# SOUTHERN CALIFORNIA INCENTIVE PROJECT SAMPLE SUPPORTING DOCUMENTS



BUILDING EV INFRASTRUCTURE

FEBRUARY 10, 2020





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#### **Best Practices**

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

#### **Proof of Payment**

All invoices are required to have proof of payment, such as a paid stamp, with a payment date.

Receipts, wire transfers or cashed checks with corresponding bank statements and a payment date may be used to supplement proof of payment.

#### **Larger Construction Projects**

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

#### Authorities Having Jurisdiction (AHJs)

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

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

#### Site Verification Form

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

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

Sustainable Energy™	
, 37	SCIP Site Verification Form
must provide authorization, to the satisfaction of the Ce the owner of the real property and the applicant. Each	that do not own the property where the proposed installation site is located, nter for Sustainable Energy ("CSE"), that the installation work is authorized by owner and each applicant must complete, sign, and submit this form to CSE. her provide such further information as CSE may require to review and approve
	astructure by offering rebates for the purchase and installation of eligible DC an Bernardino counties. Rebates of up to \$80,000 per DC Fast Charger are s://calevip.org/incentive-project/southern-california.
	receive the rebate (Rebate Recipient); the Applicant may or may not be the organization/employer/business that will derive the greatest benefit from the
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:	
has been duly authorized by Applicant to execute and	t all the foregoing information is true and correct; and (ii) that the undersigned submit this SCIP Site Verification Form to CSE. Applicant acknowledges and ications 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 CSE: (i) that Owner is the vested owner of the real prop	("Owner"), hereby represents and warrants to
("Property"); (ii) that Owner has consented to Applican (iii) that the undersigned has been duly authorized to ex-	view in the control of the control o
Signature of Authorized Representative of Owner:	Signature:
	Name:
	Title:

### Signed Application Form

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

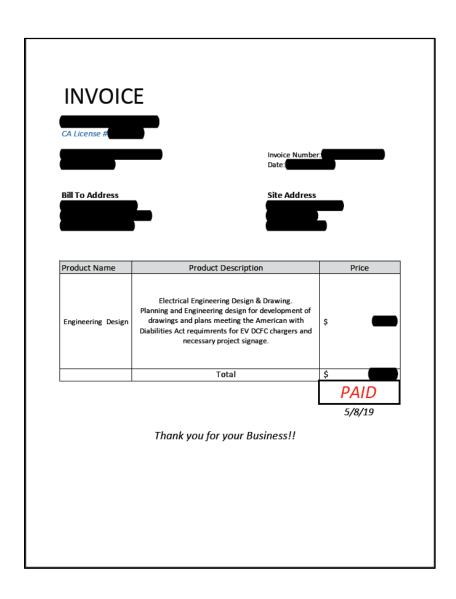
#### Sample (Page 4 of 4)

By signing this form, the applicant agrees	
enforce the SCIP Project Require	nderstand, and agree to be bound by the SCIP Project Requirements as
certify, under the penalty of perjury, that ccurate, and complete.	the information provided herein and all supporting documentation is true
Print Applicant Name	Applicant Signature
Date	SCIP Application Number

#### Design Invoice

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

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



#### Permit

An issued permit includes the following:

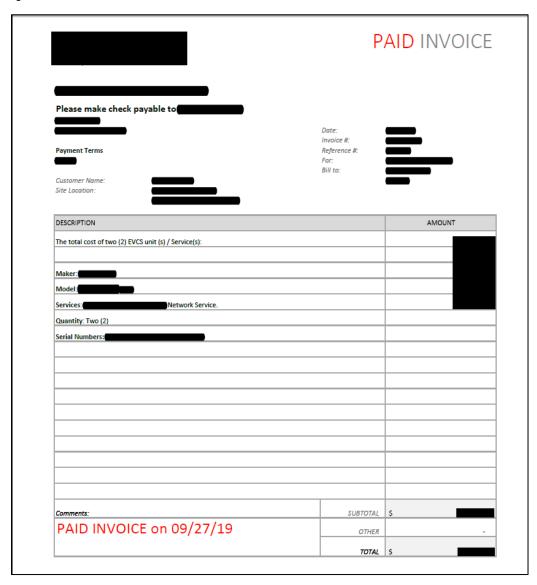
- ✓ Installation site address
- ✓ Project description (e.g., EV charger installation)
- ✓ Issued date and/or status, if applicable
- ✓ All required signatures, if applicable

BUILDING PERMIT #	City of
JOB SITE ADDRESS (FORMER PERMIT #)	BUILDING DEPARTMENT
APN	-
APPLICANT	
APPLICANT	
	LICENSED CONTRACTORS DECLARATION
	I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section
OWNER	7000) of Division 3 of the Business and Professions Code, and my license is in full Force and effect.
	License Class License Number
	Contractor \(  \) Date
	OWNER-BUILDER DECLARATION
CONTRACTOR	I affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 2031.5, Business and Professions Code: Any Gly or county which requires a permit to construct, alter, improve, demotish, 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 (comencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and he basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit
ARCHITECT OR ENGINEER	subjects the applicant to a civil penalty of not more than the hundred deliars (\$500).)  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 saletjees. 7044, Business and the structure is not intended or offered for saletjees. 7044, Business and builds or improves thereon, and who does such work himself or through his own employees, provide that gust himprovements are not intended or offered for sale. If, however, the building.
DESCRIPTION OF WORK	improvement is sold within one year of completion, the owner-builder will have the burden of
INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	providing that he did not build or improve for purpose of sale).  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 La does not apply to an owner of property who builds or improves thereon, and who contractors for
USE 437 Additions and Alterations - Nonresidential and non	such projects with a contracotr(s) licensed pursuant to the Contractor's License Law.)
OCCUPANCY	I am exempt Under Sec, B.P.C. for this reason.
Zoning: Tract: Lot #:	Owner Date
Total Valuation:	WORKERS' COMPENSATION DECLARATION
Building SF: Garage SF:	I hereby affirm under penalty of perjury one of the following declarations:  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.
Patio SF:	I have and will maintain workers' compensation, as required by Section 3700 of the
DESCRIPTION OF FEES	Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are:
	Carrier
	Policy Number
	(This section need not be completed of the permit is for one hundred Dollares (\$100) or less)
	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.
	Applicant Date
	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.
	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)
	Lenders Name
	Lenders Address
	I declare under penelty of perjury that I have read this application and that the above informati is true and correct. Lagree to comply with all city and county ordinances and state laws relatin to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspecion purposes.
	494 P.

### **Equipment Purchase Invoice**

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

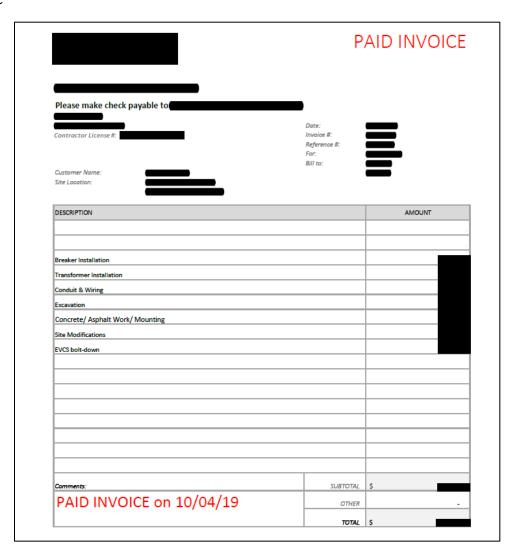
- ✓ Equipment make, model and quantity
- ✓ Purchaser name
- ✓ Required signatures, if applicable
- ✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- ✓ Proof of payment with a payment date (see <u>Best Practices</u>)



#### **Installation Purchase Invoice**

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

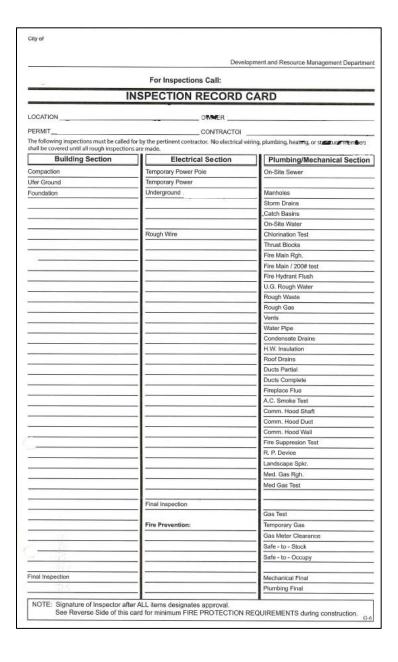
- ✓ Installation site address
- ✓ Purchaser name
- ✓ Description of installation work
- ✓ Contractor license number
- ✓ Required signatures, if applicable
- ✓ An itemization of eligible costs, and if applicable, all credits, discounts and incentives received
- ✓ Proof of payment with a payment date (see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



### Final Inspection Card

A final inspection card includes the following:

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



### Two Photos of Installed and Operational Equipment

Equipment photos must include the following:

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



### Photo of Equipment Serial Number

Serial number photo(s) must include the following:

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



### Copy of Network Agreement with Minimum Term

A completed network agreement includes the following:

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

Attachment B					
ELECTRIC VEH		ING SERVICES	AGREEMENT		
	1	WEEK			
			Client Name		
			Client Name		
		AND			
			Client State of Incorporation		
(hereinafter "Provider")					
			Client Address		
			(hereinafter " <u>Client</u> ")		
Client hereby engages Provider for the Term of this Electric	Vehicle Ch	narging Service	es Agreement (this " <u>Agreement</u> ") and any renewals and/or		
extensions thereof, to provide the services described in the					
and/or leased by Client with property address(es) set forth be	low, and/or	r attached he	reto:		
all property locations collectively referred to herein as the "P	roperty").		· · · · · · · · · · · · · · · · · · ·		
	Agreemen	t Summary:			
Equipment Ownership. The Parties agree that Provider shall ov			y Additional Equipment, including all infrastructure and labor		
title and interest in all of the electric vehicle charging infrastr " <u>Equipment</u> ") at the Property.	ucture (the		vider shall own all right, title and interest in all Additional unless mutually agreed otherwise in writing. Client shall pay all		
Experience / act the Property.		electricity costs generated from the use of the Additional Equipment. All			
Service & Maintenance. Provider agrees that it shall bea			Equipment shall be added to the Property list herein, and		
associated with the service and maintenance of the Equipme			ed by both parties signing an Installation Date Acknowledgment scribed in Exhibit A.		
Agreement (as defined in the attached <u>Exhibit A</u> ).		,			
Flactricity Client shall nav all electricity costs generated from the	ouse of the		Equipment Revenue Payment. Provider shall remit to Client fifty 196) of the net profits generated by any Additional Equipment		
<u>Electricity</u> . Client shall pay all electricity costs generated from the use of the Equipment and all Additional Equipment (as defined herein) on the					
	in) on the	installed af	ter the date of this Agreement, which shall include but not be		
Property.	in) on the	limited to,	ter the date of this Agreement, which shall include but not be the gross revenues generated by electric vehicle charging fees		
Property.		limited to, and on-scre	ter the date of this Agreement, which shall include but not be the gross revenues generated by electric vehicle charging fees sed advertising, minus: (i) any and all taxes, (ii) transaction fees,		
Property.  Term: Three (3) years commencing on the latest date below; shall automatically renew for one additional three (3) year te	the Term	limited to, and on-scre and (iii) \$1 operation	ter the date of this Agreement, which shall include but not be the gross revenues generated by electric vehicle charging fees eed advertising, minus: (i) any and all taxes; (ii) transaction fees, 8.00 per month in network/connectivity fees related to the of the additional Equipment (the "Additional Equipment		
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### Copy of Utility Service Order (if applicable)

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

an EDISON INTERNATIONAL® Comp	pany				Dat	te Receive	ed by SCE:	
Individual or Business Na (Customer / Developer – Tract DBA or LLC								
Address:	,		Er	nail Address:				
City:			St	ate:			Zip Code:	
Attn:			Ph	none No:				
Legal Contact:			Ph	none No:				
(Individual responsible for signing contracts, Address:	paying fees and receivi	ng potential refund	is)	nail Address:				
City:				ate:			Zip Code:	
Primary Field / Site Super	rintendent / J	ob Contac	t:					
Relationship to Project:			Ph	none No:				
E-mail Address:			FA	XX No:				
Project Address:								
City:				State	e	Zip Code:		
TG Map # or GPS			N	Major Cross Stree	et:			
Residential: Service Requested:	Commercial: Overhead:		Industria Undergro			Agricultur	al:  Cultivation	
Tract:	Lot(s)	da: endoigreand:				Mixed-Light Cultivation		
Is this project subject to	Buy America	Complia	nce? Ye	s No Te	mpora	ry Service R	equired: Yes No	
Approximate start work da	te for SCE crev	vs:		Your Construct	tion Sta	art Date:		
Approximate date you wou Scope of Project:	ıld like the job o	completed a	and energ	gized:				
	ment to be inst	alled (If yes	s, please	attach additional	descri	otions/specif	fications): Yes No	
Solar or Generation Equip	Charge Stati	on [	Plug-In	Electric Vehicle (	PEV)			
Solar or Generation Equipment Solar	_ Charge Stati			Service Voltage/	Phase	:		
	_ Charge Stati			its: Largest A/C		argest A/C I	C Unit (tons):	
Electric Vehicle:	_ Charge Stati	Total # of	A/C Units	3:		argestric	ornit (torio).	
Electric Vehicle:  Panel Size (amps):	Charge Stati	Total # of				argest Pum	` '	