

Implementation Manual for Southern California Incentive Project

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A. INTRODUCTION AND OVERVIEW

In March 2012, Governor Edmund G. Brown Jr issued an Executive Order B-16-2012 to help accelerate the market for zero-emission vehicles (ZEVs) in California and set a long-term goal of reaching 1.5 million zero emission vehicles on California's roadways by 2025. The executive order established milestones for three periods:

- By 2015, California's major metropolitan areas will be able to accommodate zero emission vehicles through infrastructure plans.
- By 2020, California's zero emission vehicle infrastructure will be able to support up to 1 million vehicles.
- By 2025, 1.5 million zero emission vehicles will be on California's roadways with easy access to infrastructure.

These milestones require mechanisms to install electric vehicle (EV) charging infrastructure quickly and effectively.

In April 2017, the California Energy Commission (Energy Commission) approved a block grant recipient, the Center for Sustainable Energy (CSE), to design and implement up to \$200 million in electric vehicle charger incentive projects throughout California. The Southern California Incentive Project (SCIP) is the second incentive project to be launched with this funding, following the Fresno County Incentive Project.

SCIP is intended to encourage and accelerate easy access to zero-emission vehicle infrastructure by offering rebates for the purchase and installation of eligible public electric vehicle (EV) chargers. This project provides rebates to qualified commercial, retail business sites, gas stations, hospitals, airports and police or sheriff stations, for the purchase and installation of eligible equipment models. SCIP benefits the citizens of California by providing air pollution emission reductions through the provision of adequate infrastructure in Los Angeles County, Orange County, San Bernardino County, and Riverside County to support plug-in electric vehicle growth through 2025. It is implemented through a partnership between the Energy Commission and CSE, the Rebate Implementer, selected via a competitive Energy Commission grant solicitation. The majority of project funds are for rebates for purchasers of new, eligible equipment and the associated installation costs.

The SCIP Project Requirements identify the minimum requirements for implementing SCIP. The Implementation Manual for SCIP (Implementation Manual) provides necessary definitions, explanations, and processes associated with those minimum requirements. The Implementation Manual may be periodically updated as needed to clarify project requirements and improve project effectiveness. The Implementation Manual, including any updates, will be posted on the SCIP webpage at <https://calevip.org/incentive-project/southern-california>

Note to Applicants: At the time an applicant submits a signed application for a rebate, the most current SCIP Implementation Manual available, as well as the SCIP Project Requirements signed by the applicant, will apply.

This document constitutes the Implementation Manual for SCIP. Definitions of key program parameters are in Section D of this manual.

1. SCIP Project Overview

SCIP will use available funding to incentivize dual standard DC fast charging (DCFC) installations in commercial, retail, restaurants, gas stations, hospitals, airports and police or sheriff station public locations in Los Angeles County, Orange County, San Bernardino County, and Riverside County. As well, DCFC at hotels, parking garages, and city or county owned properties that are within ¼ mile of the previously mentioned public locations are eligible for incentives. A portion of available rebate funding for each county will be dedicated to disadvantaged communities (DACs). The project will coordinate with current regional EV incentive programs to ensure that all project goals are met and to avoid eligibility limitations for potential applicants.

SCIP offers applicants a rebate of up to \$70,000 per EV charger for dual standard DCFC installations at new sites and installation sites with stub-outs and up to \$40,000 per DCFC for installations at replacement and make-ready sites. For sites in DACs, eligible rebates are up to \$80,000 per DCFC regardless of installation site type. Final rebate amounts are determined by the total eligible projects costs. Rebates for non-DAC applications are calculated up to \$70,000 per DCFC or 75% of total project cost, whichever is less. For DAC applications, rebates are calculated up to \$80,000 per DCFC or 80% of total project cost, whichever is less. Potential applicants can determine their eligibility online at the SCIP website and reserve available rebate funds online at the SCIP website. Individuals without computer access can begin the application process by contacting CSE at 858-429-5177. Once the application is prescreened and deemed qualified, applicants have 12 months to complete their equipment installation and provide all required supporting documentation. Rebates are issued within 15 calendar days of application approval.

Information about SCIP is available to the public and other interested parties via the SCIP website. The SCIP website <https://calevip.org/incentive-project/southern-california>, is operated and maintained by CSE, and includes an up-to-date list of eligible equipment models, online rebate applications, all supporting documentation and forms applicable to SCIP and a real-time running total of available funds remaining in the project. This website allows the project to be “user-friendly” while providing project transparency.

Key milestones for SCIP development and implementation for FY 2018-19 are identified in Table 1.

Table 1: SCIP Development and Implementation Timeline

Action Item	Date or Time Period
Selection of Rebate Implementer.	April 2017
SCIP public workshop.	April 2018
Project launch. Online applications available at the SCIP website.	August 2018

B. EQUIPMENT ELIGIBILITY

1. Equipment Categories

This section discusses the categories of DCFC equipment eligible for grant funding under SCIP and the specific criteria that an equipment model must meet to be considered eligible. An updated list of eligible equipment and rebate amounts will be maintained on the [CALeVIP](#) website.

There is one category of equipment eligible for grant funding under SCIP:

Dual standard DC fast chargers with both CCS and CHAdeMO connectors.

2. Equipment Eligibility Criteria

Equipment must meet the following criteria to be eligible for a rebate:

a. Be new

Must be new equipment installed for the first time. Resale units, rebuilt, rented, received from warranty insurance claims, or new parts installed in existing units are not eligible for a rebate. Equipment obtained as a gift or a prize is not eligible for a rebate.

b. CCS and CHAdeMO

Equipment must meet both CHAdeMO and Combined Charging System (CCS) standards for electric vehicle chargers and have both a CHAdeMO and CCS connector.

c. Networked

Equipment must be networked, which is defined as a charger connected to a backend network operations center, which at a minimum enables remote diagnostics, remote start, and usage data collection.

d. Power Level Requirement

All eligible equipment models must be capable of delivering electricity to a plug-in electric vehicle at a minimum of 50 kW or greater.

e. Open source protocol

Eligible equipment must use an open standard protocol as a basic framework for

purposes of network interoperability. Any proprietary protocol may additionally be superimposed on the system, provided the site owner is able to revert to the open standard protocol.

f. Payment Requirements

If payment is required, the equipment models must be able to accept some form of credit card payment and accept more than one form of payment. The equipment is not required to have a credit card reader installed, but credit card payment must be accepted in some form (e.g. App, toll free, etc.).

g. Be approved by a Nationally Recognized Testing Laboratory (NRTL) program for EVSE testing and certification

Equipment must be approved by a NRTL that is accredited to certify EVSE standards. Underwriter's Laboratory (UL), Intertek (ETL) and MET Laboratories, Inc. are all currently accredited NRTLs. A complete list of NRTLs can be found at <https://www.osha.gov/dts/otpc/nrtl/nrtllist.html>.

3. Other Eligible Costs

This section discusses the categories of non-DCFC equipment eligible for funding under SCIP if installed with a 50-kw or greater dual standard DCFC.

The following equipment costs are considered eligible costs that can be included in the total project costs of each SCIP application when installed simultaneously as part of the SCIP DC fast charger installation at the same site:

a. One new Level 2 EV charger

Only the cost of the Level 2 charger will be eligible. Warranties and network service licenses and fees are not eligible costs for the Level 2 charger for SCIP.

b. Installation costs (labor and materials)

Installation costs include contractor labor and materials for connecting the charger(s) to the electrical service, a utility service order if applicable for the installation site, planning and engineering design costs such as development of drawings and plans meeting the Americans with Disabilities Act requirements for charger(s), and necessary project signage.

c. Advanced energy storage

Advanced Energy Storage (AES) equipment is an eligible cost towards the project cost, but is not required and will not increase the incentive amount. AES is typically a battery that uses a smart energy management system to charge and discharge as needed. Generally, AES is installed as a peak load shaving strategy and can be particularly effective in reducing energy consumption from the grid while a DC fast charger is in operation.

d. Service agreements for the DCFC only

A network agreement with a network provider for the DCFC only is an eligible

cost. A warranty agreement covering service and parts for the DCFC for protective and corrective maintenance and repairs is an eligible cost.

4. Development of List of Eligible Equipment Models

In order for equipment to be eligible for a SCIP rebate, the equipment manufacturer must register on the CALeVIP website and submit equipment information to CSE through the site using the “Add New Equipment” function. The equipment manufacturer must submit equipment information for each product through the online form on the CALeVIP website. CSE will work with the equipment manufacturer to ensure that all the required information is received and request any additional information needed to make an eligibility determination. If the equipment meets the eligibility requirements set forth in Section B(2) of this Implementation Manual, then CSE will add the Equipment to the List of Eligible Equipment Models online. Only equipment submitted by equipment manufacturers will be listed on the website.

Applicants have the option to select “Other” on the application form if they are applying for equipment that is not included on the eligible equipment list. CSE will conduct a review of the equipment and make an eligibility determination before reserving rebate funds for any application listing equipment that is not currently on the List of Eligible Equipment Models.

5. Eligible Site Types

Eligible sites where the new DCFC will be installed must meet the following requirements:

a. Be located at a physical site address in Los Angeles, Orange, Riverside or San Bernardino counties in California.

CSE will verify and validate SCIP application addresses are within the state of California in Los Angeles County, Orange County, Riverside County, or San Bernardino County.

b. Be a publicly available commercial or municipal facility that includes, but is not limited to the following types:

- Retail – a place of business in which merchandise is sold primarily to consumers.
- Shopping center – a group of retail and other commercial establishments that is planned, developed, owned and managed as a single property.
- Grocery store – a store that sells food and household supplies.
- Restaurant – a business where meals and refreshments may be purchased.
- Gas station – a retail station for servicing motor vehicles especially with gasoline and oil.
- Hospital – a facility providing medical, psychiatric or surgical services for sick or injured persons primarily on an in-patient basis, including ancillary facilities for outpatient and emergency treatment, diagnostic services and training.

- Sheriff/police station – Includes storefront police or sheriff substations that serve surrounding communities and adjacent areas.
- Airport – parking facilities at airports that serve the public are eligible. Long-term parking uses are not allowed.

Hotels, parking garages and city-owned or county owned properties within a quarter mile of the sites listed above also are eligible sites. Residential single-family, ~~or~~ multifamily properties, and home-based businesses are ineligible as SCIP site types regardless of their use as a place of business.

c. Be available 24 hours per day, year-round with the chargers publicly accessible.

EV chargers cannot be located behind a fence or in a gated parking lot closed to the public after hours.

d. Be well-lit, secure and in compliance with all federal, state and municipal laws, ordinances, rules, codes, standards and regulations.

6. Rebate Amounts

The amount of the SCIP rebate will be determined by type of charger installation (new, stub-out, replacement/make-ready) and whether the chargers will be located in a DAC community. Rebate amounts will be either the lesser of 75% (for non-DAC sites) / 80% (for DAC sites) of actual total project costs, or an amount shown below in Table 2: SCIP Rebate Amounts.

Table 2: SCIP Maximum Rebate Amount per Charger

Charger Installation Type	DAC	Non-DAC Tract
New	\$80,000	\$70,000
Stub Out	\$80,000	\$70,000
Replacement/Make-ready	\$80,000	\$40,000

The maximum number of chargers that can be incentivized per application will be determined by the installation address county and the installation site type (new or existing).

Table 3: Number of Chargers Eligible for Rebates per Site (min-max)

County	New Site	Existing Site
Los Angeles and Orange	1-4	1-3
Riverside and San Bernardino	1-3	1-2

Applicants will not be restricted from applying for sites where more chargers than the maximum that can be incentivized by SCIP will be installed. However, the applicant will only receive rebates up to the maximum number of chargers for county/installation site type limits.

Example: An applicant will install 8 chargers at a new site in Los Angeles County within a DAC. The applicant will be eligible for four \$80,000 incentives (maximum amount within Los Angeles County) for a total of \$320,000 in total incentives. The applicant's total project cost will be calculated on the installation costs of all ~~48~~ chargers.

Combining Equipment Rebates with Other Incentives

Participation in SCIP does not preclude an equipment purchaser from combining SCIP rebates with other incentive opportunities. Rebates could be combined with federal, state, or local agency incentives as well as Implementer match funding, if available, to help further buy-down the cost of eligible equipment. Rebates and incentives received from other sources, for the equipment applied for in the SCIP application, will reduce the total eligible costs used in calculating payment from the SCIP application incentive. An applicant may not profit from any CALeVIP project incentives. CALeVIP staff maintain regular coordination with other organizations offering incentives.

Applicants are not eligible to apply for a SCIP rebate on an EV charger that was included and funded in a previous or current Energy Commission project. As well, applicants are not eligible to apply for a SCIP rebate on a site that is currently receiving other Energy Commission funding for EV charging.

7. Maximum Rebates per Entity

There is no limit to the total amount of rebates an eligible applicant can receive if incentive funding is available. However, applicants are subject to a maximum amount of SCIP funds reserved on active and on-hold applications (applications that have not been paid out or cancelled) at one time, by county. Once the maximum allowable rebate amount is reached for active applications, CSE will submit a notice to the applicant. Once the applicant completes installation and submits final documents on an application, those funds are paid out and the applicant would have that additional space under their maximum funds reserved amount for the relevant county available again.

Maximum Funds Reserved Amounts on active and on-hold SCIP applications by county are:

- \$640,000 Los Angeles County
- \$640,000 Orange County
- \$320,000 Riverside County
- \$320,000 San Bernardino County

For example, an applicant files 2 applications for 4 DCFC each in Los Angeles County with a DAC. Each application would have \$320,000 of SCIP funds reserved, so the applicant would be at their maximum funds reserved amount in Los Angeles County. The applicant could still submit applications for funds in Orange, Riverside and San

Bernardino counties. Once the applicant completes and is paid out on their first application for \$320,000 within Los Angeles County, they would be able to submit additional applications in Los Angeles County for an additional \$320,000 in Los Angeles County.

a. Taxpayer Identification Number (TIN) Requirements

For the purposes of SCIP, equipment under common ownership— including, but not limited to, entities sharing a common Taxpayer Identification Number (TIN) – are considered part of a single applicant entity even if they are part of different subsidiaries, divisions, or other organizational structure of a company, government agency, or other entity. All entities, other than individuals, are required to disclose their TIN at the time of rebate application. The Energy Commission or its designee may seek financial reimbursement and/or civil and criminal penalties from an applicant for non-disclosure or inaccurate disclosure of its TIN or other information relating to common ownership of fiduciary control of the purchasing entity.

b. Sole Proprietors

Sole proprietorships and DBA's (Doing Business As; also, called fictitious business name, assumed business name, or trade name) cannot apply as a business and must instead apply as a sole proprietorship. Sole proprietors are required to complete a manual application and verification process with CSE to determine project eligibility.

8. Distribution of Rebates

Rebates will be distributed on a first-come, first-served basis contingent upon funding availability. First-come basis is determined by an applicant entering the Funds Reserved status; for applicants submitting on behalf of a property owner, a Site Verification Form is required for an application to be moved to Funds Reserved status. Available rebate funds will be reserved by CSE following submission and prescreen of an online application at the SCIP website or upon receipt of a mailed application. Applicants without internet access can contact CSE to receive a rebate application by mail. After an application is accepted by CSE and deemed qualified for rebate funds, the required supporting documentation (outlined in Section C (3)) must be submitted to CSE. Applicants have a total of 365 calendar days (12 months) from the Funds Reserved date to complete the SCIP project and submit all required documents online (if mailed, submittal date will be determined by U.S. mail postmark). The supporting documentation may be scanned and submitted through the SCIP website. Applicants without internet access may mail the supporting documentation to CSE.

Rebate payments can occur in one or two payments:

- 1) If an applicant submits all required supporting documentation and the applicant's SCIP project is completed and operational on or before 240 calendar days (eight months) from the Funds Reserved date, then one payment check will be issued. The total payout will be 75% of total actual costs of the project (for Non-DAC applicants) or 80% of the total actual costs of the project (for DAC applicants) OR

the total reserved funds for the SCIP application, whichever is less.

- 2) If the applicant's SCIP project is still in progress at 240 calendar days (eight months) from the Funds Reserved date, then a milestone payment can be issued if the minimum required supporting documentation (listed in Section 3 below) has been submitted. This milestone payment is calculated as 45% (for Non-DAC applicants) or 48% (for DAC applicants) of actual costs. The milestone payment is not to exceed 60% of total reserved funds for the SCIP application.
- 3) The milestone payment is intended to be a Design & Permitting milestone for the applicant to receive a rebate payment for a portion of the actual project costs. Applicants must at least submit a copy of the signed application form, building/electrical or installation permit, and a paid design/engineering invoice or receipt to qualify for a milestone payment. Additional documentation (e.g. equipment purchase receipt/invoice) submitted before 240 calendar days (eight months) from Funds Reserved date will be considered in calculating the milestone payment. At 240 calendar days (eight months) CSE reviews required documents and additional documents submitted for milestone payment, and if approved by CSE, applicant is issued a partial rebate up to 60% of their total reserved funds based on actual costs incurred. CSE will follow-up directly with applicant to receive missing information pertaining to the milestone payment.

Example for milestone payment:

If a non-DAC application applied for three new chargers, a maximum rebate amount of \$210,000 (3*max amount (\$70K)) would be reserved once the application was deemed eligible. At the Design and Permitting milestone, actual costs equal \$150,000. Due to the Non-DAC application type, 45% of actual costs are eligible.

45% of \$150,000 is \$67,500.

Milestone Payment = \$67,500

- 4) The final payment is intended to be a Project Completion / Equipment Operational milestone for applicants to submit remaining required documentation, such as photos of installation site with operational equipment, equipment serial numbers, and equipment invoices. The final rebate payment will be calculated based on all eligible project costs. The total rebate payment (milestone payment & final payment) will be 75% (for non-DAC applicants) or 80% (for DAC applicants) of total actual costs or the total reserved funds, whichever is less. At each milestone upon review of documentation, CSE will approve the appropriate milestone payment or follow-up directly with applicant to receive missing information. At Project Completion / Equipment Operational milestone, any rebate funds in excess of verifiable eligible applicant project costs are released back into the appropriate funds available allotment.

- a. Example of final payment if a milestone payment is issued using data from

example above:

The total payout (milestones payment + final payment) will be 75% / 80% of total actual costs or the total reserved funds, whichever is less.

For example, a non-DAC application had the following totals for the

Milestone Payment:

Maximum rebate amount: \$210,000 (3*max amount (\$70K))

Actual costs at Milestone Payment: \$150,000

Milestone Payment: \$67,500

Final documentation is collected and actual costs for the Project Completion / Equipment Operational milestone is \$75,000, bringing the grand total of actual costs incurred for the project to \$225,000.

The application is eligible for total reserved funds or 75% of total actual costs, whichever is less. The applicant is eligible for \$210,000 or 75% of \$225,000, whichever is less.

75% of \$225,000 equals \$168,750 and is the lesser amount, so that is the total amount that the application is eligible to receive.

At milestone payment, \$67,500 was issued, meaning a total of \$101,250 (\$168,750-\$67,500) is issued as final payment.

Final Payment= \$101,250

- 5) If applicant's project is complete and operational within 240 calendar days (eight months) from the Funds Reserved date, applicant will bypass the milestone payment and receive one check for the final payment of the SCIP rebate.

- a. Example of final payment if no milestone payment is issued due to applicant completion of project on or before 240 calendar days (eight months):

If a non-DAC application applied for three new chargers, a maximum rebate amount of \$210,000 [3*max amount (\$70K)] would be reserved once the application was deemed eligible. Due to the Non-DAC application type, 75% of actual costs are eligible.

At the Project Completion / Equipment Operational milestone, actual costs equal \$370,000. 75% of \$400,000 is \$300,000. The original reserved amount of \$210,000 is less than \$300,000.

Final Payment=\$210,000

Both milestone and final rebate payments will be made within 15 calendar days of application approval following submission of required documentation. Rebate checks must be cashed within six months of the date on the check. Checks not cashed within this timeframe will be cancelled, and the rebate amount returned to the project.

C. APPLICANT DUTIES AND REQUIREMENTS

1. Applicant Requirements

The applicant is responsible for submitting the rebate application and providing all required documentation to CSE. Eligible applicants must accept the rebate directly – SCIP does not provide an option to assign the rebate to an equipment seller (i.e. equipment manufacturer).

To receive a SCIP rebate, an applicant must:

- a.** Submit a SCIP application prior to purchasing and installing equipment and before rebate funds run out. Equipment purchased or installed prior to an application will not be eligible to receive a rebate. All project costs must be incurred after the Funds Reserved date. Any costs incurred prior to that date will not be eligible for SCIP rebate funds.
- b.** Submit the signed application form and all required supporting documentation within 12 months of rebate Funds Reserved date as specified in Section C (3) of this Implementation Manual.
- c.** Be an authorized representative of a qualified commercial or public facility installation site as outlined in Section B (5) of the Implementation Manual. SCIP defines an authorized representative as a site owner or an individual who has received permission from the site owner to apply on behalf of a qualified site.
- d.** Be a business or government entity that is based in California or has a California-based affiliate at the time of application or be a California Native American Tribe listed with the Native American Heritage Commission.
 - California business entities and non-California business entities that conduct intrastate businesses in California and are required to register with the California Secretary of State must do so and be in good standing to receive a rebate. If not currently registered with the California Secretary of State, applicants should contact the Secretary of State's Office as soon as possible. For more information, visit the Secretary of State's website at: www.sos.ca.gov.
 - Sole proprietorships and DBA's (Doing Business As; also, called fictitious business name, assumed business name, or trade name) cannot apply as a business and must instead apply as a sole proprietorship.
- e.** California businesses and non-California business entities that conduct intrastate business in California and are required to register with the California Secretary of State must do so and be in good standing in order to receive a rebate. If not currently registered, applicants should contact the Secretary of State's office as soon as possible. For more information, visit the Secretary of State's website.
- f.** Businesses that are sole proprietorships or operating as DBA (Doing Business As) or under a fictitious business name, assumed business name or trade name

cannot apply as a business and must instead apply as an individual.

- g. Install new eligible equipment at an eligible site within Los Angeles, Orange, San Bernardino and Riverside County as specified in Section B (5) of this Implementation Manual. Site address will be required during application process and CSE can terminate applications that do not meet required address validations.
- h. Have the new DCFC(s) installed by a qualified and licensed contractor in accordance with all local, state and federal codes and permitting and inspection requirements.
- i. Pay prevailing wage in accordance with [California Prevailing Wage Law](#).
- j. Obtain any required permits and comply with all applicable federal, state and municipal laws, rules, codes and regulations for work performed for the rebate.
- k. Ensure the charger(s) shall remain in service at the project site address for a minimum of 5 years.
- l. Submit information to the [Alternative Fuels Data Center station locator tool](#) for all chargers rebated through SCIP.
- m. Submit five years of utilization data to CSE.
- n. Complete the SCIP Installation Data form.
- o. Maintain a 5-year network service agreement immediately after the equipment installation.
- p. Be available for follow-up inspection if requested by CSE or the Energy Commission. Energy Commission reserves the right to request voluntary participation from rebate recipients in ongoing research efforts that support the goals of the California Electric Vehicle Infrastructure Project (CALeVIP).

The applicant is responsible for ensuring the accuracy of the information on all rebate applications and required documentation submitted to CSE. Submission of false information on any required documents may be considered a criminal offense and is punishable under penalty of perjury under the laws of the State of California.

2. Research Participation

CSE reserves the right to request participation from rebate recipients in ongoing research efforts that support the CALeVIP and SCIP research goals. CSE shall distribute surveys to rebate recipients to collect data and other information pertaining to SCIP-eligible equipment ownership. CSE will identify survey parameters and determine the most effective mechanism for obtaining information.

3. Application Process

To apply for a SCIP rebate, applicants can follow this simple process:

- 1) Add southerncalifornia-calevip@energycenter.org to email safe senders list.
- 2) On the SCIP page, view the eligibility requirements and application process information. Click “Apply Now” when the applicant is ready to start the process.
- 3) Apply online prior to purchasing or installing the EV charger(s) or before any costs are incurred for the overall project cost. Any costs incurred prior to the application funds being reserved will not be eligible.
- 4) CSE reviews application and confirms eligibility.
- 5) Rebate funds are reserved once the application is deemed qualified. CSE sends a Funds Reserved email to notify the applicant to begin the SCIP project. The applicant has (365 calendar days) 12 months from the Funds Reserved date to complete the project and submit all required documents online.
- 6) At 240 calendar days (eight months) from the Funds Reserved date, CSE will process a milestone payment if you have submitted your permit and design invoice. The milestone payment is calculated based on all project costs submitted within the 8-month period. Any eligible costs incurred that are not uploaded prior to the milestone payment will be included in the final payment. A milestone payment of up to 45% of your reserved funds can be issued for non-DAC applications and up to 48% for DAC applications.
- 7) CSE reviews submitted documents and follows up via email if anything is missing or incomplete. If all documents are complete and approved, applicant can expect to receive the SCIP milestone rebate check within 15 calendar days of milestone approval.
 - If the SCIP project is complete and operational within eight months from the Funds Reserved date, the applicant will bypass the milestone payment and receive one check for the final rebate payment. The final rebate payment will be calculated based on all eligible project costs. Once all required documents are complete and approved, the applicant will receive the SCIP final rebate check within 15 calendar days of final application approval.
 - After the milestone payment at 240 calendar days (eight months), applicant needs to submit your remaining installation documents online within the remaining 125 calendar days (four months). Once all required documents are submitted and approved, applicant will receive the final SCIP rebate check in the mail within 15 calendar days of final application approval.

If the applicant does not submit the required supporting documentation within the specified 365 calendar days (12 months), the funds will be released back to the project and the site owner or authorized representative will be required to submit a new rebate application.

The supporting documentation must be scanned and submitted through the SCIP website. Applicants without internet access may mail the supporting documentation to CSE. If mailed, submittal date will be determined by U.S. mail postmark. For security purposes, supporting documents that are sent on removable media (flash drives, CDs, DVDs, etc.) will not be accepted. Because of security and privacy concerns, applicants are strongly discouraged from emailing their supporting documentation and are encouraged to upload documents for submittal online. However, applicants may email their supporting documentation to southerncalifornia-calevip@energycenter.org with the understanding that they accept all risk associated with emailing these documents.

Required documentation will include, at a minimum, the following:

- a.** For applicants who request applications by phone, a complete application with signature and date. For online applicants, a scanned copy of the submitted application signed by the site owner or authorized representative.
- b.** A complete copy of the purchase invoice for equipment. A complete invoice is executed and signed. It includes an itemization of credits, discounts, and incentives received, if applicable.
- c.** A complete copy of the purchase invoice for all installation costs. A complete invoice is executed and signed. It includes an itemization of credits, discounts, and incentives received, if applicable.
- d.** A copy of permits.
- e.** A copy of signed final inspection card.
- f.** If applicable to your installation, a copy of the utility service order.
- g.** A minimum of at least two (2) photos of installed and operational equipment.
- h.** A photo of each equipment serial number.
- i.** A copy of a network agreement with a five (5) year minimum term.
- j.** After equipment is operational, a Charging Session Data file.
- k.** Verification that the applicant is allowed to install the equipment at the site.
 - If the applicant is the site owner, then they self-verified and no other verification is required.
 - If the applicant is an authorized representative applying on behalf of a site owner,

a signed Site Verification Form providing confirmation that the applicant is allowed to install the equipment at the site.

- Applicants have 14 calendar days from the application date to submit the Site Verification Form. If the form is not submitted within 14 calendar days, the application may be cancelled.

4. Installation and Operation Provision

Applicants participating in SCIP are required to keep the equipment in operation and meet all applicable project requirements for a minimum of five years after the installation date.

5. Installation Data Required

Applicants are required to complete an Installation Data form for each application. The Installation Data form is available through the application dashboard and may be completed as information is obtained (progress can be saved). The form is required to be submitted before the application can be approved and final payment processed.

6. Usage/Session Data Required

Applicants are required to submit 5 years of session/usage data for the EV charger(s). Data should be submitted in increments of not less than one (1) month and not more than one (1) year.

D. DEFINITIONS

Application Date: The date an applicant starts an application.

Airport: Parking facilities at airports that serve the public are eligible Primary sites. Long-term parking uses are not allowed.

Advanced Energy Storage (AES): A battery that uses a smart energy management system to charge and discharge as needed. Generally, AES is installed as a peak load shaving strategy and can be particularly effective in reducing energy consumption from the grid while a DCFC is in operation. AES equipment is an eligible cost towards the project cost, but is not required and will not increase the incentive amount.

Battery Electric Vehicle (BEV): A vehicle that runs 100 percent on electricity stored in rechargeable batteries and has an electric motor rather than a gasoline engine.

CHAdeMO: A Japanese-developed standard for EV DCFC.

Charger: Charging equipment (external to the vehicle) used to charge a plug-in electric vehicle.

Combined Charging Standard (CCS): A multi-national developed standard for EV DCFC.

Disadvantaged Communities (DACs): These communities are disproportionately

burdened by multiple sources of pollution as identified in the California Communities Environmental Health Screening Tool CalEnviroScreen Version 3.0 developed by the California Environmental Protection Agency's Office of Environmental Health Hazard Assessment. Census tracts in the top 25 percent of CalEnviroScreen 3.0 scores are eligible for the increased rebate through SCIP.

DC Fast Charger (DCFC): A charging station that provides direct current to support charging at higher rates with inputs of 480+ volts and output power ranges of 50kw up to 350kw. DC Fast chargers have multiple standards for connectors with three types of connectors including CHAdeMO, CCS or Tesla.

Electric Vehicle Service Provider (EVSP): A business that can provide connectivity across a network of charging stations. Connecting a central server, the provider manages the software, database, and communication interface that enables operation of the station. Some EVSPs will also provide charger installation and contracting services.

Hospital: A facility providing medical, psychiatric, or surgical services for sick or injured persons primarily on an in-patient basis, and including ancillary facilities for outpatient and emergency treatment, diagnostic services, training.

Level 1 Charging (L1): The slowest form of charging that uses a standard household 110/120-volt alternating current three-prong wall outlet to connect to the vehicle's on-board charger. Level 1 charging is usually accomplished using a portable cord set that is provided with the vehicle and requires no extra equipment or installation.

Level 2 Charging Station (L2): A charging station that supplies electricity to a plug-in electric vehicle's onboard charger in the form of alternating current (AC). Level 2 charging stations require a 208/240-volt AC connection.

Nationally Recognized Testing Laboratory (NRTL): An independent laboratory recognized by the Occupational Safety and Health Administration to test products to applicable product safety standards.

New Site: No electrical infrastructure is in place. Conduit installation is acceptable.

On-board charger: The actual charging device for Level 1 and Level 2 charging, comes factory-installed and converts AC power from the wall to DC power that charges the battery in the vehicle.

Plug-in Electric Vehicle (PEV): A vehicle that can be plugged into an electrical outlet or charging device to recharge its battery. There are two types of plug-in electric vehicles: battery electric vehicles and plug-in hybrid electric vehicles.

Plug-in Hybrid Electric Vehicle (PHEV): A vehicle that combines two propulsion modes in one vehicle – an electric motor that is powered by a rechargeable battery and

a gasoline engine that can be refueled with gasoline.

Police and Sheriff Stations: Police and sheriff stations include storefront police or sheriff substations that serve the surrounding community and adjacent areas.

Replacement/Make-ready: Existing site wired with all the electrical infrastructure needed to support the installation of EV charging.

SAE J1772: International standard plug for level 1 and level 2 electric vehicle chargers.

Stub-out: Includes at least 2-inch minimum spare conduit run with pull rope that is sized, installed and located per the National Electrical Code for future installation of wiring supporting up to a 480-volt AC, 4-wire, 125-kilowatt (kW) load.

Vehicle-to-grid (V2G): A system in which plug-in electric vehicles communicate with the power grid to sell demand response services by either returning electricity to the grid or by throttling their charging rate.

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