

VOUCHER PROGRAM GUIDELINES

The Zero-Emission Landscaping Equipment Voucher Program (ZELE) provides incentives for the replacement of existing gas- or diesel-powered landscape maintenance equipment with new electric landscape maintenance equipment. To receive a voucher, an applicant must meet the eligibility criteria identified in these guidelines and submit a complete application packet as described in the steps of the Program Process section. **Please DO NOT purchase or dispose** of any eligible equipment until you have received an approved voucher from the District for your project.

ELIGIBLE ENTITIES

- **Business Entities:** Landscape businesses providing service to residential neighborhoods, business locations and other communities, or businesses and non-profit organizations that provide commercial scale landscape maintenance in-house. Equipment used on an applicant's personal residential property does not constitute commercial scale landscape maintenance.
- **Public Agencies:** Cities, special districts, municipalities, school districts, etc., that provide commercial scale landscape maintenance in-house. Any sectarian or denominational school, or any school not under the exclusive control of the officers of the public schools are not eligible.

ELIGIBLE ENTITIES MUST

- Be located within the geographic area of the San Joaquin Valley Air Basin, which includes the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the San Joaquin Valley portion of Kern.
- Conduct 100% of its landscape maintenance operations within the geographic area of the San Joaquin Valley Air Basin.
- Currently use gas- or diesel-powered professional landscape maintenance equipment in daily operations.
- For the past two years prior to submitting an application, have owned and operated the old gas- or diesel-powered equipment listed on their application within the geographic area of the San Joaquin Valley Air Basin.

ELIGIBLE EQUIPMENT FUNDING

Funding levels are identified in the table below grouped by Equipment Type Categories, and include the cost of additional batteries and chargers. Applicants that are not small businesses or public agencies must pay a minimum 15% cost share for eligible costs. Maximum funding amounts may be reduced for these applicants to ensure the 15% cost share requirement is met. Enhanced funding levels are available for public schools located within the selected AB 617 Communities of Shafter, South-Central Fresno, Arvin/Lamont and Stockton. These public schools can receive 100% of the purchase price of up to 2 batteries and 1 charger per piece of new all-electric equipment purchased. Please visit www.community.valleyair.org to see if you qualify.

EQUIPMENT TYPE CATEGORIES	MAXIMUM AMOUNT PER EQUIPMENT
<i>Edgers, String Trimmers, Hedge Trimmers, Chainsaws, Pole Saws and Brushcutters</i>	Up to \$700
<i>Leaf Blowers and Vacuums</i>	Up to \$1,400
<i>Walk-behind Mowers</i>	Up to \$1,500
<i>Ride-on or Stand/Sit Mowers</i>	Up to \$15,000
<i>Additional Batteries and Chargers (for public schools in selected AB 617 Communities of Shafter, South Central Fresno, Arvin/Lamont and Stockton only)</i>	<i>100% of purchase price for up to two (2) batteries and one (1) charger per piece of equipment purchased</i>

Applicants that are not small businesses or public agencies must pay a minimum 15% cost share of eligible costs. Maximum funding amount may be reduced to ensure 15% cost share requirement is met.

**Additional batteries and chargers acquired as part of the new equipment purchase are eligible costs, and may be included as part of the total purchase cost that can be reimbursed for the maximum amounts identified in the funding table.*

VOUCHER PROGRAM GUIDELINES

NEW ELIGIBLE ELECTRIC EQUIPMENT MUST BE

- In the same equipment category as identified in the equipment type categories under the Eligible Equipment Funding section. For example, an old gas-powered chainsaw can be replaced with a new electric chainsaw, string trimmer, hedge trimmer, pole saw, edger, or brush cutter.
 - » Additional batteries and chargers acquired as part of the new equipment purchase may be included in the total eligible costs.
 - » The cost of additional batteries and/or chargers intended to be used with multiple pieces of equipment can be spread across multiple pieces of equipment that the applicant is exchanging, and can be claimed accordingly to maximize the incentive funding provided per voucher. This is only allowed if the batteries and/or chargers can be used interchangeably between the equipment. Applicants must identify if batteries and chargers can be used interchangeably at time of claim.
 - » Charging equipment includes chargers, charging cables, adapters, and other charging equipment acquired as part of the new equipment purchase that is necessary for the equipment to function.
- Purchased from a manufacturer-authorized retailer or dealer.
- Cordless all-electric, battery-powered.
- New, not previously owned or used. Reconditioned and refurbished equipment are considered used and are not eligible for purchase.
- Purchased with a power head.
 - » Attachments without a power head are ineligible, and manual equipment without an engine are not eligible.
 - » Combo kits with one power head and multiple attachments, or bundles/packages that include two or more pieces of equipment, will be considered as one piece of equipment.

INELIGIBLE EQUIPMENT

- Equipment not listed on the funding table are ineligible to be replaced.
- Old equipment that has not been owned and operated for the past two years by the applicant. The old equipment must be in operational condition where it is able to start, move, and have all operational parts intact.
- New electric equipment, battery or charger purchases made prior to the voucher execution date are ineligible for reimbursement.
- Corded-electric equipment cannot be purchased as new replacement equipment.
- A battery and/or a charger purchased without a new equipment purchase.
- Facility upgrades or charging equipment that is permanently installed in a facility
- Equipment used on an applicant's personal residential property. For information about the District's Residential Rebate Program visit www.valleyair.org/CGYM.
- These types of equipment are not eligible to be replaced:
 - » Manual equipment without an engine.
 - » Tractors used to pull landscape maintenance equipment.
 - » Tow-behind landscape maintenance equipment.

VOUCHER PROGRAM GUIDELINES

GENERAL REQUIREMENTS

- Funding under this program is for the replacement of eligible old landscaping equipment. Applicant must destroy/permanently dismantle an old piece of equipment for a new one according to the requirements set forth in these guidelines. Funding is not available for new purchases only.
- Funding for this program is not a rebate. The applicant must not purchase any new equipment prior to obtaining an approved voucher from the District or their project may be deemed ineligible. Applicants are encouraged to wait to dispose of any old equipment until receiving an approved voucher.
- All applications will be considered for funding on a first-come, first-serve basis, and if deemed eligible, will be funded in the order received until program funds are exhausted.
- Submittal of an application does not guarantee funding. Eligibility of the application is determined at the sole discretion of the District. Applications that do not meet the intent and/or eligibility of the program will be deemed ineligible.
- Multiple applications may be submitted throughout the year by the same applicant.
- All additional co-funding sources and discounts applied to the new electric equipment purchase must be disclosed at time of application. The sum of project funding from all sources may not exceed the total project cost. The final incentive funding reimbursed to the applicant may be reduced and be less than the voucher amount to meet this requirement.
- The District reserves the right to recoup any funding provided to the applicant and/or pursue any other legal actions deemed appropriate if, by the District's determination, the applicant did not provide accurate information, and/or fails to meet the intent or requirements of the program.
- Small businesses and public agencies do not need to meet the 15% cost share requirement. The following definitions will be applied to applicants to determine their eligibility:
 - » **Small business** means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the previous three years, or is a manufacturer, as defined in subdivision (c), with 100 or fewer employees. Commencing January 1, 2019, the average annual gross receipts threshold shall be fifteen million dollars (\$15,000,000). ([Gov. Code § 14837\(d\)\(1\)\(A\)](#))
 - » **Public agency** means but is not limited to State of California, metropolitan, county, city, district, multi-county special district (e.g. water district), public school district, public university, public college, public authority, public agency, public corporation, another state government, the federal government, or any other subdivision or agency of a state government or the federal government. ([CARB CARL Moyer Guidelines](#))

VOUCHER PROGRAM GUIDELINES

PROGRAM PROCESS

STEP 1: Submit a completed application along with the following supporting documentation:

1. Completed first page of IRS Form W-9
www.irs.gov/forms-pubs/about-form-w-9
2. **Business Entities Only:** Verification that the business is currently in operation and has been for the two years prior to application submittal. Acceptable documentation includes, but is not limited to the following:
 - » Copy of a valid business license, covering the past 24 months from the date of application submittal; or
 - » C-27-Landscape Contractors License Number; or
 - » Identification number assigned to a business entity by the California Secretary of State at the time of registration
 - » The District maintains the discretion to accept or request other documentation to demonstrate applicant as a commercial landscape maintenance provider and meets the intent of the program.

STEP 2: Receive a Voucher and Claim for Payment Form from the District

1. The District will review submitted applications and supporting documentation for eligibility. If approved:
 - » A ZELE Voucher will be issued. The voucher will identify the equipment to be purchased and the eligible funding.
 - » A Claim for Payment Form will be provided and must be completed and signed by the applicant to be reimbursed for eligible funding.

STEP 3: Purchase your new electric equipment and destroy your old equipment

1. Purchase the new equipment identified on the voucher within the execution and expiration dates. Additional batteries and chargers acquired as part of the new equipment purchase may be included in the total eligible costs.
2. Obtain a Destruction Verification Form (DVF) from a participating dismantling facility:
 - » Within 60 days of receiving the new equipment, take your old gas- or diesel-powered equipment to a participating dismantling facility. The old equipment must be in operational condition, which means it must be able to start, move, and have all operational parts intact. Failure to dismantle equipment within 60 days may result in the equipment claim being ineligible.
 - » For a list of participating dismantling facilities visit www.alleyair.org/ZELE.
 - » Contact the dismantling facility to verify its requirements for submittal of old equipment (i.e., fluids drained, etc.) prior to taking it to the facility.
 - » Verify that the dismantling facility has completed and signed the DVF. The DVF is proof that you have properly submitted your old equipment for permanent destruction.
 - » Applicants are responsible for obtaining a DVF from a participating dismantling facility, even if a third party is utilized for this process. If a DVF is not submitted at time of claim, the claim will be deemed ineligible.

STEP 4: Submit a Claim for Payment Packet:

1. Submit a Claim for Payment Packet for reimbursement within 75 days of receiving the new equipment. Failure to submit a claim within 75 days may result in the claim being ineligible.
 - » Completed and signed Claim for Payment Form.
 - » Signed Voucher.
 - » Completed and signed DVF obtained from a participating dismantling facility.
 - » Copy of the sales invoice or receipt for the new electric equipment, batteries and chargers purchased.

STEP 5: Own and operate your new equipment

Own and operate the new electric equipment for a minimum of 36 months from the date of purchase.

The Zero-Emission Landscaping Equipment Voucher Program is part of [California Climate Investments](#), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment particularly in disadvantaged communities.