

## APPENDIX B: Vehicle Eligibility Applications

### Vehicle Eligibility Application Submittal Instructions for Original Vehicle Manufacturers

Please submit the vehicle eligibility application to CARB by e-mail at [hvip@arb.ca.gov](mailto:hvip@arb.ca.gov) and provide a signed electronic copy of the application. There is no deadline for application submittal. Vehicle eligibility applications will be evaluated in the order they are received.

Applications for HVIP eligibility must match the corresponding Executive Order including vehicle model year, vehicle model name, chassis, chassis model year, and configuration. Voucher requests that are not identical to the corresponding Executive Order and HVIP Approval Letter may be subject to cancellation. The exception to this is when a letter of attestation is provided addressing Vehicle – EO MY alignment.

Specifically, in instances where the Model Year of the VIN for an HVIP-funded vehicle will not match the Model Year on the corresponding CARB Executive Order, a letter of attestation must be provided by the OEM on company letterhead a minimum of 30 calendar days in advance of the voucher request to [voucherprocessing@tetrattech.com](mailto:voucherprocessing@tetrattech.com) with the following information: 1) identifying the EO that covers the vehicle for which funds are being requested, 2) listing which Vehicle Models are covered by the corresponding EO, 3) listing which Vehicle MYs are covered by the MY of the corresponding EO, and 4) stating the OEM's understanding that if the OEM delivers an HVIP-funded vehicle that is not covered by the EO and HVIP Approval Letter, the OEM will be responsible for returning HVIP funds and covering any penalties issued by CARB, if applicable.

Questions regarding submittal of the vehicle eligibility application or application requirements should be directed to CARB at [hvip@arb.ca.gov](mailto:hvip@arb.ca.gov). <mailto:patrick.chen@arb.ca.gov> All vehicles eligible for HVIP are required to be certified at the vehicle level. Zero-Emission Powertrain Certification (ZEP Cert) is additional requirement for all new HVIP vehicle eligible applications submitted to CARB, for all applicable zero-emission powertrains and the trucks and buses they are installed in. More information is at <https://ww2.arb.ca.gov/our-work/programs/zero-emission-powertrain-certification>

For repowers, an aftermarket certification is required.

The timeline from when a complete and accurate eligibility application is received by CARB to when the vehicle is available in the HVIP Eligible Vehicles Catalog and Voucher Processing Center (VPC) is an average of 75 days. This includes 60 days for CARB's review and 15 days for HVIP staff to update the Catalog and VPC.

Manufacturers should be aware that voucher information regarding their technologies (i.e., quantity by dealer), may be released to the public at [www.californiahvip.org](http://www.californiahvip.org) and by other mechanisms.

Note: If the MY of an HVIP-funded vehicle changes in the time between when the voucher was requested and when the voucher was redeemed (i.e., MY2022 requested and MY2023 delivered), this does not affect the voucher status / redemption or the purchase order, if the subsequent model year is covered by a CARB

Executive Order or letter of attestation as described above. It will be acceptable for the voucher request and purchaser order / sales agreement even if it is not included in the HVIP Vehicle Catalog.

Note: All manufacturers of HVIP-eligible vehicles that are subject to recalls by the National Highway Traffic Safety Administration (NHTSA) must provide a copy within 30 days of the NHTSA filing to [hvip@arb.ca.gov](mailto:hvip@arb.ca.gov).