

# HEAVY-DUTY ENGINE IDLE REDUCTION INCENTIVE PROGRAM GUIDELINES, POLICIES, AND PROCEDURES

## **SECTION I INTRODUCTION**

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is seeking applications for incentive funds for technologies that result in a significant reduction of heavy-duty vehicle idling, according to the terms and conditions described in these guidelines.

The purpose of the Heavy-Duty Engine Idle Reduction Incentive Program (Incentive Program) is to encourage the advancement and proliferation of heavy-duty vehicle idle reduction technology in the Valley to assist the SJVAPCD in attaining federal and state air quality standards. The widespread use of heavy-duty idle reduction technology will improve our air quality.

The SJVAPCD is providing incentives to municipalities, government agencies, private companies, fleet operators, and individuals interested in the implementation of:

### **Heavy-Duty engine idle reduction technologies including:**

- **Idle reduction technology for heavy-duty on-road vehicles**
- **Idle reduction technology for heavy-duty off-road vehicles**
- **Idle reduction technology for locomotives and other railroad-based equipment**

Funds are available for eligible technology that meets specific program criteria on a first-come, first-serve basis until the program funds are exhausted. These guidelines describe the policies and procedures of the Heavy-Duty Idle Reduction Incentive Program. For additional copies of Guidelines, Policies and Procedures or applications only, please call:

**(559) 230-5858**

For further information please contact:

**San Joaquin Valley Air Pollution Control District  
1990 E. Gettysburg Avenue  
Fresno, CA 93726-0244  
(559) 230-5800**

**[www.valleyair.org](http://www.valleyair.org)**

**SECTION II  
BACKGROUND**

The SJVAPCD is comprised of eight counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the San Joaquin Valley portion of Kern. The SJVAPCD does not meet the health based National Ambient Air Quality Standards (NAAQS) for ozone and particulate matter ten (10) microns or less in diameter (PM10), and is required to implement strategies that will result in emissions reductions. Reactive organic gases (ROG) and nitrogen oxides (NOx) are precursors that react in sunlight to form ozone. NOx is also important in the formation of secondary PM10. Internal combustion engines are a significant source category that provides an opportunity to pursue substantial emission reductions.

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**SECTION III  
ELIGIBLE  
PARTICIPANTS**

Any individual, private company or public agency may apply to receive an incentive under this program.

The criteria for eligible heavy-duty engine idle reduction technologies are as follows:

- Technology must be able to achieve quantifiable emission reductions through an appreciable reduction of heavy-duty vehicle/equipment idling.
  - Technology may not be used to comply with any local, State or Federal rule, regulation, Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).
  - If the technology is to be installed on a vehicle, locomotive or other mobile equipment, at least 75% of the mileage or hours of operation must occur within the boundaries of the SJVAPCD for at least five years from the date the technology was placed into service.
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**SECTION IV  
PROGRAM  
REQUIREMENTS**

In addition to the above criteria, the following elements are set forth as program requirements:

- The vehicle shall be based within the geographic area of the SJVAPCD. (*See map in Section VIII*)
- Simple annual reports will be required for five (5) years from the beginning of vehicle operation. The reports shall include such information as vehicle/equipment miles traveled, fuel consumed, and details regarding any major maintenance problems experienced.
- The incentive amount will generally be based on cost-effectiveness (i.e. – dollars per pound of emissions reduced) and will be calculated by SJVAPCD staff.
- If the vehicle/technology does not complete the minimum five (5) year term set forth in this program, a pro-rated portion of the funds must be returned to the SJVAPCD.

- Purchaser agrees that any emission reductions associated with this program will be claimed and retired by the SJVAPCD in the interest of air quality improvement for the residents of the San Joaquin Valley. Purchaser waives, for all time, the right to claim emission reduction credits which may accrue at any time as a result of this program, and agrees not to apply to the SJVAPCD or any other agency for such credits.
- Evidence of applicable insurance coverage must be provided upon request.
- Other co-funding is encouraged, and may be useful to cover unfunded portions of the project cost, but is not required.

Criteria and requirements may be reviewed, as new information becomes available, and can be revised at the discretion of the Executive Director/Air Pollution Control Officer as needed.

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**SECTION V  
APPLICATION/  
PROGRAM  
PROCESS**

The application and program participation process is as follows:

1. Obtain an application from the SJVAPCD. Fill out application completely, describing, in detail, the idle-reduction technology for which the application is being submitted and amount of incentive funding requested.
2. The SJVAPCD will notify Applicants if any additional information is necessary or if the application is complete.
3. The SJVAPCD will calculate cost-effectiveness and notify Applicants of potential grant amount.
4. Applicants sign contract with the SJVAPCD agreeing install and operate the idle reduction technology in the San Joaquin Valley, pursuant to the terms set forth.
5. Install idle reduction technology.
6. Submit copies of invoices, cancelled checks, and other appropriate documentation along with the SJVAPCD Claim for Payment form.
7. The SJVAPCD will physically inspect and verify the idle reduction technology to ensure that it is operational and achieving quantifiable emission reductions.
8. The SJVAPCD will review information and processes payment.
9. Applicant fills out SJVAPCD report form annually for five (5) years providing mileage, fuel use, and major maintenance problems.

## Timeframe Goals

The SJVAPCD will make every effort to process applications quickly. If numerous applications are received on the first day, it may not be possible to meet the processing goals listed below.

1. The application is reviewed by SJVAPCD staff for completeness within ten (10) working days of receipt of the application. If the application is incomplete, it will be returned to the applicant with a description of areas in which the application is inadequate. Any revised application that is not returned by the applicant with the requested information within fourteen (14) calendar days is rendered null and void, and resubmittal is required.
2. Upon approval of the application, the SJVAPCD will prepare a standard contract for signature by the applicant and the SJVAPCD. The contract process may take as much as four weeks to complete.
3. Applicant submits equipment invoices, receipts, cancelled checks, etc. and SJVAPCD Claim for Payment form. The SJVAPCD will issue payment within 30 days after verification that the idle reduction technology has been placed into service.
4. Applicant submits annual reports that contain miles traveled, fuel used, percentage idle reduction, etc. The SJVAPCD maintains the right to monitor the project periodically to ensure that idle reduction technology is kept in service.

## **SECTION VI INFORMATION NEEDED FOR APPLICATION**

**T**he applicant must provide information about proposed idle reduction technology. Additional information may be requested during the review process if needed.

### **Applicant Information**

- Organization name, address, contact name, person with contract signing authority, phone, fax and email.
- The geographic area where the idle reduction technology will be operated. Seventy-five percent or more of vehicle miles traveled or fuel used must occur within the SJVAPCD.

### **Idle Reduction Technology Information**

- The specific technology proposed (i.e. truck stop electrification, idle limiting devices, shore power, etc.)
- The number of devices proposed as well as the specific proposed locations (i.e. specific travel centers, rail switch yards, cities, counties, etc.)

- Estimated usage data (i.e. how much the idle reduction technology will be operated per unit, per year.)
  - Cost per unit for idle reduction technology.
  - Specific idle reduction technology manufacturer data, if applicable, including company name, model name, model number, etc.
  - If contracting with third parties for installation of idle reduction technology (i.e. contracting with a truck stop to install shore power) evidence of such third party contracts must be provided to the SJVAPCD.
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**SECTION VII  
CONTRACT  
REQUIREMENTS**

Those applicants that receive funding must enter into explicit contracts with the SJVAPCD setting forth specific performance criteria to ensure compliance with statute and audit requirements.

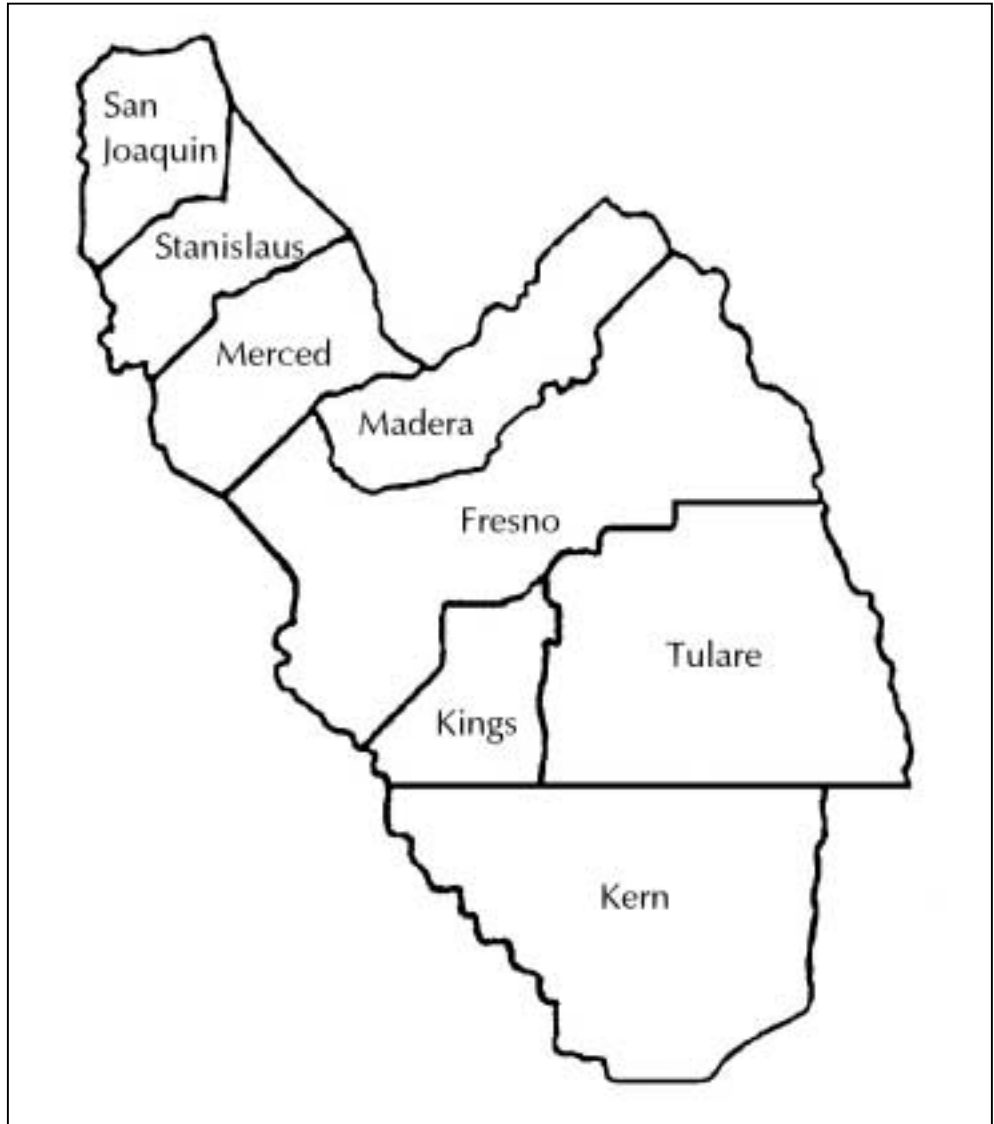
Contract preparation will begin immediately upon SJVAPCD approval of an application. The idle reduction technology must be put into service within one (1) year from the date of contract signature. All projects will be reimbursed only after the idle reduction technology is placed into service and verified by SJVAPCD staff.

Prior to receiving any funds, the grantee must provide the SJVAPCD with the following documents:

1. **SJVAPCD Claim(s) for Payment** with copies of itemized invoices and receipts.
2. **Verification of appropriate signing authority** - The signing authority must be the person authorized in the contract as the person who can act on all fiscal matters on behalf of the funded agency or entity. This may be accomplished by resolution, or the like.
3. **Verification of all insurance requirements identified in the contract** - If self-insured, a letter from a risk manager or the like will be acceptable.

The contract will require the applicant to perform adequate record keeping for the SJVAPCD to verify the appropriate use of government funds. It will also include reporting requirements by the applicant. Contract monitoring will be performed by SJVAPCD staff on a periodic basis. Additionally, the SJVAPCD reserves the right to conduct a fiscal audit to ensure appropriate expenditure of funds.

**SECTION VIII**  
**MAP OF THE**  
**SJVAPCD**



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# **HEAVY-DUTY ENGINE IDLE REDUCTION INCENTIVE PROGRAM APPLICATION**

**A**pplication to the San Joaquin Valley Air Pollution Control District (SJVAPCD) for incentive funds for technology that significantly reduces heavy-duty engine idling.

Please provide the following information regarding your proposed technology and application. Additional information may be requested during the review process if needed. Applicant acknowledges that award of cash incentive is conditional upon approval of the SJVAPCD and must meet the minimum eligibility criteria.

The applicant will be informed as to whether or not the application meets the minimum qualifications. If the application does not meet the minimum qualifications SJVAPCD staff will provide the applicant with a list of deficiencies. If you have any questions regarding the application process, please contact the SJVAPCD Central Region Office at the phone number listed below:

**Please submit applications to the following location only. Applications will not be accepted at any other location.**

**San Joaquin Valley Air Pollution Control District  
1990 E. Gettysburg Avenue  
Fresno, CA 93726-0244**

**Central Region  
Fresno  
(559) 230-5800**

✓ **CHECK LIST FOR APPLICATION ITEMS** ✓

Be sure the following items are included with your application submittal. Check each applicable box below to indicate inclusion of material.

- Completed Applicant Information Form
  - Co-funding information (other public grants or incentive funds only)
  - Other \_\_\_\_\_
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✓ **CHECK LIST FOR ELIGIBILITY CRITERIA** ✓

Please check each applicable box to indicate eligibility of proposed idle reduction technology.

- Technology must be able to achieve quantifiable emission reductions through an appreciable reduction of heavy-duty vehicle/equipment idling.
- The purchase is not required by, or used to comply with any local, state, or federal rule or regulation, Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).
- If the technology is to be installed on a vehicle, locomotive or other mobile equipment, at least 75% of the mileage or hours of operation must occur within the boundaries of the SJVAPCD for at least five (5) years from the date the technology was placed into service.

**HEAVY-DUTY ENGINE IDLE REDUCTION INCENTIVE APPLICATION**

<b>A. APPLICANT INFORMATION</b>		
Organization:		
Contact name:		
Person with contract signing authority:		
Street/mailling address:		
City:	State:	Zip code:
Phone: (     )	Fax: (     )	
E-mail:		
Geographic area served by organization:		
Geographic area to be served by idle reduction technology (if different than above):		

**I hereby certify that all information provided in this application and any attachments are true and correct to the best of my knowledge, and that I have read the separate [Guidelines, Policies and Procedures document for this program component.](#)**

Printed Name of Responsible Party:	Title:
Signature of Responsible Party:	Date:

**INFORMATION ABOUT THE IDLE REDUCTION TECHNOLOGY**

All requested information below must be provided.

<b>B. GENERAL INFORMATION ABOUT IDLE REDUCTION TECHNOLOGY</b>	
1.	Number of idle reduction units to be purchased and/or installed:
2.	Type of idle reduction technology (travel center electrification, shore power, idle-limiting devices, etc.):
3.	Estimated percentage of usage or idle reduction per unit per year:
4.	Percent within SJVAPCD boundaries:
5.	Cost of Idle Reduction Technology (per unit, stall, etc.):

**ATTACH DETAILED DESCRIPTION OF PROPOSED IDLE REDUCTION PROJECT INCLUDING TECHNOLOGY MANUFACTURER, TIMELINE FOR INSTALLATION AND DETAILED COST ESTIMATE. INCLUDE EMISSION REDUCTION CALCULATIONS ALONG WITH ALL ASSUMPTIONS USED IN CALCULATIONS.**