Clean Truck Grant Program User Guide

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State of Oregon
DEQ Department of Environmental Quality

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The Oregon Department of Environmental Quality (DEQ) has approximately $4.8 million in federal funding for a new program to fund the replacement of diesel medium and heavy duty (MHD) vehicles with zero-emissions vehicles (ZEV). DEQ will use those funds in 2025, in parallel to DEQ's existing Diesel Emissions Mitigation (DEM) Grant Program, to support businesses, governments, and equipment owners in replacing older, polluting diesel engines with zero-emissions vehicles.

This user guide provides detailed information for grant applicants to better understand the program, determine which types of diesel equipment are eligible for funding to reduce emissions, and how to complete the online application.

As with the DEM Grant Program, these 2025 grants are intended to address some of the air quality challenges facing Oregon and meet the following program goals:
- Maximize benefits to improve air quality in disproportionally affected Oregon communities
- Prioritize pollution reductions in areas of the state with the highest emissions of nitrogen oxides and particulate matter from diesel engines
- Maximize pollution reduction cost effectiveness

As a reimbursement program, the percentage of funding from the Clean Truck grants will be approximately 33% or $130,000, whichever is less.

Eligible projects

To reduce diesel emissions, older, more polluting vehicles, equipment, and engines must be permanently and verifiably removed from service. Similar to the **"Replacement"** grants available under the DEM program, the Clean Truck grant projects will exchange diesel engine motor vehicles with an equivalent motor vehicle. Unlike the DEM program, however, these grants are only available to replace diesel engines with zero-emissions alternatives. First priority will be given to Class 6-8 vehicles in this program, with secondary consideration for Class 4-5.

Application

Applicants will submit required documents (fleet information and vendor quotes) in addition to the completed online application form, which can be found here. The same application portal will be used in 2025 for the Clean Truck grants, the DEM grants, and Diesel Emissions Reduction Act (DERA) grants.

The application can be saved and multiple individuals in an organization may work on it if needed. DEQ recommends applicants plan and give themselves plenty of time to complete the application. Applicants will need to follow these steps to complete the application process:
- Register for a Unique Entity Identification number from https://sam.gov
- Register with DEQ Grants at https://deqgrants.oregon.gov
- Identify vehicle's vehicle identification number
- Identify Engine Family Name
- Submit required documents

State of Oregon Department of Environmental

Clean Truck Grant Program User
- Complete and submit an online application on DEQ Grants

DEQ staff will evaluate all of the applications submitted through the online portal and determine which of the various available grant programs is most suitable for the proposed projects. For purposes of the Clean Truck grants, we will seek to make awards to maximize the air quality benefits outlined in the state's successful CPRG grant proposal.

For questions and technical assistance, applicants may contact DEQ staff at dieselgrants@deq.oregon.gov. DEQ can provide documents in an alternate format or in a language other than English upon request.

State of Oregon Department of Environmental

About Clean Truck Program grants

Program overview

The Oregon Department of Environmental Quality (DEQ) has approximately $4.8 million in federal funding for a new program to fund the replacement of diesel medium and heavy duty (MHD) vehicles with zero-emissions vehicles (ZEV). DEQ will use those funds in 2025, in parallel to our existing Diesel Emissions Mitigation (DEM) Grant Program, to support businesses, governments, and equipment owners in replacing older, polluting diesel engines with zero-emissions vehicles.

Both grant programs are designed to allow a broad range of diesel equipment owners in Oregon to apply for emission reduction grants to replace olde, more polluting diesel equipment in favor of newer, cleaner alternative technologies. Public, private, and tribal entities are allowed to apply for grants that measurably reduce diesel emissions in Oregon. Each grant must address diesel emissions from equipment that is currently operating in Oregon. Grants provide a one-time, lump sum direct payment to reimburse for the cost of a medium or heavy duty truck.

The goal of DEQ's diesel grant programs is to reduce nitrogen oxide (NOx) emissions from mobile sources, focusing on medium and heavy-duty diesel engines. The overall pollution resulting from diesel engines is a complex mixture of gases and particles, each having distinct health and environmental impacts. Diesel particulate is also an important climate change pollutant as well as a priority air toxic in Oregon.

Health benefits

This program recognizes the suite of air contaminants and effects produced by diesel engines (NOx, PM, ozone, air toxics and climate) and is designed to achieve the multi-pollutant benefits of reducing diesel pollution. In 2015, DEQ published a comprehensive review of peer-reviewed science examining the health effects of diesel engine exhaust. In summary, that report found exposure to diesel engine exhaust is associated with a variety of effects, including:
- Increased risk of certain cancers, including lung and bladder cancers
- Cardiovascular effects, including an increased risk of heart attacks
- Pulmonary effects, such as upper respiratory system irritation and decreased lung functions

Program goals

Diesel equipment owners can use the Clean Truck Program funds as grants to mitigate the adverse impacts from emissions. Targeted use of the funds will help Oregon meet the following program goals and address some of the air quality challenges facing Oregon.
- Maximize benefits to improve air quality in disproportionally affected Oregon communities
- Prioritize pollution reductions in areas of the state with the highest emissions of nitrogen oxides and particulate matter from diesel engines
- Maximize pollution reduction cost effectiveness

This user guide provides detailed information for grant applicants to determine which types of diesel equipment are eligible for funding to reduce emissions under the Clean Truck program. It includes timelines, application process and reporting requirements for program participants. Limited technical assistance is also available from DEQ staff at dieselgrants@deq.oregon.gov.

Key dates – 2025

Estimated dates of grant information, application, and deadlines are below. These dates are subject to change based on the timing of availability of funds and schedule of implementation tasks.

Table 1: Clean Truck grant program dates

Dates	Activity
June 2, 2025	Grant program opens for applications
Sept. 3, 2025	Grant program closes for applications
Mid-Oct., 2025	Grant awards announced
Late 2025	Funding for projects becomes available

Eligibility and available funding

Product types

To reduce diesel emissions, older, more polluting vehicles, equipment, and engines must be permanently and verifiably removed from service. The following descriptions of eligible project types provide guidelines regarding potential activities that the grant program can fund.

Replacement

Unlike the DEM program, the only project type that is eligible for funding in this grant program is diesel equipment replacement. Replacement means to scrap a motor vehicle powered by a diesel engine and replace it with an equivalent motor vehicle, or to scrap a piece of equipment powered by a nonroad diesel engine and replace it with equivalent equipment. Replacement does not include ordinary maintenance, repair, or replacement of a diesel engine.

To qualify for funding, the replacement project must:
- Use an equivalent vehicle or equipment that performs the same function
- Be in the same weight class
- Have the equivalent horsepower to the replacement vehicle or piece of equipment

Clean Truck grant program application

The Clean Truck grant program application is a web-based application that users may fill out online. The application can be saved and multiple individuals in an organization may work on it, if needed.

The form includes areas with check boxes, yes or no questions, text boxes and buttons for uploading documents and adding information. All application fields are to be completed unless otherwise noted. DEQ will work on flagging incomplete applications for resubmittal prior to the deadline. Incomplete applications submitted by the deadline will be reviewed according to the provided information.

The online form is accessible from the Diesel Emissions Mitigation Grant Program webpage here: https://www.oregon.gov/deq/aq/programs/Pages/Diesel-Grants.aspx. All desktop web browsers and mobile devices will work in accessing the application.

The application requires an internet connection to complete. If you do not have access to a stable internet connection, need assistance accessing the application or have technical problems using the form, please contact dieselgrants@deq.oregon.gov and DEQ will try to assist you. For answers to specific program or process questions contact dieselgrants@deq.oregon.gov.

About the application process

The Clean Truck Grant Program application will require a submitted web-based application along with required attachments, which include fleet information and vendor quotes; these attachments can be uploaded in designated areas. DEQ staff will review the application and supporting materials for grant eligibility.
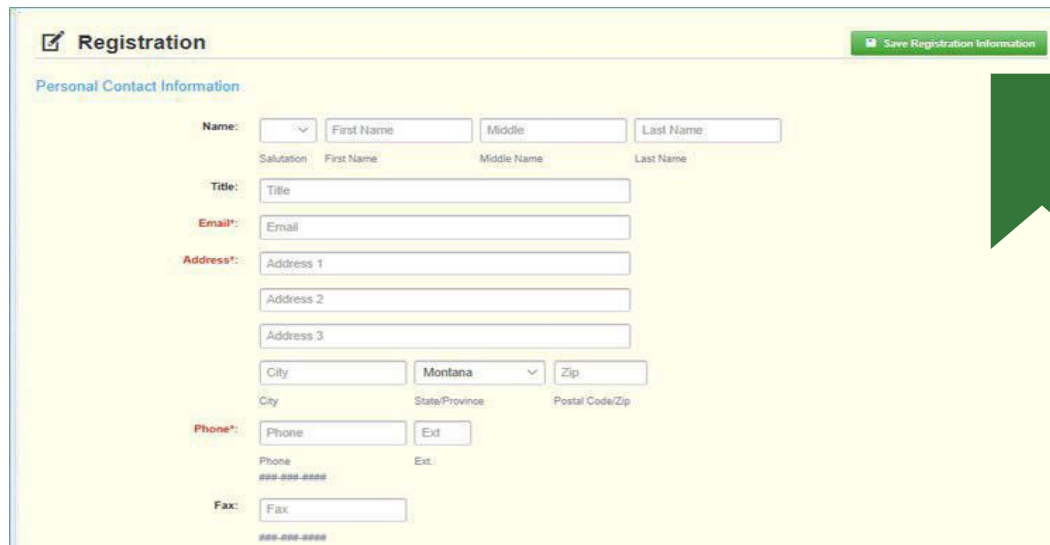
Registering with DEQ Grants

1. Enter the URL for DEQ Grants: https://deqgrants.oregon.gov/index.do.
2. On the Login page, click on **Click here to Register**.

Figure 1.

Clean Truck Grant Program User
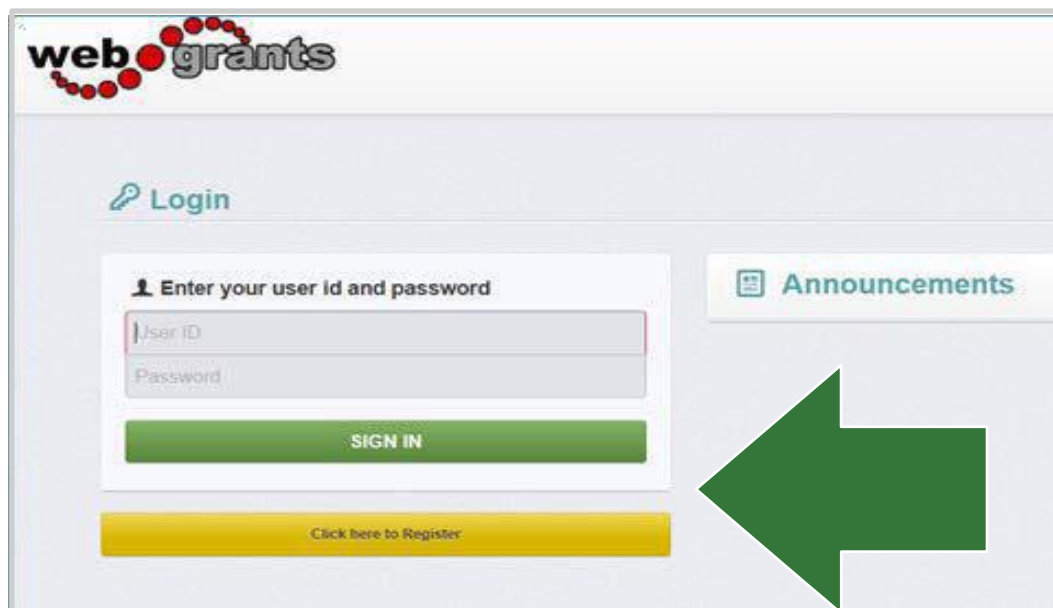
3.   On the **Registration** page, enter the requested **Personal Contact Information** and **Organization Information**. All required fields are shown with a **red asterisk (*)**. **Figure 2.**

Figure 3.

4. When complete, click **Save Registration Information** at the top or bottom of the page. You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address and an email alert. See below examples of alert notifications.

Figure 4.

Figure 5.

5. After your registration is approved, you will receive two separate email notifications with your assigned **User ID** and **temporary password**. Each email provides the URL for logging into DEQ Grants. See below examples of alert notifications.

Email with assigned User ID

> **From:** send.mail@dullestech.com <send.mail@dullestech.com>
> **Sent:** Saturday, March 28, 2020 10:31 AM
> **To:** john.smith@dullestech.com
> **Subject:** WebGrants - Dulles Technology - Approved Registration
>
> **** Do Not Respond to This Email ****
>
> Dear John Smith,
>
> Your new registration with WebGrants - Dulles Technology has been Approved.
>
> Your user id is below:
> User id: jsmith1
>
> Your temporary password will be sent in a separate email.
>
> You may now log into the WebGrants system at the following location:
> http://www.dullestech.com/

> **From:** send.mail@dullestech.com <send.mail@dullestech.com>
> **Sent:** Saturday, March 28, 2020 10:31 AM
> **To:** john.smith@dullestech.com
> **Subject:** WebGrants - Dulles Technology - Approved Registration
>
> **** Do Not Respond to This Email ****
>
> Dear John Smith,
>
> Your registration has been Approved. Your password is below:
> Password: bybdlck
>
> You should have received a separate email message with your User ID.
>
> After you login for the first time, please reset your password by selecting "My Profile" then "Reset Password"
>
> You may now log into the WebGrants system at the following location:
> http://www.dullestech.com/

6. Once both emails are received, you may log into the DEQ Grants system.

Filling out application

Notes before you start your application: Use the DEQ Grants menu – not the browser menu. DEQ Grants is compatible with many different browsers; please feel free to use the browser of your choice. Read the instructions on the screen for navigating in the system.

Enter the URL for DEQ Grants: https://deqgrants.oregon.gov/index.do.
1. On the **Login Page**, click on **User ID** on the left side of your page.
•   Enter your **User ID**
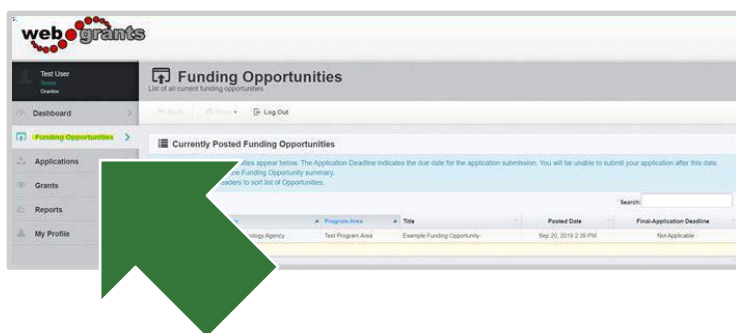•   Enter your **Password**
•   Click **Sign In**

Figure 6.
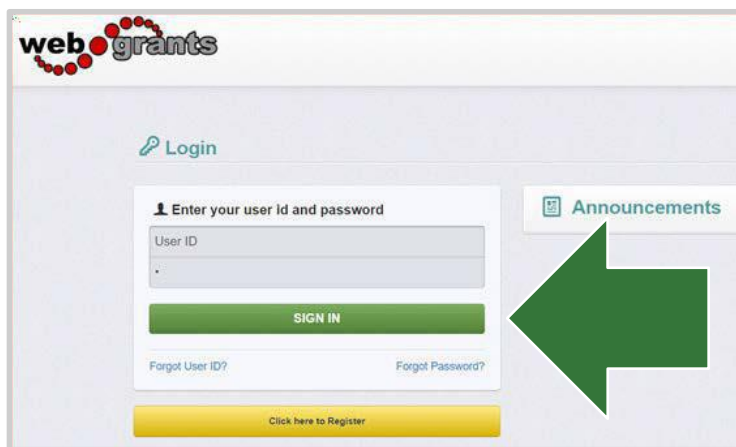
**Creating an application**
1. From the side menu, click **Funding Opportunities**.

Figure 7.

2. Select the Opportunity Title for which you are applying. For these grants, you will want "**Diesel Emissions Mitigation Grant Program – 2025: MHD-Clean Trucks and Infrastructure Grants**." Read the Funding Opportunity Details to ensure eligibility requirements. Click Start a New Application.

Figure 8.
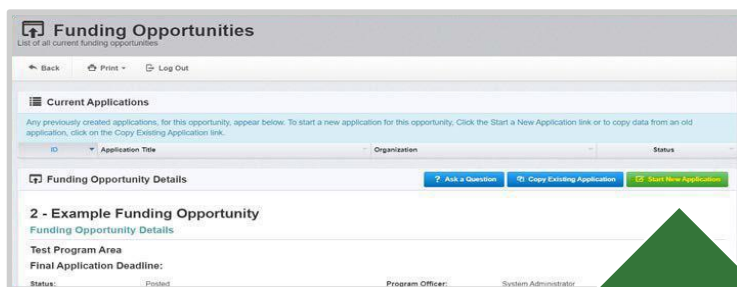
Note: At any time, you may click Ask a Question to submit a question into the system. You will receive an email alert from the DEQ Grants system when the Program Officer answers your response.

General information page

1. Complete **Step 1** in the **Application Creation Wizard**, then click **Save Form Information**.

Figure 9.

2. Choose your **Organization** from the drop-down in **Step 2** of the **Application Creation Wizard**. Then click **Save Form Information**. If you would like to add any **Additional Applicants** from your Organization, you can add them in **Step 3** of the **Application Creation Wizard**. Click **Save Form Information**.

Figure 10.

Note: The system creates and assigns the application number (#) after you click Save. **DO NOT CLICK ON START A NEW APPLICATION** if you log out of the system at this point or any future point. You can click **Applications** from the side menu or click **Funding Opportunities** to see your application in the top section.

Completing an application

1. Once you have completed the **General Information**, you will be returned to the **Application Details**.

Figure 11.

Note: The Applications Details page will show a message in pink instructing you to complete all the forms or the application cannot be submitted.

2.	The system will show a complete listing of all application forms that are to be completed by the applicant to apply for funding in the DEQ Grants System. Click on the next form listed underneath the **General Information** which you just completed.

Figure 12.

3.	Continue to click on each form in the **Application Details** listing.

Navigating in the DEQ Grants system

Most forms are editable by clicking **Edit** at the top part of the section of the form. However, multi-list sections are editable by clicking **Add** on the section. If you are completing a multi-list section, you can create as many rows as needed to complete the section. If you want to delete a row, you will click on the row and click **Delete**.

All information must be saved by clicking **Save** on the forms. If you do not click **Save** and you back out of the form or section of the form, your information will be lost.

Reminder: If you log out of the system at this point or any future point: **DO NOT CLICK ON START A NEW APPLICATION.**

1.	You can click on **Applications** from the side menu or
2.	Click on **Funding Opportunities** and you will see your application in the top section.
3.	Once you have completed the entire application and marked all forms complete, your application is ready to submit! You will notice that your header has turned **green**.

Figure 13.

Submitting the completed application

1. Click **Submit Application**. You will receive a pop-up confirmation informing you that once you click **Submit** the system will no longer let you edit the application.

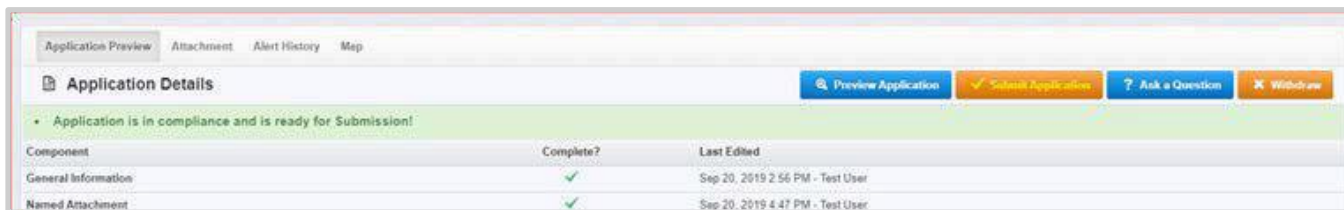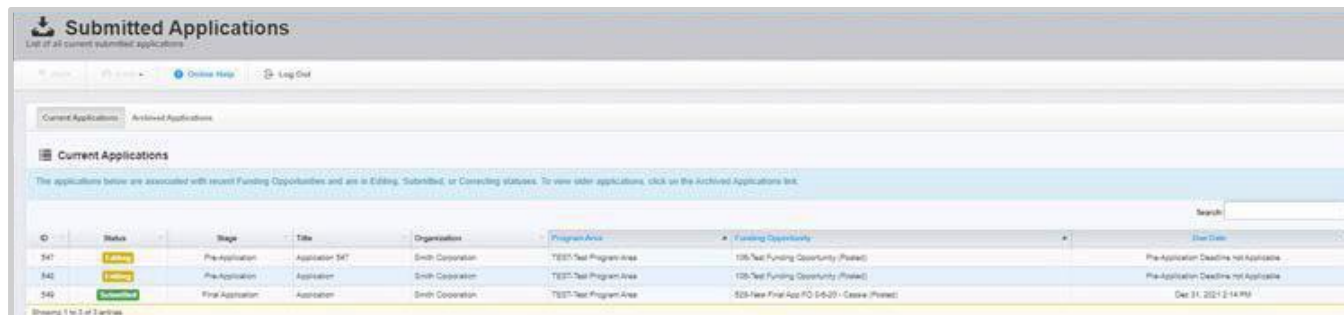**Figure 14.**

Figure 15

2. If ready, click **Submit**. The system will take you back to your Current Applications listing and will show you your submitted application.

Figure 16.

Printing the submitted application

1. Click on your application in **Submitted** status.
2. Click **Print** on your top menu and select **Send to Printer**.
3. When finished, click **Log Out**.

Obtaining a unique entity ID number with the system for award management

If you are already registered with the System for Award Management, you will be able to input your existing UEI (SAM) number into DEQ's grant application process.

If you are not registered with the System for Award Management, you will need to follow the instructions for Getting Started with Registration here: https://sam.gov/content/entity-registration.

This step is required for new and returning grant applicants (required for new applicants and returning applicants need to ensure their entity is still active on the sam.gov website).

This step is required for new and returning grant applicants. DEQ uses this information to verify the contact information and grant history of all diesel grant applicants. Please ensure that your registration status is set to be publicly viewable to allow DEQ to confirm this information.

Qualifying Engine Types

Pursuant to EPA's Climate Pollution Reduction Grant funding for the Clean Truck grant program, DEQ will focus on Class 6-8 vehicles for these grants. Depending on the number and costs of the applications to the program, there may be a possibility for funding some Class 4 and 5 projects as well. However, applications for Class 6-8 will be given first priority.

Vehicle Identification Number

A vehicle's vehicle identification number (VIN) is the identifying code for a specific vehicle. A VIN is composed of 17 characters (digits and capital letters) that act as a unique identifier for the vehicle. DEQ will review and verify the VINs, and vehicle model years listed in the fleet information. An applicant may find more information about the VIN by utilizing the National Highway Traffic Safety Administration VIN Decoder: https://vpic.nhtsa.dot.gov/decoder/. If any errors exist, DEQ will contact you for further information.

Statement of remaining useful life

The old diesel equipment that will be replaced must have at least three years of remaining useful life. The application will include a qualifying question to verify acknowledgement of this requirement. The project will not qualify for eligibility and be further reviewed if this question is not marked.

Application review process

DEQ staff will review application materials and evaluate proposed projects relative to the following criteria. DEQ will respond to applicants approximately 60 days after grant deadlines.

Identifying engine family names

Your vehicle's engine family name is located under your hood on the Vehicle Emissions Control Information label. Depending on your make and model, the VECI label can be mounted in several possible locations.

Typically, the label can be found on the actual underside of the hood or on the fender well. A family name is a 12-character code that identifies all parts of that particular engine.

The typical naming convention is shown below, although some sectors have a slight variation.

Figure 17.

The engine model year is also on the Vehicle Emissions Control Information label. Contact your local engine dealer or the manufacturer to get a replacement label should yours be missing or illegible—you will need to provide your engine serial number to obtain the model year AND to have the label replaced. Typically, the engine model is one year older than the chassis model year. For example, a 2007 vehicle typically has a 2006 model year engine installed.

If you own a rebuilt or remanufactured engine, please note that while rebuilt engines keep their original identity and engine serial number, remanufactured engines may lose their original serial number and will instead have an engine label identifying it as a remanufactured engine. Please contact your local installer, dealer and/or manufacturer for more information.

A standard rebuilt engine is considered the same emissions level as the original configuration. For example, if a 1996 model year engine was rebuilt in 2011, it would still be considered a 1996 model year engine.

Medium and heavy-duty highway vehicles

Medium and heavy-duty vehicles or engines have an EPA emissions label on the block of the engine.

Engine family name location examples

Medium and heavy-duty vehicles or engines have an EPA emissions label on the block of the engine.

Caterpillar nameplate (2 labels):

EPA Family Name – 5CPXH0928EBK

Engine Model Year 2005

Engine Horsepower (ADV) – 466 HP

Cummins nameplate:

EPA Family Name – 4CEXH0912XAL

- Engine Model Year - 2004
- Engine Horsepower – 400 HP

Detroit diesel nameplate:

EPA Family Name – 5DDXH14.0ELY
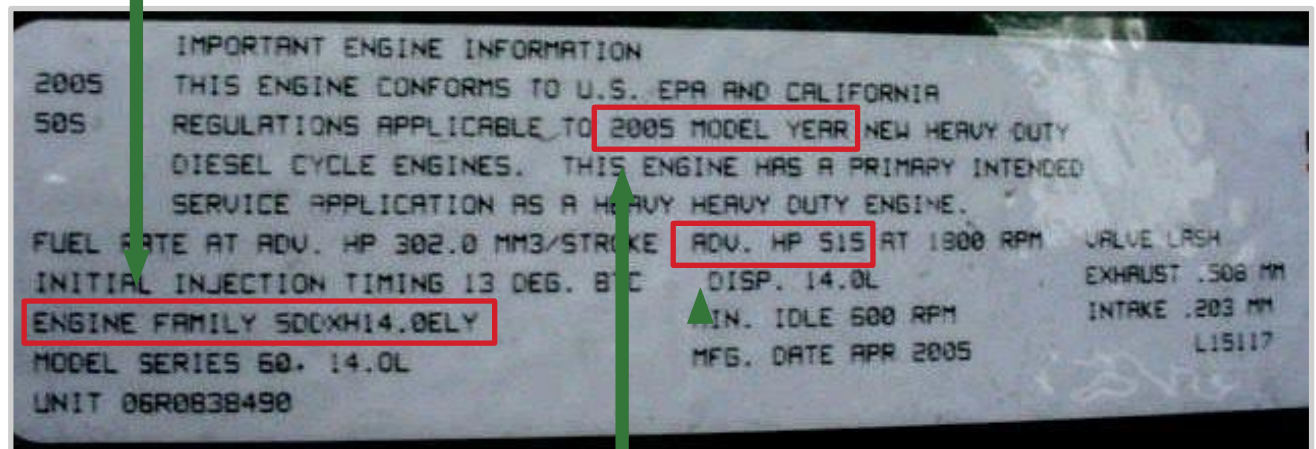
Engine Model Year - 2005
- Engine Horsepower (ADV. HP) – 515 HP

Clean Truck grant award process

Successful grants

Successful applicants will receive notification from DEQ approximately 60 days after the grant application deadline. DEQ will process reimbursement requests once received. During this time DEQ staff will work with project partners to ensure all required documentation is prepared in advance of signing grant agreements and making a vehicle purchase.

Unsuccessful grants

Unsuccessful applicants will receive notification from DEQ approximately 60 days after the grant application deadline. If your project was not awarded funding, you can request a debrief of the process DEQ used to evaluate the application. This will provide an opportunity to understand strengths and weaknesses of a specific application. DEQ encourages unsuccessful applicants to reapply in future grant cycles if the project remains eligible for funding.

You may email dieselgrants@deq.oregon.gov with questions regarding this process.

Grant administration

Grant requirements

Once the notice to proceed has been delivered, DEQ will send an onboarding email to the grant recipient and all required forms and other proof of project completion items needed. The forms will include Exhibit B (payment request), Exhibit C (lobbying), Exhibit D (remaining life), Exhibit E (FFATA), Certificate of Vehicle Destruction, quarterly report, and final report.

Once the project has been completed, DEQ will schedule a yearly report for the following 3 years to verify the annual total miles or hours used and annual miles traveled in Oregon for each piece of equipment purchased under the grant agreement.

The grant agreement will also include an Exhibit A, which lists of the vehicles being funded for replacement and project requirements. This document will be based on the fleet information submitted by the grant recipient and will also describe "not-to-exceed" amounts and grant recipient match amounts.

Payment Request (Grant Agreement Exhibit B)

The Payment Request and Certification form (also labeled Exhibit B) is provided in the grant agreement and includes the recipient's name, contract administrator, amount of grant award and a place to include the total amount of the request and a signature. Grantee signs the Payment Request and Certification form and submits to the grant administrator.

Figure 18:
Example

<div align="center">

EXHIBIT B

Oregon Dept. of Environmental Quality CLEAN TRUCK GRANT

PAYMENT REQUEST AND CERTIFICATION

</div>

Recipient Name: Random Grant Recipient   DEQ Grant Agreement #000-21 Recipient UEI #: 000000000
Recipient Address: 1234 SE Jupiter, Somewhere, OR 97000

Recipient Grant Administrator Name/ Phone: Jane Doe, 503-111-1234

Total Amount of Grant Award: $100,000

Total Amount of Match provided by Recipient: $

Total Amount of Match (Federal) $

Total Amount of Match (Non-Federal) $

Total Payments Received to Date: $

Amount of this Request: **$ (Fill in the amount requested, not to exceed Total Amount of Grant Award)**

==

<div align="center">

RECIPIENT CERTIFICATION

</div>

1.   I certify that the equipment purchased and installed with funds provided by this Agreement was for the replacement of diesel-powered vehicles and equipment used to perform the identical function as the older model(s) to be replaced.

2.   **I certify that this certification is true and correct and that all expenditures reported have been made in accordance with the terms and provisions contained in the Agreement.**

Recipient Signature: **(Grant administrator signs here)**
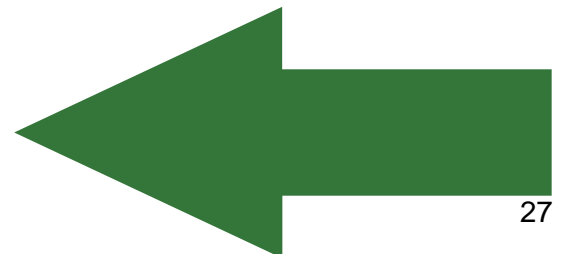
Proof of payment documentation

Grantee submits copies of checks or bank/ACH statements used to pay for their project and copies of the paid invoices for the new equipment.

Proof of financing documentation

To issue a reimbursement request for financed equipment, there must be invoice of the purchase, copy of down payment checks, and the financing documentation for the equipment.

Grant amendments

If there have been delays in completing your project, changes in equipment types or costs, DEQ can help by you requesting an amendment to your original grant agreement if notified at least 30 days in advance of project completion date.

Grant reporting

Quarterly reports

Quarterly project status reports are due Jan. 10, April 1, July 1, and Oct. 1 of each year during the project period. For each due date, please fill out the **Clean Truck Grant Quarterly Report Form** and email to dieselgrants@deq.oregon.gov.

These status reports must include the progress made towards the project goals, including a description of the vehicles purchased or scrapped, the successes and lessons learned from the project to date, and the planned activities for the next quarter.

Final report

Grantees must complete a final project status report that is due at the project completion date. The project's final report must include summary information on technical progress (outputs and outcomes), the successes and lessons learned from the project to date, income from vehicle scrapping, and any additional comments to provide input on the project process.

The final report includes the engine model year, engine tier, engine horsepower, engine duty cycle, engine cylinder displacement, engine number of cylinders, engine family name, engine fuel type, annual idling hours reduced, annual hoteling hours reduced, and annual diesel gallons reduced for each piece of equipment purchased under the grant agreement.

Annual reports

Annual reports are due **NO LATER** than June 30 of each year for three years following completion of the grant agreement. DEQ requests vehicle fleet information updates including VIN number; total annual vehicle miles and hours traveled; annual miles traveled in Oregon (must be at least 50%) for each piece of equipment purchased under the grant agreement; and any additional comments regarding the vehicle or grant program. Submit annual reports to dieselgrants@deq.oregon.gov.

Scrapping vehicle - Certificate of Destruction

Please fill out the **DEQ Certificate of Destruction** with required photo documentation for all vehicles identified in **Exhibit A** of your grant agreement to be scrapped and destroyed. These forms and photos must be sent to DEQ by the invoice deadline.

Proof of scrappage requirements:

1. Photo: Side profile of vehicle
2. Photo: VIN
3. Photo: Engine label
4. Photo: Chassis rail cut in half
5. Photo: Engine block, prior to cutting the 3-inch hole
6. Photo: Engine block, after cutting the 3-inch hole
7. Photos: Upon review, DEQ may request additional photos as needed.

Exhibits for federally-funded grants

In addition to the exhibits required for DEM grants, the Clean Truck grants will require the submission of other exhibits to satisfy federal reporting requirements.

Exhibit C – State of Oregon DEQ Lobbying and Litigation Certificate

Exhibit C is a lobbying and litigation form that's required at project closeout. The purpose of this form is to confirm grant funds cannot be used to engage in lobbying the Federal Government or in litigation against the US. Information will be auto populated from an approved and finalized grant agreement in this document for PCA #, Recipient Name, Recipient Address and Project Name. The authorized signer will include their signature, date, name, and title at the bottom of this form.

Exhibit D – State of Oregon DEQ Eligibility Statement Ownership, Usage and Remaining Life Attestation

Exhibit D is a form required to certify the grantee's vehicles meet the ownership, usage, and remaining life requirements of the grant program. In the form, the grantee will certify that the existing vehicle and engine are fully operational; that they have owned and operated the vehicle within the state of Oregon during the two years prior to upgrade; that the existing vehicle and engine will have at least three years of remaining life at the time of upgrade; and that the existing vehicle has accumulated at least 7,000 miles/year during the two years prior to upgrade.

Exhibit E – State of Oregon Federal Funding Accountability and Transparency Act (FFATA)

Exhibit E is a Federal Funding Accountability and Transportation Act form that's required within 30 days of entering a grant agreement. Information will be auto populated from an approved and finalized grant agreement in this document for PCA #, Recipient Name, Recipient Address and Project Name. The authorized signer will select the appropriate boxes and complete the entire signature fields in Section D. This form must be submitted within 30 days of entering into a grant agreement.