

**SAN JOAQUIN VALLEY  
AIR POLLUTION CONTROL DISTRICT**

**HEAVY-DUTY  
ENGINE PROGRAM**

**PAYMENT PROCEDURES**

This document is designed to provide participants in the San Joaquin Valley Air Pollution Control District (SJVAPCD) Heavy-Duty Engine Program with the required instructions and guidance for the successful completion of a Claim for Payment Packet for their project. The participant has sixty (60) days following the expiration of the agreement completion phase to submit a Claim for Payment Packet. The Claim for Payment Packet must be received during this timeframe to be eligible for reimbursement.

SJVAPCD staff is available to answer questions and to provide assistance to participants regarding these procedures. It is advisable that you read the entire Payment Procedures document and executed agreement in order to fully understand the grant requirements. All questions regarding payment procedures should be directed to:

Kashmir Pandher

E-mail: [Kashmir.Pandher@valleyair.org](mailto:Kashmir.Pandher@valleyair.org)

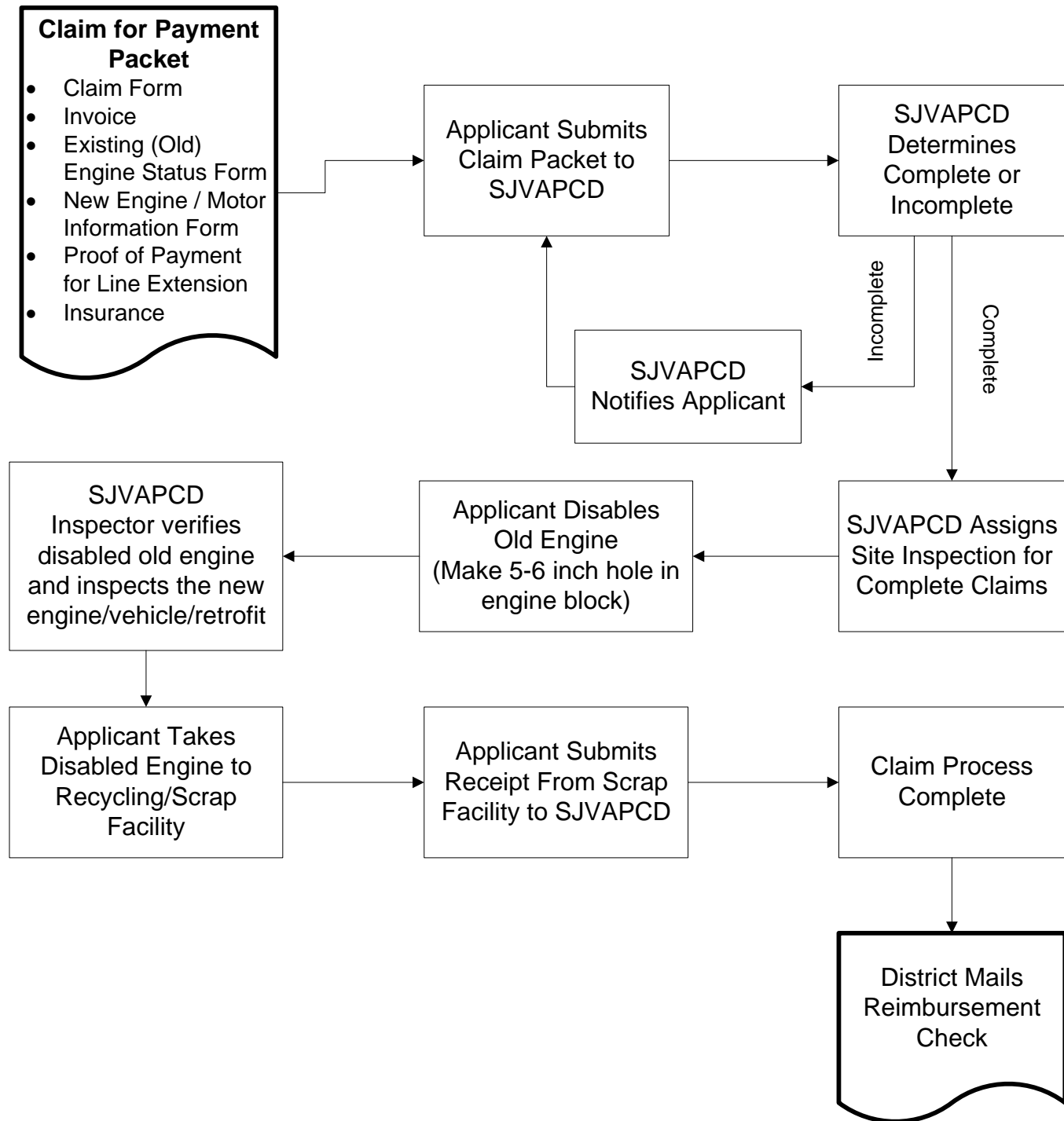
San Joaquin Valley Air Pollution Control District  
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1990 East Gettysburg Avenue  
Fresno, CA 93726-0244

Telephone: (559) 230-5800

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# STEP-BY-STEP CLAIM FOR PAYMENT PROCESS

The following is a step-by-step diagram of the entire claim for payment process. If you have any questions about the process, please feel free to contact staff in the Emission Reduction Incentive Program at (559) 230-5800, or by email at [grants@valleyair.org](mailto:grants@valleyair.org).



## REIMBURSEMENT

The participant shall be **reimbursed** (as per agreement), after receipt and verification of a properly supported Claim for Payment Packet and site visit by SJVAPCD staff. Reimbursement takes place after the reduced-emission technology is installed and in operating condition, and if applicable, the existing (old) engine is destroyed. The following steps must be taken in order to qualify for reimbursement:

### ❖ Claim for Payment Packet (Reimbursement Only, not a Rebate)

In order to be reimbursed, participants must submit a complete Claim for Payment Packet. This packet must include a Claim for Payment Form, copy of an itemized invoice, an Existing (Old) Engine Status Form (if applicable), New Engine / Motor Information Form, documentation verifying payment for line extension (if applicable), and a current certificate of insurance. Only the SJVAPCD Heavy-Duty Engine Program Claim for Payment Form is accepted; a Claim for Payment Form is included in this document for your convenience. As a matter of policy, the SJVAPCD does not provide advance payments to participants or pay third parties.

All Claim for Payment Forms must be **dated** and **signed** by the **contract signing authority** or they will be returned to the participant. The contract signing authority is the same individual who signed the project contract. Along with the submission of the Claim for Payment Form, the participant must provide an itemized invoice indicating that the installation work has been completed and that the participant is the owner/recipient of the reduced-emission technology. If applicable, the Existing (Old) Engine Status Form must be signed and submitted, certifying the disposal of the existing (old) engine. If the participant is required to destroy the existing (old) engine, supporting documentation is required to be submitted (see page 10). The insurance section of the agreement requires that the participant provide the SJVAPCD with a current certificate of insurance in types and amounts approved by the SJVAPCD prior to any payment of funds.

Approximately one year after incentive funds have been issued, the participant will receive an Internal Revenue Service (IRS) Form 1099. For information about the tax implications related to the receiving incentive funds, please consult your tax advisor because the SJVAPCD cannot provide tax advice.

### ❖ Site Visits

All participants will undergo a site visit by SJVAPCD staff prior to any reimbursement. The purpose of the site visit is to verify that the reduced-emission technology has been installed or placed into service, and if applicable, the existing (old) engine was properly disabled in accordance with the terms of the agreement. Furthermore, SJVAPCD staff may request to take photographs and/or videos of project(s). The submission of a complete Claim for Payment Packet triggers the site visit, which must be completed before incentive funds can be released. The SJVAPCD retains the right to hold **additional** site visits at any time during the Project Implementation Phase.

## EXISTING (OLD) ENGINE DISPOSAL REQUIREMENTS

The purpose of this section is to explain the requirements for disposing the existing (old) engine replaced through the SJVAPCD Heavy-Duty Engine Program. The disabled old engine will be physically inspected and verified by SJVAPCD staff prior to the disbursement of any incentive funds.

### ❖ Off-Road and Agricultural Pump Engines

Participants that have replaced off-road or agricultural pump engines through the SJVAPCD Heavy-Duty Engine Program must dispose of their old engine in the following manner:

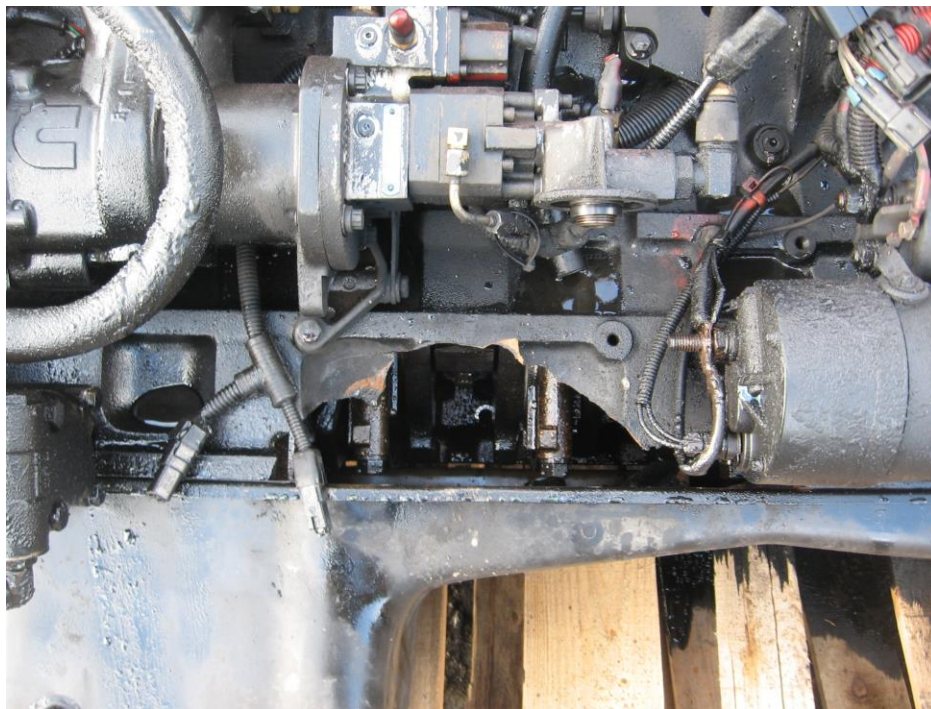
1. The participant must permanently disable the existing (old) engine by punching or knocking a hole in the crankcase of the engine block that measures five to six inches in diameter. The hole must extend down to include a proportionate section of the oil pan rail. When punching or knocking the hole in the engine block, the participant must avoid destroying any identifying engine number(s), including the SJVAPCD project number which, when feasible, will be stamped or painted on the engine block by a SJVAPCD inspector during the pre-monitoring inspection phase. The SJVAPCD inspector will need to verify and photograph the SJVAPCD project number or the identifying engine number during the post-monitoring inspection phase. **The submission of a complete Claim for Payment Packet by the participant will trigger the site visit to verify the hole in the engine block.** Please refer to the photographs on the following page for examples of properly disabled engines.
2. After verification and documentation by a SJVAPCD inspector that the engine has been properly disabled, the participant must take the existing (old) engine to be crushed/recycled at a licensed metal recycling or scrapping facility. **The participant cannot send the existing (old) engine to the recycling/scrapping facility to be crushed until a SJVAPCD inspector verifies the hole in the engine block.** The SJVAPCD will require proper supporting documentation in the form of a dated receipt from the recycling/scrapping facility signed by an authorized employee of the company. The receipt **must** clearly indicate the engine serial number, make and model number, as well as the name, address, and the telephone number of the recycling/scrapping facility. Before any incentive funds can be reimbursed, the participant must submit the original receipt from the recycling/scrapping facility to the SJVAPCD.

All engines replaced through the SJVAPCD Heavy-Duty Engine Program can only be disposed of by the aforementioned methods.

**It is the participant's responsibility to ensure the disabled engine is permanently removed from service. If the disabled engine is found to be operational at any time after inspection, the participant will be subject to enforcement action by the District, including repayment of incentive funds, civil penalties, and any other legal action deemed appropriate.**

## EXAMPLES OF PROPERLY DISABLED ENGINE BLOCKS

The following photographs illustrate the proper disabling of an engine. The hole in the engine blocks measures at a minimum five to six inches in diameter and includes the destruction of a portion of the oil pan lip.





## STEP-BY-STEP CLAIM FOR PAYMENT FORM GUIDANCE

This section outlines the information required for each field of the Claim for Payment Form. Once the fields listed below have been completely filled out, please **sign and date** the Form in **blue/black ink**. This will complete your Claim for Payment Form. Please individually list each reduced-emission technology that you have purchased while under agreement on the Claim for Payment Form for which you are seeking reimbursement. For additional spaces, please make a copy of the Claim for Payment Form or obtain an additional copy of the Form from [www.valleyair.org](http://www.valleyair.org). If you need additional assistance, please contact the Emission Reduction Incentive Program and a staff member will assist you. **Do not write in the shaded areas of the Form.**

### ❖ Project Number

The number that the SJVAPCD assigned to your project; this information can be found in your agreement.

### ❖ Payee

The organization, company, or proprietor's legal name that entered into agreement with the SJVAPCD. This information was entered into Section 1 of the application and must be **identical** to the information on the Form W-9.

### ❖ Address

The mailing address used by the organization, including the city, state, and zip code. **Reimbursement checks from the District will be mailed to the address provided here.**

### ❖ Check Box

Check the classification of the organization that is listed under payee.

### ❖ Federal Tax I.D. # or Social Security #

Taxpayer Identification Number (TIN) or a Social Security Number (SSN) entered in Section 1 of the application. **The organization's name and TIN or SSN will be used to report incentive funding to the IRS.** The SJVAPCD cannot give tax advice; as such, please contact a tax professional or the IRS to determine the tax consequences associated with receiving incentive funding.

### ❖ Telephone #

The main phone number, including area code, for the primary contact.

### ❖ Fax #

The fax number, including area code, for the primary contact.

### ❖ Date

Enter the date as it appears on the invoice from the new engine/retrofit/vehicle purchase.

### ❖ New Engine Model and Serial Number

The model and serial number of the new engine purchased. For retrofit or new vehicle purchase projects, please list the model number and serial number of the retrofit or vehicle purchased.

### ❖ Amount Paid

The amount paid for the engine/retrofit/vehicle as it appears on the invoice.

## CLAIM FOR PAYMENT PACKET CHECKLIST

To initiate the reimbursement process, the participant must submit a properly supported Claim for Payment Packet to the SJVAPCD. Reimbursement takes place **after** the Claim for Payment Packet has been deemed complete and acceptable, the new replacement engine is purchased and the existing (old) engine is verified to be properly destroyed. Submitting an incomplete Claim for Payment Packet will delay reimbursement.

A **COMPLETE** Claim for Payment Packet will include **all** the following:

- Claim for Payment Form**
  - Only the SJVAPCD Heavy-Duty Engine Program Claim for Payment Form will be accepted. A Claim for Payment Form is included at the end of this document for your convenience.
  - This form must be signed and dated by the project contract signing authority or they will be returned to the participant. The contract signing authority is the same individual who signed the Agreement with the SJVAPCD.
- Invoice(s)** for the cost of the new replacement engine.
- New Engine / Motor Information Form**
  - A copy of the New Engine / Motor Information Form is included on **page 9** of this document. Please have your dealer complete and sign the Form.
- Insurance Documentation (ACORD Form 25)**
  - A Certificate of Insurance must be submitted and must indicate a current policy period which covers the new replacement equipment.
- Existing (Old) Engine Status Form**
  - A copy of the Existing (Old) Engine Status Form is included on **page 10** of this document for your use.
  - This form must be signed and dated by the project contract signing authority or they will be returned to the participant. The contract signing authority is the same individual who signed the Agreement with the SJVAPCD.
- For Ag electrification irrigation projects with funding for line extension, **documentation verifying payment to the electric service provider** for line extension must be included.

As a matter of policy, the SJVAPCD **does not** provide advance payments to participants or third parties. Approximately one year after incentive funds have been issued, the participant will receive an Internal Revenue Service (IRS) Form 1099. For information about the tax implications related to receiving incentive funds, please consult your tax advisor, as the SJVAPCD does not provide tax advice.

**Please retain a full copy of the completed Claim for Payment Packet for your own records.**

**STEP-BY-STEP EXISTING (OLD) ENGINE STATUS FORM GUIDANCE**

This section outlines the information required for each field of the Existing (Old) Engine Status Form. Once the **fields listed** below have been completely filled out, please **sign and date** the Form in **blue/black ink**. The **contract signing authority must sign the Form**. This will complete your Existing (Old) Engine Status Form. Please fill out a separate Form for each engine that you have disposed of while under agreement. For additional Forms, please photocopy the attached Existing (Old) Engine Status Form or obtain an additional copy of the Form from [www.valleyair.org](http://www.valleyair.org). All additional Existing (Old) Engine Status Forms must also be signed and dated. If you need additional assistance, please contact the Emission Reduction Incentive Program and a staff member will assist you.

**❖ Project Number**

The number that the SJVAPCD assigned to your project; this information can be found in your agreement.

**❖ Contact Name**

The first and last name of the person that serves as the primary contact to the SJVAPCD through the project/agreement life.

**❖ Phone Number**

The main phone number, including area code, for the primary contact.

**❖ Fax Number**

The fax number, including area code, for the primary contact.

**❖ Existing (Old) Engine Serial Number**

The serial number of the engine being disposed of as listed on the application.

**❖ The existing (old) engine was**

Please check the type of engine being disposed.

**❖ Tier level of existing (old) engine**

Please check the tier level of the engine being disposed.



## NEW ENGINE / MOTOR INFORMATION FORM

The following information pertaining to the new engine/motor and its associated invoice are required to process your reimbursement request. **Please have your dealer complete and sign this form. The Form must be signed in blue/black ink.** If you or your dealer have any questions regarding the Form, please contact program staff.

Project Number:	
Dealership Name:	
Dealership Address:	
Contact Number: (        )	Email:

**Please provide the following information for the new equipment:**

Engine/Motor Make:	Engine/Motor Model:
Engine/Motor Serial Number:	Engine/Motor Model Year:
US EPA Engine Family Name (if applicable):	Intermittent/Gross Horsepower Rating:

**Please provide the following information pertaining to the invoice of the new equipment. The information provided here must accurately reflect invoiced costs.**

New Engine/Motor Base Cost:	\$	
Freight Cost(s):	\$	
Labor Costs(s):	Rate (\$):	Total: \$
Sales Tax:	Rate (%):	Total: \$
County Permit Fee (ag pump only):	\$	
Misc. Well Work (ag pump only):	\$	
<b>Please list any additional invoiced cost(s) below (i.e., equipment options, license fees, etc.):</b>		
Item:	Cost: \$	
Item:	Cost: \$	

**As the authorized dealer of the new equipment in this project, I hereby certify that all the information provided on this form accurately reflects the cost of the new equipment purchased through this project.**

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

**EXISTING (OLD) ENGINE STATUS FORM**

This Existing (Old) Engine Status Form must be completed and submitted as part of the Claim for Payment Packet if you replaced an on-road, off-road, or agricultural engine with a new reduced-emission engine. **You do not need to complete and submit this Form if your project is a retrofit only or new purchase project.** Supporting documentation related to the disposal of the existing (old) engine must be submitted to the SJVAPCD prior to the reimbursement of any incentive funds. **Please initial and sign the Form in blue/black ink.**

**\*\*\*COMPLETE A SEPARATE SHEET FOR EACH ENGINE\*\*\***

Project Number:	
Contact Name:	
Phone Number: (      )	Fax Number: (      )

Existing (Old) Engine Serial Number: \_\_\_\_\_

Participant attests that the replaced existing (old) engine has been permanently removed from operation.

The existing (old) engine was:

- An Off-Road or Agricultural Pump Engine
- An On-Road Engine

Tier level of existing (old) engine:

- Uncontrolled (Tier 0)       Tier 1
- Tier 2       Tier 3

By initialing the following sections, the participant certifies the existing (old) engine has been disabled in the following manner and agrees to submit the existing (old) engine to a licensed recycling/scraping facility to be crushed. **BOTH SECTIONS MUST BE INITIALED.**

\_\_\_\_\_ Engine was permanently disabled by punching a hole five (5) to six (6) inches in diameter through the crankcase of the engine block, extending down to include a proportionate section of the oil pan rail.  
Initial **Verification by SJVAPCD staff is required prior to reimbursement.**

\_\_\_\_\_ Participant agrees to deliver the disabled engine to a certified licensed metal recycling/scraping facility to be crushed **after a SJVAPCD inspector has verified and documented the hole in the engine block.** The participant must obtain a signed receipt from the recycling/scraping facility and submit it to the SJVAPCD. The dated receipt **must** clearly indicate the engine serial number, make and model number, as well as the name, address, and the telephone number of the recycling/scraping facility. Participant understands that the reimbursement of any incentive funding will not be made until the appropriate receipt has been submitted.

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

Printed Contract Signing Authority Name:	Title:
Contract Signing Authority Signature:	Date:

