



# Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project

## New Dealer Training Guide

Updated 10/05/2021

CaliforniaHVIP.org

[dealertraining@californiaHVIP.org](mailto:dealertraining@californiaHVIP.org)

### Contents

California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) .....	2
Who's Who?.....	3
Responsibilities of HVIP Approved Dealers.....	5
The Voucher Process and Timelines .....	7
Commonly Forgotten Rules and Mistakes .....	12
HVIP Implementation – More of What You Need to Know .....	14

## California Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP)

The Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP) accelerates the deployment of zero-emission and near-zero-emission vehicles in California. HVIP benefits the residents of California by stimulating deployment of advanced clean commercial vehicles, reducing greenhouse gas emissions to help meet longer term climate goals, and improving community health with immediate air pollution emission reductions.

HVIP responds to a key market challenge by making clean trucks and buses more affordable for fleets. Fleets receive the voucher discount at the point of sale and HVIP-approved dealers process the required documentation.

HVIP Approved Dealers are defined as the salespersons (grant manager, financial controller, or similar role) of dealerships or Original Equipment Manufacturers (OEMs) which sell HVIP eligible vehicles. The dealers are responsible for requesting a voucher on behalf of a customer at the point of purchase when funds are available.

HVIP streamlines the voucher acquisition process by requiring dealers to go through HVIP Dealer Training to become HVIP Approved Dealers. Only HVIP Approved Dealers can request vouchers on behalf of their customers. In doing so, dealers become familiar with the process and the project, narrowing the margin for error experienced with direct requests from purchasers for funding.

Vouchers are issued on a first-come, first-served basis, and all participants must adhere to the [Implementation Manual](#) (IM) that is in effect at the time of their voucher request.

This document is intended to guide new dealers through the process of becoming an HVIP Approved Dealer. It provides high-level takeaways from the [FY20-21 Implementation Manual](#) and should NOT act in place of the IM. **ALL HVIP participants are responsible for understanding and adhering to the rules and requirements in the FY 20-21 Implementation Manual.**

## Who's Who?

### HVIP Team

In 2009, the California Air Resources Board (CARB) created HVIP. CARB has partnered with CALSTART to administer the project since its inception and CALSTART contracts with Tetra Tech to process vouchers.

The team at Tetra Tech works intimately with dealers, purchasers and their vouchers to ensure alignment with HVIP policy and CARB requirements. Tetra Tech may also be referred to as the Voucher Processing Center Team.

The CALSTART team works with dealers to get them approved to request HVIP vouchers. CALSTART issues periodic project updates, newsletters and additional trainings for HVIP approved dealers. The team also works with Environmental Justice Partners across the state to engage with communities disproportionately affected by mobile source pollutants.

CARB determines vehicle and technology eligibility. OEMs must send their eligibility applications to CARB to get their vehicles and technologies approved. Dealers can only submit voucher requests for CARB-approved technologies. In addition to eligibility, CARB determines the project's guidelines and special voucher cases. More information is available at [www.CaliforniaHVIP.org](http://www.CaliforniaHVIP.org).

### Voucher Participants

Participating HVIP manufacturers are responsible for securing a CARB Executive Order (EO) and applying for HVIP eligibility for their advanced clean vehicle. [Per the FY20-21 Funding Plan for Clean Transportation Incentives](#), manufacturers may hold up to 100 unredeemed vouchers at a time across all the manufacturer's HVIP-eligible product line and approved dealers. As a manufacturer redeems vouchers, more voucher become available for vehicles from that manufacturer.

Manufacturers may be granted additional vouchers beyond the cap on a case-by-case basis.

Manufacturers or other affiliated parties who are not authorized dealers do not have access to the VPC and can request voucher status information directly from the dealer who submitted the voucher request.

The HVIP Approved Dealer is the key to HVIP's success. As an HVIP approved dealer, you communicate the progress of the voucher to the manufacturer and purchaser and keep the Voucher Processing team apprised of important vehicle and purchaser updates. Dealers are also responsible for sharing manufacturer voucher availability with their customers. according to the FY20-21 IM, HVIP Approved dealers are defined as the following:

- a. An HVIP Approved Dealer must be the individual responsible for the final invoice to the purchasing fleet AND delivery of the completed vehicle.
- b. The following entities may be considered eligible vehicle dealers for the purposes of HVIP:
  - i. A truck or bus dealership that has had a valid business license for the past two years, has an official dealer license and has a written agreement with a medium- or heavy-duty vehicle manufacturer.
  - ii. A truck, van or bus vehicle manufacturer that manufacturers HVIP eligible vehicles and engines and sells those vehicles and engines directly to fleets.
  - iii. A truck, bus or equipment manufacturer that has a written agreement with another medium- or heavy-duty vehicle manufacturer and has had a valid business license for the past two years.
  - iv. A manufacturer that manufactures engines certified to the optional Low NOx standard of 0.01 g/bhp-hr, or dealer selling such engines.
- c. Carries the responsibility of requesting/redeeming vouchers and following HVIP the rules and requirements of the project.

Purchasers are those who directly receive the benefits of HVIP vouchers and are responsible for communicating with an HVIP approved dealer in order to secure a voucher. For the purposes of HVIP, a purchaser is the fleet or individual owner / operator who will operate the vehicle for a minimum of three years after voucher redemption, whether through lease or direct purchase. A purchaser is not a manufacturer, dealership, or leasing company that enters into any agreement with another party to operate the vehicle.

## Responsibilities of HVIP Approved Dealers

Dealers are responsible for ensuring a voucher is successfully redeemed by adhering to the rules and guidelines found in the HVIP Implementation Manual.

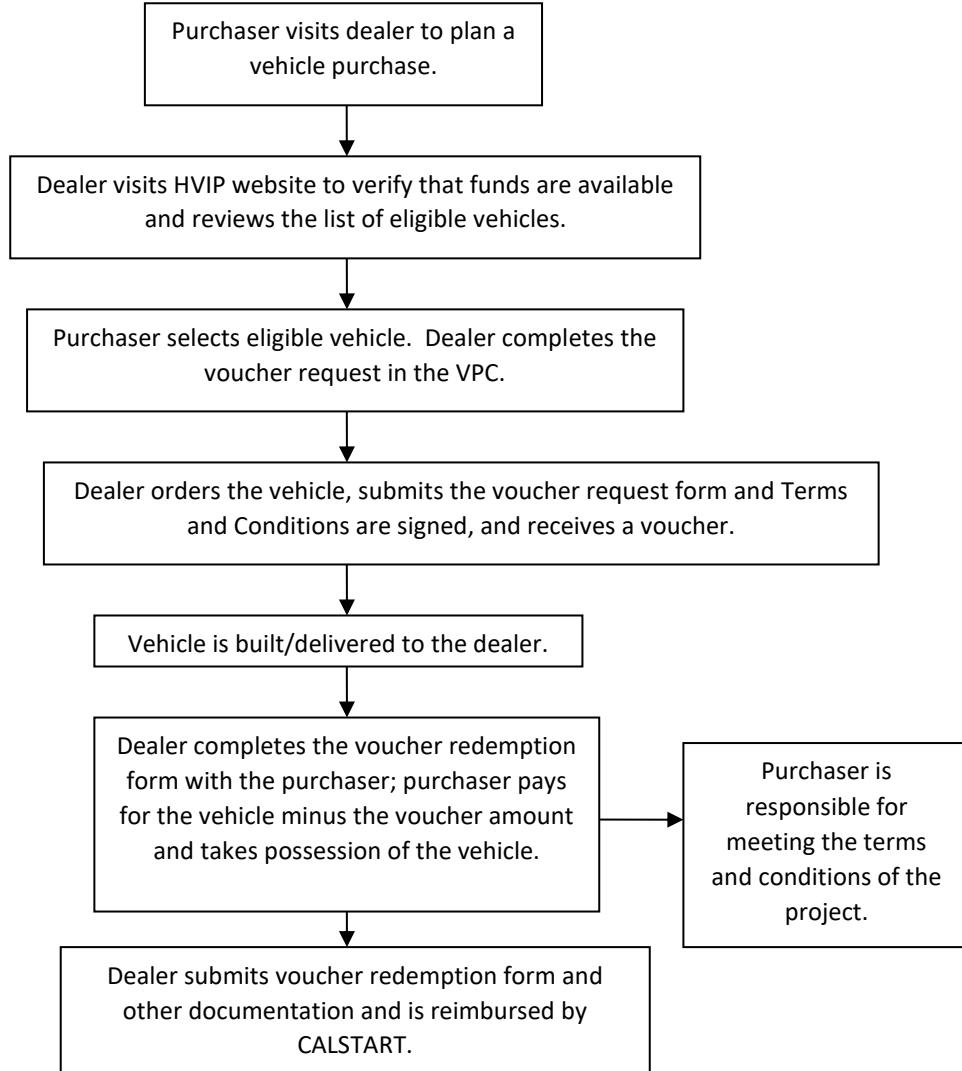
All HVIP dealers are responsible for the following:

- a. Becoming familiar with all HVIP requirements.
- b. Participation in dealer training and registration.
- c. Providing accurate information to the CALSTART, Tetra Tech and CARB (if necessary) teams as well as to their purchaser(s).
  - i. This includes informing the purchaser of voucher request submission and intent to cancel a voucher prior to doing so.
- d. Completing voucher request and voucher redemption forms, with the assistance of the purchaser, and supplying the necessary purchase documentation.
- e. Providing accurate and complete documentation of the purchase to the Grantee.
- f. Frequently checking the HVIP webpage at [www.CaliforniaHVIP.org](http://www.CaliforniaHVIP.org) for updates and announcements.
- g. Refusing to share VPC account credentials with anyone. You may request vouchers on behalf of other salespeople within your organization but may not share access to the VPC.
- h. Ensuring purchasers are fully aware of EACH Term/Condition before signing the voucher request.
- i. Notifying Tetra Tech of any special request BEFORE a voucher is approved (lease deals, special testing, demo agreements, unique financing deals, etc.). Special requests may be considered those which are nontypical sales.
- j. Issuing the final invoice for the completed vehicle to the HVIP purchaser.
- k. Delivering the completed vehicle to the HVIP purchaser.

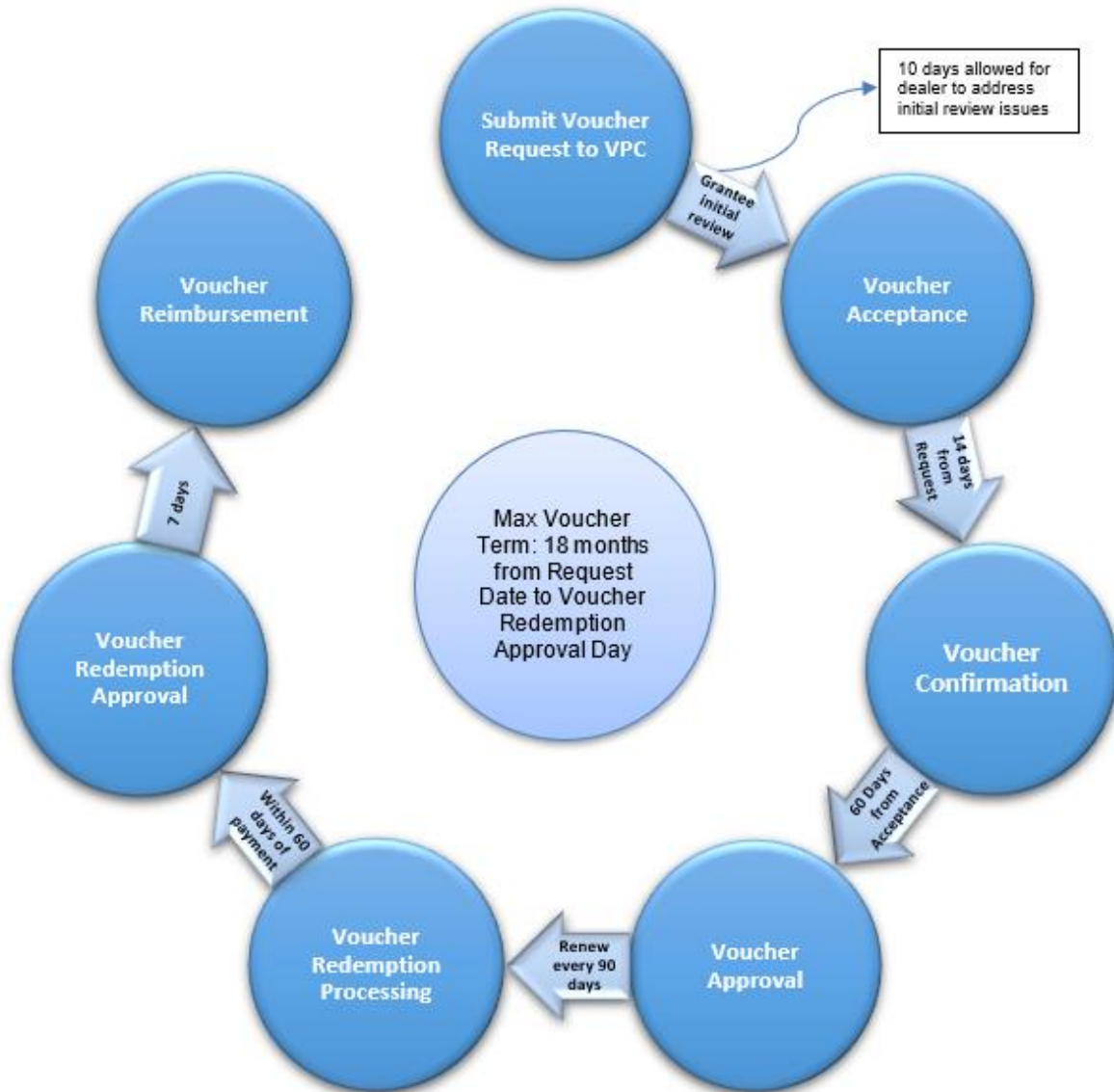
- l. Coordinating with purchasers so as not to exceed the 30-voucher fleet cap.
- m. Coordinating with their vehicle manufacturers who are allowed up to 100 unredeemed vouchers at a time.

# The Voucher Process and Timelines

## Example HVIP Truck or Bus Purchase Transaction



## Voucher Lifecycle



**Voucher Request** – Submission of the electronic voucher request and accompanying purchase order officially assigns you a voucher number. *You must submit the voucher request in order for a voucher to enter the system. Unsubmitted voucher requests will not reserve voucher funding for your customer’s order. Voucher numbers will be assigned to the individual voucher(s) after voucher request submission, which confirms funds have been set aside.*



- Before issuing a voucher request, dealers are encouraged to check a fleet's compliance with the California Truck and Bus Regulation (TRUCRS) by searching the database at <https://ww3.arb.ca.gov/msprog/onrdiesel/tblookup.php>. The purchaser's TRUCRS ID is required within 10 days of voucher request submission. If exempt, documentation of such is required within 30 days.
- A valid signed Purchase Order (or other binding Agreement, Contract, Buyer's Order, or action/resolution by a government entity's governing body) is required at the time a voucher request is made. When HVIP re-opens to voucher requests in 2021, Purchase Orders for purchases made by private entities must be dated no more than 10 calendar days prior to the date of the corresponding voucher request.
  - In recognition of the complexity of purchases made by public entities, the timeline is 90 days, and case-by-case exceptions can be requested via [voucherprocessing@tetrattech.com](mailto:voucherprocessing@tetrattech.com) for consideration by CARB.
  - If HVIP funds are released in "waves" during 2021, a purchase order eligible at the time of the initial opening will remain eligible throughout the program year.
  - Purchase Orders should include the following:
 

<ul style="list-style-type: none"> <li>▪ Dealer Name, Address</li> <li>▪ Purchaser Name, Address</li> <li>▪ Voucher Amount listed as HVIP funded,</li> </ul>	<ul style="list-style-type: none"> <li>▪ Number of Units,</li> <li>▪ Model Year,</li> <li>▪ Issue Date,</li> <li>▪ Vehicle Description,</li> <li>▪ Signature</li> </ul>
--	---
- Once the required information is entered and you are ready to submit the request, hit 'Mark Status as Complete' at the top of the request.
- Electronic signatures on the voucher request and Terms and Conditions (T&Cs) form must be completed within 14 days of the electronic voucher request submission via a [Formstack](#) link the VPC team will send to you. The

information on the form will be populated with what was provided when the voucher request was submitted and reviewed by the purchaser.

- Voucher funds are reserved at the time of the electronic voucher request submission and voucher ID generation, though this does not guarantee you the funds. They will need to go through an initial review process before being approved.
- *Important Note on Drayage Vouchers:* If 'Truck – Drayage' is selected as the Vehicle Type on a voucher request, the purchaser must verify via the voucher T&C's that they meet the drayage operations requirements in order to qualify for an increased voucher amount of \$150,000. Specifically, to qualify for the \$150,000 voucher amount, instead of the standard Class 8 voucher amount of \$120,000, purchasers must either:
  1. Have had at least one vehicle listed in the California Air Resources Board Drayage Truck Registry (DTR) in 2020 or earlier, and verify by providing a copy of the vehicle's Drayage Truck Registration Confirmation to [voucherprocessing@tetrattech.com](mailto:voucherprocessing@tetrattech.com) within 30 days of the voucher request  
OR
  2. Submit a copy of the fleet's permission to enter any CA port or railyard, to [voucherprocessing@tetrattech.com](mailto:voucherprocessing@tetrattech.com) within 30 days of the voucher request. Acceptable documentation includes UIIA Authorization, concession agreements, or other forms of drayage operations permissions.
    - To see which vehicles in the HVIP catalog classify as Drayage-capable, see [www.californiahvip.org/vehicles](http://www.californiahvip.org/vehicles), select Tractor, and choose "Drayage Capable" in the filter under "Vehicle Type."

**Accepted – Pending Signed Forms** – Once an initial review of your voucher request is complete, the request is either accepted or denied. The signed voucher request and T&C's forms must be completed at this time if you have not done so already. Additionally, you may need to supply some information to get to the next step.

**Accepted – Pending Confirmation** – Once the voucher request and T&C's form has been submitted and approved, you will need to provide additional information before the voucher can be approved.

- A VIN (and serial number for repowers) and anticipated delivery date are due within 60 days of voucher acceptance. Prior to a VIN being available, a Serial Number or Production Number (typically the last several digits of the VIN) is acceptable for the first 60 days. If the VIN is not available for more than 60 calendar days, please inform the Voucher Processing Team.

**Approved Status** – The voucher request will be officially approved once all necessary information has been submitted and reviewed.

- The voucher is valid for three months (90 days) from the approval date. In order to renew the voucher for an additional three months, you must update the voucher's anticipated delivery date. ***If the delivery date has not changed, simply re-enter the anticipated date of delivery to extend the validity of the voucher for an additional three months.***
- A voucher must be redeemed within 18 months of the initial electronic voucher request submission. If this cannot be completed, please contact VPC staff for a voucher extension form and next steps.
- Once a vehicle has been delivered and you are ready to move the voucher to the next status you will need to enter the following information into the VPC.
  1. Actual GVWR of the vehicle
  2. Total Delivered Price with Taxes and Options
  3. Base Price
  4. Title Transfer Date
  5. Upload a photo of the VIN Tag clearly showing the VIN and the GVWR

**Redemption Processing** – All redemption documents are due within 60 days of receipt of payment from the purchaser.

## Commonly Forgotten Rules and Mistakes

We've put together a list of HVIP rules that are often forgotten to help reduce the chance of running into issues with your vouchers.

- Before issuing a voucher request, dealers are encouraged to check a fleet's compliance with the California Truck and Bus Regulation (TRUCRS) by searching the database at <https://ww3.arb.ca.gov/msprog/onrdiesel/tblookup.php>. Vouchers cannot be redeemed for non-compliant fleets. Special cases may be exempt, please contact the Voucher Processing Team for more information.
- A voucher should be requested at the time of purchase order issuance.
- Neither the purchaser, dealer nor the vehicle model information may change from the information initially listed on the purchase order and voucher request. If the vehicle, dealer or the purchaser information change, the voucher will be cancelled and the dealer will be allowed to submit a new voucher request, funding availability permitting.
- When requesting a batch of vouchers, the vehicle model, purchaser and dealer information must be identical for all vouchers in the batch.
- Special requests (lease deals, special testing, demo agreements, unique financing deals, etc.) must be disclosed with the initial voucher request (before voucher is approved).
- The vehicle price less the voucher amount must be listed on the purchase order. The final signed invoice must show that the voucher amount has been fully discounted from the vehicle price.
- HVIP offers an increased voucher amount to fleets domiciled in a Disadvantaged Community. Search the fleet's domicile address using CARB's Priority Population Map: <https://webmaps.arb.ca.gov/PriorityPopulations/>
  - Enter the fleet domicile location into the search bar at the top left of the map.
  - The DAC voucher modifier will apply to fleets domiciled in the SB 535 Disadvantaged Communities (pink).

- The VPC issues automated emails containing reminders or voucher milestones. Dealers are encouraged to check their junk mail to ensure they receive their voucher updates.
- More on Drayage:
  - *Drayage trucks are:* Any in-use on-road vehicle with a (GVWR) greater than 26,000 pounds that is used for transporting cargo, such as containerized, bulk, or break-bulk goods, that operates on or transgresses through a port or intermodal railyard property for the purpose of loading, unloading or transporting cargo, including transporting empty containers and chassis or off port or intermodal railyard property transporting cargo or empty containers or chassis that originated from or is destined to a port or intermodal railyard property.
  - *Drayage trucks are not:* Vehicles operating off of port or intermodal railyard properties that transport cargos that have originated from a port or rail yard property but have been off-loaded from the equipment (e.g., a trailer or container) that transported the cargo from the originating port or rail yard or Vehicles operating off of port or intermodal railyard properties that transport cargos that are destined for a port or rail yard but will be subsequently transferred into or onto different equipment (e.g., a trailer or container) before being delivered to a seaport or intermodal railyard.
  - [https://ww2.arb.ca.gov/sites/default/files/classic/msprog/onroad/porttruck/finalregdrayage.pdf?\\_g](https://ww2.arb.ca.gov/sites/default/files/classic/msprog/onroad/porttruck/finalregdrayage.pdf?_g)
- Vouchers cannot be submitted for vehicles that have been delivered prior to submittal date

## **HVIP Implementation – More of What You Need to Know**

Check the HVIP [Frequently Asked Questions](#) for a robust and frequently updated list of implementation Q&A.

Detailed instruction for requesting and processing vouchers are available within your VPC account under the 'Resources' tab.