

Appendix B

VOUCHER INCENTIVE PROGRAM

AIR DISTRICT VIP POLICIES AND PROCEDURES

NOTE to AIR DISTRICT:

The program elements listed do NOT constitute an air pollution control or air quality management district's (air district's) entire Policies and Procedures. This is an addendum to the air district's already existing Policies and Procedures in order to explain how to administer the Voucher Incentive Program (VIP). The terms have been prepared to facilitate the air district's preparation of their VIP Policies and Procedures. The air district must ensure the intent of the VIP Guidelines is met and include the program elements listed below in the air district's VIP Policies and Procedures.

1. PROGRAM APPROVAL

How the air district is obtaining approval to implement the Carl Moyer Memorial Air Quality Standards Attainment Program's (Moyer Program) On-Road Heavy-Duty Vehicle Voucher Incentive Program.

2. SELECTION OF DEALERSHIP

The processes the air district goes through to solicit and select dealership to go into agreement with.

3. DISMANTLER SELECTION

The processes the air district goes through to solicit and select dismantlers to go into agreement with.

4. PAYMENT PROCESS

The option in which the air district chooses to reimburse and issue payment to the dealership. There are two options:

- a. To start the disbursement process as soon as they receive a Reimbursement Invoice,
OR
- b. To start the disbursement process and issue a check within ten business days of receiving a completed Reimbursement Package.

5. DOCUMENTATION

The method in which the air district chooses to document the activities and progress of the VIP.

6. AUDITS

How the air district chooses to audit and inspect the projects. There are two options:

- a. The air district can choose to do all inspections.
- b. If the air district chooses to have dealerships and/or dismantlers conduct inspections, the air district must audit five percent of each inspection (pre-inspection, post-inspection, pre-dismantle, and dismantle inspection). The audits should be done randomly. The air district must outline how they will conduct audits in the VIP Policies and Procedures.

7. DEALER TRAINING

The air district's method for providing training for the participating dealers on the Voucher Incentive Program. If the air district chooses to have dealers and/or dismantlers conduct the inspections, the air district must specify the media in which the inspection photographs will be submitted to the air district. If the air district has a local eligibility requirement, the air district must specify the tools and materials that must be used to determine eligibility. The air district must work with the California Air Resources Board (CARB) in coordinating training and materials.

8. DISMANTLER TRAINING

The air district's method for providing training for the participating dismantlers on the Voucher Incentive Program.

9. OUTREACH

The air district's plan on outreach and meeting the outreach goal for the Voucher Incentive Program.

10. AB 794

Air districts must include in their VIP Policies and Procedures that their contracts with Moyer Program recipients, subgrant recipients, contractors, subcontractors, consultants, affiliates or representatives, who receive or use any Moyer Program Grant Funds to support the purchase of new drayage or short-haul trucks contain

a requirement to comply at all times with the applicable requirements of AB 794 (2021) and AB 2737 (2022) as a condition of the Moyer Program grant fund receipt or use as a condition of participation in the Moyer Program.

The following are required of the Moyer Program participant and the project file:

- a. Prospective fleet purchasers to comply with AB 794 and AB 2737, which includes the Moyer Program participants, must complete and submit an attestation prior to eligibility evaluation, located at [Fleet Attestation for AB 794](#) stating that the applicant is compliant with applicable labor laws, including Section 2810.4 of the Labor Code. The fleet purchaser, which includes the Moyer Program participants that have received grant funding, will renew the attestation each year of the contract period on the anniversary of their first attestation, reaffirming compliance with this labor standards law while the contract is in effect. The Moyer Program participant must provide a copy of the attestation and renewal(s) of attestation to the air district for their project life.
- b. Moyer Program participants that enter into an agreement for the purchase of drayage and short-haul trucks, or otherwise lease out their Moyer Program funded purchased drayage or short-haul truck are subject to and must comply with AB 794 and AB 2737 requirements as listed above.