

# PORT OF OAKLAND TRUCK REPLACEMENT PROJECT GUIDELINES



Port of Oakland  
530 Water Street  
Oakland, CA 94607

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# PORT OF OAKLAND

## TRUCK REPLACEMENT PROJECT GUIDELINES

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## **SECTION 1 INTRODUCTION**

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The Board of Port Commissioners, on February 3, 2004, adopted a Truck Program (Resolution Nos. 04016 and 04017), which includes a truck replacement component. Under the Port of Oakland's (Port's) Truck Replacement Project (Project), the Port is now requesting applications for funding of certain costs of replacing on-road heavy-duty diesel vehicles in order to reduce diesel emissions from the heavy-duty trucks that haul shipping containers to or from the Port Maritime Area and to improve the quality of air in the Port Maritime Area and the adjacent West Oakland neighborhood.

Under the Truck Replacement Project, the Port will provide a qualifying truck owner up to \$40,000 to replace the on-road heavy-duty diesel truck, which serves the Port's Maritime Area, with a newer model year truck. Participation in the Project is voluntary. These Truck Replacement Project Guidelines outline: (1) the application process for an interested truck owner who wishes to participate; (2) the requirements for a successful applicant to be entitled to funding of certain replacement costs from the Port; and (3) the obligations of an applicant who receives funding of replacement costs from the Port.

In determining cost effectiveness, the Port will also give consideration to the following factors:

- Applicants who are truck owner-operators and who reside in the Port of Oakland Local Impact Area (LIA-the Cities of Oakland, Alameda, Emeryville, and San Leandro).
- Applicants whose existing truck has been used primarily to haul cargo between shipping terminals and rail yards in the Port Maritime Area ("shuttle truck").

An application will only be approved if applicants and the applicant's existing truck meet the minimum eligibility criteria and if the truck is cost-effective to replace.

The Port is currently accepting applications. Qualified applicants will be offered funding contracts on a first-come, first-served basis.

For application materials or questions, please call:

**Port of Oakland Truck Program: (510) 627-1380**

or visit the Port of Oakland website at:

**[www.portofoakland.com](http://www.portofoakland.com)**

For further information, please contact:

**Tim Leong, Truck Program Project Manager  
Port of Oakland  
530 Water Street, Oakland, CA 94607  
(510) 627-1380**

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## **SECTION 2      BACKGROUND**

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The Port of Oakland, as a part of its Air Quality Mitigation Program to reduce harmful air emissions from diesel sources operating in the Port Maritime Area, is administering a Truck Replacement Project targeting Port haulers. Truck replacement refers to the replacement of an older qualifying existing truck with a newer model year truck certified to lower emission standards.

The Port will provide up to \$2 million in total funding to replace approximately eighty (80) trucks, with a primary goal of reducing particulate matter (PM), reactive organic gas (ROG), and oxides of nitrogen (NOx) from exhaust emissions. In order for an applicant whose application is approved by the Port to be entitled to funding, the successful applicant must enter into and comply with a Participant Master Agreement with the Port. The Participant Master Agreement will require that the successful applicant comply with all of the Project and agreement requirements.

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## **SECTION 3 FUNDING AMOUNT**

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On-road heavy-duty diesel vehicle replacements are subject to maximum funding limits and cost-effectiveness criteria for reducing PM, ROG, and NOx emissions.

The amount of funding will be calculated as follows (subject LIA and shuttle truck adjustments):

- Cost-effectiveness of the replacement truck must be no more than \$14,300 to remove one ton of NOx plus one ton of ROG plus one-twentieth of a ton of PM over one year;
- For used replacement trucks, no more than the value of the vehicle as given by the National Automobile Dealers Association (N.A.D.A.) commercial vehicle guide adjusted loan value;
- For new replacement trucks, no more than 72% of the invoiced price; and
- The maximum funding amount of \$40,000.

Cost-effectiveness is the dollar cost to reduce the stated quantity of emissions per year as a result of operating the replacement truck. PM is weighted 20 times more than NOx and ROG due to the health exposure risks from diesel particulate matter and the higher cost of removing PM. To calculate cost-effectiveness, the funding amount is annualized based on the project's life (5 years) and a discount rate (4%). This annual cost is then divided by the project's estimated annual emission reductions.

The following formulas will be used to calculate the amount of funding.

$$\text{Cost Effectiveness} = \frac{\text{Annualized Cost}}{(\text{annual tons of NOx reduced}) + (\text{annual tons of ROG reduced}) + 20 (\text{annual tons of PM reduced})}$$

$$\text{Annualized Cost} = [1 + 0.04]^5 (0.04) / [(1 + 0.04)^5 - 1] \times (\text{cost of project})$$

**Tons of Pollutant**

$$\text{Reduced} = \frac{(\text{Existing truck emission with fuel correction [grams/mile]} - \text{replacement truck emissions with fuel correction [grams/mile]} \times \text{annual miles})}{907,200 \text{ grams/ton}}$$

If the annual cost to reduce a ton of NOx + a ton of ROG + one-twentieth of a ton of PM emissions is greater than \$14,300 the potential funding amount will be decreased until it reaches that cost-effectiveness limit. In other words, if the Port approves an application, under the Participant Master Agreement the amount of the cost of the replacement truck the Port will fund will depend, in part, on cost-effectiveness, and in most cases the reimbursement will not be as much as the cost to applicant to purchase the replacement truck. Please see the Appendix C for example award scenarios.

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**SECTION 4 ELIGIBLE PARTICIPANTS AND VEHICLES**

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Before submitting an application, each prospective applicant should make sure that the applicant, the truck the applicant owns, and the proposed replacement truck meet the following eligibility criteria.

Each applicant must:

- Be familiar with the truck replacement program guidelines;
- Own the truck for which the replacement is requested;
- Maintain current registration and insurance for the truck;
- Complete and submit an application and required paperwork;

The existing truck must:

- Be model year 1993 or older;
- Have been operated in the Port Maritime Area continuously for the two (2) year-period immediately before the applicant signed the application;
- Have been used in the Port Maritime Area to haul containers for at least 400 trips in the twelve (12) month period immediately before the applicant signed the application;
- Be in good working order;
- Have a minimum gross vehicle weight rating (GVWR) greater than 33,000 pounds;
- Not have any outstanding civil penalties levied for excessive smoke.

The replacement truck must:

- Have a model year 1999 or newer engine;
- Be certified or verified for sale in California, and must comply with durability and warranty requirements; The warranty for the replacement truck must cover parts and labor for a minimum of 12 months or 100,000 miles for major engine components;

If an application is approved, the applicant will be eligible for funding of certain costs only if, prior to purchase of the replacement truck, the applicant and the Port each have signed a Participant Master Agreement between them for the Port cost reimbursement and the Port has issued to the applicant a written approval for the purchase. The Port will provide funding to the applicant only after the agreement is executed and the Port receives the necessary documents described in these Truck Replacement Project Guidelines. Any truck purchased prior to execution of the Participant Master Agreement by both parties and written approval for the purchase is ineligible for Port funding.

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## **SECTION 5      PROJECT REQUIREMENTS**

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In addition to the eligibility criteria in Section 4, the following elements are project requirements:

1. **Where Truck Has Been Driven.** The applicant's existing truck to be replaced must have operated continuously in the Port Maritime Area (see map, page 14) for a minimum of two (2) years immediately prior to the date applicant signed the truck program application. The truck operations must have primarily consisted of hauling cargo to or from marine or rail terminals within the Port Maritime Area. During this period, a minimum of 400 documented truck trips into Port Maritime Area marine or rail terminals is required in order to qualify. Proof of such operation (manifests, pay stubs, equipment interchange receipts [EIRs], weigh tickets, etc.) will be required as a part of the application. Applicant's existing truck and replacement truck must be operated continuously throughout, respectively, the application and contracting periods for hauling cargo to or from marine or rail terminals within the Port Maritime Area.

In lieu of available documented truck trips, an applicant may as a part of the application submit a "letter of experience" from his/her contracted dispatcher verifying the applicant's vocation and Port Maritime Area truck trips. The letter of experience submitted must contain the following information:

- Name of applicant
- Length of time with contracted dispatcher
- Number of Port Maritime Area truck trips per year
- Insurance coverage, including VIN and length of coverage

The letter of experience must be signed by an officer or owner of the company. Please see the Appendix B for an example letter of experience.

2. **Where Replacement Truck Will Be Driven & Maximum Mileage.** Fifty percent (50%) or more of the replacement truck's operating miles must occur within the boundaries of the BAAQMD (see map, page 15), and a minimum of 400 documented Port Trips must have been made, each year for at least five (5) years from the date the replacement truck is purchased. Furthermore, the maximum allowable mileage per year for the replacement truck must not exceed one hundred thirty percent (130%) of the annual miles driven in the original truck. For purposes of determining the annual miles driven by the original truck, the Port will use the average verified annual mileage of the truck for the two years immediately before the application was signed, unless the Port determines that a different annual mileage number is more appropriate. The maximum allowable annual mileage of the replacement truck is calculated as follows:

**Existing Truck Annual Mileage x 1.30 = Replacement Truck Maximum Allowable Mileage**

(e.g. 40,000 annual miles currently x 1.30 = 52,000 max. allowable miles for replacement truck)

3. **Ownership.** The applicant must be the legal and registered owner of the existing truck to be replaced and the existing truck must have been registered in the State of California for the twenty-four (24) months immediately before the application is signed. A copy of the title for the existing truck must be provided as part of the application. If the replacement truck or its engine is sold within five (5) years from the date the replacement truck is purchased, the

new owner must assume the obligations of the applicant under applicant's Participant Master Agreement with the Port and comply with the terms and conditions of the agreement. The applicant or dealership must provide title information for the replacement truck to the Port of Oakland within 30 days after purchase of the replacement truck. If financing is not required, Port of Oakland shall be named as the first lien holder. If financing is required, Port of Oakland shall be named second lien holder on the vehicle on the California Secretary of State National Financing Statement (Form UCC-1). The title information must provide proof of the Port of Oakland lien, the name of the owner, and name of the financing company (if applicable). The Port of Oakland will be listed as a lien holder until the end of the five (5) year period after the date applicant purchases the replacement truck.

4. **Return of Funding to Port.** If the requirements described in item 2 above, or the requirements regarding title to and sale of the replacement truck described in item 3 above, are not satisfied, the applicant may be required to return to the Port a pro-rated portion of the funding the Port provides the applicant to purchase the replacement truck.
5. **Operating Condition.** The existing truck must be in safe operating condition and be able to pass the California Highway Patrol's Biennial Inspection of Terminals (CHP BIT) inspection or a comparable inspection as described in the application's "Vehicle Inspection Report". If the applicant provides documentation that the existing truck has passed a CHP BIT inspection within the ninety day immediately before the date applicant signed of the application, the Vehicle Inspection Report is not required.

If the existing truck does not pass the safety inspection and is in need of repairs, the applicant will need to submit an estimate for the repairs from a dealer who has entered into a Vehicle Dealership Master Agreement with the Port. The cost of the repairs for the existing truck will be deducted from the Port funding for the purchase of the replacement truck.

The applicant must certify in the Participant Master Agreement that as of the date the applicant signs the agreement the existing truck is in operable condition. In addition, the dealer must not sell the applicant a replacement truck unless at the time of the purchase the existing truck is in operable condition.

6. **Vehicle Inspection Documentation.** Digital photographs of both the existing and replacement trucks must be submitted with the application. All photos should be placed on a CD-R and be in JPEG format with a resolution no lower than 640 x 480 pixels. All digital photograph files shall be labeled correctly indicating the specific truck and view requested. Port staff must be able to clearly identify the specific truck and view in the photographs.

The photos of the **existing** truck must include the following views:

1. Right Side - hood down
2. Front - hood down
3. Left Side – hood down
4. VIN Tag - inside vehicle or on frame rail
5. Engine – left side
6. Engine – right side
7. Engine Serial Number – either tag or stamp on block
8. License plate
9. Rear

The photos of the **replacement** truck must include the following views:

1. Right Side – hood down
2. Front – hood down
3. Left Side – hood down
4. VIN Tag – inside vehicle and on frame rail
5. Engine – left side
6. Engine – right side
7. Engine Serial Number and Engine Information – tag
8. License plate
9. Rear
10. Odometer reading

7. **Warranty**. A warranty from the engine dealership must be issued for the replacement truck. The warranty must cover parts and labor for a minimum of 12 months or 100,000 miles for major engine components. The truck will be disqualified if the truck does not qualify for a warranty.
8. **Horsepower Requirements**. The increase in the manufacturer's maximum rated brake horsepower rating from the engine in the existing truck to the engine in the replacement truck **must not** be over twenty percent (20%). In the event the replacement engine is more than 20% HP higher, then it must be derated to not exceed the 20% allowable increase. The 20% increase in horsepower is calculated as follows:

$$\text{Existing Engine Horsepower} \times 1.20 = \text{Maximum New Engine Horsepower}$$

(e.g. 300 HP x 1.2 = 360 HP)

9. **Funding**. Unless other arrangements are made, a check for the Port funding will be made out jointly to the applicant and Port-authorized truck dealership. Prior to funding, each applicant must give the Port a completed IRS Form W-9, "Request for Taxpayer Identification Number and Certification". An IRS Form 1099 will be issued to the applicant for funding received under the Port's Truck Replacement Project. It is the applicant's, and not the Port's, responsibility to determine the tax liability associated with participating in the Truck Replacement Project.
10. **Insurance**. Evidence of applicable insurance coverage on applicant's existing truck for the past twenty-four (24) months immediately before the application signature date must be provided as part of the application. Evidence of the following insurance coverage on the replacement truck must also be provided to the Port prior to the Port's obligation to provide funding for the purchase of the replacement truck.

Automobile Liability: Such coverage shall name the Port of Oakland, its Board of Commissioners, and its officers and Employees, as additional insureds, by endorsement to the policy. Coverage shall have limits of no less than \$750,000 per occurrence.

Automobile Physical Damage: Such coverage shall name the Port of Oakland as loss payee. Coverage shall be written on an actual cash value basis and include comprehensive

(fire, theft and overturn) and collision coverage. The maximum allowable deductible is \$5,000.

At the end of each 12-month period after applicant purchases the replacement truck, applicant must provide the Port with proof of current insurance certification and vehicle registration.

11. **Reporting Requirements.** The applicant will be required to submit annual reports for five (5) years from the date that applicant purchases the replacement truck (See Appendix A). The report on the replacement truck will include information such as the number of hours of operation, miles driven within the BAAQMD boundaries, and amount of fuel consumed in the twelve (12) months preceding the report date, as well as details regarding maintenance and servicing.

Instead of the applicant being required to submit annual reports for five (5) years from the date that applicant purchases the replacement truck, the Port may opt to install, at the time applicant takes possession of the replacement truck, an Electronic Monitoring Unit (EMU) to report vehicle miles and the number of miles a vehicle has operated within Port Maritime Area and Air District boundaries. The Port will install and maintain the EMU at no additional cost to the applicant.

12. **Emission Reduction Credits.** The Port retains the exclusive right to claim any emission reduction credits under state or federal law that might result from emissions reduced by the Project. Neither an applicant, a Port-approved truck dealer nor a Port-approved salvage firm may use the emissions reduced by the Project to comply with any local, state, or federal air pollution regulation or law, or to fulfill obligations under a legal settlement.
13. **Diesel Emission Control Strategy (DECS).** At its discretion, the Port may require the installation of a California Air Resources Board (CARB)-verified DECS on the replacement truck before applicant takes possession of the truck. Examples of DECS include diesel particulate filters, diesel oxidation catalysts, and flow through filters. The Port will install and maintain the DECS at no additional cost to the applicant.
14. **Referral Bonus.** The Participant Master Agreement will include an offer of a \$250 referral bonus to a participant who enters into a Participant Master Agreement with the Port, replaces the participant's truck and is provided a Port funding incentive for the replacement. The referral bonus will not be available to a participant who is provided Port incentive funding for more than one replacement truck.
15. **Changes to the Project.** The Truck Replacement Project criteria and requirements may be reviewed, as new information becomes available, and may be revised at the discretion of the Port as needed.

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## **SECTION 6      APPLICATION PROCESS**

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1. **Submittal of application.** Complete and sign the application and attach all required forms and documentation. Mail or hand deliver the application materials to:

**Tim Leong, Truck Program Manager  
Port of Oakland  
530 Water Street  
Oakland, CA 94607**

Do NOT fax the application; the original, signed application is required. Faxed applications will not be processed. Specific questions regarding the status of an application will only be accepted from the applicant or a designated contact, such as port authorized truck dealership named in the application.

2. **Review of application for completeness.** The Port will review the application to ensure that all required information has been provided and that all of the project requirements are met. The Port will notify the applicant and/or designated contact person if the application is incomplete. Additional documentation may be required at the reasonable discretion of Port staff. If additional information or documentation requested by Port staff is not submitted in a timely manner, then the application is deemed incomplete and will be ineligible for review until the information is provided.
3. **Review of application for eligibility.** The Port will review complete applications according to the Truck Replacement Project eligibility criteria. The Port will approve applications based on the overall cost-effectiveness of truck replacement for all applicants and trucks that meet the minimum criteria and requirements, and subject to available funding. The Port reserves the right to reject any application. The Port also reserves the right, after it notifies applicant and/or applicant's designated contact person of the Port's approval of the application, to withdraw the Port's approval, to determine not to submit a proposed Participant Master Agreement to the applicant for signature, or to determine not to sign a proposed agreement. If the Port elects any of these reserved Port rights, the Port will not be responsible or liable for any costs, expenses or obligations incurred by an applicant or any person or firm relying on the Port approving an application or signing an agreement.
4. **Port's approval or denial of application review.** The Port will notify the Applicant and/or designated contact of the Port's approval or denial of the application after the Port's receipt of a final completed application and documentation. The Port may request additional documentation if the application is incomplete or if required documentation is missing. Upon approval of the application, the Port will prepare a Participant Master Agreement for signature by the applicant and the Port.

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**SECTION 7 CONTRACT REQUIREMENTS**

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1. **Contract requirement.** An applicant whose application is approved by the Port will not be entitled to funding unless, before purchase of the replacement truck, the applicant and the Port both sign a Participant Master Agreement for the approved funding amount. The Port will begin preparation of a Participant Master Agreement immediately upon Port approval of the application for the replacement truck. The agreement will require the applicant to perform adequate record keeping and annual reporting to allow the Port of Oakland to take credit for the emission reductions resulting from the project. Contract monitoring will be performed by Port staff on a periodic basis. Additionally, the Port reserves the right to conduct a fiscal audit to ensure appropriate expenditure of funds.
2. **Truck Replacement.** The applicant must purchase the replacement truck through an authorized dealer who has signed a master agreement with the Port. The replacement truck must be purchased within 30 days after the effective date of the Participant Master Agreement, and within 10 days after the Port provides the applicant funding for the purchase. A replacement truck must be put into service within thirty (30) days after the applicant purchases it. Time extensions due to delays in obtaining appropriate trucks must be requested by the truck dealership and approved by the Port in writing. In accordance with the Participant Master Agreement, if the truck identified in the application is no longer available after the Participant Master Agreement is signed by the applicant and the Port, another truck may be selected provided that it meets all eligibility requirements and cost-effectiveness criteria and that the substitution is approved in writing by the Port. The amount of the reimbursement may change if a different truck is purchased.
3. **Destruction of old truck.** Applicant will be required to relinquish ownership and possession of the existing truck to the dealer who sold applicant the replacement truck, for purposes of destruction of the existing truck. Pursuant to its master agreement with the Port, the dealership must submit to the Port a "Certificate of Acceptance of Existing Truck for Salvage" signed by the dealership and a salvage firm, within 30 days after applicant's purchase of the replacement truck. .

Pursuant to its master agreement with the Port, the salvage yard must destroy the existing truck within 90 days of receiving the truck. The salvage yard must return to the Port photographs documenting the destruction of the existing truck. The existing truck must be destroyed by one of the following methods:

- By punching a minimum 2-inch diameter hole through the engine block above the oil pan to ensure that the engine will not be used again, and by cutting the frame rails
- By crushing the truck and engine

In its sole discretion, the Port may waive the requirement for destruction of the existing truck, if the Port is assured that the truck will never be used for on-road or commercial uses.

The photographs of the replaced (salvaged) truck must clearly show: the front, rear, driver-side, passenger-side, VIN, vehicle dashboard and mileage, engine compartment, engine plate and serial number.

In addition, the salvage yard must file a State of California Department of Motor Vehicles (DMV) Application for Salvage or Non-Repairable Vehicle Certificate form (DMV form REG 488C) with the DMV verifying the existing truck is non-repairable and will not be registered for on-road use in California. The form must be received by the Port within 90 days after the salvage yard receives the existing truck from the dealership

Port Truck Program staff may also inspect the old truck to verify that it has been permanently destroyed.

**4. Documentation required from applicant prior to receiving Port funding.** The Port will provide funding to an applicant only after costs are documented and verified. After the replacement truck is identified and the Participant Master Agreement has been executed by applicant and the Port, the applicant must provide the Port with the following documents prior to receiving funding:

- A signed Port form of Request for Payment;
- Form W-9, "Request for Taxpayer Identification Number and Certification";
- Copy of applicant's valid Class A California's Driver License;
- CHP BIT or comparable inspection of replacement truck;
- Evidence of the liability and physical damage insurance specified in item 10 of Section 5.

**5. Documentation required from applicant within 30 days of purchase.** Applicant must submit the following documentation to the Port **within 30 days** after applicant's purchase of the replacement truck:

- Evidence of title to the truck naming the Port of Oakland as the sole lien holder, provided, however, that the Port at its option may enter into an agreement with applicant's finance company providing the finance company to be the primary interest lien holder and the Port to be the secondary interest lienholder;
- Evidence of registration for the replaced truck;
- Copies of itemized dealership invoices and receipts for replacement truck (and other directly related charges);
- Copy of financing documentation for replacement truck (if applicable);
- Proof of at least one-year/100,000-mile warranty for replacement truck engine and major components;

The Port will review the documents submitted by or on behalf of the applicant for compliance with all contract requirements. Port Truck Program staff may, at the discretion of the Port, request a meeting with applicant, the truck dealer and the scrap metal recycling or salvage operator, or any combination of them, to inspect applicant's replacement truck and to verify that the replacement truck is purchased and operating and that the original truck has been permanently destroyed.

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**SECTION 8 OTHER OBLIGATIONS AFTER ACCEPTING FUNDING**

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1. **Annual reports.** For each of the five (5) years following the beginning of operation of the replacement truck, the applicant must submit to the Port an annual report on a form determined by the Port, which is expected to be in substantially the form as the one in Appendix A. The annual report on the replacement truck will include information such as the number of hours of operation, miles driven within the BAAQMD boundaries, and amount of fuel consumed in the twelve (12) months preceding the report date, as well as details regarding maintenance and servicing. The Port shall have the right to inspect the on a periodic basis, and the applicant shall be required to cooperate with the Port in making the inspection.

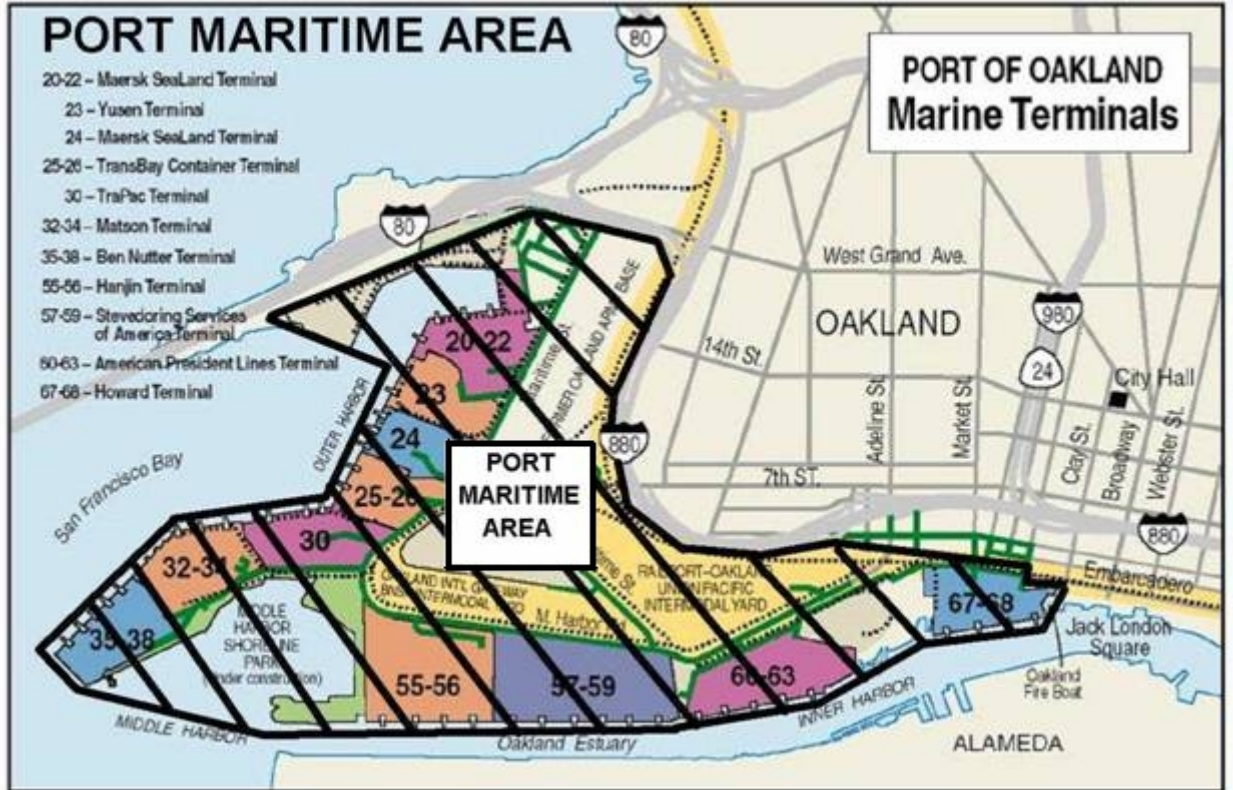
Instead of the applicant being required to submit annual reports for five (5) years from the date that applicant purchases the replacement truck, the Port may opt to install an Electronic Monitoring Unit (EMU) to report vehicle miles and the number of miles a vehicle has operated within Port Maritime and Air District boundaries.

2. **Annual insurance updates.** At the beginning of each new 12-month period after the truck purchase, the applicant must provide the Port with proof of current insurance and truck registration.
3. **Truck operation and location.** Fifty percent (50%) or more of the operating miles must occur within the boundaries of the BAAQMD (see map, page 15) for at least five (5) years from the date applicant purchased the replacement truck is purchased. Furthermore, the truck must continue to be used for hauling cargo to or from marine or rail terminals within the Port Maritime Area during that period.
4. **DECS maintenance.** The Port may require applicants to have DECS maintained at regularly scheduled intervals. DECS maintenance will be paid for by the Port, and will be scheduled at a timeframe convenient to both the applicant and the Port.
5. **Sale of truck.** If the replacement truck is sold within five (5) years from the date, applicant purchased it, the new owner must assume the obligations of the applicant under applicant's Participant Master Agreement with the Port and comply with the terms and conditions of the agreement.
6. **Accidents.** If the truck is involved in an accident, the applicant must notify the Port within 10 working days and provide the Port with applicable insurance and DMV paperwork, including inspection reports and payment information.
7. **Contact information.** If there is a change of name, address, or phone number of the replacement truck owner, the owner must notify the Port in writing of the change.
8. **Truck Decals.** Two Port of Oakland Truck Program decals must be applied to the replacement truck. The decals will promote the program by noting that the Port assisted in purchasing a newer, cleaner burning truck.
9. **Return of Reimbursement to Port.** If the applicant does not comply with the applicable requirements described in Sections 5, 7 and 8, the applicant may be required to return to the Port a pro-rated portion of the Port's reimbursement.



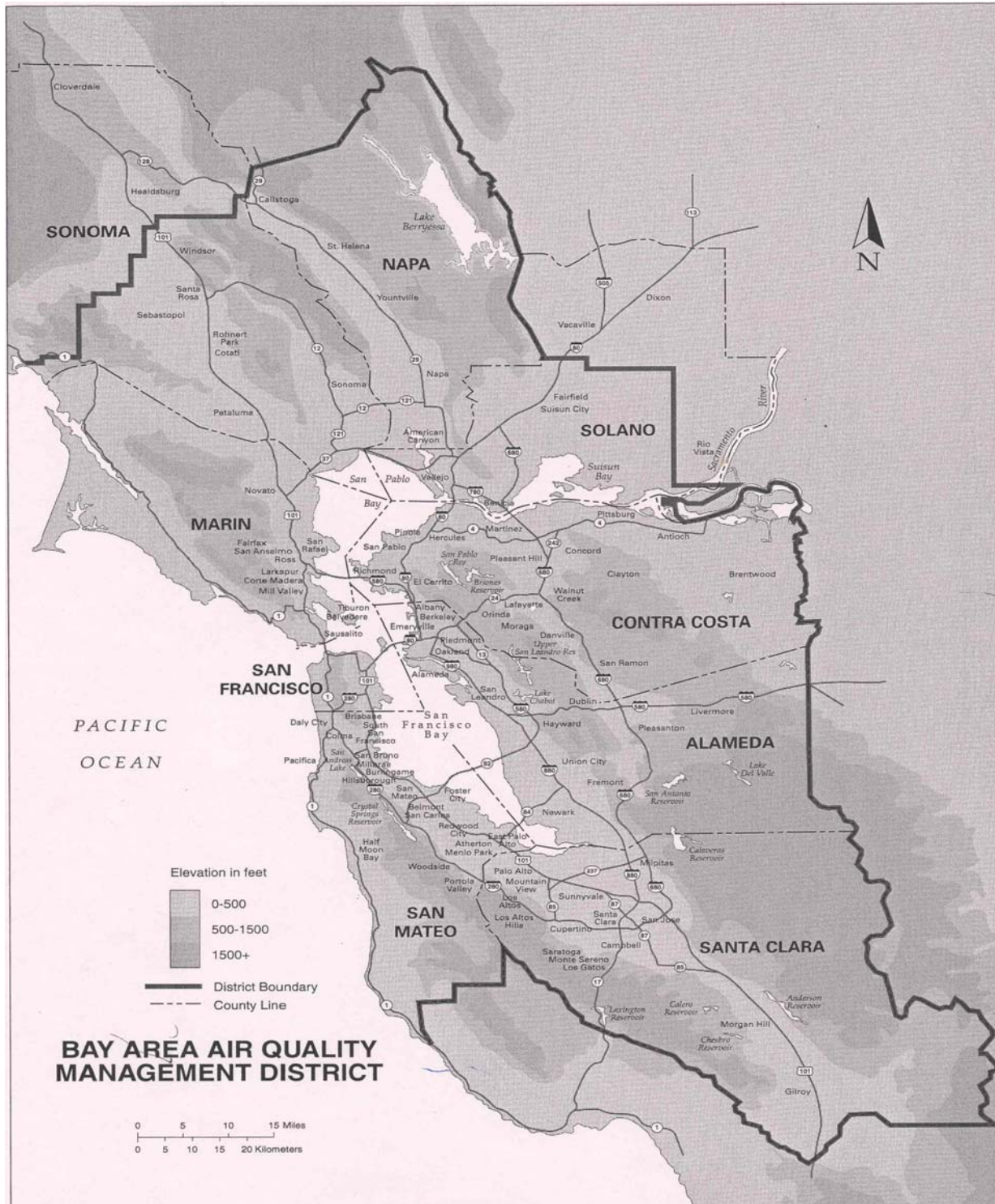
## SECTION 9 MAP OF PORT MARITIME AREA

The Port Maritime Area encompasses property used for maritime cargo-related purposes that is located south and west of I-80 and I-880, as shown in the accompanying map.



## SECTION 10 MAP OF BAAQMD BOUNDARIES

The Bay Area Air Quality Management District's (BAAQMD's) jurisdiction encompasses all of seven counties - Alameda, Contra Costa, Marin, San Francisco, San Mateo, Santa Clara and Napa, and portions of two others - southwestern Solano and southern Sonoma.



## Appendix A. Form of Annual Report

### PORT OF OAKLAND TRUCK REPLACEMENT PROJECT ANNUAL REPORT

DATES: FROM \_\_\_ / \_\_\_ / \_\_\_ TO \_\_\_ / \_\_\_ / \_\_\_

#### Section 1: General Information

Your Name _____	Business or Home Phone (____) _____	Cell Phone (____) _____
Your Current Street Address _____	City _____ State _____	Zip Code _____

#### Section 2: Truck Information

Truck Make / Model _____	Model Year _____	Vehicle Identification Number (VIN) _____
License Plate Number _____	City where truck is garaged or parked overnight _____	
Engine Make / Model _____	Model Year _____	Engine Serial Number _____

#### Section 3: Status of Truck Operation

Over the last twelve (12) months, what are:

Vehicle miles driven: _____
Est. hours of operation: _____
Est. number of Port Trips: _____
Amount (gallons) of fuel consumed: _____

Percentage of miles driven, hours of operation, or fuel consumed within the boundaries of the BAAQMD: \_\_\_\_\_ %  
 Percentage of miles driven, hours of operation, or fuel consumed within California: \_\_\_\_\_ %

Is your Port of Oakland-funded truck listed above currently operational? \_\_\_\_\_ Yes \_\_\_\_\_ No

**If "No", please check the reason(s) why your truck is not operational (check all that apply.)**

- \_\_\_\_\_ The truck has been undergoing repair, but it will be operational by \_\_\_\_\_ (provide date).  
 \_\_\_\_\_ The truck needs repairs, but I don't currently have the money needed to fix it.  
 \_\_\_\_\_ A slowdown in work has caused the truck to sit without being used.  
 \_\_\_\_\_ The truck is not currently (check if applicable) \_\_\_\_\_ DMV registered, \_\_\_\_\_ insured because \_\_\_\_\_  
 \_\_\_\_\_ The truck was damaged in an accident. It will be operational again by \_\_\_\_\_ (give date).  
 \_\_\_\_\_ The truck currently lacks a licensed driver.  
 \_\_\_\_\_ Other reason (briefly describe) \_\_\_\_\_

Has this truck experienced any major downtime over the last twelve (12) months? \_\_\_\_\_ Yes \_\_\_\_\_ No

If "Yes", briefly explain what caused the downtime. \_\_\_\_\_

Please describe any other major service or maintenance issues with this truck \_\_\_\_\_

**I certify to the best of my knowledge that all the information I provided on this form is accurate.  
 (Please type or print clearly. Be sure to sign the form.)**

\_\_\_\_\_  
 Truck Owner's Name (please print clearly)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

Return form via **mail to:** Port of Oakland Truck Program **or fax to:** Port of Oakland  
 530 Water Street Attn: Truck Program Administrator  
 Oakland, CA 94607 (510) 465-3755 or (510) 451-5916

## Appendix B. Example Letter of Experience

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<<Today's Date>>  
<<Dispatcher/Contracting Company Name>>  
<<Address>>  
<<City, State, Zip Code>>

Subject: VERIFICATION OF EXPERIENCE

Attention: Port of Oakland Truck Program Administrator

Please accept this letter as verification that <<Applicant Name>> has been owner operator since <<date>> in our port hauling fleet.

Under the written contract that <<Applicant Name>> has signed with our company he elected to have the liability, cargo, and physical damage insurance through our company's fleet policy. His premium is taken on a weekly basis out of his settlement check. The type of work <<Applicant Name>> contracted with us to do is haul containers to and from the Port of Oakland on a daily basis totaling over <<number of trips>> times per year.

I hope the information provided will assist Mr. <<Applicant Name>> in obtaining Port of Oakland approval of an application for reimbursement of certain costs for the purchase of a new truck.

Should you have further questions, please feel free to give me a call at (xxx) xxx-xxxx.

Sincerely,

<<Name>>  
<<Title>>  
<< Dispatcher/Contracting Company Name>>

## Appendix C. Example Award Scenarios

Please note: Actual award amounts will vary based on existing and replacement truck characteristics, N.A.D.A loan values, and other factors.

Example	Partial Project Characteristics	Lifetime Cost-Effectiveness [\$/ (ton of NOx + ton of ROG + 20* ton of PM)]	Max Award with Cap of \$40,000	Remaining out-of-pocket Costs (approximate)
1	<ul style="list-style-type: none"> <li>▪ MY 1983 truck replaced with MY 2000 truck</li> <li>▪ 10,000 annual miles</li> <li>▪ 800 trips/yr</li> <li>▪ Port Local Impact Area resident owner-operator</li> <li>▪ 300,000 miles on odometer on replacement truck</li> <li>▪ NADA value of replacement truck: \$25,000</li> </ul>	\$8,575	\$25,000	Remaining taxes, registration, and other fees.
2	<ul style="list-style-type: none"> <li>▪ MY 1986 truck replaced with MY 2002 truck</li> <li>▪ 16,000 annual miles</li> <li>▪ 800 trips/yr</li> <li>▪ Port Local Impact Area resident owner-operator</li> <li>▪ 300,000 miles on odometer on replacement truck</li> <li>▪ NADA value of replacement truck: \$35,000</li> </ul>	\$13,988	\$35,000	Remaining taxes, registration, and other fees
3	<ul style="list-style-type: none"> <li>▪ MY 1990 truck replaced with MY 2003 truck</li> <li>▪ 15,000 annual miles</li> <li>▪ 400 trips/yr</li> <li>▪ 300,000 miles on odometer on replacement truck</li> <li>▪ NADA value of replacement truck: \$45,000</li> </ul>	\$16,847	\$35,197	\$9,803 plus remaining taxes, registration, and other fees