



Dealer Instructions

Bring this document with you and give it to the Dealership.

For Dealers: The Clean Vehicle Assistance Program provides grants to individuals for the purchase or lease of a new or used hybrid or electric vehicle. Please ask for your customer's grant **Approval Letter** to verify it has not expired and that they are the qualified individual. Follow these instructions to get your dealership approved and participating in the program.

FIRST: become an approved dealership

We can only send grant payments to approved dealerships. The vetting process is simple and can be quick if you promptly submit the following documents to the Clean Vehicle Assistance Program's Dealer Portal. Once you enter your contact information you will be prompted to create a password. Once the password is created, please provide the remaining information.

Upload the following information and documents to the Dealer Portal:

- Company name and contact person
- Phone number
- Email address
- Mailing address
- DMV license
- ACH information

Once the application is approved you may begin adding additional staff members using the "Manage Team" section of the portal. For more information on the portal, please visit the Portal User Manual for dealers.

SECOND: Upload the required documents to begin the grant payment process

After you become an approved dealership, **please upload the following information and documents to the dealership portal**. These stipulations are required 10 days or less after a contract is finalized.

- Vehicle must meet all requirements provided on our **Vehicle Requirements Checklist**
- Provide Copy of vehicle purchase contract or Lease Agreement
- Grant listed as Deferred Down Payment on the purchase contract
- Signed Clean Vehicle Grant Confirmation (signed by both the dealer and the customer)
- Financed interest rates must be 8.00% or lower
- Provide vehicle history report (Used Vehicles Only)
- Provide Proof of mechanic inspection for used vehicles (including documentation of no recalls or that open recalls were fixed. Recall information found here: <https://www.nhtsa.gov/recalls> (used vehicles Only)

Once we have received your dealership information and verified that each of the above documents meets the program requirements, we will send the grant payment to your dealership via ACH (electronic payment) in 7-10 business days.

Questions? Call us at 1-559-271-1957

