Driving Clean Assistance Program
Participant Terms and Conditions

Version 1

Approved: September 2024

As a participant in the Driving Clean Assistance Program (DCAP) you understand that you are applying for a one-time State grant from the California Air Resources Board (CARB) that is administered through the Community Housing Development Corporation (CHDC) towards the purchase or lease of an eligible new or used clean vehicle. Applicants will follow either the Financing Assistance program pathway or the Clean Cars 4 All (CC4A) program pathway. To select the Clean Cars 4 All program pathway, applicants must have an eligible vehicle to recycle and live outside of an air district with a CC4A program.

To review the required steps to complete a DCAP application, see the eligibility criteria, which is in the Consumer Guide. Applicants will be held to the policies outlined in the Consumer Guide at the time of their application. Only submit your application when it is complete and accurate, to the best of your knowledge. DCAP is a pre-purchase program. Do not order, purchase, or lease a vehicle before applying to DCAP if you intend to use this incentive program.

Important: Additional documentation may be requested to verify income, household size, California residency, or other program requirements.

Application Processing:
Applications are processed using a needs-based system. Applications will be sorted into three tiers based on priority.

- **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).
    - Tier 1 will remain open as long as program funding remains available.
- **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.
    - Tier 2 will be closed to new applicants when 25% of grant funds remain for each region.
- **Tier 3:** is comprised of income qualified California residents.
    - Tier 3 will be closed to applicants when 50% of grant funds remain for each region.

Delays beyond normal processing times may occur. It is not guaranteed that every participant who has completed the application will receive a grant. If DCAP funds are depleted for each region, a notice will be posted on the DCAP webpage. Both the Terms and Conditions and the Consumer Guide in effect at the time of application submission will be used to determine the applicant's eligibility for the program. The most recent version of the Terms and Conditions and the Consumer Guide can be found on the DrivingCleanCA.org website.

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.

For participants that are unable to receive email communications, or submit their application online please contact DCAP at 1833-202-DCAP (3227) for additional support.

Financial Counseling:
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.
DCAP Loan Option:
DCAP Loan Financial Counseling Will Include:

- Budget Creation and Recommendations
- Credit Review and Recommendations
- Education on Clean Vehicle Technology
- Overview of the Grant Redemption Process
- Loan Application
- Up to Three Months of Financial Counseling
- Updated documentation such as bank statements, income, and residency documents may be requested multiple times throughout the financial counseling process.

Third Party Loan or Cash Option:
Third Party Loan or Cash Financial Counseling Session will Include:

- Education on Clean Vehicle Technology
- Overview of the Grant Redemption Process
- Participants who are unable to obtain a third-party loan will have 15 calendar days after grant approval to request a DCAP loan.
    - Approved participants will be required to complete one counseling session. Participants unable to qualify for a loan after this counseling session will be required to re-apply.

Approved Applications:
If your application is approved for a DCAP grant, the program administrator, Community Housing Development Corporation, will reserve funds for your grant.

- You will receive an Approval Packet to the email address provided in your application. If your contact details change, notify the DCAP administrator at 1(833) 202- DCAP (3227) or info@DrivingCleanCA.org to update your information and ensure you receive the Approval Packet.
    - Participants unable to receive the approval packet via email must contact the program at 1(833)-202-DCAP (3227) to request a physical copy of the approval packet.
- Approved participants must redeem their grant between the grant approval issue date and the approval expiration date provided in the Approval Letter.

Grant Redemption:

- To redeem the grant, you must present your Approval Packet to a qualified DCAP Network Dealership. The list of participating dealerships may change without notice. To find a list of participants dealerships, visit the Car Shopping page at (https://DrivingCleanCA.org/carshopping).
- 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.
- You are responsible for selecting a vehicle that meets your lifestyle and charging needs.
- Participants choosing the Clean Cars 4 All program must recycle their vehicle to qualify for the grant. Vehicle recycling appointments will be made for the program participant by a dedicated CC4A case manager. If the participant recycles their vehicle using a method or provider that is not pre-approved by the Clean Cars 4 All program, then the applicant may be disqualified for the grant.

Important: If you do not redeem the grant within the grant approval timeframe indicated in the Approval Letter, the Administrator will release the reserved grant funds back to the Driving Clean Assistance Program, and you will have to submit a new application.

Purchase Contract and Lease Agreement Requirements:
The purchase contract or lease agreement must be complete, fully executed, and signed on or before the expiration date stated on the participant's Approval Letter. Purchase contracts and lease agreements must include the following information:

- The name and address of the purchaser/lessee must match the Name and address of the approved DCAP Participant
- The Qualified Incentive Amount applied as a down payment
    - For purchases the grant must be notated separately from all other down payments on the purchase contract and listed as DCAP or CHDC as the payment source.
    - For leases the grant amount must be notated separately in the "cash due at signing" section of the agreement and listed as DCAP or CHDC as the payment source.
        - Lease must have a minimum length of 30 months.
- The "Truth in Lending" section must accurately reflect the rending received.

Vehicle Contract and Loan Requirements:

- The Price of the Vehicle Cannot Exceed $45,000
    - Purchases: The cap applies to line "1A Cash Price of Motor Vehicles and Accessories."
    - Leases: The cap applies to the "Gross Capitalized Cost."
- The Vehicle Must be 8 Model Years Old or Newer, as defined in the Consumer Guide.
- The Vehicle Must have an odometer reading of less Than 75,000 Miles at the time of purchase or lease.
- The Vehicle and Driver Must Meet California's Insurance Requirements, which can be found at the CA DMV's Auto Insurance Requirements page.
- The Vehicle Must be Registered in California
- All National Highway Traffic Safety Administration recalls must be resolved before the grant can be redeemed.
- Participants financing their vehicle are required to receive financing at or below 8%. No exceptions will be provided.
- The loan amount financed must be $45,000 or less

Vehicle to be Retired (for CC4A applicants only)
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 recycle (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 recycle 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.
The participant must be able to show that their retirement vehicle is operable, functional and roadworthy throughout the application process, including when the vehicle is surrendered to the program.

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.

Recycled Vehicle Requirements:

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.
    d. Salvaged titles are eligible so long as all other requirements are met.
3. Be a passenger vehicle, truck, SUV, or van with a gross vehicle weight rating of 10,000 pounds or less.
4. Operated continuously in California for at least two years prior to the application submission date with gaps during the period totaling no more than 120 days.

Grant Requirements:

- The participant must retain ownership of the vehicle in California for a minimum of 30 consecutive months immediately after the vehicle purchase or lease date.
- Participants who do not retain the eligible vehicle for the full 30-month ownership or lease period will be required to reimburse CARB all or part of the original grant amount.
- The participant must complete two email surveys at roughly one month and one-year intervals after the vehicle purchase or lease.
- CARB and CHDC reserve the right to request participation from grant recipients in ongoing research efforts that support the DCAP and Air Quality Improvement Program goals, as well as CARB Research Division efforts

Forfeiture of Services:

DCAP strives to provide first-rate service to all participants. DCAP reserves the right to refuse service to anyone who is offensive, disrespectful, or harasses our staff and partners. Participants who engage in any of these behaviors may have their grant approvals withdrawn, and may be ineligible for all other services, including, but not limited to, financial counseling and charging support.

Additional detailed information about these Terms and Conditions and the processes associated with them can be found in the DCAP Consumer Guide. If you have questions about these Terms and Conditions, or the Consumer Guide, then contact the DCAP administrator at 1(833) 202- DCAP (3227)
or info@drivingcleanca.org
By signing this application, the participant agrees to the following:

1. I acknowledge that I have read and understand, and agree to be bound by, the DCAP Terms and Conditions and the DCAP Consumer Guide.
2. By agreeing to these terms and conditions, I confirm that all information submitted is accurate and truthful.
3. I choose to voluntarily submit personally identifying information for the purposes of processing my grant and enforcing the Driving Clean Assistance Program Terms and Conditions. I have read and understand the Driving Clean Assistance Program Privacy Policy.

Participants Name: _____

Participants Signature: _____

Date: _____

CALIFORNIA AIR RESOURCES BOARD

Cap and Trade Dollars at Work

CHDC Community Housing Development Corporation