

## Program Overview

The Charlene McGhee Memorial Lawn and Garden Program provides funding opportunities for commercial lawn and garden (L&G) equipment owners to scrap and replace their current or existing combustion-powered equipment with new zero-emission battery-electric equipment. Qualified businesses, public agencies, and non-profits (Participants) can purchase discounted zero-emission mowers, blowers, and other landscape equipment from eligible dealers and manufacturers through an equipment replacement voucher process.

## How to Sign Up

If you would like to partner with the Sac Metro Air District's L&G program, please complete and submit the following documents:

- [Payee Data Record](#)
- [Merchant Questionnaire](#)

Air District staff will review the forms and issue a **Merchant Agreement**. Merchants will need to review and sign the agreement. Merchants will be notified when they can start selling to participants. If you have any questions, please contact [lawn@airquality.org](mailto:lawn@airquality.org).

## Purchasing

Participants will receive an approved voucher from the Sac Metro Air District through **email** that must be presented on the day of purchase. This voucher will serve as a point-of-sale discount for the purchase of zero-emission equipment. For this program to succeed, it is important to encourage participants to wait for an approved voucher before purchasing new zero-emission equipment. Please verify that the equipment being purchased must be a like-for-like replacement or be within the same equipment category (as shown in the program's funding table) as the equipment being turned in. The Sac Metro Air District will be consistent and fund up to 100% of the equipment cost OR voucher amount (whichever is lower). Please note that some applicants may be required to contribute a 15% cost share.

It is essential to note the expiration date on the voucher. **Do not make sales if the expiration date has passed. Sales made past the date will not be eligible for reimbursement.** The voucher must be redeemed before the expiration date, which can include either full payment or a deposit for the equipment. Proof of the ordered date must be prior to the voucher expiration date.

## Destruction

The equipment turned in by participants must be destroyed by one of our approved recycling facilities. Our partner recycling facilities will collect the surrendered equipment and properly dismantle it in accordance with the guidelines. The merchant or participant/customer may take the surrendered equipment to the recycling facility. The entity delivering the old equipment to the recycling facility will need the [destruction form](#) signed off by the recycling site. The recycling facility may issue a receipt.

1. If the participant delivers the equipment to the recycler, they will submit their destruction form (signed by the merchant) and receipt, along with their vouchers, to the merchant for purchase.
2. If the merchant delivers the equipment, the participant will redeem their vouchers and surrender their old equipment to the merchant. The merchant must deliver equipment to the recycler within 60 days of sale.

If you, the merchant, are interested in taking old equipment to a recycling facility, please contact L&G staff at [lawn@airquality.org](mailto:lawn@airquality.org), as an agreement needs to be signed for authorization. If you have already signed up during a previous funding cycle, you do not need to sign up again.

The new equipment cannot be provided to the Participant until the destruction of the combustion equipment is completed. If an order is placed for new zero-emission equipment, the participant is allowed to continue using the existing combustion equipment until the new equipment arrives. Please do not collect existing equipment until the new piece of equipment can be provided.

### Recycling Facilities

- [Radius Recycling](#) - 12000 Folsom Blvd. | Rancho Cordova, CA 95742
- [SIMS Metal](#) - 130 N 12th Street | Sacramento, CA 95811

### Requesting Reimbursement

Merchants will be required to submit a reimbursement packet within **75 days** of a sale. The reimbursement packet will include:

1. **Voucher Tracking Form**: For each customer, fill out the form with all vouchers redeemed by the customer. Existing equipment deemed inoperable should be rejected & excluded from the form.
2. **Original Vouchers**: Attach the redeemed vouchers associated with the Voucher Tracking Form.
3. **Final Invoice of Purchase**: Provide a copy of the final invoice(s), **signed** by the participating merchant. The invoice must show the final purchase price of all items, the voucher amount, and state “final.”
4. **Equipment Destruction Form**: The recycling facility must sign the form(s) and may provide a receipt or ticket # to the merchant and the Air District as additional proof of destruction.

Documents will be verified by Sac Metro Air District staff, and reimbursements will be made within 30-45 days of submitting a final reimbursement packet. Errors made by merchants regarding sales will not be reimbursed until they have been addressed and corrected. Examples include selling the wrong equipment, exceeding the maximum grant per piece of equipment, or missing signatures, among others. Please familiarize yourself with our [website](#) for details and our [example reimbursement packet](#).

**All reimbursement packets must be submitted to [lawn@airquality.org](mailto:lawn@airquality.org)**

### Merchant Responsibilities

1. Become familiar with the Commercial Lawn & Garden program’s funding amounts
2. Confirm participants have an official voucher from Sac Metro Air District
3. Refrain from making any sales to participants without a voucher
4. Refrain from selling equipment that is not a like-for-like
5. Confirm that the equipment being turned in is operable
6. Submit required documentation within 75 days of sale
7. Provide receipt of equipment destruction
8. Provide a Copy of the final invoices showing all equipment and purchase prices