



## Illinois Clean Diesel Grant Program Application Instructions

These instructions contain the information to complete the Vehicle Information Spreadsheet and the Application Form for the Illinois Clean Diesel Grant Program. Please see the “Illinois Clean Diesel Grant Program Fact Sheet & Guidelines” document for eligibility requirements, the types of acceptable technology options, the appropriate types of vehicles, and the process in applying for and receiving funding. School districts and individual schools (not including colleges or universities) that would like to apply for clean diesel funding need to complete the application materials for the **Illinois Clean School Bus Program** at [www.illinoisgreenfleets.org](http://www.illinoisgreenfleets.org).

### I. Instructions for Illinois Clean Diesel Grant Program Application Form

#### Applicant Information

Provide the name of the fleet (e.g., the name of the local government, business, university, college, or organization applying for the grant); the contact name of the primary person handling the project, their phone number, and e-mail; and the address of the organization or fleet, including the street address, city, zip code, and county. Also include the Federal Employer Identification Number (F.E.I.N.), total number of all on-road diesel vehicles in the fleet that are located in Illinois, and the number of vehicles that will be involved in the proposed clean diesel project.

#### Proposed Clean Diesel Project

The primary types of clean diesel technology options that will be considered for funding are listed in this section. Diesel retrofit products, including their manufacturer, must be on the U.S. Environmental Protection Agency’s “Verified Technologies List.” For idling equipment, such as auxiliary power units and direct-fired heaters, the equipment and its manufacturer should be on the “Idle Reduction Technologies” list. Both of these lists can be found at [www.epa.gov/cleandiesel](http://www.epa.gov/cleandiesel) or click on the links at [www.illinoisgreenfleets.org](http://www.illinoisgreenfleets.org). If you want to incorporate another qualifying technology that is not listed on the application form or combine two technology options for certain vehicle applications, use the “Other/Combinations” line to record the “other” technology or the combination in the space provided.

Under the “Number” column, write the specific number of units of each technology option to be used in the project. Under the “Cost” column, record the purchase price, including any installation costs, for each unit. Do not include taxes, delivery charges, and any additional costs associated with the unit that do not reflect the product and labor costs (if applicable). For each technology option, under the “Subtotals” column, multiply the number of each unit by the cost per unit and record the total for that technology option.

In the space for “Total Project Cost,” record the purchase price (base price and any labor costs for installation) of all the technology options by adding up the subtotals from above.

In the space for “Total Match,” insert the required amount of cash match, if applicable. See “Required Matches” link on the website.

---

In the “Total Amount of Requested Funding” space, subtract the amount of any required cash matches that you must provide from the subtotals for the various equipment options in this project and insert the resulting amount of requested funding (reminder: these amounts shall not include sales taxes, delivery charges, and any other purchase-related fees).

### **Authorization**

The representative of the organization that is ultimately responsible for the implementation of this project needs to provide their signature and title in this section.

## **II. Instructions for Vehicle Information Spreadsheet**

This spreadsheet is only to include those vehicles that are part of the Clean Diesel Grant project, not the entire fleet. Insert the fleet name and contact name at the top of the spreadsheet to match the Application Form.

For each vehicle participating in this project, list the vehicle’s Make, Model, Model Year, Vehicle Identification Number (VIN), Vehicle Class (see Illinois Clean Diesel Grant Program Fact Sheet & Guidelines document and insert the corresponding vehicle class number in this column), Engine Type (i.e., Cat 3126), Engine Horsepower, Clean Diesel Option (insert the abbreviations for the technology options listed in the key at the bottom of the spreadsheet), and Fuel Type (see key and insert “D” for the use of on-road ultra-low sulfur diesel or “Bx” for biodiesel where x represents the biodiesel blend percentage).

Also include the estimated gallons of fuel consumed annually for each vehicle, the estimated number of miles driven per vehicle each year, the estimated number of hours per day that the vehicle idles (e.g., engine runs while the vehicle is parked), the average number of days per year that the vehicle is in use, and the estimated number of years that the vehicle will remain in service in your fleet.

**If you are applying for one or more diesel hybrid vehicles, be sure to read the Illinois Clean Diesel Grant Program Fact Sheet and Guidelines document which explains the disassembly or scrappage requirement. For this type of project, record the vehicle information for the proposed new diesel hybrid vehicle(s) on the spreadsheet first (with “HYB” or “PHYB” in the Clean Diesel Option column) followed by the information for the vehicle(s) to be scrapped or disassembled, which have to be in-service diesel vehicles that are similar to the hybrid(s) being purchased. For the vehicle(s) to be removed from your fleet for a hybrid project, please provide all of the information requested on the Vehicle Information Spreadsheet, except for the “Clean Diesel Option.” If this proposed diesel hybrid project application is under consideration for approval, the Illinois EPA or its representative will contact you to follow up on the procedures prior to scrapping or disassembling the replaced vehicle(s).**

## **III. Additional Project Information**

On separate paper to be included as part of the overall application, please provide a complete discussion in answering each question (as applicable) to help us learn more about the diesel vehicle(s) you are applying for funding and in determining the benefits to your organization if your application is approved. Please provide typed pages for legibility.

**For All Applicants:**

- 1) How are the vehicle(s) to be involved in this project utilized in your fleet or what function or purpose do they serve? If you are applying for multiple vehicles that have the same uses/purposes, please describe their functions by vehicle category.
- 2) Where are the vehicles primarily driven? For over-the-road trucks, how often are they driven in Illinois, in the Midwest, and throughout the rest of the country?
- 3) If any of the vehicles are used more often during a particular season, such as being used more in the winter to plow snow, please include information on variations due to seasonal use.
- 4) Include any additional information, such as operational benefits of the selected type(s) of clean diesel equipment options for the vehicles and your overall fleet. Discuss specific issues that this project will address to help us determine the suitability of this grant application (e.g., addressing residents' complaints of truck idling or emissions, improving fuel costs, reducing diesel fumes entering a building, improving conditions for the driver and employees, etc.)

**For Applicants Applying for Auxiliary Power Units (APUs), Direct-Fired Heaters, or Other Types of Equipment to Reduce Idling:**

In addition to answering the questions in "A" above, please answer the following questions that are specific to idling issues and idling equipment.

- 5) When not in use, are the vehicle(s) parked indoors or outdoors?
- 6) Does your company or local area have any policies, regulations, or ordinances that restrict engine idling? Please provide information on any idling policies your company/organization has implemented, any idling requirements that you are subject to, when your diesel vehicles typically idle, and under what conditions and for what purpose.
- 7) Are the vehicles involved in this proposed project driven in the State of California? If so, see Section 3 of the Illinois Clean Diesel Grant Program Fact Sheet & Guidelines document and the "APU Certification Requirements for Trucks Driving in California" link on our website for requirements concerning vehicles with idling equipment.
- 8) Estimate the average number of reduced idling hours per day per each vehicle with the idling equipment and/or how many hours the average vehicle will still need to idle after the equipment is installed.

**Submitting Your Application**

Mail the completed Illinois Clean Diesel Grant Program Application Form, Vehicle Information Spreadsheet, Additional Project Information, W-9 form, and the vendor's cost quote for the equipment to:

**Illinois Environmental Protection Agency  
Illinois Clean Diesel Grant Program #6  
P.O. Box 19276  
Springfield, Illinois 62794-9276**

For further information or announcements, visit [www.illinoisgreenfleets.org](http://www.illinoisgreenfleets.org) and see the "Illinois Clean Diesel Grant Program" section. If you have any questions or need clarification, contact the Illinois EPA at (217) 557-1441.