

## How to Apply for a *Charge!* Program Grant in the Fluxx

### Online Application System

*Charge!* grant applications are filled out, submitted, and managed online through the Fluxx Grantee Portal: <https://baaqmd.fluxx.io>. A user will create a user account, sign in to the system to start an application, and add an organization (project sponsor) profile that they will be applying on behalf of. Once created, the account remains in the system and can be used to:

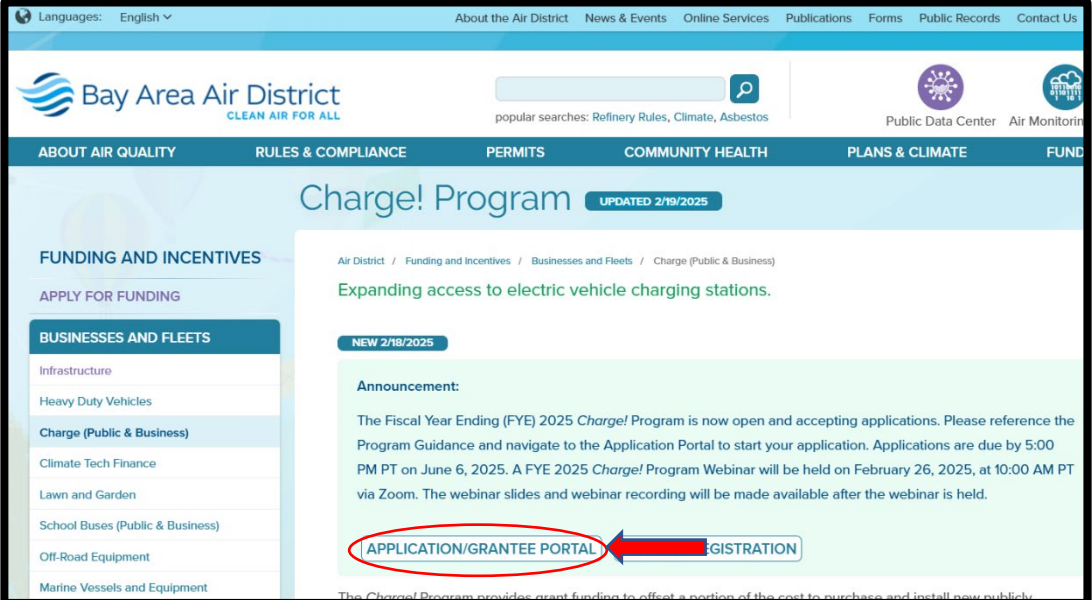
- Apply for the *Charge!* Program in the current or future application cycles
- View and check the status of submitted applications
- Upload and view project documents (application documents, award letters, funding agreements, etc.)
- Submit reports and payment requests for funded projects

A user can manage multiple applications for the same organization or different organizations with the same user account.

If you have any questions, please contact *Charge!* Program staff at [charge@baaqmd.gov](mailto:charge@baaqmd.gov) or call 415-749-4994.

## Navigate to Grantee Portal

1) Navigate to the Grantee Portal Landing Page at <https://baaqmd.fluxx.io> or click the **APPLICATION/GRANTEE PORTAL** button on the *Charge!* Program Website: [baaqmd.gov/charge](https://baaqmd.gov/charge).



The screenshot shows the Bay Area Air District website. The top navigation bar includes links for 'About the Air District', 'News & Events', 'Online Services', 'Publications', 'Forms', 'Public Records', and 'Contact Us'. The main content area is titled 'Charge! Program' and includes a 'FUNDING AND INCENTIVES' section with a 'BUSINESSES AND FLEETS' sub-section. A red circle highlights the 'APPLICATION/GRANTEE PORTAL' button, and a red arrow points to it from the right.

## Create a New Account

2) Click **Create an account now – Charge! Program** if it is your first time applying for a *Charge!* grant. If you have an existing account, sign in with your username (email address) and password.

**Note:** If you have forgotten your password, click the [Forgot Password?](#) link. 5 or more incorrect password entries will lock your account and you'll need to wait 15 mins before signing in again (even after a password reset).

**Bay Area Air District**  
CLEAN AIR FOR ALL

Welcome to the Grants Portal!

Login (all fields required)

Username

Password

Sign in

[Forgot Password?](#)

**New to the Grants Portal?**

This portal allows users to register and create a user account, submit applications for grant funding, and manage their grant for previously awarded projects (e.g. view important documents, check project and payment status, and submit reports).

**Create Your User Profile**  
Create an account based on the program you are applying for:

[Create an account now - Clean Cars for All](#)

[Create an account now - Charge! Program](#)

After you have submitted the registration form, you will receive an email notification from the Bay Area Air District with login information, which will give you access to the portal and our application forms.

**If you already created a user account, enter your login information on the left.**

**FLUXX**  
[Privacy Policy](#) [Accessibility](#)

3) Fill in the required (bolded) fields on the registration page. Be sure to use a permanent email address that will be checked often. Accounts must be created by someone who has the authority to make business decisions for the organization. All correspondence from the Air District will be sent to the email address that you provide.

After you have filled out the fields, click **Submit Request** to create your account.

You will receive an email from BAAQMD asking you to verify your account and create your password. Check your spam inbox if you do not see the confirmation email in your regular inbox.

The screenshot shows the Bay Area Air District logo with the tagline "CLEAN AIR FOR ALL". Below the logo is the heading "Welcome to the Grants Portal!". A message states: "Please fill out your contact information below to register for an account and gain access to the Grantee Portal. Required fields are in bold." The form is titled "Primary Contact Information" and includes the following fields: "First Name" (Required), "Last Name" (Required), "Phone" (Required), "Phone Extension", "Email" (Required), and "Organization Name" (Required). At the bottom, there are two buttons: "Cancel" and "Submit Request", with the latter circled in red.

4) Verify your account and create your user account password by clicking the verification link in the email.

The screenshot shows an email header with the following information: "From: BAAQMD <do-not-reply.grants07-us-east-1@fluxx.io>", "Sent: Thursday, October 14, 2021 2:51 PM", "To: [Redacted]", and "Subject: Please verify your account". A yellow caution box contains the text: "CAUTION: This email originated from outside of the BAAQMD network. Do not click links or open attachments unless you recognize the sender and know the content is safe." Below this, the email body says: "Welcome to the Bay Area Air Quality Management District's Grantee Portal. Please follow the below URL to verify your account and create your password. Your username for this account is your email address." The "Verification Link" is provided as <https://baaqmd.fluxx.io/verify/80583e4a2dbb8219e0c0fb470db2ac57>, with a red arrow pointing to the end of the URL.

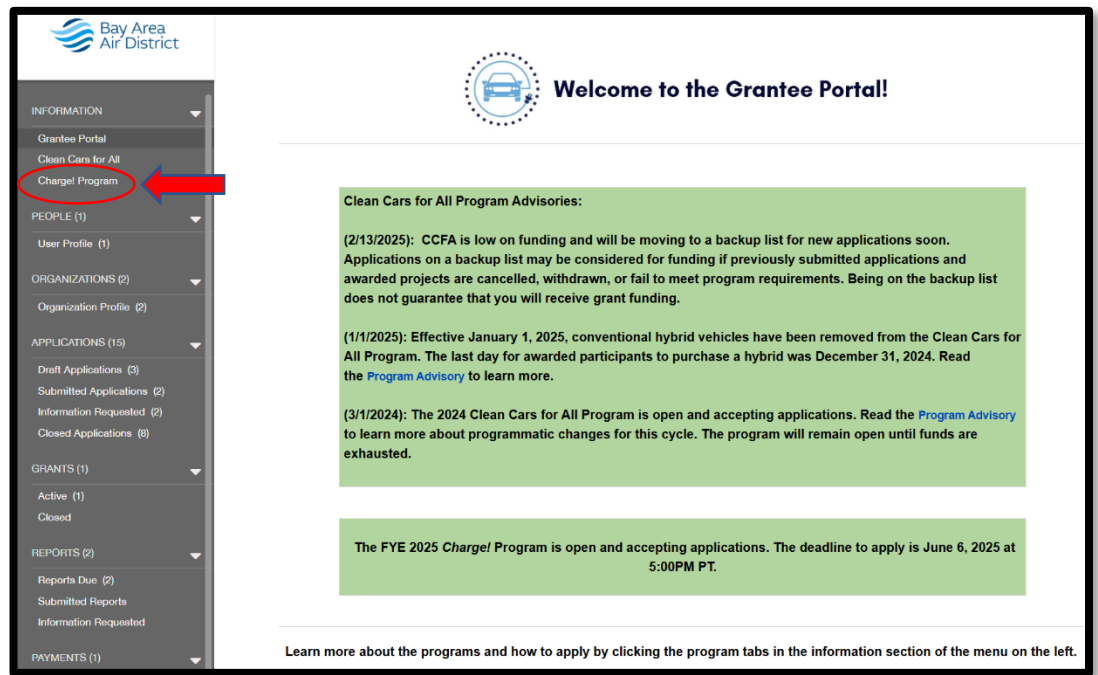
If you didn't receive a verification email, you can manually set your password by clicking the [Forgot Password?](#) link on the Grantee Portal Landing Page. You will be prompted to enter the email that you used to create your account.

5) After setting your password, you will be able to **sign in to your account** from the Grantee Portal Landing Page.

Your username is your email address.

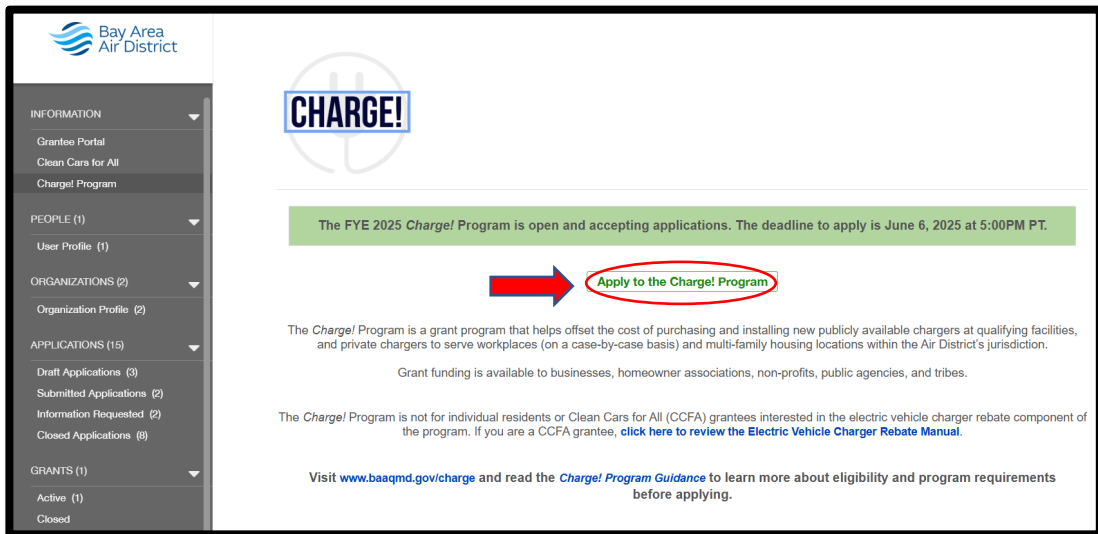
## Starting Your Application

6) After you sign into the Grantee Portal, navigate to the *Charge!* Program Information Page.



The screenshot shows the Bay Area Air District Grantee Portal. On the left is a navigation menu with categories: INFORMATION, PEOPLE (1), ORGANIZATIONS (2), APPLICATIONS (15), GRANTS (1), REPORTS (2), and PAYMENTS (1). Under INFORMATION, the following items are listed: Grantee Portal, Clean Cars for All, Charge! Program (highlighted with a red circle and a red arrow), User Profile (1), Organization Profile (2), Draft Applications (3), Submitted Applications (2), Information Requested (2), Closed Applications (8), Active (1), Closed, Reports Due (2), Submitted Reports, Information Requested, and Active (1). The main content area is titled "Welcome to the Grantee Portal!" and features a "Clean Cars for All Program Advisories:" section with three advisories. The first advisory (2/13/2025) states that CCFA is low on funding and moving to a backup list. The second (1/1/2025) notes that conventional hybrid vehicles were removed from the Clean Cars for All Program as of December 31, 2024. The third (3/1/2024) states that the 2024 Clean Cars for All Program is open and accepting applications until funds are exhausted. A green box at the bottom of the main content area states: "The FYE 2025 Charge! Program is open and accepting applications. The deadline to apply is June 6, 2025 at 5:00PM PT." At the bottom of the page, a note says: "Learn more about the programs and how to apply by clicking the program tabs in the information section of the menu on the left."

7) Click the **Apply to the Charge! Program** button to start your application.



The screenshot shows the Bay Area Air District Grantee Portal with the "Charge!" program selected in the navigation menu. The main content area features a large "CHARGE!" logo and a green box stating: "The FYE 2025 Charge! Program is open and accepting applications. The deadline to apply is June 6, 2025 at 5:00PM PT." Below this, a red arrow points to a button labeled "Apply to the Charge! Program" which is circled in red. The text below the button explains that the Charge! Program is a grant program that helps offset the cost of purchasing and installing new publicly available chargers at qualifying facilities and private chargers to serve workplaces (on a case-by-case basis) and multi-family housing locations within the Air District's jurisdiction. It notes that grant funding is available to businesses, homeowner associations, non-profits, public agencies, and tribes. A note states that the Charge! Program is not for individual residents or Clean Cars for All (CCFA) grantees interested in the electric vehicle charger rebate component of the program. If you are a CCFA grantee, you are directed to click here to review the Electric Vehicle Charger Rebate Manual. At the bottom, it says: "Visit [www.baaqmd.gov/charge](http://www.baaqmd.gov/charge) and read the [Charge! Program Guidance](#) to learn more about eligibility and program requirements before applying."

8) Fill out the eligibility questions to determine if you are eligible to apply. Once eligibility has been verified, you will gain access to the full application and can begin entering your project information.

If you'd like to resume editing your application later, **do not click save until after you enter your Organization Name** in the Project Sponsor Information section. Otherwise, you will need to begin a new application.

The **Primary Contact** will receive all future communications from the Air District and is responsible for managing the project. This field will default to the user filling out the application.

The **Authorized Signatory** is responsible for signing any future contracts. This field will default to the Primary Contact.

The screenshot shows the Bay Area Air District website interface. On the left is a navigation menu with categories like 'Organization', 'Project Info', 'Application', and 'Reports'. The main content area features the Bay Area Air District logo and a 'Table of Contents' section with a link to 'Eligibility Questions'. Below this is a green informational box about the FYE 2025 Charge! Program Guidance. The 'Eligibility Questions' section contains two dropdown menus: 'Are you representing a business, homeowners association, non-profit, public agency, or a tribe?' (set to 'Yes') and 'Are you requesting a grant for equipment that has already been purchased and/or installed?'.

This screenshot displays the 'Project Sponsor Information' section. At the top, a green banner provides eligibility confirmation and a warning to save the organization name before clicking 'Save'. The form below includes instructions for adding a new organization profile or selecting an existing one. Fields include 'Organization Name' (with 'Bay Area Air District' and an 'Add New' button), 'Location' (with a dropdown menu), 'Primary Contact', and 'Authorized Signatory' (all with dropdown menus). A red arrow points from the 'Primary Contact' dropdown to a callout box.

If you'd like to add another person to the **Primary Contact** or **Authorized Signatory** fields, select an existing user from the drop down menus or click **Add New** to create a new user account on their behalf. The new user can access their account later by clicking the [Forgot Password?](#) link on the Grantee Portal Landing Page.

9) Complete the rest of the **Project Sponsor Information** section.

Are you representing a business, homeowners association, non-profit organization, or tribe?

Are you representing a public agency?

Is your project exclusively at multi-family housing sites?

Does your proposed project have community support?

If your project has community support, upload documentation of support (such as a letter of support, community mapping exercise, etc.) to the Application Documents box below.

Will your organization own the funded equipment?

Will your organization install the funded equipment?

Will your organization operate the funded equipment?

10) Complete the **Qualifications** section.

**Qualifications**

Is your organization a local business?

Is your organization a Certified Green Business?

Is your organization a Minority Business Enterprise?

Is your organization a Women's Business Enterprise?

Is your organization a Veteran-owned Business?

Is your organization a small business?

**11) Complete the Disadvantaged Business Enterprise Program section.**

**Disadvantaged Business Enterprise Program**

The questions below relate to the Air District's Disadvantaged Business Enterprise (DBE) Program. The questions should be answered regarding the entity that will own and operate the proposed chargers.

A Disadvantaged Business Enterprise, defined by [49 CFR part 26](#), means a for-profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged; and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Is your organization a Disadvantaged Business Enterprise as defined by 49 CFR part 26?

Race of your organization's majority owner

Asian-Pacific American  
Black American  
Hispanic American  
Native American  
Subcontinent-Asian American

>

<

Gender of your organization's majority owner

NAICS code applicable to each scope of work your organization seeks to perform in the proposed project

Age of your organization

What are the annual gross receipts of your organization?



**12) Calculate your Estimated Total Project Cost**, which is the sum of all quotes/estimates for eligible costs to complete the installation of the project.

Click the blue plus button (+) to add **Matching Funds**. Fill out the fields on the Matching Funds form and click **Save**. Complete one form for each **Funding Source**. A summary of the matching funds will populate in a table format on the application.

Once all funding sources have been added, check the box next to **I confirm that I have added all matching funds in the table above**.

**Project Budget**

Please enter the estimated total project costs for your project.

Estimated Total Project Cost

**In this section, you are required to list all matching funds to support the project. Matching funds are funding source(s) outside of Charge! Program funding that will be used to pay for all project related costs. Funding sources can be internal/general funds or other grant funds. Grantees/Project Sponsors receiving Charging and Fueling Infrastructure Discretionary Grant Program funds through the Charge! Program cannot stack any other federal funding. A minimum of 20% cost sharing/matching funds from the applicant, site owner/operator, or another incentive program is required for all projects.**

To add a matching fund, click on the (+) button to the right. You may add multiple matching funds.

Matching Funds

I confirm that I have added all matching funds in the table above.

**Project Budget**

Please enter the estimated total project costs for your project.

Estimated Total Project Cost

**In this section, you are required to list all matching funds to support the project. Matching funds are funding source(s) outside of Charge! Program funding that will be used to pay for all project related costs. Funding sources can be internal/general funds or other grant funds. Grantees/Project Sponsors receiving Charging and Fueling Infrastructure Discretionary Grant Program funds through the Charge! Program cannot stack any other federal funding. A minimum of 20% cost sharing/matching funds from the applicant, site owner/operator, or another incentive program is required for all projects.**

To add a matching fund, click on the (+) button to the right. You may add multiple matching funds.

Matching Funds

I confirm that I have added all matching funds in the table above.

**Project Information**

**Add a Matching Funds**

Please provide all funding sources for your project.

Source Name

Source Type

Amount

Status

**13) Complete the Project Information section.**

**Project Information**

Have you started any work on the charger project (e.g. signed contracts/invoices/work orders, purchased equipment, contracted with vendors, broken ground)?

How many months will it take for your project installation to be completed?

14) Complete the **Facility Information** section by clicking the blue (+) button to add facility information for each address where chargers will be installed. Make sure you upload the **Required Documents** towards the bottom of the form where you are required to upload **Proof of Property Ownership, Facility Maps, Quotes, and Charger Specification Sheets**. See Step #17 for more details about uploading files.

Fill out one Facility Form per address and click **Save**. A summary of the facilities will populate in a table on the application.

Once you have added all facilities, check the box next to **I confirm that I have added all facilities in the table above**.

Facility Information

In this section, you are required to add information related to each facility in your project. Information includes the facility address, facility type (Workplace, Destination, Transit Parking, or Multi-family Housing), charger configurations, plus-up funding requested, and key documents.

Click on the (+) icon to the right to add a new facility. You may add multiple facilities.

Facility +

I confirm that I have added all facilities in the table above.

Add a Facility

Bay Area Air District  
Facility ID#: ,

Facility Location

Facility Street Address

Facility Street Address 2 (Suite, Unit, etc.)

Facility City

Facility County

Facility Zip Code

Facility Information

Facility Type

Does the Project Sponsor own the property?

Save

Add a Facility

Required Documents

Click the plus (+) button to the right of each document type to upload your documents for each category. Click "Add files," select your file(s) and click "Start upload." If you have more than one file to upload for a particular document type, upload all the files before clicking "Start upload."

Additional files can be uploaded directly into the Facility Documents box below by clicking the (+) button in the top right corner of the document's box. After selecting the file(s), label the document type name in the drop down menu before clicking "Start upload."

Click here to view a sample application for examples of acceptable application documents.

Proof of Property Ownership: Download and fill out a [Charge! Facility Form](#) to verify the proposed installation of EV charging infrastructure is authorized by the property owner and applicant for each facility.  
Proof of Property Ownership +

Facility Maps: Map of each facility showing where the charger(s) will be located. Map must be labeled and show proximity to an activity

Save

15) Within the Facility Form, complete the **Charger Type** section by clicking the blue (+) button. Fill out one form per charger type (Level 1, Level 2 [low], Level 2 [high], DC Fast [50-149.99 kW], DC Fast [150+ kW]) that will be installed and click **Save**. A summary of the charger types will populate in a table on the Facility Form.

16) After you have completed the Facility Information and Charger Type sections, calculate the **Total Grant Funding Amount** you are requesting for the project using the funding charts.

**Amount Requested**

Total grant funding amount requested for your project. \$338,400.00

**Funding Charts**

Award amount for each charger type and key charger requirements for projects located at transit parking, multi-family housing, workplaces, and destination facilities:

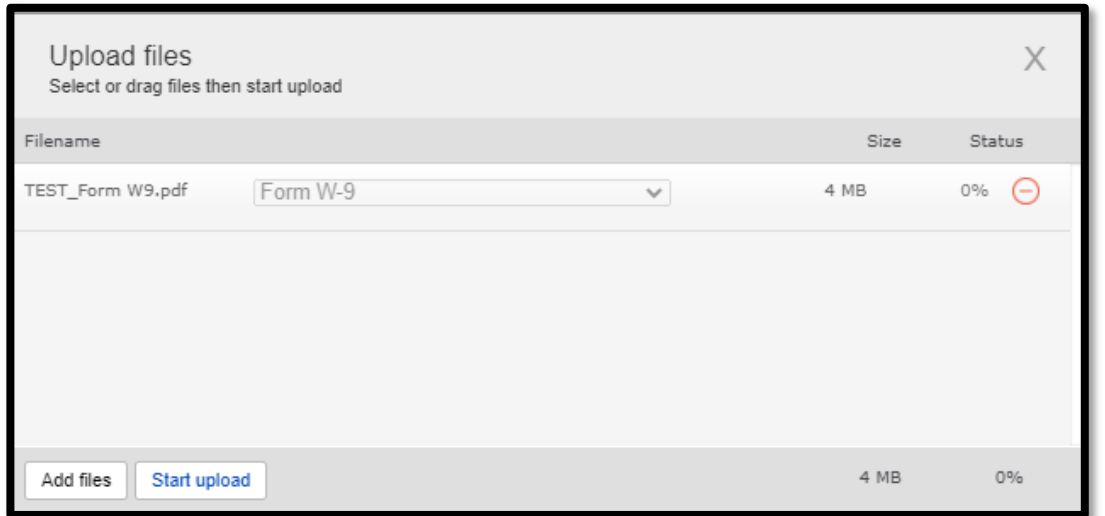
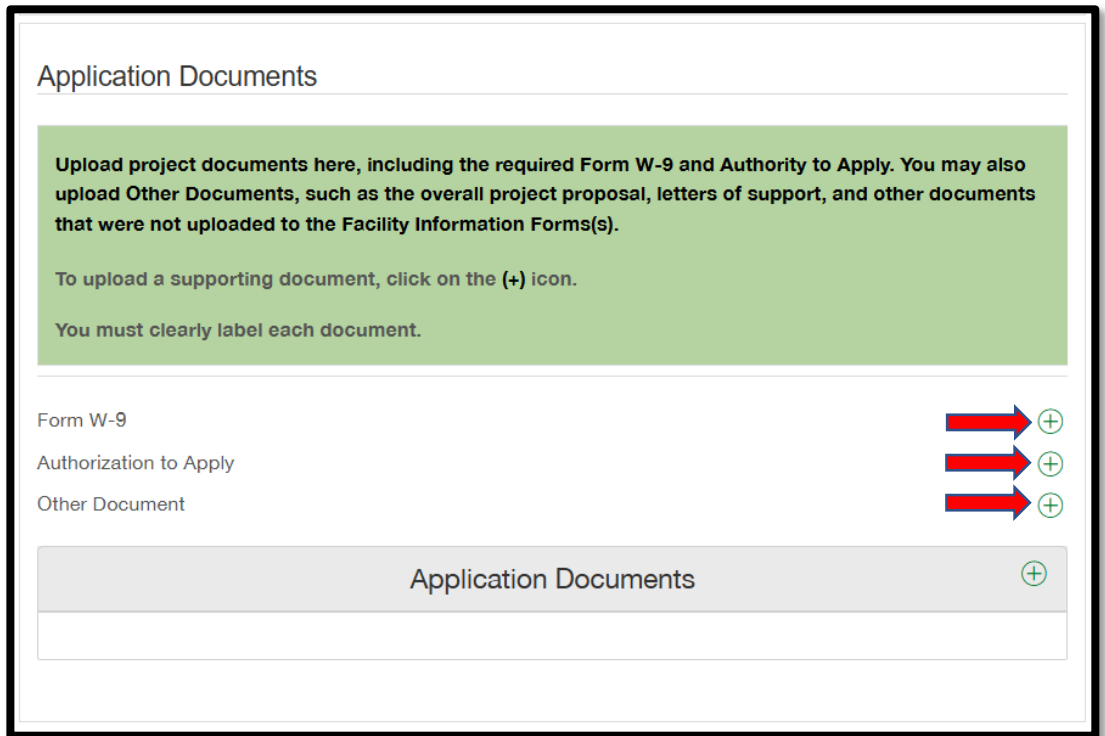
BASE FUNDING				
Charger Type	Level 1/Level 2 (low)	Level 2 (high) <sup>4</sup>	DC Fast <sup>4</sup>	
Charging Port Output Rating <sup>5</sup>	1.4-5.99 kW	6+ kW	50 - 149.99 kW	150+ kW
Facility Type	Multi-Family Housing only	Any	Any	Any
<b>Base Funding Per Charging Port</b>	\$2,000	\$5,000	\$35,000	\$45,000
PLUS-UP FUNDING				
The Charge! Program also offers Plus-Up funding, on top of Base funding, for projects who meet one or more of the following:				
Priority Population Areas <sup>6</sup>	\$750	\$2,000	\$15,000	\$15,000
Multi-Family Housing	\$750	\$2,000	-	-
<b>Maximum Funding Per Charging Port, Including All Plus-Up Funding</b>	<b>\$3,500</b>	<b>\$9,000</b>	<b>\$50,000</b>	<b>\$60,000</b>

Note: Operations and maintenance service contracts may be reimbursed up to \$2,400 per Level 2 (high) port and up to \$6,300 per DC Fast port, on a case-by-case basis for publicly available chargers in priority areas at the discretion of the Air District and subject to funding availability.

Please refer to page 7 in the [Charge! Program Guidance](#) for more details.

17) Upload your organization's **Form W-9, Authorization to Apply, and any other supporting documents** (such as letters of support).

To upload a document, click the blue (+) button to the right of each document type. Click **Add files**, select your file(s), click **Start upload** and wait for the status to reach 100% before closing the window. Successfully uploaded files will appear in the Application Documents box.



18) Read the Application Certification, check the boxes agreeing to the terms, sign, and date the Application Certification section.

When you have finished filling out the application, click the **Save** button.

Review the application for accuracy. When you are ready to submit, click the **Submit Application** button in the bottom right corner.

I have read, understood, and agree to comply with the above terms for the Charge! Program.  
 I understand that if any information or required documents are missing, that my application may be ranked lower or disqualified from the application review process.

Applicant Name\*  ←

Date\*  ←

**When you have finished filling out the application, click the [Save] button. Please review your answers before clicking the [Submit] button.**

Cancel **Save**

**When you have finished filling out the application, click the [Submit] button in the bottom right corner.**

**Submit Application**

19) You will receive an automated email confirming your application has been received. You can view a copy of your application in the **Submitted Applications** tab in the Grantee Portal menu.

Bay Area Air District  
 R-2502-50119  
 Status: Submitted - Pending Review

Bay Area Air District  
 R-2502-50119 - 2025 Charge!  
 Status: Submitted - Pending Review

Documents

Click the "Edit" button in the top right corner to continue filling out your application.

Table of Contents

- Project Status & Key Dates
- Eligibility Questions
- Project Sponsor Information
- Project Budget
- Project Information
- Facility Information
- Amount Requested
- Application Documents
- Application Certification

Project Status & Key Dates

Application Created By (Date): (2/10/2025)

Application Submitted Date: 2/11/2025

Application Under Review Date:

FLUXX 1 - 3 of 3 Withdraw Application