

Applicant Guide to Anti-Idling Device 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. Device purchased prior to application date

Please identify how many anti-idling devices the applicant is seeking GCVP funding for and specifically which anti-idling device type – cab heater, cab cooler, auxiliary power unit (APU), or other (please specify). For example, a business may only be applying for funding for a cab heater while another business could be applying for 15 cab heaters, 4 cab coolers and 2 APUs. In the latter case, please ensure to read the instruction section.

2. Intent to purchase within 6 months after the effective date of the agreement

Please identify how many anti-idling devices the applicant is seeking GCVP funding for that they intend to acquire within 6 months of the effective agreement date and for which devices – cab heater, cab coolers, or auxiliary power units (APU). For example, one business may only be applying for funding for a cab heater while another business could be applying 5 cab heaters, 4 cab coolers and 11 APUs.

3. Considering purchasing a device 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 anti-idling devices and which year they would be purchased. Do not complete sections E, F, G, H and I for devices 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 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 on 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 services 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, if applicable.

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, if applicable.

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 vehicles that your business operates. (e.g., 350 in Total and 200 in Ontario, or simply 1 vehicle.)

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

C.6.3 The estimated percentage of your Ontario vehicles that 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.

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 the conditions of the grant as specified in the program guide

The Ministry will collect data to assess the effectiveness of green vehicles and technologies at reducing GHG emissions and improving fuel efficiency. GCVP funding **recipients** are required to submit APU or cab heater/cooler meter readings on use/idling time, obtained through two consecutive PMVI inspections. The meter reading must be signed off by a PMVI inspector for authenticity or Ministry approved equivalent.

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

For anti-idling technology, the **applicant** must commit to anti-idling technology equipment with a measuring device capable of recording the number of hours of use over a one year period installed as OEM or installed as an after market part that is acceptable to the OEM, does not negate any warranties and is **CMVSS** compliant.

D.1.2 Provide proof of ownership and Ontario vehicle registration for each vehicle within grant provisions prior to 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 certified photocopy of the vehicle registration form indicating the VIN and plate number).

D.1.3 Commitment 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 device(s) 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. Anti-Idling Device Information

E.1 Identify the type of anti-idling device being purchased

Please indicate whether an APU, cab heater, cab cooler or some other anti-idling device is being purchased (please specify).

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

E.2.1 estimated GHG emission reduction of this device

If the manufacturer's suggested GHG percent reduction is 10%, indicate 10%.

E.2.2 Estimated fuel savings using this device according to the Manufacturer or Dealership

Manufacturers and agencies can define fuel savings in a number of ways: percentages: for example: 20%. Others provide a means of calculating the estimated dollar savings annually based on the stated efficiency of the technology, the purchaser's estimate of idling hours per typical working day, and the fuel cost per gallon/litre, for example: \$6,000.00.

E.3 Identify the purpose of purchasing this device

Please check all options that apply, or note others not identified, for example to adhere to California Air Resources Board anti-idling regulations.

E.4 The estimated number of hours (on an annual basis) the anti-idling device will operate in

- **South Western Ontario** e.g. 150 hours
South Western Ontario includes the communities of London, Sarnia, Windsor, Owen Sound.
- **Central Ontario** e.g. 2000 hours
Central Ontario includes the Greater Toronto Area, Hamilton, St. Catharines, Barrie.
- **Eastern Ontario** e.g. 1200 hours
Eastern Ontario includes the communities of Ottawa, Kingston, Cornwall, Trenton.
- **North Western Ontario** e.g. 0 hours
North Western Ontario includes the communities of Thunder Bay and Kenora.
- **North Eastern Ontario** e.g. 0 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).

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

F. Leased Vehicle Information

F.1 Will any of the devices being applied for be installed in a leased vehicle?

Indicate yes or no. Leased vehicles include rent to own. If yes, continue to G.2. If no, continue to section G.

F.2 Lessor Acknowledgement Statement

Please indicate whether the lessor is aware of the installation of the anti-idling device and concurs with its use. **Please attach a letter with the statement found in the form with the lessor's corporate letterhead and signed by a leasing business officer.**

G. Anti-Idling Device Already Purchased

G.1 Provide Vehicle Identification No. (VIN) of vehicle upon which is installed

Please provide the installed 17 character long Vehicle Identification Number (VIN) as noted on the vehicle ownership form, upon which the anti-idling device is installed.

G.2 Provide Ontario plate number of the vehicle upon which device is installed

Please provide the Ontario Commercial Vehicle Plate Number of the vehicle as noted on the vehicle ownership form upon which the anti-idling device is installed.

G.3 For anti-idling devices on vehicles owned/leased by the applicant, provide

G.3.1 Device purchase date

Enter the date in format: dd/mm/yyyy e.g., 01/08/2007 for August 01, 2007.

G.3.2 Device installation date

Enter the date in format: dd/mm/yyyy e.g., 03/08/2007 for August 03, 2007.

G.3.3 Device purchase price

Please identify what was the cost of the anti-idling device, excluding its installation charge; i.e., \$8,500.00.

Note: An invoice of the actual purchase must be attached and that the amount of the grant will be based on the invoice price of the technology.

G.4 Estimate the potential amount of hours this device could be used over the coming year

- In Ontario
- In Canada (excluding Ontario)
- In the United States

This can be calculated on a monthly, annual or trip basis and can be expressed in absolute terms or as a proportion of all hours.

G.5 Engine size of the vehicle upon which the device is installed

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

G.6 Gross Vehicle Weight Rating (GVWR) upon which the device is installed

Gross Vehicle Weight Rating (GVWR) is the total allowable weight of the vehicle in kilograms, including vehicle, passenger, trailer, cargo, etc., as noted on the vehicle registration: e.g., 15,600 kg.

G.7 Vehicle fuel type used upon which the device is installed

Please indicate the fuel type used: gasoline, diesel, etc.

G.8 Vehicle model year upon which the device is installed

For example: Model year 2007.

G.9 Name of anti-idling device manufacturer

Please identify the manufacturer or brand name of the anti-idling device upon which the anti-idling device is installed, i.e., Rig Master, Webasto, Advanced Thermodynamics, Hunter, Visionaire, etc.

G.10 Anti-idling device model number

G.11 Identify the fuel used in the anti-idling device

What is the fuel used to run the anti-idling device; i.e., diesel.

G.12 What is the GCVP funding amount you are applying for?

Capital cost of the device (excluding installation and any other costs) x 33% = \$__

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

H. Anti-Idling Devices to Be Purchased after the Effective Agreement Date

H.1 Provide Vehicle Identification No. (VIN) of vehicle upon which is/will be installed

For anti-idling devices to be purchased after the effective agreement date, please provide the installed 17 character long Vehicle Identification Number (VIN) as noted on the vehicle ownership form, upon which the anti-idling device is to be installed.

H.2 Provide Ontario plate number of vehicle upon which device is/will be installed

Please provide the Ontario Commercial Vehicle Plate Number of the vehicle as noted on the vehicle

ownership form upon which the anti-idling device is to be installed.

H.3 For anti-idling devices on vehicles owned/leased by the applicant, provide

H.3.1 Device purchase date

Enter the date in format: dd/mm/yyyy e.g., 15/06/2009 for June 15, 2009.

H.3.2 Device installation date

Enter the date in format: dd/mm/yyyy e.g., 17/06/2009 for June 17, 2009.

H.3.3 Device purchase price

Please identify what was the cost of the anti-idling device, excluding its installation charge; i.e., \$8,500.00.

Note: An invoice of the actual purchase must be attached and that the amount of the grant will be based on the invoice price of the technology.

H.4 Estimate the potential amount of hours this device could be used over the coming year

- In Ontario
- In Canada (excluding Ontario)
- In the United States

This can be calculated on a monthly, annual or trip basis and can be expressed in absolute terms or as a proportion of all hours.

H.5 Engine size of the vehicle upon which the device is/will be installed

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

H.6 Gross Vehicle Weight Rating (GVWR) upon which the device is/will be installed

Gross Vehicle Weight Rating (GVWR) is the total allowable weight of the vehicle in kilograms, including vehicle, passenger, trailer, cargo, etc., as noted on the vehicle registration: e.g., 15,600 kg.

H.7 Vehicle fuel type used upon which the device is/will be installed

Please indicate the fuel type used: gasoline, diesel, etc.

H.8 Vehicle model year upon which the device is/will be installed

The model year the vehicle upon which the anti-idling device will be installed was manufactured: Year 2007.

H.9 Name of anti-idling device manufacturer

Please identify the manufacturer or brand name of the anti-idling device to be purchased, i.e., ABC Device Manufacturer, etc.

H.10 Anti-idling device model number

H.11 Identify the fuel used in the anti-idling device

What is the fuel used to run the anti-idling device; i.e., diesel.

H.12 What is the GCVP program funding amount you are applying for?

Capital cost of the device (excluding installation and any other costs) x 33% = \$__

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

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

I.1 Does the installation of the anti-idling device maintain the OEM vehicle warranty?

Yes or No

I.2 Is the vehicle Canadian Motor Vehicle Safety Standard certified after the installation of the anti-idling device?

Yes or No

I.3 Name of dealership or OEM after sales provider

The name of the business that will be installing the anti-idling device.

I.4 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., 1000 ABC Street, Unit 24, ABC City ON A1A 1A1.

I.5 Contact Information

Full name of the Dealership or OEM's contact person including:

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

I.6 Name of device installer (if not installed by dealership or OEM)

For example: ABC Truck and Trailer.

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.