

Applicant Guide to Dedicated Alternative Fuel Vehicle Application

This Application Guide is a companion document to the Application Form. It provides a line by line explanation of the questions on the application form. Please ensure you also read the Ontario Green Commercial Vehicle Program (GCVP) Guide before you fill out the application form as it provides a detailed description of the program at its requirements.

Summary

1. Vehicles/technologies acquired prior to application date

Please identify how many vehicles/technologies the applicant is seeking GCVP funding for and specifically which dedicated alternative fuel type – natural gas, propane, hybrid, plug-in electric, or other. For example, a business may only be applying for funding for a natural gas vehicle while another business could be applying for 15 hybrids, 4 propane and 1 natural gas vehicle. In the latter case, please ensure to read the instruction section.

2. Number of vehicles/technology that are intended to be acquired within 6 months after effective date of the agreement

Please identify how many vehicles/technologies the applicant is seeking GCVP funding for that they intend to acquire within 6 months of the effective agreement date and the dedicated alternative fuel type. For example, a business may only be applying for funding for a vehicle using propane while another business could be applying for 15 hybrids, 10 propane and 5 natural gas vehicles.

3. Considering purchasing alternative fuel vehicles beyond 8 months after application date?

This section is not officially part of the Application and is merely to provide the Ministry with an indication of the demand for funding for the remainder of the program's duration. Please identify the number of dedicated alternative fuel vehicles and which year they would be purchased. Do not complete sections E, F, G, H and I for alternative fuel vehicles you intend to acquire 8 months beyond the application date. Applications for vehicles identified in column 3 will not be approved and must be submitted within the time frame identified in the applicant guide when you confirm your intent to purchase.

How to complete your application

A. Applicant Information

A.1 Legal name of applicant

This is the **full legal name of the business** or individual as registered with the Ministry of Government and Consumer Services: e.g., ABC Shipping

A.2 Applicant business name (if different from legal name)

The **business name** of the applicant as used in official transactions if different from business legal name.

A.3 Current Ontario business identification number

Provide the unique identifier issued by the Government of Ontario for your business (either the Ontario Corporation number or Master Business Licence number). If you are a business operating under your own name in Ontario the requirement to provide a business identification number is not applicable. If the business is incorporated federally please provide the federal corporation file number for the business.

A.4 Business Address

Address where the business is operating.

A.5 Head office business address

The full business address of the business if head office is not in Ontario

A.6 Business contact information

Full name of business's contact person who is filling out this form including:

- The title/position of the contact person who is responsible for and/or in authority to sign for the application in behalf of the business: e.g., Director, Manager, etc.
- Telephone number
- Fax number
- Email address

A.7 In which official language does your organization wish to communicate?

Official language the Business wishes to communicate in: either English or French.

B. Authorization

B.1 Business Executive

The person who is responsible for and/or has the authority to sign for the application on behalf of the business including:

- First and last name
- Position/Title e.g. Chief Executive Officer, Chief Financial Officer, Owner, Owner-Operator, etc.
- Telephone number

B.2 Authorization and signature

Please read the authorization statement and provide signature if concurrent with statement. Note that each grant application including photocopies must have an original signature.

C. Business Profile

C.1 Identify the type of freight service(s) your business provides

Note the primary service the business operates. Check all options, if applied.

C.2 Identify the number of employees in your business

The total number of employees in the business, and the number of employees that are located in your Ontario operations: e.g., Total 1,200; Ontario: 480.

C.3 Identify the combined number of terminals/stores/depots your business operates

The number of terminals/stores/depots the business operates in total, for example: 12 in Canada and 4 in Ontario.

C.4 Name(s) of Ontario municipalities of terminals/stores/depots identified in C.3

Please note the location of those terminals/stores/depots identified in C.3 in Ontario: e.g., Toronto: 2, Thunder Bay: 1, Ottawa: 1.

C.5 Identify your fleet characteristics

Indicate the manner in which type the freight distribution component of the business operates, checking off how many different methods are used: e.g.

- For Hire (deliver the products of others)
- Private (deliver own products)
- Owner-Operator (contracted out)
- Long-haul
- Short-haul
- Primarily urban; and/or
- Primarily intercity operations.

C.6 Identify

C.6.1 The number of operating vehicles that are in your fleet e.g., 350 in Total and 200 in Ontario.

C.6.2 Vehicles that are licensed (plated) in Ontario e.g., 180.

C.6.3 The estimated percentage of your Ontario vehicles operate in:

- **South Western Ontario** e.g. 15%
South Western Ontario includes the communities of London, Sarnia, Windsor, Owen Sound.
- **Central Ontario** e.g. 45%
Central Ontario includes the Greater Toronto Area, Hamilton, St. Catharines, Barrie.
- **Eastern Ontario** e.g. 15%
Eastern Ontario includes the communities of Ottawa, Kingston, Cornwall, Trenton.
- **North Western Ontario** e.g. 15%
North Western Ontario includes the communities of Thunder Bay and Kenora.
- **North Eastern Ontario** e.g. 10%
North Eastern Ontario includes the communities of Sault Ste Marie, North Bay, Timmins.

Note: The Ministry website: <http://www.mto.gov.on.ca/english/traveller/conditions/index.html>, has maps that define the boundaries of the respective regions, along with the highways and their road conditions. Please consult those maps.

The estimated number of hours should not include that operated outside Ontario and could be based on the previous year's experience.

C.7 What is your current Commercial Vehicle Operator's Registration (CVOR) rating?

The Commercial Vehicle Operator's Registration (CVOR) System identifies commercial vehicle operators and facilitates the monitoring of on-road safety performance. Please identify your CVOR performance rating indicating whether your fleet rating is excellent, satisfactory, or satisfactory unaudited.

D. Requirements Certification

D.1 Confirm acceptance of conditions of the grant as specified in the program guide

As indicated in the program guide, the Ministry will collect data to assess the effectiveness of green vehicles and technology at reducing GHG emissions

and improving fuel efficiency. As noted in Appendix E, there are two data groups:

- (a) kilometres driven, idling time, fuel consumed, broad geographic location, duty cycle and engine hours operated, etc., compiled by day, aggregated on a monthly basis and provided within 30 days of aggregation for one calendar year and,
- (b) the reliability of the vehicle/technology such as warranty claims, maintenance costs and operating issues on a monthly basis for four calendar years, etc., following the grant provision.

D.1.1 Commit to provision of data to the Ministry as prescribed in the program guide

In addition to determining a base-line for comparison purposes, for larger grant recipients, the Ministry reserves the right to have data collected and reported on conventionally fuelled vehicles equivalent to 10% of the number of grants an applicant receives: e.g., 20 grants over the period of the program may require data for 2 conventionally fuelled vehicles.

D.1.2 Commit to the installation of Ministry prescribed telematics device for one year

Grant recipients must agree to the installation/operation of a Ministry prescribed third party vendor's telematics device, or permit the Ministry access to the onboard telematic device already installed in the vehicle for a period of up to one year, to be initiated after the agreement has been signed by both parties.

D.1.3 Provide proof of ownership and Ontario vehicle registration for each vehicle within GCVP funding provisions prior to the receipt of funds

Confirmation of vehicle documentation compliance, specifically providing proof of ownership and Ontario vehicle registration for each vehicle receiving a grant prior to the receiving of program funds (i.e., a photocopy of the vehicle registration form indicating the VIN and plate number).

D.1.4 Commit to retain ownership of the vehicle and be commercially registered in Ontario for one year after GCVP funds have been received and in coincidence with data collection

Confirmation of compliance for the specified time as to your willingness to retaining ownership of the vehicle and having it commercial registered in Ontario for at least one year after the grant has been received.

D.2 If a telematics device is currently used in the vehicle, identify the telematics service

Please identify if a telematics service (wireless communications system designed for the collection and dissemination of data collected through the Engine Control Module) is currently being used and if yes, provide the name of the provider.

D.3 Have you applied and/or received funding from sources of funding other than the Ministry, including another ministry, an agency or another level of government, i.e., municipal or provincial level, for the vehicle(s)/technologies you are applying for?

Indicate yes or no. If yes, go to D.4. If no, continue to section E.

D.4 Provide a list of the program names, government entities and the amount received.

For example: Transport Canada EcoFreight Program, \$2,580.00; BC Scrap-It-Program: \$1,000.00.

E. Dedicated Alternative Fuel Vehicle Information

E.1 Identify the dedicated alternative fuel type the grant is being requested for

Select the appropriate vehicle category: hybrid, plug-in electric, propane, natural gas or other vehicle (if other specify).

Note that gas conversions (e.g., propane) must be completed within 6 months of the effective agreement date.

E.2 If known, what is the manufacturer's suggested:

E.2.1 percent GHG reduction of this dedicated alternative fuel technology

If the manufacturer's suggested GHG percent reduction is 30%, indicate 30%.

E.2.2 Estimated yearly fuel savings using this dedicated alternative fuel technology according to the Manufacturer or Dealership

For alternative fuel vehicles, manufacturers can define fuel savings in a number of ways (BTUs per litre) but generally in percentage terms, for example: 30%.

E.3 Name the agency certifying the technology

Name of certifying agency.

E.4 Provide propane and or natural gas tank number (if converting conventional powered vehicle to propane or natural gas)

E.5 For new hybrid and electric vehicles acquired or modified, provide the registration number from the vehicle's National Safety Code (NSC) mark.

E.6 Is the vehicle Canadian Motor Vehicle Safety Standard certified after propane or natural gas conversion?

Yes or No

E.7 Identify the purpose of purchasing a dedicated alternative fuel vehicle

Please check all that apply, or specify others not identified.

E.8 The estimated number of hours (on annual basis) that the dedicated alternative fuel vehicle will operate in:

- **South Western Ontario** e.g. 25 hours
South Western Ontario includes the communities of London, Sarnia, Windsor, Owen Sound.
- **Central Ontario** e.g. 95 hours
Central Ontario includes the Greater Toronto Area, Hamilton, St. Catharines, Barrie.
- **Eastern Ontario** e.g. 500 hours
Eastern Ontario includes the communities of Ottawa, Kingston, Cornwall, Trenton.
- **North Western Ontario** e.g. 700 hours
North Western Ontario includes the communities of Thunder Bay and Kenora.
- **North Eastern Ontario** e.g. 1200 hours
North Eastern Ontario includes the communities of Sault Ste Marie, North Bay, Timmins.

Note: The Ministry website: <http://www.mto.gov.on.ca/english/traveller/conditions/index.html>, has maps that define the boundaries of the respective regions, along with the highways and their road conditions. Please consult those maps.

F. Leased Vehicle Information

F.1 Are any of the vehicles being applied for a leased vehicle?

Indicate yes or no. If yes, continue to G2. If no, continue to Part G.

F.2 Lessor Acknowledgement Statement

Please indicate whether the lessor is aware of the installation of the dedicated alternative fuel supply and concurs with its use. **Please also attach a letter with the statement found in the form with the lessor's corporate letterhead and signed by a leasing business officer.**

G. Vehicle Already Purchased or Leased

G.1 Vehicle Identification Number (VIN)

For vehicles already purchased or leased, the Vehicle Identification Number (VIN). The VIN is a 17 characters long vehicle ID.

G.2 Vehicle Ontario plate Number

For vehicles already purchased or leased, the Ontario Commercial Vehicle Plate Number.

G.3 For vehicles that are purchased by the applicant, provide

G.3.1 Purchase date

For vehicles already purchased: enter the purchase date in format dd/mm/yyyy: e.g., 01/08/2007 for August 01, 2007.

G.3.2 Possession date

For vehicles already purchased the take possession date in format dd/mm/yyyy: 11/12/2007 for December 11, 2007.

G.3.3 Total purchase price of vehicle

For vehicles already purchased: the vehicle's total purchase price, in dollars, for example: \$88,400.00.

G.3.4 Cost of the dedicated alternative fuel option, or technology cost of retrofit (excluding installation)

For vehicles already purchased, for example: \$45,000.00. Please attach an invoice specifically outlining the capital cost of the alternative fuel option. The amount of the grant is based on this amount.

G.4 For vehicles that are leased by the applicant, provide

G.4.1 Lease start date

For vehicles already leased: enter the lease start date in format dd/mm/yyyy: e.g., 01/08/2007 for August 01, 2007.

G.4.2 Total purchase price of vehicle

From the lessor, please indicate the total cost of the vehicle; for example: \$65,000.00.

G.4.3 Length of lease

For vehicles already leased, the number of months the vehicle is leased: e.g., 60 months. To be eligible, the lease must be at least 48 months. **Applicant is to attach proof of the lease.**

G.4.4 Cost of the dedicated alternative fuel option (from Lessor), or technology cost of retrofit (excluding installation)

Please identify the capital cost of the alternative fuel option, excluding installation; for example: \$6,000.00.

G.5 Vehicle class

The vehicle's FHWA classification, based on the vehicle's gross weight: e.g.

C3 4,537 – 6,350 kg

C4	6,351 – 7,257 kg
C5	7,258 – 8,845 kg
C6	8,846 – 11,793 kg
C7	11,794 – 14,969 kg

G.6 Vehicle manufacturer

The Name of Vehicle Manufacturer: e.g., ABC Manufacturing, etc.

G.7 Vehicle model year

Provide the model year of the vehicle 2007, 2008, etc.

G.8 Vehicle model number

The vehicle model, e.g. Model A, Model B, etc...

G.9 Gross vehicle weight rating

Gross Vehicle Weight Rating (GVWR) is the total allowable weight of the vehicle in kilograms, including vehicle, passenger, trailer, cargo, etc.: e.g., 8,600 kg.

G.10 Vehicle engine size

The engine size or displacement (cc) of the vehicle: e.g., 5860 cc

G.11 What is the GCVP funding amount you are applying for?

Capital cost of the vehicle/technology (excluding installation and any other costs) x 33% = \$____

(see section 2.2 of the GCVP Program Guide for maximum capital cost allowance)

H. Dedicated Alternative Fuel Vehicles to be Obtained after the Effective Agreement Date

H.1 Vehicle Identification Number (VIN)

For vehicles to be purchased or leased after the Effective Agreement Date indicated the Vehicle Identification Number (VIN). The VIN is a 17 characters long vehicle ID.

H.2 Vehicle Ontario plate number

For vehicles already purchased or leased, the Ontario Commercial Vehicle Plate Number.

H.3 For vehicles that are purchased by the applicant, provide

H.3.1 Purchase date

For vehicles already purchased: enter the purchase date in format dd/mm/yyyy: e.g., 01/08/2007 for August 01, 2007.

H.3.2 Possession date

For vehicles already purchased the take possession date in format dd/mm/yyyy: 11/12/2007 for December 11, 2007.

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H.4.4 Cost of the dedicated alternative fuel option (from Lessor), or technology cost (excluding installation)

Please identify the capital cost of the alternative fuel option or retrofit, excluding installation; for example: \$6,000.00.

H.5 Vehicle class

The vehicle's FHWA classification, based on the vehicle's gross weight: e.g.

C3	4,537 – 6,350 kg
C4	6,351 – 7,257 kg
C5	7,258 – 8,845 kg
C6	8,846 – 11,793 kg
C7	11,794 – 14,969 kg

H.6 Vehicle manufacturer

The Name of Vehicle Manufacturer: e.g., ABC Manufacturing.

H.7 Vehicle model year

Provide the model year of the vehicle, 2007, 2008, etc.

H.8 Vehicle model

The Vehicle Model, e.g. Model A, Model B, etc.

H.9 Gross Vehicle Weight Rating

Gross Vehicle Weight Rating (GVWR) is the total allowable weight of the vehicle in kilograms, including vehicle, passenger, trailer, cargo, etc.: e.g., 8,600 kg.

H.10 Vehicle engine size

The engine size or displacement (cc) of the vehicle:
e.g., 5860 cc

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I. Dealership, Original Equipment Manufacturer (OEM) and Installer

I.1 Does the alternative fuel installation (if applicable) maintain the OEM vehicle warranty?

If the vehicle you are applying for was an after market conversion to a dedicated alternative fuel does the installation maintain the OEM vehicle warranty?

I.2 Name of Dealership or OEM after sales provider

The name of the business that will be installing the dedicated alternative fuel system.

I.3 Postal Address of the Dealership or OEM after sales provider

The full address including Street Number, Street Name, Unit where the business is operating: e.g., 123 ABC Street, Unit 24, ABC City ON A1A 1A1.

I.4 Contact Information

Full name of Dealership or OEM contact person including:

- First name
- Last name
- Telephone number
- Email address.

I.5 Name of device installer (if this is different from Dealership/OEM noted above)

I.6 Technical Standards and Safety Authority (TSSA) facility registration number (if applying for propane or natural conversion)

Where to send your application

As noted on page 17 of the Program Guide, completed applications must be submitted, by courier or regular mail. Each applicant must provide the Ministry with three hard copies of its submission package by personal delivery, pre-paid courier, or mailed by first class registered mail, prepaid postage at the following address:

Green Commercial Vehicle Grant Program (GCVP)
Ministry of Transportation
30th Floor
777 Bay St
Toronto, ON M7A 2J8

Business Hours: 8:30 a.m. to 4:30 p.m.
Monday to Friday

gcvp@ontario.ca

As the GCVP is retroactive until the announcement date of the program, the Ministry will accept GCVP applications until February 13, 2009 for eligible green technology acquisitions made from August 2007 to July 31, 2008.