

Program Processes

Vendor/Voucher Process

Application Submittal	Application Review	Equipment Verification	Scrapping	Reimbursement and Award
Step 1	Step 2	Step 3	Step 4	Step 5
Applicant visits Vendor to submit hard copy of application and select new equipment from pre-approved list at Vendor location.	- Vendor reviews application for eligibility and completeness, and forwards eligible applications to the Air District within 5 days and submits digital form. For applications that aren't eligible or complete, vendor works with applicant to see if they can meet program requirements. - Air District verifies eligibility and makes a determination (i.e., approves or rejects application) within 25 days and requests backup docs from Applicant. - If approved, Air District notifies Vendor and Participant of approval and provides Voucher that authorizes the Participant and Vendor to proceed with equipment replacement. If the application is not approved, the District will notify Applicant and the Vendor what is needed to make it eligible or if it is rejected and cannot be made eligible.	- After a Voucher has been issued, Participant returns with the baseline equipment to the Participating Vendor Location and Vendor verifies operability. If accepted, the value of the Voucher is applied to the sale of the new equipment. - Participant must surrender the operational baseline equipment at the time of sale. - This transaction (e.g., sale of new equipment and turning in baseline equipment) must occur within 60 days of Voucher issuance.	Within 45 days from the date of the transaction of the new equipment, Vendor must have the old equipment hauled and scrapped by a permitted Hazardous Waste hauling company and obtain certificate of proof of destruction.	- Vendor submits a complete reimbursement package within 60 days from the date of the sale of the new equipment. - District reviews reimbursement package and makes payment within 30 days of receipt of complete reimbursement package

Program Participant Process

Prepare	Apply	Upload Documents	Redeem Voucher
Step 1	Step 2	Step 3	Step 4
- Review Program Requirements. - Begin gathering supporting documentation. - Choose a Participating Vendor Location. This may involve visiting a store in-person or completing the process online. Retail staff are on-site to provide support and answer questions about the program and the equipment being considered.	- Visit a Participating Vendor Location to apply for a Voucher and submit a completed and signed application including. - Applications can be found at www.baaqmd.gov/lawnngarden or at Participating Vendor Locations. *Application review process may take up to 30 days	- If an application is deemed eligible and funding is available, the Air District will issue a Notice of Conditional Approval email along with a secure DocuSign link. Within 10 days of receiving this email, Applicants must upload the three required documents which are a copy of their business license or C-27 contractors license for the last two years, a copy of a valid California issued photo ID, and a completed IRS W-9 form. - The Air District will notify applicants of its final determination within 30 days and send a Notice to Proceed.	- Once approved, the Voucher must be redeemed within 60 days. During this period, Participants must visit the Participating Vendor Location they applied through to purchase new equipment and surrender the old equipment for scrapping. The transaction cannot proceed if the old equipment does not meet eligibility requirements. - Participants must use the new equipment within the Bay Area and comply with all program requirements outlined in the Program Requirements, Guidelines, and Terms and Conditions Document.