



# Commercial Electric Lawn and Garden Equipment Exchange Program (eL&G Program)

## APPLICATION USER GUIDE

This document provides a step-by-step guide through the application process.

**Lawn and Garden applications must be submitted in-person through an [approved Vendor](#).**

Please review the [Program Requirements](#) and [Frequently Asked Questions \(FAQ\)](#) documents on the [Commercial Electric Lawn and Garden Equipment Exchange Replacement Program](#) webpage for a program overview, eligibility criteria, and required information needed to be submitted with your application.

### Step 1: Review Program Requirements

Visit the [Lawn and Garden Webpage](#).

Review the [Program Requirements, Guidelines, and Terms and Conditions](#) to see if you qualify.

#### eL&G Program Requirements, Guidelines, and Terms and Condition Document



#### Commercial Electric Lawn and Garden Equipment Exchange Program (eL&G Program)

#### PROGRAM REQUIREMENTS, GUIDELINES, AND TERMS AND CONDITIONS

##### PROGRAM OVERVIEW

Small off-road engines with power ratings of 19 kilowatts or less are commonly used in lawn and garden equipment, as well as other types of outdoor power tools. These gasoline- and diesel-powered engines emit high levels of air pollutants and are a significant contributor to smog-forming emissions.

To address this issue, the Air District has developed the Commercial Electric Lawn and Garden Equipment Exchange Program (eL&G Program). This program aims to reduce air pollution in the Bay Area by providing grant funding to replace older combustion-powered lawn and garden equipment with zero-emission electric alternatives. Through the program, eligible commercial landscapers can receive point-of-sale Vouchers to discount the cost of new electric lawn and garden equipment.

Voucher amounts range from **\$700 to \$15,000 per piece of equipment**, depending on the equipment type. Eligible equipment includes chainsaws, trimmers, edgers, brush cutters, leaf blowers, vacuums, walk behind mowers, and ride on or stand/sit mowers.

\*Vouchers must be used for Voucher-eligible equipment (see attached Retail Vendor Approved Products list) and are provided as a credit to the

### Step 2: Select Equipment and Submit your application

Visit an [Bay Area Air District approved Vendor](#) to select your new equipment and submit an application.

Vendors will guide you through the application and review process on behalf of the Air District. All signed paper applications must be scanned and submitted electronically to the Air District virtually.

Helpful Notes:

- You may download and pre-fill the [application PDF](#) from our

#### Lawn and Garden Application

Bay Area Air Quality Management District  
375 Beale Street, San Francisco, CA  
94105 415-749-4994  
Email: [lawnandgarden@baaqmd.gov](mailto:lawnandgarden@baaqmd.gov)  
[www.baaqmd.gov/lawnandgarden](http://www.baaqmd.gov/lawnandgarden)



#### Commercial Electric Lawn and Garden Equipment Exchange Application

##### Section 1: Vendor Information

For vendor use only. This section will be completed by the vendor.

|   |
|---|
| APPLICATION PROJECT NUMBER:   |
| AUTHORIZED RETAIL VENDOR (ORGANIZATION/COMPANY NAME):<br><small>Must match the legal name listed on the Vendor contract</small> |
| ADDRESS:  |
| PHONE:  |
| Authorized Retail Vendor Representative Filling Out This Form (First/Last Name):  |

webpage before visiting an approved vendor.

Vendors will review your application within 5 business days.

### Step 3: Receive Confirmation

After submitting your application to the Bay Area Air District, you will receive a confirmation email that your application has been received at the email address listed on your application within 5 business days.

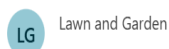
The email will include your **Application Number** (e.g., 26ELG####).

#### Helpful Notes:

- Always include your application number in any correspondence.
- If you have not received the email within 5 business days of submitting, check your junk or spam folder.

### Application Received Email

Application Received, Application #26ELG - Bay Area Air District's eL&G Program [Summarize](#)



Dear ,

Thank you for applying for the Bay Area Air District's Commercial Electric Lawn and Garden Equipment Exchange Program (eL&G)! Your application number is #26ELG

Your application will be reviewed within 25 days, as per the Program Requirements, Guidelines, and Terms and Conditions.

### Step 4: Conditional Approval and Document Upload

If your application is conditionally approved, you will receive two emails:

1. A Notice of Conditional Approval from the Bay Area Air District.

### Email 1 – Notice of Conditional Approval

Application Conditionally Approved, Application #26ELG - Bay Area Air District's eL&G Program [Summarize](#)



To: Lawn and Garden;

Fri 11/21/2025 10:27 AM

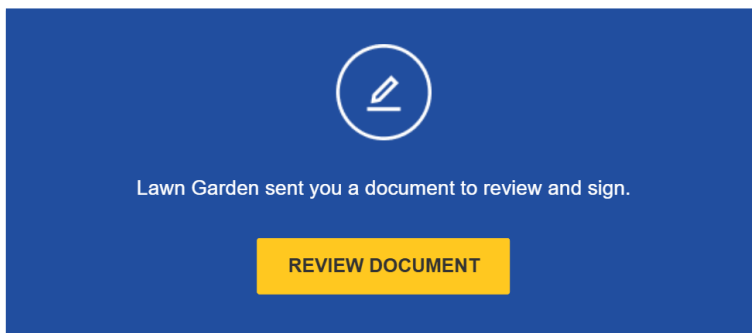
Dear ,

Thank you for applying for the Bay Area Air District's Commercial Electric Lawn and Garden Equipment Exchange Program (eL&G)! **Your application #26ELG has been conditionally approved!**

Next, you will receive an email from DocuSign to securely upload the required additional documents to complete your application.

2. An email from DocuSign for you to securely complete an IRS W-9 form and upload the required documents necessary to complete your application.

### **Email 2 – DocuSign Request to Upload Required Documentation**



**Lawn Garden**  
lawnandgarden@baaqmd.gov

This email contains a secure link to upload and complete the required documents for your application, 26ELG###, with the Bay Area Air District's Commercial Electric Lawn and Garden Equipment Exchange Program.

Please be aware that proceeding with any project activities at this stage, you are acknowledging your participation in the program and agreeing to its terms and conditions.

To remain eligible for funding, please do not sign any contracts or make any financial commitments such as placing deposits, signing a purchase order, or purchasing equipment until you receive a Notice to Proceed email after your additional documents and have been reviewed and your application has been approved.

If you have any questions or concerns about the information enclosed, please reach out to Air District staff at lawnandgarden@baaqmd.gov.

**To upload documents please follow the following steps:**

1. Open and DocuSign email and click Review Document.
2. Click Continue after reviewing the Lawn and Garden message.

### **Lawn and Garden DocuSign message**

Review and continue

Message from Lawn Garden, Bay Area Air Quality Management District

This email contains a secure link to upload and complete the required documents for your application, 26ELG###, with the Bay Area Air District's Commercial Electric Lawn and Garden Equipment Exchange Program.

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If you have any questions or concerns about the information enclosed, please reach out to Air District staff at lawnandgarden@baaqmd.gov.

Change Language - English (US) ▼

Other Options ▼

Continue

3. Complete and sign the IRS W-9 form
4. Scroll to the end of the envelope and click on the purple paperclip icon to upload your documents.
5. Name your file using the format: Application Number + Document Name (e.g., *ELG123.W9*).

### IRS-W9 Docusign Form

**W-9**  
Form (Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer Identification Number and Certification**  
Go to [www.irs.gov/FormW9](https://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

**Before you begin.** For guidance related to the purpose of Form W-9, see Purpose of Form, below.

**1** Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

**2** Business name/disregarded entity name, if different from above.

**3a** Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes:

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

**3b** If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "PT" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. ☐

**4** Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

**5** Address (number, street, and apt. or suite no.). See instructions.

**6** City, state, and ZIP code

**7** List account number(s) here (optional)

**Requester's name and address (optional)**

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.


**Notes:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here** Signature of U.S. person  **Date** November 21, 2025

**General Instructions**

New line 3b has been added to this form. A flow-through entity is

### Document Upload link

6. Upload the following documents:
  - A valid California photo ID of the owner or responsible party applying for funding
  - California business License **OR** C-27 contractor's license for at least two consecutive years prior to the date of your application.

Please upload the following two documents:

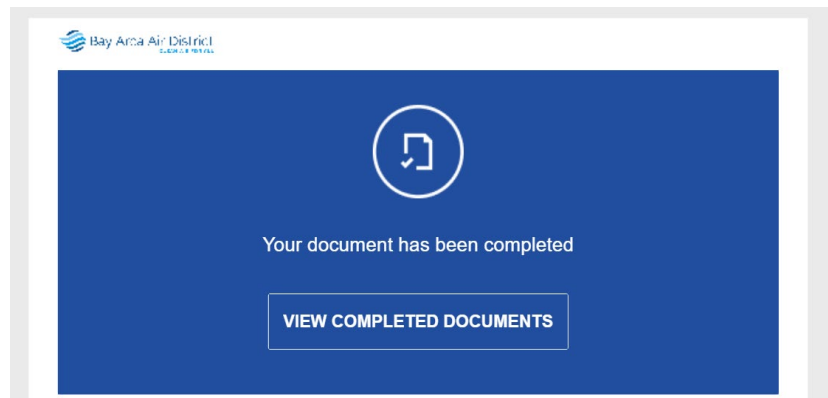
- 1) A valid California-issued photo driver's license or identification card of the owner or responsible party who applied for funding.
- 2) A copy of a valid business licenses **OR** a C-27 contractor's license issued in California for at least two consecutive years prior to your application date, which shows an address located within the eligible geographic area zip codes.



## Step 5: Document Review

After your uploaded documents have been reviewed by the Bay Area Air District, you will receive a second DocuSign email confirming that all parties have completed the review.

**Note:** Air District staff will contact you regarding project approval or denial within 25 days of receiving complete application.



## Step 6: Notice to Proceed and Voucher Redemption

After your application is fully approved, you will receive an email with a Notice to Proceed.

Once you receive a Notice to Proceed, you must:

- Visit your authorized dealer **within 30 days**.
- Redeem your Voucher by purchasing your new equipment.
- Surrender your old equipment and purchase your new equipment.

Notice to Proceed, Application #26ELG - Bay Area Air District's eL&G Program [Summarize](#)

**LG** Lawn and Garden  
To:  
Cc: ☐ Lawn and Garden

Dear ,

**Congratulations!** You have been approved for a Voucher of **4200** to replace your old combustion lawn and garden equipment with **3 leaf blowers** through the Bay Area Air District's Commercial Electric Lawn and Garden Equipment Exchange Program (eL&G Program).

**This is your Notice to Proceed for Project #26ELG24.**

### How to redeem your Voucher

#### 1. Visit your authorized vendor

Go to the authorized retail vendor, Test to replace your old equipment **within 60 days** of receiving this Notice to Proceed.

As of today, **your deadline to complete this step is 2/06/26**. Vouchers not redeemed within 60 days will expire.

#### 2. Surrender Old Equipment

Bring your old equipment to the vendor at the time of purchase. The vendor will handle the scrapping of your equipment.

## Thank you for applying!

If you have questions, please contact Lawn and Garden Program staff at

(415) 749-4994 or [lawnandgarden@baaqmd.gov](mailto:lawnandgarden@baaqmd.gov)