Application for Truck Retrofit Funding  
Port of Long Beach Clean Trucks Program

Checklist to apply for a Retrofit

To obtain up to $20,000 toward a California Air Resources Board (CARB) verified retrofit that achieves at least 85% PM reductions and 25% NOx reductions, applicants must complete twelve steps listed below. After review of the Application for Truck Retrofit Funding (Application Forms A through E), additional supporting documentation may be requested. Applicants will be contacted at the primary contact phone number provided in Application Form B – Applicant Details. All paperwork, including the original application, must be provided to the Port of Long Beach (Port) Grant Administrator at the Clean Trucks Center located on Terminal Island at the corner of Pier S Avenue and New Dock Street. The Clean Trucks Center has bi-lingual advisors to assist applicants to fill out Application Forms A through E and to answer questions about the Clean Trucks Program. Retrofit funding is limited and, if retrofit applications exceed available funding, awards will be selected at random from a pool of qualified applicants. Completion of the application (Forms A through E) does not guarantee acceptance into the retrofit funding program.

PRE-AWARD STEPS

To properly submit an application, all applicants must:

1. Provide a signed and completed application (Application Forms A through E).
2. Provide a copy of the Department of Motor Vehicles (DMV) title for the truck.
3. Complete and sign an IRS W-9 form (Application Form E).
4. Provide a copy of current DMV registration and a DMV printout of registration payments for the vehicle. The DMV printout may be requested from a local DMV office using form INF-70 and requesting a computer printout of the Vehicle Record ($5 fee).
5. Provide a copy of a valid Transportation Worker Identification Credential (TWIC) card, front and back (applicable to individuals).
6. Provide a copy of a valid California Driver’s License, front and back (applicable to individuals).
7. Provide the truck to be retrofitted for inspection by the Port’s Grant Administrator in the Clean Trucks Center, located at New Dock Street and Pier S Avenue. It is the applicant’s responsibility to schedule an inspection and bring the truck to the Clean Trucks Center (888-KLN-TRUX (888-556-8789). The inspection is conducted to confirm the truck matches the truck described in the application. In addition, digital photographs of the truck to be retrofitted will be taken by the Grant Administrator:
   A. Front (showing license plate)
   B. Driver side (showing DOT and MC numbers)
   C. Existing muffler/exhaust stack
   D. VIN
   E. Engine serial number
F. Odometer

8. Provide proof of drayage operation. The Grant Administrator will attempt to confirm that the truck to be retrofitted has been in drayage service at the ports of Long Beach and Los Angeles for at least the previous twelve months. However, the applicant may be required to submit additional documentation including a letter of experience from the applicant’s primary motor carrier, pay stubs, and/or other documentation.

9. Submit a quote from the retrofit installer identifying:
   A. Retrofit hardware capital cost
   B. Labor associated with installation of the retrofit
   C. Miscellaneous hardware required for installation (exhaust piping, wire, hoses, etc)
   D. Taxes

Note: The Truck Retrofit Funding Program will not pay for the cost of any repairs to the truck. The retrofit device must achieve at least 85% PM reductions and 25% NOx reductions. Information regarding CARB verified retrofit devices is available at http://www.arb.ca.gov/diesel/verdev/verdev.htm

POST-AWARD STEPS
After receiving notification from the Grant Administrator that the application has been approved, the applicant must:

10. Arrange for and complete the installation of the retrofit device using the retrofit vendor that supplied the quote submitted with the application.

11. Submit an invoice to the port for payment per the requirements of Form D – Grant Disbursement Options.

12. Bring the retrofitted truck to the Clean Trucks Center to confirm and document that the retrofit has been installed. It is the applicant’s responsibility to schedule the post-installation inspection and bring the truck to the Clean Trucks Center (888) KLN-TRUX (888-556-8789). No payment will be made until the retrofitted truck has been inspected by the Clean Truck Center staff.
Clean Trucks Program
Application for Truck Retrofit Funding
Form A – Notice of Obligations

All applicants that receive awards must agree to several operational and reporting requirements. Please read the following statements and certify that you understand your obligations if you receive an award.

I understand that if I receive an award from the Port of Long Beach Clean Trucks Program I must (Please read and initial next to each item):

1. _________Make a **minimum of 150 trips per year for two years**, to the Port of Long Beach, in compliance with Port tariffs and requirements for Port drayage.

2. _________Maintain the retrofit device in accordance with the manufacturer’s recommended procedures.

3. _________Hold the Port harmless for any increased operating and maintenance costs, decreases in fuel economy, or damages to the truck that may result from the installation of the retrofit.

4. _________Make the truck available for inspections prior to award and after installation of the retrofit.

5. _________Keep all documents relating to the award and the operation of the truck for at least two years after the end of the participant agreement.

6. _________Provide annual reporting including, but not limited to, the following
   - Updated contact information (owner name, address, phone, etc.)
   - Proof of current registration
   - Summary of maintenance performed
   - Documentation of the number of port visits within 12 month period
   - Certification that the funded truck was operated in accordance with signed participant agreement and that all information submitted is true and accurate
   - Other information as requested by the Port or its designated Administrator

7. _________Receive an IRS 1099-G Form equal to the amount of the award, which makes me responsible for the reportable income as a result of participation in the program.

I do hereby certify that I have reviewed and understand the application (Forms A through E), including this Notice of Obligations, and that all of the information I have submitted is true and correct. **I understand that completion of the Application for Truck Retrofit Funding (Forms A through E) does not guarantee acceptance into the retrofit funding program.**

Authorized Signature_______________________________ Date ________________________
(Truck Owner)

Print Name ___________________________________ Title ________________________
Clean Trucks Program
Application for Truck Retrofit Funding
Form B – Applicant Details

Please complete the following information about the owner of the truck applying for retrofit funding. Completion of this form does not guarantee acceptance into the retrofit funding program. All fields must be completed before the application can be processed. If you are applying for funding to retrofit multiple trucks, this Form B only needs to be completed once. In addition, please submit one Form C for each truck you would like to retrofit through the Clean Trucks Program. If you have any questions or would like to schedule an appointment for assistance, please contact the Clean Trucks Center at (888) KLN-TRUX (888-556-8789).

Applicant Information
Truck Owner/Applicant (may be an authorized agent with contract signing authority)
Last Name ______________________________________  First Name _________________________
Company Name (if any): _____________________________________________________________

Mailing Address
Street: _____________________________________________________________________________
City:_______________________________ State:  Zip Code:

Primary Contact Name: _______________________________________________________________
Primary Contact Phone Number: ( )

Email (if available): __________________________________________________________________

Are you an Licensed Motor Carrier (LMC) or Independent Owner Operator (IOO)?
☐ LMC  ☐ Independent Owner Operator

CA Number: ____________________________ USDOT Number: ____________________________

FMCSA Operating Authority Number:  ☐ MC  ☐ FF

If you are an Independent Owner Operator please provide the following information:

Name of primary Licensed Motor Carrier: ____________________________

Number of years with primary Licensed Motor Carrier: ____________________________
**Clean Trucks Program**

**Application for Truck Retrofit Funding**

**Form C – Vehicle Details**

Please complete the following information for each truck to be retrofitted through the Clean Trucks Program. All fields must be completed before the application can be processed. It is recommended you visit a retrofit vendor for assistance with completing this form. If you have any questions please contact the Clean Trucks Center at (888) KLN-TRUX (888-556-8789).

### Engine Information

**Make (check one):**
- [ ] Caterpillar
- [ ] Cummins
- [ ] Detroit Diesel
- [ ] Other _______________________________

**Model (i.e. S60, N14, C13, etc):** ______________________________________________________

**Serial #:** ___________________________________________________________________________

**Engine Model Year:** [ ] [ ] [ ] [ ]

**Horsepower:** [ ] [ ]

**Does this engine have a Low NOx Reflash (1994-1998 only):**
- [ ] Yes (attach ECM printout)
- [ ] No

**EPA Engine Family Name:** ________________________________

**Fuel Type:**
- [ ] Diesel
- [ ] Other (please identify):_______________________________

### Vehicle Information

**Make:** ________________________________________________

**Model:** ________________________________________________

**GVWR:** [ ] [ ] [ ] [ ] lbs

**Model Year:** [ ] [ ] [ ]

**License Plate:** ________________________________

**State of Registration:** ________________________________

**VIN:** _____________________________________________________________________________

**Exhaust Configuration:**
- [ ] Single
- [ ] Dual

### Retrofit Information

**Retrofit Device:**
- [ ] Cleaire Longview
- [ ] Other (please identify)_______________________________

**Retrofit Family Name (from CARB Executive Order* e.g: CA/CLE/2008/PM3+/N25/ON/LNF01):**

________________________/________________________/________________________/________________________/________________________/________________________

**Retrofit Installer**

**Company Name:** ________________________________

**Street:** ________________________________________________

**City:** ________________________________

**State:** [ ] [ ]

**Zip Code:** [ ] [ ] [ ] [ ]

**Phone Number:** ( [ ] [ ] [ ] ) [ ] [ ] [ ]

*Visit [http://www.arb.ca.gov/diesel/verdev/verdev.htm](http://www.arb.ca.gov/diesel/verdev/verdev.htm) for more information on CARB Executive Orders for retrofit devices.
<table>
<thead>
<tr>
<th>Operational Information (provide information for the specific truck described)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your odometer work?  ☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Current reading (or estimate): <strong><strong><strong><strong><strong>,</strong></strong></strong></strong></strong></td>
</tr>
<tr>
<td>Estimate the number of miles you have driven this truck, on average, each day for the last 12 months:</td>
</tr>
<tr>
<td>☐ ☐ ☐ daily miles</td>
</tr>
<tr>
<td>Estimate the number of trips you make each week to the Ports of Los Angeles and Long Beach on average, over the last 12 months:</td>
</tr>
<tr>
<td>☐ ☐ ☐ weekly port trips</td>
</tr>
<tr>
<td>How many days each week have you driven this truck for work, on average, over the last 12 months?</td>
</tr>
<tr>
<td>☐ ☐ ☐ average days driven per week</td>
</tr>
<tr>
<td>What do you typically haul (check all that apply)?</td>
</tr>
<tr>
<td>☐ Containers  ☐ Dry Bulk  ☐ Liquid Bulk  ☐ Break Bulk</td>
</tr>
<tr>
<td>Has this truck been driven in the Ports on a regular basis for the last 12 months?  ☐ Yes  ☐ No</td>
</tr>
</tbody>
</table>
Clean Trucks Program
Application for Truck Retrofit Funding
Form D – Grant Disbursement Options

The following describes the two methods of payment available. Based on this information, you will be required to choose between “Reimbursement” and “Direct Payment to Vendor” options once your retrofit is installed.

The Port is offering two options for truck owners to receive up to $20,000 toward a CARB verified retrofit under the Clean Trucks Program, in recognition that applicants may have differing finance needs. The “best” option for each applicant will depend on individual circumstances.

The following details are common to both methods of payment:

- **As a requirement of the application, the applicant must submit a quote from an authorized retrofit vendor for the purchase and installation of the retrofit device.** An authorized retrofit vendor is a business approved by the retrofit manufacturer to resell and install the retrofit device.

- The Port will pay a large portion of the cost of the retrofit, up to $20,000. All maintenance of the retrofit device and the retrofitted truck is the responsibility of the owner.

- The Port will not pay for any repairs to the truck. Nor will the Port pay for any modifications to the truck other than those directly associated with the installation of the retrofit device.

- The owner may incur additional costs related to maintenance of the retrofit and possible decreases in fuel economy from operation of the retrofit.

- Applicants must select a retrofit device that achieves at least 85% PM reductions and 25% NOx reductions, as verified by CARB.

- Applicants cannot receive funding for retrofits installed before they are notified of the award by the Port’s Grant Administrator.

- To receive payment, the applicant or retrofit vendor must submit a copy of an invoice for the purchase and installation of the retrofit device.

  **The invoice must:**
  A. Match the quote submitted with the application
  B. Not exceed $20,000. If the total cost of the retrofit exceeds $20,000 then the invoice must identify the costs to be paid by the Port, which cannot exceed $20,000.
  C. Include the serial number of the retrofit device
  D. Include an attached photocopy of the ARB required VDECS label
  E. Identify the truck that received the retrofit device
The following summarizes the two payment options from which you can choose:

1. **Reimbursement**
   Applicants may elect to pay the retrofit vendor directly and then seek reimbursement from the retrofit funding program. If an applicant selects this option they must submit a paid invoice to the Port’s Grant Administrator and bring the retrofitted truck to the Clean Trucks Center for verification. The port will then issue a check to the participant for the approved costs of the retrofit. It may take 2-4 weeks to receive the reimbursement check. The invoice must match the quote submitted with the application. The port cannot issue payment for more than the quoted cost or $20,000, whichever amount is less.

2. **Direct Payment to Vendor**
   If an applicant cannot or does not wish to pay the vendor directly, the applicant may request that the program pay the value of the award directly to the retrofit vendor. Once the retrofit application has been reviewed and approved, the Port will issue a Purchase Order to the retrofit vendor in the amount of the approved costs listed on the quote provided with the application. When the retrofit vendor has completed the work, the vendor then must submit an invoice to the port to receive payment.

   **Please check with your retrofit vendor to be sure they will accept this form of payment!**

Please select your requested payment method:

- [ ] Reimbursement
- [ ] Direct Payment to Vendor
Clean Trucks Program
Application for Truck Retrofit Funding
Form E – IRS W-9

W-9
Form
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do not send to the IRS.

| Name (as shown on your income tax return) |
| Business name, if different from above |

Check appropriate box: □ Individual/Sole proprietor □ Corporation □ Partnership □ Limited liability company: Enter the tax classification (D=dissolved entity, C=corporation, P=partnership) □ Exempt payee

Address (number, street, and apt. or suite no.) Requester’s name and address (optional)

City, state, and ZIP code

List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer Identification number

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here ▶ Signature of U.S. person ▶ Date ▶
Locating the EPA Engine Family Name and Engine Specifications

The EPA engine family name is a 12 character number/letter designation included on the engine nameplate for all heavy duty truck engines sold in the United States. In general, the nameplate is permanently affixed to the engine. The exact location and appearance of the nameplate varies by engine manufacturer. Examples of nameplates from three major engine manufacturers are included below:

Caterpillar Engine Example:

Caterpillar Nameplate (2 labels): EPA Family Name – 5CPXH0928EBK
Engine Model Year - 2005
Engine Horsepower – 475 HP

Cummins Engine Example:

Cummins Nameplate: EPA Family Name – 4CEXH0912XAJ
Engine Model Year - 2004
Engine Horsepower – 400 HP
Detroit Diesel Engine Example:

Detroit Diesel Nameplate: EPA Family Name – 5DDXH14.0ELY
Engine Model Year - 2005
Engine Horsepower – 515 HP