



Heavy Duty Truck Electrification Incentive Pilot Program Guide



This document is designed to outline the incentive amount available, application components that will be included in the application form, and scoring criteria for the Priority Points section.

Incentive Amount

The available incentive will cover 40% of cost of truck, not to exceed \$180,000 in total incentive funding per-truck. Applicants are strongly encouraged to leveraged additional incentives to stack funding.

Base Eligibility Criteria

The below list of Base Eligibility Criteria are required to participate. Any applicants who cannot meet all three of the below requirements are ineligible to apply.

Eligibility Criteria

1. Open to all current and new drayage fleet owners based in Washington State servicing the Port of Seattle, based in the City of Seattle, or based in the Duwamish Valley.
2. Awarded applicants must be based in Washington State and operate funded vehicles through the Port of Seattle for at least 3 years after funding. Applicants may either own or lease their vehicles.
3. Selected applicants must comply with ongoing, regular reporting and monitoring requirements to ensure use of the funded electric trucks meets program goals and guidelines.



Application Priority Areas

Selection of awardees will be informed through a combination of the above Base Eligibility Criteria and the below list of Priority Points based upon program goals found in the program How-To Apply Guide. .

Smaller Fleets +5 points

1. Priority given to Independent Owner Operators drayage fleet owners owning 1 or fewer trucks.
2. Priority given to small drayage fleets of 2-15 trucks registered in Washington State. All drayage fleet owners are eligible to apply. Please provide a WSDOT registration or Insurance print-out showing all Class-8 diesel drayage trucks registered to your business' name as supporting documentation to verify this criterion.

WMBE-Owned Firms +5 points

1. Priority will be given to Women- and Minority-Owned Business (WMBE) -owned drayage fleets with supporting documentation.
2. Sample documentation can include recognition as a WMBE by the City of Seattle through the [City's Online Business Directory](#), the State of Washington through the [Washington State Office of Minority and Women Business Enterprises \(OMWBE\)](#), or another verifiable source (such as another public entity, non-profit organization or industry association, etc.).

Vehicle Scrapping +3 points

1. There is no scrappage requirement. However, applicants volunteering to scrap current diesel drayage trucks they own and operate will be viewed more favorably if the scrap eligible diesel drayage trucks.
2. Eligible diesel drayage trucks are owned and operated by the applicant and the applicant can show current registration in Washington State and show greater than 50% of old diesel drayage truck(s) usage in the past year was seen in Washington State. Current WSDOT registration should be submitted for the scrap unit that shows the VIN and other vehicle-specific information.

Incentive Stacking Consideration +3 points

1. Applications that show stacking of additional funds to offset the recipient's costs will be viewed more favorably. Available incentives for stacking are included in the How-To Apply Guide.
2. Please provide a PDF upload that includes a bullet list of the additional incentives you plan to secure, or have already secured, to support your electric drayage truck deployment. For example, "City of Seattle Fleet Electrification Program charger rebate, Washington State Alternative Fuel Infrastructure and Vehicle Tax Credit, etc."

Proof of Capacity to Own/Operate New Battery Electric Drayage Trucks +5 points

1. Priority will be given to applications which provide a description of how the recipient plans to own and operate the funded electric drayage in their operations, including but not limited to overcoming upfront capital costs for the truck and any charging infrastructure not covered by the available incentive amount, managing ongoing WSDOT registration, insurance, and maintenance costs and requirements, managing truck recharging and/or installing onsite charging, and other factors.
2. Applicants can choose to complete this section with either a written submission (750 – 1,500 words), or with a scheduled virtual, phone call, or in-person interview.

Application Priority Areas

Summary of supporting documentation to be provided for Priority Areas shown above:

Smaller Fleets

Please provide a WSDOT registration or Insurance print-out showing all Class-8 diesel drayage trucks registered to your business' name as supporting documentation to verify this criterion

WMBE-Owned Firms

Sample documentation can include recognition as a WMBE by the City of Seattle through the [City's Online Business Directory](#), the State of Washington through the [Washington State Office of Minority and Women Business Enterprises \(OMWBE\)](#), or another verifiable source (such as another public entity, non-profit organization or industry association, etc.).

Vehicle Scrapping

Eligible diesel drayage trucks are owned and operated by the applicant and the applicant can show current registration in Washington State and show greater than 50% of old diesel drayage truck(s) usage in the past year was seen in Washington State. Current WSDOT registration should be submitted for the scrap unit that shows the VIN and other vehicle-specific information.

Incentive Stacking Consideration

Please provide a PDF upload that includes a bullet list of the additional incentives you plan to secure, or have already secured, to support your electric drayage truck deployment. For example, "City of Seattle Fleet Electrification Program charger rebate, Washington State Alternative Fuel Infrastructure and Vehicle Tax Credit, etc."

Proof of Capacity to Own/Operate New Battery Electric Drayage Trucks

Please provide in a written, virtual, or in-person form a brief write-up (750-1,500 words) explaining how you plan to own and operate the funded electric drayage in their operations, including but not limited to overcoming upfront capital costs for the truck and any charging infrastructure not covered by the available incentive amount, managing ongoing WSDOT registration, insurance, and maintenance costs and requirements, managing truck recharging and/or installing onsite charging, and other factors.



How to Apply Guide

Thank you for your interest in the City of Seattle's Heavy Duty Vehicle Incentive Pilot program. This guide will explain how to apply.

Step 1: Review Program Eligibility and Requirements

- Familiarize yourself with the program's eligibility criteria, including fleet size and ownership type, fleet operating area, scrapping diesel vehicles, stacking funds, and proof of capacity.
- Ensure that your fleet and proposed project meet the necessary qualifications. Refer to the Eligibility Criteria on the first page.

Step 2: Prepare Required Documents and Information

- Gather all necessary documentation and information to complete the application. Refer to the Required Documentation Checklist below.

Required Documentation Checklist

- Valid and current Commercial Driver's License (*Independent Owner-Operators only*)
- Documentation showing Independent Owner-Operators have their own operating authority (*Independent Owner-Operators only*)
- Valid and current drayage truck fleet WSDOT registration (*all fleet owners*)
- Proof of insurance for drayage truck fleet (*all fleet owners*)
- Drayage truck RFID Number (*all fleet owners*)
- Tax Returns for the last two years (*all fleet owners*)
- Business W9 (*all fleet owners*)
- Washington State UBI Number showing a valid Washington State business license (*all fleet owners*)
- Additional Documentation as-needed to support answers to above Priority Area sections (*all fleet owners*)

Step 3: Access the Application Form

- Visit the Heavy Duty Vehicle Incentive Pilot program website.
- Locate the application form for the program. Ensure that you are using the most up-to-date version.

Step 4: Complete the Application Form

- Fill out the application form with accurate and detailed information.
- Provide all required documentation and information as outlined in the form.
- Review the form to ensure all fields are completed correctly.

Step 5: Submit the Application

- Once you have completed the application form and attached all necessary documentation, submit your application through the designated submission method.
- Double-check that you have included all required materials before finalizing the submission.

Step 6: Application Review and Evaluation

- After submission, your application will undergo a review and evaluation process.
- The evaluation will consider the priority criteria outlined in the program guidelines.
- Applicants will be notified of the status of their application within a specified timeframe.

Step 7: Further Steps and Assistance

- If your application is successful, you will receive instructions on the next steps to proceed with the program, including any additional requirements or documentation needed.
- If your application is not successful, we may contact you about future funding opportunities.

Note: It is important to carefully read and follow all instructions provided in the application form and program guidelines. For any questions or clarification, reach out to Tracey Whitten at OSE_Trucks@seattle.gov.

Best of luck with your application to the Heavy Duty Vehicle Incentive Pilot program!

