# Sample Supporting Documents

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Sample Supporting Documents

Best Practices

All scans or photos of supporting documents must be legible and include all pages and sections, unless otherwise specified.

Proof of Payment

All invoices are required to have proof of payment, such as a paid stamp, with a payment date. Receipts, wire transfers or cashed checks with corresponding bank statements and a payment date may be used to supplement proof of payment.

Larger Construction Projects

For larger construction projects, work and associated costs pertaining to the EV charger project should be specifically listed and identified on all invoices.

Authorities Having Jurisdiction (AHJs)

AHJ applicants may alternatively submit other documents in lieu of the following:

<table>
<thead>
<tr>
<th>REQUIRED</th>
<th>ALTERNATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN INVOICE</td>
<td>AHJs with in-house design work may alternatively submit a description of design work on official AHJ letterhead supplemented by an invoice or other accounting document(s) clearly showing incurred design costs and the dates the costs were incurred. The installation site address must be listed.</td>
</tr>
<tr>
<td>PERMIT</td>
<td>A letter on official AHJ letterhead explaining the AHJ is a self-permitting agency and that a permit for the approved EV charger project at the installation site is not required. The installation site address must be listed.</td>
</tr>
<tr>
<td>INSTALLATION</td>
<td>AHJs with in-house installation may alternatively submit a description of the installation work on official AHJ letterhead supplemented by an invoice or other accounting document(s) clearly showing incurred installation costs and the dates costs were incurred. The installation site address must be listed.</td>
</tr>
<tr>
<td>PURCHASE INVOICE</td>
<td></td>
</tr>
<tr>
<td>FINAL INSPECTION</td>
<td>A letter on official AHJ letterhead explaining the AHJ is a self-permitting agency and that the approved EV charger project at the installation site is complete and in compliance with all municipal laws, rules, codes and regulations. The installation site address must be listed.</td>
</tr>
</tbody>
</table>
Sample Supporting Documents

Site Verification Form

(Required if the applicant organization receiving the rebate is NOT the site owner)

✓ A completed Site Verification Form must have all fields filled out.
✓ Digital signatures must be manual and can include signing with a pen or cursor. Digital signature stamps without a manual signature are not accepted.

Sample

![Sample Site Verification Form](image-url)
Sample Supporting Documents

Signed Application Form

✓ A completed Application Form must have all fields filled out.
✓ Only the single signature page is required.
✓ Digital signatures must be manual and can include signing with a pen or cursor. Digital signature stamps without a manual signature are not accepted.

Sample

Central Coast Incentive Project Application Form

If any of the information below is incorrect, please contact CALeVIP staff at central-coast-calevip@energy.ca.gov.

- Project application number:

- Applicant name:
- Applicant email:
- Organization name:
- Applicant type:
- Installation street address:
  - City:
  - State:
  - ZIP:
  - County:
- Mailing address:
- Site use:
- Please review all charger equipment on the following page.

By signing this form, the applicant agrees to the following:
1. I understand that the Energy Commission reserves all rights and remedies available under the law to enforce the Central Coast Incentive Project Requirements.
2. I acknowledge that I have read, understood, and agree to be bound by the Central Coast Incentive Project Requirements as outlined within this Rebate Application Form.

I certify, under the penalty of perjury, that the information provided herein and all supporting documentation is true, accurate, and complete.

- Name of applicant or authorized representative:
- Total reserved rebate amount:

- Signature:
- Date:
Sample Supporting Documents

Design Invoice

A completed copy of the paid design invoice includes the following:

✓ Installation site address
✓ Purchaser name
✓ Description of design and engineering work
✓ Required signatures, if applicable
✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
✓ Proof of payment with a payment date (see Best Practices)

Sample

![Sample Design Invoice Image]
Sample Supporting Documents

Permit

An issued permit includes the following:

- Installation site address
- Project description (e.g., EV charger installation)
- Issued date and/or status, if applicable
- All required signatures, if applicable

Sample
Sample Supporting Documents

Equipment Purchase Invoice

A completed copy of the paid equipment purchase invoice includes the following:

✓ Equipment make, model and quantity
✓ Purchaser name
✓ Required signatures, if applicable
✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
✓ Proof of payment with a payment date (see Best Practices)

Sample

![PAID INVOICE]

- Please make check payable to:
- Payment Terms:
- Customer Name:
- Site Location:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>The total cost of two (2) EVCS unit(s) / Service(s):</td>
<td></td>
</tr>
<tr>
<td>Maker:</td>
<td></td>
</tr>
<tr>
<td>Model:</td>
<td></td>
</tr>
<tr>
<td>Services:</td>
<td></td>
</tr>
<tr>
<td>Quantity Two (2)</td>
<td></td>
</tr>
<tr>
<td>Serial Numbers:</td>
<td></td>
</tr>
</tbody>
</table>

Comments:                                                                 |

SUBTOTAL $                                    |

OTHER $                                      |

TOTAL $                                      |
Sample Supporting Documents

Installation Purchase Invoice

A completed copy of the paid installation purchase invoice includes the following:

- Installation site address
- Purchaser name
- Description of installation work
- Contractor license number
- Required signatures, if applicable
- An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- Proof of payment with a payment date (see Best Practices)

Sample

![Paid Invoice Example](image-url)
Sample Supporting Documents

Final Inspection Card

A final inspection card includes the following:

- Installation site address
- Final sign-off date for EV charger installation
- All required signatures, if applicable

Sample

```
<table>
<thead>
<tr>
<th>Building Section</th>
<th>Electrical Section</th>
<th>Plumbing/Mechanical Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Composition</td>
<td>Temporary Power</td>
<td>-</td>
</tr>
<tr>
<td>Mat Ground</td>
<td>Underground</td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td>Rough Wire</td>
<td>Fire Sprinkler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Main (250 psi)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Hydrant Flush</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Hose</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Water Main</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Alarm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Detection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Protection</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Smoke Alarm</td>
</tr>
</tbody>
</table>

For Inspections Call: Development and Resource Management Department

LOCATION: __________________________  OWNER: __________________________

PERMIT: __________________________  CONTRACTOR: __________________________

The following inspections must be called for by the permit. All rough inspections shall be completed prior to rough inspections as noted.

For Inspections, see City of __________

NOTE: Signature of Inspector after ALL items designated approved.

See Reverse Side of this card for minimum FIRE PROTECTION REQUIREMENTS during construction.
```
Sample Supporting Documents

Two Photos of Installed and Operational Equipment

Equipment photos must include the following:

- Required project labeling is clearly visible. Contact project implementers for stickers.
- All installed EV charger(s) included in your application must be photographed. Photos may include more than one EV charger.
- A complete view of the front of the installed operational and accessible EV charger(s). Partial or incomplete views will not be accepted.

Sample
Sample Supporting Documents

Photo of Equipment Serial Number

Serial number photo(s) must include the following:

✓ The complete equipment serial number for each EV charger included in your application. For example, if you applied for and installed 10 EV chargers, you are required to submit a total of 10 photos.

✓ The serial number must be shown on the EV charger.

Sample
Sample Supporting Documents

Copy of Network Agreement with Minimum Term

A completed network agreement includes the following:

✓ Execution of the agreement including all required signatures
✓ All pages and sections of the agreement, including the full contract
✓ Term length – the contract of your agreement may be supplemented by a paid invoice showing the term length
✓ The required term for Level 2 chargers is two years and the required term for DC fast chargers is five years

Sample

![Attachment B]

**Attachment B**

**Electric Vehicle Charging Services Agreement**

**Client**

- **Name:**
- **Address:**
- **State:**
- **City:**
- **Zip:**

**Provider**

- **Name:**
- **Address:**
- **City:**
- **State:**
- **Zip:**

**Agreement Summary**

**Equipment Ownership.** The Parties agree that Provider shall own all right, title and interest in all the electric vehicle charging infrastructure (the “Infrastructure”) at the Property.

**Service & Maintenance.** Provider agrees that it shall bear all costs associated with the service and maintenance of the equipment and any additional equipment (as defined herein) at the Property. For the Term of the Agreement (as defined in the attached Exhibit), Provider shall maintain and repair all the Infrastructure at the Property at its own expense and to the satisfaction of the Client.

**Equipment Costs.** Client shall pay all electricity costs generated from the use of the Equipment and all additional equipment (as defined herein) on the Property.

**Term.** Three (3) years commencing on the latest date below, the term shall automatically renew for one additional three (3) year term, upon written agreement by both parties in advance of the end of the then-current term.

**Revenue Payments.** Provider shall remit to Client fifty percent (50%) of the net profits generated by the equipment installed as of the date of this Agreement, which shall include but not be limited to, the gross revenues generated by electric vehicle charging fees and advertising, minus (i) any taxes and all fees, (ii) transaction fees, and (iii) $10.00 per month in network connectivity costs related to the operation of the equipment (the “Revenue Payment”). Any unpaid fees shall accrue to the next month.

**Exclusivity.** Client agrees that it will not contract with any other entity besides Provider to install, maintain, service or operate any electric vehicle charging equipment during the term of this Agreement.

Sample additional equipment:

- **Name:**
- **Address:**
- **City:**
- **State:**
- **Zip:**
- **Date:**
- **Time:**
Sample Supporting Documents

Copy of Utility Service Order (if applicable)

✓ A completed utility service order includes the costs for design of service request from the utility planner.

Sample

![Customer/Project Information Sheet]

[Image of Customer/Project Information Sheet]

- Individual or Business Name:
- Address:
- City:
- State:
- Zip Code:
- Email Address:
- Phone No.:
- Legal Contact:
- Address:
- City:
- State:
- Zip Code:

Primary Field / Site Superintendent / Job Contact:
- Relationship to Project:
- Phone No.:
- E-mail Address:
- FAX No.:

Project Address:
- City:
- State:
- Zip Code:
- TG Map # or GPS:
- Major Cross Street:

Detailed Project Information

- Residential: [ ] Commercial: [ ] Industrial: [ ] Agricultural: [ ]
- Service Requested: [ ] Overhead: [ ] Underground: [ ]
- Tract: [Lot(s):]
- Is this project subject to Buy America Compliance? Yes [ ] No [ ]
- Temporary Service Required: Yes [ ] No [ ]
- Approximate start work date for SCE crews: [ ]
- Your Construction Start Date:
- Approximate date you would like the job completed and energized:
- Scope of Project:

[Additional fields and options, including Solar or Generation Equipment, Electric Vehicle, Panel Size, etc.]

Square Footage of Buildings (if multiple buildings give all footages):

Notes over 5000 sq. ft. longer dates require a Load Schedule. Please contact your electrician for assistance.