

# **Driving Clean Assistance Program (DCAP)**

## **Consumer Guide**

Version 1

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The DCAP Consumer Guide provides an overview of the funding and assistance available to eligible consumers, the requirements for eligibility and instructions for how to access the program offerings.

**Both the Terms and Conditions and the Consumer Guide in place at the time of application submission will determine the applicant’s eligibility for the program.**

### **DCAP Program Overview**

DCAP provides education, funding, financial counseling, and referrals to lenders for lower-income Californians. The program provides support for recycling an older and high-polluting vehicle, and referrals to vehicle dealerships to purchase, or lease, an eligible clean vehicle. Under this program, recycling a vehicle means taking it to an authorized dismantler for retirement. Clean vehicles include a new or used, battery electric vehicle (BEV), plug-in hybrid electric vehicle (PHEV), zero-emission vehicle (ZEV), zero-emission motorcycle (ZEM), or fuel cell electric vehicle (FCEV). After completing a qualifying purchase of a BEV or PHEV, DCAP participants will have access to an additional charging solution grant regardless of the selected pathway.

There are two program pathways for eligible participants:

1. Clean Cars 4 All (CC4A) - Offers income-qualified residents funding toward the purchase or lease of a new or used clean vehicle (see above for what DCAP classifies as a clean vehicle) when they retire an older, high-polluting vehicle.
2. Financing Assistance - Offers income-qualified residents funding toward the purchase or lease of a new or used clean vehicle, if they do not have an eligible vehicle to retire.

These are two major vehicle purchase incentive projects funded by the California Air Resources Board (CARB) and administered by the Community Housing Development Corporation (CHDC). Together with community partners, innovative solutions are being deployed to bring the benefits of cleaner transportation to the lower-income and disadvantaged communities across California that are most impacted by pollution.

DCAP is not a rebate program. California residents must apply and be approved (by receiving an Approval Packet) **before** ordering, purchasing, or leasing a qualifying vehicle – and for CC4A participants, **before** scrapping recycling a vehicle – to redeem the DCAP grant.

Applicants may request to switch program pathways but must make the request before receiving approval.

The visual below provides an overview of the program process for community members.

### **Eligibility Requirements**

DCAP has several eligibility requirements specific to the applicant, vehicles that can be purchased, vehicles that can be scrapped, loans for the program, and vehicle dealer and scrapper participation.

### **Applicant requirements:**

Eligible applicants for DCAP must be California residents, and be income qualified, which means having an income at, or below, 300% Federal Poverty Level (FPL). Funding (in the form of grants) is only available for applicants who have not received funding through other CARB-funded programs including Clean Vehicle Assistance Program (CVAP), Clean Vehicle Rebate Project (CVRP), regional-DCAP, and CC4A programs administered by Air Districts.

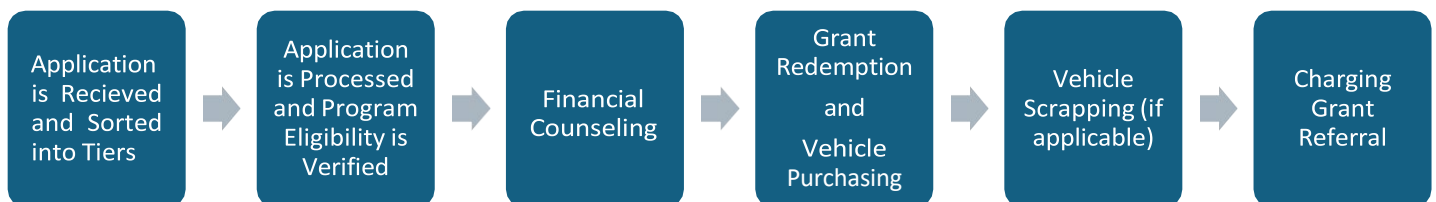
FPL depends on a person's income and their household size. Household size is based on who is claimed as dependent on the applicant's taxes, and their spouse or partner. If the applicant does not file taxes, household size is defined as anyone you live with who is dependent on you for day-to-day expenses (such as a child or adult under your care). Below is a chart outlining the FPL levels by income & household size.



Household Size:	Household combined income must be less than:
1	\$45,180
2	\$61,320
3	\$77,460
4	\$93,600
5	\$109,740
6	\$125,880
7	\$142,020
8	\$158,160
The chart is updated on an annual basis by the US Department of Health and Human Services	

### Education, Engagement, and Support:

All DCAP applicants have access to financial and clean vehicle technology education, which are required components of DCAP. The available education offerings include topics such as budgeting, understanding and accessing credit reports, clean vehicle maintenance and safety, and charging clean vehicles.



DCAP has partnered with community-based organizations across California to support community members in learning more about the program and helping them submit completed applications. You can find a list of participating organizations, their coverage areas, and how to contact them on our partner webpage at <https://drivingcleanca.org/>. At any point in the application process, even before you apply, you can call: 1-833-202-DCAP (3227) and speak with a representative to learn more about the program and how to participate.



## Application

Completing a DCAP application is required to access the available program services. This includes an eligibility quiz informing applicants of services they may be eligible for through DCAP, and the documentation required when the application is submitted. These services may change once the application information is verified. Applicants will need to provide contact details, household income, and residency information, along with documentation to verify these entries. DCAP will collect additional documentation for participating lenders offering interest-rate capped loans.

Here is the list of common required documents:

Category	Most Common Documents
Income- Employed	<ul style="list-style-type: none"> <li>• Previous Year Tax Transcript (tax filers)</li> <li>• 2 Most Recent Pay Stubs (non-filers)</li> </ul>
Income- Categorical Eligibility	<ul style="list-style-type: none"> <li>• Previous Year Tax Transcript</li> <li>• SSI Award Letter</li> <li>• VA Benefits Award Letter</li> <li>• SSA Award Letter</li> </ul>
Income- Self Employed	<ul style="list-style-type: none"> <li>• Previous Year Tax Transcript with Schedule C</li> <li>• 6 Month of Bank Statement (Rideshare and Food Delivery Services Only)</li> </ul>
Residency	<ul style="list-style-type: none"> <li>• CA Driver's License</li> <li>• Most Recent Utility Bill</li> <li>• Most Recent Phone or Internet Bill</li> </ul>

For an additional list of eligible documents please visit the DCAP Application Checklist at <https://drivingcleanca.org/>.

In the application, applicants select the program pathway and program services they would like to apply for.



**Income Qualification:**

All income qualified applicants must have income at, or below, 300% Federal Poverty Level (FPL). 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](https://aspe.hhs.gov/poverty-guidelines)) are updated annually and vary by household size.

**Below is a chart outlining the FPL levels by income & household size.**

Household Size:	Household combined income must be less than:
1	\$45,180
2	\$61,320
3	\$77,460
4	\$93,600
5	\$109,740
6	\$125,880
7	\$142,020
8	\$158,160
The chart is updated on an annual basis by the US Department of Health and Human Services	

**Gross Annual Income:**

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, expenses, or depreciation. 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, expenses, or depreciation. 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.

Note: Gross annual income is not adjusted gross income (AGI) or modified adjusted gross income (MAGI).

For applicants who filed their tax return transcript we will review the previous year's tax return transcript and income is verified by reviewing the "Total Income" on the tax transcript.

If the applicant has yet to file most recent year taxes and has an extension. The applicants will be required to submit proof of extension and the tax transcript for the year before.

**Household Definition:**

The household includes the applicant, their spouse, and/or any dependent(s) listed by name and Social Security Number (SSN) on the applicant's federal tax return transcript. It also encompasses all individuals who are financially supported by the household's income and who can be claimed as dependents.

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 federal tax return or tax transcript will be used to verify household size. Participants that file Married Filing Separate on their federal tax return must submit their spouse's federal tax return or income documentation. If the spouse did not file taxes, they must submit other required income documents. If the participant is separated or filed for divorce and is unable to access their spouse's proof of income, they must submit Certified Divorce Decree documentation, and only the participant's income will be reviewed. Participants that are claimed as dependent by another person will be required to submit the federal tax return or 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.

**Proof of Household:**

If the participant did not file federal income taxes or a dependent is not listed on the tax return transcript, DCAP will accept supporting documents as proof of household size. For a list of additional documents see the Application Checklist, <https://drivingcleanca.org/>.



### California Residency Requirement:

Participants must provide proof that they are a current resident of California in the grant application process. Applicants will need to submit a Current, valid California Driver's License OR Current, valid California AB 60 License.

If the address on the application does not match the CA driver's license, the applicant will have to provide proof of residency by submitting 2 documents listed below. (letter signed by landlord must be accompanied by a utility bill confirming they are the landlord):

1. Current Year Rental/Lease Agreement
2. Mortgage/Lease/Rental Payment (Dated within 60 Days)
3. Utility Bills (Water, Trash, Electric, Gas) (Dated within 60 Days)

For a list of additional documents see the Application Checklist, <https://drivingcleanca.org/>.

### Need-based Application Processing and Funds Reservation

All DCAP applicants must complete the entire DCAP application for it to be processed, this includes providing all required documents. Once the application is complete, and has been submitted, it will be processed and sorted into one of three tiers.

1. **Tier 1:** the highest priority, is comprised of income qualified participants who reside in a Disadvantaged Community or Low-Income Community as defined by [CalEnviroScreen 4.0](#) (<https://gis.carb.arb.ca.gov/portal/apps/experiencebuilder/experience/?id=e746df40e39144029cd1f9fd748c81b2>).
  - a. Tier 1 will remain open as long as program funding remains available.
2. **Tier 2:** the second highest priority, is comprised of income qualified California residents who report income below 225% of the Federal Poverty Level, need credit repair, or receive categorically eligible income sources, such as SSI, Medicaid, CalWORKs, etc.
  - a. Tier 2 will be closed to new applicants when 25% of grant funds remain for each region.
3. **Tier 3:** is comprised of income qualified California residents.
  - a. Tier 3 will be closed to applicants when 50% of grant funds remain for each region.

Applicants with approved applications will receive an email with the approval, and instructions for the next steps. **Applicants are advised to add the administrator's email domain, @DrivingCleanCA.org to their safe senders list.** All applicants with approved applications will be assigned to a loan counselor for support in the counseling and grant redemption process.

If an application is not approved, the applicant will receive written information via email explaining the decision. It is not guaranteed that every participant who has completed the application will receive funding. If DCAP funds are depleted for each region, a notice will be posted on the DCAP webpage.

### **Financial Counseling and Referral to DCAP Network of Lenders**

Even with down payment assistance, many people still need a loan to purchase/lease a vehicle. DCAP has built a network of vetted, community-based lenders who offer loans capped at 8% interest rate to access DCAP's lending network, individuals must participate in at least one financial counseling session with one of DCAP's certified credit-loan counselors.

Optional information about alimony, child support or separate maintenance: This information and other information need not be revealed if you do not want it considered as a basis for repaying this obligation.

The financial counseling sessions include a review of the applicant's income, expenses, and credit to help determine loan options. There is no minimum credit score to participate. The primary requirement to access an interest-rate capped loan is the ability for the applicant to pay back the loan monthly. The counselor will also review any derogatory marks (such as vehicle repossession) in a credit report and support the applicant in taking actions to resolve derogatory marks.

Simple Budget Example	
Category	Amount
<b>Monthly Income</b>	\$2500
<b>Monthly Expenses</b>	
-Grocery	\$150
-Rent	\$1500
-Cell Phone	\$75
<b>Total Expenses</b>	\$1725
<b>Available Budget</b>	\$775

Participants will be given up to three months of counseling services. During the three months the participant must demonstrate the ability to pay back the loan. If the participant is unable to provide proof of a budget surplus, they will be provided with tools and recommendations to qualify for the loan at a later time.

For participants who can demonstrate the ability to pay back a loan, financial counseling will conclude when the applicant’s loan application is submitted and reviewed by the lender. In some instances, the counseling will conclude with the applicant not moving forward with a loan or vehicle purchase/lease. Participants in DCAP are not guaranteed a loan.

Approved participants will receive an Approval Packet containing an approval letter, grant redemption checklist, charging information, tax exemption certificate (if applicable), and loan pre-approval letter for the applicant to take with them as they go car-shopping.

### Third Party Loans or Cash Purchases

Applicants can get financing from a third-party lender, but this financing must have an interest rate below 8% and not exceed \$45,000. Participating dealerships will submit a copy of the vehicle purchase/lease agreement at the point of sale, which must include the loan terms.

Applicants can purchase/lease the vehicle in cash, without getting a loan, and will be asked to provide a receipt showing the cash payment.



Approved participants will receive an Approval Packet containing an approval letter, grant redemption checklist, charging information, and tax exemption certificate (if applicable) for the applicant to take with them as they go car-shopping.

Down payment assistance refers to the grant that an approved applicant can use towards the purchase/lease of an eligible vehicle at the point of sale. Please note, all payments are made directly to participating dealerships. Eligible applicants have two options for down payment assistance support based on the program pathway selected in their application:

1. CC4A grant- for individuals with an eligible vehicle to scrap.
  - a. A grant amount of up to \$12,000 for eligible applicants that reside in a Disadvantaged Community, as defined by [CalEnviroScreen 4.0](#).
  - b. A grant amount of up to \$10,000 for eligible applicants that do not live in a Disadvantaged Community.
2. Financing Assistance grant- for individuals who do not have an eligible vehicle to scrap.
  - a. A grant amount of up to \$7,500 for all eligible applicants.
  - b. Consumer must have a minimum loan or down payment of \$1,000.

The down payment assistance grants do not need to be repaid and are applied at the point of sale of the vehicle. For example, if an approved participant is purchasing or leasing an eligible vehicle that costs \$40,000 after taxes, fees, and optional contracts, the grant will reduce the total cost by \$7,500.

### **Referral to DCAP Network of Vehicle Dealers**

Once approved, participants will receive a list of authorized dealerships in California where they can shop to purchase or lease their new or used clean vehicle. Dealerships must be a franchise or a member of the Credit Union Direct Lending (CUDL) platform. These dealerships will have been trained in grant redemption, vehicle requirements, tax exemption process, and available incentives. Before finalizing the purchase or lease of the vehicle, participants must provide the dealerships with the Grant Redemption Checklist from their approval packet and, if applicable, a loan pre-approval letter and/or the Partial Exemption Certificate Form (CDTFA-230-ZEV form) which can be found on the [California Department of Tax and Fee Administration webpage](#). The dealerships will use the grant as a down payment to reduce the



vehicle's cost. Participants should not be asked to provide any form of collateral, including a check, credit card, or vehicle, in place of the DCAP grant.

Additionally, DCAP has a network of auto brokers to assist participants who need extra help finding a qualifying vehicle. Auto brokers will act in the same capacity as a dealership; however, they can search inventory across California to find qualifying vehicles. This service is designed to help participants on a limited budget or with specific vehicle needs.

**Grant Redemption Process**



Participants will have access to a list of authorized dealerships in California that have completed the required training. To find a list of participating dealerships, visit the Car Shopping page at (<https://DrivingCleanCA.org/carshopping>). After selecting a dealership, participants should review the available inventory to choose a vehicle that meets their needs and the program’s requirements.

Before finalizing the purchase or lease of the vehicle, participants must provide the dealership with the Grant Redemption Checklist from their approval packet and, if applicable, a loan pre-approval letter. The dealership will use the grant as a down payment to reduce the vehicle's cost. Participants should not be asked to provide any form of collateral, including a check, credit card, or vehicle, in place of the DCAP grant.

Note: Participants who lease a vehicle are not eligible for a grant to purchase the vehicle, whether at the end of the lease term or if the vehicle is returned early

For CC4A Participants, dealerships will need to reduce the state sales and use tax credit rate by 3.9375%. Dealerships and participants will need to sign the CDTFA-230-ZEV form titled





“Partial Exemption Certificate- Zero Emission Vehicle Section 6368.2.” A copy of this document will be made available in the participant’s approval packet.

Approved participants must redeem their grant between the grant approval issue date and the approval expiration date provided in the Approval Letter, otherwise the grant will expire, and participants will have to reapply. While the dealership will primarily handle the submission of documents to the program, participants are responsible for ensuring that all required paperwork is received and processed within 10 days of completing the purchase.

Required Documents for Payment:

1. Qualifying Lease or Purchase Agreement
  - a. The Price of the Vehicle Cannot Exceed \$45,000
    - i. Purchases: The cap applies to line “1A Cash Price of Motor Vehicles and Accessories.”
    - ii. Leases: The cap applies to the “Gross Capitalized Cost.”
2. CDTFA-230-ZEV Partial Exemption Certificate- CC4A Only
3. History Report (ex. Carfax)- Used Vehicles Only
4. Inspection Report- Used Vehicles Only

Once all the documents have been received and processed, the grant payment will be made directly to the dealership.

### **CC4A Pathway – Retire and Replace an Eligible Vehicle**

DCAP offers several pathways for Californians to receive assistance in purchasing a reliable vehicle that is less polluting for our air. One of these pathways is to retire (i.e., scrap) your eligible vehicle and replace it with a newer vehicle that is better for our environment and our air.

Participants with an eligible vehicle can choose to retire it and receive up to \$12,000 in grant assistance to purchase/lease their replacement vehicle. The vehicle that will be recycled is referred to as the retirement vehicle.

### **Part A – Proof of Operation**

For a vehicle to be eligible for recycling through the program under Part A - Proof of Operation, it must meet all of the following criteria:

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1. Must be model year 2009 or older.
2. The vehicle title must:
  - a. *Be free of Lienholders.*
    - i. *All Lienholders must be cleared from the vehicle title by the California Department of Motor Vehicles.*
  - b. Be issued under the participant's name.
    - i. *If more than one owner is listed, further documentation may be required.*
  - c. Have an issued date that is at least one day prior to the application submission date.
    - i. *Salvaged titles are eligible so long as all other requirements are met and if registered as operable at the time of application.*
3. Be a passenger vehicle, truck, SUV, or van with a gross vehicle weight rating of 10,000 pounds or less.
4. A retired vehicle does not need to be registered to be eligible to be scrapped. However, participants must be able to demonstrate that the vehicle was operated continuously in California for at least two consecutive years prior to the application submission date with gaps during the period totaling no more than 120 days. Documentation can include:
  - a. DMV registration cards and/or DMV Vehicle History Report which shows continuous registration of the retirement vehicle in the State of California for the two consecutive years prior to the application date without lapses in registration coverage totaling more than 120 days and/or;
  - b. Proof of continuous insurance coverage in California for the two consecutive years prior to the application date without lapses in insurance coverage totaling more than 120 days or;
  - c. At least two invoices from an Automotive Repair Dealer registered at the time of the repair with the Bureau of Automotive Repair pursuant to Section 9884.6 of the Business and Professions code showing the following:
    - i. The Automotive Repair Dealer's valid registration number, as issued by the Bureau of Automotive Repair;
    - ii. The name and address of the Automotive Repair Dealer, as shown on the Bureau of Automotive Repair's records;
    - iii. Description of a repair or maintenance operation performed to the vehicle;





- iv. The vehicle year, make, model, and vehicle identification or license plate number matching the vehicle to be scrapped;
- v. The date of the repair or maintenance visit.
- d. Invoices submitted for the purpose of satisfying the requirements of section (B) shall be from two separate calendar years. The oldest invoice may not be older than twenty-four months prior to the date of application receipt.

The following describes ineligible vehicles

1. A dismantled or salvaged vehicle that has not been reregistered pursuant to section 11519 of the Vehicle code.
2. A vehicle registered to a non-profit organization or a business.
3. A vehicle operated by a public agency or fleet licensed and registered pursuant to Health and Safety Code section 44019 and 44020.
4. A vehicle being initially registered or re-registered in California.
5. A vehicle undergoing a change of ownership.

### **Part B – Proof of Functionality**

The participant must be able to show that their retirement vehicle is operable and roadworthy throughout the application process, including when the vehicle is surrendered to the program. There are several ways to satisfy this requirement.

For a vehicle to be eligible for recycling through the program under Part B - Proof of Functionality, it must meet all of the following criteria:

1. The vehicle must be drivable and roadworthy. All emissions-related parts, including the catalytic converter, must remain on the vehicle at all times during the application process. Examples of roadworthiness include but are not limited to:
  - a. The vehicle's engine starts readily through ordinary means without the use of starting fluids or external booster batteries.
  - b. The drivability of the vehicle is not affected by any body, steering, or suspension damage.
  - c. All emissions-related parts are present.
  - d. The vehicle must be driven under its own power to the Authorized Location where the retirement vehicle is picked up by an authorized vehicle tower.

- e. This location must be at least one road-mile from the address listed on the participant's application.

*Please note: All emissions-related parts, including the catalytic converter, must remain on the vehicle at all times during the application process. All emissions-related parts, including the catalytic converter, must be present at the time of vehicle surrender.*

Documentation that may be used to demonstrate proof of functionality includes:

1. Smog Test - Vehicle Inspection Report
  - a. If the participant does not wish to visit a certified smog test location, they may opt for the remote OBD-II device report. However, if the vehicle fails the remote reporting option, the smog test vehicle inspection report must be provided.

OR

2. Remote OBD-II Device Report
  - a. If any emissions-related part is not functional, the vehicle will fail the remote OBD-II device report. In this case, a smog test vehicle inspection report would be required.

AND

3. Inspection by Tow Truck Driver
  - a. Tow truck drivers sign off on proof of functionality at time of vehicle surrender; participants will be asked to sign the form, as well. The form will be uploaded or otherwise delivered to the case manager before tow truck driver leaves location with the surrendered vehicle.

If the participant recycles (i.e., scraps) their vehicle using a method (this includes timing) or provider that is not pre-approved by the Clean Cars 4 All program, then the participant may be disqualified for the grant.

### **Towing Removal of Retirement Vehicle and Receiving the Replacement Vehicle**

When the participant gives their retirement vehicle to an authorized vehicle tower, the participant relinquishes all claims of, and rights to, ownership of that vehicle. If the

participant chooses to coordinate the towing of their retirement vehicle with the pick-up of their replacement vehicle, the participant acknowledges that they may not reacquire their retirement vehicle. DCAP Case Managers will work with each client to determine the appropriate recycling method.

### **Vehicle Purchase/Lease Requirements**

Approved applicants may apply their grant funds to the purchase, or lease, of a new or used light-duty passenger clean vehicle. This includes battery electric vehicles (BEV), plug-in hybrid electric (PHEV), zero-emission motorcycles (ZEM), and fuel cell electric vehicles (FCEV). No vehicles purchased/leased through the program can have modifications to the chassis and/or emissions control systems (California Vehicle Code section 27156). No vehicles purchased/leased through the program can have a salvage title (California Vehicle Code section 544) and/or open recall per the National Highway Traffic Safety Administration (NHTSA).

New vehicles that are BEV, PHEV, ZEM, or FCEV must be purchased from an approved dealer. New vehicles must be on CARB's Vehicle Eligibility List (<https://ww2.arb.ca.gov/ZEV-eligibility-list>). Used ZEMs must have a Certificate of Conformity from the United States Environmental Protection Agency. Dealership network eligibility includes franchises or members of the Credit Union Direct Lending (CUDL) Network.

Used vehicles that are BEV, PHEV, FCEV, or ZEM must be purchased from a franchise dealer, dealer that is a member of CUDL, or through a DCAP broker. In addition, used vehicles:

1. Must be eight model years old and newer, calculated by subtracting seven from the current calendar year of the transaction.
2. Eligible vehicles must be purchased or leased in California. Vehicles delivered or received out-of-state, including vehicles ordered online and delivered or received outside California, are not eligible for the grant.
3. Cannot have been purchased/leased previously with CARB funds.
4. Must have 75,000 odometer miles or less.
5. Must be inspected by a licensed auto mechanic.
6. Must have a vehicle history report.

7. Cannot have an open recall per the National Highway Traffic Safety Administration (NHTSA).

Program participants can find information on the DCAP Dealership Network here

<https://drivingcleanca.org/>.

### **Electric Vehicle Supply Equipment (EVSE)**

Participants who complete the purchase/lease of a qualifying plug-in hybrid or battery electric vehicle are eligible for a charging support grant of up to \$2,000. They can choose between two options:

#### **Option 1- Charge Card Package:**

1. Overview: A \$2,000 public charging credit valid at any charging station supported by Usio. Research local charging stations and estimate your total charging needs.
2. Process: An Usio representative will contact you with instructions on receiving and activating the charge card. Please allow up to 30 days for receipt of the card.

#### **Option 2- Level 2 Charger Home Installation:**

1. Eligibility: Available for homeowners or tenants with written landlord permission.
2. Installation Options:
3. GRID Alternatives:
  - a. Process: If GRID Alternatives services your area, they may provide a partner electrician for the installation up to \$2,000. Complete the Home Readiness Form linked in your instructions email to determine eligibility.
  - b. Timeline: Installation may take up to six months after completing the purchase/lease.
4. Out-of- Network Electrician:
  - a. Process: If GRID Alternatives cannot install your charger, you may hire your own electrician. You will need to pay for the installation upfront and will be reimbursed up to \$2,000. Funding must be requested within three months of completing the purchase/lease.
    - i. Reimbursement Steps:

1. Pre-Approval: Submit your electrician’s information and estimate via the link in your instructions email before proceeding with installation.
  2. Requirements: The electrician must be C-10 licensed and Electric Vehicle Infrastructure Training Program (EVITP) certified. Verify qualifications using the database at [www.evitp.org/california](http://www.evitp.org/california).
  3. Permits and Inspection: Ensure your electrician pulls a permit for the project and provides proof of passing inspection to receive reimbursement.
- b. Timeline: Installation may take up to three months after completing the purchase/lease.

For both options, make sure to follow the provided instructions carefully and allow the indicated time for processing and installation.

Participants who have purchased or leased a BEV or PHEV may qualify for a charging grant. Participants who purchase an FCEV or ZEM are not eligible to receive a charging grant.

### Clean Mobility Options

Participants who choose the CC4A pathway may choose not to purchase/lease a replacement vehicle. Those participants can choose multiple alternative clean mobility options that include the following choices: public transit, car sharing, bike sharing, and electric bicycle (e-bike) passes for up to \$7,500 total.

“Car sharing” means a model of vehicle rental where users can rent vehicles for short periods of time and users are members that have been preapproved to drive. Uber, Lyft, and Waymo are not eligible according to AB-630

([https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill\\_id=201720180AB630v](https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=201720180AB630v)).

Participants can submit a request **before retiring the approved vehicle** for a clean mobility option to [info@DrivingCleanCA.org](mailto:info@DrivingCleanCA.org).

Public Transit Email Request:

1. Desired Public Transit Name
2. Method of Transit

E-bike Passes Email Request:



1. E-bike Shop Name and Contact Information
2. Cost Summary

Bike share Email Request:

1. Bike share company Name and Contact Information
2. Cost Summary

Car share Email Request

1. Car share company Name and Contact Information
2. Cost Summary

### **Adaptive Equipment Options**

All approved DCAP participants have access to funding for these options. Participants who choose to purchase/lease a vehicle through DCAP may be eligible for an adaptive equipment support grant of up to \$5,000. Eligibility requirements may include but are not limited to the following:

1. Adaptive equipment is compliant with any applicable regulations.
2. Require equipment dealers to be members of the National Mobility Equipment Dealers Association.
3. Verify that the participant's driver's license requires the use of adaptive equipment.
4. Adaptive equipment is present on the existing (recycled) vehicle. If adaptive equipment is present, the project administrator may verify that it is not transferable to the replacement vehicle.

Participants can submit a request for adaptive equipment within 30 days of the Approval Packet issue date (located on the approval packet) to [info@DrivingCleanCA.org](mailto:info@DrivingCleanCA.org) and include what equipment is requested, what equipment dealer provides the equipment, and the cost associated with the equipment purchase.

### **Ownership Requirements**

Participants who complete a qualifying purchase/lease must keep the vehicle in their possession and in California for a minimum of 30 months unless they experience a qualifying event.



Participants will need to submit a written explanation for no longer having the vehicle.

Participants who do not meet the qualifying event criteria will be required to reimburse the prorated grant amount. 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. 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.

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

Qualifying Event Criteria:

1. Military Leave
  - a. Documentation accepted: Scan of military orders; name and date must be after the application date.
2. Lemon Vehicle
  - a. Documentation accepted: Original equipment manufacturer (OEM) vehicle buyback documents. Lemon vehicle documentation can vary based on the OEM.
3. Totaled Vehicle
  - a. 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.
4. Vehicle Repossession
  - a. Documentation accepted: Notice of Intent from the lender.
5. Vehicle Failure
  - a. Documentation accepted: Mechanical inspection from a licensed mechanic or vehicle buyback documents.
6. Vehicle Stolen
  - a. Documentation accepted: The DCAP 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 DCAP of a grant transfer and provide the required documentation.

1. Documentation required: A valid registration and the purchase or lease agreement for the new qualifying clean vehicle.

### **Application Communications**

Communications will be sent via email unless otherwise requested by the applicant. It is the applicant's responsibility to ensure that their contact information (email address and phone number) is accurate. Applicants should verify that their email settings allow messages related to the Driving Clean Assistance Program (DCAP) and regularly check their emails. Applicants are also advised to add the administrator’s email domain, @DrivingCleanCA.org, to their safe senders list and to ensure their phone settings do not block or filter any phone numbers associated with DCAP.

### **Consequence of Non-Compliance**

Participants are responsible for ensuring the accuracy of the information on all grant applications and required documentation submitted to DCAP. Submission of false information on any required documents may be considered a criminal offense and is punishable under the penalty of perjury under the laws of the State of California. CARB or its designee may recoup the DCAP 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 Consumer Guide or State law. CARB also retains the authority to prohibit any entity from participating in DCAP 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

## **Program Policies**

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

DCAP 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. Approval Expiration Policy:**

Participants with an Approval Letter will have to shop for and purchase or lease a vehicle between the date their DCAP application is approved through their expiration date. 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 the grant approval timeframe, 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 one DCAP grant in their lifetime. This grants-per-lifetime policy will include all DCAP participants from the initial DCAP launch and all participants moving forward. This policy is subject to change, and changes may apply retroactively.



#### 4. **Case Evaluation Policy:**

The case evaluation request process should **not** be used to request exceptions to the requirements and policies of the program. **Case evaluations should only be requested when the applicant/consumer believes that the DCAP Terms and Conditions and/or the DCAP Consumer Guide are not adhered to.** The act of submitting a case evaluation request does **not** reserve funding, re-open an application, or reserve a place in the application queue.

During the application process, applicants must provide the Administrator with all information necessary for the assessment of their applications. Applicants whose incentive applications have been approved, cancelled, rejected, or denied by the Administrator may request a case evaluation **within ten calendar days** of application approval/cancellation/rejection/denial (mailed hard copy case evaluation requests must be postmarked within ten calendar days of application approval/cancellation/rejection/denial). Case evaluation requests must set forth all facts that form the basis for a case evaluation request. If the only basis for a case evaluation request is that the applicant/consumer disagrees with the policies set forth in the DCAP Terms and Conditions and/or the DCAP Consumer Guide, then there is no basis for a case evaluation request; the case evaluation will be closed; and the Administrator's original decision will stand. There is no right to an administrative or judicial appeal.

**The following list is not exhaustive; however, there is no basis for a case evaluation request:**

1. If the applicant did not respond to emails from the Program Administrator, including, but not limited to, email directed to spam, junk, bulk, or promotions email folders, within the given timeframe.
2. If the applicant did not respond to voicemail messages or text messages sent to them by the Program Administrator, within the given timeframe.
3. If the applicant did not submit the correct supporting documentation within the given timeframe.



4. For issues related to family emergencies.
5. For issues related to travel. This includes the inability to access email and/or documents while traveling.
6. For issues related to financial hardship.
7. For issues related to medical concerns.

For security reasons, emailed case evaluation requests will not be accepted. Case evaluation requests must be mailed to:

**DCAP Case Evaluations**  
**MSCD 5th Floor**  
**1001 I Street PO Box 2815**  
**Sacramento, CA 95812.**

Neither your letter, nor any attachments or enclosures, will be returned to you, so please do not send the original versions of documents to this address.

During a case evaluation, CARB staff seek to determine whether or not the Program Administrator’s decision comports with the DCAP Terms and Conditions and the DCAP Consumer Guide. Case evaluations are initially conducted by CARB staff that support DCAP but are not involved in day-to-day decisions related to DCAP. Staff may elevate evaluations raising novel questions or precedential matters to independent reviewers in CARB’s legal office or executive management as needed. In most cases, it is necessary for CARB staff to communicate with the Program Administrator regarding case evaluations to ensure technical and administrative accuracy, perform adequate review, clarify understanding of complex cases, and, when applicable, ensure that the Program Administrator is prepared to implement CARB’s decision. CARB staff may also need to communicate with applicants regarding their case evaluation requests. Applicants submitting case evaluation requests are advised to add CARB’s email domain, @arb.ca.gov, to their safe senders list. Depending upon scope and complexity, some case evaluations can take several months to complete. Case evaluation decisions are final.



### Partnership Opportunities

1. Vehicle dealers interested in joining DCAP's dealership network should contact: [Dealership@DrivingCleanCA.org](mailto:Dealership@DrivingCleanCA.org)
2. Community-based partners who want to learn more about getting involved should contact: [Outreach@DrivingCleanCA.org](mailto:Outreach@DrivingCleanCA.org)
3. Interested parties who want to learn more can call 833-202-DCAP (3227) or contact: [Info@DrivingCleanCA.org](mailto:Info@DrivingCleanCA.org)



## Definitions

**Battery Electric Vehicle (BEV):** Refers to vehicles 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):** Agency 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:** 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. <http://www.caclimateinvestments.ca.gov/>

**Charging Station:** 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.

**Clean Mobility Option (CMO):** Refers to sustainable transportation methods that reduce environmental impact and do not involve purchasing or leasing a personal vehicle.



**Credit Repair Needed:** Refers to problems with your credit history, such as repossession or charge offs, which are making it harder for you to get a low interest loan

**Disadvantaged Community (DAC):** Identified by the California Environmental Protection Agencies (CalEPA) (SB535) are areas throughout California which most suffer from a combination of economic, health, and environmental burdens. These burdens include poverty, high unemployment, air and water pollution, presence of hazardous wastes as well as high incidence of asthma and heart disease.

**Down Payment Assistance:** a grant provided directly to the dealer from DCAP 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)** are 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:** Defined as 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, expenses, or depreciation. 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, expenses, or depreciation. Note: Gross annual income is not adjusted gross income (AGI) or modified adjusted gross income (MAGI).

**Household:** Defined as the applicant, their spouse, and/or any dependent(s) listed by name and Social Security Number (SSN) on the applicant's federal tax return transcript. It also encompasses all individuals who are financially supported by the household's income and who can be claimed as dependents.

**Household Income:** The combined gross annual income of every household member is listed on the applicant's 1040 federal tax return by name and SSN/ITIN or 1040 tax return the applicant is listed on. If you did not file taxes or are not listed on someone's federal tax return, then the household income is the combined gross annual income of the group of individuals who are living together at the same address as one economic unit. In multi-family units, exclude any occupant(s) living in the same unit that are not a part of your family and/or do not contribute economically.

**Income Qualified:** Refers to participants who have undergone the income verification process and have been determined to meet the income eligibility criteria.

**Licensed Auto Mechanic:** Mechanic with education and hands-on experience and certified by the State of California. A licensed mechanic must hold a 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 to be done with appropriate permits, according to the safety guidelines stipulated by the National Electrical Code. A licensed electrician must hold a valid





and up to date license/permits.

**Level 2 Charger:** Electric vehicle charger that utilizes 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 household's gross annual income less than or equal to 300 percent of the Federal Poverty Level.

**Low-income communities:** Are census tracts with median household incomes at or below 80 percent of the statewide median income or with median household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's (HCD) (AB1550)

**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.

**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.

**Program Pathway:** Refers to the services participants are provided based on their ability to recycle an eligible vehicle.

**Recycle:** Refers to breaking down an eligible vehicle to recover valuable materials and





parts for reuse, reducing waste and environmental impact.

**Replacement Vehicle:** Refers to the vehicle that a participant purchases or leases after recycling their vehicle through the CC4A program pathway.

**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 Motorcycle:** A zero-emission motorcycle is a bike that produces no pollution while running, usually because it's powered by electricity.

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





