



clean vehicle  
assistance program

**IMPLEMENTATION MANUAL  
FOR THE CLEAN VEHICLE ASSISTANCE PROGRAM**

**Updated: April 15, 2021**

**This English version takes precedence over all published translations.**

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### **Note to Program Participants**

At the time a participant submits a signed application for a grant, the most current Implementation Manual and Terms and Conditions available will apply. The Implementation Manual and Terms and Conditions in place at the time of application will determine a participant's eligibility for the program. These governing documents may be updated several times every year to accommodate operational process changes and may affect the participant's eligibility for the program. CARB and BSF reserve the right to update the Implementation Manual and Terms and Conditions outside of the scheduled updates. This document constitutes the Implementation Manual for the CVA Program. Definitions of key program parameters are in Section H of this manual.

An application is not complete until it has been reviewed and approved by the program administrator and the participant receives an approval packet. When a participant submits an incomplete application, it will cause delays and they will be required to provide additional documentation to complete their application. Funds are not reserved or guaranteed for a participant at the time they submit a signed application for a grant. Funds are only guaranteed for applicants who have an Approval Letter and purchase an eligible vehicle within their eligibility time frame.

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## **A. Introduction and Overview**

As required in the Health and Safety Code (HSC) Section 44274(a), the Board adopted regulatory guidelines in 2009 for AQIP. The Guidelines for the AB 118 Air Quality Improvement Program (Guidelines) define the overall administrative requirements and policies and procedures for program implementation based on the framework established in statute. Central to the Guidelines is the requirement for a Board-approved annual funding plan developed with public input. The funding plan is each year's blueprint for expending AQIP funds appropriated to CARB in the annual State Budget.

In late 2017, Beneficial State Foundation (BSF) through a competitive public solicitation process was selected to administer the statewide Clean Vehicle Assistance Program (CVA Program), to provide lower-income Californians with grants to help purchase clean vehicles, including electric and hybrid vehicles. BSF, also referred to as the CVA Program administrator, continues to implement this program in close partnership with Beneficial State Bank, the Center for Sustainable Energy, and GRID Alternatives.

The Implementation Manual for the CVA Program (Implementation Manual) provides necessary definitions, explanations, and processes associated with the program's minimum requirements. The Implementation Manual may be periodically updated as needed to clarify project requirements and improve project effectiveness. The Implementation Manual, including any updates, will be posted on the CVA Program webpage at <https://cleanvehiclegrants.org/>.

### **1. CVA Program Overview**

The CVA Program aims to benefit low-income participants by increasing access to clean vehicles through affordable financing and grants. Through these activities, the CVA Program also helps California meet its air quality and climate goals by reducing greenhouse gas (GHG) emissions and achieving co-benefit criteria pollutant emission reduction by increasing clean vehicle adoption within low-income communities.

The CVA Program provides qualified individuals with a grant for the purchase or lease of a qualified new or used clean vehicle. CVA Program participants are also eligible to apply for a fair financing option through the program's partner lender, Beneficial State Bank. Alternatively, participants may secure financing from a lender of their choice as outlined in section D, Vehicle Financing Options, on page 21. Participants with a verified gross income of 225 percent and below of the Federal Poverty Level (FPL) (see Table 1.2) qualify for a grant of \$2,500 for a hybrid electric vehicle (HEV), \$5,000 for a Plug-in Hybrid Electric Vehicle (PHEV), and \$5,000 for a Zero Emission Vehicle (ZEV), which includes Battery Electric Vehicles (BEV) and Fuel Cell Electric Vehicles (FCEV). Participants that fall between 226 percent and 400 percent of the federal poverty level (see Table 1.2) qualify for a grant of \$1,500 for a hybrid electric vehicle (HEV),

\$4,500 for a PHEV, and \$5,000 for a ZEV (which includes BEVs and FCEVs). Participants that purchase or lease a BEV or PHEV may qualify for an additional grant to access a charging solution, up to a \$2,000 value.

Participants may also qualify for a fair financing option through the CVA Program's partner lender to help cover remaining vehicle costs. All CVA Program participants that are approved for the clean vehicle grant can apply for the affordable financing, which is capped at 8 percent interest rate. The loan offering, provided by Beneficial State Bank, is designed to especially help individuals with limited or challenged credit, who would otherwise only qualify for a much higher interest rate auto loan. See section D, Vehicle Financing Options (page 21), for other financing options available to participants.

Additionally, the CVA Program provides a charging grant in two options so that it is widely accessible to home-owners and renters. The first option is a Level 2 home charger and its installation, up to a \$2,000 value. The second option is a \$1,000 prepaid charge credit valid at public EVgo and partner charging stations, plus a portable Level 2 charger.

The CVA Program is not a rebate program. California residents must apply and be approved **before** purchasing or leasing a qualifying vehicle to redeem the clean vehicle grant. To redeem a grant, an approved participant must purchase or lease an eligible vehicle from an approved dealership and apply the preapproved grant amount toward the purchase or lease. BSF will send the grant directly to the dealership after all paperwork is processed and confirmation has been received that all program criteria have been met. The CVA Program is available only to California residents. Applications are available online on [cleanvehiclegrants.org](https://cleanvehiclegrants.org) webpage or by calling 559-271-1957.

## 2. Application and Grant Process

1. Visit [cleanvehiclegrants.org](https://cleanvehiclegrants.org) and click "Apply Now." (See section C, page 12 for Participant Eligibility Requirements)
  - a. Create login credentials. This requires a full name, a valid email address, and setting a password.
  - b. It is a requirement that the individual named in the application is also the individual that completes the application and signs the disclosures. Applications that fail to follow these guidelines are subject to be closed. Applicants that require support completing their application must contact our team for further instructions.
  - c. Applicants who do not have internet access can call the CVA Program at 1-559-271-1957 and request assistance. Paper applications and/or other assistance may be made available on a case-by-case basis.

2. Complete the CVA Program online application.
  - a. Applicants will have 60 calendar days to complete and submit their application from the date they start the online application.
  - b. Complete Section 1, Basic Information.
  - c. Complete Section 2, Income Verification.
    - i. E-sign the 4506T form from Veri-Tax (participants will receive this form in an email from Veri-Tax directly).
  - d. Complete Section 3, California Residency Verification.
    - i. Upload a scan or picture of your driver's license.
  - e. Complete Section 4, Program Education.
  - f. Complete Section 5, Submit Application for Review.
    - i. Sign the Terms and Conditions to submit the application for review.
  - g. Respond to follow up emails sent by [cleanvehicles@beneficialstate.org](mailto:cleanvehicles@beneficialstate.org) if additional information or documentation is required by the administrator.
3. Receive a decision email.
  - a. Approved participants will receive notice of their approval via email. They will also be emailed an Approval Packet that includes the following:
    - i. Approval Letter
    - ii. Dealership Instructions
    - iii. Vehicle Requirements Checklist
    - iv. Clean Vehicle Grant Confirmation
    - v. Charger Grant Guidelines
  - b. Approved participants will have 35 calendar days to redeem a grant from the date they receive an approval email. The approval expiration date will be listed on the Approval Letter.
  - c. Participants who are not eligible will receive an email with this information.
4. Secure financing, if needed. (See Vehicle Financing Options, Section D, page 21)
  - a. Participants that finance their purchase or lease must secure a loan with an interest rate at or below 12.00 percent.
  - b. Participants financing a purchase must comply with the requirements of the financing option they choose.
  - c. Participants are not required to get a loan.
5. Purchase or lease an eligible clean vehicle.
  - a. Participants must purchase or lease a vehicle from one of the approved [CVA Program network dealerships](#). The list of approved dealerships is subject to change. We make no guarantees that dealerships will remain on the list, so participants should confirm the dealership they intend to work with is currently



approved as of the day they sign a purchase or lease contract. Participants may call to recommend a dealership to the network, but the CVA Program administrator cannot guarantee a participant's preferred dealership will be added to the network.

- b. Participants must ensure the vehicle they purchase or lease meets all requirements listed in the Vehicle Requirements Checklist, included in the Approval Packet.
  - c. The original lease must be a minimum lease term of 30 months. Participants who purchase a vehicle should also be aware of the 30-month ownership requirement. See Participant Eligibility Requirements, C.7, page 21.
  - d. Participants must ensure all required documentation is promptly emailed to the CVA Program administrator by the dealership. Once this documentation is received and verified, the CVA Program administrator will pay the grant amount to the dealership.
  - e. If the dealership fails to provide the required documentations or breaks the terms of the Dealership T&Cs, the administrator may not pay out the grant. In this case we strongly urge the dealership to cover the cost of the grant, but it is the participant's responsibility to manage these negotiations if necessary. BSF and CARB will not be held liable for mistakes or actions made by our dealership partners.
6. Redeem a charging grant. (See Charging Grant Options, Section B.4, page 11)
- a. The charging grant is only available to participants who purchase or lease a PHEV or BEV.
  - b. Only one charging grant is available to eligible participants per clean vehicle grant redeemed through the CVA Program.
  - c. The charging grant is administered by BSF's partner organization, GRID Alternatives (GRID).
  - d. Participants must contact GRID to request a charging grant within 90 calendar days of purchasing or leasing a qualifying vehicle.
7. Complete CVA Program surveys. (See Participant Eligibility Requirements, Section C.7, page 19)
- a. Participants must complete surveys sent by email from the Center for Sustainable Energy. The first survey will be sent shortly after the grant is awarded. A follow-up survey will be sent approximately one year after purchase or lease. The information collected through these surveys will be used to identify opportunities to improve the program for future participants and to track impacts of the program, such as greenhouse gas reduction.

## B. Awards and Eligibility Requirements

### 1. Grant Amounts

- a. For an HEV eight years old and newer with combined fuel economy rating of at least 28 miles per gallon of fuel or more depending on the vehicle year, as described in Table 1.0, a grant of up to \$2,500 is available, based on the household income verified by BSF (see Table 1.1).
- b. For PHEVs and ZEVs (which include BEVs and FCEVs) eight years old and newer with a combined fuel economy rating of at least 28 miles per gallon of fuel or more depending on the vehicle year as described in Table 1.0, a grant of up to \$5,000 is available, based on income verified by BSF (see Table 1.1).

### 2. Availability of Funding

If the CVA Program funds are depleted, participants will be notified through the CVA Program website. Participants may have the ability to continue to submit in-progress applications and join a waitlist but will not receive any grant funding until further funding is provided by CARB. New applications may or may not be permitted. During this period, funding updates will be provided through the CVA Program website. Participants with Approval Letters will still be able to redeem a grant within the given time frame of the approval. Charging grant availability is dependent on funding availability. If charging grant funds are low or depleted, BSF will communicate that to participants. **Participants who proceed with a vehicle purchase or lease without an Approval Letter will not qualify for a retroactive grant; grants are only provided at the time of purchase or lease.**

### 3. Vehicle Eligibility Criteria

This section discusses the categories of vehicles eligible for grant funding under the CVA Program and the specific criteria that a vehicle must meet to be considered eligible. Vehicles will be approved on a model-year and miles per gallon basis.

Three major categories of vehicles are eligible for grant funding under the CVA Program:

- a. Light-duty Hybrid Electric Vehicles (HEV)
- b. Light-duty Plug-in Hybrid Electric Vehicles (PHEV)
- c. Light-duty Zero-Emission Vehicles (ZEV)
  - i. Light-duty Battery Electric Vehicles (BEV)
  - ii. Light-duty Fuel Cell Electric Vehicles (FCEV)

In addition, the vehicle must meet the following criteria to be eligible for a grant:

- d. The vehicle must be eight model years old or newer. The CVA Program includes the current calendar year in the calculation. For example, in 2021 the oldest eligible vehicle is a 2014 vehicle.
- e. The vehicle must have a combined fuel economy rating of at least 28 miles per gallon of fuel or more depending on the vehicle year (see Table 1.0).
- f. The vehicle selected must have less than 75,000 original miles.
- g. This pilot project excludes neighborhood electric vehicles and zero-emission motorcycles.
- h. A chassis that has been modified with aftermarket parts or equipment to create a HEV, PHEV or ZEV is not eligible.
- i. No modifications to the vehicle’s emissions control system, hardware, software calibration, or the hybrid system are allowed (California Vehicle Code section 27156).
- j. The vehicle title cannot be salvage (as defined in California Vehicle Code section 544).
- k. Vehicles with an open recall/s will not qualify for the grant.
- l. Vehicle inspection must be completed by a licensed automatic mechanic, and the Vehicle Inspection Report must be sent to the CVA Program administrator.
- m. The vehicle history report must be provided to the CVA Program administrator.
- n. The vehicle must be purchased or leased in California, and upon purchase or lease, must be registered in California to the preapproved grant participant.

**Table 1.0. Minimum U.S. EPA Combined Fuel Economy Rating by Vehicle Year**

Vehicle Year	Minimum U.S. EPA Combined Fuel Rating
2013	29
2014	30
2015	31
2016	32
2017	37
2018	38
2019	40
2020	42
2021	45

#### **4. Charging Grant Options**

CVA Program grant recipients who have purchased or leased a BEV or PHEV may qualify for a charging grant. Participants must request the charging grant within 90 calendar days of their purchase or lease. The CVA Program offers two charging grant options: (a) a Level 2 home charger or (b) a public charging package. Eligible participants may redeem only one of these two options:

1. **Level 2 Home Charger:** A Level 2 home charger and its installation by our program partner, GRID Alternatives; up to a \$2,000 value. To receive a Level 2 home charger, the participant must meet installation requirements identified by GRID Alternatives in the Home-Readiness Survey. If installation requirements are not met, the participant can address the identified issue(s) independently and contact GRID Alternatives to arrange to retake the Home-Readiness Survey at a later date. If qualified, the participant can schedule the installation of the Level 2 home charger with GRID Alternatives. Installation and equipment will be covered by the grant, which will go directly to GRID Alternatives, up to a \$2,000 value. Participants do not receive grant funds directly.
2. **Public Charging Package:** For participants who have installation barriers or participants that prefer an alternate charging method, the second charging grant option is a \$1,000 prepaid charge credit valid at public EVgo and partner charging stations, plus a free portable Level 2 charger. The EVgo and partner charging stations that can be used with the pre-paid charge credit can be viewed by downloading the EVgo application, found here: [www.evgo.com/download-app](http://www.evgo.com/download-app). The portable charger can charge at Level 1 speed on regular wall outlets and can also provide Level 2 charge speed (3.8 kilowatts) when plugged into a 220 volt outlet.

### **Home Charger Installation Options**

If a participant redeems the Level 2 Home Charger grant option, they have the option to receive installation support from GRID, or they can manage the installation independently if certain criteria are met. To manage the installation independently, the participant can pay a licensed electrician upfront and GRID can reimburse a participant up to \$2,000 for the Level 2 home charger plus installation. The reimbursement process will be subject to terms outlined by GRID, including but not limited to two requirements: (1) the installation is conducted by a properly licensed electrician and (2) the Level 2 home charger is inspected by the local building department. Additional documentation and agreements will be required.

## **C. Participant Eligibility Requirements**

### **1. Income Eligibility and Verification**

Participants must have a gross household income less than or equal to 400 percent of the Federal Poverty Level. The Federal Poverty guidelines on income thresholds (U.S. Department of Health and Human Services, Office of Assistant Secretary for Planning and Evaluation: [aspe.hhs.gov/poverty-guidelines](http://aspe.hhs.gov/poverty-guidelines)) are updated annually and vary by household size (see Table 1.1). For this program, “household” is defined as the participant plus any spouse, registered domestic partner, dependents, and guardians of the participant.

Participants that file Married Filing Separate on their federal tax return must submit their spouse’s income documentation. If the spouse did not file taxes, they must submit other required income documents (see Table 1.3). If the participant is separated or filed for divorce and is unable to access their spouse’s proof of income, they must submit Divorce Decree documentation, and only the participant’s income will be reviewed. Participants that are claimed as a dependent by another person will be required to submit the income documentation of the person that claims them as a dependent. If the person that claims them as a dependent did not file taxes, they must submit other required income documents (see Table 1.3 – CVA Program Income Verification Guidelines).

Participants are required to provide proof of income by following the directions in the online application. If a participant has zero or negative income, income documentation will still be required. Participants may be required to provide additional proof of income documentation if deemed necessary by BSF. Participants that fail to submit complete or accurate proof of income will not be eligible for a CVA Program grant.

**Table 1.1. CVA Program Income Eligibility Guidelines for 2021**

Persons in Household	Poverty Guideline	Gross Annual Income 225% of FPL	Gross Annual Income 226% - 400% of FPL
For households with more than 8 persons, add \$4,540 for each additional person.			
1	\$12,880	\$ 28,980.00	\$29,108.80- \$51,520.00
2	\$17,420	\$ 39,195.00	\$39,369.20- \$69,680.00
3	\$21,960	\$ 49,410.00	\$49,629.60- \$87,840.00
4	\$26,500	\$ 59,625.00	\$59,890.00- \$106,000.00
5	\$31,040	\$ 69,840.00	\$70,150.40- \$124,160.00
6	\$35,580	\$ 80,055.00	\$80,410.80- \$142,320.00
7	\$40,120	\$ 90,270.00	\$90,671.20- \$160,480.00
8	\$44,660	\$ 100,485.00	\$100,931.60- \$178,640.00

*These data will be updated annually on April 15 to incorporate the most recent federal poverty guidelines.*

**Table 1.2. CVA Program Grant Guidelines Based on Income and Vehicle Type**

Vehicle Type	Incentive Amount	
	<226% FPL	226%–400% FPL
HEV	\$2,500	\$1,500
PHEV	\$5,000	\$4,500
BEV	\$5,000	\$5,000
FCEV	\$5,000	\$5,000

**Table 1.3. CVA Program Income Verification Guidelines**

<b>Income Type</b>	<b>Documentation Required</b>	<b>Additional Requirements</b>
Previous Year Tax Transcript	Veri-Tax	N/A
Proof of Supplemental Security Income (SSI) or Social Security	Award letter	N/A
Permanent Disability	Award letter	N/A
Pension/Annuity Benefits	Benefit verification letter	N/A
VA Benefits	Benefit award letter	N/A
W-2	W-2 statement	N/A
Wages	Employee paystubs	Most recent three months required
Self-Employment	Veri-Tax one-year / 1099	Most recent six months required/ contract agreement w/bank statements
Unemployment	Award letter	N/A
Workers Compensation	Award letter/Bank statements	Most recent three months required
Public Assistance or Welfare	Award letter	N/A
Alimony	Court letter	N/A
Child Support	Court letter	N/A
Inheritance	Court letter/ Bank statements	Most recent three months required
Other Income Not Listed	Any verifying documents	Must be reviewed by the CVA Program administrator and approved by CARB

We accept current and previous year federal tax transcripts on and before April 15. After April 15, we will only accept current federal tax transcripts. If the IRS tax filing deadline is extended, this policy may be adjusted to align with the tax filing deadline.

Participants that do not file taxes and/or receive income from sources other than an employer must submit additional required documents to verify their income (see Table 1.3).

**Gross Annual Income Calculation**

For the Clean Vehicle Assistance Program, gross income for an individual or household includes both taxable and nontaxable income sources. Gross income is the total pay from their employer or self-employment compensation before taxes, deductions, or expenses. This includes income from all sources and is not limited to income received in cash.

Gross annual income is the amount of money a person or household earns in one year before taxes, deductions, or expenses. This includes, but is not limited to, the following: Wages, self-employment compensation, unemployment benefits, workers' compensation, Social Security, Supplemental Security Income, public assistance, veterans' payments, survivor benefits, pension or retirement income, interest, dividends, rents, royalties, income from estates, trusts, alimony, child support, assistance from outside the household, and other miscellaneous sources.

For applicants submitting a tax transcript for income verification, the CVA Program administrator will review the following sections of an applicant's most recent 1040 federal tax return as reflected on their IRS tax transcript to determine gross annual income:

- On IRS Form 1040: Sum of:
  - wages, salaries, tips, etc.
  - tax exempt interest
  - qualified dividends
  - IRA distributions
  - pension/annuities
  - social security
  - capital gain or loss
- On IRS Form 1040: Other income from schedule 1, line 9) is not used to calculate gross annual income. However, it is an indication of additional adjusted income from Schedule 1 Part I: Additional Income
- On IRS Form 1040 Schedule 1 Part I: Sum of:
  - Taxable refund, credits, or offsets of state and local income taxes
  - Alimony received
  - Business income or loss (Refer to Schedule C Line 7 for gross income)
  - Other gains or losses
  - Rental real estate, royalties, partnerships, S corporations, trusts, etc.
  - Farm income or loss
  - Unemployment compensations
  - Other income

When calculating gross annual income, a negative income listed in any section of the IRS Form 1040 will be considered zero (\$0.00) income. An exception to this is when a participant's Business Income or Loss (Schedule 1 Part I: Line 3) is negative.

Additional documentation will be requested at the discretion of the CVA Program administrator if tax transcripts or additional income documentation do not appear to reflect gross annual income as defined by the Implementation Manual.

## **Household Definition**

For this program, “household” is defined as the participant plus any spouse, registered domestic partner, dependents, and guardians of the participant.

## **Proof of Household**

All participants will be required to self-certify their household size in the online application. If the participant filed federal income taxes in the previous year, their tax transcript will be used to verify household size. If the participant did not file federal income taxes, BSF will accept any of the following documents as proof of household size:

- Decree of Court (legally adopted)
- Divorce Decree (change in household size)
- Landlord Statement (must include a contact name and phone number)
- Lease Agreement
- Public Assistance/Social Service Agency Records
- Document Issued by a Public Housing Authority (if a resident or on the waiting list)
- Other verifiable sources of proof of household size will be considered by BSF and upon CARB approval

## **2. California Residency Requirements**

Participants must provide proof that they are a current resident of California in the grant application process. A primary document will be required to verify residency, these documents include:

- Current, valid California Driver’s License OR
- Current, valid California AB 60 License

Primary documents must be issued by the California Department of Motor Vehicles.

A secondary document will be required if the address listed on the participant’s primary document does not match the participant’s current home address. Requirements for secondary document include:

- One (1) acceptable document is required.
- A clear and legible full-page image or scan of mail is required; the envelope cannot be accepted.
- All residency documents must list the applicant’s first and last name.



- The document must show the home address listed on the CVA Program application; mailing address are not acceptable.
- P.O. boxes are not acceptable.
- Document must show the same California address.
- Mail must be dated within 60 calendar days of when an application is received.
- If the document only shows a date range (i.e. a statement period or period of coverage) this will not be accepted.

Types of secondary documents accepted:

- Rental or lease agreement with the signature of the owner/landlord and the tenant/resident.
- Deed or title to residential real property.
- Mortgage bill.
- Home utility bill (including cellular phone).
- School documents.
- Medical documents.
- Employment documents such as a recent paystub.
- Insurance documents, including medical, dental, vision, life, home, rental, and vehicle.
- California Certificate of Vehicle or Vessel Title or Registration.
- Change of Address Confirmation by the U.S. Postal Service (Form CNL 107).
- Any document issued by an entity, office, or authority governing over a country, state, county, city, municipality, district, agency, department, or any other political subdivision of a country or state that is typed and contains the agency name, department name, state seal, or is on official letterhead.
- Property tax bill or statement.
- Personal or Business Account Bank Statement (PDF or full document).
- Voter registration confirmation letter or postcard issued by the California Secretary of State or a local California county elections officer.
- Court documents that list the applicant as a resident of California.

Active duty military members stationed in California, but with permanent residency in another state are eligible to apply and current military orders may be accepted in lieu of other proof of residence documentation.

### **3. Program Education Requirements**

#### **Financial Preparations**

Participants must complete the educational requirements made available in the grant application process. These online and mobile-friendly courses will be available in both Spanish

and English. For other language needs, please contact BSF at [cleanvehicles@beneficialstate.org](mailto:cleanvehicles@beneficialstate.org).

The educational videos required as part of the Program Education section were designed to enhance the financial success of individuals who are about to purchase a vehicle and take out an auto loan. The courses will equip participants with important knowledge for the successful financial management of their clean vehicle purchases.

### **Clean Vehicle Technology**

Participants are required to watch four educational videos about clean vehicle technology as part of the online application. Additionally, the educational videos and two informational flyers, [Electric Vehicles 101](#) and [Hybrid Vehicles 101](#), are available on the CVA Program website. The educational videos and flyers contain key information about the clean vehicle's unique technology and maintenance requirements and information about charging infrastructure and installation options.

## **4. Application Processing**

Application processing time frames are subject to change based on the volume of applications in our system. Processing times will vary.

- a. Participants will receive important communications and resources to complete their application via email.
  - i. Veri-Tax – email is sent to participants from Veri-tax on behalf of the CVA Program administrator. This email includes a Tax Transcript Release Form (4506T) that must be e-signed as part of the online application process. The electronic signature is required to release participants' previous year tax transcripts. Previous year tax transcripts are reviewed by the CVA Program administrator.
- b. Complete applications will be reviewed by the CVA Program administrator and the participant will be notified of a decision via email. The email will be sent to the primary email provided by the participant in the initial application.
- c. Participants who have been approved to redeem a grant will receive an Approval Packet email with instructions on how to proceed.
- d. After all required documentation has been received from the dealership, grant payments are issued to the qualified dealership that the participant has elected

to purchase or lease their clean vehicle from. **Participants do not receive grant funds directly.**

## **5. Grant Recipient Requirements**

- a. Participants must register the vehicle they purchase or lease with a program grant and/or loan in California.
- b. Participants must possess a valid California Class C driver's license or AB 60 driver's license. If the participant possesses a temporary Class C driver's license, then a secondary form of a California government-issued ID, such as a passport, military ID, or California ID may be submitted along with a temporary license.
- c. Participants must contribute a minimum of \$1,000 to their clean vehicle purchase or lease. The participant's contribution can be either a loan or down payment.
- d. Participants seeking financing must secure an interest rate of 12.0 percent or lower to qualify for the grant.
- e. Participants must purchase and maintain minimum required automotive insurance. In California, drivers must carry minimum liability insurance of \$15,000 for injury/death to one person, \$30,000 for injury/death to more than one person, and \$5,000 for damage to property.
- f. Participants must live in California for the term of the loan or 30 months, whichever is longer based on the loan term.
- g. The participant must own or keep the lease of the vehicle for a minimum of 30 months.
- h. Participants must agree to complete two CVA Program surveys.

## **6. Survey Requirements**

CVA Program participants must agree to complete surveys as part of the terms of their grant. CVA Program surveys will be administered by the Center for Sustainable Energy. Grant recipients will be sent an Adoption Survey and an Ownership Survey via email, and they are expected to complete each in a timely manner. Each survey will take roughly 10–15 minutes. If the survey format is inaccessible to an individual for any reason, the individual should contact the CVA Program administrator at 1-559-271-1957 to arrange accommodations.

## 7. Ownership Requirements

CVA Program grant recipients are required to own or lease their clean vehicle for a minimum of 30 consecutive months immediately after the vehicle purchase or lease date. The original lease must be a minimum lease term of 30 months. Resale of a vehicle or return of a leased vehicle to a dealer may be allowed within this 30-month period if necessitated by unforeseen or unavoidable circumstances, on a case-by-case basis. To employ this provision, contact the CVA Program administrator to initiate this process. If the vehicle is resold or returned, the vehicle purchaser or lessee must promptly reimburse a prorated portion of their grant to BSF. Participants who fail to reimburse a grant when required will not be eligible to participate in the CVA Program or any other CARB-funded incentive program again.

### Prorated Grant Reimbursement Process

A participant who is required to reimburse their grant may do so at a prorated amount, based on the length of time they have owned or leased the clean vehicle. The prorated amount will be calculated by dividing the amount of the grant paid by 30 months, then multiplying the per-month amount by the number of months remaining.

$$\text{(Original Rebate Amount} \div \text{30 Months)} \times \text{(30 – months since vehicle purchase or lease date)}$$

The number of months remaining will be rounded up if the partial month is over 15 days and rounded down if it is at or below 15 days. For example, if a participant receives a \$5,000 grant and does not meet the 30-month ownership requirement, the participant will reimburse the amount due based on how long they owned the vehicle. If the vehicle is owned for 20 months and 15 days, then it will be counted as 20 months, and 10 months remain to complete the ownership requirement. In this scenario, we divide \$5,000 by 30 to determine the monthly breakdown of the grant, then multiply that amount by the 10 months remaining to complete the 30-month ownership requirement. If the participant owns the vehicle for 20 months and 16 days, then it will be counted as 21 months. In this scenario, we divide \$5,000 by 30 to determine the monthly breakdown of the grant, then multiply that amount by the 9 months remaining to complete the 30-month ownership requirement.

### Exemption Circumstances

If a participant does not fulfill the ownership requirement due to one of the following circumstances, they will not be required to reimburse the grant. A participant will be required to provide documentation of their exemption circumstance. Exemptions will be reviewed and approved by the CVA Program administrator on a case-by-case basis. Once documentation is received and verified, BSF will update the participant's file with the documentation of the exemption. If the exemption is approved, BSF will inform the participant via email.

- a. Military Leave

- i. Documentation accepted: Scan of military orders; name and date must be after the application date.
- b. Lemon Vehicle
  - i. Documentation accepted: Original equipment manufacturer (OEM) vehicle buyback documents. Lemon vehicle documentation can vary based on the OEM, so the exact documents can vary.
- c. Totaled Vehicle
  - i. Documentation accepted: Total loss documents from the insurance company that lists the vehicle identification number (VIN) and date the insurance company assumed responsibility and took possession of the vehicle.
- d. Vehicle Repossession
  - i. Documentation accepted: Notice of Intent from the lender.
- e. Vehicle Failure
  - i. Documentation accepted: Mechanical inspection from a licensed mechanic or vehicle buyback documents.
- f. Vehicle Stolen
  - i. Documentation accepted: BSF will look up the vehicle VIN in the National Insurance Crime Bureau database (VinCheck®) to verify it has been reported stolen (<https://www.nicb.org/vincheck>).

### **Grant Transfer**

A participant will not violate the 30-month ownership or lease requirement if they transfer their grant to a different, qualifying clean vehicle. It is the participant's responsibility to inform BSF of a grant transfer and provide the required documentation.

- a. Documentation required: A valid registration and the purchase or lease agreement for the new qualifying clean vehicle. Procedures and documentation required in Section E will also apply.

### **8. Consequences of Non-compliance or Fraud**

Participants are responsible for ensuring the accuracy of the information on all grant applications and required documentation submitted to BSF. Submission of false information on any required documents may be considered a criminal offense and is punishable under penalty of perjury under the laws of the State of California. CARB or its designee may recoup the CVA Program funds which were received based upon misinformation or fraud, or for which the dealership, manufacturer, or vehicle purchaser or lessee is in significant or continual noncompliance with this Implementation Manual or State law. CARB also retains the authority

to prohibit any entity from participating in the CVA Program due to noncompliance with project requirements or fraud. CARB or its designee reserves the right to forward applicant or grant recipient information to the Franchise Tax Board or any other appropriate agency. Applicants and grant recipients also should be aware that the California False Claims Act permits the Attorney General to bring a civil law enforcement action to recover treble damages and civil penalties against any person who knowingly makes or uses a false statement or document to either obtain money or property from the State or avoid paying or transmitting money or property to the State.

## **D. Vehicle Financing Options**

Participants may select any of the following payment options for the purchase of a qualifying vehicle in the CVA Program:

1. Participants may apply for a loan from Beneficial State Bank. Beneficial State Bank, in partnership with the CVA Program administrator, guarantees an interest rate of 8 percent or lower for all CVA Program participants with qualifying loan applications. Beneficial State Bank loan applications are credit-based. Participants applying with Beneficial State Bank will be subject to having their credit pulled and reviewed by a Beneficial State Bank underwriter. The CVA Program administrator is not involved in the decision making of Beneficial State Bank loan applications.
2. Participants may obtain a loan from a financial institution of their choice. Participants who choose this option must secure an interest rate of 12.0 percent or below to qualify for and redeem a grant.
3. Participants may finance a lease for their clean vehicles from their lender of choice. The CVA Program administrator does not provide any advice or resources for leasing. There is no interest rate cap on leasing a vehicle. The CVA Program's partner lender, Beneficial State Bank, does not offer leasing options.
4. Participants may purchase the clean vehicle in full.

## **E. Program Policies**

### **1. Open Application Expiration Policy**

CVA Program applications will expire if they have not been completed and submitted 60 calendar days after the application was created. Two emails will be sent to participants with

inactive applications to remind them to complete the application before the expiration date. If an application expires, the participant can begin a new application if the program is accepting new applications at that time.

## **2. Application Approval Expiration Policy**

Participants with an Approval Letter will have 35 calendar days to shop for and purchase or lease a vehicle from the date their CVA Program application is approved. The approval expiration date will be listed on the participant's approval letter. The date on the participant's purchase or lease contract must be on or within the approval date and the expiration date. If the original date on the purchase or lease contract does not fall within the eligibility timeframe, the participant is not eligible for the grant. Once a contract has been executed, it cannot be modified to meet the approval eligibility timeframe. If a vehicle purchase or lease is not made within 35 calendar days of the application approval date, then the participant must reapply for the program and submit updated applicable documents for income and residency verification. Participants will be held to the program guidelines that are in effect at the time a complete application is submitted.

## **3. Grants per Lifetime**

California residents may redeem a maximum of two CVA Program grants in their lifetime. Participants will be eligible to apply for a second CVA Program grant only after the 30-month ownership requirement has been fulfilled under the terms of their first grant, unless they meet certain exemption circumstances, as outlined in Section C.7.

This grants-per-lifetime policy will include all CVA Program participants from the initial CVA Program launch and all participants moving forward. This policy is subject to change, and changes may apply retroactively.

## **4. Reservation and Waitlist Policy**

### **Reservation List**

A Reservations List will be put in place if all grant funds have been reserved by grant-approved participants. Funds are put in reserve for 35 calendar days from the date a participant is given grant approval. If the grant-approved participant does not redeem a grant in that window of time, the funds are released back into the pool of available grant funds. Participants with Approval Letters when a Reservation List is active have reserved grant funds and will be guaranteed a grant if they redeem it in accordance with all program criteria. Participants who have an incomplete application at the time when a Reservation List is put in place may continue the application process and submit their application. However, these participants may

experience unusually long wait times and may not receive funding. BSF may or may not allow new participants to begin an application during this time.

### **Waitlist**

A Waitlist may be established if all available grant funds have been spent. BSF may or may not allow new participants to begin an application during this time. Existing applications may be processed and added to the Waitlist when they are completed and approved. If funds become available, grants will be given to participants on the Waitlist in the order the applications were completed and approved.

## **5. Case Evaluation Policy**

CVA Program participants who have been denied for grant preapproval or grant payment may submit a case evaluation request. To submit a case evaluation request, the participant must postmark a formal case evaluation letter within 10 calendar days from the date they received a denial email. The letter must be sent to CARB at:

CVAP Case Evaluation  
MSCD 5th Floor  
1001 I St.  
P.O. Box 2815  
Sacramento, CA 95812

**If the only basis for a case evaluation request is that the participant disagrees with the policies set forth in the CVA Program Terms and Conditions and the Implementation Manual, there is no basis for a case evaluation. If a participant submits incorrect or incomplete documentation, there is no basis for a case evaluation. If the dealership partner fails to submit complete documentation or breaks the Dealership Terms & Conditions, there is no basis for a case evaluation. An individual whose application or grant was denied may reapply through the standard application process.**

## **F. CVA Program Dealership Responsibilities and Requirements**

Dealerships participating in the CVA Program are required to review participant approval documents and to apply a participant's preapproved grant amount to the purchase or lease of an eligible vehicle as a Deferred Down Payment. Dealerships will receive grant payment once all program guidelines of redeeming a grant are met, as outlined in this Implementation Manual and the Dealership Terms and Conditions (found on the CVA Program website: [www.cleanvehiclegrants.org/dealerships/](http://www.cleanvehiclegrants.org/dealerships/)).



## 1. CVA Program Dealership Network

To redeem a CVA Program vehicle grant, an approved participant must purchase or lease the vehicle from a member of the CVA Program Dealership Network. The list of dealerships in the network is located on the [CVA Program website](#) and updated regularly.

Dealerships can apply to the CVA Program Network by submitting required documentation to the administrator. To apply, dealerships are required to email the following documents to [dealerships@beneficialstate.org](mailto:dealerships@beneficialstate.org) and will be asked to provide updated documents as they expire:

- Signed copy of the Dealership Terms and Conditions
- Company name and contact person
- Phone number
- Email address
- Mailing address
- Business license
- Seller's permit
- DMV license
- Additional information may be requested

BSF will consider inviting dealerships to the network, on the request of a dealership or participant, if they meet any of the criteria below. The CVA Program administrator does not guarantee that a dealership will be vetted or approved to join the network.

- a. Credit Union Direct Lending (CUDL) AutoSmart Dealerships:
  - i. For more information about CUDL, please visit [www.cudlautosmart.com](http://www.cudlautosmart.com).
- b. Franchise Dealerships:
  - i. Examples of franchise dealers (Ford, General Motors, Honda, and other major OEM car manufactures).
- c. Beneficial State Bank Vetted Dealerships:
  - i. Beneficial State Bank has a rigorous vetting process to ensure the dealerships they work with will meet high standards for consumer protection and fair business practices. As the program's partner lender, Beneficial State Bank vets dealerships for the CVA Program Dealership Network on a case by case basis.

## 2. Grant Disbursement Process for CVA Program Network Dealerships

1. Sell or lease an eligible clean vehicle to a CVA Program approved participant.
  - a. Verify the buyer's Approval Letter is their own and has not expired.

- b. Verify the vehicle meets all requirements listed on the Clean Vehicle Checklist.
  - c. Verify the name listed on the purchase or lease contract exactly matches the name listed on the CVA Program Approval Letter.
  - d. Verify the correct grant amount is applied to the purchase or lease contract as a Deferred Down Payment and listed on the contract as “CARB Grant.”
  - e. Verify the purchase or lease contract is completed, executed, and signed.
2. Email the purchase or lease documents and grant stipulations to the CVA Program administrator.
    - a. Send a copy of vehicle purchase or lease contract with the grant listed as the Deferred Down Payment on the purchase contract.
    - b. Send the Clean Vehicle Grant Confirmation signed by both the dealership and the participant. This document is provided to the participant in their Approval Packet. If the Grant Confirmation page indicates that a loan has been received, it must also be reflected on the purchase/lease contract or additional loan documents must be provided. If the participant is paying cash for the vehicle, it is required to be documented on the Clean Vehicle Grant Confirmation or additional documentation will be requested.
    - c. Provide the Vehicle History Report, such as a CARFAX Report (for used vehicles).
    - d. Provide the proof of Vehicle Inspection Report, completed by a licensed mechanic (for used vehicles).
    - e. The vehicle must have no open recalls.
  3. Receive the grant via ACH Payment.
    - a. Provide the following information to the CVA Program administrator:
      - Automated Clearing House (ACH) Number
      - Routing Number
      - Type of Account

ACH payment will typically arrive 10 business days after the CVA Program administrator has received and verified all required documentation. This timeframe may be impacted by application volume; please visit our website for programmatic updates.

## **5. Vehicle Returns and Recalls**

If a vehicle is returned to the dealership, both the participant and dealership have the responsibility of reporting the return and reason for return to the CVA Program administrator. The grant money must be returned to the CVA Program administrator by contacting the program directly for further instructions.

Vehicles that have open recalls must have a solution and show proof of being fixed prior to the vehicle sale and any grant payment being issued. If there are no current solutions to the recall

from the manufacturer, then the vehicle is not eligible for the CVA Program, and the grant payment will not be provided. Grants may only be issued for vehicles with no open recalls.

## 6. Termination

BSF may terminate a dealership's participation in the CVA Program if the dealership does not follow the program requirements and/or violates the Dealership Terms and Conditions. Dealership Terms and Conditions are provided to dealerships that participate in the CVA Program.

## G. Stacking Information

The CVA Program vehicle grant can be stacked with the following CARB-funded vehicle incentive programs when all program criteria are met for each program independently. In this case, "stacking" means to combine multiple grants and rebates to lower the cost of a single vehicle purchase or lease.

### Clean Vehicle Rebate Program (CVRP) (<https://cleanvehiclerebate.org>):

- CVRP is a statewide program offering rebates of up to \$4,500 for the purchase or lease of new, eligible zero-emission vehicles, including electric, plug-in hybrid electric and fuel cell vehicles.
- Rebates are a post-purchase incentive.
- To stack funds from CVA Program and CVRP, an individual must first apply for and redeem a grant from the CVA Program and second apply for and receive a rebate from CVRP.
- CVRP eligibility requirements are outlined here: <https://cleanvehiclerebate.org/eng/eligibility-guidelines>.

### California Clean Fuel Reward (CCFR) (<https://cleanfuelreward.com/>):

- The California Clean Fuel Reward is available to all California residents who purchase or lease an eligible vehicle through a participating dealership. There are no income or location restrictions within California, but the vehicle must be registered in the State of California.
- CCRF program rules are outlined here: <https://cleanfuelreward.com/california-ev-rebate-program/rules-eligibility>.

The CVA Program vehicle grant cannot be stacked with the following programs:

### Clean Cars 4 All (CC4A) (<https://ww2.arb.ca.gov/our-work/programs/clean-cars-4-all>):

- [Replace Your Ride](#) (South Coast)
- [Drive Clean in the San Joaquin](#) (Central Valley)

- [Clean Cars for All](#) (Bay Area)
- [Driving Clean Assistance Program](#) (Northern California)

## H. Definitions

**Battery Electric Vehicle (BEV)** is any vehicle that operates solely by use of a battery or battery pack, or that is powered primarily using an electric battery or battery pack but uses a flywheel or capacitor that also stores energy produced by the electric motor or through regenerative braking to assist in vehicle operation.

**California Air Resources Board (CARB)** is charged with protecting the public from the harmful effects of air pollution and developing programs and actions to fight climate change. For more information please visit CARB: <https://ww2.arb.ca.gov/homepage>.

**California Climate Investments** is a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment—particularly in disadvantaged communities.

**Charging Station:** an electric vehicle charging station is equipment that connects an electric vehicle (EV) to a source of electricity to recharge electric cars and plug-in hybrids. Charging stations are also called electric vehicle supply equipment (EVSE) and are provided in municipal parking locations by electric utility companies or at retail shopping centers by private companies. These stations provide special connectors that conform to the variety of electric charging connector standards.

**Clean Cars 4 All:** (CC4A) Clean Cars 4 All is a program that focuses on providing incentives through California Climate Investments to lower-income California drivers to scrap their older, high-polluting car and replace it with a zero- or near-zero emission replacement. The program aims to focus the benefits of the program to low-income and disadvantaged communities and has a heavy emphasis on consumer protections, education of the new technologies, and coordination with other clean transportation programs. For more information please visit Clean Cars 4 All: <https://ww2.arb.ca.gov/our-work/programs/clean-cars-4-all>

**Clean Vehicle Assistance Program (CVA Program)** is a program administered by Beneficial State Foundation in partnership with CARB.

**Clean Vehicle Rebate Program (CVRP)** is a rebate project that promotes clean vehicle adoption in California by offering rebates for the purchase of new, eligible zero-emission vehicles. For more information please visit CVRP: <https://cleanvehiclerebate.org/eng/about-cvrp>.

**Combined Fuel Economy:** The fuel economy from driving a combination of 55% city and 45% highway miles, calculated as  $1/[(0.55/\text{city mpg}) + (0.45/\text{highway mpg})]$ .

**Deferred Down Payment:** For the CVA Program, a deferred down payment is any portion of the down payment that is paid to the dealership after the contract is signed. The CVA Program administrator uses the deferred down payment method to pay out qualified grants to dealerships.

**Down Payment Assistance:** a grant provided directly to the dealer from the CVA Program administrator to pay down the vehicle price for a prequalified participant purchasing a qualifying clean vehicle.

**Electric Vehicle Supply Equipment (EVSE)** is a portable, pedestal-mounted, or wall-mounted unit that delivers electricity to BEVs or PHEVs. EVSE establishes two-way communications with the on-board charger in the car.

**Federal Poverty Level (FPL)** is the income level published in the poverty guidelines which are updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 0002(2). See the Federal Poverty guidelines website for the current poverty levels (<https://aspe.hhs.gov/poverty-guidelines>).

**Fuel Cell Electric Vehicles (FCEV)** is any vehicle that receives propulsion energy from both an on-board fuel cell power system and either a battery or a capacitor. An FCEV is equivalent to a “hybrid fuel cell vehicle.”

**Grant:** A grant is money given to a person, business, government or other organization that is designated for a specific purpose which does not need to be repaid when the grant terms are met.

**Grant Transfer:** The transfer of a clean vehicle grant to a different, qualifying clean vehicle.

**Gross Annual Income:** is determined by the amount reported on the applicant’s federal tax return as reflected on their IRS tax transcript. Please note: Since tax documents may not demonstrate all income as defined by CVRP, other proof of income documentation may be requested.

**Household** is defined, for the CVA Program, as the participant plus any spouse, registered domestic partner, dependents, and guardians of the participant.

**Household Income:** The total gross annual income of a CVA Program participant plus the total gross annual income of any spouse, registered domestic partner, dependents, and guardians that the participant has.

**Hybrid Electric Vehicles (HEV)** is any vehicle that can draw propulsion energy from both of the following on-vehicle sources of stored energy: (1) a consumable fuel and (2) an energy storage device such a battery, capacitor, or flywheel.

**KW:** One kilowatt is defined as energy consumption of 1000 joules for 1 second:  
 $1\text{kW} = 1000\text{J} / 1\text{s}$ . One kilowatt (kW) is equal to 1000 watts (W):  $1\text{kW} = 1000\text{W}$ .

**Licensed Auto Mechanic:** Mechanic with education and hands-on experience and certified by the State of California. Licensed mechanic must hold valid and up to date license/permits.

**Licensed Electrician:** Electrician with education and hands-on experience and certified by the State of California to install and maintain electrical systems. License requires all work be done with appropriate permits, according to the safety guidelines stipulated by the National Electrical Code. Licensed electrician must hold valid and up to date license/permits.

**Lemon Vehicle:** A vehicle that turns out to have several manufacturing defects affecting its safety, value or utility. Any vehicle with such severe issues may be termed a lemon and, by extension, so may any product with flaws too great or severe to serve its purpose.

**Level 2 Charger:** Electric vehicle charger that utilized a higher output power source. Charging times are much faster than with a level 1 electric vehicle charging station.

**Low Income,** for the purpose of this project, is a gross household income less than or equal to 400 percent of the Federal Poverty Level.

**Military Leave:** Time off that is provided to staff who are members of the National Guard or other reserve component of the United States Armed Services and who are called to active duty, attend scheduled reserve service, and/or temporary training duty.

**MPG:** Miles per gallon, a measure of fuel economy.

**Neighborhood Electric Vehicle:** A Neighborhood Electric Vehicle (NEV) is a U.S. designation for battery electric vehicles that are usually built to have a top speed of 25 miles per hour (40 km/h), and have a maximum loaded weight of 3,000 lb. (1,400 kg). Depending on the particular laws of the state, they are legally limited to roads with posted speed limits of 45 miles per hour (72 km/h) or less.

**Open Recall/Recall:** A recall is issued when a manufacturer or NHTSA determines that a vehicle, equipment, car seat, or tire creates an unreasonable safety risk or fails to meet minimum safety standards.

**Plug-in Hybrid Electric Vehicles (PHEVs)** are hybrid electric vehicles that have zero-emission vehicle range capability, in addition to a combustion engine that uses gasoline, an on-board electrical energy storage device, and an on-board charger. They are rechargeable from an external connection to an off-board electrical source.

**Resold/Returned Vehicle:** For the CVA Program, a resold or returned vehicles is a vehicle that a participant sells, trades in, or returns to the dealership within the 30-month ownership requirement.

**Vehicle Inspection Report:** A document issued by the contractor or a licensed dealer or repairer authorized by the commissioner to conduct emissions inspections, which, when validated by a pass or fail mark constitutes proof of inspection. Waiver, failure and repair report, diagnostics, vehicle test results, vehicle description information, and certification of inspection are all parts constituting the vehicle inspection report.

**Zero Emission Vehicle (ZEV)** means any vehicle certified to zero-emission standards. This category includes BEVs and FCEVs.

**220v Outlet:** 220v outlet are meant for high power appliances that cannot be supported by standard 110v outlets. 220v outlets are the standard requirement for home EVSE.