

**SAN JOAQUIN VALLEY  
AIR POLLUTION CONTROL DISTRICT**

**HEAVY-DUTY TRUCK VOUCHER  
PROGRAM**

**Truck Replacement**

**PROGRAM GUIDELINES**

The San Joaquin Valley Air Pollution Control District (District) is currently accepting applications through contracted dealerships for the replacement of eligible trucks according to the terms and conditions described in these guidelines. For additional information, assistance or to receive program materials, please contact:

**San Joaquin Valley Air Pollution Control District  
Strategies and Incentives Department  
1990 East Gettysburg Avenue  
Fresno, CA 93726-0244**

You may also contact us by phone, e-mail, or visit our website at:

**(559) 230-5800  
weberip@valleyair.org  
www.valleyair.org**

**TABLE OF CONTENTS**

<b>Program Overview</b>	<b>3</b>
<b>Eligibility Criteria</b>	<b>5</b>
<b>Applicant Requirements</b>	<b>7</b>
<b>Dealership Requirements</b>	<b>8</b>
<b>Dismantler Requirements</b>	<b>11</b>
<b>Application Procedures</b>	<b>13</b>
<b>Payment Procedures</b>	<b>15</b>
<b>Claim for Payment Packet Checklist</b>	<b>17</b>
<b>Applicant Resources</b>	<b>18</b>
<b>Map of District Boundaries</b>	<b>19</b>

## PROGRAM OVERVIEW

The purpose of the Heavy-Duty Truck Voucher Program (Program) is to reduce emissions from diesel engines in heavy-duty trucks that operate at least 50% of the time within the District boundaries (see page 24 for map). Emission reductions will be achieved by replacing eligible older heavy-duty diesel trucks.

### ❖ General Information:

- **Fleet Compliance:** the applicant's fleet must be in compliance with the Air Resources Board (ARB) On-Road Truck and Bus Regulation.
- Meet the following minimum usage requirements as averaged over the last 24 months:

Compliance Date	Usage Requirement
January 1, 2014	60,000 miles <u>or</u> 9,400 gallons of diesel
January 1, 2015 or later	30,000 miles <u>or</u> 4,700 gallons of diesel

- Applicants with a 1 truck fleet subject to the January 1, 2014 compliance date will only be eligible for replacement funding through the end of 2013.

### ❖ Replacement Projects: the maximum funding amounts are based on the emission level of the engine in the eligible replacement truck and are as follows:

New Engine Emission Level	Maximum Funding Amount
2007 Standard 1.20 g/bhp-hr NOx; 0.01 g/bhp-hr PM	25% of the total cost, up to \$40,000
2010 Standard 0.20 g/bhp-hr NOx; 0.01 g/bhp-hr PM	35% of the total cost, up to \$50,000

- Voucher will be issued based on the quoted price submitted at the time of application for the replacement truck.
- In the event that the final invoice price is less than the quoted price, the voucher amount will be reduced accordingly.
- Voucher amounts will not be increased after issuance.

### ❖ Process Overview

- All applications received within the specified application period will be subject to a review process, which will include the following:
  - Verification of the truck owner's eligibility to participate in the Program.
  - Verification that the proposed project is consistent with these Guidelines.
  - If the application is incomplete, a letter will be sent to both the applicant and the dealership indicating the reason(s).
  - If the application is complete, a voucher packet will be issued to the dealership and the applicant will be notified by mail.

- Ineligible applications will be rejected and a letter will be sent to both the applicant and the dealership indicating the reason(s).
- Vouchers will be issued on a first come, first serve basis until program funds are exhausted.
  - The voucher will be issued directly to the dealership with whom the application was submitted.
  - Vouchers are non-transferable and can only be redeemed with the dealership that is named on the voucher.
- Payments from the District shall be made directly to the contracted dealership with whom the application was submitted only after a completed claim for payment has been received and approved from that dealership.
- For replacements, the amount of the voucher will be reduced from the total purchase price of the truck. The receipt of voucher funds does not lower the base price of the truck thus does not reduce the tax basis of the truck.
- For replacements, the new truck may be purchased on a lease to own if the term of the lease is greater than 3 years.
- Projects that are awarded a voucher will be subject to a three (3) year project life commencing on the day the replacement truck is purchased, as indicated on the dealership's final sales invoice.
  - Applicants will be required to submit annual reports to the District for the life of the project. Annual reports will be provided by the District and mailed to applicants approximately one year from the date of the final sales invoice.
- Remedies for project non-performance may include, but are not limited to, the following:
  - Recovery of all or a portion of the Program funds.
  - Other fiscal penalties on the truck owner based on the severity of non-performance.
  - Cancellation of the voucher.
  - Prohibiting the truck owner from participating in future District incentive programs.
  - Prohibiting a specific truck from participating in other District incentive programs.

## ELIGIBILITY CRITERIA

### REPLACEMENT PROJECTS

#### Current (Old) Truck Requirements

- ❖ For replacement projects, the current truck must meet the following conditions to be eligible for a voucher.
  - Have a Gross Vehicle Weight Rating (GVWR) **greater than** 14,000 pounds as verified by either the chassis data tag or a manufacturer's build sheet.
  - Have a 2002 model year or older diesel engine that is currently compliant with the On-Road Truck and Bus regulation.
  - Meet the following minimum usage requirements as averaged over the last 24 months:

Compliance Date	Usage Requirement
January 1, 2014	60,000 miles <u>or</u> 9,400 gallons of diesel
January 1, 2015 or later	30,000 miles <u>or</u> 4,700 gallons of diesel

- Be currently registered and have been registered (California base-plated or International Registration Plan) in the state of California for the past 24 months prior to the application submission date.
  - If the past 24 months of DMV documentation is not available the following documentation may be substituted:
    - The previous 8 consecutive months of DMV registration supplemented by alternate documentation showing California operation for the past 24 months and proof of insurance for the past 24 months.
  - Partial Year Registration Exception: If the current truck operates seasonally, the registration must indicate partial year registration and must cover at least 3 months per 12 month period for the previous 24 months.
- Operate at least fifty percent (50%) of the time within the District boundaries (page 24) for at least 24 months prior to the application submission date and at least seventy five percent (75%) of the time within the state of California.
- Be based within the San Joaquin Valley APCD boundaries as determined by the registered address on the most recent DMV Registration Cab Card.
- Be in operating condition at the time of application submission.
  - Operating condition will be determined through an inspection process conducted by contracted Dealership staff or District staff prior to issuing a voucher. **Trucks deemed non-operational during the inspection process will be deemed ineligible for the Program.**

- Not be currently subject to California Air Resources Board's (ARB) public utility fleet, drayage, solid waste collection or diesel cargo handling equipment rules.
  - Please visit ARB's website at <http://www.arb.ca.gov/msprog/truckstop/truckstop.htm> for more information about rules that may affect your truck.
  - The current truck must not enter ports or intermodal rail yards at the time of application and the replacement truck must not enter ports or intermodal rail yards for 3 years commencing on the day the new truck is purchased as indicated on the final invoice submitted for reimbursement.
- Have a title, free of any lien holders, on which the applicant is listed as the registered owner of the truck.
  - Titles on which the Lien holder has signed the release of interest for the truck will be accepted.

### Replacement Truck Requirements

- ❖ For replacement projects, the replacement truck must meet the following conditions.
  - Be equipped with an engine that meets or exceed the 2007 emission standard of 1.20 g/bhp-hr NO<sub>x</sub> FEL.
  - Have a GVWR **greater than** 14,000 pounds.
  - Be powered by an engine in the same weight category as the current truck's engine (medium-heavy duty or heavy-heavy duty) as reported on the ARB Executive Order, be diesel or alternative fueled and be certified to the 2007 emissions standard of 1.20 g/bhp-hr NO<sub>x</sub> FEL and 0.01 g/bhp-hr PM or cleaner.
  - Not be a glider kit.
  - Have less than 500,000 miles on the odometer if the replacement truck has a GVWR of 33,001 or more and less than 250,000 miles on the odometer if the GVWR is between 14,000 and 33,000 pounds.
  - Be purchased through a dealership that is currently contracted with the District.
  - Commit the subsequent three (3) years after the purchase of the replacement truck to at least seventy five percent (75%) California operation and at least fifty percent (50%) operation within the District boundaries (page 24).
  - Commit the subsequent three (3) years, after the purchase of the replacement truck, to obtaining DMV registration through a DMV office located within the District boundaries (page 24).
  - Be of similar type and perform similar functions as the current truck.

## APPLICANT REQUIREMENTS

- ❖ For replacement projects, the applicant must meet the following eligibility requirements.
  - Meet the criteria of a small business, at time of application, as defined by the state of California (see page 23 for definition).
  - Submit a **completed** application through a contracted dealership for the program.
  - Submit documentation which indicates the fleet's selected compliance strategy with the state of California's On Road Truck and Bus regulation, showing current fleet compliance.
  - Remain the owner of the replacement truck for the life of the project.
    - If, during the life of the project, the truck needs to be sold, the District must approve the truck ownership change **prior** to its sale. The new owner of the truck must be willing to assume the Program obligations with the District and comply with the terms and conditions outlined in the Program guidelines.
  - Maintain replacement value insurance for the replacement truck through the full term of the agreement.
  - Submit a copy of Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
  - Demonstrate proof of a minimum 12 month/100,000 mile major component engine warranty for the replacement truck commencing on the day the new truck is purchased as indicated on the final invoice submitted for reimbursement (replacement projects only).
  - Submit annual reports to the District through the full term of the agreement as well as comply with recordkeeping and audit requirements.
    - Current truck registration and insurance documentation must be kept.
  - Surrender the current truck to the dealership for scrapping with a participating dismantler contracted with the District.
    - The engine block and frame of the current truck must be physically destroyed in such a manner as to eliminate the possibility of future operation. Engine blocks shall be punctured and the truck frame rails shall be dismantled, cut and/or demolished to render the truck permanently useless.
  - Agree to allow the District or its representative(s) to inspect the replacement truck upon request any time for the duration of the project life.
  - Properly maintain the replacement truck in good operating condition according to manufacturer's recommendations.
  - Certify that there are no outstanding ARB violations for equipment associated with the truck on the application.
  - Not purchase, make down payments, or take possession of the replacement truck under funding consideration **prior** to the issuance of a voucher—**doing so will render a voucher project ineligible.**

## DEALERSHIP REQUIREMENTS

Dealership participation is an important component of the Program. The dealers are responsible for providing assistance to the applicants which includes ensuring compliance with all program requirements. Dealerships participating in the Program are required to enter into an agreement with the District and meet the following qualifications and perform the following program requirements:

### ELIGIBILITY REQUIREMENTS

- ❖ Must enter into a contract with the District to be a participating dealership in the Program. If a company has more than one (1) location that will participate in the program, each location must enter into a separate contract.
- ❖ Must provide the following documentation for a minimum of the last two years:
  - Dealerships must provide copies of a valid Department of Motor Vehicles (DMV) Dealers License for the past 2 years.
- ❖ Must maintain a minimum of one (1) employee that has successfully completed the training by the District regarding the terms, conditions and requirements of the Program.
  - If a participating company has more than one (1) contracted location, then each location must have at least one employee trained on the Program.

### DEALERSHIP PERFORMANCE REQUIREMENTS

- ❖ Dealership agrees to allow the District to inspect trucks or audit program records covered under this program.
- ❖ Dealership must provide accurate information about the Program to the applicants.
- ❖ Dealership must help applicants complete the Program application package and submit it to the District.
  - It is important to make sure that all information is filled out correctly and that the applicant understands the Program requirements. Incomplete application packages may be rejected and returned.
- ❖ Dealership must show the voucher amount on the replacement truck invoice.
  - The voucher is an incentive to the truck owner that will result in a lower price paid by the applicant. It does not reduce the purchase price of the truck.
  - The receipt of voucher funds does not lower the base price of the truck or reduce the tax basis of the truck.
- ❖ Dealership must conduct inspections on the current truck and replacement truck as follows:
  - Pre-Inspection:
    - Dealership must complete the appropriate pre-inspection and take the required digital photos of the current truck **prior** to submitting the application to the District. All required photos must be legible and submitted in a digital format.
    - Any items that will be retained by the applicant, such as a dump body, should be indicated in the comment section of the dealer/inspection certification.



- The dealer/inspection certification must be signed and dated by the representative from the dealership that performed the actual inspection of the truck.
- Dealership must visually verify and certify the operational condition of the current truck. Non-operational trucks are not eligible to apply and must not be accepted by the dealership for program participation.
- Post-Inspection:
  - Prior to submitting the Claim for Payment Packet to the District, the dealership is required to complete the appropriate post-inspection forms and take digital photos of both the current truck upon delivery to the dealership and the replacement truck prior to delivery to the applicant. All required photos must be legible and submitted in a digital format.
  - The inspection forms must be signed and dated by the representative from the dealership that performed the actual inspection of the truck.
  - Dealership must visually verify and certify the operational condition of the current truck and ensure the current truck is in similar condition as found in the pre-inspection. The dealership must immediately notify the District if the current truck is found to be non-operational.
    - The dealer must notify the District if the condition of the current truck is deemed unroadworthy or if parts that are required for standard operation of the truck are stripped from the truck.
  - Reimbursement of the voucher will be withheld until the dealer and District approves of the condition of the current truck.
- ❖ Dealership must ensure the following:
  - The title and registration for the replacement truck is:
    - Clean prior to purchase. The replacement truck must not have a salvage title.
    - Registered to the applicant in California, within the boundaries of the District (see page 24). If the replacement truck is not registered in California, the voucher will be invalid and not be paid.
  - The replacement truck has a GVWR greater than 14,000 pounds.
  - The replacement truck is equipped with an engine in the same weight category as the current truck, either medium-heavy duty or heavy-heavy duty as reported on the ARB Executive Order.
  - Used replacement trucks with a GVWR of 33,001 pounds or greater have less than **500,000** miles of operation on the odometer.
  - Used replacement trucks with a GVWR of 14,001 – 33,000 pounds have less than **250,000** miles of operation on the odometer.
  - The current truck is delivered to the dealership prior to releasing the replacement truck.
  - The current truck is sent to a participating dismantler yard for destruction prior to submission of a Claim for Payment Packet. Additionally, the original title for the current truck must be signed and

dated and provided to the dismantler. The dealership must retain a copy of the signed and dated title of the current truck and submit it with the Claim for Payment Packet.

- ❖ Dealership must notify the District if there is any change in the replacement truck (i.e. truck or engine make, model, model year, etc.) to be purchased prior to the purchase transaction. If the replacement truck and/or its engine will not be the same as indicated on the voucher, the District must be immediately notified of the change. District staff must verify that the alternative replacement truck and/or its engine are program eligible.
- ❖ Dealership must complete the Claim for Payment Packet and submit it to the District to redeem the voucher.

## **DISMANTLER REQUIREMENTS**

The Program requires the current truck to be permanently destroyed (replacement projects only). Destruction of the current truck's chassis and engine permanently removes the old, high-emitting truck from operation. This requirement has been established to ensure that emission reductions are real. It prevents the current truck from being moved into another locale to continue emitting high levels of pollutants. The District will establish a list of participating dismantlers that current trucks can be delivered to for destruction.

### **DISMANTLER ELIGIBILITY REQUIREMENTS**

- ❖ Dismantler is required to enter into an agreement with the District in order to participate in the Program.
  - Dismantlers with a current, active agreement with the District to participate in the Proposition 1B Program or the Carl Moyer Program for On-Road Heavy-Duty Vehicles Voucher Incentive Program (VIP) are eligible to participate without entering into a new agreement.
- ❖ Dismantler must have a valid California business license for a minimum of the last two years. Documentation is required to be submitted to the District for program participation.
- ❖ Dismantler must be licensed by the Department of Motor Vehicles (DMV) as a Dismantler. Documentation is required to be submitted to the District for program participation.
- ❖ Dismantler must have a current, valid California Environmental Protection Agency (Cal/EPA) Hazardous Materials Generators Permit. Documentation is required to be submitted to the District for program participation.
- ❖ Dismantler must be in compliance with all local, state and federal laws and regulations.
- ❖ Dismantler must have a minimum of one (1) active employee who received training by the District on the requirements of the Program.
  - If a dismantler has more than one contracted location, then the dismantler must have at least one (1) active employee trained by the District at each location that will be accepting TVP trucks.
  - Training performed by District staff for the Proposition 1B Program or the VIP can substitute for the Truck Voucher Program.

### **DISMANTLER PERFORMANCE REQUIREMENTS**

- ❖ The Dismantler must agree to perform the following dismantling requirements:
  - Destroy the current truck within 90 days of receipt.
  - Completely sever the frame rails so that the frame is no longer capable of being used in a truck.
  - Destroy and render useless the current truck's engine.
    - A minimum 5-inch diameter hole must be punched into the engine block.
  - Not destroy any identifying numbers on the truck and/or its engine such as the Vehicle Identification Numbers (VIN) or engine serial numbers.
    - If the truck VIN or engine serial number cannot be located, the truck must not be scrapped or destroyed until notification is made to District staff for assessment.

- 
- The Dismantler may not use or permit the use of the current truck, except use as necessary to move it for destruction or storage.
  - Notify the District that the current truck is destroyed and ready for inspection within 10 days of the current truck's destruction. Notification to the District of the destroyed current truck must be made using the District's Notice of Destruction Form. Additional copies of the Form can be obtained by calling program staff at (559) 230-5800.
    - Once received, the District will contact the Dismantler to schedule a destruction-inspection visit, and at such time, a District inspector will verify the destruction of the current truck and its engine with photographs.
  - Allow the destruction of the engine and current truck to be documented by the District.
    - The District must verify in-person the proper destruction of the current truck and its engine. District staff must also verify the current truck's VIN and engine serial number.
    - The Dismantler must not remove the current truck from their property, or part out a current truck, until a post-destruction-inspection by the District has been performed and the Dismantler has been given approval by the District.
  - File a Notice of Acquisition/Report of Vehicle to be Dismantled (REG 42) and provide the District with proof of this filing within sixty (60) days receipt of the current truck.

## APPLICATION PROCEDURES

**The application (pages 1-4) must be filled out completely and as accurately as possible.** Do not leave any fields blank, as it lengthens the processing timeframe associated with the application and delays funding.

A copy of the following items must accompany the application at the time of submittal in order for the application to be deemed **complete**:

- ❖ Internal Revenue Service (IRS) Request for Taxpayer Identification Number and Certification Form W-9 (Form W-9).
  - The information entered into Section 1 of the application must be **identical** to the information on Form W-9, as this information will be used to generate all binding documents and be used to report incentive funding to the IRS.
  - A copy of the IRS Form W-9 can be downloaded at [www.irs.gov](http://www.irs.gov) or by calling 1-800-829-3676.
  - If your business is a Limited Liability Company (LLC), please follow the instructions found on Form W-9.
- ❖ Compliance verification.
  - A copy of the fleet's Truck and Bus Fleet Calculator (for fleets of 4 or more only). The fleet calculator can be downloaded at <http://www.arb.ca.gov/msprog/onrdiesel/compliancetool.htm>
  - Other documentation approved by District staff that clearly shows current compliance.
- ❖ Copy of the current truck title.
  - The title must be clear of any lien holders for replacement projects only.
- ❖ Copy of the current truck DMV Registration for the past 24 months.
  - Partial Year Registration Exception: If the current truck operates seasonally, the registration must indicate partial year registration and must cover at least 3 months per 12 month period for the previous 24 months.
  - If the past 24 months of DMV documentation is not available the following documentation may be substituted:
    - The previous 8 consecutive months of DMV registration supplemented by alternate documentation showing California operation for the past 24 months and proof of insurance for the past 24 months.
- ❖ Copy of proof of insurance for the past 24 months that is specific to the current truck.
- ❖ Dated and itemized dealer quote for the replacement truck that includes:
  - Applicant/business name and address.
  - Dealer name and address.
  - Estimated voucher amount.
  - Make, model, and year of the truck and engine.

- 
- Breakdown of total costs including tax, license and applicable fees.
  - ❖ Specification sheet for the replacement truck and its engine (replacement projects only).
  - ❖ Applicable ARB Executive Order, including all attachments, for the engine in the replacement truck.
  - ❖ Proof of annual mileage or fuel usage for the past 24 months specific to the current truck on the application.
    - Acceptable forms of usage documentation can include, but are not limited to, maintenance records, log books, fuel receipts, and BIT Inspection forms.
    - **Documentation must clearly identify the truck on application.**
  - ❖ Pre-inspection section completed and required digital photographs of the current truck on application. Physical inspection and photographs must be completed by the dealership. Self-inspection of the current truck by the applicant is **NOT** allowed and will result in an incomplete application.

## PAYMENT PROCEDURES

Prior to receiving reimbursement, the dealer/installer must submit a Claim for Payment Packet to the District. Once the Claim for Payment Package is submitted and deemed complete, the District has 20 working days to process the claim.

- ❖ The dealership shall **redeem** the value of the voucher after receipt and verification of a properly supported Claim for Payment Packet. Payment on the voucher takes place after the replacement truck has been delivered to the applicant and the current truck has been delivered to a participating dismantler.
- ❖ Only the Truck Voucher Program Claim for Payment Form is accepted. As a matter of policy, the District does not provide advance payments to dealerships or pay the applicant directly for the voucher.
- ❖ All Claim for Payment Forms must be **dated** and **signed** by the **dealership contract signing authority** or they will be returned to the dealership. The contract signing authority is the same individual at the dealership who signed the agreement with the District to be a participating dealership.
- ❖ Approximately one year after incentive funds have been issued, the applicant will receive an Internal Revenue Service (IRS) Form 1099. For information about the tax implications related to the receiving incentive funds, applicants should consult a tax advisor as the District does not provide tax advice.

## STEP-BY-STEP CLAIM FOR PAYMENT FORM GUIDANCE

This section outlines the information required for each field of the Claim for Payment Form. Once the fields listed below have been completely filled out, the Form must be **signed and dated in blue ink**. This will complete the Claim for Payment Form. Only originally signed Forms will be accepted. If additional assistance is needed to complete the Form, please contact the Strategies and Incentives Department and a Program staff member will assist you.

- ❖ **Project Number**

The number that the District assigned to the voucher; this number can be found on the original voucher sent to the dealership.

- ❖ **Payee**

The Dealership's legal name as it appears on the Agreement with the District.

- ❖ **Address**

The mailing address used by the dealership, including the city, state, and zip code. Checks from the District will be mailed to the address provided here.

- ❖ **Check Box**

Check the classification of the dealership that is listed under payee.

- ❖ **Federal Tax I.D. #**

Taxpayer Identification Number (TIN) of the dealership. **Only the applicant's name and TIN or SSN will be used to report incentive funding to the IRS, not the dealership's.** The District cannot give tax advice, as such, applicants should contact a tax professional or the IRS to determine the tax consequences associated with receiving incentive funding.

**❖ Telephone #**

The main phone number, including area code, for the dealership.

**❖ Fax #**

The fax number, including area code, for the dealership.

**❖ Date**

Enter the date as is appears on the invoice.

**❖ Replacement Truck Make & Model**

The make and model name of the replacement truck purchased.

**❖ Amount Paid**

The amount as it appears on the invoice prior to the reduction of the voucher amount.



## CLAIM FOR PAYMENT PACKET CHECKLIST

Claim for Payment Packets are submitted by the dealership for redemption of vouchers. When submitting a request for payment, submit a **complete** Claim for Payment Packet. An incomplete Claim for Payment Packet will lengthen the processing time and delay reimbursement of funding. Please include the following items in the packet:

- ❖ Completed and **signed** Heavy-Duty Truck Voucher Program **Claim for Payment Form**. Please sign the Form in **blue ink**.
  - The same individual at the dealership who signed the contract with the District must also sign the Claim for Payment Form. All Forms submitted must have original signatures.
- ❖ The original voucher signed and dated by the applicant.
- ❖ A copy of the **final invoice** for the purchase of the replacement truck.
  - The final invoice must be signed by the applicant and include final sales price, less the voucher amount.
- ❖ Copy of warranty for the replacement truck.
  - Warranty for replacement truck must show engine coverage for 12 months/100,000 miles commencing on the day the new truck is purchased as indicated on the final invoice submitted for reimbursement.
- ❖ Proof of payment such as copy of check or finance documents.
- ❖ Post-inspection forms signed and completed by the dealer and required digital photographs.
- ❖ Copy of DMV paperwork showing the replacement truck is registered to the applicant in California.
- ❖ A copy of the title of the current truck signed and dated by the applicant.
- ❖ (Used Replacement Trucks only) A copy of the title of the replacement truck showing no salvage title.
- ❖ The name and location of the dismantler that will destroy the current truck and the date the current truck was delivered to the dismantler. This information should be indicated on the Post-Inspection Form.

To expedite the claim process, please submit the Claim for Payment packet to the District at:

**San Joaquin Valley Air Pollution Control District**  
**Attention: Strategies and Incentives Department**  
**1990 East Gettysburg Avenue**  
**Fresno, CA 93726-0244**

## APPLICANT RESOURCES

### CALIFORNIA DEFINITION OF A SMALL BUSINESS

According to the California Code of Regulations (CCR), as of the calendar year 2013, to be a certified "Small Business" the following criteria must be met:

#### Article 3. Certification

##### Section 1896.12. Eligibility for Certification as a Small Business

- a. To be eligible for certification as a small business, a business must meet all of the following qualifying criteria:
  1. It is independently owned and operated; and
  2. The principal office is located in California; and
  3. The officers of the business in the case of a corporation; officers and/or managers, or in the absence of officers and/or managers, all members in the case of a limited liability company; or the owner(s) in all other cases, are domiciled in California; and
  4. It is not dominant in its field of operation(s), and
  5. It is either:
    - A. A business that, together with all affiliates, has 100 or fewer employees, and annual gross receipts of fourteen million dollars (\$14,000,000) or less as averaged for the previous three tax years, as adjusted by the Department pursuant to Government Code Section 14837(d)(3); or
    - B. A manufacturer as defined herein that, together with all affiliates, has 100 or fewer employees.

### WEB RESOURCES

To assist applicants participating in the District's incentive programs, the District has developed a Program Web Page. This page contains a list of certified dealerships that are contracted with the District to participate in this program. Additionally, this page contains links to the California Air Resources Board website where you can obtain a list of eligible engines, associated Executive Orders and other technical information.

When preparing an application, we ask that you utilize the information presented within the links on this page. By submitting complete application packets with accurate information, we can reduce the amount of time and resources necessary to process your application.

**The Applicant Resource Web Page can be found at [www.valleyair.org](http://www.valleyair.org) under the "Grants and Incentives" tab.**

**MAP OF DISTRICT BOUNDARIES**

