



## Innovative Small E-Fleet (ISEF) Set-Aside Voucher Request Guide\*

January 1, 2024

*\*To be used by Dealers/Providers to gather information in preparation of submitting voucher requests.*

Below are the requirements needed for **Dealers** to successfully request an Innovative Solution Provider Voucher request through the Voucher Processing Center (VPC). Please note, only approved HVIP Dealers may request vouchers through the VPC, however, this form can be used by Providers to gather information for the Dealers.

### ISEF Innovative Solution Provider Voucher -

*ONLY Available to approved Dealers in the voucher processing center who are working with an approved Provider. A second button will be available to request an Innovative Provider Voucher Request. If you do not see this button and need to submit, please reach out to [isef@californiahvip.org](mailto:isef@californiahvip.org).*

### Required Information -

Small Fleet Information:

- Fleet Company Name:
- Fleet Contact Name:
- Fleet Email Address:
- Fleet Phone #:
- Fleet Domicile Address:
- Fleet Mailing Address:
- Fleet Size (20 and fewer, this includes any unredeemed HVIP vouchers in queue):
  - Check fleet size here: [SAFER Web - Company Snapshot \(dot.gov\)](https://saferweb.com)
- Fleet DOT #:
- Fleet CA #
- Fleet Annual revenue (\$15M or less):
- TRUCRs Compliance Check (*Compliance is required at Accepting Pending Confirmation status*)
  - Check TRUCRs here: [Truck and Bus Regulation: Check Compliance Status | California Air Resources Board](#)
- Fleet Attestation: [Submit Your Attestation \(cazevlaborlawcompliance.org\)](https://cazelaborlawcompliance.org)

Provider Information:

- Provider Company Name:
- Provider Contact:
- Provider Email Address:





- Provider Phone Number:
- Service Providing (Short term lease, rental, Truck-as-a-service, financing):
- Signed purchase order between the Dealer and Provider.
  - Separate purchase orders are required for each customer request. Please do not submit one purchase order between the Dealer and Provider with all customer requests.
  - A purchase order between the Provider and small fleet is not necessary, but a service agreement will be required later in the voucher processing time.

