

## **California's Clean Vehicle Rebate Project Dealership Participation Terms and Conditions REBATE NOW PILOT PROGRAM**

### **Summary**

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. CVRP Rebate Now is currently only available in select cities. See [cleanvehiclerebate.org](http://cleanvehiclerebate.org) for availability.

### **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; ie: "CVRP Rebate - \$X,XXX"
- In case of lease, the lease term is 30 months or greater.
- The agreement is complete, executed and signed by both parties.

### **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](http://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. Purchases/leases must be made via a California purchase or lease contract.
- 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 Identification may be submitted and accompanied by the associated statement of facts, but the dealership must 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.

- Confirm the customer's is preapproved rebate status and amount by:
  - Requesting the customer's CVRP application number.
  - Logging into the CVRP website at [cleanvehiclerebate.org/dealer/overview](http://cleanvehiclerebate.org/dealer/overview) using the application number and other required login credentials.
  - Confirming the customer's application status is "Preapproved."
  - Confirming the preapproved applicant name matches the name of the customer.
  - Noting the customer's preapproved rebate amount for the type of vehicle the customer intends to purchase or lease.
- Prepare a purchase or lease agreement that meets all requirements in the "Vehicle Eligibility" and "Purchase/Lease Requirements" sections of these Terms and Conditions. The CVRP Rebate and total rebate amount must be listed separately from other incentives; ie: "CVRP Rebate - \$X,XXX"
- Ask for and receive the customer's verbal agreement to allow the dealership to claim the preapproved rebate amount prior to claiming the rebate.
- 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.
- Provide all vehicle information required on the online vehicle claim form.
- Within the timeline provided on the rebate claim confirmation page, submit legible copies of all required supporting documentation. The preapproval will expire and you will not be eligible to claim the rebate if the required supporting documents are not submitted before the date on the applicant's rebate claim confirmation.
- 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 by the Project Administrator within ten business days of claim approval. The dealership should receive funds within three days of receiving the ACH payment sent email.

**At no point may the dealership request collateral for the rebate from the purchaser/lessee. 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 Rebate Now 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.

By signing below, the authorized representative indicates the dealership's acceptance of and agreement to the Terms and Conditions above. If the Authorized Representative changes, these Terms and Conditions are still in effect and the Dealership is required to immediately notify the Administrator.

OEM Identification Number:

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Dealership Business Name:

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Dealership Authorized Representative Name:

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Dealership Authorized Representative Title:

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Dealership Representative Signature:

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Date:

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