Mobile Source Certification and Compliance Fees
Invoicing and Payment Process
DECS & At-Berth Question and Answer Session
March 21, 2022
Agenda

• Background
• How to Pay Fees
  • FI$Cal Account
  • Invoicing overview
  • Payment process/application submittal
• After Payment Processes
  • Refunds
  • Underpayment
Mobile Source Certification Fee Regulation

- Legislative Authority: Senate Bill 854 (2018) and Senate Bill 85 (2019)
- Regulation Adopted April 2021, approved by OAL on 1/18/2022.
  - Fees at the time of application
  - 35 regulatory categories organized into six groups
  - ww2.arb.ca.gov/rulemaking/2021/mobilesourcefee2021
- Effective Date April 1, 2022
Timeline for Implementation

• March 8th: Overview workshop
• Week of March 14th: Focused Tutorials by Certification Group
• Week of March 21st: Focused Q/A Sessions
• March 21st: Begin Accepting Manufacturer Draft Invoices
• April 1st: Payment required to process applications received/completed April 1 or later
How do I pay my fee?
MS Fee Invoicing and Payment Process

Step 1: Set up FI$Cal Account
Step 2: Generate Invoice
Step 3: Complete Payment Process
Step 4: Submit Payment Documents with Application
Mobile Source Certification and Compliance Fees

Step 1: FI$Cal Accounts
Who has Existing FI$Cal Accounts?

• Accounts have been set up for active manufacturers who have certified in the last few years and are subject to the new fees
• Contact Milad Pirhadi for existing account
  ✓ milad.pirhadi@arb.ca.gov
How to Get a FI$Cal Account?

New Fee Payers

• E-mail Fees@arb.ca.gov Subject line state: “MS Fee New FI$Cal Account Request”

• Include in body of e-mail:
  ✓ Manufacturer’s complete name (the name of the company paying the fee)
  ✓ Mailing address, including country
  ✓ Contact name, title, phone number and e-mail
    (This contact is for payment issues only)
  ✓ Certification Group
  ✓ Letter of Authorization (consultant)

• Check internally with the FI$Cal contact (POC for payment) before sending e-mail
Questions?
Mobile Source Certification and Compliance Fees

Step 2: Invoicing Process
Invoicing Process

• Go to Website: [ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshop](ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshop)
• Choose the correct “Certification Group” draft invoice
• Complete the draft invoice (review tutorials for more details)
• Send completed draft invoice attached to e-mail to [MSCertFees@arb.ca.gov](mailto:MSCertFees@arb.ca.gov)
• E-mail Title: “MSF New Invoice Request (Your Certification Group Type)”
• In 1-2 business days, CARB staff will return your e-mail with a pdf of the “Final” invoice that will have an invoice number, date, and payment instructions.
Choose the Correct Certification Group Form
Draft Invoice can be found at: https://ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshops
Draft Invoice can be found at: https://ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshops
Creating Draft Invoice Form
Example Draft Invoice

<table>
<thead>
<tr>
<th>Payment Row Number</th>
<th>Application Description or File Name</th>
<th>Calendar Year</th>
<th>Unique Application Identifier: File Name ID listed in payment row must match the applicable application unique ID name</th>
<th>Fee Category (drop down)</th>
<th>Fee Type (drop down)</th>
<th>Amount</th>
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Total Due: $0

Signature: 

I attest that any information provided is true, accurate, and complete.
# Company Information

Use the company name, company address, and contact name and information associated with the application/s.
Company Information

Use the FI$Cal account number supplied to you by CARB. The parent company name, address, and payment contact may be different in the FI$Cal account than in the application contact.
Application Information

<table>
<thead>
<tr>
<th>Payment Row Number</th>
<th>Product Description or file name</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>Each row represents ONE application within the applicable group: “DECS or At-Berth”</td>
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</table>

- Each row represents an application on which a payment is required. If no payment is required, no invoice should be filled out by applicants.
For the “Diesel emission control strategy – other than locomotive” category, no fees are required on an entity holding and identified in a valid Executive Order or conditional verification for a diesel emission control strategy for verification activities related to the product directly covered by an Executive Order or conditional verification that was issued prior to April 1, 2022. [Title 13, California Code of Regulations, Section 2912]
An example of a situation where **NO FEES APPLY:**

- A company holds and is identified in a valid Executive Order for a diesel emission control strategy issued prior to April 1, 2022
  - That company submits an application for verification activities related to the exact product directly covered by that Executive Order
  - The submittal is an in-use compliance emissions testing plan for said product meeting all of the aforementioned requirements

An example of a situation where **FEES ARE REQUIRED:**

- A company holds and is identified in a valid Executive Order for a diesel emission control strategy issued prior to April 1, 2022
  - The company submits an application for verification of a different product
## Application Information

### Product Description/Calendar Year

<table>
<thead>
<tr>
<th>Payment Row Number</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Preliminary application of Product X for stationary emergency standby power generation</td>
<td>2022</td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>Final application of Product Y for 1993-2006 model year on-road</td>
<td>2022</td>
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</tr>
</tbody>
</table>

### Product Description or File name:

**DECS (other than locomotive) application + product name + DECS category**

**Example 1:** Preliminary application of Product X for stationary emergency standby power generation

**Example 2:** Final application of Product Y for 1993-2006 model year on-road

### Calendar Year:

Provide the year in which the application is submitted, such as 2022
### Application Information

**Product Description/Calendar Year**

<table>
<thead>
<tr>
<th>Payment Row Number</th>
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<td>Preliminary application of Product X</td>
<td>2022</td>
</tr>
<tr>
<td>2</td>
<td>Final application of Product Y</td>
<td>2022</td>
</tr>
</tbody>
</table>

**Unique Application Identifier**: File Name (ID listed in payment row must match the unique identifier given to the certification application)

**Category Type** (drop down)

**Fee Type** (drop down)

**Amount**

---

**Product Description or File name:**

DECS (locomotive) application + product name

**Example 1:** Preliminary application of Product X

**Example 2:** Final application of Product Y

**Calendar Year:**

Provide the year in which the application is submitted, such as 2022
# Application Information

## Product Description/Calendar Year

<table>
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<tr>
<td>1</td>
<td>Initial test plan of System X</td>
<td>2022</td>
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<tr>
<td>2</td>
<td>Design modification of System Y</td>
<td>2022</td>
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</tbody>
</table>

**Product Description or File name:**

At-Berth application category + system name

Example 1: Initial test plan of System X
Example 2: Design modification of System Y

**Calendar Year:**

Provide the year in which the application is submitted, such as 2022
• Unique Application Identifier is explained on the next slide

• Manufacturers who already hold DECS verifications or At-Berth EOs have already been assigned a 3-letter “Manufacturer Code” to identify their company. This code is used in the Unique Application Identifier. If you have not been assigned a code, please contact milad.pirhadi@arb.ca.gov to obtain a 3-letter code to identify your company.
Application Information
Unique Application Identifier

DECS – other than locomotive: DE-CAT-Y-MAN-000-X

Where:

DE = Executive Order series group under title 13, CCR, Sections 2700-2711 for DECS

CAT = Category, which would be:

ONR = On-Road
OFF = Off-Road
APU = Auxiliary Power Unit
STA = Stationary
RTG = Rubber Tired Gantry Crane
TRU = Transport Refrigeration Unit
MAR = Harbor craft marine

Y = Calendar year code of year submitted (e.g., for 2022, Y=N consistent with engine family lettering)

MAN = Manufacturer code (e.g., ABC = Alphabet, Inc.)

000 = Ordinal application/submittal received from that manufacturer in the calendar year (e.g., 004 = 4th application/submittal received in 2022)

X = Extension, which is 0 if it is a new application (e.g., DE-ONR-N-ABC-004-0), or the existing EO number if it is a modification or other submittal regarding an existing verification (e.g., DE-ONR-N-ABC-004-09-014), where 09-014 is the existing EO number)
DECS – locomotive:

LO-000-Y-MAN-000-X

LO = Identifier for DECS locomotive as DECS locomotive are not covered by any executive orders.
000 = Three zeros, constant for all DECS locomotive applications
Y = Calendar year code of year submitted (e.g., for 2022, Y=N consistent with engine family lettering)
MAN = Manufacturer code (e.g., ABC = Alphabet, Inc.)
000 = Ordinal application/submittal received from that manufacturer in the calendar year (e.g., 004 = 4th application/submittal received in 2022)
X = Extension, which should be always 0 because only new verification applications of DECS locomotive are subject to the fee payments. Applications for modification of an existing verification in the DECS locomotive category are not subject to any fees; therefore, no invoice should be filled out for such applications.
Application Information
Unique Application Identifier

At-Berth:

AB-000-Y-MAN-000-X

Where:

AB = Executive Order series group under title 17, CCR, Section 93130.5 for At-Berth Regulation

000 = Three zeros, constant for all At Berth alternative control technology applications

Y = Calendar year code of year submitted (e.g., for 2022, Y=N consistent with engine family lettering)

MAN = Manufacturer code (e.g., ABC = Alphabet, Inc.)

000 = Ordinal application/submittal received from that manufacturer in the calendar year (e.g., 004 = 4th application/submittal received in 2022)

X = Extension, which is 0 if it is a new application (e.g., AB-000-N-ABC-002-0), or the existing EO number if it is a modification or other submittal regarding an existing EO (e.g., AB-000-N-ABC-002-14-02), where 14-02 is the existing EO number)
Questions?
## Application Information
### DECS Category Types

<table>
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<th>Payment Row Number</th>
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### Category Type (Drop Down menu):
The DECS category has multiple category types based on the application process and implementation.
## Diesel Emission Control Strategy (other than locomotive) Category Types

<table>
<thead>
<tr>
<th>Category Types</th>
<th>Fee Type</th>
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<tbody>
<tr>
<td>Preliminary Application Fee for New Verifications or Major Modification</td>
<td>In-Use Compliance Field Testing Fee</td>
</tr>
<tr>
<td>Final Application Fee for New Verifications or Major Modification</td>
<td>In-Use Compliance Emissions Testing Fee</td>
</tr>
<tr>
<td>Executive Order Fee for New Verification or Major Modification</td>
<td>Minor Modification Fee</td>
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</tbody>
</table>

## Diesel Emission Control Strategy (locomotive) Category Types

<table>
<thead>
<tr>
<th>Category Types</th>
<th>Fee Type</th>
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</thead>
<tbody>
<tr>
<td>Locomotive Initial Application Fee</td>
<td>Locomotive Final Verification Letter Fee</td>
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</table>
# Application Information

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<th>Payment Row Number</th>
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**Category Type (Drop Down menu):**

The At-Berth category has multiple category types based on the application process and implementation.
<table>
<thead>
<tr>
<th>At-Berth Category Types</th>
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<tbody>
<tr>
<td>Test Plan Review Fee</td>
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<tr>
<td>At-Berth Application Fee</td>
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<tr>
<td>CEMS Data Review</td>
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<tr>
<td>Design Change Fee</td>
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<tr>
<td>Minor Amendment Fee</td>
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</tbody>
</table>
Questions?
All DECS and At-Berth fee category types have two fee types:

- Base
- Small Business

Fee Type (Drop Down menu):
Delays in processing your application will occur if your application does not qualify for the fee type. Base type fee is standard for most applications.
Fee Type
Small Business

• Defined in California Government Code section 11346.3, subdivision (b)(4)(B) and Title 13, California Code of Regulations, section 2901:
  ✓ Must be independently owned and operated; and
  ✓ Must have 100 or fewer employees

• Companies claiming the small business fee must sign an attestation to being a small business.

• CARB may request proof that a company meets all of the requirements of a small business
Invoice Information

Total Due: If you have one or multiple applications on the form, your total to be paid is located in the lower right-hand corner of the form on the same line as “Total Due”. This is the amount to be paid at the time of payment associated with this invoice.

Attestation: Each invoice must be signed by the responsible party that all information provided is true, accurate, and complete. Double click at “X” and sign with mouse or add official signature block.
Submit Draft Invoice to CARB

• Save draft Invoice for your records
• E-mail draft invoice to: MSCertFees@arb.ca.gov
• E-mail Title: “MSF New Invoice Request (DECS or AB)”
• In 1-2 business days, CARB staff will return your e-mail with a pdf of the Final invoice with the invoice number and date applied.
• **DO NOT** pay your fees until 5 days after receipt of your Final invoice
Submit Draft Invoice to CARB

- E-mail: MSCertFees@arb.ca.gov
- E-mail Title: “MSF New Invoice Request (Group)”
  - Diesel Emission Control Strategy (DECS)
  - At-Berth Alternative Controls (AB)
- E-mail each draft invoice form separately (in a SEPARATE e-mail to CARB)
Do not make payment (Step 3) until 5 business days after receipt of Final Invoice to allow for processing.
Questions?
Mobile Source Certification and Compliance Fees

Step 3: Payment Process
Go to: ww2.arb.ca.gov/payments to make a payment
Required for Payment

- Final Invoice Number
- Total Payment on Final Invoice
- Payment method: Credit card, Check, Wire Transfer
CARB Payment Options

Website: https://ww2.arb.ca.gov/payments

• Credit Card: First Data, the processing vendor, charges a convenience fee of 2.99% of the transaction amount. CARB does not receive revenue from this service fee. (3-4 days for payment to clear)

• Check, Money Order or Cashier Check (3-7 business days for payment to clear)

• Wire Transfer or Electronic Funds Transfer (EFT/ACH) (3-5 business days for payment to clear)

Include your invoice number on all payments and payment portal communications
After Payment

• When your payment is made and certification application is submitted, e-mail your certification staff with payment date and invoice number
Staff Contacts

• Locomotive, stationary, marine, TRUs, and RTG Crane DECS:
  ✓ Milad Pirhadi, Freight Approvals Section (milad.pirhadi@arb.ca.gov)

• On-road, off-road, and APU DECS:
  ✓ Mark Schuy, Aftermarket Diesel and Off-Road Section (mschuy@arb.ca.gov)

• At-Berth:
  ✓ Nicholas Storelli, Marine Strategies Section (nicholas.storelli@arb.ca.gov)
Mobile Source Certification and Compliance Fees

Step 4: Submittal of Final Invoice with Application/s
Step 4: Submission of Final Invoice with Application/s

- Final Invoice with Application/s shall be submitted to the following email addresses:
  - DECS (all categories):
    - VDECS.submission@arb.ca.gov
  - At-Berth:
    - Angela Csondes, Manager, Marine Strategies Section
      - Angela.csondes@arb.ca.gov
For more information

• Contact your assigned verification staff
• Go to our website:
  ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshops
• E-mail MSCertFees@arb.ca.gov
  ✓ Include in your e-mail header the nature of your inquiry and your category type (DECS or AB) in parenthesis.
Questions?
After Payment Processes
What happens if I select the wrong fee type?

- 30-day review: application does match fee type selected
  - Application processing ceases until fee invoice/underpayment payment are corrected
Underpayment

- **Timing:**
  - 30 days after payment/application submittal
    - ✔️ Incomplete Application Letter
- **Invoice Modification Process**
  - ✔️ Corrected payment – difference of paid and corrected fee type cost
  - ✔️ Separate invoicing process
Webpage

ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshops
Questions?