

## Applying for Off-Road Diesel Retrofit Grants

- 1) Equipment owners interested in applying for an NJDEP retrofit grant first needs to complete the NJ Clean Construction Program [Inventory and Reporting Spreadsheet](#), making sure to fill out both the Project Narrative and Equipment Description tabs. Once completed electronically, the spreadsheet should be submitted to the NJDEP Project Manager (PM). Once the submitted information is evaluated, the PM will advise the equipment owner if they are eligible to participate in the grant, and to move on to step 2.
- 2) The equipment owner then selects an Authorized Installer (AI) from the [List of Authorized Installers](#) and submits the Inventory and Reporting Spreadsheet to them (this may be forwarded from the PM to facilitate the process). If the equipment owner has any trouble completing the Equipment Description forms, the AI or PM will assist them in obtaining the missing information.
- 3) The AI will evaluate the equipment and assist the equipment owner in selecting appropriate retrofit devices for each piece of equipment. If the AI does not have a device that is applicable for a particular piece of equipment, the equipment owner can contact a second AI from the approved list if they wish, and repeat steps 2 and 3.
- 4) For all pieces of equipment which are deemed compatible with the devices on the State Contract, the AI will prepare a quote for the purchase and installation of the device to the equipment owner and AI.
- 5) The PM will review the form, respond, and if acceptable, will provide an approval letter to the equipment owner and the AI. Once the approval letter has been issued, the equipment owner and AI must work together to ensure the devices are installed in a timely manner.
- 6) After receiving approval, the AI must coordinate with the equipment owner to schedule and conduct a technical evaluation of the equipment, including exhaust temperature profiling and opacity testing.
- 7) If test results are within acceptable parameters, the AI notifies the PM and equipment owner, and orders the retrofit device from the manufacturer.
- 8) Once the device and all associated parts arrive, the AI works with the equipment owner to schedule transport (if needed) and installation of device.
- 9) After the retrofit is installed, the equipment owner must sign a [Post Installation Verification Form – Retrofits](#) and return the completed form to either the AI or PM.

Project Manager Contact Information			
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