

# 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 participate in the grant, and to move on to step 2.
  
- 2) 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) The equipment owner, in conjunction with the PM, will select one of the quotes that meet the criteria. The equipment owner and the PM will complete a State Contract to allow the purchase to move forward. The PM will then issue a letter to the equipment owner identifying the approved quote(s).
  
- 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:
  - The original quote
  - Quote approval letter
  - Supplier invoice
  - Proof of payment
  - Proof that the piece of equipment being replaced has been rendered unusable (holes drilled into the engine block, chassis cut through in two places, etc.)
    - Photos that show the holes/cuts and include the serial numbers in view for verification
    - [Post Installation Verification Form – Replacements](#)

<b>Project Manager Contact Information</b>			
Melissa Evanego	609-292-1637	<a href="mailto:Melissa.Evanego@dep.nj.gov">Melissa.Evanego@dep.nj.gov</a>	Department of Environmental Protection 401 East State Street P.O. Box 420 / Mail Code 401-02E Trenton, NJ 08625