

# Instructions for Applying for an APCD Grant online using Citizen Access

## Step 1: Gather required information

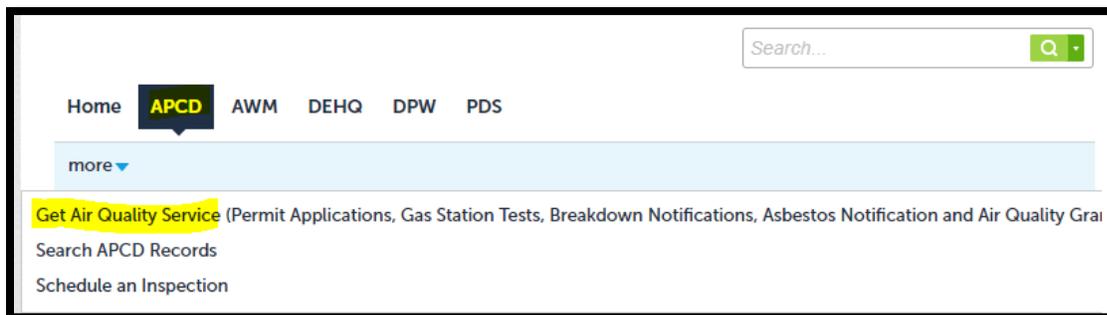
1. Gather the [documents needed](#) for your particular project type
2. Save copies of all needed documents as digital files on your device.
  - o Note: we do not accept html, htm, mht, or mhtml file types.

## Step 2: Create an account with Citizen Access

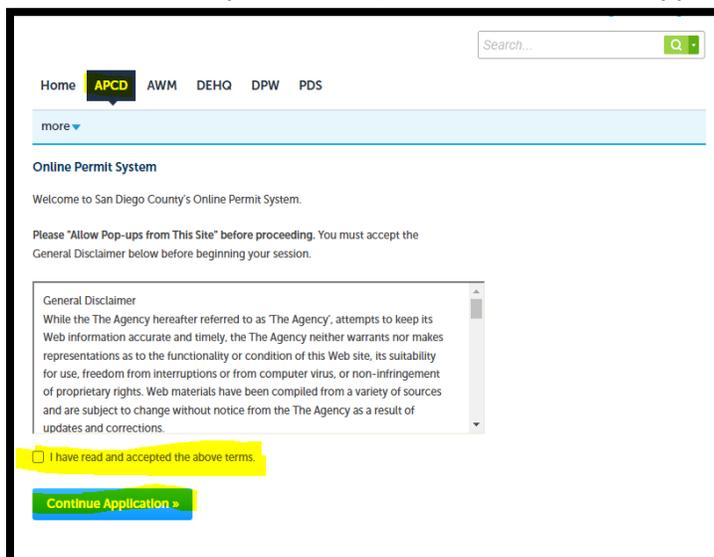
1. From the Citizen Access [login screen](#), click on:
  - o "Register for an Account" at the top right corner **or**,
  - o "New Users: Register for an Account" below the login box
2. Review and accept the terms then click "Continue Registration"
3. Enter and confirm your login information then click "Add New"
4. Enter and confirm your contact information then click "Continue Registration"
5. A confirmation screen will verify your registration
6. You may also refer to this [Video Guide](#), which shows the above steps

## Step 3: Apply for a grant

- [Login](#) to your Citizen Access account
- On the Home screen under APCD, click on "Get Air Quality Service"



- Review and accept the terms, then click "Continue Application"



- Scroll to the bottom of the page, select the appropriate grant application, and click "Continue"

▼ **APCD GRANTS**

- Cargo Handling Equipment: Goods Movement (conversion or replacement of rubber-tired gantry cranes, yard trucks, forklifts, and lifts)
- Heavy Duty: Truck, Bus, and Other On-road Vehicle (Replacement, Repower, or Electric/Hybrid Conversion)
- Infrastructure: All non-residential (battery charging station, hydrogen fueling station, truck stop electrification, stationary agricultural pump electrification, or shore power)
- Locomotive: Goods Movement (repower or replacement of locomotive or installation of emissions capturing systems)
- Marine Vessel: All (repower engine(s) in a vessel that may or may not be used in transporting "goods")
- Off-road Equipment: All (replacement of construction, industrial or agricultural equipment)
- Off-road Equipment: All (repower of construction, industrial or agricultural equipment)
- Other Equipment: All other eligible equipment or projects not listed in another category
- Reefer / TRU: Goods Movement (replacement with non-diesel equipment)
- School or Other Stationary Sources: Located in Disadvantaged Communities (School: Zero Emission Lawn & Garden Equipment, Air Filtration Projects, and Composite Wood Products) or (Stationary Source)

Note: Please submit one application for each separate piece of equipment.

- Complete all steps of the application, selecting "Continue" at the bottom of each page.

1	2 Applicant	3 Equipment	4 Documentation	5 Review	6 Complete
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- When you reach the "Documentation" tab, review the list of documents required, scroll down to the end of the page, and upload each required document.

1. For each document, select "Add"

The maximum file size allowed is 100 MB.  
html;htm;mht;mhtml are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
No records found.				

Add

Continue »
Save and resume later

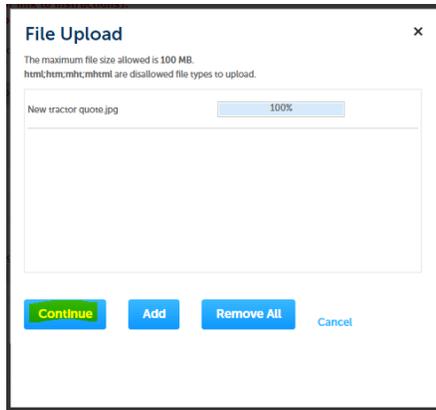
2. Then "Add" again

**File Upload** x

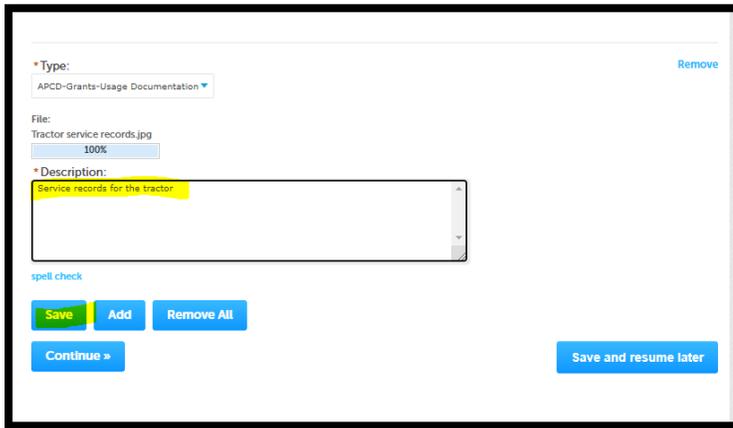
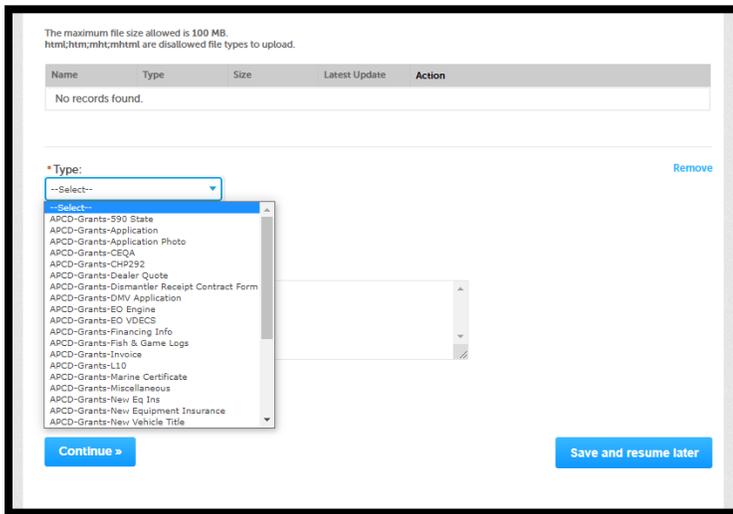
The maximum file size allowed is 100 MB.  
html;htm;mhtml are disallowed file types to upload.

Continue
Add
Remove All
Cancel

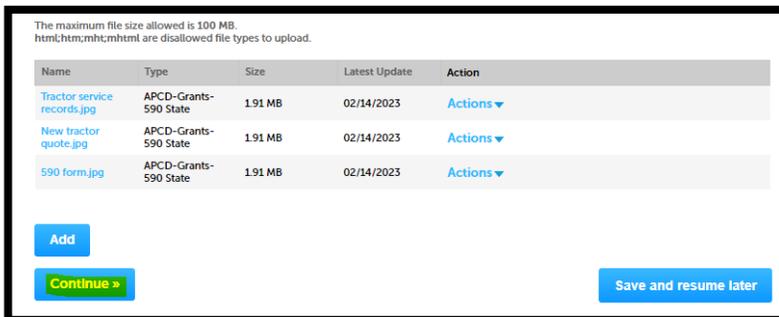
3. Select the file from your device. Select “Continue”.



4. Select the appropriate label for your file, enter a description, and select “Save”.



Continue to add and save all the requested files. When you are finished, select “Continue”



## Step 4: Finalize the application

- Review the application, and if all is correct, scroll down to the end of the page, select “Continue”



- You will see a confirmation that the grant application has been submitted. You will see the Application Record ID; you will have a separate ID for each application you submit. You will also receive an email confirming the application has been submitted. Expect to hear within 30 business days if your application is complete or needs additional information.

