

**STATE OF CALIFORNIA  
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
CALIFORNIA AIR RESOURCES BOARD**

**APPENDIX E - VOUCHER INCENTIVE PROGRAM AIR DISTRICT REVIEW CHECKLIST: INITIAL REVIEW**

Owner:	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Company:	Voucher Number:
Dealership:	Voucher Amount:
Submittal Date:	Expiration date:

Verify that the following information/documents are included in the application. Use back side of checklist for additional comments if necessary.

**EXISTING VEHICLE REQUIREMENTS**

- ☐ Verification that engine model year is at least 6 or more years of age prior to the current calendar year.
- ☐ Vehicle is diesel fueled or uses alternative fuel such as compressed natural gas (CNG).
- ☐ Photo of vehicle manufacturer tag or copy of manufacturer build sheet shows that existing vehicle meets the criteria for either a light heavy-duty vehicle, a medium heavy-duty vehicle, or a heavy heavy-duty vehicle as defined below:
  - ☐ To qualify for light heavy-duty (LHD) funding levels, eligible vehicles must have an original manufacturer Gross Vehicle Weight Rating (GVWR) of 14,001-19,500 pounds.
  - OR-**
  - ☐ To qualify for medium heavy-duty (MHD) funding levels, eligible vehicles must have an original manufacturer GVWR of 19,501-26,000 pounds or 26,001-33,000 pounds.
  - OR-**
  - ☐ To qualify for heavy heavy-duty (HHD) funding levels, eligible vehicles must have an original manufacturer GVWR of 33,001 pounds or greater.
- ☐ CARL VIN - cross check to ensure applicant has not applied for or already received funding for the existing vehicle.
- ☐ If the applicant chose the two-for-one option, both existing vehicles meet all requirements of the Program

**REPLACEMENT VEHICLE REQUIREMENTS**

- ☐ Replacement vehicle is not a glider kit (the VIN does not start with the letters "GL");
- ☐ Replacement vehicle certified to the zero-emission (ZE) standard, and model year is equivalent or newer than the existing vehicle model year;
- ☐ Used replacement vehicle with an original manufacturer GVWR of 33,001+ has less than 500,000 miles; or

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- ☐ Used replacement vehicle with an original manufacturer GVWR of 19,501-33,000 has less than 250,000 miles; or
- ☐ Used replacement vehicle with an original manufacturer GVWR of 14,001-19,500 has less than 150,000 miles

**DOCUMENTATION REQUIREMENTS**

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- ☐ Application complete, signed and dated – scanned or faxed copy acceptable
- ☐ Copy of DD Form 214 Certificate of Release or Discharge from Active Duty, if applicable
- ☐ Copy of TRUCRS/DTR certificate, CTC-VIS vehicle certificate and Affirmation of Fleetwide Compliance certificate, AB 794 Fleet Attestation, and other documentation showing the fleet is in compliance and compliance path chosen.
- ☐ Copy of the existing vehicle title proving current sole ownership and if needed, other documentation showing ownership for the previous 24 months (titles with active lien holders are not eligible for replacement funding)
- ☐ Documentation of a minimum of two 12-month periods out of previous 30 months of existing vehicle usage. Specific vehicle is identified in documentation.
  - ☐ meets the selected annual mileage in Appendix O for previous two 12-month periods out of the previous 30 months, **OR**
  - ☐ meets the selected annual fuel usage in Appendix O for previous two 12-month periods out of the previous 30 months
- ☐ Copy of DMV registration
  - o two 12-month periods out of the previous 30 months of CA registration, or
  - o eight consecutive months of CA registration, with 24 months of California operation documentation.
- ☐ Copy of Vehicle Insurance Cards (consistent with the term of the registration documentation)
- ☐ Documentation showing local eligibility, if applicable.
- ☐ Quote and specification sheet for the replacement vehicle (with date and price) signed by the dealership
  - o Delivery date is listed and included on the voucher
  - o Voucher amount is reduced from quote
  - o Owner is listed as buyer
- ☐ California Air Resources Board (CARB) Executive Order for the replacement engine, which demonstrates the replacement vehicle meets Guideline requirements of ZEP standard.

**EXISTING VEHICLE INSPECTION REQUIREMENTS**

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- ☐ Signed inspection form of the existing vehicle from either the dealer or the air district
- Existing vehicle is operational – clear evidence has been provided
- ☐ Digital photos taken at the inspection of the existing vehicle are legible
- ☐ Digital photo information for existing vehicle/engine make, model year, VIN, serial number matches application information. The photos of the engine should help verify application information. If no engine tag is available, a print out of the engine specifications will suffice.

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**AIR DISTRICT REQUIREMENTS**


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☐ **Issue voucher for**

Funding year:	Annual mileage, <b>OR</b> :
Existing engine model year:	Fuel use:
LHD or MHD or HHD:	Replacements – new or used
Program outreach method used:	ZEP Certified:
If application within a priority population (i.e., as seen in the California Investments map), identify community type (i.e., disadvantaged or low-income), and coordinate location:	
<b>VOUCHER AMOUNT:</b>	

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☐ The following application form fields are mandatory and must be filled in completely before the application may be approved.

<p><b>Applicant Information:</b></p> <ul style="list-style-type: none"> <li>• Owner Name</li> <li>• Mailing Address (including City, State, Zip)</li> <li>• Physical Address (if different from mailing)</li> <li>• Owner Phone</li> <li>• TRUCRS ID/DTR Number</li> <li>• Fleet Size</li> </ul>	<p><b>Third Party Information:</b></p> <ul style="list-style-type: none"> <li>• Third-Party Name</li> <li>• Mailing address (including City, State, Zip)</li> <li>• Physical Address (if different from mailing)</li> <li>• Phone</li> <li>• Third Party Signature &amp; Date (required if a paid party other than the dealership completes the application)</li> </ul>
<p><b>Existing Vehicle and Engine Information:</b></p> <ul style="list-style-type: none"> <li>• Vehicle Make</li> <li>• Vehicle Model</li> <li>• Vehicle Model Year</li> <li>• Vehicle Identification Number (VIN)</li> <li>• License Plate Number</li> <li>• Odometer Reading</li> <li>• Vehicle Operational</li> <li>• GVWR</li> <li>• Engine Make</li> <li>• Engine Model</li> <li>• Engine Model Year</li> <li>• Serial Number</li> <li>• Engine Family Number/Name</li> <li>• Engine operational</li> <li>• Fuel used</li> <li>• Retrofit Device Make (if applicable)</li> <li>• Retrofit Device Model (if applicable)</li> <li>• DECS Family Name (if applicable)</li> <li>• Retrofit Device Serial No. (if applicable)</li> </ul>	<p><b>Replacement Vehicle and Electric Motor or Powertrain Information:</b></p> <ul style="list-style-type: none"> <li>• Vehicle Make</li> <li>• Vehicle Model</li> <li>• Vehicle Model Year</li> <li>• Odometer Reading</li> <li>• GVWR</li> <li>• Electric Motor or Powertrain Make</li> <li>• Electric Motor or Powertrain Model</li> <li>• Electric Motor or Powertrain Model Year</li> <li>• Vehicle or Powertrain Family Number/Name</li> <li>• Zero-emission vehicle operational</li> <li>• Fuel/Energy type used (e.g., battery or hydrogen)</li> <li>• CARB Executive Order Number</li> </ul>
<p><b>Dealership Information:</b> All fields must be filled out or a business card must be attached</p>	<p><b>TRUCRS Option/DTR Compliance and Usage</b></p> <ul style="list-style-type: none"> <li>• TRUCRS/DTR Documentation and Compliance Options</li> <li>• Operational Area</li> <li>• AB 794 Fleet Attestation</li> <li>• CTC-VIS Documentation for vehicle and fleet</li> </ul>

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**Inspection Forms:** All applicable forms must be filled in based on the information required above for the existing and replacement vehicles.

**Applicant Recitals**

Owner must sign and date application

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If rejected, letter sent to applicant and the dealer was cc'd

Reason(s) for

rejection: \_\_\_\_\_

If approved, voucher package sent to dealer on

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(date): \_\_\_\_\_

Air District Staff (print name):

Date Reviewed: