

**FINANCIAL ASSISTANCE APPLICATION GUIDE
FOR THE ACQUISITION OF ENERGY
EFFICIENCY-ENHANCING EQUIPMENT**

1. INTRODUCTION

This guide contains useful information for applicants requesting financial assistance through *Programme d'aide à l'amélioration de l'efficacité énergétique dans le transport des marchandises*. Please read this document before completing the financial assistance application form.

This guide covers financial assistance applications for the acquisition and installation of energy efficiency–enhancing devices or equipment.

2. PROGRAM OVERVIEW

2.1 Objectives

The goal of *Programme d'aide gouvernementale à l'amélioration de l'efficacité énergétique dans le transport des marchandises* is to help the freight transportation industry acquire, install, modify, or replace devices or equipment to reduce fuel consumption and thereby lower greenhouse gas (GHG) emissions from freight transportation sources.

The financial assistance awarded under this program aims essentially to ease the financial burden associated with this type of investment and provide faster access to energy efficiency–enhancing technology in the freight transportation industry.

The program also supports research and pilot projects that demonstrate potential for energy efficiency and GHG emission reductions in freight transportation. For this type of assistance, another guide and form must be used (available at www.mtq.gouv.qc.ca).

2.2 Program length

Programme d'aide gouvernementale à l'amélioration de l'efficacité dans le transport des marchandises ends on March 31, 2013. Financial assistance may be granted toward the purchase of any device or equipment made between December 1, 2007, and June 10, 2009. Applicants must be sure to complete the appropriate section of the form.

2.3 Eligibility

Businesses, individuals, and organizations in the freight transportation sector that are listed in the Commission des transports du Québec *Register of owners and operators of heavy vehicles* with a satisfactory safety rating are eligible for this program. Vehicles covered by the application must also be registered in Québec and considered heavy vehicles as per the *Act respecting owners, operators and drivers of heavy vehicles*.

2.4 Eligible devices and equipment

- Onboard generators and electrical backup systems
- Backup heating and air conditioning systems
- Onboard computers
- Aerodynamics-enhancing equipment
- Side skirts for semi-trailers

2.5 Specifics

- Standard devices and equipment, i.e., those already installed on tractors and semi-trailers at the time of purchase, are not eligible for financial assistance. Only devices and equipment added to vehicles are eligible.
- Any devices or equipment other than those listed in Section 2.4 must be analyzed by an advisory committee under the responsibility of Ministère des Transport du Québec (MTQ) to determine whether they can be added to the list of eligible devices and equipment. Such devices and equipment may be added to the list when their energy efficiency has been demonstrated using an approved method.

3. FUNDING

3.1 Amount of financial assistance

- **Onboard generators and electrical backup systems**

A grant equivalent to 30% of eligible expenses (up to a maximum of \$3,000) will be awarded for the acquisition and installation of an onboard generator or electrical backup system (one grant per new device).

- **Backup heating and air conditioning systems**

A grant equivalent to 30% of eligible expenses (up to a maximum of \$900) will be awarded for the acquisition and installation of a backup heating or air conditioning system (one grant per new device).

- **Onboard computers**

A grant equivalent to 30% of eligible expenses (up to a maximum of \$600) will be awarded for the acquisition and installation of a vehicle scheduling control system (onboard computer) (one grant per new device). The device must be able to gather data correlating fuel consumption and heavy vehicle driving.

- **Aerodynamics-enhancing equipment: Side skirts for semi-trailers**

A grant equivalent to 30% of eligible expenses (up to a maximum of \$1,500) will be awarded for the acquisition and installation of aerodynamics-enhancing side skirts for semi-trailers (one grant per new device).

- **Other equipment**

A grant equivalent to 30% of eligible expenses (up to a maximum of \$2,000) will be awarded for the acquisition and installation of devices or equipment whose energy efficiency has been demonstrated by an approved method (one grant per new device or equipment). Such devices and equipment must be analyzed by a committee to determine whether they are eligible.

3.2 Other funding sources

- Applicants must declare all other funding sources pertaining to their application. Expenses paid under another grant program may be deducted from the amount eligible for grants under this assistance program.
- Applicants must contribute at least 33% of eligible expenses.
- Any financial assistance granted to an applicant may not exceed \$200,000 per year.

3.3 Eligible expenses

- Acquisition costs of devices or equipment (before taxes)
- Installation costs of devices or equipment (before taxes), if any

All other expenses are considered ineligible for financial assistance.

Examples:

- Quebec sales tax (QST), goods and services tax (GST), and any other charges for which applicants are eligible for a refund
- Operation and maintenance costs of devices or equipment
- Personnel costs pertaining to application preparation

4. APPLICATION PROCEDURE

4.1 Application for devices acquired after the effective date of the program (June 10, 2009)

Applicants who wish to receive financial assistance under *Programme d'aide à l'amélioration de l'efficacité énergétique dans le transport des marchandises* must use the following procedure:

1. The applicant must send a completed financial assistance application form for the acquisition of equipment to MTQ.
2. Following an application assessment, MTQ will determine whether the applicant is eligible for financial assistance.
3. MTQ will notify the applicant of its decision.
 - In the event the application is approved, MTQ will send the applicant a letter confirming approval along with a confirmation number. The applicant may then purchase the device or equipment described in the application (if this has not already been done) and send the original supporting documents (proof of purchase and installation of the device or equipment) to MTQ. In the event the application is turned down, MTQ will send the applicant a letter explaining the reasons for refusal.

Step 1: Receipt of applications and preliminary assessment

Applications for financial assistance must be completed using the form available on the MTQ website at www.mtq.gouv.qc.ca. All applications must be sent to the address indicated in this guide. A preliminary assessment is done to verify whether the application form has been completed correctly and signed by the person authorized to make the application.

The applicant will be sent an acknowledgement of receipt and a file number.

Step 2: Application assessment

Financial assistance applications are analyzed to determine their eligibility. The assessment examines the following:

- Compliance with eligibility criteria
- Eligibility of the device or equipment described in the application
- Budget availability

Step 3: Notice to applicant

Following the financial assistance application assessment, a letter will be sent to the applicant indicating whether or not the applicant is eligible for assistance. If the application is approved, the applicant may then purchase the device or equipment described in the application (if this has not already

been done) and send the original supporting documents (proof of purchase and installation of the device or equipment) to MTQ.

If the application is turned down, MTQ will send the applicant a letter explaining the reasons for refusal.

Step 4: Reimbursement

Upon receipt of the original supporting documents, financial assistance will be paid to the applicant by cheque.

Note: The act of purchasing equipment or having it installed before applying to the program does not automatically make you eligible for the program. A duly completed form and an eligibility assessment performed by MTQ are still required in order to be eligible for financial assistance.

4.2 Application for devices or equipment acquired between December 1, 2007, and the effective date of the program

Applicants who wish to receive financial assistance under *Programme d'aide à l'amélioration de l'efficacité énergétique dans le transport des marchandises* must use the following procedure:

1. The applicant must send a completed financial assistance application form for the acquisition of equipment to MTQ, along with original supporting documents (proof of purchase and installation of the device or equipment).
2. Following an application assessment, MTQ will determine whether the applicant is eligible for financial assistance.
3. In the event the application is approved, MTQ will send the applicant a letter confirming financial assistance as well as payment within the time limit specified.
4. In the event the application is turned down, MTQ will send the applicant a letter explaining the reasons for refusal.

Step 1: Receipt of applications and preliminary assessment

Applications for financial assistance must be completed using the form available on the MTQ website at www.mtg.gouv.qc.ca. All applications must be sent to the address indicated in this guide. A preliminary assessment is done to verify whether the application form has been completed correctly and signed by the person authorized to make the application.

The applicant will be sent an acknowledgement of receipt and a file number.

Step 2: Application assessment

Financial assistance applications are assessed to determine their eligibility. The assessment examines the following:

- Compliance with eligibility criteria
- Eligibility of the device or equipment described in the application
- Budget availability

Step 3: Reimbursement

In the event the application is approved, MTQ will send the applicant a letter confirming financial assistance as well as payment by cheque.

In the event the application is turned down, MTQ will send the applicant a letter explaining the reasons for refusal.

5. REQUESTED INFORMATION

The Ministry may at any time request any information required to assess files. Applicants must provide, upon request, any data they possess regarding fuel economy or GHG emission reduction estimates. Financial assistance applications must also include the information listed below:

Information about the applicant

- Name of the business (corporation) or individual
- Québec business number (NEQ)
- Identification number in the Commission des transports du Québec *Register of owners and operators of heavy vehicles*
- Complete address of the business or individual

Information about the contact person

- Name
- Business title
- Address (if different from the applicant's address)
- Business phone no.
- Business fax no.
- Email address

Description of business activities

- General description of the company's business activities
- Category of transportation service (private or for-hire operations)
- Type of transportation provided (intraprovincial, interprovincial, etc.)
- Size of the company's heavy vehicle fleet

Project description

- Equipment covered by the application
- Complete description of the equipment (make, model, etc.)
- Price of the equipment, including installation costs and excluding taxes
- Type of vehicle on which the equipment will be installed (make, year, licence plate number, etc.)
- Specifics about the type of data gathered for fuel economy estimates
- Other funding sources pertaining to the equipment covered by the application

Note: If the application is for more than one vehicle, the applicant must provide the information required for each vehicle and the related equipment on a separate, enclosed list. An Excel worksheet is available on the Website.

6. APPLICANT'S OBLIGATIONS

Upon request, the applicant must transmit to MTQ the operational, financial, and environmental data in its possession that is required for the program assessment process, notably the number of hours of device or equipment use, average fuel consumption, annual mileage, etc. Applicants who fail to fulfill this obligation may be required to reimburse the financial assistance they are granted.

7. SUBMISSION OF FINANCIAL ASSISTANCE APPLICATIONS

Financial assistance applications must be sent to the following address:

Programme d'aide à l'amélioration de l'efficacité énergétique dans le transport des marchandises
 Direction du transport routier des marchandises
 Ministère des Transports du Québec
 700, boulevard René-Lévesque Est, 2^e étage
 Québec (Québec) G1R 5H1

For more information, please write to the abovementioned address or contact MTQ by

Phone: 418-528-2513 (local calls)
 1-877-635-8239 (toll free)
 Fax: 418-644-5178
 Email: peetm@mtq.gouv.qc.ca