

**SAN JOAQUIN VALLEY
AIR POLLUTION CONTROL DISTRICT**

**HEAVY-DUTY
ENGINE PROGRAM**

OFF-ROAD VEHICLE COMPONENT

AGRICULTURAL OFF-ROAD TRACTOR REPLACEMENT OPTION

ELIGIBILITY CRITERIA AND APPLICATION GUIDELINES

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications requesting monetary incentives to replace existing off-road tractors with new reduced-emission replacement tractors, according to the terms and conditions described in these guidelines. For additional information, assistance or to receive application materials, please contact:

**San Joaquin Valley Air Pollution Control District
Strategies and Incentives Department
1990 East Gettysburg Avenue
Fresno, CA 93726-0244**

You may also contact us by phone, email, or visit our website:

**(559) 230-5800
weberip@valleyair.org
www.valleyair.org**

If you qualify to participate in the Natural Resource Conservation Service's (NRCS) EQIP program then you are not eligible for funding through the SJVAPCD Agricultural Off-Road Tractor Replacement Program. To see if you qualify, please fill out the eligibility questionnaire on page 2 of the application.

PROGRAM REQUIREMENTS

❖ General Information and Eligibility Criteria

- Applicants who currently qualify for funding under the NRCS EQIP Program are **not** eligible to participate in the SJVAPCD Agricultural Off-Road Tractor Replacement Program.
- Projects will be funded on a dollar per gross brake horsepower basis, based on the horsepower of the engine in the new replacement tractor, not to exceed 80% of eligible costs:

Horsepower rating (max bhp rating)	SJVAPCD Incentive
25-109	\$200/bhp
110-149	\$250/bhp
150+	\$350/bhp

- The maximum eligible incentive amount is calculated up to the cost-effectiveness limit and may not necessarily reflect the maximum funding amount based on the aforementioned funding table.
 - Eligible incentive amounts may be reduced after the claim for payment has been finalized, depending on all eligible items invoiced.
- The replacement of two (2) or more old, like tractors with one (1) new replacement tractor is eligible for funding. Each old and new replacement tractor must comply with all appropriate program criteria.
- Submission of a program application **does not** guarantee funding.
- ARB is providing flexibility that allows the applicant to opt-out of the default retrofit requirement for equipment not subject to an approved in-use regulation. Applicants will be required to sign a waiver acknowledging whether or not they wish to opt-out of the retrofit requirement or choose to request funding to purchase and install a currently verified retrofit device on their new replacement tractor.

❖ The **existing (old) tractor** must:

- Be an off-road agricultural in-use tractor with a compression-ignition (CI) engine greater than or equal to 25 horsepower. Agricultural use is defined as follows:

“**Agricultural operations**” is defined from the California Air Resources Board’s (ARB) Regulation for In-Use Off-Road Diesel Vehicles (Title 13 CCR § 2449): and means (1) the growing or harvesting of crops from soil (including forest operations), and the raising of plants at wholesale nurseries, but not retail nurseries, or the raising of fowl or animals for the primary purpose of making a profit, providing a livelihood, or conducting agricultural research or instruction by an educational institution, or (2) agricultural crop preparation services such as packinghouses, cotton gins, nut hullers and processors, dehydrators, and feed and grain mills. Agricultural crop preparation services include only the first processing after harvest, not subsequent processing, canning, or other similar activities. For forest operations, agricultural crop preparation services include milling, peeling, producing particleboard and medium density fiberboard, and producing woody landscape materials.

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- Have an uncontrolled (Tier 0) engine. This must be documented in the application and will be verified through an inspection process conducted by SJVAPCD staff.
 - Been owned and operated in California for the previous two (2) years. If selected for funding, the participant must submit supporting documentation (see page 5).
 - Be in operational condition at the time of application submission **and** SJVAPCD inspections. If selected for funding, the participant must submit documentation demonstrating that the old tractor has been in operational condition for the previous year (see page 5).
 - Must be destroyed or rendered permanently in-operable after the new tractor is placed into operation. Destruction of the old tractor must be performed by a participating dismantler contracted with the SJVAPCD. Participant is required to refer to “Payment Procedures” document for full destruction requirements.
- ❖ The **replacement (new) tractor** must:
- Have an engine meeting the most recent Model Year California emission standard.
 - The certification emission standard and/or Tier designation for the engine must be determined from the Air Resources Board (ARB) Executive Order issued for that engine. Executive Orders can be found at <http://arb.ca.gov/msprog/offroad/cert/cert.php> .
 - The engine must be certified to a NO_x emission standard that is at least 15 percent lower than the emission standard(s) applicable to the existing engine and be certified to either the current applicable emission standard, or to a FEL NO_x or NO_x+NMHC level that is lower than the required emission standard.
 - If a specific tractor cannot be purchased with an engine meeting the most recent model year emission standard at the time the SJVAPCD obligates funds, then a tractor with an engine meeting the previous model year emission standard may be purchased. Documentation from the tractor manufacturer indicating that an eligible engine meeting the standard is not available will be required.
 - Have a horsepower rating no greater than 125 percent of the original manufacturer rated horsepower (baseline horsepower) for the old tractor engine.
 - If the new tractor is not available in the old tractor horsepower range or the higher horsepower tractor will result in equal or less annual emissions, the SJVAPCD may approve a greater than 25 percent increase in horsepower on a case-by-case basis. Documentation from the manufacturer will be required.
 - Not have been previously owned and be indicated as new by the dealer at the time of purchase. Used tractors are not eligible for funding.
 - Tractors that served as rentals, were previously leased, or were floor/demonstration models may be eligible on a case-by-case basis determined by SJVAPCD staff prior to funding. Documentation from the dealer may be required.
 - Serve the same function and perform the same work equivalent as the old tractor (i.e. replacement of an agricultural tractor with another agricultural tractor). This requirement may be waived on a case-by-case basis by the SJVAPCD and ARB for instances where general purpose farming tractor changes commodities.
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- Be domiciled within the boundaries of the SJVAPCD (see page 14).
- Have only the minimum attachments normally sold with the original tractor as determined by SJVAPCD staff. Only eligible items will be considered for funding.
 - Implements or attachments on the new replacement equipment may be eligible for funding if the existing equipment was also similarly equipped, and the replacement equipment requires such implements or attachments to perform the same activities as the existing equipment. Such instances will be reviewed and approved on a case-by-case basis by the SJVAPCD.
- Have an operating hour meter to record annual usage in hours.

❖ The **Participant** must:

- **Not make purchase, make payments toward, and/or take possession of new tractor prior to receiving a fully executed contract from the SJVAPCD.**
- Remain the owner of the new tractor through the full term of the agreement.
 - If the new tractor is sold during the agreement term, then the new owner of the tractor must assume the agreement obligations with the SJVAPCD and comply with the terms and conditions outlined in the original agreement. The SJVAPCD must approve the tractor ownership change prior to its sale.
- Maintain the replacement tractor in accordance with manufacturer specifications.
- Maintain replacement value insurance for the replacement tractor through the full term of the agreement.
- Operate at least seventy-five percent (75%) of the new replacement tractor's annual hours within California and fifty percent (50%) within SJVAPCD boundaries (see page 14).
- Purchase a minimum of a three-year or 5,000 hours power and drive train warranty for the replacement tractor.
 - Warranty must cover parts and labor.
 - Documentation must be provided to the SJVAPCD when submitting a claim for reimbursement.
 - Warranty costs are not eligible for funding.
- Ensure the old tractor is destroyed or rendered permanently in-operable. Destruction must be performed by a participating dismantler contracted with the SJVAPCD. Refer to "Payment Procedures" document for full destruction requirements.
- Submit annual reports to the SJVAPCD through the full term of the agreement.
- Install and maintain an operational hour meter on the new tractor. Future annual hours of tractor operation for determining emission reductions must be based only on readings from an installed and fully operational hour meter.
 - The cost of an hour meter is eligible for incentive funding and should be included in the quoted price if the tractor does not have a functioning meter at the time of the project.

- If during the project life, the hour meter fails for any reason, the hour meter must be repaired or replaced as soon as possible at the owner's cost.
- If selected for funding, provide the Bill of Sale of the old tractor and ONE of the items from the following list showing ownership for the previous two (2) years:
 - Tax depreciation logs
 - Property tax records
 - Tractor insurance records
 - Bank appraisals for the tractor
 - Maintenance/service records specific to the old tractor
 - General ledgers
 - Fuel records specific to the old tractor (must identify tractor owner)
 - Other documentation approved by the SJVAPCD and ARB on a case-by-case basis

*****Note: If Bill of Sale cannot be provided, TWO items from the above list may be submitted in substitution*****

- If selected for funding, provide ONE of the following documents showing operational status of the old tractor for the previous year:
 - Maintenance/service records specific to the old tractor
 - Revenue and usage records that identify operation, standby, and down hours for the old tractor
 - Routine inspections which document the operating condition of the old tractor (OSHA or workplace required)
 - Other documentation approved by the SJVAPCD and ARB on a case-by-case basis

❖ **Annual Usage Documentation:**

- If selected for funding, the participant may be required to provide documentation showing annual usage for the old tractor(s) for the previous two (2) years. Acceptable documentation is as follows:
 - Hour meter reading log collected at minimum of once per year from an installed and fully functioning hour meter or historical fuel usage documentation specific for the old tractor. Documentation must include fuel logs, purchase receipts or ledger entries. OR

At least TWO items from the following list proving old tractor is being used by the fleet:

- Revenue and usage records that identify operational, standby, and down hours for the tractor
- Employee timesheets linked to specific tractor use
- Preventative maintenance records tied to specific hours of tractor use
- Repair work orders specific to tractor
- Six months of tracking normal tractor usage with a functional, tamper proof hour meter with prior SJVAPCD approval
- Other documentation approved by the SJVAPCD and ARB on a case-by-case basis

❖ Equipment/Engines Ineligible for funding:

- Tractors on application with the NRCS EQIP program or currently receiving funding to be replaced under any other local, state or federal programs including the NRCS EQIP Cig (b) Program.
- New replacement tractor engines that are compression ignition (CI) or diesel engines that:
 - Are participating in the averaging, banking, and trading program that are certified to family emission limits higher than the applicable emission standards, as designated on the ARB Executive Order.
 - Are participating in the “Tier 4 Early Introduction Incentive for Engine Manufacturers” program. The ARB executive order for these engines reference that the engines are certified under this citation.
- Additional attachments that are not normally sold with the original tractor, as determined by the SJVAPCD.
- Warranty, setup, document preparation fees, and freight costs.
- Maintenance or repair costs. The participant is solely responsible for ensuring that the tractor is in operational condition throughout the agreement period.

APPLICANT RESOURCE WEB PAGE

To assist applicants participating in the SJVAPCD’s Heavy-Duty Engine Program, the SJVAPCD has developed an Applicant Resource Web Page. This page contains links to engine manufacturers, distributors, and local dealers familiar with the requirements of the program.

The information and contacts within these links can assist you in obtaining all of the information necessary to fulfill the requirements of the program. Additionally, this page contains links to the California Air Resources Board website where you can obtain a list of eligible engines, vehicles, associated Executive Orders and other technical information.

When preparing an application, we ask that you utilize the information presented within the links on this page. By submitting complete application packets with accurate information, we can reduce the amount of time and resources necessary to process your application.

Please note that the manufacturers, distributors, and dealers represented on this page have not been “approved” by the SJVAPCD nor do they represent an exhaustive list of available resources. If you are an engine manufacturer, distributor, or dealer and you wish to be included on the Applicant Resource Web Page, please contact the SJVAPCD’s Strategies and Incentives Department.

The Applicant Resource Web Page can be found at www.valleyair.org under the “Grants and Incentives” tab.

APPLICATION PACKET GUIDELINES

- ❖ Fill out the application completely and as accurately as possible. Do not leave any fields blank, as it lengthens the processing timeframe associated with the application and delays funding. All fields are required unless otherwise indicated.

- ❖ All required signatures must be in **BLUE ink**, as a way to identify them as original.
- ❖ A copy of the following items must be submitted in order for the application packet to be deemed **complete**:
 - Completed Application, which includes:
 - Completed Eligibility Questionnaire
 - If applicable, completed Third Party Information section
 - Completed and signed Certifications section with original signature
 - Completed and signed Agricultural Operations Certification Form with original signature
 - Completed and signed Off-Road Retrofit Waiver Form with original signature
 - IRS Form W-9
 - ARB Executive Order for the new tractor engine
 - Dated and itemized dealer quote for the new tractor
 - If applicable, DOORS documentation

Located in the **Application** packet (page 9) is a comprehensive detailed checklist of the abovementioned items. For guidance purposes, please refer to the checklist in the Application packet when submitting all required items.

STEP-BY-STEP APPLICATION GUIDE

This section outlines the information requirements for each field of the application. If you need additional assistance, please contact the Strategies and Incentives Department and a staff member will assist you.

SECTION 1 – APPLICANT INFORMATION

ORGANIZATION INFORMATION

1. Organization, Company, or Proprietor's Name

The legal name of the organization that will enter into agreement with the SJVAPCD. The information entered into Section 1 of the application must be **identical** to the information on Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.

2. Business Type

The classification of the organization that appears in the "Organization, Company, or Proprietor's Name" field of the application. Check the appropriate box.

3. Tax ID

The Taxpayer Identification Number (TIN) or Social Security Number (SSN) entered in the Form W-9. **The organization's name and tax ID will be used to report incentive funding to the IRS.** The SJVAPCD cannot give tax advice, as such, please contact a tax professional or the IRS to determine the tax consequences associated with receiving incentive funding.

4. - 7. Address

The physical address where the organization is located, including: number and street name, city, state, and zip code.

8. - 11. Mailing Address

The mailing address used by the organization. If the physical and mailing addresses are the same, write "Same." All correspondence generated by the SJVAPCD, including the agreement, checks, and annual reports, will be sent to the mailing address.

12. Have you applied to any other grant programs for any tractors in this project?

Check whether additional grant funding was applied for any tractor in this project other than grant funding through this program. If yes, please explain and provide the name of the agency.

SECTION 2-CONTACT INFORMATION

PRIMARY CONTACT INFORMATION**1. First and Last Name**

The first and last name of the person who will serve as the primary contact to the SJVAPCD through the full term of the agreement. All questions related to your project will go to this individual.

2. Title

The job title of the primary contact.

3. Phone Number

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

4. Fax Number

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

5. Alternate Contact Number

The alternate phone number, including area code, where the primary contact can be reached.

6. Email

The email address of the primary contact.

CONTRACT SIGNING AUTHORITY INFORMATION**7. First and Last Name**

The first and last name of the person, designated by the organization that will enter into binding agreement with the SJVAPCD, to sign on the organization's behalf.

8. Title

The job title of the person designated to sign on the organization's behalf.

SECTION 3 – EXISTING TRACTOR ACTIVITY INFORMATION

Note: The replacement of two or more old, like tractors with one new replacement tractor is eligible for funding. If more than one old tractor will be included in the application, a copy of Section 3 and Section 4 must be completed for each old tractor.

1. - 3. Tractor Address

The physical location (street address, city, and zip code) where the tractor is domiciled.

4. Applicant Designated Identification Number for Tractor

The number designated to the tractor by the applicant.

5. County of Operation

Check in which county or counties the tractor operates.

6. Tractor Type

Indicate the type of the tractor: agricultural tractor, wheel loader, baler, forklift, combine, etc.

7. Annual Operation

The tractor's annual operation in hours. If the project is selected for funding, you may be required to submit documentation as specified on pages 5 and 6 of this document.

8. Annual Fuel Usage

The amount of fuel used per year, in gallons, for the tractor.

9. Percentage Use in SJVAPCD

The percentage of annual operational hours within the SJVAPCD boundaries (see page 14).

10. Percentage Use in California

The percentage of annual operational hours within California.

11. Have you owned and operated the tractor in California for the previous two (2) years?

Check whether or not this tractor has been owned and operated for the previous two (2) years. If yes and if the project is selected for funding, you are required to submit documentation as specified on page 5 of this document. If no, the tractor is ineligible for funding.

12. Is this tractor operational?

Check whether or not the tractor is currently operational. If yes and if the project is selected for funding, you are required to submit documentation as specified on page 5 of this document. Non-operational tractors are ineligible for funding. If no, the tractor is ineligible for funding. The tractor must be operational at the time of inspection.

13. When would this tractor be available for operational inspection?

Check the time(s) and day(s) the tractor will be available for inspection by SJVAPCD staff. This information may be used for scheduling purposes; however it does not guarantee your inspection on a specific day or time. SJVAPCD staff will contact you to set up an inspection appointment.

SECTION 4 – EXISTING/OLD TRACTOR INFORMATION

Note: A copy of this section must be completed for each old tractor being replaced.

1. - 2. Tractor Make and Model

Provide the make and model of the tractor. For example, Ford (manufacturer) FC215M (model).

3. Tractor Model Year

The OEM model year in which the tractor chassis was manufactured.

4. Tractor Identification Number

The Vehicle Identification Number (VIN) or Product Identification Number (PIN) listed on the tractor.

5. - 6. Engine Make and Model

Provide the make and model of the existing engine. For example, Cummins (make) 6BTA5.9C (model).

7. Engine Model Year

The year the engine model was manufactured.

8. Gross Brake Horsepower Rating

The gross brake horsepower of the engine.

9. Engine Serial Number

The serial number listed on the engine.

10. US EPA Engine Family Name

The engine family name assigned by EPA (if available). This information would typically be listed on the engine date plate or can be made available through your engine dealer. You may also visit ARB's website at <http://www.arb.ca.gov/msprog/offroad/cert/cert.php> to obtain the information. If this information is not available, write "N/A".

11. Engine Tier

Check the appropriate tier designation of the engine. Only Uncontrolled (Tier 0) engines are eligible for funding.

12. Fuel Type

Check the appropriate fuel type that is currently being used in the tractor. Gasoline or propane powered tractors are ineligible for funding.

SECTION 5 – NEW REPLACEMENT TRACTOR INFORMATION

1. - 2. Tractor Make and Model

Provide the make and model of the new tractor

3. Tractor Model Year

The year the tractor model was manufactured.

4. - 5. Engine Make and Model

Provide the make and model of the engine in the new tractor.

6. Engine Model Year

The year the engine model was manufactured

7. Fuel Type

Indicate the fuel type that will be used in the new tractor.

8. Gross Brake Horsepower Rating

The gross brake horsepower rating of the new engine.

9. US EPA Engine Family Name

The engine family name assigned by EPA. This information would typically be listed on the engine date plate or can be made available through your engine dealer. You may also visit ARB's website at <http://www.arb.ca.gov/msprog/offroad/cert/cert.php> to obtain the information.

10. Engine Tier

Check the tier level of the new engine. The tier rating of the new engine must be Tier 3 or cleaner to be eligible.

11. Total Cost of New Tractor

The total cost of the new tractor per dealer's quote.

12. Tax Rate

Provide the county tax rate, as a percentage, for the new tractor per dealer's quote.

SECTION 6 – NEW REPLACEMENT TRACTOR DEALER INFORMATION

1. Dealership Name

The name of the business where you will be purchasing the new replacement tractor associated with this application.

2. - 5. Address

The physical address where the dealer is located, including: number and street name, city, state, and zip code.

6. Contact Name

The first and last name of the person at the dealership the SJVAPCD can contact regarding the purchase of the new tractor.

7. Phone Number

The phone number, including area code, of the contact person.

8. Fax Number

The fax number, including area code, of the contact person.

9. Email

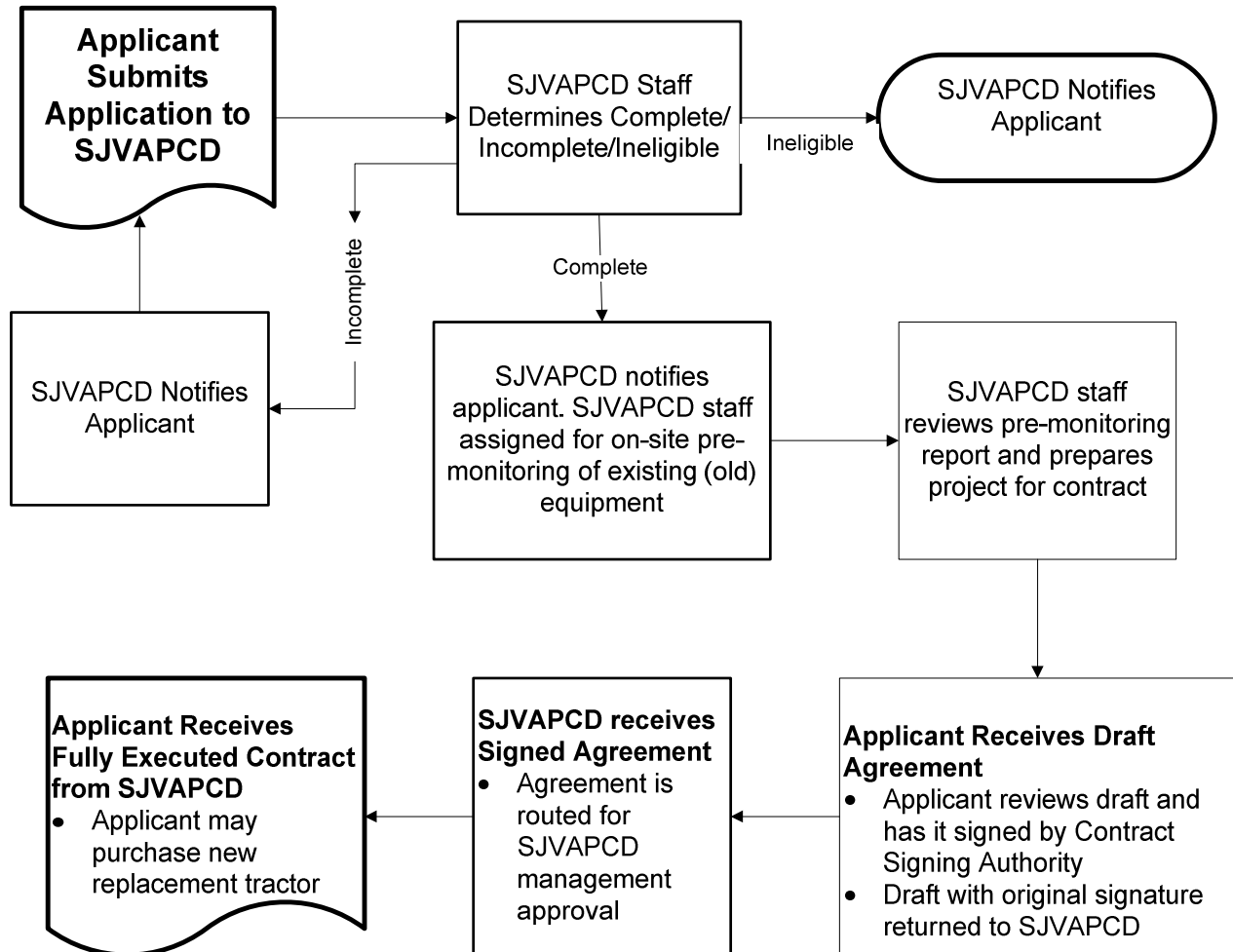
The email address of the contact person.

THIRD PARTY INFORMATION

- ❖ This section must be completed if any part of the application was filled out on your behalf by a third party. If applicable, please fill out and sign this section in **BLUE ink**.

APPLICATION PROCESS: STEP-BY-STEP FLOW CHART

The following is a step-by-step diagram of the entire application process, up to when a contract is awarded to the applicant. If you have any questions about the process, please feel free to contact program staff at (559) 230-5800



MAP OF THE SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT BOUNDARIES

