

## APPENDIX B

# SAMPLE IMPLEMENTATION MANUAL

## Clean Mobility Voucher Pilot Program Draft Implementation Manual For Fiscal Year 2017-18

The Implementation Manual for FY 2017-18 Clean Mobility Voucher Pilot Program will be developed by CARB, in conjunction with the Grantee, after execution of the Grant Agreement through a public work group process. The Implementation Manual must be available on the program webpage, and may be periodically updated as needed to clarify program requirements and improve program effectiveness.

Effective Date: XX, 2019



**DRAFT IMPLEMENTATION MANUAL  
FOR THE CLEAN MOBILITY VOUCHER PILOT PROGRAM**

**Table of Contents**

<b>A. INTRODUCTION AND BACKGROUND</b> .....	1
1. Clean Mobility Voucher Pilot Program Overview .....	2
<b>B. PROJECT ELIGIBILITY CRITERIA</b> .....	3
1. Eligible Models for Clean Mobility Options Project .....	3
2. Project Characteristics .....	5
<b>C. CLEAN MOBILITY VOUCHER PROGRAM TERMS AND CONDITIONS</b> .....	5
1. Voucher Process .....	5
2. Applicant Requirements .....	6
<b>D. VEHICLE AND EQUIPMENT ELIGIBILITY</b> .....	6
1. Vehicle Eligibility Requirements .....	7
2. Electric Vehicle Supply Equipment (EVSE) Eligibility Requirements .....	7
3. Bicycle Eligibility Requirements .....	8
4. Supporting Documentations .....	8
5. Waiting List .....	9
<b>E. ELIGIBILITY CRITERIA FOR PROJECT PARTICIPANT (END-USER)</b> .....	9
1. Vehicle Drivers .....	9
2. Bicycle Riders .....	9
3. Carpool/Vanpool Riders (Non-Driver Participants) .....	10
4. Ineligible Participants .....	10
5. Research Participation .....	10
<b>F. DEFINITIONS</b> .....	11

**Attachments**

A. Clean Mobility Voucher Application .....	13
B. Clean Mobility Voucher Request and Terms and Conditions Form .....	14

## A. INTRODUCTION AND BACKGROUND

The Clean Mobility Voucher Pilot Program is intended to improve clean transportation access and to increase zero-emission and near zero-emission mobility choices for disadvantaged communities. The Grantee, in collaboration with CARB, will develop and administer a program to fund small-scale car sharing and ridesharing projects for these communities. Residents will benefit from the use of clean mobility options without the cost burdens of vehicle ownership and will be offered alternate modes of transportation that encourage the use of zero-emission and plug-in hybrids vehicles, bicycles, vanpools, and other clean mobility options.

In 2007, Governor Schwarzenegger signed into law the California Alternative and Renewable Fuel, Vehicle Technology, Clean Air, and Carbon Reduction Act of 2007 (Assembly Bill [AB] 118, Chapter 750, Statutes of 2007). AB 118 created the Air Quality Improvement Program (AQIP), a voluntary incentive program administered by California Air Resources Board (CARB or Board) to fund clean vehicle and equipment projects, air quality research, and workforce training.

As required in 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 the CARB in the annual State Budget. The funding plan focuses AQIP on supporting development and deployment of the advanced technologies needed to meet California's longer-term, post 2020 air quality goals.

In 2012, the legislature passed and Governor Brown signed into law 3 bills – AB 1532 (Pérez, Chapter 807), Senate Bill (SB) 535 (de León, Chapter 830), and SB 1018 (Budget and Fiscal Review Committee, Chapter 39) that established the Greenhouse Gas Reduction Fund (GGRF) to receive Cap-and-Trade auction proceeds and to provide the framework for how the auction proceeds will be administered to further the purposes of AB 32. Cap-and-Trade auction proceeds have been appropriated to CARB for Low Carbon Transportation projects that reduce greenhouse gas (GHG) emissions, with an emphasis on investments that benefit the State's disadvantaged communities. Per statute these funds must be used to further the purposes of Assembly Bill 32 (AB 32; Nunez, Chapter 488, Statutes of 2006). The Low Carbon Transportation investments build upon and greatly expand existing advanced technology, clean transportation programs, which provide mobile source incentives to reduce criteria pollutant, air toxic, and GHG emissions.

In December 2017, the Board approved the FY 2017-18 Funding Plan for Clean Transportation Incentives (FY 2017-18 Funding Plan)<sup>1</sup>, which allocates \$265 million for light-duty vehicle and transportation equity investments, including \$17 million in funding

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<sup>1</sup> California Air Resources Board. 2017. Proposed Fiscal Year 2017 18 Funding Plan for Clean Transportation Incentives. Available at:

[https://www.arb.ca.gov/msprog/aqip/fundplan/proposed\\_1718\\_funding\\_plan\\_final.pdf](https://www.arb.ca.gov/msprog/aqip/fundplan/proposed_1718_funding_plan_final.pdf)

for the Statewide Administrator for Clean Mobility Options Projects for Disadvantaged Communities (Clean Mobility Voucher Pilot Program).

The Clean Mobility Voucher Pilot Program supports the goals of Senate Bill (SB) 1275 (De León, Chapter 530, Statutes of 2014), Assembly Bill (AB) 398 (Eduardo Garcia, Chapter 135, Statutes of 2017) for prioritizing low- and zero-carbon transportation alternatives, and SB 350 (De León, Chapter 547, Statutes of 2015) for overcoming clean transportation barriers for low-income consumers and disadvantaged communities to access clean transportation and mobility options. Disadvantaged communities are identified by the California Environmental Protection Agency's California Communities Environmental Health Screening Tool 3.0 (CalEnviroScreen 3.0) that assesses all census tracts in the State to identify areas disproportionately burdened by, and vulnerable to, multiple sources of pollution.

SB 350 directed CARB to conduct a study on the barriers for low income Californians to access clean transportation options, including those in disadvantaged communities, as well as recommendations on how to increase access. The main barriers identified in CARB's Final Guidance Document – Low-Income Barriers Study, Part B: Overcoming Barriers to Clean Transportation Access for Low-Income Residents (Guidance Document) include: (1) upfront affordability of zero-emission and near zero-emission technologies and supporting charging and fueling infrastructure; (2) the need for permanent, long-term funding sources; (3) awareness of clean transportation and mobility options and supporting infrastructure; and (4) the dynamic, localized nature of transportation and mobility option needs of low-income residents. The Clean Mobility Voucher Pilot Program directly supports CARB's Guidance Document priority recommendations to expand funding and financing for clean transportation and mobility projects, including infrastructure, to meet the accessibility needs of low-income and disadvantaged communities; and to increase residents' awareness on clean transportation and mobility options, and educate consumers about clean transportation options and infrastructure investments.

## **1. Clean Mobility Voucher Pilot Program Overview**

The Clean Mobility Voucher Pilot Program is administered and implemented through a partnership between CARB and the Statewide Administrator, selected via a competitive CARB grant solicitation. CARB will set the requirements and develop the eligibility criteria for Clean Mobility Options Project operator(s) to apply for voucher funding through this program. The Statewide Administrator is responsible to verify all the project eligibility requirements have been met by the applicants, reserve the voucher amounts, and distribute vouchers after applicant submitted the supporting documentations and required items. The majority of voucher funds will be used to purchase or lease vehicles (new battery-electric, fuel cell electric, plug-in hybrid), bicycles, and other clean mobility options along with associated equipment, infrastructure, and supporting project costs necessary for implementing small-scale Clean Mobility Options Projects for disadvantaged communities.

The FY 2017-18 Grant Solicitation in conjunction with the Guidelines, and the Funding Plan identify the minimum requirements for implementing Clean Mobility Voucher Pilot

Program. The Implementation Manual for the FY 2017-18 Clean Mobility Voucher Pilot Program (Implementation Manual) provides necessary definitions, explanations, and processes associated with those minimum requirements. This Implementation Manual will be developed by CARB through the work group process, in conjunction with the Grantee, upon execution of the Grant Agreement and may be periodically updated as needed to clarify program requirements and improve program effectiveness.

Key milestones for Clean Mobility Voucher Pilot Program development and implementation for FY 2017-18 are identified in Table 1.

Table 1: Program Development and Implementation Timeline for FY 2017-18\*

Action Item	Date or Time Period
Selection of Statewide Administrator	Late-2018
Work group process to finalize the Implementation Manual	Early-2019
Statewide Administrator, in collaboration with other CARB Clean Transportation projects, develops streamlined clean mobility voucher application, Implementation Manual, and conducts outreach.	Early-2019
FY 2017-18 clean mobility voucher funding is available to award to eligible Clean Mobility Options Projects.	Mid-2019

\*This timeline may be changed at CARB's sole discretion.

## B. PROJECT ELIGIBILITY CRITERIA

This section discusses the criteria of eligible projects for voucher funding under the Clean Mobility Voucher Pilot Program and the specific requirements that a project and the entity must meet to be considered eligible for receiving clean mobility voucher(s). The eligible projects must be located in, or serving disadvantaged communities (top 25 percent as identified by CalEnviroScreen 3.0) and shall include one or more of any combination of the following project models, based upon the community or neighborhood's transportation needs. These models can also be combined with other transportation modes, such as public transportation or walking.

### 1. Eligible Models for Clean Mobility Options Project

- a. Car Sharing<sup>2</sup>: A project where individuals have temporary access to a vehicle without the costs and responsibilities of ownership (see Section D [1] for vehicle eligibility requirements). Instead of owning one or more vehicles, people can access

<sup>2</sup> Shaheen, S., N. Chan, A. Bansal, and A. Cohen. (2015). *Definitions, Industry Developments, and Early Understanding*. Shared Mobility, A Sustainability and Technologies Workshop. [http://innovativemobility.org/wp-content/uploads/2015/11/SharedMobility\\_WhitePaper\\_FINAL.pdf](http://innovativemobility.org/wp-content/uploads/2015/11/SharedMobility_WhitePaper_FINAL.pdf)

a fleet of shared vehicles on an as needed basis. Individuals typically access vehicles by joining an organization that maintains a fleet of cars and light trucks deployed in parking spaces usually located within high dense neighborhoods, such as, public transit stations, employment centers, and academic institutions. Typically, the car sharing operator provides insurance, charging or fueling, and parking as well as vehicle maintenance.

- b. Ridesharing: Any zero-emission or near zero-emission mobility option that can be shared among the participants (or residents) that enables them to have short term access to transportation modes on an as needed basis, is considered ridesharing. The following ridesharing models are consistent with the goals of this grant and may be eligible for voucher funding as a sole project model or combined with other models or with public transportation and walking.
  - i. Bike sharing: Users access bicycles or electric bicycles (e-bikes) on an as needed basis for one way (point to point) or roundtrip travel. Station based bike sharing kiosks are typically unattended, concentrated in urban settings, and offer one way based service (bicycles can be returned to any kiosk). Bike sharing operators typically cover the costs of bicycle maintenance, storage, and parking. Generally, users join the bike sharing organization on an annual, monthly, daily, or per trip basis.
  - ii. Carpooling or Vanpooling: This model facilitates formal or informal shared rides among drivers and passengers with similar origin destination pairings. Vanpooling consists of 7 to 15 passengers who share the cost of the car or van and operating expenses and may share the responsibility of driving. This model could also expand for a driver ambassador defined as a person who drives other people around.
  - iii. Alternative Transit Services (shuttles and microtransit): This broad category includes shuttles, paratransit, and private sector transit solutions commonly referred to as microtransit. Microtransit can include fixed route or flexible route services, and offer fixed schedules or on demand service. This model also may include nonemergency medical transportation services for seniors and populations with disabilities.
  - iv. Ride on Demand Services: This broad category includes ridesourcing, ridesplitting within transportation network companies (TNCs) services, and services that would allow taxicab passengers to arrange on demand taxi service through an electronic hail (E-Hail) application sent from a smartphone or other electronic device. Ridesourcing also use smartphone apps to connect community drivers with passengers. Ridesplitting involves splitting a ridesourcing/TNC provided ride with someone else taking a similar route and splitting the cost.
- c. Other Optional Enhancements to Clean Shared Mobility: There are many distinct and innovative clean shared mobility strategies that are now recognized and may be appropriate for inclusion as Clean Mobility Options Project. Due to the pilot nature of

this program, CARB is open to innovative clean transportation options that demonstrably meet the program goals as defined in this solicitation. These projects may include participant cost subsidies, para-transit enhancements, subsidized public transportation, mobility assistance, and other enhancements to improve accessibility, reliability, convenience, safety, and affordability for participants. These projects may be considered for funding only as component(s) of the main car sharing or ridesharing model(s). CARB must approve optional enhancement projects prior to funding by the Grantee.

## **2. Project Characteristics**

- a. All the car sharing and ridesharing projects receiving clean mobility voucher funds under this grant solicitation must provide GHG emission reductions.
- b. The eligible car sharing projects must be designed in a small-scale with “X” or less vehicles in the fleet. The eligibility requirements for all the clean mobility models, such as bike sharing, e-bike sharing, etc. will be determined through a public work group process, upon execution of the Grant Agreement.
- c. The other required elements, such as maximum allowable voucher amounts for each project, maximum portion and percentage of the awards associated with purchasing/leasing vehicles and other eligible supporting costs, minimum benefits and outcomes of the project, and other necessary criteria will be determined by CARB through a public work group process, upon execution of the Grant Agreement.

## **C. CLEAN MOBILITY VOUCHER PROGRAM TERMS AND CONDITIONS**

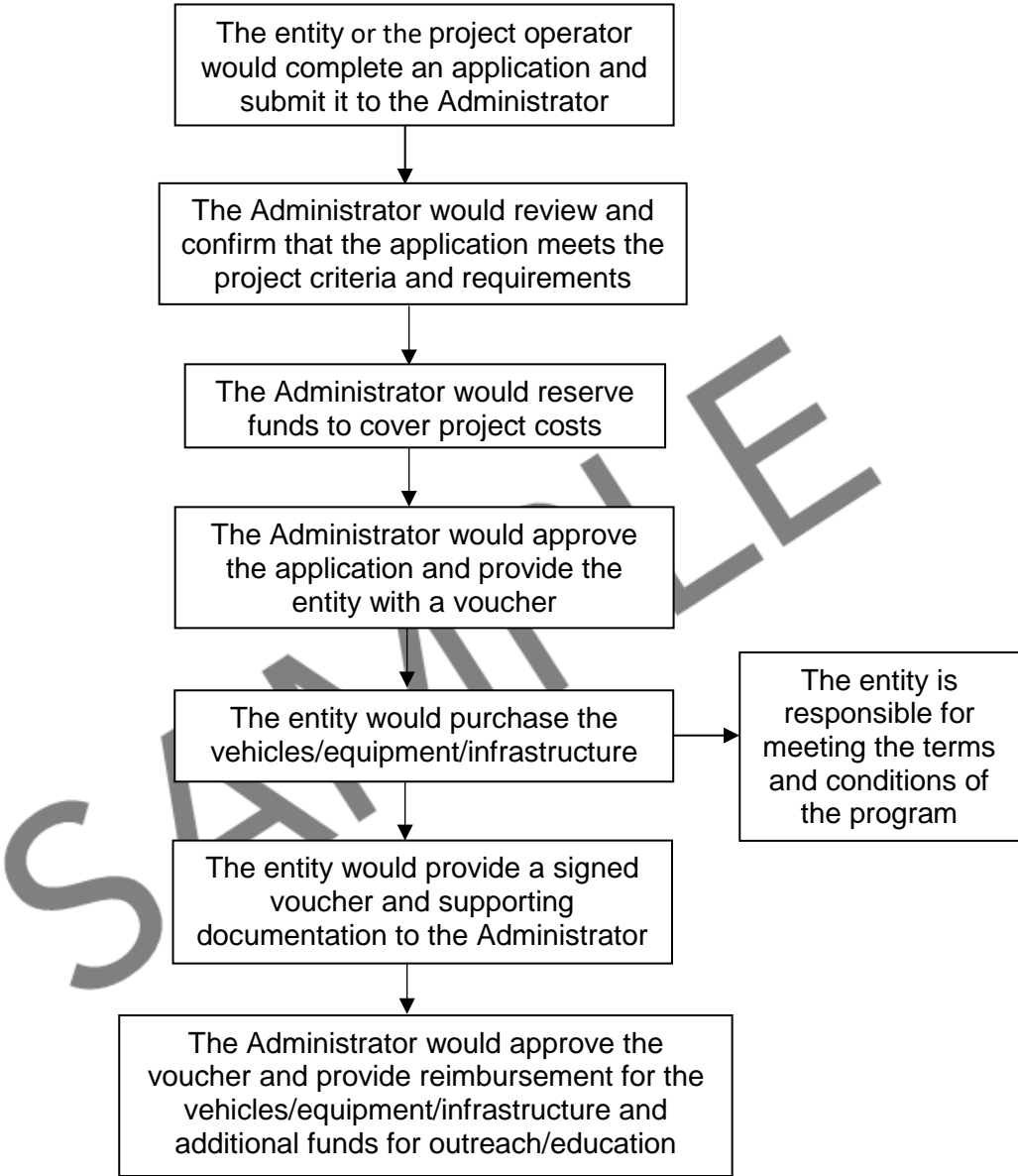
The operator(s) of the Clean Mobility Options Project is responsible for meeting the terms and conditions of the program. The terms and conditions for the eligible entity who applies for the clean mobility voucher and the voucher process will be determined by CARB through a public work group process, after the Grant Agreement is executed.

### **1. Voucher Process**

The Grantee shall, in coordination with CARB, develop and maintain a system for eligible applicants to quickly, effectively, and transparently request and redeem clean mobility vouchers. The Statewide Administrator is responsible to verify projects meet the eligibility requirements set by CARB, and distribute vouchers on a first-come, first-served basis to eligible applicants for small-scale Clean Mobility Options Projects. The voucher procedure will be developed by CARB through a public work group process, upon execution of the Grant Agreement. This may contain, at a minimum, a criteria for verifying the eligible projects, developing a voucher request and terms and conditions form, a process for equitable and rational distribution of voucher funds statewide, such as regionally, by urban, suburban, rural, and tribal regions located in disadvantaged communities, a process for establishing a waiting list if the program becomes oversubscribed, and a process for appealing a denied voucher application. For the

purpose of this document, Figure 1 illustrates an example of the voucher processing.

**Figure 1- Example of Clean Mobility Voucher Processing**



**2. Applicant Requirements**

As a condition for receiving CARB voucher funds, the applicant must comply with the requirements that will be developed by CARB through a public work group process, upon execution of the Grant Agreement. The applicant is responsible for reviewing the Clean Mobility Voucher Program requirements prior to applying for a voucher funding.



## **D. VEHICLE AND EQUIPMENT ELIGIBILITY**

The following are the current requirements for vehicle and equipment eligibility. At the discretion of CARB, these requirements may change during the program term.

### **1. Vehicle Eligibility Requirements**

- a. Light-duty passenger vehicles or medium-duty passenger or shuttle vans used must be zero-emission or near zero-emission.
- b. Eligible vehicle technologies include plug-in hybrid electric vehicles (PHEV), battery electric vehicles (BEV), and fuel cell electric vehicles (FCEV).
- c. Vehicles may be purchased or leased (2-year minimum lease period).
- d. Vehicles must be new.
- e. Passenger vehicles must be models designed to carry a minimum of four passengers.
- f. A chassis that has been modified with aftermarket parts or equipment to create a PHEV or zero-emission vehicle is not eligible.
- g. Vehicles must be eligible for the Clean Vehicle Rebate Project (CVRP) or the California Hybrid and Zero-Emission Truck and Bus Voucher Project (HVIP).
- h. Purchased or leased vehicles under this grant, cannot receive rebates from CVRP or vouchers from HVIP.
- i. Purchased vehicles must be registered in California.
- j. No modifications to the vehicle's emissions control systems, hardware, software calibrations, or hybrid system (California Code, Vehicle Code- VEH § 27156).
- k. Vehicle title cannot be salvaged (as defined in VEH, Section 544)

### **2. Electric Vehicle Supply Equipment (EVSE) Eligibility Requirements**

- a. EVSE equipment must be located within or near disadvantaged community, unless otherwise approved by CARB.
- b. EVSE or other charging solutions must comply with all applicable federal, state, and local laws and requirements for acceptable installation and usage of the infrastructure.
- c. May be installed in commercial, public or residential locations.

- d. May include ports for bicycle charging if the project design includes electric bikes.
- e. Charging capacity for vehicles must be at minimum Level 2 (rated up to 240 volts alternating current [AC], up to 60 amperage [amps], and up to 14.4 kilowatts [kW]).
- f. May be Level 3 (high voltage AC or DC with the capability to charge a vehicle to approximately 80 percent capacity within 30 minutes).

### **3. Bicycle Eligibility Requirements**

- a. Bicycles must be new.
- b. Bicycles could be non-motorized or electric.
- c. AB 1096 (Chiu, Chapter 568, Statutes of 2015) defines electric bike as a bicycle with fully operable pedals and an electric motor of less than 750 watts, and create 3 classes of electric bicycles. Non-motorized bicycles and class 1 and class 2 electric bicycles (e-bikes) are eligible for funding.
- d. Bicycles funded by this grant must be maintained throughout the term of the grant agreement.

### **4. Supporting Documentation**

After the voucher application is pre-approved by the Statewide Administrator, the applicant must submit the supporting documentation to the Administrator. Required documentation will include, at a minimum, the following:

- a. For applicants who request applications by phone, a complete application with signature and date. For online applicants, a scanned copy of the submitted application signed by the vehicle purchaser, lessee, or authorized representative.
- b. Proof of vehicle registration for the vehicle(s) listed in the application. The applicant's name must be on the registration, and the registration must be current (not expired). Acceptable forms of proof of registration include the following:
  - i. A copy of the Application for New Vehicle Registration submitted by the dealer to the DMV if submitted within one year of sale/lease.
  - ii. A copy of a temporary operating permit if accompanied by a receipt of payment for DMV registration fees.
  - iii. Local, state, and federal agencies and entities may submit other documents with the prior approval of the Administrator.

Unacceptable forms of proof of registration include the following:

- i. A DMV file copy.
- ii. An expired registration.
- iii. A Planned Non-Operation (PNO) registration.
- c. A complete copy of the sales or lease contract. A complete contract is executed and signed. It includes an itemization of credits, discounts, and incentives received, if applicable, and all information needed to process the application.
- d. EVSE documentation.
- e. Additional documents as required by CARB.

## **5. Waiting List**

CARB will review the progress of the Clean Mobility Voucher Pilot Program as well as development of the Funding Plan to determine if a waiting list is necessary and appropriate. If necessary, CARB will coordinate the development of a waiting list with the Statewide Administrator.

## **E. ELIGIBILITY CRITERIA FOR PROJECT PARTICIPANT (END-USER)**

The Statewide Administrator must ensure all the potential vehicle drivers, bicycle riders, and non-driving project participants at a minimum, meet the following requirements. These requirements may be further refined based on each project specifics.

### **1. Vehicle Drivers**

- a. Possess a current California Class C Driver's license.
- b. Meet minimum requirements to drive a project vehicle as required by the Statewide Administrator and the insurance provider, to be developed in conjunction with CARB.
- c. Complete an Initial Participant Survey upon enrollment.
- d. Complete trip surveys and participate in research as requested by the statewide administrator or CARB.
- e. Pay required fees to use the car sharing system.

### **2. Bicycle Riders**

- a. Satisfactorily complete a bicycle safety training program.

- b. Complete an Initial Participant Survey upon enrollment.
- c. Complete trip surveys and participate in research as requested by the Statewide Administrator or CARB.
- d. Pay required fees to use the bike sharing system.

### **3. Carpool/Vanpool Riders (Non-Driver Participants)**

- a. Complete an Initial Participant Survey.
- b. Complete trip surveys and participate in research as requested by the statewide administrator or CARB.
- c. Pay required fees to participate in the vanpool or receive subsidies.

### **4. Ineligible Participants**

Participants become ineligible to operate vehicles or other project's equipment upon any of the following events:

- a. Vehicle driver or bicycle rider participant becomes ineligible per terms of insurance.
- b. Vehicle driver's license lapses or is revoked.
- c. Vehicle or bicycle rider is determined to be an unsafe or impaired driver by the project operator.
- d. Participant causes damage to a vehicle, bicycle, EVSE or other project property, at the discretion of the project operator or the Statewide Administrator.
- e. Non-payment of project fees to use the system, to participate in the project, or to receive subsidies, as required by the project operator.
- f. Non-compliance with project requirements, at the discretion of the project operator or the Statewide Administrator.

### **5. Research Participation**

CARB reserves the right to request participation from project users in ongoing research efforts that support the Clean Mobility Voucher Pilot Program and AQIP goals as well as CARB efforts. The Statewide Administrator shall administer surveys to project participants to collect usage data and other information as specified by CARB. CARB will coordinate with the Statewide Administrator to identify survey parameters and determine the most effective mechanism for obtaining information and measures to safeguard confidential individual information. The Statewide Administrator is responsible for

developing the procedure to detail data collection and tracking process, including data from initial and ongoing project surveys of participants, vehicles, EVSE, fuel use, vehicle and/or other clean mobility options usage data. The procedure must detail how project data will be reported from the Clean Mobility Options Project to the Statewide Administrator and then to CARB. Data includes, but not limited to:

- a. Transportation patterns, vehicle and bicycle ownership, average annual vehicle miles used in the two years prior to participation in the project, and use of active transportation (walking and bicycle).
- b. Trip and fuel usage information (number and types or purposes of trips taken for vehicles and electric bicycles, trip beginning and end points, miles traveled, fuel and electricity used, and other information mutually agreed upon between the Statewide Administrator and CARB).
- c. Unmet transportation needs.
- d. Feedback from participants regarding effectiveness of outreach efforts and materials.
- e. Other participant information (number of participants and other demographic information as developed by the Statewide Administrator and CARB).

## F. DEFINITIONS

Descriptions offered below are for the purposes of this solicitation only.

**“Advanced Technology Vehicle”** means BEV, FCEV, or PHEV.

**“Battery Electric Vehicle (BEV)”** means any vehicle that operates solely by use of a battery or battery pack, or that is powered primarily through the use of 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.

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

**“Plug-in Hybrid Electric Vehicle (PHEV)”** means a vehicle having the capacity to charge a battery from an off-vehicle electric energy source that cannot be connected or coupled to the vehicle in any manner while the vehicle is being driven. PHEV is equivalent to “Off-vehicle charge-capable hybrid electric vehicle.”

**“Electric Bicycle (E-Bike)”** means a bicycle equipped with fully operable pedals and an electric motor of less than 750 watts, motor disengages when brakes applied. Per Assembly Bill 1096, Statutes of 2015, Chapter 568, “Class 1 Electric Bicycle” has an electric motor that provides assistance only when pedaling and ceases assistance upon reaching 20 mph. “Class 2 Electric Bicycle” has a motor controlled by a throttle that may

be used exclusively to propel the bicycle and ceases assistance upon reaching 20 mph.

**“Electric Bicycle Charging Equipment”** means a portable, pedestal-mounted, or wall-mounted unit that delivers electricity to charge electric bicycles.

**“Electric Vehicle Supply Equipment (EVSE)”** means a portable, pedestal-mounted, or wall-mounted unit that delivers electricity to BEVs or PHEVs. EVSEs establish two way communication with the on-board charger in the vehicle.

**“Zero-Emission Vehicle (ZEV)”** means any vehicle certified to zero-emission standards.

**“Ridesharing”** means the shared use of clean mobility options such as, zero- emission vehicles, fuel cell vehicles, plug-in hybrid electric vehicles, bicycles, e-bikes, electric scooters, or other low speed modes that enable users to have short term access to transportation modes on an as needed basis.

**“Clean Mobility Options Project”** means small-scale car sharing and/or ridesharing project that is operated within disadvantaged communities or benefiting residents of these communities.

## **ATTACHMENT A. CLEAN MOBILITY VOUCHER APPLICATION**

This application will be developed by the Grantee in both online and paper formats, in order to bring a streamlined funding application to a larger enrollee population.

SAMPLE

**ATTACHMENT B. CLEAN MOBILITY VOUCHER REQUEST AND TERMS AND  
CONDITIONS FORM**

This form, at the minimum, will include the purchaser/lessee information, vehicle operator information, vehicle manufacturer and model information, number of voucher requested. This form will also include certain terms and conditions determined by CARB that the purchaser/lessee must comply with for participating in the CARB Clean Mobility Voucher Pilot Program.

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