

## **Utah Clean Diesel Program Instructions and Required Documentation**

A link to the application will be emailed to you from [cleandiesel@utah.gov](mailto:cleandiesel@utah.gov). A Gmail account is required to access the application. Compile all of the required documentation listed below for **each** vehicle prior to starting the application since you will not be able to save any entered information. The application will ask for information about the vehicle and require uploads of documents and photos. The details are as follows:

### Documents required for upload:

1. Applicant's W-9 form;
2. Current registration;
3. Proof of current insurance; and
4. Eligibility Statement Document (available at [cleandiesel.utah.gov](http://cleandiesel.utah.gov)).

### Photos required for upload:

1. Legible photo of the vehicle's side profile;
2. Legible photo(s) of full engine plate that captures engine make, model, year, horsepower, displacement, serial number, and engine family name;
3. Legible photos of the vehicle identification number (VIN) plate; and
4. Legible photos of the gross vehicle weight rating (GVWR) plate.

### Vehicle Information:

1. Vehicle type;
2. Vehicle make, model, model year;
3. Engine fuel type;
4. Vehicle identification number;
5. Years of ownership (2-years prior to upgrade required);
6. Description of vehicle's purpose, use, primary location(s), and daily/weekly/seasonal operation schedule;
7. Detail the percentage of time the vehicle operates in the following counties: Box Elder, Cache, Davis, Salt Lake, Tooele, Utah, and Weber;
8. Describe your fleet's normal turnover schedule and age ranges, based on your budget or operating plan, standard procedures or retirement schedule, while explaining how/if the grant funds are encouraging early retirement of the vehicle(s);
9. Provide the number of years remaining in the life of the vehicle (must have a minimum of 3 years remaining);
10. Vehicle odometer reading (within 30 days of application submission);
11. Annual miles traveled:
  - o must be a minimum of 7,000/year; and
  - o mileage from multiple units may be combined if both units will be scrapped and replaced with a single unit.
12. Average annual fuel usage (in gallons); and
13. Average annual idling hours.

### New Vehicle Purchase(s):

1. Vehicle make, model, model year;
2. Vehicle GVWR;
3. Engine model year; horsepower; displacement, and fuel type;
4. New vehicle estimated cost(s);
5. Description of how the applicant's portion of the vehicle will be funded (Note: leases are not eligible); and
6. General timeline for project (i.e. month/year of obtaining price quotes, making new vehicle purchases, destruction of old vehicle, etc.).