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.
 - 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:
 - "Register for an Account" at the top right corner or,
 - "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"

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| | more 🔻 | |
| Ge | <mark>t Air Quality Service</mark> (Permit Applications, Gas Station Tests, Breakdown Notifica | tions, Asbestos Notification and Air Quality Grai |
| Se | arch APCD Records | |
| Sc | hedule an Inspection | |

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



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

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"

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3. Select the file from your device. Select "Continue".

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| APCD-Grants-Dealer Quote | |
| APCD-Grants-Dismantler Receipt Contract Form | |
| APCD-Grants-DMV Application | |
| APCD-Grants-EO VDECS | |
| APCD-Grants-Financing Info | |
| APCD-Grants-Fish & Game Logs | |
| APCD-Grants-L10 | |
| APCD-Grants-Marine Certificate | |
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Continue to add and save all the requested files. When you are finished, select "Continue"

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| New tractor quote.jpg | APCD-Grants- 590 State | 1.91 MB | 02/14/2023 | Actions v | |
| 590 form.jpg | APCD-Grants- 590 State | 1.91 MB | 02/14/2023 | Actions v | |
| Add | | | | | |
| Continue » | | | | | Save and resume later |

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.

| | 2 Applicant | 3 Equipment | 4 Documentation | 5 Review | 6 Complete |
|-----|---|--|---|-----------|------------|
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