



BAY AREA
AIR QUALITY
MANAGEMENT
DISTRICT

Bay Area Air Quality Management District
Commercial Lawn & Garden Equipment Exchange Program

APPLICATION

1. Public Agency Name: _____
2. Mailing Address
 - a. Street address: _____
 - b. City: _____
 - c. County: _____
 - d. Zip code: _____
3. Project Primary Contact Info
 - a. Primary Contact: _____
 - b. Position/Title: _____
 - c. Email Address: _____
 - d. Phone Number: _____
 - e. Fax Number: _____
4. Agency's Representative Authorized to Sign Proposal and Execute Grant Agreement
 - a. Authorized Representative: _____
 - b. Position/Title: _____
5. Name of Person Who Completed the Application
 - a. Person Completing Application: _____
 - b. Position/Title: _____
 - c. Email Address: _____
 - d. Phone Number: _____
6. Project Siting
 - a. Street Address: _____
 - b. City: _____

7. Equipment Selection

Vendor/Dealer							
#	Name	Contact	Phone #	Email	Street	City	Zip Code
1							
2							
3							
4							
5							
6							

Note: Each # (i.e. 1-6) should correspond to the # in the “Equipment to be Purchased” table below. Continue adding lines as needed for tables, Vendor/Dealer, Equipment to be Purchased, and Equipment to be Scrapped, as needed.

Equipment to be Purchased					
#	Brand	Description	Model #	Price	
1					
2					
3					
4					
5					
6					
				Total	

Note: **Attach quotation for equipment to be purchased to this application.**

8. Equipment Scrapped (There should be a one-to-one correspondence between the Equipment Selection and Equipment Scrapped, except for the batteries and battery chargers)

Equipment to be Scrapped				
#	Brand	Description	Model #	Serial #
1				
2				
3				
4				
5				
6				

9. Letter of Commitment or Resolution

A signed letter of commitment from an individual with authority to enter into a financial commitment and carry out the Project (e.g., Chief Executive, Financial Officer, Executive Director, City Manager);

OR

A signed resolution from the governing board (e.g., School Board, City Council, Board of Supervisors, Board of Directors).

The document must address the following:

- Authorize the submittal of the application and identify the individual authorized to submit the application and carry out the Project.
- Acknowledge that the Agency will commence using the equipment within four months of the Vendor's delivery of the equipment and will reasonably attempt to maintain the equipment for its intended purpose for a minimum of 5 years after receiving the equipment.

Note: A sample letter of commitment is available online.

10. Proof of Insurance

- Liability Insurance with a limit of not less than \$1 million per occurrence, of the type usual and customary to the business of the Project Sponsor, that also covers lawn & garden equipment;
- Property Insurance in an amount of not less than the insurable value of the lawn & garden equipment funded under the contract, and covering all risks of loss, damage or destruction of equipment; and
- Workers Compensation Insurance as required by California law and employer's liability insurance with a limit not less than \$1 million.

11. Certification

By submitting this application, I agree to the below statements and certify that to the best of my knowledge, the information contained in this application and in any documentation accompanying this application or submitted in furtherance of this application is true and accurate and I understand that any misstatements or omissions of material facts may disqualify this application and any monies awarded based on it.

I understand, certify, and agree that:

- a. This application is for evaluation purposes only and does not guarantee an award of funding.
- b. The District may conduct an inspection of the equipment that is the subject of this application prior to an award in order to verify eligibility.
- c. All the equipment/engines referenced in this application to be scrapped are operational.
- d. The proposed Project and the emissions reductions that would be realized from it are not required by any federal, state, or local regulation, judicial order, agreement, memorandum of understanding, contract, mitigation requirement, or other binding obligation.
- e. This application is for equipment that has not already been funded by any public agency.
- f. If this application is approved for an award of funding, that all lawn & garden equipment will be in service within four (4) months of delivery from the Vendor.

- g. For 5 years from the date of receipt of the lawn & garden equipment, the equipment will be operated and maintained, and will not be removed from service or relocated without prior approval from the Air District.
- h. The applicant entity I represent will allow Air District staff or its representatives to inspect the equipment and to audit the Agency's Project records.
- i. The lawn & garden equipment may be forfeited to the Air District if the applicant entity I represent does not meet any of the aforementioned requirements.
- j. I have the legal authority to apply for funding on behalf of the applicant entity and I am authorized to sign this application on behalf of applicant entity.
- k. No equipment is to be ordered, and no work is to begin until there is a fully executed Grant Agreement in place between the equipment owner and the District, and District staff or their designee has successfully conducted a pre-project inspection of the project equipment. No costs or financial commitments (e.g. purchase order) associated with the project that were incurred or undertaken before the date of execution of the Grant Agreement will be accepted by the District for reimbursement.
- l. If this application is approved for an award of funding, the applicant agrees to fill out a survey after one year providing information about the use and performance of the equipment received.

Name of Authorized Representative	Title	Date
Signed:		
Printed:		

12. Instructions for Submitting Applications

This application and the Letter of Commitment (or Resolution) must be submitted to:

Bay Area Air Quality Management District

375 Beale Street, Suite 600, San Francisco, CA 94105

Attn: Betty Kwan – Commercial Lawn & Garden Exchange Program

Via E-mail: by scanning the document and sending it to bkwan@baaqmd.gov

If you have questions about the application, contact Betty Kwan by phone at (415) 749-4676 or by e-mail at bkwan@baaqmd.gov