

**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:

Thomas Astone  
or Nhia Vu

E-mail:

[thomas.astone@valleyair.org](mailto:thomas.astone@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) 230-6111

## PROJECT ADMINISTRATION

A project begins as soon as the agreement has been executed and 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 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, that provides data on 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. SJVAPCD will send an annual report to the mailing address listed in the application when it is due, or you may sign up to receive annual reports through e-mail by sending a request to [weberip@valleyair.org](mailto:weberip@valleyair.org). An annual report form including instructions is included in this guidance document as an example. The time range designated for submitting annual reports varies upon the project type, typically they must be submitted for a minimum of three years and a maximum of five years. Projects with a Project Life greater than five years will submit annual reports for the first five years, but must continue to collect data for the **remaining** years of the Project Life, as annual reports can be requested at any time to ensure that the engine is still in operation. 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 that participant does not complete the minimum operating period requirement, the participant shall refund the SJVAPCD a prorated amount as specified in the agreement.

## 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.

### ❖ **Date**

Indicate the date that the annual report was completed.

### ❖ **Project Number**

The number that 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. The information was entered into Section 1 of the application and must be **identical** to the information on 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/agreement 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**

Fax number, including area code, for the primary contact.

### ❖ **Email**

Email address for the primary contact.

### ❖ **Engine/Vehicle Address**

Physical location of the engine/vehicle, either as a street address or by major cross streets, along with city and zip code.

### ❖ **Engine/ Vehicle Make, Model, Model Year**

The make is the manufacturer of the engine/vehicle, and the model is the type of engine/vehicle. The year that the engine model was manufactured is the model year.

### ❖ **Engine Serial Number and Vehicle Identification Number (when applicable)**

List the serial number of the engine and the vehicle identification number of the vehicle if a vehicle was purchased or retrofit.

### ❖ **Vehicle Miles Traveled During the Last Year**

List the number of miles traveled by the purchased vehicle, if applicable. Must report annual hours of operation if not reporting annual vehicle miles traveled.

**❖ Hours of Operation During the Last Year**

List the number of hours the engine operated during the last year, if applicable. Must report annual vehicle miles traveled if not reporting annual hours of operation.

**❖ Percent of Vehicles Miles Traveled or Hours of Operation within CA**

Percentage of total annual vehicle miles traveled or hours of operation that occur within CA.

**❖ Percent of Vehicles Miles Traveled or Hours of Operation within the Boundaries of the SJVAPCD**

Percentage of total annual vehicle miles traveled or hours of operation that occur within the SJVAPCD boundaries.

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

The amount of the fuel type listed above that was consumed during the last year. Please provide units, for example gallons, kilowatts, 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 during the last year.

**❖ Identify any Conditions that Significantly Affected the Usage**

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

**❖ Other Comments**

List any further comments here.

## HEAVY-DUTY PROGRAM ANNUAL REPORT

Please submit your first annual report **one-year** after placing the engine(s)/vehicle(s) into service. When returning the annual report please attach a copy of evidence of **insurance** for the engine/vehicle. Sign up to receive annual reports through e-mail by sending a request to [weberip@valleyair.org](mailto:weberip@valleyair.org).

Date:		Project Number:	
Organization:			
Primary Contact Name:			
Street/Mailing Address:			
City:		State:	Zip Code:
Phone Number:		Fax Number:	
Email:			
<b>PLEASE PROVIDE INFORMATION FOR EACH ENGINE/VEHICLE</b>			
Engine/Vehicle Address:			
Engine/Vehicle Make:		Model:	Model Year:
Engine Serial Number:		Vehicle Identification Number (when applicable):	
Vehicle Miles Traveled During the Last Year:		Hours of Operation During the Last Year:	
Percent of Vehicles Miles Traveled or Hours of Operation within CA:			
Percent of Vehicles Miles Traveled or Hours of Operation within the Boundaries of the SJVAPCD:			
Amount of Fuel Consumed During the Last Year:		Type of Fuel Used:	
Identify any Maintenance Performed on the Engine/Vehicle:			
Identify any conditions that significantly affected the 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