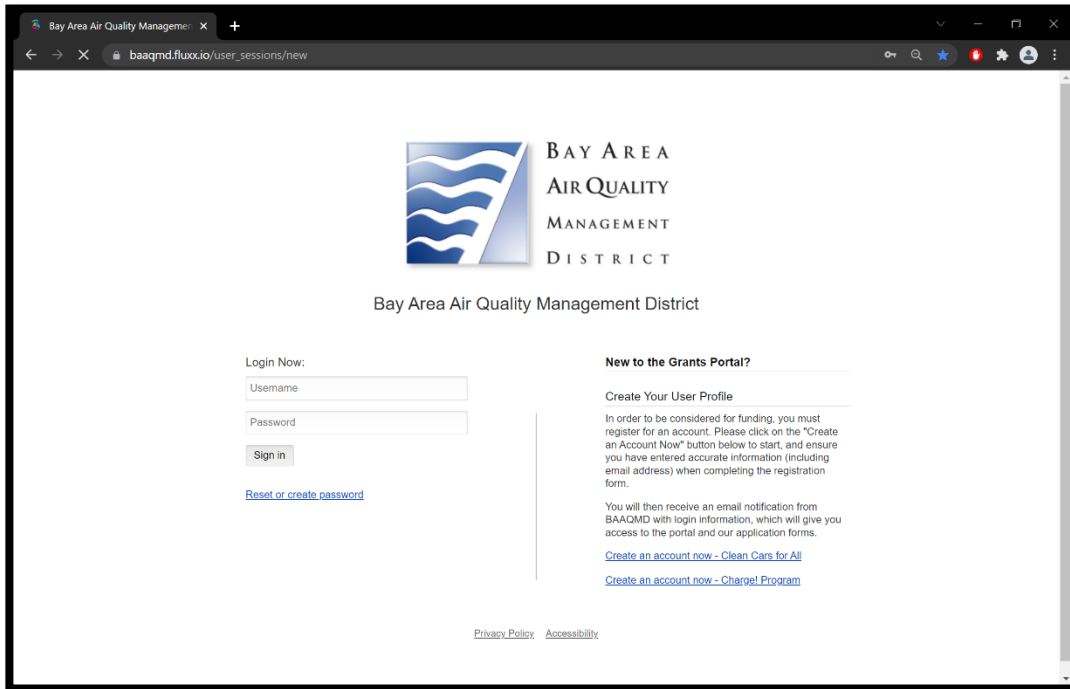


Navigate to Application Portal

Grant applications are filled out, submitted, and managed online through the Fluxx Grantee Portal:
<https://baaqmd.fluxx.io>.

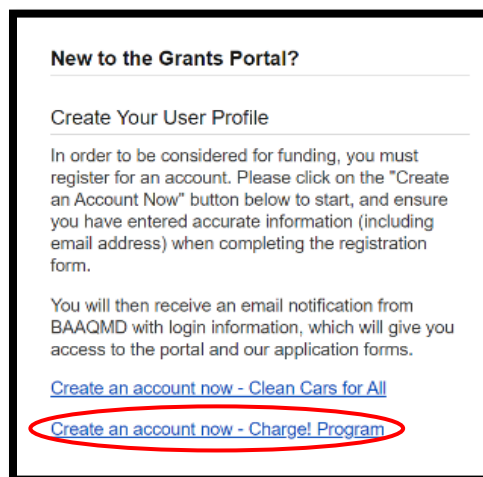
[Grantee Portal Landing Page](#)



If you have an existing account, log in with your username (email address) and password.

Create a new account

If it is your first time applying for a Charge! grant, select '[Create an account now – Charge! Program](#)' on the bottom right-hand side of the portal's homepage.



Fill in the required fields and submit request

Fill in the required (bolded) fields on the page and Submit Request to continue creating your account. All correspondence from BAAQMD will be sent to the email address that you provide.



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Bay Area Air Quality Management District

Please fill out your contact information below to register for an account and gain access to the Grantee Portal. Required fields are in bold.

Primary Contact Information

First Name
Required

Last Name
Required

Phone
Required

Phone Extension

Email
Required

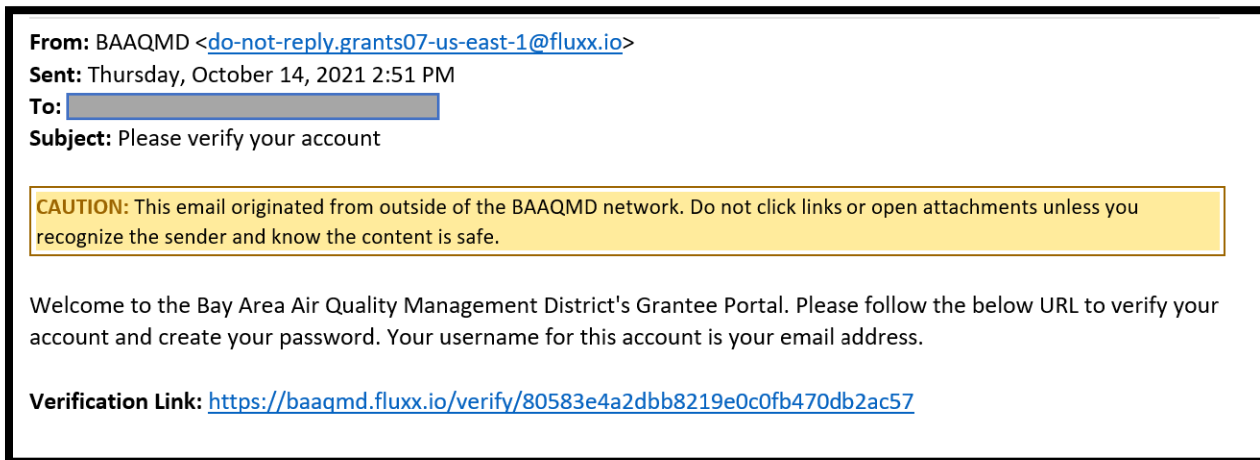
Organization Name
Required

After you submit the request, you will receive a confirmation email asking you to verify your account and create your password. The email may end up in your Spam folder.

Cancel **Submit Request**

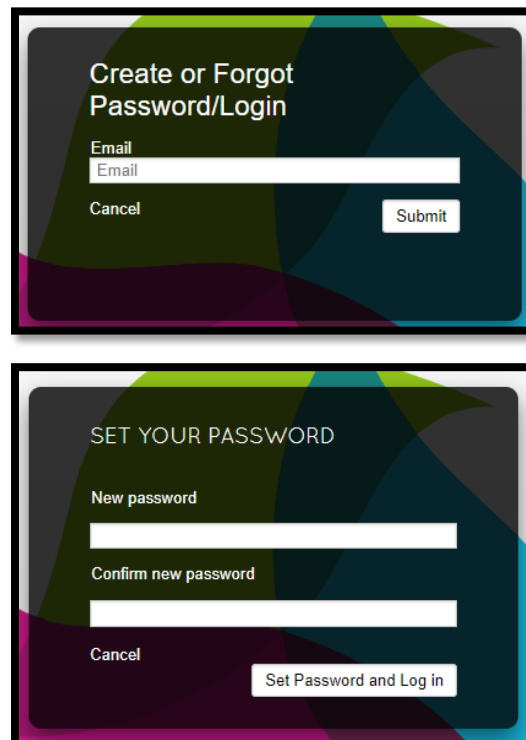
Create an account password

After submitting the new account request, you should receive an email asking you to verify and create a password for your account. Please check your spam inbox if you do not see the confirmation email in your regular inbox. Click on the verification link in the email to complete your account verification and set your account password.



Didn't receive a verification email?

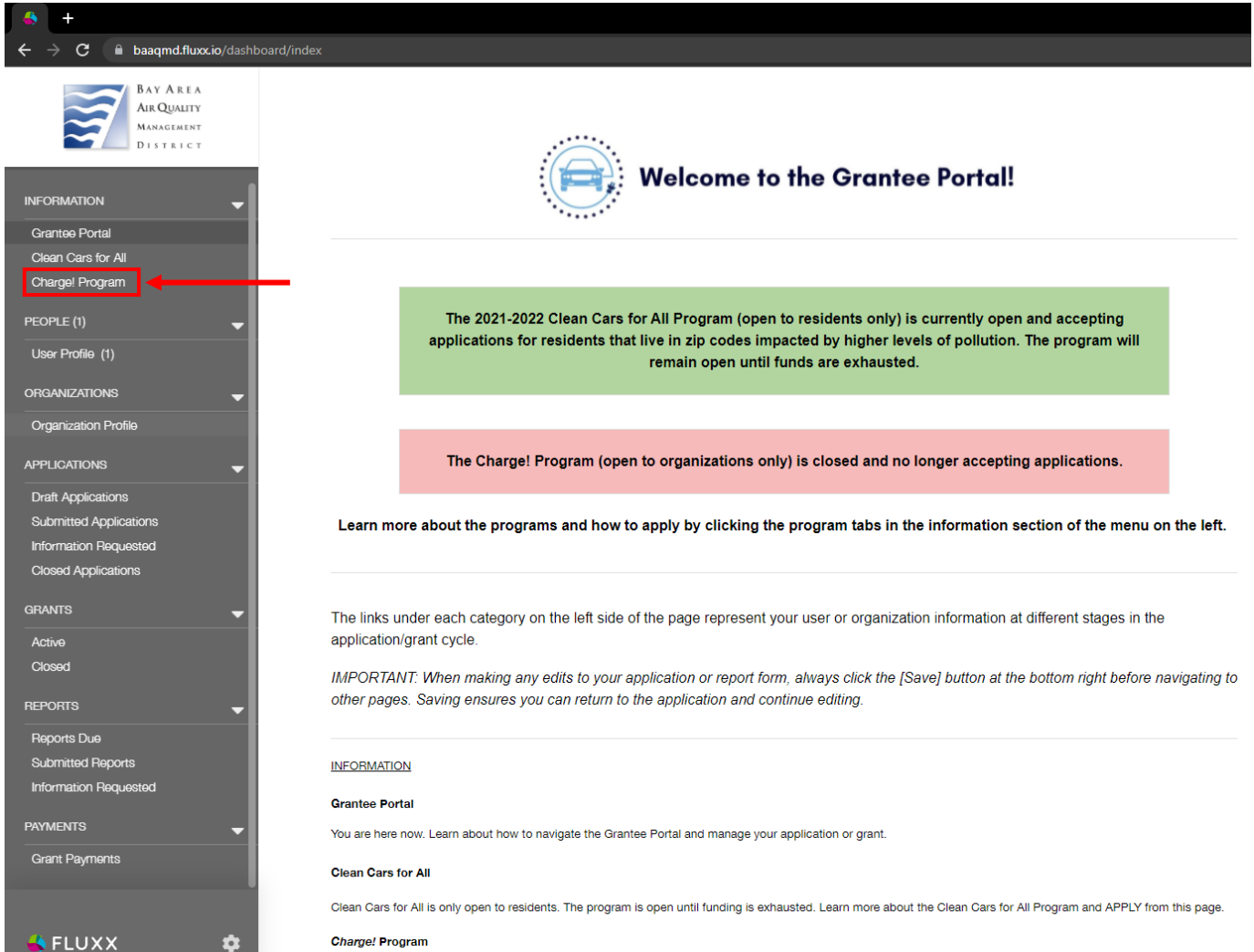
Set your password by navigating back to the application portal homepage and clicking on the [Reset or create password](#) link below the Sign in button. You will be prompted to enter the email that you used to create your account.



Starting your application

Determine program eligibility

Navigate to the Charge! Program link, which is located under the Grantee Portal in the toolbar on the left-hand side of the page. You will be prompted to answer questions that determine whether you are eligible to apply for this year’s funding cycle. Once eligibility has been verified, you will be able to enter project information and complete your application.



The screenshot shows a web browser window with the URL baaqmd.fluxx.io/dashboard/index. The page header includes the BAAQMD logo and the text "BAY AREA AIR QUALITY MANAGEMENT DISTRICT". The main content area is titled "Welcome to the Grantee Portal!" and features a car icon. Two informational boxes are present: a green one stating "The 2021-2022 Clean Cars for All Program (open to residents only) is currently open and accepting applications for residents that live in zip codes impacted by higher levels of pollution. The program will remain open until funds are exhausted." and a red one stating "The Charge! Program (open to organizations only) is closed and no longer accepting applications." Below these is a text block: "Learn more about the programs and how to apply by clicking the program tabs in the information section of the menu on the left." The left-hand navigation menu is expanded, showing categories like INFORMATION, PEOPLE, ORGANIZATIONS, APPLICATIONS, GRANTS, REPORTS, and PAYMENTS. The "Charge! Program" link under the INFORMATION section is highlighted with a red box and a red arrow. At the bottom of the page, there is an "INFORMATION" section with sub-links for "Grantee Portal", "Clean Cars for All", and "Charge! Program".

[How to Apply for a Charge! Program Grant in the Fluxx Online Application System](#)

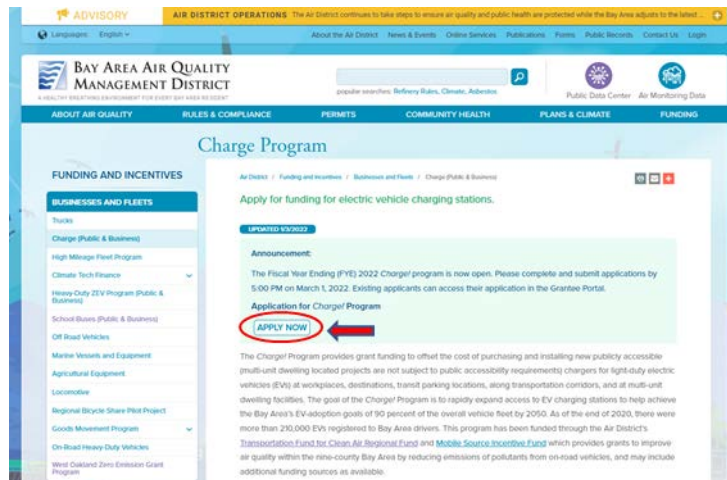
Charge! grant applications are filled out, submitted, and managed online through the Fluxx Grantee Portal: <https://baaqmd.fluxx.io>. A user will create a user account, log in to the system to start an application, and add an organization (project sponsor) profile that they will be applying on behalf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

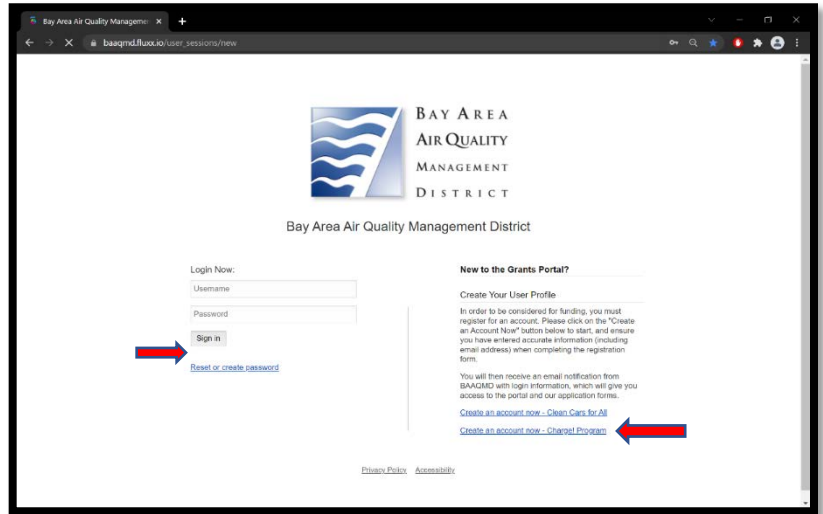
If you have any questions, please contact BAAQMD Charge! Program staff at climatetech@baaqmd.gov or call Danny Fung at 628-263-3638.

1) Navigate to the Grantee Portal Landing Page at <https://baaqmd.fluxx.io> or click the **APPLY NOW** button on the Charge! Program Website: baaqmd.gov/charge.



2) Click “Create an account now – Charge! Program.” If you have an existing account, log in with your username (email address) and password.

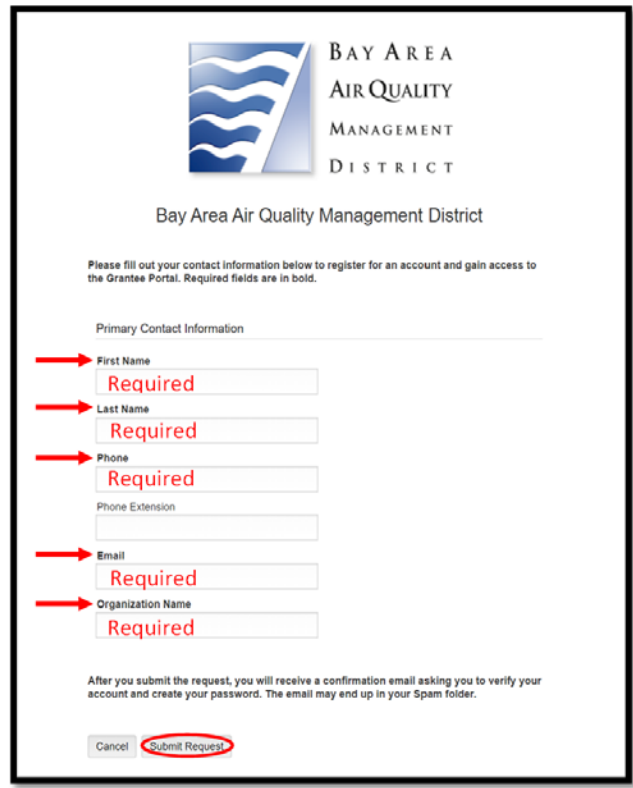
Note: If you have forgotten your password, click the [Reset or create password](#) link. 5 or more incorrect password entries will lock your account and you’ll need to wait 15 mins before logging in again (even after a password reset).



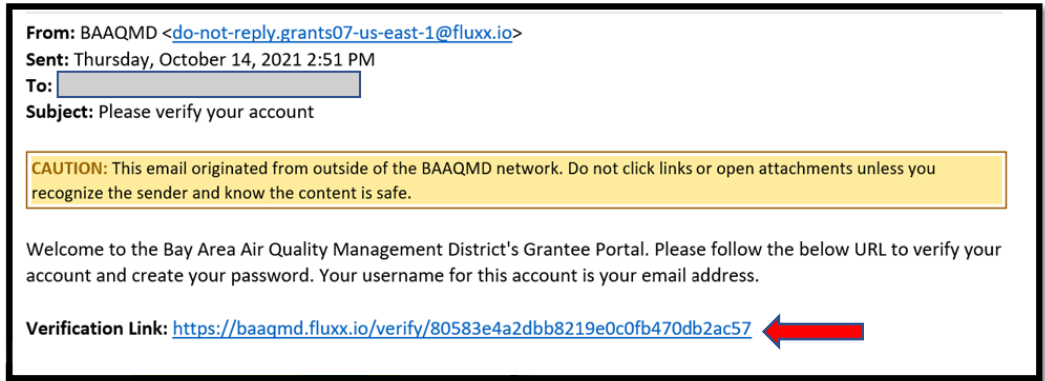
3) Fill in the required (bolded) fields on the registration page. Be sure to use a permanent email address that will be checked often. Accounts must be created by someone who has the authority to make business decisions for the organization.

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

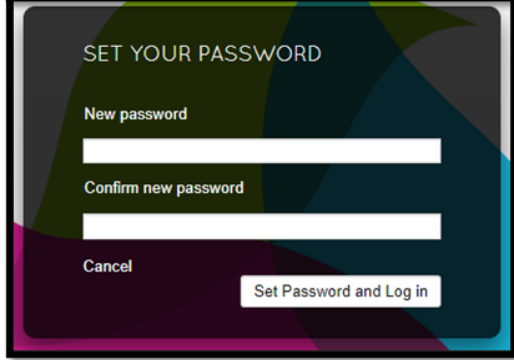
You will receive an email from BAAQMD asking you to verify your account and create your password. Check your spam inbox if you do not see the confirmation email in your regular inbox.



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

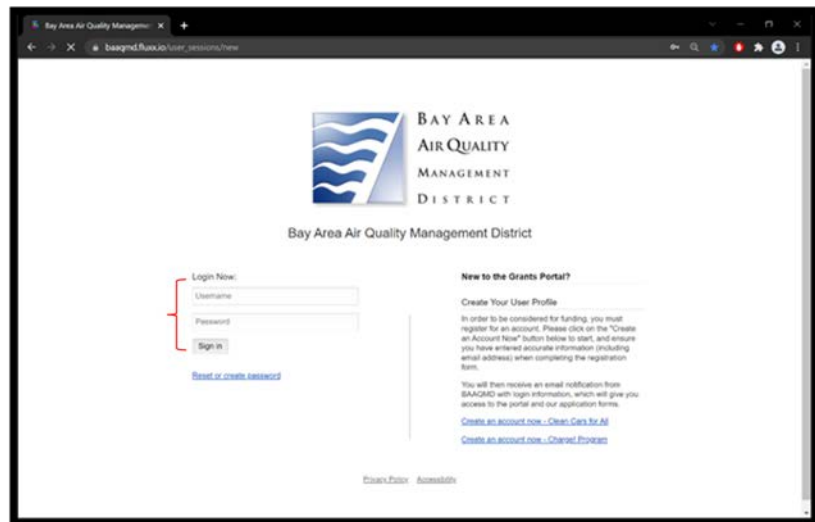


If you didn't receive a verification email, you can manually set your password by clicking the [Reset or create password](#) link on the Grantee Portal Landing Page. You will be prompted to enter the email that you used to create your account.

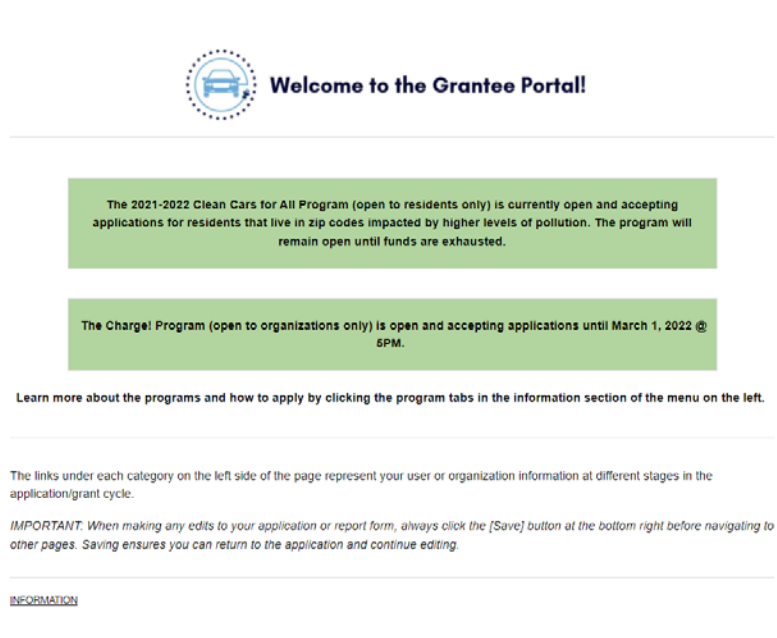
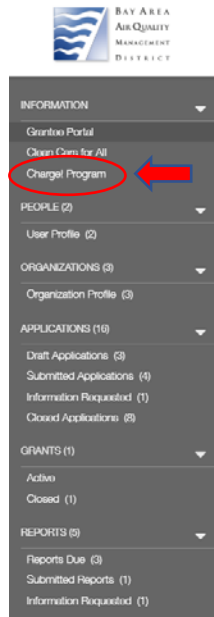


5) After setting your password, you will be able to log in to your account from the Grantee Portal landing page.

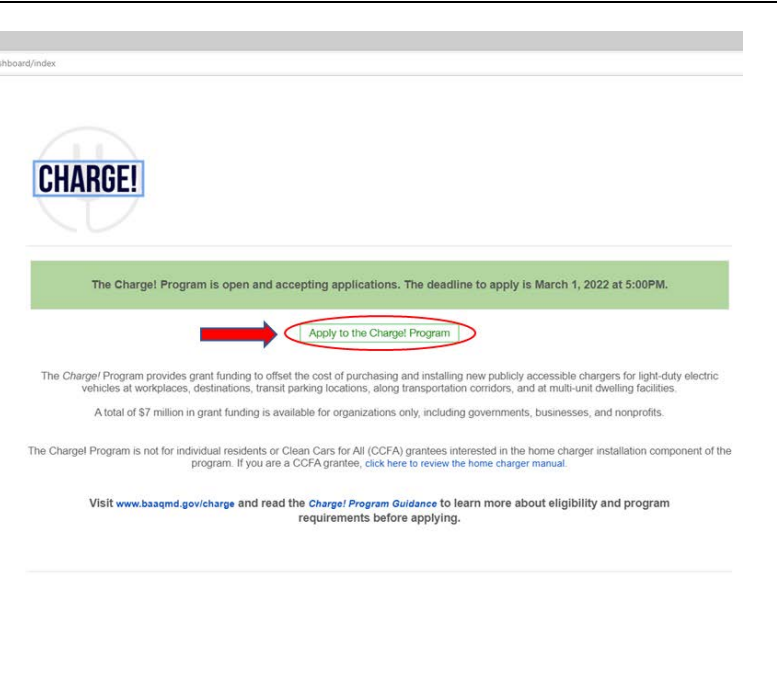
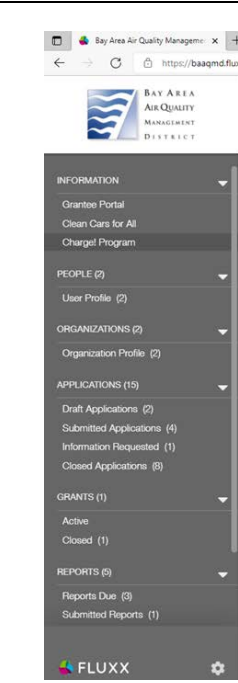
Your username is your email address.



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



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

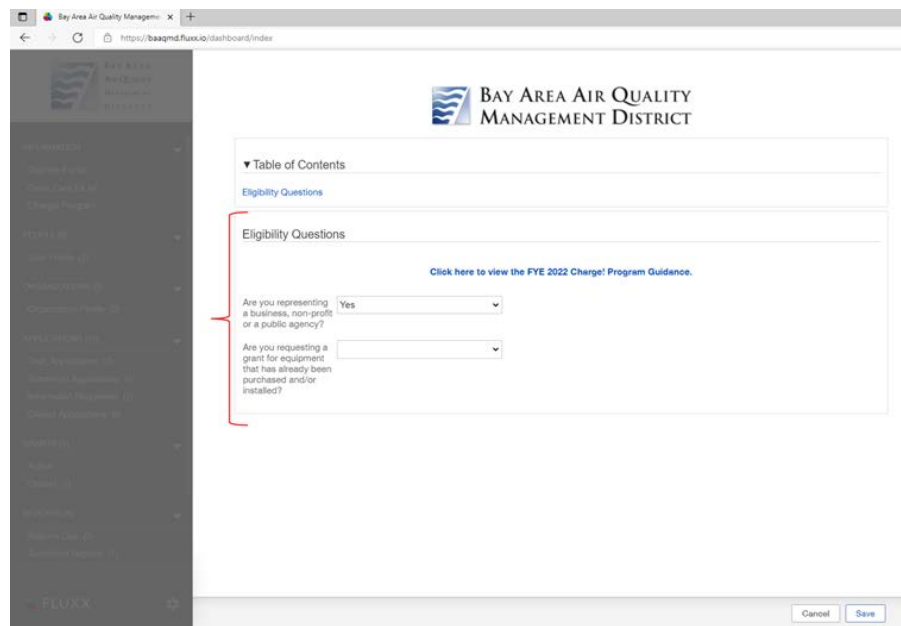


8) Fill out the eligibility questions to determine if you are eligible to apply. Once eligibility has been verified, you will gain access to the full application and can begin entering your project information.

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 BAAQMD 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 a web browser window with the URL <https://baaqmd.fluxx.io/dashboard/index>. The page header includes the BAAQMD logo and the text "BAY AREA AIR QUALITY MANAGEMENT DISTRICT". A "Table of Contents" dropdown menu is visible, with "Eligibility Questions" selected. Below this, the "Eligibility Questions" section contains two questions with dropdown menus: "Are you representing a business, non-profit or a public agency?" (with "Yes" selected) and "Are you requesting a grant for equipment that has already been purchased and/or installed?". A link "Click here to view the FYE 2022 Charge! Program Guidance." is positioned above the second question. At the bottom right of the form, there are "Cancel" and "Save" buttons.

You are eligible for the *Charge!* Program and may begin filling out your application below.

Make sure you enter your Organization Name before clicking the "Save" button, which is located in the bottom right corner. You may resume editing your application later.

Project Sponsor Information

If this is your organization's first time applying to the Charge! Program, click the "Add New" button, located to the right of the "Organization Name" field to add a new organization profile to your user account.

If you have applied for the program in the past or already have a linked organization, start typing the name in the "Organization Name" field and select it from the drop-down menu.

The **Primary Contact** will receive all future communications and is responsible for managing the project.

The **Authorized Signatory** is the person who will be signing any future contracts.

Organization Name	<input type="text" value="TEST ORGANIZATION"/>	Add New
Location	<input type="text"/>	
Primary Contact	<input type="text"/>	Add New
Authorized Signatory	<input type="text"/>	Add New

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 [Reset or create password](#) link on the Grantee Portal Landing Page.

10) Complete the Qualifications section. These are standard questions that are asked for BAAQMD’s other competitive solicitations and Request for Proposals.

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?

11) 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.

Project Budget

Please enter the estimated total project costs for your project. The total project costs should be based on the sum of all included quotes/estimates for eligible costs to complete the project.

Estimated Total Project Cost

In this section, you are required to list all matching funds to support the project. Matching funds can include, but are not limited to general funds and other grant funding sources.

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

Matching Funds (+)

Add a Matching Funds

Source

Source Type

Amount

Status

Save

12) Complete the Project Information section.

Project Information

Has any work commenced on the charging station project?

Are you requesting a case-by-case evaluation (e.g. project includes Multi-unit Dwelling facility, mobile chargers, chargers not publicly accessible, etc.)?

Please enter the estimated project schedule for your project.

Estimated Project Start Date

Estimated Project Completion

13) 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 Technical Specification Sheets**. See Step #16 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.

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, Transportation Corridor or Multi-Unit Dwelling), charger configurations, plus-up funding requested, and key documents.

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

Facilities +

Add a Facilities

Deanna's TEST Org
 Facility ID#: ,

Facility Location

Facility Street Address

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

Facility City

Facility County

Facility Zip Code

Current and future AB617 communities include: West Oakland, Richmond-San Pablo, East Oakland/San Leandro, Eastern San Francisco, Pittsburg-Bay Point, San Jose, Tri-Valley area, and Vallejo. As part of the evaluation criteria, Air District staff will

Save

Add a Facilities

Required Documents

Click the plus (+) button to the right of each document type to upload your documents. 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 box. Please label the documents by uploading the file(s) and labeling the documents in the drop down menu before uploading.

Proof of Property Ownership: (e.g. titles, deeds, leases, or property tax documents that clearly indicate the property owner). If applicant is not the property owner, written permission (e.g. **Site Verification Form**) must be submitted from the property owner allowing applicant to install and operate charging stations.

Proof of Ownership +

Facility Maps: Map of each facility showing where the charging stations will be located. Map must be labeled and show proximity to an activity center, major roadways, and

Save

14) Within the Facility Form, complete the **Charging Station Type** section by clicking the blue (+) button. Fill out one form per charger type (L1, L2 [low], L2 [high], DC Fast) that will be installed and click **Save**. The same charger type (e.g. L2 [high]), but differing number of ports will also warrant a separate Charging Station form. A summary of the charger types will populate in a table on the Facility Form.

Add a Facilities

In this section, you are required to add all the charging station types (Level 1, Level 2 [low], Level 2 [high], and DC Fast) that will be installed at this facility.

Click the plus (+) button on the right to add a Charging Station type.

Charging Station Type +

Are all of the proposed chargers at this facility accessible to the public?

Solar Power

Charging stations that are installed with a new solar power installation at the same physical location are eligible for up to \$1 of funding for every watt of solar capacity added, up to a maximum of \$4,000 for the entire project.

If you are requesting Solar Plus-Up funding, please enter the rating of the new solar panel system below:

Enter rating of new solar panel system in

Save

Please enter the estimated project schedule for your project.

Estimated Project Start Date:

Estimated Project Completion:

Facility Information

In this section, you are required to add information related to each facility (Destination, Transit Parking, Transportation Corridor or Multi-Unit Dwelling).

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

Facilities

Amount Requested

Total grant funding amount requested for your project. \$0.00

Funding Charts

Award amount for each charger-type and key charger requirements for projects located at transit parking, multi-unit dwelling, workplaces, transportation corridors and destination facilities:

Charging Station Type	BASE FUNDING		
	Level 1	Level 2 (low)	Level 2 (high)
Max. Base Funding per Station	\$750	\$1,500	\$3,000
Minimum Usage Requirement (over three years) per Station*	3,600 kWh	9,000 kWh	18,000 kWh

The Charge! Program also offers Plus-Up funding, on top of Base funding, for projects who meet one or more of the following:

Charging Station Type	PLUS-UP FUNDING		
	Level 1	Level 2 (low)	Level 2 (high)
Dual-port	NA	\$1,000	\$10,000
Dual-port Additional Usage Requirement (over three years)	NA	3,000 kWh	30,000 kWh
Solar Power**	\$1 for every watt of solar capacity newly installed, up to \$4,000		
Solar Power Additional Usage Requirement (over three years)	4 kWh for every \$1, up to \$4,000 (maximum 16,000 kWh)		
Transportation Corridor Facilities	NA	NA	\$7,000
Multi-Unit Dwellings**	\$750	\$2,000	\$4,000
Multi-Unit Dwellings Additional Usage Requirement (over 3 years)	1,500 kWh	3,150 kWh	6,300 kWh

Base award amount for each charger-type and key charger requirements for projects located at Multi-Unit Dwelling and AB617 communities:

Charging Station Type	Level 1	Level 2 (single or dual port)	DC Fast
	Max. Base Funding per Station	\$1,500	\$8,000
Minimum Usage Requirement per Station	Increased flexibility: Usage/utilization in kWh not set by the Air District, but estimated by the Project Sponsor in application		

Please refer to pages 5-6 in the Charge! Program Guidance for more details.

Do you have any comments or questions?

Save

15) After you have completed the Facility Information and Charging Station Type sections, calculate the **Total Grant Funding Amount** you are requesting for the project using the funding charts. Include any **Comments or Questions** you would like staff to see when evaluating your project.

Amount Requested

Total grant funding amount requested for your project. \$0.00

Funding Charts

Award amount for each charger-type and key charger requirements for projects located at transit parking, multi-unit dwelling, workplaces, transportation corridors and destination facilities:

Charging Station Type	BASE FUNDING			
	Level 1	Level 2 (low)	Level 2 (high)	DC Fast
Max. Base Funding per Station	\$750	\$1,500	\$3,000	\$18,000
Minimum Usage Requirement (over three years) per Station*	3,600 kWh	9,000 kWh	18,000 kWh	90,000 kWh

The Charge! Program also offers Plus-Up funding, on top of Base funding, for projects who meet one or more of the following:

Charging Station Type	PLUS-UP FUNDING			
	Level 1	Level 2 (low)	Level 2 (high)	DC Fast
Dual-port	NA	\$1,000	\$10,000	
Dual-port Additional Usage Requirement (over three years)	NA	3,000 kWh	30,000 kWh	
Solar Power**	\$1 for every watt of solar capacity newly installed, up to \$4,000			
Solar Power Additional Usage Requirement (over three years)	4 kWh for every \$1, up to \$4,000 (maximum 16,000 kWh)			
Transportation Corridor Facilities	NA	NA	NA	\$7,000
Multi-Unit Dwellings**	\$750	\$2,000	\$4,000	NA
Multi-Unit Dwellings Additional Usage Requirement (over 3 years)	1,500 kWh	3,150 kWh	6,300 kWh	NA

Base award amount for each charger-type and key charger requirements for projects located at Multi-Unit Dwelling and AB617 communities:

Charging Station Type	Level 1	Level 2 (single or dual port)	DC Fast
	Max. Base Funding per Station	\$1,500	\$8,000
Minimum Usage Requirement per Station	Increased flexibility: Usage/utilization in kWh not set by the Air District, but estimated by the Project Sponsor in application		

Please refer to pages 5-6 in the Charge! Program Guidance for more details.

Do you have any comments or questions?

16) Upload your organization's **Form W-9, Authorization to Apply**, and any other supporting documents.

Upload your organization's **Form W-9, Authorization to Apply**, and any other supporting documents.

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.

Application Documents

Upload project documents here, including the required Form W-9 and Authority to Apply. You may also upload Other Documents, such as the overall project proposal, letters of support, and other documents that were not uploaded to the Facility Information Forms(s).

To upload a supporting document, click on the blue (+) icon.

You must clearly label each document.

Form W-9:

Attach your organization's Form W9. The name on the form must match your application organization name that you're applying on behalf of.

Form W-9



Authority to Apply and Implement Project:

A signed letter of commitment (click here for template) from the applicant's representative with authority (e.g. Chief Executive or Financial Officer, Executive Director, or City Manager; or a signed resolution from the governing body (e.g. City Council, Board of Supervisors, or Board of Directors).

Authorization to Apply



Upload any other supporting documents below:

Other Document



Application Documents



Please refer to pages 10-11 of the Charge! Program Guidance for more details.

Do you have any comments or questions?

Upload files

Select or drag files then start upload

Filename	Size	Status
TEST_Form W9.pdf	4 MB	0%

TEST_Form W9.pdf Form W-9

Add files Start upload

Application Documents

Application Certification

17) Read, check the box agreeing to the terms, sign, and date the Application Certification section.

Review your application for completeness and accuracy before clicking the **Save** button.

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

Application Certification

By submitting this application online, I agree to the below statements and certify that to the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate. Also, I understand that any misstatements or omissions of material facts may disqualify this application and any monies awarded based on it.

The applicant entity I represent has read, understood, and agrees to comply with the requirements listed in the [Charge! Program Guidance](#).

This application is for evaluation purposes only and does not guarantee project funding.

The applicant entity I represent agrees to operate and maintain all charging stations until the usage requirements have been met and for a minimum of 3 years from the date that the equipment is placed into service.

The proposed project and the emissions reductions that would be realized from it are not required by any federal, state or local regulation, judicial order, agreement, memorandum of understanding, contract, mitigation requirement, or other binding obligation that requires the project applicant to implement any portion of the project that would be funded by the Air District.

The applicant entity I represent is in compliance and will remain in compliance with all applicable federal, state, and local air quality rules and regulations.

The applicant entity I represent agrees to submit Semi-annual Progress Reports until the station is put into service and Annual Monitoring Reports on an annual basis for the duration of the project to report, at a minimum, electricity dispensed, proof of insurance, and cost to use the station(s).

The applicant entity I represent will allow Air District staff or its designee to inspect all charging station(s) and to audit program records.

Should the project sponsor fail to meet any of the Program requirements, the award may be cancelled and forfeited; this potentially would require reimbursement of a pro-rated amount of the award.

I have the legal authority to apply for funding on behalf of the applicant entity and that I am authorized to sign this application on behalf of applicant.

I have read, understood, and agree to comply with the above terms for the Charge! Program.

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**

18) 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.

The screenshot displays the BAAQMD Grantee Portal. On the left, a dark sidebar menu lists various sections: INFORMATION, PEOPLE (2), ORGANIZATIONS (3), APPLICATIONS (16), GRANTS (1), and REPORTS (6). The 'Submitted Applications (4)' item is highlighted with a red arrow. The main content area shows a search bar and a list of applications. The top application is for 'TEST Org' (R-2112-26372) with a 'Pending Review' status. Below this, there are sections for 'Documents', 'Table of Contents', and 'Project Status & Key Dates'. The 'Project Status & Key Dates' section shows 'Application Created By (Date): (12/14/2021)', 'Application Submitted Date: 12/14/2021', and 'Application Under Review Date:'. The bottom of the page features a 'FLUXX' logo and navigation controls.