

## AB 118: HYBRID OFF-ROAD EQUIPMENT PILOT PROJECT

### VOUCHER - STANDARD OPERATING PROCEDURE

#### **DEALERSHIP IS THE PARTICIPANT/PURCHASER IN THE DEPLOYMENT OR DEPLOYMENT/TESTING PROGRAM**

1) Dealership signs the CARB “**Dealership Agreement Terms**” (ARB Form AQIP\_125) and the CARB “**Equipment Purchaser Terms and Conditions**” (ARB Form AQIP\_126) agreements and sends copies of both documents to Joe Calavita at CARB ([jcalavit@arb.ca.gov](mailto:jcalavit@arb.ca.gov)) and to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-CERT. Dealership fills in the information on the CARB “**Voucher Request Form**” (ARB Form AQIP\_127) and sends it to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-CERT for approval.

2) If Kent Johnson approves the voucher he notifies the dealership that the “**Voucher**” has been approved. If the voucher is not approved he notifies the dealership the reason the voucher is not approved.

3) Within two weeks of receiving notice that the “**Voucher**” has been approved the dealership must send to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) a copy of the PO ordering the equipment from the manufacturer. If the PO is not received within two weeks the voucher is voided.

4) After receiving the ordering PO the dealership will be sent a “**Voucher**” (ARB Form AQIP\_128) with a specific “**Voucher Number**” and “**Voucher Amount**”.

5) When the Dealership receives the equipment they fill out the CARB “**Equipment Inspection Form**” (ARB Form AQIP\_129) and the CARB “**Voucher Redemption Checklist**” (ARB Form AQIP\_130) and send copies along with a copy of the “**Voucher**” (ARB Form AQIP\_128), the “**Equipment Inspection Form**” (ARB Form AQIP\_129), a final equipment invoice, and copy of the payment information to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-CERT.

6) When Kent Johnson approves redemption of the “**Voucher**” (ARB Form AQIP\_128) he notifies Tim LeFort, who makes arrangements to have the voucher redemption amount sent to the dealership.

#### **PRIVATE COMPANY OR GOVERNMENT AGENCY IS THE PARTICIPANT/PURCHASER IN THE DEPLOYMENT OR DEPLOYMENT/TESTING PROGRAM**

1) Participant in Deployment or Deployment/Testing Program signs the CARB “**Equipment Purchaser Terms and Conditions**” (ARB Form AQIP\_126) agreement, send copies to Joe Calavita at CARB ([jcalavit@arb.ca.gov](mailto:jcalavit@arb.ca.gov)) and Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-

CERT, prepares a PO for the purchase **noting that the purchase is contingent on the AQIP voucher plan** and sends it to a dealership.

2) Dealership signs the CARB “**Dealership Agreement Terms**” (ARB Form AQIP\_125) and sends a copy to Joe Calavita at CARB and to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-CERT.

3) Dealership fills in the information on the CARB “**Voucher Request Form**” (ARB Form AQIP 127) and sends it to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-CERT along with a copy of the PO.

4) If Kent Johnson approves the voucher he notifies the dealership and the purchaser that the “**Voucher**” has been approved. If the voucher is not approved he notifies the dealership and purchaser the reason the voucher is not approved.

5) Within two weeks of receiving notice that the “**Voucher**” has been approved the dealership must send to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) a copy of the PO ordering the equipment from the manufacturer.

6) After receiving the ordering PO the dealership will be sent a “**Voucher**” (ARB Form AQIP\_128) with a specific “**Voucher Number**” and “**Voucher Amount**”.

7) When the Dealership has the equipment ready for delivery they fill out the CARB “**Equipment Inspection Form**” (ARB Form AQIP 129), provide a copy to the purchaser and to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-CERT.

8) When the Dealership delivers the equipment to the purchaser they fill out the CARB “**Voucher Redemption Checklist**” (ARB Form AQIP\_130) and send it, along with a copy of the “**Voucher**” (ARB Form AQIP 128), the “**Equipment Inspection Form**” (ARB Form AQIP\_129), a final equipment invoice, and copy of the payment information to Robert Russell ([rrussell@cert.ucr.edu](mailto:rrussell@cert.ucr.edu)) at CE-CERT for approval to receive the voucher funds.

9) When Kent Johnson approves redemption of the “**Voucher**” (ARB Form AQIP\_128) he notifies Tim LeFort, who makes arrangements to have the voucher redemption amount sent to the dealership.

## ADDRESSES

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