



## AG BURN ALTERNATIVES GRANT PROGRAM

This document is to provide instructions and guidance for the successful completion of a Claim for Payment Packet for the Ag Burn Alternatives Grant Program. For assistance, contact District staff by email at [grants@valleyair.org](mailto:grants@valleyair.org) or phone at (559) 230-5800.

### **STEPS FOR REIMBURSEMENT**

1. Complete the project as described on the Voucher.

Funding shall only be allowed toward reimbursement for services described on the Voucher up to the maximum amount listed on the Voucher and payment is for reimbursement only.

2. Obtain itemized invoice(s) and proof of payment.
3. Submit complete Claim for Payment Packet by the expiration date of your Voucher.

Claim for Payment Packet can also be submitted via mail, email, web portal, and/or fax.

4. Complete the post-inspection site visit with District staff.

The submission of a complete Claim for Payment Packet triggers the post-inspection site visit. District staff will complete an inspection report and take photographs during the site visit, including the final disposition of agricultural material. Be sure to clearly identify **any and all final disposition location(s) of agricultural material**.

5. District will issue payment after the post-inspection is completed and the Claim for Payment Packet reviewed.
6. Payment will typically be made within 60 working days from receipt of complete Claim for Payment Packet.

### **CLAIM FOR PAYMENT PACKET**

Please make sure to submit the following for a complete Claim for Payment Packet:

1. Completed and signed Voucher.

The same individual who signed the Application with the District and listed as the Signing Authority must also sign the Voucher.

2. Completed Claim for Payment Form.
3. Completed Breakdown of Services and Costs Form.
4. Completed Disclosure of Co-Funding Form.
5. Invoice(s) from contractor services.

Invoice(s) must itemize services conducted.

**Name on the invoice(s) must match the name of voucher recipient and name on IRS Form W-9 exactly.**

6. Documentation of any additional incurred costs by the participating grower, if additional costs are beyond those on the invoice for contracted services. Additional costs must be itemized and applicable payment date(s) identified.
7. Proof of Payment (copies of cancelled checks, receipts or finance documents).

Name of the payer must match the name of voucher recipient and name on IRS Form W-9 exactly.

**To submit Claim for Payment packet and to check status of project, please visit:**

<https://ww2.valleyair.org/grants/ag-burn-alternatives-grant-program/>