



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 to use as a guidance 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
 - Funding shall only be allowed toward purchase of the specific zero-emission school bus described in Participant's Agreement with the District 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 zero-emission school bus vendor/dealer name and address.
 - The make, model, VIN, and gross vehicle weight rating (GVWR) of the new zero-emission school bus.
 - The make, model, model year, horsepower rating, and US EPA-Certified Engine Family Name of the engine in the new zero-emission 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 zero-emission 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.
- Deliver existing old school bus to a District certified dismantler within sixty (60) days of receiving delivery of the new replacement zero-emission 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.
 - Take a District Old School Bus Status Form (attached to this document) to dismantling facility and have dismantler complete Section 2. Participant should complete section 1 and have contract signing authority sign.
 - Complete District Old School Bus Status Form to submit to the District along with complete Claim for Payment packet.
 - 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.
 - Copy of the Department of Motor Vehicles (DMV) Dismantlers Notice of Acquisition/Report of Vehicles to be Dismantled (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 submit a Notice of Destruction form to initiate the scheduling of an inspection, which must be completed before incentive funds can be paid. District staff will take photographs of the old school bus during inspection.

- Obtain a copy of a current certificate of insurance for the new zero-emission school bus
 - Insurance must specifically note the Vehicle Identification Number (VIN) of the new Zero-Emission school bus.
- Obtain copy of the CA DMV Registration card for the new zero-emission 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 your Agreement.
 - Include in Claim for Payment Packet all information listed on the Checklist on page 4.
- Complete a District inspection of new Zero-Emission 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 Zero-Emission 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 Zero-Emission school bus and destroyed old school bus).

Payment will be made within 60 working days from receipt of complete Claim for Payment Packet and inspection. 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. An incomplete Claim for Payment Packet will lengthen the processing time and delay reimbursement of funding. Please include all of the following required documents in the packet:

- Completed and signed District Zero-Emission School Bus Incentive Program - Claim for Payment Form. The authorized contract signing authority must sign the Claim for Payment Form.
 - If the signing authority for the project needs to be updated or modified, please contact District staff.
- Dated and itemized vendor/dealer Invoice for the cost of the new Zero-Emission school bus. The invoice must clearly identify, at a minimum, the following:
 - Invoice number
 - Participant name and address
 - The new Zero-Emission school bus vendor/dealer name and address
 - Make, model, VIN, and Gross Vehicle Weight Rating (GVWR) of the new Zero-Emission school bus
 - Make, model, model year, horsepower rating, and US EPA-Certified Engine Family Name of the engine in the new Zero-Emission 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 Zero-Emission 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.
- Copy of proof of payment for the new Zero-Emission school bus. Proof may be in the form of copies of cancelled check(s), wire transfer, finance documentation or other proof.
- Completed and signed Old School Bus Status Form.
 - This form must be signed and dated by the project contract signing authority.
- Completed and signed Notice of Destruction Form from the Dismantler
 - Contracted Dismantlers are provide this form to the District.
- Copy of the DMV Registration Card for the new Zero-Emission school bus.
- Copy of the CHP 292 Safety Inspection (the CHP 343A is also acceptable).
- Copy of Certificate of Insurance for the new Zero-Emission school bus. The Certificate of Insurance must indicate a current policy period and the VIN of the new Zero-Emission school bus.

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:

