Implementation Manual for
San Diego County Incentive Project

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Funded by the California Energy Commission, San Diego Association of Governments and San Diego County Air Pollution Control District

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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 EV 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 San Diego County Incentive Project (Project) is the eighth incentive project launching under the California Electric Vehicle Infrastructure Project (CALeVIP), following the Sonoma Coast Incentive Project.

San Diego Association of Governments (SANDAG) and San Diego County Air Pollution Control District (SDCAPCD) are co-sponsoring the San Diego County Incentive Project with the Energy Commission.

The Project encourages and accelerates easy access to zero-emission vehicle infrastructure by offering incentives for the purchase and installation of eligible public EV chargers. By doing so, the Project benefits the citizens of California by providing air pollution emission reductions through the provision of adequate infrastructure in San Diego County to support plug-in electric vehicle growth through 2023. 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 calevip.org/incentive-project/san-diego-county.

Note to Applicants: At the time of application submittal, the most current Project Implementation Manual available, as well as the Project requirements agreed to 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. San Diego County Incentive Project Overview

The Project provides financial incentives for the installation of new Level 2 (L2) and dual standard (CHAdeMO and SAE CCS combo connectors) DC fast charger (DCFC) installations in public or private shared-use locations in San Diego County.

In San Diego County, the project will dedicate a portion of incentive funding for each equipment type, DCFC and L2 chargers, to disadvantaged communities (DACs) and low-income communities (LICs). For the purposes of the Project, DACs are identified by the California Environmental Protection Agency (CalEPA) as the top 25% most impacted census tracts in CalEnviroScreen 3.0—a screening tool used to help identify communities disproportionally burdened by multiple sources of pollution and with population characteristics that make them more sensitive to pollution. For purposes of the Project, low-income communities are defined as the census tracts, respectively, that are either at or below 80% of the statewide median income, or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD's) 2016 State Income Limits.

The Project allows sites to apply for incentives for L2, DCFC and combination applications. Combination applications are defined as a project applying for incentives for a combination of L2 and DCFC chargers at a single site. The Project coordinates with simultaneous regional EV infrastructure incentive projects to ensure that all Project goals are met and to avoid eligibility limitations for potential applicants. Eligible incentive amounts are included in Section B.7 of this Implementation Manual.

Table 1: Project Funding Allocations

Fiscal Year[1]	DCFC Funding	L2 Funding
2020-2021	$15,800,000	$1,967,290
2021-2022	$0	$1,967,290
2022-2023	$0	$1,967,290

Potential applicants can determine their eligibility and reserve available incentive funds online at the Project website, calevip.org/incentive-project/san-diego-county. Individuals without computer or internet access can begin the application process by contacting CSE at 858-769-0500.

Once the application is prescreened and deemed qualified, applicants have 270 days (nine months) to complete their equipment installation and provide all supporting documentation for L2 only applications, and 450 days (15 months) for DCFC/combination applications. Once all documents required to receive incentives are reviewed and approved, incentives are issued within 15 business days of application approval. All final rebate amounts are determined by the total eligible project costs.

Information about the Project is available to the public and other interested parties via the Project website. CSE maintains and operates the Project website, calevip.org/incentive-project/san-diego-county, 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 2.

[1] Fiscal year is between July 1 and June 30.

Table 2: Project Development and Implementation Timeline

Action Item	Time Period
Selection of incentive implementer	April 2017
San Diego County Incentive Project public workshop	August 2019
San Diego County Incentive Project details available on Project website	August 2020
Project launch: online applications available at the Project website	October 2020

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. Updated lists 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) L2 and (b) dual standard DCFC. DCFCs have two subcategories based on power output.

a. Single or Dual Connector 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 per connector.

b. Dual standard DCFC

- DCFC dual standard charger, meaning the charger must have both CHAdeMO and SAE CCS combo connectors, capable of charging at 50 kW to 99.9 kW.
    - For purposes of determining DCFC rebate level, a DCFC must be capable of at least 50 kW to 99.99 kW per pair of connectors, regardless of configuration/power sharing between connectors, to be eligible for the 50 kW to 99.99 kW rebate.

- DCFC dual standard charger, meaning the charger must have both CHAdeMO and SAE CCS combo connectors, capable of charging at 100 kW or greater.
    - For purposes of determining DCFC rebate level, a DCFC must be capable of at least 100 kW or greater per pair of connectors, regardless of configuration/power sharing between connectors, to be eligible for the 100 kW+ rebate.

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 for incentives. Equipment obtained as a gift or a prize is not eligible for incentives.

b. For L2: SAE J1772

Equipment must meet the international standard connector for L2 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. ENERGY STAR® Certified: L2 Chargers only (not required for DCFC)

L2 chargers must be listed on the ENERGY STAR® product finder page.[2]

e. 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 two-year networking agreement required (eligible towards total project cost) for L2 and minimum five-year networking agreement required for DCFC.

f. 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 per L2 connector or 50 kW for DC fast chargers.

g. 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.

h. 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.).

i. 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

[2] https://www.energystar.gov/productfinder/

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 osha.gov/dts/otpca/nrtl/nrtllist.html.

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

Can be incurred starting August 24, 2020 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.

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.

f. Operations maintenance agreements

The cost of an agreement for ongoing operations maintenance with a network provider is deemed an eligible cost if incurred after the funds reserved date.

g. All-inclusive Solar EV Charging Systems

The cost of a dedicated EV charging system in which solar panels are an integral part of the system is an eligible cost.

4. Ineligible Project Costs

Ineligible project costs may include, but are not limited to, permits required by the local authority having jurisdiction (AHJ), standalone solar panels, any project costs offset by other incentive programs or projects or any costs incurred prior to August 24, 2020.

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 will 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 online List of Eligible Equipment Models. 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 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 San Diego County. CSE verifies that project

application installation addresses are located within San Diego County.

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 L2 projects, be one of the following site types:
   1. Commercial – any nonresidential property used solely for business purposes including private office buildings, warehouses and retail buildings.
   2. Workplace – a workplace is a nonresidential 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 – Ccassification of housing where multiple separate housing units for residential inhabitants are contained within one building or several buildings within one complex. MUDs must contain at least three (3) units for this program. 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. 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.
   5. 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. Airport – parking facilities at airports that serve the public are eligible. *Long-term parking uses are ineligible.*
   2. Casino – a building where gambling games of chance against the house/casino are played. *Standalone poker rooms or card halls are ineligible.*
   3. City/County/privately owned parking lot or garage – an area or structure where the primary use is to leave cars temporarily. *City/County office buildings are ineligible.*
   4. College/university – Must be an accredited, nonprofit two- or four-year college or university.
   5. Curbside – on-street in public right-of-way along the street frontage of any of the above listed uses.
   6. Gas station – any new or existing facility that, as its primary use, serves as a motor vehicle fueling service station retailing petroleum-based automotive fuels (e.g., gasoline, diesel, E10/E15) to the general public and has additional complementary customer store(s) or service(s) located on-site.
   7. Grocery store – a store that sells food and household supplies.

8. 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.
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. Library – a building or room containing collections of books, periodicals and sometimes films and recorded music for people to read, borrow or refer to.
11. 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.
12. Restaurant – a business where people pay to sit and eat meals that are cooked and served on the premises.
13. 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.
14. Sheriff/police station – includes storefront police or sheriff substations that serve surrounding communities and adjacent areas.
15. Urban/suburban retail core – a retail store within a business district in which merchandise is sold primarily to consumers. *Standalone retail stores are ineligible.*

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 San Diego County Incentive Project incentive is determined by a variety of factors including type of charger, power level, installation site type (MUD) and whether the chargers are in a DAC or LIC. Incentive amounts are based on actual eligible costs for both L2 and DCFC.

Incentives for L2 are provided up to the amounts shown in Table 3 or 75% of the total project cost, whichever is less.

Table 3: L2 Incentive Amounts

Eligible Rebates for L2 Chargers	Amount per Connector
Base Rebate	Up to $4,500, or 75% of project costs, whichever is less
Disadvantaged Community (DAC) or Low-Income Community (LIC)	Additional $500
Multi-unit dwelling (MUD) site	Additional $1,000

Incentives for DCFC are provided up to the amounts shown in Table 4 or 75% of the total project cost, whichever is less. For DC fast chargers that use a modular approach where the number of connectors is configurable to the power supply, the minimum supported power output of the selected configuration shall be used to determine the rebate level.

Example: A DCFC capable of 125 kW charging maximum configured with two pair (CHAdeMO and CCS) of charge connectors and capable of powering both pair of connectors simultaneously at up to 62.5 kW each would be eligible for two DCFC rebates at the 50 kW – 99.99 kW rebate level.

Table 4: DCFC Incentive Amounts

DCFC Power Level	General Market Rebate (including unincorporated communities)	Disadvantaged Community (DAC)/Low-Income Community (LIC) Rebate
50 kW - 99.99 kW	Up to $50,000 or 75% of the total project cost, whichever is less	Up to $60,000 or 75% of the total project cost, whichever is less
100 kW+	Up to $70,000 or 75% of the total project cost, whichever is less	Up to $80,000 or 75% of the total project cost, whichever is less

Sites may include a combination of L2 and DCFCs.

A minimum of 25% funding will be distributed to DAC/LIC applications in San Diego County.

All final rebate amounts are determined by the total eligible project costs.

Table 5: Quantity of Chargers Eligible for Incentives per Site (min-max)

L2 Connectors	DCFC Chargers
1 -10	1-6

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

Example: An applicant will install eight (8) 100-kW DC fast chargers at a new site in San Diego County within a DAC or LIC. The applicant is eligible for six (6) $80,000 incentives (maximum DCFC quantity) for a total of $480,000 in incentives.

The applicant's total project cost is calculated on the installation costs for all eight chargers.

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a. Participation in other incentive projects

Participation in the Project does not preclude an equipment purchaser from combining Project incentives with other incentive opportunities. Incentives could be combined with federal, state or local agency incentives to help further buy-down the cost of eligible equipment and installation. 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.

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 organization can receive if funding is available. However, an organization is 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 canceled) at one time. Once the organization receives payment from previously submitted projects, the organization 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 **$720,000** in San Diego County.

Example: An applicant will install six (6) 100-kW DC fast chargers at a new site in San Diego County, reserving a total of $420,000. An applicant will install six (6) 50-kW DC fast chargers at a second new site in San Diego County, reserving a total of $300,000. The applicant has reserved a total of $720,000 of Project funds between the two sites and the applicant would reach the maximum funds reserved amount within San Diego County.

Once the applicant completes the first project and receives $420,000 of incentive funds for their application, they would be allowed to submit additional applications for up to an additional $420,000 in future Project funding in San Diego County.

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, SANDAG, SDAPCD or their designees may seek financial reimbursement and/or civil and criminal penalties from an applicant for nondisclosure 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.

CALeVIP does not accept post office (P.O.) boxes as business addresses.

9. Distribution of Incentives

A minimum of 25% of funding will be distributed to DAC/LIC applications in San Diego County.

Incentives are distributed on a first-come, first-served basis contingent upon funding availability by equipment type and DAC/LIC site location. First-come basis for all applications is determined by the date and time of application submittal. All applicants are required to submit a Site Verification Form (SVF) within five (5) calendar days following application submittal. If the SVF is not submitted within five (5) calendar days of initial application, the application will be canceled.

Available incentive funds are reserved by CSE following submission and prescreening of the online application at the Project website or upon receipt of a mailed application. *Applicants without internet access can contact CSE at 858-769-0500 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 within the required timeframes (outlined in Sections C.3 and C.4).

a. Projects featuring only Level 2 chargers:

Applicants have a total of 270 calendar days (nine months) from the funds reserved date to

complete installation 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.*

Applicants must upload and submit required Evidence of Permit submittal or, if upgraded or new utility service is required for the project, Utility Service Design submittal documents within 60 calendar days of the funds reserved date. If documents are not submitted within 60 calendar days of the funds reserved date, the application will be canceled, and the funds released back into the San Diego County Incentive Project.

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

b. Projects featuring DC fast chargers 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 installation 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.*

Applicants must upload and submit required Evidence of Permit submittal or, if upgraded or new utility service is required for the project, Utility Service Design submittal documents within 60 calendar days of the funds reserved date.

If documents are not submitted within 60 calendar days of the funds reserved date, the application will be canceled and the funds released back into the San Diego County Incentive Project.

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

1) Milestone payment (payment 1 of 2): After submittal and CSE acceptance of Evidence of Permit submittal or Utility Service Design submittal documents and within 240 days (eight months) of 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/LIC application) or 48% (DAC/LIC 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 the following 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.
4) (If applicable) A copy of the signed job site installation form verifying planned use of EVITP electricians. This form will be needed for applicants that received Funds Reserved status on or after September 1, 2021.

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

The Energy Commission reserves the right to deny milestone payments of applicants with bankruptcies, threatened or pending legal actions, loan defaults or judgements as determined to protect the best interest of the Project. Eligible applications that were denied a milestone payment would receive funds in full at the final payment.

Example of milestone payment:

If a non-DAC/LIC project applied for three new 50-kW DC fast chargers, a maximum incentive amount of $150,000 (3 x maximum amount [$50,000/charger]) would be reserved once the application was deemed eligible.

At time of milestone payment request, actual costs equal $75,000. Due to the Non-DAC/LIC application type, 45% of actual costs are eligible.

45% of $75,000 is $33,750

Milestone Payment = $33,750

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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 and final payment) is 75% of total actual eligible 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% of total actual

costs or the total reserved funds, whichever is less.

The previous example application had the following totals for the milestone payment:

- *Maximum incentive amount: $150,000 (3 x maximum amount [$50,000]).*
- *Actual costs at milestone payment: $75,000.*
- *Milestone payment = $33,750.*

Final documentation is collected and actual costs equal $100,000, bringing the grand total of actual costs incurred for the project to $175,000.

The application is eligible for total reserved funds or 75% of total actual costs, whichever is less. The applicant is eligible for $150,000 or 75% of $175,000, whichever is less.

75% of $175,000 equals $131,250 (and is less than maximum incentive of $150,000) indicating the total amount that the application is eligible to receive.

At milestone payment, $33,750 was issued, meaning a total of $97,500 ($131,250 - $33,750) is issued as final payment.

Final payment = $97,500

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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/LIC project applied for three 50-kW DC fast chargers, a maximum incentive amount of $150,000 (3 x max amount [$50,000]) would be reserved once the application was deemed eligible.

In this case, project costs total $300,000 and 75% of $300,000 is $225,000. The original reserved amount of $150,000 is less than $225,000.

Final payment = $150,000

Both milestone and final incentive payments are issued within fifteen (15) business 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 canceled 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).

The Energy Commission reserves the right to limit eligibility of applicants with bankruptcies, threatened or pending legal actions, loan defaults or judgements as determined to protect the best interest of the Project.

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 August 24, 2020.

b. Grant CSE and Energy Commission direct access to EV charger utilization data (for up to two years [L2 EV chargers] or five years [DCFC] depending on charger type) through applicant's selected network provider, through acceptance of application terms and conditions.

c. Submit a completed Site Verification Form within five (5) calendar days of applying. Failure to provide Site Verification Form within five (5) calendar days of application date will result in application cancellation.

d. Submit Evidence of Permit submittal or, if upgraded or new utility service is required for the project, Utility Service Design submittal documents within 60 calendar days of incentive funds reserved date.

e. Submit the signed application form and all required supporting documentation within 270 calendar days (9 months) of funds reserved date for L2 applications or 450 calendar days (15 months) of funds reserved date for DCFC/combination applications, as specified in Sections C.3 and C.4 of this Implementation Manual.

f. 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.

g. 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 website at sos.ca.gov.

    - Sole proprietorships and DBAs (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.

h. Install new eligible equipment at an eligible site within San Diego County 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.

i. Ensure new L2 and/or DCFC chargers installed by a qualified and licensed contractor in accordance with all local, state and federal codes and permitting and inspection requirements. Licensed contractors receive training and certification to ensure the safe installation of equipment.

j. If the application has Funds Reserved on or after September 1, 2021, use Electric Vehicle Infrastructure Training Program (EVITP) certified electricians for the installation of the EV chargers according to the following requirements:

    - If the electric vehicle charging infrastructure and equipment to be installed supplies charging ports with 24.9 kilowatts or less and no charging ports supplying 25 kilowatts or more, then it will be installed by a contractor with an appropriate license classification, as determined by the Contractors' State License Board, in good standing, with at least one electrician on each crew at all times during work hours who holds an Electric Vehicle Infrastructure Training Program (EVITP) certification.

    - If the electric vehicle charging infrastructure and equipment to be installed supports at least one charging port supplying 25 kilowatts or more, then it will be installed by a contractor with an appropriate license classification, as determined by the Contractors' State License Board, in good standing, with at least 25 percent of the total electricians working on the crew, at all times during work hours, holding EVITP

certification.

k. Applicant must comply with all portions of California's Prevailing Wage Law, including paying prevailing rate of per diem wages and the general prevailing wage rate for holiday and overtime work in the locality in which the work is to be performed for each craft and type of worker needed under the contract. Copies of the prevailing rate of per diem wages are on file and shall be made available to any interested party on request at CSE's offices located at 3980 Sherman Street, Suite 170, San Diego, CA 92110. It shall be mandatory upon contractor to whom the contract is awarded, and upon a subcontractor thereunder, to pay no less than said specified rates to all workers employed by them in execution of the contract for which an incentive was awarded to applicant. Every application is subject to potential audit for prevailing wage compliance prior to payment of incentive funds.

l. Obtain any required permits and comply with all applicable federal, state and municipal laws, rules, codes and regulations for work performed for the incentive.

m. Label EV chargers receiving a rebate with Project-provided CALeVIP labeling.

n. Ensure the charger(s) shall remain in service at the project site address for a minimum of two years for Level 2 only installations and five years for DCFC installations.

o. Submit information to the Alternative Fuels Data Center Station Locator tool[3] for all chargers incentivized through the Project. Submission is required to receive final rebate payment.

p. Complete and submit the Project Installation Data form.

q. Maintain a two-year network service agreement for L2 equipment and five-year network service agreement for DCFC immediately after the equipment installation.

r. Be available for follow-up inspection if requested by CSE, Energy Commission, SANDAG, SDCAPCD or either entities designated contractor or representative.

s. Energy Commission reserves the right to request voluntary participation from incentive recipients in ongoing research efforts that support the goals of CALeVIP.

t. Through submission of an application to the San Diego County Incentive Project, agree to allow the California Energy Commission to utilize your application data for publicly available data tools, included, but not limited to, the Energy Commission's Cost Transparency Tool.

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.

[3] https://afdc.energy.gov/stations#/station/new

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 or use other research methods (e.g., focus groups, etc.) to collect data and other information pertaining to eligible equipment ownership. CSE will identify research 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 sdc-calevip@energycenter.org to email safe senders list.

b. Navigate to Project webpage at calevip.org/incentive-project/san-diego-county 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 starting August 24, 2020.

d. Upload and submit a completed Site Verification Form within five calendar days of application date to avoid application cancellation.

e. CSE reviews application and confirms project eligibility.

f. 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 (nine months) from the funds reserved date to complete the project and submit all required documents.

g. Applicants must upload and submit required Evidence of Permit submittal or, if upgraded or new utility service is required for the project, Utility Service Design submittal documents within 60 calendar days of the funds reserved date. If documents are not submitted within 60 calendar days of the funds reserved date, the application will be canceled and the funds released back into the San Diego County Incentive Project.

h. 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 business days of application approval.

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 sdc-calevip@energycenter.org to email safe senders list.

b. Navigate to Project webpage at calevip.org/incentive-project/san-diego-county 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 starting August 24, 2020.

d. Upload and submit a completed Site Verification Form within five calendar days of application date to avoid application cancellation.

e. CSE reviews application and confirms project eligibility.

f. 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 (15 months) from the funds reserved date to complete the project and submit all required documents.

g. Applicants must upload and submit required Evidence of Permit submittal or, if upgraded or new utility service is required for the project, Utility Service Design submittal documents within 60 calendar days of the funds reserved date. If documents are not submitted within 60 calendar days of the funds reserved date, the application will be canceled and the funds released back into the San Diego County Incentive Project.

h. For milestone payment: Between the funds reserved date and 240 days (eight 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% (non-DAC/LIC) or 48% (DAC/LIC) of actual costs. The milestone payment is not to exceed 60% of total reserved funds for the application.

i. 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 business days of milestone approval.

j. 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 business days of application approval.

If the applicant does not submit the required supporting documentation within the specified 450 calendar days (15 months) 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. A completed Site Verification Form providing confirmation that the site owner authorizes the applicant to 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 canceled.

b. A complete copy of Evidence of Permit submittal or, if upgraded or new utility service is required for the project, Utility Service Design submittal documents.
   - A complete copy of Evidence of Permit submittal includes the following:
     - Copy of permitting authority (city, county, special district) building/electrical/construction permit application
     - Copy of permit plan set/package submitted with building/electrical/construction permit application
     - Copy of payment receipt for submittal of building/electrical/construction permit
   - A complete copy of evidence of Utility Service Design submittal includes the following:
     - Copy of electric utility service/project application
     - Copy of drawing/plan set/package required by the electric utility to be submitted with the utility service/project application
     - Copy of payment receipt for submittal of utility application for service
   - Applicants have sixty (60) calendar days from the funds reserved date to submit Evidence of Permit submittal or Utility Service Design submittal documents. If documents are not submitted within sixty (60) calendar days, the application will be canceled.

c. Signed application form. For online applicants, a scanned copy of the submitted application signed by the site owner or authorized representative. For applicants who request applications by phone, a complete application with signature and date.

d. 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.

e. 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 an itemization of eligible costs, credits, discounts and incentives received, if applicable.

f. 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. If the application has Funds Reserved on or after September 1, 2021, the installation invoice shall be accompanied by a completed and signed job site installation form verifying the use of EVITP electricians.

g. A copy of permits. A final signature or sign-off is required.

h. A copy of signed final inspection card. A final signature or sign-off is required.

i. If applicable to project installation, a copy of the utility service order.

j. A minimum of at least two (2) photos of installed and operational equipment that also clearly display Project-provided CALeVIP funded labeling.

k. A photo clearly identifying each equipment serial number on each piece of equipment.

l. A copy of a network agreement with a two-year minimum term for L2 and five-year minimum term for DCFC.

m. Provide CSE access to charging utilization data portal for all chargers.

Documentation must be uploaded 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.) are 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 sdc-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 purpose of the form is to collect data on the installation process for research purposes. Required information includes, but is not limited to, dates of installation milestones, pricing information and permitting timeframes. The Installation Data form is available through the application dashboard and may be completed as information is obtained (progress can be saved). Project staff recommends providing information on the form as the project develops. The form is required to be submitted before the application can be approved and final payment processed.

8. CALeVIP Labeling

Applicants are required to add Project-provided CALeVIP labeling on a visible location of any chargers that have received a rebate through the San Diego County 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 Energy Commission the rights to directly acquire session/usage data directly from their network provider/operator.

D. DEFINITIONS

Application date: The date an applicant successfully submits an application.

Battery electric vehicle (BEV): A vehicle that runs 100% 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 that contains a combination of Level 2 and DCFC chargers at a single site.

Combined Charging Standard (CCS): A multinational developed standard for EV DCFC.

Connector: The plug delivering power between the charger and the onboard 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 25% 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 toward the project cost but is not required and does not increase the incentive amount.

Low Carbon Fuel Standard (LCFS): Under California's Low Carbon Fuel Standard (LCFS) all operational electric vehicle chargers generate credits for dispensing fuel; and DC fast chargers can also generate infrastructure credits based on the capacity of the DC fast charger minus the quantity of dispensed fuel. These credits can be claimed and sold for economic benefit. The EV charger owner typically has rights to these LCFS credits, but they may be assigned/transacted to another party.

Funds reserved date: The date funds are reserved for a CALeVIP application.

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

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 onboard charger. Level 1 charging is usually accomplished using a portable cordset 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). L2 chargers require a 208/240-volt AC connection.

Low-income community (LIC): The census tracts that are either at or below 80% of the statewide median income or at or below the threshold designated as low-income by the California Department of Housing and Community Development's (HCD) 2016 State Income Limits.

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.

Onboard charger: The actual charging device for L1 and L2 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.

Replacement/make-ready: Existing site wired with all the electrical infrastructure needed to support the installation of EV charging.

- For L2: 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 L1 and L2 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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