

FARMER Project Name/Number: _____ Click or tap here to enter text. _____



NORTHERN SONOMA COUNTY
Air Pollution Control District
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FARMER Project Checklist

On Road (Low Use) Ag Truck Replacement

v9.12.2023

These are the Standard Operating Procedures for a FARMER On Road truck replacement project. These do not supersede the District and State Guidelines for the FARMER and Moyer programs, nor are they inclusive of all Program requirements and District discretionary items.

- Application Submittal.** Participant submits application for equipment replacement during the announced application submission period.
 - At end of application submission period, the District ranks applications for funding.
 - District verifies that the project location is within the District territory. If not, disregards the application.
 - On road vehicles must operate >50% of their annual mileage in the District territory and at least 75% of annual mileage in California.
 - Applicant Contact Information: _____ Click or tap here to enter text. _____
 - District checks the latest fund spreadsheet to see if there is enough in the FARMER budget for the ranked projects' allocations.
 - Current available budget: _____ Click or tap here to enter text. _____
 - Potential Funding requested by applicant (up to 65% of eligible cost): Click or tap here to enter text.
 - Use DMV Moyer or other Funding to supplement FARMER funds? _____ Click or tap here to enter text. _____
 - District saves application to the temporary app folder (S:\\Grants\FARMER\Projects\New Applications for Review\) using the file naming protocol: "YYYY-MM-DD Applicant Name Equipment."
 - District logs application into the fund tracking spreadsheet in italics, to designate temporary entry with a provisional, temporary project number at this time for tracking purposes.
Temp project # _____ Click or tap here to enter text.

District checks that the applicant is working with an authorized dealer. Authorized dealers:

- Garton Tractor
- Belkorp Ag
- Geyserville Tractor
- Pape Machinery
- Alpine Smith
- Coast Counties Peterbilt (for on-road/FARMER)
- Rush Truck Centers of California (for on-road/FARMER)
- Other Approved Dealership: _____

***NOTE: If the dealer is not on the above list, they will need to sign a master agreement with the District before moving forward.**

Application Completeness Review. The District performs basic screening to be sure the project is complete (See FARMER On Road Application for more information about application requirements).

- Completed application.
- Justification statement for funding over \$135,000 (if applicable).
- Proof of baseline truck ownership (*Select one: bill of sale, tax logs, equipment insurance records, bank appraisal of equipment, maintenance/service records tied to equipment, general ledgers*).
- 24 months of complete historical truck usage (*Select one: odometer readings, employee logs, fuel logs*).
- Co-funding information (if applicable).
- Dated and itemized quote for new equipment, including dealership name and contact Information.
- Executive order for new engine (<https://ww3.arb.ca.gov/msprog/onroad/cert/cert.php#4>).
- Executive order for existing engine.
- IRS Form W-9 (for the entity that will sign the grant contract and receive funds, if awarded).
- TRUCRS Fleet Compliance Certificate.
- Other _____ [Click or tap here to enter text.](#)

Application Technical Review. The District performs a screening to see if there are eligibility issues. Things to look for with eligibility:

- Use the FARMER Guidelines, Moyer Guidelines, and District manual of procedure.
- Like-for-like replacement (new truck will be used for the same purpose; new truck is same GVWR weight class as existing truck. Compare the number of axles of old and new trucks. Upgrades on the truck, such as a luxury cab upgrade from a non-sleeper cab existing truck, must be excluded from eligible total, from which you calculate eligible cost).
- Old truck must be compliant with Truck & Bus rule as shown by the TRUCRS database records.
- Existing vehicle must have an engine of model year 2010 or older.
- New engine must be certified to the 0.20 g/bhp-hr NOx and 0.01 g/bhp-hr PM standard or better.
- Applicant must have owned and operated the vehicle the previous 24 months. If the title does not show sole ownership for the previous 24 months, the applicant must be listed as one of the owners or shown as a registered owner on registration documentation for the previous 24 months.
- No equipment leasing allowed; traditional purchase loans are allowed.
- The existing vehicle must be based in District territory as shown through vehicle registration. >50% of ongoing operation must be in the District territory and >75% in CA.
- Read executive order; make sure the applicant's truck engine is listed. Make sure the tier, model number*, etc. listed on the application matches the EO.

***NOTE: Model numbers on CARB EOs sometimes have slight discrepancies from model numbers on production equipment. The District should confer with the dealership to verify equivalence. Often the discrepancies are just a couple digits, but typically the beginning of the model numbers are the same.**

***NOTE: Model and engine numbers may have discrepancies if a newer production year model is delivered due to delays in supply chain. Check CARB EO directory and/or ask the dealer for the EO authorization.**

- Equipment requires a one-year minimum warranty
- Ask FARMER liaison if there are any other questions about eligibility.

The District enters the truck into FARMER database using the Temp Application number and verifies that CARL/FARMER system accepts the project and gives a grant amount.

For on road ag trucks: Use a 3-year project life

When entering truck use into FARMER spreadsheet, the lower of the two annual use values is used for calculating the incentive value.

"Eligible cost" of equipment entered into FARMER is comprised of the baseline equipment price and sales tax and must not include other fees, freight, delivery, accessories or luxury options that were not included with the old truck.

Funding Offer. The District writes an offer letter/email on the equipment replacement contract terms (the District may want to round DOWN some – 1%- 5%—from the value the CARL/FARMER system generates—this is to have a round number for the grant, and in some cases, to protect the grant amount from having to change in the event the final price gets decreased). The District will provide a specific date after which the District offer is void (typically, about 10 days). Offer letter template is available in the District's templates directory.

Offer amount: _____ [Click or tap here to enter text.](#)

Project Life: _____ [Click or tap here to enter text.](#)

Applicant's respond-by date: _____ [Click or tap here to enter text.](#)

***NOTE: The District should take opportunity to remind the applicant that no new equipment may be purchased before the funding agreement is executed.**

The District emails the offer letter. Written/email response received: _____ [Click or tap to enter a date.](#)
Accepted or rejected? _____ [Click or tap here to enter text.](#)

If offer is accepted, assign a Project number. FARMER projects are named by "NSO[FARMER Year]-[sequential number]." FARMER projects are not entered into the CARL system!

The District updates the application log spreadsheet and the FARMER database to reflect the permanent project number. Permanent project number: _____ [Click or tap here to enter text.](#)

The District updates the fund tracking spreadsheet with the project's final name and cost.

Old Equipment ("Pre") inspection. The District schedules an inspection for the old vehicle. In this inspection, the District will verify that the old equipment matches what is on the application. The District will take photos & video. The pre-inspection must verify the following items:

Tires in usable condition (able to hold air, sufficient tread or tracks, etc.).

Steering wheel operational.

Equipment able to start up and move backwards and forwards.

- Undercarriage structurally sound.
- Fuel tank in usable condition.
- No parts stripped.
- Equipment not vandalized.

In addition, photographs of the old vehicle must include the following views:

- Right Side - hood down.
- Front - hood down.
- Left Side - hood down.
- Rear.
- VIN Tag - inside vehicle or on frame rail.
- Engine serial number and engine information, if available (make, model year, engine family) - either tag or stamp on block.
- License plate.
- Left and right side of engine.
- Video of operator starting and moving the tractor (forwards and backwards).

Inspection date: Click or tap to enter a date.

***NOTE: If the old truck does not match the application, the District must re-evaluate the eligibility and make sure FARMER database info is all correct, and have the applicant submit an email statement saying they want to revise their application with the updated truck information.**

***NOTE: Take as many pictures of identifying points as available, including VIN tag, engine plate, frame stampings, and verify that the truck is operational. In this manner, there can be a reliable comparison points when the truck is destroyed.**

- After inspection, the District writes and signs the inspection report and includes it in the project file. The District uses a template in its FARMER\Templates directory.
- The District drafts an agreement, using the template at S:\VPMP\FARMER\Templates. Start with the Off Road Contract template and revise to fit an on-road truck replacement. Review previous truck contracts for reference. (The District can begin this before the inspection takes place, if desired; just do not finalize it until after the inspection is complete and the old equipment is verified).
- Ask the applicant if they will pay cash or if they are financing the equipment.** After the application and all required documentation have been approved by the air district, the dealer must provide the air district with proof of sale (signed invoice) and if applicable, proof of financing of the

replacement equipment. The financing package will enable the air district to determine the reimbursement costs that may be accrued in case the participant defaults on the contracted performance requirements. Proof of project financing can be a document showing the lender and the amount loaned, which at a minimum is a copy of the check given to the dealer equal to the portion of the project that was not FARMER Program funded. **Proof of project financing is always required unless the grantee paid cash for the portion of the project that was not FARMER Program funded.**

OPTIONAL—if there are changes out of the ordinary in the agreement, the District staff will email a copy of the agreement to District counsel for review and signature.

- Emailed to District counsel: [Click or tap here to enter text.](#)
- Received from District counsel: [Click or tap here to enter text.](#)

Add Attachment “B” to the funding agreement, which is comprised of the initial application, and be sure the initial application contains the hours of annual use.

When the funding agreement is ready to be signed, the District prepares it for signature using Adobe Sign. The applicant should sign first, then the District APCO should sign and date in all the blanks where there are dates. (“Agreement effective date” is APCO’s signature date; there is a blank for it on page 1 and towards the end of the document). Digital signatures are acceptable and encouraged.

Date the funding agreement is fully signed: [Click or tap to enter a date.](#)

Once the funding agreement is signed, the District will follow up with the applicant (email) to let them know they are free to proceed with the purchase. Date: [Click or tap to enter a date.](#)

Once the funding agreement is signed, the District informs the truck dealership (email) that purchase of the new tractor is allowed.

Anticipated truck purchase date: [Click or tap to enter a date.](#)

***NOTE: The new equipment purchase date is often the date, or close to the date, the dealership physically delivers the new truck to the applicant as most equipment is ordered from the manufacturer and not in dealership stock. At the point of delivery, the dealership can provide the final signed invoice.**

The District will wait for the dealership to notify the District that the new truck is available for inspection (remind the dealership to notify the District).

New Equipment (“Post”) inspection. The new equipment shall be inspected at the dealership before it is delivered. In this inspection, the District must confirm that the new tractor matches the application and funding agreement. The District, or the dealership upon District request and direction, performs this inspection. This inspection requires the following photos & video to generate the inspection report:

- At least one side of the vehicle.
- VIN Tag - inside vehicle or on frame rail.
- Engine serial number and engine information – tag (or primary motive power components).
- License plate.
- Odometer reading.
- Left and right side of engine.
- Modifications (if any).
- Video of operator starting and moving the truck (forwards and backwards)

Inspection date: _____ [Click or tap to enter a date.](#)

If the new truck does not match the application, the District must re-evaluate the eligibility and make sure FARMER info is all correct.

If the new truck does not match the application but is still eligible, the District must write an amendment to the signed agreement and get signatures on it before proceeding.

***NOTE: Small variations in engine number are acceptable as long as the engine family number and applicable executive order, engine tier, and horsepower remain the same.**

***NOTE: Truck projects require four inspections as identified in the table, below.**

Table 4-9 Required Inspections for On-Road Projects

Inspection Type	Purpose(s)	Timing
Pre-Inspection	<ul style="list-style-type: none"> • Verify existing vehicle is in operating condition. • Verify existing vehicle application information. 	After application is submitted to air district but prior to approving the application.
Post-Inspection	<ul style="list-style-type: none"> • Verify replacement vehicle meets emission standard. • Verify application information 	Before replacement engine vehicle is delivered, and prior to payment being issued.
Pre-dismantle inspection (Replacements Only)	<ul style="list-style-type: none"> • Verify existing vehicle is in operational condition and has not been stripped of parts (except those allowed in Section C.4 (J)) per Section C.7.(F). • Verify existing vehicle application information. 	<ul style="list-style-type: none"> • After existing truck is delivered to dealership before payment is issued. • Existing truck is at dealership location and must be delivered to dismantler within 60 days.
Dismantle inspection	<ul style="list-style-type: none"> • Verifying engine destruction (see Section C. 8.(C)(4)). • Verify that frame rails are completely severed. • Obtain copy of REG 42 form filed with DMV 	<ul style="list-style-type: none"> • After engine and frame rail destruction. • Within 60 days after dismantler receipt. • If dismantler takes photos, they must be provided to the air district within 10 business days of dismantling.

After inspection, the District writes and signs the inspection report and includes it in the project file. The District uses the template in its FARMER templates directory.

The District verifies that the truck the District inspected matches what was in the application and what is identified in the funding Agreement.

Prior to releasing the replacement equipment to the participant, the dealer must have documentation of an air district pre-inspection of the existing equipment and the post-inspection of the replacement equipment. Provide the dealership PDF copies of these reports via email.

Pre Dismantle Inspection. After the new truck inspection, the dealership or grantee will handle destruction of the old truck. Before the truck can be authorized to be destroyed, the District must conduct a “Pre dismantle Inspection,” to verify the old truck is still operational before it is dismantled. The District will schedule this with either the dealer, or the applicant, depending on who is handling the destruction. In the Pre dismantle Inspection take the following photos/video:

- Right Side - hood down.
- Front - hood down.
- Left Side - hood down.
- Rear.
- VIN Tag - inside vehicle or on frame rail.
- Engine serial number and engine information, if available (make, model year, engine family) - either tag or stamp on block.
- License plate.
- Left and right side of engine.
- Video of operator starting and moving the truck (forwards and backwards)

Inspection date: _____ Click or tap to enter a date.

Once inspection is complete and the new truck is verified to be eligible, as well as the old truck verified to still be operational, the District notifies the applicant and dealership that they are authorized to proceed with destroying the old equipment.

Authorize the dealership that it may deliver the new truck. CC the applicant and remind both parties that payment is not released until the dismantle inspection and report are completed and approved by the District. Note that the dealership is not obligated under this Program to release the truck before they receive payment

Dismantle Inspection. The District inspects the destroyed old equipment and documents it in a report. The District must confirm that the old truck matches the original inspection, and is fully destroyed.

- **For On-Road Vehicles**, typically use Opperman & Son. Contact Brian Opperman; email: briano@oppermansales.com.

The destroyed equipment inspection must include clear photographs of the destroyed engine block and cut frame rails. In addition, the following views must be taken:

- Front, right, and left side of vehicle with hood down including license plate if available (vehicle scrap).
- VIN tag (vehicle scrap).
- Engine serial number stamped either on the block or on the tag (engine or vehicle scrap).
- Left and right side of destroyed engine block either in-frame or out of frame (engine or vehicle scrap).
- Hole in engine block (engine or vehicle scrap).

- Completely severed frame rails (vehicle scrap).
- Odometer Reading (vehicle scrap).
- Both frame rails must be completely severed between the front and rear axles.
- A hole must be put in the engine block with a diameter of at least three inches at the narrowest point. The hole must be irregularly shaped (i.e. no symmetrical squares or circles). A section of the oil pan flange must be removed as part of the hole or have a line cut through it that connects to the hole.
- Inspection date: _____ [Click or tap to enter a date.](#)

***NOTE: If the destroyed truck does not match the original old truck, the District must address this with the applicant and cannot proceed with the project until the District observes the matching truck.**

- After inspection, the District will write and sign the dismantled equipment inspection report and include it in the project file. The inspection report template is in the District’s FARMER templates directory.
- The District will make sure the destroyed truck matches the truck inspected in the initial inspection. The District will double-check the photos from the initial inspection against the ones taken at the destroyed equipment inspection. Photos of ID tags and stamps will be compared from initial inspection and the destruction inspection and as referenced in the funding Agreement.
- The District will remind the dismantler that they must prepare and submit to DMV either a “Non-Repairable Vehicle Certificate” using an “Application for Salvage Certificate or Non-Repairable Vehicle Certificate” (REG 488C), or a Notice of Acquisition/Report of Vehicle To Be Dismantled (REG 42) ensuring the VIN can never be registered again in California.
- Within 90 calendar days of the dismantle inspection date, the dismantler must provide verification to the District that the existing vehicle has been registered with DMV as non-revivable with a type transaction code (TTC) L10 or C26 on the DMV Reconciliation 06/20/2017 4-36 ON-ROAD VEHICLES transaction receipt or other DMV documentation that satisfies this requirement. Upon receipt of this documentation, file it in the electronic project file.
- Once the old equipment is destroyed and the new equipment is in place, the District will prompt the applicant to submit a letter in writing or email pursuant to the contract that indicates that they are requesting payment under the contract terms.

Project Payment. Once the old equipment is destroyed and the new equipment is in place, the District will prompt the applicant to submit an email pursuant to the contract that indicates that they are requesting payment under the contract terms. CC the dealership.

- The District will ask the applicant to verify if the payment will be a single party or two party check; name for the check; and the address to mail the check to.

The District will gather the required documentation to make the payment request from county treasury. The District will name the files as follows and save them electronically in the “Invoice and Reimbursement Request” (or “Request for Payment”) project folder.

1-CMXXXX Applicant’s request for payment

2-CMXXXX Fully signed agreement

3-CMXXXX Invoice

4-CMXXXX W9 Form (you can usually find this in the “Application & Supplemental materials” folder. Sometimes it’s hiding in a pdf with all the other application information.)

5-Resolution - FARMER Program authorization, Resolution #19-02.

For projects in which the payment has been financed, a two-party check is issued to the dealership and the grantee. In this case, both parties are listed and sign the funding agreement. **Verify the finance and check payment status with the dealership and the applicant.**

In the email payment request to county treasury, the District includes the Fund, Account, and TCA numbers to generate payment. Sometimes the funding will come from multiple sources. The District will discuss these details with county treasury.

- **Note, if more than one funding source or tracking code is used, the county treasury will write more than one check for the project total (county treasury policy).**

The District will email the payment request with the 5 attachments listed above to county treasury. Payment requested date: [Click or tap to enter a date.](#)

The District will drag and drop a copy of the email payment request just sent with its support attachments to the project’s “Reimbursements” file folder. This helps track payment requests and encapsulates key project funding documents.

The District will set a calendar reminder a couple weeks out to verify with its county accountant or through the county accounting system (EFS) the date that the check was issued. **Ask the accountant to also verify the check amount paid.** Once the payment is made to the applicant, the District will log the final information in the FARMER database to document closure.

***NOTE: In the FARMER database, make sure to input the dismantled equipment inspection date and also make sure to click “YES” under “paid in full” – both these actions mark the project as “Liquidated.” Very important!**

Project Maintenance

- The District logs the completed grant information in the District's project tracking spreadsheet.
- The District will set a calendar reminder for a couple months out to request a copy of the cancelled check from county treasury or through EFS. Cancelled check requested: Click or tap to enter a date.
- The District will make sure ALL DOCUMENTS, including the copy of the cancelled check, pertinent emails, inspection reports, payment requests, etc. are included in the electronic file on the District LAN. File complete: _____
- The District will monitor the applicant's reports throughout the contract term to verify compliance with the contract. (Reporting forms are typically sent out during the first month of each calendar year for the previous reporting year).