

Appendix B: Checklist for a Complete Application

1	<p>Domicile information for the baseline Equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> For ferry, tugboat, or towboat projects, include homeport and berth/slip/pier information <input type="checkbox"/> For shore power, include berth
2	Total cost and grant funds requested for new equipment
3	Fleet compliance identification number and first compliance date
4	<p>Information about the baseline equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make, model, model year <input type="checkbox"/> Serial Number or Hull number <input type="checkbox"/> EIN or U.S. Coast Guard Documentation Number <input type="checkbox"/> Forklifts: Lift Capacity
5	<p>Baseline engine(s) information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Hours of operation for twelve (12) consecutive months from 2019 or later <input type="checkbox"/> Engine make, model, model year, serial number, horsepower, EPA family number, emissions tier
6	<p>Information about the new equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Type, make, model, model year <p>For shore power projects: Estimated berth activity for eligible vessels.</p> <ul style="list-style-type: none"> <input type="checkbox"/> New number of vessel plug-ins per year <input type="checkbox"/> Average berthing time of the vessel per visit (hours/visit) <input type="checkbox"/> Shore power installation power rating (kW)
7	<p>Replacement (new) engine(s) information</p> <ul style="list-style-type: none"> <input type="checkbox"/> Engine make, model, model year, horsepower or power rating, estimated future annual hours of operation
8	An estimated date for new equipment to be operational
9	<p>For each piece of baseline equipment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A photo of the entirety of the baseline equipment <input type="checkbox"/> A photo of the engine tag, correctly labeled for each engine, including the make, model, model year, serial number, horsepower, emissions tier, and family name <input type="checkbox"/> A photo of the existing engine(s) hour meter reading <p>For shore power projects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> A photo of the berth where the shore power will be installed <input type="checkbox"/> An aerial map of the berth where the shore power will be installed
10	<input type="checkbox"/> Photo of existing engine(s) hour meter reading
11	<p>Ownership documentation for baseline equipment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Bill of sale for the baseline equipment, or: <input type="checkbox"/> If a bill of sale cannot be provided, instead provide documentation of ownership for the last twelve (12) consecutive months using at least one item in the following list: <ul style="list-style-type: none"> <input type="checkbox"/> Tax depreciation logs <input type="checkbox"/> Property tax records <input type="checkbox"/> Equipment insurance records that identify the equipment and equipment owner <input type="checkbox"/> Bank appraisals for equipment <input type="checkbox"/> Maintenance/service records

	<ul style="list-style-type: none"> <input type="checkbox"/> General ledgers <input type="checkbox"/> Fuel records specific to the existing equipment that identify the equipment owner <p>For shore power projects:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Supporting documentation that applicant owns land or has guaranteed use of the land through a long-term lease, easement, or other legal arrangement, for duration of contract term <input type="checkbox"/> For projects where land is not owned, an executed lease agreement or letter of commitment lasting for duration of the project components. Documentation must be signed by property owners or their authorized representatives.
12	Insurance Documentation for the baseline equipment or terminal property
13	<p>Documentation demonstrating compliance with CARB regulations applicable to all equipment owned by applicant. Examples of applicable compliance documents include, but are not limited, to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Diesel Off-road Online Reporting System (DOORS) documentation of fleet compliance, including CARB’s fleet calculator that shows the fleet’s current compliance status <input type="checkbox"/> Commercial Harbor Craft reporting form <input type="checkbox"/> Certificate of Reported Compliance Truck and Bus Regulation <input type="checkbox"/> For shore power—any applicable terminal and vessel plans
14	<p>Activity of Usage Records for Baseline Equipment</p> <p>Usage records with hour meter readings for twelve (12) consecutive months from 2019 or later. If the equipment does not have a functional hour meter, provide fuel usage records.</p> <p>For shore power projects: Berth activity information for twelve (12) consecutive months from 2019 or later. Additional records may be provided if calendar year 2019 or 2020 is not representative of anticipated berth activity over the next 3 years. Activity information must include total vessel calls and a table that includes the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Total number of vessel calls <input type="checkbox"/> Lloyd’s number for the vessels <input type="checkbox"/> Vessel type <input type="checkbox"/> Ship size (in TEU capacity, DWT, or GWT) <input type="checkbox"/> Estimated power demand (total auxiliary power) <input type="checkbox"/> Average power requirement (kW) for the vessel while at berth <input type="checkbox"/> Average berthing time of the vessel at the port per visit <input type="checkbox"/> Estimate of time needed to connect & disconnect vessel from shore power equipment <input type="checkbox"/> Type of fuel used in auxiliary engines <input type="checkbox"/> Whether the visit was subject to CARB’s At-Berth Regulation (y/n)
15	<p>Vendor Quote</p> <p>A vendor quote for the new equipment dated within 60 days prior to the application submittal date with the following information:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Contact information for the dealer or vendor <input type="checkbox"/> Detailed information on the new equipment (make, model, manufacture year) <input type="checkbox"/> Date of quote <input type="checkbox"/> Total (including taxes and state fees) <input type="checkbox"/> Cost of parts and materials, and labor <input type="checkbox"/> Warranty information (including terms of coverage)

	<ul style="list-style-type: none"> <input type="checkbox"/> Tax rate <input type="checkbox"/> Manufacturer specification sheet <p>For any supportive infrastructure, include a vendor quote dated within 60 days prior to the application submittal date with all the same fields as above.</p> <p>For airport GSE projects: Must include two vendor quotes dated within 60 days prior to the application submittal date: one for a new zero-emissions Equipment and one for a new internal combustion equivalent piece of Equipment with all the same fields as above.</p> <p>For shore power projects: A budget that includes itemized cost information by phase (design, environmental, construction), and supporting estimates and quotes dated within 180 days prior to the application submittal date.</p>
16	Copy of CARB Executive Order for baseline equipment (e.g., existing engine(s))
17	For any supportive infrastructure, location of infrastructure, power rating, number of vehicle plug-ins per year, average number of collection time per plug-in, description of infrastructure, and number of chargers
18	Organization W-9