



REDEMPTION CHECKLIST

Supplemental checklist to Appendix E: Voucher Redemption Form,
HVIP Fiscal Year 2022-23 Implementation Manual

For Standard HVIP, Drayage Set-Aside, Transit Set-Aside, POLA/POLB, and ISEF

All items identified below must be received and approved in the online Voucher Processing Center for voucher redemption:

- Purchaser Labor Laws Compliance Attestation (AB 794):** Confirm the Purchaser has certified their compliance with California state labor laws for the following vehicle types:
 - Tractor, Panel/Step Van, Straight Truck, Refuse, 2b VehicleAttestations by purchasers are visible approx. 2 weeks after submittal, by searching at www.cazevlaborlawcompliance.org. Must renew annually.
- Vehicle Approval Letter and Attestation Letter on file**
- Signed Final Invoice** – must be signed by purchaser and show the final purchase price less the voucher amount and any other additional incentive funding. It also must include the following line items:
 - Vehicle VIN; vehicle VIN and engine serial number for natural gas repowers. VIN must match the VIN initially provided for this request.
 - Vehicle base price.
 - Voucher discount indicated as HVIP-funded.
 - State sales tax and all other applicable taxes and fees.
- Financing Documentation** – must provide a copy of a check, money transfer, or financial arrangements identifying the lien holder and indicating terms of lease. The date and method of final payment from the purchaser to the

dealer is required on the financial documentation and should include either the invoice number, VIN and/or voucher identification number.

- For leases – must provide a copy of the executed lease agreement, along with the lease schedule. If lease or financial arrangements involve a third party, they must also be identified with the title or lien-holder clearly indicated.
- Lease schedule must illustrate that the full value of the voucher was passed down to the lessee, for example through a capital cost reduction. The cost of the vehicle listed on the lease agreement would reflect the voucher discount; payment lease installments would be based on that reduced price.
- Paperwork description – A schedule is an attachment to a master lease that lists and describes the leased item, lease payments, and other terms applicable to the lease. A new lease schedule is executed whenever an item (vehicle) is added to the master lease. The lease terms and conditions may either be fixed as per the master lease or may be subject to individual negotiations for every schedule
- Cash Deals – When a purchaser pays for the vehicle up-front, a receipt with the contract number, invoice number, VIN and/or voucher identification number is required.

□ **California DMV Registration** – must show:

- A completed “Application for Registration of New Vehicle” form (REG397) is acceptable in lieu of the actual registration. However, the Voucher Processing Center (VPC) will follow-up with the fleet 6 months after voucher redemption to get copy of the actual vehicle registration. The DMV registration must match vehicle listed on CARB Executive Order.
- Gross Vehicle Weight Rating (GVWR)
- CA License plate number
- Vehicle VIN

NOTE: For the Transit Set-Aside only, the DMV Registration or REG397 may be submitted up to 30 days after redemption.

□ **Digital Photos of Vehicle** – must show:

- Vehicle from left side – must capture completed vehicle; in instances where vouchers for an order of 10 or more vehicles are being redeemed at the same time, a “group photo” may be uploaded, however a list of

the VINs of all pictured vehicles must accompany the photo.

- Engine tag – required for vehicles that have a combustion engine, must list engine serial number (ESN) & Engine Family Number (EFN) (not required for electric vehicles).
 - VIN tag – must capture model year or manufacturer date, GVWR & VIN.
 - Vehicle Emissions Control Information (VECI) label.
 - Refuse Only – must capture front/rear/side loader on solid waste vehicle is required in order to receive the 25% refuse modifier.
- **Proof of Mileage at the time of vehicle delivery** – odometer reading should be less than 3,500 miles for a new vehicle (not required for Low NOx repowers); acceptable documents include telematics print out, DMV odometer disclosure statement, or photo of the odometer upon delivery (CARB approval is needed if reading exceeds 3,500 miles limit).
- **Proof of Delivery to Customer** (Delivery Document, Bill of Lading, or alternative documentation) including:
- Name, title, and signature of individual accepting the delivery for Purchaser.
 - Vehicle Model name, VIN, and Mileage.
 - Carrier company name and contact info.
 - Origin and destination address (address must match vehicle domicile).
 - Date vehicle was delivered to purchaser.

NOTE: **Bill of Lading** is no longer required if alternative documentation is available.

NOTE: For the Transit Set-Aside only, the Delivery Document may be submitted in advance of final payment as sufficient for redemption; see Implementation Manual for details.

- **Natural Gas Vouchers ONLY** – The fleet purchaser must provide a copy of their RNG contract (sensitive information may be redacted), along with a coversheet/commitment letter that summarizes their RNG arrangement prior to voucher redemption.
- **Signed Voucher Redemption Form & Vehicle Inspection Form** – must be electronically signed by the purchaser and an HVIP authorized dealer.