

# Implementation Manual for Fresno County 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 Fresno County Incentive Project (FCIP) is the first incentive project to be launched with this funding.

FCIP is intended to encourage and accelerate easy access to zero-emission vehicle infrastructure. This project provides rebates to qualified commercial, workplace, and multi-unit dwellings for the purchase and installation of eligible equipment models. FCIP benefits the citizens of California by providing air pollution emission reductions through the provision of adequate infrastructure in Fresno County to support plug-in electric vehicle growth through 2025. It is administered and 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.

The FCIP Project Requirements identify the minimum requirements for implementing FCIP. The Implementation Manual for FCIP (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 FCIP webpage at <https://calevip.org/incentive-project/fresno>.

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

This document constitutes the Implementation Manual for FCIP. Definitions of key

program parameters are in Section D of this manual.

## 1. FCIP Project Overview

FCIP will use available funding to incentivize level 2 charging installations in commercial, workplace, and multi-unit dwelling locations in Fresno County. 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.

FCIP offers applicants a rebate of up to \$7,000 for the installation of a dual port EV charger and up to \$4,000 for the installation of a single port EV charger at qualified sites. Potential applicants can determine their eligibility online at the FCIP website and reserve available rebate funds online, by contacting CSE directly by email at [fresno-calevip@energycenter.org](mailto:fresno-calevip@energycenter.org) or by calling 559-825-3247. Once their application is prescreened, applicants have 180 calendar days to complete their equipment installation and provide all required supporting documentation. Rebates are issued within 15 calendar days of application approval.

Information about FCIP is available to the public and other interested parties via the FCIP webpage. The FCIP webpage, <https://calevip.org/incentive-project/fresno>, is operated and maintained by CSE, and includes an up-to-date list of eligible equipment models, rebate amounts for each model, online rebate applications, all supporting documentation and forms applicable to FCIP 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 FCIP development and implementation for FY 2016-17 are identified in Table 1.

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

| Action Item  | Date or Time Period |
|--|---------------------|
| Selection of Rebate Implementer.                                   | April 2017          |
| Project launch. Online applications available at the FCIP website. | December 2017       |

## B. EQUIPMENT ELIGIBILITY

### 1. Equipment Categories

This section discusses the categories of equipment eligible for grant funding under FCIP 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 designated FCIP website.

There are two major categories of equipment eligible for grant funding under FCIP: (a) dual port EV chargers and (b) single port EV chargers.

- a. **Dual Port EV Chargers:** Two SAE J1772 connectors originating from a single charger, capable of charging at 6.2kW or greater.
- b. **Single Port EV Chargers:** One SAE J 1772 connector capable of charging at 6.2 kW or greater.

## 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. **SAE J1772:**

Equipment must meet the international standard plug for level 1 and level 2 electric vehicle chargers.

### c. **Networked:**

Equipment must be networked, which is defined as a charge station connected to a backend network operations center.

### d. **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.

### e. **Have 1-10 ports per site:**

Under FCIP, a maximum of 10 ports per site location can be rebated. Existing ports are not rebate eligible and do not count toward the 10-port maximum. Dual port chargers are counted as two ports and single port chargers are counted as

one port.

**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.

**h. Be Energy Star Certified**

**i. 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/otpca/nrtl/nrtllist.html>.

**3. Development of List of Eligible Equipment Models**

In order for equipment to be eligible for a FCIP rebate, the equipment manufacturer must submit equipment information to CSE using an Equipment Self-Validation worksheet. 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.

#### 4. Rebate Amounts

Specific rebate amounts for each eligible equipment model will be included in the List of Eligible Equipment Models and available on the project website.

**Table 2: FCIP Rebate Amounts**

| <b>Equipment Type</b>  | <b>Rebate Amount</b> |
|------------------------|----------------------|
| Dual port EV Charger   | Up to \$7,000        |
| Single port EV Charger | Up to \$4,000        |

Final rebate amounts are determined by the total eligible project costs. CSE reviews all required documentation to determine final rebate amounts. Eligible project costs are installation costs, equipment costs, network agreements and any installation costs required by law. Permit costs are not eligible for FCIP rebates.

#### Combining Equipment Rebates with Other Incentives

Participation in FCIP does not preclude an equipment purchaser from combining FCIP 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.

Applicants are not eligible to apply for a FCIP rebate on a charging station or site that was included and funded in a previous or existing Energy Commission project.

#### 5. Maximum Rebates per Entity

Eligible applicants can receive a maximum of \$1,000,000 in rebates over the lifetime of the FCIP. Once the maximum allowable rebate amount is reached, CSE will submit a notice to the applicant.

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

For the purposes of FCIP, 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.

**6. Distribution of Rebates**

Rebates will be distributed on a first-come, first-served basis contingent upon funding availability. Available rebate funds will be reserved by CSE following submission of an online application at the FCIP 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, the required supporting documentation (outlined in Section C(3)) must be submitted to CSE within 180 calendar days (if mailed, submittal date will be determined by U.S. mail postmark). The supporting documentation may be scanned and submitted through the FCIP website. Applicants without internet access may mail the supporting documentation to CSE.

The rebate for an eligible equipment model will be issued to the qualified recipient in a single payment. Rebate payment will be made within 15 calendar days of application approval. 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 – FCIP does not provide an option to assign the rebate to an equipment seller (i.e. equipment manufacturer). To receive a FCIP rebate, an applicant must:

- a.** Be a business or government entity that is based in California or has a California-based affiliate at the time of application.
  - 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 in order 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](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.
- b.** Be an authorized representative of a qualified commercial, workplace, or multi-unit dwelling installation site. FCIP defines an authorized representative as a site owner or an individual that has received permission from the site owner to apply on behalf of a qualified site.
- c.** Install a new, eligible equipment model as specified in Section B of this Implementation Manual.
- d.** Submit a FCIP application before equipment purchase and installation dates and prior to exhaustion of available rebate funds. Equipment purchased or installed prior to application will not be eligible to receive a rebate.
- e.** Maintain a 1 year network service agreement immediately after the equipment installation.
- f.** Install eligible equipment at an eligible site within Fresno County. Site address will be required during application process and CSE can terminate applications that do not meet required address validations.
- g.** Submit the signed application form and all required supporting documentation within 180 calendar days of rebate funds reserved date as specified in Section C(3) of this Implementation Manual.
- h.** Submit information to the Alternative Fuels Data Center station locator tool for all charging stations rebated through FCIP.
- i.** Submit one year of utilization data to CSE.
- j.** Be available for follow-up inspection if requested by CSE for the purposes of project oversight and accountability.
- k.** 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.

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 FCIP research goals. CSE shall distribute surveys to rebate recipients to collect data and other information pertaining to FCIP-eligible equipment ownership. CSE will identify survey parameters and determine the most effective mechanism for obtaining information.

## **3. Application Process**

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

1. [Apply online](#) prior to purchasing or installing the EV charging station(s).
2. Once the online application is submitted, CSE will review the application to determine eligibility.
  - a. Non-site owners will be required to submit a Signed Verification Form to proceed with the application process.
3. CSE reserves FCIP rebate funds and sends eligible applicants a Funds Reserved email. Applicants have 180 days from the Funds Reserved date to complete the installation project.
4. Applicants are required to submit installation documents online within 180 days of Funds Reserved date.
5. CSE reviews all installation documents and follows up via email if there are missing or incomplete documents.
6. Once all required documents are received and complete, CSE determines final rebate amount based on eligible project costs.
7. CSE approves the application and sends the applicant confirmation via email.
8. Applicants can expect to receive their FCIP rebate check within 15 days of application approval.

If the applicant does not submit the required supporting documentation within the specified 180 calendar days, 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 may be scanned and submitted through the FCIP 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. However, applicants may email their supporting documentation to [fresno-calevip@energycenter.org](mailto:fresno-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 equipment owner or authorized representative.
- b. A complete copy of the purchase invoice for equipment. A complete invoice includes proof of purchase and 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 includes proof of purchase and an itemization of credits, discounts, and incentives received, if applicable.
- d. A copy of permits, if applicable.
- e. A minimum of at least two (2) photos of installed and operational equipment.
- f. A photo of each equipment serial number.
- g. A copy of a network agreement with a one (1) year minimum term.
- h. 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.

Once CSE has verified the documentation meets program requirements, a rebate check will be issued to the applicant within 15 days of application approval.

#### **4. Installation and Operation Provision**

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

## D. DEFINITIONS

**Application Date:** The date an applicant starts an application.

**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 DC fast charging.

**Combined Charging Standard:** A multi-national developed standard for EV DC fast charging.

**Electric Vehicle Charging Station (EVCS):** Charging equipment (external to the vehicle) used to charge a plug-in electric vehicle.

**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.

**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.

**Multi-unit Dwelling (MuD):** Also known as multi-family residence or multi-family dwelling unit, is a classification of housing where multiple housing units are contained within one building or multiple buildings within a complex or community. Some MuDs are owned (e.g., condominiums), while others are leased or rented (e.g., apartments). Some common types of MuDs are duplexes, townhomes and apartments, mobile homes and manufactured-home parks.

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

**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.

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

**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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