

### 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:
  - 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)