

HVIP VOUCHER REQUEST FORM

**HVIP Voucher Request Form
Information to be submitted by Dealer
via online Voucher Processing Center portal**

Additional mandatory information to complete this voucher request must be provided by the purchaser, and reviewed by the dealer before the dealer signs Terms and Conditions

Vehicle _____

Voucher ID _____

Date _____

Number of Vouchers in Batch (Quantity in Request) _____

Vehicle Type _____

Vehicle Information:

Vehicle Manufacturer:	Vehicle Model Year:
GVWR:	Preliminary Voucher Amount:

Information about Purchaser

Is this Vehicle a Lease? Yes No (Lessee must be listed as Purchaser)

If the Vehicle is a Lease, are there any other business relationships between the lessee, dealer, and lessor? (e.g. lessee is a subsidiary of the leasing entity or dealership). If yes please describe. Yes No

Note: After the voucher request is submitted, lessee (end-user fleet / operator) CANNOT change

Purchaser Contact Name (person with signing authority): _____
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Optional: Secondary Contact Name (I.e., fleet manager or data manager) (This secondary person will receive ALL notifications that primary contact receives):	
Purchaser Company / Entity:	
Parent Company, if any:	
Mailing address:	
City, State, Zip code:	
Phone:	Email:
Is Mailing address the same as vehicle Domicile? (deployed "home base") Yes <input type="checkbox"/> No <input type="checkbox"/>	
If No please indicate the domicile (deployed "home base") address below:	
Address:	
City, State, Zip code:	
<ul style="list-style-type: none"> • Is domicile address in a disadvantaged community? Yes <input type="checkbox"/> No <input type="checkbox"/> (Find out by entering address at https://webmaps.arb.ca.gov/PriorityPopulations/ Addresses in the following areas qualify) Disadvantaged Communities = Yellow on map legend • Disadvantaged AND Low Income Communities = Green (Yellow AND blue on map legend) • Low Income Communities within ½ mile of a Disadvantaged Community = Crosshatched purple on map legend • Low Income Households within ½ mile of a Disadvantaged Community = Crosshatched grey on map legend <p><u>Please note that effective Jan. 1, 2023, private fleets with more than 500 vehicles with a GVWR greater than 8,500 lbs under common ownership or control and domiciled in California can only request vouchers for vehicles domiciled in one of the areas indicated above. Requests for vehicles not domiciled in one of these areas will be cancelled.</u></p> <p>-----</p> <p>Fleet size (# of vehicles) _____</p> <p>Fleet size must include all vehicles of GVWR greater than 8,500 lbs under common ownership or control and domiciled in California, including unregistered and inoperable vehicles. Do not include vehicles 8,500 lbs and smaller. Additional verification of fleet size may be required at CARB's sole discretion, including site visits. Yard trucks and other off-road vehicles do not count toward the fleet size.</p>	

Please note that a fleet size of zero is not acceptable. If this voucher request represents the first purchase of a vehicle with a GVWR greater than 8,500 lbs under common ownership or control and domiciled in California, please enter a fleet size of "1".

Effective Jan. 1., 2023, a **Bulk Purchase** requirement is in effect for private fleets with more than 500 vehicles with a GVWR greater than 8,500 lbs under common ownership or control and domiciled in California.

Is the PO for this request for more than 30 HVIP-eligible vehicles? Yes No

If yes, please upload it in this request. The HVIP incentive will only be applied for the vehicles purchased above 30.

If the PO is for *fewer than 30 HVIP vouchers*, meaning the bulk order is comprised of POs from more than one dealer / manufacturer, HVIP staff will work with the purchaser to manage the remaining PO(s) for the bulk order.

Bulk purchases are not required for fuel cell vehicles.

For the purposes of HVIP fleet size definitions, "common ownership or control" means being owned by the same person, corporation, partnership, limited liability company, or association. In addition, vehicles managed day to day by the same directors, officers, or managers, or by corporations controlled by the same majority stockholders are considered to be under common control even if their title is held by different business entities. Vehicles owned by different entities but operated by using common or shared resources to manage the day-to-day operations by using the same motor carrier number, displaying the same name or logo, or contractors who represent the same company are considered to be under common ownership or control. Common ownership or control includes relationships where the controlling party has the right to direct or control the vehicle as to the details of when, where, and how work is to be performed or where expenses for operating the vehicle, such as fuel or insurance, are shared. However, if the purchaser is hired as a contractor by a larger fleet the purchaser does not need to count trucks operated by the hiring fleet as part of the purchaser's fleet size, though the contractor's vehicles are counted as part of the hiring fleet. At CARB's sole discretion the contractor may be required to provide additional documentation, including but not limited to, copies of their California Business License, CA # or DOT #, or a copy of their written contract agreement with the hiring fleet. Common ownership or control does not include agreements for individual loads that are competitively bid and issued to the lowest qualifying bid, and such agreements do not need to be counted towards a purchaser's fleet size.

Starting January 1, 2024, consistent with the Advanced Clean Fleet Regulation, HVIP's fleet size definition will include ALL vehicles owned directly or under common ownership, including those domiciled or operated outside of California.

Name of Lessor Entity, if vehicle is a lease _____
Name of Contact at Lessor Entity _____
Phone _____
Email _____

Note: Dealers, manufacturers and any entities under common ownership or control of such entities are prohibited from being the lessor entity on HVIP voucher requests without advance approval from CARB. Dealers and manufacturers requesting approval to be a lessor must contact voucherprocessing@tetrattech.com prior to each voucher request. Purchasers cannot be lessors. Lessors cannot be purchasers. Any entity that has ever been a purchaser / lessee in HVIP can't be a lessor and any entity that has ever been a lessor in HVIP can't be a purchaser / lessee.

Information about Dealer

Dealer Name:		Company Name:	
Street address:			
City:		State:	Zip Code:
Email:		Phone:	

IMPORTANT NOTES: 1) In the instance of batch requests, the domicile address must be the same for all vehicles in the batch. Separate voucher requests are required for differing domiciles. 2) If this request includes multiple vouchers, please be aware that only the first voucher number may appear on the form in the Voucher Processing Center. 3) Requests for an operator who is different than the purchaser, i.e. a third-party contractor operating on behalf of a transit agency, may be approved at CARB's sole discretion, by contacting voucherprocessing@tetrattech.com

HVIP Voucher Request Form
Information to be completed by Purchaser / Lessee
via online Voucher Processing Center portal

[Form populates the information that was already entered by the dealer, then gathers the following info from purchaser]

TIN:	TRUCR#: <input type="checkbox"/> Exempt	CA#: <input type="checkbox"/> Exempt	DOT#: <input type="checkbox"/> Exempt	
CA# Reason for exemption (if applicable):				
DOT# Reason for exemption (if applicable):				
TRUCRS ID Reason for exemption (if applicable):				
NOTE: Purchasers claiming exemption for CA#, DOT#, or TRUCRS must submit a letter of explanation to voucherprocessing@tetrattech.com within 30 calendar days of the date the voucher was requested.				
<p>Labor Compliance Attestation: <i>If you are purchasing any Class 2B truck, Refuse Vehicle, Panel / Step Van, Straight Truck, or Tractor</i></p> <p>Please go to www.CAZEVLaborLawCompliance.org to certify compliance with state labor laws. This attestation will be required annually, until three years after voucher redemption. The attestation includes that the purchaser will retain direct control over the manner and means for performance of any individual using or driving the vehicle. Your voucher will not progress to the status of Accepted Pending Signed Forms in the HVIP Voucher Processing Center until this is complete. This is required regardless of whether you have completed the attestation before in another program.</p>				
<p><i>[This question should show up for refuse vehicles, straight trucks, 2b, and tractors and show up as N/A for panel/step vans, med duty bus, heavy duty bus, school bus, and epto.]</i></p> <p>Is the vehicle performing Refuse operations? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, will this vehicle be used as a garbage packer truck (front, rear or side loader) for solid waste collection? Roll-off and transfer trucks are excluded from the 25% incentive increase. Further verification will be required from the purchaser before redemption. Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p><i>[This questions should show up for qualifying class 8 tractors only, N/A for everyone else]</i></p>				

Is the vehicle performing Drayage operations as defined in the Implementation Manual? Yes

No

If the vehicle is performing Drayage operations, are any operations taking place at the Port of Los Angeles? Yes No

If the vehicle is performing Drayage operations, are any operations taking place at the Port of Long Beach? Yes No

If the vehicle is performing drayage operations at the Port of Los Angeles AND the Port of Long Beach, which port will be utilized more frequently? POLA POLB

[This question should show up for medium or heavy duty bus only, N/A for everyone else.]

Is the Purchaser a Public Transit Agency, or otherwise meeting the definition of "Public Transit" provided in the Implementation Manual?

Yes No

Does the purchaser have the existing charging infrastructure to charge this vehicle?

Yes No

If you do not have existing charging infrastructure, is there a plan or procurement schedule for acquiring the necessary charging infrastructure? *[Only show if previous answer is no]*

Yes No

If yes, are there planning or procurement schedules in addition to those stated in the California Innovative Clean Transit planning process? *[Only show if previous answer is yes]*

Yes No

If you do not have existing charging infrastructure, is a project to install infrastructure already under way? *[Only show if previous answer is no]*

Yes No

If a project is under way, what stage is it at? *[Only show if previous answer is yes]*

Planning Design Construction Closeout

If you do not have charging infrastructure, do you need to build more infrastructure to charge this vehicle? *[Only show if previous answer is no]*

Yes No

Do you have a station design completed for this infrastructure? (only show if previous answer is yes)

Yes No

Do you need H2 infrastructure for this vehicle or electric charging infrastructure?

H2 Electric Both

If the vehicle is electric, did you talk to your utility regarding charging infrastructure needs for the infrastructure for this vehicle? (only show if previous answer is yes or both)

Yes No

If you are not sure which utility service provider is relevant to your project, refer to the map at <https://cecgis-caenergy.opendata.arcgis.com/apps/california-electric-infrastructure-app/explore>, select the "Layer List" icon (second from left) check the Electric Load Servicing Entities boxes (clear all others), then type the vehicle domicile address in the search bar. Information will pop up including the name of the utility that services the property.

If the vehicle is electric, have you carried out demand estimates for grid upgrades for your charging infrastructure? (only show if H2 or electric answer is yes or both)

Yes No

Have you considered resiliency planning and microgrid components or services for electric infrastructure upgrades? (only show if H2 or electric answer is yes or both)

Yes No

Have you selected the type of charger for this vehicle? (only show if H2 or electric answer is yes or both)

Yes No

Do you need technical assistance on how to procure infrastructure? Please rate your need on a scale of 1-5 (1 is no, 3 need some resources, 5 need hands on assistance)

1 2 3 4 5

Do you need help selecting the right charger? (only show if previous answer is 2-5)

Yes No

Do you need help finding a contractor to manage the project? (only show if previous answer is 2-5)

Yes No

Do you need funding for charging infrastructure?

Yes No

Do you need help navigating funding options for infrastructure? (only show if previous answer is yes)

Yes No

Do you have any existing ZEVs that need charging infrastructure?

Yes No

Do you meet the following requirements for EnergIIZE?

- Do you have proof of commercial battery electric vehicle ownership with State of California registration, **OR**
- A MD/HD electric vehicle purchase order?
 - o Note: Vehicles may be purchased with support from State or Federal vehicle incentive projects including, but not limited to: HVIP, Carl Moyer, AB 617, CORE, VW, TA Low No, EPA DERA, TIRCP, CALSTEP, CMO, and other incentive projects.
 - o Do you meet requirements for the EnergIIZE DAC definitions?
 - See definitions in the EnergIIZE Implementation Manual Appendix J, available in energIIZE.org/irc under Project Resources (a Disadvantaged Community or Low Income Community is considered there is defined according to CalEnviroScreen 4.0 or the specified equivalents, in Appendix J subitem 3.)

Yes No

- Do you have difficulty in determining whether you are meeting requirements for projects within Disadvantaged Communities?
 - o Yes No
- Do you have difficulty in determining whether you are qualified EnergIIZE applicant?
 - o Yes No

[This question should show up for school buses only, N/A for everyone else]

Is the Purchaser a Public School District?

Yes No

If the Purchaser is a Public School District, which air district is the school district headquarters / main office located in? See map at http://www.capcoa.org/images/mapimages/index_01.gif

Please categorize the fleet / organization

- Public (government entity)
- Private

If Private, please identify the total revenue, receipts, and sales reported to the Internal Revenue Service in the purchaser entity's most recent filing. This information may be reported

in Box 1c of IRS Form 1120, Box 1c of IRS Form 1065, or Box 3 of IRS Schedule C (Form 1040).

≤\$10,000

>\$10,000 and ≤ \$15,000

>\$15,000 and ≤ \$25,000

>\$25,000 and ≤ \$35,000

>\$35,000 and ≤ \$50,000

>\$50,000 and ≤ \$75,000

>\$75,000 and ≤ \$100,000

>\$100,000

If you do not have this information, provide a letter of explanation to voucherprocessing@tetrattech.com within 30 calendar days of the voucher request. Note: There is no revenue provision for public fleets.

Is the Purchaser entity a California Native American Tribal Government? See definition in the Implementation Manual for included categories of entities Yes No

If Private, is the purchaser entity a 501(c)(3) nonprofit? If yes, please provide your IRS Determination Letter or Form 990 to voucherprocessing@tetrattech.com within 30 days. Yes No

If Private, is the purchaser entity a Small Business as recognized by the California State Legislative Code, Section 14837(d), including annual revenue of less than \$15 million? Yes No *This question is for metrics purposes only and does not affect your voucher in any way.*

If yes, please attach documentation of the Applicant's Small Business (SB) certification by the California Department of General Services, Procurement Division (DGS-PD).

If Private, is the purchaser entity designated by the U.S. Dept of Transportation as a Disadvantaged Business Enterprise, per <https://dot.ca.gov/programs/civil-rights>? Yes No *This question is for metrics purposes only and does not affect your voucher in any way.*

If Private, is the purchaser entity a Certified Minority Business Enterprise as defined by California Public Contract Code, Article 12, Woman-Owned Small Business, Veteran-Owned

Small Business, or LGBT-Owned Small Business?

Yes No *This question is for metrics purposes only and does not affect your voucher in any way.*

If yes, please upload:

- Documentation of the Applicant's Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) certification by the California Department of General Services, Procurement Division (DGS-PD), Office of Small Business and Disabled Veteran Business Enterprise Services (OSDS).
- Documentation of the Applicant's certification as a Disadvantaged Business Enterprise (DBE) from CALTRANS, the US Department of Transportation, or another DBE Certifying Agency.
- For more information, please see https://leginfo.legislature.ca.gov/faces/codes_displayText.xhtml?lawCode=PCC&division=2.&title=&part=2.&chapter=2.&article=12.

To support the deployment of your new clean vehicle, this HVIP voucher may be able to be accompanied by infrastructure funding from the California Energy Commission's EnergIIZE Commercial Vehicles project. Please indicate below whether you are interested in infrastructure funding, and more information about timeline and participation details will be provided to you.

1. I already have infrastructure funding in place to support this vehicle(s):
 Yes No
2. If Yes, I have received funding from EnergIIZE
 Yes No
3. I am interested in receiving EnergIIZE funding for infrastructure for this vehicle(s):
 Yes No
4. I am purchasing a drayage vehicle and plan to use public charging
 Yes No
5. I am interested in completing the items on the EnergIIZE permitting checklist to help my project get completed more quickly (The checklist is in the EnergIIZE Implementation Manual, Appendix K, available at www.Energiize.org/irc under Project Resources)
 Yes No

6. Have you contacted your utility service provider to discuss your project goals?
 Yes No
 - If you are not sure which utility service provider is relevant to your project, refer to the map at <https://cecgis-caenergy.opendata.arcgis.com/apps/california-electric-infrastructure-app/explore>, select the “Layer List” icon (second from left) check the Electric Load Servicing Entities boxes (clear all others), then type the vehicle domicile address in the search bar. Information will pop up including the name of the utility that services the property.
7. Have you selected a charger for your project?
 Yes No
8. Do you need project site help for your project?
 Yes No
9. Do you need charger help for your project?
 Yes No
10. Do you need EnergIIZE application help?
 Yes No

This voucher request represents my organization’s first zero-emission vehicle purchase

Yes No

If you are purchasing any Class 2B truck, Refuse Vehicle, Panel / Step Van, Straight Truck, or Tractor, please answer the following questions about your insurance. Please also answer these questions if you are a private entity purchasing any bus (public entities do not need to answer if purchasing a bus)

1. I plan to obtain the following insurance for this vehicle(s): please list insurer and plan type.

Your answer will not affect your voucher status in any way, though insurance coverage is required by law once the vehicle has been delivered.
2. What is your estimated annual cost to insure this vehicle(s)?
3. Were there any barriers or concerns that you faced in obtaining insurance? If yes, please explain.
4. If you own non-ZEV trucks or tractors in your fleet that are similar to your ZEV vehicle(s), does it cost more, less, or about the same to insure your HVIP vehicle(s) compared to a similar internal combustion engine (ICE) vehicle?

HVIP Terms and Conditions Form
Purchaser / Lessee

As a condition for participating in the State of California, Air Resources Board (CARB) Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), the purchaser/lessee must comply with the requirements below:

1. I have reviewed and verified all information in all sections of the voucher request, including the fleet definitions, DAC, and all other Purchaser Information on this request form, and including the Vehicle and Vehicle Vocation / Type selected for this voucher;
2. I certify compliance with state labor laws, and will remain in compliance with labor laws for at least three years after voucher redemption, and will retain direct control over the manner and means for performance of any individual using or driving the vehicle. I will attest annually at <https://www.cazevlaborlawcompliance.org/s/>.
3. I have read, understand and agree to all provisions in HVIP Implementation Manual;
4. I understand that I am prohibited from entering into an agreement with another party to operate the vehicle including, but not limited to, vehicle rentals, vehicle subscription services, vehicle sharing platforms, and fleet-as-a-service models
5. If this voucher includes the Drayage Early Adopter Incentive, I certify that my fleet activities meet the definition and requirements in this document.
6. I agree to register the vehicle in California with the Department of Motor Vehicles (DMV). Military and U.S. Postal Service vehicles are not subject to this requirement;
7. I agree to allow CARB, Grantee, or their designee to verify the vehicle registration with the DMV;
8. I agree to maintain vehicle insurance as required by law;
9. I agree to never modify the vehicle's emission control system, engine, or engine software calibrations;
10. I agree to ensure plug-in vehicles purchased with an HVIP voucher, including plug-in hybrid vehicles, plug-in electric vehicles, and work vehicles with zero- emission power take-off, will be plugged in regularly as recommended by the vehicle manufacturer to ensure battery durability, efficiency, and reliability;
11. I agree to provide access to necessary charging equipment at the domicile location, or a copy of their company's charging policy showing plug-in access;
12. I understand that the fleet must be in compliance and remain in compliance with all applicable federal, state, and local air quality rules and regulations, including but not limited to the CARB Truck and Bus Regulation; furthermore I understand that CARB reserves the right to check compliance at any time;
13. If I have claimed exemption from TRUCR regulation reporting, I acknowledge that I must submit a letter of explanation to voucherprocessing@tetrattech.com within 30 calendar days of the date the voucher was requested;
14. I agree to own/lease and operate this vehicle 100 percent in California for a minimum of three years from the date of voucher redemption unless: 1) the vehicle is an emergency response vehicle which may be deployed out of state, 2) the vehicle address identified in this form is in a county which borders Arizona, Nevada,

- Oregon or Mexico, or 3) the vehicle is a Class 8 truck conducting business outside of California. In the first two cases only, the vehicle may operate outside of California for up to 25 percent of its mileage. For the third case, the vehicle may operate outside of California for up to 50 percent. Military vehicles are not subject to this requirement;
15. I agree to retain ownership/lease of the vehicle for at least three years from the date of voucher redemption, unless given explicit prior written approval from CARB to sell or transfer the vehicle;
 16. I understand that I will receive automated emails from the HVIP Voucher Processing Center when the Dealer requests a voucher on my behalf; when the voucher has been redeemed by the Dealer; and in any instance wherein the voucher is cancelled for any reason. I will notify voucherprocessing@tetrattech.com if a different person should receive these messages instead;
 17. I agree to keep written records of the vehicle purchase/lease for three years after the purchase/lease date and provide CARB or its designee with these records within ten days of their request. These records include but are not limited to the vehicle invoice, proof of purchase, DMV records, vehicle payment information and related bank records, and purchaser/lessee fleet information;
 18. I agree that the purchased/leased vehicle and emission reductions it generates shall not be used as emission reductions to comply with an enforcement obligation of any person or entity other than CARB;
 19. I agree to complete the annual usage survey and questionnaire for three years, as requested by CARB. Military vehicles are not subject to this requirement;
 20. I agree that all information associated with this voucher request and voucher redemption, including business name and address, contact information, and sales transaction are public information and subject to release;
 21. I understand that this information will also be shared with geographically relevant utility provider(s) for the purposes of infrastructure planning and incentive coordination, as well as with infrastructure providers if I am requesting infrastructure coordination through the EnergiIZE Commercial Vehicles project.
 22. I agree to disclose all sources of public funding that apply to the purchase of any vehicles for which I request HVIP vouchers;
 23. I agree to the Manufacturers Terms and Conditions for usage of the vehicle's telematics device. Additionally, I agree to allow the Manufacturer to have access to the vehicle location and on/off data so the Manufacturer can report to CARB Grantee, or their designee the vehicle operation telematics for each HVIP-funded vehicle within disadvantaged communities. Vehicles equipped with Natural Gas Internal Combustion engines, and military vehicles are exempt from this requirement;
 24. I agree to be available for a follow-up inspection by CARB, Grantee or their designee, if requested;
 25. The information provided in this application is true and all supporting documentation is true and correct and meet the minimum requirements of HVIP;
 26. I have the legal authority to apply for incentive funding for the purchasing entity described in this agreement;
 27. I agree that failure to comply with the terms of this agreement may result in repayment to CARB of voucher funds received;
 28. I understand that this HVIP voucher request is only valid for this specific vehicle purchased/leased through this specific dealer/manufacturer, and that any voucher

provided based on this voucher request will be null and void if the purchaser/lessee, dealer/manufacture, or vehicle identified herein change prior to voucher redemption or for noncompliance with applicable HVIP requirements;

- 29. I understand that after a voucher request is submitted, the lessee / end-user fleet / operator cannot be changed;
- 30. (Refuse vehicles with the 25% Refuse Modifier ONLY) I understand that the vehicle(s) affiliated with this voucher must have a loading arm (front, rear or side) for the collection of solid waste in order to receive the 25% Refuse incentive increase.
- 31. I understand that CARB reserves all rights and remedies available under the law to enforce the terms of this agreement.
- 32. I have reviewed the fleet size information provided by the dealer on this request, and I attest that it accurately represents the size of my fleet of vehicles that are of GVWR greater than 8,500 lbs under common ownership or control and domiciled in California. I understand that CARB may require additional verification of fleet size, including site visits.

Per #22: Additional Public Funding Sources for this Vehicle:

(Note: Formula funding from the Federal Transit Administration does not need to be included; discretionary FTA funds do need to be included)

NOTE: Programs that can now be stacked with HVIP for small fleets include but are not limited to the Carl Moyer Memorial Air Quality Standards Attainment Program and the CARB Truck Loan Assistance Program. Fleets size 10 and smaller can combine state funding sources with HVIP, if the other program allows stacking, each incentive program is not paying for the same incremental cost, and the non-HVIP incentive program is not required to generate greenhouse gas emission reductions.

Transit buses operated by or on behalf of a city or county government; a transportation district / transit district; or a public agency, including paratransit and micro-transit services may stack State-funded incentives with HVIP *regardless of fleet size*. When stacking HVIP vouchers with other funding sources for public transit buses, HVIP funding may be combined with the provision that HVIP will only fund the remaining cost up to the maximum voucher amount after the other incentives have been applied at their maximum allowable amounts.

Funding Source (i.e, name of grant program)	Funding Organization	Anticipated Funding Amount	Date or Anticipated Date of Funding

By signing HVIP Voucher Request and Terms and Conditions Form, I acknowledge that I have read and understand, and agree to be bound by, the terms and conditions as outlined above.

I certify under penalty of perjury that the information provided is accurate.

Name of Vehicle Purchaser/Lessee: _____

Signature of Vehicle Purchaser/Lessee: _____

Date: _____