

APPENDIX B

**IMPLEMENTATION MANUAL  
FOR THE FY 2014-15  
CLEAN VEHICLE REBATE PROJECT (CVRP)**

California Environmental Protection Agency

 **Air Resources Board**

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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 Air Resources Board (ARB 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 ARB 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 June 2014, ARB approved the Fiscal Year 2014-15 Funding Plan for the Air Quality Improvement Program and Low Carbon Transportation Greenhouse Gas Reduction Fund Investments (FY 2014-15 Funding Plan)<sup>1</sup>, providing up to \$117.18 million in funding for CVRP and the Increased Incentives for Public Fleets in Disadvantaged Communities (Public Fleet Pilot Project). The \$117.18 million is comprised of up to \$5 million in AQIP funding, and \$114.32 million in funding from the Low Carbon Transportation Greenhouse Gas Reduction Fund (GGRF) for CVRP. In addition, up to \$2.86 million in funding from GGRF is available for public fleets located in or serving disadvantaged communities. 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 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 ARB and a Rebate Administrator (Administrator), selected via a competitive ARB grant solicitation. The majority of project funds are for rebates for purchasers or lessees of new eligible on-road vehicles.

The Implementation Manual for the FY 2014-15 Clean Vehicle Rebate Project (Implementation Manual), in conjunction with the Guidelines, and the Funding Plan identify the minimum requirements for implementing CVRP. The Implementation

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<sup>1</sup> The approved FY 2014-15 Funding Plan is available at:  
<http://www.arb.ca.gov/msprog/aqip/fundplan/fundplan.htm>

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 ARB’s website at <http://www.arb.ca.gov/msprog/aqip/cvrp.htm> and on the CVRP webpage at [www.energycenter.org/CVRP](http://www.energycenter.org/CVRP) .

This document constitutes the Implementation Manual for CVRP for FY 2014-15. Definitions of key program parameters are located in Section D of this manual.

## 1. Project Overview

CVRP enables the purchaser or lessee of an eligible vehicle to receive a rebate of up to \$5,000 for fuel cell electric vehicles (FCEVs), up to \$2,500 for battery-electric vehicles (BEVs), up to \$1,500 for plug-in hybrid electric light-duty vehicles (PHEVs), and up to \$900 for neighborhood electric vehicles (NEVs) and zero-emission motorcycles (ZEMs), contingent upon availability of funds. In addition, the Public Fleet Pilot Project offers rebates of up to \$15,000 for FCEVs, \$10,000 for BEVs, \$5,250 for PHEVs, and up to \$900 for NEVs and ZEMs. After the purchaser takes possession of and registers the eligible vehicle or, if leased, the lessee has obtained registration on the eligible vehicle, they are qualified to apply for the rebate. Applications are available online via the CVRP website or by contacting the Administrator directly by email at [cvrp@energycenter.org](mailto:cvrp@energycenter.org) or calling (866) 984-2532.

Information on CVRP is available to the public and other interested parties via the CVRP website. The CVRP website [www.energycenter.org/CVRP](http://www.energycenter.org/CVRP), 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 all supporting documentation and forms applicable to CVRP, a real-time running total of available funds remaining in the program, as well as amount of rebates by vehicle type. This website allows the program to be “user-friendly” while providing project transparency.

Key milestones for CVRP development and implementation for FY 2014-15 are identified in Table 1.

**Table 1: CVRP Development and Implementation Timeline for FY 2014-15\***

Action Item	Date or Time Period
Selection of Rebate Administrator	August 2014
Rebate Administrator develops project webpage, conducts outreach. Implementation Manual and online application finalized.	August 2014 and ongoing
FY 2014-15 vehicle funding becomes available. Online applications available at the CVRP webpage.	September 2014

\*This timeline may be changed at ARB’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 plug-in hybrid electric and battery electric vehicle conversions are not eligible for CVRP funding. Vehicle models will be approved by ARB 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 website. Vehicle manufacturers must submit a Vehicle Eligibility Application to ARB to have their vehicles considered for rebate eligibility. The vehicle manufacturer is responsible for providing all the required documentation described on the application. ARB will coordinate with the vehicle manufacturers to request any additional documentation needed for eligibility determinations. ARB is responsible for providing the Administrator the current list of eligible vehicles and the corresponding rebate amounts.

There are four categories of vehicles eligible for grant funding under CVRP:

(a) light-duty zero-emission vehicles, (b) light-duty plug-in hybrid electric vehicles, (c) neighborhood electric vehicles, and (d) zero-emission motorcycles.

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

Vehicles in the ZEV category include electric-drive, 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 further categorized into six subcategories or Types (I, I.5, II, III, IV, and V) based on vehicle range and refueling capability 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 new regulatory vehicle category approved by the Board in January 2012, and initially approved by the Board for inclusion as a zero-emission vehicle type in the CVRP in June 2012 as part of the FY 2012-13 AQIP Funding Plan approval. In the FY 2014-15 Funding Plan, the BEVx continues to be an approved eligible vehicle category.

#### **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, 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.

c. **Neighborhood Electric Vehicles (NEVs)**

Vehicles in the NEV category are low speed zero-emission vehicles. California Vehicle Code (CVC) section 385 defines a low speed vehicle as a motor vehicle with four wheels on the ground, having an unladen weight of 3,000 pounds or less, and is capable of propelling itself at a minimum speed of 20 miles per hour with a maximum speed of 25 miles per hour on a paved level surface. NEVs may be legally operated on public streets with posted maximum speed limits of 35 mile per hour or lower. Low speed vehicles are subject to the Department of Transportation (DOT) safety standard (49 CFR 571.500) that requires ten specific items of safety equipment.

d. **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.

## 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.<sup>2</sup> 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. If the vehicle is not new, is pre-owned, has been re-leased, is the subject of a lease assumption, 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.

Vehicles previously used as dealership floor models and test drive vehicles are eligible for the rebate only if the vehicles have not been previously registered with the California Department of Motor Vehicles (DMV). The Administrator will use specific procedures when processing rebate applications for floor model, test drive, unwind and rollback vehicles.

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<sup>2</sup> Per section 430 of the California Vehicle Code, a "new vehicle" is a vehicle constructed entirely from new parts that have never been the subject of a retail sale, or registered with the California Department of Motor Vehicles, or registered with the appropriate agency or authority of any other state, District of Columbia, territory or possession of the United States, or foreign State, province, or country.

**i. Rollback and Unwind Vehicle Provision**

A “rollback” occurs when a buyer purchases or leases a vehicle then returns it shortly after purchase, or when a buyer’s financing is disapproved. An “unwind” occurs when an Application for Registration of New Vehicle is completed, but the sale was not consummated and the buyer never took delivery. Vehicles determined by the Administrator to be unrebated rollback or unwind vehicles will be eligible to receive a rebate. Additional documentation from the dealership may be required.

**b. Be ARB approved/certified-**

With the exception of ZEMs, the vehicle model must be certified by ARB as a new, zero-emission or plug-in hybrid electric vehicle 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). FMVSS 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 ARB in the course of applying for the ARB certification of the vehicle model, no additional written statement is required.

**c. Meet prescribed performance, emissions, and service thresholds:**

**i. ZEVs** must be certified as Type I, I.5, II, III, IV, or V ZEVs as defined in the in the California Zero-Emission Vehicle Regulation sections 1962 and 1962.1, Title 13, CCR.

**ii. 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).

**iii. NEVs** must meet the “Neighborhood Electric Vehicle” definition in Section D of this Implementation Manual, have been evaluated for baseline performance in accordance with United States Department of Energy (U.S. DOE) NEV America guidelines (successful completion of the NEV America assessment), be equipped with maintenance free batteries (and sealed if lead-acid), and be covered by a minimum level of after sales service as described:

a) Successful completion of the NEV America assessment means NEV meets: (1) all of the minimum vehicle requirements specified in the NEV

America Technical Specifications (Revision 3, effective September 21, 2007), and (2) the acceleration, top speed, and constant speed range performance specification in sections 5.1 through 5.3 of the same document. NEVs that successfully completed the NEV America assessment prior to Revision 3 of the Technical Specifications are still eligible for a rebate provided that the vehicle model applying for incentives is sufficiently similar to the vehicle model that completed the assessment. The Specifications are available at:  
<http://avt.inl.gov/pdf/nev/nevtechspec.pdf> .

- b) Each manufacturer must demonstrate to ARB 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.
- iv. **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.
- a) 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 ARB has verified that ZEM meets the specified range and acceleration requirements.
  - b) Each manufacturer must demonstrate to ARB 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.
- d. **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, ARB 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:
- i. **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 still remaining. For the purpose of this computation, the age of the battery pack must be expressed in increments no larger than three months.

- ii. **PHEVs** must meet the extended warranty requirements applicable to PZEVs as described in section 1962.1(c)(2)(D), Title 13, CCR.
- iii. **NEVs and ZEMs** must have, at a minimum, a warranty of 24 months. At least four months of the first 12 months of the NEV/ZEM 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 still remaining. For the purpose of 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.

### **3. Development of List of Eligible Vehicle Models**

The CVRP 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 ARB the Vehicle Eligibility Application and all supporting documentation. ARB 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 ARB will add the vehicle to the List of Eligible Vehicle Models, calculate the rebate amount, and provide the updated list to the Administrator. 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. All other new vehicle models purchased before being on the List of Eligible Vehicle Models are not rebate eligible.

### **4. Vehicle Rebate Amounts for Individuals, Businesses, and Public Entities**

ARB 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 webpage.

Table 2 summarizes the maximum per vehicle rebate amount.

**Table 2: CVRP Maximum Rebate Amounts**

<b>Vehicle Type</b>	<b>Maximum Rebate Amount</b>
Fuel Cell Electric Vehicle	\$5,000*
Light-Duty Zero-Emission Vehicle	
Type I, 1.5, II, III, IV, V, or BEVx	\$2,500
Light-Duty Plug-in Hybrid Electric Vehicle	\$1,500
Neighborhood Electric Vehicle	\$900
Zero-Emission Motorcycle	\$900

\*FCEV eligible purchases or lessees made on or after June 1, 2014 qualify for a rebate of up to \$5,000.

Combining Vehicle Rebates with Other Incentives

Participation in CVRP does not preclude a vehicle purchaser or lessee from combining CVRP rebates with other incentive opportunities. Rebates could be combined with federal, state, or local agency incentives as well as Administrator match funding, if available, to help further buy-down an eligible vehicle’s cost. The total of all incentives and tax credits may not be more than the vehicle purchase price or total cost of the lease.

**5. Reduced Ownership Period Provisions Specific to Rental and Car Share Fleets**

Rental and car share fleets provide a unique opportunity for introducing eligible vehicles to a large consumer base. Because vehicles are typically circulated out of the fleets in less than the three year ownership/lease period required under the CVRP, provisions are warranted to allow these vehicles to be rebated. Rental and car share vehicles are rebate-eligible if retained in California for a minimum of one year (twelve consecutive months) but less than three years. Vehicles must be available for rent from a California rental location for the minimum twelve consecutive month term. Rental fleets and car share fleets are subject to a limit of 20 rebated vehicles per calendar year. See Section B (6) for a more detailed information regarding the maximum number of rebates per entity.

Vehicles rebated under the reduced-ownership provision for rental and car share fleets are eligible for the rebate amounts identified in Table 3. Rental or car share fleets that own and operate vehicles in California for a minimum of three years are eligible for the vehicle’s maximum rebate amount identified in Table 2.

**Table 3: Rebate Amounts for Rental and Car Share Fleets Under the Reduced Ownership Provision**

<b>Vehicle Type</b>	<b>Maximum Rebate Amount Under Reduced Ownership</b>
Fuel Cell Electric Vehicle	\$1,500
Light-Duty Zero-Emission Vehicle	
Type I, 1.5, II, III, IV, V, or BEVx	\$750
Light-Duty Plug-in Hybrid Electric Vehicle	\$450
Neighborhood Electric Vehicle	\$270
Zero-Emission Motorcycle	\$270

**6. Maximum Rebates per Entity**

Except for rental, public, and car share fleets, no single entity is eligible to receive more than two CVRP rebates either via direct purchase and/or lease. Traditional rental car fleets and car share fleets are capped at 20 rebates per calendar year. Public fleets are limited to 30 rebates per year. Table 4 summarizes the maximum number of rebates per entity.

**Table 4: Maximum Number of Rebates per Entity**

<b>Consumer Type</b>	<b>Maximum Number of Rebates</b>
Individual or Businesses	2 total*
Public Fleet	30 per calendar year
Rental Fleet	20 per calendar year
Car Share Fleet	20 per calendar year

\*Individuals or businesses that were previously rebated the maximum number of rebates and wish to upgrade to a FCEV may apply for an additional rebate.

**a. Increased Incentives for Public Fleets in Disadvantaged Communities**

To support public fleet participation in the Clean Vehicle Rebate Project, funding was approved in the FY 2014-15 Funding Plan specifically for public agencies (federal, state, county, regional and municipal) located in or serving disadvantaged communities. ARB and the Administrator shall monitor the funding draw down throughout the fiscal year and remaining funds set aside would be reallocated back into the rebate account if unused. As noted earlier, a public fleet is limited to a maximum of 30 rebates per calendar year. Table 5 summarizes the maximum per vehicle rebate amount.

**Table 5: Rebate Amounts for Public Fleets in Disadvantaged Communities**

<b>Vehicle Type</b>	<b>Maximum Rebate Amount</b>
Fuel Cell Electric Vehicles	15,000
Light-Duty Zero-Emission Vehicle	
Type I, 1.5, II, III, IV, V, or BEVx	\$10,000
Light-Duty Plug-in Hybrid Electric Vehicle	\$5,250
Neighborhood Electric Vehicle	\$900
Zero-Emission Motorcycle	\$900

**b. Taxpayer Identification Number (TIN) Requirements**

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

**7. Distribution of Rebates**

For vehicles purchased or leased on or after **May 5, 2014**, the purchaser or lessee must submit a rebate application within 18 months after the transaction to be eligible for a rebate. For the purposes of 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, and taken physical possession or delivery of the vehicle. For the purposes of CVRP, a vehicle is deemed to be leased on the date upon which the lease of the vehicle commences, as specified in a signed lease agreement. Ownership of the vehicle will be demonstrated by providing documentation as approved by the Administrator. With the exception of vehicles purchased under the special provisions of Section B (5), owned and leased vehicles must be operated and registered in California for a minimum of 36 consecutive months. Applications can be submitted online at the CVRP website. Applicants without internet access can contact the Administrator in order to receive a rebate application by mail.

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 or upon receipt of a mailed application. After an application is accepted by the Administrator, the required supporting documentation (outlined in Section C (3)) must be submitted by the purchaser or lessee to the Administrator within 14 calendar days (if mailed, submittal date will be determined by U.S. mail postmark). The signed application and supporting documents may be

scanned and sent electronically through e-mail to [cvrp@energycenter.org](mailto:cvrp@energycenter.org) .

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

## **8. Waiting List**

ARB will review the progress of CVRP as well as development of the Funding Plan to determine if a waiting list is necessary and appropriate. If necessary, ARB will coordinate the development of a waiting list with the Administrator.

## **C. VEHICLE PURCHASER OR LESSEE 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. Eligible vehicle purchasers or lessees must accept the rebate directly – CVRP does not provide an option to assign the rebate to a vehicle seller or lessor (i.e. vehicle dealer or manufacturer). To receive a CVRP rebate, a vehicle purchaser or lessee must:

- a. Be an individual, business, nonprofit or government entity that is based in California or has a California-based affiliate at the time the rebated vehicle is purchased or leased. Proof of California DMV registration will be required to complete a CVRP application.
  - i. Eligible vehicles may be purchased or leased out-of-state, but consumers must be California residents at the time of vehicle purchase. All businesses must be licensed to operate in California. Active duty military members stationed in California, but with permanent residency in another state are eligible to apply and may use military orders in lieu of other proof of residence documentation.
- b. Purchase or lease a new eligible vehicle as specified in Section B of this Implementation Manual.
- c. Be a purchaser or lessee of a new eligible vehicle and submit a CVRP 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.
- e. Lease terms of at least 36 months are required for program eligibility.

- f. Retain ownership of the vehicle in California for a minimum of 36 consecutive months immediately after the vehicle purchase or lease date (only rental and car share vehicles are eligible for a reduced ownership provision if retained in California for a minimum of twelve consecutive months but less than 36 consecutive months).
- g. Rebate recipients who do not retain the eligible vehicle for the full 36-month ownership or lease period will be required to reimburse ARB all or part of the original rebate amount. See Section C (4).
- i. Vehicle purchasers or lessees are required to notify the Administrator, by calling (866) 984-2532 or email [cvrp@energycenter.org](mailto:cvrp@energycenter.org), to seek approval for early termination of vehicle ownership in advance of intent to sell or terminate a lease prior to the required 36 month ownership period.
- h. Register the new vehicle with the California DMV for a minimum of 36 consecutive months for use in California. Any government owned vehicle not registered with the California DMV is still required to operate within California for 36 consecutive months immediately after the vehicle purchase or lease date. Rental and car share purchasers or lessees must register the vehicle with the California DMV and operate the vehicle for a minimum of 12 consecutive months after vehicle purchase or lease date.
- i. Submit the signed application form and all required supporting documentation within 14 calendar days of application submittal as specified in Section C (3) of this Implementation Manual.
- j. Not make or allow any modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system (Violation, CVC 27156).
- k. Commit that any emission reductions generated by the purchased vehicle will not be used as marketable emission reduction credits, to offset any emission reduction obligation of any person or entity, or to generate a compliance extension or extra credit for determining regulatory compliance.
- l. Be available for follow-up inspection if requested by the Administrator, ARB, or ARB's designee for the purposes of project oversight and accountability.
- m. Rebate checks must be cashed within six months of the postmark date the check was mailed. Checks not cashed within this timeframe will be cancelled and the rebate amount returned to the project

The vehicle purchaser or lessee is responsible for ensuring the accuracy of the information on all rebate applications and required documentation submitted to the Administrator. Submission of false information on any required documents may be considered a criminal offense and is punishable under penalty of perjury under the laws

of the State of California. ARB or its designee has the authority to recoup the CVRP funds which were received based upon misinformation or fraud, or for which the dealership, manufacturer, or vehicle purchaser or lessee is in significant or continual non-compliance with this Implementation Manual or State law. ARB also retains the authority to prohibit any entity from participating in CVRP due to non-compliance with project requirements.

## **2. Vehicle Ownership Reporting**

ARB reserves the right to request voluntary participation from rebate recipients in ongoing research efforts that support the CVRP and AQIP goals as well as ARB Research Division efforts. The Administrator shall administer vehicle owner surveys to rebate recipients to collect vehicle usage data and other information pertaining to CVRP-eligible vehicle ownership. ARB will coordinate with the Administrator to identify survey parameters and determine the most effective mechanism for obtaining information.

## **3. Supporting Documentation**

If the purchaser or lessee does not submit the required documentation within the specified 14 calendar days, the funds will be released back to the project and the purchaser or lessee will be required to submit a new rebate application. Required documentation will include, at a minimum, the following:

- a. For applicants who request applications by phone, a complete application with signature and date. For online applicants, a hard copy of the submitted application signed by the vehicle purchaser, lessee, or authorized representative. If mailed, submittal date will be determined by U.S. mail postmark. The signed application and supporting documents may be scanned and sent electronically through e-mail to [cvrp@energycenter.org](mailto:cvrp@energycenter.org).
- b. Proof of temporary or permanent vehicle registration 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. Local, state, and federal agencies and entities may submit other documents with the prior approval of the Administrator.
- c. A copy of the final sales or lease contract with an itemization of credits, discounts, and incentives received, if applicable.
- d. For individuals, a copy of a California driver's license, utility or cable bill from within the last 3 months or other valid form of California residency as approved by ARB. Other forms of valid proof include a signed, dated, and notarized rental agreement, or a copy of the current DMV registration of another vehicle in the purchaser or lessee name.

- e. For a business or nonprofit, a copy of the formation document filed with the California Secretary of State or other documentation as approved by the Administrator. Sole proprietors may submit a copy of a utility or cable bill from within the last 3 months, a current vehicle DMV registration or a notarized rental agreement.
- f. For ZEMs and NEVs, evidence of maintenance free batteries (and sealed if lead acid), and a 24-month warranty.

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

#### **4. Vehicle Ownership Provision**

With the exception of vehicles purchased or leased under the special provisions in Section B(5), vehicle purchasers and lessees participating in CVRP are required to keep the vehicle and meet all applicable project requirements for a minimum 36 month period after the vehicle purchase or lease date.

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, etc.) or upgrade (e.g. replace PHEV with BEV), the Administrator, in conjunction with ARB, has discretion to allow updated information to be provided with no return of CVRP rebate funds.

Resale of a vehicle or return of a leased vehicle to a dealer is allowed within this 36 month period if necessitated by unforeseen or unavoidable circumstances. To employ this provision, contact the Administrator to initiate this process. Purchasers or lessees who must resell a vehicle or return a leased vehicle to a dealer due to unforeseen or unavoidable circumstances such as financial hardship or military duty may be exempt from returning the prorated rebate amount. Financial hardship and military duty exemptions will be approved by ARB on a case-by-case basis. If the vehicle is resold or returned, the vehicle purchaser or lessee must refund a prorated portion of their rebate, in an amount equivalent to the original rebate amount divided by 36 months and then multiplied by the number of months remaining in the original 36 month period (rounded to the nearest month), to the Administrator (see formula provided below):

**(Original Rebate Amount ÷ 36 Months) x (36 – months since vehicle purchase or lease date)**

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

ARB verifies vehicle ownership through periodic checks of Vehicle Identification Numbers (VINs) in the California DMV database. If a vehicle purchaser or lessee sells

or returns the rebated vehicle to the dealer, ARB 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**

**“ARB-Certified”** means a vehicle that has been certified as a ZEV or a Transitional Zero Emission Vehicle and issued an Executive Order by ARB 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 through the use of an electric battery but uses a flywheel or capacitor that also stores energy to assist in vehicle operation.

**“BEVx”** is a regulatory vehicle category approved by the Board in January 2012 that includes battery-electric vehicles with small, gasoline powered, range extending auxiliary power units (APU). The APU provides only an emergency “limp home” range, unlike the long range or full power of a hybrid electric vehicle. The BEVx is considered a zero-emission vehicle subcategory under the CVRP, and rebate amounts are based on vehicles’ range certifications.

**“Car share fleets”** Car sharing is a model of car rental in which cars are rented for short periods of time, often by the hour. The organization renting the cars may be a commercial business or the users may be organized as a company, public agency, cooperative or ad hoc grouping.

**“Fleet”** means vehicles under common ownership or fiduciary control, including, but not limited to, entities sharing a common Taxpayer Identification Number (TIN). Vehicles are considered part of a single fleet even if they are part of different subsidiaries, divisions, or other organizational structures of a company, government agency, or other entity. For the purposes of CVRP, franchises, divisions or subsidiaries doing business under a common name will be considered one entity even if they do not share a TIN.

**“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 combustion engine. 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.

**“Neighborhood Electric Vehicle (NEV)”** means a motor vehicle that meets the definition of “low-speed vehicle” either in section 385.5 of CVC or in 49 CFR 571.500

(as it existed on July 1, 2000) and is certified to zero-emission vehicle standards.

**“Plug-in Hybrid Electric Vehicle (PHEV)”** (sometimes referred to as an Extended Range Electric 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 Fleet”** means a vehicle under ownership by a public entity.

**“Rental fleet”** means a fleet categorized under the North American Industry Classification System (NAICS) as an establishment engaged in renting passenger cars without drivers, generally for short or long periods of time (2007 NAICS code 532111 and 532112).

**“Type I ZEV”** means a ZEV with a UDDS ZEV range of 50 to less than 75 miles.

**“Type I.5 ZEV”** means a ZEV with a UDDS ZEV range of 75 to less than 100 miles.

**“Type II ZEV”** means a ZEV with a UDDS ZEV range of 100 to less than 200 miles.

**“Type III ZEV”** means a ZEV with either (1) a UDDS range of 200 or more miles or (2) a UDDS ZEV range of 100 to less than 200 miles and is capable of replacing 95 miles of range in 10 minutes or less per CCR section 1962.1(d)(5)(B) of the California ZEV Regulation.

**“Type IV ZEV”** means a ZEV with a UDDS ZEV range of 200 miles or more and is capable of replacing 190 miles of range in 15 minutes or less per CCR section 1962.1(d)(5)(B) of the California ZEV Regulation.

**“Type V ZEV”** means a ZEV with a UDDS ZEV range of 300 miles or more and is capable of replacing 285 miles of range in 15 minutes or less per CCR section 1962.1(d)(5)(B) of the California ZEV Regulation.

**“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.

Clean Vehicle Rebate Project Standard Operating Procedures

SAMPLE

## **Procedures for Authorizing Early Lease/Ownership Termination of Rebated Vehicles**

This document provides the necessary steps involved for the Rebate Administrator (Administrator) and the California Air Resources Board (ARB) to follow if notified of the resale or lease termination of a Clean Vehicle Rebate Project (CVRP) rebated vehicle.

### **Step One: Notify the Administrator of Vehicle Resale/Lease Termination Request**

If ARB is notified of vehicle resale or lease termination request, ARB 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/Lease Termination Request**

Once notified by a rebate recipient of interest in reselling/terminating the lease on a CVRP funded vehicle, the Administrator will document the case on a resale/lease termination request form:

1. Applicant contact information
2. Date when the individual applied for CVRP
3. Original rebate amount received
4. Vehicle Identification Number
5. Reason for vehicle resale/lease termination
6. Status of vehicle resale/lease termination
7. Prorated rebate amount using the formula below:

**(Original Rebate Amount ÷ 36 Months) x (36 – months since vehicle purchase or lease date)**

### **Step Three: Administrator Review and Rule on Vehicle Resale/Lease Termination Request**

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

### **Step Four: The Administrator Notifies Applicant Ruling**

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

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

Once the prorated rebate amount is refunded back to CVRP, the Administrator will inform ARB, through program reporting. Additionally, the Administrator will provide monthly status reports until the refund is received. If a the individual requesting

resale/lease termination is unresponsive and fails to return the prorated rebate amount within 30 calendar days of initial ruling notification, the Administrator shall notify ARB and provide the individual's information outlined in Step Two.

### **Step Six: Coordination with Enforcement of CVRP Ownership Terms**

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

## **Procedures for Floor Model/Test Drive and Rollback/Unwind Vehicle Eligibility**

This document provides the steps necessary for the Administrator and the California Air Resources Board (ARB) to manage Clean Vehicle Rebate Project (CVRP) rebate applications for floor model, test drive, rollback and unwind vehicles.

### **Step One: Definitions**

#### ***Floor Model/Test Drive Vehicles***

Floor model or test drive vehicles are 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).

#### ***Rollback/Unwind Vehicles***

A rollback is a vehicle returned to a dealership shortly after being purchased or leased and operated by a buyer. Rollbacks can occur if a buyer's financing is rejected. An unwind occurs when an Application for Registration of New Vehicle is completed, but the sale or lease of the vehicle was not consummated and the buyer never took delivery.

### **Step Two: Review of Vehicle Supporting Documents**

The Administrator will review the supporting documents within the rebate application to ensure the application meets all program requirements. A California vehicle sales or lease contract will indicate if a vehicle is new or used.

2.1 Floor Model/Test Drive Documentation: Per the California DMV's Vehicle Registration Procedures Manual, a new vehicle operated as a floor model or test drive vehicle (referred to as "demonstrator" vehicles by the California DMV) is classified to be a used vehicle when subsequently sold to a retail buyer. However, when sold to the retail buyer, floor model or test drive vehicles must be registered with the California DMV as a new vehicle through the use of the

*Application for Registration of a New Vehicle (California DMV Form 397).* The sale or lease contract and the proof of temporary or permanent vehicle registration should reflect these DMV requirements.

2.2 Rollback/Unwind Documentation: Per the California's DMV's Vehicle Registration Procedures Manual, rollback and unwind vehicles occur when they have been registered by the original purchaser through the use of the Application for Registration of New Vehicle (California DMV Form 397). The Administrator requires documentation showing that the dealership is attesting to the fact that the car is either a rollback or unwind vehicle.

### **Step Three: Determining Vehicle Eligibility**

Based on the supporting documents provided with the rebate application, the Administrator, with input from ARB, will determine whether the applicant is eligible for the CVRP rebate.

3.1 Floor Model/Test Drive Eligibility: A floor model or test drive vehicle which was not previously registered with the California DMV, and meets all other CVRP vehicle eligibility criteria, is eligible for the CVRP rebate. Per section 2(a) of the CVRP Implementation Manual, a floor model or test drive vehicle which has previously been registered with the California DMV does not meet the CVRP vehicle eligibility criteria, thus is not eligible for the CVRP rebate.

3.2 Rollback/Unwind Eligibility: A rollback or unwind vehicle has previously been registered with the California DMV; however, the sale or lease was never completed. The vehicle was either returned or never delivered due to financing issues. These vehicles' eligibility will be determined on a case by case basis after reviewing the supporting documentation.

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