

FCIP SAMPLE SUPPORTING DOCUMENTS



BUILDING EV INFRASTRUCTURE



DECEMBER 19, 2017




FCIP Sample Supporting Documents


Signed Application Form

- ✓ The scan or photo of your signed application form must be complete and legible.
- ✓ Make sure to include all requested information, including name, signature, date and FCIP application number.

Sample:



OFFICE OF THE
**CALIFORNIA
ENERGY
COMMISSION**



Center for
Sustainable Energy

Fresno County Incentive Project Application Form

Part 1: Project Requirements

At the time an applicant submits an online rebate application the most current Fresno County Incentive Project (FCIP) [Implementation Manual](#) available, as well as the rebate requirements agreed to by the applicant, will apply.

Rebates are processed on a first-come, first-served basis and issued to qualified applicants in a single payment. Delays beyond normal processing times may occur.

The rebate amount is capped at \$60,000 per applicant per calendar year (January 1 – December 31).

To apply for a rebate an Applicant must:

- 1) Submit an online application
- 2) Submit supporting documentation within 180 calendar days from the date that rebate funds are reserved. The supporting documentation must be scanned and submitted through the FCIP website.

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

- a. For applicants who request applications by phone, a complete application with signature and date. For online applicants, a scanned copy of the submitted application signed by the site owner or authorized representative.
- b. Copy of equipment receipt/invoice.
 - i. Invoice must include, at a minimum, purchase date, retailer name, business address, phone number, equipment make and model number(s), equipment serial number(s), and payment terms (paid in full – cash, check, credit card, etc.).
- c. Copy of installation receipt/invoice(s).
 - i. Invoice must include contractor name, business address, phone number, itemized costs, and payment terms (paid in full – cash, check, credit card, etc.).
- d. Copy of network service agreement (for a minimum of one year).
- e. Copy of building permit showing final inspection sign off.
- f. Photograph(s) of installed charger(s) at the site address provided in the application.
- g. Photograph(s) of serial number on the charger(s).
- h. For applicants who are not site owners, a completed Site Verification Form providing confirmation that the applicant is allowed to install the equipment at the site.

Center for Sustainable Energy (CSE) may request additional documentation to verify that the applicant meets required eligibility criteria.

Important: If an applicant does not submit the required supporting documentation within 180 calendar days of the date rebate funds are reserved, the application may be terminated and the reserved rebate funds released back to FCIP. CSE has the discretion to complete additional review beyond the 180 calendar days on a case by case basis. Rebate checks must be cashed within six (6) months of the date on the check. Checks not cashed within this timeframe will be cancelled, and the rebate amount will be returned to FCIP.

Applicant, Site and Equipment Requirements

As a condition for receiving State of California, California Energy Commission ("Energy Commission") rebate funds the applicant must comply with the requirements below.

Page 1 of 3

FCIP Sample Supporting Documents

Equipment Purchase Invoice

- ✓ The scan or photo of your equipment purchase invoice must be complete and legible.
- ✓ A complete invoice includes an itemization of credits, discounts, and incentives received, if applicable.

Sample:

INVOICE		INVOICE NUMBER XXXX	INVOICE DATE	INVOICE TYPE
PAGE 1	SALES ORDER ID XXXXXX	QE	SALESMAN	CONFIRMED TO
CUSTOMER P.O. NO.		TERMS	DUE DATE	REFERENCE
SHIP VIA		FOB		FREIGHT TERMS
RESELLER NO.		BILL TO PHONE NO.		TAX CODE: T=TAXABLE R=RESALE N=NOTTAXABLE

We accept credit card payments via PayPal.
For more info, please send an email request to [REDACTED]

BILL TO

Sample

SOLD TO

Sample

SHIP TO

Sample

LINE	PART ID CUSTOMER PART ID	DESCRIPTION	DWG REV	ECN	SHIP DATE	ORDER QUANTITY SHIPPED QUANTITY BALANCE DUE	U/M	UNIT PRICE EXTENDED PRICE	PRICE CODE	TAX CODE DISC %	VAT
3.00	CT4000-ASSURE4 00-400175-00				4/28/2017	4.0000 4.0000 0.0000	EA	0.00000000 0.000000	SNC	N	0.00
	***** No physical item shipped for this line *****										
4.00	CT4021 00-400002-02				4/28/2017	2.0000 2.0000 0.0000	EA	0.000000 0.00	SNC	N	0.00
4.01	CT4020-HD 99-001629-05		1	001862	4/28/2017	2.0000 1.0000 0.0000	EA	0.000000 0.00	N	N	0.00
4.01	CT4020-HD 99-001629-05		1	001862	4/28/2017	2.0000 1.0000 0.0000	EA	0.000000 0.00	N	N	0.00

FCIP Sample Supporting Documents

Installation Purchase Invoice

- ✓ The scan or photo of your installation purchase invoice must be complete and legible.
- ✓ A complete invoice is executed and signed. It includes an itemization of credits, discounts, and incentives received, if applicable.

Sample:

		PURCHASE ORDER	
		ESTIMATE #	DATE
		778	2/18/2016
CUSTOMER			
			
DESCRIPTION		AMOUNT	
2 Level 2 Chargers @  (Tax included) 2 year warranty parts & labor 2 years networking fees (with option to opt-out after 2 year term) Installation labor, materials and electrical equipment			
<i>Thank you for your business!</i>		TOTAL	
PURCHASER SIGNATURE			
 			

FCIP Sample Supporting Documents

Permit or Final Inspection Card

- ✓ The scan or photo of your permit or final inspection card must be complete and legible.
- ✓ A final signature or sign-off is required.

Sample:

<p>BUILDING PERMIT #</p> <p>JOB SITE ADDRESS (FORMER PERMIT #)</p> <p>APN</p> <p>APPLICANT</p> <p>OWNER</p> <p>CONTRACTOR</p> <p>ARCHITECT OR ENGINEER</p> <p>DESCRIPTION OF WORK INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS</p> <p>USE 437 Additions and Alterations - Nonresidential and non</p> <p>OCCUPANCY</p> <p>Zoning: Tract: Lot #:</p> <p>Total Valuation:</p> <p>Building SF:</p> <p>Garage SF:</p> <p>Patio SF:</p> <p>DESCRIPTION OF FEES</p>	<p>City of ██████████</p> <p>BUILDING DEPARTMENT</p> <p>██████████</p> <p>LICENSED CONTRACTORS DECLARATION</p> <p>I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full Force and effect.</p> <p>License Class License Number</p> <p>Contractor <input checked="" type="checkbox"/> Date</p> <p>OWNER-BUILDER DECLARATION</p> <p>I affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)</p> <p>I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (sec. 7044, Business and Professions Code. The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provide that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of providing that he did not build or improve for purpose of sale).</p> <p>I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (sec. 7044 Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)</p> <p>I am exempt Under Sec. _____, B.P.C. for this reason.</p> <p>Owner Date</p> <p>WORKERS' COMPENSATION DECLARATION</p> <p>I hereby affirm under penalty of perjury one of the following declarations:</p> <p><input checked="" type="checkbox"/> I have and will maintain a certificate of consent to self-insure for workers' compensation, as provided for by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued.</p> <p><input type="checkbox"/> I have and will maintain workers' compensation, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:</p> <p>Carrier _____</p> <p>Policy Number! _____</p> <p>(This section need not be completed of the permit is for one hundred Dolares (\$100) or less)</p> <p>I certify that in the performance of the work for which this permit is issued, I shall not employ any person in a manner so as to become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.</p> <p>Applicant Date</p> <p>WARNING: Failure to secure worker's compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in section 3706 of the Labor Code, interest, and attorney's fees.</p> <p>I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civil Code)</p> <p>Lenders Name _____</p> <p>Lenders Address _____</p> <p>I declare under penalty of perjury that I have read this application and that the above information is true and correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.</p>		
<p>Department Approval</p>	<p>Date</p>	<p>Signature of Applicant or Agent</p>	<p>Date</p>

FCIP Sample Supporting Documents

Two Photos of Installed and Operational Equipment

- ✓ The photos of your EV charging station(s) must be clear and legible.
- ✓ Please make sure all EV charging stations included in your application are photographed. Photographs can include more than one EV charging station.
- ✓ Photographs should include a complete view of the front of the installed EV charging station(s). Partial or incomplete views will not be accepted.

Sample:



FCIP Sample Supporting Documents

Photo of Equipment Serial Number

- ✓ The photo of your equipment serial number must be clear and legible.
- ✓ Please take a photo of the complete equipment serial number for each EV charging station included in your application. For example, if you are applying for 10 EV charging stations, you are required to submit a total of 10 photos.

Sample:



FCIP Sample Supporting Documents

Copy of Network Agreement with One Year Minimum Term

- ✓ The scan or photo of your network agreement must be complete and legible.
- ✓ A complete network agreement includes the term. It includes all pages and sections of the agreement.

Sample:

Attachment B

ELECTRIC VEHICLE CHARGING SERVICES AGREEMENT
BETWEEN

<div style="background-color: black; width: 100%; height: 100%;"></div> <p>(hereinafter "Provider")</p>	AND	<p>Client Name _____</p> <p>Client State of Incorporation _____</p> <p>Client Address _____ (hereinafter "Client")</p>
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Client hereby engages Provider for the Term of this Electric Vehicle Charging Services Agreement (this "Agreement") and any renewals and/or extensions thereof, to provide the services described in the Terms and Conditions attached hereto as Exhibit A within the real property owned and/or leased by Client with property address(es) set forth below, and/or attached hereto:

(all property locations collectively referred to herein as the "Property").

Agreement Summary:

Equipment Ownership. The Parties agree that Provider shall own all right, title and interest in all of the electric vehicle charging infrastructure (the "Equipment") 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 A).

Electricity. 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 Payment. 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 and all taxes, (ii) transaction fees, and (iii) \$18.00 per month in network/connectivity fees related to the operation of the Equipment (the "Revenue Payment"). Any unpaid fees shall accrue to the next month.

Site 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.

Additional Equipment. If, at any time during the Term of this Agreement, it should be determined that additional Equipment should be installed, either on the Property or at another Client-owned/managed location (the "Additional Equipment"), Provider shall have the exclusive right to provide the Additional Equipment at no cost to Client. Client shall pay installation

costs of any Additional Equipment, including all infrastructure and labor costs. Provider shall own all right, title and interest in all Additional Equipment, unless mutually agreed otherwise in writing. Client shall pay all electricity costs generated from the use of the Additional Equipment. All Additional Equipment shall be added to the Property list herein, and memorialized by both parties signing an Installation Date Acknowledgment Form, as described in Exhibit A.

Additional Equipment Revenue Payment. Provider shall remit to Client fifty percent (50%) of the net profits generated by any Additional Equipment installed after the date of this Agreement, which shall include but not be limited to, the gross revenues generated by electric vehicle charging fees and on-screen advertising, minus: (i) any and all taxes, (ii) transaction fees, and (iii) \$18.00 per month in network/connectivity fees related to the operation of the additional Equipment (the "Additional Equipment Revenue Payment"). Any unpaid fees shall accrue to the next month.

By entering into this Agreement with Provider, Client agrees to be bound by all of the Terms and Conditions stated in Exhibit A. The parties hereto have executed this Electric Car Charging Services Agreement (inclusive of the terms listed on the applicable Exhibit A) on the last date written below.


<p>CLIENT:</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>FEIN: _____</p>	<p>PROVIDER:</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
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FCIP Sample Supporting Documents

Site Verification Form- Only required if the applicant is NOT the site owner

- ✓ The scan or photo of your Site Verification Form must be complete and legible.
- ✓ Please complete all fields on the Site Verification Form.

Sample:



FCIP Site Verification Form

Fresno County Incentive Project ("FCIP") applicants that do not own the property where the proposed installation site is located, must provide authorization, to the satisfaction of the Center for Sustainable Energy ("CSE"), that the installation work is authorized by the owner of the real property and the applicant. Each owner and each applicant must complete, sign, and submit this form to CSE. CSE reserves the rights to require that applicant and owner provide such further information as CSE may require to review and approve of applicant's application.

FCIP promotes easy access to zero-emission vehicle infrastructure by offering rebates for the purchase and installation of eligible Level 2 electric vehicle (EV) chargers in Fresno County. Rebates of up to \$4,000 for single port EV chargers and up to \$7,000 for dual port EV chargers are available. More information on FCIP is available at: <https://calevip.org/incentive-project/fresno>.

Under FCIP, the Applicant is the organization that will receive the rebate (Rebate Recipient); the Applicant may or may not be the beneficiary of the EV charging (i.e. the organization/employer/business that will derive the greatest benefit from the EV charging).

Please list the beneficiary of the EV Charging: _____

Applicant. Please complete as follows:

Applicant / Organization Name (Rebate Recipient): _____

Application Number (e.g., A-00000): _____

Installation Site Address: _____

Applicant hereby represents and warrants to CSE: (i) that all the foregoing information is true and correct; and (ii) that the undersigned has been duly authorized by Applicant to execute and submit this FCIP Site Verification Form to CSE. Applicant acknowledges and agrees that CSE is relying on Applicant's foregoing certifications in reviewing and approving of Applicant's application.

Signature of Authorized Representative of Applicant: Signature: _____
Name: _____
Title: _____
Date: _____

Property Owner. Please complete as follows:

The undersigned, on behalf of _____ ("Owner"), hereby represents and warrants to CSE: (i) that Owner is the vested owner of the real property located at _____ ("Property"); (ii) that Owner has consented to Applicant's installation of certain EV charging station equipment at the Property; and (iii) that the undersigned has been duly authorized to execute and submit this FCIP Site Verification Form to CSE. Owner acknowledges