



**YOLO-SOLANO**  
AIR QUALITY MANAGEMENT DISTRICT

**Policies and Procedures Manual  
Funding Agricultural Replacement Measures for Emission  
Reductions (FARMER)**

Approved September 8, 2021  
Revised September 13, 2023

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## **PROCEDURES FOR IMPLEMENTATION AND ADMINISTRATION OF YSAQMD FUNDING AGRICULTURAL REPLACEMENT MEASURES FOR EMISSION REDUCTIONS (FARMER) PROGRAM**

### **A. Introduction**

California's agricultural industry consists of approximately 77,500 farms and ranches, providing over 400 different commodities, making agriculture one of the State's most diverse industries. Producers, custom operators, first processors, and rental companies owned and operate approximately 160,000 pieces of off-road, diesel-fueled, mobile agricultural equipment statewide, in addition to stationary equipment, and on-road vehicles used in agricultural operations. Even with increasingly more stringent emission standards on engine manufacturers, emissions from these vehicles and equipment are a significant source of air pollution. Reducing these emissions are necessary to meet federal ozone and particulate matter air quality standards.

Although new engine standards for off-road equipment will reduce emissions from mobile agricultural equipment over time, most agricultural equipment is operated for several decades due to durability, low cost of maintenance, seasonal use, and volatility of the sector. The burning of diesel fuel produces emissions of the ozone precursors reactive organic gases (ROG) and nitrogen oxides (NOx), as well as particulates. Diesel particulate is especially harmful because it has been identified as a toxic air contaminant (TAC). As of this writing, off-road mobile agricultural equipment is not regulated by the State of California. Natural turnover is not sufficient to meet California's clean air needs; thus, incentives for purchasing the cleanest available vehicles and equipment is crucial for achieving additional criteria, toxic and greenhouse gas emission reductions from the agricultural sector.

In recognition of the strong need and this industry's dedication to reducing their emissions, the State Legislature allocated \$135 million to the California Air Resources Board (CARB) in Fiscal Year 2017-18. CARB developed the Funding Agricultural Reduction Measures for Emission Reductions (FARMER) Program to use the funding to "reduce agricultural sector emissions by providing grants, rebates, and other financial incentives for agricultural harvesting equipment, heavy-duty trucks, agricultural pump engines, tractors, and other equipment used in agricultural operations." Additionally, CARB developed FARMER Program Guidelines for the funding allocations for air districts, eligible project categories and criteria, program implementation details, and the justification for these investments.

This Policies and Procedures Manual outlines how the Yolo-Solano Air Quality Management District (District) will implement the FARMER Program and meet the requirements in the FARMER Program Guidelines and Grant Agreement. This Policy and Procedure Manual is not intended to conflict with state law – in the event of such a conflict, state law shall be followed in all cases. This manual will be reviewed annually,

updated as necessary and available to the public on the District's website, [www.ysaqmd.org](http://www.ysaqmd.org).

B. Program Implementation

The District will provide oversight and implementation of projects funded through the FARMER Program in accordance with the FARMER Program Guidelines. Duties include, but are not limited to the following:

- Program outreach
- Project solicitation
- Project selection
- Project management
- Reporting
- Audits
- Program Review

Project costs will be tracked using staff timesheets, invoices and other documentation required by the FARMER Grant Agreement and Program Guidelines and reported to CARB.

C. Eligibility

To be eligible, projects must be eligible for incentive funding under the 2017 Carl Moyer Program Guidelines, Program Advisories and Mail-outs and be engaged in agricultural operations. An 'agricultural operation' is defined in the FARMER Program Guidelines as:

“(1) the growing or harvesting of crops from soil (including forest operations) and the raising of plants at wholesale nurseries, but not retail nurseries, or the raising of fowl or animals for the primary purpose of making a profit, providing a livelihood, or conducting agricultural research or instruction by an educational institution, or (2) agricultural crop preparation services such as packinghouses, cotton gins, nut hullers and processors, dehydrators, and feed and grain mills. Agricultural crop preparation services included only the first processing after harvest, not subsequent processing, canning, or other similar activities. For forest operations, agricultural crop preparation services include milling, peeling, producing particleboard and medium density fiberboard, and producing woody landscape materials.”

Eligible project categories for the FARMER program include:

- Agricultural harvesting equipment;
- Heavy-duty trucks;
- Agricultural pump engines;
- Tractors;
- Zero-Emission Agricultural UTVs; and
- Other equipment used in agricultural operations.

Districts are not required to fund all eligible categories. The District will be accepting applications for agricultural tractors through open solicitation and Zero-Emission Agricultural UTV's through a voucher program at this time.

D. Project Solicitation

The FARMER Program Guidelines allow discretion to air districts regarding how potential projects are solicited. The District Board must approve the FARMER Program structure, funding, and delegation of authority to the APCO via formal resolution. Following the receipt of notice of Program funding and availability from CARB, the District may solicit new applications and/or consider waitlisted applications for each round of funding.

Applicants will be limited to one (1) piece of equipment per application and two (2) applications per person or operation in total per solicitation.

The District is committed to performing outreach to all sectors, small businesses, and underserved communities. Efforts may include public workshops and meetings, publications, social media, district mailing lists and the District website. The District may conduct workshops and meetings remotely.

E. Applying to the Program

For each solicitation, the District will set a start and end date to accept applications. The solicitation will be open for no more than sixty (60) days. The District will perform outreach in advance, and during the solicitation, including a workshop for potential applicants. Project applicants will be required to submit a completed application to the District to be considered for funding. All applications must include a disclosure statement, identifying if the applicant has applied to any other entities for funding. Any other funding source must be identified by the applicant. A sample of the District's application is included in Appendix 4.

F. Initial Screening of Applications

All submitted applications will be date-stamped, assigned a project number, and reviewed for completeness. If an application is determined to be incomplete, the District will notify the applicant in writing within thirty (30) days of receipt and provide an explanation of what is missing from the application. Applicants will have thirty (30) days from notification to submit additional information or documentation to complete an application. District staff will keep a hard copy of each notice with the application and/or project file, if selected.

If more than two applications are received from the same owner, the operation will be contacted and provided an opportunity to select which applications they would like to withdraw from consideration.

G. Evaluation of Applications and Selection of Projects

All completed applications submitted to the District during a solicitation will be evaluated for eligibility and cost-effectiveness. The cost-effectiveness analysis will be conducted consistent with the criteria found in the most recent version of the Carl Moyer Program Guidelines. Projects will receive the maximum amount of funding they qualify for under these criteria, up to 80% of project cost, with a maximum incentive amount of \$200,000.

The eligible projects will have their project number entered into a random number generator by District staff. Numbers will be randomly drawn and selected for funding until all available project funding has been allocated.

Applicants that have their project selected and approved to receive funding will be notified in writing of their selection and award amount. Applicants must acknowledge and accept the grant award within thirty (30) days from the date of notification. If for any reason funding becomes available, the District will continue to randomly draw project numbers until all available funding has been awarded.

Once all available funding has been awarded, projects not selected for funding will be notified in writing of the status of their application. The District will retain unselected project applications for one (1) year in the event that additional funding becomes available.

H. Obligation of Funds to Projects

Once applications have been selected for funding and the applicant accepts the award, a contract will be prepared for the project. The funds will be considered obligated once the District has a fully executed grant agreement in place.

I. Contracts

After completing the pre-inspection, the District will prepare a contract and send it to the applicant via electronic mail at the email address provided on the application. The applicant will be responsible for returning the signed contract to the District within thirty (30) days of receipt. Contracts will include all provisions required by the Carl Moyer Program Guidelines. This includes, at a minimum, the following:

- Party names and date
- Contact information for sending notices
- Contract term, including the project completion date and project life

- Payment provisions, including the maximum contract amount
- Funding disclosure and noncompliance terms
- Requirement for maintenance of the equipment
- Project specifications and performance expectations
- Repercussions for non-performance
- Agreement that the District may perform on-site inspections of the equipment
- Records retention, reporting and auditing
- Signature blocks for both parties

The District will accept digital signatures on contracts and other documents related to grant projects provided they meet the requirements of Government Code Section 16.5(a).<sup>1</sup>

For projects for which historical usage data meets the criteria outlined in the Carl Moyer Guidelines, no minimum annual usage is required to be specified in the contract. Historical usage data must be submitted for at least 24 consecutive months and may include the following:

1. An hour meter reading log collected at a minimum of once per year from an installed and fully functioning hour meter, Or
2. One item from the following list:
  - a. Revenue and usage records that identify operational, standby, and down hours for the equipment;
  - b. Employee timesheets linked to specific equipment use;
  - c. Preventative maintenance records tied to specific hours of equipment use;
  - d. Repair work orders specific to the equipment;
  - e. Other documentation as approved by the District and CARB.

#### J. Pre-Inspection

Once an applicant agrees to the tentative award, and prior to an agreement being signed between the applicant and the District, District staff will conduct a pre-inspection of the equipment to verify the information submitted on the application. During this process, the District staff conducting the inspection will complete a pre-inspection form. If the information on the original application cannot be verified during the pre-inspection, the applicant may amend the application. Staff will re-evaluate the amended application and fund the project once all information has been verified

The pre-inspection process includes, at a minimum, the following:

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<sup>1</sup> Government Code Section 16.5(a) in part states “The use of a digital signature shall have the same force and effect as the use of a manual signature if and only if it embodies all the following attributes: (1) it is unique to the person using it. (2) It is capable of verification (3) it is under the sole control of the person using it (4) it is linked to data in such a manner that if the data are changed, the digital signature is invalidated (5) it conforms to regulations adopted by the Secretary of State.”

- Recording the serial number of the baseline equipment and verifying contained in the application regarding make, model, model year, and horsepower
- Verification that the equipment is operational. “Operational” means the engine must start and the equipment is able to perform its intended purpose.
- Recording of the hours on the equipment hour meter, OR miles on the equipment odometer.

During the pre-inspection, photos will also be taken and placed in the project file.

K. Post Inspection

Once the new equipment has been purchased and delivered, and prior to payment to the applicant, the District will perform a post-inspection for each project. During this process, the District staff conducting the inspection will complete a post-inspection form. The post-inspection will verify that the equipment listed in the contract was purchased. Information to be recorded during the post-inspection process includes:

- Serial number
- Make and model
- Model year
- Hour meter reading
- Horsepower

Equipment information will be documented with photos. Post-inspection photos shall be stored in the project file.

L. Salvage Inspection

As part of the post-inspection process, the District shall perform a salvage inspection for each project. The salvage inspection shall verify that the baseline equipment has been destroyed or otherwise rendered inoperable. The District allows program participants to destroy the engine/equipment themselves or take them to an approved salvage yard. If the participant destroys the engine/equipment themselves, the District must inspect the destroyed engine/equipment and take photos to document the destruction. District staff will fill out a salvage inspection form. If an approved salvage yard is used, the salvage yard will take photos of the destruction, complete a Salvage Certification Form, and submit both the photos and the form to the District.

M. Payment of Projects

Program staff will submit a Claim Form, Vendor Form, W-9 and copy of the executed agreement to administrative staff to process payment once the project is completed including pre-inspection, post-inspection, salvage inspection, final invoice and documentation received. The grantee will receive the check via U.S. Mail.



#### N. Project Audits

Each fiscal year, the District will audit at least five percent of the total active projects. District audits will also include all the projects whose owners fail to provide an annual report. The grantees that will be audited will be chosen at random. District staff will contact the randomly selected grantees via certified mail for notification.

The following information will be verified during each audit:

- Verification that the equipment is still operational
- Verification that the contract requirements concerning mileage, fuel usage, or hours of operation are being met

If any audited project is more than 30 percent below an annual average of the level of use outlined in the executed contract, the District will take appropriate action to ensure the emissions benefits are realized and captured during the term of the contract. Appropriate action includes extending the project life on the contract (if not backed up against any regulatory deadlines), using the formula on the contract to return the funding to the District, or granting a waiver in accordance with section BB(4)(E) of the Carl Moyer Guidelines Program Administration Chapter.

#### O. Reporting

All project awardees will be contractually required to submit an annual report for their project. The requirements and format of the annual report are included in the boilerplate contract language. District staff will keep a record of submitted annual reports in the form of a spreadsheet stored on the District's server. Reports will be reviewed for completeness, accuracy, and usage. Once an annual report has been reviewed and approved, the approval will be noted in the spreadsheet. If an annual report is incomplete/inaccurate and is not approved, this is noted in the project file and District staff will make reasonable efforts to obtain the necessary information. If equipment usage is more than 30 percent above or below that identified in the project application, the grantee shall describe any conditions that significantly impacted equipment usage. In instances where the annual usage is significantly lower than the level specified in the contract due to unforeseen circumstances beyond the control of the equipment owner, the owner may request a waiver from the District per Chapter 3, section BB(4)(E) of the Carl Moyer Guidelines. Annual reports and the District's findings will be documented and saved in the project file.

#### P. District Annual Reporting to CARB

The District is required to report to CARB semi-annually on the status of the program. District staff will prepare and submit the annual report consistent with CARB's FARMER Program guidelines and guidance from CARB staff.

Q. Fiscal Practices and Procedures

The District staff deposits FARMER funding into a restricted account that accrues interest. The interest is tracked and received on the account quarterly. Interest earned on the FARMER Program funds is spent on projects and program admin according to the current FARMER Guidelines.

District staff periodically reconcile FARMER projects, staff records, and allocated funds. These reconciliations are to be held as deemed necessary and prior to the submittal of Annual Reports to ensure accurate reporting to CARB. Each Year of FARMER funding is tracked separately, with each project tracked for the amount of funding obligated, expended and dates of those transactions.

R. Project File Maintenance

The District will maintain documentation of all solicitations and project selections by fiscal year, as well as program project files at the District offices. Notices that are posted electronically on the District's website will also be printed as a hardcopy and kept in the District's FARMER Program file for the solicitation year which it applies. All physical files and documents will be kept for one (1) year following project completion, at which time project files will be scanned and maintained by the District for a period no less than ten (10) years.

S. Project Completion

For projects that have successfully completed their obligations in the FARMER program, the District may send a notice of such to the Participant. The Participant should maintain their records for an additional three years.

T. Coordination with CARB

The District will coordinate with CARB staff assigned to work on the FARMER program. The primary contact for the District will be:

Ms. Erin Uchida  
Air Resource Engineer  
Off-Road and Agricultural Strategies and Incentives Section  
California Air Resources Board  
1001 "I" Street  
P.O. Box 2815  
Sacramento, CA 95812  
Phone number: (916) 323-0002  
Email address: [erin.uchida@arb.ca.gov](mailto:erin.uchida@arb.ca.gov)

## U. Zero-Emission Ag UTV Voucher Program

Zero-Emission Ag UTV Voucher Program provides financial incentives for the replacement of existing diesel or gasoline-powered all-terrain vehicles (ATV)<sup>2</sup>, and utility terrain vehicles (UTV)<sup>3</sup> with new, zero-emission UTVs to qualified individuals, businesses, educational institutions, and non-profit organizations involved in California agricultural operation<sup>4</sup> as defined by the California Air Resources Board (CARB).

There are two general types of vehicles eligible for grant funding under the Program: ATVs and UTVs as they are defined by off-highway regulations, excluding the reference to an internal combustion engine. For purposes of this program, the term UTV will be used to collectively include both ATVs and UTVs.

### 1. General Participant Requirements:

- Not make any non-refundable payments, complete purchase or dismantle the existing equipment or place the new equipment into service until you receive a District Voucher.
- Must have One-Year manufacturer warranty for the new equipment.
- Remain the owner of the new equipment for a minimum of five (5) years from purchase date.
- Operate one-hundred percent (100%) of the new equipment's annual hours within the District boundaries.
- Submit annual reports to the District through the full term of the agreement.
- Be available for follow-up inspection(s), if requested by the District, CARB or CARB's designee for the purposes of project oversight and accountability.
- Commit that any emission reductions generated by the purchased ATV or UTV will not be used as marketable emission reduction credits, to offset any emission reduction obligation of any person or entity, or to generate a compliance extension or extra credit for determining regulatory compliance.

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<sup>2</sup> ATVs are defined by California's off-highway regulations (Title 13 CCR Section 2449) as any off-highway motor vehicle 50 inches or less in overall width that is designed to travel on four or more low pressure tires, having a single seat designed to be straddled by the operator or a single seat designed to be straddled by the operator and a seat for no more than one passenger, having handlebars for steering control.

<sup>3</sup> UTVs are defined by California's off-highway regulations (Title 13 CCR Section 2449) as designed to travel on four or more wheels, having bench or bucket seating for two or more persons, having a steering when for steering control, designed for operation over rough terrain, having an internal combustion engine with a displacement less than or equal to one liter, having a maximum brake power less than or equal to 30 kilowatts, and having either (1) a rear payload of 350 pounds or more, or (2) seating for six or more passengers.

<sup>4</sup> Agricultural Operation is defined by CARB Regulation for In-Use Off-Road Diesel Vehicles (Title 13 CCR Section 2449): (1) the growing or harvesting of crops from soil (including forest operations), and the raising of plants at wholesale nurseries, but not retail nurseries, or the raising of fowl or animals for the primary purpose of making a profit, providing a livelihood, or conducting agricultural research or instruction by an educational institution, or (2) agricultural crop preparation services such as packinghouses, cotton gins, nut hullers and processors, dehydrators, and feed and grain mills. Agricultural crop preparation services include only the first processing after harvest, not subsequent processing, canning, or other similar activities. For forest operational agricultural crop preparation services include milling, peeling, producing particleboard and medium density fiberboard, and producing woody landscape materials.

2. Existing Equipment Requirements:

- Self-propelled all-terrain vehicle (ATV), or utility terrain vehicle (UTV).
- Be powered by a compression-ignition engine (diesel) or spark-ignition engine (gasoline).
- Be operational and in-use at the time application is submitted.
- Agree to destroy or render permanently inoperable. Destruction must be performed by a participating dismantler contracted with the District.

3. New Equipment Requirements:

- Not have been previously owned and must be indicated as new by the dealer at the time of purchase.
- Be Zero-Emission. The vehicle must emit zero tailpipe emissions from its onboard source of power (i.e. electric or hydrogen fuel cell vehicles), and may not undergo any modification that would allow propulsion by any other means.
- Have an hour meter installed and operational throughout the project life. If the hour meter fails for any reason during the project life, the hour meter must be repaired or replaced as soon as possible at the owner's expense.
- Not have any modifications to the vehicle systems, including motor and other hardware the addition of auxiliary power sources, or changes to the software calibrations.
- Must have 500lbs or great towing capacity and a total vehicle weight of 700lbs or greater.

4. Funding Amounts:

Eligible Project Costs	Maximum Incentive Amount
75% of eligible costs of new equipment	\$13,500.00

Note: Eligible costs does not include additional batteries, warranties, or optional add-ons. The District reserves the right to determine the eligibility of costs associated with the project, the final amount reimbursed to the applicant will be reduced if the final invoiced costs of eligible items are less than was indicated on the quote at the time of application.

5. Application Process

- i. Applicant submits completed application with all required attachments to the District. Forms are available on our website at [www.ysaqmd.org/incentives](http://www.ysaqmd.org/incentives) and can be requesting by contacting the District. A copy of the District's application is included in Appendix 7 (i).
- ii. District staff will notify the applicant within thirty (30) days of receipt of application. If incomplete, the applicant will be provided fourteen (14) days to provide any addition information or documentation to complete application.
- iii. Complete applications will be reviewed for eligibility, and selected based on meeting criteria listed at the time of program opening including but not limited to cost-effectiveness.
- iv. District staff will issue Vouchers to applicants via email or preferred contact method listed on application. A sample of a District Voucher is included in Appendix 7 (ii).
- v. If applicant needs to purchase different equipment from what was originally quoted and the voucher issued for, they must ensure it meets the new equipment requirements

listed above and receive District approval prior to purchase. Incentive amount will not increase, but may decrease so as to not exceed 75% of the total eligible costs or \$13,500, whichever is less.

6. Reimbursement Process

- i. After receipt of an approved voucher, Applicant purchases the new equipment and pays for the equipment in full.
- ii. Applicant delivers old equipment to a District approved dismantler within thirty (30) days of taking possession of the new equipment. In addition, applicant must have the dismantler complete the Certificate of Destruction form provided with your Voucher.
- iii. Submit a claim for payment packet including:
  - a. Signed Voucher
  - b. Signed Claim for Payment form (page 2 of voucher)
  - c. Completed UTV Status Form signed by both recipient and the dismantler.
  - d. Invoice from dealership showing equipment was paid in full. Invoice must clearly identify at a minimum:
    - i. Invoice number and date of invoice.
    - ii. Applicant/organization name and address.
    - iii. The new UTV vendor/dealer name and address.
    - iv. The make, model, model year, and specifications of the new Ag UTV.
    - v. Date of delivery (if different from the invoice).
    - vi. Detailed breakdown of all invoice costs; including the new UTV cost (without tax), additional costs of optional accessories, sales tax (with percentage rate indicated), and any additional fees. List all charges and fees in the line-item format.
  - e. Proof of payment and receipt (either check copy, credit card statement, or finance documents)
  - f. Proof of Warranty (warranty documents, completed warranty registration form)
  - g. Photos of new equipment (side view of entire vehicle, a clear photo of Equipment Identification Number, serial number, PIN or VIN).
  - h. Copy of insurance specifically listing the new equipment is covered.
- iv. Upon receipt of a complete claim packet, District staff will review and issue payment, generally within thirty (30) days.
- v. For the project life (listed on voucher) the District will send Applicant an annual monitoring report, which Applicant will complete and submit each year by March 31<sup>st</sup>.

## Appendix 1

*Incorporated herein by this reference*

Available: [Final Funding Agricultural Replacement Measures for Emission Reductions \(FARMER\) Program Guidelines \(ca.gov\)](#)

## Appendix 2

*Incorporated herein by this reference.*

Available: [Carl Moyer Program Guidelines | California Air Resources Board](#)

### Appendix 3

*Incorporated herein by this reference.*

Available: [Carl Moyer Program - Yolo-Solano Air Quality Management District \(ysaqmd.org\)](http://ysaqmd.org)



## Appendix 4

### Off-Road Equipment Replacement Project Application



**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
OFF-ROAD EQUIPMENT REPLACEMENT APPLICATION**

<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>1. Complete all sections of the application.</li> <li>2. Sign application and collect all required documentation.</li> <li>3. Submit to:               YSAQMD                                   Attn: Incentives                                   1947 Galileo Court, Ste. 103                                   Davis, CA 95618                                   grants@ysaqmd.org</li> </ol>	<p><b>For District Use Only:</b></p> <p>Date Received: _____</p> <p>Application No.: _____</p>
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**Applicant Information**

Organization, Company, or Proprietor’s Name (as it appears on Form W-9):	
Address:	
City	State Zip
Mailing Address (if different from above):	
City	State Zip
Have you applied to any other grant programs <u>for this piece of equipment</u> ? If yes, please explain and provide the name of the agency:	
Please select the acreage that reflects the size of your operation:	<input type="checkbox"/> 100 acres or less <input type="checkbox"/> Over 100 acres

**Contact Information**

**Primary Contact Information**

First and Last Name:	Title:
Phone Number:	Email:

**Contract Signing Authority Information (if different from above)**

First and Last Name:	Title:
Phone Number:	Email:

**Fleet Information**

DOORS ID:	Total Horsepower of Fleet:
DOORS EIN:	Date fleet is Compliant through:
Applicants are not required to submit DOORS and compliance information on exempt equipment or fleets.	
Check the following as they apply to your fleet or equipment:	
<input type="checkbox"/> Fleet is exempt from the Off-Road Regulation    If Yes, explain: _____	
<input type="checkbox"/> Existing equipment in this application is exempt from Off-Road Regulation	

**Existing Equipment Information**

Equipment Address:	
City:	Zip:
Equipment Type: (examples: ag tractor, pull behind harvester, etc.)	
Annual Operation (in hours):	% Use within District:
Have you owned and operated the equipment in California for the previous two (2) years? <input type="checkbox"/> Yes <input type="checkbox"/> No, this equipment is ineligible for funding	
Is this equipment operational? <input type="checkbox"/> Yes <input type="checkbox"/> No, this equipment is ineligible for funding	

Equipment Make:	Equipment Model:
Equipment Model Year:	Equipment Identification number (VIN/PIN):
Engine Make:	Engine Model:
Engine Model Year:	Advertised Horsepower Rating:
Engine Serial Number:	EPA Engine Family Name:
Current Hour Meter Reading:	Fleet ID No.
Engine Tier: <input type="checkbox"/> Tier 0 <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Is the equipment powered by a Diesel engine? <input type="checkbox"/> Yes <input type="checkbox"/> No

**New Equipment Information**

Equipment Make:	Equipment Model:
Equipment Model Year:	EPA Engine Family Name:
Engine Make:	Engine Model:
Engine Model Year:	Advertised Horsepower Rating:
Engine Tier: <input type="checkbox"/> Tier 4 <input type="checkbox"/> Tier 4 Final <input type="checkbox"/> Electric	Is the equipment powered by a Diesel engine? <input type="checkbox"/> Yes <input type="checkbox"/> No
Total Cost of New Equipment:	Have you applied for and received any District funds for your fleet since January 1, 2017? <input type="checkbox"/> Yes <input type="checkbox"/> No

**Funding Disclosure**

Applicants are required to disclose any funding they have applied for or received from any other source for this project. Other sources may include, but are not limited to, the USDA EQIP, CARB, US. EPA, and private sources. Additionally, if you intend to apply for additional funding, this information must be disclosed. Receiving funding from other sources for this project does not necessarily preclude you from applying for or receiving funding through YSAQMD.

- Applicant certifies:  Yes, I have applied for funding from other sources.
- No, I have not applied and will not apply for funding from other sources.

If yes, provide the Source, Program and Project/Application Number and Funding amount applied for or awarded.

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**Required Attachments to Application:**

- Completed and signed Form W-9
- Proof of equipment ownership for at least 24 months (bill of sale, tax records, insurance)
- Photos of Existing Equipment (including VIN/EIN, Odometer and Engine Plate)
- 24 months of complete historical usage (hour meter readings, fuel logs, employee logs)
- Dated and itemized quote for new equipment with warranty information
- Executive Order for new engine

**If selected, Applicant agrees to provide and will be ineligible to receive funding if not able to produce the following:**

- Proof of general liability insurance
- Proof of workers' compensation or certification that applicant does not have employees.

**APPLICATION STATEMENT OF TERMS AND CONDITIONS**

1. I have legal authority to apply for grant funds for the equipment described in this application.
2. The proposed project is not required to be implemented by any local, state, and/or federal rule, regulations, or other legally binding requirement.
3. No replacement engines/equipment have been purchased and no work on this project has begun or will begin until the Grant Agreement is fully executed by the District.
4. I understand the grant will pay for a portion of the total costs and I must retain copies of receipts and cancelled checks to prove that I paid my share of the costs.
5. I understand there are conditions placed on receiving a grant and agree to refund the grant (or a pro-rated portion) if it is found that at any time I do not meet those conditions.
6. I understand I must complete the equipment purchase specified in the application no later than the period of performance stated in the Grant Agreement. This deadline may be extended for cause if requested by the applicant and approved in writing by the District.
7. I understand it is my responsibility to ensure that all technologies are either verified or certified by CARB to reduce NOx, and/or PM pollutants.
8. I have attached records, fuel receipts, or logs or operating hour documentation that validates the historic operation of the baseline equipment for at least the previous 24 months.
9. I understand that the existing baseline engine may not be removed from the vehicle, equipment, or vessel until the manufacturers permanently marked serial number is documented by District inspection or a District tamperproof tag is affixed on the engine that ensures the engine’s identity can be verified after removal.
10. I understand that any existing baseline engine or equipment which has been replaced using District Program funds must be permanently destroyed and rendered useless. This work shall be documented by the District.
11. I understand that both the existing equipment has, and the new replacement equipment will operate within the District as provided above.
12. I understand that I must submit reports annually to the District through the life of the project.
13. I understand I will be prohibited from applying for any form of emission reduction credits for District funded vehicles/engines including: Emission Reduction Credit (ERC), Mobile Source Emission Reduction Credit (MSERC), and/or Certificate of Advanced Placement (CAP), for all time, from the District, CARB, any/or any other district.
14. I certify that the proposed project has not been funded and is not being considered for Carl Moyer Program, Community Air Protection Incentive or FARMER funds by another air district or any other public agency.
15. I understand that disclosure is required of the value of any current financial incentive that directly reduces the project price, including tax credits or deductions, grants, or other public financial assistance.
16. I understand that a Global Positioning System (GPS) unit may be required to be installed on equipment if the District ascertains during the application process that the grant equipment has the potential of operating outside the boundaries of the District for a significant portion of the project life. I will submit data as requested and otherwise cooperate with all data monitoring and reporting requirements.
17. I understand that a tamperproof non-resettable digital hour meter/odometer must be installed and maintained in operating condition on all equipment.
18. I understand the District has the right to conduct unannounced inspections to ensure the project equipment is fully operational and at the activity level committed to in the grant agreement.
19. I certify that the requested funds do not include administrative costs. Administrative costs are defined as costs related to application preparation and submittal, project administration, monitoring, oversight, data gathering, and report preparation. I will include funds necessary to cover administrative costs and any required matching funds in my budget for the duration of the project.
20. I understand that an IRS Form 1099 will be issued to me for the incentive funds received under any District Program. I understand that it is my responsibility to determine the tax liability associated with participating in District Programs.
21. I have signed and submitted to the District a CARB Regulatory Compliance Statement certifying that my company is, or I am in compliance with all federal, state, and local air quality rules and regulations at the time of application submittal.
22. I certify to the best of knowledge that the information contained in this application is true and correct.

I agree to the above statements.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative’s Name (Print)

\_\_\_\_\_  
Title

**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
OFF-ROAD EQUIPMENT REPLACEMENT APPLICATION  
REGULATORY COMPLIANCE STATEMENT**

**Disclosure Statement**

As a YSAQMD grant program applicant/participant, I declare that \_\_\_\_\_  
(Company Name)  
is in compliance with, will remain in compliance with, and does not have any outstanding, unresolved, or unpaid Notice of Noncompliance (NON), Notice of Violation (NOV) or citations for violations of any federal, State and local air quality regulations including, but not limited to, the following:

- |  |   |
|--|---|
| Cargo Handling Equipment Regulation            | Public Agency and Utility Rule                    |
| Commercial Harbor Craft Regulation             | Sleeper Berth Truck Idling Regulation             |
| Drayage Truck Regulation                       | Solid Waste Collection Vehicle Regulation         |
| In-Use Off-Road Diesel Vehicle Regulation      | Stationary Engine Airborne Toxic Control Measures |
| Marine Shore Power Regulation                  | Statewide Truck and Bus Regulation                |
| Portable Diesel Airborne Toxic Control Measure | Transit Fleet Rule                                |

<b>By signing below and submitting this application, I understand and acknowledge grant requirements and I hereby certify under penalty of perjury that the information in the application and attachments is accurate and true.</b>	
Authorized Signature:	Date:
Authorized Representative's Name (Print):	Authorized Representative's Title:
Legal Owner's Name:	Company Name:
Mailing Address:	City/State/Zip:
Physical Address of Equipment (if different):	City/State/Zip:
Phone:	Email:

Fact sheets and additional information on the regulations are available at <https://www.arb.ca.gov/permits/permits.htm> or by calling CARB's diesel hotline at 866-6DIESEL (866-634-3735). To obtain these documents in an alternative format or language please call (866) 634-3735.

## Appendix 5

FARMER Agreement (Boilerplate)

**AGREEMENT NO. XX-XX**

**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
FARMER PROGRAM**

**Agreement Regarding the Replacement of Self-Propelled Agricultural Equipment and On- or  
Off Road Self- Propelled Agricultural Vehicles  
Using FARMER Program Funds**

THIS AGREEMENT ("Agreement") is made effective **(DATE)** between the Yolo-Solano Air Quality Management District, a public agency of the State of California, (hereinafter referred to as "DISTRICT") and **(NAME)** (hereinafter referred to as "CONTRACTOR") , jointly referred to as the "Parties" herein and who agree as follows.

**WHEREAS** Assembly Bill (AB) 109 (Ting, Chapter 249, Statutes of 2017) and AB 134 (Committee on Budget, Chapter 254, Statutes of 2017) appropriate funds from the State Budget for Fiscal Year (FY) 2017-18 to the California Air Resources Board (CARB) for reducing criteria, toxic, and greenhouse gas (GHG) emissions from the agricultural sector; and

**WHEREAS**, CARB developed the Funding Agricultural Replacement Measures for Emission Reductions (FARMER) Program Guidelines to meet the Legislature's objectives and help meet the State's criteria, toxic and greenhouse gas emission reduction goals; and

**WHEREAS**, CARB has proposed to allocate a portion of these funds to the DISTRICT to implement projects pursuant to the FARMER Program guidelines; and

**WHEREAS**, on June 13, 2018, the DISTRICT Board of Directors approved Resolution No. 18-03, establishing the FARMER Program, which provides incentives to companies and individuals for the purchase, repower and/or retrofit of low-emission off-road mobile equipment, agricultural water pumps, infrastructure and other engines; and

**WHEREAS**, CONTRACTOR has reviewed and is familiar with the FARMER Guidelines and other guidelines that are applicable to the funding sources used to fund equipment under this agreement; and

**WHEREAS**, CONTRACTOR wishes to participate in the program by purchasing and operating the vehicles or equipment described in this Agreement and represents that the purchase is not required by any local, state, and/or federal rule, regulation, memorandum, or other legally binding agreement; and

**WHEREAS**, CONTRACTOR has requested that the DISTRICT provide FARMER monies to CONTRACTOR for those project(s) described in Exhibit A, subject to the terms and conditions set forth in this Agreement and/or set forth by law; and

**WHEREAS**, DISTRICT staff has carefully reviewed the described project(s) and have found them to be within the requirements of the FARMER Guidelines; and

**WHEREAS**, CONTRACTOR operates at least 75% of total annual hours within the DISTRICT's boundaries; and



**WHEREAS**, it is therefore recommended to authorize a grant not to exceed **\$XXXXXXX** to the CONTRACTOR for the project(s) described in Exhibit A.

**NOW THEREFORE**, the Parties agree as follows:

1. **Obligations of CONTRACTOR:**

- A. Within 180 days of execution of this Agreement, CONTRACTOR shall fully and properly complete the project(s) described in Exhibit A, attached hereto and incorporated herein by this reference, subject to the terms and conditions of this Agreement, and/or as required by federal, state or local laws. CONTRACTOR understands that said project(s) shall not be required by any local, state and/or federal rule, regulation or MOU currently in effect.
- B. Unless otherwise directed by the Air Pollution Control Officer (hereinafter referred to as the APCO), the CONTRACTOR shall include the DISTRICT's name as sponsor on all public information materials, advertising, signs and displays prepared by CONTRACTOR in conjunction with the project(s) as described in Exhibit A.
- C. Without cost to DISTRICT, CONTRACTOR shall furnish and, as necessary, obtain all labor, materials, equipment, required licenses, permits, fees, and other legal authorizations from all applicable federal, state, and local jurisdictions necessary to commence and properly complete, in a professional manner, the project(s) described in Exhibit A.
- D. Prior to DISTRICT releasing any funds under this Agreement, CONTRACTOR is subject to all of the following requirements or limitations:
  - 1) The project must meet the criteria listed under Requirements in Exhibit B, attached hereto and incorporated herein by this reference.
  - 2) The Agreement must be signed and the project's milestones, as described in Exhibit C, attached hereto and incorporated herein by this reference, met before any grant funds are released to CONTRACTOR including the secure of all additional matching or co-funding funding set forth in Exhibit C of this Agreement.
  - 3) The new equipment shall not be purchased prior to the effective date of the Agreement.
  - 4) The new equipment, as described in Exhibit A, must be delivered to CONTRACTOR, fully operational. If during the project life, the odometer or hour meter fails for any reason, the devise must be repaired or replaced as soon as possible at the owner's expense.
  - 5) The old, replaced equipment must be permanently destroyed, or other methods of destruction may be allowed; however, the DISTRICT must pre-approve any alternative form of destruction, as described in Exhibit B.
  - 6) The replaced equipment may not be sold/given to another person in which the intent is to part out the equipment into individual pieces and then be sold to another party.

- 7) CONTRACTOR shall provide a copy of (1) the invoice for new equipment described in Exhibit A, and (2) copies of all invoice documents associated with the purchase and installation of new equipment described in Exhibit A, detailing costs associated with parts, labor, and miscellaneous charges in, including a copy of the CONTRACTOR's finalized itemized paid invoice, invoices for work performed to meet Program eligibility requirements, and the finance agreement for any portion of the New Equipment purchase price to be privately financed.
  - 8) CONTRACTOR shall provide a copy of an engine warranty that verified the New Equipment meets the Program requirements.
  - 9) CONTRACTOR shall operate the vehicle/equipment described in Exhibit A within the manufacturer's specifications including all maintenance and fueling requirements. Under no circumstances shall the CONTRACTOR make modifications to or tamper with the engine, equipment emission control systems, or any recording devices on the vehicle or equipment prohibited under California Air Resources Board and United States Environmental Protection Agency's regulations.
- E. The receipts of funds and performance under this Agreement prohibits application for any form of emission reduction credit for the life of the Agreement term outlined in Section 5, Terms and Conditions.
- This prohibition includes, but is not limited to all attainment, nonattainment, criteria and non-criteria pollutants, application for emission reduction credits (ERC), mobile emission reduction credits (MERC) and/or certificates of advanced placement (CAP). This prohibition extends to credits from all air quality management or air pollution control districts.
- F. The CONTRACTOR may not sell or encumber the vehicle/equipment described in Exhibit A, without the written consent of the District.
- G. CONTRACTOR shall operate the equipment described in Exhibit A within the jurisdiction of the DISTRICT during the term of this agreement in accordance with the requirements in Exhibit B.
- H. CONTRACTOR shall follow the requirements as described in Exhibit B.
- I. CONTRACTOR understands and agrees that the DISTRICT has the authority and reserves the right to monitor and enforce the terms of this Agreement at any time.
- J. CONTRACTOR agrees to allow the DISTRICT to inspect the old and new vehicle/equipment during the term of this Agreement as set forth in Section 5..
- K. CONTRACTOR shall submit all required reports as described in Exhibit D, Reporting Requirements, attached hereto and incorporated herein by this reference.
- L. CONTRACTOR shall furnish the DISTRICT with certificate(s) of insurance as described in

Exhibit E, attached hereto and incorporated herein by this reference.

2. **CONTRACTOR's Warranties:**

The CONTRACTOR warrants that:

- A. It has completed an Off-Road Equipment Replacement Application and all the information presented in the Form is complete and accurate. CONTRACTOR's Application for the FARMER Program is incorporated by reference in this Agreement.
- B. Both the Old and Existing Equipment, Engine or Vehicle and the new equipment meet all the criteria established in the Program Guidelines in effect at the time this Agreement is signed, as well as the goals and objectives of the Program.
- C. The purchase of the new equipment described in Exhibit A is not required by any law or regulation with the exception of certain agricultural projects described in Health and Safety Code Section 41081(d)(2)(ii). If the CONTRACTOR is a public agency, CONTRACTOR further warrants that board policies do not require the purchase.
- D. It will not make any modifications to, or tamper with the new equipment, engine, emission control systems or any recording devices on the new equipment and will not modify engine performance (including changes in horsepower), emission characteristics, engine emission components (not including repairs with substantially similar original equipment manufacturer replacement parts), or the engine emission control function in any manner.
- E. It has read and agrees to all requirements of the Program application and guidelines, including the applicable FARMER Program Guidelines. The CONTRACTOR also agrees to read and meet all subsequent revisions to and advisories regarding the FARMER Program Guidelines.

3. **Obligations of DISTRICT:**

- A. During all or part of the project implementation, DISTRICT is responsible for monitoring the project to assure the project is operational and emission reductions are realized, which may include the following:
  - 1) **Inspections and Audits:** The project funded under this Agreement may be subject to inspection by the District, or their designee at any time. Any inspection will be conducted at a reasonable time and with reasonable notice to CONTRACTOR. Inspections may include the pre-, post-, salvage, and audit inspections as identified below.
  - 2) **Pre-inspection:** DISTRICT may conduct a pre-inspection of the old or existing vehicle/equipment including the engine to verify that the old or existing vehicle/equipment qualifies for funding and that the information supplied in the CONTRACTOR's application is correct.
  - 3) **Post-inspection:** DISTRICT may conduct an inspection after the new vehicle/equipment is purchased and/or installed to verify that the new vehicle/equipment meets the program requirements.

4) **Salvage Inspection:** DISTRICT may conduct salvage inspections to ensure that, at the time of salvage, the old or existing vehicle/equipment engine to be destroyed, is in the same condition it was in at the pre-inspection. If the condition of the old or existing vehicle, engine or equipment has changed, DISTRICT may deny or decrease the payment authorized under Section 4A. DISTRICT may also conduct a post-salvage inspection to verify destruction or disposal of the old or existing vehicle, engine or equipment, if applicable.

B. Except for the payment obligations set forth in Section 4 of this Agreement, DISTRICT shall have no other obligations or responsibilities to CONTRACTOR under this Agreement. In addition, DISTRICT has made no representations or guarantees regarding the quality, condition, or proposed use of the low emission vehicle and engine technology funded under this Agreement or the effects of such technology on the normal operations of the CONTRACTOR.

4. **Payment:**

A. DISTRICT shall pay CONTRACTOR an amount not to exceed \$XXXXXX in accordance with Exhibit(s) A, B, C, and D subject to all the following limitations and requirements:

- 1) CONTRACTOR has obtained all required licenses, permits, fees, and other legal authorizations from all applicable federal, state, and local jurisdictions necessary to commence and properly complete, in a professional manner, the project(s) described in Exhibit A.
- 2) Labor, equipment, material, supply costs and other charges are in conformance with the requirements of Exhibit(s) A, B and C.
- 3) No component of the monies to be paid by DISTRICT to CONTRACTOR is for grant administrative or any interest costs.
- 4) DISTRICT shall not reimburse the CONTRACTOR for any expenses incurred by CONTRACTOR in the performance of any project(s) described in Exhibit A unless such reimbursement is specifically authorized in Exhibit B and C.
- 5) Third Party Payment: At the time of invoicing, the CONTRACTOR may authorize DISTRICT to issue a two-party check to the vendor of the Participant's choice. If the CONTRACTOR does not request a two-party check, DISTRICT will issue a single-party check to the CONTRACTOR once proof of payment is received.
- 6) Taxation: Payments made under this Agreement may be subject to taxation. CONTRACTOR is encouraged to consult with a tax professional regarding the taxability of payments from this program. CONTRACTOR is not entitled to payment until it submits a completed W-9 form to the DISTRICT prior to payment. The payment information will be forwarded to both the State of California and the United States Treasury and an IRS Form 1099 will be issued to the CONTRACTOR.

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///  
///

5. **Terms and Conditions:**

A. The term of this Agreement is from the date on which the Agreement is signed by CONTRACTOR and terminate on **(DATE)**. The Project Completion period is 180 days beginning with the execution of the Agreement by the Parties and ending with the initial operation of the new equipment as verified by the post-inspection. The Project implementation period is the period immediately following the Project Completion period. Notwithstanding the expiration or early termination of this Agreement, DISTRICT security interest in the new equipment will continue in full force and effect until CONTRACT fully satisfies its obligations under this Agreement. In no event shall the Project Implementation/Life be less than three (3) years.

The Agreement term must extend to the end of the project life and the new vehicle/equipment must remain in service for the project life.

- B. No work shall commence prior to the Agreement start date, except at CONTRACTOR's cost and risk, and no charges are authorized until this Agreement is fully executed.
- C. The Agreement term shall follow the time frames as described in Exhibit C. Project life shall be no less than three (3) years from the time that all milestones listed in Exhibit C are met and the DISTRICT has accepted the project as complete.
- D. Notwithstanding anything to the contrary in this Agreement, DISTRICT may immediately terminate this Agreement if the DISTRICT's governing board or the APCO determines that CONTRACTOR's undertaking of the project(s) described in Exhibit A directly and significantly jeopardizes the health, safety and/or welfare of any person; and/or the projects are in violation of the requirements of the FARMER program or any other federal, state or local laws.
- E. DISTRICT may also terminate this Agreement if the DISTRICT does not receive all or a portion of the revenues received under FARMER. If the DISTRICT terminates this Agreement under this paragraph, it will serve notice of the action on the CONTRACTOR within ten (10) business days.
- F. If this Agreement is terminated due to a breach by CONTRACTOR of its obligations and responsibilities as set forth in this Agreement, CONTRACTOR shall repay DISTRICT all grant monies paid to CONTRACTOR by DISTRICT pursuant to this Agreement within thirty (30) calendar days of the effective date of termination.
- G. This Agreement shall survive the termination of this Agreement for ten years following end date as described by Section 4.A.

6. **Reimbursements:**

- A. Notwithstanding the provisions in Section 5 regarding termination, the CONTRACTOR is subject to the reimbursement requirements of this paragraph, which are in addition to, and do not offset or displace, any other recovery rights that DISTRICT may have in the event the Agreement is terminated or breached.
- B. If average usage over a three (3) year period for a contracted engine, equipment, or vehicle is less than 70 percent of the activity required in the contract, the District may

choose, but is not limited to, the options listed within this section.

- C. DISTRICT will determine whether a reimbursement is required after reviewing the annual reports required under Section 1J and Exhibit D. If the CONTRACTOR has failed to submit a report for any year, DISTRICT will assume that none of the operational requirements were met for that year.
- D. If the CONTRACTOR fails to fulfill the minimum operational requirements listed in Exhibit B by the termination date of the agreement, it may be required to refund a pro rata portion of the amount paid to CONTRACTOR by DISTRICT. The reimbursement amount will be calculated using the following formula:

$$A = I * [(O*L) - C] / (O*L)$$

A = Amount Owed to DISTRICT

I = Total Incentive Award

O = Annual Operational Requirement (miles, hours, or gallons)

L = Length of the Agreement in Years

C = Actual Operation (miles, hours, or gallons, measure consistent with "O")

- E. If the Agreement is terminated prior to the termination date listed in Section 5, DISTRICT may demand repayment of a prorated amount using the formula in Section 6D. For Agreements without minimum annual operational requirements the following formula may be applied:

$$A = I - [I*(T/L)]$$

A = Amount Owed to DISTRICT

I = Total Incentive Award

L = Length of the Agreement in Months

T = Elapsed Project Life in Months

- F. APCO of the DISTRICT may, at his or her sole discretion, relieve in full or part, the obligation to reimburse funds after considering the circumstances leading to the failure to fulfill the minimum performance requirements. CONTRACTOR must submit request for such a waiver to the DISTRICT, see DISTRICT's FARMER Policies and Procedures Manual Section XVI. Project Nonperformance.

7. **Insurance:**

- A. Without limiting the obligation of CONTRACTOR to provide indemnification pursuant to Section 5 of this Agreement, CONTRACTOR shall maintain in force at all times during the term of this Agreement and any extensions or modifications thereto, insurance or self-insurance covering its operations and naming DISTRICT as additional insured in the amounts and types of insurance as stated in Insurance Requirements attached hereto as Exhibit E and incorporated herein by this reference.
- B. The APCO is authorized to execute amendments and waivers, with or without conditions, to the insurance requirements of this Agreement subject to the concurrence of the DISTRICT's Risk Manager.

8. **Indemnification:**

- A. Contractor shall exercise all of the care and judgment consistent with good practices in the performance of the services required by this Agreement.
- B. With the exception that this Section shall in no event be construed to require indemnification by Contractor to a greater extent than permitted under the laws or public policy of the State of California, Contractor shall indemnify, defend and hold harmless the District and its officers, agents, employees and volunteers from and against any and all claims, damages, demands, losses, defense costs, expenses (including attorneys' fees) and liability of any kind or nature arising out of or resulting from performance of the work, provided that any such claim, damage, demand, loss, cost, expense or liability is caused in whole or in part by any negligent or intentional act or omission of the contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Contractor and/or any subcontractor's responsibility for such defense and indemnity obligations shall survive the termination or completion of this Agreement for the full period of time allowed by law. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this Agreement. In providing any defense under this Section, Contractor shall utilize counsel approved by District Counsel in its reasonable discretion.
- C. Any subcontractor must agree to be bound to the District in the same manner and to the same extent as Contractor is bound to the District under this Agreement. Any subcontractors must further agree to include the same requirements and provisions of this Agreement, including the indemnity and insurance requirements, with any sub-subcontractor to the extent they apply to the scope of the sub-subcontractor's work.

9. **Non-discrimination in Services and Benefits:**

CONTRACTOR certifies that any service provided pursuant to this Agreement shall be without discrimination based on race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability, age, citizenship status, genetic information, marital status, sexual orientation, gender identity, medical conditions, or political affiliations or activities in accordance with all applicable Federal, State and County laws and regulations and any administrative directives established by the County Board of Supervisors or the Administrator. For the purpose of this Agreement, distinctions on the grounds of race, color, national origin, religion, sex (including pregnancy, childbirth, and related medical conditions), disability, age, citizenship status, genetic information, marital status, sexual orientation, gender identity, medical conditions, or political affiliations or activities include but are not limited to the following: denying a participant any service or benefit which is different, or is provided in a different manner or at a different time from that provided to other participants under this Agreement; subjecting a participant to segregation or separate treatment in any way in the enjoyment or any advantage or privilege enjoyed by others receiving any service or benefit; or treating a participant differently from others in determining whether the participant has satisfied any admission, enrollment quota, eligibility, membership, or other requirement or condition which individuals must meet in order to be provided any service or benefit.

10. **NOTICES:**

All notices and demands shall be given in writing by personal delivery, certified mail, postage prepaid, and return receipt requested, or overnight delivery service. Notices shall be considered given upon the earlier of (a) personal delivery; (b) two (2) business days following deposit in the United States mail, postage prepaid, certified or registered, return receipt requested; or (c) one (1) business day following deposit with an overnight courier. Notices shall be addressed as set forth below for the respective party; provided that if any party gives notice in writing of a change of name or address, notices to such party shall thereafter be given as requested in that notice.

A.

To DISTRICT:  
Yolo-Solano Air Quality Management District  
Attn: APCO  
1947 Galileo Court, Suite 103  
Davis, CA 95618

To CONTRACTOR:

- B. In lieu of written notice to the above addresses, any party may provide notices through facsimile machines and/or email provided confirmation of delivery is obtained at the time of transmission of the notices and provided the following facsimile telephone numbers and/or email addresses are used:

To DISTRICT

Fax: (530) 757-3670

Email: [Notify@ysaqmd.org](mailto:Notify@ysaqmd.org)

To CONTRACTOR

Fax: N/A

Email:

- C. Any party may change the address, facsimile number and/or email address to which such communications are to be given by providing the other parties with written notice of such change at least fifteen (15) calendar days prior to the effective date of the change.

11. **CONFLICT OF INTEREST:**

- A. CONTRACTOR shall comply with the laws and regulations of the State of California and District regarding conflicts of interest, including, but not limited to, Article 4 of Chapter 1, Division 4, Title 1 of the California Government Code, commencing with Section 1090, and Chapter 7 of Title 9 of said Code, commencing with Section 87100 including regulations promulgated by the California Fair Political Practices Commission.
- B. CONTRACTOR covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of CONTRACTOR's obligations and responsibilities hereunder. CONTRACTOR further covenants that in the performance of this Agreement, no person having any such interest shall be employed. This covenant shall remain in force until CONTRACTOR completes performance of the obligations and responsibilities required of it under this Agreement.



- C. CONTRACTOR agrees that if any fact comes to its attention, which raises any question as to the applicability of any conflict of interest law or regulation, CONTRACTOR will immediately inform the DISTRICT and provide all information needed for resolution of the question.

12. **STATUS OF CONTRACTOR:**

- A. It is expressly agreed that CONTRACTOR is not an employee or agent of the DISTRICT and is not eligible for any employee benefits, including but not limited to unemployment, health/dental insurance, worker's compensation, vacation or sick leave. CONTRACTOR shall have responsibility for and control over the details and means of providing the Scope of Work under this Agreement. CONTRACTOR shall furnish, at its own expense, all labor, materials, equipment, tools, transportation and services necessary for the successful completion of the Scope of Work.
- B. It is further understood and agreed by the Parties hereto that CONTRACTOR, its officers, employees and agents shall not have any power to bind or commit the DISTRICT to any decision.
- C. It is further understood and agreed by all the Parties hereto that CONTRACTOR must issue any and all forms required by federal and state laws for income and employment tax purposes, including W-2 and 941 forms, for all of CONTRACTOR's assigned personnel.

13. **DISTRICT NOT OBLIGATED TO THIRD PARTIES:**

Nothing in this Agreement shall be construed to give any rights or benefits to third parties. DISTRICT shall not be liable for payment or obligated to any party other than the CONTRACTOR.

14. **AUDIT OF RECORDS:**

- A. CONTRACTOR shall keep all necessary books and records in connection with the work performed under this Agreement in order that DISTRICT or a third-party designee may properly audit all expenditures made pursuant hereto. CONTRACTOR further agrees that DISTRICT or a third-party designee shall have access, at all reasonable times, to the books, records, and accounts kept by CONTRACTOR in connection with all monies expended under this Agreement, for purpose of making an audit of all expenditures made by CONTRACTOR in the performance of this Agreement.
- B. During the period of this Agreement and continuing for five (5) years after expiration or termination of this Agreement, CONTRACTOR shall retain such records as may be necessary for an audit of the work performed, expenditures made pursuant to this Agreement and an accounting of funds for this Agreement. Upon written request, CONTRACTOR shall retain or surrender said records for such additional time as may be in progress at the time that the records retention requirements would have expired. At least thirty (30) calendar days prior to any destruction of these records at any time, CONTRACTOR shall notify the APCO. Upon such notification, the APCO shall either agree to the destruction or authorize the records to be forwarded to the DISTRICT office for further retention.

15. **ASSIGNMENT AND SUBCONTRACTS:**

The services required of CONTRACTOR under this Agreement are not assignable in whole or in part. In addition, CONTRACTOR shall not subcontract any portion of the services required of

CONTRACTOR by this Agreement without the express written consent of the DISTRICT Governing Board or their designee. If any portion of the services required of CONTRACTOR is subcontracted, CONTRACTOR shall be fully responsible to the DISTRICT for all work undertaken by subcontractors.

16. **AMENDMENT:**

This Agreement may be amended only by written instrument signed by the DISTRICT and CONTRACTOR.

17. **WAIVER:**

The waiver by the DISTRICT or any of its officers, agents or employees or the failure of the DISTRICT or its officers, agents or employees to take action with respect to any right conferred by, or any breach of any obligation or responsibility of this Agreement shall not be deemed to be a waiver of such obligation or responsibility, or subsequent breach of same, or of any terms, covenants or conditions of this Agreement.

18. **APPLICABLE LAWS:**

CONTRACTOR shall comply with all applicable laws and regulations, including, but not limited to, any which are promulgated to protect the public health, welfare and safety or prevent conflicts of interest. CONTRACTOR shall defend DISTRICT and reimburse it for any fines, damages or costs (including attorney fees) that might be incurred or assessed based upon a claim or determination that CONTRACTOR has violated any applicable law or regulation.

19. **APPLICABLE LAW; VENUE:**

This Agreement shall be deemed to be executed within the State of California and construed in accordance with and governed by the laws of the State of California. Any action or proceeding arising out of this Agreement shall be filed and resolved in the Superior Court of California, County of Yolo. CONTRACTOR waives any removal rights it might have under State or Federal law.

20. **DISPUTES:**

Any dispute arising under this Agreement shall be decided by the APCO, who shall put his or her decision in writing and mail a copy thereof to the address for the notice to CONTRACTOR. The decision of the APCO shall be final unless within thirty (30) days from the date such copy is mailed to CONTRACTOR; CONTRACTOR appeals the decision in writing to the DISTRICT Governing Board. Any such written appeal shall detail the reasons for the appeal and contain copies of all documentation supporting CONTRACTOR's position. In connection with any appeal proceeding under this paragraph, CONTRACTOR shall be afforded the opportunity to be heard and offer evidence in support of its appeal to the DISTRICT's Governing Board at a regular Board meeting. Pending a final decision of the dispute, CONTRACTOR shall proceed diligently with the performance of this Agreement and in accordance with the DISTRICT Governing Board's decision. The decision of the DISTRICT's Governing Board on the appeal shall be final for purposes of exhaustion of administrative remedies.

21. **STATUTORY LIMITATIONS:**

This Agreement and any payments to CONTRACTOR hereunder are subject to the provisions and limitations imposed by the CMP or based up the Moyer Guidelines. DISTRICT shall have no liability for payment of any monies that are found to be in contravention of the Carl Moyer. CONTRACTOR shall reimburse DISTRICT for any monies paid by DISTRICT to CONTRACTOR under this Agreement, which are found to be in contravention of the Carl Moyer Program.

22. **AUTHORIZED REPRESENTATIVE:**

The person executing this Agreement on behalf of CONTRACTOR affirmatively represents that he/she has the requisite legal authority to enter into this Agreement on behalf of CONTRACTOR and to bind CONTRACTOR to the terms and conditions of this Agreement. Both the person executing this Agreement on behalf of CONTRACTOR and CONTRACTOR understand that the DISTRICT is relying on this representation in entering into this Agreement.

23. **ENTIRE AGREEMENT:**

This Agreement constitutes the entire agreement between the DISTRICT and CONTRACTOR and supersedes all prior negotiations, representations, or agreements, whether written or oral. In the event of a dispute between the Parties as to the language of this Agreement or the construction or meaning of any term hereof, this Agreement shall be deemed to have been drafted by the Parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this Agreement. This Agreement, including all attachments, shall be subject to disclosure pursuant to the California Public Records Act.

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement as of the day and year as indicated below.

Yolo-Solano Air Quality Management District  
"DISTRICT"

By \_\_\_\_\_

Paul Hensleigh  
Interim Executive Director/Air Pollution Control Officer

Date \_\_\_\_\_

**(NAME)**  
"CONTRACTOR"

By \_\_\_\_\_

**(Name of Signatory)**

Date \_\_\_\_\_

**EXHIBIT A  
WORK STATEMENT**

**Agreement Regarding the New Purchase, Replacement, Repower or Retrofit of Self-Propelled  
Agricultural Equipment using the District's FARMER Funds**

**CONTRACTOR PROJECT DESCRIPTION:**

CONTRACTOR must purchase one (1) new **(Equipment Make and Model)** with a Tier 4 Final engine to replace one (1) **(Make Model Existing Equipment) (VIN #XXXXX /Engine serial #XXXX)**.

The new tractor must be delivered to the CONTRACTOR. District staff must inspect the new tractor after the tractor is delivered to the CONTRACTOR.

The old tractor or equipment must be destroyed to the satisfaction of the District. Destruction of the old tractor or equipment must be verified through a District salvage inspection and photo documentation in accordance with this agreement. This must be completed prior to payment of the agreed amount stated in this agreement by the District to the CONTRACTOR for the new tractors.

## **EXHIBIT B REQUIREMENTS**

The following requirements must be satisfied by the CONTRACTOR:

1. The new vehicle/equipment must meet all the criteria established by the FARMER and/or Carl Moyer Program Guidelines in effect at the time this Agreement is signed, including, but not limited to the following:
  - a. The replacement vehicle/equipment funded under this AGREEMENT shall perform the same operations as the replaced vehicle/equipment.
  - b. The replacement vehicle/equipment must operate in a manner that is consistent with the Program eligibility requirements, the goals and objectives of the Program, the terms of this Agreement, and all local, state and federal rules, laws and regulations.
  - c. The engine in the replacement vehicle/equipment must be certified to the most recent Model Year/Tier standard. Alternative Model Year/Tier standards will be subject to DISTRICT approval.
  - d. The existing and new off- road vehicle must have a gross vehicle weight rating (GVRW) of 8,501 pounds or greater. The existing and new off-road equipment must have an engine with 25 horsepower or greater. (For projects in which the actual engine horsepower cannot be determined based on the engine label, manual, and engine records, the engine horsepower can be estimated by the following formula: Engine hp = Power Take Off hp X 120 percent).
  - e. The replacement off-road equipment must have an engine horsepower rating that does not exceed 125% of the horsepower of the replaced equipment. Any engine with a horsepower above this range must be pre-approved by the DISTRICT prior to purchase.
  - f. The replacement vehicle/equipment must have an operating odometer/hour meter.
  - g. Prior to purchasing new vehicle/equipment, engine certifications must be verified with an ARB Executive Order for that engine by the DISTRICT.
  
2. Prior to the release of funds by the DISTRICT, CONTRACTOR must satisfy the requirements listed below:
  - a. Purchase the new vehicle/piece of equipment as specified in EXHIBIT A, WORK STATEMENT.
  - b. All projects must meet the current minimum Carl Moyer Program Cost Effectiveness limit.
  - c. Only the minimum attachments normally sold with the original vehicle/equipment, as determined by the DISTRICT are eligible for reimbursement on the new vehicle/piece of equipment.
  - d. The existing (old) vehicle/piece of equipment, also listed in EXHIBIT A, must be permanently destroyed with at least a 3" hole cut, drilled, punched, or hammered into the engine block and the frame of the equipment cut in a way as to render it permanently inoperable. The old vehicle/piece of equipment must be disposed of in accordance with the Carl Moyer Program Guidelines. Other methods of destruction may be allowable; however, the DISTRICT must pre-approve any alternative form of destruction.
  - e. Copies of invoices relative to the purchase of equipment funded through this Agreement shall be submitted to the DISTRICT in an original format and include the Agreement Number. Along with submitting a Claim Form for reimbursement, the CONTRACTOR will provide copies of all paid receipts and proof of in-kind support (when applicable) associated with the

- project funded under this Agreement.
- f. Submit a Claim Form to the DISTRICT, for the amount of requested grant funds for reimbursement.
  - g. Submit a W-9 IRS form to the DISTRICT, with the signed Agreement.
  - h. Documents as described in Exhibit E, Insurance Requirements must be provided to the DISTRICT.
3. The replacement vehicle/equipment must have an operating odometer/hour meter. The odometer/hour meter shall be maintained for continuous operation during the life of the project.
  4. The replacement vehicle/equipment must operate within the District at least 75% of the total operation.
  5. The replaced vehicle/equipment may not be sold/given to another person in which the intent is to part out the equipment into individual pieces and then be sold to another party.
  6. The equipment associated with this PROJECT must be made available for inspection by the DISTRICT staff in accordance with Section 3.A.
  7. Record annual miles/hours of operation of the new vehicle/equipment and provide information to DISTRICT as stated in Exhibit D, Reporting Requirements.
  8. Display on the equipment that partial funding was made available from the DISTRICT. Graphics used for this purpose will be provided by DISTRICT Staff.
  9. Notify the DISTRICT in writing if installation and/or implementation of this PROJECT will deviate from the scope of work outlined in the CONTRACTOR'S application. This notification will be submitted at least 30 days in advance of any request for payment and must be approved by the APCO prior to the disbursement of any funds.

**Minimum Operational Requirements:**

The replacement equipment listed in Exhibit A, must operate a minimum of (XX) hours/miles during the Project Implementation/Life in order to achieve the emission reductions required for the project. Annual usage should be proportionate during each year of Project Implementation. District staff will review annual reporting and if average usage over a three (3) year period for a contracted engine, equipment, or vehicle is less than 70 percent of the activity required in the contract may result in a reimbursement request pursuant to Section 6 of the Agreement.

**Records and Records Retention**

This Agreement requires the CONTRACTOR to maintain records and retain the records after the term of the Agreement. For replacement project, records shall be retained for no less than ten (10) years following equipment delivery.

**EXHIBIT C  
COST SCHEDULE AND PROJECT MILESTONES**

**Budget:** Amount to be Awarded by YSAQMD \$XXXXXX  
 Co-funding (including in-kind) \$XXXXXX  
 Total Project Amount: \$XXXXXX

**Project Time Line:** Proposed Start Date: (Date)  
 Proposed Project Completion End Date: (Date)  
 Contract End Date (Project Life): (Date)

**Total Budget Breakdown:**

	DISTRICT Grant	Other Match/ Co-Funding	Total
Capital	\$XXXXX	\$XXXXXX	\$XXXXXX
Grant Administration	\$XXXXXXXXXX	\$XXXXX	\$XXXXXX
Totals	\$XXXXX	\$XXXXXX	\$XXXXXX

**Project Milestones**

Projected Time Line: New Vehicle/Equipment Delivery Date: \_\_\_\_\_  
 Replaced Equipment Proof of Destruction Date: \_\_\_\_\_  
 New Equipment In-Use Date: \_\_\_\_\_

AGREEMENT must be fully executed and the project must be completed and accepted by the District prior to release of grant funds in accordance with Exhibits A and B. Copies of the information below must be submitted to the District once the new equipment is delivered, and prior to the release of DISTRICT funds.

**New Vehicle/Equipment Purchased as applicable**

Copy of Final Invoice and Warranty from Vender	Engine Manufacturer
Copy of Title	Engine Model Year/Tier including CARB Executive Order
Purchase Order	Vehicle GVWR/Engine Horsepower
Date of Vehicle/Equipment Delivery	Executive Order
Vehicle/Equipment Identification Number	Fuel Type: Hybrid-Electric, CNG, Diesel, Electric,
Vehicle/Equipment Manufacturer	Propane, Other.
Model	Claim Form
Vehicle/Equipment Model Year	W-9 IRS Form
Engine Serial Number	Certificate(s) of Insurance

**Payment:**

Payment(s) shall be made by the DISTRICT to the CONTRACTOR within thirty (30) days after all requirements are met as outlined in the Agreement.

**EXHIBIT D  
REPORTING REQUIREMENTS**

**Annual Monitoring Report:**

CONTRACTOR shall provide the DISTRICT annual Monitoring Reports as described below:

The CONTRACTOR must submit an Annual Monitoring Report following Project Implementation each year on March 31<sup>st</sup> for the duration of the Project Implementation/Life.

CONTRACTOR is required to track annual usage for the new vehicle or equipment, in terms of hours or miles per year, provide location and submit annual updates to districts while under contract. If during the project life, the hour meter fails for any reason, the hour meter must be repaired or replaced as soon as possible at the owner's expense.

If annual usage is more than 30 percent below the Agreement's minimum operational requirement, CONTRACTOR shall describe any conditions that significantly impacted project usage. If necessary, CONTRACTOR may request a waiver from the DISTRICT per Chapter 3, Section BB(4)(E) of the 2017 Carl Moyer Program Guidelines Program.

**Report Content:** The project annual report shall be submitted using the DISTRICT's Annual Monitoring Report form, CONTRACTOR will be required to update and/or provide the following information:

- A. Grantee name, address, and telephone number.
- B. Information needed to uniquely identify the project engine, vehicle, or equipment, such as engine make, model, horsepower, serial number, fleet identification number and project number.
- C. Operation location(s) and estimated percentage of time the vehicle or equipment has been operated in the air district since the previous annual report.
- D. Readings of the usage device (e.g., hour meter, odometer, or electronic monitoring unit) and a photograph of the usage device.
- E. For projects with usage requirements, if usage is more than 30 percent below the minimum operational requirement, describe any conditions that are likely to have affected project usage, such as weather, permits, or major maintenance.

**Failure to Comply:** If CONTRACTOR failures to comply with reporting requirements, DISTRICT may require repayment in accordance with Section 6, or, at its sole discretion institute on-site monitoring and inspection measures.

**Report if Equipment Becomes Non-operational:** CONTRACTOR must notify DISTRICT within seven (7) days if the new equipment funded under Agreement becomes non-operational.



**EXHIBIT E**  
**INSURANCE REQUIREMENTS**

1. During the term of this Agreement, CONTRACTOR shall at all times maintain, at its expense, the following coverages and requirements. The comprehensive general liability insurance shall include broad form property damage insurance.
  - A. Minimum Coverages (as applicable) - Insurance coverage shall be with limits not less than the following:
    - 1) Comprehensive General Liability – \$1,000,000/occurrence and \$2,000,000/aggregate that applies separately to this project (ISO CG 25 03 or 25 04). This policy shall not contain any exclusions contrary to the Agreement including but not limited to endorsements or provisions limited coverage for 1) Contractual liability such as ISO CG 24 26 or 21 29; or 2) cross liability or suits by one insured against another.
    - 2) Automobile Liability – \$1,000,000/occurrence (general) and \$500,000/occurrence (property) [include coverage for Hired and Non-owned vehicles.]
    - 3) Workers’ Compensation – Statutory Limits/Employers’ Liability - \$1,000,000/accident for bodily injury or disease (If no employees, this requirement automatically does not apply.)
  - B. The DISTRICT, its officers, agents, employees and volunteers shall be named as additional insured on all but the workers’ compensation.
    - 1) The Additional Insured coverage under the CONTRACTOR’s policy shall be “primary and non-contributory” and will not seek contribution from the DISTRICT’s or self-insurance and shall be at least as broad as CG 20 01 04 13.
    - 2) The limits of Insurance required in this agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the DISTRICT (if agreed to in a written contract or agreement) before the DISTRICT’s self-insurance shall be called upon to protect it as a named insured.

It shall be a requirement under this agreement that any available insurance proceeds broader than or in excess of the specified minimum Insurance coverage requirements and/or limits shall be available to the Additional Insured. Furthermore, the requirements for coverage and limits shall be (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any Insurance policy or proceeds available to the named Insured; whichever is greater.

2. Other Insurance Provisions
  - A. **Additional Insured Status** - The District, its officers, agents, employees and volunteers shall be named as additional insured on the CGL policy with respect to liability arising out of work or operations performed by or in behalf of the Contractor including, materials, parts, or equipment furnished in connection with such work or operations. Coverage can be provided in the form of an endorsement to the Contractor’s insurance (at least as broad as CG 20 10 11 85 or if not available, through the addition of both CG 20 37 and one of the following: CG 20 10, CG 20 26, or CG 20 33). [NOTE: Evidence of additional insured is needed as a separate

endorsement or comparable policy language due to wording on the certificate negating any additional coverage listed writing in the description box.]

- B. **Primary Coverage** - The Contractor's policy shall be "primary and non-contributory" and will not seek contribution from the District's insurance or self-insurance and shall be at least as broad as CG 20 01 04 13.
  - C. **Notice of Cancellation** – Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the District.
  - D. **Waiver of Subrogation** – Contractor hereby grants to the District a waiver of any right to subrogation which any insurer of said Contractors may acquire against the District by virtue of the payment or any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.
    - 1) The limits of Insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess Insurance. Any umbrella or excess Insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the District (if agreed to in a written contract or agreement) before the District's own Insurance or self-insurance shall be called upon to protect it as a named insured.
    - 2) Said policies shall remain in force through the life of this Agreement and, with the exception of professional liability coverage, shall be payable on a "per occurrence" basis unless the District specifically consents in writing to a "claims made" basis. For all "claims made" coverage, in the event that the Contractor changes insurance carriers Contractor shall purchase "tail" coverage covering the term of this Agreement and not less than three years thereafter. Proof of such "tail" coverage shall be required at any time that the Contractor changes to a new carrier prior to receipt of any payments due.
    - 3) The Contractor shall declare all aggregate limits on the coverage before commencing performance of this Agreement, and the District reserves the right to require higher aggregate limits to ensure that the coverage limits required for this Agreement as set forth above are available throughout the performance of this Agreement.
    - 4) Any deductibles or self-insured retentions must be declared to and are subject to the approval of the District. All self-insured retentions (SIR) must be disclosed for approval and shall not reduce the limits of liability. Policies containing any SIR provision shall provide or be endorsed to provide that the SIR may be satisfied either by the named Insured or the District.
    - 5) Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise approved by the District.
    - 6) The policies shall cover all activities of Contractor, its officers, employees, agents and volunteers arising out of or in connection with this Agreement.
    - 7) For any claims relating to this Agreement, the Contractor's insurance coverage shall be primary, including as respects the District, its officers, agents, employees and volunteers. Any insurance maintained by the District shall apply in excess of, and not contribute with, insurance provided by Contractor's liability insurance policy.
3. Prior to commencing services pursuant to this Agreement, Contractor shall furnish the District with original policies or endorsements reflecting coverage required by this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received by, and are subject to the approval of, the District before work commences. Upon County's request, Contractor shall provide complete, certified copies of all

required insurance policies, including endorsements reflecting the coverage required by these specifications.

4. During the term of this Agreement, Contractor shall furnish the County with original endorsements reflecting renewals, changes in insurance companies and any other documents reflecting the maintenance of the required coverage throughout the entire term of this Agreement. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. Upon County's request, Contractor shall provide complete, certified copies of all required insurance policies, including endorsements reflecting the coverage required by these specifications. Yolo County reserves the right to obtain a full certified copy of any Insurance policy and endorsements. Failure to exercise this right shall not constitute a waiver of right to exercise later.
5. Contractor agrees to include with all Subcontractors in their subcontract the same requirements and provisions of this Agreement including the indemnity and Insurance requirements to the extent they apply to the scope of the Subcontractor's work. Subcontractors hired by Contractor agree to be bound to Contractor and the District in the same manner and to the same extent as Contractor is bound to the District under the Contract Documents. Subcontractor further agrees to include these same provisions with any Sub-subcontractor. A copy of the Owner Contract Document Indemnity and Insurance provisions will be furnished to the Subcontractor upon request. The General Contractor/and or Contractor shall require all Subcontractors to provide a valid certificate of insurance and the required endorsements included in the Agreement prior to commencement of any work and General Contractor/and or Contractor will provide proof of compliance to the District. (Coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as CG 20 38 for operations and CG 20 40 for completed operations).
6. Contractor shall maintain insurance as required by this Agreement to the fullest amount allowed by law and shall maintain insurance for a minimum of five years following the completion of this project. In the event Contractor fails to obtain or maintain completed operations coverage as required by this Agreement, the County at its sole discretion may purchase the coverage required and the cost will be paid by Contractor.

## Appendix 6

### Annual Monitoring Reporting Form



### FARMER Program Annual Monitoring Report Form

Grantee Name	Grantee Address
Grantee Telephone	Grantee Email
Is this contact information still accurate?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, please provide updated contact information:	

**This report is being submitted for the following vehicle/equipment:**

Equipment Make	Equipment Model	Vehicle or Product Identification Number	Engine Serial Number
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Select One	Current Reading	% Within District	% Within California
<input type="checkbox"/> Miles <input type="checkbox"/> Hours			

**\*Please attach a photo of the odometer or hour meter from the vehicle/equipment.**

During this year, did the hour meter or odometer on the above equipment fail for any reason? If yes, please provide date failure noted, date reported to the District and date repaired or replaced.

If usage is more than 30% below minimum operational usage required by your agreement, describe any conditions that are likely to have affected project usage, such as weather, permits or major maintenance. If necessary, attach any documentation or additional information.

Grantee Signature	Date
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## Appendix 7

### Zero-Emission Ag UTV Voucher Program Forms

1. Application Form
2. Voucher
3. Claim for Payment Form
4. UTV Status Form



**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
ZERO-EMISSION AG UTV VOUCHER APPLICATION**

<p><b>Instructions:</b></p> <ol style="list-style-type: none"> <li>Complete all sections of the application.</li> <li>Sign application and collect all required documentation.</li> <li>Submit to:               YSAQMD                                   Attn: Incentives                                   1947 Galileo Court, Ste. 103                                   Davis, CA 95618                                   grants@ysaqmd.org</li> </ol>	<p><b>For District Use Only:</b></p> <p>Date Received: _____</p> <p>Application No.: _____</p>
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**Applicant Information**

Organization, Company, or Proprietor’s Name (as it appears on Form W-9):	
Address:	
City	State Zip
Mailing Address (if different from above):	
City	State Zip
Have you applied to any other grant programs <u>for this piece of equipment</u> ? If yes, please explain and provide the name of the agency:	
Have you ever received grant funding for off-road equipment from any local, state or federal government program? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please select the acreage that reflects the size of your operation:	<input type="checkbox"/> 100 acres or less <input type="checkbox"/> Over 100 acres
Preferred method of contact:	<input type="checkbox"/> Email <input type="checkbox"/> U.S. Mail

**Primary Contact Information**

First and Last Name:	Title:
Phone Number:	Email:

**Contract Signing Authority Information (if different from above)**

First and Last Name:	Title:
Phone Number:	Email:

**Dealership Information**

Dealership Name:	Contact Name:
Address:	Phone Number:
City/State:	Email:

**Existing (Old) UTV Information**

Equipment Location (Address):	
City:	Zip:
UTV Make:	UTV Model:
UTV Model Year:	UTV Identification number (VIN/PIN):
Engine Make:	Engine Model:
Engine Model Year:	Engine Serial Number:
Horsepower Rating:	Fuel Type: <input type="checkbox"/> Gasoline <input type="checkbox"/> Diesel
Engine Tier (if Diesel): <input type="checkbox"/> Tier 0 <input type="checkbox"/> Tier 1 <input type="checkbox"/> Tier 2 <input type="checkbox"/> Tier 3	Annual Operation (in hours):
Engine Tier (if Gasoline): <input type="checkbox"/> Uncontrolled (<2003) <input type="checkbox"/> Controlled (≥2004)	Number of Strokes: <input type="checkbox"/> 2 Stroke <input type="checkbox"/> 4 Strokes
Would you have scrapped your existing vehicle/equipment and purchased a replacement vehicle/equipment without funding from this program? <input type="checkbox"/> Yes <input type="checkbox"/> No	

**Replacement (New) UTV Information**

UTV Make:	UTV Model:
UTV Model Year:	Fuel Type: <input type="checkbox"/> Zero emission (all electric) <input type="checkbox"/> Other (Not Eligible)
Horsepower Rating (HP or kW):	Total Cost:

**Funding Disclosure**

Applicants are required to disclose any funding they have applied for or received from any other source for this project. Other sources may include, but are not limited to, the USDA EQIP, CARB, US. EPA, and private sources. Additionally, if you intend to apply for additional funding, this information must be disclosed. Receiving funding from other sources for this project does not necessarily preclude you from applying for or receiving funding through YSAQMD.

Applicant certifies:     Yes, I have applied for funding from other sources.  
                                    No, I have not applied and will not apply for funding from other sources.

If yes, provide the Source, Program and Project/Application Number and Funding amount applied for or awarded.

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## APPLICATION STATEMENT OF TERMS AND CONDITIONS

### Certification

By signing this Certifications form, I certify that I have read and understand the Eligibility Criteria and Program Guidelines and agree to adhere to its requirements. Additionally, by signing this Certifications form, I certify to the statements and agree to adhere to the terms and conditions described below:

1. I am the legal owner of the current, fully operational and in-use Agricultural UTV.
2. I agree not to make any non-refundable payments, dismantle my existing equipment or place the new equipment into service until I receive a District Voucher.
3. I agree to remain the owner of the new equipment for a minimum of five (5) years from purchase date and comply with all reporting requirements to the District for the project life.
4. I agree to domicile the new replacement equipment within the boundaries of the District boundaries and operate one-hundred percent (100%) of the new equipment's annual hours within District boundaries.
5. I agree to submit annual reports to the District through the full term of the agreement.
6. I agree to be available for follow-up inspection(s), if requested by the District, CARB, or CARB's designee for the purposes of project oversight and accountability.
7. I agree to purchase replacement value insurance for the replacement UTV during the project life.
8. I understand that the new UTV must be secured by a minimum 1-year manufacturer's warranty.
9. I understand that the new UTV must have an hour meter installed and be operational throughout the project life. Should the hour meter fail for any reason during the project life, the hour meter must be repaired or replaced as soon as possible at the owner's expense.
10. I understand that the old UTV and its engine will be rendered permanently inoperable by the District certified dismantler.
11. I agree to attach the program sticker provided by the District to the side of my new UTV prior to taking the post inspection picture side-view. Failure to do so will result in the voucher not being honored by the District.
12. I agree that the new replacement equipment will be indicated as "New" by the dealer, and have no more than 250 hours on the hour meter at the time of purchase.
13. I agree to not make or allow any modifications to the vehicle systems, including motor and other hardware, the addition of auxiliary power sources, or changes to the software calibrations.
14. I commit that any emission reductions generated by the purchased UTV will not be used as marketable emission reduction credits, to offset any emission reduction obligation of any person or entity, or to generate a compliance extension or extra credit for determining regulatory compliance.
15. I certify that the equipment submitted in the application operates 100% of the time in agricultural operations as defined in California agricultural operations as defined by the California Air Resources Board (see Ag UTV guidelines for definition).
16. I certify that I will not accept a grant from any other local, state or federal agency, including any funding from the Natural Resources Conservation Service (NRCS), for the equipment on this application.
17. I understand that I will forfeit my Voucher, or be required to refund the Voucher amount to the District, if I supply the District with false information or if I fail to comply with any of the terms and conditions above.

**I hereby certify that all information provided in this application and any attachments are true and correct to the best of my knowledge.**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## Application Checklist

When submitting a project application for consideration, submit a complete application packet. An incomplete application will lengthen the application processing time and delay possible incentive funding. A complete application packet includes the following items:

- Completed **Application**
- Completed **Application Certification**, signed by the Designated Signing Authority
- Complete Page 1 IRS **Form W-9**, must be signed and dated with a taxpayer identification number entered
- Two Photographs of Existing (Old) UTV** – One side view of entire vehicle and one clear photo of Equipment ID Number, Product Identification Number (PIN) or Vehicle Identification Number (VIN).
- Maintenance records** and/or service history for Existing (Old) UTV
- Dated and **itemized quote** for new equipment with breakdown of attachments, warranty information and associated costs
- Manufacturers **Specification Data Sheet** for the Replacement (New) UTV)

**If selected, Applicant agrees to provide and will be ineligible to receive funding if not able to produce the following:**

- Proof of general liability insurance
- Proof of workers' compensation or certification that applicant does not have employees.

**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
OFF-ROAD EQUIPMENT REPLACEMENT APPLICATION  
REGULATORY COMPLIANCE STATEMENT**

**Disclosure Statement**

As a YSAQMD grant program applicant/participant, I declare that \_\_\_\_\_  
(Company Name)

is in compliance with, will remain in compliance with, and does not have any outstanding, unresolved, or unpaid Notice of Noncompliance (NON), Notice of Violation (NOV) or citations for violations of any federal, State and local air quality regulations including, but not limited to, the following:

- |  |   |
|--|---|
| Cargo Handling Equipment Regulation            | Public Agency and Utility Rule                    |
| Commercial Harbor Craft Regulation             | Sleeper Berth Truck Idling Regulation             |
| Drayage Truck Regulation                       | Solid Waste Collection Vehicle Regulation         |
| In-Use Off-Road Diesel Vehicle Regulation      | Stationary Engine Airborne Toxic Control Measures |
| Marine Shore Power Regulation                  | Statewide Truck and Bus Regulation                |
| Portable Diesel Airborne Toxic Control Measure | Transit Fleet Rule                                |

<b>By signing below and submitting this application, I understand and acknowledge grant requirements and I hereby certify under penalty of perjury that the information in the application and attachments is accurate and true.</b>	
Authorized Signature:	Date:
Authorized Representative's Name (Print):	Authorized Representative's Title:
Legal Owner's Name:	Company Name:
Mailing Address:	City/State/Zip:
Physical Address of Equipment (if different):	City/State/Zip:
Phone:	Email:

Fact sheets and additional information on the regulations are available at <https://www.arb.ca.gov/permits/permits.htm> or by calling CARB's diesel hotline at 866-6DIESEL (866-634-3735). To obtain these documents in an alternative format or language please call (866) 634-3735.



**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
ZERO-EMISSION AG UTV VOUCHER PROGRAM**

**VOUCHER**

<b>Recipient:</b>	<b>Voucher No.:</b>
<b>Address:</b>	
<b>City:</b>	<b>Zip</b>
<b>Maximum Voucher Amount:</b>	

**You have been approved to receive funding to replace the following equipment:**

<b>Make:</b>	<b>Model:</b>
<b>Model Year:</b>	<b>Chassis Serial #:</b>

Note: This equipment information must match the information provided by dismantler on salvage documentation.

The Zero-Emission Ag UTV Program will fund up to 75% of eligible costs of a new all electric UTV, or \$13,500.00, whichever is less. Eligible costs do not include additional batteries. The District reserves the right to determine the eligibility of costs associated with the project. The final voucher amount may be reduced based on the eligible costs itemized on the final, paid invoice.

Voucher recipient may purchase the new all electric UTV from any dealership they prefer and are not obligated to purchase the new Ag UTV from the dealership listed of the application.

**Terms of Voucher**

1. The new Ag UTV purchased with this voucher shall meet the following requirements:
  - a. Did not purchase, make payments, make non-refundable deposits, and/or take possession of the new UTV prior to receiving the voucher from the District.
  - b. New Zero-emission UTV will be used exclusively for California agricultural operations.
  - c. Minimum towing capacity of 500lbs and a total vehicle weight of 700lbs or more.
  - d. Secured by a minimum 1-year manufacturer warranty.
  - e. Have an hour meter installed and operational throughout the project life.
2. Project life for this voucher is five (5) years, during which I agree to:
  - a. Operate 100% within the boundaries of the Yolo-Solano Air Quality Management District.
  - b. Submit annual usage reports by March 31<sup>st</sup> of each year, including total hours operated, during the project life.
  - c. Be available for follow-up inspection(s), if requested by the District, CARB, or CARB's designee for the purposes of project oversight and accountability.
  - d. Adhere to all terms and conditions of the Zero-Emission Ag UTV Voucher Program including surrendering the old equipment within 30 days of purchasing the new UTV to a District certified dismantler to render the old equipment permanently inoperable.
  - e. Commit that any emission reductions generated by the purchased UTV will not be used as marketable emission reduction credits, to offset any emission reduction obligation of any person or entity, or to generate a compliance extension or extra credit for determining regulatory compliance.

**This voucher is valid for up to twelve (12) months from the issued date and is to be returned once the project is complete.**

*By signing below, you are confirming the information listed above and accepting the terms of this Voucher and the corresponding Claim for Payment Form.*

Recipient Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing, I validate the issuance of this Voucher in accordance with the Zero-Emission Ag UTV Voucher Program.*

District Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
ZERO-EMISSION AG UTV VOUCHER PROGRAM**

**CLAIM FOR PAYMENT FORM**

**Recipient:** \_\_\_\_\_

**Voucher No.:** \_\_\_\_\_

Once you have purchased and taken delivery of your new Zero-Emission Electric UTV, secured a minimum of one (1) year manufacturer warranty, and received the old UTV Salvage Certification Form, you may then submit this claim for payment form.

**Mailing Address and Contact Information:**

**District Authorized Dismantler Information:**

Address: \_\_\_\_\_

Name: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Address: \_\_\_\_\_

Contact: \_\_\_\_\_

City & Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

**New UTV Information**

New UTV Make/Model: \_\_\_\_\_

VIN: \_\_\_\_\_

Invoice Date: \_\_\_\_\_

Total Invoice Amount: \_\_\_\_\_

**Required Attachments:**

- Signed Voucher
- Signed UTV Status Form (Signed by both Recipient and Dismantler)
- Invoice from Dealership showing new UTV was paid in full
- Proof of Payment (Copy of check or finance documents)
- Proof of Insurance on new UTV
- Photos of new UTV including (1) a side view of entire vehicle, (2) a clear photo of Equipment Identification Number/VIN.
- Proof of Warranty (warranty documents, or completed Warranty Registration Form)

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**To Be Completed by District Personnel:**

Final Eligible Costs: \_\_\_\_\_

Final Grant Amount: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Payment Requested: \_\_\_\_\_

Paid Date: \_\_\_\_\_



**YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT  
ZERO-EMISSION AG UTV VOUCHER PROGRAM**

**UTV STATUS FORM**

Please submit this form with your Claim for Payment Packet.

- The Signing Authority or the project must sign Section 1 of this form.
- A District Approved Dismantler must complete and sign Section 2.
- For assistance call (530) 757-3650 or email [grants@ysaqmd.org](mailto:grants@ysaqmd.org)

**Section 1: For Applicant to Complete**

Voucher No.:	
Company Name:	
Old UTV Equipment Identification # (VIN):	

*I hereby certify that all the information provided on this form and any attachments are true and correct to the best of my knowledge. Further, I attest that the UTV identified above and its engine, have been permanently removed from operation and transferred to the approved dismantling facility listed below for destruction.*

Designated Signing Authority Name (Print):	Title:
Designated Signing Authority Signature:	Date:

**Section 2: For District-Approved Dismantler to Complete**

*I hereby certify that all the information provided on this form and any attachment are true and correct to the best of my knowledge.*

- Dismantler attests that, upon receipt of the old UTV, the operation condition of the old UTV identified above, and the accompanying engine, was received by the dismantling facility intact; authorized personnel have visually verified the engine and ensure that the old UTV was delivered whole, aside from the removal of fluids and/or tires if required by dismantler.
- Dismantler attests that they will destroy the equipment and its engine according to the terms and conditions specified in its agreement with the District. The destruction of the equipment and its engine must occur within 30 days from the date the dismantling facility receives them.

Name of Approved Dismantler:	
Dismantler Contact Name (Print):	Title:
Dismantler Contact Signature:	Date: