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.
**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](http://www.baaqmd.gov/moyer).

**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.

**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.
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.

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
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.
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

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
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

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
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!

<table>
<thead>
<tr>
<th>Proposal Submittal: On Road Replacement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please read and check each item below to indicate understanding and agreement:</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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 as well as Air District policies.</td>
</tr>
<tr>
<td>I certify that the proposed project is not required by any local, state or federal rule or regulation; public interest; 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.</td>
</tr>
<tr>
<td>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 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.</td>
</tr>
<tr>
<td>I understand and agree that any equipment, vehicle(s), and/or vessel(s) that receive Air District grant funding shall not be used for credit under any Federal or State emission averaging, blending 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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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 or on behalf of the equipment owner and that I am authorized to sign this application as or on behalf of the equipment owner.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>I have attached documentation showing that the organization carries the appropriate insurance (i.e. General Liability, Workers Compensation, Automobile Liability, and Automobile Comprehensive &amp; Collision/Physical Damage Insurance).</td>
</tr>
<tr>
<td>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.</td>
</tr>
<tr>
<td>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 cash or financial commitments (e.g., purchase orders) 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.</td>
</tr>
</tbody>
</table>

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

I certify that I:

- am the legal owner of the equipment described in this application or that I 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 under 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.

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.
Next Steps

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

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.

“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.”

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.