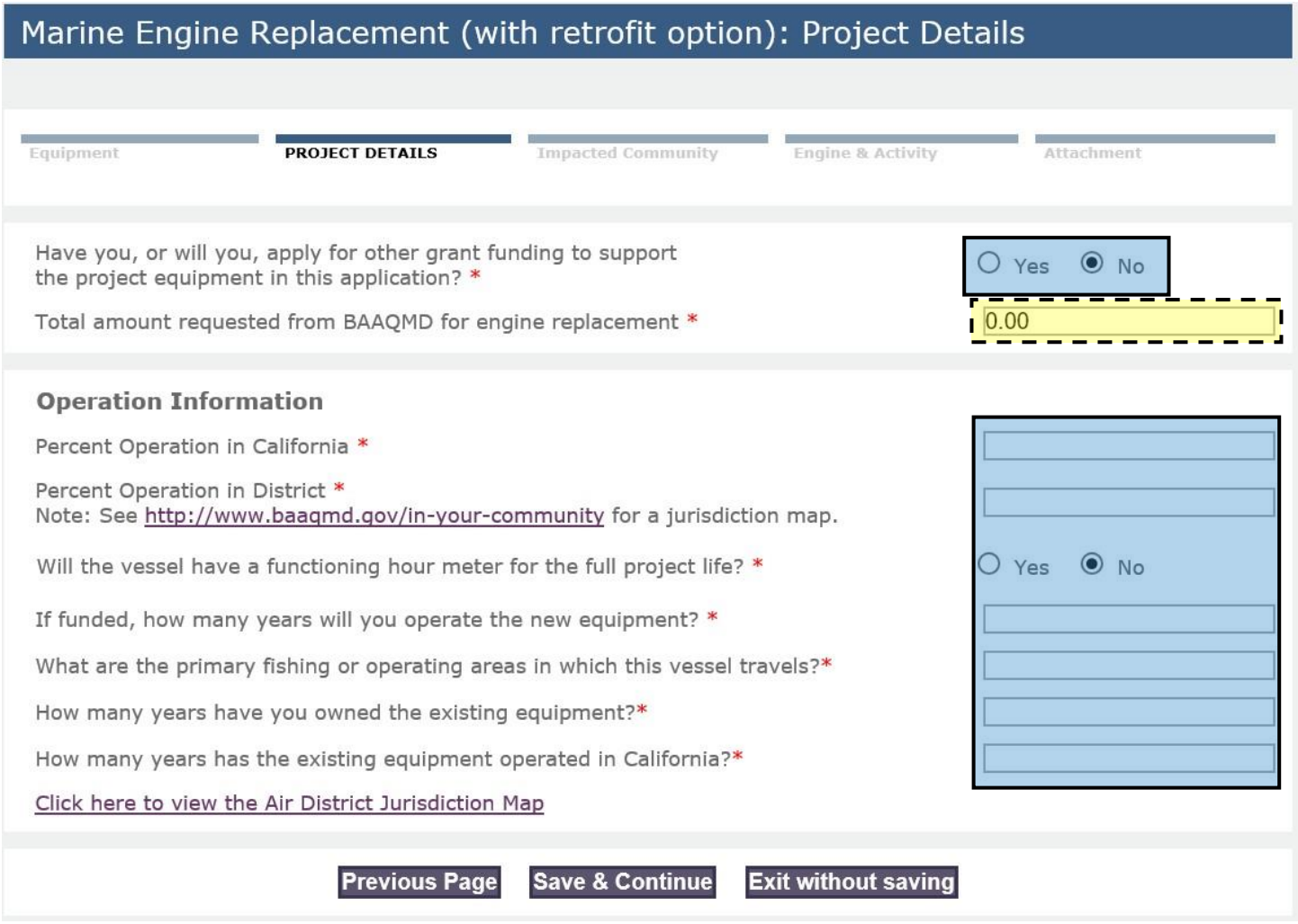


Figure 10: Marine Engine Replacement (with retrofit option): Project Details Page

Please complete this section with your project specific information.

Please complete the following fields as follows:

Field Name	***Instructions* or Input**
Total amount requested from BAAQMD for engine replacement	0

MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION): IMPACTED COMMUNITIES

This figure provides an overview of the "Impacted Communities" section. Please complete this section with your project specific information.

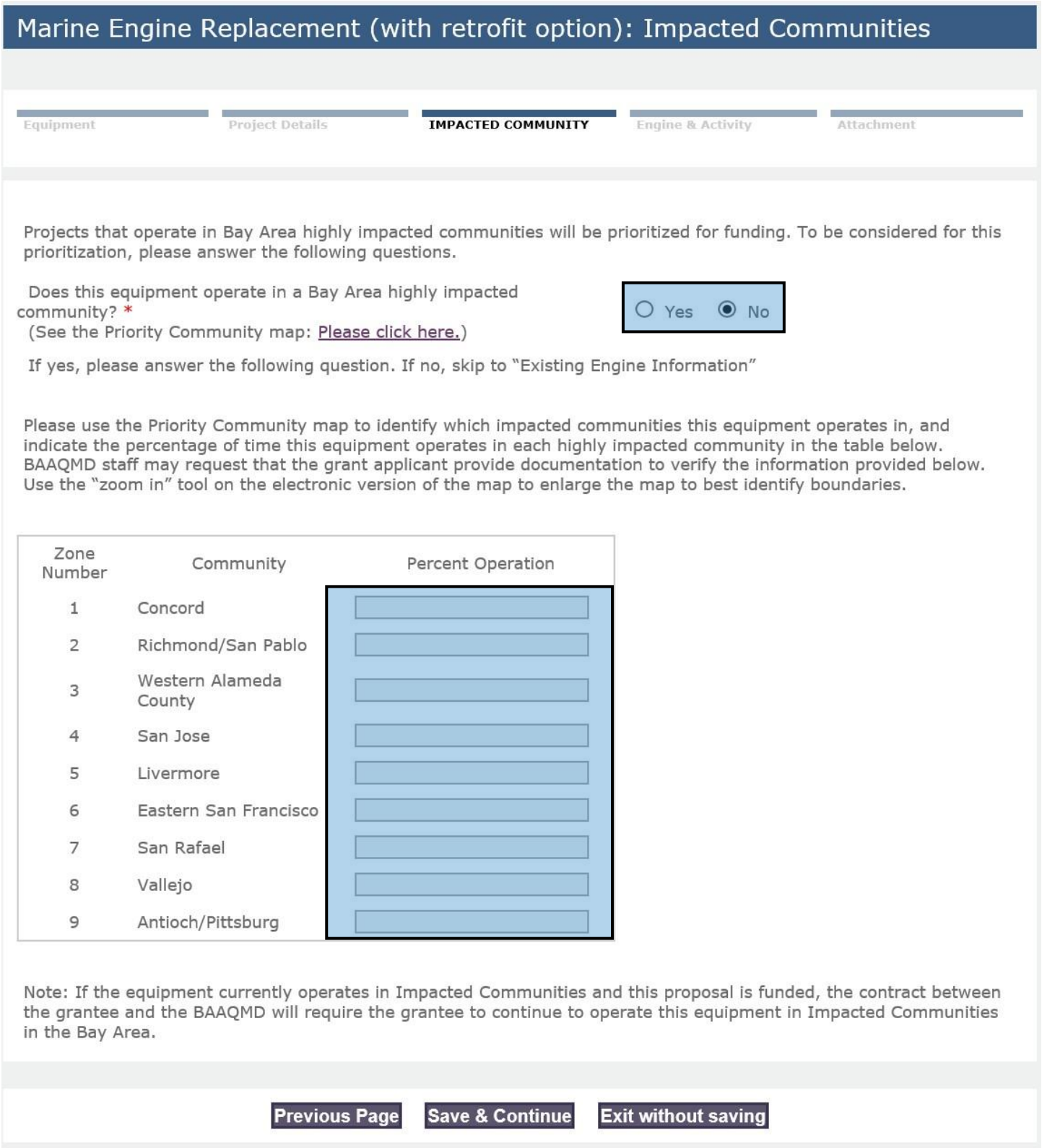


Figure 11: Marine Engine Replacement (with retrofit option): Impacted Communities Page

MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION): ENGINE & RETROFIT INFORMATION

This figure provides an overview of the "Engine & Retrofit" page. Instructions are on the pages that follow.

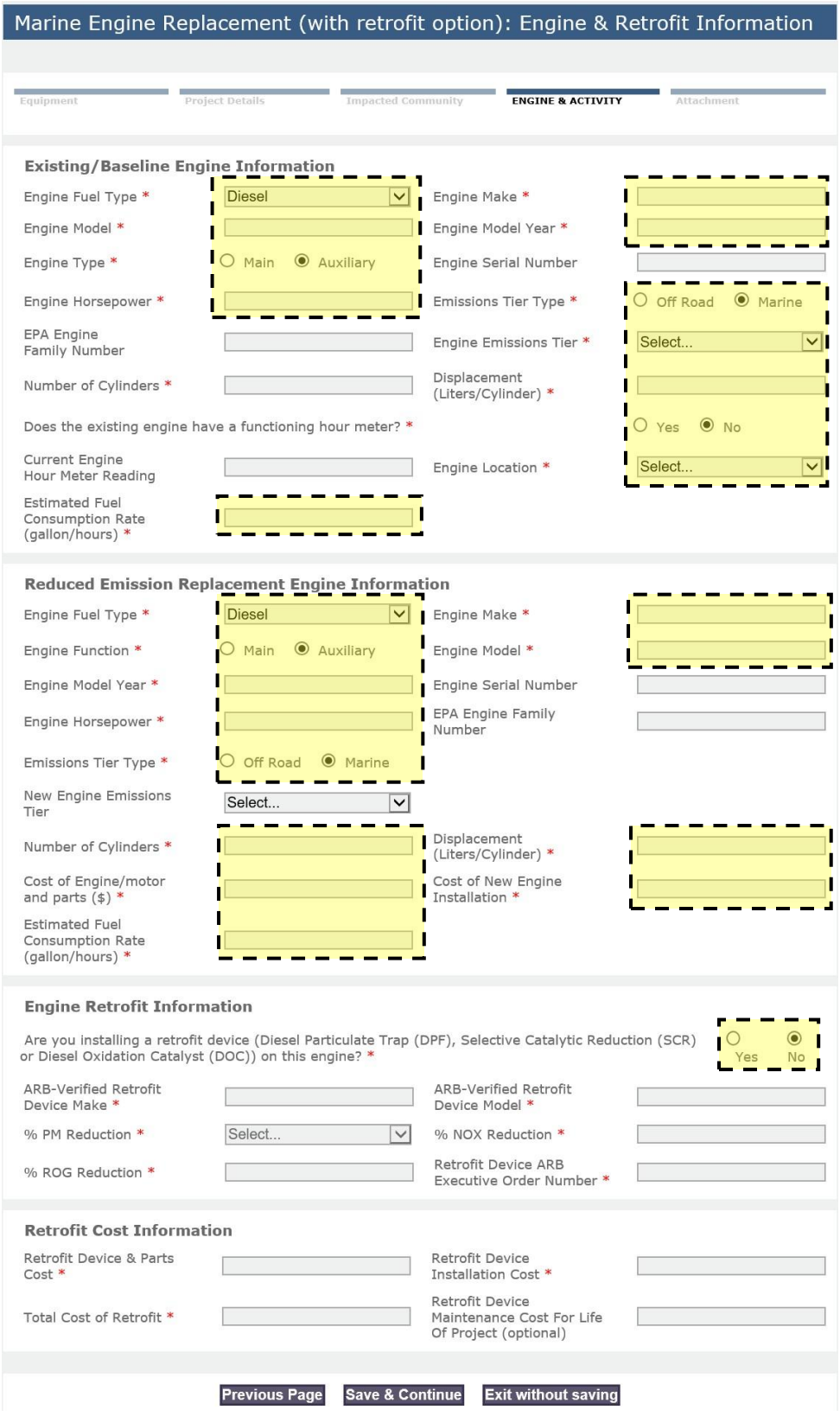


Figure 12: Marine Engine Replacement (with retrofit option): Engine & Retrofit Information Page

EXISTING/BASELINE ENGINE INFORMATION

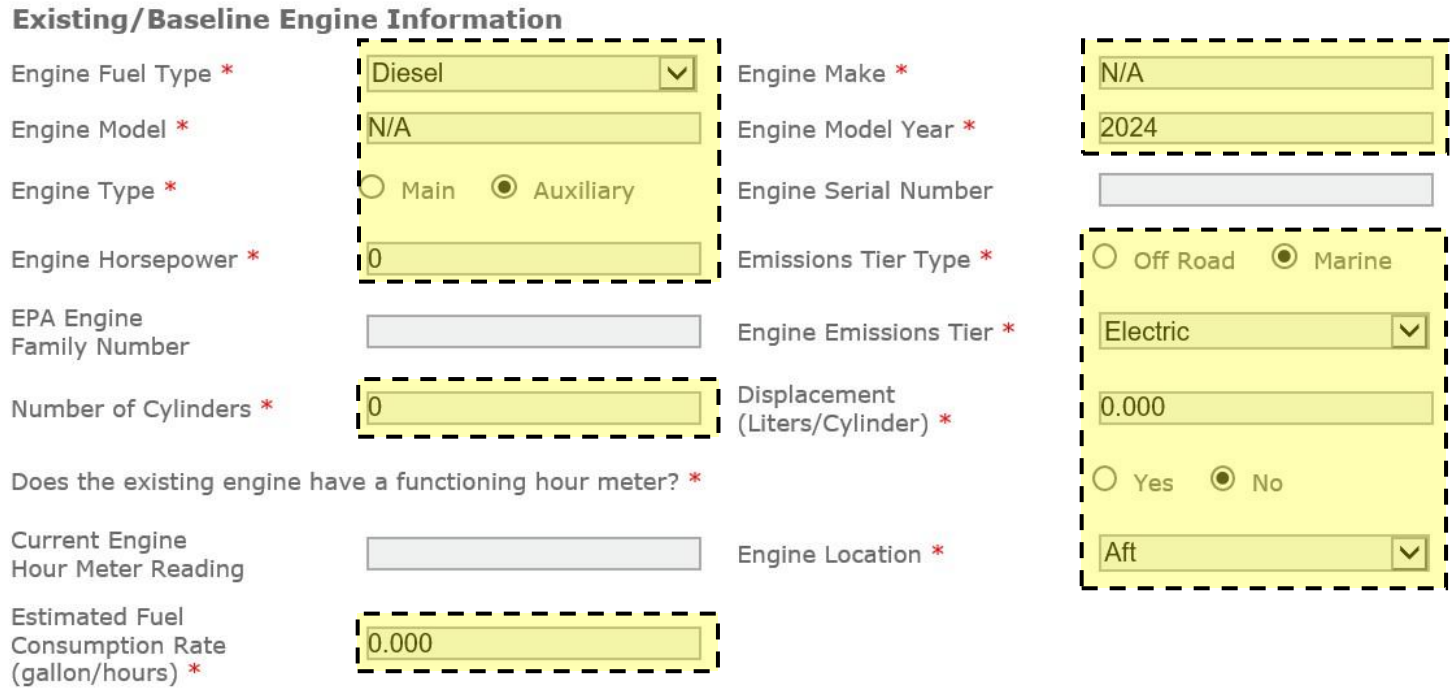


Figure 13: Existing/Baseline Engine Information Section

Please complete the following fields as follow:

Field Name	***Instructions* or Input**
Engine Fuel Type	Diesel
Engine Make	N/A
Engine Model	N/A
Engine Model Year	2024
Engine Horsepower	0
Emissions Tier Type	Marine
Engine Emissions Tier	Electric
Number of Cylinders	0
Displacement (Liters/Cylinder)	0
Does the existing engine have a functioning hour meter?	No
Engine Location	Aft
Estimated Fuel Consumption Rate (gallon/hours)	0

REDUCED EMISSION REPLACEMENT ENGINE INFORMATION

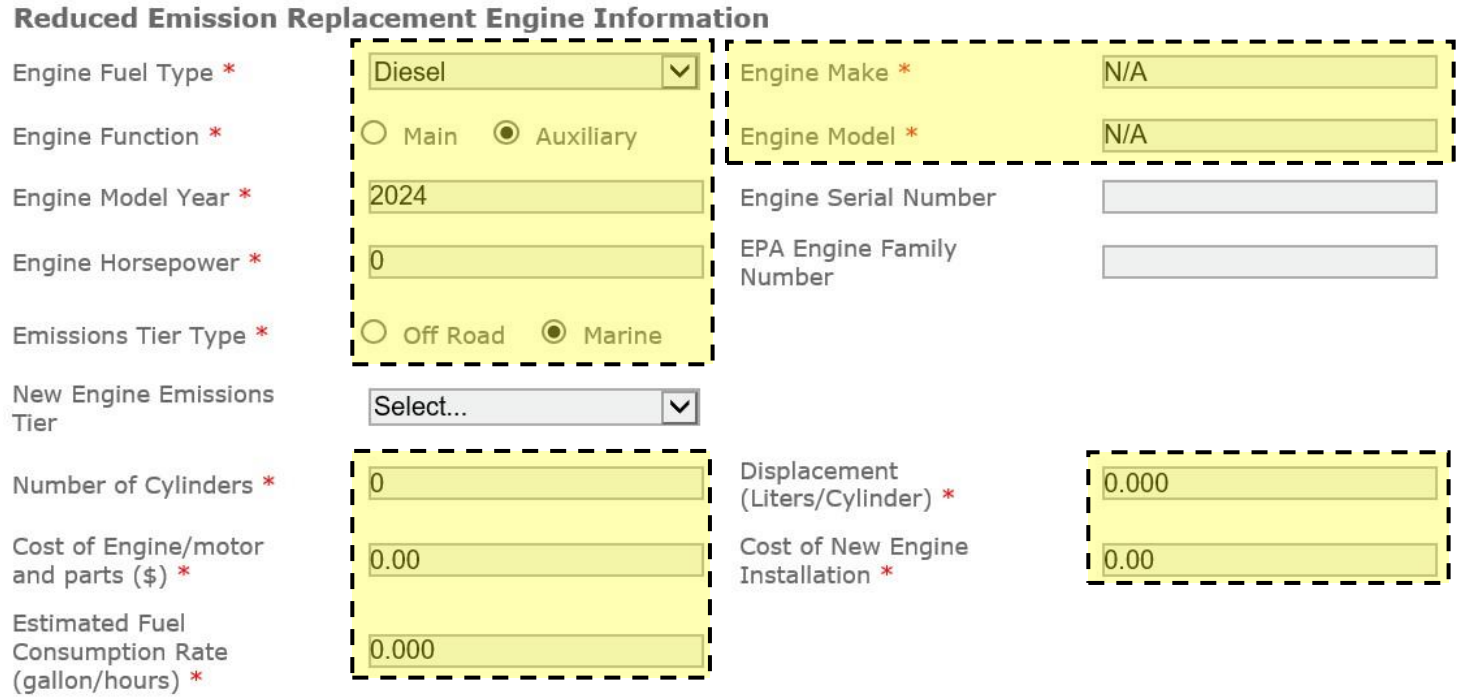


Figure 14: Reduced Emission Replacement Engine Information Section

Please complete the following fields as follow:

Field Name	*Instructions* or Input
Engine Fuel Type	Diesel
Engine Make	N/A
Engine Function	Auxiliary
Engine Model	N/A
Engine Model Year	2024
Engine Horsepower	0
Emissions Tier Type	Marine
Number of Cylinders	0
Displacement (Liters/Cylinder)	0
Cost of Engine/motor and parts ($)	0
Cost of New Engine Installation	0
Estimated Fuel Consumption Rate (gallon/hours)	0

ENGINE RETROFIT INFORMATION

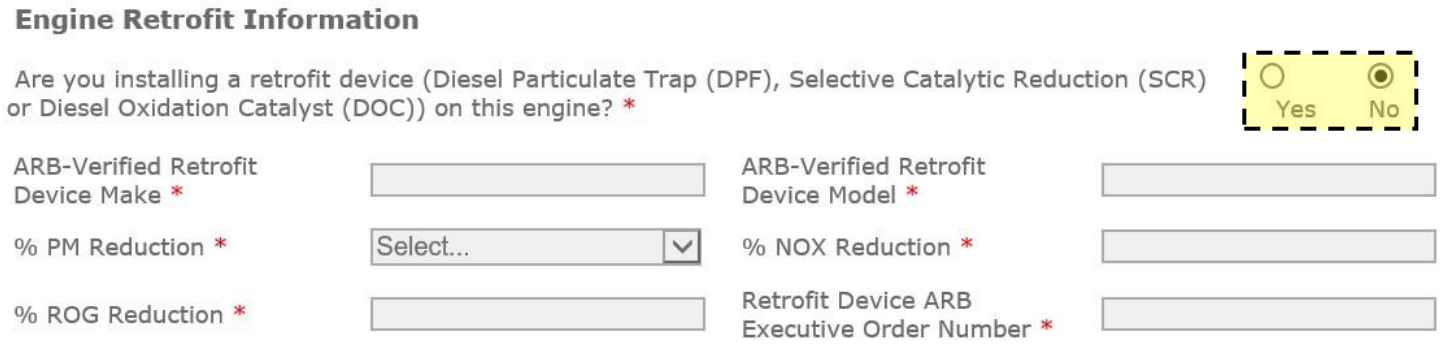


Figure 15: Engine Retrofit Information Section

Please complete the following fields as follow:

Field Name	***Instructions* or Input**
Are you installing a retrofit device (Diesel Particulate Trap (DPF), Selective Catalytic Reduction (SCR) or Diesel Oxidation Catalyst (DOC)) on this engine?	No

MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION): ENGINE ACTIVITY INFORMATION

This figure provides an overview of the "Engine Activity Information" page. Please complete this section with the provided answers.

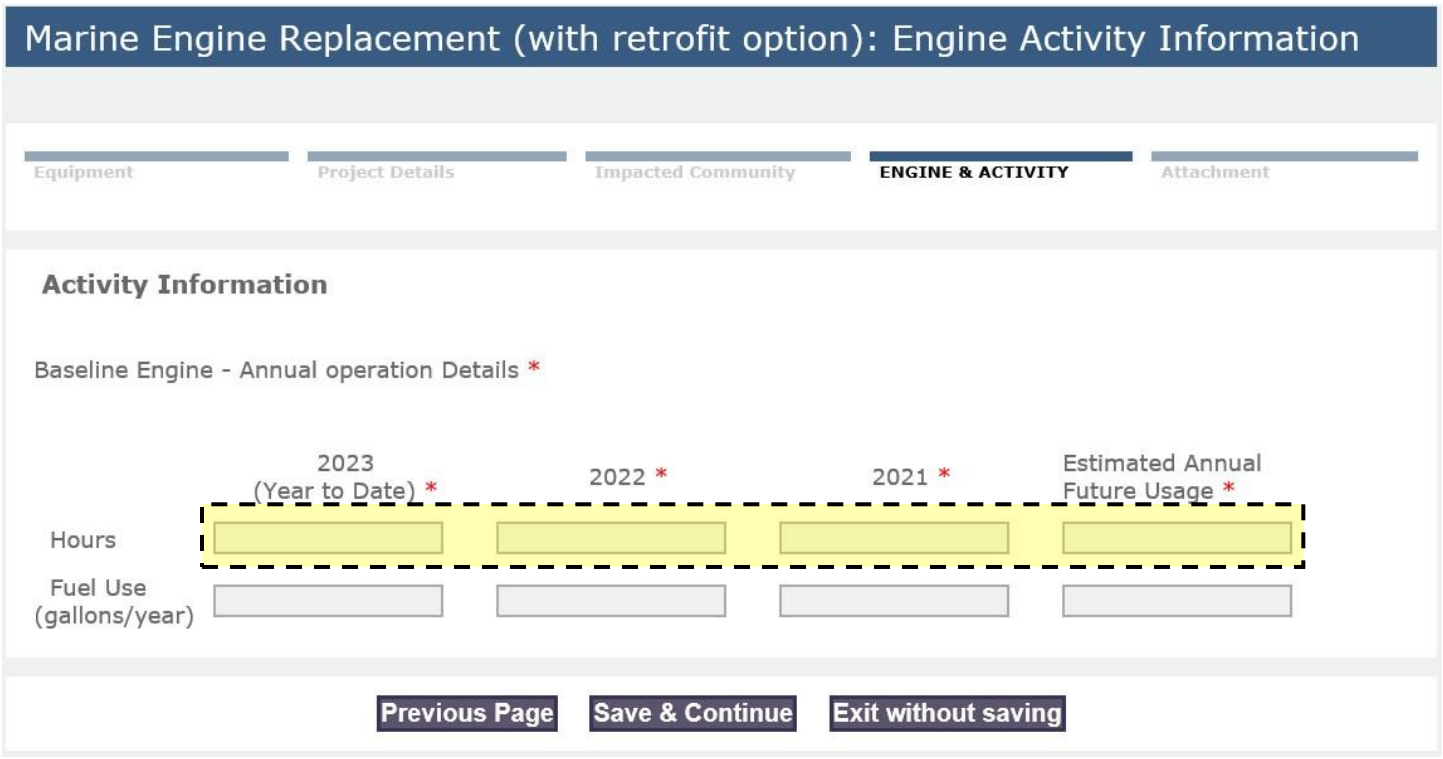


Figure 16: Marine Engine Replacement (with retrofit option): Engine Activity Information Page

Please complete the following fields as follow:

Field Name	*Instructions* or Input
Hours: 2023 (Year to Date)	0
Hours: 2022	0
Hours: 2021	0
Hours: Estimated Annual Future Usage	0

To proceed to the next page, click **Save & Continue** then **No, Continue Navigating** and **Continue to Submit Proposal**.

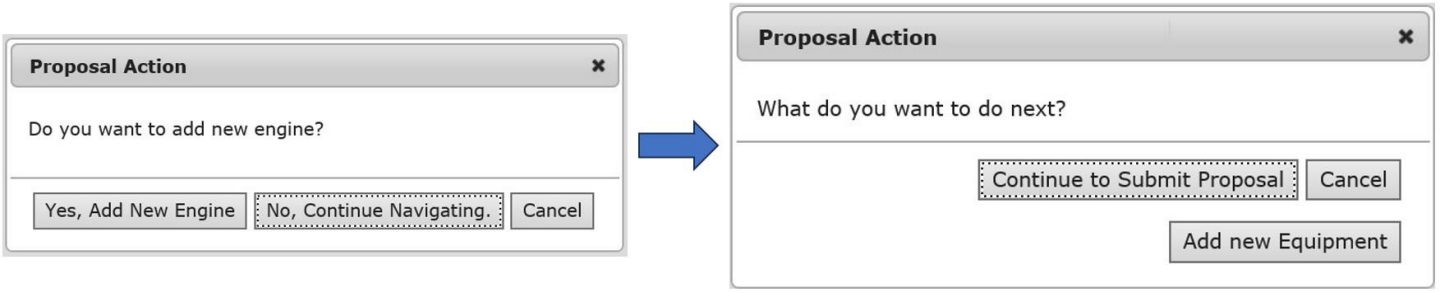


Figure 17: After Clicking "Save & Continue" on Engine Activity Information Page

ATTACHMENTS: MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION)

This figure provides an overview of the "Attachments" page. Please add the required documents in this section and select the correct Attachment Type. If the document is not listed as one of the available Attachment Types, please select "Other miscellaneous attachments" and include a description of the document in the Comments. A list of required attachments is on the solicitation website.

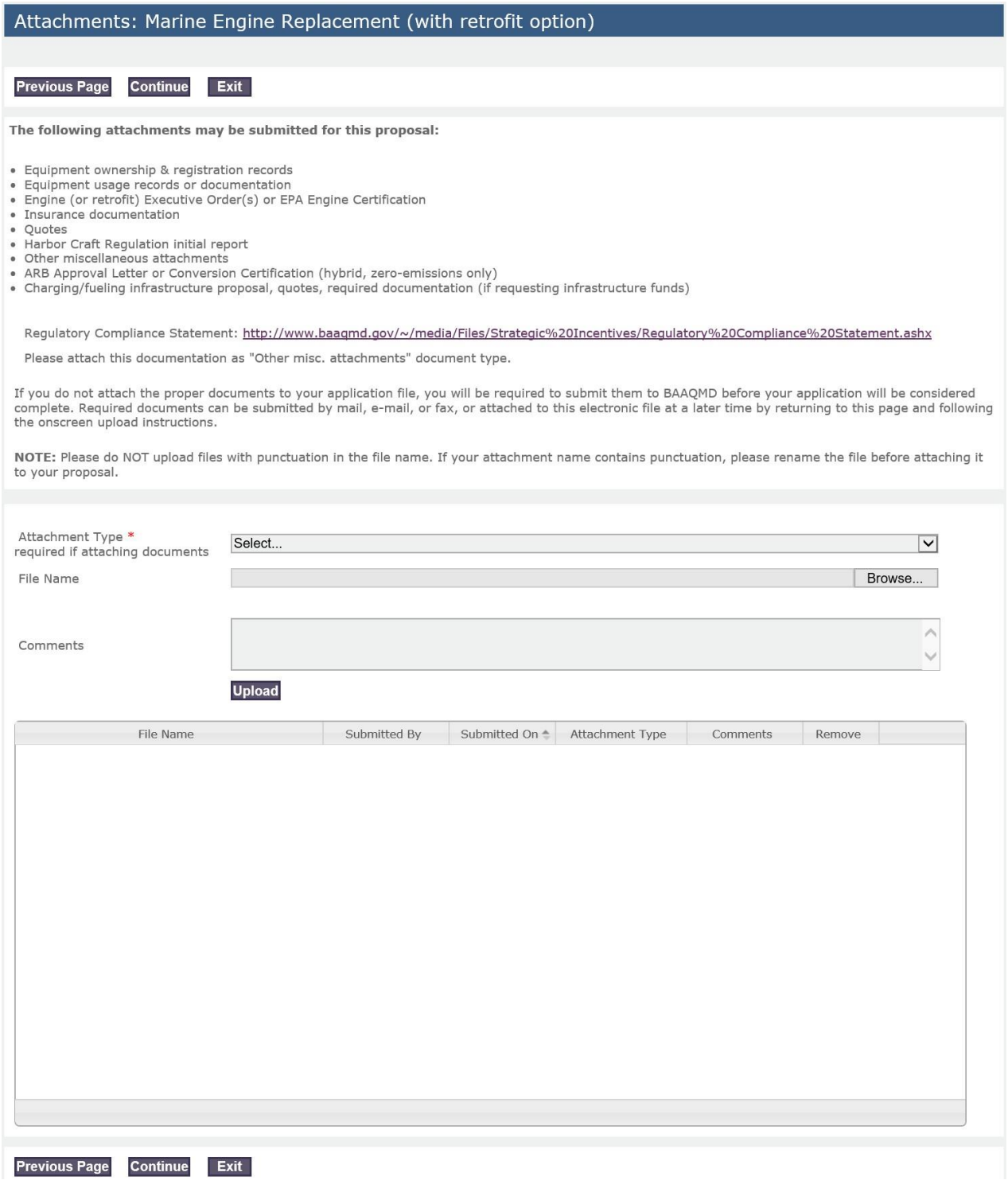


Figure 18: Attachments: Marine Engine Replacement (with retrofit option) Page

PROPOSAL SUMMARY: MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION)

This figure provides an overview of the "Proposal Summary" page. Please review the proposal and click **Continue**.

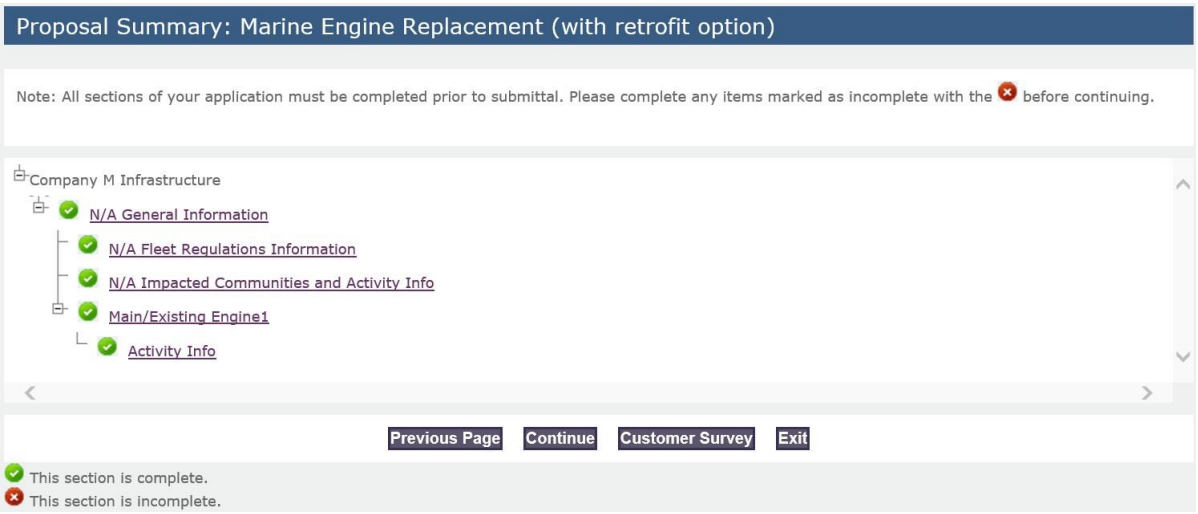


Figure 19: Proposal Summary: Marine Engine Replacement (with retrofit option) Page

PROPOSAL SURVEY: MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION)

This figure provides an overview of the "Proposal Survey" page. Please complete the survey and click **Save and Continue**.

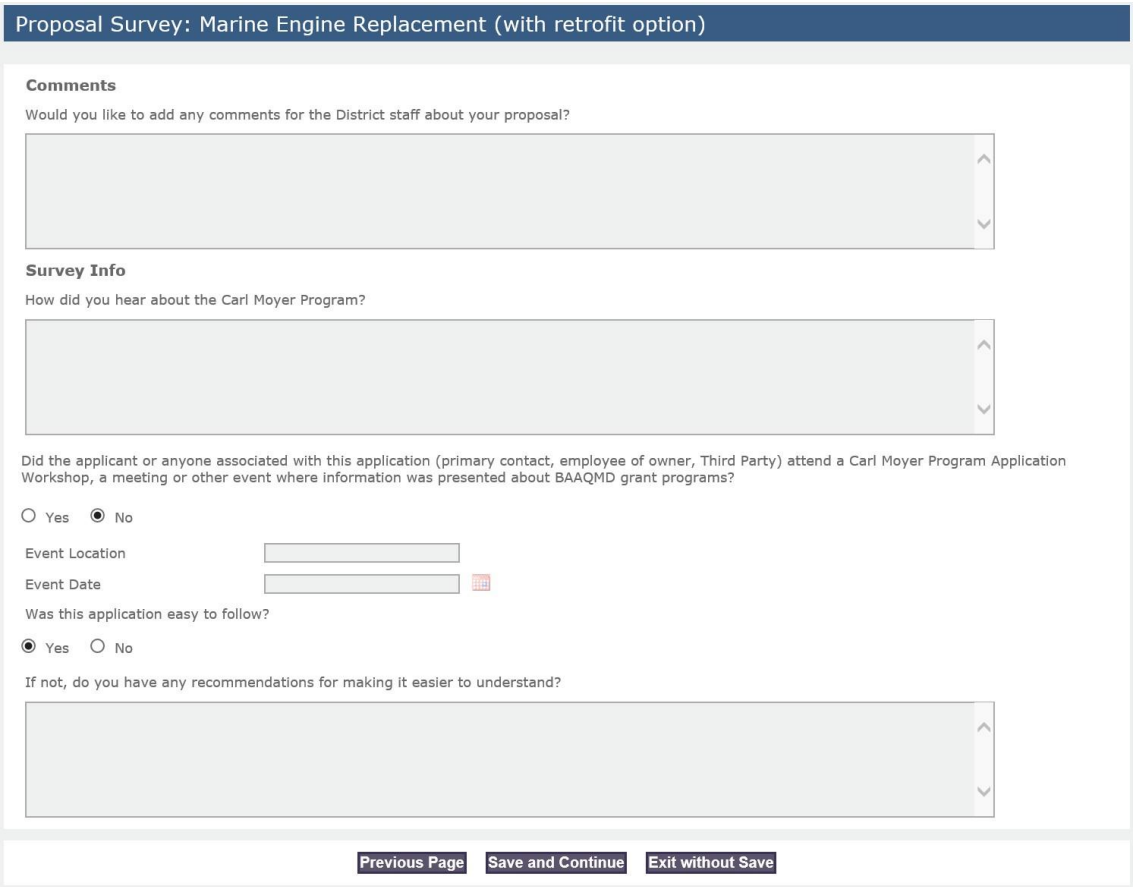


Figure 20: Proposal Survey: Marine Engine Replacement (with retrofit option) Page

PROPOSAL SUBMITTAL: MARINE ENGINE REPLACEMENT (WITH RETROFIT OPTION)

This figure provides an overview of the "Proposal Submittal" page. Please complete the form and click **Sign & Submit** to submit your application.

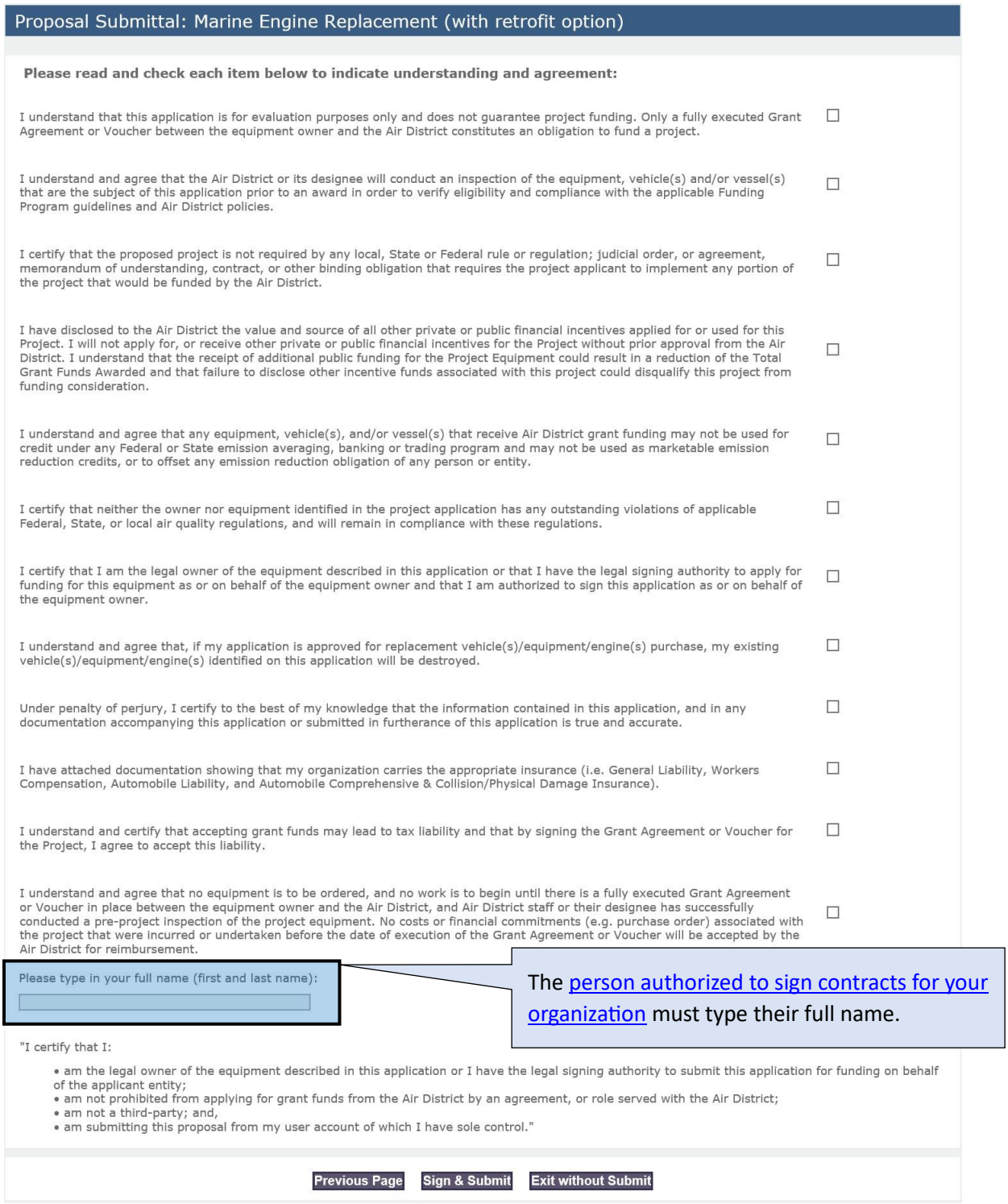


Figure 21: Proposal Submittal: Marine Engine Replacement (with retrofit option) Page

Once your application is submitted, you will receive an email confirmation with your project number. The Air District will verify the completeness of your application and follow up with you in five business days.

Please contact grants@baaqmd.gov if you did not receive a confirmation email or if you have any questions.