



**Innovative Small E-Fleet (ISEF)
Voucher Request and Terms and Conditions Form for Providers and Fleets
Effective 08/30/2023**

As a condition for participating in the State of California, Air Resources Board (CARB) Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project (HVIP), the provider and fleet must comply with the requirements below:

As it pertains to - Provider

1. I, the Provider have read, understand, and agree to all provisions in HVIP Implementation Manual;
2. I, the Provider understand that I must notify the administrator prior to entering into a new agreement with another party to operate the vehicle and understand that I must verify that the new fleet meets ISEF Requirements. CARB and its administrator reserve the right to deny new agreements if they do not comply with ISEF requirements;
3. I, the Provider certify that if the Drayage Early Adopter Incentive is requested that the fleet meets all definitions and operational requirements;
4. I, the Provider agree to disclose all sources of public funding that apply to the purchase of any vehicles and infrastructure for which I request HVIP vouchers;
5. I, the Provider, agree to retain ownership/lease of the vehicle for at least three years from the date of purchase/lease, unless given explicit prior written approval from CARB to sell or transfer the vehicle;
6. I, the Provider agree to keep written records of the vehicle purchase/lease for three years after the purchase/lease date and provide CARB, Grantee, or their designee with these records within ten days of their request. Records include but are not limited to: the vehicle invoice, proof of purchase, bill of lading, DMV records, vehicle payment information and related bank records, and purchaser/lessee fleet information;
7. I, The Provider understand that this voucher request is only valid for the equipment acquired through this specific dealer/manufacturer, and that any voucher provided based on this voucher request will be null and void if the purchaser/lessee, dealer/manufacturer, or vehicle identified herein change prior to voucher redemption or for noncompliance with applicable HVIP requirements, unless pre-approved by CARB;





8. I, The Provider agree to own/lease and operate this vehicle 100 percent in California for a minimum of three years from the date of purchase/lease unless:
1) the vehicle is an emergency response vehicle which may be deployed out of state, 2) the vehicle address identified in this form is in a county that borders Arizona, Nevada, Oregon or Mexico, or 3) the vehicle is a Class 8 truck conducting business outside of California. In the first two cases only, the vehicle may operate outside of California for up to 25 percent of its mileage. For the third case, the vehicle may operate outside of California for up to 50 percent of its mileage. Military vehicles are not subject to this requirement;
9. I, The Provider have the legal authority to apply for incentive funding for the leasing entity described in this agreement;
10. I, The Provider, agree that failure to comply with the terms of this agreement may result in repayment to CARB of voucher funds received;

As it pertains to – Provider and Small Fleet Operator

11. The Provider/Fleet, agree to register the vehicle in California with the Department of Motor Vehicles (DMV). Military and U.S. Postal Service vehicles are not subject to this requirement;
12. The Provider/Fleet agree to maintain vehicle insurance as required by law;
13. The Provider/Fleet, agree to provide access to the necessary charging/fueling equipment at the domicile location or a copy of their company's charging policy showing private or public charging/fueling access;
14. The Provider/Fleet agree to allow CARB or their designee to verify the vehicle registration with the DMV;
15. The Provider/Fleet understand they will receive automated emails from the HVIP Voucher Processing Center when the Dealer requests or redeems a voucher on their behalf, or if the voucher is cancelled for any reason. If a different person should receive the messages, then voucherprocessing@tetratex must be notified. The Provider/Fleet agree to respond promptly to requests for information;
16. The Provider/Fleet have reviewed and verified all information in all sections of the voucher request, including the fleet definitions, Disadvantaged Community, and all other Purchaser Information on this request form, and including the Vehicle and Vehicle Vocation / Type selected for this voucher;
17. The Provider/Fleet agree to never modify the vehicle's emission control system, engine, or engine software calibrations, if equipped;





18. The Provider/Fleet, agree to ensure that all funded plug-in electric vehicles, including plug-in hybrid, battery-electric and equipment with zero- emission power take-off units, will be charged regularly as recommended by the vehicle manufacturer in order to ensure battery durability and reliability;
19. The Provider/Fleet understand that the fleet must maintain compliance with all applicable federal, state, and local air quality rules and regulations, including but not limited to the CARB Truck and Bus Regulation or Advanced Clean Fleets Regulation; furthermore I understand that CARB reserves the right to check compliance at any time;
20. The Provider/Fleet, agree that if a TRUCRS reporting exemption is claimed, that a letter of explanation must be submitted within 30 calendar days of the date the voucher was requested to voucherprocessing@tetrattech.com;
21. The Provider/Fleet agree that the purchased/leased vehicle and emission reductions it generates shall not be used as emission reductions to comply with an enforcement obligation;
22. The Provider/Fleet agree to complete the annual usage survey and questionnaire for three years, as requested by CARB. Military vehicles are not subject to this requirement;
23. The Provider/Fleet agree to the Manufacturers Terms and Conditions for usage of the vehicle's telematics device. Additionally, the Provider/Fleet agree to allow the Manufacturer to have access to the vehicle location and on/off data so the Manufacturer can report to CARB, or their designee, the vehicle operation telematics for each HVIP-funded vehicle within disadvantaged communities. Vehicles equipped with Natural Gas Internal Combustion engines, and military vehicles are exempt from this requirement;
24. The Provider/Fleet agree to be available for a follow-up inspection by CARB, Grantee or their designee, if requested;
25. The Provider/Fleet agree that all information associated with this voucher request and voucher redemption, including business name and address, contact information, and sales transaction are public information and subject to release;
26. The Provider/Fleet, understand that this information will also be shared with geographically relevant utility provider(s) for the purposes of infrastructure planning and incentive coordination;
27. The Provider/Fleet will abide by the terms of the service, rental, lease, or financing agreement supplied in support of this voucher request. Deviation from the supplied agreement may result in repayment to CARB of voucher funds received if the vehicle is deployed less than the minimum number of days as





- stated in the Implementation Manual, which is 200 days out of the year.
28. The Provider/Fleet, as applicable, will certify compliance with state labor laws, and will remain in compliance with labor laws for at least three years after voucher redemption, and will retain direct control over the manner and means for performance of any individual using or driving the vehicle. Submit the attestation annually at <https://www.cazevlaborlawcompliance.org/s/>.
 29. Providers/Fleets that provide false or misleading information may be barred from future participation in CARB incentives, may be subject to enforcement action, asked to return funding to CARB, and other legal remedies.
 30. The Provider/Fleet agree the information provided in this application is true and all supporting documentation is true and correct and meet the minimum requirements of HVIP;
 31. The Provider/Fleet understand that CARB reserves all rights and remedies available under the law to enforce the terms of this agreement.

Per #4: List Additional Public Funding Sources for this Vehicle, if any:

Funding Source (i.e, name of grant program)	Funding Organization	Anticipated Funding Amount	Date or Anticipated Date of Funding

(Note: Federal Transit Administration Formula Funding does not need to be included but discretionary FTA funds must be included)

To support the deployment of your new clean vehicle, this HVIP voucher may be able to be accompanied by infrastructure funding from the California Energy Commission’s EnergIIZE Commercial Vehicles program. Please indicate below whether you are interested in infrastructure funding, and more information about timeline and participation details will be provided to you.

I already have infrastructure funding in place to support this vehicle(s):

Yes No

I am interested in receiving EnergIIZE funding for infrastructure for this vehicle(s):

Yes No





I am purchasing a drayage vehicle and plan to use public charging

Yes No

In addition to EnergIIZE infrastructure funding, I need help planning for my infrastructure project to support this vehicle deployment (I.e., siting coordination)

Yes No

This voucher request represents my organization's first zero-emission vehicle purchase

Yes No

If you answered yes to the question above, have you contacted your utility service provider? Yes No

- If you are not sure which utility service provider is relevant to your project, refer to the map at [California State Geoportal](#)

By signing HVIP Voucher Request and Terms and Conditions Form, I acknowledge that I have read and understand, and agree to be bound by, the terms and conditions as outlined above.

I certify under penalty of perjury that the information provided is accurate.

Name of Small Fleet: _____

Contact Name: _____

Signature of Small Fleet: _____

Date: _____

Name of Provider Company: _____

Contact Name: _____

Signature of Provider Company: _____

Date: _____





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1. I have read, understand and agree to all provisions in the HVIP Implementation Manual;
2. The vehicle and vehicle order information identified on this form are true and correct;
3. I certify that this HVIP voucher request corresponds with a real and completed vehicle order, which has not yet been delivered to the purchaser;
4. I understand that after a voucher request is submitted, the vehicle, the provider, or the lessee/end-user fleet operator cannot be changed, and that any voucher request will be null and void if changes are made prior to voucher redemption, unless otherwise pre-approved by the California Air Resources Board and its administrator;
5. I have not inflated the price of the HVIP funded vehicle and I agree to deduct 100% of the requested voucher amount from the price of the vehicle;
6. I agree to be available for a follow-up inspection by the California Air Resources Board, Grantee, or their designee, if requested;
7. I agree to keep written records of the vehicle purchase for three years after the purchase date and provide the California Air Resources Board or its designee with these records within ten days of their request. These records include but are not limited to the vehicle invoice, proof of purchase, bill of lading, California Department of Motor Vehicle records, vehicle payment information and related bank records, and purchaser fleet information;
8. I agree to keep my Voucher Processing Center account active while I have unredeemed vouchers, including any required training, and including shared accounts;
9. I have the legal authority to participate in HVIP for the Dealer described in this agreement;
10. I understand that any information submitted may be subject to public requests for information;
11. I understand that program participants who provide false or misleading information may be barred from future participation in CARB incentives, may be subject to enforcement action, asked to return funding to CARB, and other legal remedies.
12. I understand that California Air Resources Board reserves all rights and remedies available under the law to enforce the terms of this agreement.





By signing HVIP Voucher Request and Terms and Conditions Form, I acknowledge that I have read and understand, and agree to be bound by, the terms and conditions as outlined above. I certify under penalty of perjury that the information provided is accurate.

Dealer: _____

Name of Dealer Representative: _____

Signature of Representative: _____

Date: _____

