

SOP#	CC4A-D-01
Revision	0
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Dealership Onboarding Guide

Clean Cars 4 All (CC4A) is a program designed to help reduce emissions of the Sacramento region by providing an incentive in the form of a Grant to qualified individuals purchasing zero or near zero emission vehicles. The CC4A Program partners with Dealerships to provide qualified participants with a place to shop for vehicles. Only Dealerships approved and contracted with the CC4A Team can sell vehicles to CC4A Participants.

Dealerships and their teams are expected to treat all CC4A Participants fairly and aid them as best as they can. Upon completion of purchase, Dealerships will submit compliance forms necessary for review and after approval from the CC4A staff will be reimbursed the Grant amount per individual.

This document describes the policy and procedures involved in the Clean Cars 4 All program relating to Dealerships and requesting for reimbursement.

Definitions:

CC4A	Clean Cars 4 All
Fluxx	Online Grant Management System used to request for payment
Grant	Dollar amount awarded to participants of CC4A to purchase a vehicle
Grantee/Participant	Residents in Sacramento that have applied to CC4A and been awarded a Grant
Award Letter	Document confirming a Grantee/Participant has been approved for a CC4A Grant. Document includes the type of vehicle technology they can purchase and the Grant amount. Participants provided an Award Letter have 60 days to Shop for a vehicle.
Conventional Hybrid Vehicle	Vehicle that combines a gasoline engine and an electric engine for power.
PHEV	Plug-in Hybrid Electric Vehicle: Combines a gasoline engine and an electric engine for power and equipped battery can be charged via an outlet or charging station.
BEV	Battery Electric Vehicle: Operate solely on electric motor
FCEV	Fuel Cell Electric Vehicles: Uses hydrogen fuel and an electric motor. Powered via the hydrogen fuel cell.
CARB	California Air Resources Board: A California state government agency that provides the funding for the CC4A Program and sets guidelines that the Air District must follow.

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Sac Metro Air District	SMAQMD or Sacramento Metropolitan Air Quality Management District or The District; Staff implement the CC4A Program for Sacramento County Residents
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Intro:

1. How it Works:

- A. CC4A team approves an applicant
- B. Applicant is provided an “Award Letter” which lists the Grant Amount and vehicle technology type they are approved to buy (Hybrid or PHEV/BEV)
- C. Applicant enters shopping period where they can visit any of our Participating Dealerships
- D. Dealerships sells the applicant a vehicle that meets program guidelines and includes the “Grant Amount” as a deposit
- E. Dealership then uses an “Online Portal” to request for reimbursement
- F. CC4A team reviews the “Reimbursement request” and approves if all program guidelines were met
- G. Dealership gets Paid via check or deposit once all approvals are completed

2. Dealership Role:

- A. Help Participants find a new/used vehicle for purchase or lease
- B. Ensure the vehicle to be purchased aligns with all program guidelines
- C. Submit required documentation to [Fluxx](#) showing compliance with all program guidelines
 - i. Award Letter
 - ii. Sales Contract
 - iii. Tax Exemption Certificate
 - iv. CARFAX Report (used cars)
 - v. Financing Information
 - vi. Checklist (Optional)

Program Requirements:

1. Qualifying Vehicles:

- A. “Total Cash Price” of vehicle is \$46,000 or less (Line 1.A on most Sales Contracts)
- B. No Open Recalls associated with VIN (at time of sale)
- C. Car is registered in California
- D. No modifications to the vehicles emission control systems, hardware, software calibration or hybrid system
- E. Cannot have been previously funded with CC4A funds
- F. Vehicle Types allowed:
 - i. Conventional Hybrids with EPA combined fuel economy rating of 35 MPG or greater
 - ii. Plug-in Hybrids
 - iii. Battery Electric Vehicles

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- iv. Fuel Cell Vehicles
- G. For USED Vehicles
 - i. Vehicle is no more than 8 years old
 - a. Example - For the year 2024, vehicle purchased must be 2017 or newer
 - ii. Vehicle must have less than 75,000 miles on odometer
 - iii. Vehicle has Clean Title (cannot be salvaged)
 - iv. Vehicle has CARFAX Report
 - v. Minimum 3-day No-Fee Return Policy for Participant
- H. For LEASED vehicles
 - i. Must be new
 - ii. Must have minimum 30-month lease Term
 - iii. Must be listed as eligible on the [New Vehicle Eligibility List for Purchase Incentive Program](#)

2. The Award Letter:

- A. Only qualified Participants are given an Award Letter
- B. The Award Letter is evidence of approval to purchase a vehicle
- C. The Award Letter lists the Participants Name and Address
- D. The Award Letter lists the Participants Applicant Number (#2401-12345)
- E. The Award letter lists the type of vehicle to be purchased under “Clean Transportation Option”
- F. The Award letter lists the Grant Amount under “Award” (\$)
- G. The Award Letter comes with checklist and Partial Exemption Certificate (See Tax Exemption below)
- H. A copy of a Participants Award letter must be submitted to Fluxx for approval

3. Sales Contract:

- A. The Primary buyer must match the name and address on the Award Letter
- B. Must include description of replacement vehicle (Make/Model/Year/Odometer/VIN)
- C. The Grant amount must be included under “Total Downpayment” section
- D. The Grant amount must be listed separate from other rebates, manufacturers rebates, programs, or cash deposits
- E. The Grant amount must be labeled as “CC4A” or “CC4A Grant”
- F. The Contract must include all pages and contain all signatures/dates.
- G. Note: 553-CA-ARB is the standard contract within California most lenders accept and is the primary format we review
 - i. Amount listed on Line 1.A “Cash Price of Motor Vehicle and Accessories” must be less than \$46,000

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- ii. The Grant amount can be listed within section 6. Total Downpayment on lines (F.), (G.), or (H.)

H. A copy of the Sales Contract must be submitted to Fluxx for approval

4. Tax Exemption Certificate:

- A. All CC4A Vehicle Purchases qualify for a Partial Sales and Use Tax Exemption for Zero Emission Vehicles (SB 1382) from January 1st, 2023 through December 31st, 2027
- B. The exemption reduces sales or use tax by using the current tax rate minus the 3.9375 percent partial exemption
- C. Must be applied at point of sale (day of purchase)
- D. Must be applied to the total selling price before the Grant is applied
- E. Must be documented by completing a “Partial Exemption Certificate—Zero Emission Vehicle (CDTFA-230-ZEV)”
- F. Document is attached to the Award letter
- G. Document must be completely signed and dated
- H. A copy of the Tax Exemption document must be submitted to Fluxx for approval

5. CARFAX Report:

- A. Must be provided to Participants that purchase a used car
- B. Preferably the report is signed by participant
- C. Must be reviewed for open recalls
- D. A copy of the CARFAX Report must be submitted to Fluxx for approval for USED cars only

6. Financing Information:

- A. Interest rate of payments must be 16% or Less
- B. Financing can be provided by dealership if applicable
- C. Financing or lending institution must be reported in Fluxx
- D. Cash Payments or Paid in Full must be reported in Fluxx

Conclusion

1. Next Steps

- A. Review and provide Training Documents to Dealership Staff handling CC4A Participants
 - i. Dealership Checklist – Guide for meeting Program requirements for Dealership Staff
 - ii. Dealer Portal Guidance – Steps to submit in Fluxx-Grant Management Program
 - iii. Entering Vehicle Purchase Info – Visual Guide on submitting request in Fluxx
 - iv. Tax Exemption Notice - California Law that applies to all CC4A Vehicle Sales
- B. Any questions please contact CC4A Case Management, cc4a@energycenter.org or CC4A Payment Team Lead, David Castillo dcastillo@airquality.org