

Appendix 3: Application Completeness Checklist

Proposals may be submitted to the APCD starting March 31, 2008 and must contain the following:

- An Application:
Hardcopy application with original signatures shall be mailed/delivered to APCD
- Documentation of Annual Usage: Each application shall include documentation of annual average engine hours, mileage or fuel usage as determined from the average usage over the last two years. The average annual usage can be estimated using data that represent a typical year of operation. If the equipment is new to the owner, a documented projection, using recent data and assumptions made, can be used to estimate future usage. Limited documentation will be considered on a case-by-case basis. Maintenance logs typically will include engine or vehicle usage and dates of service, while fuel receipts will include fueling date and volume for a given piece of equipment or vehicle. Copies of this information will be acceptable for this documentation. Defensible estimates of fuel usage ratios are necessary if multiple engines are fed by the same fuel tank.
- Proof of Insurance: Should your project be selected for funding, prior to completing the contracting phase, you shall provide the APCD with certificates of insurance that demonstrate that the San Luis Obispo County APCD is additionally insured with regard to this equipment purchased under your grant agreement. Below are the policies that must be reflect this additionally insured requirement:
 - General liability;
 - Workers Compensation insurance¹; and,
 - Property insurance that covers the replacement cost of the new engine should loss occur. An alternative to this policy is a Certificate of Deposit in the amount of the grant.When these policies are renewed or changed, updated certificates must be submitted to the APCD until the Grant Agreement expires.
- Necessary Project Quotes: Engine, vehicle or retrofit device and labor quotes shall be provided by the engine manufacturer, manufacturer-approved dealer, or a certified professional.
 - Itemized quote of the parts, tax, shipping costs and labor to complete the project – Labor must be broken down by hourly rate and expected hours to complete the project;
 - If applicable, an itemized quote of the parts and labor necessary to install the highest level ARB verified retrofit device available on the new engine.
- Applicant's Business Structure: Should your project be selected for funding, prior to completing the contracting phase, you shall provide the APCD with one of the following depending on the structure of your business:
 - Articles of Incorporation for:
 - C corporations
 - S corporations
 - Non-profits
 - Other
 - Limited partnership agreement
 - Proof of sole proprietorship
 - Other business structures not list above
- W-9 Form: Submit a W-9 form if your company has not previously received a grant from the APCD.

¹ Workers compensation insurance is not required if the applying company or individual is the only employee.