Appendix F to the Clean Truck and Bus Voucher Incentive Project (HVIP) Implementation Manual

Innovative Small E-Fleet Pilot (ISEF) Set-Aside Implementation Manual

Effective December 15, 2026







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Summary of Implementation Updates

Several changes have been implemented in the Innovative Small E-Fleet (ISEF) project to better align its policies with Clean Truck and Bus Voucher Incentive Project (HVIP), while maintaining small fleet accessibility and flexibility. This Appendix will become effective for voucher requests submitted on or after December 15, 2026.

A summary of changes includes:

- Additional Provider requirements can be found in the Provider Eligibility Application Process section.
- Active Providers must reapply each year and list all services planned to be offered in the following year. Providers who have not been active in the past year will be removed and need to reapply.
- Providers must keep vehicle(s) with a small fleet for at least 180 days per year throughout the three-year reporting requirement.
- Alternate proof of business standing in California, aside from Secretary of State registration, can be considered.
- A Small Fleet Attestation confirming annual revenue of less than $15 million is required at the time of voucher request submission. Additional details can be found in the Eligible Small Fleet Participants section.

ISEF at a Glance

Qualifying projects include innovative product offerings that are designed to meet the needs of small fleets. Examples may include monthly service agreements or mileage-based fees.

Providers:

- ✓ Must submit an innovative solution proposal prior to requesting vouchers
- ✓ Up to 30 vouchers per Provider in the first 90 days of opening – after 90 days, the cap is lifted
- ✓ Must keep vehicle(s) with a small fleet at least 180 days per year
- ✓ Short-term rental Providers report vehicle usage every six months from delivery date

Providers must ensure small fleet customers meet the following criteria:

- ✓ Fleet size of 20 vehicles or less
- ✓ Maximum of five voucher request per fleet per funding cycle
- ✓ $15 million cap in annual revenue (except non-profits and government fleets)
- ✓ One year registration with California Secretary of State (case-by-case exemptions possible)

Introduction and Overview

The goal of the Innovative Small E-Fleet (ISEF) set aside is to offer simple and low-cost solutions for deploying medium- and heavy-duty zero-emission vehicles to California companies with small fleets. ISEF helps small fleets access zero-emission trucks by offering funding for flexible leases, short-term rentals, vehicles-as-a-service, subscription services, or other CARB-approved creative mechanisms.

High upfront costs, limited financing options, and the challenge of planning where to charge, or fuel infrastructure can make it hard for small fleets and owner-operators to adopt zero-emission vehicles. By dedicating a portion of HVIP funds to small fleets who choose to adopt a zero-emission vehicle, CARB can position itself to better understand the specific needs of this traditionally underserved group and improve their ability to deploy zero-emission technology.

The policies and requirements in the HVIP Implementation Manual (IM) apply to ISEF. This Appendix is meant to identify where policies and requirements differ and supersede those in the HVIP program.

History of ISEF

ISEF was approved in the Fiscal Year (FY) 2020-2021 CARB Funding Plan with key project development occurring in 2021 and 2022. ISEF launched in August 2022 with a $25 million allocation and due to significant demand an additional $10 million was allocated from Standard HVIP. ISEF received additional funding allocations in the following years.

Funding Allocations

Fiscal Year	Funding Allocation (Millions)
2021-22	$25 M
2022-23	$34.5 M
2023-24	$14.3 M
2024-25	$14.97 M
2025-26	$5 M

Project Structure

Who is involved in an ISEF voucher request?

- Providers offer zero-emission solutions at reduced costs
- Provider and HVIP-Approved Dealer work together to submit voucher requests in the Voucher Processing Center (VPC), the HVIP database

Note: Dealers have access to a separate ISEF request button within the VPC that must be activated by the Administrator

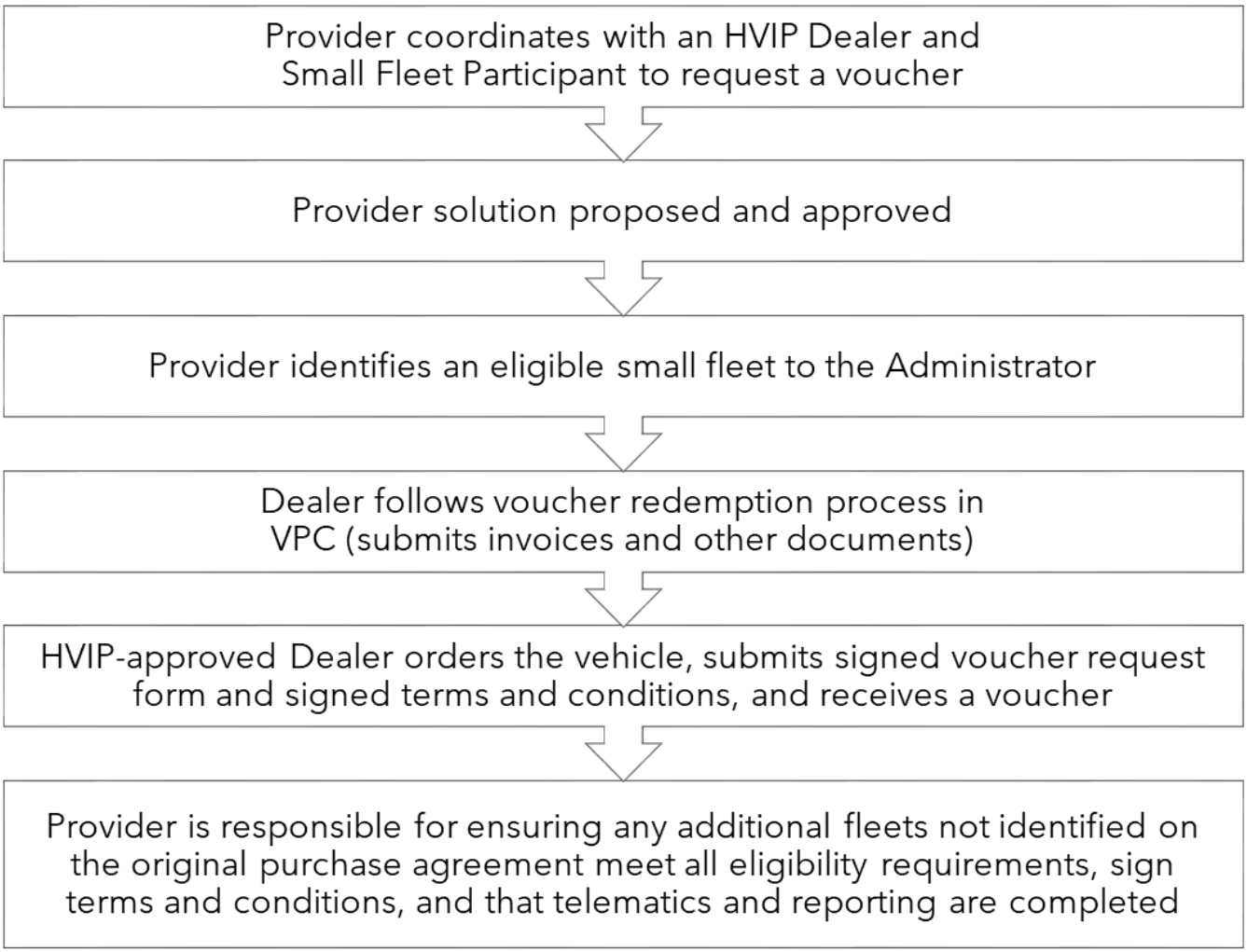
Transaction Types

Three-Party Transaction	Two-Party Transaction
HVIP-Approved Dealer ISEF Provider Eligible Small Fleet Participant	HVIP-Approved Dealer (also acting as a Provider) Eligible Small Fleet Participant

Please note that Providers do not have direct access to the VPC. Dealers and Providers will both be included in voucher communication, but it is the responsibility of the Dealer to upload proper documentation and to review and respond to inquiries.

Below illustrates how the Dealer, Provider, and Fleet interact during the ISEF transaction process.

Figure 1: ISEF Process for Innovative Solution Vouchers



Initial Provider Application: ISEF Providers and Dealers acting as Providers submit an eligibility application proposing an offering for approval: **HVIP Innovative Small E-Fleet Application Part A**.

Review Provider Application: CARB and the Administrator review and either approve or deny the application offering. Approved Providers are listed in the **Provider Directory** on the HVIP website, along with details about their offering.

Voucher Request: Providers must identify an eligible small fleet user and coordinate with an HVIP-Approved Dealer to request a voucher on behalf of the small fleet.

Upload Initial Documents: HVIP-Approved Dealers request the voucher and submit all required documentation. The Dealer is responsible for responding to voucher processing emails, completing forms, and ensuring terms and conditions are signed by all parties.

Upload Final Documents: HVIP-Approved Dealers complete the redemption form and upload all final documents to be reimbursed by the Administrator.

Compliance & Reporting: Small fleets are responsible for adhering to the terms and conditions and reporting as required.

Three Year Compliance Period: Provider is responsible for ensuring the vehicle(s) stays with an eligible ISEF participant for at least 180 days out of the year and ensuring operators of vehicle(s) are eligible.

For more details, see the **Voucher Processing Overview** section.

Project Participants

ISEF Providers: ISEF Providers may include companies involved in the lease, rental, bus or truck-as-a-service, fleet management, or fueling of zero-emission commercial vehicles, as well as other solutions. Providers create and propose innovative zero-emission product offerings that are designed to help small fleets. Examples may include monthly service agreements or mileage-based fees that are equivalent to comparable conventional vehicle operating cost. Providers are encouraged to discuss new proposed innovative business models with CARB and the Administrator.

Fleets must utilize Standard HVIP when available for straight purchases and basic finance leases of three years or longer. When Standard HVIP is closed, fleets may utilize the Purchase Plus offering through ISEF for straight purchases.

Fleet Management, Leasing, and Rental companies are allowed to act as purchasers in HVIP without naming the fleet they plan to lease or rent to and receive a base voucher. ISEF requires an eligible small fleet to be identified at the point of voucher request to receive a small business voucher. See the **HVIP Implementation Manual** for guidelines.

HVIP-Approved Dealer: An HVIP-Approved Dealer includes dealers and manufacturers that sell new or converted medium- or heavy-duty zero-emission vehicles. In ISEF, HVIP-Approved Dealers coordinate with an ISEF Provider to submit a voucher request on behalf of an eligible small fleet participant. An HVIP-Approved Dealer may also be a Provider.

Refer to *Dealer Responsibilities* in the **HVIP IM.**

Eligible Small Fleet Participants: Eligibility includes entities with operations in California, including independent owner-operators, with 20 or fewer vehicles that have a gross vehicle weight rating (GVWR) greater than 8,500 lbs., and that have less than $15 million in annual revenue. Non-profits and government agencies are exempt from the revenue cap.

Fleet size is inclusive of vehicles registered with the California Department of Motor Vehicles (DMV), including those listed as planned non-operation and unregistered vehicles, but excludes off-road vehicles, and vehicles registered with the DMV as non-revivable junk or dismantled. Vehicles over 8,500 lbs. GVWR registered outside of California also count towards a fleets' vehicle count.

At the time of the initial voucher request, Small Fleet Purchasers must provide the ISEF Provider with a written attestation confirming that their annual revenue is less than $15 million, as required under the small fleet eligibility criteria. The attestation may be provided as a signed Word document, PDF, or other acceptable supporting document.

Unredeemed vouchers in Standard HVIP and ISEF will count toward the fleet size limit. In situations where the new addition of ISEF funded vehicles would increase the eligible small fleet size to over 20 vehicles, the fleet will still be considered eligible.

Fleets must provide proof of one year standing with the California Secretary of State. For fleets registered with California Secretary of State for less than a year, alternate proof of business standing can be submitted at point of initial voucher request for review by CARB on a case-by-case basis.

Alternate Proof for Small Fleet Participants

- Leasing entities
    - Business tax returns from the past two years, or
    - A valid business license issued by the municipality the purchaser operates within
- Truck-as-a-service or Rental entities
    - Business tax returns from the past two years, or
    - A valid business license issued by the municipality the purchaser operates within, or
    - Active servicing contracts, contracts for future fulfillment, and/or a use plan for vehicle(s) may be considered.

Note: Personal tax returns are not accepted. Details on accepted alternate documents are found in the **HVIP Implementation Manual**.

Common Ownership or Control: Any vehicles under common ownership or control[1] must be included in the fleet size.

Common ownership or control includes fleets that operate under different names but are controlled by related companies or where vehicles are managed day to day by the same directors or managers, even if their title is held by different business entities. This includes vehicles using common or shared resources for day-to-day operations or by using the same motor carrier number, name or logo, or contractors who represent the same company. It also includes relationships where the controlling party has the right to direct or control the vehicle as to the details of when, where, and how work is to be performed.

Individual loads offered by a hiring carrier that are competitively bid from a load board to the lowest qualifying bidder are not included. Refer to the definition in the HVIP IM for full details.

Failure to disclose accurate fleet and financial information to misrepresent fleet eligibility is considered fraud and can result in the Fleet, Dealer, and Provider being barred from future participation in the project.

Provider Eligibility

New ISEF Providers will need to follow the basic eligibility requirements below. Active ISEF Providers do not need to meet new requirements.

- Basic Eligibility Requirements
    - Business operations registered in the State of California for a **minimum of one year** prior to voucher request;
        - Alternate proof may be considered, such as:
            - Business tax returns from the past two years, or
            - A valid business license issued by the municipality the purchaser operates within;
    - Physical presence in California;

[1] As of January 1, 2024, fleet size is inclusive of the fleet's vehicles domiciled anywhere globally that are over 8,500 lbs. GVWR - including all such vehicles under common ownership or control as defined in HVIP's IM.

- Explain business and/or personal experience servicing commercial vehicles.

Any Provider that leases or rents a vehicle that receives an ISEF voucher must disclose the voucher amount and voucher terms to the vehicle renter or lessee. The Provider is responsible for ensuring 1) the vehicle operates in California as required in the HVIP IM and 2) all required activity reports are submitted to CARB. **A Provider may not be under common ownership or control with a small fleet.**

Provider Eligibility Application Process

All Providers must apply for evaluation and approval of their innovative solution proposal prior to submitting a voucher request. The proposal should outline the general business model and framework for operations. Providers are encouraged to discuss proposals with CARB and the Administrator[2] prior to submission. Providers must submit a Provider Eligibility Application via the portal available at **HVIP Innovative Small e-Fleet Application Part A**.

The Provider application must include contact information, a description of the proposal, projected vehicle price by class/type, comparable combustion vehicle pricing, projected zero-emission pricing on a per month or per mile basis, assurances of fueling provisions, supportive warranty, and service agreements. An eligible small fleet end user does not need to be identified until a voucher request is submitted.

Provider offerings will be evaluated based on the following criteria:

- Service Details
  - Vehicle storage location when non-operational.
  - Charging access offered to fleet and site capacity.
  - Maintenance and breakdown assistance details (frequency, associated fees).
  - Plans for vehicles beyond the three year HVIP compliance requirement.
- Ease of Use
  - Explanation of how the offering makes it easy for fleets to adopt zero-emission vehicles.
  - Cost structure to the fleet—such as options for a low or zero down payment.
  - Assistance with utility and charger installation coordination, if needed.
  - Assistance with capturing Low Carbon Fuel Standard credits.

[2] Also referred to as Grantee.

- Comprehensive Service Offering
    - Fueling solution/strategy must be identified. May be a private, public or a combination of shared fueling options. Price should be clear and/or ideally bundled for simplicity.
    - Inclusion of a service and maintenance strategy.
    - Clear finance terms and any included insurance.
- Pricing
    - Voucher benefit must flow to the small fleet and be itemized in their agreement.
    - Overall and monthly fleet costs.
    - Comparable pricing to conventional vehicles.

Providers that provide false or misleading information may be barred from future participation in CARB incentives and may be subject to enforcement action and other legal remedies.

CARB has authority to deny Provider applications that do not meet requirements.

Provider Responsibilities

Any Provider that leases or rents a vehicle that receives an ISEF voucher must disclose the voucher amount and voucher terms to the vehicle renter or lessee. The Provider is responsible for ensuring 1) the vehicle operates in California as required in the HVIP IM and 2) all required activity reports are submitted to CARB.

A Provider that does not submit voucher requests for a year will automatically be removed from the Provider Directory on the HVIP website and must reapply to participate. Active Providers must reapply each year and list all services planned to be offered for the following year. Providers must continue completing educational trainings as determined by CARB and the Administrator. Providers who enter a short-term lease, rental, or truck-as-a-service agreement that allows use by multiple fleets are responsible for ensuring the vehicles are deployed with an eligible small fleet a minimum of **180 days** per year throughout the three-year reporting requirement, and that any required activity reports are accurate and submitted. See the **Telematics and Reporting** section for additional details.

Providers are required to follow their Approved Innovative Solution proposals. All final customer agreements (service, lease, rental, financing, etc.) provided during the voucher

redemption process must be consistent with the proposal. Deviations may be approved by CARB, on a case-by-case basis, upon request.

ISEF Providers are expected to keep the vehicle and meet all applicable ISEF requirements for a minimum of three years after the date of voucher redemption. Any vehicle resale during such time must be pre-approved by CARB as outlined in the HVIP IM.

More information about basic HVIP eligibility is available at **californiahvip.org/dealers**.

ISEF Eligible Vehicles

Eligible ISEF vehicles include new and conversion Class 2b-8 zero-emission vehicles listed in the **HVIP Eligible Vehicle Catalog**. Only public fleets and tribal governments are eligible to receive ISEF incentives for zero-emission pickup trucks.

Certain buses, including student activity and youth buses, those utilized by daycares, and those utilized by retirement centers and similar organizations are eligible. School buses that transport pupils at or below a 12th-grade level to school or school activities and meet the definition of school bus in the California Vehicle Code (CVC) section 545(a) are not eligible. Transit agencies are encouraged to use the HVIP Transit set-aside before exploring ISEF, which is designed for third-party operators and Provider solutions.

In ISEF, used vehicles that may be considered for funding on a case-by-case basis must be no more than one model year older than the oldest model year actively eligible in HVIP and have less than 3,500 miles on the odometer reading. For example, HVIP eligible vehicles in 2026 include model years 2024-2026, so used vehicles that are eligible in ISEF include model years 2023-2026. The vehicle(s) must have an approved executive order in California and the manufacturer must be eligible in HVIP. Incentive levels may vary depending on different vehicle factors. Vehicles registered with the DMV can be considered. Note: This flexibility is not the same as the Used Vehicle Pilot Concept being developed as a new future option in ISEF. If a purchaser is interested in a vehicle which does not meet these criteria, please submit a letter of request to CARB and the Administrator for evaluation on a case-by-case basis.

Information about HVIP vehicle eligibility can be found at **californiahvip.org/vehiclecatalog**.

Equitable Access for Fleets, Providers and Manufacturers

Note: Avoid Submission Errors

Common issues that can delay application processing include invoices that are not sufficiently itemized or signed, invalid or unverified domicile addresses, missing CA or DOT numbers, and other issues. For a complete guide on successful voucher submission and requirements, please see the ISEF Voucher Intake Guide below.

Vehicle Manufacturers

To ensure equitable access to funding, no vehicle manufacturer or Provider may reserve more than **30%** of ISEF set-aside funding within the first 30 days or re-launching after an ISEF closure.

Providers

Providers may only request **30** vehicles within the first 90 days of the date the Administrator begins accepting voucher requests following a closure. After 90 days the cap is lifted.

Small Fleets

Each eligible small fleet may request up to **five** vouchers per funding cycle. For the purposes of ISEF, the cap includes vouchers at the small business level across Standard HVIP and ISEF within a funding cycle. Vouchers for HVIP base voucher levels do not count against the limit in ISEF. For example, if a fleet is requesting five vehicles at the small business voucher level through HVIP, they would be ineligible to request through ISEF and would need to wait until the next funding cycle to request through ISEF. However, a fleet may request five vouchers through ISEF and then request five vouchers through HVIP at the standard voucher level.

Project Wait List Process

Funds are available on a first-come, first-served basis until funds are expended. Voucher requests after funding has been expended will be placed on a wait list. However, funding for voucher requests on the wait list is not guaranteed. While wait lists will be managed by the Administrator, CARB reserves the right to set additional criteria for, modify, or eliminate any wait lists, such as through updates to the Implementation Manual. CARB

also reserves the right to evaluate funding needs by project category and may modify funding allocations to ensure that overall HVIP goals are appropriately met.

Voucher Request Process & Requirements

An HVIP-Approved Dealer completes an initial voucher request in the Voucher Processing Center on behalf of the Provider for the small fleet. Provider contact information must be listed on the voucher request, and the eligible small fleet end user must be identified.

Voucher requests must include **all** required documentation showing compliance with all California laws and regulations. In addition, prior to submitting voucher requests, drayage and short haul fleets of one vehicle or larger, must submit a public attestation that they are in full compliance with Assembly Bill 794[3] and all labor laws, at **cazevlaborlawcompliance.org**. See the HVIP IM for details and annual attestation requirements.

An individual purchase order between the Dealer and the Provider must be submitted for each small fleet customer. While a small fleet must be identified at the time of application, a separate executed final agreement between the Provider and small fleet is not required at the time of the voucher request but is needed prior to redemption. Once the HVIP-Approved Dealer submits the voucher request with **all** required documentation, it is considered complete and ready for review. HVIP Administrators will work directly with the Dealer to gather information as needed to advance the voucher through approval.

Dealers, Providers, or participating fleets that provide false or misleading information may be barred from future participation in CARB incentives and may be subject to enforcement action and other legal remedies.

Upon approval of the voucher request, a Terms and Conditions document will be issued to the Provider, small fleet, and HVIP-approved Dealer for signature. ISEF terms and conditions are unique to ISEF vouchers and are different from those in the HVIP IM. A sample of the ISEF terms and conditions can be found below.

[3] Full text for Assemble Bill 794 is available at leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB794

All parties must respond to the Administrator requests in a **timely manner**, as requested by CARB or the Administrator, to avoid risking voucher cancellation. Refer to the **Voucher Processing Overview** section for details.

Voucher redemption timelines, expiration requirements, and extension requests are subject to the policies and procedures outlined in the **HVIP Implementation Manual**. Please refer to the HVIP Implementation Manual for applicable requirements and guidance.

Provider Service Agreement Requirements

A service/lease/rental agreement between the Provider and the small fleet will be required before the Redemption Processing voucher stage. Service agreements must include, at a minimum, the following details:

- Vehicle quantity and description (must match voucher request).
- Lease/rental term: The agreement must demonstrate how the incentive is being passed down to the small fleet and denote an HVIP incentive amount was received for the vehicle(s).
- Vehicle domicile address (must match voucher request).
- Fees associated with rental, lease and transportation as a service (maintenance, fueling fees, infrastructure, telematics fees, etc.).
- Service Charge Requirement: Base service must be charged and follow a profitable business plan.
- Pricing Structure: Pricing should ensure the long-term viability of the service offering model.
- Responsible party for insurance.
- Any complimentary services offered.

Voucher Amounts

Voucher amounts in the ISEF set-aside are intended to reduce the cost of new Class 2b-8 zero-emission vehicles to a monthly or per-mile cost equivalent to a conventional truck or bus. The ISEF voucher level derives from the Small Business Voucher levels set by HVIP, which is based on the vehicle's weight class in the funding table below.

For privately owned vehicles, the total voucher amount plus all other eligible public incentives—or other discretionary public funding such as grants—may not exceed 90% of the full vehicle cost excluding taxes and fees.

For publicly owned vehicles, the sum of HVIP and other eligible incentive funding may not exceed the out-the-door vehicle price. Revenue funding does not count towards the maximum allowable voucher amount.

The vehicle purchase price may not include taxes and fees or any other expenses including, but not limited to, registration, delivery fees, service agreements, extended warranties, spare parts, and other applicable items when determining the maximum voucher amount. These may be paid by the fleet or another funding source.

For Public Transit Bus Voucher Amounts refer to the HVIP IM.

Table 1: ISEF Zero-Emission Vehicle Truck Voucher Amounts

Truck Class	HVIP Base Voucher	Small Business Voucher
Class 2b (8,501-10,000 lbs.)	$7,500	$9,000
Class 3 (10,001-14,000 lbs.)	$15,000	$40,000
Class 4 (14,001-16,000 lbs.)	$60,000	$130,000
Class 5 (16,001-19,500 lbs.)	$60,000	$130,000
Class 6 (19,501-26,000 lbs.)	$85,000	$160,000
Class 7 (26,001-33,000 lbs.)	$85,000	$160,000
Class 8 (33,001+)	$120,000	$330,000
Class 8 Fuel Cell (33,001+)	$240,000	$420,000

Table 2: Zero-Emission Vehicle Drayage (D)/Refuse (R) Vouchers

Truck/Bus Class	HVIP Base Voucher	Small Fleet Drayage/Refuse Voucher
Class 4 (14,001-16,000 lbs.) (R)	$75,000	$130,000
Class 5 (16,001-19,500 lbs.) (R)	$75,000	$130,000
Class 6 (19,501-26,000 lbs.) (R)	$106,250	$160,000
Class 7 (26,001 – 33,000 lbs.) (D, R)	$106,250	$160,000
Class 8 (33,001+) (D, R)	$150,000	$330,000
Class 8 Fuel Cell (33,001+) (D, R)	$300,000	$420,000

Note: For vouchers requested on or after November 22, 2024, incentive amounts for truck conversions have been increased to 75% of a new truck voucher from 50% of a new truck voucher.

Example: A private small business fleet requests a Class 8 battery electric truck. The cost of the truck excluding taxes and fees is $400,000. For small businesses, the maximum allowed ISEF voucher amount is $330,000. Since the maximum voucher amount does not reach the voucher limit of 90% of vehicle price ($360,000), the fleet is eligible for the maximum voucher amount. Thus, the cost of the truck, excluding taxes and fees, is $70,000.

Stacking with Other Funding Sources

HVIP vouchers may be combined or "stacked" with other eligible public incentives, where applicable, to further support fleet purchase decisions. To combine eligible public incentives, the provider must ensure that all stacking requirements are met for both HVIP and any respective public incentive program. As stated in the HVIP Implementation Manual, small fleets can stack with other state incentives, as long as the state incentive program allows stacking and each incentive program is not paying for the same incremental cost. Please review the HVIP Implementation Manual for detailed stacking requirements, disclosures, and examples.

Note that Drayage Truck Funding from the Ports of Los Angeles and Long Beach cannot be combined with ISEF innovative models that involve third party providers. However, small fleet straight purchases and long-term leases funded through Standard HVIP may be combined with available Port funding. This limitation is per the Ports funding policy.

Note: Stacking with the California Clean Fuel Reward is only allowed for small fleets adopting class 8 trucks per the California Clean Fuel Reward policy.

Telematics & Reporting

In accordance with the HVIP IM, Providers must submit all required reports for at least three years, such as the annual usage survey and questionnaire. In addition, Providers must track users to reasonably ensure that funded vehicles are with small fleet operators at least 180 days per year throughout the three-year reporting requirement.

In situations where an approved Provider solution allows for frequent fleet turnover, such as a short-term rental, Providers may submit a biannual report found at **ISEF Biannual Rental Reporting Guide**. Reports are due every six months following the delivery of the vehicle– this is in lieu of requiring pre-approval of all domicile address changes as outlined in the HVIP IM.

Reports may be emailed to **ISEF@californiahvip.org**. Any vehicle resale **within the 3-year term** must be pre-approved by CARB.

Charging Plan Requirements

Purchasers/small fleets intending to use a residential address as a vehicle domicile location must provide a letter of explanation as to the commercial use of the residential property to *hvip-processing@catalystmobility.org* at the time of voucher request, or the voucher will be cancelled.

The letter:

- Must detail the infrastructure and parking arrangements that support the vehicles listed in the voucher request at the residential location, demonstrating its suitability for commercial use.
- Must specify the number of commercial vehicles housed on-site and the date commercial vehicle operations began there.
- Must include a copy of the purchaser's charging strategy, outlining access to charging infrastructure at the domicile, such as plug-in access for all HVIP-funded vehicles based at the location.

The purchaser must be able to demonstrate reasonable access to necessary charging or fueling equipment located in California, as well as sufficient parking and operational capability to support all vehicles identified in the voucher request. The purchaser must also clearly demonstrate an operational need for and intended use of the specific vehicle type requested. CARB retains sole discretion to cancel voucher(s) if CARB determines that the purchaser cannot demonstrate a legitimate operational need for the vehicle(s) or cannot demonstrate the ability to support, operate, and utilize HVIP-funded vehicles prior to voucher redemption.

For more information refer to the Domicile Address section in the HVIP IM.

Purchase Plus

Purchase Plus allows a small fleet to purchase an eligible vehicle when paired with approved additional services that contribute to the success of zero-emission vehicle adoption. Purchase Plus **will only be an available option in ISEF when Standard HVIP is closed**. Through Purchase Plus, a small fleet can request up to **five** vouchers at the small business amount (all-time total, not per funding cycle), including small business

vouchers received through Standard HVIP. Voucher requests beyond the initial five can be submitted on a case-by-case basis. Additional services must be submitted to CARB and the Administrator for approval prior to completing a voucher request. A guide that includes a list of approved services and describes the process to propose additional services will be available on the HVIP website 60 days prior to Purchase Plus activating. To ensure timely processing of voucher requests new proposed additional services should be submitted **30 days** prior. CARB retains the authority to determine whether and when Purchase Plus may reopen following a Standard HVIP closure, contingent on the availability of resources.

For Purchase Plus voucher requests:

If a private entity, the purchaser must be in business for at least one year prior to submitting a request for a voucher and must show proof of business operations in the State of California for a minimum of one year prior to voucher request. Alternate proof can be considered on a case-by-case basis. For details refer to the *Purchaser Eligibility* section of the **HVIP Implementation Manual**.

Voucher Processing Overview

Requests move through two main stages, the Voucher Request stage and the Voucher stage. Below is an outline of what happens during each stage.

Voucher Request Stages

Tip: Voucher success and timely processing depends on accurate and proper vetting of information during this stage. Voucher amounts will not reflect the calculated incentive.

Pending Submittal: Dealer enters information into Voucher Processing Center about the request (quantity, purchaser, etc.) The request will remain in the pending status until the dealer uploads a purchaser (PO), selects a vehicle and the quantity and hits "submit". If applicable, dealers submitting bulk POs must upload those as well.

Submitted: The dealer has submitted the voucher request. If any issues are found with any of the submission documents, the Request form, or AB794 compliance, the Voucher Processing Team will reach out to the dealer within 5 business days. False and/or misleading information will be subject to immediate cancellation upon review.

Queued: The Voucher Processing Team performs a preliminary review of the voucher request to check for any outstanding issues before standard initial review. The Team then assigns funding status or assigns request to a contingency list if available. The average wait times to begin initial review and receive communication is 7 calendar Days.

Funding Reserved: Funds are reserved from the appropriate funding source (i.e. drayage or transit set-aside, etc.) for the voucher request. This step of the process is not voucher approval; funding is not guaranteed. A full and comprehensive review must take place for the voucher request to progress to "Accepted Pending Confirmation" for funding to be secured, The Project Administrator then begins standard initial review. The dealer will have 14 calendar days to address any issues or the vouchers may be subject to cancellation. Without any outstanding issues, the average wait times for the initial review to be complete is 30 calendar days.

Accepted Pending Signed Forms (APSF): The Project Administrator sends Terms and Conditions to both the dealer and purchaser for review and signature. Upon completion of the Purchaser section of the Voucher Request form, the average wait time to receive Terms and Conditions is 14 calendar days. A voucher must pass the regulatory compliance review to move past APSF.

Vouchers Created: All stages of a voucher request have been completed. Terms and Conditions and Purchaser Form have been accepted for review. Under the "Voucher Requests" tab, the dealer will see the "Vouchers Created" status. Simultaneously, under the "Vouchers" tab in the VPC, the dealer will be able to see assigned voucher IDs by looking at the "Accepted Pending Confirmation" status

Tip: This form often goes to spam; have the purchaser check their spam folder and follow up.

Voucher Processing Stages

Request in Process: This is the first status in the voucher object. It is used as a placeholder until all the voucher request statuses are completed. This stage is not visible to dealers and is only visible to project administrators. No actions are

needed by dealer and the vouchers will automatically be moved to "Accepted Pending Confirmation" once the voucher request is moved from "Accepted Pending Signed Forms."

Accepted Pending Confirmation: Individual vouchers are now visible to dealers under the "Vouchers" tab in the VPC. Before this status, their Vouchers tab will be blank. Dealers must fill out VINs and requested vehicle information in the "Key Fields" section in order for their vouchers to move forward. Project Administrators reviews for partial VIN and confirms MY of vehicle is what is listed in the VPC Vehicle Catalog. After VINs and an Anticipated Delivery date has been provided, the average wait time for the Team to move this voucher to the next status is 14 calendar days.

Tip: Agreements may be uploaded earlier in the voucher process. It is recommended to reach out to *ISEF@californiahvip.org* for any questions or to review agreements.

Pending Delivery: Vouchers must be updated every 90 calendar days to re-confirm the anticipated delivery date. Dealers must fill out additional vehicle information in the "Key Fields" section in order for vouchers to move forward. As well, photos of the VIN Tag and the VECI Label are required at this status.

Redemption Processing: Dealers are sent a Redemption Form for completion. Dealers must also complete all items on the Redemption Checklist in order to move their vouchers forward. CARB extension approval is needed if redemption will not occur within 540 calendar days of the date funding is reserved, except for vouchers for public transit buses which have a longer timeline of 1,095 calendar days from the date funding is reserved. The average wait time for a voucher that is complete and error free to move to the next status is 14 calendar days.

Redemption Approved: Grantee's Accounts Payable team mails payment to dealer (approximately 10 calendar days) (or electronic payment, if available). The purchaser is required to complete an annual survey for three years after redemption.

Completed Paid: Payment details have been added to the voucher record. Dealer reimbursement process is complete.

Cancel/Voided: Upon dealer or purchaser request or for other reasons, HVIP staff can cancel a pending voucher or voucher request at any stage. Visible to the dealer in the Voucher Processing Center, staff will mark a cancellation reason as

indicated by the dealer and will notify both the dealer and purchaser via email. If a voucher is cancelled within the first 30 calendar days of the date on which it was requested.it is considered voided, whether the cancellation was initiated by the purchaser or by HVIP staff.

Compliance: The Provider needs to complete an annual survey for three years following redemption.

Definition of Terms

"Fleet" as stated in the HVIP IM - Vehicles traveling in California owned by a person, business, non-profit or government agency and consists of one or more vehicles. Vehicles under common ownership or control are considered part of a single fleet even if they are part of different subsidiaries, divisions, or other organizational structures of a company or government agency. A fleet is not a manufacturer, dealership, or leasing company that enters into any agreement with another party to operate the vehicles unless these specified entities own their own vehicles.

The terms "small fleet" and "small business" can be used interchangeably.

"Funding cycle" for the purpose of this project refers to the 12-month period between July 1 of the current year and June 30 of the following year.

"HVIP-Approved Dealer or the Dealer" - The vendor of the eligible complete vehicle or vendor that sells and installs eligible technologies in existing vehicles and includes dealers or manufacturers that sell medium- or heavy-duty vehicles directly to a vehicle purchaser.

"Innovative Solution" for the purpose of this project includes flexible leases, short-term rentals, truck-as-a-service, bus-as-a-service, and includes other innovative solutions that may be proposed through the Provider application process.

"Provider" for the purposes of this project means the entity that completes the Provider Eligibility Application to propose an innovative solution offering for ISEF eligible fleets. Providers can be companies involved in the lease, rental, financing, subscription, and fueling of commercial zero-emission vehicles.

"Short- term lease" for the purpose of this project have a fixed monthly payment set and sometimes results in a lease-to-own option. ISEF allows for leases with terms of less than 36 months.

"Short-term rental" for the purpose of this project is a service agreement ranging from a day to multiple months.

"Straight purchase" for the purpose of this project is a standard vehicle purchase or lease of three years or longer in which a small fleet maintains ownership or direct control of a vehicle funded through HVIP or ISEF.

For a full list of definitions or terms, view the HVIP IM at **californiahvip.org/im**.

Innovative Small E-Fleet (ISEF)

Voucher Request Intake Guide

December 15, 2026

**To be used by Dealers* to gather information in preparation of submitting ISEF 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.

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: **SAFER Web - Company Snapshot (dot.gov) *or* MOTUS**
- Fleet DOT #:
- Fleet CA #:
    - *Fleets looking to lease a vehicle less than 10,000 lbs. GVWR are exempt from needing to have a DOT or CA number.*
- Fleet Annual Revenue ($15 M or less) Attestation:
  A Small Fleet Attestation confirming annual revenue of less than $15 million is required at the time of voucher request submission.
- Fleet Attestation with Labor Laws: **Submit Your Attestation (cazevlaborlawcompliance.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 sales.
    - A service agreement will be required later in the voucher processing time, but not at the time of request.

Innovative Small E-Fleet (ISEF)

Providers and Fleets- Voucher Request and Terms and Conditions Form

December 15, 2026

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 the HVIP Implementation Manual;
2. I, the Provider understand that I must notify CARB and its Administrator as required of fleets who 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 incentive funding that apply to the purchase of any vehicles 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, its Administrator, or their designee with these records within fourteen calendar 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. The Provider understands 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;

7. I, The Provider agree to own/lease/rent and operate this vehicle 100% 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% of its mileage. For the third case, the vehicle may operate outside of California for up to 50% of its mileage.
8. The Provider has the legal authority to apply for incentive funding for the entity described in this agreement. The Provider agrees that failure to comply with the terms of this agreement may result in repayment to CARB of voucher funds received and other legal remedies;

As it pertains to – Provider and Small Fleet Operator

1. The Provider/Fleet, agrees to register the vehicle in California with the Department of Motor Vehicles (DMV);
2. The Provider/Fleet agrees to maintain vehicle insurance as required by law;
3. 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;
4. The Provider/Fleet agree to allow CARB or their designee to verify the vehicle registration with the DMV;
5. The Provider/Fleet understands 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 **hvip-processing@catalystmobility.org** must be notified. The Provider/Fleet agree to respond promptly to requests for information;
6. 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; the Provider/Fleet agree to never modify the vehicle's emission control system, engine, or engine software calibrations, if equipped;

7. 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 to ensure battery durability and reliability;
8. The Provider/Fleet understands that the fleet must be in compliance and remain in compliance with all applicable federal, state, and local air quality rules and regulations, including but not limited to the CARB Clean Truck Check Regulation; furthermore, I understand that CARB reserves the right to check compliance at any time
9. The Provider/Fleet agrees that the purchased/leased vehicle and emission reductions it generates shall not be used as emission reductions to comply with an enforcement obligation;
10. The Provider/Fleet has reviewed the fleet size information provided by the dealer on this request, and I attest that it accurately represents the size of small fleet participant, inclusive of vehicles domiciled anywhere globally that are over 8,500 lbs. GVWR, including all such vehicles under common ownership or control. I acknowledge that fleet size is inclusive of vehicles registered with the California Department of Motor Vehicles (DMV) as non-operational, but excluding off-road vehicles, unregistered vehicles, and those registered with the DMV as non-revivable junk or dismantled. I acknowledge that fleet size is inclusive of unredeemed HVIP vouchers and does count the current voucher request quantity; therefore, if a voucher(s) represents the fleet's first purchase of a vehicle with a GVWR greater than 8,500 lbs., a fleet size of "0" should be entered. Before voucher redemption, additional verification of fleet size may be required at CARB's sole discretion, including site visits.
11. The Provider/Fleet agrees to complete the annual usage survey and questionnaire for three years, as requested by CARB.
12. The Provider/Fleet agrees to the Manufacturers Terms and Conditions for usage of the vehicle's telematics device. Additionally, the Provider/Fleet agrees 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;
13. The Provider/Fleet agree to be available for a follow-up inspection by CARB, the Administrator or their designee, if requested; 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, 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; as well as with infrastructure providers if I am requesting infrastructure coordination through the EnergIIZE Commercial Vehicles project;

14. 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.
15. The Provider/Fleet, as applicable, will certify compliance with state labor laws as required by AB 794, 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 **cazevlaborlawcompliance.org;**
16. 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;
17. The Provider/Fleet agrees the information provided in this application is true and all supporting documentation is true and correct and meets the minimum requirements of HVIP;
18. The Provider/Fleet understands 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:

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

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: _____

Innovative Small E-Fleet (ISEF)

Dealer - Voucher Request and Terms and Conditions Form

Effective December 15, 2026

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, its Administrator, 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 fourteen calendar 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.
13. I agree that failure to comply with the terms of this agreement may result in repayment to CARB of voucher funds received and other legal remedies.
14. Repayment Obligations: If CARB or the state of California (State) determines that Dealer is in breach or has breached any obligation to remain in compliance with any applicable laws and regulations, including but not limited to obligations in the HVIP Implementation Manual or any other term of this agreement, then Dealer immediately upon demand shall pay CARB (or CARB's grantee as requested), as liquidated damages, the amount determined by CARB, up to the full amount of all HVIP voucher funds previously paid to the Dealer under this agreement. This obligation may apply even if there is a concurrent noncompliance caused by a third party.

Dealer agrees that quantifying the losses arising from any breach or noncompliance is inherently difficult insofar as breach may cause CARB and the State irreparable, serious, or substantial harm or damage, including to taxpayers or to the environment. Dealer further stipulates that the agreed upon amount of liquidated damages is not a penalty, but rather a reasonable measure of damages based upon a reasonable forecast of probable actual loss because of the difficulty of estimating with exactness the damages which will result. The remedies set out in this paragraph are contractual in nature. Nothing in this agreement in any way limits, prevents, or precludes CARB and the State from taking any enforcement action, exercising any police power, or prosecuting any violation of law.

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: _____