



Clean Vehicles Program

Invoicing Instructions for Contractors

General Tips:

- Email documents and other information to cleanvehicles@h-gac.com. This mailbox is checked regularly and helps to avoid delays in the case of staff turnover, out-of-office staff, etc.
- Include your Clean Vehicles Project Number on all communications and documents that you send.
- Multiple invoices can be submitted over the course of the project – you do not have to wait until the project is complete before submitting for reimbursement if work has been performed.
- The beginning of your monitoring period is tied to the date that the first invoice is submitted for processing. Your first monitoring report will cover the first full quarter following the submission of the first complete invoice. For questions, contact your project specialist. The reporting schedule and forms are also posted on our website at www.houston-cleancities.org/documents.htm.

Instructions:

1. If your project involves a lender, notify your project specialist that a third-party agreement will need to be circulated for signature. *Do this as early in the process as possible!* Payments for projects involving a lender will only be processed if there is a fully executed third-party agreement in place between yourself, H-GAC and your lender.
2. If your grant award includes Congestion Mitigation-Air Quality (CMAQ) funds (included in Attachment A of your contract, if applicable), you may need to submit a direct cost payment. If applicable, the direct cost payment amount and instructions will be shown in the Compensation section of the Special Provisions of your contract. This payment must be received in full in order to process your first invoice.
3. Submit your manufacturer's invoice(s) to your project specialist. Be sure that these documents include any information (such as engine specifications) needed to verify that your purchases were consistent with your most up-to-date application and/or contract.
4. Submit your proof of payment(s) to your project specialist. This may come in the form of a cancelled check, wire transfer record, and/or a lender agreement. Remember that payments for projects involving a lender will only be processed if there is a fully executed third-party agreement in place between yourself, H-GAC, and your lender.
5. Submit proof of project implementation.
 - a. In the case of retrofits, conversions, or infrastructure equipment, this should come in the form of photographs documenting the installation process – be sure that these photographs include any type of identification information relevant to the project, such as engine serial numbers.
 - b. In the case of repowers/replacements:
 - i. Review the currently approved Engine Destruction Vendor list available on our website at www.houston-cleancities.org/documents.htm.

- ii. Select a vendor (or submit a request to staff to have a new vendor qualified) and then set-up a performance agreement between yourself and the vendor. A fully executed performance agreement is for your own protection in the event that an engine is destroyed improperly. A “Vendor Performance Agreement – Project” template is available on our website at www.houston-cleancities.org/documents.htm should you wish to use it.
 - iii. Upon agreement, have the vendor destroy the vehicle in accordance with Section 3.2.2 of the *Clean Vehicles Program Guidelines* and the instructions in “Destruction Vendor Guidelines”, both available online at www.houston-cleancities.org/documents.htm.
YOU SHOULD RECEIVE A PAYMENT DIRECTLY FROM THE VENDOR FOR THE SALVAGE VALUE OF YOUR VEHICLE!
 - iv. The vendor should submit the required documentation directly to H-GAC staff.
6. Request that your project specialist draft a Billing Statement for you. After you receive the Billing Statement, verify that the information is correct and then return a signed copy to your project specialist.
 7. Verify with your project specialist the mailing address to which the check should be sent to.
 8. Depending on the type(s) of grant funding awarded, you (or your lender) should receive payment in approximately sixty (60) days. If no payment is received after sixty (60) days, contact your project specialist for a status update.