



*This Advisory is provided to inform you about activities of the District which may affect your operation. It will help you achieve and maintain compliance with the requirements of your Grant Agreement.*

**ATTENTION: CARL MOYER PROGRAM (CMP) GRANT RECIPIENTS**

**SUBJECT: REQUIREMENTS FOR REIMBURSEMENT OF INFRASTRUCTURE COSTS**

Carl Moyer Program (CMP) grant recipients awarded funding for the installation of infrastructure must itemize the total costs requested for reimbursement. The reimbursement request must be supported by invoices for services provided by vendors, consultants, and contractors, and receipts for the purchase of equipment. Submitting an itemized list of costs is the only way to ensure the expenses incurred for the construction of the infrastructure are eligible for reimbursement. If you will not be able to meet the invoicing requirements, please contact District staff immediately. **Failure to itemize costs appropriately will delay the grant payment and incomplete or unclear costs will not be reimbursed.**

Please work with your vendors or sub-contractors at the start of the project to inform them that their invoices for the infrastructure portion of the project must be itemized as follows:

- Labor costs directly related to the installation of infrastructure. Invoices must identify the total hours incurred/ billed to complete the Project, and the hourly rates of any labor charges.
- Costs for equipment or materials purchased
- Other eligible costs

Additionally:

- Work must be performed by a licensed contractor and infrastructure Equipment and parts must be new.
- For battery charging stations, the chargers must be certified by a National Recognized Testing Laboratory (e.g. Underwriter's Laboratory, Intertek) located at <https://www.osha.gov/dts/otpca/nrtl/nrtllist.html>.
- Prior to payment the infrastructure must be demonstrated to be operational by connecting to a vehicle/ equipment during the District inspection.

The District will review all invoiced costs submitted by Grantee upon Project completion to identify actual eligible and ineligible costs. As a reminder, Grant Agreements list the eligible and ineligible infrastructure costs as:

- Eligible fueling and charging infrastructure costs include: Design and engineering, equipment (e.g., charging/fueling units, energy storage equipment, materials), installation directly related to the construction of the infrastructure, meter/data loggers, on-site power generation system that fuels or powers covered sources if applicable (i.e., solar and wind power generation equipment).
- Ineligible fueling and charging infrastructure costs include: Existing station/infrastructure upgrades, fuel and energy costs, non-essential equipment or hardware, operation cost (e.g., operational fees, maintenance, repairs, improvements, spare parts), extended warranty, insurance, data collection and reporting, Grantee administrative costs, travel/lodging, employee training and salaries, legal fees, real estate property purchases/leases, performance bond costs, construction management, storm water plan costs, security costs, testing and soil sampling, hazardous materials, including permitting, handling and disposal.

Please see your Grant Agreement or contact District staff for a complete list of project requirements. Any changes made to the funded equipment originally identified in the Grant Agreement must be approved by the District prior to purchase/installation. The Grant Agreement will have to be amended to reflect any changes in the project equipment that have been approved by the District.

The District must follow the guidelines set forth by the CA Air Resource Board (ARB) for the CMP. If you have any questions regarding this advisory, please contact Anthony Fournier by email ([afournier@baaqmd.gov](mailto:afournier@baaqmd.gov)) or telephone (415) 749-4961.