

# Implementation Manual for Northern California Incentive Project

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**Funded by the California Energy Commission**



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## **A. INTRODUCTION AND OVERVIEW**

In March 2012, Governor Edmund G. Brown Jr issued 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.

In 2018, Governor Brown issued Executive Order B-48-18 directing all state entities to work with the private sector and all appropriate levels of government to reach a goal of 5 million ZEVs on California roads by 2030.

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. CSE was selected as the recipient after achieving the highest score in the Energy Commission's competitive grant solicitation, Grant Funding Opportunity 16-603. The Northern California Incentive Project (Project) is the fourth incentive project launching under the California Electric Vehicle Infrastructure Project (CALeVIP), following the Sacramento County Incentive Project.

The Project intends to encourage and accelerate easy access to zero-emission vehicle infrastructure by offering incentives for the purchase and installation of eligible public EV chargers. The Project provides incentives to qualified sites for the purchase and installation of eligible EV charging infrastructure equipment. The Project benefits the citizens of California by providing air pollution emission reductions through the provision of adequate infrastructure in Northern California to support plug-in electric vehicle growth through 2025. CSE implements the Project through a partnership with the Energy Commission.

The Project Requirements identify criteria for applicant and site eligibility. The Project 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 Project webpage at <https://calevip.org/incentive-project/northern-california>.

**Note to Applicants:** At the time of application submittal, the most current Project Implementation Manual available, as well as the Project Requirements signed by the applicant, will apply.

This document constitutes the Implementation Manual for the Project. Definitions of key Project parameters can be found in Section D of this manual.

## 1. Northern California Incentive Project Overview

The Project provides financial incentives for the installation of new Level 2 (L2) and dual standard DC fast charging (DCFC) installations in public or private shared-use locations in Humboldt, Shasta, and Tehama counties in Northern California; Tehama County only has incentives for Level 2 charging. The Project allows sites to apply incentives to a combination of L2 and DCFC equipment and coordinate with simultaneous regional EV incentive projects to ensure that all Project goals are met and to avoid eligibility limitations for potential applicants.

Eligible rebates for projects in [Disadvantaged Communities \(DAC\)](#) include:

### DC Fast Chargers

- New, stub-out, replacement, or make-ready site: Up to \$80,000 per DC fast charger or 80% of total project cost, whichever is less.

### Level 2 Chargers

- New, stub-out, replacement, or make-ready site: Up to \$6,500 per connector.
- Multi-unit dwelling (MUD): Additional \$1,000 per connector.

Eligible rebates for projects outside DACs:

### DC Fast Chargers

- New, stub-out, replacement, make-ready site: Up to \$70,000 per DC fast charger or 75% of total project cost, whichever is less.

### Level 2 Chargers

- New, stub-out, replacement, or make-ready site: Up to \$6,000 per connector.
- Multi-unit dwelling (MUD): Additional \$1,000 per connector.

All final rebate amounts are determined by the total eligible project costs. Potential applicants can determine their eligibility and reserve available incentive funds online at the Project website, <https://calevip.org/incentive-project/northern-california>. Individuals without computer access can begin the application process by contacting CSE at 858-429-5205.

Once the application is prescreened and deemed qualified, applicants have 270 days (9 months) to complete their equipment installation and provide all supporting documentation for Level 2 only applications, and 450 days (15 months) for DCFC/Combination<sup>1</sup> applications. Incentives are issued within 15 calendar days of application approval.

Information about the Project is available to the public and other interested parties via the Project website. CSE maintains and operates the Project website, <https://calevip.org/incentive-project/northern-california>, which includes an up-to-date list of eligible equipment models, online incentive applications, all supporting Project documentation and forms and a real-time running total of currently available funds remaining in the Project. The purpose of the website is to provide an easy, “user-friendly” experience while providing Project transparency.

Key milestones for the Project development and implementation are identified in Table 1.

**Table 1: Project Development and Implementation Timeline**

Action Item	Date or Time Period
Selection of Incentive Implementer.	April 2017
Northern California Incentive Project public workshop.	October 2018
Northern California Incentive Project details available on Project website.	March 2019
Project launch. Online applications available at the Project website.	May 2019

## **B. EQUIPMENT ELIGIBILITY**

### **1. Equipment Categories**

This section discusses the categories of charging equipment eligible for incentive funding through the Project and the specific criteria equipment must meet to attain eligibility. An updated list of eligible equipment and incentive amounts are maintained on the [CALeVIP](#) website.

There are two major categories of equipment eligible for grant funding under the Project: (a) Level 2 and (b) dual standard DC fast chargers.

- a.** Single or Dual Connector Level 2 (L2) EV Chargers:  
One or two SAE J1772 connectors originating from a single Energy Star certified charger, capable of charging at 6.2-kilowatt (kW) or greater.

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<sup>1</sup> A project applying for incentives which contains a combination of Level 2 and DCFC chargers at a single site.

- b.** Dual standard DC Fast Chargers (DCFC):  
DCFC dual standard charger, meaning the charger must have both CHAdeMO and SAE CCS combo connectors, capable of charging at 50 kW or greater.

## **2. Equipment Eligibility Criteria**

Equipment must meet the following criteria to attain incentive eligibility:

- a.** New equipment  
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 incentives. Equipment obtained as a gift or a prize is not eligible for incentives.
- b.** For Level 2: SAE J1772  
Equipment must meet the international standard connector for Level 2 electric vehicle chargers. This connector is known as the J1772 connector.
- c.** For DCFC: 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.
- d.** 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. Minimum 2-year networking agreement required (eligible towards total project cost) for L2 and minimum 5-year networking agreement required for DCFC.
- e.** Power level requirement  
All eligible equipment models must be capable of delivering electricity to a plug-in electric vehicle at a minimum of 6.2 kW for Level 2 chargers or 50 kW for DC fast chargers.
- f.** 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.
- g.** 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.).

- h.** Be approved by a Nationally Recognized Testing Laboratory (NRTL) 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/otpca/nrtl/nrtllist.html>.
- i.** Energy Star Certified: Level 2 Chargers Only (not required for DCFC)  
Level 2 chargers must be listed on the Energy Star product finder page<sup>2</sup>.

### **3. Eligible Project Costs**

The following related project costs can be included in total project costs as part of the same charger project installation. Any costs incurred at a different project site are ineligible.

- a.** Design, Engineering and Utility Service Request  
Must be incurred after March 28, 2019 but are incurred at applicant’s own risk prior to the funds reserved date (e.g. application may be determined ineligible, or funds may be unavailable at time of application).

Design, engineering and utility service request costs are the only costs that may be incurred prior to the funds reserved date. All other eligible costs listed below must be incurred after funds are reserved to be deemed eligible.

- b.** Installation costs (labor and materials)  
Installation costs must be incurred after the funds reserved date and may include, but are not limited to:

  - Contractor labor and materials for connecting the charger(s) to the electrical service.
  - 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).
  - Necessary project signage.

- c.** Electric infrastructure related to EV charging upgrades  
Site electrical infrastructure upgrades are often required to serve new EV charging load. Eligible costs must be incurred after the funds reserved date and may include necessary site transformer upgrades servicing EV chargers and electric panel upgrades, and necessary stub-outs.

Electrical single line diagram(s) referencing project electrical infrastructure upgrades must be provided upon CSE’s request.

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<sup>2</sup> <https://www.energystar.gov/productfinder/>



**d. Energy storage equipment**

Energy Storage (ES) equipment is an eligible project cost if incurred after the funds reserved date. An energy storage system is typically comprised of an inverter and battery pairing operated by an energy management and control system to charge and discharge as needed. Generally, ES is installed as a peak load shaving strategy and can be particularly effective in reducing instantaneous demand from the grid while chargers are in operation.

**e. Service agreements**

The cost of an agreement with a network provider is deemed an eligible cost if incurred after the funds reserved date. Extended warranty agreements covering service and parts for protective and corrective maintenance and repairs are eligible costs.

#### **4. Ineligible Project Costs**

Ineligible project costs may include, but are not limited to, permits required by the local authority having jurisdiction (AHJ), solar panels, any project costs offset by other incentive programs or projects, or any costs incurred prior to March 28, 2019.

#### **5. Development of List of Eligible Equipment Models**

For equipment incentive eligibility, 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 works 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 adds 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 conducts a review of the equipment and makes an eligibility determination before reserving incentive funds for any application listing equipment that is not currently on the List of Eligible Equipment Models.

#### **6. Eligible Site Types**

Sites must meet the following requirements based on equipment type. Sites that contain more than ten (10) L2 connectors are not eligible for Project funding. Sites may apply for a combination of L2 and DCFC equipment at a single site; however, combined applications must adhere to DCFC charger requirements. Eligible sites must comply with the following requirements:

- a. Be located at a physical site address in Humboldt, Shasta or Tehama counties in Northern California.  
CSE verifies project application installation addresses are located within Humboldt, Shasta or Tehama counties.
- b. Ensure safety and security  
Be well-lit, secure and in compliance with all federal, state and municipal laws, ordinances, rules, codes, standards and regulations
- c. For Level 2 Projects containing 1-10 connectors, be one of the following site types:
  - 1. Commercial – any non-residential property used solely for business purposes including private office buildings, warehouses, and retail buildings.
  - 2. Workplace – A workplace is a non-residential site location, where business is conducted or where services or industrial operations are performed. Residential properties are ineligible as a workplace regardless of their use as a place of business. Chargers may be public or private and must be shared use (meaning that the chargers are not assigned to a single employee, or subset of employees at the site, and are available as a community resource for the site).
  - 3. Multi-unit dwelling – Classification of housing where multiple separate housing units for residential inhabitants are contained within one building or several buildings within one complex. *Chargers may be public or private and must be shared use (meaning that the chargers are not assigned to a single tenant, or subset of tenants, and are available as a community resource for the MUD).*
  - 4. Light-duty Fleet – Groups of motor vehicles owned or leased by a business, government agency or other organization rather than by an individual or family. *Chargers may be public or private and must be shared use (meaning that the chargers are not assigned to a single vehicle, or subset of vehicles, in the PEV fleet.) Chargers must primarily serve light-duty vehicles but can serve medium and heavy-duty vehicles as a secondary use. Primary use of chargers cannot be for medium or heavy-duty vehicles.*
  - 5. Public facility – can be any facility, including, but not limited to, buildings, property, recreation areas, and roads, which are owned, leased, or otherwise operated, or funded by a governmental body or public entity.
  - 6. Curbside – On-street in public right-of-way along the street frontage of any of the above listed uses.
- d. For DCFC Projects, be one of the following site types:
  - 1. Urban/suburban retail core – a retail store within a business district in which merchandise is sold primarily to consumers. *Standalone retail stores are ineligible.*

2. Retail shopping center – a group of retail and other commercial establishments that is planned, developed, owned and managed as a single property. Standalone retail stores do not qualify as a retail shopping center.
3. Grocery store – a store that sells food and household supplies.
4. Restaurant – a business where people pay to sit and eat meals that are cooked and served on the premises.
5. Gas station – a retail station for servicing motor vehicles especially with gasoline and oil.
6. 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.
7. Sheriff/police station – Includes storefront police or sheriff substations that serve surrounding communities and adjacent areas.
8. Airport – parking facilities at airports that serve the public are eligible. *Long-term parking uses are ineligible.*
9. Hotels - A hotel must meet the three criteria below.
  - 1) A permanent building for the primary purpose of short-term lodging;
  - 2) Provides dining, shopping, or entertainment options available to the general public, OR is less than ¼ mi from another DCFC-eligible site; and
  - 3) Be located in a rural area (population below 2,500) and within 5 miles from a major highway, OR located in an urban area or cluster (population that is 2,500 or greater).
10. City/County/Private owned parking lot or garage - an area or structure where the primary use is to leave cars temporarily. *City/County office buildings are ineligible.*
11. Library – a building or room containing collections of books, periodicals, and sometimes films and recorded music for people to read, borrow, or refer to.
12. Casino – a building where gambling games of chance against the house/casino are played. *Standalone poker rooms or card halls are ineligible.*
13. Public transit hub - a place where passengers and cargo are exchanged between vehicles and/or between transport modes. Public transport hubs include train stations, rapid transit stations, bus stations, and tram stops.
14. Curbside – On-street in public right-of-way along the street frontage of any of the above listed uses.

As well, DCFC must be available 24 hours per day, year-round with the chargers publicly accessible. DCFC cannot be located behind a fence or in a gated parking lot closed to the public after-hours. DCFC cannot have any time restrictions for availability to the public.

## 7. Incentive Amounts

The amount of the Northern California Incentive Project incentive is determined by type of charger and whether the chargers are located in a DAC (census tracts in the top 50 percent of CalEnviroScreen 3.0 scores). Incentive amounts are based on actual costs for both Level 2 and DCFC. Incentives for Level 2 chargers are provided up to the amounts shown below, and DCFC incentives to either the lesser of 75% (for non-DAC sites) / 80% (for DAC sites) of the amounts shown in the table below.

**Table 2: Incentive Amounts**

Charger Type	Non-DAC	DAC	MUD
Level 2	\$6,000/connector	Additional \$500/connector	Additional \$1,000/connector
DCFC	\$70,000/DCFC <sup>3</sup>	Additional \$10,000/DCFC	Not applicable

Sites may include a combination of L2 and DCFCs, but projects installing more than ten (10) Level 2 connectors are not eligible to receive incentives.

Sites in Tehama County are only eligible for Level 2 incentives.

**Table 3: Quantity of Chargers Eligible for Incentives per Site (min-max)**

Territory	DCFC	L2 Connectors
Northern California	1-4	1-10

Applicants can still apply for sites exceeding the maximum quantity of DCFCs but may only receive incentives for the quantity outlined in the table above.

Example: An applicant will install eight (8) DC fast chargers at a new site in Humboldt within a DAC. The applicant is eligible for four (4) \$80,000 incentives (maximum DCFC quantity) for a total of \$320,000 in total incentives. The applicant's total project cost is calculated on the installation costs for all eight chargers.

### Participation in Other Incentive Projects

Participation in the Project does not preclude an equipment purchaser from combining Project incentives with other opportunities. Incentives could be combined with federal, state, or local agency incentives to help further buy-down the cost of eligible equipment. Incentives received from other sources for equipment applied for in the Project application reduces the total eligible costs used in calculating payment from the Project application incentive. An applicant may not profit from any CALeVIP Project incentives. CALeVIP staff maintain regular coordination with other organizations offering incentives.

<sup>3</sup> See definition for DCFC in Section B.1.b.

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

Effective on 5/2/2022, Applicants will not be eligible to apply for a Project incentive for an EV charger that is receiving incentives funded by investor-owned utilities (IOUs) such as Charge Ready (SCE), EV Charge (PG&E), or Power Your Drive (SDG&E). This does not apply to IOU Rule 29 and 45 tariffs or any CALeVIP application received prior to 5/2/2022.

## **8. Maximum Incentives per Entity**

There is no limit to the total amount of incentives an eligible applicant can receive if funding is available. However, applicants are subject to a maximum amount of Project funds reserved on active and on-hold applications (applications that have not been approved for final payment, paid out or cancelled) at one time. When an applicant reaches the maximum allowable incentive amount for active applications, CSE will submit a notice to the applicant. Once the applicant receives payment from previously submitted projects, the applicant may fall below the maximum funds reserved amount and is eligible for more incentives.

Maximum Funds Reserved Amounts on active and on-hold Project applications totals per applicant are:

- \$320,000 in Humboldt County
- \$320,000 in Shasta County
- \$100,000 in Tehama County.

For example, a single applicant files two separate applications for two different sites, both with four (4) DCFC connectors within DACs with one site in Humboldt County and the other in Shasta County. Each application would reserve \$320,000 of Project funds and the applicant would reach the maximum funds reserved amount within each county.

Once the applicant receives \$320,000 of incentive funds for their Humboldt application, they would be allowed to submit additional applications for up to an additional \$320,000 in future Project funding.

Applicants must also include the following information in the application.

**a. Taxpayer Identification Number (TIN) Requirements**

For the purposes of the Project, 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 incentive 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.

Project implementers reserve the right to cap applicant funding if multiple TINs are traced to the same business address. Additionally, CALeVIP does not accept Post Office (P.O.) boxes as business addresses.

**9. Distribution of Incentives**

Incentives are distributed on a first-come, first-served basis contingent upon funding availability. First-come basis for an owner-submitted application is determined on the date of application submittal.

For applicants submitting on behalf of a property owner, first-come basis will be determined by the submittal date of the Site Verification Form (SVF) following application submittal. If the SVF is not submitted within five (5) calendar days of initial application, the application will be cancelled.

Available incentive funds are reserved by CSE following submission and prescreen of the online application at the Project website or upon receipt of a mailed application. *Applicants without internet access can contact CSE to receive an incentive application by mail.*

After an application is accepted by CSE and deemed qualified for incentive funds, the required supporting documentation (outlined in Section C.5) must be submitted to CSE.

**a. Projects only featuring Level 2 chargers:**

Applicants have a total of 270 calendar days (9 months) from the Funds Reserved date to complete and submit all required documents online. *Applicants without internet access may mail supporting documentation to CSE. If mailed, submittal date is determined by U.S. mail postmark.*

The total payout is based on actual costs up to the maximum incentive reserved.

- b. Projects featuring DC fast charging or a combination of Level 2 and DC fast chargers:

Applicants have a total of 450 calendar days (15 months) from the Funds Reserved date to complete and submit all required documents online. *Applicants without internet access may mail supporting documentation to CSE. If mailed, submittal date is determined by U.S. mail postmark.*

Incentive payments can occur in one or two payments, detailed in the following scenarios:

- 1) Milestone Payment (Payment 1 of 2): Between the Funds Reserved date and 240 days (8 months) from Funds Reserved date, the applicant may request a milestone payment if the minimum required supporting documentation described below has been submitted. This milestone payment is calculated as 45% (Non-DAC application) or 48% (DAC application) of actual costs. The milestone payment is not to exceed 60% of total reserved funds for the application.

The milestone payment is intended to provide the applicant with a portion of the actual Design & Permitting project costs during build-out. Applicants must upload a minimum of three required documents to qualify for a milestone payment:

- 1) A copy of the signed application form.
- 2) Building/electrical or installation permit.
- 3) A paid design/engineering invoice or receipt.

Additional documentation (e.g. equipment purchase receipt/invoice) may also be submitted for consideration as part of the milestone payment.

Example of milestone payment:

*If a non-DAC project applied for three new DC fast chargers, a maximum incentive amount of \$210,000 (3\*maximum amount (\$70,000/charger)) would be reserved once the application was deemed eligible. At time of milestone payment request, 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.*

- 2) Final Payment (Payment 2 of 2): The final payment is intended for combined or DC fast charging projects submitting all remaining required documentation, such as photos of installation site with operational equipment, equipment serial numbers, and installation invoices. The final incentive payment calculation is based on all eligible project costs. The total incentive sum (milestone payment & final payment) is 75% (for non-DAC applicants) or 80% (for DAC applicants) of total actual costs or the total reserved funds, whichever is less.

At final payment approval, any incentive funds in excess of verifiable eligible applicant project costs are released back into the appropriate funding allotment.

Example of final payment if a milestone payment is issued; continued from the milestone payment example in previous section:

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

*A non-DAC application had the following totals for the Milestone Payment: Maximum incentive amount: \$210,000 (3\*maximum amount (\$70,000)).*

*Actual costs at Milestone Payment: \$150,000.*

*Milestone Payment = \$67,500.*

*Final documentation is collected and actual costs equal \$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 less than maximum incentive of \$210,000) indicating 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*

- 3) Single Payment Option: If a combined or DC fast charging project is complete and operational at any time after the Funds Reserved date, the applicant can go straight to final payment of the incentive by uploading and submitting all required documents.



Example of final payment for a DCFC or combination project application:

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

*In this case, project costs total \$400,000. 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 incentive payments are issued within fifteen (15) calendar days of application approval following submission of required documentation. Incentive checks must be cashed within six months of the date on the check. Checks not cashed within this timeframe will be cancelled and the incentive amount returned to the Project.

## **C. APPLICANT DUTIES AND REQUIREMENTS**

### **1. Applicant Requirements**

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

To receive an incentive, an applicant must:

- a.** Submit a project application prior to purchasing and installing equipment and before incentive funds run out. Equipment purchased or installed prior to an application are ineligible to receive an incentive. All project costs must be incurred after the Funds Reserved date, except for design and engineering costs (e.g. permit package preparation, utility service coordination, etc.) which may be incurred at the applicant's own risk from March 28, 2019.
- b.** Grant CSE and the Energy Commission direct access to EV charger utilization data (for up to 2 years (Level 2 EV chargers) or 5 years (DCFC) depending on charger type) through applicant's selected network provider, through acceptance of application terms and conditions.
- c.** Submit the signed application form and all required supporting documentation within 270 calendar days (9 months) or 450 calendar days (15 months) of incentive Funds Reserved date for Level 2 or DCFC, respectively, as specified in Sections 3) and C (4) of this Implementation Manual.

- d. Be an authorized representative of a qualified installation site as outlined in Section B (6) of the Implementation Manual. The Project 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.
- e. Be a business or government entity based in California, 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 an incentive. 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](http://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. Sole proprietors are required to complete a manual application and verification process with CSE to determine project eligibility.
- f. 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 to receive an incentive. 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.
- g. Install new eligible equipment at an eligible site within Northern California as specified in Section B (6) of this Implementation Manual. Site installation address is required during application process and CSE can terminate applications that do not meet required address validations.
- h. Ensure new L2 and/or DCFC(s) chargers 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 incentive.
- k. Label EV chargers receiving a rebate with Project-provided CALeVIP labeling.

- l. Ensure the charger(s) shall remain in service at the project site address for a minimum of 2 years for Level 2 only installations and 5 years for DCFC/combination installations.
- m. **Submit information to the Alternative Fuels Data Center Station Locator tool<sup>4</sup> for all chargers incentivized through the Project.**
- n. Complete and submit the Project Installation Data form.
- o. Maintain a 2-year network service agreement, for Level 2 equipment, and 5-year network service agreement for DCFC 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 incentive recipients in ongoing research efforts that support the goals of CALeVIP.

The applicant is responsible for ensuring the accuracy of the information on all incentive 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 incentive recipients in ongoing research efforts that support the CALeVIP and Project research goals. CSE shall distribute surveys to incentive recipients to collect data and other information pertaining to eligible equipment ownership. CSE will identify survey parameters and determine the most effective mechanism for obtaining information.

## **3. Application Process: Level 2 projects only**

To apply for an incentive, applicants must take the following steps:

- a. Add [northern-cal-calevip@energycenter.org](mailto:northern-cal-calevip@energycenter.org) to email safe senders list.
- b. Navigate to Project webpage to view the eligibility requirements and application process information. Click “Apply Now” when the applicant is ready to start the process.

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<sup>4</sup> <https://afdc.energy.gov/stations#/station/new>

- c. 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 are not eligible, except for design and engineering costs (e.g. permit package preparation, utility service coordination, etc.) which may be incurred at the applicant's own risk from March 28, 2019.
- d. CSE reviews application and confirms project eligibility.
- e. If the application is deemed qualified, CSE sends a Funds Reserved email to notify the applicant to begin the project. The applicant has 270 calendar days from the Funds Reserved date to complete the project and submit all required documents.
- f. By 270 calendar days (nine months), applicant shall submit remaining installation documents online. Once all required documents are submitted CSE performs a review and if complete application is approved; applicant can expect final incentive check in the mail within 15 calendar days.

If the applicant does not submit the required supporting documentation within the specified 270 calendar days, reserved funds will be released back into the appropriate funding allotment and the site owner or authorized representative will be required to submit a new incentive application.

#### **4. Application Process: DC Fast Charging and Combination Applications**

To apply for an incentive, applicants must take the following steps:

- a. Add [northern-cal-calevip@energycenter.org](mailto:northern-cal-calevip@energycenter.org) to email safe senders list.
- b. Navigate to Project webpage to view the eligibility requirements and application process information. Click "Apply Now" when the applicant is ready to start the process.
- c. 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 are not eligible, except for design and engineering costs (e.g. permit package preparation, utility service coordination, etc.) which may be incurred at the applicant's own risk from March 28, 2019.
- d. CSE reviews application and confirms project eligibility.
- e. If the application is deemed qualified, CSE sends a Funds Reserved email to notify the applicant to begin the project. The applicant has 450 calendar days from the Funds Reserved date to complete the project and submit all required documents.

- f. For milestone payment: Between the Funds Reserved date and 240 days (8 months) from Funds Reserved date the applicant may request a milestone payment if the minimum required supporting documentation has been submitted. This milestone payment is calculated as 45% or 48% (DAC tract) of actual costs. The milestone payment is not to exceed 60% of total reserved funds for the application.
- g. CSE reviews submitted documents and follows up via email if any information is missing or incomplete. If all documents are complete and approved, applicant can expect to receive the milestone incentive check within 15 calendar days of milestone approval.
- h. For final payment: If the project is complete and operational within eight months from the Funds Reserved date, the milestone payment is bypassed, and applicant receives one check for the final incentive payment. If a milestone payment is issued, the final payment isn't determined until all remaining required documentation is submitted. The final incentive payment is calculated based on all eligible project costs. Once all required documents are submitted CSE performs a review and if complete application is approved; applicant can expect final incentive check in the mail within 15 calendar days.

If the applicant does not submit the required supporting documentation within the specified 450 calendar days from the Funds Reserved date, reserved funds will be released back into the appropriate funding allotment and the site owner or authorized representative will be required to submit a new incentive application.

## **5. Required Documentation**

At a minimum, the applicant must provide the following information:

- a. Completed application. 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 includes proof of payment. It includes an itemization of eligible costs, credits, discounts, and incentives received, if applicable.
- c. A complete copy of the design invoice for engineering and design costs. A complete invoice is executed and may include a signature. It includes proof of payment and a itemization of eligible costs, credits, discounts and incentives received, if applicable.

- d. A complete copy of the purchase invoice for all installation costs. A complete invoice includes proof of payment. It includes an itemization of eligible costs, credits, discounts, and incentives received, if applicable.
- e. A copy of permits. A final signature or sign-off is required.
- f. A copy of signed final inspection card. A final signature or sign-off is required.
- g. If applicable to project installation, a copy of the utility service order.
- h. A minimum of at least two (2) photos of installed and operational equipment, which also clearly displays Project-provided CALeVIP funded labeling.
- i. A photo clearly identifying each equipment serial number.
- j. A copy of a network agreement with a two (2) year minimum term for Level 2 and five (5) year minimum term for DCFC.
- k. Provide CSE access to charging utilization data portal for all chargers.
- l. Verification that the applicant is granted permission to install the equipment:
  - If the applicant is the site owner, self-verification is permitted, and no other verification is required.
  - If the applicant is an authorized representative applying on behalf of the site owner, a signed Site Verification Form providing confirmation that the applicant can install the equipment at the site.
    - Applicants have five (5) calendar days from the application date to submit the Site Verification Form. If the form is not submitted within five (5) calendar days, the application will be cancelled.

Documentation must be scanned and submitted through the Project website. Applicants are required to sign in through the [user dashboard](#) to upload all required documents. 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 sent on removable media (flash drives, CDs, DVDs, etc.) is not acceptable. Additionally, 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 [northern-cal-calevip@energycenter.org](mailto:northern-cal-calevip@energycenter.org) with the understanding that applicants accept all risk associated with emailing these documents.

## **6. Installation and Operation Provision**

Applicants participating in the Project are required to keep the equipment operational and meet all applicable Project requirements for a minimum of two years after the installation date for Level 2 equipment and five years for DCFC equipment.

## 7. 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.

## 8. CAlLeVIP Labeling

Applicants are required to add Project-provided “CAlLeVIP” labeling on a visible location of any chargers that have received a rebate through the Northern California Incentive Project.

## 9. Usage/Session Data Required

Applicants are required to submit two years or five years of session/usage data for the EV charger(s) for Level 2 or DCFC respectively. Data should be submitted in increments of not less than one (1) month and not more than one (1) year. Applicants must grant Center for Sustainable Energy and California Energy Commission the rights to directly acquire session/usage data directly from their network provider/operator.

## 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.

**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.

**Combination Application:** A project applying for incentives which contains a combination of Level 2 and DCFC chargers at a single site.

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

**Connector:** The plug delivering power between the charger and the on-board vehicle charging equipment.

**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 50 percent of CalEnviroScreen 3.0 scores are eligible for the increased incentive through the Project.

**DC Fast Charger (DCFC):** A charger that provides direct current to support charging at higher rates with inputs of 480+ volts and output power ranges of 50 kW up to 350 kW. 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 chargers. Connecting a central server, the provider manages the software, database, and communication interface that enables operation of the station. Some EVSPs also provide charger installation and contracting services.

**Energy Storage (ES):** A battery that uses a smart energy management system to charge and discharge as needed. Generally, ES is installed as a peak load shaving strategy and can be particularly effective in reducing energy consumption from the grid while L2 or DCFC equipment is in operation. ES equipment is an eligible cost towards the project cost but is not required and does not increase the incentive amount.

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

**Light-duty Fleet:** Groups of motor vehicles owned or leased by a business, government agency or other organization rather than by an individual or family. Chargers may be public or private and must be shared use. Chargers must primarily serve light-duty vehicles but can serve medium and heavy-duty vehicles as a secondary use. Primary use of chargers cannot be for medium or heavy-duty vehicles.

**Light-duty Vehicle:** A vehicle with a Gross Vehicle Weight Rating of 10,000 pounds or less.

**Major Highway:** An Interstate highway, US Federal highway, or California State highway.

**Medium- and Heavy-Duty Vehicles:** Vehicles with a Gross Vehicle Weight Rating of over 10,000 pounds.



**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. For Level 2, replacements are allowed only for non-networked EV chargers or older inductive (such as paddle-style) EV chargers. For DCFC, replacements are allowed only for non-networked units, units capable of delivering up to 40 kW, or units with only one connector (CHAdeMO or CCS) type.

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

**Short-term lodging:** A business provides short-term lodging if it offers daily rates for stays lasting less than 30 consecutive nights. Examples of short-term lodging include hotels, motels, inns, and lodges. Short-term rentals, such as vacation rentals, Airbnbs, Vrbos, condos, etc., are not considered to offer short-term lodging.

**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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