

**On-Road Heavy-Duty Equipment Applicant Guide and Checklist**

This document serves as a general guide for the Carl Moyer Program On-Road Heavy-Duty Vehicle Program.  
Please contact the District with any questions about the process.

**Application Process**

- Participant will submit a complete application. Additional documents required include:
  - Proof of vehicle ownership (Copy of Title)
  - Previous 24 months vehicle registration records
  - Previous 24 months vehicle useage in California - One (1) of the following:
    - Mileage Log with odometer readings
    - Maintenance records including odometer readings
  - Proof of Liability Insurance and Workers Comp. Insurance
  - Replacement Vehicle Price Quote & Spec Sheet
  - Replacement Equipment Warranty Documents
  - Replacement Engine ARB Certification (Executive Order)
  - Documentation to show compliance with state Truck and Bus Regulation:  
(Example: TRUCRS Fleet Compliance Certificate)

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.
- The District will submit TRUCRS information to California Air Resource Board for compliance check
- Grantee to submit W-9 and draft financing terms if equipment will be financed (short term or long term)
- 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 vehicle

**After Replacement Vehicle is Purchased**

- District is notified that equipment is ready to be inspected at Dealership or District-approved location.
- Existing vehicle to be delivered to dismantler within 30 days of receiving replacement vehicle. Dismantler to certify that vehicle will be dismantled within 60 days of receipt.
- Invoice the District for the grant amount (District can provide form)
- Submit updated insurance documents listing District "Loss Payee"
- Payment to participant will occur only after the District confirms the following:
  - Post-Inspection of new vehicle
  - New vehicle registration and warranty
  - Existing vehicle delivered to dismantler or dealership
  - Copy of new title and existing vehicle title, signed and dated
  - 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 consistant with the grant contract
- Provide registration and proof of insurance to District annually
- Complete annual reporting form for life of the grant contract (District to mail each January)