Application Process

**Participant will submit a complete application. Additional documents required include:**

- IRS Form W-9 (For the entity that will receive the awarded grant)
- Proof of existing equipment ownership (replacement projects only) - One (1) of the following:
  - Bill of sale for existing equipment
  - Property tax records
  - Equipment insurance records
- Annual Usage (24-month historical usage) - One (1) of the following:
  - Hour meter reading log
  - Revenue and usage records with operational, standby, and down hours for equipment
  - Employee time sheets linked to equipment usage
  - Preventive maintenance records tied to specific usage hours for equipment
  - Repair work orders specific to equipment
- Proof of Liability Insurance and Workers Comp. Insurance
- Replacement Equipment Price Quote & Spec Sheet
- Replacement Equipment Warranty Documents
- Replacement Engine ARB Certification (Executive Order)
- Documentation to show compliance with state/local engine regulations (if applicable):
  - In-Use Off-Road Regulation, Portable ATCM, Ag Engine Registration Program, LSI Rule, etc.

The District will rank applications based on cost-effectiveness.

**After Award, Prior to Contract Execution**

- The District will perform a Pre-inspection of the existing equipment
- Grantee to submit draft financing terms if equipment will be financed (not purchased outright)
- The District will send two (2) original copies of the grant contract for review and signature
- Participant will return the two (2) signed original copies of the grant contract
- Participant submits insurance Cert. and Endorsment showing District added as "Additional Insured"
- The District will sign the two (2) original copies and return one (1) executed contract to Participant

**Once the Participant has an executed grant contract, they can purchase the new equipment**

**After Replacement Equipment is Purchased**

- Notify District that equipment is ready to be inspected at Dealership
- Destroy old equipment or bring to scrap yard within 30 days of delivery of new equipment
- Submit updated insurance documents listing District "Loss Payee"
- Submit paid final invoice (and final financing terms, if applicable)
- Invoice the District for the grant amount (District can provide form)
- Payment to participant will occur only after the District confirms the following:
  - Post-Inspection of new equipment
  - Post-Inspection of destroyed old engine and equipment
  - Final paid invoice (and final financing terms, if applicable)
  - All other required documentation requested earlier in the process

**After Payment**

- Operate new equipment in manner consistent with the grant contract
- Complete annual reporting form for life of the grant contract (District to mail each January)