

**IMPLEMENTATION MANUAL
CLEAN VEHICLE REBATE PROJECT (CVRP)
PUBLIC FLEET INCENTIVES
FY 2018-19**

June 2018



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A. INTRODUCTION AND OVERVIEW

In 2007, Governor Schwarzenegger signed into law the *California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007* (AB 118, Statutes of 2007, Chapter 750). AB 118 created the Air Quality Improvement Program (AQIP), a voluntary incentive program administered by the California Air Resources Board (CARB or Board), to fund clean vehicle and equipment projects, air quality research, and workforce training.

As required in Health and Safety Code (HSC) Section 44274(a), the Board adopted regulatory guidelines in 2009 for AQIP. The Guidelines for the AB 118 Air Quality Improvement Program (Guidelines) define the overall administrative requirements and policies and procedures for program implementation based on the framework established in statute. Central to the Guidelines is the requirement for a Board-approved annual funding plan developed with public input. The funding plan is each year's blueprint for expending AQIP funds appropriated to the CARB in the annual State Budget. The funding plan focuses AQIP on supporting development and deployment of the advanced technologies needed to meet California's longer-term, post 2020 air quality goals.

In 2012, the legislature passed and Governor Brown signed into law 3 bills – AB 1532 (Pérez, Chapter 807), Senate Bill (SB) 535 (de León, Chapter 830), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39) – that established the Greenhouse Gas Reduction Fund (GGRF) to receive Cap-and-Trade auction proceeds and to provide the framework for how the auction proceeds will be administered to further the purposes of AB 32. Cap-and-Trade auction proceeds have been appropriated to CARB for Low Carbon Transportation projects that reduce greenhouse gas (GHG) emissions, with an emphasis on investments that benefit the State's disadvantaged communities. Per statute these funds must be used to further the purposes of Assembly Bill 32 (AB 32; Nunez, Chapter 488, Statutes of 2006). The Low Carbon Transportation investments build upon and greatly expand existing advanced technology, clean transportation programs, which provide mobile source incentives to reduce criteria pollutant, air toxic, and GHG emissions.

On December 2017, CARB approved the Fiscal Year 2017-18 Funding Plan for Low Carbon Transportation Investments and Air Quality Improvement Program (FY 2017-18 Funding Plan)¹. On September 2017, the Legislature approved \$140 million in Cap-and-Trade auction proceeds for CVRP. Of the \$140 million, CARB allocated \$60 million to cover the remaining FY 2016-17 demand, and the other \$80 million will cover the FY 2017-18 rebates.

CVRP is intended to encourage and accelerate zero- and near-zero-emission, on-road light-duty vehicle deployment and technology innovation. This project provides rebates

¹ The approved FY 2017-18 Funding Plan is available at:
<http://www.arb.ca.gov/msprog/aqip/fundplan/fundplan.htm>

to qualified individuals, businesses, public agencies and entities, and nonprofit organizations for the purchase or lease of eligible vehicles. CVRP benefits the citizens of California by providing immediate air pollution emission reductions while stimulating development and deployment of the next generation of zero-emission and plug-in hybrid electric light-duty vehicles. It is administered and implemented through a partnership between CARB and a Project Administrator (Administrator), selected via a competitive CARB grant solicitation. The majority of project funds are for rebates for purchasers or lessees of new, eligible on-road vehicles.

The CVRP Public Fleet Incentives Terms and Conditions in conjunction with the Guidelines, and the Funding Plan identify the minimum requirements for implementing CVRP. The Implementation Manual for the Clean Vehicle Rebate Project Public fleet incentives (Implementation Manual) provides necessary definitions, explanations, and processes associated with those minimum requirements. The Implementation Manual may be periodically updated as needed to clarify project requirements and improve project effectiveness. The Implementation Manual, including any updates, will be posted on the CVRP webpage at cleanvehiclerebate.org.

Note to Applicants: At the time an applicant submits a signed application for a rebate, the most current CVRP public fleet incentives Implementation Manual available, as well as the Terms and Conditions signed by the consumer, will apply. Both the Terms and Conditions and Implementation Manual in place at the time of application will determine an applicant's eligibility for the program. These governing documents are updated several times every year to accommodate operational process changes and may impact the applicant's eligibility for the program. Note that CVRP reserves the right to update the Implementation Manual and the Terms and Conditions outside of the scheduled updates.

This document constitutes the Implementation Manual for CVRP public fleets incentives. Definitions of key program parameters are in Section D of this manual.

CVRP Public Fleet Incentives Overview

The intent of the CVRP public fleet incentive is to provide rebates for the purchase of eligible vehicles by public fleets. For the increased incentive amount, vehicles must service disadvantaged communities as described in Section C (1)(f) and all rebate recipients must report vehicle usage data as described in Section C (1)(l). Neighborhood Electric Vehicles and Zero-Emission Motorcycles are not eligible for increased incentives. However, these vehicle types are still eligible for the standard CVRP incentive amount.

After the purchaser takes possession of and registers the eligible vehicle, they are qualified to receive the rebate. The CVRP public fleet incentive offers a new application process for fleets which allows agencies to reserve funds in advance of taking possession of an eligible vehicle. Applicants must certify intent to acquire an eligible vehicle and provide proof of acquisition to reserve rebate funds. Applications are

available online via the CVRP public fleets incentives webpage, <http://www.cleanvehiclerebate.org/fleet> housed on the CVRP website or by contacting the Administrator directly by email at publicfleets@energycenter.org or calling (858) 634-4733.

Information about the CVRP public fleet incentive is available to the public and other interested parties via the public fleets webpage. The CVRP public fleet incentive webpage at <http://www.cleanvehiclerebate.org/fleet> is operated and maintained by the Administrator, and includes: an up-to-date list of eligible vehicles, rebate amounts for each vehicle, online rebate applications, and a real-time running total of available funds remaining in the program. This webpage allows the program to be “user-friendly” while providing project transparency.

Key milestones for the CVRP public fleet incentive development and implementation for FY 2018-19 are identified in Table 1.

Table 1: CVRP Public Fleet Incentive Development and Implementation Timeline for FY 2018-19*

Action Item	Date or Time Period
Selection of Rebate Administrator	November 2016
Rebate Administrator develops project webpage and conducts outreach. Implementation Manual and online application finalized.	March 2018 and on-going
FY 2018-19 vehicle funding becomes available. Online applications available at the CVRP public fleets webpage.	March 2018

*This timeline may be changed at CARB’s sole discretion.

B. VEHICLE ELIGIBILITY

1. Vehicle Categories

This section discusses the categories of vehicles eligible for grant funding under CVRP and the specific criteria that a vehicle model must meet to be considered eligible. Aftermarket PHEV and BEV conversions are not eligible for CVRP public fleet funding. Vehicle models will be approved by CARB on a model-year basis and placed on a List of Eligible Vehicle Models for rebates. A continuously updated list of eligible vehicles and rebate amounts will be maintained on the designated CVRP public fleet website. Vehicle manufacturers must submit a Vehicle Eligibility Application to CARB to have their vehicles considered for rebate eligibility. The vehicle manufacturer is responsible for providing all the required documentation described on the application. CARB will coordinate with vehicle manufacturers to request any additional documentation needed for eligibility determinations. CARB is responsible for providing the Administrator the

current List of Eligible Vehicle Models and the corresponding rebate amounts.

There are three major categories of vehicles eligible for grant funding under CVRP: (a) light-duty zero-emission vehicles, (b) light-duty plug-in hybrid electric vehicles, and (c) zero-emission motorcycles.

a. **Light-Duty Zero-Emission Vehicles (ZEVs)**

Vehicles in the ZEV category include electric-drive, all-battery electric vehicles (BEVs) and fuel-cell electric vehicles (FCEVs) up to 8,500 pounds gross vehicle weight rating (GVWR). For the purposes of CVRP, ZEVs are categorized as defined in the California Zero-Emission Vehicle Regulation Sections 1962 and 1962.1, Title 13, California Code of Regulations (CCR). The range-extended battery electric vehicle (BEVx) is a regulatory vehicle category that was approved by the Board in January 2012 and included as a zero-emission vehicle type for CVRP in June 2012 as part of the FY 2012-13 AQIP Funding Plan approval. In the FY 2016-17 Funding Plan, the BEVx continues to be an approved zero emission vehicle type for CVRP. The funding provided by the California Energy Commission will be used for light-duty ZEVs capable of freeway operation and certified for four or more passengers.

b. **Light-Duty Plug-in Hybrid Electric Vehicles (PHEVs)**

PHEVs are hybrid electric vehicles that have zero-emission vehicle range capability, an on-board electrical energy storage device, and an on-board charger, and are rechargeable from an external connection to an off-board electrical source. Rebate-eligible PHEVs include only those meeting Super Ultra Low Emission Vehicle (SULEV) tailpipe-emission standards, have a 15-year 150,000-mile warranty on emission-control components, and have zero evaporative emissions from its fuel system. As of November 1, 2016, all eligible PHEVs must have greater than or equal to twenty miles of Urban Dynamometer Driving Schedule (UDDS) range on electricity alone. The funding provided by the California Energy Commission will be used for light-duty PHEVs capable of freeway operation and certified for four or more passengers.

c. **Zero-Emission Motorcycles (ZEMs)**

Vehicles in the ZEM category include zero-emission vehicles designed to travel on three wheels and two-wheel electric motorcycles meeting the provisions of CVC Section 400 and the ZEM evaluation procedures.

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2. Vehicle Eligibility Criteria

Vehicles must meet the following criteria to be eligible for a rebate.

- a. **Be new:** With the exception of vehicles described in Section 2(a)(i), the vehicle must be a new vehicle as defined in CVC Section 430.2 The Original Equipment Manufacturer (OEM) or its authorized licensee must manufacture the vehicle. Vehicles considered new vehicles solely for determination of compliance with state emissions standards pursuant to Health and Safety Code, Article 1.5, Prohibited Transactions, (Sections 43150-43156) and CVC Section 4000.2, Registration of Out-of-State Vehicles, are not eligible vehicles. The vehicle must have an odometer reading of less than 7,500 miles at the time of purchase.
 - If the vehicle is not new, is pre-owned, has been re-leased, is the subject of a lease assumption without prior approval from the Administrator or has been transferred into California after previously having been registered out-of-state, the vehicle is not eligible for a rebate through CVRP. If the required supporting documentation does not satisfactorily prove that the vehicle is new, other documentation may be requested to satisfy this requirement, at the Administrator's discretion.
- b. **Be CARB approved/certified and purchased or leased in California:** With the exception of ZEMs, the vehicle model must be certified by CARB as a new, zero-emission or PHEV as defined in the California ZEV Regulation, Section 1962.1(d)(5)(A), Title 13, CCR for 2009 and subsequent model years. The manufacturer must also certify that the vehicle model complies with all applicable federal safety standards for new motor vehicles and new motor vehicle equipment issued by the National Highway Traffic Safety Administration (NHTSA). Federal Motor Vehicle Safety Standards are found in Title 49 of the Code of Federal Regulations (CFR) Part 571. If a written statement and documentation have been previously provided to CARB in the course of applying for the CARB certification of the vehicle model, no additional written statement is required. In addition, vehicles may not be purchased or leased outside of California.
- c. **Meet prescribed performance, emissions, and service thresholds:**
 - PHEVs must meet the Transitional Zero-Emission Vehicle definition

in the California ZEV Regulation Section 1962.2(c) Title 13, CCR, including SULEV, evaporative emissions, onboard diagnostics, extended warranty, zero-emission Vehicle Miles Traveled (VMT), and advanced componentry Partial Zero-Emission Electric Vehicle (PZEV) allowance standards as defined in Section 1962.1(c). PHEVs purchased on or after November 1, 2016 must have greater than or equal to twenty miles of Urban Dynamometer Driving Schedule (UDDS) range on electricity alone.

- ZEMs must meet the “Zero-Emission Motorcycle” definition in Section D of this Implementation Manual, successfully complete the Zero-Emission Motorcycle Evaluation Procedure, have sealed batteries (if lead-acid), and be covered by a minimum level of after sales service as described below
- Successful completion of the Zero-Emission Motorcycle Evaluation Procedure means that a recognized third-party vehicle standards organization has evaluated ZEM using specific procedures and CARB has verified that ZEM meets the specified range and acceleration requirements.
- Each manufacturer must demonstrate to CARB that they have a program to offer convenient and time-sensitive warranty and maintenance service to the vehicle owner. An acceptable service program will have readily available parts, trained service technicians, and the ability to either send a technician to an owner’s home, or pick up and transport the vehicle to an authorized repair facility.

3. Warranty Provisions

The vehicle drive train, including applicable energy storage system or a battery pack, must be covered by a manufacturer warranty. Prior to approving a vehicle model for addition to the List of Eligible Vehicles, CARB may request that the manufacturer provide copies of representative vehicle and battery warranties and a description of the manufacturer’s plans to provide warranty and routine vehicle service. Warranty provisions must meet the following requirements:

- a. **ZEVs** must have, at a minimum, a warranty of 36 months; the first 12 months of the coverage period shall be a full warranty. If the warranty for the remaining 24 months is prorated, the percentage of the battery pack’s original value to be covered or refunded must be at least as high as the percentage of the prorated coverage period remaining. For this computation, the age of the battery pack must be expressed in

increments no larger than three months.

- b. **PHEVs** must meet the extended warranty requirements applicable to PZEVs as described in section 1962.1(c)(2)(D), Title 13, CCR.
- c. **ZEMs** must have, at a minimum, a warranty of 24 months. At least four months of the first 12 months of the coverage period shall be a full warranty; the remainder of the first 12 months and all of the second 12 months of the coverage period may be covered under optional (available for purchase) extended warranties and may be prorated. If the extended warranty is prorated, the percentage of the battery pack's original value to be covered or refunded must be at least as high as the percentage of the prorated coverage period remaining. For this computation, the age of the battery pack must be expressed in intervals no larger than three months. Alternatively, a manufacturer may cover 50 percent of the original value of the battery pack for the full period of the extended warranty.

4. Development of List of Eligible Vehicle Models

The CVRP Public Fleet List of Eligible Vehicle Models will be periodically updated as manufacturers submit applications and vehicle models are approved. In order for a vehicle to be eligible for a rebate, the vehicle manufacturer must submit to CARB the Vehicle Eligibility Application and all supporting documentation. CARB will work with the vehicle manufacturer to ensure that all the required documentation is received and request any additional information needed to make an eligibility determination. If the vehicle meets the eligibility requirements set forth in Section B (2) of this Implementation Manual, then CARB will add the vehicle to the List of Eligible Vehicle Models, calculate the rebate amount, and provide the updated list to the Administrator. Excluding PHEVs, new model years of vehicles already approved for CVRP eligibility can be rebated prior to the new model year being added to the List of Eligible Vehicle Models. Model years of vehicles not previously approved for CVRP eligibility can be rebated once the new model and model year is added to the List of Eligible Vehicle Models.

5. Taxpayer Identification Number Requirements

For the purposes of the CVRP, vehicles under common ownership or fiduciary control of a fleet – including, but not limited to, entities sharing a common Taxpayer Identification Number (TIN) – may be considered part of a single fleet even if they are part of different subsidiaries, divisions, or other organizational structure of an entity. All entities are required to disclose their TIN at the time of rebate application. CARB or its designee may seek financial reimbursement and/or civil and criminal penalties from a vehicle purchaser for non-disclosure or inaccurate disclosure of its TIN or other information relating to common

ownership of fiduciary control of the purchasing entity. CARB and the Administrator reserve the right to make determinations on a case-by-case basis.

6. Vehicle Rebate Amounts for California Public Entities

CARB establishes a rebate amount for each eligible vehicle model up to the maximum rebate amount for that vehicle type listed in Table 2. Specific rebate amounts for each eligible vehicle model will be included in the List of Eligible Vehicle Models and available on the project website.

Table 2 summarizes the maximum per vehicle rebate amount.

Table 2: CVRP Public Fleet Incentives Maximum Rebate Amounts

Vehicle Type	Maximum Standard Rebate Amount	Maximum Increased Rebate Amount
ZEV		
• Fuel-Cell Electric Vehicle	\$5,000	\$7,000
• All-Battery or Range-Extended Electric Vehicle	\$2,500	\$4,500
PHEV		
• Plug-in Hybrid Electric Vehicle	\$1,500	\$3,500
ZEM		
• Zero-Emission Motorcycle	\$900	n/a

a. **Combining Vehicle Rebates with Other Incentives**

The CVRP increased incentive amount replaces the standard CVRP rebate. A single vehicle cannot receive both rebates. However, participation in CVRP does not preclude a vehicle purchaser from combining rebates with other incentive opportunities. Rebates could be combined with federal, state, or local agency incentives to help further buy-down an eligible vehicle's cost.

b. **Maximum Rebates per Entity**

Public fleets are limited to 30 CVRP rebates per calendar year. CARB reserves the right to adjust rebate limits throughout the fiscal year to account for variable funding demand.

7. Distribution of Rebates

The purchaser must submit a rebate application within 18 months after the transaction to be eligible for a rebate. For the purposes of the CVRP, the date of purchase is the day of sale. A sale is deemed completed when the purchaser of the vehicle has executed and signed a purchase contract or security agreement. Ownership of the vehicle will be demonstrated by providing documentation as approved by the Administrator.

Rebates will be distributed on a first-come, first-served basis contingent upon funding availability. Available rebate funds will be reserved by the Administrator following submission of an online application at the CVRP for Public Fleets webpage or upon receipt of a mailed application. (Applicants without internet access can contact the Administrator in order to receive a rebate application by mail.) After an application is accepted by the Administrator, supporting documentation (outlined in Section C (4)) will be requested and must be submitted by the purchaser to the Administrator within 14 calendar days. The supporting documentation may be scanned and e-mailed to publicfleets@energycenter.org. Applicants without internet access may mail the supporting documentation to the Administrator.

The rebate for an approved application will be issued to the recipient in a single allotment. The distribution of this rebate will be made within 90 calendar days of application approval, contingent upon availability of funds. Rebate checks must be cashed within six months of the date on the check. Checks not cashed within this timeframe will be cancelled, and the rebate amount returned to the project.

C. VEHICLE PURCHASER DUTIES AND REQUIREMENTS

1. Vehicle Purchaser or Lessee

The vehicle purchaser or lessee is responsible for submitting the rebate application and providing all required documentation to the Administrator when applying post-purchase or self-claiming a preapproved rebate. To receive a CVRP public fleet rebate, a vehicle purchaser or lessee must:

- a. Be a California public entity. A public entity is defined in California Government Code section 811.2 includes the State, the Regents of the University of California, the Trustees of the California State University and the California State University, a county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State. Tribal government entities based in California are also eligible. Non-California public entities (e.g., federal, international) are not eligible to participate.
- b. Purchase or lease a new, eligible vehicle as specified in Section 2 of this Implementation Manual. Vehicles may not be purchased or leased from out-of-state. The original lease must be a minimum lease term of 30 months. Lease extensions and lease buy-outs are not eligible for a rebate.
- c. When submitting a rebate application post-purchase, be a purchaser or lessee of a new, eligible vehicle and submit a CVRP public fleet

application within 18 months of the vehicle purchase or lease date and prior to exhaustion of available rebate funds.

- d. Purchase or lease an eligible vehicle before applying for a rebate, or certify documented intent to purchase an eligible vehicle within 18 months of application. See Section C (3) for more details on pre-acquisition funding reservations.
- e. Retain ownership of the vehicle in California for a minimum of 30 consecutive months immediately after the vehicle purchase or lease date.
 - Rebate recipients who do not retain the eligible vehicle for the full 30-month ownership period will be required to reimburse CARB all or part of the original rebate amount. See Section C (5).
 - Vehicle purchasers are required to notify the Administrator, by calling (858) 634-4733 or emailing publicfleets@energycenter.org, to arrange for early termination of vehicle ownership in advance of intent to sell or terminate ownership prior to the required 30-month ownership period.
- f. **For the Increased Incentive: Lease or own** an eligible vehicle for the required 30-month term, in accordance with the following criteria for benefiting a disadvantaged community, a vehicle must: a) be domiciled at a facility within the boundaries of a disadvantaged community census tract, or b) meet other criteria as defined by ARB's Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund Monies (www.arb.ca.gov/cc/capandtrade/auctionproceeds/535investments.htm).
- g. Rebate recipients must notify the Administrator within 6 months of any change in vehicle domicile location occurring during the required 30-month ownership term. If vehicles are moved to ineligible locations, a partial return of rebate funds may be required.
- h. An eligibility map will be provided through the CVRP for Public Fleets webpage.
- i. Register the new vehicle with the California DMV for a minimum of 30 consecutive months for use in California. Any government owned vehicle not registered with the California DMV is still required to operate within California for 30 consecutive months immediately after the vehicle purchase date.
- j. Submit the signed application form and all required supporting documentation within 14 calendar days of the Administrator's request as

specified in Section C (4) of this Implementation Manual.

- k. Not make or allow any modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system (Violation, CVC 27156).
- l. Be available for follow-up inspection if requested by the Administrator, CARB, or CARB's designee for the purposes of project oversight and accountability.
- m. Rebate checks must be cashed within six months of the date on the check. Checks not cashed within this timeframe will be cancelled.
- n. Submit annual vehicle usage reports to the Administrator for all rebated vehicles for a period of at least 30 months. Required data may include but is not limited to mileage reporting, annual fuel use by fuel type and percentage of operation within disadvantaged communities.

The vehicle purchaser is responsible for ensuring the accuracy of the information on all rebate applications and required documentation submitted to the Administrator. CARB or its designee may recoup CVRP funds which were received based upon misinformation or fraud, or for which the dealership, manufacturer, or vehicle purchaser is in significant or continual non-compliance with this Implementation Manual or State law. CARB also retains the authority to prohibit any entity from participating in CVRP due to non-compliance with project requirements.

2. Research Participation

In addition to required annual usage data, CARB reserves the right to request participation from rebate recipients in ongoing research efforts that support the CVRP public fleet incentives and AQIP goals as well as CARB Research Division efforts. The Administrator may administer vehicle owner surveys to rebate recipients to collect data and other information pertaining to CVRP public fleet incentives-eligible vehicle ownership. CARB will coordinate with the Administrator to identify survey parameters and determine the most effective mechanism for obtaining information. In receiving a rebate, recipients agree to participate in research.

3. Pre-Acquisition Application

CVRP encourages qualifying public fleets planning to acquire an eligible vehicle to reserve project funds prior to purchasing a vehicle. In order to reserve funds prior to taking possession of a vehicle, applicants must show documented intent to purchase specified eligible vehicles. Pre-acquisition applications will be

available on the CVRP for Public Fleets webpage at www.cleanvehiclerebate.org/fleet. Required documentation for pre-acquisition reservations will include the following:

- a. If the vehicle has not been ordered, an official agency vehicle acquisition plan including specified eligible vehicles and/or a resolution from the applicant's governing body (i.e. City Council or County Board of Supervisors), or other documentation signed by a duly authorized official with authority to make financial decisions, authorizing the submittal of the application. Documentation must either: a) indicate the planned vehicle domicile location to confirm that the disadvantaged community eligibility criteria will be met; or b) provide justification that meets other criteria as defined by ARB's Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund Monies (see Section C (1)(f)).
- b. If the vehicle has been ordered and/or paid for by the acquiring agency, a copy of the purchase order, invoice or other documentation confirming the vendor has received the order and/or payment.

For Increased Incentives: Documentation must either: a) indicate the planned vehicle domicile location to which the vehicle will be delivered; or b) provide justification that meets other criteria as defined by ARB's Interim Guidance to Agencies Administering Greenhouse Gas Reduction Fund Monies (see section C (1)(f)) to confirm that the disadvantaged community eligibility criteria will be met.

- c. In either case, a CVRP Public fleet incentives pre-acquisition application form signed by an authorized representative of applicant agency will also be required.

4. Supporting Documentation

After submitting a rebate application, the applicant will be contacted by the Administrator with an eligibility determination and appropriate supporting documents will be requested. If the applicant does not submit the required supporting documentation within 14 calendar days of the request, any reserved funds will be released back to the project and the purchaser will be required to submit a new rebate application. The supporting documentation may be scanned and e-mailed to publicfleets@energycenter.org. Applicants without internet access may mail the supporting documentation to the Administrator. If mailed, submittal date will be determined by U.S. mail postmark. Initial requested documentation will depend on whether the vehicle has been acquired, ordered, or planned. Once vehicles have been acquired, applicants must supply, at a minimum, the following to qualify for final rebate disbursement:

- a. A scanned copy of the submitted application signed by an authorized representative.
- b. Proof of temporary or permanent vehicle registration with the DMV for the vehicle listed in the application. A copy of the Application for New Vehicle Registration submitted by the dealer to the DMV is acceptable proof of temporary vehicle registration if submitted within one year of sale. A copy of a temporary operating permit is acceptable proof of temporary registration if accompanied by a receipt of payment for DMV registration fees. A copy of the DMV file copy is not acceptable proof of registration.
- c. A copy of the executed and signed sales contract with an itemization of credits, discounts, and incentives received, if applicable.

Once the Administrator has verified the documentation, a rebate check will be issued to the vehicle purchaser.

5. Vehicle Ownership Provisions

- a. Vehicle purchasers participating in CVRP are required to keep the vehicle and meet all applicable project requirements for a minimum 30-month period after the vehicle purchase date.
- b. If a manufacturer defect or other unforeseen circumstances require the replacement of a CVRP rebated vehicle with another vehicle of the same technology type (FCEV, BEV, PHEV) or upgrade (e.g., replace PHEV with BEV), the Administrator, in conjunction with CARB, has discretion to allow updated information to be provided with no return of CVRP rebate funds.
- c. Resale or return of a vehicle may be allowed within this 30-month period if necessitated by unforeseen or unavoidable circumstances. To employ this provision, contact the Administrator to initiate this process. If the vehicle is resold or returned, the vehicle purchaser must refund promptly to the Administrator a prorated portion of their rebate, in an amount equivalent to the original rebate amount divided by 30 months and then multiplied by the number of months remaining in the original 30-month period (rounded to the nearest month):

(Original Rebate Amount ÷ 30 Months) x (30 – months since vehicle purchase or date)

- d. The Administrator will follow specific procedures when managing vehicles that received a rebate at the time of original sale and have since been sold or returned to the dealer (see Attachment A).

CARB verifies vehicle ownership through periodic checks of Vehicle Identification Numbers (VINs) in the California DMV database. If a vehicle purchaser sells or returns the rebated vehicle to the dealer and does not receive prior approval CARB, CARB or its designee reserves the right to recoup CVRP funds from the original vehicle purchaser identified on the rebate form and may pursue other remedies available under the law for unauthorized early termination of vehicle ownership.

D. DEFINITIONS

“CARB-certified” means a vehicle that has been certified as a ZEV or a Transitional Zero Emission Vehicle and issued an Executive Order by CARB in accordance with the provisions of the California ZEV Regulation (section 1962(e), Title 13, CCR).

“Battery Electric Vehicle (BEV)” means any vehicle that operates solely by use of a battery, or that is powered primarily using an electric battery but uses a flywheel or capacitor that also stores energy to assist in vehicle operation.

“BEVx” means a vehicle powered predominantly by a zero-emission energy storage device, able to drive the vehicle for more than 75 all-electric miles, and also equipped with a backup APU, which does not operate until the energy storage device is fully depleted, and meeting requirements in subdivision 1962.1(d)(5)(G), Title 13, CCR section 1962.1(i)(12).

“Fleet” means vehicles under common ownership or fiduciary control, including, but not limited to, entities sharing a common Taxpayer Identification Number (TIN). Vehicles may be considered part of a single fleet even if they are part of different subsidiaries, divisions, or other organizational structures of a government agency, or other entity. ARB and the Administrator reserve the right to make determinations on a case-by-case basis.

“Floor Model/Test Drive Vehicle” is provided by original equipment manufacturers to car dealerships for the purpose of test drives and other customer interactions. California dealerships may temporarily operate a floor model or test drive vehicle on public roads with “dealer” license plates for the purpose of test drives. Use of floor model or test drive vehicles on public roads with “dealer” license plates does not require vehicle registration with the California Department of Motor Vehicles (DMV).

“Fuel-Cell Electric Vehicle (FCEV)” means a vehicle that is powered by a group of individual fuel cells, known as a fuel-cell stack. The stack is designed to contain enough cells to provide the necessary power for the automotive application. A fuel-cell stack produces power as long as fuel is available, similar to a conventional engine, but does so electrochemically rather than with combustion. The electricity generated by the fuel-cell stack powers the electric motor that propels the vehicle.

“Gross vehicle weight rating (GVWR)” means the vehicle weight described on the original manufacturer Line Setting Ticket provided to the vehicle dealer.

“Plug-in Hybrid Electric Vehicle (PHEV)” (in some cases referred to as an Extended Range Electric Vehicle, Transitional Zero-Emission Vehicle, or E-REV) means a hybrid electric vehicle which:

- has zero-emission vehicle range capability,
- has an on-board electrical energy storage device with useful capacity greater than or equal to ten miles of Urban Dynamometer Driving Schedule (UDDS) range on electricity alone,
- is equipped with an on-board charger, and
- is rechargeable from an external connection to an off-board electrical source.

“Public entity” as defined in California Government Code section 811.2 includes the State, the Regents of the University of California, the Trustees of the California State University and the California State University, a county, city, district, public authority, public agency, and any other political subdivision or public corporation in the State.

“Public fleet” means a fleet under ownership of a public entity.

“Zero-Emission Motorcycle (ZEM)” means either a fully-enclosed zero-emission vehicle designed to travel on three wheels or a two-wheeled electric motorcycle. ZEMs must meet the provisions of CVC Section 400 and be freeway capable.

“Zero-Emission Vehicle (ZEV)” means any vehicle certified to zero-emission standards.

Attachment A

Procedures for Authorizing Early Ownership Termination of a Rebated Vehicle

This document provides the necessary steps involved for the Rebate Administrator (Administrator) and the California Air Resources Board (CARB) to follow if notified of the resale or ownership termination of a CVRP public fleet rebated vehicle.

Step One: Notify the Administrator of Vehicle Resale/Ownership Termination Request

Public entity shall contact CARB for the vehicle resale or ownership termination request, CARB will contact the Administrator with the applicant's email and contact information and a brief description of the request for processing.

Step Two: The Administrator Documents Vehicle Resale/Ownership Termination Request

Once notified by a rebate recipient of interest in reselling/terminating ownership on a CVRP funded vehicle prior to the 30-month ownership requirement being met, the Administrator will gather the following information:

1. Applicant contact information
2. Date when the public entity applied for CVRP public fleet incentives
3. Original rebate amount received
4. Vehicle Identification Number
5. Reason for vehicle resale/ownership termination
6. Status of vehicle resale/ownership termination
7. Odometer reading on date of resale/ownership termination
8. Prorated rebate amount using the formula below:

(Original Rebate Amount ÷ 30 Months) x (30 – months since vehicle purchase date)

Step Three: Administrator Review and Rule on Vehicle Resale/Ownership Termination Request

The Administrator will review the resale/ownership termination request and any supporting documentation, and inform the public entity of their decision within 10 working days.

Step Four: The Administrator Notifies Applicant Ruling

The Administrator will communicate their decision to the public entity requesting resale/ownership termination, including instructions for refunding the prorated amount of the rebate to the Administrator if the resale/ownership termination request is granted. Refunded rebates will be added back into the rebate funding pool.

Step Five: The Administrator Notifies CARB of Applicant Refund or a Non-Responsive Rebate Recipient

Once the prorated rebate amount is refunded back to the CVRP, the Administrator will inform CARB, through program reporting. Additionally, the Administrator will provide monthly status reports until the refund is received. If a public entity requesting resale/ownership termination is unresponsive and fails to return the prorated rebate amount within 30 calendar days of initial ruling notification, the Administrator shall notify CARB and provide the public entity's information outlined in Step Two.

Step Six: Coordination with Enforcement of CVRP Ownership Terms

CARB program staff is responsible for coordination with staff conducting periodic VIN checks of the DMV database for ownership compliance. Public entities that received resale/ownership termination approval from CARB will not be in violation of the CVRP ownership terms.