

**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.