

I. General

CALeVIP will grant applicants extensions of application expiration only when project delays are outside of the applicant's control and sufficient project progress can be demonstrated. Extensions will not be granted for submission of Site Verification Forms. Additional time may be provided for Evidence of Permit/Utility Submittal documents, but this additional time will not extend the project end date. All extension requests will be considered on a case-by-case basis. Approved extensions will be for 90 days from the application expiration date.

II. Requesting an Extension

Timing

All application extension requests must be made between 45 days and 15 days of application expiration. Requests made outside this window will not be accepted. Applicants are encouraged to request extensions as soon as the need is known and as early as possible within this period.

Request Process & Content

Requests for extension must be made in writing via email to the CALeVIP rebate processing specialist assigned to the application (if known) or to calevip@energycenter.org. The application number should be included in the request. The request should also clearly explain the nature of the project delay, how that delay is outside of the applicant's control and include documentation supporting the explanation of project delay (e.g., email correspondence from permitting agency or utility, procurement documents, etc.) as well as evidence of sufficient project progress that has not already been uploaded to the application dashboard. Minimum required documentation should already be uploaded to the application through the dashboard at the time an extension request is made. Finally, the request should include a plan for completing the project within the extension period.

Minimum Required Documentation

The minimum documentation required for an extension request for either a Level 2 only or DCFC/Combination application includes:

1. Signed application form
2. Copy of issued permit for the project
3. Copy of design invoice

These documents should already be uploaded through the application dashboard at the time an extension request is made. If not uploaded, an applicant will have seven days to upload after being contacted about the extension request by a CALeVIP representative. An extension will not be provided and the application will cancel on its expiration date if these documents are not provided within seven days of request.

Additional Documentation

Applicants are encouraged to upload all available project documentation (e.g., utility service orders, installation invoices, equipment invoices, inspection cards, etc.) through the application dashboard.

Additional documentation may be required by CALeVIP staff to substantiate the project delay is outside of applicant's control, show project progress and detail plans for project completion. Examples of additional documentation that could be required include, but is not limited to:

1. Construction plan sets
2. Procurement solicitations
3. Inspection card
4. Correspondence with property owner/property management
5. Correspondence with permitting authority
6. Correspondence with utility
7. Utility invoices, plans, easements, service orders and schedules, etc.
8. Photographs of site status/construction

Delays Outside Applicant's Control & Sufficient Progress

All extension requests must be based on need created by project delays that are outside of the applicant's control. Such project delays could include, but are not limited to:

1. Iterative permitting authority plan reviews with new comments/content identified by permitting authority upon on each review cycle
2. Permitting authority capacity limitations at application intake, inspection scheduling, etc.
3. Equipment supplier supply limitations
4. Utility provider capacity limitations for utility side design, interconnection, etc.
5. Public health orders limiting on-site presence and operations

Sufficient progress is evaluated on applicant's actions. Examples of actions that can be considered include, but are not limited to:

1. Timeliness and persistence of follow up with permitting agencies and utilities with requested information or for scheduling
2. Completeness and accuracy of information provided to permitting agencies and utilities
3. Timeliness of equipment and service orders
4. Effectiveness of coordination with property operations