New York City Clean Trucks Program Implementation Manual

June 2026

Prepared By: Tetra Tech, Inc.

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List of Acronyms and Abbreviations

AFV	Alternative-Fueled Vehicle
AVL	Automatic Vehicle Locator
BEV	Battery Electric Vehicle
CBDTP	Central Business District Tolling Program
CNG	Compressed Natural Gas
DAC	Disadvantaged Community
GPS	Global Positioning System
GVWR	Gross Vehicle Weight Rating
HEV	Hybrid Electric Vehicle
IOO	Independent Owner Operator
kWh	Kilowatt-Hour
LMC	Licensed Motor Carrier
MTA	Metropolitan Transportation Authority
NYC DOT	New York City Department of Transportation
NYCCTP or Program	New York City Clean Trucks Program
OBC	Overburdened Community
OEM	Original Equipment Manufacturer
PHEV	Plug-In Hybrid Electric Vehicle
TIN	Tax Identification Number
VIN	Vehicle Identification Number
VMT	Vehicle Miles Traveled

1. New York City Clean Trucks Program Overview

The New York City Clean Trucks Program (NYCCTP or Program) is a Rebate Incentive program aiming to accelerate the deployment of medium-duty (Class 4-6; Gross Vehicle Weight Rating ranging from 14,001 to 26,000 pounds) and heavy-duty (Class 7-8; Gross Vehicle Weight Rating of 26,001 or more pounds) Battery Electric Vehicles (BEVs), Plug-In Hybrid Electric Vehicles (PHEVs), Diesel-Electric Hybrid Vehicles (HEVs), and Compressed Natural Gas (CNG) or diesel-fueled trucks. In partnership with the New York City Department of Transportation (NYC DOT) and the Metropolitan Transportation Authority (MTA), the NYCCTP helps reduce the cost of medium-duty and heavy-duty trucks for commercial fleet operators (Licensed Motor Carriers [LMCs], Independent Owner Operators [IOOs], and truck lessees [End-Users]) seeking to purchase or lease New or Replacement Trucks. These vehicles are not only better for the environment but are often more cost-effective than the older diesel trucks currently operating in and around New York City. The Program's mission is to reduce harmful greenhouse gas and criteria pollutant emissions produced from commercial fleet operators by removing older, heavy polluting diesel trucks and increasing the number of on-road trucks equipped with cleaner technologies.

1.1. About the Implementation Manual

The Implementation Manual is intended to assist Rebate Incentive Applicants in understanding the Program rules, requirements, and funding process of the NYCCTP. NYC DOT and/or the NYCCTP Administrator (Program Administrator) may amend the Implementation Manual at any time. Any such amendments shall apply to all Applications that have not yet been approved by NYC DOT or the Program Administrator. Rebate Incentive Applicants shall be bound by the version of the Implementation Manual in effect at the time the Participant Agreement is approved and executed by all parties. All rules, requirements, processes, and any other program-related elements associated with Rebate Incentives shall be governed by the version of the Implementation Manual posted on the NYCCTP website in effect at the time the Participant Agreement is approved and executed by all parties. The most recent version of the Implementation Manual shall be posted on the NYCCTP website.

1.2. Advancing Clean Truck Technologies Through Rebate Incentives

Rebate Incentives facilitate commercial fleet operators with the adoption of BEVs, PHEVs, HEVs, and CNG or diesel-fueled trucks by reducing the upfront costs of a New or Replacement Truck. Rebate Incentives are applied by the Dealership/Original Equipment Manufacturer (OEM) at the point of sale towards the New or Replacement Truck Purchase Price. Rebate Incentives make New or Replacement Truck acquisitions less expensive and help with the early deployment of cleaner technologies. In return, cleaner technologies reduce harmful greenhouse gas emissions and criteria pollutants around New York City. Replacement Trucks purchased using Rebate Incentives result in verifiable emission reductions and air quality improvements through the decommissioning and scrappage of older, diesel-fueled trucks. Emission reduction benefits are calculated based on the difference between the baseline emissions from the Qualifying Diesel Truck and the baseline emissions from the Replacement Truck. Meanwhile, new BEVs are considered zero tailpipe emission vehicles.

1.3. Rebate Incentive Funding Source

In January 2025, the MTA launched the Central Business District Tolling Program (CBDTP) to reduce congestion and improve the mobility of vehicles traveling south of, and including 60th Street, in Manhattan. Revenue generated by CBDTP is dedicated to fund transit capital investment and improvement projects identified in CBDTP's Environmental Assessment[1] study. One of the objectives identified in the Environmental Assessment is the abatement of truck-related emissions in New York and New Jersey communities, including Disadvantaged Communities (DACs) and Industrial Business Zones (IBZs) in New York City, and Overburdened Communities (OBCs) in four New Jersey counties: Bergen,

[1] Source: https://www.mta.info/project/CBDTP/environmental-assessment-2022

Essex, Hudson, and Union. Funding may be used towards the purchase of New or Replacement BEVs, PHEVs, HEVs, and CNG or diesel-fueled trucks. NYC DOT will serve as a Project Sponsor and Tetra Tech, Inc. will serve as the Program Administrator.

1.4. Dealerships and Original Equipment Manufacturers (OEMs)

A Dealership/OEM is a facility or location authorized to sell an eligible New or Replacement Truck under the NYCCTP. To qualify as an eligible Dealership/OEM, the vendor must be classified as one of the following entities:

A Dealership with a valid business license for the past two (2) years and have a written agreement with an OEM to sell or lease eligible medium-duty and/or heavy-duty New or Replacement Trucks; *or*

An OEM with a valid business license for the past two (2) years that builds and sells or leases eligible medium-duty and/or heavy-duty New or Replacement Trucks.

Dealerships/OEMs are required to pass on the full Rebate Incentive to the Rebate Incentive Applicant at the point of sale by reducing the New or Replacement Truck Purchase Price by the Rebate Incentive amount. Dealerships/OEMs may not charge fees to the Rebate Incentive Applicant in association with processing the Application and/or any Program-related documents or photographs. NYCCTP approved Dealerships/OEMs must make all related documents and records available for review by the Program Administrator or NYC DOT for five (5) years after the approved Date of Delivery of the purchased or leased New or Replacement Truck.

Dealership/OEM Agreement

A Dealership/OEM that is interested in becoming an approved Dealership/OEM may reach out to the Program Administrator to begin the onboarding process. The interested Dealership/OEM will be provided with the NYCCTP Dealership/OEM Agreement by the Program Administrator, or the interested Dealership/OEM may download the Dealership/OEM Agreement from the website. It is the responsibility of the Dealership/OEM to review the Terms and Conditions of the Dealership/OEM Agreement. If the Dealership/OEM meets all requirements of the Dealership/OEM Agreement, the Dealership/OEM must complete and sign the Dealership/OEM Agreement and return to the Program Administrator by email to nycctp@tetratech.com or by mail to the following address:

Tetra Tech, Inc.
Attn: NYC Clean Trucks Program
249 E. Ocean Blvd., Suite 325
Long Beach, CA 90802

Electronic or digital signatures (including signatures executed or transmitted by facsimile, scanned image, email, or other electronic platforms) shall be deemed as valid, binding, and enforceable.

NYCCTP approved Dealerships/OEMs will be listed on the Program website. Rebate Incentive Applicants will work with NYCCTP approved Dealerships/OEMs towards the purchase of a New or Replacement Truck.

Terms and Conditions for Dealerships/OEMs

NYCCTP approved Dealerships/OEMs must meet, and continue to meet after approval, the following Terms and Conditions. Dealerships/OEMs should reference the Dealership/OEM Agreement for complete list of Terms and Conditions.

- Must possess current and valid local, state, and federal permits and licenses legally required within its operating jurisdiction.
- Must maintain a minimum of one (1) employee trained on the terms, conditions, and requirements of the NYCCTP requirements.

- Must only sell New or Replacement Trucks which are in good working order and are fit to perform as required by NYCCTP.
- Must release the New or Replacement Truck to the Participant prior to receiving the Rebate Incentive funding from Program Administrator.
- Must apply the value of the Rebate Incentive funding towards the purchase of the New or Replacement Truck.
- Will not willfully, fraudulently, or intentionally include costs in the New or Replacement Truck Purchase Price which are not allowed.

1.5. Scrapyard Operators

Scrapyard Operators are facilities that possess current and valid vehicle dismantler permits or licenses with the technical capability to perform scrappage of Qualifying Trucks in accordance with the NYCCTP requirements. Qualifying Truck scrappage is an essential component of the NYCCTP and results in material and verifiable emissions reductions and local air quality improvements.

- Rebate Incentive Applicants applying for PHEV, HEV, CNG, or diesel Rebate Incentive must scrap one Qualifying Truck for each Replacement Truck to be funded.
- Rebate Incentive Applicants considered a Large Fleet applying for BEV Rebate Incentive must scrap one Qualifying Truck for each Replacement Truck to be funded.
    - A Large Fleet is defined as owning and/or operating 101 or more Class 4 to Class 8 commercial trucks nationwide.
- Rebate Incentive Applicants considered a Small Fleet applying for BEV Rebate Incentive are not required to scrap a Qualifying Truck. A Scrap Bonus Incentive is available if a Small Fleet Applicant opts to scrap a Qualifying Truck.
    - A Small Fleet is defined as owning and/or operating 100 or fewer Class 4 to Class 8 commercial trucks nationwide.

Under the NYCCTP, the Rebate Incentive Applicant must scrap the Qualifying Truck at a Program-approved Scrapyard Operator to receive Rebate Incentive funding towards the purchase of a Replacement Truck.

Scrapyard Operator Agreements

A Scrapyard Operator that is interested in becoming an approved Scrapyard Operator may reach out to the Program Administrator to begin the onboarding process. The interested Scrapyard Operator will be provided with the NYCCTP Scrapyard Operator Agreement by the Program Administrator, or the interested Scrapyard Operator may download the Scrapyard Operator Agreement from the website.

It is the responsibility of the Scrapyard Operator to review the Terms and Conditions of the Scrapyard Operator Agreement. If the Scrapyard Operator meets all requirements of the Scrapyard Operator Agreement, the Scrapyard Operator must complete and sign the Scrapyard Operator Agreement and return to the Program Administrator by email to nycctp@tetratech.com or by mail to the following address:

Tetra Tech, Inc.
Attn: NYC Clean Trucks Program
249 E. Ocean Blvd., Suite 325
Long Beach, CA 90802

Electronic or digital signatures (including signatures executed or transmitted by facsimile, scanned image, email, or other electronic platforms) shall be deemed as valid, binding, and enforceable.

NYCCTP approved Scrapyard Operators will be listed on the Program website. Rebate Incentive Applicants will work with NYCCTP approved Scrapyard Operator towards scrappage of the Qualifying Truck, if required as part of the Rebate Incentive process.

Terms and Conditions for Scrapyard Operator

NYCCTP approved Scrapyard Operators must meet, and continue to meet after approval, the following Terms and Conditions. Scrapyard Operators should reference the Scrapyard Operator Agreement for complete list of Terms and Conditions.

- Must possess current and valid local, state, and federal permits and licenses legally required to operate.
- Must maintain a minimum of one (1) employee trained on the terms, conditions, and requirements of the NYCCTP scrappage requirements.
- Must provide a fair scrap value estimate for the Qualifying Truck. Scrapyard Operator must honor the value on the estimate, assuming no modifications were made to the Qualifying Truck prior to delivery of the Qualifying Truck to the Scrapyard Operator.
- Must coordinate scrappage of Qualifying Truck with the Rebate Incentive Applicant and/or Dealership/OEM.
- Must complete the Certificate of Qualifying Truck Scrappage Inspection form and photographs to verify that the information on the form is consistent with the information on the Qualifying Truck through a physical inspection.
- Must verify that the Qualifying Truck is delivered to the Scrapyard Operator with the chassis attached, the engine intact, and in drivable condition.
- Must have the technical capability to render a Qualifying Truck scrapped and inoperable by:
    - Cutting, drilling, or torching with a minimum three-inch diameter hold through the engine block. Alternative methods to destroy or render the engine inoperable are subject to approval by the Program Administrator.
    - Cutting or shearing both the chassis rails between the two axles.

2. Rebate Incentive Amounts

NYCCTP is allotted $20 million to fund New or Replacement Trucks. NYCCTP offers several funding pathways based on:

- Domiciled or registered location
- New or Replacement Truck Class size
- New or Replacement Truck technology or fuel type
- Small Fleet Applicant or Large Fleet Applicant
    - Small Fleet Applicant is defined as owning or operating 100 or fewer Class 4 to Class 8 on-road, commercial trucks nationwide
    - Large Fleet Applicant is defined as owning or operating 101 or more Class 4 to Class 8 on-road, commercial trucks nationwide

The Program Administrator or NYC DOT, at its sole discretion, determines the final Rebate Incentive amount at the time of Application approval. The final Rebate Incentive amount may differ from the published amount listed on the website, such as in cases where the New or Replacement Truck model's final purchase cost changes significantly and exceeds the pre-determined cost allocation.

As part of the Application process, LMCs, IOOs, and End-Users must purchase an eligible New or Replacement Truck from a NYCCTP approved Dealership/OEM and must scrap an eligible Qualifying Truck, when required, prior to the release of the Rebate Incentive. Rebate Incentives are distributed to NYCCTP approved Dealerships/OEMs once the Rebate Incentive Application process is completed and all required documentation and photographs are reviewed and approved. NYCCTP is neither obligated to reimburse nor responsible for the deficit in funding for the New or Replacement Truck purchase should the Rebate Incentive Applicant or Dealership/OEM fail to meet requirements for Rebate Incentive funding.

LMCs, IOOs, or End-Users, including but not limited to entities sharing a common Taxpayer Identification Number (TIN), are considered as a single Rebate Incentive Applicant even if they are part of different subsidiaries, divisions, or other organizational structures of a company, or other entity. NYCCTP may seek financial reimbursement or other remedies from a Rebate Incentive Applicant for non-disclosure or inaccurate disclosure of its Tax Identification Number, or other information relating to common ownership or fiduciary control of the purchasing entity.

Battery-Electric Vehicle (BEV) Rebate Incentives

The maximum Rebate Incentive amounts offered for New or Replacement BEVs are presented in Table 1. Rebate Incentive funding amounts may not exceed the maximum funding amounts listed.

- Base Incentive: 75% of New or Replacement Truck Purchase Price listed on the sales invoice or capped at the Base Incentive amount listed in the matrix, whichever is less.
- New York City DAC/IBZ or New Jersey OBC Bonus: Rebate Incentive Applicants domiciled or registered in a New York City DAC/IBZ or New Jersey OBC within Bergen, Essex, Hudson, Union counties are eligible for the New York City DAC/IBZ or New Jersey OBC Bonus Incentive.
  - DAC look-up tool: Disadvantaged Communities | NYSERDA
  - IBZ look-up tool: Industrial Business Zones - NYC Clean Trucks Program
  - OBC look-up tool: Overburdened Communities | NJ EJMAP
- Small Fleet Bonus: Rebate Incentive Applicants that own or operate 100 or fewer Class 4 to Class 8 on-road, commercial trucks nationwide are eligible for the Small Fleet Bonus Incentive.
- Scrap Bonus: Small Fleet Applicants that opt to scrap a Qualifying Truck are eligible for the Scrap Bonus Incentive. Large Fleet Applicants are required to scrap a Qualifying Truck and will automatically receive the Scrap Bonus Incentive.

Bonus Incentives are in addition to the baseline funding. BEV Rebate Incentive Applicants are limited to $1 million Rebate Incentives per rolling calendar year based on the date of application approval. Total Rebate Incentive funding cannot exceed the New or Replacement Truck Purchase Price. Funding from other federal, state, or public agency sources may not be combined with funding offered under the NYCCTP.

Table 1. Maximum BEV Rebate Incentive Amounts

Vehicle Weight Class	Base Incentive	NYC DAC/IBZ or NJ OBC Bonus	Small Fleet Bonus	Scrap Bonus	Per Vehicle Cap
Class 4	$85,000	$25,000	$17,000	$17,000	$144,000
Class 5	$100,000	$30,000	$20,000	$20,000	$170,000
Class 6	$150,000	$45,000	$30,000	$30,000	$255,000
Class 7	$185,000	$55,000	$37,000	$37,000	$314,000
Class 8	$200,000	$60,000	$40,000	$40,000	$340,000

CNG, Plug-In Hybrid (PHEV), Hybrid-Electric Vehicle (HEV), and Diesel Rebate Incentives

The maximum Rebate Incentive funding amounts for eligible CNG, PHEV, HEV, and diesel Replacement Trucks are presented in Table 2. CNG, PHEV, HEV, and diesel Replacement Trucks are not eligible to receive Bonus Incentives. Rebate Incentive funding amounts may not exceed the maximum funding amounts listed.

Table 2. Maximum CNG, Plug-In Hybrid Vehicle, Hybrid-Electric Vehicle, and Diesel Rebate Incentive Amounts

Vehicle Fuel/Technology	Vehicle Weight Class (GVWR)				
	4	5	6	7	8
CNG	$30,000	$40,000	$50,000	$55,000	$60,000
PHEV	$55,000	$60,000	$70,000	$100,000	$120,000
HEV	$25,000	$35,000	$45,000	$50,000	$55,000
Diesel	$12,000	$13,000	$20,000	$21,000	$30,000

Rebate Incentives for CNG, PHEV, and HEV Replacement Trucks are based on 75% of the Replacement Truck Purchase Price listed on the sales invoice or capped at the Rebate Incentives listed in the matrix, whichever is less. CNG, PHEV, and HEV Replacement Truck Applicants are limited to $500,000 Rebate Incentives per rolling calendar year based on the date of application approval. Total Rebate Incentive funding cannot exceed the Replacement Truck Purchase Price. Funding from other federal, state, or public agency sources may not be combined with funding offered under the NYCCTP.

Rebate Incentives for diesel Replacement Trucks are based on 50% of the Replacement Truck Purchase Price listed on the sales invoice or capped at the Rebate Incentives listed in the matrix, whichever is less. Diesel Replacement Truck Applicants are limited to $250,000 Rebate Incentives per rolling calendar year based on the date of application approval. Total Rebate Incentive funding cannot exceed the New or Replacement Truck Purchase Price. Funding from other federal, state, or public agency sources may not be combined with funding offered under the NYCCTP.

3. Qualifying Truck Eligibility Requirements

Commercial fleet operators must meet the following eligibility criteria to qualify for NYCCTP Rebate Incentive funding.

3.1. New York Applicants

New York Applicants are commercial fleet operators (LMCs, IOOs, and End-Users) with a physical address domiciled or registered in the nine-county New York Metropolitan Area (Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester).

New York Small Fleet Applicants Applying for BEVs

Scrappage of a Qualifying Truck is not required for New York Small Fleet Applicants applying for New BEVs. A Small Fleet Applicant is defined as owning or operating 100 or fewer Class 4 to Class 8 on-road, commercial trucks nationwide.

New York Small Fleet Applicants have the option to receive Scrap Bonus Incentives. If a New York Small Fleet Applicant opts to receive the Scrap Bonus Incentive, scrappage of a Qualifying Truck is required.

Qualifying Trucks must meet the following requirements:

- Qualifying Truck must be owned by the New York Applicant and be free and clear of liens. Applicant must provide the title, and lien release if required, as documentation.
- Qualifying Truck must be a Class 4 to Class 8 diesel-fueled truck and a 2015 or older truck model year.
- Qualifying Truck must be registered within the nine-county New York Metropolitan Area (Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester) for the previous 24 consecutive months. Applicants must provide New York State registrations as documentation.
- Qualifying Truck must be insured for the previous 24 consecutive months.
- Qualifying Truck must have operated at least 5,000 miles annually over the previous 24 consecutive months.

- Qualifying Truck must be scrapped in accordance with NYCCTP scrappage requirements.

Qualifying Trucks are not eligible for Rebate Incentive if:

- The Qualifying Truck would have been replaced through normal attrition (i.e., normal fleet turnover).
- The Qualifying Truck is non-functional (i.e., a non-working engine or non-operational truck).

New York Large Fleet Applicants Applying for BEVs

Scrappage of a Qualifying Truck is required for New York Large Fleet Applicants applying for BEV Replacement Trucks. A New York Large Fleet Applicant is defined as owning or operating 101 or more Class 4 to Class 8 on-road, commercial trucks nationwide. New York Large Fleet Applicants applying for BEV Replacement Trucks will receive Bonus Scrap Incentive funding.

Qualifying Trucks must meet the following requirements:

- Qualifying Truck must be owned by the New York Applicant and be free and clear of liens. Applicant must provide the title, and lien release if required, as documentation.
- Qualifying Truck must be a Class 4 to Class 8 diesel-fueled truck and a 2015 or older truck model year.
- Qualifying Truck must be registered within the nine-county New York Metropolitan Area (Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester) for the previous 24 consecutive months. Applicants must provide New York State registrations as documentation.
- Qualifying Truck must be insured for the previous 24 consecutive months.
- Must provide proof the Qualifying Truck has been:
  - Domiciled in a New York City DAC and/or IBZ for the previous 24 consecutive months; **OR**
  - Operated in a New York City DAC and/or IBZ at least two (2) times per week on average for the previous 24 consecutive months.
- Qualifying Truck must have operated at least 5,000 miles annually over the previous 24 consecutive months.
- Qualifying Truck must be scrapped in accordance with NYCCTP scrappage requirements.

Qualifying Trucks are not eligible for Rebate Incentive if:

- The Qualifying Truck would have been replaced through normal attrition (i.e., normal fleet turnover).
- The Qualifying Truck is non-functional (i.e., a non-working engine or non-operational truck).

New York Applicants Applying for PHEVs, HEVs, CNGs, or Diesel-Fueled Trucks

Scrappage of a Qualifying Truck is required for New York Applicants applying for CNGs, PHEVs, HEVs, or Diesel-Fueled Replacement Trucks.

Qualifying Trucks must meet the following requirements:

- Qualifying Truck must be owned by the New York Applicant and be free and clear of liens. Applicant must provide the title, and lien release if required, as documentation.
- Qualifying Truck must be a Class 4 to Class 8 diesel-fueled truck and a 2015 or older truck model year.
- Qualifying Truck must be registered within the nine-county New York Metropolitan Area (Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester) for the previous 24 consecutive months. Applicants must provide New York State registrations as documentation.
- Qualifying Truck must be insured for the previous 24 consecutive months.
- Must provide proof the Qualifying Truck has been:
  - Domiciled in a New York City DAC and/or IBZ for the previous 24 consecutive months; **OR**

    - Operated in a New York City DAC and/or IBZ at least two (2) times per week on average for the previous 24 consecutive months.
- Qualifying Truck must have operated at least 5,000 miles annually over the previous 24 consecutive months.
- Qualifying Truck must be scrapped in accordance with NYCCTP scrappage requirements.

Qualifying Trucks are not eligible for Rebate Incentive if:

- The Qualifying Truck would have been replaced through normal attrition (i.e., normal fleet turnover).
- The Qualifying Truck is non-functional (i.e., a non-working engine or non-operational truck).

3.2. New Jersey Applicants

New Jersey Applicants are commercial fleet operators (LMCs, IOOs, and End-Users) with a physical address domiciled or registered in Bergen, Essex, Hudson, and Union counties in New Jersey.

New Jersey Small Fleet Applicants Applying for BEVs

Scrappage of a Qualifying Truck is not required for New Jersey Small Fleet Applicants applying for New BEVs. A Small Fleet Applicant is defined as owning or operating 100 or fewer Class 4 to Class 8 on-road, commercial trucks nationwide.

New Jersey Small Fleet Applicants have the option to receive Scrap Bonus Incentives. If a New Jersey Small Fleet Applicant opts to receive the Scrap Bonus Incentive, scrappage of a Qualifying Truck is required.

Qualifying Trucks must meet the following requirements:

- Qualifying Truck must be owned by the New Jersey Applicant and be free and clear of liens. Applicant must provide the title, and lien release if required, as documentation.
- Qualifying Truck must be a Class 4 to Class 8 diesel-fueled truck and a 2015 or older truck model year.
- Qualifying Truck must be registered within Bergen, Essex, Hudson, or Union counties of New Jersey. Applicant must provide New Jersey State registrations as documentation.
- Qualifying Truck must be insured for the previous 24 consecutive months.
- Qualifying Truck must have operated at least 5,000 miles annually over the previous 24 consecutive months.
- Qualifying Truck must be scrapped in accordance with NYCCTP scrappage requirements.

Qualifying Trucks are not eligible for Rebate Incentive if:

- The Qualifying Truck would have been replaced through normal attrition (i.e., normal fleet turnover).
- The Qualifying Truck is non-functional (i.e., a non-working engine or non-operational truck).

New Jersey Large Fleet Applicants Applying for BEVs

Scrappage of a Qualifying Truck is required for New Jersey Large Fleet Applicants applying for BEV Replacement Trucks. A New Jersey Large Fleet Applicant is defined as owning or operating 101 or more Class 4 to Class 8 on-road, commercial trucks nationwide. New Jersey Large Fleet Applicants applying for BEV Replacement Trucks will receive Bonus Scrap Incentive funding.

Qualifying Trucks must meet the following requirements:

- Qualifying Truck must be owned by the New Jersey Applicant and be free and clear of liens. Applicant must provide the title, and lien release if required, as documentation.
- Qualifying Truck must be a Class 4 to Class 8 diesel-fueled truck and a 2015 or older truck model year.

- Qualifying Truck must be registered within Bergen, Essex, Hudson, or Union counties of New Jersey. Applicant must provide New Jersey State registrations as documentation.
- Qualifying Truck must be insured for the previous 24 consecutive months.
- Qualifying Truck must have operated at least 5,000 miles annually over the previous 24 consecutive months.
- Qualifying Truck must be scrapped in accordance with NYCCTP scrappage requirements.

Qualifying Trucks are not eligible for Rebate Incentive if:

- The Qualifying Truck would have been replaced through normal attrition (i.e., normal fleet turnover).
- The Qualifying Truck is non-functional (i.e., a non-working engine or non-operational truck).

New Jersey Applicants Applying for PHEVs, HEVs, CNGs, or Diesel-Fueled Trucks

Scrappage of a Qualifying Truck is required for New Jersey Applicants applying for CNGs, PHEVs, HEVs, or Diesel Replacement Trucks.

Qualifying Trucks must meet the following requirements:

- Qualifying Truck must be owned by the New Jersey Applicant and be free and clear of liens. Applicant must provide the title, and lien release if required, as documentation.
- Qualifying Truck must be a Class 4 to Class 8 diesel-fueled truck and a 2015 or older truck model year.
- Qualifying Truck must be registered within Bergen, Essex, Hudson, or Union counties of New Jersey. Applicant must provide New Jersey State registrations as documentation.
    - Must provide proof the Qualifying Truck has been operated in a New York City DAC and/or IBZ at least two (2) times per week on average for the previous 24 consecutive months.
- Qualifying Truck must be insured for the previous 24 consecutive months.
- Qualifying Truck must have operated at least 5,000 miles annually over the previous 24 consecutive months.
- Qualifying Truck must be scrapped in accordance with NYCCTP scrappage requirements.

Qualifying Trucks are not eligible for Rebate Incentive if:

- The Qualifying Truck would have been replaced through normal attrition (i.e., normal fleet turnover).
- The Qualifying Truck is non-functional (i.e., a non-working engine or non-operational truck).

4. New or Replacement Truck Eligibility Requirements

New or Replacement Trucks purchased under the NYCCTP must satisfy the following requirements to be eligible for Rebate Incentives:

- New or Replacement Truck must be Class 4 to Class 8 BEV, PHEV, HEV, CNG, or diesel-fueled truck.
- New or Replacement Truck must be purchased through a NYCCTP approved Dealership/OEM.
    - Program-approved Dealership/OEM for New or Replacement Trucks can be found on the NYCCTP website: [Participating Vendors - NYC Clean Trucks Program]
- New or Replacement Truck must be new and have a truck model year within one calendar year of the Date of Delivery. Used vehicles, including vehicles used by the Dealership/OEM or other entities for demonstration purposes, are not eligible.
- New or Replacement Truck engine or motor must be new with a model year within one calendar year of the Date of Delivery.
- Replacement Truck Class size must be within one Class size of the Qualifying Truck Class size, if applicable. Changes to Class size must be approved by the NYCCTP Administrator.

- Replacement Truck must perform the same function (vocation) and have similar horsepower (± 25 percent) as the Qualifying Truck being scrapped, if applicable. A change in horsepower greater than 25 percent is subject to approval on a case-by-case basis.
- New or Replacement Truck must be maintained and remain in use by the applicant for a minimum of five (5) years from the Date of Delivery.
- New or Replacement Truck must be equipped with an Automatic Vehicle Locator (AVL)/Global Positioning System (GPS) monitoring system for the duration of the five (5) year Program commitment period.
- New or Replacement Truck are required to have Vehicle Safety Enhancements features installed and maintained. Vehicle Safety Enhancement features include but are not limited to side mirrors with split mirror design, cross-over mirrors, passenger door down-view mirror, a backup alert system, and side guards. Additional information can be found here: Vision Zero.
- New or Replacement Truck must not be purchased prior to the execution of a Participant Agreement and approval from the Program Administrator. New or Replacement Trucks purchased prior to the execution of the Participant Agreement or approval are ineligible for the Rebate Incentive funding.
- New or Replacement Truck OEM exhaust emission control system may not be modified in any manner.
- New or Replacement Truck must meet all federal and state requirements for operation.

5. New or Replacement Truck Operational Requirements

Once the New or Replacement Truck is funded, Rebate Incentive Applicant must operate the New or Replacement Truck to meet the following Regular Operation Compliance Requirements for the duration of the program commitment period of five (5) years from the approved Date of Delivery.

Regular Operations for BEV New or Replacement Trucks

- New or Replacement Truck must meet the following Regular Operations Compliance Requirements:
    - New or Replacement Truck must be operated such that at least seventy (70) percent of the total Vehicle Miles Traveled (VMT) occurs within the Tri-State area of New York, New Jersey, and Connecticut.
    - New or Replacement Truck must be operated at least 5,000 miles per year.
    - New York Applicants: New or Replacement Truck must be registered on-road in the nine-county New York Metropolitan Area (Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester).
    - New Jersey Applicant: New or Replacement Truck must be registered on-road in Bergen, Essex, Hudson, and Union counties of New Jersey.
    - New Jersey Applicant must service or operate within New York City at least two (2) times per week via any tunnel or bridge crossing.
    - New York Applicant that received New York City DAC/IBZ Bonus Incentive funding must remain registered and domiciled within a New York City DAC or IBZ.
    - New Jersey Applicant that received New Jersey OBC Bonus Incentive funding must remain registered and domiciled in a New Jersey OBC within Bergen, Essex, Hudson, or Union counties of New Jersey.
- New or Replacement Truck must be maintained and remain in operation by the Rebate Incentive Applicant for the duration of the program commitment period of five (5) years from the approved Date of Delivery.
- New or Replacement Truck must equip and maintain Vision Zero Vehicle Safety Enhancement features, which include:
    - Driver- and passenger-side split mirrors;

- Cross-over mirrors;
- Passenger down-view mirrors;
- Back-up alert systems (visual, audio, or radar detection); and
- Panel or rail side guards.

- New or Replacement Truck must be equipped with an Automatic Vehicle Locator (AVL)/Global Positioning System (GPS) monitoring device for the duration of the five (5) year program commitment period to demonstrate Regular Operation Compliance.
    - NYCCTP will purchase the AVL/GPS device and pay for the monthly subscription service.
    - Rebate Incentive Applicants will be responsible for any additional costs, including but not limited to, lost or stolen AVL/GPS devices, troubleshooting, missed appointment penalty fees, etc.

Rebate Incentive Applicants must make all related documents and records available for review by the Program Administrator or NYC DOT for five (5) years after the approved Date of Delivery of the purchased or leased New or Replacement Truck.

Regular Operations for PHEVs, HEVs, CNGs, and Diesel Replacement Trucks

- Replacement Truck must meet the following Regular Operations Compliance Requirements:
    - New York Applicant Replacement Truck must be domiciled or operated in a New York City DAC or IBZ at least two (2) times per week on average.
    - New Jersey Applicant Replacement Truck must be operated in a New York City DAC or IBZ at least two (2) times per week on average.
    - Replacement Truck must be operated such that at least seventy (70) percent of the total Vehicle Miles Traveled (VMT) occurs within the Tri-State area of New York, New Jersey, and Connecticut.
    - Replacement Truck must be operated at least 5,000 miles per year.
    - New York Applicants: Replacement Truck must be registered on-road in the nine-county New York Metropolitan Area (Bronx, Kings, Nassau, New York, Queens, Richmond, Rockland, Suffolk, and Westchester).
    - New Jersey Applicant: Replacement Truck must be registered on-road in Bergen, Essex, Hudson, and Union counties of New Jersey.
- Replacement Truck must be maintained and remain in operation by the Rebate Incentive Applicant for the duration of the program commitment period of five (5) years from the approved Date of Delivery.
- Replacement Truck must equip and maintain Vision Zero Vehicle Safety Enhancement features, which include:
    - Driver- and passenger-side split mirrors;
    - Cross-over mirrors;
    - Passenger down-view mirrors;
    - Back-up alert systems (visual, audio, or radar detection); and
    - Panel or rail side guards.
- Replacement Truck must be equipped with an Automatic Vehicle Locator (AVL)/Global Positioning System (GPS) monitoring device for the duration of the five (5) year program commitment period to demonstrate Regular Operation Compliance.
    - NYCCTP will purchase the AVL/GPS device and pay for the monthly subscription service.
    - Rebate Incentive Applicants will be responsible for any additional costs, including but not limited to, lost or stolen AVL/GPS devices, troubleshooting, missed appointment penalty fees, etc.

Rebate Incentive Applicants must make all related documents and records available for review by the Program Administrator or NYC DOT for five (5) years after the approved Date of Delivery of the purchased or leased Replacement Truck.

5.1. Leased New or Replacement Trucks

New or Replacement Trucks purchased by a leasing company and leased to End-Users are permitted as long as the term of the lease is at least five (5) years from the approved Date of Delivery.

In these scenarios, the leasing company is considered the NYCCTP Rebate Incentive Applicant. The leasing company must submit the Rebate Incentive Application and sign the NYCCTP Participant Agreement.

Leasing companies must also identify the End-User during the Application process. A conditional leasing agreement must accompany the Application at the time of submission. Prior to the release of Rebate Incentive, the lease agreement between the leasing company and the End-User must be fully executed. The End-User will also be required to enter into an agreement with the NYCCTP by signing Exhibit C of the NYCCTP Participant Agreement.

Exhibit C of the Participant Agreement requires the lease agreement to be no less than a five (5) year term. The End-User must also acknowledge and agree to operate the New or Replacement Truck in such a way to satisfy the Regular Operation Compliance requirements (Section 5 – New or Replacement Truck Operational Requirements).

Exhibit C also requires leasing companies to disclose the full Rebate Incentive amount to the End-User.

Program Administrator or NYC DOT reserve the right to review lease agreements to confirm appropriate disclosures are made regarding the Rebate Incentive received and compliance with other NYCCTP requirements. Leasing companies must provide Program Administrator or NYC DOT with all requested information related to any New or Replacement Truck purchased using Rebate Incentive funding within ten (10) business days of a written request. The leasing company is responsible for ensuring NYCCTP requirements and compliance obligations are satisfied, including the Regular Operation Compliance requirements stated above, by the End-User.

5.2. New or Replacement Truck Regular Operation Compliance Monitoring

New or Replacement Trucks funded using NYCCTP Rebate Incentives are committed to the Regular Operation Compliance requirements for a period of five (5) years from the approved Date of Delivery.

Compliance monitoring will be conducted using AVL/GPS devices to track truck activity related to Program compliance. The Program Administrator will review the tracked data, at least on a monthly basis, to ensure that the funded New or Replacement Truck adheres to the Regular Operation Compliance requirements. NYCCTP will fund the purchase, installation, and monthly service fees for the AVL/GPS. Any additional fees incurred will be the responsibility of the Rebate Incentive Applicant, including but not limited to, lost or stolen AVL/GPS devices, troubleshooting, missed appointment penalty fees, etc.

5.3. BEV New or Replacement Truck Additional Reporting Requirements

In addition to the Regular Operation Compliance requirements, BEV New or Replacement Trucks purchased using NYCCTP Rebate Incentives must also provide Semi-Annual Usage Reporting. Semi-Annual Usage Reporting is requested every six (6) months from the Date of Delivery for the duration of the five (5) year program commitment period.

Rebate Incentive Applicants that received Rebate Incentives towards the purchase of a BEV New or Replacement Truck are required to submit the Semi-Annual Usage Reporting. Leasing companies that received Rebate Incentives towards the purchase of a BEV New or Replacement Truck are also required to submit the Semi-Annual Usage Reporting but may pass the responsibility to the End-User. Semi-Annual Usage Reporting, at a minimum, will request the following information:

- Mileage and Electric Use Reporting – BEV New or Replacement Trucks must report odometer readings, equipment hours of use, amount of electricity used for battery charging (kWh) for the applicable reporting period. Each subsequent Semi-Annual Usage Reporting will include a cumulative summary of previous reports as well.

- Maintenance and Repair – BEV New or Replacement Trucks must report maintenance and repair information, including any associated costs, for the applicable reporting period. Each subsequent Semi-Annual Usage Reporting will include a cumulative summary of the previous reports as well. Semi-Annual Usage Reporting shall include any downtime experienced due to maintenance and repair.
- Driver Feedback – Rebate Incentive Applicants or End-Users must provide feedback from drivers or operators of the BEV New or Replacement Truck for each reporting period. Feedback will include any issues, whether positive or negative, regarding the operating experience of the BEV New or Replacement Truck.

Rebate Incentive Applicants, leasing companies, or End-Users may contact the Program Administrator for any questions or assistance with the Semi-Annual Usage Reports.

NYC DOT reserves the right to recover a prorated amount of the Rebate Incentive funding if the Semi-Annual Usage Reporting is not completed accurately or in a timely manner. Failure to respond to the Semi-Annual Usage Reporting in a timely manner, or if inaccurate information was provided, will result in an Event of Default.

5.4. Event of Default

The following sections are occurrences that define an Event of Default. The Program Administrator and/or NYC DOT shall have the following rights upon an Event of Default:

- The right to terminate the Participant Agreement.
- The right to refuse to pay the Rebate Incentive amount if Program eligibility requirements are not satisfied.
- The right to a repayment of Rebate Incentive funds if an Event of Default occurs after funds are disbursed.
- The right to revoke a Rebate Incentive Applicant’s ability to participate in the NYCCTP or any future similar NYC DOT programs.
- The right to specific performance, an injunction, or any appropriate equitable remedy.

Regular Operation Compliance

The Program Administrator will monitor the NYCCTP funded New or Replacement Truck activities through the AVL/GPS device. Compliance monitoring by the Program Administrator occurs, at a minimum, on a monthly basis. The Program Administrator may submit periodic reminders to Rebate Incentive Applicants that are at-risk of defaulting or failing to meet the minimum Regular Operation Compliance requirements.

An Event of Default occurs when the New or Replacement Truck fails to meet the Regular Operation Compliance requirements on the anniversary of the approved Date of Delivery. Events of Default are evaluated annually and consist of the cumulative truck activity for the previous twelve (12) months. If the Program Administrator finds that a New or Replacement Truck is in an Event of Default on the anniversary date, a prorated repayment of the Rebate Incentives is required under the following schedule:

- 100% repayment of the Rebate Incentive if the Event of Default occurs in Year 1;
- 80% repayment of the Rebate Incentive if the Event of Default occurs in Year 2;
- 60% repayment of the Rebate Incentive if the Event of Default occurs in Year 3;
- 40% repayment of the Rebate Incentive if the Event of Default occurs in Year 4; and
- 20% repayment of the Rebate Incentive if the Event of Default occurs in Year 5;

Repayments made in accordance with the schedule will terminate the New or Replacement Truck’s remaining NYCCTP obligation. Alternatively, Rebate Incentive Applicants may opt to repay 20% of the total Rebate Incentive amount for one year of default. NYCCTP will then continue to monitor the New or Replacement Truck for Regular Operation Compliance each year of the remaining program commitment period.

For leased New or Replacement Trucks, the leasing company is responsible for ensuring the End-User complies with the Regular Operation Compliance requirements. These requirements may be incorporated into the leasing agreement between the leasing company and the End-User.

The Program Administrator or NYC DOT may request additional documents to support Regular Operation Compliance evaluation. The Program Administrator or NYC DOT reserves the right to review and audit any NYC Clean Tucks Program-related documents during the five (5) year commitment period.

Semi-Annual Usage Reporting

Failure to provide the required Semi-Annual Usage Reporting for BEV New or Replacement Trucks accurately and in a timely manner will result in an Event of Default. If the Program Administrator finds that the BEV New or Replacement Truck is in an Event of Default on the semi-anniversary or anniversary date, a prorated repayment of the Rebate Incentives is required under the following schedule:

- 100% repayment of the Rebate Incentive if the Event of Default occurs in Year 1;
- 80% repayment of the Rebate Incentive if the Event of Default occurs in Year 2;
- 60% repayment of the Rebate Incentive if the Event of Default occurs in Year 3;
- 40% repayment of the Rebate Incentive if the Event of Default occurs in Year 4; and
- 20% repayment of the Rebate Incentive if the Event of Default occurs in Year 5;

Repayments made in accordance with the schedule will terminate the BEV New or Replacement Truck's remaining NYCCTP obligation. Alternatively, Rebate Incentive Applicants may opt to repay 20% of the total Rebate Incentive amount for one year of default. NYCCTP will then continue to monitor the BEV New or Replacement Truck for Regular Operation Compliance each year of the remaining program commitment period.

For leased BEV New or Replacement Trucks, the leasing company is responsible for the Semi-Annual Usage Reporting. These requirements may be incorporated into the leasing agreement between the leasing company and the End-User.

Consent to Sale of New or Replacement Truck

If the Program Administrator or the NYC DOT, in its sole discretion, consents to the sale of the New or Replacement Truck by the Rebate Incentive Applicant to a third person or entity, the Rebate Incentive Applicant must promptly repay a proportional amount of the Rebate Incentive to the NYC DOT, as set forth below, within such time period set forth in the NYC DOT's letter of consent:

- 1.67% of Rebate Incentive amount per month, for each month remaining in the five (5) year program commitment period.

Trucks That Are Stolen or Accidently Rendered Inoperable

If the Rebate Incentive Applicant reports to the Program Administrator that the NYCCTP funded New or Replacement Truck has been stolen or accidently rendered inoperable, and confirmed by a police report and an insurance company determination of loss due to theft or accident, the Rebate Incentive Applicant may replace the New or Replacement Truck certified to equal or lower emission levels at the Rebate Incentive Applicant's own cost, and continue with the terms of the Participant Agreement or request to close-out the terms of the Participant Agreement with the Program Administrator.

The Rebate Incentive Applicant shall notify the Program Administrator if they choose to close-out the Participant Agreement due to accident or theft. The Rebate Incentive Applicant shall provide supporting documentation to the Program Administrator demonstrating that the New or Replacement Truck was accidentally rendered inoperable or stolen. The Rebate Incentive Applicant must also promptly repay a proportional amount of the Rebate Incentive funds, in the amount specified below:

- 1.67% of Rebate Incentive amount per month, for each month remaining in the five (5) year program commitment period.

6. Rebate Incentive Application Process

LMCs, IOOs, or End-Users must submit a Rebate Incentive Application to the Program Administrator to begin the rebate process. Rebate Incentive Applicants may also seek the assistance of Program-approved Dealerships/OEMs in completing and submitting the Rebate Incentive Application.

Applications can be downloaded through the NYCCTP website ([Application - NYC Clean Trucks Program]()).

6.1. Rebate Incentive Application

LMCs, IOOs, or Leasing Companies seeking Rebate Incentives through the NYCCTP must submit a completed Rebate Incentive Application for review and approval. Applications may be downloaded from the NYCCTP website. Rebate Incentive Applicants may submit the Rebate Incentive Application electronically via email to nycctp@tetratech.com or by signing and returning an original, with inked signature, to the Program Administrator at the following address:

Tetra Tech, Inc.
Attn: NYC Clean Trucks Program
249 E. Ocean Blvd., Suite 325
Long Beach, CA 90802

Electronic or digital signatures (including signatures executed or transmitted by facsimile, scanned image, email, or other electronic platforms) shall be deemed as valid, binding, and enforceable.

All sections of the Rebate Incentive Application must be completed, including:

1. Form 1: Rebate Application
   a. Part 1: Signature Page
      i. Rebate Incentive Applicants must complete this form, including the Company Name, Type of Company, Vocation, and Initial the Certification Statements.
      ii. Rebate Incentive Applicants must complete and sign the authorization section.
   b. Designation of Officials and Access to Records Location
      i. Applicants must complete this section, including the contact information for the company's authorized official and/or designated project representative.
2. Form 2: Supplemental Application Cover Sheet
   a. Rebate Incentive Applicants must indicate the number of trucks to be replaced using NYCCTP Rebate Incentive funding.
   b. For each Qualifying Truck, where applicable, the Rebate Incentive Applicant must provide the following:
      i. Truck Registration (Must Be Current for 24 Consecutive Months)
      ii. Truck Lien and Lien Release
      iii. Insurance Coverage (Must Be Current for 24 Consecutive Months)
      iv. Photograph of Engine Family Name (Engine Tag)
      v. Photograph of Engine Serial Number (Engine Tag)
      vi. Photograph of Vehicle Identification Number (VIN)
      vii. Photograph of Gross Vehicle Weight Rating (GVWR)
      viii. Proof of Service, *If Required*
3. Form 3: Supplemental Application Form
   For each Qualifying Truck submitted under the Rebate Incentive Application, where applicable, the Rebate Incentive Applicant must complete the following information on Form 3.
   a. Replacement Truck Fuel Type
   b. Section 1 – Qualifying Truck Information

i. GVWR
ii. VIN
iii. Truck Make and Model
iv. Truck Model Year
v. Engine Family Name
vi. Engine Serial Number
vii. Engine Make and Model
viii. Engine Model Year
ix. Engine Horsepower
x. Current Odometer Reading

c. Section 3 – New or Replacement Truck Information, *If Known*
   i. Fuel Type
   ii. Truck Make
   iii. Truck Model
   iv. Truck Model Year

The Program Administrator will review the Rebate Incentive Application for completeness.

1. If the Rebate Incentive Application is determined to be incomplete, the Program Administrator will identify the missing information, documents, or photographs needed to complete the Rebate Incentive Application.
   a. Rebate Incentive Applicants have thirty (30) days from the date of submittal to complete the Rebate Incentive Application. A Rebate Incentive Application will be considered denied if the Rebate Incentive Applicant fails to meet the thirty (30) day deadline.
2. If the Rebate Incentive Application is determined to be complete, the Program Administrator will issue a Letter of Conditional Approval to the Rebate Incentive Applicant. The Letter of Conditional Approval will outline the next steps of the rebate process and reserves the Rebate Incentive funding for the truck or trucks identified in the Rebate Incentive Application. The Letter of Conditional Approval will also authorize the Rebate Incentive Applicant to begin searching for a New or Replacement Truck at a program-approved Dealership/OEM.
   a. Rebate Incentive Applicants have sixty (60) days from the Letter of Approval notification date to work with a Dealership/OEM to provide a draft Truck Sales Order for the purchase of the New or Replacement Truck. If scrappage of a Qualifying Truck is required, the Dealership/OEM must also submit a completed Certificate of Qualifying Truck Inspection form and photographs within this sixty (60) day timeframe. A Rebate Incentive Application will be considered denied if the Rebate Incentive Applicant and/or the Dealership/OEM fail to meet the sixty (60) day deadline.

Application approval is granted solely at the discretion of NYC DOT or the Program Administrator. NYC DOT and/or the Program Administrator reserve the right to reject any application based upon their review, including but not limited to compliance analysis, prior performance history, vocation, and projected operations. Alternatively, NYC DOT and/or the Program Administrator may require the BEV Rebate Incentive Applicant to participate in Fleet Advisor services and undergo an operational review to determine whether the business operations can satisfy the applicable program requirements.

6.2. Truck Sales Order

Once the Rebate Application is deemed complete and the Letter of Conditional Approval is issued to the Rebate Incentive Applicant, the Rebate Incentive Applicant may begin to shop for a New or Replacement Truck at a NYCCTP approved Dealership/OEM. When a Rebate Incentive Applicant is ready to commit to the purchase of a New or Replacement Truck, the Rebate Incentive Applicant will work with the Dealership/OEM to draft a Truck Sales Order. The Truck Sales Order, or Purchase Order, is the estimated costs associated with the purchase of the New or Replacement Truck agreed upon by the Rebate Incentive Applicant and the Dealership/OEM.

The Truck Sales Order, at a minimum, must include:

- VIN of the Qualifying Truck (if scrappage is required)
- Rebate Incentive Funding Amount
- Sale Price of New or Replacement Truck
    - All Applicable Taxes and Fees listed separately
    - Taxes are calculated on the New or Replacement Purchase Price before Rebate Incentive funding is applied
- Signatures from the Rebate Incentive Applicant and the Dealership/OEM
- Date of the Truck Sales Order
- Safety Enhancement Features
    - Side Mirrors with Split Mirror Design (Driver Side and Passenger Side)
    - Cross-Over Mirrors
    - Passenger Door Down-View Mirror
    - Back-Up Alert System (Audio, Visual, or Radar Detection)
    - Truck Side Guards/Railings (Driver Side and Passenger Side)
- VIN of the New or Replacement Truck

The Safety Enhancement Features listed are part of NYC's Vision Zero initiative to reduce pedestrian and cyclist injuries around the NYC area. Certain trucks and/or truck configurations may not allow for the installation of side guards/railings. Program Administrator will review side guard/railing applicability on a case-by-case basis.

The Dealership/OEM will submit the completed Truck Sales Order to the Program Administrator for review and approval. The Program Administrator will work with the Dealership/OEM if any additional information is needed to complete the Truck Sales Agreement.

The Truck Sales Order may be completed and submitted simultaneously with the Certificate of Qualifying Truck Inspection form and photographs, if scrappage of a Qualifying Truck is required.

6.3. Certificate of Qualifying Truck Inspection

If scrappage is required, the Rebate Incentive Applicant must also work with the selected Dealership/OEM to complete the Certificate of Qualifying Truck Inspection form and photographs. The form will be provided by the Program Administrator and is used to confirm that the Qualifying Truck information provided on the Rebate Incentive Application is consistent with the information on the truck through a physical inspection by the Dealership/OEM. A list of required photograph documentation is also provided on the Certificate of Qualifying Truck Inspection form. The form and photographs are to be completed by the Dealership/OEM. Completed form and photographs must be submitted by the Dealership/OEM to the Program Administrator for review. The Program Administrator will work with the Dealership/OEM if any additional information or photographs are needed to complete the form.

The Certificate of Qualifying Truck Inspection form and photographs may be completed and submitted simultaneously with the Truck Sales Order.

6.4. Invoicing New York City Department of Transportation

The Program Administrator will assemble a packet of Rebate Incentive Applicant information, forms, and photographs for the NYC DOT. NYC DOT will review the packet for completeness. If additional information or photographs are needed, the Program Administrator will work with either the Dealership/OEM or Rebate Incentive Applicant to obtain the requested information or photographs. If the packet is deemed complete, the NYC DOT will approve the packet and issue the Rebate Incentive to the Program Administrator. The payment transaction takes approximately thirty (30) days.

6.5. Certificate of Receipt of New or Replacement Truck

Once the New or Replacement Truck is available to the Dealership/OEM (i.e., manufactured and delivered), the Dealership/OEM must notify the Program Administrator. The Program Administrator will provide the Certificate of Receipt of New or Replacement Truck to the Dealership/OEM. The form is used to confirm that the New or Replacement Truck information provided on the Truck Sales Order is consistent with information on the truck through a physical inspection by the Dealership/OEM. A list of required photograph documentation is also provided on the Certificate of Receipt of New or Replacement Truck.

A "Funded by NYCCTP" decal will be issued to the Dealership/OEM. The Dealership/OEM must adhere the decal to the New or Replacement Trucks according to the decal application instructions. In general, the sticker must be prominently displayed, at eye level, on the driver's side cab. The design of the decal will feature NYCCTP branding, and is subject to change upon NYC DOT approval.

The form and photographs are to be completed by the Dealership/OEM. Completed form and photographs must be submitted by the Dealership/OEM to the Program Administrator for review. The Program Administrator will work with the Dealership/OEM if any additional information or photographs are needed to complete the form.

Dealerships/OEMs must also ensure that the AVL/GPS device is successfully installed. The AVL/GPS device is used to monitor the New or Replacement Truck to ensure that the Regular Operation Compliance requirements are met. The Program Administrator will submit an order to the AVL/GPS vendor for the purchase of the device. The Dealership/OEM will be contacted by the AVL/GPS vendor to schedule an appointment for the installation of the device.

The Certificate of Receipt of New or Replacement Truck and photographs must be completed, and the AVL device must be installed, prior to the release of the New or Replacement Truck to the Rebate Incentive Applicant.

The NYCCTP allows nine (9) months from the date of initial application approval date for delivery of the New or Replacement Truck. Rebate Incentive Applicant will forfeit NYCCTP Rebate Incentive funding if the nine (9) month delivery date is not satisfied. Request to extend the Date of Delivery will be considered on a case-by-case basis.

6.6. Qualifying Truck Scrappage When Required

Scrappage of a Qualifying Truck is required for Rebate Incentive Applicants applying for CNGs, PHEVs, HEVs, and Diesel Replacement Trucks. Scrappage of a Qualifying Truck is also required for Large Fleet BEV Applicants, as well as Small Fleet BEV Applicants applying for Scrap Bonus Incentive funding.

Scrappage of the Qualifying Truck results in verifiable emission reductions and air quality improvements. The Program Administrator will notify the Rebate Incentive Applicant and Dealership/OEM once NYC DOT has paid the Rebate Incentive funds to the Program Administrator. The Program Administrator will authorize the Dealership/OEM to release the Replacement Truck to the Rebate Incentive Applicant. Upon taking delivery of the Replacement Truck, the Rebate Incentive Applicant must arrange for the Qualifying Truck scrappage with a NYCCTP approved Scrapyard Operator. Rebate Incentive Applicants will select a Scrapyard Operator from a list of NYCCTP approved Scrapyard Operators found on the NYCCTP website (Participating Vendors - NYC Clean Trucks Program). The Rebate Incentive Applicant notifies the Program Administrator once a Scrapyard Operator is selected, including the name of the Scrapyard Operator and scheduled delivery date of the Qualifying Truck.

Scrappage of the Qualifying Truck may only occur with the authorization from the Program Administrator. Scrappage of a Qualifying Truck prior to the approval of the Program Administrator disqualifies the Rebate Incentive Application from Rebate Incentive funding. Failure to comply with the scrappage requirement will also result in the forfeiture of Rebate Incentive funds. NYCCTP is not obligated to provide Rebate Incentive funds if any part of the scrappage requirement is not fulfilled. In such case, the

Rebate Incentive Applicant will be required to pay, in full, the cost of the Replacement Truck to the Dealership/OEM.

The NYCCTP allows nine (9) months from the date of initial application approval date for delivery of the Replacement Truck. Rebate Incentive Applicant will forfeit NYCCTP Rebate Incentive funding if the nine (9) month delivery date is not satisfied. Request to extend the Date of Delivery will be considered on a case-by-case basis.

Scrappage Definition

The Qualifying Truck must be delivered to the Scrapyard Operator with the chassis attached, the engine intact, and in drivable condition. A Qualifying Truck is considered scrapped when the engine is rendered inoperable by cutting a three-inch hole in the engine block and disabling the chassis by cutting the frame rails completely in half.

1. To destroy the engine: Cut, drill, or torch a minimum three-inch diameter hole through the engine block. Alternative methods to destroy or render the engine inoperable is subject to approval by the Program Administrator.
2. To destroy the chassis: Cut or shear both the chassis rails between the two axles.

Failure to comply with scrappage requirements will result in the forfeiture of Rebate Incentive funds.

Scrappage Requirements

The following documents and photographs are required to verify scrappage has been completed in accordance with program requirements:

1. Certificate of Qualifying Truck Scrappage Form
    a. The form will be provided by the Program Administrator to the Rebate Incentive Applicant. The Rebate Incentive Applicant will review the information contained on the form. The Rebate Incentive Applicant will then sign the form attesting that the information presented is true and correct. The Rebate Incentive Applicant will deliver the Certificate of Qualifying Truck Scrappage form, along with the Qualifying Truck, to the selected Scrapyard Operator.
    b. Scrapyard Operator will complete the remaining sections of the Certificate of Qualifying Truck Scrappage form, including: Scrapyard Operator Information and Qualifying Truck (Scrap Truck) Information sections.
        i. Upon receiving the Qualifying Truck, the Scrappage Operator must photograph the Qualifying Truck in a series of "pre-scrappage" photographs. At a minimum, the Scrappage Operator must photograph the following:
            1. Front View of Qualifying Truck
            2. Driver-Side View of Qualifying Truck

            All pre-scrappage photographs must be sent to the Program Administrator prior to scrappage of the Qualifying Truck. Upon receiving the pre-scrappage photographs, the Program Administrator will authorize the scrappage of the Qualifying Truck.
        ii. Scrappage Operator will scrap the Qualifying Truck in accordance with the program requirements, described in Section 6.6 – Scrappage Definition.
        iii. Scrapyard Operators are also required to photograph and document the engine and chassis scrappage through a series of photographs, including:
            1. Engine Serial Number
            2. Engine Family Name
            3. VIN
            4. GVWR
            5. Current Odometer Reading
            6. Front View of Cut Chassis

        7. Back View of Cut Chassis
        8. Left Side View of Cut Chassis
        9. Right Side View of Cut Chassis
        10. Proof of Engine Scrappage
        11. License Plate
    iv. Scrapyard Operators will review the Scrap Yard Statement attesting that all information is true and accurate, sign the Certificate of Qualifying Truck Scrappage form, and return the form and required photographs to the Program Administrator.
  c. The Program Administrator will review the Certificate of Qualifying Truck Scrappage form and photographs for completeness. The Program Administrator will work with the Scrapyard Operator if any additional information or photographs are needed to complete the form. The Program Administrator will sign the Certificate of Qualifying Truck Scrappage form once the form is deemed complete.

Scrapyard Operators are required to retain a copy of the form and photographs for auditing purposes. NYCCTP and/or NYC DOT may periodically conduct Scrapyard Operator audits to ensure that scrappage requirements are performed satisfactorily. NYCCTP and/or NYC DOT may also send a verifier to witness the scrappage of the Qualifying Truck. NYCCTP and/or NYC DOT will notify the Scrapyard Operator if a verifier will witness the process prior to the scrappage of the Qualifying Truck. If a verifier is scheduled to witness the scrappage of a Qualifying Truck, the Scrapyard Operator may not conduct the scrappage until the verifier is present, unless written authorization is received from the Program Administrator.

6.7. Rebate Incentive Disbursement

Once a New or Replacement Truck has been delivered and the corresponding Qualifying Truck (if applicable) has been scrapped, the Program Administrator will conduct a review of the Rebate Incentive Application in its entirety. If all required documents and photographs are completed, the Program Administrator will wire transfer the Rebate Incentive funds to the Dealership/OEM account provided to NYCCTP during the Dealership/OEM approval process. The Program Administrator will work with the Dealership/OEM, Rebate Incentive Applicant, or Scrapyard Operator if additional information, documents, or photographs are needed. NYCCTP will send an email notification to the Dealership/OEM and Rebate Incentive Applicant upon confirmation of the successful disbursement of Rebate Incentives funds.

Definitions for NYC Clean Trucks Program

All-Electric Vehicle is an on-road, Class 4 to Class 8, zero-emission truck that operates solely by use of a battery pack that is powered primarily through the use of an electric battery pack that also stores energy produced by the electric motor or by regenerative braking to assist in truck operation. Primary recharge energy must be drawn from a source off the truck, such as a connection to grid electric service. Under the NYCCTP rules, an all-electric New or Replacement Truck that received NYCCTP Rebate Incentives must travel a minimum of 5,000 miles per year.

Alternative Fuel Vehicle (AFV) refers to plug-in hybrid electric vehicle (PHEV), diesel-electric hybrid vehicle (HEV) technology, and vehicles powered by compressed natural gas (CNG).

Application Approval Date is the date on which the Program Administrator has approved an application and set aside Rebate Incentives for an eligible New or Replacement Truck. Rebate Incentive Applicants must submit all documentation for funding within nine (9) months of the Application Approval Date.

Battery Electric Vehicle (BEV) is an on-road, Class 4 to Class 8 gross vehicle weight rating (GVWR), zero-emission vehicle that operates solely by use of a battery pack, or that is powered primarily through the use of an electric battery pack that also stores energy produced by the electric motor or by regenerative braking to assist in vehicle operation.

Commercial Fleet is one or more vehicles used solely as part of a commercial enterprise (i.e., not used for individual or personal activities) that domiciles, registers, and operates Class 4 to Class 8 trucks in New York.

Compressed Natural Gas (CNG) Vehicle is an Alternative Fuel Vehicle that operates solely using compressed natural gas as its fuel.

Date of Delivery of the New or Replacement Truck shall mean the date the Rebate Incentive has been disbursed to the Dealership/OEM. The Rebate Incentive Applicant operating the New or Replacement Truck shall comply with NYCCTP requirements for five (5) years from the Date of Delivery of the New or Replacement Truck.

Dealership/OEM shall mean a Dealership or Original Equipment Manufacturer (OEM) which has entered into an agreement with the NYCCTP to sell eligible New or Replacement Trucks to Rebate Incentive Applicants.

Disadvantaged Community (DAC) is a census tract within NYC that meets the disadvantaged community criteria established by New York State Climate Justice Working Group.

Domiciled is the location where a truck is stored, maintained, and generally located such as a fleet depot, when not in service, at least two (2) times per week.

Drayage Truck is any on-road truck with a gross vehicle weight rating (GVWR) greater than 26,000 pounds that pulls a trailer or chassis used in the transportation cargo such as containerized, bulk, or breakbulk goods, and operates through port terminals or intermodal rail yard properties for the purpose of loading, unloading or transporting cargo, including the transportation of empty containers or chassis; or transporting cargo or empty containers that originated from or is destined to port terminals or intermodal rail properties.

End-User is a person or entity that enters into a lease for the New or Replacement Truck with a leasing company.

Factory Build Sheet contains assembly instructions according to detailed vehicle specifications for use at the manufacturing facility.

Final Sales Agreement shall mean a sales agreement for the purchase of a New or Replacement Truck entered into between the Dealership/OEM and Rebate Incentive Applicant, which has been approved by the Program Administrator.

Fleet Size is defined as the number of diesel-powered trucks with a GVWR greater than 14,000 pounds registered within the State of New York that are owned, leased (greater than one year), under fiduciary control, or managed by the same person, corporation, or association, including but not limited to entities sharing a common Taxpayer Identification Number (TIN).

Gross Vehicle Weight Rating (GVWR) is the maximum operating weight/mass of a vehicle as specified by the manufacturer and described on the original manufacturer Line Setting Ticket provided to the Dealership/OEM.

See below for table of weight classes.

Vehicle Class	Vehicle Weight Range
Class 3	10,001–14,000 pounds (4,536–6,350 kg)
Class 4	14,001–16,000 pounds (6,351–7,257 kg)
Class 5	16,001–19,500 pounds (7,258–8,845 kg)
Class 6	19,501–26,000 pounds (8,846–11,793 kg)
Class 7	26,001–33,000 pounds (11,794–14,969 kg)
Class 8	33,001 pounds or greater (14,969 kg or greater)

Hybrid Electric Vehicle (HEV) is an Alternative Fuel Vehicle powered by an internal combustion engine and by an electric motor that uses energy stored in a battery. The battery is charged through regenerative braking and by the internal combustion engine and does not plug in to charge.

Incremental Cost is the difference in cost between the new Eligible Vehicle and the comparable new diesel-fueled vehicle that would be purchased to perform the same function. For the purposes of this Program, the entire cost to repower a vehicle is considered its Incremental Cost.

Independent Owner Operator (IOO) is an individual or business that owns and operates its own commercial trucks independently, rather than operating as part of a larger fleet.

Industrial Business Zones are based on published information through the New York State Department of Environmental Conservation (NYS DEC) under the Volkswagen Diesel Emission Environmental Mitigation Trust Agreement for State Beneficiaries, Puerto Rico, and the District of Columbia (VW Trust). The IBZ boundaries are determined by the New York City Economic Development Corporation. IBZs include the following: Bathgate IBZ, Bronx; Eastchester IBZ, Bronx; Hunts Point IBZ, Bronx; Port Morris, IBZ, Bronx; Zerega IBZ, Bronx; Brooklyn Navy Yard IBZ, Brooklyn; East New York IBZ, Brooklyn; Flatlands Fairfield IBZ, Brooklyn; Greenpoint Williamsburg IBZ, Brooklyn; North Brooklyn IBZ, Brooklyn; Southwest Brooklyn IBZ, Brooklyn; Jamaica IBZ, Queens; JFK IBZ, Queens; LIC IBZ, Queens; Maspeth IBZ, Queens; Ridgewood IBZ, Queens; Steinway IBZ, Queens; Woodside IBZ, Queens; North Shore IBZ, Staten Island; and Westshore IBZ, Staten Island. A link to IBZ ratified boundaries can be found at this link https://www.nycctp.com/ibzs/.

Large Fleet Applicant shall mean a Rebate Incentive Applicant that owns or operates a fleet 101 or more Class 4 to Class 8 on-road commercial trucks nationwide.

Lessee shall mean any individual, corporation, partnership, joint venture, limited liability company, and any fiduciary acting in such capacity on behalf of the foregoing who has entered into a lease agreement for the New or Replacement Trucks from the Participant.

Licensed Motor Carrier (LMC) is a commercial trucking entity that operates under a motor carrier license and applies to NYCCTP as a fleet operator.

Line Setting Ticket is the factory build or construction sheet created when the vehicle order is sent to the vehicle manufacturer.

New or Replacement Truck shall mean any new truck that meets Program requirements for Rebate Incentive funding. Any new truck that replaces a Qualifying Truck of similar weight class and vocation. The truck must be constructed entirely from new parts that have never been the subject of a retail sale or registered with the appropriate agency or authority of any other state, District of Columbia, territory or possession of the United States, or foreign, state, province, or country.

New or Replacement Truck Purchase Price shall mean the sales price of the New or Replacement Truck quoted by the Dealership/OEM for the vehicle only, subject to the approval of the Program Administrator. New or Replacement Truck Purchase Price does not include: (a) registration, title, or other fees, (b) taxes, if applicable, and (c) any other costs associated with the purchase of a New or Replacement Truck.

Original Equipment Manufacturer (OEM) is the company that builds or assembles, at a minimum, the completed drive train and chassis for a Replacement Truck.

Overburdened Community (OBC) is a census tract within Bergen, Essex, Hudson, or Union counties that meets the overburdened community criteria established by the New Jersey Department of Environmental Protection.

Participant shall mean any individual, corporation, partnership, joint venture, limited liability company, and any fiduciary acting in such capacity on behalf of any of the foregoing who has entered into an agreement with the Program Administrator in order to participate in the Program.

Participant Agreement shall mean the agreement entered into between the Program Administrator and the Rebate Incentive Applicant.

Plug-In Hybrid Electric Vehicle (PHEV) is an Alternative Fuel Vehicle powered by an internal combustion engine and an electric motor that uses energy stored in a battery. The vehicle can be plugged in to an electric power source to charge the battery.

Program is the New York City Clean Trucks Program.

Program Website is https://www.nycctp.com.

Qualifying Diesel Truck shall mean a Class 4 to Class 8, on-road commercial truck equipped with a model year 1992-2009 diesel engine, and to which the Rebate Incentive Applicant has a title free and clear of all liens and meets all NYCCTP requirements.

Rebate Incentive shall mean an amount to be paid to the Dealership/OEM by the Program Administrator.

Rebate Incentive Applicant is the commercial truck owner or operator that submits the Rebate Incentive Application for Rebate Incentive funding towards the purchase of a New or Replacement Truck. Rebate Incentive Applicant can also be a leasing company that will lease a New or Replacement Truck to an End-User. The Rebate Incentive Applicant may or may not be the same entity as the truck operator.

Rebate Incentive Application is the form and process the Rebate Incentive Applicant undergoes to participate in the NYCCTP.

Regular Operation Compliance shall mean the compliance requirements of the operation and use of the New or Replacement Truck after funding.

Replacement Truck shall mean any new truck that replaces a Qualifying Truck of similar weight class and vocation. The truck must be constructed entirely from new parts that have never been the subject of a retail sale or registered with the appropriate agency or authority of any other state, District of Columbia, territory or possession of the United States, or foreign, state, province, or country.

Sales Order or Purchase Order is the document prepared by the Dealership/OEM and the applicant. The Sales Order or Purchase Order reflects the agreed upon estimated New or Replacement Truck Purchase Price and includes the Program Rebate Incentive amount, sales price, applicable taxes and feeds, VIN information, and required safety enhancement features. The mutually agreed upon Sales Order or Purchase Order must be signed and dated by the Dealership/OEM and Rebate Incentive Applicant.

Scrappage (Scrapped or Scrap) is rendering inoperable a model year 2015 or older Qualifying Truck by verifiably cutting a three-inch hole in the engine block and disabling the chassis by cutting the truck's frame rails completely in half.

Scrappage Operator shall mean a scrappage operator that possesses current and valid vehicle dismantler's permits or licenses, which has entered into an agreement with the Program Administrator to participate in the Program.

Small Fleet Applicant shall mean a Rebate Incentive Applicant that owns or operates a fleet of 100 or fewer Class 4 to Class 8 on-road commercial trucks nationwide.

Truck Operator **(End-User)** is the entity that will operate the New or Replacement Truck under a lease agreement with a Rebate Incentive Applicant.

Upfit Manufacturer is a company that installs equipment on a truck rolling chassis purchased from an OEM. The Upfit Manufacturer must bear full responsibility under federal law for any vehicle defects and is responsible for certifying the vehicle meets all applicable federal safety standards.