



Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) and Low NOx Engine Incentives

Summary of Vehicle and Dealer Registration, and Voucher Processing

www.californiahvip.org



HVIP Vehicle Eligibility

- 1) All eligible new vehicles or engines must have a **CARB Executive Order (EO)** demonstrating CARB emissions certification. Depending on the vehicle type, GVWR and fuel, there are several paths to applying for an EO. See www.arb.ca.gov/msprog/onroad/cert/cert.php. Contact Kim Pryor in the Emissions Compliance, Automotive Regulations and Science Division (ECARS) in CARB at 626-575-6640 or kim.pryor@arb.ca.gov for more information.
- 2) All eligible conversions must have a **CARB Aftermarket EO**. See www.arb.ca.gov/msprog/aftermkt/aftermkt.htm
- 3) Vehicle Manufacturers download, complete, and submit the **HVIP Vehicle Eligibility Application** for the eligible vehicle technology. See www.arb.ca.gov/msprog/aqip/hvip_vehicle_eligibility.htm
- 4) Once approved, CARB will send the HVIP vehicle approval to CALSTART for posting on the **Eligible Technologies list**. See www.californiahvip.org/eligible-technologies/#your-clean-vehicles. HVIP-approved vendors and/or dealers will then be able to request vouchers for those approved technologies on behalf of a vehicle purchaser.

Eligible Dealers

An approved dealer must be:

- 1) A truck or bus dealership with a written agreement with an HVIP eligible vehicle manufacturer; or
- 2) A truck or bus manufacturer that sells vehicles directly to fleets; or
- 3) An engine manufacturer meeting the optional low NOx standard or dealer that offers low NOx engines for sale.

Vendor and Dealer Approval

- 1) A Dealer downloads and reviews:
 - [HVIP Overview](#)
 - [HVIP Implementation Manual](#)
 - [HVIP Purchaser Terms and Conditions and Voucher Request Form](#).
- 2) Download the [HVIP Dealer Registration Terms and Conditions](#) and [Dealer W-9 Form](#) to be completed, signed, and mailed to CALSTART. See www.californiahvip.org/how-to-participate/#program-eligibility Once approved, each dealer is assigned an online User ID and password that will be used with the HVIP online Voucher Processing Center (VPC) to request vouchers and upload required documentation for each purchase.

Voucher Request Process

1) Submit a Voucher Request Online

Only an HVIP registered Dealer can request vouchers, on behalf of a purchaser.

Dealers use a drop-down menu to select an HVIP eligible vehicle.

Dealer enters vehicle Purchaser and Operator information, uploads PDF of purchase order, and submits voucher request through the online VPC.

The specific vehicle, purchaser, and operator cannot be changed once a voucher is requested.

2) Administrator reviews and accepts online request

3) Print, sign and mail the Voucher Request Form

Once the online voucher request has been reviewed and accepted, the dealer prints the Voucher Request Form that has been generated by the VPC. Both the dealer and the vehicle purchaser sign the form and mail an original, signed copy it to the Administrator. The dealer also includes a copy of the purchaser's ID.

4) Administrator reviews and accepts Voucher Request Form

5) Enter vehicle information in VPC

Dealer uses online VPC to enter additional vehicle information:

- VIN (or serial number if full VIN not yet available)
- Anticipated delivery date
- Vehicle vocation
- Additional incentive funding

6) Administrator reviews vehicle information and issues Voucher

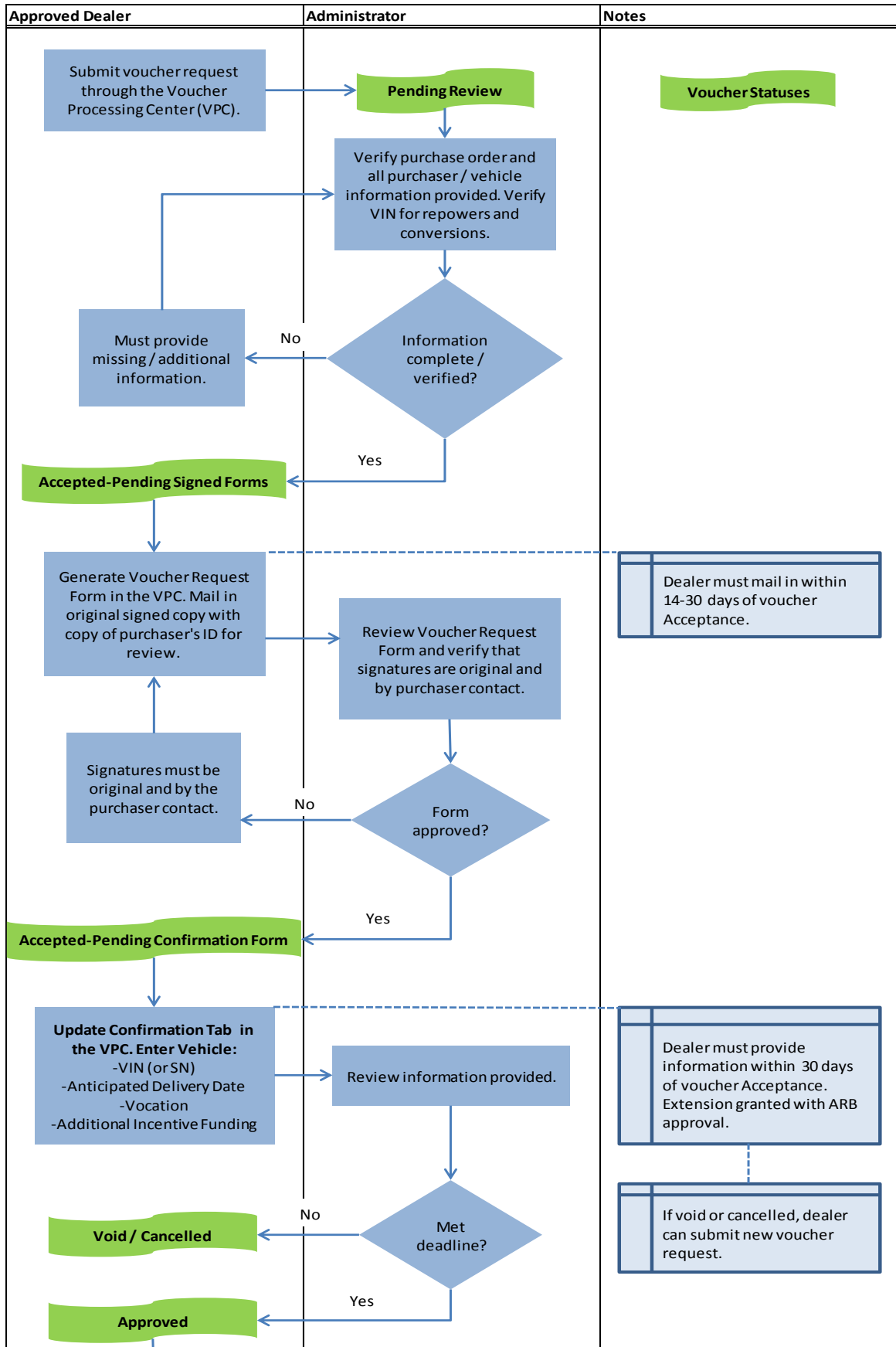
The Voucher is valid for 120 days from the date of the voucher confirmation.

The voucher can be renewed at 120 days, and renewed again at 120-day intervals for up to one year in total.

The anticipated delivery date needs to be updated at each 120-day interval to reflect the current estimated delivery date.

If voucher redemption does not occur within a year, the dealer needs to request an extension and document the need for additional time for redemption with CALSTART and CARB.

See Voucher Request Flow Chart on following page



Voucher Redemption Process

1) Upon vehicle delivery, dealer begins Voucher Redemption

Dealer initiates Voucher Redemption in VPC and enters:

- Delivered price
- Title transfer date

2) Dealer completes Checklist of Items to upload to VPC or mail:

- **Signed Final Invoice** – must show the final purchase price, the voucher amount, and any other additional incentive funding. It must also provide line items listing the vehicle base price, voucher discount, applicable taxes, and applicable fees
- **Financing Documentation** – indicating terms of lease or financial arrangements and identifying the lien holder
- **DMV Registration** – must show: California Registration, GVWR, CA License plate number
- **Delivery Bill of Lading** – must be signed and dated
- **Manufacturer-Issued Line Setting Ticket (Factory Build Sheet) indicating GVWR and VIN**
- **Digital photos of vehicle showing:** Vehicle from L side, Engine tag, VIN tag, Odometer, CA # and DOT # (if applicable)

3) Voucher Redemption Form and Vehicle Inspection Form – Download forms from VPC, print, fill out; Dealer and Purchaser both sign forms, mail original signed copies back to Administrator.

Once all required documentation has been received, HVIP staff will send a check within 14 calendar days.

See Voucher Redemption Flow Chart on following page

