



## **NEW YORK TRUCK - VOUCHER INCENTIVE PROGRAM**

### **IMPLEMENTATION MANUAL**

**New York State Electric Vehicle - Voucher Incentive Fund (NYSEV-VIF)**

**July 6, 2016**

**Version 2.0**

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## **1.0 BACKGROUND**

The **New York State Electric Vehicle – Voucher Incentive Fund** (NYSEV-VIF or Program) is an incentive program aimed to accelerate the deployment of All-Electric Vehicle (EVs) technology across medium and heavy-duty vehicle classes in New York State. By increasing the use of EVs, this program provides a public benefit by reducing harmful emissions and the transportation sector's dependence on petroleum in New York. The New York State Energy Research and Development Authority (NYSERDA) developed the NYSEV-VIF to provide incentives to reduce the costs of EVs in order to help fleets, leased vehicle operators and vehicle owner-operators transition into vehicles that are better for the environment and can be more cost effective.

### **About this Implementation Manual**

To provide Program participants with information on how to participate in the NYSEV-VIF, the following Implementation Manual outlines the requirements, rules and funding parameters for the Program. As the Program evolves, it is likely that periodic updates will be made to the Implementation Manual. Program participants will be bound by the latest version of Implementation Manual at the time they submit a voucher request. In other words, voucher requests, voucher redemption protocols, and all other Program elements associated with those vouchers must follow the directions outlined in the most recent version of the Implementation Manual posted on the Program Website at the time of voucher request. Please visit the Program Website ([www.Truck-VIP.ny.gov](http://www.Truck-VIP.ny.gov)) to find the most recent Implementation Manual as well as all required forms and agreements.

### **Advancing EVs through Voucher Incentives**

The incentive used to help reduce vehicle costs associated with a new EV truck or bus comes in the form of a voucher that will be provided to the Vendor selling the vehicle to the Vehicle Purchaser. Please see section 10 for a list of defined terms. The value of the voucher is deducted from the total sale price of the new EV truck or bus prior to vehicle purchase. Once the truck or bus has been delivered, registered, and fully paid for (minus the voucher amount) by the Vehicle Purchaser, NYSERDA reimburses the Vendor for the full voucher amount.

To the extent possible, NYSERDA will determine the voucher amount for any particular EV and post that information regularly on the Program Website. This will help the Vehicle Purchaser know the vehicle incentive amount prior to negotiating a vehicle price with the Vendor. Where it may be difficult to determine the voucher amount in the case of low volume or specialty trucks, NYSERDA, in its sole discretion, will determine the value of the voucher. The voucher request must include approved documentation supporting the incremental cost (the difference in cost between an EV and a conventional diesel/gasoline counterpart).

The total amount of funding for the NYSEV-VIF is \$9 million. The Program will provide up to 80 percent of the net incremental cost of a new EV truck or bus with a maximum of up to \$150,000 per voucher. Only vehicles that are domiciled and operate in the 30 eligible New York counties (those New York counties that were in non-attainment of federal air quality standards in 2012) are able to participate in the NYSEV-VIF. See Section 9 for a list of eligible counties

## **NYEV-VIF Program Operation Overview:**

1. **All-Electric Vehicle Eligibility** – The Original Equipment Manufacturer (OEM), the OEM's authorized dealer, or Truck Equipment Manufacturer (TEM) submits a completed Vehicle Eligibility Application to the Voucher Processing Center (VPC) requesting Program approval. The “approved” All-Electric Vehicle(s) are then listed on the Program Website as “Eligible Vehicles.”
2. **Vendor Approval** – A Vendor that sells the listed eligible vehicle(s) applies to the VPC to be approved by NYSERDA to receive voucher funding. The VPC verifies with the OEM that the Vendor is certified to sell the EVs. Once approved by the VPC, the Vendor enters into an agreement with NYSERDA to become an approved Vendor, allowing the Vendor to market the Program incentives to a Vehicle Purchaser.
3. **Voucher Request** – When a Vehicle Purchaser is ready to purchase the eligible vehicle from an approved Vendor, the Vendor will submit a Voucher Request Form to the VPC to have an incentive amount set aside for that specific vehicle purchase. The full incentive amount must be deducted from the total sale price of the vehicle and the full benefit must accrue to the Vehicle Purchaser. The Vendor cannot charge fees in association with processing the incentive application or the required redemption documentation.
4. **Voucher Redemption** – Once the vehicle is delivered, registered, and paid for by the Vehicle Purchaser, the Vendor submits a Voucher Redemption Form to the VPC for payment.
5. **Voucher Payment** – The VPC approves the Voucher Redemption Form and notifies NYSERDA to issue a voucher payment to the Vendor. NYSERDA submits payment for the full voucher amount to the Vendor. (It is recommended that Vendors set up an electronic payment account with NYSERDA to speed up the reimbursement process).

All Program questions can be directed to the Voucher Processing Center (VPC):

**NYT-VIP Voucher Processing Center  
c/o CALSTART  
155 Water Street, 2nd Floor Unit 230  
Brooklyn, NY 11201  
1 (855) MY-NYT-VIP or 1 (855) 696 - 9884  
Email: [info@MYNYT-VIP.com](mailto:info@MYNYT-VIP.com)**

If you are unable to contact personnel at the VPC, or if you have an issue that the VPC cannot resolve, please contact the NYSERDA Project Manager:

Patrick Bolton  
Senior Project Manager  
New York State Energy Research and Development Authority  
17 Columbia Circle  
Albany, New York 12203  
(518) 862-1090 ext. 3322  
(518) 862-1091 FAX  
[ppb@nyserda.ny.gov](mailto:ppb@nyserda.ny.gov)  
[www.nyserda.ny.gov](http://www.nyserda.ny.gov)

## **2.0 PROGRAM ELIGIBILITY**

### **Vendor Eligibility**

Under the NYSEV-VIF the Vendor is the entity that sells the All-Electric Vehicle (EVs) to the Vehicle Purchaser. The following rules apply to vendors interested in selling Eligible Vehicles through the NYSEV-VIF:

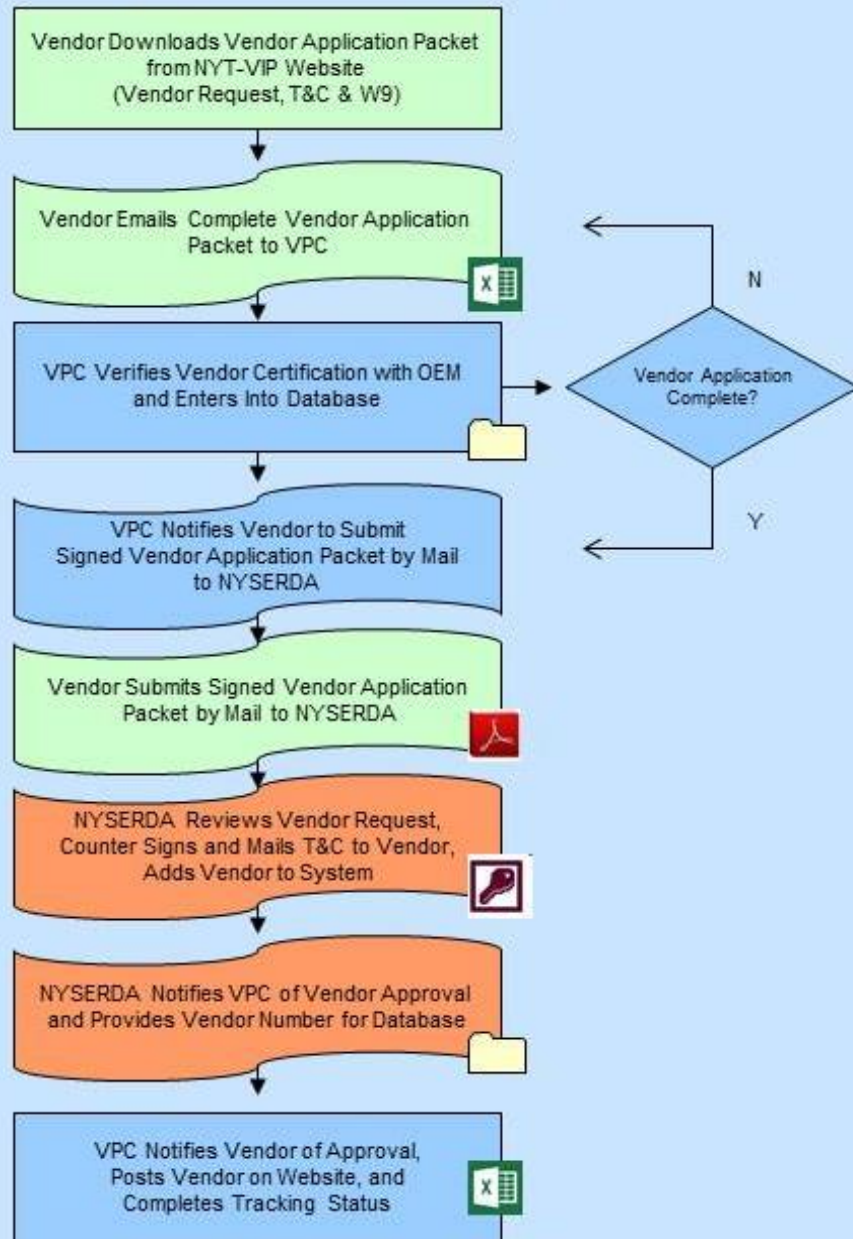
- A Vendor can be a truck or bus dealership that has a written agreement with a medium and/or heavy-duty electric vehicle OEM, a valid business license for the past two years, an official dealer number and sells a complete All-Electric Vehicle to a fleet or vehicle owner-operator.
- A Vendor can be an original All-Electric Vehicle OEM that sells complete EVs directly to fleets or vehicle owner-operators.
- A Vendor can be a truck or bus TEM that has a written agreement with a medium or heavy-duty EV OEM, up-fits or performs final utility equipment installations on those vehicles and sells the completed vehicle to a fleet or vehicle owner-operator.
- A Vendor must be the entity that sells the fully assembled and completed vehicle. For example, a Vendor is not eligible if it only sells the chassis to a TEM that in turns completes the final vehicle manufacture and then sells the completed vehicle to the fleet. In this case, it is the TEM that sells the completed vehicle to the fleet that would be eligible to apply for the voucher.

Once a Vendor has submitted a complete Vendor Application Packet (Vendor Request Form, Vendor Terms & Conditions, and W9 Form) to the VPA, is confirmed as certified dealer by OEM, and executed a formal agreement with NYSERDA, the Vendor is then approved to market the Program incentives to eligible fleets (Section 2). Download the Vendor Application Packet from the Program Website ([www.Truck-VIP.ny.gov](http://www.Truck-VIP.ny.gov)).

## Vendor Approval Process:

1. **Download Vendor Application Packet** – Vendor downloads the Vendor Application Packet from the Program Website <https://truck-vip.ny.gov/>. The Vendor Application Packet includes, 1) Vendor Request Form, 2) Vendor Agreement, and 3) W-9 Form.
2. **Vendor Emails Vendor Application Packet to VPC** – Vendor emails complete Vendor Application Packet to Voucher Processing Center (VPC) for preliminary review.
3. **VPC Reviews Vendor Application Packet** – VPC reviews Vendor Application Packet for completeness and confirms with OEM on certification to sell listed eligible vehicles. If incomplete or not certified, VPC notifies Vendor.
4. **VPC Instructs Vendor to Mail Vendor Application Packet to NYSERDA** – If approved by VPC, the Vendor is instructed to mail hard copy of Vendor Application Packet with original signatures directly to NYSERDA. Instructions for mailing the packet will be included in the approval correspondence. Do not mail the Packet to the NYSERDA contact listed in the manual.
5. **NYSERDA Reviews Vendor Application Packet** – NYSERDA reviews the Vendor Application Packet and assigns a Vendor Number. NYSERDA countersigns Vendor Agreement (NYSERDA Contract) and mails to Vendor.
6. **VPC Posts Vendor on Program Website** – Once NYSERDA notifies VPC of Vendor approval, VPC informs the Vendor and posts the Vendor on the Program Website.

## NYT-VIP Vendor Approval & Registration (Manual Approach for NYSEV-VIF)



**Figure 1**

Figure 1 provides an “at a glance” overview of the Vendor Approval and Registration process.

## **Fleet Eligibility**

An “Eligible Fleet,” Vehicle Purchaser or Vehicle Operator can be a commercial fleet, non-profit agency, or public fleet entity (excluding the federal government) that operates and is domiciled in any of the 30 eligible New York counties (See Section 9.0). The All Electric Vehicles must be registered with the Department of Motor Vehicles in the eligible county.

### ***NYCDOT Hunts Point Clean Trucks Program – For Bronx Vehicles ONLY***

If you are a fleet, Vehicle Purchaser, or Vehicle Operator that operates and is domiciled in the Bronx communities of Port Morris and Hunts Point, you may be eligible to receive incentive funding for a new alternative fuel vehicle through New York City Department of Transportation’s Hunts Point Clean Trucks Program (HPCTP). Vehicles that qualify for the HPCTP are **NOT** eligible for the NYSEV-VIF, unless that program is out of funding. No vehicle purchase may receive funding from both programs. Visit [www.huntspointctp.com](http://www.huntspointctp.com) to learn more about program eligibility requirements.

## **3.0 VEHICLE ELIGIBILITY**

The following are eligibility requirements for vehicles under the NYSEV-VIF:

- A vehicle must be a Class 3 - 8 All-Electric Vehicle truck or bus. Personal passenger vehicles are **NOT** eligible for Program funding.
- A vehicle must be purchased from a participating Vendor (see Section 2.1). OEMs must provide documentation to NYSERDA verifying the incremental cost of the vehicle(s). A Vendor must provide documentation of incremental cost as part of a voucher request for specialty vehicles.
- The vehicle and vehicle chassis must be new. A vehicle and/or vehicle chassis cannot have been registered in any state, or paid for by the Vehicle Purchaser (other than a vehicle down payment), nor any purchase order issued for that vehicle prior to June 16, 2012 in order to receive a voucher. Used vehicles (including vehicles used by dealers, OEMs, or other entities or for demonstration purposes) are **NOT** eligible.
- Retrofits, hardware or software modifications that can significantly impact the vehicle’s emissions characteristics are **NOT** permitted for three years from the date the vehicle enters into service. However, the installation of fuel-fired heaters is permitted.
- All Eligible Vehicles must be greater than 10,000 lbs. Gross Vehicle Weight Rating (GVWR) and meet all federal and state requirements for operation in New York State. The OEM must also certify that the vehicle model complies with all applicable federal safety standards for new motor vehicles and new motor vehicle equipment issued by the National Highway Traffic Safety Administration (NHTSA). The Federal Motor Vehicle Safety



Standards (FMVSS) are found in Title 49 of the Code of Federal Regulations (CFR) Part 571.

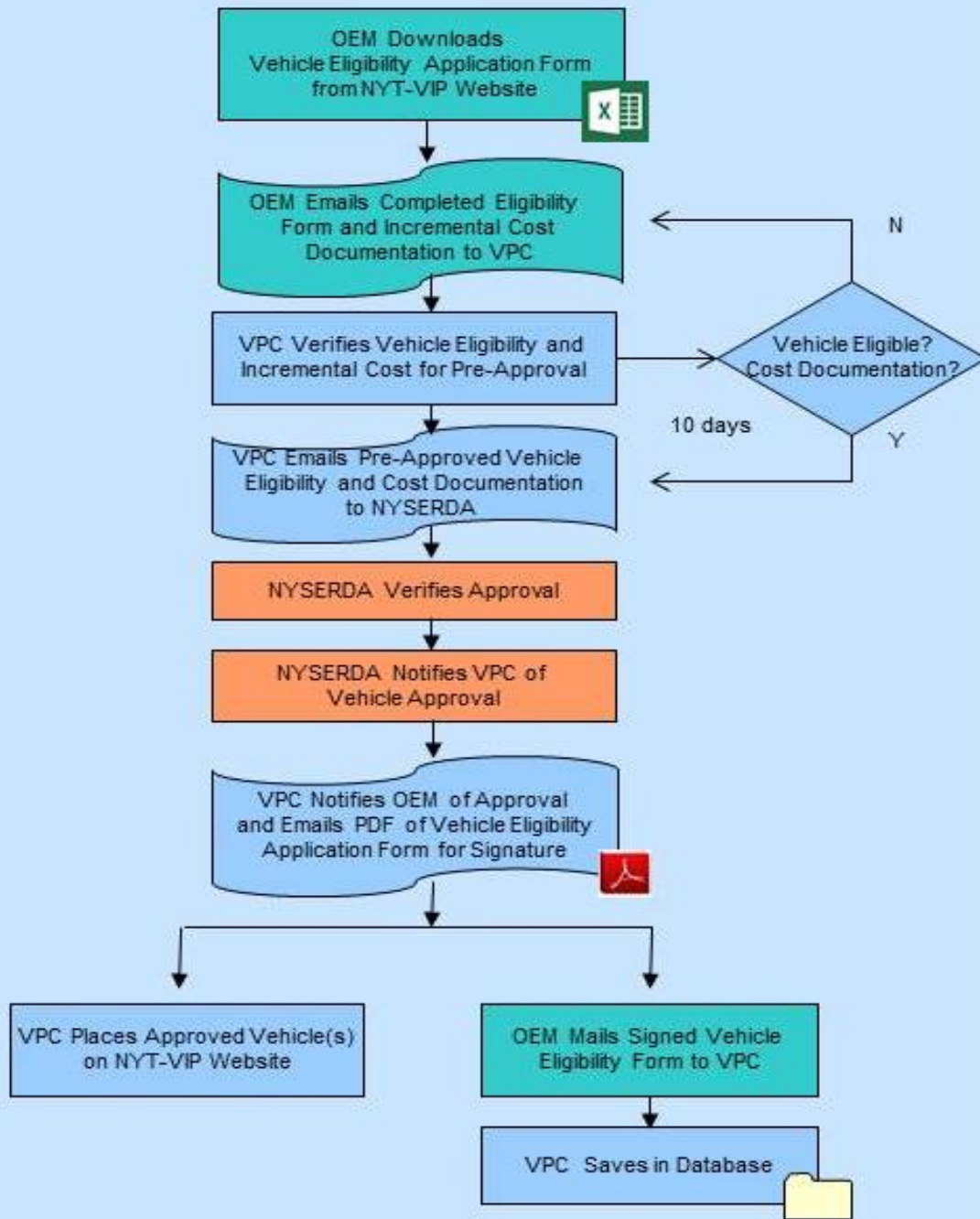
- The vehicle drive train, including applicable battery pack, must be covered by an OEM warranty. Prior to approving a vehicle model to the list of eligible vehicles posted on the Program Website, NYSERDA may request that the OEM provide copies of representative vehicle, battery warranties and a description of the OEM's plans to provide warranty and routine vehicle service. The warranty must provide protection for a minimum of 36 months or 50,000 miles whichever comes first. The first 12 months of the coverage period must be a full warranty covering, at a minimum, motor, drive train, battery, parts and labor. If the warranty for the remaining 24 months is prorated, the percentage of the battery pack's original value to be covered or refunded must be at least as high as the percentage of the prorated coverage period still remaining. For the purpose of this computation, the age of the battery pack must be expressed in intervals no larger than three months.
- If a Vendor does not own a New York State repair facility or does not have a contract with a New York State entity to provide repair and warranty service, the Vendor must submit a plan for how it intends to provide warranty service, replacement parts, and technical support in New York State. The maintenance/repair plan must be submitted to the VPC for approval. The plan must be approved by NYSERDA for vehicles to be eligible to receive incentives under the Program.
- Vendors, as part of submitting documentation to the VPC for eligible vehicles, must send the cost of the vehicles they want included in the program and the cost of a conventional diesel/gasoline truck counterpart with equivalent payloads. The difference in price between those two vehicles is the incremental cost. The voucher amount covers up to 80 percent of the incremental cost and is capped at \$150,000.

#### **Vehicle Approval Process:**

1. **Download Vehicle Eligibility Form** – An Original Equipment Manufacturer (OEM), OEM's authorized dealer or TEM downloads the Vehicle Eligibility Application from <https://truck-vip.ny.gov/>. Typically the OEM will be the entity seeking to have its vehicle approved and listed on the Program Website.
2. **Email Vehicle Eligibility Form to VPC** - The OEM, OEM's authorized dealer or TEM completes the Vehicle Eligibility Form (Excel Spreadsheet) and incremental cost documentation and emails the application to the Voucher Processing Center (VPC).
3. **VPC Reviews Application** - Within approximately ten (10) calendar days of the email submission, the VPC reviews the Vehicle Eligibility Application and incremental cost documentation for eligibility, accuracy, and completeness. If additional information is needed, the VPC will notify the OEM, OEM's authorized dealer or TEM via email

4. **If Complete, Application Sent to NYSERDA** - If the application is complete and vehicle(s) are eligible, the VPC emails the Vehicle Eligibility Application and incremental cost documentation to NYSERDA for approval.
5. **NYSERDA Reviews Application** - NYSERDA reviews the Vehicle Eligibility Application and incremental cost documentation for completeness and eligibility. If incomplete or ineligible, NYSERDA informs the VPC and VPC notifies the OEM.
6. **NYSERDA Approves Vehicle Eligibility** – NYSERDA approves vehicle eligibility and informs VPC of approval and posts eligible vehicle(s) on Program Website.
7. **VPC Informs OEM of Approval** – VPC informs OEM of approval and emails PDF copy of Vehicle Eligibility Application to OEM for an original signature.
8. **OEM Mails Signed Vehicle Eligibility Application** – Within ten (10) calendar days of receiving approval from the VPC, the OEM mails a signed hardcopy of Vehicle Eligibility Application to VPC.
9. **VPC Posts Eligible Vehicle(s) on Program Website** – Once VPC reviews and approves signed hard copy of Vehicle Eligibility Application, VPC then informs OEM of final approval.
10. **Vendor Approval Needed to Sell Eligible Vehicles** - Vendors must apply to be an approved Vendor to receive voucher funds for approved vehicles.

## NYT-VIP Vehicle Approval & Registration (Manual Approach for NYSEV-VIF)



**Figure 2**

Figure 2 provides an “at a glance” overview of the Vehicle Approval and Registration process.

## 4.0 INCENTIVE AMOUNTS

Vouchers can be issued for up to 80 percent of the net incremental cost of the vehicle after all other incentives are accounted for with an overall maximum voucher amount of \$150,000. Table 1 presents the incentive structure for NYSEV-VIF. Depending on the Gross Vehicle Weight Rating (GVWR) of the all-electric vehicle, voucher incentives are subject to increasing cap levels. Under no circumstances may the NYSEV-VIF incentive exceed the 80 percent net incremental cost of an All-Electric Vehicle (EV) including additional incentives provided by other entities.

**Table 1: NYSEV-VIF Incentive Caps by GVWR**

<b>Incentive Cap Structure for NYSEV-VIF</b>	
<b>GVWR (lbs.)</b>	<b>All-Electric Vehicle</b>
10,001 - 14,000	\$60,000 Cap
14,001 - 19,500	\$90,000 Cap
19,501 - 26,000	\$100,000 Cap
26,001 - 33,000	\$110,000 Cap
33,001 - 38,000	\$120,000 Cap
> 38,000	\$150,000 Cap

No Vehicle Purchaser may receive more than 25 percent of the total available funds under the NYSEV-VIP. If additional funding is added to the Program, a Vehicle Purchaser that has already met this threshold may request vouchers for up to 25 percent of the new funding. Fleets, including but not limited to entities sharing a common Taxpayer Identification Number (TIN), are considered a single “Vehicle Purchaser” even if they are part of different subsidiaries, divisions, or other organizational structures of a company, government agency, or other entity. NYSERDA or its designee may seek financial reimbursement or other remedies from a Vehicle Purchaser for non-disclosure or inaccurate disclosure of its TIN, ID#, or other information relating to common ownership or fiduciary control of the purchasing entity.

Vendors are required to pass on the full Program incentive to a Vehicle Purchaser by reducing the purchase cost of eligible vehicles by the full incentive amount. Vendors may not charge fees to the Vehicle Purchaser in association with processing vouchers.

## 5.0 VOUCHER APPLICATION PROCESS

Vendors, upon execution of a formal agreement (Vendor Agreement) with NYSERDA, will be given approval to market the Program incentives to Eligible Fleets. The Vendor Agreement can be downloaded from the Program Website ([www.Truck-VIP.ny.gov](http://www.Truck-VIP.ny.gov)).

### **Voucher Request Process:**

1. **Download and Submit Voucher Request Form to VPC** – Vendor downloads the Voucher Request Form (Excel Spreadsheet) from Program Website (<https://truck-vip.ny.gov/>); completes the form with the Vehicle Purchaser; and emails Voucher Request Form to the Voucher Processing Center (VPC) [info@MYNYT-VIP.com](mailto:info@MYNYT-VIP.com) to start the clock on the electronic request.
2. **VPC Reviews Voucher Request** - Within seven (7) calendar days of the electronic request by the Vendor, the VPC reviews the Voucher Request Form for eligibility, accuracy, and completeness and enters voucher request into the Program database. If the Voucher Request is incomplete or inaccurate, the VPC notifies the Vendor to revise with Vehicle Purchaser and resubmit.
3. **VPC Notifies Vendor of Preliminary Approval** – VPC notifies Vendor of preliminary approval and sends electronic request to Vendor to submit by mail a signed Voucher Request Form, Identification, and a signed Vehicle Purchaser Terms and Conditions to the VPC (see Program Website ([www.Truck-VIP.ny.gov](http://www.Truck-VIP.ny.gov)) for Vehicle Terms and Conditions).
4. **Vendor Mails Signed Documents to VPC** – Within fourteen (14) calendar days of electronic request, the Vendor and Vehicle Purchaser complete, sign and mail the Voucher Request Form, ID and Vehicle Purchaser Terms & Conditions to VPC.
5. **VPC Assigns Voucher Funds** – Once VPC receives signed documents from the Vendor, VPC assigns the voucher funds and notifies the Vendor.
6. **Vendor Orders Vehicle and Collects Vehicle Information** - Within fourteen (14) calendar days of notification by VPC, the Vendor emails a copy of the vehicle purchase order to the VPC. The Vendor has thirty (30) calendar days to provide vehicle information to VPC that includes expected vehicle delivery date, Vehicle Identification Number (VIN), vehicle serial number, vocation, and notification of other incentive funds.
7. **Vendor Submits Complete Voucher Request to VPC** – Vendor emails/mails vehicle information to complete the Voucher Request to the VPC.
8. **VPC Reviews and Approves Voucher Request** - Within seven (7) calendar days of receipt of all voucher request forms, documentation, and vehicle information, VPC conducts a final review and if complete, notifies the vendor by email that the voucher has received final approval.
9. **If Voucher Request is Rejected** - If voucher request is rejected due to documentation that disqualifies the vehicle and/or voucher request, the VPC will notify the Vendor by

email or mail within approximately fourteen (14) calendar days of receipt of Voucher Request Forms with the reason for rejection.

10. **Begin Voucher Redemption Request** – The voucher is approved for 120 days, after which it may be cancelled. The Vendor may extend the voucher for 120 days (see below) by emailing a request to the VPC at **info@MYNYT-VIP.com** that verifies the delivery date of the vehicle. The Vendor is requested to begin collecting documentation to complete the Voucher Redemption process within the period of 120 calendar days.

### **Voucher Extension**

A Program voucher will be valid for 120 days from the time it is issued by the VPC. A Vendor at any point within the 120 days can renew a voucher by notifying the VPC by email or regular mail requesting an extension. Renewal of the voucher automatically reserves the voucher funding for an additional 120 days. A voucher that is not renewed or redeemed within any 120-day period will be deemed expired and the voucher funds will be allocated to the next eligible Program participant. If a voucher is not renewed, a Vendor may re-apply to the NYSEV-VIF. These will be considered new voucher requests. The expiration date is noted on the voucher form, and it is up to the Vendor to be aware of the expiration date. A voucher **must** be redeemed within one year (365 days) of the *original* voucher request date, after which time the voucher is expired.

## **6.0 VOUCHER REDEMPTION**

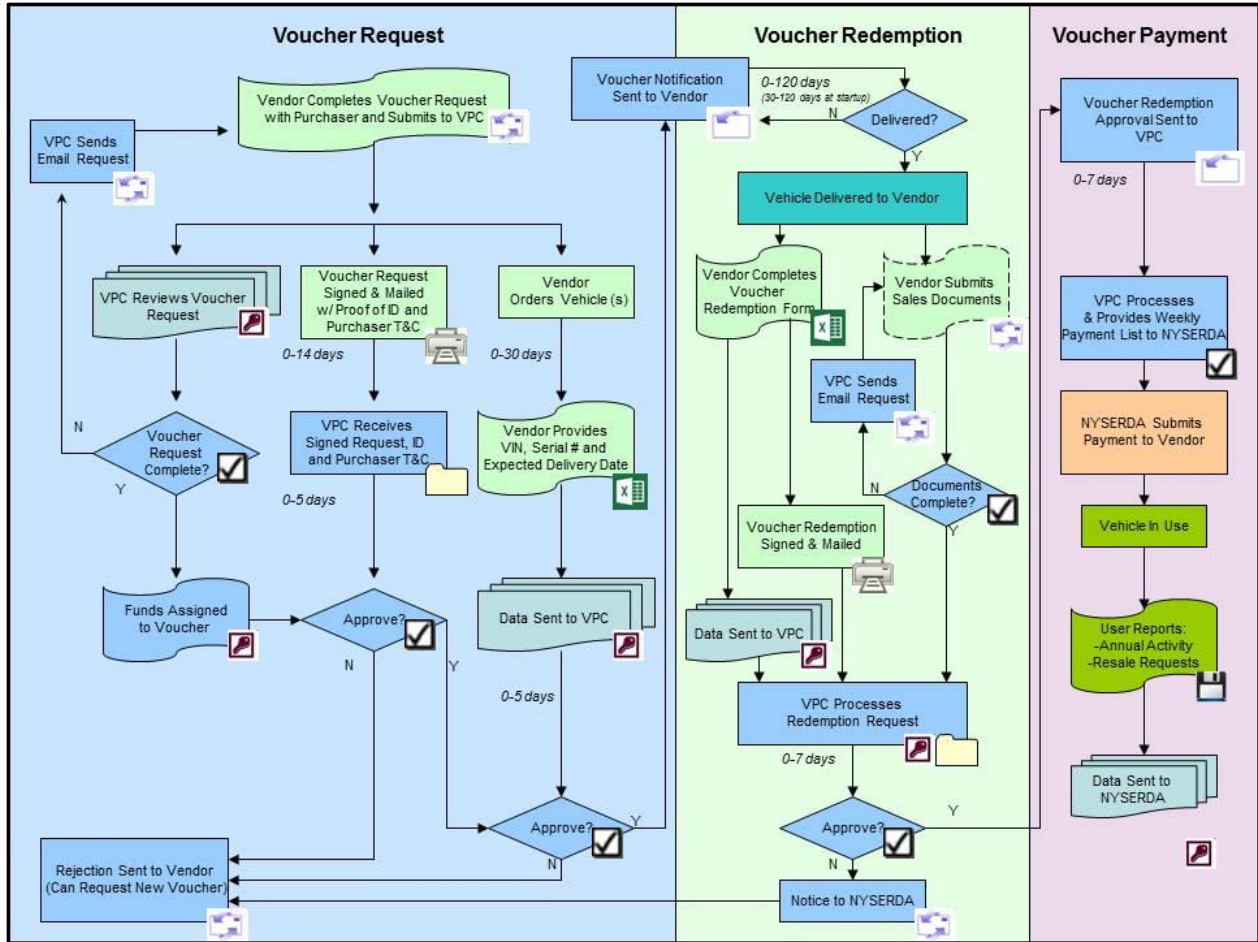
Once a vehicle has been purchased, delivered, and is ready to be placed into service, the Vendor must submit the Voucher Redemption Form and required documentation to the VPC for redemption.

### **Voucher Redemption Process:**

1. **Download and Submit Voucher Redemption Form to VPC** - The Vendor downloads the Voucher Redemption Form from the Program Website (<https://truck-vip.ny.gov/>), completes the Form with the final vehicle price and title transfer date, and emails a copy to the VPC to start the clock on the electronic redemption.
2. **VPC Reviews Voucher Redemption Application** - Within seven (7) calendar days of the electronic redemption request, the VPC reviews the Voucher Redemption Form for eligibility, accuracy, and completeness. If additional information is needed from the Vendor, the VPC will notify the vendor via email.
3. **Vendor Emails Vehicle Documentation to VPC** - Within sixty (60) calendar days of the electronic redemption request, the Vendor emails copies of the vehicle's Delivery Bill of Lading, signed final vehicle invoice, temporary DMV Registration or DMV tags, Vehicle Line Setting Ticket (otherwise known as the Factory Build Sheet), financial documentation identifying the method and date of final and complete (minus the voucher amount)

payment to the Vendor, and digital inspection photos (vehicle left side, odometer, VIN tag, and engine tag) of the vehicle to the VPC.

4. **Vendor Mails Signed Voucher Redemption Form to VPC** – Within (60) calendar days of the electronic redemption request, the Vendor prints and signs the Voucher Redemption Form (including the Program Vehicle Inspection) and mails the original form to the VPC.
5. **VPC Reviews and Approves Voucher Redemption Form** – Within seven (7) calendar days of receipt of all completed Voucher Redemption Forms, final vehicle documentation, and information, the VPC verifies that Vehicle Purchaser and delivered vehicle information match those listed on the voucher and approves the Voucher Redemption Form and all associated documentation. The VPC then informs the Vendor of voucher redemption approval. If the Vendor is informed of incomplete or inaccurate redemption documentation, they will have seven (7) calendar days to correct, complete, and resubmit the documents for approval.
6. **If Voucher Redemption is Denied** - If voucher redemption is denied, the VPC responds in writing or by email with the reason for denial within approximately seven (7) calendar days of receipt of forms or documentation that disqualify the vehicle and/or voucher request.
7. **NYSERDA Makes Voucher Payment to Vendor** - Within thirty (30) calendar days of VPC approval of the voucher redemption request, NYSERDA pays voucher amount to the Vendor, in accordance with the Prompt Payment Policy described in Exhibit B to the Vendor Agreement (see Program Website). NYSERDA prefers to make these payments electronically to the Vendor.



**Figure 3**

Figure 3 provides an “at a glance” overview of the Voucher Request and Redemption process.



## **7.0 SPECIAL TERMS FOR LEASED VEHICLES**

Eligible All-Electric Vehicles that will be purchased by a leasing or rental company and leased to an Eligible Fleet or vehicle operator are allowable under the Program as long as the term of the vehicle lease is at least 6 years from the voucher redemption. In these circumstances the leasing or rental company is considered the Vehicle Purchaser. Any vehicle lease or rental entity that purchases a Program-funded vehicle must identify the vehicle end-user in the voucher application and enter into an agreement within one month of voucher request/vehicle purchase to be eligible for Program incentives. Any vehicle lease or rental entity that leases a vehicle purchased with a Program voucher must disclose the voucher amount and voucher terms to the vehicle renter or lessee. The draft lease agreement with the end user fleet must be included with the voucher application. The vehicle end-user must take possession of the vehicle within 30 days of voucher redemption for that vehicle. The lease or rental agreement must include all commitments needed from the lessee or renter to ensure that 1) the vehicle operates almost exclusively (at least 80 percent of the time) in New York as required by the voucher redemption form, 2) the vehicle will be registered and domiciled within one of the eligible counties (see Section 9.0), 3) all required semi-annual activity reports will be submitted to NYSERDA, and 4) all other terms of the Program are met.

NYSERDA reserves the right to review lease agreements to confirm appropriate disclosures are made regarding the Program voucher amount received, vehicle activity and reporting, and other requirements. Vehicle Purchasers must provide VPC with all the requested information related to any vehicle purchased with a Program voucher (including lease agreements) within ten days of VPC's written request for such information. The vehicle end-user (i.e., the lessee for lease agreements) is responsible for ensuring annual activity reports are accurate and are submitted to NYSERDA as required. A Program voucher can be provided at time of vehicle purchase only, and is not provided at the time a vehicle is leased or rented. For example: a leasing company cannot request a voucher to purchase a demonstration vehicle or vehicles with the intention of finding a prospective fleet to lease the vehicles. The end use fleet must be identified in the voucher request along with a draft lease agreement with that fleet. Questions regarding common ownership or fiduciary control of an organization should be directed to the VPC.

## **8.0 REPORTING REQUIREMENTS**

The Vehicle Purchaser and/or leased vehicle operator must submit Semi-Annual Usage Reports for a minimum of three years after receiving voucher redemption. Semi-Annual Usage Reports will be provided by the VPC (either by mail or email) for completion by the Vehicle Purchaser or leased vehicle operator. Reports may be completed on the Program Website when that functionality is available. In the situation of leasing agreements, the Vehicle Purchaser (leasing company) is responsible for ensuring the fleet end-user leasing the vehicles submits the required Semi-Annual Usage Reports. NYSERDA reserves the right to bar a Vehicle Purchaser that does not provide timely and accurate Program Semi-Annual Usage Reports from receiving further funding under the Program. NYSERDA may also recapture the incentive funds from the Vehicle

Purchaser if it does not provide timely and accurate Program Semi-Annual Usage Reports as required. It is the Vehicle Purchaser's responsibility to submit these reports in a timely manner.

## 9.0 LIST OF ELIGIBLE COUNTIES

NYSEV-VIF Eligible New York Counties		
Albany	Montgomery	Richmond
Bronx	Nassau	(Staten Island)
Chautauqua	New York (Manhattan)	Rockland
Dutchess	Niagara	Saratoga
Erie	Onondaga	Schenectady
Genesee	Ontario	Schoharie
Greene	Orange	Suffolk
Jefferson	Orleans	Wayne
Kings (Brooklyn)	Putnam	Westchester
Livingston	Queens	
Monroe	Rensselaer	

## 10.0 DEFINITIONS for NYSEV-VIF

**“All-Electric Vehicle (EVs)”** means an on-road, Class 3-8 GVWR, zero-emission vehicle that operates solely by use of a battery pack, or that is powered primarily through the use of an electric battery pack but can also use a flywheel or capacitor that also stores energy produced by the electric motor or by regenerative braking to assist in vehicle operation. Recharge energy must be drawn from a source off the vehicle, such as a connection to grid electric service.

**“Commercial Fleet”** means one or more vehicles not used for individual or personal activities; vehicles used solely as part of a commercial enterprise.

**“Eligible Fleet,”** means Commercial, Non-profit, or Public Fleet entity (excluding the federal government) operating, registering and domiciling vehicles in any Eligible County. (See Section 9.0 for eligible counties).

**“Fleet”** is defined as one or more vehicles owned by a business, non-profit or government entity excluding the federal government. Fleets under common ownership or control that share a common Tax Identification Number or ID # are considered part of a single fleet even if they are part of different subsidiaries, divisions, or other organizational structures of a company or government agency.

**“Gross Vehicle Weight Rating (GVWR)”** means the vehicle weight described on the original manufacturer Line Setting Ticket provided to the vehicle dealer.

**“Incremental Cost”** means the difference in cost between the new All-Electric Vehicle and the comparable new gasoline or diesel-fueled vehicle that would be purchased to perform the same function.

**“Line Setting Ticket”** means the factory build or construction sheet created when the vehicle order is sent to the vehicle manufacturer. The Line Setting Ticket typically includes the new vehicle’s identification number (VIN), all the codes for standard equipment, and the options that the salesman used to create this vehicle for the Vehicle Purchaser. After the factory assembles the vehicle and the vehicle is shipped and sold, the Line Setting Ticket identifies such things as the GVWR, engine type, transmission type, driveline, paint codes, gear ratio, and standard and optional equipment, specific to that vehicle.

**“Original Equipment Manufacturer or OEM”** means the company that builds or assembles, at a minimum, the completed All-Electric Vehicle drive train and chassis.

**“Non-profit”** means an agency or corporation that does not distribute corporate income to shareholders and is exempt from federal income taxes under Section 501 of the Internal Revenue Code (26 U.S.C.A. § 501).

**“Program Website”**: <https://truck-vip.ny.gov/>

**“Public Fleet”** includes all state, city, village, town, and other non-federal government fleets, as well as fleets operated by public universities, public airports, public school districts, NY public ports, and special districts such as water, utility, and irrigation districts that operate one or more vehicles.

**“Truck Equipment Manufacturer (TEM)”** means a company that installs equipment on a truck or bus rolling chassis purchased from a Manufacturer. The TEM must bear full responsibility for any vehicle defects under federal law and is responsible for certifying that the vehicle meets all applicable federal safety standards.

**“Vehicle Operator”** is the Eligible Fleet (as defined in Section 2) that will operate the vehicle under a lease agreement with a Vehicle Purchaser.

**“Vehicle Purchaser”** is the Eligible Fleet (as defined in Section 2) that will directly purchase, own and operate the vehicle or the leasing company that will lease an All-Electric Vehicle to a vehicle operator.

**“Vendors”** include vehicle dealerships, original equipment manufacturers (OEMs), and truck equipment manufacturers (TEMs) that sell new medium or heavy-duty vehicles (Gross Vehicle Weight Rating (GVWR) greater than 10,000 pounds) directly to vehicle purchasers. The Vendor is an entity that is responsible for the delivery of the completed vehicle to the Vehicle Purchaser or end-user. In some cases the vendor may be the chassis manufacturer that sells a completed truck directly to a fleet. In most cases the vendor is a local truck dealer that sells an All-Electric Vehicle built by an OEM. In some cases where the trucks are ordered and purchased directly from a Truck Equipment Manufacturer (TEM), the TEM will act as the Vendor.