

HVIP VOUCHER REDEMPTION CHECKLIST

Effective FY24-25 - Follows CARB Implementation Manual Section D

A voucher will not be issued unless the OEM, dealer, and purchaser each meet all eligibility and compliance requirements outlined in the HVIP Implementation Manual. Once the voucher request is reviewed and approved by CARB or its grantee, the voucher is created, the vehicle identification numbers (VINs) are uploaded to the Voucher Processing Center (VPC), and the vehicle is built. After the vehicle is completed and all necessary information is verified, the redemption process begins. When all redemption requirements are satisfied, the voucher is paid.

Only complete and accurate voucher redemption submissions will be accepted. Use this checklist to confirm that all required documents and steps are complete **before submitting via the Voucher Processing Center (VPC)**.

☒ 1. SIGNED FINAL INVOICE

- ☐ Invoice is signed and dated by the **purchaser** (not lessor).
- ☐ Issued **only to the purchaser**; not to third parties.
- ☐ Reflects **HVIP voucher as discount** from total price.
- ☐ Itemized: vehicle base price, delivery fee, taxes, ADA equipment, etc.
- ☐ Includes **only eligible components** (no 3rd-party shelving, no training, etc.).
- ☐ **Sales tax** calculated on **pre-voucher amount**.
- ☐ Tax exempt? Include supporting documentation.
- ☐ **VIN clearly listed** and matches voucher.
- ☐ No invoices for incomplete vehicles or powertrains.

☒ 2. FINANCIAL DOCUMENTATION

- ☐ Shows **final payment** method/date from purchaser to dealer.
- ☐ Includes **invoice number, VIN, or voucher ID**.
- ☐ Leases:
 - ☐ Lease schedule shows **voucher value passed to lessee**.
 - ☐ Vehicle price and payments reflect **voucher discount**.
- ☐ Cash Deals:
 - ☐ Receipt includes **contract number, VIN, or voucher ID**.

☑ 3. VEHICLE INSPECTION

- ☐ Photo of **VIN tag with GVWR** (must match voucher).
- ☐ If VIN tag says “incomplete vehicle,” provide **body upfitter tag**.
- ☐ Final signed **repower invoice** (if applicable) with VIN and engine serial #.
- ☐ Photos showing vehicle is **ready for service**.
- ☐ Refuse trucks: Photo of **loader** (front/rear/side).
- ☐ Vehicle emission control information (**VECI**) **label photo** for re-certified or mismatched model year vehicles.
- ☐ Signed **Vehicle Inspection Form** by HVIP-Approved Dealer or OEM.

☑ 4. PROOF OF DELIVERY TO PURCHASER

- ☐ Delivery document includes:
 - ☐ Carrier name and contact info
 - ☐ Origin/destination address (**matches Domicile** in VPC)
 - ☐ **VIN**
 - ☐ Optional: Driver signatures at pickup/delivery OR attestation letter
- ☐ **Group photo** allowed for 10+ vehicles with accompanying VIN list

☑ 5. PROOF OF MILEAGE

- ☐ Odometer \leq **3,500 miles** at time of DMV registration
- ☐ Provide one of the following:
 - ☐ Telematics report
 - ☐ DMV odometer disclosure (REG 397)
 - ☐ Photo of odometer upon delivery
- ☐ >3,500 miles? CARB **pre-approval required**

☑ 6. VOUCHER/REDEMPTION/EO COMPLIANCE

- ☐ Vehicle specs (model year, chassis, etc.) match **CARB Executive Order**
- ☐ Signed **Voucher Redemption Form** (dealer & purchaser)
- ☐ All documentation submitted within **60 days of purchaser payment**
- ☐ If >540 days from request, ensure **redemption schedule** compliance
- ☐ All docs include **voucher number or VIN**

☒ 7. LOW NOX REPOWERS (IF APPLICABLE)

- ☐ Engine delivered and balance paid
- ☐ Installation expected within **90 days** of voucher request

☒ 8. AB 794 LABOR LAW COMPLIANCE

- ☐ Required for: tractor, panel/step van, straight truck, refuse truck, 2b vehicles
- ☐ Purchaser certified at cavezlaborlawcompliance.org

☒ 9. CALIFORNIA DMV REGISTRATION

- ☐ Dealer **waited for voucher approval** before registering vehicle
- ☐ Submit one of the following:
 - ☐ Temporary or permanent DMV registration
 - ☐ REG 397 form (CALSTART will follow up for final reg)
- ☐ **VIN and specs match CARB Executive Order**

☒ 10. PUBLIC SCHOOL BUS SET-ASIDE

- ☐ The new school bus must be delivered, and CHP certified. Proof of CHP Certification of the new school bus is required within 30 calendar days of vehicle delivery.
- ☐ If the new school bus is equipped with a wheelchair lift, a photograph of the wheelchair lift will be required.

Questions? Contact: hvip-processing@calstart.org