



PROGRAM GUIDELINES



The El Dorado County Air Quality Management District (AQMD) is accepting applications for the ***Drive Clean! Incentive Program***. The Program provides incentives to applicants who reside or are based within the AQMD boundaries for the purchase of eligible new, clean vehicles. For a list of eligible vehicles and incentive amounts, please visit the AQMD website at www.edcgov.us/AirQualityManagement/ or contact program staff at (530) 621-7501.

Requirements:

- **Pre Approval is required. Applicants that have not obtained written pre-approval from AQMD will not receive the incentive.**
- Applicant must be an individual that resides within the El Dorado County and commutes down to Sacramento County and other locations east of El Dorado County.
- Applicant must purchase or lease an eligible new vehicle after the official start date of the Drive Clean! Incentive Program, **May 1, 2014**, and prior to exhaustion of available incentive funds.
- Vehicles must be on the AQMD's list of eligible vehicles on the date of purchase or lease. Please refer to the vehicle list for additional eligibility information.
- The purchase or lease agreement must identify the vehicle as "New" to be eligible.
 - For floor models or test drive vehicles not previously registered with the California Department of Motor Vehicles (DMV), please contact the AQMD for additional information prior to the purchase of the vehicle.
 - Lease agreements must be for a minimum 3 years/36 months.
- The new vehicle must be registered with the DMV within the AQMD boundaries.
- Applicant must insure the new vehicle as required by California State law.
- Applicant must retain ownership of the new vehicle for a minimum of 36 consecutive months immediately after the vehicle purchase or lease date.

Incentive Process:

- Applicant must obtain pre-approval from AQMD by submitting a complete pre-approval application to the AQMD. AQMD will respond with a determination within 3 business days of application submittal.
- Applicant must purchase or lease an eligible new vehicle.
- After the purchase or lease of the new vehicle, applicant may apply for a incentive by submitting a **complete incentive packet** to the AQMD. A list of the required forms and documentation for a complete incentive packet is included as part of this document.
- The AQMD will issue a incentive approximately 60 working days following receipt and verification of a complete incentive packet.
- Incentives will be issued pending the availability of funds. The AQMD does not guarantee the availability of incentive funds. **A complete incentive packet must be submitted for incentive consideration.**



INCENTIVE PACKET CHECKLIST

All applicants must submit a **complete incentive packet, including original signed forms where indicated**, for final incentive approval. The AQMD reserves the right to request additional information or clarification of information provided in this application.

The following documents must be submitted for the incentive packet to be deemed complete:

- **Original signed and completed** Application & Claim for Payment Form.
- **Original initialed, signed and completed** Certifications Form.
- **Original signed and completed** IRS Form W-9.
 - Applicants are required to provide their Social Security Number or Employer Identification Number to allow the AQMD to issue a 1099 tax form, as required by law.
- Copy of the purchase agreement or lease agreement signed by all parties with an itemization of credits, discounts, and incentives received, if applicable. Lease agreements must be at least 3 years/36 months.
- Copy of proof of current insurance for the new vehicle.
- Copy of temporary or permanent registration for the new vehicle. The registration documentation must indicate that the new vehicle is registered within the AQMD boundaries.
- For individuals, copy of a current utility or cable billing statement within the last 3 months, or other proof of residency as approved by the AQMD. A California driver's license is not an acceptable proof of residency.
- For businesses or nonprofit agencies, a copy of the formation document filed with the California Secretary of State, or other documentation as approved by the AQMD, which provides proof that the business or agency is based within the AQMD boundaries.

The name of the applicant must match and be consistent on all forms and documentation. Additional names on the purchase or lease agreement, insurance, registration and proof of residency are acceptable.

Please mail or deliver the complete incentive packet to the following address:

Air Quality Management District
Attention: Incentives Programs
330 Fair Lane
Placerville, CA 95667

FAXED OR EMAILED COPIES OF THE INCENTIVE PACKET WILL NOT BE ACCEPTED.



APPLICATION & CLAIM FOR PAYMENT FORM

Please fill out this form completely and as accurately as possible. All fields are required unless otherwise indicated. **This form with the original, wet signature must be submitted as part of the incentive packet.**

SECTION I – APPLICANT INFORMATION

Applicant Name (as it appears on Form W-9 & supporting documentation):			
Social Security #: _____ -Or - Tax ID #: _____		Is county of Residence & Vehicle Registration in El Dorado County: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Mailing Address:	City:	State:	Zip Code:
Physical Address:	City:	State:	Zip Code:
Primary Phone:	Cell Phone (optional):	Alternate Phone (optional):	
Fax (optional):	E-mail (optional):		

SECTION II – VEHICLE INFORMATION

Estimated Annual Mileage:		Estimated Use in AQMD (%):	Estimated Use in California (%):	
Date of Purchase/Lease	Vehicle Identification Number (List each vehicle separately)	New Vehicle Make & Model	Amount Paid	Incentive Amount
Total Claim				

Printed Name of Vehicle Owner:	Title:
Signature of Vehicle Owner:	Date:

For District Use Only

Emission Std / ZEV Credit:	ZEV	TZEV	ZEM	NEV	Enhanced_AT_PZEV	AT_PZEV	PZEV	SULEV	ZEV TIER:
Technology / Fuel Type:	BEV	PHEV	HFC	ICE	CNG	LNG	LPG	Conversion:	

<u>For District Use Only</u>	
_____ AQMD Approval _____	_____ Date _____
<u>Administrative Services Use Only</u>	
_____ Audited By _____	_____ Date _____
_____ Reviewed By _____	_____ Date _____

Object	Fund	Year	Dept	Sub-Dept	Type	Program	Phase	Entity	Amount	1099 Code
		1	90	92	-					
					-					
					-					
Stipend					-					
Expense					-					
Table					-					

Vendor Number: _____ Total \$ 11-1429 6J 3 of 4



CERTIFICATIONS FORM

Please initial each certification. **This form with the original, wet signature must be submitted as part of the incentive packet.**

By signing this Certification Form and as a incentive recipient of the AQMD Drive Clean! Incentive Program, applicant commits to the following:

Initial ____ Applicant shall retain ownership of the new vehicle for a minimum of 36 consecutive months immediately after the vehicle purchase or lease date. Applicant must notify the AQMD in writing if the applicant intends to resale the vehicle or return the vehicle to a dealer within this 36-month period **prior** to taking any such action. Resale of the vehicle or return to a dealer is allowed within this 36-month period if necessitated by unforeseen or unavoidable circumstances and has been given prior approval by the AQMD. However, resale of the program-funded vehicle for financial gain within 36 months is not allowed. If the vehicle is returned or sold within 36 months after the purchase or lease date, the AQMD reserves the right to recoup all or a pro-rated amount of the original incentive amount from the applicant and/or pursue any other legal actions deemed appropriate.

Initial ____ Applicant shall maintain current registration of the new vehicle within the boundaries of the AQMD for a minimum of 36 consecutive months immediately after the vehicle purchase or lease date. The AQMD will periodically check vehicle identification numbers with vehicle registrations to ensure that incentive recipients meet this requirement. If this requirement is not met, the AQMD reserves the right to recoup all or a pro-rated amount of the original incentive amount from the applicant.

Initial ____ Applicant shall maintain insurance for the new vehicle as required by the California State law for a minimum of 36 consecutive months immediately after the vehicle purchase or lease date.

Initial ____ Applicant authorizes the AQMD to periodically confirm the new vehicle's registration and other pertinent information utilizing the AQMD's computerized connection to the California DMV registration database.

Initial ____ Applicant shall submit annual reports to the AQMD, on a form to be provided by the AQMD, for three consecutive years which shall commence approximately one year from the purchase or lease date of the new vehicle. Annual reports will require basic applicant documentation of usage (mileage), and general comments on the new vehicle's performance and any related maintenance issues.

I hereby certify that all information provided in the incentive packet, including any attachments, are true and correct and by signing this Form, I will comply with all program requirements.

Printed Name of Vehicle Owner:	Title:
Signature of Vehicle Owner:	Date:

By signing, I validate the issuance of this incentive in accordance with the AQMD Drive Clean! Incentive Program.

Signature: _____
Dave Johnston, Air Pollution Control Officer

Date: _____
11-1429 6J 4 of 4