



Bay Area Air District Voucher Incentive Program (VIP)

Application Checklist:

The following list includes documents and inspection photos required to be submitted with a VIP application. All documents and images are required unless noted otherwise. Documents must be uploaded separately into the application portal.

Checklist for VIP Projects:

Documents:	
☐	Existing vehicle Title The title must show that there is no lien holder.
☐	Existing vehicle Registration record: - Two 12-month periods out of the previous 30 months of CA registration, OR - Eight consecutive months of CA registration, with 24 months of California operation documentation.
☐	Copy of insurance for the existing vehicle consistent with the term of the registration documentation.
☐	Usage documentation: - Documentation of a minimum of two 12-month periods out of previous 30 months of existing vehicle usage. Specific vehicle is identified in documentation. a) The following types of documentation are accepted. Each record must include a vehicle identifier (e.g., unit number, license plate, VIN) and date of record: - In-house inspection records - Maintenance/service records
☐	Executive Order – existing engine California Air Resources Board (CARB) Executive Order for the existing engine
☐	Executive order – replacement motor or powertrain California Air Resources Board (CARB) Executive Order certifying the motor or powertrain meets the ZEP Cert requirements in accordance with the California Greenhouse Gas Exhaust Emission Standards and Test Procedures for 2014 and Subsequent Model Heavy-Duty Vehicles (Phase 2) ZE standard for a motor or powertrain.
☐	Price quote for the replacement vehicle: - With date and price signed by the authorized dealership - Delivery date needs to be listed and included on the voucher - Voucher amount is reduced from the price quote - Applicant and current vehicle owner is listed as buyer



☐	Specification sheet of the replacement vehicle
☐	Warranty for the replacement vehicle: ZE standard replacement vehicles must meet ZEP Cert warranty requirements as provided in the California Standards and Test Procedures for New 2021 and Subsequent Model Heavy-Duty Zero-Emission Powertrains. The ZEP Cert warranty requirements include, but are not limited to, the warranty period beginning on the date that the vehicle is delivered to the Moyer participant, the service timeframe not to exceed 30 days from the time the vehicle or powertrain is initially presented to the warranty station for repair, and having a minimum of a three-year or 50,000-mile warranty period for zero-emission powertrain components including, the motor, drivetrain, battery or energy storage, and parts and labor. It is recommended that the highest-grade warranty be purchased in order to avoid expensive repairs in the future.
☐	TRUCRS/DTR or applicable regulatory fleet certificate and report showing compliance and fleet information
☐	Copy of AB 794 attestation
☐	Copy of Clean Truck Check-Visual Inspection System (CTC-VIS) Vehicle Compliance Certification and Affirmation of Fleetwide Compliance certificate
☐	Regulatory Compliance Statement
Other:	
☐	Military Service Provision (optional): If an applicant has been on active military duty at any time during the previous 24 months, documentation prior to deployment and covering the same length of time as the deployment period may be used to meet the title, registration, usage, and operation in California requirements as described in Sections C.2.(A)(2)-(3) and C.3.(D)-(F). The applicant must submit a copy of DD Form 214, Certificate of Release or Discharge from Active Duty to verify military service during the deployment period.
Pre-Inspection Photos - Existing Vehicle:	
☐	Vehicle from left side
☐	Vehicle from right side
☐	Vehicle from front side (w/ license plate, if available)
☐	Vehicle from back side
☐	Equipment tag (including Vehicle Identification Number (VIN) and Gross Vehicle Weight Rating (including Vehicle Identification Number (VIN) and Gross Vehicle Weight Rating (GVWR))
☐	Odometer reading
☐	Engine tag (including Engine make, model, engine serial number, engine family number/name)
☐	DOT / CHP Numbers (optional)
☐	Retrofit device (if installed)
☐	Retrofit device tag (if installed)