



SAN JOAQUIN VALLEY
AIR POLLUTION CONTROL DISTRICT

ZERO-EMISSION SCHOOL BUS REPLACEMENT INCENTIVE PROGRAM

Payment Procedures

The Zero-Emission School Bus Replacement Incentive Program will assist in efforts to reduce the harmful effects of diesel particulate matter from school buses within the San Joaquin Valley. The program offers funding to assist in the replacement of qualified school buses with zero-emission school buses.

Upon execution of an Agreement with the San Joaquin Valley Air Pollution Control District (District), all Participants will receive a copy of the final executed Agreement and this Payment Procedures document. This document outlines reimbursement procedures necessary to complete the project and receive payment.

District staff is available to answer questions and to provide assistance to Participants regarding these procedures. Please read this entire document and your signed Agreement in order to fully understand the requirements. For assistance, contact Incentives Staff by email at grants@valleyair.org or phone at (559) 230-5800.

San Joaquin Valley Air Pollution Control District
Grants and Incentives Department
1990 E. Gettysburg Avenue
Fresno, CA 93726-0244

Telephone: (559) 230-5800
Fax: (559) 230-6112
Email: grants@valleyair.org

- ❖ The following steps must be taken in order to qualify for reimbursement:
 - Fully purchase and take possession of your new, zero-emission school bus (new school bus).
 - Funding shall only be allowed toward purchase of the specific new school bus described in Participant's Agreement with the District, or alternative new school bus as specified in the Agreement, and payment is for reimbursement only.
 - Obtain an itemized invoice from the dealer at time of purchase to include with Claim for Payment Packet. The invoice must include the following:
 - Invoice number.
 - Participant name and address.
 - The new school bus vendor/dealer name and address.
 - The make, model, and VIN of the new school bus.
 - The invoice must include supplemental warranty costs if purchased from the dealer or manufacturer.
 - The make, model, model year, horsepower rating, and US EPA-Certified Engine Family Name of the engine in the new school bus.
 - If any information is missing from the invoice, supplemental documentation, such as specification sheets, can be submitted concurrently with the invoice.
 - Date of delivery (if different from invoice date).
 - Detailed breakdown of all invoiced costs; including the new school bus cost (without tax), additional options cost, sales tax (with percentage rate indicated), any additional fees, warranty cost and license fees. Please list all additional options in a line item format.
 - Notify the District prior to dismantling any bus by submitting a Notice to Dismantle Form to the District so that the post-inspection and dismantling inspection can be scheduled up between the District and the chosen dismantler.
 - Deliver old school bus to a District certified dismantler within sixty (60) days of receiving delivery of the new school bus.
 - Date on invoice will be used by District as official purchase date.
 - A comprehensive list of approved dismantlers is located on the District's website <https://ww2.valleyair.org/grants/zero-emission-school-bus-replacement-incentive-program/>, or contact Incentives staff at (559) 230-5800 to obtain a list of dismantlers.
 - Complete District Old School Bus Status Form to submit to the District along with complete Claim for Payment packet.
 - Participant will fill out Section 1 and contract Signing Authority will sign.
 - Designated personnel at the dismantling facility will verify the operational condition of the old school bus. If the old school bus is deemed non-operational, it cannot be dismantled or destroyed and will be deemed ineligible for reimbursement.
 - Dismantler will fill out and sign Section 2.
 - Copy of Title of the old school bus that is signed and dated by the Participant.
 - Copy of the Department of Motor Vehicles Dismantlers Notice of Acquisition/Report of Vehicles to be Dismantled (DMV REG 42). Only licensed automotive dismantlers can submit REG 42's to the DMV.
 - Copy of all crushing/dismantling receipts. Receipt must be dated no later than sixty (60) days after the delivery of the new school bus.
 - Complete a District inspection of the destroyed old school bus.

- Dismantler is required to work with the District to schedule an inspection of the current bus before, during, and after the bus is dismantled. This must be completed before incentive funds can be paid. District staff will take photographs of the current school bus during inspection.
- Obtain a copy of a current certificate of insurance for the school bus.
 - Insurance must specifically note the Vehicle Identification Number (VIN) of the new school bus.
- Obtain copy of the CA DMV Registration card for the new school bus.
- Obtain copy of the Title for the new school bus.
- Obtain copy of the CHP form 292 showing CHP inspection for the new school bus.
- Obtain proof of payment.
 - Participant must provide proof of payment in the form of copies of cancelled check(s), wire transfer, finance documentation or other proof.
- Fill out District Claim for Payment Form.
 - District Claim for Payment Form must be signed by the contract signing authority.
- Submit complete Claim for Payment packet by the expiration date of the Agreement.
 - Include in Claim for Payment Packet all information listed on the checklist located on the next page.
- Complete a District inspection of new school bus.
 - The submission of a complete Claim for Payment Packet initiates the scheduling of an inspection, which must be completed before incentive funds can be paid. District staff will take photographs of the new school bus during inspection.
- District will issue payment after Claim for Payment Packet and inspection review.
 - Payment will be made to the Participant named on the Agreement after receipt of complete Claim for Payment Packet and inspections (new school bus and destroyed old school bus).

Payments are generally made within 60 working days from receipt of a complete Claim for Payment Packet and upon confirmation that all inspections have been completed. An incomplete Claim for Payment Packet and/or missing/incomplete documentation will delay reimbursement. All payments shall be made in the form of a single-party check unless a prior request for a two-party check had been previously requested and approved by the District.

❖ Agreement Extensions

If the Participant cannot meet the Agreement Terms, the Participant must notify the District in writing with justification explaining why the Agreement Terms cannot be met. The District will review the request and determine, in its sole discretion, whether to amend the Agreement to account for Participant's written request. Participant agrees to amend the Agreement as necessary, if requested by the District, to ensure the project is completed in a timely manner. Though the District agrees it will not unreasonably deny Participant's request, Participant understands that even with written justification; the District does not guarantee an amendment will be made to the Agreement to adjust Agreement Terms, and expressly reserves the right to deny such request. Participant may be subject to conditions for noncompliance with Agreement Terms.

CLAIM FOR PAYMENT PACKET CHECKLIST

When submitting a request for payment, submit a complete Claim for Payment Packet consisting of the following:

- Completed and signed District Zero-Emission School Bus Replacement Incentive Program - Claim for Payment Form. The authorized contract signing authority must sign the Claim for Payment Form.
- Dated and itemized vendor/dealer Invoice for the new school bus, with the following information on it:
 - Invoice number.
 - Participant name and address.
 - New school bus vendor/dealer name and address.
 - Make, model, and VIN of the new school bus.
 - The make, model, model year, horsepower rating, and US EPA-Certified Engine Family Name of the engine in the new school bus.
 - If any information is missing from the invoice, supplemental documentation, such as specification sheets, can be submitted concurrently with the invoice.
 - Date of delivery (if different from invoice date).
 - Detailed breakdown of all invoiced costs; including the new school bus cost (without tax), additional options cost, sales tax (with percentage rate indicated), any additional fees, warranty cost and license fees. List all additional options in a line-item format.
- Copy of **proof of payment** for the new school bus. Proof may be in the form of copies of cancelled check(s), wire transfer, finance documentation or other proof.
- Completed and signed Notice to Dismantle Form.
- Completed and signed Old School Bus Status Form, signed by the project Signing Authority.
- Completed and signed Disclosure of Co-Funding Form.
- Copy of the DMV Registration Card for the new school bus.
- Copy of the Title for new school bus.
- Copy of the CHP 292 Safety Inspection for the new school bus (the CHP 343A is also acceptable).
- Copy of the DMV REG 42 Form from the dismantler for the old school bus.
- Copy of the Title for old school bus signed and dated by Participant.
- Copy of current Certificate of Insurance for the new school bus with the VIN on the certificate.

Please retain a copy of your completed Claim for Payment Packet

COMPLETE CLAIM FOR PAYMENT PACKETS MAY BE SUBMITTED BY MAIL, EMAIL, OR FAX:

San Joaquin Valley Air Pollution Control District
 Strategies & Incentives Department
 1990 E. Gettysburg Ave
 Fresno, CA 93726

Email: grants@valleyair.org

Fax: (559) 230-6112

OLD SCHOOL BUS STATUS FORM

Please submit this form with your Claim for Payment Packet.

- The contract signing authority for the project must sign Section 1 of this form.
- An authorized District approved dismantling facility individual must complete and sign Section 2.
- For assistance call (559) 230-5800 or email grants@valleyair.org (Attn: ZE School Bus Program & Project Number).

SECTION 1: FOR PARTICIPANT TO COMPLETE

Project Number:	
Participant Name:	
Engine Serial Number (ESN):	Old School Bus 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.

- Participant attests that the replaced old school bus and its engine, identified by the VIN and ESN above, have been permanently removed from operation. The old school bus was transferred to the District licensed and approved dismantling facility listed below (Section 2) for destruction.

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

SECTION 2: FOR DISMANTLER TO COMPLETE

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

- Dismantler attests that, upon receipt of the old school bus, the operational condition of the school bus listed is as follows: The old school bus identified by the aforementioned VIN, and the accompanying engine identified by the aforementioned ESN, was received by the dismantling facility in:
 - School bus in operable working condition; authorized personnel have visually verified normal start-up of the engine and ensure that the old school bus can perform its normal duties.
 - School bus NOT in operable working condition (explain below; do not destroy the old school bus until District staff has given written approval to proceed with its destruction).

Dismantler Comments: _____

Dismantler Facility Name:	
Authorized Contact Name (Print):	Title:
Authorized Contact Signature:	Date:

NOTICE TO DISMANTLE FORM

This completed form must be submitted via email to grants@valleyair.org (*Attn: ZE School Bus Program & Project Number*) PRIOR to taking the old bus to the chosen dismantler. An inspection with District staff and the dismantler is required prior to the destruction of the old bus.

Please go to <https://ww2.valleyair.org/grants/zero-emission-school-bus-replacement-incentive-program/> to find the current list of approved dismantlers. If there is no dismantler on this list available to you, please contact staff via email at grants@valleyair.org.

Participant Name:
Project Number:
Dismantler Name:
Dismantler Address:
Dismantler Phone #:
Dismantler Contact:
Estimated Date to Dismantler:

Authorized Representative Name (Print):	
Title:	
Authorized Representative Signature:	Date:

SJVAPCD Disclosure of Funds

Identification of Co-Funding

ZERO EMISSION SCHOOL BUS REPLACEMENT INCENTIVE PROGRAM

Project Number: _____

To be eligible to receive incentive funding from the San Joaquin Valley Air Pollution Control District (SJVAPCD), you **must** indicate all sources of co-funding for this project.

You are required to disclose the value of any current financial incentive that directly reduces the project cost including tax credits or deductions or other public financial assistance. Additional funding sources include, but are not limited to, federal, state, and third-party private sources.

Information provided on this form may be shared as required by federal, state, and local laws. Any owner, designee, or other third party who is found to have submitted multiple applications or signed multiple contracts for this same specific project without proper disclosure shall be disqualified from funding for that project from all sources within the control of the SJVAPCD.

DISCLOSURE OF ALL FUNDS: Participant certifies all co-funding sources for this project:

Name of Co-Funding Source:	Funding Amount:
1.	\$
2.	\$
3.	\$

Contract Signing Authority (Print Name)

Contract Signing Authority Signature

Date

For any additional funding that you received or have received for this project, we reserve the right to request copies of letter(s) of financial commitment, copy of agreement(s) or grant award letter(s) that are specific to this project, if deemed necessary.

SAN JOAQUIN VALLEY AIR POLLUTION CONTROL DISTRICT

Claim for Payment Form

Zero-Emission School Bus Replacement Incentive Program

Project Number:

Payee/Grantee : _____

Address : _____

City: _____ **State:** _____ **Zip:** _____

Please check one of the following :	<input type="checkbox"/> Individual/Sole Proprietor	<input type="checkbox"/> Trust/Estate
	<input type="checkbox"/> C Corporation (C Corp)	<input type="checkbox"/> Other _____
	<input type="checkbox"/> S Corporation (S Corp)	<input type="checkbox"/> Limited Liability Company (C=C Corp, S= S Corp, P=Partnership) ▶ _____
	<input type="checkbox"/> Partnership	

Federal Tax I.D. # : _____

Telephone # : _____

Date of Invoice	Vehicle Identification Number	New Vehicle Year, Make, Model	Invoice Amount	Grant Amount
Total Claim				

Signature of Signing Authority Date

For District Use Only

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

Object	Fund	Year	Dept	Sub-Dept	Type	Program	Phase	Entity	Amount	1099 Code
8587	560	1	90	92	-					
					-					
Stipend					-					
Expense					-					
Table					-					
Vendor Number: _____									\$	