

Applicant Requirements:

- Completed Application
- Certificate of Liability Insurance
- Proof of Existing Equipment Ownership, Operation, and Residency in CA (2 years)
 - Bill of sale for existing equipment and One of the following:
 - Tax depreciation logs
 - Property tax records
 - Equipment insurance records
 - Bank appraisal for equipment
 - Maintenance/service records
 - General ledgers
 - Fuel records specific to existing equipment
 - Other:

If no bill of sale, must provide 2 items from list above

- Annual Usage Requirement and Operational Requirement (24 months historical usage)
 - Submit either Option 1 or 2 and one item from supplemental list.
 - If no Option 1 or 2 submit two items from supplemental list.

- Option 1: Hour meter reading log (collected at least once per year)
- Option 2: Fuel records specific to equipment
- Supplemental List:
 - 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

- Replacement Equipment Documents
 - Replacement Engine ARB Certification (Executive Order)
 - Replacement Equipment Price Quote & Spec Sheet
 - Replacement Engine & Drive Train Warranty Documents

- Retrofit Documents, if applicable
 - New Retrofit ARB Certification (Executive Order)
 - New Retrofit Price Quote & Spec Sheet
 - New Retrofit Warranty Documents

After Replacement Equipment is Delivered:

- If financing, submit documentation
- Submit Salvage Certification Form
 - Submit this form to the District within 30 days of receiving new equipment. Specify whether you will be destroying the equipment and arranging an inspection with the District or surrendering the equipment to
- Submit copies of final invoice from Dealership
 - The applicant cannot finance more than their portion of the cost of the new equipment.
- Submit W-9 tax form