

Off-Road Equipment Applicant Guide and Checklist

This document serves as a general guide for the Carl Moyer Program Off-Road Equipment 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 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 CARB 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 W-9 and 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 or District-approved location
- 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)