

**EASTERN KERN
AIR POLLUTION CONTROL DISTRICT**



**CARL MOYER
DIESEL EMISSIONS
REDUCTION PROGRAM**

INVOICE FOR PAYMENT

This document is designed to provide Diesel Emissions Reduction Program participants with the required instructions and guidance for the successful completion of an Invoice for Payment Packet for eligible Carl Moyer projects. The applicant has sixty (60) days following the expiration of the agreement completion phase to turn in an Invoice for Payment Packet. Invoice for Payment Packets must be received during this timeframe to be eligible for reimbursement.

EKAPCD 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. If you have any questions regarding payment procedures please contact EKAPCD:

Phone (661) 862-5250 • Fax (661) 862-5251 • Email ekapcd@co.kern.ca.us

Submit All Eastern Kern Air Pollution Control District Carl Moyers Diesel Emissions Reduction Program Invoice for Payment Packets to:

**Eastern Kern Air Pollution Control District
Carl Moyer Diesel Emissions Reduction Program
2700 "M" Street Suite 302
Bakersfield, CA 93301**

Reimbursement Information

The participant shall be reimbursed (as per agreement), after receipt and verification of a properly supported financial Invoice for Payment Packet and equipment/engine inspection conducted by EKAPCD staff. Reimbursement takes place after the reduced-emission technology is installed and in operating condition. The following steps must be taken in order to qualify for reimbursement:

- **Invoice for Payment Packet (Reimbursement Only)**

In order to be reimbursed, participants must submit a complete Invoice for Payment packet. This packet must include an Invoice for Payment form, copy of an itemized invoice from vendor, IRS W-9 (if not already submitted), and a certificate of insurance. Only the EKAPCD Diesel Emissions Reduction Program Invoice for Payment form is accepted; an Invoice for Payment form is included on the last page of this document for your use. The Invoice for Payment form must be dated and signed by the agreement signing authority or the form will be returned to the participant. As a matter of policy, the EKAPCD does not provide advance payments to participants or pay third parties.

Participant must provide an itemized invoice indicating that the installation work has been completed and that the participant is the owner/operator/recipient of the reduced-emission technology. In most cases the existing (old) engine needs to be removed from service and rendered permanently inoperable by one of the methods listed in the section, Existing (Old) Engine Disposal Options. Participant must also provide the EKAPCD with a certificate of insurance in types and amounts approved by the EKAPCD 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 received incentive funds, please consult your tax advisor, as the EKAPCD does not provide tax advice.

- **Engine/Equipment Inspections**

Upon receipt of the Invoice for Payment EKAPCD staff will contact the participant to schedule the required inspection(s). EKAPCD staff must conduct an engine/equipment inspection prior to any reimbursement. All inspections must be completed before incentive funds can be released. The purpose of the inspection(s) is to verify that the reduced-emission technology has been installed and placed into service and that the old engine/equipment has been taken out of service and rendered inoperable as stated in the terms of the agreement. During the inspection of the new engine/equipment EKAPCD staff will document serial numbers, operating hours, operating condition, and take photographs and/or videos. The availability of fueling infrastructure for alternative fuel engines will also be verified. Inspection of the old engine/equipment is used to verify that the old engine/equipment has been properly rendered inoperable and taken out of service. Photographs and/or videos of the old engine/equipment, name plate, and serial number will be taken and kept on file. The EKAPCD retains the right to conduct additional engine/equipment inspections at any time during the Project Life phase.

All participants must submit an annual report, as outlined under the Audit, Inspection and Retention of Records section of the signed agreement. The annual report provides data on to the engine/vehicle/electric motor operation, fuel consumption, hours of operation, maintenance and any other pertinent information requested by the EKAPCD. In addition, all agricultural diesel and alternative fueled pump engines must be registered with the EKAPCD. Annual reports and agricultural pump engine registration forms will be mailed out to all Carl Moyer participants. The required forms can also be found on the EKAPCD web site www.kernair.org.

Old Engine Destruction Options

The purpose of this memorandum is to outline the options for disposing of the existing (old) engine replaced through the EKAPCD Diesel Emissions Reduction Program. In most cases, the old engine must be permanently removed from service and rendered inoperable by one of the methods listed below. Additionally, the disposition of the old engine will be physically inspected and verified by EKAPCD staff prior to the disbursement of any incentive funds.

• Off-Road, On-Road, and Agricultural Pump Engines

Participants that have replaced off-road, on-road or agricultural pump engines through the EKAPCD Diesel Emissions Reduction Program may choose to destroy old engines in one of the following ways:

1. Participants may permanently disable the old engine by punching or knocking a hole in the crankcase of the engine block that measures at least four (4) to five (5) inches in diameter. This can be accomplished by heating up the part of the engine to be broken with a blow torch and then hitting the heated area with a sledge hammer. The hole should catch a water jacket or oil galley. Alternately, take off the oil pan and break the hole right above the oil pan lip or rail.
2. Using a plasma or an oxy-acetylene torch, cut a hole of at least four inches in diameter over at least one crank shaft journal sufficient to destroy the crank bearing and mount. To prevent the reuse of the engine heads, using the same torch, cut a line to a depth of ¼ to ½ inch around the entire accessible mating surface between the engine block and each head.
3. Participants may send the old engine to be crushed/recycled at a licensed metal recycling or scrapping facility. The EKAPCD will require proper supporting documentation including a receipt from the recycling or scrapping facility that is signed by an authorized employee of the company. The receipt must indicate engine serial numbers and model numbers as well as the name, address, and telephone number of the recycling/scrapping facility and a bill of lading or similar transportation documentation. Crushing or recycling is the only option available for engines without valid, traceable serial numbers or when serial numbers are worn or partially missing.

Out of state sale is not an option for disposal of existing (old) engines under the EKAPCD Diesel Emissions Reduction Program.

The participant may remove peripheral accessories of the engine, including starters, alternators, radiators, etc., prior to disabling the engine. Only engines with valid, traceable serial numbers may be disabled in this manner. Please refer to the photographs on the following page for examples of properly disabled engines.

Examples of Destroyed Engine Blocks



Step by Step Invoice for Payment Instructions

This section outlines the information required for each field of the Invoice for Payment form. Once the fields listed below have been completely filled out, please sign and date the form. This will complete your Invoice for Payment. Please individually list each reduced-emission technology that you have purchased while under agreement on the Invoice for Payment for which you are seeking reimbursement. For additional spaces, print or copy an additional Invoice for Payment form. If you need additional assistance, please contact EKAPCD and a staff member will assist you.

- **Owner/Operator:** The name of the person representing the business, organization, or proprietor who has authority to request Carl Moyer Program grant fund reimbursement. This is usually the same person who signed the project grant agreement.
- **Business Name:** The name of the business, organization, or proprietor's legal name that entered into agreement with the EKAPCD. This is the information that was entered into Section 1 of the application and must be identical to the information on Form W-9.
- **Business Address:** The mailing address used by the organization, including city, state and zip code.
- **Telephone Number:** The contact phone number, including area code for the primary contact person.
- **Fax Number:** Fax number, including area code, for the primary contact.
- **Project completion date:** Enter the date that the new engine/equipment has been installed and made ready to be put into service for normal daily operations.
- **Agreement Number:** The number that the EKAPCD assigned to the contract you signed, this information can be found on the top right corner of first page of your agreement or on the top center of the last page of your agreement.
- **Total Cost:** Enter the total cost of the project.
- **Baseline Cost:** Enter the owner/operator's share of the total cost of project.
- **Grant amount requested:** Enter the total amount of grant funding you are requesting for reimbursement of project. Reimbursement amount cannot exceed the total cost minus the baseline cost.
- **Print, sign, and date:** The payee must print, sign his/her name, and date the Invoice for Payment form to validate it.

Project Payment Checklist

All of the following obligations in the checklist must be satisfied in order for Eastern County Air Pollution Control District to reimburse a grantee for eligible Carl Moyer projects. Failure to meet any of the required items in this checklist will lengthen the processing time and delay payment.

- A fully executed agreement (contract) between EKAPCD and grantee.
- A completed Invoice for Payment form signed and dated by the owner/operator (one Invoice for Payment must be submitted for each agreement).
- An itemized invoice from the vendor detailing a list of work completed and billed costs for each item.
- The first page of IRS Form W-9 if not already submitted.
- Verification of insurance as required by District/Applicant agreement.
- New engine/equipment must be inspected by District Staff to verify serial number(s), installation, and that new engine/equipment is in good operating condition.
- Old engine/equipment must be inspected by District Staff to verify serial number(s) and that old engine/equipment has been rendered inoperable.

 **Please send all completed Invoice for Payment packets to:**

**Eastern Kern Air Pollution Control District
2700 "M" Street Suite 302
Bakersfield, CA 93301**