

Applying for Off-Road Diesel Replacement Grants

- 1) Equipment owners interested in applying for funding assistance to replace their equipment must complete the NJ Clean Construction Program [Inventory and Reporting Spreadsheet](#), making sure to fill out both the Project Narrative and Equipment Description tabs. Once completed electronically, the spreadsheet should be submitted to the NJDEP Project Manager (PM). Once the submitted information is evaluated, the PM will advise the equipment owner if they are eligible to move on to the next step in the application process, the [Grant Application Questionnaire and Disclosure Form](#).

- 2) Following submission of the Grant Application Questionnaire and Disclosure Form, the equipment owner must obtain a minimum of 3 quotes from different vendors of their choice for new, Tier 4 replacement equipment. These replacement pieces must be of the same type and size as the equipment being replaced, at approximately the same horsepower.

- 3) NJDEP will authorize funding for a quote meeting requisite equipment specifications. The PM will then issue a letter to the equipment owner identifying the approved quote(s). The equipment owner and NJDEP will execute a Grant Agreement to allow the purchase to move forward.

- 4) Once the new equipment has been purchased, the equipment owner, with the help of the new equipment supplier, must submit the following to the PM to qualify for reimbursement:
 - Original Quote
 - Quote Approval Letter
 - Supplier Invoice
 - Proof of Payment
 - Proof that the piece of equipment being replaced has been rendered unusable (hole drilled into the engine block, chassis cut through in two places)
 - Photos that show the hole/cuts and include the serial number, engine family number, and engine model year in view for verification.
 - [Post Installation Verification Form – Replacements](#)
 - Expenditure Report (included in grant agreement)
 - Proof of Match

Project Manager Contact Information			
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