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| **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 District[[1]](#footnote-1) | District designated as the ***primary applicant***: |  |
| List names of all districts applying jointly: |  |
| [ ]  Applying Jointly with a Person[[2]](#footnote-2) | 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. |
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| **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: |  |
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|  |
|  |  |
| **Section 5 – Equipment Request** |
| **Equipment Request:** *(Type, Make, Model, Size, Serial No., etc.)* |  |
| **Description of Need and Anticipated Use:** |  |
|  |
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| **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)* |  |

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| **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>.

1. When t*wo (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.* [↑](#footnote-ref-1)
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.* [↑](#footnote-ref-2)