

CLAIM FOR PAYMENT PACKET CHECKLIST

In order to qualify for reimbursement, the fueling station must be fully operational (all necessary infrastructure must be installed and connected to the power generation equipment and/or electricity grid). When submitting a request for payment, it is important to ensure the Claim for Payment Packet is **complete**. An incomplete Claim for Payment Packet will lengthen the processing time and delay reimbursement of funds. Please include all of the following required documents in the packet:

- Completed and **signed** SJVAPCD Clean Vehicle Fueling Infrastructure Program - **Claim for Payment Form**. The same individual who signed the contract with the SJVAPCD must also sign the Claim for Payment Form.
- Dated and itemized **Invoice** for the cost of eligible items outlined in Exhibit C of your agreement. The invoice must clearly identify, at a minimum, the following and list all additional options in a line item format:
 - Invoice number
 - The applicant/organization name and address.
 - The vendor name and address.
 - Date of delivery (if different from invoice date)
 - Detailed breakdown of all invoiced costs; including equipment, construction, and labor costs, additional options cost, sales tax (with percentage rate indicated), any additional fees, warranty cost and license fees.
- Proof of payment** such as copy of invoices, checks, and receipts for work completed that are specific to the project as described in Exhibit B of your agreement.
- Copies of any **fuel purchase agreement(s)**, fleet contract(s) or similar documentation demonstrating the amount of throughput required to meet the expected displacement identified in project grant agreement.
- Copy of **insurance certificate(s)** showing coverage for commercial general liability, commercial automobile liability, and workers compensation as outlined in your agreement. The San Joaquin Valley Air Pollution Control District needs to be listed as the additional insured. The Insurance Certificate(s) must indicate a current policy period.
- Copy of **warranty** for the eligible equipment commencing on the day equipment was purchased as indicated on the final invoice submitted for reimbursement. Warranty must show at minimum of:
 - One year for battery charging stations.
 - Three years for hydrogen fueling stations.

Payment will be made within 60 working days from receipt of complete Claim for Payment Packet and inspection(s). The submission of a complete Claim for Payment Packet initiates the scheduling of the inspection. SJVAPCD staff will take photographs of the fueling station and verify it is fully operational.

Please retain a copy of your completed Claim for Payment Packet

COMPLETE CLAIM FOR PAYMENT PACKETS MAY BE SUBMITTED BY E-MAIL or MAIL:

Email: grants@valleyair.org

(Subject line must indicate Clean Vehicle Fueling Infrastructure, your project number, & your name)

Mail: SJVAPCD Strategies & Incentives

1990 E. Gettysburg Ave

Fresno, CA 93726

