



Dealer Instructions

Bring this document with you and give it to the Dealership.

For Dealers: The Clean Vehicle Assistance Program provides grants to individuals for the purchase or lease of a new or used hybrid or electric vehicle. Please ask for your customer's grant **Approval Letter** to verify it has not expired and that they are the qualified individual. Follow these instructions to get your dealership approved and participating in the program.

FIRST: become an approved dealership

We can only send grant payments to approved dealerships. The vetting process is simple and can be quick if you promptly submit the following documents to Beneficial State Foundation. If your dealership already submitted these documents, please call to confirm they are up to date before finalizing a clean vehicle purchase with a grant.

Email the following information and documents to dealerinfo@beneficialstate.org:

- | | |
|--|---|
| <input type="checkbox"/> Company name and contact person | <input type="checkbox"/> Business license |
| <input type="checkbox"/> Phone number | <input type="checkbox"/> Seller's permit |
| <input type="checkbox"/> Email address | <input type="checkbox"/> DMV license |
| <input type="checkbox"/> Mailing address | <input type="checkbox"/> ACH information |

SECOND: email the required documents to begin the grant payment process

After you become an approved dealership, **please email the following information and documents to dealerinfo@beneficialstate.org**. These stipulations are required 10 days or less after a contract is finalized.

- Vehicle must meet all requirements provided on our **Vehicle Requirements Checklist**
- Provide vehicle history report
- Provide Proof of mechanic inspection for used vehicles (including documentation of no recalls or that open recalls were fixed. Recall information found here: <https://www.nhtsa.gov/recalls>)
- Provide Copy of vehicle purchase contract
- Grant listed as Deferred Down Payment on the purchase contract
- Signed Clean Vehicle Grant Confirmation (signed by both the dealer and the customer)
- Financed interest rates must be 12.00% or lower

Once we have received your dealership information and verified that each of the above documents meets the program requirements, we will send the grant payment to your dealership via ACH (electronic payment) in 7-10 business days.

Questions? Call us at 1-559-271-1957