

**SAN JOAQUIN VALLEY  
AIR POLLUTION CONTROL DISTRICT**

**HEAVY-DUTY  
ENGINE PROGRAM**

**AGREEMENT TERMS & CONDITIONS**

This document is designed to provide Heavy-Duty Engine Program participants with the required instructions and guidance for the successful completion of their project. The participant will have a designated timeframe (specified in the agreement) from the agreement execution date in which to complete the project.

SJVAPCD staff is available to answer questions and to provide assistance to participants regarding these procedures. It is advisable that you read the entire Agreement Terms & Conditions document and executed agreement in order to fully understand the grant requirements. All questions regarding these agreement terms and conditions should be directed to:

Jeff Riding  
or Nhia Vu

E-mail: [jeffrey.riding@valleyair.org](mailto:jeffrey.riding@valleyair.org) or  
[nhia.vu@valleyair.org](mailto:nhia.vu@valleyair.org)

San Joaquin Valley Air Pollution Control District  
Emission Reduction Incentive Program  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244  
(559) 230-5800  
Fax: (559) 230-6112

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## PROJECT ADMINISTRATION

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A project begins as soon as the agreement has been executed and it extends through the Project Life. The Project Life timeframe varies based on project type; please refer to the Obligations of Participant section of your agreement for specifics. The SJVAPCD has implemented a monitoring program that provides ongoing data collection for documenting the progress of projects and also serves as a mechanism for keeping a record of unforeseen problems and delays associated with the project. As part of receiving incentive funds, the participant has agreed to adhere to the following terms:

### ❖ Agreement Extensions

If a participant is unable to complete the installation of the engine within the designated period, an agreement extension can be requested. All requests for agreement extensions must identify a serious and compelling reason as to why the Project Completion phase has been delayed and submit supporting documentation. In order for agreement extensions to be considered, they must be submitted 60 days prior to the agreement Project Completion termination date. Agreement extensions approvals are at the discretion of the Executive Director/APCO. Extensions that exceed eleven-months must receive Governing Board approval. There are no guarantees that the SJVAPCD will grant an agreement extension.

### ❖ Annual Reports

The participant must submit an annual report, as outlined under the Obligations of Participant section of the agreement, which provides data in regards to the engine/vehicle operation, fuel consumption, hours of operation, maintenance and any other pertinent information requested by the SJVAPCD. The annual report is used to verify that the engine is in operation, and is operating at the annual hours or miles stated in the application. SJVAPCD staff will send an annual report to the mailing address listed in the application thirty (30) days prior to the due date. An annual report form, including instructions is included in this guidance document as an example. The participant must submit an annual report form every year for the term of the contract.

Noncompliance with these reporting requirements shall require onsite monitoring by SJVAPCD staff, and includes, missing or incomplete annual reports, or a three (3) year average usage not within thirty (30) percent of the usage specified in the agreement.

### ❖ Project Closeout

The Project Closeout phase occurs at the end of the Project Life. At this time, any compensation that is not expended by the participant pursuant to the terms and conditions of the agreement shall revert to the SJVAPCD. In the event the participant does not complete the minimum operating period requirement, the participant shall refund the SJVAPCD a prorated amount as specified in the agreement.

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## STEP-BY-STEP ANNUAL REPORT GUIDANCE

This section outlines the information requirements for each field of the annual report. Please fill out a separate annual report form for each engine/vehicle that you have entered under agreement. If you need additional assistance, please contact the Emission Reduction Incentive Program and a staff member will assist you.

### ❖ **Report Year**

Indicate the year for which you are submitting the annual report. For example, if you are required to submit annual reports for five (5) years, and this is the first year you will be submitting a report, the Report Year would be "1".

### ❖ **Date**

Indicate the date the annual report was completed.

### ❖ **Project Number**

The number the SJVAPCD assigned your project; this information can be found in your agreement.

### ❖ **Organization**

The organization's legal name that entered into agreement with the SJVAPCD. This information was entered into Section 1 of the application and must be **identical** to the information on the Form W-9.

### ❖ **Primary Contact Name**

The first and last name of the person that serves as the primary contact to the SJVAPCD through the project life.

### ❖ **Street/Mailing Address**

The mailing address used by the organization, including city, state, and zip code.

### ❖ **Phone Number**

The main phone number, including area code, for the primary contact.

### ❖ **Fax Number**

The fax number, including area code, for the primary contact.

### ❖ **Email Address**

The email address for the primary contact.

### ❖ **Engine/Motor/Vehicle Address**

The physical location of the engine/motor/vehicle, either as a street address or by major cross streets, including the city and zip code.

### ❖ **Engine/Vehicle/Retrofit Make, Model, Model Year, Serial Number, and Identification Number**

This Annual Report Form is universally used for all project types in the Heavy-Duty Engine Program. Not all equipment information fields will apply to your project. You are only required to provide the information in the section (Agricultural Pump Engines, Off-Road Vehicles & Forklifts, or On-Road Vehicles) which pertains to your project. Please leave all other fields blank, or write "N/A". The following is required information for each project type:

- Agricultural Pump Engines:
  - Repower (engine replacement) projects: Provide the engine or motor information only.
  - New electric motor projects: Provide the motor information only.
  - Provide the engine or electric motor's total hours of operation during the past year.
- Off-Road Vehicles:
  - Repower projects: Provide the engine and vehicle information only.
  - Retrofit only projects: Provide the engine, vehicle, and retrofit information.
  - Repower and retrofit projects: Provide the engine, vehicle, and retrofit information.
  - Provide the vehicle's total hours of operation, percentage use within District boundaries, and percentage use in California for the past year.
- On-Road Vehicles:
  - New vehicle purchase projects: Provide the engine and vehicle information only.
  - Repower projects: Provide the engine and vehicle information only.
  - Repower and retrofit projects: Provide the engine, vehicle, and retrofit information.
  - Provide the vehicle's percentage of miles traveled within District boundaries and the total miles traveled for the past year.
- Forklifts:
  - Retrofit only projects: Provide the engine, vehicle, and retrofit information.
  - New electric forklift purchase projects: Provide the engine and vehicle information only.
  - Provide the forklift's total hours of operation, percentage use within District boundaries, and percentage use in California for the past year.

❖ **Amount of Fuel Consumed During the Last Year**

List the amount of fuel consumed during the last year for the engine or vehicle. Please include units; for example, gallons, kilowatts (for electric motors), etc.

❖ **Type of Fuel Used**

The fuel type of the engine. For example, diesel, CNG, propane, electric, etc.

❖ **Identify any maintenance performed on the engine/vehicle**

Describe briefly, any maintenance that was performed to the engine/vehicle/retrofit during the past year.

❖ **Identify any conditions that significantly affected the usage**

Describe any conditions that may have significantly affected the usage of the engine/vehicle/retrofit over the past year.

❖ **Other Comments**

List any further comments here.

## HEAVY-DUTY ENGINE PROGRAM ANNUAL REPORT

Please submit your first annual report **one year** after placing the engine(s)/vehicle(s)/retrofit(s) into service. When returning the annual report, please attach a copy of evidence of **insurance** for the engine/vehicle/retrofit. Please complete a separate Annual Report for each engine/vehicle/retrofit in your project.

Report Year:	Date:	Project Number:	Engine Number:
Organization:			
Primary Contact Name:			
Street/Mailing Address (including city, state, and zip code):			
Phone Number:	Fax Number:	Email Address:	
Engine/Motor/Vehicle Address:			
<b>Required for Agricultural Pump Engine Projects only</b>			
Engine/Motor Make:	Engine/Motor Model:	Engine/Motor Model Year:	
Engine Serial Number/Motor Identification Number:		Hours of Operation During the Last Year:	
<b>Required for Off-Road Vehicle or Forklift Projects only</b>			
Vehicle Make:	Vehicle Model:	Vehicle Model Year:	Vehicle Identification Number:
Engine Make:	Engine Model:	Engine Model Year:	Engine Serial Number:
Retrofit Make:	Retrofit Model:	Retrofit Model Year:	Retrofit Serial Number:
Provide the following information for the past year: Total Hours of Operation: _____ % Use in District: _____ % Use in CA: _____			
<b>Required for On-Road Vehicle Projects only</b>			
Vehicle Make:	Vehicle Model:	Vehicle Model Year:	Vehicle Identification Number:
Engine Make:	Engine Model:	Engine Model Year:	Engine Serial Number:
Retrofit Make:	Retrofit Model:	Retrofit Model Year:	Retrofit Serial Number:
Provide the following information for the past year: % Miles Traveled within the District: _____ Total Miles Traveled: _____			
<b>Additional Equipment Information (Required for all project types)</b>			
Amount of Fuel Consumed During the Past Year:			Type of Fuel Used:
Identify any maintenance performed on the engine/vehicle/retrofit:			
Identify any conditions that significantly affected the annual usage:			
Other Comments:			

**Please return this form to:**

Emission Reduction Incentive Program (ERIP)  
San Joaquin Valley Air Pollution Control District  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244

<b>Internal Use Only</b>
Reviewed By (Initial & Date):
Follow-up Action Required? <input type="checkbox"/> Yes <input type="checkbox"/> No