



CALIFORNIA  
CLEAN VEHICLE  
REBATE PROJECT<sup>SM</sup>

# CVRP Rebate Now | DEALER MANUAL



Prepared by the Center for Sustainable Energy for the Clean Vehicle Rebate Project.

The Clean Vehicle Rebate Project (CVRP) promotes clean vehicle adoption in California by offering rebates of up to \$7,000 for the purchase or lease of new, eligible zero-emission vehicles, including electric, plug-in hybrid electric and fuel cell vehicles.

The Center for Sustainable Energy (CSE) administers CVRP throughout the state for the California Air Resources Board (CARB). The CARB is a part of the California Environmental Protection Agency (CalEPA) and exists to promote and protect public health, welfare and ecological resources through the effective and efficient reduction of air pollutants while recognizing and considering the effects on the economy of the state. CVRP funding is determined by an annual funding plan that is developed with public input and approved by the CARB.

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# INTRODUCTION TO CVRP REBATE NOW



To make it easier and faster for Californians to receive rebates for electric vehicles (EVs), the Clean Vehicle Rebate Project (CVRP) has created a preapproved rebate process for EV shoppers. This program is currently available in the following counties: San Diego, San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare and part of Kern. The diverse communities in these regions and car buying options make them an ideal test ground for this innovative new approach to incentives, according to California Air Resources Board (CARB) officials.

Car shoppers in select counties will be able to apply online for their rebate and use it at a participating dealership as a discount on the sale or lease of an eligible EV. CARB officials anticipate the preapproved rebate process will encourage EV sales and increase project participation by reducing upfront costs, particularly among lower-income customers.

Since 2010, CVRP has issued more than \$900 million in rebates to Californians for over 400,000 eligible EVs, according to the Center for Sustainable Energy (CSE), which administers the CVRP program.

Rebates range from \$1,000 to \$4,500 for passenger cars and cover various models of battery electric, plug-in hybrid electric and fuel cell electric vehicles. An additional \$2,500 is available for qualified lower-income residents.

Customers must apply for CVRP Rebate Now before they buy or lease their EV from a dealership. The application qualifies them for a rebate but does not require they select a specific make or model before car shopping.

After CVRP preapproves their application, they can visit a participating auto dealership and use their preapproved rebate to purchase or lease an eligible vehicle. It only takes a few minutes for your dealership sales staff to qualify the rebate application.



## Purchase/Lease Requirements

The purchase or lease agreement must meet the following requirements.

- The name of the purchaser or lessee matches the name of the CVRP preapproved rebate holder.
- The correct rebate amount for the customer and vehicle is applied to the purchase or lease and clearly shown in line 6F of the 553-CA form or equivalent.
- In case of lease, the lease term is 30 months (about 2 and a half years) or greater.
- The agreement is complete, executed and signed.

## Vehicle Eligibility

Eligible vehicles must meet requirements that include, but are not limited to, the following.

- Be on the list of eligible vehicles located at [cleanvehiclerebate.org/eligible-vehicles](https://cleanvehiclerebate.org/eligible-vehicles).
- Be new as defined in the California Vehicle Code (CVC) Section 430 and manufactured by the original equipment manufacturer (OEM) or its authorized licensee. Vehicles considered new vehicles solely for determination of compliance with state emissions standards are not eligible.
- Be registered as new in California upon purchase or lease.
- Have an odometer reading below 7,500 miles at the time of purchase or lease.

## Registration Requirements

An Application for Registration of New Vehicle must be provided as proof of registration and must meet the following requirements.

- The registered owner name/lessee matches the name of the CVRP preapproved rebate holder.
- The form is complete and signed.

In cases of eligible rollbacks and unwinds, an Application for Registration of Used Vehicle may be submitted, but your dealership should verify in advance that the vehicle is eligible and has not been previously rebated.

Additional documentation for the vehicle status as a rollback or unwind may be required. Failure to confirm the eligibility of an unwind or rollback may result in rebate funds not being disbursed to your dealership.

## Funding Availability

Rebate funds are reserved at the time of customer application for CVRP Rebate Now, and therefore funds are guaranteed for all preapproved rebates that meet the requirements outlined in the program's terms and conditions.

If CVRP funds are depleted, customers will be unable to submit new preapproval applications through the CVRP website until more funds are available. Only customers with existing preapproved applications at the time that funds are depleted will be able to proceed with the preapproved rebate process at your dealership. During any period in which CVRP funds are depleted, dealerships will continue to follow the same process described in the "Steps Required for Application and Rebate Approval" section of the terms and conditions. No additional validation will be required to ensure that funds have been reserved for preapproved applicants and are available for payment to your dealership via ACH transfer.

## Unwinds, Rollbacks and Returns

In the event of an unwind, rollback or return of a rebated vehicle, your dealership must notify the program administrator by emailing [dealership@energycenter.org](mailto:dealership@energycenter.org) with details of the change in the status of the purchase or lease within three business days. If the rebate payment to your dealership for the vehicle has already been initiated, then the administrator will provide instructions to repay the rebate funds. If the rebate payment has not yet been initiated, it will be canceled.

# DEALERSHIP ENROLLMENT AND TRAINING



Enrollment is required to participate in the CVRP Rebate Now program. To enroll, complete the [Rebate Now Dealership Enrollment Form](#) online. Please have your banking information, including account number and routing number, available when completing the form.

If you have any questions about enrollment or need assistance completing the form, contact our Dealership Hotline at 866-926-2877 or [dealership@energycenter.org](mailto:dealership@energycenter.org).

The screenshot shows the 'Rebate Now Dealership Enrollment' form. At the top left is the logo for the California Clean Vehicle Rebate Project, administered by CSE for the California Air Resources Board. Navigation links include 'GET STARTED', 'RESOURCES', 'DATA & REPORTING', 'HELP', and 'LOG IN'. The form title is 'Rebate Now Dealership Enrollment'. Below the title is a note: 'Please complete the form below to enroll in Rebate Now. The information below will be used to released the preapproved rebate funds to the dealership.' The form is divided into four sections: 1. Dealership Information: Includes fields for Dealership Name, OEM Dealer Code, DMV License Number, Dealership Street Address, City, and Zip Code. 2. Primary Dealership Contact: Includes fields for First Name, Last Name, Title, Mobile, and Email. 3. Secondary Dealership Contact: Includes fields for First Name, Last Name, Title, Mobile, and Email. 4. Payment Information: Includes a dropdown for Account Type, and fields for Bank Routing Number, Re-Enter Bank Routing Number, Bank Account Number, and Re-Enter Bank Account Number. At the bottom, there is a checkbox for 'I have read and agree to the CVRP Rebate Now Terms and Conditions' and a green 'ENROLL DEALERSHIP' button.



## Enrollment Definitions

The primary contact will be associated with each submitted application. They will be the primary contact for CVRP and will receive emails and notifications of the rebate status. We recommend this person be in the business office and the one who will be assisting the customer with the contract and finances.

The secondary contact will be associated with each submitted application. They also will receive emails and notifications of the rebate status. We recommend this person be a general manager, general sales manager or someone who will be actively checking the rebate status.

## Enrollment Confirmation

Once the enrollment form is submitted, you will receive a confirmation email from the administrator within 5-10 business days.

After receiving the email, please select a date for training and CVRP will contact you. Once your dealership is enrolled and trained, your dealership will be posted on our enrolled dealership webpage for customers to view. Please expect between 5-10 business days from training to posting on the webpage. If you do not receive a confirmation email, please contact our Dealership Specialist at [dealership@energycenter.org](mailto:dealership@energycenter.org)

If you have already participated in training or scheduled training, please disregard the above.

## CVRP Rebate Now Dealership Training

To complete enrollment, dealerships must participate in dealership training. If you have not yet scheduled a time for training, please contact the CVRP Dealership Specialist to schedule a training. Primary and secondary contacts must attend training, as well as any additional persons who will be checking rebate status. Training will occur at your dealership and take approximately 30-60 minutes. Please have a computer available. Topics covered include the following.

- Program overview
- Logging into Dealer Portal
- Verifying customer rebate
- Claiming the rebate
- Uploading supporting documents

Dealerships must participate in a yearly CVRP Rebate Now training refresher course to retain enrolled dealership status.



## How to Handle a CVRP Rebate Now Customer

When a CVRP Rebate Now Customer arrives in your dealership, they should have a printout of their CVRP preapproved email. If/when the customer tells the salesperson that they are preapproved through CVRP Rebate Now the salesperson should take the confirmation email to the sales manager along with their California driver's license or ID number so the sales manager can verify the rebate. If the customer doesn't release that information early in the sales process it can be started when the salesperson starts to write up the customer.

If the customer does not have a printout of their CVRP preapproved email, simply obtain their CVRP application number and their California driver's license or ID number so the sales manager can verify the rebate.

The sales manager will need to verify the rebate is valid by logging into the dealer portal with the customer's rebate information. Once the rebate is verified you can structure the deal using the rebate funds as a down payment and negotiate the sale. The rebate must be listed in the down payment (line 6F of the 553-CA form or equivalent) and referred to as CVRP or CVRP Rebate Now with the rebate amount clearly shown. If multiple incentives are listed on the same line, be sure to clearly indicate the exact amount for each incentive. View our [Sample Itemizations](#) for more details and examples.

Once the selling price is agreed upon and the deal is getting packaged for finance please make sure that the rebate confirmation email stays in the deal jacket when all the paperwork is finalized and filed away. If the customer didn't provide the preapproved email you may screenshot the dealer portal page that shows the rebate is valid and print.

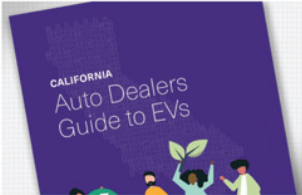
# Logging Into the Dealer Portal

To verify rebate or claim a rebate, go to [cleanvehiclerebate.org/eng/dealer](https://cleanvehiclerebate.org/eng/dealer)


Click the green CVRP Rebate Now Dealership Login button at the bottom of the page. This button takes you to the Dealership Login Page.

## Dealer Hub


Learn more about the Clean Vehicle Rebate Project and preapproved rebates




**Auto Dealers Guide to EVs**  
Dealership-facing overview of EV technology, features, benefits and incentives




**Program Overview**  
Basics of the Clean Vehicle Rebate Project and preapproved rebates




**Dealer Resources**  
Download flyers and get essential electric vehicle information



**Savings Calculator**  
Use our calculator to find electric vehicle incentives in your area



**CVRP Rebate Now Resources**  
Learn about a preapproved rebate process in San Diego County



**Dealer Outreach Map**  
The CVRP Dealership team has continuously visited these dealerships since 2017

[CVRP REBATE NOW DEALERSHIP LOGIN](#)

[CONTACT DEALERSHIP SPECIALISTS](#)

Complete the log in information including

- Customer CVRP Application Number
- Customer California Driver's License Number
- OEM Dealership Code

ApplicantsDealers

**Customer CVRP Application Number \***

This is the number assigned when your customer applied for preapproval. It can be found in their initial application confirmation email.

**Customer California Driver's License Number \***

If your customer does not have a valid California Driver's license or ID, this will be another unique identifying form of ID, such as a passport, out of state driver's license, etc.

**OEM Dealership Code \***

This is the code your OEM assigned to your dealership.

**DEALERSHIP LOGIN**

The Customer CVRP Application Number should be in the Rebate Now preapproved email provided by the customer. The application number should have this format: A, dash, followed by six digits (A-XXXXXX). CVRP Rebate Now cannot move forward without the above information. If the customer does not have their application number, please contact the administrator at 866-926-2877.

A select few customers will not apply with a California Driver's License. If your customer does not have a valid California Driver's license or ID, this will require another unique identifying form of ID, such as a passport, out of state driver's license, etc.

After the form is completed, click Dealership Login, at the bottom of the page.

# Verifying the Customer's Rebate

## Preapproval Application: A-183596

### Application Status

<b>Preapproval status</b> Preapproved	<b>Preapproval expires on</b> 10/23/2017 11:59 PM
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### Rebate Information

<b>CVRP application number</b> A-183596	<b>Applicant name</b> John Doe	
<b>Preapproved amount: Fuel cell electric vehicle</b> \$5,000.00	<b>Preapproved amount: Battery electric vehicle</b> \$2,500.00	<b>Preapproved amount: Plug-in hybrid electric vehicle</b> \$1,500.00
<b>Preapproved amount: Zero-emission motorcycle</b> \$900.00		
<a href="#">View list of eligible vehicles</a>		
<b>Vehicle model</b> --	<b>Vehicle type</b> --	<b>Requested rebate amount</b> --
<b>Rebate claimed by</b> --		

[CLAIM REBATE FUNDS](#)

After login, a new page will appear with the application information.

Please take note of the Preapproval Status and the expiration date. The customer has 14 days to purchase or lease a qualifying vehicle after qualifying for the rebate. If the rebate is expired, the customer can still receive the rebate after purchase or lease, following the standard rebate process, but is not eligible to receive those funds directly from your dealership.

This screen also will reflect the rebate amount for which the customer qualifies.

The standard rebate amounts a customer will receive for each type of vehicle are

- Fuel Cell Electric Vehicle (FCEV): \$4,500
- Battery Electric Vehicle (BEV): \$2,000
- Plug-in Hybrid Vehicle (PHEV): \$1,000

The increased rebate amounts a low-to-moderate income customer will receive for each type of vehicle are:

- Fuel Cell Electric Vehicle (FCEV): \$7,000
- Battery Electric Vehicle (BEV): \$4,500
- Plug-in Hybrid Vehicle (PHEV): \$3,500

In certain cases, a customer may choose to receive the preapproved rebate by check after purchase. In cases like this, do not claim the rebate.

Once the sale is final, Click the Claim Rebate Funds button.

**\*Note: Do not claim a rebate if the sale is still being negotiated. Only proceed with claiming a rebate if negotiation is complete and you are completing the final paperwork with the customer.**

## Accepting Terms and Conditions

After clicking the Claim Rebate Funds button, you will be directed to the terms and conditions. Read through the terms and conditions. If your dealership agrees, click the boxes associated with the paragraphs and click Accept.

If you have any questions, please contact the administrator at [dealership@energycenter.org](mailto:dealership@energycenter.org) or 866-926-2877.

Please review and accept the following Terms and Conditions.

- I certify that I am an authorized representative of the dealership that sold or leased the vehicle associated with the preapproved rebate application.
- I certify that the vehicle information to be provided on the rebate application and any supporting documents is true and accurate.
- I certify I have confirmed that the vehicle is eligible for a rebate.
- I certify that the dealership has confirmed the validity and proper amount of the customer's preapproved CVRP rebate.
- I certify that the dealership has applied the entire preapproved rebate amount to the customer in the purchase or lease agreement, in accordance with program requirements.
- I understand that the dealership is responsible for collecting and submitting all required supporting documents within program timeframes in order to receive the rebate funds.
- I agree to comply with all requirements set forth in the CVRP Implementation Manual, a copy of which may be found at [cleanvehicle rebate.org](http://cleanvehicle rebate.org).
- I understand that if this vehicle becomes an unwind or rollback vehicle, it is the responsibility of the dealership to notify the Administrator by email at [cvrp@energycenter.org](mailto:cvrp@energycenter.org) within three business days. If the vehicle is currently an unwind or rollback vehicle, the dealership has verified with the Administrator that the vehicle has not previously been rebated.
- I certify under penalty of perjury that the customer whose preapproved CVRP rebate I am claiming has authorized my dealership to claim the rebate on their behalf and to apply these funds toward the purchase of their eligible vehicle. I also certify that I have applied the proper rebate amount in accordance with the terms above.

# Claiming CVRP Rebate Now

## Preapproval Application: A-183596

**Vehicle Information**

Vehicle make and model \*

[Learn more: Vehicle eligibility guidelines](#)

VIN \*

Vehicle year \*

Purchase or lease? \*  
 Purchase  
 Lease

Date of purchase or lease start date \*

E.g., 10/09/2017  
Please refer to the date on your Purchase or Lease Agreement. For Tesla vehicles, please read [What is considered date of purchase/lease for Tesla vehicles?](#)

**Dealership Information**

Dealer contact person

Dealer contact title

After accepting the terms and conditions, complete the vehicle information fields:

- Vehicle make and model
- VIN
- Vehicle year
- Purchase or lease
- If lease is selected, lease term
- Date of purchase/lease
- Dealer contact person and title

Click submit and claim the rebate.



# Uploading Supporting Documents

To complete the rebate, you must

1. Upload the purchase or lease agreement
2. Upload the temporary vehicle registration
3. Be sure to scan all pages of the purchase or lease agreement and combine them into one file
4. Click submit documents

Please do not submit the supporting documents until the financing is finalized.

Your dealership has 14 calendar days to submit copies of supporting documents to the administrator to receive the rebate. After 14 days, the rebate claim will be canceled, and your dealership will not receive rebate funds for the vehicle. The primary and secondary contact person will receive email updates and reminders to submit the supporting documents. For more information, please visit our [How to Upload Supporting Documents](#) page on the CVRP Dealer Hub.

### Upload Supporting Documents

Please ensure your purchase/lease agreement is complete from top to bottom, with no missing lines, sections, or pages. We suggest taking several scans and overlapping them so that some information is duplicated on each page.

For other tips, please review our [Sample Supporting Documents](#).

When you are finished uploading your documents, **click Submit Documents at the bottom of the page.**

Document	Status
<p>Purchase/Lease Agreement</p> <p><a href="#">CHOOSE FILE</a> <i>No file selected</i> <a href="#">UPLOAD</a></p> <p>Scan all pages of your purchase/lease agreement and combine them into one file. If you have a Tesla, see the <a href="#">sample supporting documents</a> to be sure you submit all pages.</p>	Not Uploaded
<p>Proof of Vehicle Registration</p> <p><a href="#">CHOOSE FILE</a> <i>No file selected</i> <a href="#">UPLOAD</a></p> <p>Provide a complete copy of your temporary or permanent registration. <a href="#">Sample Supporting Documents</a></p>	Not Uploaded

[SUBMIT DOCUMENTS](#)

# Application Status

After submitting the supporting documents, the application will go to the administrator to be reviewed for completeness and accuracy. A status update will be provided within 10 business days.

Status updates are provided by logging into the account and by emails to the primary and secondary dealership contacts on file for your dealership. If there is an issue with the application materials, we provide 10 calendar days to correct the issue before automatic cancellation. If the rebate claim is cancelled, your dealership will not receive rebate funds for the vehicle.

Once supporting documents have been submitted and the application is approved, funds will be transferred to your dealership through an ACH transfer within 10 business days.

## TIMELINE

### 1. TRAINING AND ENROLLMENT

- Complete enrollment form and fax to administrator: 5-10 business days to receive enrollment notification and training details
- Training: 5-10 business days after enrollment confirmation
- Posting eligible dealership to website: 5-10 business days after training
- Receiving funds: your dealership will receive the rebate through an ACH transfer up to 10 business days after application and supporting documents have been received.



## 2. FUNDS TRANSFER

### **Example 1: Approval-Ready Documents, Longest Timeframe (23 days)**

Dealership submits documents. CVRP reviews documents 10 business days later and documents are legible and complete. The rebate claim is approved and CVRP initiates payment 10 business days later. It takes 3 days for payment to appear in the dealership's bank account.

### **Example 2: Approval-Ready Documents, Shortest Timeframe (5 days)**

Dealership submits documents. CVRP reviews documents 3 business days later and documents are legible and complete. The rebate claim is approved and CVRP initiates payment 1 business day later. It takes 1 day for payment to appear in the dealership's bank account.

### **Example 3: Issue with Documents, Shorter Timeframe\***

Dealership submits documents. CVRP reviews documents 3 business days later and documents are blurry and illegible. CVRP emails the dealership representatives asking for clearer copies of the documents. The dealership resubmits documents 2 days later. CVRP reviews the resubmitted documents 1 day later and documents are legible and complete. The rebate claim is approved and CVRP initiates payment 1 business day after rebate claim approval. It takes 1 day for payment to appear in the dealership's bank account. (8 days)

### **Example 4: Issue with Documents, Longer Timeframe\***

Dealership submits documents. CVRP reviews documents 7 business days later and documents are blurry and illegible. CVRP emails the dealership representatives asking for clearer copies of the documents. The dealership resubmits documents 7 days later. CVRP reviews the resubmitted documents 5 business days later and documents are for the wrong vehicle. CVRP emails the dealership representative again asking for corrected documents. The dealership resubmits documents within 4 days. CVRP reviews the resubmitted documents 5 business days later and the documents are correct and complete. The rebate claim is approved and CVRP initiates payment 10 business days after rebate claim approval. It takes 3 days for payment to appear in the dealership's bank account. (38 days)

*\*Timeframe varies depending on processing time and dealership responsiveness.*

## RESOURCES



If you need assistance, please refer to the CVRP Rebate Now Resources page where you will find the following information.

- **Dealership Claim Instructions:** A step-by-step guide to assist you through the application process
- **Dealer Manual:** A copy of this document
- **How to Upload Supporting Documents:** A guide to uploading supporting documents to the application
- **FAQs:** Frequently asked questions about CVRP Rebate Now

## QUESTIONS?



For additional questions, please refer to the CVRP Rebate Now Resource page, FAQs or contact the CVRP Dealership Team at [dealership@energycenter.org](mailto:dealership@energycenter.org) or 866-926-2877.



The Clean Vehicle Rebate Project (CVRP) promotes clean vehicle adoption in California by offering rebates for the purchase or lease of new, eligible zero-emission vehicles, including electric, plug-in hybrid electric and fuel cell vehicles. Since its introduction, CVRP has required qualified applicants to submit rebate applications after purchasing or leasing their vehicles, and afterwards receive payment upon approval. With the introduction of CVRP Rebate Now, a California resident can now apply for a rebate before purchasing or leasing a vehicle, and upon approval, may purchase or lease an eligible vehicle from a participating dealership and apply the preapproved rebate amount toward the purchase or lease. The rebate payment is then sent directly to the dealership.

## Dealership Role and Responsibilities

As a dealership participating in CVRP Rebate Now, your dealership agrees to apply a customer's approved CVRP rebate amount toward the purchase or lease of an eligible vehicle, following the terms below. In return, your dealership may claim the rebate to be paid by the CVRP program administrator if all requirements are met.

## Purchase/Lease Requirements

The purchase or lease agreement must meet the following requirements:

- The name of the purchaser or lessee matches the name of the CVRP preapproved rebate holder.
- The correct rebate amount for the customer and vehicle is applied to the purchase or lease and clearly shown in line 6F of the 553-CA form or equivalent.
  - The CVRP Rebate and its total rebate amount must be listed separately from all other incentives, e.g., "CVRP Rebate - \$X,XXX"
- In case of lease, the lease term is 30 months or greater.
- The agreement is complete, executed and signed.

## Pricing

In addition to the customer's preapproved CVRP rebate amount, all other applicable discounts and incentives (such as manufacturer and dealer discounts) available to customers shall also be made available. The dealer may grant additional discounts or incentives to the customer if negotiated by the dealer and customer.

## Applying the Preapproved CVRP Rebate

In the case of a purchase, the customer's full preapproved CVRP rebate amount for the vehicle shall be subtracted from the purchase price of the vehicle.

In the case of a lease, the customer's full preapproved CVRP rebate amount shall first be applied to the required down payment. If the rebate amount is greater than the down payment amount, then the remaining rebate amount shall be applied as a cap cost reduction to the capitalized cost.

## Lease Term

CVRP requires each rebate recipient to retain ownership of the vehicle in California for a minimum of 30 consecutive months immediately after the vehicle purchase or lease date. Therefore, original lease terms of at least 30 months are required for program eligibility.

## Vehicle Eligibility

Eligible vehicles must meet requirements that include, but are not limited to, the following:

- Be on the list of eligible vehicles located at: [cleanvehiclerebate.org/eligible-vehicles](https://cleanvehiclerebate.org/eligible-vehicles).
- Be new as defined in the California Vehicle Code (CVC) Section 430 and manufactured by the original equipment manufacturer (OEM) or its authorized licensee. Vehicles considered new vehicles solely for determination of compliance with state emissions standards are not eligible.
- Be registered as new in California upon purchase or lease.
- Have an odometer reading below 7,500 miles at the time of purchase or lease.

## Registration Requirements

An Application for Registration of New Vehicle must be provided as proof of registration and must meet these requirements:

- The registered owner name/lessee matches the name of the CVRP Rebate Now rebate holder.
- The form is complete and signed.

In cases of eligible rollbacks and unwinds, an Application for Registration of Used Vehicle may be submitted, but the dealership should verify in advance

that the vehicle has not been previously rebated. Additional documentation for the vehicle status as a rollback or unwind may be required. Failure to confirm the eligibility of an unwind or rollback may result in rebate funds not being disbursed to the dealership.

## Steps Required for Application and Rebate Approval

As a dealership participating in CVRP Rebate Now, you agree to follow the process below in order to claim a customer's preapproval rebate.

1. Confirm the customer's is preapproved rebate status and amount by:
  - a. Requesting the customer's CVRP application number.
  - b. Logging into the CVRP website at [cleanvehiclerebate.org/dealer/overview](https://cleanvehiclerebate.org/dealer/overview) using the application number and other required login credentials.
  - c. Confirming the customer's application status is "Preapproved."
  - d. Confirming the preapproved applicant name matches the name of the customer.
  - e. Noting the customer's preapproved rebate amount for the type of vehicle the customer intends to purchase or lease.
2. Prepare a purchase or lease agreement that meets all requirements in the "Vehicle Eligibility" and "Purchase/Lease Requirements" sections of these Terms and Conditions. Ask for and receive the customer's verbal agreement to allow the dealership to claim the preapproved rebate amount prior to claiming the rebate.
3. Once purchase/lease terms are finalized but before customer signature, click the "Claim Rebate" button on the online application page and agree to the Rebate Claim Terms and Conditions provided.
4. Provide all vehicle information required on the online vehicle claim form.
5. Within the timeline provided on the rebate claim confirmation page, submit legible copies of all required supporting documentation.
6. If contacted by the program administrator to correct or clarify submitted information, provide requested information within the timeline given.

## Rebate Payment

In order to participate in CVRP Rebate Now, the dealership must provide Automated Clearing House (ACH) payment information to the program administrator and agree to receive all rebate payments by ACH.

If the dealership rebate claim application meets all requirements, the CVRP program administrator will pay the rebate amount to the dealership by ACH. ACH payments are initiated within 10 business days of claim approval and are generally received by the dealership one to three days later.

## Funding Availability

Rebate funds are reserved at the time of customer application for CVRP Rebate Now, and therefore funds are guaranteed for all preapproved rebates that meet the requirements outlined in these Terms and Conditions.

If CVRP funds are depleted, consumers will be unable to submit new preapproval applications through the CVRP website until more funds are available. Only consumers with existing preapproved applications at the time that funds are depleted will be able to proceed with the preapproved rebate process at the dealership. During any period in which CVRP funds are depleted, dealerships will continue to follow the same process described in the “Steps Required for Application and Rebate Approval” section of these Terms and Conditions; no additional validation will be required to ensure that funds have been reserved for preapproved applicants and are available for payment to the dealership.

## Unwinds, Rollbacks, and Returns

In the event of an unwind, rollback, or return of a rebated vehicle, the dealership must notify the program administrator by emailing [dealership@energycenter.org](mailto:dealership@energycenter.org) with details of the change in the status of the purchase or lease within three business days. If the rebate payment to the dealership for the vehicle has already been initiated, then the administrator will provide instructions to repay the rebate funds. If the rebate payment has not yet been initiated, it will be canceled.

## Consumer-Claimed Rebates

Customers preapproved for CVRP rebates have the option to either allow the dealership to claim their rebate amount, as described above, or to claim



the rebate funds and request check payment directly to the customer after vehicle purchase. If a customer indicates to the dealership at any point in the sale process that they prefer to claim the rebate and receive the payment directly, the dealer shall not proceed with the rebate claim process described in these Terms and Conditions.

## Termination

The program administrator may terminate a dealership's participation in CVRP Rebate Now if the dealership does not follow the program requirements described in these Terms and Conditions.

Detailed information about these Terms and Conditions and the processes associated with them can be found in the CVRP Implementation Manual. If you have questions about the CVRP Terms and Conditions, contact the Administrator (866-926-2877 or [dealership@energycenter.org](mailto:dealership@energycenter.org)). These Terms and Conditions are subject to change, at which time they will need to be resigned by the dealership.



One simple mission — DECARBONIZE.  
The Center for Sustainable Energy® (CSE) is a nonprofit offering clean energy program administration and technical advisory services. With the experience and streamlined efficiency of a for-profit operation, CSE leads with the passion and heart of a nonprofit. We work nationwide with energy policymakers, regulators, public agencies, businesses and others as an expert implementation partner and trusted resource.

#### HEADQUARTERS

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