



## VW Mitigation Trust Fund

### Reimbursement Procedures Checklist

Please remember that the old bus must be scrapped by an approved dismantler within sixty (60) days of the receipt of the new bus. Do not take the old bus to the dismantler until you have notified SJVAPCD by submitting the Notice of Dismantle Form so that the post-inspection and dismantling inspection can be set up between SJVAPCD staff and the chosen dismantler.

This process will begin when you submit the Claim for Payment Packet and the required documents. These documents are available at <http://vwbusmoney.valleyair.org>. They can be submitted by emailing them to [vwbusmoneyclaims@valleyair.org](mailto:vwbusmoneyclaims@valleyair.org)

#### Claim for Payment Packet

1. Claim for Payment Form (Posted)
2. Copy of Itemized Invoice (grant recipient)
3. Copy of Title (grant recipient)
4. Copy of DMV Registration (grant recipient)
5. Copy of Insurance (grant recipient)
6. Copy of CHP 292 (for school buses only) (grant recipient)
7. Verification of Vehicle Replacement Form (Posted)
8. Notice of Dismantle Form (Posted)
9. Disclosure and Self-Certification of Funds Affidavit (Posted)

#### Post-Inspection & Old Vehicle Destruction Forms and Documents

1. VW Mitigation Self-Certification Affidavit (posted)
2. Copy of REG 42 (DMV vehicle destruction form)(obtain copy from Dismantler)
3. Verification of Vehicle Destruction Form (signed by grant recipient and Dismantler) after destruction (Posted)
4. Monitoring - On Road Post Old (completed by SJVAPCD Inspector)

#### Post-Inspection & New Vehicle Verification Forms and Documents

1. Verification of Vehicle Replacement Form (Part of CFP Packet) (Posted)
2. VW Mitigation Self-Certification Affidavit (Posted)
3. Monitoring - On Road Post Old (completed by SJVAPCD Inspector)

#### Resources

VW Mitigation Remote Inspection Procedures-Checklist SJVAPCD (Posted)