

Step by Step Guide for Heavy- and Medium Duty Vehicle

Electric Charging Infrastructure Application

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. In some cases, highlighted in yellow, complete the application with the information provided in this step-by-step guide. In other cases, highlighted in blue, provide project information for your specific project.

Creating a new account

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

Account Login
Returning User? Please log in.

Username

Password

Log In

[Forgot Password](#)

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

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.

[Returning User? Please log in.](#)

Create Primary Account for Your Organization

Each organization applying for grant funding from the BAAQMD can register for a grant proposal account. This account will be associated uniquely to the organization's legal name (the legal equipment owner) and must be created by an executive within the organization who can approve grant applications, represent his or her organization in contracts with the District, and manage their organization's account with the District.

Create Organization Account

Create Third Party Account

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.

Create 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.

If you already have an account and have forgotten your password, enter your Username and click Forgot Password to reset it.

Creating New Funding Proposal

The screenshot shows a web application interface with a navigation menu at the top. The menu has three main sections: "Home", "Account Management", and "Proposal". The "Proposal" section is expanded, showing options: "Create New Funding Proposal", "Create New Goods Movement Proposal", "View Queue", "Authorize Third Party", and "Update Third Party". Below the menu, there is a "User Info" section with the following text: "Minda Berbeco", "375 Beale St", "San Francisco, CALIFORNIA 94105". Below that is an "Existing Proposals" section with a table. The table has the following columns: "Proposal #", "Program", "Organization", "Category", "Sub Category", "Status", "Submit Date", "Updated On", "Updated By", "View", "Edit", and "Annual Reporting". The table is currently empty, with the text "No Data For" displayed. At the bottom of the page, there is a pagination control showing "Page 1 of 1" and "View 1 - 1 of 1".

To start the application, go to the menu titled “Proposal” and click on “Create a New Funding Proposal”. 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 a different proposal for each location.

Create New Proposal: General

GENERAL	Equipment	Fleet & Activity	Impacted Community	Engine & Activity	Attachment
Proposal Info					
Proposal Name *	<input type="text"/>				
Organization	<input type="text" value="Infrastructure test account"/>				
Primary proposal contact info		Person authorized to sign contracts for Organization		<input type="checkbox"/> Same as primary.	
First Name *	<input type="text"/>	First Name *	<input type="text"/>		
Last Name *	<input type="text"/>	Last Name *	<input type="text"/>		
Email Address *	<input type="text"/>	Email Address *	<input type="text"/>		
Phone Number *	<input type="text" value="() - x x"/>	Phone Number *	<input type="text"/>		
Fax Number	<input type="text"/>	Fax Number	<input type="text"/>		
Mailing Address			<input type="checkbox"/> Update Organization's Mailing Address.		
Street address/ PO Box *	<input type="text" value="375 Beale St"/>	Street Address Line 2	<input type="text"/>		
City *	<input type="text" value="San Francisco"/>	State *	<input type="text" value="CALIFORNIA"/>		
County *	<input type="text" value="San Francisco"/>	Zip *	<input type="text" value="94105-"/>		
Project Category					
What kind of project would you like to apply for?					
Project Category *	<input type="text" value="On Road"/>				
Project Subcategory *	<input type="text" value="Replacement"/>				
Note: Agricultural applicants wanting to replace their "mobile equipment", please use "off-road equipment replacement" proposal type.					
General Information					
Name of CARB Fleet Regulation equipment is subject to *	<input type="text" value="ARB Truck & Bus Reguli."/>				
Is your fleet compliant with the CARB regulation? *	<input checked="" type="radio"/> Yes <input type="radio"/> No				
How many vehicles in this fleet? *	<input type="text"/>				
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? *	<input checked="" type="radio"/> Yes <input type="radio"/> No				
If yes, describe the proposed infrastructure: *	<input type="text"/>				
If yes, what is the cost to purchase and install the infrastructure?	<input type="text"/>				
If yes, where will the infrastructure be located?					
Street address *	<input type="text"/>	Street Address Line 2	<input type="text"/>		
City *	<input type="text"/>	State *	<input type="text" value="CALIFORNIA"/>		
Zip *	<input type="text"/>				
Total project cost (all equipment and infrastructure) *	<input type="text"/>				
<input type="button" value="Cancel"/> <input type="button" value="Save & Continue"/> <input type="button" value="Save & Close"/>					

Complete this section as follows:

- Proposal Info
 - Proposal Name: Add the name of the project – this will be reference and may be changed by the Air District – should be one sentence and summarize the type and quantity of chargers being deployed.
 - Organization: This will automatically populate
- Primary Contact info:
 - Add the contact information for the primary contact
- Person Authorized to Sign Contracts for Organization
 - Add the contact information for the person authorized to sign contracts
- Mailing Address
 - This will automatically populate
- Project Category

- Project Category: select On Road
- Project Subcategory: select Replacement
- General Information
 - Name of CARB Fleet Regulation equipment is subject to: select the appropriate regulation for the fleet the infrastructure will be supporting.
 - Is your fleet compliant with CARB regulars: select yes or no
 - How many vehicles are in your fleet: enter the number of vehicles in your fleet or if you do not have a fleet, the number of vehicles that will be using the infrastructure.
 - Infrastructure costs...: enter 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 vehicles that will be supported by the chargers and their primary vocation, and the site location.
 - If yes, what is the cost to purchase and install infrastructure: enter the total eligible cost for the project.
 - If yes, where will the infrastructure be located: enter the site location.
 - Total project cost: enter the total cost of this project including any vehicles that will be purchased.

Once completed, click “Save and Continue”.

On-Road Replacement: Vehicle Information

Existing Equipment Information			
Is 2 to 1 Replacement Applied?*		<input type="radio"/> Yes <input checked="" type="radio"/> No	
Under which ARB TRUCRS ID# is this truck registered (for Port Trucks, enter DTR# of the truck)? *		0	
Existing Vehicle Unit Number *	N/A	Existing Vehicle CHP Number	
Existing Vehicle Type (Vocation)*	Other	Existing Vehicle DOT Number	
Existing Vehicle License Plate*	N/A	Existing Vehicle VIN*	0
Existing Vehicle Model *	N/A	Existing Vehicle Make*	N/A
Existing Vehicle Operational?*	<input checked="" type="radio"/> Yes <input type="radio"/> No	Existing Vehicle Manufacturer GVWR *	0
Existing Vehicle Cab Style*	Other	If Other please specify	N/A
Existing Vehicle Manufacture Date			
Existing Vehicle Manufacturer			
Existing Vehicle License Plate			
Existing Vehicle Odometer Reading			
Existing Vehicle DOT Number			
Replacement Vehicle Delivery Date *			
Replacement Vehicle Cost *			
If Other please specify			
Replacement Vehicle Information			
Replacement Vehicle New or Used *		New	
Replacement Vehicle Make *	N/A	Replacement Vehicle Model *	N/A
Replacement Vehicle VIN		Replacement Vehicle License Plate	
Replacement Vehicle Manufacture Date		Replacement Vehicle Odometer Reading	
Replacement Vehicle Operational? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Replacement Vehicle DOT Number	
Replacement Vehicle CHP Number		Replacement Vehicle Delivery Date *	06/01/2023
Replacement Vehicle Manufacturer GVWR *	0	Replacement Vehicle Cost *	0.00
Replacement Vehicle Cab Style *	Other	If Other please specify	N/A
Dealer/Vendor Information			
Dealership/Vendor Name*	N/A	Dealership/Vendor Contact Person (first and last name)*	N/A
Dealership/Vendor Phone Number*	(555) 555-5555 x	Dealership/Vendor Fax Number	
Dealership/Vendor Email*	N/A	Dealership/Vendor Address*	N/A
Dealership/Vendor City*	N/A	Dealership/Vendor Zip Code*	00000
Dealership/Vendor State*	CALIFORNIA		
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Complete this section as follows:

- **Existing Equipment Information**
 - Is 2 to 1 Replacement Applied?: Enter No
 - Under which ARB TRUCRS ID# is this truck registered (for Port Trucks, enter DTR# of the truck)? Enter 0
 - Existing Vehicle Unit Number: Enter N/A
 - Existing Vehicle Type (Vocation): Choose from the drop down menu the primary vocation of the vehicles that will use this infrastructure

- Existing Vehicle VIN: Enter 0
 - Existing Vehicle License Plate: Enter N/A
 - Existing Vehicle Make: Enter N/A
 - Existing Vehicle Model: Enter N/A
 - Existing Vehicle Operational?: Enter Yes
 - Existing Vehicle Manufacturer GVWR: Enter 0
 - Existing Vehicle Cab Style: Other
 - If Other please specify: Enter N/A
- **Replacement Vehicle Information**
 - Replacement Vehicle New or Used: Enter New
 - Replacement Vehicle Make: Enter N/A
 - Replacement Vehicle Model: Enter N/A
 - Replacement Vehicle Operational?: Enter Yes
 - Replacement Vehicle Delivery Date: Enter 6/1/2023
 - Replacement Vehicle Manufacturer GVWR: Enter 0
 - Replacement Vehicle Cost: Enter 0
 - Replacement Vehicle Cab Style: Enter Other
 - If Other please specify: enter N/A
 - **Dealer/Vendor Information**
 - Dealership/Vendor Name: Enter N/A
 - Dealership/Vendor Phone Number: enter 555-555-5555
 - Dealership/Vendor Email: Enter N/A
 - Dealership/Vendor City: Enter N/A
 - Dealership/Vendor State: Enter CALIFORNIA
 - Dealership/Vendor Contact Person (first and last name): N/A
 - Dealership/Vendor Address: Enter N/A
 - Dealership/Vendor Zip Code: 11111

On-Road Replacement: Project Details

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

Is the existing vehicle currently under contract? * Yes No

If yes, Air District project number *

Name of agency providing grant *

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](#)

Complete this section with your project specific information.

On-road Replacement: Impacted Communities

Complete this section with the appropriate information for this proje

On-Road Replacement: Impacted Communities

EquipmentProject DetailsIMPACTED COMMUNITYEngine & ActivityAttachment

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? *
(See the Priority Community map: [Please click here.](#))

Yes No

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.

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On-Road Replacement: Engine Information

Existing/Baseline Engine Information			
Existing Engine Fuel Type *	<input type="text" value="Diesel"/>	Existing Engine Make *	<input type="text" value="N/A"/>
Existing Engine Model *	<input type="text" value="N/A"/>	Existing Engine Model Year *	<input type="text" value="2024"/>
Existing Engine Serial Number *	<input type="text" value="N/A"/>	Existing Engine Horsepower *	<input type="text" value="0"/>
Existing Engine Family Number	<input type="text"/>	Existing Engine Operational? *	<input type="radio"/> Yes <input checked="" type="radio"/> No
Estimated Fuel Consumption Rate (miles/gallon)	<input type="text"/>	Existing Engine Displacement	<input type="text"/>
Existing Engine Manufacture Date	<input type="text"/>		

Existing Engine Retrofit Information	
Does this vehicle have a diesel retrofit? *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Replacement Engine Information			
Replacement Engine Fuel Type *	<input type="text" value="Diesel"/>	Replacement Engine Make *	<input type="text" value="N/A"/>
Replacement Engine Model	<input type="text"/>	Replacement Engine Model Year *	<input type="text" value="0"/>
Replacement Engine Serial Number	<input type="text"/>	Replacement Engine Horsepower *	<input type="text" value="0"/>
Replacement Engine Family Number *	<input type="text" value="0"/>	Replacement Engine Emissions Standard (NOx standard) *	<input type="text" value="Zero emissions"/>
Replacement Engine CARB EO Number	<input type="text"/>	Replacement Engine Duty Cycle	<input type="text" value="Electric"/>
Replacement Engine Operational? *	<input checked="" type="radio"/> Yes <input type="radio"/> No	Replacement Engine Manufacture Date	<input type="text"/>

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Complete this section as follows:

- **Existing/Baseline Engine Information**
 - Existing/Baseline Engine Information: Enter Diesel
 - Existing Engine Make: Enter N/A
 - Existing Engine Model: Enter N/A
 - Existing Engine Model Year: Enter 2024
 - Existing Engine Serial Number: Enter N/A
 - Existing Engine Horsepower: Enter 0
 - Existing Engine Operational?: Click No
- **Existing Engine Retrofit Information**
 - Does this vehicle have a diesel retrofit?: Click No
- **Replacement Engine Information**
 - Replacement Engine Fuel Type: Enter N/A
 - Replacement Engine Make: Enter N/A
 - Replacement Engine Model Year: Enter 0
 - Replacement Engine Horsepower: Enter 0
 - Replacement Engine Emissions Standard (NOx standard): Choose Zero Emissions from the drop down

- Replacement Engine Duty Cycle: Choose Zero Emissions from the drop down
- Replacement Engine Operational?: Click No

On-Road Replacement: Engine Activity Information

On-Road Replacement: Engine Activity Information

Equipment
Project Details
Impacted Community
ENGINE & ACTIVITY
Attachment

Current vehicle odometer reading (miles) *

Existing Engine - Annual operation details *

	2023 (Year to Date) *	2022 *	2021 *	Estimated Annual Future Usage *
Annual miles travelled	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>	<input style="width: 80px;" type="text" value="0"/>
Fuel Use (gallons/year)	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>	<input style="width: 80px;" type="text"/>

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Complete this section as follows:

Current vehicle odometer reading (miles): Enter 0

Existing Engine - Annual operation details: Enter 0 in all cells

Attachments: On Road Replacement

Attachments: On Road Replacement

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The following attachments may be submitted for this proposal:

- Equipment ownership & registration records
- Equipment usage records or documentation
- Engine (or retrofit) Executive Order(s) or EPA Engine Certification
- Insurance documentation
- Quotes
- Vehicle fleet compliance documentation
- Other miscellaneous attachments
- ARB Approval Letter or Conversion Certification (hybrid, zero-emissions only)
- Charging/fueling infrastructure proposal, quotes, required documentation (if requesting infrastructure funds)

Regulatory Compliance Statement: <http://www.baaqmd.gov/~media/Files/Strategic%20Incentives/Regulatory%20Compliance%20Statement.ashx>
Please attach this documentation as "Other misc. attachments" document type.

If you do not attach the proper documents to your application file, you will 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.

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

File Name

Comments

Add the required attachments in this section. A list of required attachments in on the solicitation website.

Proposal Summary: On Road Replacement

Review submission and click "Save and Continue".

Proposal Survey: On Road Replacement

Complete the survey and click "Save and Continue".

Proposal Submittal: On Road Replacement

Complete the checklist to agree to the statements.

Enter the full name (first and last name) of the person with signing authority.

Click "Sign and Submit".