

Section 1 – Conservation District Information

District Name: _____
Mailing Address: _____
Phone: _____ **Email:** _____
Federal ID Number: (FID) _____

Section 2 – Joint Applications

Not Applicable
 Applying Jointly with another District¹ District designated as the **primary applicant:** _____
List names of all districts applying jointly: _____
 Applying Jointly with a Person² Name of person applying jointly: _____
Will the district charge an administrative fee to the person? No Yes If yes, fee amount: _____

Section 3 – Equipment Owned

List equipment currently owned by the district. Provide whether the equipment has any outstanding liens or debts owed, name of the loan agency, and the remaining balance owed for each piece of equipment. Attach additional pages if necessary.

Section 4 – Historical Financial Assistance

Has the district received previous financial assistance from the Soil & Water Conservation Commission? No Yes
If yes, list the five (5) most recent loans: _____

Section 5 – Equipment Request

Equipment Request: (Type, Make, Model, Size, Serial No., etc.) _____
Description of Need and Anticipated Use: _____

Equipment Cost: Total Cost: \$ _____
Cost Contribution: \$ _____ (minimum one-third (1/3) the amount of the total cost)
Trade-in Allowance: \$ _____ Description of Trade-In: _____

Loan Request: Amount Requested: \$ _____

Loan Term: For loans < \$100,000 ► 3 years 4 years 5 years
For loans > \$100,000 ► 5 years 6 years 7 years

Rental Fee: (charge for use) _____

Storage Location: (location to be stored) _____

¹ When two (2) or more districts apply jointly, each district shall complete a Conservation District Equipment Loan Application (DOC-01). The primary applicant shall submit applications from all parties in one application package to the Division of Conservation.

² When a district is applying jointly with a person, the person shall complete a Joint Equipment Loan Application (DOC-02) and the district shall complete a Conservation District Equipment Loan Application (DOC-01). The district shall submit applications from all parties in one application package to the Division of Conservation.

Section 6 – Vendor Information *(Company from whom equipment is being purchased)*

Vendor Name: _____
Mailing Address: _____
Phone: _____ **Email:** _____
Salesperson's Name: _____

Section 7 – Application Package

The following are required as part of the loan application package. Please verify all items below are included in the application package prior to submitting to the Division of Conservation:

- Completed equipment loan application, or applications if applying jointly, to include all supporting documentation.
- Copy of the district's most recent Annual Financial Report.
- A minimum of three (3) bids for each piece of equipment.
- Documentation demonstrating how the model procurement code shall be followed.

Section 8 – Certification

By checking the boxes below, the conservation district states it understands and agrees to the following statements:

- The district has approved the equipment loan request by vote at a meeting conducted in accordance with the Open Meetings Act, KRS 61.805 through 61.850.
- The district has contacted the Division of Conservation to check price in approved master agreement.
- The district agrees to submit the monthly payment and report by the tenth (10th) day of each month.
- The insurance coverage shall be carried by the primary applicant in accordance with 416 KAR 1:020.
- The district has complied with KRS Chapter 45A.
- If applying jointly with a person, the district will execute a lease agreement with the person for the equipment and will be responsible for ensuring all requirements of this lease are met.

By signing below, I certify that all the information provided is true, accurate, and complete.

Printed Name _____

Signature _____

Date _____

If you have questions on how to fill out this form please contact the Division of Conservation at conservation@ky.gov.

The conservation district shall submit the complete application package in accordance with 416 KAR 1:020, Section 3, to the Division of Conservation at:

**Kentucky Department for Natural Resources
Division of Conservation
300 Sower Boulevard, Second Floor
Frankfort KY 40601**

For more information on the Division of Conservation, visit <https://eec.ky.gov/Natural-Resources/Conservation/Pages/default.aspx>.