



**Mobile Source Certification and Compliance Fees
Invoicing and Payment Process
Off-Road, Evaporative Component and PFC
Question and Answer Session
March 24, 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?

- If you have paid a fee since July 2018 or have received an EO in the past 2 years, an account is established for you.
- Coordinate with your accounting department to obtain your FI\$Cal account number
- Contact your assigned CARB certification representative for existing account

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: <https://ww2.arb.ca.gov/mobile-source-certification-and-compliance-fee-regulation-meetings-workshops>
- 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
- E-mail Title: "MSF New Invoice Request (OFF or EVAP)"
- 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

Select the Off-Road Draft Invoice Form

Mobile Source Certification and Compliance Fee Regulation: Meetings & Workshops

CONTACT

Email helpline@arb.ca.gov

Phone (800) 242-4450

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Step 4 – Submitting Your Application

Submit a copy of your Final invoice with your applicable application/s according to your current certification procedure. This document will be used to verify your payment for each of your submitted applications. Once payment confirmation is complete, staff will start the review of your product application submittal.

Focused Grouped Category Tutorials:

[On-Road LD](#) [On-Road HD/GHG](#) [Off-road](#) [Evaporative](#) [Aftermarket](#) [DECS-Locomotive](#) [DECS-Non-Locomotive](#) [At-Berth](#)

Draft Invoice Forms:

[On-Road](#) [Off-Road](#) [Evaporative](#) [Aftermarket](#) [DECS](#) [At-Berth](#)

DOCUMENTS

[↓ ECDC/NVPEB-009 Mobile Source Certification and Compliance Fee Payment Form for Off-Road Model Year 2023 Application Only](#)

ECDC_NVEPB_009_MOBILE_SOURCE_CERTIFICATION_AND_COMPLIANCE_FEE_PAYMENT_FORM_FOR_OFF_ROAD_MO
DEL_YEAR_2023_APPLICATION_ONLY_0.XLSX · 73 KB

Select the Evaporative Draft Invoice Form

Mobile Source Certification and Compliance Fee Regulation: Meetings & Workshops

CONTACT

Email helpline@arb.ca.gov

Phone (800) 242-4450

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Focused Grouped Category Tutorials:

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Draft Invoice Forms:

[On-Road](#) [Off-Road](#) [Evaporative](#) [Aftermarket](#) [DECS](#) [At-Berth](#)

DOCUMENTS

↓ [ECCD/NVEPB-014 Mobile Source Certification and Compliance Fee Payment Form for Evaporative Components Calendar Year 2022 Applications Only](#)

ECCD_NVEPB_014_MOBILE_SOURCE_CERTIFICATION_AND_COMPLIANCE_FEE_PAYMENT_FORM_FOR_EVAPORATIVE_COMPONENTS_CALENDAR_YEAR_2022_APP_0.XLSX · 30 KB

Creating Draft Invoice Form

Off-Road Draft Invoice

STATE OF CALIFORNIA
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
CALIFORNIA AIR RESOURCES BOARD
MOBILE SOURCE CERTIFICATION AND COMPLIANCE FEE PAYMENT FORM FOR OFF-ROAD MODEL YEAR 2023 APPLICATIONS ONLY
ECCD\INVEPB-003 (NEW: 03/2022) WORKSHEET 1 OF 1

1
2
3 **Invoice Name:**
4 **Invoice Date:**

5 **CARB USE ONLY**

6 **COMPANY INFORMATION (input by manufacturer)**

7 **Company Name:**
8 **Address:**
9 **City, State, Zip:**
10 **Country:**
11 **Contact Name:**
12 **Contact Telephone Number:**
13 **Contact E-mail:**
14 **Fiscal Account Number:**

15 **PRODUCT INFORMATION**

Payment Row Number	Product Description or file name	Model Year	Unique Application Identifier: Engine Family name, Evaporative Family name, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
16	1					
17	2					
18	3					
19	4					
20	5					
21	6					
22	7					
23	8					
24	9					
25	10					
26	11					
27	12					
28	13					
29	14					
30	15					
31	16					
32	17					
33	18					
34	19					
35	20					
36						
37						
38						
39						
40						
41						
42						

37 **Total Due** \$0

38 I, **Responsible Party Signature Here:** _____, attest that any information provided is true, accurate, and complete.

39
40
41
42

43 **OFF-ROAD (2023)** (+)

Evaporative Draft Invoice

STATE OF CALIFORNIA
 CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY
 CALIFORNIA AIR RESOURCES BOARD
MOBILE SOURCE CERTIFICATION AND COMPLIANCE FEE PAYMENT FORM FOR EVAPORATIVE COMPONENTS CALENDAR YEAR 2022 APPLICATIONS ONLY
 ECCDNYEFB-014 (REV 03/2022) WORKSHEET 1 OF 1

1

2 **CARB USE ONLY**

3 **Invoice Name:**

4 **Invoice Date:**

5 **COMPANY INFORMATION (input by manufacturer)**

6 **Company Name:**

7 **Address:**

8 **City, State, Zip:**

9 **Country:**

10 **Contact Name:**

11 **Contact Telephone Number:**

12 **Contact E-mail:**

13 **FISCAL Account Number:**

14 **PRODUCT INFORMATION**

Payment Row Number	Product Description or file name	Calendar Year	Unique Application Identifier: Family name, model, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
15						
16	1					
17	2					
18	3					
19	4					
20	5					
21	6					
22	7					
23	8					
24	9					
25	10					
26	11					
27	12					
28	13					
29	14					
30	15					
31	16					
32	17					
33	18					
34	19					
35	20					
36						
37						
38						Total Due \$0
39						
40						

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

Responsible Party Signature Here


EVAP COMP (2022) (+)

Company Information

Mobile Source Certification and Compliance Fee Payment Form For On-Road Model Year 2023 Applications; Calendar Year 2022 Applications Only	
Invoice Number: For CARB's Use Only	Invoice Date: For CARB's Use Only
Company Information	
Company Name	Use the company name, company address, and contact name and information associated with the <u>application/s</u>
Street Address	
City, State, Zip	
Country	
Contact Name	
Contact phone number	
Contact e-mail	
FISCal Account Number	

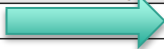
Company Information

Mobile Source Certification and Compliance Fee Payment Form For On-Road Model Year 2023 Applications; Calendar Year 2022 Applications Only	
Invoice Number: For CARB's Use Only	Invoice Date: For CARB's Use Only
Company Information	
Company Name	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.
Street Address	
City, State, Zip	
Country	
Contact Name	
Contact phone number	
Contact e-mail	
FI\$Cal Account Number	



Application Information

Each Row = One Application

Payment Row Number	Product Description or file name	Model Year	Unique Application Identifier: Engine Family name, Evaporative Family name, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
1						
2						
3						
4						
5						
6						
7						
8						
9						

Each row represents ONE "Off-Road" or "Evaporative" Certification group application

- Each row represents an application on which a payment is required within your certification category.

Application Information

Off-Road Product Description/Model Year

Payment Row Number	Product Description or file name	Model Year	Unique Application Identifier: Engine Family name, Evaporative Family name, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
1	CBI_PABCL06.7ABC_APP_INI	2023	PABCL06.7ABC	ORCI engine family	Base	\$2,077

Product Description or File name:

For all except SIMW: Use the file name in the Document Management System (DMS) that is associated with the application that you will be submitting to CARB.

For SIMW: Use a brief description that is associated with the application that you will be submitting to CARB.

Model Year:

Provide the model year for which the application is submitted, such as 2023

Application Information

Evaporative/PFC Product Description/Model Year

For Evaporative Component and PFCs please use the model name...

Examples:

	Payment Row Number	Product Description or file name	Calendar Year	Unique Application Identifier: Family name, model, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
14	1	Fuel Hose, model LOWperm3	2022				
16	2						
17	3						

	Payment Row Number	Product Description or file name	Calendar Year	Unique Application Identifier: Family name, model, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
14	1	Tank, Model no. CA4424	2022				
16	2						
17	3						

Application Information

Unique Application Identifier

Payment Row Number	Product Description or file name	Model Year	Unique Application Identifier: Engine Family name, Evaporative Family name, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
1	CBI_PABCL06.7ABC_APP_INI_	2023	PABCL06.7ABC	ORCI engine family	Base	\$2,077
2						
3						
4						
5						
6						
7						

Application Information

Unique Application Identifier

Off Road

Unique Application Identifier:

- LSI, SORE, OHRV, ORCI, SIME Engine Family Naming Convention
 - ✓ Refer to EPA website: <https://www.epa.gov/ve-certification/information-about-family-naming-conventions-vehicles-and-engines>
- SORE, LSI Evaporative Family Naming Convention
 - ✓ Refer to Small Off-Road Engine Evaporative Emission Control System Certification Procedure CP-902, Attachment 1: <https://ww2.arb.ca.gov/resources/documents/amended-cp-902-certification-and-approval-procedures-evaporative-emission>
- SIMW Evaporative Family Naming Convention
 - ✓ Refer to SIMW California Evaporative Family Naming Convention: https://ww2.arb.ca.gov/sites/default/files/2020-05/Evaporative%20Family%20Naming%20Convention_R.pdf
- Zero-Emission Golf Cart Family Naming Convention
 - ✓ "XXXX_EGC_#" where the first "X" is model year per EPA's engine family naming convention, 2nd through 4th "X" is the EPA-assigned manufacturer's code, and "#" is the 1st, 2nd, 3rd, etc. application (distinct individual family, not for any subsequent running changes) submitted for that model year

Application Information

Unique Application Identifier

Evaporative Component

Unique Application Identifier:

EVAP – X – mmddyy – MFR – model#

- Replace X with letter O for OHRV, P for portable (PFC and OMT), S for SORE or M for marine watercraft (SIMW)
- Input the current date, mmddyy
- Provide MFR is the manufacturer code*
- Model number or family model number

*Manufacturers may already have an assigned 3-letter company code from existing certifications or from U.S. EPA. If you do not have a code, please contact the appropriate category staff listed on slide 53.

Questions?

Category Type Fee Type

Application Information

Off-Road Category Type

Payment Row Number	Product Description or file name	Model Year	Unique Application Identifier: Engine Family name, Evaporative Family name, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
1						
2						
3				OHRV engine family		
4				Zero-emission golf cart		
5				ORCI engine family		
6				LSI engine family		
7				LSI evaporative family		
				SORE family		
				SORE evaporative family		

Category Type (Drop Down Menu):

The Off-Road category group has multiple category types based on engine or equipment process. The application submission must match one of these fee categories. Definitions of Category and Fee types can be found in Title 13 §2901 and §2905.

Off-Road Certification Group (OFF) Category Types

OHRV engine family

Zero-emission golf cart

ORCI engine family

LSI engine family

LSI evaporative family

SORE family

SORE evaporative family

SIME family

SIMW evaporative family

Off-Road Certification Group Fee Types

- 5 Fee Types
 - ✓ Base (all except e-golfcarts)
 - ✓ Low California Production Manufacturer
 - ✓ Partial Carry-Over
 - ✓ Carry-Over
 - ✓ Zero-Emission

Fee Type

Partial Carryover

- An application that is identical to the previous model year's application that resulted in the issuance of a certification except for one or more of the following:
 - ✓ model year;
 - ✓ Engine family name or Evaporative family name;
 - ✓ applicant contact information;
 - ✓ projected sales data

Fee Type

Partial Carryover (continued)

- An application that is identical to the previous model year's application...and in addition, one or more of the following:
 - ✓ model names;
 - ✓ part numbers (including new parts if they are durable to full useful life and do not impact the certification emission levels); and
 - ✓ equipment types.
- Mail-Out ECARS 15-07: Streamlined Certification Process For Carryover and Partial Carryover Certification Applications
 - ✓ <https://ww2.arb.ca.gov/resources/documents/ecars-15-07>

Fee Type Carryover

- An application that is identical to the previous model year's application that resulted in the issuance of a certification except for one or more of the following:
 - ✓ Model year;
 - ✓ Engine family name or Evaporative family name;
 - ✓ Applicant contact information;
 - ✓ Projected sales data
- Mail-Out ECARS 15-07: Streamlined Certification Process For Carryover And Partial Carryover Certification Applications
 - ✓ <https://ww2.arb.ca.gov/resources/documents/ecars-15-07>

Fee Type

Low California Production Manufacturer

- OHRV: Produces ≤ 300 OHRV for CA sale annually.
- LSI Engine: Produces ≤ 100 LSI engines for CA sale annually
- LSI Evap: Produces ≤ 100 units of equipment that use LSI engines for CA sale annually.
- SIME: Produces ≤ 100 SIME for CA sale annually.
- SIMW: Produces ≤ 75 SIMW for CA sale annually.

Fee Type

Low California Production Manufacturer

- Annual production is averaged over 3 previous consecutive model years.
- Subject to year end validation and fee adjustment as applicable.

Questions?

Application Information

Evaporative Category Type

	Payment Row Number	Product Description or file name	Calendar Year	Unique Application Identifier: Family name, model, if applicable (ID listed in payment row must match the unique identifier given to the certification application)	Category Type (drop down)	Fee Type (drop down)	Amount
14							
15	1						
16	2						
17	3						
18	4						
19	5						

OHRV evaporative emission control system component
 Portable container product family
 SORE evaporative emission control system component
 Spark ignition marine watercraft evaporative emission control sys

Fee Category (Drop Down menu):

- The definitions of each category type and fee type can be found in Title 13 section 2901 and section 2907.
- Four category types based on component or product family
- Application submission must match one of these category types

Evaporative (EVAP) Group Category Types

OHRV evaporative emission control system component

Portable container product family

SORE evaporative emission control system component

Spark ignition marine watercraft evaporative emission control system component

Evaporative Component/PFCs Certification Group Fee Types

- 2 Fee Types
 - ✓ Base
 - ✓ No change renewal, administrative change, or model change

Questions?

Invoice Information

33	19								
34	20								
35									
36								Total Due	\$0
37									
38	I, X								
39	Responsible Party Signature Here								
40									

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 each draft invoice separately to:
MSCertFees@arb.ca.gov
- E-mail Title: "MSF New Invoice Request (**OFF or EVAP**)"
- 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

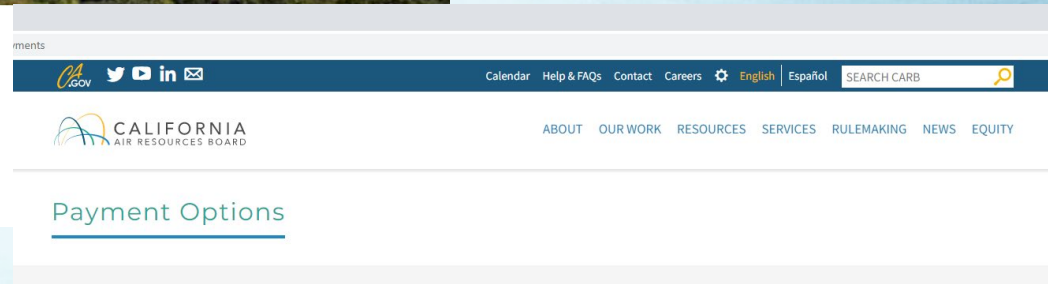
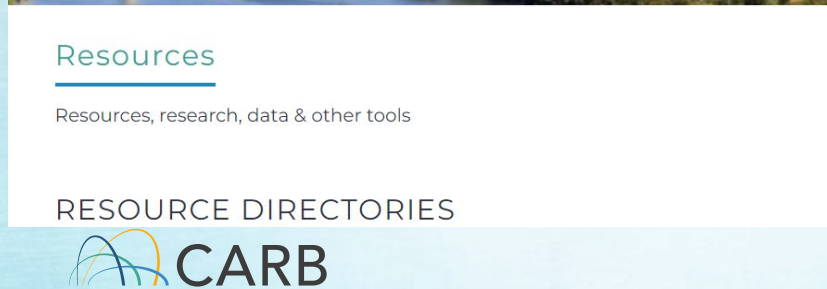
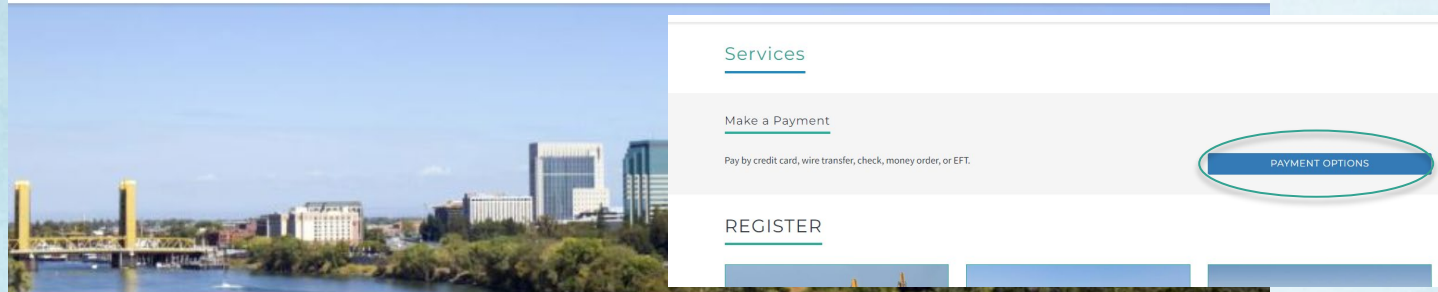
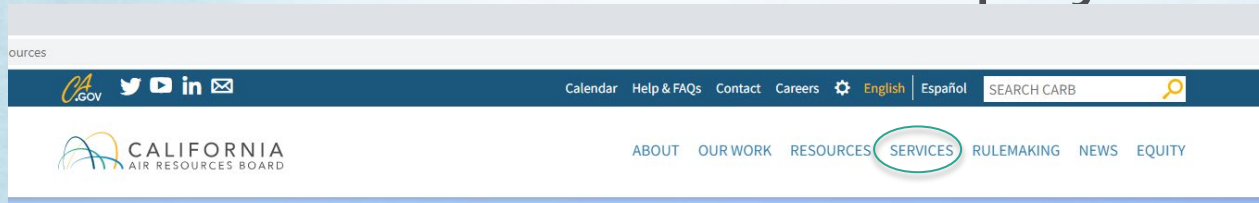
Do not make payment (Step 3) until 5 business days after receipt of Final Invoice to allow for processing.

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, e-mail your certification staff with payment date and invoice number

Mobile Source Certification and Compliance Fees

Step 4: Submittal of Final Invoice with Application/s

Submission of Off-Road Final Invoice with Application/s

- For “Off-Road” Certification Group Fee Categories, please include the “Final invoice” on the first page of the application
- All Category Type except SIMW applications
 - ✓ Submit the application to DMS
(<https://ww2.arb.ca.gov/certification-document-management-system>)
- SIMW Evaporative Family applications
 - ✓ Email the application to SIMW.evapcert@arb.ca.gov

Submission of EVAP Final Invoice with Application/s

Final EVAP Invoice with Application/s shall be submitted to the following assigned staff:

- Michele Dunlop (michele.dunlop@arb.ca.gov) for PFC, OMT, and SORE
 - Scott Monday (scott.monday@arb.ca.gov) for OHRV and SIMW
- ✓ Include in the email header, the appropriate group and category information. Use the first 5 characters of the Unique Application Identifier as described on slide 26.

Fees to be submitted at the time of application submittal

- Fee received = Application review begins
 - ✓ You will receive an email from staff stating that your application is “Accepted for Filing”
- Delays in processing your application will occur if your application does not qualify for the Fee Type.
 - ✓ Correct payment will be due before application reviews begin.
 - ✓ Base type fee is standard for most applications.

Questions?

Mobile Source Certification and Compliance Fees
Underpayment and Refunds Process

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
- End of year production reporting for low CA production discounts
 - Future application processing ceases until remainder of fee is paid

Underpayment

- Invoice Modification Process
 - ✓ Corrected payment – difference of paid and corrected fee type cost
 - ✓ Separate invoicing process
 - ✓ Work with your certification representative

Criteria for Fee Refund

Fee Refund
(% of
certification
fee paid)

Withdrawal of application 0-15 calendar days from receipt of payment, or the date the Executive Officer notifies the applicant the submitted payment is not appropriate under subdivision (a)(4)

100%

Certification fee paid, no application submitted

100%

Withdrawal of application 16-45 calendar days from receipt of payment, or the date the Executive Officer notifies the applicant the submitted payment is not appropriate under subdivision (a)(4)

50%

Withdrawal of application 46 or more calendar days from receipt of payment, or the date the Executive Officer notifies the applicant the submitted payment is not appropriate under subdivision (a)(4)

No refund

Questions?

For more information

- For Off-Road, contact your **assigned** certification staff
- For EVAP, contact **assigned** certification staff listed on slide 53
- 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 (OFF or EVAP) in parentheses

Webpage

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

Mobile Source Certification and Compliance Fee Regulation: Meetings & Workshops

CONTACT

Email helpline@arb.ca.gov

Phone (800) 242-4450

The Mobile Source Certification and Compliance Fee regulatory effort was initiated in response to new regulatory authority. SB 854 (2018) allowed CARB to adopt a schedule of fees to cover all or a portion of the State Board's reasonable costs. AB 85 (2019) authorized CARB to adopt a schedule of fees to recover reasonable costs from on-road vehicles and engines, removing the fee cap in HS Code 43019 for existing on-road vehicle and engine fees. The Mobile Source Certification Fee Regulation was approved by the Board in April 2021 and will be implemented beginning April 1, 2022. The regulatory support documents for the Mobile Source Certification and Compliance Fee regulation are available on the [Rulemaking Activity](#) web page. This page summarizes the regulatory activity, outreach, and other activities for the implementation of the Mobile Source Certification and Compliance Fees. For past regulatory activity [go here](#).

If you would like to participate in future meetings, or get future workgroup announcements, subscribe to the Mobile Source Certification and Compliance Fee Regulation Topic. For general questions on this regulation, interested parties may contact [Kathleen Mead](#).

On April 1, 2022, new and modified mobile source certification and compliance fees (MS Fees) will be due upon submittal of the application for mobile source certification. [Complete](#) applications for MY 23 on-road and off-road engines/vehicles/equipment received prior to April 1, 2022, are not subject to the MS fees. Based on current practices, on-road and off-road applications will undergo initial staff review to verify they are complete. For those applications received by CARB before April 1, 2022 and deemed incomplete, MS fees will be required before further processing occurs. Determination of completeness should be done within 30 days of application submittal.

Mobile Source Fee Implementation Resources

How Do I Pay My Fees?

MS Fee Payment Process for Manufacturers

Step 1-Obtain your FISCal Account Number

Before filling out an invoice request, obtain a Financial Information System for California (FISCal) account number. For manufacturers who have paid certification fees to CARB after July 1, 2018, an account should have been created for you already in the FISCal system. In addition, CARB created accounts for the active off-road/aftermarket part/component manufacturers who are subject to the new MS Fee program. For those manufacturers that do not know their FISCal account number, please check with your organization's internal points of contact (POC) who are responsible for payment to obtain FISCal account. To get more information about FISCal click [here](#). To obtain your FISCal account, please follow the steps below: