



**South Coast Air Quality Management District  
(SCAQMD)  
Online Application Database  
CMP Online Application Tool  
Applicants User Guide Version 1.0**

**2017**

## Contents

<b>Introduction .....</b>	<b>2</b>
<b>Section 1: Create Organization / Create 3rd Party User.....</b>	<b>3</b>
<b>Section 2: Account Log In / Authenticate User.....</b>	<b>6</b>
<b>Section 3: Manage Accounts.....</b>	<b>8</b>
<b>Section 4: Find Proposal .....</b>	<b>12</b>
<b>Section 5: Create Proposal.....</b>	<b>13</b>
<b>Section 6: Manage Proposal .....</b>	<b>28</b>
<b>Section 7: Upload Attachments.....</b>	<b>31</b>
<b>Section 8: Review Proposal Summary .....</b>	<b>35</b>
<b>Section 9: Submit Proposal .....</b>	<b>36</b>
<b>Section 10: Review Proposal.....</b>	<b>39</b>
<b>Glossary of Terms .....</b>	<b>40</b>

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### Introduction

The South Coast Air Quality Management District (SCAQMD) has created an Online Application Database (or System) to improve grant program administration for the Carl Moyer Program. SCAQMD staff and applicants will use OAD online application tool in lieu of the paper application process.

This document provides step-by-step instructions for completing and reviewing an online application. This includes all features related to applicants, third parties, proposal creation, proposal management, proposal submittal, and proposal and organization account administration.

Each section represents functionality that the system supports. As needed, use this user guide for reference when completing a particular function.

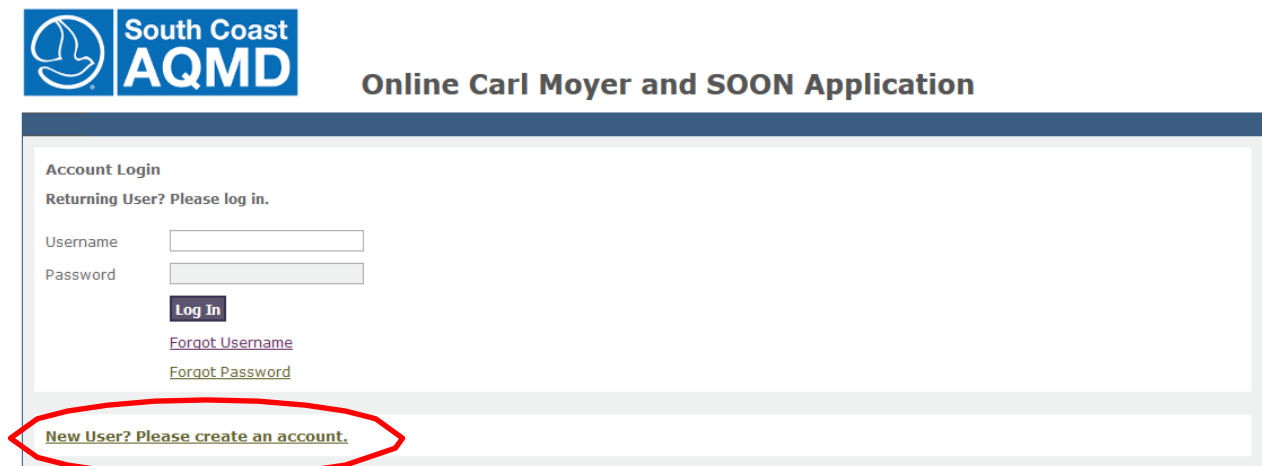
## Section 1: Create Organization / Create 3rd Party User

The purpose of this training module is to show a potential applicant how to create a primary account for their organization and/or a third party user.

The primary end-user for this module is the general public whose goal is to create an organizational account in order to apply for a Carl Moyer grant. The grants staff may also need to create organizational accounts for paper applicants.

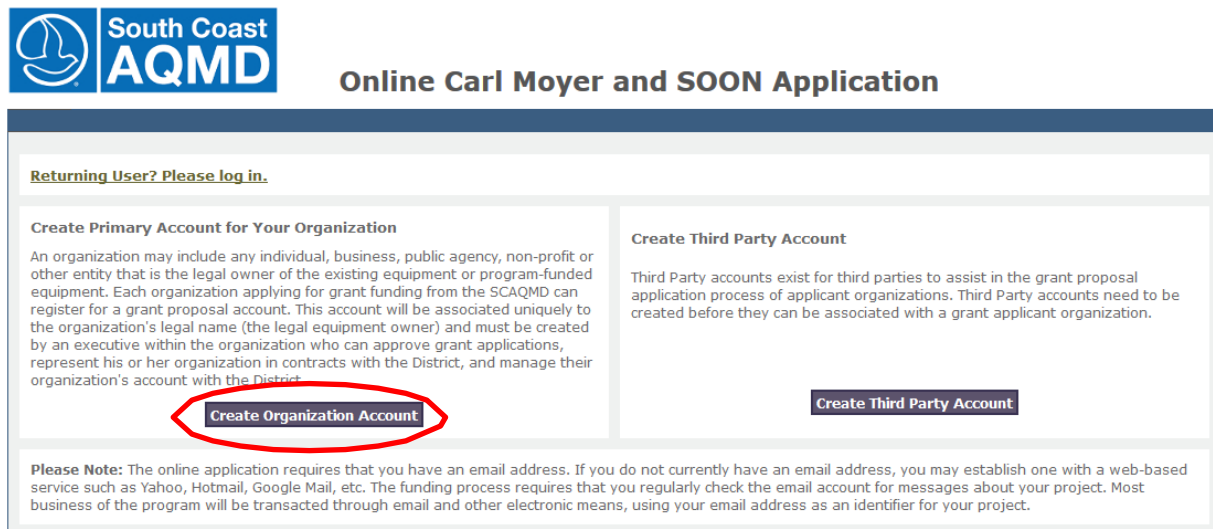
### Create an Applicant Organization:

1. Click on the Create an Account link to create a new account:



3

2. To create a new applicant organization account, click on the “Create Organization Account” button:



3. Enter Organization Information (Legal Name of Organization, Mailing Address, City, County, State, and Zip) and Account Owner account information (First Name, Last Name, E-mail, Phone Number, Fax Number, and Username).



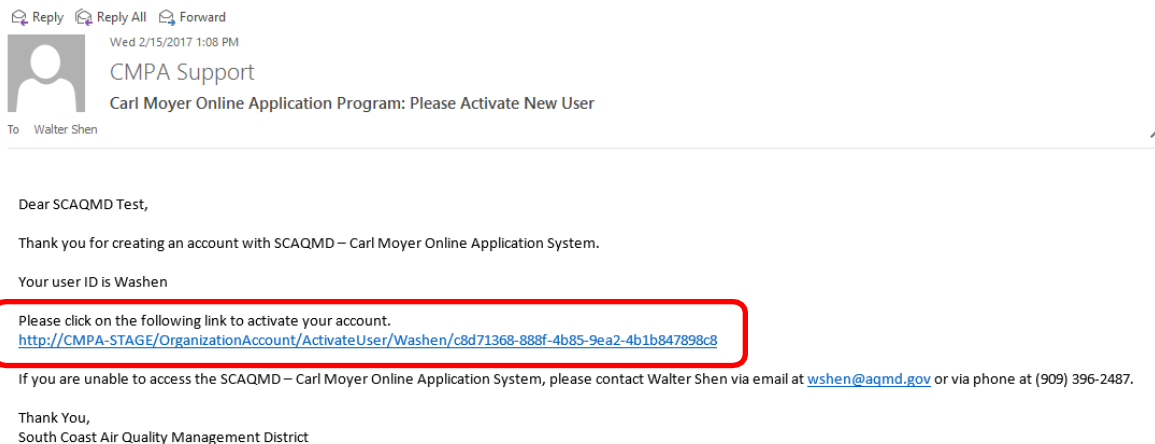
4. Click submit.

**Note:**

The system will verify if the combination of organization name and address is in the database. If the combination is unique, the system will display a registration confirmation.

If combination is not unique, the account creation will not be permitted.

An e-mail will be sent to the user's e-mail address (see below). The e-mail will contain a link that the recipient must use to log into the new account. You must click on the email link to complete your registration into the system:



**Create Third Party Organization:**

4

1. To create a new third party organization account, click on the “Create 3rd Party Account” button:

**South Coast AQMD** Online Carl Moyer and SOON Application

Returning User? Please log in.

**Create Primary Account for Your Organization**  
An organization may include any individual, business, public agency, non-profit or other entity that is the legal owner of the existing equipment or program-funded equipment. Each organization applying for grant funding from the SCAQMD 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**

**Please Note:** The online application requires that you have an email address. If you do not currently have an email address, you may establish one with a web-based service such as Yahoo, Hotmail, Google Mail, etc. The funding process requires that you regularly check the email account for messages about your project. Most business of the program will be transacted through email and other electronic means, using your email address as an identifier for your project.

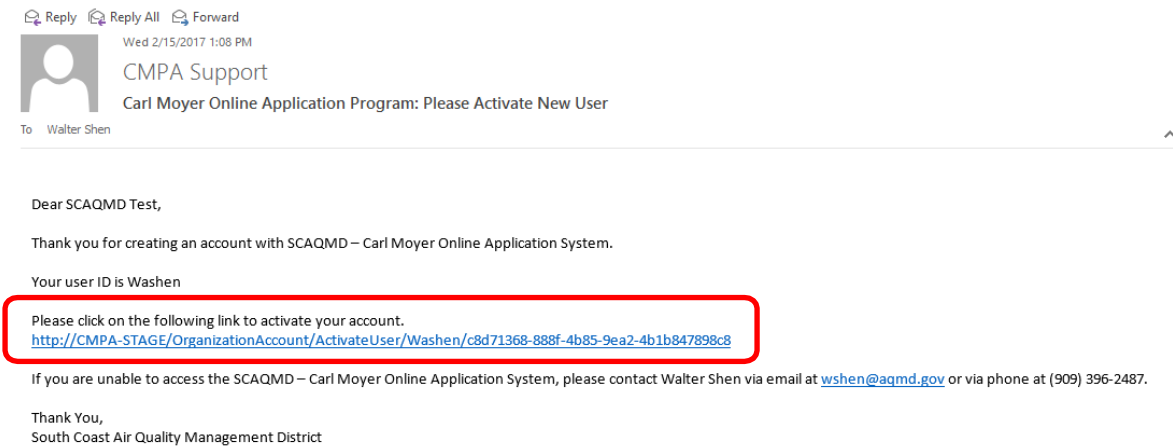
2. Enter the Third Party Organization Information (Legal Name of Organization) and Account Owner account information (First Name, Last Name, E-mail, Phone Number, Fax Number, and Username).
3. Click submit.



Note:

A valid e-mail address must be entered. The system will use the e-mail address provided to forward an account activation e-mail that MUST be used to activate the account before the new account can be accessed.

Click on the link to go to the account activation page:



Note:

The system will verify if the combination of organization name and address is in the database. If the combination is unique, the system will display a registration confirmation.

If combination is not unique, the account creation will not be permitted.

An e-mail will be sent to the user's e-mail address. The e-mail will contain a link that the recipient must use to log into the new account.

## Section 2: Account Log In / Authenticate User

The purpose of this training module is to show grant applicants how to log in and be authenticated by the system. The primary end-user for this module is the grant applicant from the general public.

1. Enter username and password:

2. Click the "Login" button.

Note:

The system validates the username and password and opens the proposal management page for the user's organization showing the existing organization, user, and proposal information.

6

### **Forgotten Password**

1. Click on the "Forgot Password" link.

Note:

A page will load that requesting the username be completed. Click "Send" to have a temporary password sent to your e-mail account. To change the primary username on an organization account, please contact SCAQMD.

The system will reassign a new "Temporary Password". This will be sent to the Email address the User has supplied when creating their account, Organization or Third Party.



## Forgotten Username

1. Click on the “Forgot Username” link:

**South Coast AQMD** Online Carl Moyer Application

**Account Login**  
Returning User? Please log in.

Username   
Password

**Log In**  
[Forgot Username](#)  
[Forgot Password](#)

Username \*  **Send** **Cancel**

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

2. Enter the email address that you used when creating your organizations account:

**South Coast AQMD** Online Carl Moyer Application

**Username Recovery**  
Forgot your username? Enter the email address associated with your account below to have it sent to you.

Email  **Send** **Cancel**

## Section 3: Manage Accounts

The purpose of this training module is to show the organization account owner how to manage the organization and third party accounts. The primary end-user for this module is the organization account owner who would like to modify the organization and/or third party accounts.

The screenshot displays the 'Online Carl Moyer Application' interface. At the top left is the South Coast AQMD logo. To its right is the title 'Online Carl Moyer Application'. Further right is a 'Log Off' button and a welcome message 'Welcome Sudhir Yawale!'. Below the title is a navigation bar with four tabs: 'Home', 'Account Management' (highlighted with a red circle), 'Accounting', and 'Proposal'. The main content area is titled 'Update User Information'. It contains a form with the following fields: 'Legal Name of Organization' (with a note '(must be that of the legal equipment owner)'), 'First Name', 'Last Name', 'Email Address' (with a note '(A valid Email address is required. Eg. john@gmail.com)'), 'Phone Number', 'Fax Number', 'Street Address / PO Box', 'Street Address Line 2', 'City', 'State', 'Zip', and 'County'. Below these fields is a section for password updates: 'If you would like to update your password, please enter your current password first.', followed by 'Old Password', 'New Password', and 'Confirm New Password' fields. A note at the bottom states: 'Indicates a required field. Password must be minimum 8 and maximum of 16 character long alphanumeric string with at least one number, one upper and one lower character. Eg. Userpass1'. At the bottom of the form are two buttons: 'Update' (highlighted with a red circle) and 'Cancel'.

8

### Update User Information

1. Click on Account Management from the top navigation menu.
2. Select the Manage My Info.
3. Update user information and/or changes password.
4. Click the "Update" button to save changes.



## Authorize a Third Party

This functionality allows an organization account owner to grant access to a third party (vendor, contractor, etc.) specific proposal. Once access has been granted, a third party user can work on an existing proposal. This includes entering and editing any information pertaining to the proposal application. Third parties cannot edit organization account information. Also third parties cannot create or submit proposals. 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.

1. Select "Authorize third party" from the Proposal tab on the top navigation:

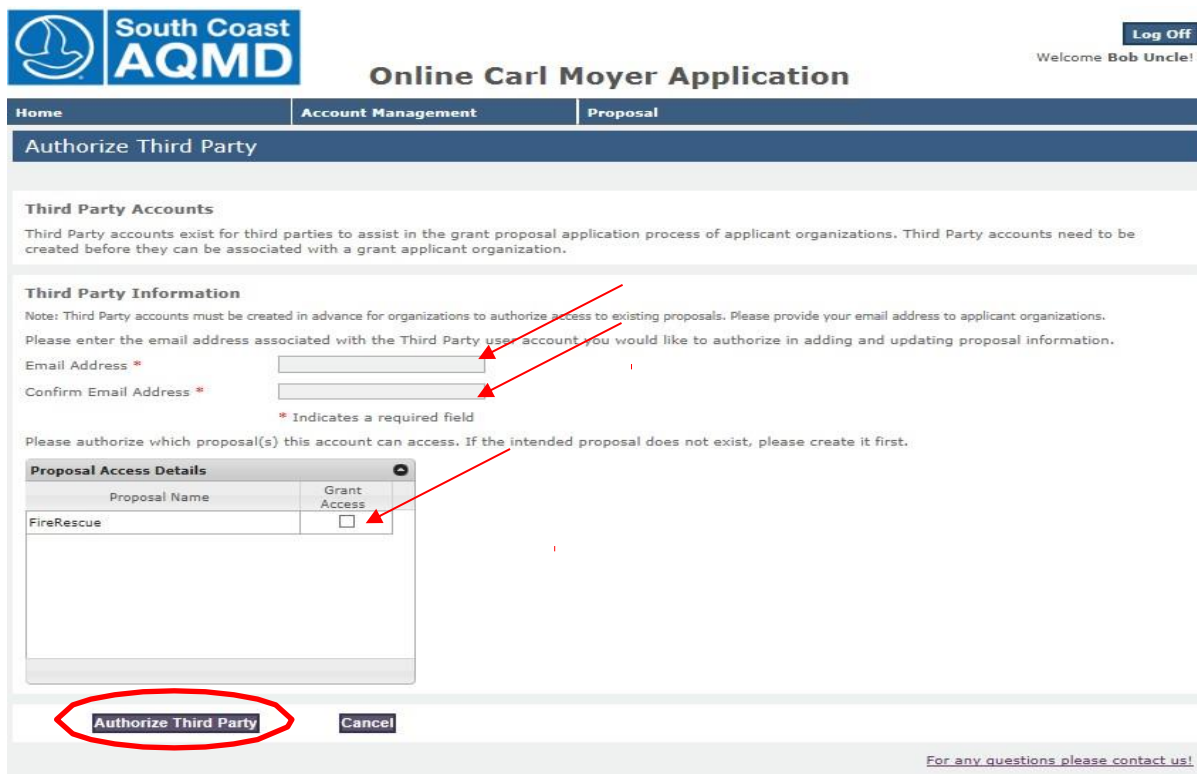


South Coast AQMD Online Carl Moyer Application

Welcome [Name] Log Off

Home	Account Management	Accounting	Proposal
Account Home			Create New Carl Moyer Proposal
			View Queue
			<b>Authorize Third Party</b>
			Update Third Party
			Data Export

2. Enter the Third Party e-mail address.
3. Retype the Third Party e-mail address to confirm the e-mail address:



South Coast AQMD Online Carl Moyer Application

Welcome Bob Uncle! Log Off

Home Account Management Proposal

Authorize Third Party

**Third Party Accounts**

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.

**Third Party Information**

Note: Third Party accounts must be created in advance for organizations to authorize access to existing proposals. Please provide your email address to applicant organizations. Please enter the email address associated with the Third Party user account you would like to authorize in adding and updating proposal information.

Email Address \*

Confirm Email Address \*

\* Indicates a required field

Please authorize which proposal(s) this account can access. If the intended proposal does not exist, please create it first.

Proposal Name	Grant Access
FireRescue	<input type="checkbox"/>

**Authorize Third Party** Cancel

For any questions please contact us!

4. To grant access to proposals, click the check box next to the appropriate proposal name.
5. Click the "Authorize Third Party" button.

Note:

The system confirms that the third party has been given access to the selected proposal.

An e-mail is sent to the third party account owner. The e-mail contains a message stating that access to the organizational proposal has been granted. Also, the authorizer will receive a confirmation message.

If the third party account does not exist, the system displays a message that the Third Party Account has not been activated. The user will be given the option to invite the third to create an account.

When a third party logs in to work on a proposal they will see the following screen:

The screenshot shows the 'Online Carl Moyer Application' interface. At the top, there's a navigation bar with 'Home', 'Account Management', and 'Proposal'. The 'Proposal' tab is active. Below the navigation bar, the page title is 'Edit Proposal General Info'. The main content area has several tabs: 'GENERAL', 'Equipment', 'Fleet & Activity', 'Disproportionate Impact', 'Engine', and 'Attachment'. The 'GENERAL' tab is selected. The 'Proposal Info' section contains fields for 'Unique Proposal Name' (ON-RODA NEW 2) and 'Organization' (Public Motors). The 'Primary proposal contact info' section has fields for 'First Name' (Bob), 'Last Name' (Uncle), 'Email Address' (B.Uncle@bigatrucking.com), 'Phone Number' ((999) 999-9999 x 123), and 'Fax Number' ((999) 999-9990). The 'Person authorized to sign contracts for Organization' section has a checkbox 'Same as primary.' and fields for 'First Name' (Bob), 'Last Name' (Uncle), 'Email Address' (B.Uncle@bigatrucking.com), 'Phone Number' ((999) 999-9999 x 123), and 'Fax Number' ((999) 999-9990). The 'Mailing Address' section has a checkbox 'Update Organization's Mailing Address.' and fields for 'Street address/ PO Box' (1122 Big A Drive), 'Street Address Line 2' (Suite A), 'City' (Los Angeles), 'State' (CALIFORNIA), 'County' (Los Angeles), and 'Zip' (93636-). The 'Third Party Information' section is highlighted with a red border and contains the following text: 'If you are a Third Party (e.g engine dealer, distributor or consultant, etc.) assisting applicant to complete this application, you must complete this section.' It has three questions: 'What is your position? \*' with a dropdown menu showing 'Consultant', 'How much are you being paid to complete this application for the owner or to assist the proposed project? \*' with a text input field showing '\$0.00', and 'What is the source of funds being used to pay you? \*' with a dropdown menu showing 'None'. At the bottom, there are buttons for 'Cancel', 'Save & Continue', and 'Save & Close'. A link 'For any questions please contact us!' is also present.

10

Before editing the proposal the third party needs to complete the “Third Party Information” section before proceeding to the Equipment Information page.

## Update a Third Party (Remove Authorization from a Proposal)

**South Coast AQMD** Online Carl Moyer Application

Home Account Management Proposal

Update Third Party

- Create New Carl Moyer Proposal
- View Queue
- Authorize Third Party
- Update Third Party**

**Third Party Accounts**

Third Party accounts exist for third parties to assist in the grant proposal process. Third Party accounts need to be created before they can be associated with a grant applicant organization.

**Update Third Party**

Select Third Party that you would like to update: John Public

Below is the list of proposals already associated to the Third Party. Access to specific proposal(s) to the Third Party can be removed by checking on "Remove Access".

Proposal Name	Remove Access
FireRescue	<input checked="" type="checkbox"/>

**Update Third Party Information** Cancel

[For any questions please contact us!](#)

1. Click on Proposal on the top navigation.
2. Choose "Update Third Party" from the menu.
3. Select the third party to be updated from the dropdown list
4. View the list of available proposals from the Proposal Access Details table.
5. To remove a third party from a proposal un-checking the checkbox next to the authorized proposal.
6. Click the "Update Third Party" button to save updates.

## Section 4: Find Proposal

The purpose of this training module is to show applicants how to search for a proposal. The primary end-user for this module is the applicant with the goal of searching the OAD database for a proposal.

1. Select the "Home" tab from the top navigation.
2. Select the proposal number row.
3. Select either "View" to review a submitted application or "Edit" to continue or update a proposal

**Home** | Account Management | Proposal

**Account Home**

**AAA Trucking's Account**

**User Info**  
Bob Unde  
1122 Big A Drive, Suite A  
Los Angeles, CALIFORNIA 93636

**Existing Proposals**

Proposal #	Proposal Name	Program	Organization	Category	Sub Category	Status	Submit Date	Updated On	Updated By	View	Edit	Am Rep
17CMP53	Oasis Ranch Tract	CMP	AAA Trucking	Off Road	Equipment Re	Pending BOD Appr	6/23/2016	6/23/2016	Sudhir Yawale	<a href="#">View</a>		
17CMP35	ON-RODA NEW 2	CMP	AAA Trucking	On Road	New Vehicle	Withdrawn	6/20/2016	6/22/2016	Sudhir Yawale	<a href="#">View</a>		

Page 1 of 1 | View 1 - 2 of 2

[For any questions please contact us!](#)

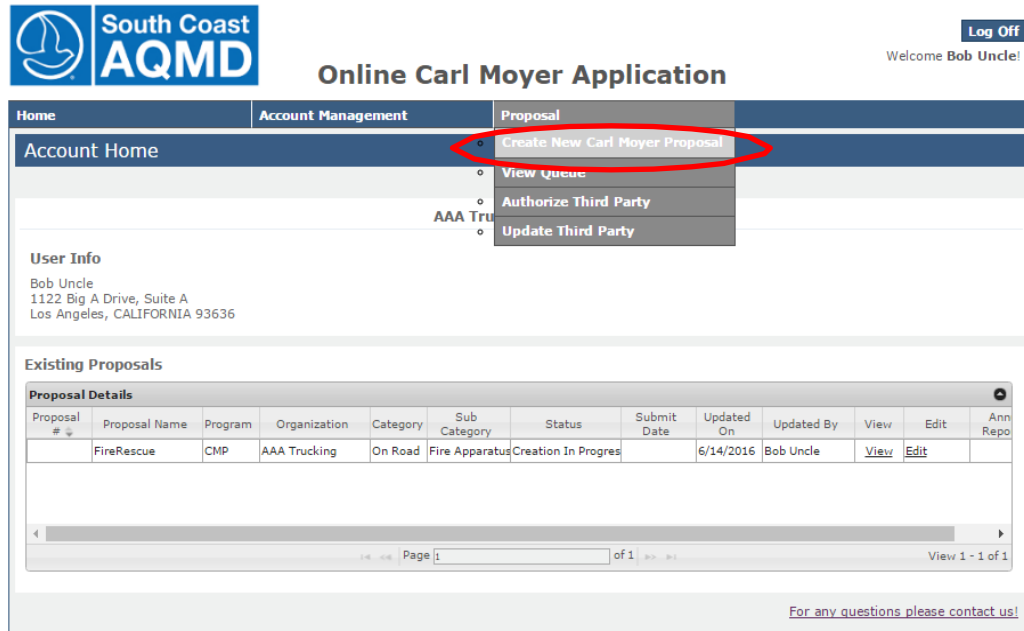
Note:

Once a proposal has been "Submitted" it will receive Unique Proposal Number and IT CANNOT be deleted or changed by the Organization or Third Party assisting in the submission. It can only be viewed.

## Section 5: Create Proposal

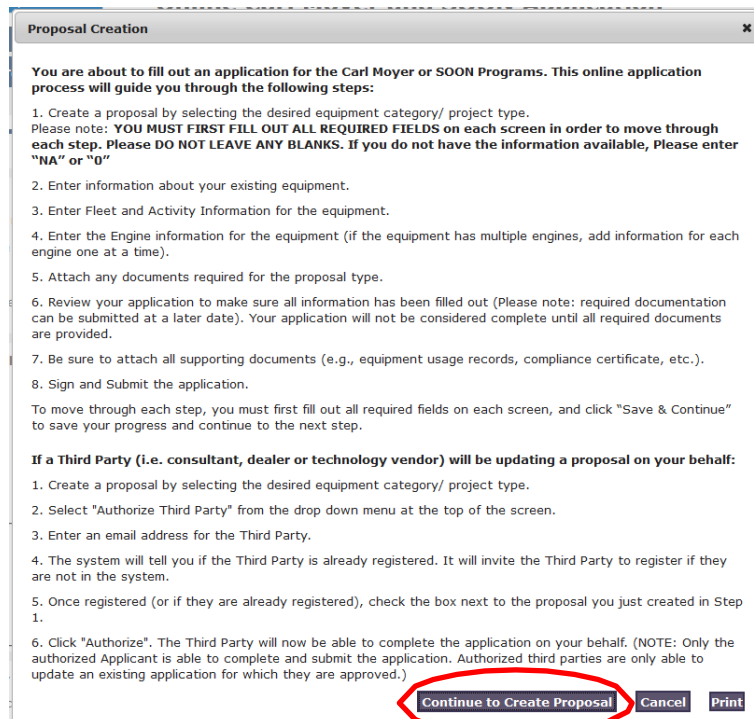
The purpose of this training module is to show system users how to create base proposals. A base proposal is created when the first general proposal screen is completed and saved. After this screen is saved, these proposals can be authorized for third parties. The primary end-user for this module is the organization account owner.

1. Click on "Proposal" in the top horizontal navigation menu:



The screenshot shows the South Coast AQMD Online Carl Moyer Application interface. The top navigation bar includes 'Home', 'Account Management', and 'Proposal'. The 'Proposal' menu is open, showing options: 'Create New Carl Moyer Proposal' (circled in red), 'View Queue', 'Authorize Third Party', and 'Update Third Party'. The 'User Info' section displays the user's name, address, and contact information. The 'Existing Proposals' section shows a table with columns for Proposal #, Proposal Name, Program, Organization, Category, Sub Category, Status, Submit Date, Updated On, Updated By, View, Edit, and Ann Repo. The table contains one row for 'FireRescue' with status 'Creation In Progress'. The page footer includes a link to contact support.

2. Select "Create New Carl Moyer Proposal" from the drop-down menu. A "Proposal Creation" screen will open:



**Proposal Creation**

You are about to fill out an application for the Carl Moyer or SOON Programs. This online application process will guide you through the following steps:

1. Create a proposal by selecting the desired equipment category/ project type. Please note: **YOU MUST FIRST FILL OUT ALL REQUIRED FIELDS on each screen in order to move through each step. Please DO NOT LEAVE ANY BLANKS. If you do not have the information available, Please enter "NA" or "0"**
2. Enter information about your existing equipment.
3. Enter Fleet and Activity Information for the equipment.
4. Enter the Engine information for the equipment (if the equipment has multiple engines, add information for each engine one at a time).
5. Attach any documents required for the proposal type.
6. Review your application to make sure all information has been filled out (Please note: required documentation can be submitted at a later date). Your application will not be considered complete until all required documents are provided.
7. Be sure to attach all supporting documents (e.g., equipment usage records, compliance certificate, etc.).
8. Sign and Submit the application.

To move through each step, you must first fill out all required fields on each screen, and click "Save & Continue" to save your progress and continue to the next step.

**If a Third Party (i.e. consultant, dealer or technology vendor) will be updating a proposal on your behalf:**

1. Create a proposal by selecting the desired equipment category/ project type.
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 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 on your behalf. (NOTE: Only the authorized Applicant is able to complete and submit the application. Authorized third parties are only able to update an existing application for which they are approved.)

**Continue to Create Proposal** **Cancel** **Print**

It is strongly suggested to PRINT this screen to assist with the application completion! This screen gives guidance for the applicant.

The user must select “Continue to Create Proposal”. The Create New Proposal screen will appear next:

**South Coast AQMD** Online Carl Moyer and SOON Application

Home Account Management Proposal

Create New Proposal

**GENERAL** Equipment Fleet & Activity Disproportionate Impact Engine Attachment

**Proposal Info**  
Please create a brief Unique Proposal Name:   
Organization:

**Primary proposal contact info**  
First Name:   
Last Name:   
Email Address:   
Phone Number:   
Fax Number:

**Person authorized to sign contracts for Organization** ☒ Same as primary.  
First Name:   
Last Name:   
Email Address:   
Phone Number:   
Fax Number:

**Mailing Address** ☐ Update Organization's Mailing Address.  
Street address/ PO Box:   
City:   
County:   
State:   
Zip:

**Project category**  
What kind of project would you like to apply for?

**On Road**  
☐ On-Road Heavy-Duty Equipment - New Purchase  
☐ On-Road Heavy-Duty Equipment - Repower Only  
☐ Emergency Equipment (Fire Apparatus) - New Only

**Off Road (including Farm Equipment, SOON, and Zero-Emission Cargo Handling Equipment)**  
☐ Off-Road Equipment Replacement  
☐ Off-Road Equipment Repower  
☐ Off-Road Equipment Retrofit  
☐ Cargo Handling Equipment Electrification

**Marine**  
☐ Marine Vessels - Repower  
☐ Marine Vessels - Shore Power

**Locomotive**  
☐ Engine Remanufacture Kit or Repower/Refurbishment  
☐ Idle Limiting Device (ILD)  
☐ ARB Verified Retrofit  
☐ Locomotive Replacement  
☐ Head End Power (HEP) Unit

If your project does not fit into one of these categories, please click 'Other - Special Project Application' below or contact SCAQMD for Assistance.  
[Other - Special Project Application](#)

[For any questions please contact us!](#)

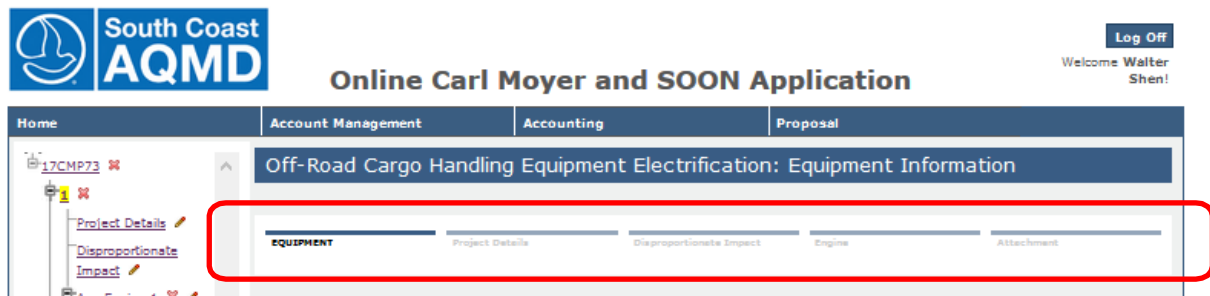
3. Enter information into all of the required fields to complete the general information page.
4. An Organization's information will be brought from the Organization Information.
5. Any Mailing address changes can be updated from this screen by selecting the box "Update Organization's Mailing Address."

6. Next select the “Project category” from the lower section.
7. The Applicant should select “Save & Continue” to continue the Proposal completion.

Proposal creation follows a sequential format as follows:

- Equipment Information
- Project Details
- Disproportionate Impact
- Engine Details
- Engine Activity
- Attachments and further documentation
- Proposal Survey
- Proposal Review & Submission

The top of the screen displays “breadcrumbs” which show the progress in the application submission:




**COMPLETE ALL FIELDS IN THE APPLICATION – Leave No BLANK FIELDS!**

**\*\*If unsure of an answer please use “N/A” or “O”\*\***

**A Project Officer will contact you prior to Official Review for missing information.**

### Equipment Information



Online Carl Moyer and SOON Application

Welcome **Walter Shen!**

Log

HomeAccount ManagementAccountingProposal

OnRoad ❌  
Add Equipment  
Add Attachment  
Proposal Review & Submittal  
Grants Staff Review

On-Road Heavy-Duty Equipment - New Purchase: Vehicle Information

EQUIPMENTProject DetailsDisproportionate ImpactEngineAttachment

Vehicle Information

Registered Owner  
Projected Year of Purchase  
Has this equipment received Carl Moyer Program funds in the past?  
Is the vehicle location address the same as the applicant address?  
Street address/  
PO Box  
Street Address  
Line 2  
City  
County  
Alameda  
State  
CALIFORNIA  
Zip  
Vehicle Type  
Other  
If other, please describe:

New Equipment and Vendor Information

New Vehicle Cost  
(Including Tax)  
New Vehicle Identification  
Number (VIN)  
California Highway Patrol  
CA Number  
New Unit Number  
Is this a public fleet vehicle?  
New Equipment Make  
New Equipment Model  
New Equipment GVWR  
Vendor  
Vendor Contact Name  
Vendor Phone Number  
Vendor Address  
Vendor City  
Vendor State  
CALIFORNIA  
Vendor Zip

Save & ContinueExit without saving

The Equipment Information section covers basic existing equipment information related to the proposal type, where the equipment will be operated, and new vendor contact information. This requested information varies by project type.



**COMPLETE ALL FIELDS IN THE APPLICATION – Leave No BLANK FIELDS!**

### Project Details

The screenshot shows the 'Project Details' section of the 'Online Carl Moyer and SOON Application' for 'On-Road Heavy-Duty Equipment – Repower Only'. The interface includes a top navigation bar with 'Home', 'Account Management', 'Accounting', and 'Proposal'. A left sidebar contains a tree view with 'On Road Retest' selected, and sub-items like 'Project Details', 'Disproportionate Impact', 'Add Engine', 'Add Equipment', 'Add Attachment', 'Proposal Review & Submittal', and 'Grants Staff Review'. The main content area is titled 'On-Road Heavy-Duty Equipment – Repower Only: Project Details' and contains several form fields and sections. The 'PROJECT DETAILS' section includes fields for 'Total Funding Requested', 'Identify other funding sources to be used for this project', 'Total Project Cost (From Quote: MUST EQUAL QUOTE)', and 'Applicant Co-Funding Amount'. Below these are questions about California State Fleet Regulation, current fleet size, and registration in the ARB's TRUCRS Database. The 'Operation Information' section includes fields for 'Percent operation in California (%)', 'Percent Operation in District (%)', and 'Proposed Project Life'. A table titled 'Maximum Project Life for On-Road Projects' lists various equipment types and their maximum project life in years. At the bottom, there are three buttons: 'Previous Page', 'Save & Continue' (highlighted with a red circle), and 'Exit without saving'.

**South Coast AQMD**

**Online Carl Moyer and SOON Application**

Welcome **Walter Shen!**

Home Account Management Accounting Proposal

On Road Retest

Project Details

Disproportionate Impact

Add Engine

Add Equipment

Add Attachment

Proposal Review & Submittal

Grants Staff Review

Add Notes

**On-Road Heavy-Duty Equipment – Repower Only: Project Details**

Equipment PROJECT DETAILS Disproportionate Impact Engine Attachment

Total Funding Requested

Identify other funding sources to be used for this project

Total Project Cost (From Quote: MUST EQUAL QUOTE)

Applicant Co-Funding Amount

Name of California State Fleet Regulation this vehicle is subject to

Select a Regulation

What is your current fleet size? (Should reflect all diesel fuel vehicles with a GVWR greater than 14,000 lbs.)

If applicable did you register your fleet through ARB's TRUCRS Database by January 31, 2016?

Yes No

**Operation Information**

Percent operation in California (%)

Percent Operation in District (%)

SCAQMD District Boundaries <http://www.aqmd.gov/home/about/jurisdiction>

Proposed Project Life (this is the number of years that the equipment must operate as specified in your SCAQMD contract)

**Maximum Project Life for On-Road Projects**

Buses > 60,001 gross combined weight or gross vehicle weight (GVW) – New	12 years
School buses ≥ 33,001 GVW – New	20 years
School buses ≤ 33,000 GVW or Other On-Road – New	10 years
Repower Only (No Retrofit)	7 Years
School bus Electric Conversions	5 years
Repowers + Retrofits	5 years
Retrofits	5 years

Previous Page **Save & Continue** Exit without saving

17

The Project Details section covers Regulations related to the proposal type, Operational Information about where the equipment will be operated, Project life and some project funding information. This requested information varies by project type.

- Click "Save & Continue" to proceed to the next page of the proposal application, Disproportionate Impact:

Home	Account Management	Accounting	Proposal
------	--------------------	------------	----------

17CMP83 ✖

928G ✖

Project Details ✎

Disproportionate Impact ✎

Aux Engine 1 ✖ ✎

Activity Info ✎

Add Engine ➕

Add Equipment ➕

Add Attachment ➕

Proposal Review & Submittal

Grants Staff Review

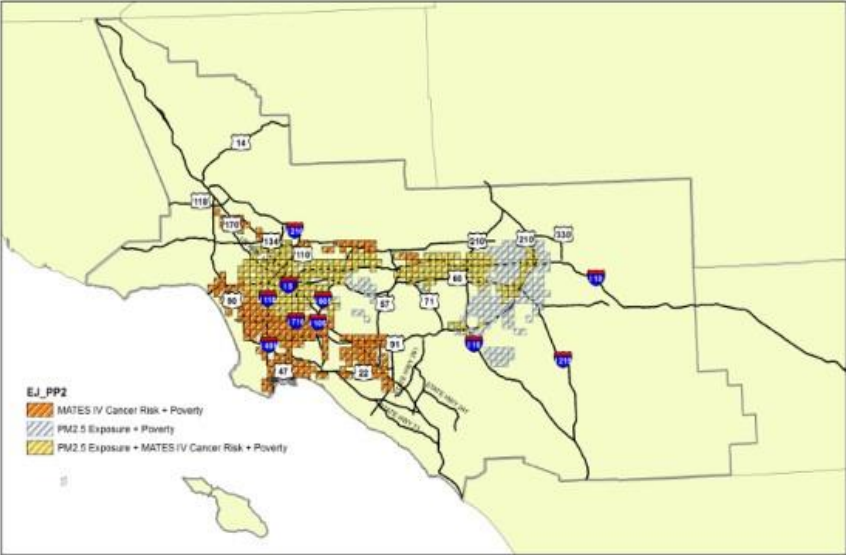
## Off-Road Equipment Replacement: Disproportionate Impact

Equipment	Project Details	DISPROPORTIONATE IMPACT	Engine	Attachment
-----------	-----------------	-------------------------	--------	------------

At least 50 percent of the SCAQMD's CMP funds must be spent in areas that are most disproportionately impacted by air pollution. SCAQMD uses the following method to meet these requirements:

- All projects must qualify for the Carl Moyer Program by meeting the cost-effectiveness limits established in the Program Announcement.
- All projects will be evaluated according to the following criteria to qualify for funding as a disproportionately impacted area:
  - Poverty Level:** Detailed socioeconomic information is not included in the 2010 Census. Such data is collected yearly from a small percentage of the population on a rotating basis by the American Community Survey (ACS). All projects in areas where at least 10 percent of the population falls below the Federal poverty level based on the 2008-2012 ACS data are eligible to be included in this category, and
  - PM2.5 Exposure:** All projects in areas with the highest 15 percent of PM2.5 concentration measured within a 2 km grid will be eligible to be ranked in this category. The highest 15 percent of PM2.5 concentration is 11.10 micrograms per cubic meter and above, on an annual average, or
  - Air Toxics Exposure:** All projects in areas with a cancer risk of 865 in a million and above (based on MATES III estimates) will be eligible to be ranked in this category.

The maximum score is comprised of 40 percent for poverty level and 30 percent each for PM and toxic exposures. Special circumstances exist in some areas, such as the Ports of Long Beach and Los Angeles. Since there are no residents within the ports, poverty ranking could not be established. In this case, the poverty ranking from the adjacent on-shore areas was extended to the port since these populated areas are directly impacted by port activities.



Add Notes

Previous Page

Save & Continue


Exit without saving

9. Review Impacted Disproportionate Impact. There is no "Required Information" requiring input but the Applicant should review this information. Then click "Save and Continue".

10. Enter Engine Information and click "Save and Continue":

**COMPLETE ALL FIELDS IN THE APPLICATION – Leave No BLANK FIELDS!**

## Engine Information



Online Carl Moyer and SOON Application

Log Off  
Welcome Walter  
Shen!

HomeAccount ManagementAccountingProposal

On Road Retest  
Project Details  
Disproportionate Impact  
Add Engine  
Add Equipment  
Add Attachment  
Proposal Review & Submit  
Grants Staff Review

On-Road Heavy-Duty Equipment – Repower Only: Engine Information

EquipmentProject DetailsDisproportionate ImpactENGINEAttachment

**Baseline Engine Information**  
Engine Fuel Type: Diesel  
Engine Make:   
Engine Model Year:   
ARB NOx Certification Level: 0.2 NOx  
If other ARB NOx Certification Level, please describe:   
Engine Model:   
Engine Serial Number:   
ARB Engine Family Number:

**New Engine Information**  
New Engine Fuel Type: Diesel  
New Engine Make:   
New Engine Model Year:   
New Engine ARB Engine Family Number:   
If other ARB NOx Certification Level, please describe:   
New Engine Model:   
New Engine Serial Number:   
ARB NOx Certification Level: 0.2 NOx  
ARB Certification Executive Order (EO) Number (if zero-emission, attach ARB Approval Letter):

**Funding Information**  
New Engine Cost (Including Tax):   
Grant Request Amount for this Repower:   
Vendor:   
Vendor Phone Number:   
Vendor City:   
Vendor Zip:   
New Engine Installation Cost:   
Vendor Contact Name:   
Vendor Address:   
Vendor State: CALIFORNIA  
The proposed engine for the project must be consistent with the Intended Service Class per the EO (MHD Intended Service Class engines cannot be used for projects which have the HHD vehicle classifications). Applicant must ATTACH a copy of the referenced Executive Order with the application. Download the EO at: <http://www.arb.ca.gov/msprog/onroad/cert/cert.php>

Previous PageSave & ContinueExit without saving

The Engine Information section covers specific details about the existing and/or replacement engine related to the proposal type, make, model, year and other pertinent data. This section requests Executive Order and Certification information. This requested information varies by project type.

**COMPLETE ALL FIELDS IN THE APPLICATION – Leave No BLANK FIELDS!**

11. Enter Engine Activity Information and click “Save and Continue”:

**Engine Activity Information**

The screenshot shows the 'Online Carl Moyer and SOON Application' interface. The top navigation bar includes 'Home', 'Account Management', 'Accounting', and 'Proposal'. The user is logged in as 'Walter Shen'. The left sidebar shows a project tree with '17CMP36' and '2018' selected, and options for 'Project Details', 'Disproportionate Impact', and 'Main/Existing'. The main content area is titled 'On-Road Heavy-Duty Equipment - New Purchase: Engine Activity Information'. It features a tabbed interface with 'ENGINE' selected. The 'ENGINE' tab contains instructions on providing projected annual usage and a form for 'Activity Information' with fields for 'Expected annual mileage' and 'Expected annual fuel use'. At the bottom, there are three buttons: 'Previous Page', 'Save & Continue', and 'Exit without saving'. The 'Save & Continue' button is circled in red.

The Engine Activity section requests information about annual mileage or engine use hours and in some specific proposal types, fuel usage. The type of documentation is also described in the instructions above.

**COMPLETE ALL FIELDS IN THE APPLICATION – Leave No BLANK FIELDS!**

**Add new Engine**

The screenshot shows the South Coast AQMD Online Carl Moyer Application interface. The user is logged in as 'Bob Uncle!'. The application is titled 'Online Carl Moyer Application'. The main navigation bar includes 'Home', 'Account Management', and 'Proposal'. The left sidebar shows a tree view with 'New' (10) and 'Main/Existing' (Engine, Activity Info, Add Engine). The main content area is titled 'On-Road New Vehicle: Engine Activity Information'. It has tabs for 'Equipment', 'Project Details', 'Disproportionate Impact', 'ENGINE', and 'Attachment'. The 'ENGINE' tab is active. The text reads: 'Please provide projected annual usage for the new equipment over the proposed life of the project. This projection should be based on actual usage data for the baseline, or existing, equipment. Applicants requesting evaluation based on fuel consumption MUST provide both mileage and fuel records from the past 24 months. Supporting documentation may be in the form of maintenance records, fuel receipts, logs, or other paperwork for each piece of baseline equipment covering at least the past 24 months. No such documentation is required for project evaluations based solely on mileage.' Below this is the 'Activity Information' section with two input fields: 'Expected annual mileage' (10000) and 'Expected annual fuel use' (10000). At the bottom of the form are buttons for 'Previous Page', 'Save & Continue', and 'Exit without saving'. A 'Proposal Action' dialog box is open, asking 'Do you want to add new engine?'. The 'Yes, Add New Engine' button is circled in red. Other buttons in the dialog are 'No, Continue Navigating.' and 'Cancel'. A link 'For any questions please contact us!' is also visible.

21

After completing the information for the initial engine and the replacement engine the system asks the user if they want to add an additional engine.

If the equipment, depending on the category, has more than one engine, or Auxiliary engines, you are allowed to create an entry for another engine. The system will ask for the replacement engine information in the same sequence as for the first engine.

If you have additional engines for your project, select the “Yes, Add New Engine” button. If you do not have additional engines to add, please select the “No, Continue Navigating” button.

**COMPLETE ALL FIELDS IN THE APPLICATION – Leave No BLANK FIELDS!**

### Add new Equipment

The screenshot shows the South Coast AQMD Online Carl Moyer Application interface. The user is logged in as Bob Uncle. The main navigation bar includes Home, Account Management, and Proposal. The left sidebar shows a tree view with options like New, Project Details, Disproportionate Impact, Main/Existing Engine, Activity Info, and Add Engine. The main content area is titled 'On-Road New Vehicle: Engine Activity Information' and contains a form for entering engine activity data. A 'Proposal Action' dialog box is open, asking 'What do you want to do next?' with three buttons: 'Continue to Submit Proposal', 'Cancel', and 'Add new Equipment' (which is circled in red).

22

After completing the Engine(s) information for the initial piece of equipment, the system will ask if you want add new equipment to the current Proposal.

The system supports the addition of multiple pieces of equipment, depending on the proposal type. **However the ability to submit additional equipment types does not guarantee the proposal will be funded.**


By selecting “Add new Equipment” the user begin the application process by completing a new “Equipment Information” or “Vehicle Information” page. The process follows the same sequence as your initial proposal completion.

## Attachments

All applications require additional information that is not collected during the form completion in the system. Those additional pieces of information can be submitted via the “Attachments” section.

The Attachments section shares some pieces of information across all Application types:

- Business Information Request Form
- Campaign Contribution Disclosure Form
- W-9 Form
- Direct Deposit Form



Online Carl Moyer and SOON Application

Log Off  
Welcome Walter  
Shen!

HomeAccount ManagementAccountingProposal

Attachments: Off Road Cargo Handling Equipment Electrification

Previous PageContinueExit

The following attachments may be submitted for this proposal:

- CARB's Cargo Handling Equipment Regulation
- CCRS Vehicle List
- SOON Fleet Average Calculation (please go to button below)
- Project Description
- Written Estimate for Project
- Business Information Request Form
- Campaign Contribution Disclosure
- W-9 Form
- Direct Deposit Form
- Business Status Cert

If you do not attach the proper documents to your application file, you may be required to submit them 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 attachment cover sheet that includes your Moyer project number. Please click the "Download Attachment Cover Sheet" button below to download the Cover Sheet.

The PDF attachments below are the Business Forms required for each Carl Moyer Project. Please click on each Business Form to download the PDF file, complete each form and upload your completed forms by following the onscreen upload instructions.

Download Business Information Request Form/Business Status Cert

Download Campaign Contribution Disclosure

Download W-9 Form

Download Direct Deposit Form

Withholding Exempt Cert

For SOON projects, please click on the SOON Fleet Average Calculation button below and provide the fleet average calculation as an attachment by following the onscreen upload instructions.

SOON Fleet Average Calculation

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


Please enter the organization user to submit as:

Upload

File Name	Submitted By	Submitted On	Attachment Type	Comments	Remove
CMCH_Application_17CHP73_03092017_090011	Sam Ellis	03/09/2017	Proposal Application	Application subm	Remove

Previous PageContinueExit

23



South Coast  
AQMD

Other form types vary for the type of Application. Additionally an “Attachments Cover Sheet” is available for downloading. This form should be used when emailing or sending attachments via regular mail.


In general the form attachment process is similar across all application types. The application can accept the following document types:


- Excel spreadsheets
- MS Word Documents
- Acrobat .PDF documents
- Text documents


To upload a document (attachment) to the proposal please see “[Section 7: Upload Attachments](#)”.



## Proposal Summary

The Proposal Summary allows the user to determine the initial completion of the application for submission. It is important to note that the  does not mean that the application is complete or has been approved for funding.

If a  is displayed, that section requires further information before it can be reviewed. The user can select the section and go directly to the page. The user may then complete the missing information and then continue the submitting process.




Online Carl Moyer and SOON Application

Log Off  
Welcome Walter Shen!


Home	Account Management	Accounting	Proposal
------	--------------------	------------	----------


Proposal Summary: Off Road Cargo Handling Equipment Electrification


Note: All sections of your application must be completed prior to submittal. Please complete any items marked as incomplete with the  before continuing.


Note: Third party user cannot submit the proposal, once proposal is complete please inform applicant that the proposal is ready to be submitted.


1

 1 General Information

 1 Fleet Regulations Information

 1 Disproportionate Impact and Activity Info


 Aux Engine 1


 Activity Info

Previous Page

Customer Survey

Exit


 This section is complete.

 This section is incomplete.

## Proposal Survey

After completing the Attachments section a Proposal Survey will be displayed.

It is not required for a user to complete, but by participating in the survey the District can improve the application for future use.



Online Carl Moyer and SOON Application

Log  
Welcome Walter Shen!

HomeAccount ManagementAccountingProposal

Proposal Survey: Off Road Equipment Repower

This Survey is OPTIONAL. Select Save and Continue to Sign and Submit the Application

**Comments**  
Please provide comments for District staff about the online application system in the space below.

**Survey Info**  
How did you hear about the Carl Moyer Program?

Did the applicant or anyone associated with this application (primary contact, employee of owner, Third Party) attend a Carl Moyer Program Application Workshop, a meeting or other event where information was presented about SCAQMD 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

### Proposal Submittal and Signature


[illegible]

- The user should carefully read each statement. This is a legal document in terms of requirements and understanding of the application process. Each item must be checked signifying agreement with the statement.
- When all items are selected the user must “Sign” the submittal form in the bottom section.
- The users **MUST** use the exact spelling and case as initially submitted for the Organization
- 3<sup>rd</sup> party representatives **MAY NOT** sign for an Organization.
- When the user selects “Sign and Submit”, the application will be submitted and the application will be “**Locked**” preventing any changes to the proposal except when approved by a SCAQMD Project Officer.

## Section 6: Manage Proposal

The purpose of this training module is to show users how to update a proposal once it has been created. The primary end-user for this module is an organizational user or third party who has access to a particular proposal.

### Modify Existing Information



Online Carl Moyer Application

Log Off  
Welcome Bob Uncle!

HomeAccount ManagementProposal

Account Home

AAA Trucking's Account

User Info  
Bob Uncle  
1122 Big A Drive, Suite A  
Los Angeles, CALIFORNIA 93636

Existing Proposals

Proposal Name	Program	Organization	Category	Sub Category	Status	Submit Date	Updated On	Updated By	View	Edit	Annual Reporting
FireRescue	CMP	AAA Trucking	On Road	Fire Apparatus	Submitted	6/15/2016	6/15/2016	Bob Uncle	<a href="#">View</a>	<a href="#">Edit</a>	
New	CMP	AAA Trucking	On Road	New Vehicle	Creation In Progress		6/15/2016	Bob Uncle	<a href="#">View</a>	<a href="#">Edit</a>	
ON ROAD REPOWE	CMP	AAA Trucking	On Road	Heavy Duty V	Creation In Progress		6/15/2016	Bob Uncle	<a href="#">View</a>	<a href="#">Edit</a>	
AFSS 1	CMP	AAA Trucking	Locomoti	AFSS I/D	Creation In Progress		6/15/2016	Bob Uncle	<a href="#">View</a>	<a href="#">Edit</a>	

Page 1 of 1View 1 - 4 of 4

For any questions please contact us!

1. On the HOME page, view the list of existing proposals.
2. Click "edit" next to the proposal for which modifications will be made.

#### Note:

Organization applicants can only edit/modify proposals that are in-progress. The ability to edit a proposal application is disabled once the proposal has been **submitted**. Organizations may "View" a "Submitted" proposal but you are not allowed to change any submission.

[Home](#)
[Account Management](#)
[Proposal](#)

New ✕

10 ✕

Project Details ✎

Disproportionate Impact ✎

Main/Existing Engine ✎ ✕

Activity Info ✎

Add Engine ➕

Add Equipment ➕

Add Attachment ➕

Proposal Review & Submittal

On-Road New Vehicle: Vehicle Information

EQUIPMENT

Project Details

Disproportionate Impact

Engine

Attachment

Vehicle Information

Registered Owner

BOB UNCLE

Projected Year of Purchase

2017

Has this equipment received Carl Moyer Program funds in the past?

☒ Yes
 ☐ No

Is the vehicle location address the same as the applicant address?

☒ Yes
 ☐ No

Vehicle Type

School Bus

If other, please describe (example: dump truck, concrete truck, water, truck shuttle service, etc)

Vehicle Identification Number (VIN)

AQF12#345

Vehicle Make

Ford

Vehicle Model

SuperVan

Vehicle Model Year

2000

Gross Vehicle Weight Rating (GVWR)

16,000

Dept. Of Transportation Number (If interstate)

A123456

California Highway Patrol CA Number

ABC 123

New Vehicle Cost Including Tax

50000.00

Unit Number

#101

Is this a public fleet vehicle?

☐ Yes
 ☒ No

New Equipment and Vendor Information

Vendor

Public Motors

Vendor Contact Name

John Public

Vendor Phone Number

(999) 999-9999 x

Vendor Address

1122 Woogie Ave

Vendor City

Los Angeles

Vendor State

CALIFORNIA

Vendor Zip

98745-

Save & Continue

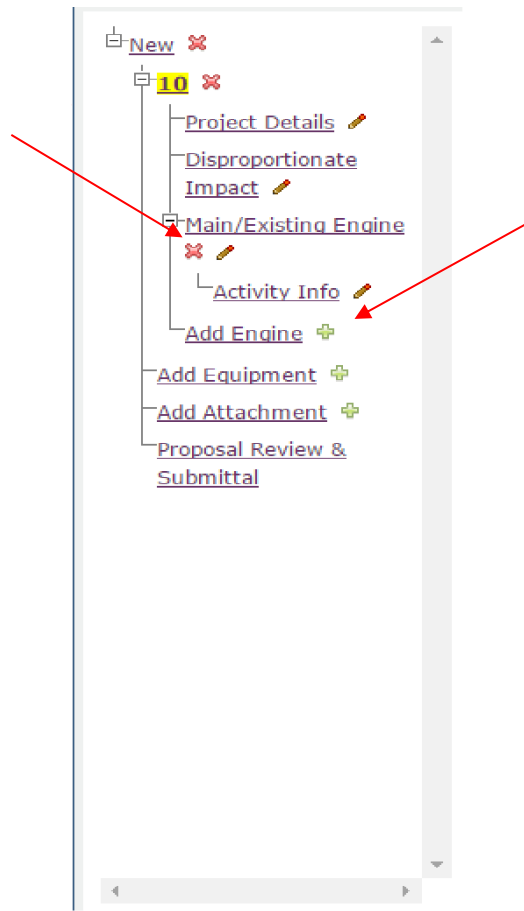
Exit without saving



[For any questions please contact us!](#)

- Use the activity tree in the left navigation to select the section to be edited.
- Once the page for the desired section has opened, make changes to existing information.
- Click "Save and Continue" to continue on to the next section of the application. If you do not have all the required fields completed, you will be required to fill them in before you continue.
- If you "Exit without Saving", your data will not be saved and you will be directed to the home screen.

## Add or Delete Equipment and Engines


1. Add or delete pieces of equipment and engines using the left navigation:



2. Add new a new piece of equipment or an engine by clicking on the plus sign  next to the equipment or engine branch.
3. Delete a piece of equipment or an engine by clicking on the  next to the item.

## Section 7: Upload Attachments

The purpose of this training module is to show potential applicants how to upload documents to the proposal file. The primary end-user for this module is the organizational user or third party whose goal is to attach required documents. The grants staff may also need to upload files on behalf of organization for paper applications.



Online Carl Moyer Application

Log Off  
Welcome Bob Uncle!

HomeAccount ManagementProposal

Attachments: On Road New Vehicle

Previous PageContinueExit

The following attachments may be submitted for this proposal:

- Insurance Documentation
- Engine Executive Order(s) and Retrofit Device Executive Order(s)
- Quotes
- Equipment Usage
- Other misc. attachments
- Business Information Request FORM
- Campaign Contribution Disclosure
- W-9 Form
- Direct Deposit Form

If you do not attach the proper documents to your application file, you may be required to submit them 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 Moyer project number. Please click the button below to download the attachments coversheet.

[Download Attachment Cover Sheet](#)

[Download Business Information Request Form](#)

[Download Campaign Contribution Disclosure](#)

[Download W-9 Form](#)

[Download Direct Deposit Form](#)

**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

[Choose File](#) No file chosen

Comments

[Upload](#)

File Name	Submitted By	Submitted On ↑	Attachment Type	Comments	Remove
-----------	--------------	----------------	-----------------	----------	--------

Previous PageContinueExit

For any questions please contact us!

## Add an Attachment – Organization Applicant or Third Party

1. Click the “Add Attachment” link in activity tree in the left navigation.
2. Select the attachment category type from the drop down box:

**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.

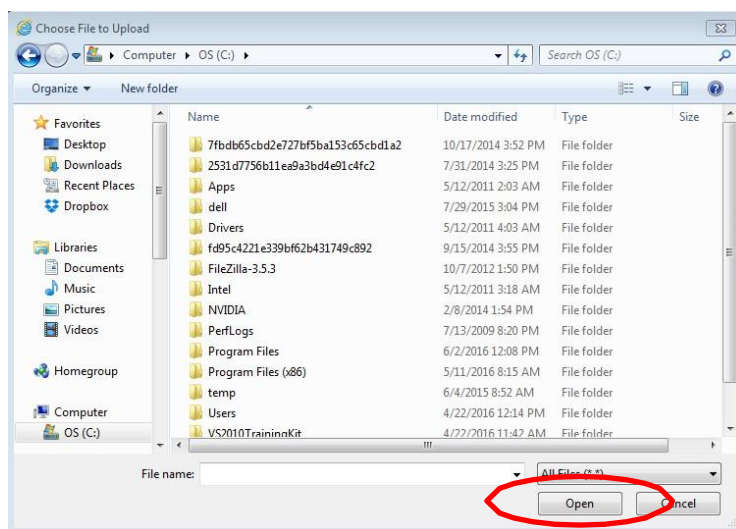
Attachment Type required if attaching documents	Select...
File Name	Select... CARB's Cargo Handling Equipment Regulation DOORS Vehicle List SOON Fleet Average Calculation Project Description Written Estimate for Project Business Information Request Form Campaign Contribution Disclosure W-9 Form Direct Deposit Form Business Status Cert
Comments	
Please enter the organization user to submit as:	

3. Click the “Browse” button:

**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	<b>Browse...</b> No file selected.
Comments	
Please enter the organization user to submit as:	Please Select a User
	<b>Upload</b>

4. Choose the desired attachment from its location on **your computer**:



5. Click “Open” to attach the selected file.



6. If applicable, enter comments about attachments:

**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:  No file selected.

Comments:

Please enter the organization user to submit as:

7. Select the organization user from the drop down list.

8. Click "Upload" to save the comments and upload the attachment.

9. The newly uploaded attachment will now appear in the attachments table:

**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:  No file selected.

Comments:

Please enter the organization user to submit as:

File Name	Submitted By	Submitted On	Attachment Type	Comments	Remove
QFCH_Application_17CMP73_03092017_090015.pdf	Sam Ellis	03/09/2017	Proposal Application	Application submitted	<a href="#">Remove</a>

10. Repeat steps 1 through 8 for each additional attachment.

11. Click "Continue" to proceed onto Proposal Summary.

Note:

Once an attachment is uploaded, a link to the attachment will appear on the attachments page.

The application can be submitted without the required attachments, but the file will not be considered complete until the applicant has e-mailed, mailed, or faxed the required attachments to the appropriate District contact.

## Delete an Attachment

1. Click “remove” next to the attachment to be deleted:

**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  No file selected.


Comments

Please enter the organization user to submit as:

File Name	Submitted By	Submitted On	Attachment Type	Comments	Remove
OFCH_Application_17CMP73_03092017_090015.pdf	Sam Ellis	03/09/2017	Proposal Application	Application Submitted	<a href="#">Remove</a>

2. Attachments cannot be removed after submission of an application.
3. Click “Continue” to proceed to Proposal Summary.

## Section 8: Review Proposal Summary

This section gives the applicant a chance to make sure all elements are complete. A proposal cannot be submitted if the  icon is displayed.

The applicant can select each section to further review or edit the application section at this step in the process. By clicking the Section title, the program will take the user to the section where they can review or make a change or addition.


South Coast AQMD

Online Carl Moyer and SOON Application

Log Off  
Welcome Walter Shen!

Home Account Management Accounting Proposal



Proposal Summary: Off Road Cargo Handling Equipment Electrification

Note: All sections of your application must be completed prior to submittal. Please complete any items marked as incomplete with the  before continuing.

Note: Third party user cannot submit the proposal, once proposal is complete please inform applicant that the proposal is ready to be submitted.

1 General Information  
1 Fleet Regulations Information  
1 Disproportionate Impact and Activity Info  
Aux Engine 1  
Activity Info

Previous Page Customer Survey Exit

 This section is complete.  
 This section is incomplete.

1. Click the "Customer Survey" button after your review is complete.

## Section 9: Submit Proposal

The purpose of this training module is to show the organization account owner how to sign and submit a proposal once it has been completed. The primary end-user for this module is the organization account owner whose goal will be to submit the completed proposal to the District for review.

### **Complete the Optional Survey (Not Required)**

By completing the Survey you will assist South Coast Air Quality Management District in improving the Online Application software for your future use. It only takes 1-2 minutes and we will review all surveys.

**South Coast AQMD**

**Online Carl Moyer and SOON Application**

Log  
Welcome **Walter Shen!**

Home Account Management Accounting Proposal

Proposal Survey: Off Road Equipment Repower

**This Survey is OPTIONAL. Select Save and Continue to Sign and Submit the Application**

**Comments**  
Please provide comments for District staff about the online application system in the space below.

**Survey Info**  
How did you hear about the Carl Moyer Program?

Did the applicant or anyone associated with this application (primary contact, employee of owner, Third Party) attend a Carl Moyer Program Application Workshop, a meeting or other event where information was presented about SCAQMD 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

1. Answer the survey questions and provide comments.
2. If you choose not to complete the survey, you can leave the fields blank and click "Save and Continue".
3. Click "Save and Continue" to proceed to the next page.

## Complete the Submittal Checklist

1. Carefully read all the proposal submittal statements.
2. Click each checkbox next to the statements to acknowledge your agreement:



**South Coast  
AQMD**

**Online Carl Moyer and SOON Application**

Log Off  
Welcome Walter  
Shen!

HomeAccount ManagementAccountingProposal

Proposal Submittal: Off Road Cargo Handling Equipment Electrification

All information provided in this application will be used by SCAQMD staff to evaluate the eligibility of this application to receive program funds. SCAQMD staff reserves the right to request additional information and can deny the application if such requested information is not provided by the requested deadline. Incomplete or illegible applications will be returned to applicant or vendor, without evaluation. An incomplete application is an application that is missing information critical to the evaluation of the project.

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

I understand that this application is for evaluation purposes only and does not guarantee project funding. Only a fully executed Grant Agreement between the equipment owner and the District constitutes an obligation to fund a project.

I certify to the best of my knowledge that the information contained in this application is true and accurate.

I understand that all vehicles/equipment, both existing and new, must be made available within the SCAQMD boundaries for inspection, unless otherwise approved by SCAQMD's Project Officer.

The vehicle/engine will be used within the SCAQMD boundaries (with the emission reduction system operating) for at least the projected usage shown in this application, and no less than 75 percent of the time.

I understand that it is my responsibility to ensure that all technologies are either verified or certified by the California Air Resources Board (CARB) to reduce NOx and/or PM pollutants. CARB Verification Letters and/or Executive Orders are attached, as applicable.

I understand that for repower projects, I am required to install the highest level available verified diesel emission control device (VDECS), and that the costs of this device and associated installation are a CMP eligible expense. These costs may be included in the project grant request up to the maximum cost-effectiveness limit.

I understand that there may be conditions placed upon receiving a grant and agree to refund the grant (or pro-rated portion thereof) if it is found that at any time I do not meet those conditions and if directed by the SCAQMD in accordance with the contract agreement.

I understand that, for this equipment, I will be prohibited from applying for any other form of emission reduction credits for Moyer-funded vehicles/engines.

In the event that the vehicle(s)/equipment do not complete the minimum term of any agreement eventually reached from this application, I agree to ensure the equivalent project emissions reductions, or to return grant funds to the SCAQMD as required by the contract.

I understand that all on-road engines in my fleet that are eligible for a low-NOx software upgrade (reflash) must be reflashed within 60 days of receipt of contract execution. I may self-certify that the reflash has been performed by submitting a receipt of the completed reflash or a picture of the "Low NOx Reflash Label" from the reflashed engine to SCAQMD.

I understand that third party contracts are not permitted. A third party may, however complete an application on an owner's behalf. Third parties are required to list how much compensation, if any, they are receiving to prepare the application(s), and to certify that no CMP funds are being used for this compensation.

☐  
☐  
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☐  
☐

### **Enter Electronic Signature and Submit**

1. Type your full name in the signature box.
2. Select the organization user from the drop down menu:

I understand that a tamper proof, non-resettable digital hour meter/odometer must be installed on all vehicles/equipment and that the digital hour meter/odometer will record the hours/miles accumulated within the SCAQMD boundaries. This cost is my responsibility. ☐

I understand that any tax credits claimed must be deducted from the CMP request.  
Please check one:

☐ I do not plan to claim a tax credit or deduction for costs funded by the CMP.

☐ I do plan to claim a tax credit or deduction for costs funded by the CMP.

If so please indicate amount here: \$

☐ I plan to claim a tax credit or deduction only for the portion of incremental costs not funded by the CMP.

If so please indicate amount here: \$

I have attached the required SCAQMD Conflict of Interest form to this application, which will be screened on a case-by-case basis by the SCAQMD General Counsel's Office. ☐

Please enter the name of the signing authority (first and last name)

Please enter the organization user to submit as:  
Please Select a User

Please enter the proposal submission date:

38

Note:

The electronic signature must match the name of the individual who was originally authorized to create and submit the proposal during the account creation process. The signature is also "Case Sensitive"

3. Click the "Sign & Submit" button.

Note:

Once the application has been successfully submitted, a PDF of the proposal and a summary of attachments will be sent to the e-mail address of the organization account owner.

A PDF of the application will also be saved in the Attachments section of the proposal that can be downloaded at a later date.

The proposal application status will be changed to "Submitted", and the organization applicant and Third Party will no longer be able to make changes to the proposal.

Only the organization's account owner can submit an application. Third Party entities can edit a proposal but cannot submit the proposal for the applicant organization.

### **To Print Submitted Proposal Application**

1. Save the PDF to your computer (Remember where you saved it!)
2. Follow the instructions in your PDF software to print the document.

## Section 10: Review Proposal

The purpose of this training module is to show an organization applicant or third party how to view a submitted proposal. The primary end-user for this module is an organization applicant, third party, and grants staff whose goal is to review a submitted proposal application.


### Review a Submitted Proposal – Organization Applicant or Third Party

1. On the HOME page, select the desired proposal from the list of proposals.

- Click on the “View” proposal link to open a PDF of the submitted proposal. or
- Use the activity tree in the left navigation to access each piece of equipment and each engine.

Note:

Once the proposal has been submitted, the applicant or Third Party will only be able to view the pages. The ability to modify information will be disabled.



Online Carl Moyer Application

Log Off  
Welcome Bob Uncle!

HomeAccount ManagementProposal

Account Home

AAA Trucking's Account

User Info  
Bob Uncle  
1122 Big A Drive, Suite A  
Los Angeles, CALIFORNIA 93636

Existing Proposals

Proposal Name	Program	Organization	Category	Sub Category	Status	Submit Date	Updated On	Updated By	View	Edit	Annual Reporting
FireRescue	CMP	AAA Trucking	On Road	Fire Apparatus	Submitted	6/15/2016	6/15/2016	Bob Uncle	<a href="#">View</a>		
New	CMP	AAA Trucking	On Road	New Vehicle	Creation In Progress		6/15/2016	Bob Uncle	<a href="#">View</a>	<a href="#">Edit</a>	
ON ROAD REPOWER	CMP	AAA Trucking	On Road	Heavy Duty Vehicle	Creation In Progress		6/15/2016	Bob Uncle	<a href="#">View</a>	<a href="#">Edit</a>	
AFSS 1	CMP	AAA Trucking	Locomotive	AFSS TLD	Creation In Progress		6/15/2016	Bob Uncle	<a href="#">View</a>	<a href="#">Edit</a>	

Page 1 of 1View 1 - 4 of 4

[For any questions please contact us!](#)

## Glossary of Terms

Term	Working Definition
ABT	Averaging, Banking, and Trading (ABT) engine manufacturer program
Account	The means by which a user can access the OAD
AESS	Automatic Engine Start-Stop (Locomotive projects)
Air District	South Coast Air Quality Management District
Applicant	An organization or internal user representing an organization who is applying for a Carl Moyer Program grant
Approval	The endorsement of a proposal and/or related application components, funding request, or contract by authorized parties at South Coast Air Quality Management District
APU	Auxiliary Power Unit: Any device that provides electrical, mechanical, or thermal energy to the primary diesel engine, truck cab, or sleeper berth as an alternative to idling the primary diesel engine. These requirements apply to California and out-of-state trucks.
ARB	California Air Resources Board
ATCM	Air Toxic Control Measure
Auxiliary engine	An engine on a piece of equipment that powers other functions of the equipment (e.g. electricity on a marine vessel) but does not drive or propel the equipment.
BACT	Best Available Control Technology
Board of Directors	The SCAQMD Governing Board is made up of thirteen officials who meet monthly to establish policy and approve or reject new or amended rules. The Governing Board appoints the Executive Officer, Legal, and members of the Hearing Board.
C/E	Cost Effectiveness
CA DFG Number	California Department of Fish and Game license number
Calculations	Mathematical formulas utilized to evaluate CMP funding eligibility
CARL	ARB Clean Air Reporting Log
CF Number	California commercial vessel registration number
CGVWR	Combine Gross Vehicle Weight Rating



Term	Working Definition
CHE	Cargo Handling Equipment
CHP	California Highway Patrol
CI	Compression-Ignition (CI) engine is an internal combustion engine with operating characteristics significantly similar to the theoretical diesel combustion cycle. The regulation of power by controlling fuel supply in lieu of a throttle is indicative of a compression ignition engine.
Class 1 Freight Railroad	In the United States, the Surface Transportation Board defines a Class I railroad as "having annual carrier operating revenues of \$250 million or more in 1991 dollars", which adjusted for inflation was \$452,653,248 in 2012. According to the Association of American Railroads, Class I railroads had a minimum carrier operating revenue of \$346.8 million (USD) in 2006, \$359 million in 2007, \$401.4 million in 2008, \$378.8 million in 2009, \$398.7 million in 2010 and \$433.2 million in 2011
Class 2 Freight Railroad	A Class II railroad in the United States hauls freight and is mid-sized in terms of operating revenue. As of 2011, a railroad with revenues greater than \$37.4 million but less than \$433.2 million for at least three consecutive years is considered Class II. Switching and terminal railroads are excluded from Class II status. Railroads considered by the Association of American Railroads as "Regional Railroads" are typically Class II.
Class 3 Freight Railroad	A Class III railroad has annual operating revenue of less than \$20 million (1991 dollars). Class III railroads are typically local short-line railroads serving a small number of towns and industries or hauling cars for one or more railroads; Many Class III railroads were once branch lines of larger railroads or abandoned portions of main lines.
CMP	Carl Moyer Memorial Air Quality Standards Attainment Program
CNG	Compressed Natural Gas
Contract	Written agreement between a CMP grantee and SCAQMD
DECS	Diesel Emission Control System verified by the ARB, also called VDECS
DOC	Diesel Oxidation Catalyst
DPF	Diesel Particulate Filter is an emission control technology that reduces diesel particulate matter emissions by directing the exhaust through a filter that physically captures particles but permits gases to flow through. Periodically, the collected particles are either physically removed or oxidized (burned off) in a process called regeneration.
EIN	Equipment Identification Numbers (EINs)
Electronic Signature	An electronic symbol or process attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record
Emissions Calculations	Mathematical formulas utilized to evaluate emissions values

Term	Working Definition
EMU	Electronic Monitoring Unit. Used to monitor the location of operation for funded equipment.
Engine	A machine for converting thermal energy into mechanical energy or power to produce force and motion; any equipment that may cause air pollution
Engine Family Name (EFN)	A number assigned by the US EPA to a family of engines that have similar emissions characteristics. The District uses this number to identify the emissions output of an engine.
Engine remanufacture kit projects	Engine remanufacture kits have the potential to reduce emissions from older engines in cases when an engine repower is not technically feasible. Engine remanufacture kits typically include new fuel injectors, cylinder head assemblies, pistons, and other engine components. These types of projects are typically found in marine or locomotive projects.
Engine Tier	An “engine tier” is a term used to identify the emissions standard to which an engine has been certified. Tier is used to identify engines certified to off-road, marine, and locomotive emissions standards.
EO	Executive Order
Equipment	Machinery to be evaluated for CMP funding eligibility
Equipment Replacement Program (ERP)	A component of the Carl Moyer Program that involves the replacement of older, high polluting off-road equipment with newer, cleaner equipment.
Equipment replacement project	A project where an existing piece of equipment is replaced with newer equipment with a newer, cleaner engine.
Executive Order (EO)	An emissions certification document issued for an engine family by the ARB for engines destined for sale in California. The EO includes general information about the certified engine such as engine family, displacement, horsepower rating(s), intended service class, and emission control systems. It also shows the applicable certification emission standards as well as the average emission levels measured during the actual certification test procedure.
FEL	Engine Family Emission Limit (FEL) is an emission level that is declared by the manufacturer to serve in lieu of an emission standard for certification purposes and for the averaging, banking, and trading program, as defined in title 13, CCR, section 2423.
Funding Source	The resource supplying funds to be utilized for grant awards
Grant	Carl Moyer Program funding award
Program Manager	SCAQMD Program Manager is a super-user/primary administrator for the Online Application Database (OAD)
Project Officer	SCAQMD Project Officer has the basic responsibilities to review and process Proposals
Grants Staff	SCAQMD Carl Moyer Program Staff
GVRW	Declared Gross Vehicle Weight Rating
HHD Vehicles	Heavy-heavy duty on-road vehicle (GVWR: 33,001 lbs. or more)

Term	Working Definition
ILD	Idle-limiting device (ILD). A device used to reduce the locomotive idling, including an AESS, an auxiliary power unit, and a diesel driven heating system.
IMO/ Lloyd's Number	International Maritime Organization Number/ Lloyd's registration number for ocean- going vessels
Inspection	Official examination or review of equipment and/or engines against proposal information
Invoice	Itemized bill for equipment and/or engine costs and associated labor
Large Fleet (LSI)	An operator's aggregated operations in California of 26 or more pieces of LSI equipment.
Large Fleet (Off-road)	A fleet with a total maximum power greater than 5,000 horsepower. A fleet must meet large fleet requirements of the Off-Road Regulations if the total vehicles under common ownership or control would be defined as a large fleet. All fleets owned by the United States, the State of California, or agencies thereof (i.e., an agency in the judicial, legislative, or executive branch of the federal or state government) are considered as a unit whole and must meet the large fleet requirements of the Off-Road Regulation.
Level 1 diesel retrofit device	A retrofit device that reduces PM emissions by between 25% and 49%.
Level 2 diesel retrofit device	A retrofit device that reduces PM emissions by between 50% and 84%.
Level 3 diesel retrofit device	A retrofit device that reduces PM emissions by 85% or more.
LHD Vehicles	Light-heavy duty on-road vehicle (GVWR: 8,501 < 14,000 lbs.)
Line-Haul Locomotive	A locomotive typically powered by a newer engine or engines totaling 4,000 or more horsepower that transports goods between major urban centers.
LNG	Liquefied Natural Gas
LPG	Liquefied Propane Gas
LSI	Large Spark Ignition (LSI) engine
Main engine	The engine that propels, or moved the equipment.
Medium Fleet (LSI)	An operator's aggregated operations in California of 4 to 25 pieces of LSI equipment.
Medium Fleet (Off- road)	A fleet with a total maximum power of less than or equal to 4,999 hp and greater than 2,500 hp that is owned by a business, non-profit organization, or local municipality.
metadata	Meta-information or data pertaining to other data such as a content item or collection of data including hierarchical levels and multiple content items
MHD Vehicles	Medium-heavy duty on-road vehicle (GVWR: 14,001 < 33,000 lbs.)
Mobile Cargo Handling Equipment	Any motorized vehicle used to handle cargo delivered by ship, train, or truck such as yard trucks, rubber tired gantry cranes, top picks, dozers, and excavators.

Term	Working Definition
MSC	The Air District's Mobile Source Committee
MV Fee	Motor Vehicle Registration Fee
MY	Model Year
New purchase project	A project where a new piece of equipment is purchased that is cleaner than what is currently required. No equipment is replaced for this project type.
Notifications	Regular mail or e-mail communications generated and distributed to OAD users
NOx	Oxides of Nitrogen
OEM	Original Equipment Manufacturer
Off-road CI equipment	Equipment that cannot be registered and driven safely on-road or was not designed to be driven on-road. Newer equipment uses engines certified to the off-road compression-ignition, or diesel, engine standards. This equipment is most commonly used in construction, mining, agriculture, and cargo handling equipment. This does not include stationary agricultural pumps, marine vessels, or locomotives.
Organization	An entity representing a business or a business operator in the general public
Passenger Locomotive	A locomotive that hauls passengers as its primary function.
PO	Purchase Order or Project Officer (SCAQMD Staff)
Primary Account Holder	Organizational account internal user
Program	Carl Moyer Program
Project life	The amount of time the applicant expects to use the funded equipment.
Proposal	An application to be submitted for a CMP grant
Public Fleets	Heavy-duty on-road diesel-fueled vehicles operated by a municipality. A municipality is a city, county, city and county, special district, or a public agency of the State of California, and any department, division, public corporation, or public agency of this State, or two or more entities acting jointly, or the duly constituted body of an Indian reservation or Rancheria.
Rebuilt or remanufactured engine	Engines offered by the original engine manufacturer (OEM) or by a non-OEM rebuilder who demonstrates to the ARB that the rebuilt engine and parts are functionally equivalent from an emissions and durability standpoint to the OEM engine and components being replaced.
Repower project	A project where an old diesel engine is removed from a piece of equipment (e.g. marine vessel, truck, construction equipment, etc.) and replaced with a newer, cleaner engine.
Retrofit project	A project that involves hardware modifications to the engine or exhaust system to reduce emissions, and could include selective catalytic reduction, diesel oxidation catalysts or diesel particulate filters.
Review	The examination of submitted proposal or contract information and supporting documentation.

Term	Working Definition
Shore power project	Shore power refers to shutting down auxiliary engines on oceangoing or passenger ships while in port and connecting to electrical power supplied at the dock. Shore power is also known as "cold-ironing" or alternative maritime power.
Small Fleet (LSI)	An operator's aggregated operations in California of 1 to 3 LSI forklifts and/or 1 to 3 pieces of non-forklift LSI equipment.
Small Fleet (Off-road)	A fleet with a total maximum power of less than or equal to 2,500 hp that is owned by a business, non-profit organization, or local municipality, or a local municipality fleet in a low population county irrespective of total maximum power, or a non-profit training center irrespective of total maximum power.
Small fleet (On-road)	"Small Fleet" has the same meaning as defined in the Statewide Truck & Bus Regulation at Title 13, CCR, Section 2025(d)(31)(G): "'Small Fleet' means a fleet with three or fewer vehicles. When determining fleet size, all of the vehicles under common ownership and control must be counted."
Submittal	The process of presenting a proposal/grant application for funding consideration
SWCV	Solid Waste Collection Vehicle: Diesel-fueled vehicles greater than 14,000 pounds GVWR with model year 1960 through 2006 engines used to collect residential and commercial solid waste.
Switch Locomotive	A locomotive powered by an engine or engines with less than 2,300 total horsepower, and used to separate and move railcars from track to track or transfer cars to and from regional carriers. All Class 3 railroad locomotives – including all short-line and military and industrial locomotives -- are considered switch locomotives for the purposes of the Carl Moyer Program.
Third Party	An entity such as a dealer who may work on a proposal on behalf of an applicant organization
Transit Fleet Vehicle	On-road vehicles operated by a public transit agency, less than 35 feet in length and 33,000 GVWR, but greater than 8,500 GVWR, powered by heavy duty engines fueled by diesel or alternative fuel; including service vehicles, tow trucks, dial-a-ride buses, paratransit buses, charter buses, and commuter service buses operated during peak commute hours with ten or fewer stops per day.
TRU	Transportation Refrigeration Unit
Truck stop electrification	The retrofit of trucks with components such as engine block heaters, fuel heaters, electric heaters and air conditioning for cab/sleeper areas, requiring the installation of charging infrastructure at truck stops and rest areas.

Term	Working Definition
Urban Bus	A passenger carrying vehicle owned or operated by a public transit agency, powered by a heavy heavy-duty engine, or of a type normally powered by a heavy heavy-duty engine, intended primarily for intra-city operation. The buses are generally greater than 35 feet, and or greater than 33,000 pounds GVWR.
US Coast Guard Number	A registration number for marine vessels that is issued by the United States Coast Guard.
User	End-user who will interact with the Online Application Database
Utility	A privately-owned company that provides the same or similar service for water, natural gas, and electricity as a public utility operated by a municipality.
Validation	The process of checking if something satisfies a certain criterion, in this case the OAD business requirements so that it can be documented that a process is suited for its intended use
Verified Diesel Emission Control Strategy (VDECS)	VDECs is an emissions control strategy, designed primarily for the reduction of diesel PM emissions, which has been verified pursuant to the Verification Procedures. VDECS can be verified to achieve level 1 diesel PM reductions (25 percent), level 2 diesel PM reductions (50 percent), or level 3 diesel PM reductions (85 percent). VDECS may also be verified to achieve NOx reductions. See also definition of Highest Level VDECS.
VIN	Vehicle Identification Number
VIP	On-road Voucher Incentive Program

## California ARB Equipment Regulations

<b>Carl Moyer Program</b>	ARB Carl Moyer Memorial Air Quality Standards Attainment Program	<a href="http://www.arb.ca.gov/msprog/moyer/moyer.htm">http://www.arb.ca.gov/msprog/moyer/moyer.htm</a>
<b>Off-road</b>	ARB Off-Road Large Spark-Ignition (Gasoline and LPG) Equipment	<a href="http://www.arb.ca.gov/msprog/offroad/orspark/orspark.htm">http://www.arb.ca.gov/msprog/offroad/orspark/orspark.htm</a>
	ARB In-Use Off-Road Diesel Vehicle Regulation	<a href="http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm">http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm</a>
	ARB Cargo Handling Equipment Regulation	<a href="http://www.arb.ca.gov/ports/cargo/cargo.htm">http://www.arb.ca.gov/ports/cargo/cargo.htm</a>
<b>On-Road</b>	ARB Transport Refrigeration Unit ATCM	<a href="http://www.arb.ca.gov/diesel/tru.htm">http://www.arb.ca.gov/diesel/tru.htm</a>
	ARB On-Road Heavy-Duty Diesel Vehicles (In-Use) Regulation	<a href="http://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm">http://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm</a>
	ARB Transit Agency/ Urban Bus Regulation	<a href="http://www.arb.ca.gov/msprog/bus/bus.htm">http://www.arb.ca.gov/msprog/bus/bus.htm</a>
	ARB Drayage Truck Regulation	<a href="http://www.arb.ca.gov/msprog/onroad/porttruck/porttruck.htm">http://www.arb.ca.gov/msprog/onroad/porttruck/porttruck.htm</a>
	ARB Fleet Rule for Public Agencies and Utilities	<a href="http://www.arb.ca.gov/msprog/publicfleets/publicfleets.htm">http://www.arb.ca.gov/msprog/publicfleets/publicfleets.htm</a>
	ARB Solid Waste Collection Vehicle Rule	<a href="http://www.arb.ca.gov/msprog/SWCV/SWCV.htm">http://www.arb.ca.gov/msprog/SWCV/SWCV.htm</a>
<b>Marine</b>	ARB Commercial Harbor Craft Regulation	<a href="http://www.arb.ca.gov/ports/marinevess/harborcraft.htm">http://www.arb.ca.gov/ports/marinevess/harborcraft.htm</a>
	ARB Shore Power Regulation	<a href="http://www.arb.ca.gov/ports/shorepower/shorepower.htm">http://www.arb.ca.gov/ports/shorepower/shorepower.htm</a>
<b>Agriculture</b>	ARB Portable and Stationary Agricultural Sources	<a href="http://www.arb.ca.gov/msprog/moyer/source_categories/moyer_sc_portable_stationary_ag.htm">http://www.arb.ca.gov/msprog/moyer/source_categories/moyer_sc_portable_stationary_ag.htm</a>