



SCAQMD PROP 1B INVOICE SUBMITTAL GUIDELINES

Please be advised that the SCAQMD will not process payment of an invoice until the required inspections have been completed by SCAQMD and SCAQMD has verified each inspection satisfies the requirements of the Proposition 1B – Goods Movement Emission Reduction Program (Program).

Inspection Requirements

First, the old truck must be pre-inspected by SCAQMD. If satisfactory, the SCAQMD Project Officer will send an email (or letter) to the Contractor indicating the pre-inspection has been “approved” and the Contractor may now order their replacement truck. Contractor shall not place a purchase order or accept delivery of the replacement truck until notification of a satisfactory completion of the pre-inspection by SCAQMD. Any orders placed prior to pre-inspection approval will be at the Contractor’s own risk.

After the Contractor has ordered the replacement truck and the replacement truck is ready for inspection, the Contractor or dealership must call SCAQMD to schedule a post-inspection of the replacement truck. **To schedule a post-inspection of the replacement truck, please email Ms. Jessie Conaway at jconaway@aqmd.gov.** In the email, please include:

- SCAQMD Project ID number and corresponding new VIN
- Name of the applicant
- Name and address of the inspection location
- Contact name and phone number for the site

Due to the large number of projects involved in this Program, we encourage you to schedule the post-inspection as soon as the replacement truck is available. The payment to an invoice will only be made **after** the successful completion of a post-inspection by SCAQMD.

Invoice Submittal Requirements

Please submit invoices (preferably by email) to your assigned SCAQMD Contracts Assistant as listed below:



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Ana Troccoli (atroccoli@aqmd.gov)--- L.A. Freightliner, South Bay Truck Center, SelecTrucks, Sam's Truck Sales, United Truck Centers, A & A Truck Sales, Enterprise Motors, Westrux, Pape Kenworth, RWC Group dba Fred M Boerner Motor Company, Transwest Truck Center, Truckcenter.com, Velocity Vehicle Group.

Benigna Taylor (btaylor@aqmd.gov)-----Rush Truck Centers, Dynamic Truck Centers, Fresno Truck Center, KDH Truck Sales, Arrow Truck Sales, Inland Kenworth, TEC of California, Bakersfield Truck Center, Boyle Trucks of Fontana, Inc., Crossroads Equipment Lease & Finance, Delta Truck Center, Gibbs Truck Centers.

Invoices from other companies may be submitted to any of the above Contracts Assistants.

All invoices must be fully itemized, showing all fees associated with the purchase of the vehicle, including taxes, license and registration fees, warranty fees, etc.

The grant funds must be used to directly reduce the capital cost of the equipment or reduce the principal of the loan or lease.

For the direct payment option, the SCAQMD check will be issued as a two-party check, wherein both parties (the dealer and the SCAQMD Contractor) will be required to sign.

If the Contractor opts to receive a reimbursement for the purchase of the vehicle, the invoice must come from the company requesting the reimbursement and must be on their letterhead, not the dealership's. The reimbursement invoice package must include:

- 1) Documentation of payment of your portion of the costs, such as: a copy (front and back) of the cancelled check, wire transfer or other financial transfer of funds. SCAQMD will only reimburse the Contractor for monies that were actually spent toward the purchase of the vehicle/equipment. The remaining balance of the grant money will go to your financial institution to pay down the principal of the loan.
- 2) Copy of a completed top portion of Attachment 3 (SCAQMD's Certificate of Replaced Vehicle(s)/TRU Receipt and Destruction).
- 3) If the invoice instructs SCAQMD to pay a financial institution directly, our Accounting Department requires a completed W-9 form from the financial institution (a blank W-9 form is attached at the end of this information packet). The financial institution will not be given a 1099 form; only the company/driver that SCAQMD has the contract with will receive the 1099.



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For reimbursement invoices where you want to instruct SCAQMD to pay a financial institution, please put the following language on a cover letter as well as on your invoice:

“SCAQMD please pay the \$XX,XXX directly to XXX Finance Group, XXXX, CA 9XXXX, for the pay-down of Loan Account #XXXX--Principal Only.”

Payment under the Program will be made within 30 BUSINESS days after the Contractor submits a valid invoice with all required information and after the invoice has been approved by SCAQMD. SCAQMD ACCOUNTING POLICY: ALL CHECKS WILL BE MAILED.



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Invoice Checklist:

Each invoice must include the following information:

- The invoice must be on your company's or the dealership's letterhead.
- The date on the invoice must reflect the actual date you send it to SCAQMD.**
- "INVOICE TO SCAQMD" and the SCAQMD business address (21865 Copley Drive, Diamond Bar, CA 91765) must be on the invoice.
- A cost breakdown that shows all the fees associated with the purchase (i.e., taxes, license fee, registration fee, etc.)
- An invoice tracking number that is assigned by your company or the dealership's office.
- The SCAQMD Contract # and SCAQMD Project ID #
- The owner's name (consistent with the name listed on his submitted W-9) and owner's address
- "SCAQMD to Pay \$_____" must be written on the invoice.
- Make, model or series, Model Year and VIN of the replacement (new) truck(s).
- Old truck VINs
- Warranty information for the replacement truck/new equipment –for example, the Prop 1B Program requires a minimum of 1-yr or 100,000 mile major component and engine warranty that covers parts and labor and diesel particulate filter for new trucks.
- Fleet Compliance Certificate (must be dated within 30 days of invoice date).
- Verification that the dealer has taken physical custody of the old equipment or an SCAQMD-approved dismantler has received the old equipment for scrapping. This verification shall include either a statement on the invoice by the dealer confirming they have taken physical custody of the old equipment or a copy of the completed top half portion of SCAQMD's Certificate of Replaced Vehicle(s)/TRU Receipt and Destruction (Attachment 3) signed by the dismantler. Attachment 3 must be signed by an authorized representative of the SCAQMD-approved dismantler as proof the old equipment was accepted by the dismantler for scrapping in accordance with the Program requirements. (Flexibility for this item may be granted to a small fleet upon written request by the dealer and approval by SCAQMD.)