



Ontario

Ministry of Transportation

Ontario Green Commercial Vehicle Program Guide

Overview

The Ontario **Ministry** of Transportation has established the Green Commercial Vehicle Program (the “**GCVP**”) to provide financial assistance to certain eligible **Ontario based** private sector businesses for the acquisition of dedicated **alternative fuel** vehicles and **anti-idling devices**.

The purpose of this guide is to describe the **GCVP** and to outline the requirements for **GCVP funding applications**.

Eligible private sector corporations and **individuals** interested in applying for **GCVP funding** must meet the requirements set out in this **guide**. Federal, provincial, territorial or municipal government and not-for profit entities are not eligible for **GCVP funding**.

The following are the main steps to the **application** process:

- **Applicant** reviews the **GCVP guide** and related requirements;
- **Applicant** completes the **application** form;
- **Applicant** submits to the **Ministry their completed application** and required supporting documentation as noted in this **guide**;
- **Ministry** reviews the **submission package** and approves or rejects it;
- **Ministry** notifies **applicant**;
- Ministry communicates specific data collection requirements to eligible **applicant**;
- **Applicant** signs and submits the signed **agreement**;
- **Ministry** may provide funds upon receipt of required documentation of proof of purchase or lease, as applicable, and related costs; and
- **Applicant** provides required data and meets other conditions of GCVP funding as specified in an **agreement**.

The **Ministry** will begin reviewing **applications** on January 9, 2009.

Requests for Information

By mail

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

By email

gcvp@ontario.ca

By phone

416-585-7285
1-866-767-0638

Completed Applications should be sent / brought to the above address.

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1. Definitions

When used in this **guide**, the words set out below that import the singular include the plural and vice versa:

“**acquire**” refers to the purchase or lease, as applicable, of a **dedicated alternative fuel vehicle** or, in limited instances, an **anti-idling device** (see the definition of anti-idling device for further details) and “acquisition” has a corresponding meaning;

“**agreement**” means an **agreement** entered into between the **Ministry** and an **applicant**, and any amendments executed in accordance with the terms of that **agreement**, that sets out the terms and conditions under which the **Ministry** agrees to provide **GCVP funding** to an **applicant**;

“**alternative fuels**” means fuels that are not primarily or exclusively petroleum-based such as gasoline and diesel, but are substantially, in the opinion of the **Ministry**, non-petroleum based and for the purpose of the **GCVP** include natural gas, propane, electricity and other fuels approved by the **Ministry**;

“**anti-idling device**” means a device that:

- i) is own by an **applicant** and not leased, except where the **anti-idling device** comes already installed by a vehicle manufacturer on a leased vehicle;
- ii) is installed for use in a vehicle owned or leased by an **applicant** for the purpose of eliminating the use of the main drive engine when the vehicle is idling;
- iii) is installed in compliance with the **Canadian Motor Vehicle Safety Standards**;
- iv) meets **OEM** standards and specifications;
- v) does not affect compliance with the vehicle warranty;

“**applicant**” means an **Ontario based** private sector **corporation** or an **individual**, and does not include a federal, provincial, territorial or municipal government entity, including a department, ministry, agency, local board, board, and other such organization, or not-for profit entity;

“**application guide**” means the “Green Commercial Vehicle Program **Application Guide** for **Dedicated Alternative Fuel Vehicles**” or the “Green Commercial Vehicle Program **Application Guide** for **Anti-Idling Devices**”, either of which the **Ministry** may amend from time to time;

“**application**” means an application for **GCVP funds** using the “Green Commercial Vehicle Program **Dedicated Alternative Fuel Vehicles Application** form” or the “Green Commercial Vehicle Program **Anti-Idling Devices Application** form”;

“**auxiliary power unit**” or “**APU**”

- i) means any device that is permanently dedicated to the vehicle on which it is installed and provides electrical, mechanical, or thermal energy to the primary engine, truck cab, and/or sleeper berth or any other commercial vehicle's cab, as an alternative to idling the primary engine;
- ii) An APU cannot be designed for single dedicated purpose (such as providing cooling only), but must be able to support at least 3 different functions (such as providing power to a cab heater, cab cooler, engine block heater, other auxiliary devices such as lights, computer, etc.) concurrently for 8 consecutive hours;
- iii) An APU must be able to operate for 8 consecutive hours or more (dependent on jurisdictional requirements of where the vehicle is operating) while the main engine is shut off;
- iv) An APU must have a meter installed to record the number of hours the unit is used on a yearly basis;

v) An APU must be compliant with both Federal and Ontario emission standards;

“**cab heater or cab cooler**” provides heat and/or air conditioning to the truck interior with the main vehicle engine shut off. For the purposes of this program the **cab heater or cab cooler** must be purchased and not leased;

“**Canadian Motor Vehicle Safety Standards**” or “**CMVSS**” means the standards set out in Canadian *Motor Vehicle Safety Regulations, C.R.C., c1038 under the Canadian Motor Vehicle Safety Act, R.S. 1993, c. 16, as amended*;

“**class 1 or 2**” includes a vehicle classified as **Class 1 or 2** according to the United States Federal Highway Administration vehicle classification system as further described in Appendix B. Passenger carrying vehicles are not eligible for the GCVP;

“**classes 3 to 7**” includes a vehicle classified as Class 3, 4, 5, 6 or 7 according to the United States Federal Highway Administration vehicle classification system, and as further described in Appendix B. A generic description of vehicle classes is further described in Appendix B. Passenger carrying vehicles are not eligible for the GCVP.

“**class 8**” applies to a vehicle classified as **Class 8** according to the United States Federal Highway Administration vehicle classification system, and as further described in Appendix B. Passenger carrying vehicles are not eligible for the GCVP;

“**corporation**” means a business corporation incorporated under Canadian provincial or federal legislation;

“**dedicated alternative fuel vehicle**” means a vehicle that: i) is owned or leased by an **applicant**; ii) is powered by a **hybrid** engine or has an engine operating entirely on an alternative fuel (e.g. propane or natural gas); iii) complies with **Canadian Motor Vehicle Safety Standards**; iv) meets **OEM** standards and specifications; and v) where the vehicle is a conventional vehicle that has been modified to create a **dedicated alternative fuel vehicle**, such modification does not affect compliance with the **OEM** warranty;

“**dedicated natural gas engine**” means an engine that uses natural gas as the sole power source to propel a **dedicated alternative fuel vehicle**;

“**dedicated propane engine**” means an engine that uses propane (in all its forms) as the sole power source to propel a **dedicated alternative fuel vehicle**;

“**eligible expenditure**” means an expenditure described in this **guide** and which relates to the **incremental capital cost** incurred by an **applicant** in **acquiring** a **dedicated alternative fuel vehicle**, or the capital cost for acquiring an **anti-idling device**;

“**enterprise**” means a **sole proprietorship, partnership** or private sector corporation that carries on an undertaking or business in Ontario and that is capable of generating revenue and in anticipation of profit;

“**equivalent conventional vehicle**” means a vehicle that provides that payload allowance (weight and volume) depending on the main business of the **applicant**, and has the same options as a **dedicated alternative fuel vehicle**;

“**FIPPA**” means the *Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31, as amended*;

“**GCVP**” means the Green Commercial Vehicle Program the **Ministry** has established to provide, subject to and in accordance with the terms and conditions set out in this **guide** and an agreement, certain eligible **applicants** with GCVP funds towards the acquisition of **dedicated alternative fuel vehicles** or **anti-idling devices**;

“**GCVP funds**” means the monies the **Ministry** may provide, in accordance with and as set out in this **guide** and agreement to an **applicant** to be used strictly toward the acquisition of an eligible **dedicated alternative fuel vehicle** or **anti-idling device**, and “**GCVP funding**” has the same meaning;

“**greenhouse gas**” or “**GHG**” means gases such as carbon dioxide (CO₂), methane (CH₄), chlorofluorocarbons (CFCs) and hydrofluorocarbons (HFCs) that absorb and reemit infrared radiation, warming the earth’s surface and contributing to climate change. Carbon dioxide is the main contributor to climate change especially through the burning of fossil fuels;

“**guide**” means this **guide** entitled “Ontario Green Commercial Vehicle Program **Guide**”, including any of its appendices, which the **Ministry** may amend from time to time;

“**hybrid**” refers a conventional vehicle that combines two or more distinct power sources to propel the vehicle, and includes a **hybrid electric vehicle**;

“**hybrid electric vehicle**” or “**HEV**” means a vehicle that combines features of internal combustion engine that uses petroleum or non-petroleum based fuels and an electric motor;

“**incremental cost**” means the additional capital cost for the acquisition of a **dedicated alternative fuel vehicle** incurred by an **applicant** over the cost of acquiring an **equivalent conventional vehicle**, costs being calculated prior to application of any taxes including Retail Sales Tax and Goods and Services Tax;

“**individual**” means an **individual** who carries an Ontario based business as a **sole proprietorship**, or who is a member of an Ontario based business that is a **partnership** and is acting on behalf of the **partnership**;

“**Ministry**” and “**Minister**”, respectively, mean the Ministry of Transportation that is responsible for the administration of the **GCVP**, and the **Minister** responsible for the **Ministry**;

“**OEM**” means original equipment manufacturer;

“**Ontario based**” means, a sole proprietorship, partnership or corporation whose **dedicated alternative fuel vehicles** and/or vehicles equipped with **anti-idling devices** are operated in Ontario and has:

- (a) a place of business in Ontario,
- (b) an individual or individuals in Ontario who are employed or self-employed in connection with the business, and
- (c) fixed and moveable assets in Ontario used in carrying on the business;

“**partnership**” means the relation that subsists between persons carrying on a business in common with a view to profit, but the relation between the members of a company or association that is incorporated by or under the authority of any special or general Act in force in Ontario or elsewhere, or registered as a corporation under any such Act, is not a **partnership**;

“**PMVI**” means periodic mandatory vehicle inspection;

“**recipient**” means an **applicant** who has entered into an **agreement** with the **Ministry** for **GCVP funding**;

“**roadway**” means that part of a highway designed or intended for use by vehicular traffic;

“**sole proprietorship**” means a business that is carried on by an **individual**;

“**submission package**” means an **application** form and supporting information and documentation;

“**TSSA**” means Ontario’s Technical Standards and Safety Authority

“**technologies**” means a **dedicated alternative fuel vehicle** and an **anti-idling device**, and

“**technology**” means either of these technologies; and

“**telematics device**” means a wireless communications system which is designed for the collection and dissemination of data collected through the engine control module of a vehicle.

2. GCVP Description

2.1 Introduction and Purpose

In August 2007, the Ontario government announced, as part of the Go Green Climate Change Action Plan, the Green Commercial Vehicle Program (the “**GCVP**”).

The **GCVP** is a four-year program starting in 2008, and retroactive to the date of the announcement – August 1, 2007. **In this regard, the Ministry will accept GCVP applications until February 13, 2009 for eligible green technology acquisitions made from August 2007 to July 31, 2008.**

The purpose of the GCVP is to encourage **Ontario based** businesses to switch to environmentally friendly technologies that reduce **greenhouse gas (GHG)** and fuel consumption.

The GCVP will help **enterprises**:

- **acquire classes 3 to 7 dedicated alternative fuel vehicles** by reimbursing up to one-third of the **incremental capital cost** of the green technology; and
- **acquire anti-idling devices** for **class 8** heavy-duty vehicles by reimbursing up to one-third of the capital cost of eligible devices.

There is a direct correlation between **GHG** emission and fuel use. In addition different fuels create different amounts of **GHG** depending on the carbon content of the fuel, therefore, reductions in **GHG** can be achieved by reducing fuel usage or switching to lower carbon **alternative fuels**. For **anti-idling devices**, every idle hour prevented reduces fuel consumption and thus **GHG** production. Dedicated **alternative fuel** technologies, such as **hybrid** electric engines, also reduce fuel consumption and **GHG** emissions by partially replacing conventional fuel motive power with electric motive power for the journey.

The **GCVP** also includes an educational component. Reports on the eligible technologies’ performance and reliability generated from data collected from vehicles that are participating in the program will be made available to the public, potential green **technology** purchasers and the **Ministry**. This will support the government’s efforts to encourage the adoption of green technologies in the commercial vehicle sector and may inform the **Ministry’s** longer term policy and program activities. Please note that the data collection and reporting process will maintaining the confidentiality of participants’ proprietary information.

The **GCVP** is limited to **Ontario based enterprises** with class 3 to 8 vehicles that move goods or services. Excluded vehicle groups include passenger vehicles, class 1 and 2 vehicles, and municipal fleets and passenger carrying commercial vehicles like buses. Appendix B provides information on vehicle classes.

2.2 GCVP Funding

Subject to appropriation of funds by the Legislative Assembly of Ontario, the total funding available for the **GCVP** over the next four years is:

- up to \$11 million for eligible **dedicated alternative fuel vehicles** in **class 3 to 7**; and
- up to \$2.9 million for eligible **anti-idling devices** for vehicles in **class 8**.

Despite the above, the **Ministry** may vary the above amounts based on policy or program considerations.

GCVP funding may be provided to reimburse a **recipient** for a portion of the incremental cost incurred for the acquisition of an eligible **dedicated alternative fuel vehicle** or the cost incurred for the purchase of the **anti-idling device** within six months of the effective date of an **agreement**.

To be considered eligible for **GCVP** funding an **applicant** must meet all the criteria set out in this **guide**.

The **GCVP** will start on November 28, 2008 and **GCVP funds** may be available until March 31, 2012, or once the maximum approved funding for the **GCVP** has been reached, whichever comes first. **GCVP funding** provided in any fiscal year will also be limited to the monies appropriated by the Ontario Legislature for that year.

As the GCVP is retroactive to 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.

The maximum percentage amount of **GCVP funding** that may be provided for eligible technologies are set out below:

(a) Maximum Percentage Amount for **Dedicated Alternative Fuel Vehicle**:

Up to 33% of the incremental capital cost for an eligible dedicated alternative fuel vehicle to a maximum of:

- i) \$15,000 – for a **dedicated alternative fuel vehicle** equipped with a **hybrid** engine;
- ii) \$15,000 – for a **dedicated alternative fuel vehicle** equipped with a dedicated natural gas engine;
- iii) \$2,000 – for a **dedicated alternative fuel vehicle** equipped with a dedicated propane engine; and
- iv) for any other vehicle with a alternative fuel engine the **Ministry** may determine a funding limit at its sole discretion.

(b) Maximum Percentage Amount for **Anti-Idling Device**

Up to 33% of the capital cost for an eligible anti-idling device, excluding cost of installation, to a maximum of:

- i) \$3,100 for an auxiliary power unit (APU);
- ii) \$1,000 – a cab heater; and
- iii) \$1,000 – a cab cooler.

Funding is available for a cab heater and a cab cooler on one vehicle but not an APU and a cab heater or cab cooler on one vehicle.

The maximum amount of **GCVP funding** that may be provided to each eligible **applicant** during the life of the program is \$2,350,000, divided as follows:

- up to \$2 million dollars for eligible dedicated alternative fuel vehicles; and
- up to \$350,000 dollars for eligible anti-idling devices.

Even though an **applicant** may be eligible for **GCVP funding**, there are instances (based on policy considerations and at the **Ministry's** sole discretion) where the **applicant** may not be provided with funding for all of the **dedicated alternative fuel vehicles** and/or **anti-idling devices** described in the **applicant's** application. Policy considerations include ensuring an adequate representation of regional, small and large **enterprises recipients**, which is ultimately impacted by the number of **applicants**.

2.3 Funding From Other Sources

Each **recipient** is responsible for expenditures that are not eligible under the **GCVP**, and is expected to have sufficient funds available to carry out and complete the **acquisition** of a **dedicated alternative fuel vehicle** or the purchase of an **anti-idling device** for which **GCVP funding** is provided.

Applicants may seek funding from sources other than the **GCVP** to purchase eligible technologies. Each **applicant** is required to identify in its **application** any source of funding towards any eligible technologies for which the **applicant** is applying for **GCVP funding**. The maximum amount of funds received from other sources of funding (other than **GCVP funds**), including municipal, provincial, and federal grants, for such **technology** cannot exceed one hundred percent (100%) of the incremental cost of **eligible expenditures**.

The **GCVP** complements the Ontario **Ministry** of Revenue's Retail Sales Tax rebate for **dedicated alternative fuel** vehicles. Please visit <http://www.rev.gov.on.ca> for more information.

2.4 Data Collection

As part of the **GCVP** the **Ministry** will collect data to assess the effectiveness of eligible **dedicated alternative fuel** vehicles and **anti-idling devices** at reducing **GHG** emissions and improving fuel efficiencies. In addition, the collected data may support future policy decisions with respect to such technologies. The **Ministry** will, for the term of an **agreement**, require each **recipient** to provide the information described below.

The **Ministry** will, subject to the *Freedom of Information and Protection of Privacy Act* (FIPPA), protect the confidentiality of any proprietary information collected through this process.

A **recipient's** non-compliance with the data collection/provision requirements set out below may result in the termination of the **agreement** and the **Ministry's** remedies, including **GCVP funds** recovery, under such **agreement** will apply.

2.4.1 Data Collection/Provision Dedicated for Dedicated Alternative Fuel Vehicles

Prior to receiving **GCVP funding** for any **dedicated alternative fuel vehicle** an **applicant** must agree to either:

- allow the **Ministry**, including a third party service provider retained by the **Ministry**, to install operate and maintain a **telematics device** and to collect data from such device for period up to one year; or
- if the **applicant** already operates a **telematics device** from the **Ministry's** third party service provider, allow the **Ministry** to collect data from the device through the service provider for a period up to one year.

The **Ministry** may periodically audit the data gathered with the **telematic device** described above to ensure accuracy.

The commencement of the data collection period may vary from one **applicant** to another as communicated in writing by the **Ministry**, and may not commence prior to April 1, 2009 at the sole discretion of the **Ministry**.

The data to be collected by the **Ministry** may include:

- fuel consumed;
- kilometres driven;

- jurisdictional/regional location anywhere in Ontario, Canada or in the United States;
- service location (urban, rural, suburban);
- idle time; and,
- **GHG** emitted.

Where a **recipient** receives **GCVP funding** for more than ten **dedicated alternative fuel vehicles**, the **Ministry** may request that the **recipient** allow the **Ministry** to install a number of **telematics devices** on the **recipient's** conventionally fuelled vehicles. The purpose of this is to allow the **Ministry** to measure the **GHG** and fuel efficiency improvements achieved with **dedicated alternative fuel vehicle** against conventional vehicles. The number of conventional vehicles where devices will be installed will be up to ten percent of the number **dedicated alternative fuel vehicles** funded by the **GCVP**.

The specific data collection requirements for each **recipient** will be confirmed at the time the **Ministry** notifies the **recipient** that the **recipient's application** has been approved, and included in an **agreement** and related correspondence/documents.

2.4.2 Data Collection/Provision Requirements for Anti-Idling Devices

All **anti-idling devices** are required to have, or be installed with a meter that can record the number of hours of use over a one year period. If it is installed as an after market part it must negate any **OEM** warranties and must be **CMVSS** compliant;

Prior to receiving **GCVP funding** for any **anti-idling device** an **applicant** must agree to provide the **Ministry** with two readings of the **anti-idling device's** meter for use/idling time as follows:

- (a) the two readings must cover a minimum of one year;
- (b) the meter must be read as part of two consecutive **PMVI** inspections, or **Ministry** approved equivalents, commencing after the effective date of an **agreement**; and
- (c) the above two readings must be attested to by a certified **PMVI** inspector or **Ministry** approved equivalent.

The specific data collection requirements for each **recipient** will be confirmed at the time the **Ministry** notifies the **recipient** that the **recipient's application** has been approved, and will be included in an **agreement**.

If a grant **applicant** has or intends to install a **telematic device** on the vehicle with the **anti-idling device** funded by the **GCVP**, the **Ministry** requests access to the data collected (consistent with that collected for **dedicated alternative fuel vehicles**). The data will be submitted to the **Ministry** in a manner satisfactory to the **Ministry**, **applicant** and their **telematic** service provider. The above reporting requirements will still apply to an **applicant** who voluntarily provides additional data through telematics to the **Ministry**.

3. Application Process & Submission Package

3.1 Application Process

The **application** process is not intended to create a formal, legally binding procurement process and shall not give rise to the rights or duties applied to a formal legally binding procurement process.

Each **applicant** will bear its own costs associated with or incurred through the **application** process, including any costs arising out of or incurred in:

- (a) the preparation and completion of an **application** and related documents; and,
- (b) the conduct of negotiations or other activities related to the **application** process.

Only **applicants** for **dedicated alternative fuel vehicles** and **anti-idling devices** that meet all of the eligibility criteria set out in this **guide** may be considered for funding under the **GCVP**.

Neither an **applicant** nor the **Ministry** shall have the right to make claims against each other with respect to this **application** process, the selection of any **applicant**, the failure to be selected to enter into an **agreement**, or the failure to honour proposals prior to the execution of an **agreement**.

3.2 Submission Package

Applicants' submission packages must include a fully and accurately completed **application** form, in the **Ministry's** opinion, and all required supporting documentation/information to be considered for the **GCVP**. A complete submission package must be provided for each grant being applied for.

Required supporting documentation/information are provided in the Green Commercial Vehicle Program **Application Guide** for **Dedicated Alternative Fuel Vehicles** or the Green Commercial Vehicle Program **Application Guide** for **Anti-Idling Devices**, as applicable.

The **submission package** (hard copy) must be delivered in accordance with the instructions provided in this **guide**. Application should be brought/ sent to the address noted on page 17 of this Application Guide. Once received, each **submission package** will be evaluated to assess eligibility and, subsequently, **applicants** will be informed of the **Ministry's** decision.

The **Ministry** requests that the **applicant** also submit an electronic version of all parts of its **application** package in either Microsoft Word or Adobe format to GCVP@ontario.ca. (Please note these **submissions** will not be date stamped, only hard copies will be date stamped as received by the Ministry).

If, after approval, further information must be provided, that information should be sent to the same address on page 17.

3.3 Intake Period

The **GCVP** has a continuous intake period beginning on November 28, 2008. Unless the **GCVP** is terminated earlier than March 31, 2012, **Applications** under the **GCVP** may be submitted at any time until January 6, 2012.

The **Ministry** will begin reviewing **applications** on January 9, 2009.

4. GCVP Technology Eligibility Criteria

To be considered for **GCVP funding** an **applicant** must comply with all of the eligibility criteria, which the **Ministry** may modify at its sole discretion at any time, set out in this **guide**. **Application submission packages** that do not meet all eligibility criteria may not be considered.

Federal, provincial, territorial and municipal levels of government entities including departments, ministries, agencies, local boards, and other such organizations, and not-for profit entities are not eligible for **GCVP funding**.

A **recipient** is responsible for acquiring a **dedicated alternative fuel vehicle** or an **anti-idling device** for which **GCVP funding** is received in accordance with the terms and conditions set out in an **agreement**, and in compliance with all federal and provincial laws and regulations.

4.1 GCVP Technology Eligibility Criteria: Dedicated Alternative Fuel Vehicles

4.1.1 Dedicated Alternative Fuel Vehicle Application

Application must be:

- completed and all required information, documentation (including any necessary proofs) provided to the satisfaction of the Ministry; and
- received within the required time frames.

4.1.2 Dedicated Alternative Fuel Vehicle Applicant

An **applicant** must:

- be a private sector corporation or an **individual** that is **Ontario based**;
- possess a valid Ontario Business Identification Number as of **application** date and thereafter, and if applicable, for the term of an **agreement**, or any other proof acceptable to the **Ministry**, at its sole discretion, confirming that the **applicant** owns, or is a partner of an **Ontario based** business;
- possess a **Ministry** excellent, satisfactory or satisfactory unaudited Commercial Vehicle Operator's Registration (CVOR) rating at the time of application;
- not be a federal, provincial, municipal or territorial government or not-for profit entity (note that private owners of utility vehicles are eligible but those owned by any level of government or not-for-profit entities are not).
- assure that if the **dedicated alternative fuel vehicle** is leased, the lease:
 - is valid and enforceable;
 - allows for the installation of a **telematics device** on the vehicle;
 - term is for a minimum of 48 months, and such lease remains in force for the full term, and
 - terms and conditions do not prevent the applicant from complying with those of the **GCVP** and any **agreement**;
- if the **dedicated alternative fuel vehicle** is purchased, be the owner of that vehicle;
- submit before any **GCVP funds** are provided:
 - a proof of purchase or lease;
 - a proof of the incremental cost of the purchase or lease of the **dedicated alternative fuel vehicle** over an equivalent conventional vehicle net of taxes;
 - provide confirmation that the cost submitted for GCVP funding is equal to one third of the incremental cost of purchase or lease, in either case such costs must only be related to the capital cost of the vehicle;

- demonstrates understanding that non-compliance with data collection and provision requirements will result in revocation of the entire grant which means that the grant receipt must repay the Ontario government all funds provided for participation in the program.

4.1.3 Dedicated Alternative Fuel Vehicle Characteristics

A **dedicated alternative fuel vehicle** must:

- fall within a **class 3 to 7** vehicle;
- for an **application** submitted between November 28, 2008 and February 13, 2009, be acquired new after August 2007;
- for an **application** submitted from February 13, 2009 forward, be acquired new either within six months prior to the **application** date or within six months after the effective date of an agreement (this can be considered a rolling retroactive period);
- if **application** is submitted before February 13, 2009, be a 2007, 2008 or 2009 model year;
- if an **application** submitted after February 13, 2009, be the model year previous to the **application** year or newer;
- be used to carry freight, goods or services, and not passenger;
- once all dedicated alternative fuel technologies have been installed, be compliant with or maintain all **CMVSS** and **TSSA standards**, specifications and requirements;
- where the vehicle is a conventional vehicle that has been modified to create a **dedicated alternative fuel vehicle**, not affect compliance with the **OEM** warranties;
- possess a valid Ontario commercial license plate for any class between **class 3 to 7** prior to any **GCVP funds** being provided;
- permit the installation and operation of a **telematics device**
- be acquired through a process that promotes the best value (with due regards for economy, efficiency, and effectiveness).

4.1.4 Dedicated Alternative Fuel Vehicle Engine/Fuel

Flex fuel vehicles are not permitted in the GCVP program. The engine of a **dedicated alternative fuel vehicle** must:

- operate solely on an **alternative fuel** (e.g., propane, natural gas, electricity) or be a **hybrid**; and
- not operate on petroleum based (diesel or gasoline) fuels unless it is a **hybrid**.
- if a new vehicle is converted from gasoline or diesel to a **dedicated alternative fuel vehicle**, all **CMVSS** and **OEM** standards and requirements must be met or maintained and the vehicle must operate solely on an alternative fuel post conversion.

Though not a dedicated alternative fuel vehicle, **propane sequential injection technology** (i.e., aftermarket propane conversion systems which are designed to start the vehicle in cold weather using gasoline) are eligible for the GCVP if the following criteria are met:

- the system automatically, without the vehicle-operator involvement, switches from gasoline to propane once the engine has reached the temperature required for LPG vaporization (as specified by the conversion equipment manufacturer);
- other than starting, the system shall not default to gasoline under any conditions, nor offer any provisions for gasoline switchover by the vehicle-operator; and,
- the system shall be fully compatible with the vehicle's onboard diagnostic system, (OBDII), and not interfere with the emission control, catalyst and misfire monitors.

4.1.5 Dedicated Alternative Fuel Vehicle Location

The GCVP program is not intended for fully-off road vehicles such as farm equipment or drayage. Therefore a **dedicated alternative fuel vehicle** must:

- be operated by an **Ontario based** enterprise for the term of an agreement coincident with the data collection period;
- be operated on roads and highways for a minimum of seventy five percent of the vehicle kilometres travelled during the term of an **agreement**
- not be used on off-road or within an **applicant's** premises for more than twenty-five percent of the vehicle kilometres travelled during the term of an **agreement**.

4.2 GCVP Technology Eligibility Criteria: Anti-Idling Devices

4.2.1 Anti-Idling Device Application must

- be completed and all required information, documentation (including any necessary proofs) provided to the satisfaction of the **Ministry**; and
- received within the required time frames.

4.2.2 Anti-Idling Device Application Applicant must

- be a private sector corporation or an **individual** that is **Ontario based**;
- possess a valid Ontario Business Identification Number as of the **application** date and thereafter, and if applicable, for the term of an **agreement**, or any other proof acceptable to the **Ministry**, at its sole discretion, confirming that the **applicant** owns is or is a partner of an **Ontario based** business;
- possess a **Ministry** excellent, satisfactory or satisfactory unaudited Commercial Vehicle Operator's Registration (CVOR) rating at the time of application;
- not be a federal, provincial, municipal or territorial government or not-for profit entity (note that private owners of utility vehicles are eligible but those owned by any level of government or not-for-profit entities are not).
- assure that if the **class 8 vehicle** is leased, the lease:
 - is valid and enforceable;
 - terms and conditions do not prevent the applicant from complying with those of the **GCVP** and any **agreement**;
- if the **class 8 vehicle** is owned, be the owner;
- submit before any **GCVP funds** are provided:
 - if the anti-idling device is purchased, a proof of purchase and cost of the **anti-idling device**, net of taxes;
 - if the anti-idling device is installed by a manufacturer on a leased vehicle, a proof of the incremental capital cost of lease, net of taxes;
 - confirmation that the cost submitted for GCVP funding is equal to one third of the cost of purchase or incremental cost of the lease, in either case cost must only relate to the capital cost of the **Anti-Idling device**, and
 - demonstrates understanding that non-compliance with data collection and provision requirements will result in revocation of the entire grant which means that the grant receipt must repay the Ontario government all funds provided for participation in the program.

4.2.3 Anti-Idling Device Vehicle Characteristic

A vehicle with an anti-idling device must:

- be a **class 8 vehicle**;
- for **applications** submitted between November 28th, 2008 and February 13, 2009, be a 2003 model year and onwards;
- for **applications** submitted after February 13, 2009 be a 2004 model year and onwards, and be a 2005 model year or onwards if an **application** is submitted in 2010;
- be used to carry freight, goods or services, and not passengers;
- be compliant with or maintain all **CMVSS** standards, specifications and requirements;
- not affect compliance with the **OEM** warranties;
- possess a valid Ontario commercial license plate for class 8 prior to any **GCVP funds** being provided; and
- be acquired, purchased or installed through a process that promotes the best value (with due regards for economy, efficiency, and effectiveness).

4.2.4 Anti-Idling Device

The anti-idling device must:

- allow the main engine vehicle to be shut down when the vehicle is stationary;
- be capable of recording the number of hours of use over a one year period;
- be purchased new since August 2007 for **applications** submitting between November 28, 2008 and February 13, 2009,
- for an **application** submitted from February 1, 2009 forward, be acquired new either within six months prior to the **application** date or within six months after the effective date of an **agreement** (this can be considered a rolling retroactive period);

4.2.5 Anti-Idling Device Vehicle Location

The GCVP program is not intended for fully-off road vehicles such as farm equipment or drayage. Therefore a vehicle with an **anti-idling device** must:

- be operated by an **Ontario based** enterprise for the term of an **agreement** coincident with the data collection period;
- travel twenty percent of the vehicle kilometres per year on Ontario highways;
- be operated on roads and highways for a minimum of seventy five percent of the vehicle kilometres travelled during the term of an **agreement**; and
- not be used on off road or within an **applicant's** premises for more than twenty-five percent of the vehicle kilometres travelled during the term of an **agreement**.

5. Eligible Expenditures and Non-Eligible Expenditures

5.1 Eligible Expenditures

Only the expenditures outlined in this document may be eligible for **GCVP funding** under the **GCVP**.

The incremental capital cost of a **dedicated alternative fuel vehicle** and the cost of an **anti-idling device** are the only **eligible expenditures** under the **GCVP**, (installation costs are not covered). In addition, the following requirements apply:

- **Applicant** must provide a certified copy of the paid in full invoice or lease, as applicable for:
 - the cost of the entire **dedicated alternative fuel vehicle**, and confirm the incremental cost of acquiring such vehicle over an equivalent conventional vehicle; or
 - the cost of the **anti-idling device**.

Note that all taxes paid must be identified.

5.2 Non-Eligible Expenditures

Notwithstanding anything else contained in this **guide**, the following expenditures are not eligible for **GCVP funding**:

- preparation and completion of the **applicant's application** or business case for **GCVP funding**;
- conduct of negotiations or other activities related to the acquisition of any eligible green vehicle or equipment, or the **application** process for **GCVP** funding;
- any taxes, including the Goods and Services Tax and Retail Sales Tax
- costs associated with services or work normally provided by a **recipient** as part of its operating budget;
- travel costs;
- labour and installation costs of any **technology** or other related equipment;
- financing charges and interest payments on loans;
- replacement cost or consequential expenses related to loss of revenue resulting from taking a vehicle out of service to implement modifications or repairs to any equipment or vehicle;
- cost of installing, maintaining and operating any **technology**;
- costs for food, beverages, accommodations and other related hospitality expenses;
- lobbying and/or advocacy activities; and
- any other expenditures as the **Ministry** may determine from time to time at its sole discretion.

The aforementioned lists are not exhaustive and are intended to serve only as a general guide. If you are unsure whether or not a particular cost is eligible consult the GCVP office for clarification.

6. Applicant's Completion of Application Form

Each **applicant** is required to fully complete and submit the appropriate **application** forms.

The **application** form should be legible (e.g. typed) and signed by a person authorized to apply for **GCVP funding** on behalf of an **applicant**.

Applications that are not completed in full, e.g., with sections not completed, may not be considered for funding. References to websites and other external documents are not considered a substitute for providing the required information in the **application** form.

In addition to an **application** form, each **applicant** is required to gather and provide the following information in its submission to the **Ministry**:

- all required documentation specified in this guide and application forms; and
- list of programs, other than the GCVP, for which it has received funding and the amount.

7. Submission of GCVP Application Package

Applications must be submitted, by courier or regular mail.

Each **applicant** must provide the **Ministry** with three hard copies of **each vehicle grant application** in 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 Program
Ministry of Transportation
777 Bay Street, 30th Floor
Toronto, ON M7A 2J8
Business Hours: 8:30am to 4:30pm

The **submission package** will be deemed to have been received if personally delivered or delivered by pre-paid courier or first class registered mail, when the **Ministry** actually receives it.

Applications not provided in accordance with this **guide**, including specified format, number of copies, and late submission (as evidence by the postmark), may not be considered for **GCVP funding**.

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.

8. Ministry's Review of Submission Package and Decision

8.1 Review Process

For **applicants** applying for GCVP funding in the fiscal year 2008-09 (which ends on March 31, 2009) – the **Ministry** will begin to review **applications** on January 9, 2009 and thereafter.

Only **applications** that meet all applicable requirements may be considered for review and evaluation. The **Ministry**, at its sole discretion, may reject any **application** that does not meet such requirements. **Applicants** that have been approved for **GCVP Funding** will be notified. An **applicant** whose **application** is rejected may, in accordance with the terms and conditions set out in this **guide**, including submission timelines, resubmit the **applications** with all necessary information.

Ministry's staff will review each **application** to ensure it meets the minimum eligibility criteria.

Although an **applicant** is not allowed to make changes to its **submission package** after the **application** is submitted, as part of the review process, the **Ministry** may seek clarification and supplementary information from an **applicant** at its sole discretion.

Any clarification and additional information received from an **applicant** forms an integral part of the **submission package**.

The **Ministry** may elect not to consider an **applicant** whose **submission package**, in the sole **Ministry's** opinion, contains misrepresentations or any inaccurate, misleading, or incomplete information.

The **Ministry** will endeavor to expedite its review and decide whether an **application** under the **GCVP** is eligible for funding after receipt of a complete **application** package. The **Ministry** will notify the **applicant** if its **application**, subject to the **applicant** entering into an **agreement** (as further described in section 8.2) below is accepted. Payment of **GCVP funding**, in addition to the above, will be subject to the **applicant** having met all the terms and conditions under this **guide** and those under the **agreement**.

Neither an **applicant** nor the **Ministry** shall have the right to make claims against each other with respect to this **application** process, the selection of any **applicant**, the failure to be selected to enter into an **agreement**, or the failure to honour proposals prior to the execution of an **agreement**.

8.2 Execution of Agreement and Additional Requirements

Selected **applicants** are required to enter into an **agreement** substantially in the form attached at Appendix A (Form of **Agreement**) with the **Ministry** prior to being provided with any **GCVP** funding. In addition to confirming the **GCVP** funds for which the **applicant** may be eligible, an **agreement** sets out the terms and conditions upon which the **Ministry** may provide **GCVP** funds to an **applicant** and by which the **applicant** is bound.

The purpose of providing a form of **agreement** is to ensure each **applicant** has sufficient time to review the general provisions of the **agreement** prior to its execution.

Unless the **Ministry** otherwise agrees in writing, an **agreement** has to be signed and returned to the **Ministry** with all necessary documentation (including insurance as described in the **agreement**) unless such documentation has already been provided as part of the application process within four weeks from the date of the **Ministry's** notice to an **applicant** that their **application** has been accepted.

The **application** process, including notice to an **applicant** that their **application** has been accepted and an **agreement** provided to the **applicant**, do not constitute a legally binding **agreement** on the part of the **Ministry** until all requirements set out in the **agreement** have been met, including the execution of the **agreement** by the **applicant** and the **Ministry**, and receipt of all supporting documentation. In the event of a conflict between the terms and conditions of an **agreement** and this **guide**, those in the **agreement** will prevail.

9. Payment of GCVP Funds

GCVP funds may only be provided to a **recipient** after the execution of an **agreement**, and in accordance with the terms and conditions set out in that **agreement**, including the **Ministry's** receipt of all required documents (such as proof of a dedicated alternative fuel vehicle being commercially plated in Ontario, the provision of certified copies of paid invoices, and proof of delivery of a **dedicated alternative fuel vehicle** and or the delivery/installation of an **anti-idling device**).

GCVP funding may be provided to a **recipient** in two ways, by cheque or through direct deposit in the **recipient's** bank account. The **applicant** must determine the preferred method of payment and complete appropriate forms in Appendix C.

9.1 Failure to Comply with Program

Where a **recipient** fails to comply with any of the terms and conditions of an **agreement**, including the data collection/provision requirements, the **Ministry** will be provided with remedies to deal with such default (as set out in the Form of **Agreement**, attached as Appendix A), including getting any **GCVP** funds already provided to an **applicant** back, and terminating an **agreement**.

10. Freedom of Information and Protection of Privacy Act (FIPPA)

The **Ministry** is bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F. 31 ("*FIPPA*") and any information provided to the **Ministry** in connection with this **application** or otherwise in connection with an **agreement** is subject to disclosure in accordance with *FIPPA*.

All **applications** submitted to the **Ministry** are subject to *FIPPA*. *FIPPA* provides every person with a right of access to information in the custody or under the control of the **Ministry**, subject to a limited set of exemptions. One such exemption is information that reveals a trade secret or scientific, technical, commercial, financial or labour relations information supplied in confidence, where the disclosure could reasonably be expected to result in certain harms: "Third party information" section 17 of *FIPPA*.

Each **applicant** must consent to the **Ministry's** collection of the information and for the uses contemplated under this **guide**.

If an **applicant** provides any information to the **Ministry** in confidence, including information related to the exemption described above, it should identify this as information for which confidentiality is to be maintained by the **Ministry**, either on the face of the record containing the information or, as set out in an **agreement**. The confidentiality of such information will be maintained by the **Ministry**, except as otherwise required by law or by order of a court or tribunal and subject to the process described below where a *FIPPA* access request for the information is received by the **Ministry**.

In the event that the **Ministry** receives an access request under *FIPPA* for any information identified by the **recipient** as confidential in the manner described above, the **Ministry** will consult with the **applicant** and consider any representations made by the **applicant** before making a decision with respect to the access request.

Appendix A: Form of Agreement

To be provided at a later date.

Appendix B: Vehicle Class Information

Class 3 is a vehicle with two-axles, four tires, other than passenger cars. Included in this classification are pickups, panels, vans, and other vehicles such as campers, motor homes, ambulances, hearses, and carryalls. Other two-axle, four-tire single unit vehicles pulling recreational or other light trailers are included in this classification. The weight range is (10,001 - 14,000) lbs or (4,500 – 6,350) kg









Class 4 is a vehicle manufactured with two-axles and six tires or three or more axles. This category includes some trucks and buses functioning as passenger-carrying vehicles. Modified buses should be considered to be a truck and be appropriately classified. However, Class 4 passenger carrying vehicles are not eligible for the GCVP funding. The weight range is (14,001 - 16,000) lbs or (6,351 – 7,250) kg.

Class 5 is defined as a two-axle, six-tire, single unit trucks. All vehicles have a single frame, two axles and dual rear wheels including trucks, camping and recreational vehicles, motor homes, etc.. The weight range is (16,001 - 19,500) lbs or (7,251 – 8,850) kg.

Class 6 is a vehicle with three-axle single unit trucks. All vehicles on a single frame including trucks, camping and recreational vehicles, motor homes, etc., having three axles. Class 6 passenger carrying vehicles such as buses are not eligible for GCVP funding. The weight range is (19,501 - 26,000) lbs. (8,851 – 11,800) kg.

Class 7 is defined as a vehicle with Four or More Axle Single Unit Trucks. All trucks on a single frame with four or more axles. Class 7 passenger carrying vehicles such as buses are not eligible for GCVP funding. The weight range is (26,001 - 33,000) lbs or (11,801 – 14,970) kg.

Class 8 is defined as a vehicle with Four or Less Axle Single Trailer Trucks
All vehicles with four or less axles consisting of two units, one of which is a tractor or straight truck power unit. Class 8 passenger carrying vehicles such as buses are not eligible for GCVP funding. The weight is over 33,001 lbs or over 14,971 kg.

GVWR	Kilograms (kg)	
Class 1	2,721 or less	 <p>Full Size Pickup Mini Pickup Minivan SUV Utility Van</p>
Class 2	2,722 - 4,536	 <p>Crew Size Pickup Full Size Pickup Mini Bus Minivan Step Van Utility Van</p>
Class 3	4,537 - 6,350	 <p>City Delivery Mini Bus Walk In</p>
Class 4	6,351 - 7,257	 <p>City Delivery Conventional Van Landscape Utility Large Walk In</p>
Class 5	7,258 - 8,845	 <p>Bucket City Delivery Large Walk In</p>
Class 6	8,846 - 11,793	 <p>Beverage Rack School Bus Single Axle Van Stake Body</p>
Class 7	11,794 - 14,969	 <p>City Transit Bus Furniture High Profile Semi Home Fuel Medium Semi Tractor L-Series Tow Gard Skoper Tour Bus</p>
Class 8	14,970 or over	 <p>Concrete Mixer Dump Fire Truck Fuel Heavy Semi Tractor Refrigerated Van Semi Trailer Tour Bus Auto Transport Double Van City Frame Dry Bulk Dump Trailer Flatbed Flatbed Low Boy Logger Trailer Trailer Van Trailer</p>

The above chart provides a generic description of vehicle types included in each vehicle class and is drawn from US-FHWA and MTO sources. Notwithstanding the representation of buses in several above classes, passenger carrying vehicles (i.e., buses) in any class, and all vehicles in classes 1 and 2 are not eligible for the GCVP.

Appendix C: Payment Form

To be provided at a later date.

Appendix D: Green Technology Internet Links

Fuel Specific Information

- For more information on **hybrid electric** vehicles, please visit:
 - Electric Mobility Canada: <http://www.emc-mec.ca>
- For more information on **natural gas** vehicles, please visit:
 - Canadian Natural Gas Vehicle Alliance: <http://www.cngva.org/>
 - Natural Resources Canada: http://www.cleanenergy.gc.ca/canada/index_e.asp
- For more information on **propane vehicles**, please visit:
 - Ontario Propane Association: <http://www.propane.ca/>
 - Propane Gas Association of Canada Inc.: <http://www.propanegas.ca/pgac/index.asp>

General Information

- Natural Resources Canada provides information on **alternative fuels**, visit: www.alternativefuels.gc.ca
- Natural Resources Canada provides information on **alternative fuel vehicles**, visit: <http://oee.nrcan.gc.ca/transportation/tools/afvGuide/>
- For details on **Ontario's Retail Sales Tax Rebate** for vehicles powered by alternative fuels, visit: <http://www.rev.gov.on.ca/english/refund/vpaf/>
- United States Environmental Protection Agency (EPA) references for anti-idling technologies, visit: <http://www.epa.gov/SmartwayLogistics/transport/what-smartway/idling-reduction-available-tech.htm#truck-mobile-apugs>