

CALeVIP 2.0 Rebate Invoicing Procedures and Sample Supporting Documents



BUILDING EV INFRASTRUCTURE

May 22, 2025



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Definitions

Important Updated Definitions:

1. Affiliate Organizations: An organization that is related to another organization by one owning shares of the other, by common ownership, by common control, or by other means of control such as between a parent company and subsidiary.
2. Applicant: The individual or entity designated by the Incentive Recipient as the Applicant on the Application. The Incentive Recipient may replace the Applicant with a different Applicant at any time by submitting a fully completed and executed Applicant Reassociation Form.
3. Checkpoint Milestone: Beginning on the application's Funds Reserved Date, an Applicant has 90 days for FCCP applications and 60 days GSPP applications to fulfill the Checkpoint Milestone. To pass the Checkpoint Milestone, an Applicant will need to upload proof of the order for the site's charging equipment and switchgear, Issued Permit, and Final Utility Service Design. After passing the Checkpoint Milestone, Applicants are not permitted to change their charging equipment unless the company supplying the chargers discontinues operations and is unable to fulfill the equipment order. Any Application failing to pass the Checkpoint Milestone within the specified timeframe (90 days from their Funds Reserved Date for FCCP and 60 days from their Funds Reserved Date for GSPP) will be cancelled.
4. Collaborator: An individual who is added by the Applicant to an Application that can act on the Applicant's behalf. The Applicant is responsible for verifying any application information added by a Collaborator. If the Incentive Recipient determines that a collaborator is no longer representing them or acting on their behalf, the collaborator can be removed at the Incentive Recipient's discretion. Both the Applicant and the Incentive Recipient shall have the discretion to remove a Collaborator. Once removed, the Collaborator shall not be allowed to act in connection with the Application.
5. Final Verification: The stage where required documents and project costs are submitted, reviewed, rejected, resubmitted and approved. Once all documents and project costs are approved the incentive recipient will be paid the calculated rebate via ACH or check according to what was selected at the time of application.
6. Implementation Manual: The document detailing Incentive Project rules, eligibility guidelines, applicant requirements, and project definitions. The most current version of the project Implementation Manual is posted to the CALeVIP Website at <https://calevip.org/document-library>. When an application is submitted, the most current Implementation Manual available will apply. CSE, however, may modify this Implementation Manual, and the Project Requirements, as needed for the good of the program. All new versions of the Implementation Manual will supersede any previous iterations.
7. Incentive Recipient: The Incentive Recipient, previously referred to as the Applicant Organization, is the person or entity that is identified in the Application as the person or entity that will receive the incentive funding after completion of an eligible installation. The Incentive Recipient and the Applicant are jointly and severally financially responsible for both the rebate funds issued for any repayment of any portion of the rebate that may be required under the

specific CALeVIP 2.0 project's Implementation Manual and Terms and Conditions. Any previous references to "Applicant Organization" will here on out adhere to this Incentive Recipient definition.

8. Installation Address: The street address at which the Proposed Installation will be completed.
9. In-house Costs: Any internal costs incurred and paid by Incentive Recipient to themselves or their Affiliate Organization that do not require payment to an outside vendor.
10. Installation Data Form: The survey submitted through the applicant dashboard that collects information regarding your installation and equipment. All answers regarding project costs should match the information submitted through the invoice documents.
11. Property Owner: The Property Owner is the individual or entity who has the legal right to use, sell, or transfer a piece of property. The Property Owner is responsible for compliance with all program rules.
12. Site Owner: The Site Owner is the entity that owns and controls the Installation Site, in full or in part, and grants authorization to the Property Owner for the Proposed Installation to occur in adherence with all program requirements.
13. Site Verification Form: The form completed and signed by the Incentive Recipient, Applicant, Property Owner, & Site Owner, confirming that the installation work is authorized at the listed installation address by the property owner and applicant for the purposes of participating in CALeVIP 2.0 projects.

1. REBATE INVOICING PROCEDURE AND GUIDELINES

A. Invoicing Procedure Overview

This CALeVIP rebate invoicing procedures and sample supporting documents instruction replaces any former sample supporting documents resource. All updated policies herein are in effect as of **January 31, 2025**. Please read this document carefully to become familiar with the updated invoicing policies for preparation of complete invoice packages for submission and timely rebate payments. Updated documentation and invoicing policies herein supersede previous policies.

Once the application funds are reserved, Applicants/Collaborators have 450 days (15 months) to complete their applications. Applicants/Collaborators can upload the required documents through the user dashboard as the installation is in progress. When the installation and final inspection for the project is complete, the remaining documents, forms, and invoice project costs with line items must be uploaded to the application to process your rebate. The detailed requirements and sample documents for the following items can be found in [section 2: Sample Supporting Documents](#) of this resource.

To receive a final rebate for your CALeVIP 2.0 application, all final payment processing requirements must be reviewed and approved by CALeVIP. This document outlines the requirements all Applicants/Collaborators must follow to complete their application. Please note that the Incentive Recipient must have incurred and paid the project costs for the costs to be eligible. Additionally, all invoice documents must include detailed itemization, proof of purchase, and proof of payment in the form of one of the following: a paid stamp, a bank statement showing the transaction, the front and back of the deposited check with a corresponding bank statement, Automated Clearing House (ACH) payments, wire transfers, or credit card receipts.

When the installation and final inspection for the project is complete, all final documents must be uploaded to the application for validation. By uploading the documents for rebate payment, you certify, under the penalty of perjury, that the information provided, and all supporting documentation is true, accurate, and complete. All Incentive Recipients may be subject to an audit to prove costs incurred and paid are accurate.

The following documents and items are required for your application to be submitted for payment:

Initial Application

1. **Site Verification Form**- sample document, [section 2A](#). Submitted as part of the initial application.
2. **Permit/Utility Service Application Package**- sample document, [section 2B](#). Submitted as part of the initial application. For FCCP, applications must meet Tier 1 requirements of an Issued Permit and Final Utility Design to be approved for reserved funds.

Checkpoint Milestone

3. **Final Utility Design**- sample document, [section 2C](#). Submitted prior to the Checkpoint Milestone expiration date. For FCCP, this must also be submitted with the initial application documents.
4. **Issued Permit**- sample document, [section 2D](#). Submitted prior to the Checkpoint Milestone expiration date. For FCCP, this must also be submitted with the initial application documents.
5. **Equipment Order**- sample document, [section 2E](#). Submitted prior to the Checkpoint Milestone expiration date.

Final Verification

6. **Design Invoice Package**- sample document, [section 2F](#). Submitted prior to your Final Verification expiration date.
 - a. All design and engineering invoices with Installation Address, Incentive Recipient as purchaser, description of work, and detailed itemization of costs.
 - b. Proof of payment for all invoices.
 - c. Any supporting documentation per our updated [proof of payment policy section 1B: Proof of Payment Overview](#).
7. **Equipment Purchase Invoice Package**- sample document, [section 2G](#). Submitted prior to your Final Verification expiration date.
 - a. All equipment invoices with equipment make, model, and quantity, Incentive Recipient as purchaser, description of work, and detailed itemization of costs.
 - b. Proof of payment for all invoices.
 - c. Any supporting documentation per our updated [proof of payment policy section 1B: Proof of Payment Overview](#).
8. **Installation Purchase Invoice Package**- sample document, [section 2H](#). Submitted prior to your Final Verification expiration date.
 - a. All installation invoices with Installation Address, Incentive Recipient as purchaser, Contractor State License Board (CSLB) number, description of work, and detailed itemization of costs.
 - b. Proof of payment for all invoices.

- c. Any supporting documentation per our updated [proof of payment policy section 1B: Proof of Payment Overview](#).
9. **Electric Vehicle Infrastructure Training Program (EVITP) Requirements Affidavit**- sample document, [section 2I](#). Submitted prior to your Final Verification expiration date.
 10. **Final Inspection Card**- sample document, [section 2J](#). Submitted prior to your Final Verification expiration date.
 11. **Two Photos of Installed & Operational Equipment**- sample document, [section 2K](#). Submitted prior to your Final Verification expiration date.
 12. **Network Agreement Acknowledgement Form**- sampled document, [section 2L](#). Submitted prior to your Final Verification expiration date.
 13. **Installation Project Costs**- details listed, [section 1F](#). Submitted prior to your Final Verification expiration date.
 14. **Mailing Address Confirmation**- sample document, [section 3A](#). Submitted via email for Final Verification.
 15. **Alternative Fuels Data Center Submission**- sample document, [section 3B](#). Submitted via email for Final Verification.
 16. **Installation Data Form**- sample document, [section 3C](#). Submitted through the user dashboard for Final Verification.
 17. **Operational Equipment Confirmation** - sample document, [section 3D](#). Submitted via email for Final Verification.
 18. **Disclosure of Other Rebates Statement**- sample document, [section 3E](#). Submitted via email for Final Verification.

Applicants/Collaborators must upload all required documents through the user dashboard. To upload your documents, log into your CALeVIP account and select your application. Make sure you have all the required items for the document slot including proof of payment for each invoice and any relevant supporting documentation. Under the 'actions required' section located on the user dashboard, select 'upload required application documents'. Choose a file and click on the 'upload' button. You may select multiple files for the same document slot. Once all documents are selected and uploaded, hit the 'submit documents' button at the bottom of the page in your user dashboard.

To submit your Installation Data Form, log in to your CALeVIP account and select your application. Under the 'actions required' section located on the user dashboard, select 'complete the Installation Data Form'. Complete all fields and click the 'submit' button at the bottom of the page.

To submit your installation project costs, log in to your CALeVIP account and select your application. Under the 'actions required' section located on the user dashboard, select 'input all project costs and finalize invoices. Please refer to [section 1F: Entering Project Costs from Your Dashboard](#) for additional guidance. All project costs must align with the submitted invoices and reflect the costs incurred and paid by the Incentive Recipient. CALeVIP reserves the right to request additional confirmation of these costs from the Incentive Recipient and authorized representatives of the application including all Applicants/Collaborators.

Once all documents required to receive rebates are reviewed and approved, rebate checks are mailed or sent via ACH to the Incentive Recipient. All final rebate amounts are determined by the total eligible project costs that have appropriate supporting documentation of costs incurred and paid by the Incentive Recipient.

All application scans and photos of supporting documents must be legible, accurate, and include all pages and sections, unless otherwise specified. All sections and fields of forms must be completely filled out. This includes signatures and dates.

The Incentive Recipient name and Installation Address listed on the application must match on all supporting documentation. Any discrepancy will cause delays in processing and may result in document rejection and exclusion of costs when determining your final payment amount. By uploading the documents for rebate payment, you certify, under the penalty of perjury, that the information provided, and all supporting documentation are true, accurate, and complete. All Incentive Recipients may be subject to an audit to prove costs incurred and paid are accurate.

B. Proof of Payment Overview

All invoices are required to have acceptable proof of payment as detailed below. All proof of payment must show costs have been incurred and paid by the Incentive Recipient prior to final document review and must include the payment amount and paid date. Acceptable proof of payment includes:

- ✓ Invoices that have a paid stamp with a paid date
- ✓ Bank Statements
- ✓ ACH payments
- ✓ Wire transfers
- ✓ Copies of the deposited check (front and back) with a corresponding bank statement
- ✓ Credit card receipts

Failure to provide required proof of payment with any supporting documentation requested by CALeVIP within thirty (30) calendar days of notification may result in the costs being ineligible towards your final rebate or your application being cancelled. Any costs not incurred and paid by the Incentive Recipient directly will be determined ineligible.

CALeVIP reserves the right to require supporting documentation as deemed necessary to sufficiently prove costs have been incurred and paid.

ALL PROOF OF PAYMENT MUST INCLUDE THE FOLLOWING:

- ✓ The Incentive Recipient name must match the application and demonstrate the costs were billed to and paid by the entity who is receiving the rebate. Costs must be incurred and paid by the Incentive Recipient and fully paid prior to final document submission.
- ✓ The vendor name that received the payment must be listed.
- ✓ The payment amount must match the invoice amount*.
- ✓ A paid date must be included.

*** Any differences regarding payment amount will have to be supplemented by an itemized explanation for the discrepancy. For example, if your organization paid multiple invoices with a single lump sum payment, then it needs to be clear how the specific invoice in question is tied to that payment.**

C. Eligible and Ineligible Costs

Please refer to the applicable project [Implementation Manual](#) for a full list of all eligible and ineligible project costs. Ineligible project costs may include, but are not limited to: permits required by the local authority having jurisdiction (AHJ), local jurisdiction and code compliance costs, standalone solar panels, any project costs offset by other incentive programs or projects, costs not incurred and paid by the Incentive Recipient, costs not supported by sufficient proof of payment and supporting documentation, costs incurred and paid before the date specified in the specific project Implementation Manual, travel costs, costs associated with developing an unpaved site or with construction of new buildings or structures in FCCP, non-compliant electrician costs, any costs incurred and paid prior to the start date for eligible costs in the project, any costs not paid at the time of final document submission, and any costs not associated with installation. Additionally, any costs that are deemed excessive or inflated will be flagged for further review and may be designated as ineligible. An Incentive Recipient may not profit from any CALeVIP incentives. All costs must be incurred and paid up-front prior to final document and invoice submission to be eligible.

D. Special Cases

Bulk Purchases and Bundled Contracts

Any application that includes costs that are part of bulk purchases, bundled contracts, or other charges not directly pertaining to the application's installation are required to clearly separate the costs directly associated with the installation of the EV chargers and provide acceptable proof of payment. Bulk

purchase of equipment and materials that include costs for the application's installation need to provide acceptable proof of payment for the bulk purchases as well as a breakdown of which invoices and amounts were paid as part of the bulk order. Any lump sum payments that are not clearly itemized and supported per our proof of payment policy will not be accepted.

Large Construction Projects

Large construction projects refer to an EV charger installation that is part of a larger project involving other site improvements or construction besides the application's EV charger installation, and the installation is lumped in with the building permit for the overall project. For large construction projects, work and associated costs pertaining to the Installation Address should be specifically listed and identified on all invoices. The Installation Address must match the address listed on the application. Any documents and/or proof of payment showing multiple applications, installation addresses, costs, or payments lumped together without clear itemization will cause delays in processing and may result in your document being rejected and possibly the exclusion of costs when determining your final payment amount.

- A. Internal accounting documents, spreadsheets, or construction logs are **not acceptable** in lieu of final, paid invoices.
- B. Contracts, purchase orders, and cost estimates are **not acceptable** in lieu of final, paid invoices.
- C. References to project names or contract numbers are **not acceptable** in lieu of the Installation Address on the documents.

Lower Rebate Amount Confirmation

If your final rebate calculation is less than the maximum rebate amount reserved for your application, you have fourteen (14) calendar days to respond confirming acceptance of the final rebate amount or inform us of your intention to provide additional supporting documentation not originally submitted for review. Once you have informed us of your intention to provide additional invoices or supporting documentation, you have thirty (30) calendar days to provide adequate details or accept the lower rebate amount. Any additional invoices or supporting documentation must have sufficient proof of payment and an updated invoice showing accurate eligible costs resubmitted to align with the supporting documentation. We will only accept one resubmission of documentation to provide additional costs towards maximizing your rebate. Revisions to invoices that transfer or inflate costs without justifiable supporting documentation will not be accepted to increase the rebate amount. If you do not respond within fourteen (14) calendar days of notification or provide new invoices with proof of payment within thirty (30) calendar days, we will proceed with issuing the final payment with the lower rebate amount.

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 an invoice with proof of payment or a description of design work on official AHJ letterhead supplemented by an invoice, fiscal report, or other accounting document(s) clearly showing incurred and paid design costs and the dates the costs were incurred and paid. The Installation Address must be listed.
INSTALLATION PURCHASE INVOICE	AHJs with in-house installation may alternatively submit an invoice proof of payment or a description of the installation work on official AHJ letterhead supplemented by an invoice, fiscal report, or other accounting document(s) clearly showing incurred and paid installation costs and the dates costs were incurred and paid. The Installation 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 at the installation site is complete and in compliance with all municipal laws, rules, codes, and regulations. The Installation Address must be listed.

E. Examples of Acceptable Proof of Payment

The following are examples of acceptable proof of payment. Invoices that do not meet proof of payment requirements will not be considered eligible towards your final payment and failure to provide documentation in a timely manner may result in processing delays.

Paid Stamps

For Paid Stamps to meet proof of payment requirements, they must include the following:

- ✓ A paid date.
- ✓ Be present on the corresponding invoice.

Check Copies

For check copies to meet proof of payment requirements, they must include the following:

- ✓ The Incentive Recipient name is explicitly listed as the payer that incurred and paid.
- ✓ The invoice vendor is clearly listed as the payee.
- ✓ The front and back of the check, including endorsements and bank processing stamps/marks.
- ✓ Bank statement clearly shows the check number, payment amount, and payment date.

Bank statements supporting the check images must come directly from a bank. We do not accept statements from payment tools such as Bill.com.

ACH Payments & Wire Transfers

For ACH payments & wire transfers to meet proof of payment requirements, they must include the following:

- ✓ The Incentive Recipient name is explicitly listed* as the payer that incurred and paid costs.
- ✓ The invoice vendor is clearly listed as the payee.
- ✓ Complete or paid status. A status that shows as pending will not be accepted.
- ✓ Total amount paid matches the corresponding invoice.
- ✓ Transaction date is present.

*If the Incentive Recipient name is not explicitly listed on the statement, please provide a bank document that shows the full account number and account holder name demonstrating that the Incentive Recipient incurred and paid for the costs. Wire transfer documentation must come directly from a bank. We do not accept statements from payment tools such as Bill.com.

Credit Card Receipts

For credit card receipts to meet proof of payment requirements, they must include the following:

- ✓ The Incentive Recipient Name is explicitly listed* as the payer that incurred and paid costs.
- ✓ The invoice vendor is clearly listed as the payee.
- ✓ Total amount paid matches the corresponding invoice.
- ✓ Transaction date is present.

*If the Incentive Recipient name is not explicitly listed on the receipt, you must include a credit card statement or bank statement linking the Incentive Recipient to the form of payment.

Sample Paid Stamps:



PAID INVOICE

PAID INVOICE

Please make check payable to: [Redacted]

Payment Terms: [Redacted]

Customer Name: [Redacted]
Site Location: [Redacted]

Date: [Redacted]
Invoice #: [Redacted]
Reference #: [Redacted]
For: [Redacted]
Bill to: [Redacted]

[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]
[Redacted]

DESCRIPTION	AMOUNT
The total cost of two (2) EVCS unit (s) / Service(s):	[Redacted]
Maker: [Redacted]	[Redacted]
Model: [Redacted]	[Redacted]
Services: [Redacted] Network Service.	[Redacted]
Quantity: Two (2)	
Serial Numbers: [Redacted]	
Comments:	PAID INVOICE on 09/27/19 SUBTOTAL \$ [Redacted] OTHER \$ [Redacted] TOTAL \$ [Redacted]

Sample Check Copy with Bank Statement and Invoice:

1/23/23, 10:04 AM
64,138.90 USD
Multiple Images Print View

WARNING: SEE BACK FOR LIST OF SECURITY FEATURES

APPLICANT ORGANIZATION NAME

November 12, 2021

SIXTY FOUR THOUSAND ONE HUNDRED THIRTY EIGHT AND 90/100*****

PAY TO THE ORDER OF:

VENDOR NAME

APPLICANT ORGANIZATION NAME

By: [Redacted]

CHECK NUMBER

3***64,138.90

TOTAL

BANK STATEMENT

Account Number [Redacted]

Account Name [Redacted]

Check [Redacted]

Amount 64,138.90 USD Debit

Status Check Paid

Posting Date 12/01/2021

As of Date 12/01/2021

+

INVOICE

INVOICE #

VENDOR NAME

Registered Address: [Redacted]

Sell To: [Redacted] **Ship To:** [Redacted] **TOTAL:** USD \$ 64,138.90

Date	Due Date	Terms	Created From	Customer PO NO	Reference	WAT ID
10/01/2021	11/00/2021					

Ship Date	Incoterms	Freight Code	Shipping Method	Ship To Contact Name	Tracking Numbers
10/01/2021					

Line No	Item Description	Plan Start Date	Plan Term (in Months)	Invoice Quantity	Units	Unit Price	Amount
	LINE ITEM COSTS AND DESCRIPTIONS						
							\$0.00

1 of 3

Parts on this order may ship from multiple warehouse locations.

Subtotal	[Redacted]
Shipping Cost	[Redacted]
Logistics Fee	[Redacted]
Taxable Amount*	[Redacted]
Tax Total (9%)	[Redacted]
Total	64,138.90
Amount Paid	[Redacted]

Amount Due 64,138.90
 * Tax calculated based on prevailing tax rules for the "Ship To" billing jurisdiction
 * Logistics fee is a fee applied to specific products/services to cover anticipated increase in various logistics costs (e.g., increased cost of components/parts)

Sample ACH/Wire Transfer with Invoice:

BANK NAME	Account Number: [REDACTED]
Incentive Recipient Name	CUSTOMER SERVICE INFORMATION Web site: [REDACTED] Service Center: [REDACTED] Deaf and Hard of Hearing: [REDACTED] Para Espanol: [REDACTED] International Calls: [REDACTED]

+

VENDOR ORGANIZATION	[REDACTED]															
INVOICE																
BILL TO Incentive Recipient Name	INVOICE # DATE DUE DATE TERMS															
<table border="1"><thead><tr><th>DATE</th><th>DESCRIPTION</th><th>QTY</th><th>RATE</th><th>AMOUNT</th></tr></thead><tbody><tr><td>01/17/2020</td><td>LINE ITEM DESCRIPTION AND COSTS</td><td></td><td></td><td></td></tr><tr><td colspan="4">BALANCE DUE</td><td>\$2,500.00</td></tr></tbody></table>		DATE	DESCRIPTION	QTY	RATE	AMOUNT	01/17/2020	LINE ITEM DESCRIPTION AND COSTS				BALANCE DUE				\$2,500.00
DATE	DESCRIPTION	QTY	RATE	AMOUNT												
01/17/2020	LINE ITEM DESCRIPTION AND COSTS															
BALANCE DUE				\$2,500.00												

+

BANK NAME	
We set up 1 payment(s).	
DATE OF TRANSACTION AND TRANSACTION COMPLETE STATUS	
Pay to	Pay from
VENDOR ORG NAME	Incentive Recipient Account
Send on	Deliver by
	Amount
	\$2,500.00
Payment arrives in 1 business day	Status
	Funded
Transaction number	
Addendum	
DESCRIPTION MATCHES EV CHARGER PROJECT INFO	
Payments: 1 of 1 Total \$2,500.00	
TOTAL PAID MATCHES INVOICE	

VENDOR NAME

ORDER DATE		ORDER NUMBER	PAGE NO.
[REDACTED]		[REDACTED]	[REDACTED]
CUST PO#:	CASH		
JOB/REL#:			

SHIP TO:

Incentive Recipient Name

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT EXEMPT
ORDER QTY	DESCRIPTION		UNIT PRICE	EXT PRICE
	LINE ITEM COSTS AND DESCRIPTIONS			
	Receipt Showing Paid Vendor Name Bank ID: Merchant ID: Term ID: Phone Order Incentive Recipient Entry Method: Manual Total: \$ 9,274.66 05/23/99 Inv #: Approved: Online ANS Code: CNY2 Code: Retrieval Customer: CARR			
	king		Subtotal Shipping Chgs Tax	
			Amount Due	9274.66

F. Entering Project Costs from Your Dashboard

In addition to submitting invoice and proof of payment documentation, Applicants/Collaborators are required to input invoice forms with all line-item project costs. All line-item project costs must match the submitted invoices and project cost must be entered in the order that the line items appear on the invoice. Each line-item entry must include the unit cost, quantity, cost category, and taxed status. Applicants/Collaborators can add multiple line items per invoice, and all input information should match the invoice documentation and proof of payment submitted. Invoice forms are submitted for each application through the user dashboard.

Application Status

Latest Status

Complete Final Steps
Review Action(s) Required for information on final steps

Action(s) Required

[Upload required application documents](#)
[Input all project costs and Finalize Invoices](#)
[Complete the Installation Data Form](#)

Invoice Form

Application ID: [REDACTED]
Installation Site Address: [REDACTED]
Project Name: Golden State Priority Project

New Invoice

Please provide eligible costs for your EV infrastructure project. You can add multiple line items for each invoice. Invoices cannot be modified after they are submitted. If you have a Line Item with a negative Unit Cost, use a dash to indicate it is a negative number.

* Invoice Number

* Invoice Date

* Line Item 1

Select

* Unit Cost

* Quantity

* Is Item Taxed?

Select

Total Cost

Add Item

Clicking on 'Add Item' allows another line item to appear

Add Invoice

Clicking on 'Add Invoice' allows another Invoice to be added

Cancel

Submit

17

Completed invoice form submission includes the following:

- ✓ A separate invoice with line items for each submitted invoice document. All information submitted through the invoice form must match the submitted invoice documents.
- ✓ Invoice number that corresponds to submitted invoice document.
- ✓ Invoice date that corresponds to the invoice document.
- ✓ Line items with cost category, unit cost, quantity, and whether item is taxed.
- ✓ Taxes must be entered as a separate line item on the same invoice entry.
- ✓ Any rebates or discounts included as a line item on the invoice must be entered in as a negative unit cost with 'is item taxed' as no.
- ✓ Installation labor and design/engineering labor line-item costs must be entered as a single line item on the invoice form submission, but all invoice documents for in-house labor costs must be itemized and include the employee's name or job title, hourly rate, and the number of hours worked.

Invoice

Please provide eligible costs for your EV infrastructure project. You can add multiple line items for each invoice. Invoices cannot be modified after they are submitted. If you have a Line Item with a negative Unit Cost, use a dash to indicate it is a negative number.

* Invoice Number

Installation

* Invoice Date

11/29/2022

* Line Item	* Unit Cost	* Quantity	* Is Item Taxed?	Total Cost
Installation Labor	\$74,624.00	1	No	\$74,624.00
✕ Installation Materials	\$52,471.00	1	No	\$52,471.00
✕ Other Services	\$-1,000.00	1	No	\$-1,000.00

Add Item

Add Invoice

Cancel

Submit

After clicking the 'submit' button, a success message will appear directing you to finalize your invoices. **Please note that once you have finished inputting all project costs from the invoices, you must click the 'finalize invoices' button to complete the submission of their invoice forms. If you do not click 'finalize invoices' once finished, your application will remain incomplete and may auto-cancel.**

Installation Project Costs

Below are the project costs submitted for this application.

Submitted Invoices

Finalize Invoices

Add Invoice

	Invoice ID	Invoice Date	Line Item	Cost	Status
 Edit	Design-1	10/31/2022	Design and Engineering	\$5,000.00	Submitted
	Design-2	10/31/2022	Permitting/Inspection Cost	\$2,500.00	Submitted
 Edit	Installation-1	11/29/2022	Installation Labor	\$74,624.00	Submitted
	Installation-2	11/29/2022	Installation Materials	\$52,471.00	Submitted
	Installation-3	11/29/2022	Other Services	-\$1,000.00	Submitted
 Edit	Equipment-1	12/1/2022	Equipment	\$165,000.00	Submitted
	Equipment-2	12/1/2022	Equipment	\$1,500.00	Submitted
	Equipment-3	12/1/2022	Equipment	\$15,000.00	Submitted
	Equipment-4	12/1/2022	Tax	\$5,000.00	Submitted

Page 1 of 1

Project Cost submission instructions continue on next page.

The chart below gives examples of costs included in each cost category. Please refer to the chart below to assist in correctly entering the cost categories for each line item.

PROJECT COST CATEGORIES WITH SAMPLE COSTS			
CATEGORIES	SAMPLE COSTS		
<u>Permitting/Inspection Cost:</u>	Permitting Plan Check Fees	Inspection	Plan Set Submission
<u>Design and Engineering:</u>	Design and Engineering Labor and Services	Site Plan Design Costs	
<u>Utility Cost:</u>	Utility Service Order	Labor Related to New/Upgraded Utility Service	Transformer Upgrade Costs
<u>Equipment:</u>	EV Chargers	Charger Dispensers (including all-in-one DCFC)	Split System Charging Equipment (including power cabinets and rectification units)
	Transformers	Switchgears and Panels	
<u>Installation Materials:</u>	Hardware	Trenching Materials	Concrete
	Wiring	Energy Storage Equipment	Conduit
	Boring Materials	Rental for Installation Equipment	Bollards
<u>Installation Labor:</u>	Labor costs for installation of EV chargers	Trenching labor	Boring Labor
	Paving Labor	Grading Labor	Striping Labor
<u>Networking Services:</u>	Network Costs		
<u>Other Services:</u>	Project Signage	EMV Card Readers and NFC/RFID Readers	Shipping and Packaging
	Branding Services	Project Management	Data Plan
	Warranties	Paint	
<u>Tax:</u>	Tax amount		

2. SAMPLE SUPPORTING DOCUMENTS

A. Site Verification Form

A completed Site Verification Form, available in the CALeVIP [Document Library](#), is required for your initial application submission and includes the following:

- ✓ A completed Site Verification Form must have all fields filled out.
- ✓ Signatures are required, and both manual and digital signatures are acceptable.
- ✓ The Incentive Recipient section must be completed and signed by a representative of the Incentive Recipient.
- ✓ The Applicant section must be completed and signed by the Applicant listed on the application.
- ✓ The Property Owner section must be completed and signed by the Property Owner. Contractors are not authorized to sign this section unless they are the Property Owner.
- ✓ The Site Owner section must be completed and signed by the Site Owner.
- ✓ The Site Verification Form must be specific to the project and be submitted within five (5) calendar days of application submittal, or the application will be automatically cancelled.

Copy of Site Verification Form:

[See next page]

CALeVIP Site Verification Form



All ***bolded and italicized*** capitalized terms in this ***Site Verification Form (SVF)*** are defined terms whose meaning is described in Section 1 (Definitions) of the terms and conditions applicable to this Fast Charge California Project 1. These terms and conditions, known as the ***FCCP-1 Terms and Conditions***, can be found [HERE](#) and can also be found on the ***CALeVIP Website*** at www.calevip.org.

As a requirement of ***FCCP-1***, ***Applicants*** must submit proof to the satisfaction of the ***Program Administrator*** that the work at the ***Proposed Installation*** is authorized by the ***Property Owner***, ***Site Owner*** and the ***Incentive Recipient***. This ***SVF*** form provides the initial proof required under ***FCCP-1***, and must be completed and signed by the ***Applicant***, ***Property Owner***, ***Site Owner***, and ***Incentive Recipient*** and submitted with the ***Application***. The ***Program Administrator*** reserves the right to require the submission of additional information from any ***Obligated Party*** as may be required.

By signing this ***SVF***, the ***Obligated Parties*** hereby each represent and warrant to ***Program Administrator*** that: (1) all the information provided herein is true and correct; and (2) the individuals signing below are duly authorized by the entity or person on behalf of whom this ***SVF*** is being signed to execute this ***SVF***; and (3) the entities or persons on behalf of whom this ***SVF*** is being signed understand and agree that execution of this ***SVF*** will bind each such person or entity to all terms of the ***FCCP-1 Terms and Conditions***, the ***FCCP-1 Implementation Manual*** and this ***SVF***. The ***Obligated Parties*** acknowledge that ***Program Administrator*** will rely on the foregoing certifications in reviewing and approving the ***Application***.

By signing this ***SVF*** or causing this ***SVF*** to be signed on their behalf, the ***Obligated Parties*** hereby acknowledge and affirm that they each have read and understand the ***FCCP-1 Terms and Conditions*** and the ***FCCP-1 Implementation Manual*** and hereby agree to be bound thereby. A copy of the ***FCCP-1 Terms and Conditions*** can be found [HERE](#). A copy of the ***FCCP-1 Implementation Manual*** can be found [HERE](#). Both documents can also be found on the ***CALeVIP Website*** at www.calevip.org.

All fields must be completed on this form. Due to the complexity of roles on a project, it is the responsibility of the submitter of this ***SVF*** to get all relevant parties' signatures and acknowledgements. In the event that one person or entity serves as more than one of the roles (***Incentive Recipient***, ***Applicant***, ***Site Owner*** or ***Property Owner***), each section must still be filled out and signed separately.

If at any time during a project the individual(s) and/or entity(ies) listed on this ***SVF*** are removed or substituted pursuant to the ***FCCP-1 Terms and Conditions*** and the ***FCCP-1 Implementation Manual***, the ***Obligated Parties*** must ensure this ***SVF*** is promptly re-submitted with valid signature(s) and acknowledgement(s).



Application Number:
Installation Site Street Address:
City: State: ZIP Code:

INCENTIVE RECIPIENT

The Incentive Recipient Name below must match the Incentive Recipient Name entered on the Application.

Incentive Recipient:
Email: Phone:
Signature of Incentive Recipient: 
Printed Name:
Please clearly write the first and last name of the person signing above.
Title: Date:

APPLICANT

The Applicant Name below must match the Applicant Name entered on the Application.

Applicant:
Email: Phone:
Signature of Applicant: 
Printed Name:
Please clearly write the first and last name of the person signing above.
Title: Date:

PROPERTY OWNER

The Property Owner Name below must match the Property Owner Name entered on the Application.

Property Owner:
Email: Phone:
Signature of Property Owner: 
Printed Name:
Please clearly write the first and last name of the person signing above.
Title: Date:

[REQUIRED SIGNATURE BLOCKS CONTINUED ON NEXT PAGE]

SITE OWNER

The Site Owner Name below must match the Site Owner Name entered on the Application.

Site Owner:

Email: Phone:

Signature of Site Owner:

Printed Name:

Please clearly write the first and last name of the person signing above.

Title: Date:



B. Permit/Utility Service Application Package

To complete this document requirement, you must submit a permit application package and/or a utility service application package based on the specific project guidelines. Please refer to the project specific tiering guides for the requirements in the CALeVIP [Document Library](#). This document package is required for initial application submission. **For FCCP applications: Please note that an issued permit and final utility design are required at the time of submission to be eligible for funds reserved. Only Tier 1 applications are eligible for FCCP.**

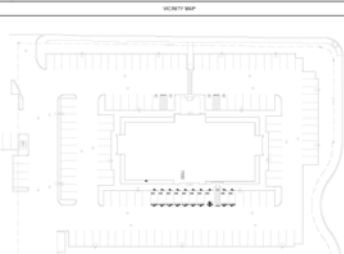
For the permit application package, the following is required:

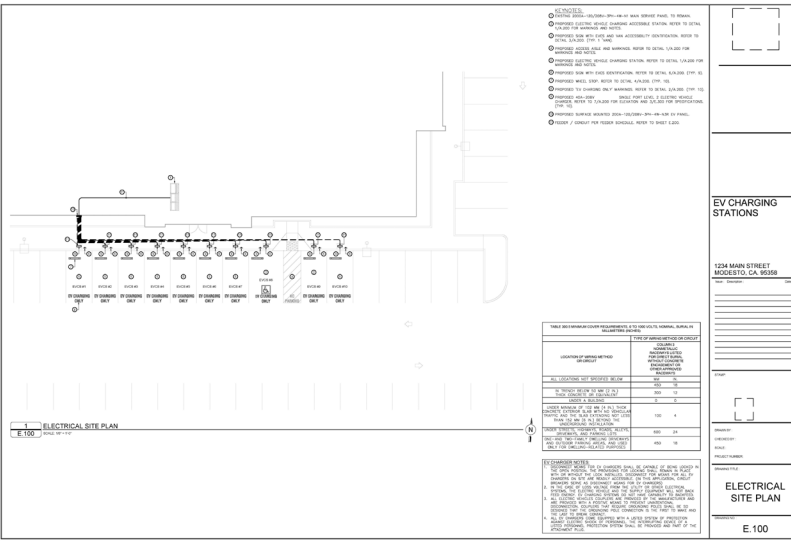
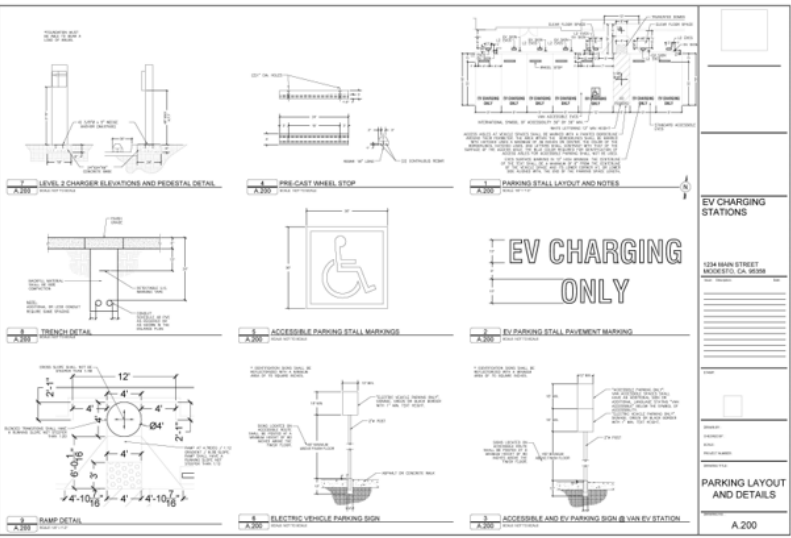
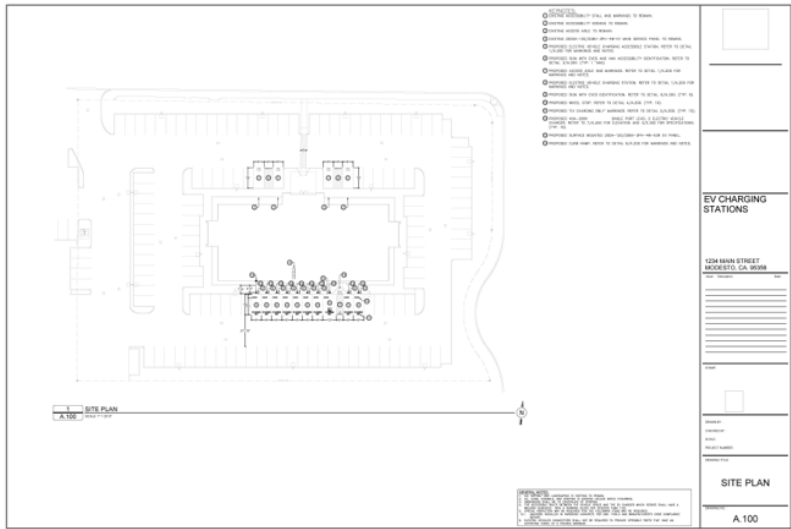
- ✓ Copy of permitting authority (City, County, Special District) building/electrical/construction permit application or issued permit.
- ✓ Copy of permit plan set/package submitted with building/electrical/construction permit application.
- ✓ Listed address on permit must match the Installation Address on the application.
- ✓ Copy of payment receipt for submittal of building/electrical/construction permit.

For the utility service application package, the following is required:

- ✓ Copy of electric utility service/project application or final utility design.
- ✓ Final utility design must show final approval and sign-off from utility.
- ✓ Copy of drawing/plan set/package required by the electric utility to be submitted with the utility service/application.
- ✓ Listed address with utility must match the Installation Address on the application.
- ✓ Copy of payment receipt for submittal of utility application for service.

Sample Plan Set:

ELECTRIC VEHICLE CHARGING STATIONS		
1234 MAIN STREET MODESTO, CA. 95358		
GENERAL NOTES 1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE CALIFORNIA ELECTRICAL CODE (CEC) AND THE NATIONAL ELECTRICAL CODE (NEC). 2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS FROM THE LOCAL JURISDICTION. 3. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY UTILITY LOCATIONS AND DEPTHS. 4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY RECORD DRAWINGS. 5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY SURVEY DATA. 6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY ENGINEERING DRAWINGS. 7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY MATERIALS. 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY LABORERS. 9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY EQUIPMENT. 10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TOOLS. 11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY SAFETY EQUIPMENT. 12. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY TRAINING. 13. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE. 14. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY BONDS. 15. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES. 16. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES. 17. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES. 18. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES. 19. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES. 20. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY REFERENCES.	PHASED MAP 	PROJECT DATA PROJECT NO.: DATE: DRAWN BY: CHECKED BY: APPROVED BY: SCALE OF MAP: SHEET NO.: SHEET TOTAL: COVER SHEET: C-100
SECURITY MAP 	EV CHARGING STATIONS 1234 MAIN STREET MODESTO, CA. 95358 DATE: 10/1/2023 DRAWN BY: J. D. SMITH CHECKED BY: J. D. SMITH APPROVED BY: J. D. SMITH SCALE: 1" = 100' SHEET NO.: 1 SHEET TOTAL: 1 COVER SHEET: C-100	



Sample Permit Application

BUILDING PERMIT APPLICATION CITY OF MODESTO BUILDING SAFETY

Application Date _____ Name Of Applicant _____ Construction Cost _____
E-mail Address _____
Project Address _____ Suite _____

OWNER

Last Name _____ First _____ Address _____
City _____ State _____ Zip _____ Phone _____
Owner Occupy Yes ☐ No ☐
E-mail Address _____

CONTRACTOR

Name _____ Phone _____
Address _____ City _____ State _____ Zip _____
E-mail Address _____
Contractor State License No. _____ City of Modesto Business License No. _____

LICENSED ENGINEERING/ARCHITECTURAL FIRM

Name _____ Address _____
City _____ State _____ Zip _____ Phone _____ License No. _____
E-mail Address _____

LEGAL DESCRIPTION (FOR NEW BUILDINGS)

Subdivision/Parcel Map _____ Block _____ Lot _____

DESCRIPTION OF WORK

I certify that I have read this application and state that the above information is CORRECT. I AGREE TO COMPLY with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this city to enter upon the above-mentioned property for inspection purposes.

Date _____ Signature of Applicant/Agent _____ Owner ☐ Contractor ☐ Agent ☐

In accordance with the requirements of Title II of the Americans with Disabilities Act (ADA) of 1990, the Fair Employment & Housing Act (FEHA), the Rehabilitation Act of 1973 (as amended), Government Code section 11135 and other applicable codes, the City of Modesto ("City") will not discriminate against individuals on the basis of disability in the City's services, programs, or activities. For more information, please visit the City of Modesto website at <https://www.modestocal.gov/065/Americans-with-Disabilities-Act-ADA>.

LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 5 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. I have secured permission from the property owner to obtain this permit.

Date _____ Contractor _____ License Class _____ License No. _____

OWNER BUILDER DECLARATION

I hereby affirm: under penalty of perjury 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 or she is licensed pursuant to the provisions of the Contractor's License Law (Chapter 5, commencing with Section 7000), of Division 3 of the Business and Professions Code) or that he or she 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):

- ☐ 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 or her own employees, provided 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 proving that he or she did not build or improve for the 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 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.)

☐ I am exempt under Sec. _____, B. & P. C. for this reason _____
Date _____ Owner _____

WORKERS' COMPENSATION DECLARATION

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.
- ☐ I have and will maintain Workers' Compensation insurance, 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: _____

Carrier _____ Policy No. _____
(This action must not be completed if the permit is for one hundred dollars (\$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 any manner so as to become subject to the Workers' Compensation Laws of California, and agree that if I should become subject to the Workers' Compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.

Date _____ Applicant _____
WARNING: Failure to secure Workers' 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.

DEPOSIT PERMITS

Deposit applications may have a refund or additional fees due after the Final Inspection. Fees must be paid before the Certificate of Occupancy can be issued. Balances less than \$5.00 will not be refunded. I hereby acknowledge that any remaining deposit will be returned to:

Name _____ Address _____
City _____ State _____ Zip _____ Phone _____
Signature of Owner ☐ Contractor ☐ Agent ☐ Date _____

CERTIFICATE OF OCCUPANCY

☐ Pick up at City of Modesto 1010 Tenth St, Suite 3100 ☐ Mail to listed person and address:

Name _____ Phone _____
Address _____ City _____ State _____ Zip _____

CONSTRUCTION LENDING AGENCY

I hereby affirm that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3997, Civ. C.).

Lender's Name _____ Lender's Address _____

HAZARDOUS MATERIALS DECLARATION

1) Does/Will your business handle store or transport hazardous materials? Yes ☐ No ☐ 2) Is/Will your business be located within 1,000 feet of a school (Grades K-12)? Yes ☐ No ☐

CASH REGISTER RECEIPT City of Modesto		Receipt Number XXX-XXXX	
DESCRIPTION	ACCOUNT	QTY	PAID
PermitTRAK			\$XXXX.XX
BLD202X-12345 Address: 1234 MAIN STREET APN: 0123456789			\$XXXX.XX
BUILDING SAFETY FEES			\$XXXX.XX
			\$XXXX.XX
BUILDING OTHER FEES			\$XXXX.XX
			\$XXXX.XX
			\$XXXX.XX
TECHNOLOGY FEE			\$XXXX.XX
		0	\$XXXX.XX
			\$XXXX.XX

Date Paid:

Pay By:

Cashier:
Pay Method:

Printed:

Sample Utility Service Application Package

 Pacific Gas and Electric Company
Application for Service

New - Commercial

1234 Main St

Application: 123456789

Request

Commodity: Electric (Underground) Service Needed By:
Other Services:
Submitted on: PG&E Rep:

Contacts

Applicant: Representative:

Contractor:

Legal

Signatory: Name on Contract:
Legal Status:
State of Incorp:

Billing

Send Bills To: Mailing Address:
Existing Account? Phone:
Email:

 Pacific Gas and Electric Company
Application for Service

New - Commercial

1234 Main St

Application: 123456789

Project Description

Project Type: Commercial Pev Charging Station Project Address: 1234 Main St
Location Latitude: County:
Location Longitude: Cross Street:
NAICS Code: Number of Buildings:
Business Activity: Number of Floors:
Assessor Parcel No: No. of Svc Locations:
Building Permit No: Total Sq Footage:

Service Details

No. of Electric Meters: 1
Main Switch Size: 600
Voltage: 480/277-4wire-3phase
Electric Rate Schedule:

Design Contractor

Will you be using a Design Contractor? PG&E must provide project specific information to design contractors. PG&E can provide this information sooner if we know whether or not you are considering using a design contractor to design gas/electric distribution or service facilities.

Providing this information on this Application is voluntary and is not binding. PG&E will provide you with a bid for the design work regardless of whether or not you answer this question now and will not require a final decision from you until later in the process.

Construction

Existing PG&E facilities require? Undergrounding:
Relocation or Removal:

Service Trench

Who will install conduits/substructure?
Who will trench and

Distribution Trench

Who will install conduits/substructure?
Who will trench and

 Pacific Gas and Electric Company
Application for Service

New - Commercial

1234 Main St

Application: 123456789

backfill:
Electric Facilities?
Gas Facilities?
Trench Occupants: Electric

backfill:
Electric Facilities?
Trench Occupants: Electric

Trench Information

Transformer Type:

Electric Load

Submersible Pump?
Largest 1 Phase Motor:
Largest 3 Phase Motor:
Total 1 Phase Motors:
Total 3 Phase Motors:
Largest 1 Phase A/C:
Largest 3 Phase A/C:
Appliances & Equipment:

Street Lights

Number of Streetlights: Responsible Party:
Bulb Type: Mailing Address:
Watts Per Lamp:
Rate Schedule:

Self Generation

Are you planning on installing any self-generation equipment? Type of Generation:
Total Output of All Generation:
No. of Generation Units:

Operating Hours

Typical Operating Hrs: Days open per week:
Other Details: Months open per year:

Invoice Number	Invoice Date	Amount Due	Amount Enclosed
0000000000-0	11/22/3333	\$ 2,500.00	

PG&E
Box 997300
Sacramento, CA
95899-7300

PG&E
Box 997300
Sacramento, CA
95899-7300

To Pay Online, please go to www.pgandecommerce.com/Invoice/Invoice.asp, or
Please return this portion with your payment. Thank you.

When Making Inquiries or Address Changes,
Please Contact:

Customer Number
123456789
Invoice Number
0000000000-0

When Making Inquiries or Address Changes,
Please Contact:

Customer Number
123456789
Invoice Number
0000000000-0

NOTE: This invoice reflects current charges only.
Any past due amounts will be billed separately.

In connection with your application for new gas and/or electric service and as explained in the application, PG&E will require a cash payment in advance for your project. The advance payment is required for the cost of an engineering review, design work, and cost development. The amount of the advance is based upon PG&E's current costs, utilizing the information submitted in your application for new service addressing the scope of your project.

Your project manager will review the scope of work needed to complete a construction quality estimate. If the billed engineering advance is insufficient to cover PG&E's design and project management costs or other work as required, PG&E may require an additional advance before proceeding.

The engineering advance will be applied to the total out-of-pocket cost upon completion of the design and cost estimate. Any difference between the engineering advance and cost will either be refunded (without interest) or billed, as applicable. At any time you may request that we stop your project, however, we may retain all or a portion of the engineering advance and bill any costs incurred above that amount. This fee is dependent upon the amount of work PG&E has performed at the time of cancellation.

If this requested advance payment is not received by PG&E within 90 days from the date of this invoice, PG&E reserves the right to cancel the application for service.

IMPORTANT: By going forward with this project and signing the engineering advance to PG&E you are also agreeing to pay PG&E for all costs PG&E incurs for your project in the event that your project is cancelled, even if the costs PG&E incurs are more than the advance.

Notification:

Project Description:

Line Item Subtotal 2,500.00

AMOUNT NOW DUE \$ 2,500.00

11/22/3333

PAY TO THE ORDER OF PG&E \$ *****2,500.00

Two Thousand Five Hundred and 00/100 DOLLARS

PG&E
PO Box 997300
Sacramento, CA 95899-7300

MEMO

Ref Nbr	Inv# Nbr	Inv# Date	Invoice Amount	Amount Paid	Disc Taken
			2,500.00	2,500.00	0.00

Vendor: Check Date: 11/22/3333 Check Number: Check Amt: *****2,500.00

Ref Nbr	Inv# Nbr	Inv# Date	Invoice Amount	Amount Paid	Disc Taken
			2,500.00	2,500.00	0.00

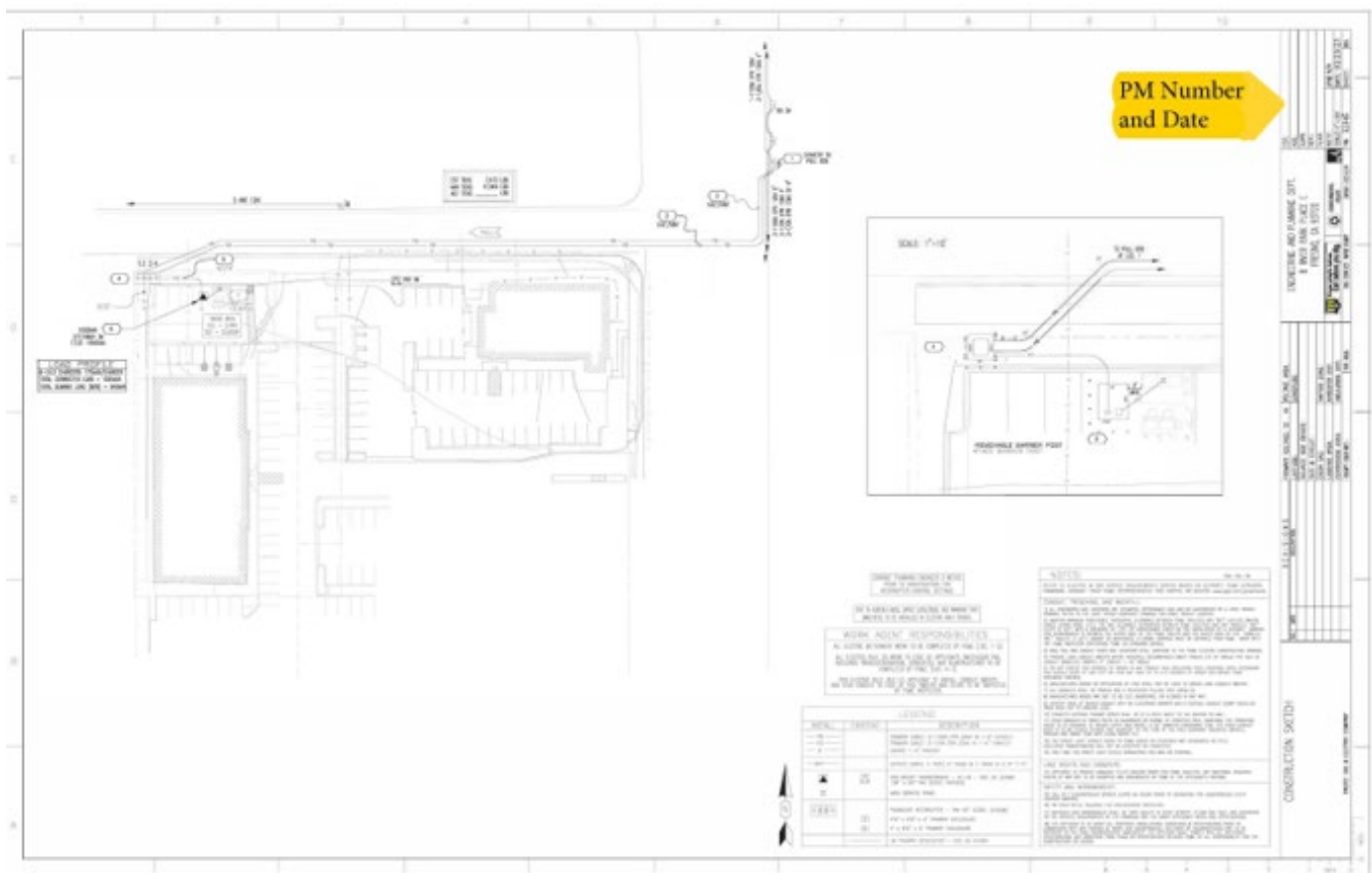
C. Final Utility Design

A completed copy of the final utility design is required for your Checkpoint Milestone and includes the following:

- ✓ Address listed matches the Installation Address on the application.
- ✓ Indication of final approval and sign-off from utility (i.e., Utility Project Number (PM number), approval statement from utility, ready for construction designation, etc.).

For FCCP applications: Please note that an issued permit and final utility design are required at the time of submission to be eligible for funds reserved.

Sample Final Utility Design



D. Issued Permit

An issued permit is required for your Checkpoint Milestone and includes the following:

- ✓ Address listed on permit matches Installation Address on application.
- ✓ Permit number.
- ✓ Project description matches application (e.g., EV charger installation of 8 DCFC chargers).
- ✓ Issued date and/or status, if applicable.
- ✓ All required signatures, if applicable.

For FCCP applications: Please note that an issued permit and final utility design are required at the time of submission to be eligible for funds reserved.

Sample Issued Permit

BUILDING PERMIT #	City of [REDACTED]
JOB SITE ADDRESS (FORMER PERMIT #)	BUILDING DEPARTMENT
APN	[REDACTED]
APPLICANT	
OWNER	
CONTRACTOR	
ARCHITECT OR ENGINEER	
DESCRIPTION OF WORK INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	LICENSED CONTRACTORS DECLARATION 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. License Class: [REDACTED] License Number: [REDACTED] Contractor: [REDACTED] Date: [REDACTED]
USE 437 Additions and Alterations - Nonresidential and non	OWNER-BUILDER DECLARATION 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).) 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 of 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). 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.) I am exempt Under Sec. [REDACTED], B.P.C. for this reason.
OCCUPANCY Zoning: [REDACTED] Tract: [REDACTED] Lot #: [REDACTED] Total Valuation: [REDACTED] Building SF: [REDACTED] Garage SF: [REDACTED] Patio SF: [REDACTED]	WORKERS' COMPENSATION DECLARATION 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. 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: Carrier: [REDACTED] Policy Number: [REDACTED] (This section need not be completed of the permit is for one hundred Dollars (\$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.
DESCRIPTION OF FEES	Applicant [REDACTED] Date [REDACTED] 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 [REDACTED] Lenders Address [REDACTED] 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.
Department Approval	Signature of Applicant or Agent
Date	Date

E. Equipment Order

A completed copy of the equipment order is required for your Checkpoint Milestone and includes the following:

- ✓ Equipment make, model, and quantity.
- ✓ Purchaser name (Incentive Recipient name).

*Please note that the final itemized equipment invoice with proof of payment will be required during final document submission. The equipment order does not have to be a paid or final invoice but must show that the equipment has been ordered and must match the information on the equipment invoice submitted for Final Verification.

Sample Equipment Order

VENDOR NAME					
INVOICE					
BILL TO	SHIP TO				
APPLICANT ORGANIZATION	INVOICE DATE TERMS DUE DATE				
DATE	DATE Due on receipt DATE				
DATE	SKU	DESCRIPTION	QTY	RATE	AMOUNT
DATE	EV Charging Equipment	LINE ITEM DESCRIPTION	QUANTITY	RATE	
50% Due at Order Balance Due Prior to Shipment		SUBTOTAL			
		TAX			
		TOTAL			
		PAYMENT			
		BALANCE DUE	TOTAL		

F. Design Invoice

A completed copy of the paid design invoice is required for Final Verification and includes the following:

- ✓ Address listed matches the Installation Address on the application.
- ✓ Purchaser name (Incentive Recipient name).
- ✓ Description of design and engineering work.
- ✓ Required signatures, if applicable.
- ✓ A detailed itemization of eligible costs, and if applicable, all credits, discounts and incentives received. All in-house labor costs must be itemized and include hourly rate, and the number of hours worked. We do not accept a lumped price per service (i.e. Design Services = \$1,000 is not sufficient).
- ✓ Proof of payment and supporting documentation to verify the costs on your invoice (see [section 1E](#) for acceptable proof of payment). Acceptable proof of payment can include paid stamp, front and back of the deposited check with a corresponding bank statement, ACH payments, wire transfers, bank statements, and credit card receipts.
- ✓ Any additional supporting documentation deemed necessary by CALeVIP.

Sample Design Invoice

[Company Name]	
[Street Address]	
[City, ST ZIP]	
Phone: (000) 000-0000	

INVOICE #	DATE
[123456]	5/1/2014

BILL TO	
[Name]	
[Company Name]	Applicant Organization
[Street Address]	
[City, ST ZIP]	
[Phone]	Installation Address
[Email Address]	

DESCRIPTION	AMOUNT
Service Fee for design work and redesign for ADA	200.00
Labor: 5 hours at \$70/hr	350.00
New client discount	(50.00)
Tax (4.25% after discount)	26.56
Thank you for your business!	
TOTAL	\$ 551.56

G. Equipment Purchase Invoice

A completed copy of the paid equipment purchase invoice is required for Final Verification and includes the following:

- ✓ Equipment make, model, and quantity.
- ✓ Equipment serial numbers, if available on invoice.
- ✓ Purchaser name (Incentive Recipient name).
- ✓ Required signatures, if applicable.
- ✓ A detailed itemization of eligible costs, and if applicable, all credits, discounts and incentives received.
- ✓ Proof of payment and supporting documentation to verify the costs on your invoice (see [section 1E](#) for acceptable proof of payment). Acceptable proof of payment can include paid stamp, front and back of the deposited check with a corresponding bank statement, ACH payments, wire transfers, bank statements, and credit card receipts.
- ✓ Any additional supporting documentation deemed necessary by CALeVIP.

Sample Equipment Purchase Invoice

PAID INVOICE

PAID INVOICE

Please make check payable to [REDACTED]

Payment Terms [REDACTED]

Customer Name: [REDACTED]
Site Location: [REDACTED]

Date: [REDACTED]
Invoice #: [REDACTED]
Reference #: [REDACTED]
For: [REDACTED]
Bill to: [REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

DESCRIPTION	AMOUNT
The total cost of two (2) EVCS unit (s) / Service(s):	[REDACTED]
Maker: [REDACTED]	[REDACTED]
Model: [REDACTED]	[REDACTED]
Services: [REDACTED] Network Service.	[REDACTED]
Quantity: Two (2)	
Serial Numbers: [REDACTED]	
Comments:	SUBTOTAL \$ [REDACTED] OTHER - TOTAL \$ [REDACTED]

PAID INVOICE on 09/27/19

Invoice

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]



BILL TO

[REDACTED]
[REDACTED]
[REDACTED]

SHIP TO

[REDACTED]
[REDACTED]
[REDACTED]

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
[REDACTED]	04/12/2022	\$0.00	05/12/2022	Net 30	

ACTIVITY	QTY	RATE	AMOUNT
EV Charging Equipment: [REDACTED] [REDACTED] 32A EV charging station, 3-year commercial warranty	2	1,419.00	2,838.00T
Networking Equipment: [REDACTED] [REDACTED] Cellular router for 1-4 chargers, incl. 3-year warranty, power cable, SIM Card, weatherized enclosure	1	309.00	309.00T
Networking Services: [REDACTED] [REDACTED] [REDACTED] [REDACTED]	1	300.00	300.00
	04/21/2022		
[REDACTED] [REDACTED] [REDACTED] [REDACTED]	2	400.00	800.00
Software Services: Activation & Configuration One-Time Fee [REDACTED] [REDACTED]	1	100.00	100.00

SUBTOTAL	4,347.00
TAX	322.57
SHIPPING	100.00
TOTAL	4,769.57
PAYMENT	4,769.57
BALANCE DUE	\$0.00

H. Installation Purchase Invoice

A completed copy of the paid installation purchase invoice is required for Final Verification and includes the following:

- ✓ Address listed matches the Installation Address on the application.
- ✓ Purchaser name (Applicant Org name).
- ✓ Description of installation work.
- ✓ Contractor license number.
- ✓ Required signatures, if applicable.
- ✓ A detailed itemization of eligible costs, and if applicable, all credits, discounts and incentives received. All in-house labor costs must be itemized and include hourly rate, and the number of hours worked. We do not accept a lumped price per service (i.e. electrician = \$1,000 is not sufficient).
- ✓ Proof of payment and Supporting Documentation to verify the costs on your invoice (see [section 1E](#) for acceptable proof of payment examples). Acceptable proof of payment can include paid stamp, front and back of the deposited check with a corresponding bank statement, ACH payments, wire transfers, bank statements, and credit card receipts.
- ✓ Any additional supporting documentation deemed necessary by CALeVIP.

Sample Installation Purchase Invoice

VENDOR NAME		Registered Address:		Invoice			
				INVOICE #			
Bill To		Ship To		TOTAL			
APPLICANT ORG				USD \$ 64,138.90			
Date	Due Date	Terms	Created From	Customer PO NO	Reference		
10/31/2021	11/03/2021						
Ship Date	Incoterms	Freight Code	Shipping Method	Ship To Contact Name	Tracking Numbers		
10/31/2021							
Line No	Item Description	Plan Start Date	Plan Term (in Months)	Involved Quantity	Units	Unit Price	Amount
	LINE ITEM COSTS AND DESCRIPTIONS						
							\$0.00
							1 of 3
Parts on this order may ship from multiple warehouse locations.							
Subtotal							
Shipping Cost							
Logistics Fee							
Taxable Amount*							
Tax Total (9%)							
Total							\$64,138.90
Amount Paid							
Amount Due		\$64,138.90					
* Tax calculated based on prevailing tax rules for the "Ship To" billing jurisdiction * Logistics fee is a fee applied to specific products/services to cover anticipated increase in various logistics costs (e.g., increased cost of components/parts)							

I. EVITP Requirements Affidavit

A complete EVITP Requirements Affidavit, available in the CALeVIP [Document Library](#), is required for Final Verification and includes the following:

- ✓ Signatures on both pages.
- ✓ Page 1 and the Applicant section at the bottom of page 2 must be signed by the Applicant or an authorized representative of the Applicant who is listed as a Collaborator on the application.
- ✓ The “Applicant Name” field at the top of page 2 should be the Incentive Recipient name or the individual Applicant’s name.
- ✓ The contractor section of page 2 must be signed by the contractor associated with the CSLB number provided.
- ✓ Signatures can be manual or digital.

Copy of EVITP Affidavit

Affidavit Ensuring Adherence to
Electric Vehicle Infrastructure Training
Program (EVITP) Requirements



By signing this affidavit, I, _____ (“Applicant’s Name/Name of Applicant’s Authorized Representative”), with respect to _____ (“Application Number”), located at _____ (“Installation Address”), affirm that I am authorized to attest under penalty of perjury under the laws of the State of California, that each of the statements in the paragraphs below are complete, true, and correct. I understand and agree that applications and projects that do not meet the following requirements may not receive an incentive, and any falsification or misrepresentation of information relating to the Project could result in disqualification from the CALeVIP Project.

1. 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.

2. 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.

3. With this form I have provided the attached “**Project Description Statement**” containing the following information:

- a. Whether construction has commenced.
- b. The number of Electric Vehicle Charging Stations (EVCS) installed at each site within the project and the maximum kW output for each EVCS.
- c. A complete and accurate statement listing the names and certification numbers of the EVITP certified electricians who were on site and working on EVCS installation.
- d. Verification and signature from the contractor employing the EVITP certified electricians, confirming that the identity of each electrician is accurate, that each electrician’s EVITP certification is valid and current on the EVITP website, and that, at all times during work hours, the EVITP certified electricians worked at the job site.
- e. Signature of the contractor and their contractor’s license number.
- f. Names of electricians must be entered as recorded by EVITP, as verified through the online certification database at www.EVITP.org.

I declare under penalty of perjury, under the laws of the State of California, that all of the foregoing statements are true and correct.

Signature: _____
Title: _____
Date: _____

Printed Applicant Name/Name of Applicant’s
Authorized Representative: _____
Company Name: _____



Application Number: _____ Applicant Name: _____

Installation Address: _____

Project Description:

If construction has commenced, fill in the project description below. If the Job Site Installation Form and Project Description Statement are being submitted before construction has commenced, for the purpose of receiving a milestone payment, then mark "No" below and skip to the signature portion to complete the form. This form shall be filed with all requests for payment, both the milestone payment (if applicable) and the final payment.

Construction has commenced: Yes ☐ No ☐

Number of Electric Vehicle Charging Stations (EVCS) being installed: _____

kW maximum output for each EVCS:

Make	Model	kW Maximum Output	Quantity of Chargers in This Configuration

Name of contractor on site: _____ Contractor's License Number: _____

Total number of state certified general electricians on site: _____

Name(s) of Electric Vehicle Infrastructure Training Program (EVITP) certified electrician(s) on site with valid EVITP certifications and who worked at all times during work hours on site:

Electrician's Name	EVITP Certification Number

I declare under penalty of perjury, under the laws of the State of California, that all of the foregoing statements are true and correct.

Contractor

Signature: _____

Contractor's Name: _____

Title: _____

Company Name (as it appears on contractor's CSLB C-10 license if applicable): _____

Contractor's License Number: _____

Date: _____

Applicant

Signature: _____

Printed Applicant Name/Name of Applicant's

Authorized Representative: _____

Title: _____

Company Name: _____

Date: _____



CSE-CALiVP-082021

J. Final Inspection Card

A final inspection card is required for Final Verification and includes the following:

- ✓ Address listed matches the Installation Address on the application.
- ✓ Final sign-off date for EV charger installation.
- ✓ Permit number that matches permit documentation.
- ✓ All required signatures, if applicable, showing approved final electrical, final building, and/or overall inspection.

Sample Final Inspection Card

City of _____

Development and Resource Management Department

For Inspections Call:

INSPECTION RECORD CARD

LOCATION _____

OWNER _____

PERMIT _____

CONTRACTOR _____

The following inspections must be called for by the pertinent contractor. No electrical wiring, plumbing, heating, or structural members shall be covered until all rough inspections are made.

Building Section	Electrical Section	Plumbing/Mechanical Section
Compaction	Temporary Power Pole	On-Site Sewer
Ufer Ground	Temporary Power	
Foundation	Underground	Manholes
		Storm Drains
		Catch Basins
		On-Site Water
		Chlorination Test
	Rough Wire	Thrust Blocks
		Fire Main Rgh.
		Fire Main / 200# test
		Fire Hydrant Flush
		U.G. Rough Water
		Rough Waste
		Rough Gas
		Vents
		Water Pipe
		Condensate Drains
		H.W. Insulation
		Roof Drains
		Ducts Partial
		Ducts Complete
		Fireplace Flue
		A.C. Smoke Test
		Comm. Hood Shaft
		Comm. Hood Duct
		Comm. Hood Wall
		Fire Suppresion Test
		R. P. Device
		Landscape Spkr.
		Med. Gas Rgh.
		Med Gas Test
	Final Inspection	
		Gas Test
	Fire Prevention:	Temporary Gas
		Gas Meter Clearance
		Safe - to - Stock
		Safe - to - Occupy
Final Inspection		Mechanical Final
		Plumbing Final

NOTE: Signature of Inspector after ALL items designates approval.
 See Reverse Side of this card for minimum FIRE PROTECTION REQUIREMENTS during construction.

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K. Two Photos of Installed and Operational Equipment

Equipment photos are required for Final Verification and must include the following:

- ✓ 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.
- ✓ Please include a statement confirming your chargers are installed, powered on, and operational. Include confirmation of site availability (ie 24/7 publicly accessible, 18hr publicly accessible with overnight restrictions, etc.)
- ✓ CALeVIP Sticker must be displayed in a clearly visible location on the front or side of the charger according to the instructions sent with the sticker.

Sample Photos



L. Network Agreement Acknowledgement Form

A completed network agreement acknowledgement form is required for Final Verification and includes the following:

- ✓ All fields and signatures complete and legible.
- ✓ A completed CALeVIP network agreement acknowledgement form. A blank copy can be found in the CALeVIP [Document Library](#)
- ✓ Any networking costs that you would like to be considered towards your final rebate must be on and follow the invoice and proof of payment guidelines for the installation invoice listed above.

Sample Network Agreement Acknowledgement Form

Network Agreement Acknowledgement Form		
I hereby acknowledge and understand that the CALeVIP Program requires that Rebate Recipients obtain network service agreements for the chargers installed at the Installation Site Address below to receive an incentive. I hereby acknowledge and understand that network service agreements must be for a duration of two (2) years for Level 2 (L2) equipment and five (5) years for Direct Current Fast Chargers (DCFC) and must be valid immediately after the equipment installation. I hereby acknowledge and understand that the CALeVIP Program requires the Network Provider listed below to transfer utilization data, as outlined in the Program Requirements for the Application Number below, for the Rebate Recipient to be entitled to a rebate. I hereby acknowledge and agree that it is the Rebate Recipient's responsibility to ensure the Center for Sustainable Energy is informed of any changes in network provider so that the Center for Sustainable Energy can obtain the required utilization data. I hereby acknowledge and agree that failure to secure networking services for a duration of two (2) years for Level 2 (L2) equipment and five (5) years for Direct Current Fast Chargers (DCFC) is a violation of the CALeVIP Program terms and conditions and may require repayment of rebate funds to the California Energy Commission. All applications may be subject to future audits by the California Energy Commission.		
Organization (Rebate Recipient listed on Application)		
Application Number		
Installation Site Address		
Network Provider Under Contract		
Rebate Recipient or Authorized Representative Name (Print)		
Applicant or Authorized Representative Signature		
Date:		
 CSE-CALeVIP-07/2022		

3. Final Documents Additional Information

A. Mailing Address Confirmation

- ✓ At the time of Final Verification submission, if you selected 'check' as your preferred form of payment, provide an email confirming the mailing address where the rebate check should be sent.

B. Alternative Fuels Data Center Submission

- ✓ At the time of Final Verification submission, register your EV chargers with the Alternative Fuels Data Center (AFDC). Submit here: <https://afdc.energy.gov/stations/#/station/new>.
- ✓ Forward CALeVIP the AFDC email confirming you have successfully registered your EV chargers.

From: [Alternative Fueling Station Locator](#)
To: [REDACTED]
Subject: Alternative Fuels Station Submission [REDACTED]
Date: Monday, June 26, 2023 4:05:24 PM

Thank you for your station submission. Please note that your update will not automatically appear in the Alternative Fueling Station Locator. All station information must be confirmed before changes are made. The turn-around time for updates will depend on the completeness of the information provided as well as the responsiveness of the station or point of contact. We will contact you directly if we have any questions about your submission.

The Station Locator Team

C. Installation Data Form

- ✓ At the time of Final Verification submission, complete and submit your Installation Data Form on your user dashboard.
- ✓ All EV charger serial numbers in your installation must be submitted through the Installation Data Form.

D. Operational Equipment Confirmation

- ✓ At the time of Final Verification submission, please provide the following statement:
 - ✓ I confirm that the chargers are installed, powered on, operational, and publicly accessible 24/7. If site is publicly accessible 18hr with overnight restrictions, provide a brief explanation and confirm that the site type allows for an overnight exception per the IM.

E. Disclosure of Other Rebates Statement

- ✓ At the time of Final Verification submission, you must provide a statement disclosing whether you are receiving or have received additional rebates or funding for this site from an entity other than CALeVIP or from a previous CALeVIP project. If so, please provide the name of the rebate program and the amount of the rebate. If you are not receiving additional rebates or funding for this project, please provide written confirmation via email.
- ✓ For FCCP applications, please note that any sites that have received other funding, grants, or rebates are not eligible for FCCP funding and will be cancelled.