

CALeVIP 2.0 Rebate Invoicing Procedures and Sample Supporting Documents



BUILDING EV INFRASTRUCTURE

October 7, 2026



TABLE OF CONTENTS

DEFINITIONS.....	3
1. REBATE INVOICING PROCEDURE AND GUIDELINES.....	5
A. INVOICING PROCEDURE OVERVIEW	5
B. PROOF OF PAYMENT OVERVIEW.....	8
C. ELIGIBLE AND INELIGIBLE COSTS.....	9
D. SPECIAL CASES.....	10
<i>Bulk Purchases and Bundled Contracts.....</i>	<i>10</i>
<i>Lower Rebate Amount Confirmation</i>	<i>10</i>
<i>Authorities Having Jurisdiction (AHJs).....</i>	<i>10</i>
E. EXAMPLES OF ACCEPTABLE PROOF OF PAYMENT	11
<i>Paid Stamps</i>	<i>11</i>
<i>Check Copies</i>	<i>11</i>
<i>ACH Payments & Wire Transfers.....</i>	<i>12</i>
<i>Credit Card Receipts.....</i>	<i>12</i>
<i>Sample Proof of Payment Documents</i>	<i>12</i>
F. ENTERING PROJECT COSTS FROM YOUR DASHBOARD	17
A. SITE VERIFICATION FORM (FOR FCCP-2)	21
B. FINAL UTILITY DESIGN	26
C. ISSUED PERMIT	27
D. EQUIPMENT ORDER	28
E. DESIGN INVOICE	29
F. EQUIPMENT PURCHASE INVOICE.....	31
G. INSTALLATION PURCHASE INVOICE	33
H. EVITP REQUIREMENTS AFFIDAVIT	34
I. FINAL INSPECTION CARD	37
J. TWO PHOTOS OF INSTALLED AND OPERATIONAL EQUIPMENT.....	38
K. NETWORK AGREEMENT ACKNOWLEDGEMENT FORM.....	39
L. COMMISSIONING FORM.....	41
3. FINAL DOCUMENTS ADDITIONAL INFORMATION	41
A. MAILING ADDRESS CONFIRMATION.....	41
B. ALTERNATIVE FUELS DATA CENTER SUBMISSION.....	41
C. INSTALLATION DATA FORM	42
D. DISCLOSURE OF OTHER REBATES STATEMENT	42
E. SUPPLEMENTAL APPLICATION DATA SURVEY.....	42

Definitions

Important Updated Definitions:

1. **Applicant:** The entity identified in the Application as applying for incentive funding. Except where a Controlled Affiliate Group has been approved in writing, the Applicant must be the Same Single Legal Entity as the Charger Owner and Incentive Recipient. Where a Controlled Affiliate Group has been approved, the Applicant may be a different legal entity from the Charger Owner or Incentive Recipient only if that entity is an approved member of the Controlled Affiliate Group and its role is expressly identified in the Controlled Affiliate Group Approval with an employee or authorized officer serving as the Application Manager. See Same Single Legal Entity.
2. **Checkpoint Milestone Stage:** An Applicant has ninety (90) days after the Funds Reserved Date to upload proof of the order for the Installation Site's charging equipment and switchgear.
3. **Collaborator:** An individual added by an Applicant to an Application who can act on the Same Single Legal Entities behalf as provided for in these FCCP-2 Terms and Conditions. A Collaborator cannot be designated as or replace the Same Single Legal Entity and cannot receive Incentive Payments.
4. **Controlled Affiliate Group:** A parent company and one or more subsidiaries that are under Common Ownership Control that CSE and CEC in their sole and absolute discretion, have approved in writing to be treated as a single applicant group solely for purposes of satisfying the Applicant Single-Entity Requirement for a specified Application or group of Applications. Approval of a Controlled Affiliate Group is a limited exception to, and does not replace or otherwise modify, the Same Single Legal Entity Rule. Each member serving as the Applicant, Charger Owner or Incentive Recipient is subject to the joint and several obligations established by the FCCP-2 Terms and Conditions.
5. **Final Verification Stage:** The stage in which required documents and costs for the Proposed Installation described in the Application are submitted, reviewed, rejected, resubmitted, and/or approved for reimbursement through an Incentive Payment.
6. **Incentive Recipient:** The Same Single Legal Entity or approved Controlled Affiliate Group member in whose legal name and EIN incentive funds are reserved and paid. The Incentive Recipient must 13 CSE-CALeVIP-06052025 be the Same Single Legal Entity as the Applicant and the Charger Owner, unless all three entities are members of an approved Controlled Affiliate Group and the Controlled Affiliate Group Approval expressly identifies the Incentive Recipient.
7. **Installation Address:** The street address at which the Proposed Installation will be installed.
8. **Installation Data Form:** A questionnaire about a specific Application's Proposed Installation that is to be completed and submitted through the user dashboard during the Final Verification Stage.

9. **Property Owner:** The individual or entity who has the legal right to use, sell, or transfer a piece of property on which an Installation Site is located.
10. **Same Single Legal Entity:** The identical legal person (corporation, LLC, partnership, nonprofit, or individual/sole proprietor) documented with an exact match of: (i) legal name as registered; and (ii) federal EIN (or SSN for sole proprietors), across all roles (Applicant, Charger Owner, Incentive Recipient) and across all Application materials, permits, utility documents, invoices, network and service agreements, payment instruments, and tax forms for the Application. The Same Single Legal Entity Rule remains the default requirement for FCCP-2. Approval of a Controlled Affiliate Group constitutes a limited exception solely to the requirement that the Applicant, Charger Owner, and Incentive Recipient be the same legal person. It does not cause the Controlled Affiliate Group members to become a single legal entity or waive any other FCCP-2 requirement.
11. **Site Owner:** The individual or entity that owns and controls the Installation Site, in full or in part, and is granted authorization from the Property Owner for the installation of the Proposed Installation to occur in compliance with all FCCP-2 Eligibility Requirements.
12. **Site Verification Form (SVF):** The form completed and signed by the Applicant, Property Owner, and Site Owner as a part of the Application. A copy of the current version of the SVF can be found on the CALeVIP Website.

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. 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, and the chargers have been commissioned, 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 dated 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, final inspection, and commissioning 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. **Final Utility Service Design**- sample document, [section 2B](#). Submitted prior to the Checkpoint Milestone expiration date. For FCCP-1 and FCCP-2, this must also be submitted with the initial application documents.
3. **Issued Permit**- sample document, [section 2C](#). Submitted prior to the Checkpoint Milestone expiration date. For FCCP-1 and FCCP-2, this must also be submitted with the initial application documents.

Checkpoint Milestone

4. **Equipment Order**- sample document, [section 2D](#). Submitted prior to the Checkpoint Milestone expiration date.

Final Verification

5. **Design Invoice Package**- sample document, [section 2E](#). 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](#).
6. **Equipment Purchase Invoice Package**- sample document, [section 2F](#). 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](#).
7. **Installation Purchase Invoice Package**- sample document, [section 2G](#). 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](#).
- 8. **Electric Vehicle Infrastructure Training Program (EVITP) Requirements Affidavit**- sample document, [section 2H](#). Submitted prior to your Final Verification expiration date.
- 9. **Final Inspection Card**- sample document, [section 2I](#). Submitted prior to your Final Verification expiration date.
- 10. **Two Photos of Installed & Operational Equipment**- sample document, [section 2J](#). Submitted prior to your Final Verification expiration date.
- 11. **Network Agreement Acknowledgement Form**- sample document, [section 2K](#). Submitted prior to your Final Verification expiration date.
- 12. **Proof of Commissioning**- sample 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 2J](#). Submitted via email for Final Verification.
- 18. **Disclosure of Other Rebates Statement**- sample document, [section 3D](#). Submitted via email for Final Verification.
- 19. **Supplemental Applicant Data Survey** - details listed, [section 3E](#). Submitted prior to your Application Approval.

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 Supplemental Applicant Data Survey, follow the link provided in the Construction Progress Tracker sign up email.

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 invoices submitted 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-1, 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.

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

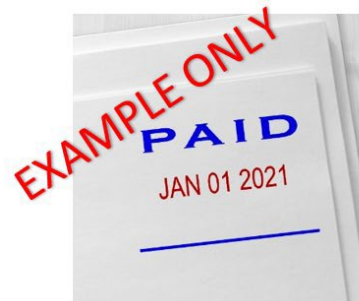
For credit card receipts to meet proof of payment requirements, they must include the following:

- ✓ 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 Proof of Payment Documents

Sample Paid Stamps:



██████████
████████████████████

PAID INVOICE on 09/27/19

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

Item Details

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

BANK STATEMENT

Item Sequence Number [Redacted]

Bank ID [Redacted]

+

Invoice

INVOICE #

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]

* 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 Incentive Recipient Name	Account Number: CUSTOMER SERVICE INFORMATION Web site: Service Center: Deaf and Hard of Hearing: Para Espanol: International Calls:															
+																
VENDOR ORGANIZATION INVOICE BILL TO Incentive Recipient Name INVOICE # DATE DUE DATE TERMS <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 10%;">DATE</th><th style="width: 50%;">DESCRIPTION</th><th style="width: 10%;">QTY</th><th style="width: 10%;">RATE</th><th style="width: 20%;">AMOUNT</th></tr></thead><tbody><tr><td>01/17/2020</td><td> LINE ITEM DESCRIPTION AND COSTS </td><td style="text-align: center;">1</td><td style="text-align: center;"> </td><td style="text-align: center;"> </td></tr><tr><td colspan="4" style="text-align: right;">BALANCE DUE</td><td style="text-align: right;">\$2,500.00</td></tr></tbody></table>		DATE	DESCRIPTION	QTY	RATE	AMOUNT	01/17/2020	LINE ITEM DESCRIPTION AND COSTS	1			BALANCE DUE				\$2,500.00
DATE	DESCRIPTION	QTY	RATE	AMOUNT												
01/17/2020	LINE ITEM DESCRIPTION AND COSTS	1														
BALANCE DUE				\$2,500.00												
+																
BANK NAME VENDOR ORG NAME Payment arrives in 1 business day DATE OF TRANSACTION AND TRANSACTION COMPLETE STATUS <table style="width: 100%;"><tr><td style="width: 20%;">Pay to</td><td style="width: 20%;">Pay from</td><td style="width: 20%;">Send on</td><td style="width: 20%;">Deliver by</td><td style="width: 20%;">Amount</td></tr><tr><td></td><td>Incentive Recipient Account</td><td></td><td></td><td>\$2,500.00</td></tr></table> Status Funded Transaction number Addendum DESCRIPTION MATCHES EV CHARGER PROJECT INFO Payments: 1 of 1 Total \$2,500.00 TOTAL PAID MATCHES INVOICE		Pay to	Pay from	Send on	Deliver by	Amount		Incentive Recipient Account			\$2,500.00					
Pay to	Pay from	Send on	Deliver by	Amount												
	Incentive Recipient Account			\$2,500.00												

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

mm/dd/yyyy

* Line Item 1

* Unit Cost

* Quantity

* Is Item Taxed?

Total Cost

Select

\$

Select

\$

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 (for FCCP-2)

A completed Site Verification Form, available in the CALeVIP [Document Library](#), is required for your initial application submission. For detailed instructions on how to fill out the Site Verification Form, please reference the CALeVIP Site Verification Form Resource Guide in the CALeVIP [Document Library](#).

Copy of Site Verification Form (for FCCP-2):

[See next page]

CALeVIP Site Verification Form



All capitalized terms in this **Site Verification Form (SVF)** shall have the meanings as set forth in Section 1 (Definitions) of the **FCCP-2 Terms and Conditions**, which can be found on the **CALeVIP Website** at www.calevip.org.

Applicant is required to demonstrate, to the satisfaction of the **Program Administrator**, that the work at the **Proposed Installation Site** is authorized by the **Same Single Legal Entity** or **Controlled Affiliate Group, Site Owner**, and if applicable, **Property Owner** (collectively, the "**Obligated Parties**," individually an "**Obligated Party**"). This **SVF** provides the initial evidence of such authorization and must be completed, signed, and submitted with the **Application** by all required parties. The **Program Administrator** may request additional information from any **Obligated Party**, as needed.

By signing this **SVF**, each **Obligated Party** hereby represents and warrants to the **Program Administrator** that: (1) all the information provided in this **SVF** and the **Application** is true and correct; and (2) each individual signing below is duly authorized to execute this **SVF**; and (3) the person or entity on behalf of whom this **SVF** is executed understands and agrees that execution of this **SVF** binds such person or entity to the **FCCP-2 Terms and Conditions**, the **FCCP-2 Implementation Manual**, and this **SVF**.

Each **Obligated Party** acknowledges that the **Program Administrator** will rely on these representations and warranties in reviewing and approving the **Application**. This **SVF** may be executed electronically, and electronic signatures shall be deemed original signatures for all purposes.

All applicable fields must be completed on this **SVF**. The **SVF** submitter is responsible for securing all necessary signatures and acknowledgements. In the event that a person or entity serves in one or more roles (**Incentive Recipient, Applicant, Site Owner** or **Property Owner**), each section must 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-2 Terms and Conditions** and the **FCCP-2 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: _____

SECTION A: Same Single Legal Entity Required Signatures

All Applicants must complete the following section with all applicable signatures complete. For applicants applying under the Controlled Affiliate Group Exception, please complete Section B.

SAME SINGLE LEGAL ENTITY

The same single legal entity must match the Applicant name entered on the application.

Same Single Legal Entity: _____
Email: _____ Phone: _____
Signature: _____
Printed Name: _____
Please clearly write the first and last name of the person signing above.
Title: _____ Date: _____

SITE OWNER (Lessee with authorization from Property Owner for the installation)

The Site Owner Name below must match the Site Owner Name entered on the Application. If Site Owner is not authorized under the terms of its lease to carry out the Proposed Installation, Site Owner must obtain Property Owner's signature hereinbelow.

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

IF APPLICABLE: Property Owner (Landlord of Installation Site)

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

SECTION B (IF APPLICABLE):

Signatures Required Under the Controlled Affiliate Group Exception

This section must only be completed for applicants that are applying under the Controlled Affiliate Group Exception.

APPLICANT

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

INCENTIVE RECIPIENT

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

CHARGER OWNER

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

(SECTION B SIGNATURE BLOCKS CONTINUED ON NEXT PAGE)

SITE OWNER (Lessee with authorization from Property Owner for the installation)

If Site Owner is not authorized under the terms of its lease to carry out the Proposed Installation, Site Owner must obtain Property Owner's signature hereinbelow.

Site Owner: _____

Email: _____ Phone: _____

Signature: _____

Printed Name: _____

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

Title: _____ Date: _____

PROPERTY OWNER (Landlord of Installation Site)

Property Owner: _____

Email: _____ Phone: _____

Signature: _____

Printed Name: _____

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

Title: _____ Date: _____

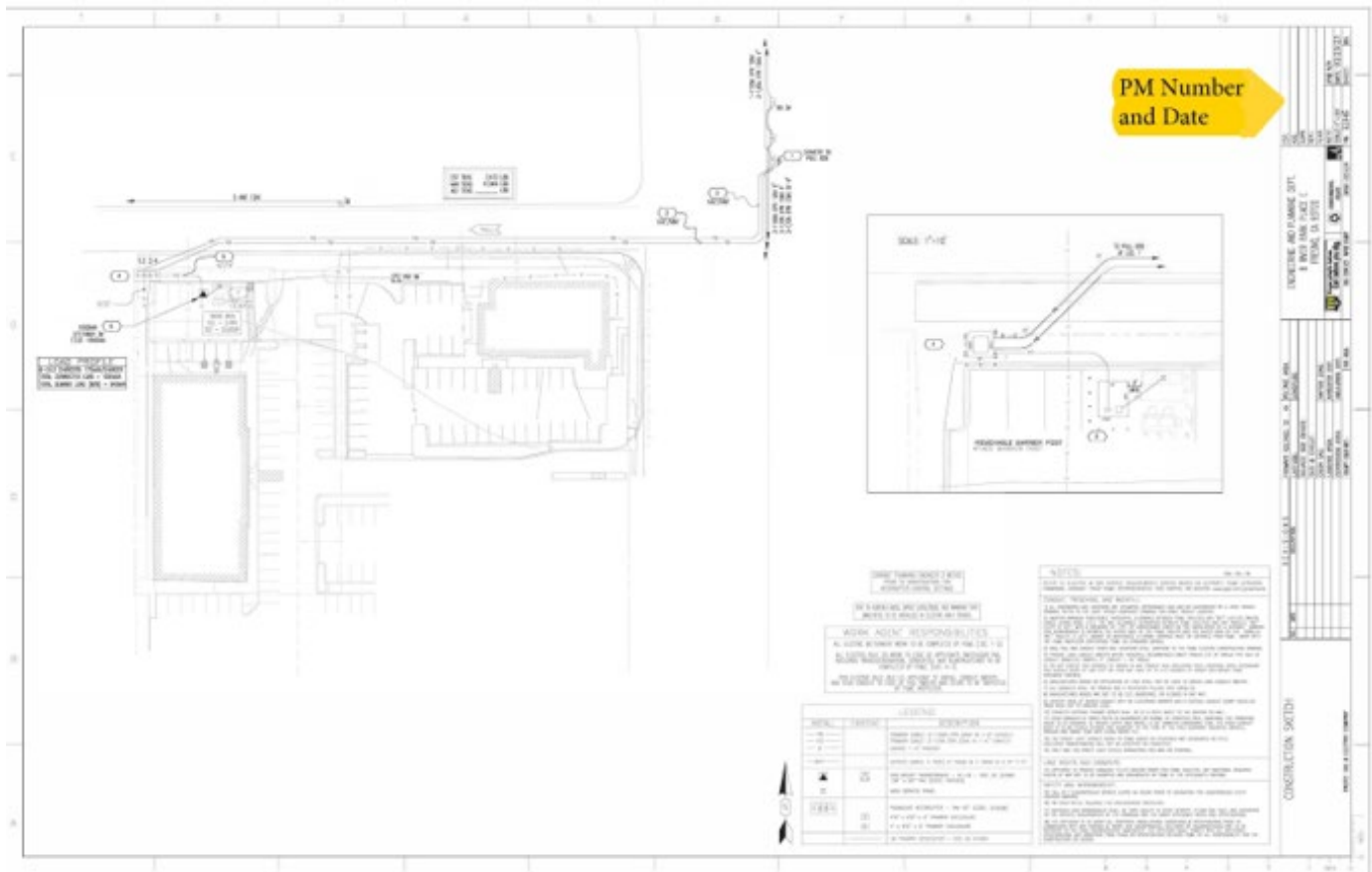


B. Final Utility Design

A completed copy of the final utility design is required for application submission 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.).

Sample Final Utility Design



C. Issued Permit

An issued permit is required for application submission 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.

Sample Issued Permit

BUILDING PERMIT #	City of [REDACTED]
JOB SITE ADDRESS (FORMER PERMIT #)	BUILDING DEPARTMENT
APN	[REDACTED]
APPLICANT	
OWNER	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]
CONTRACTOR	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).)
ARCHITECT OR ENGINEER	I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (Sec. 7044, Business and Professions Code). The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provide that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of providing that he did not build or improve for purpose of sale.
DESCRIPTION OF WORK	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.)
INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	I am exempt Under Sec. [REDACTED], B.P.C. for this reason.
USE 437 Additions and Alterations - Nonresidential and non	Owner [REDACTED] Date [REDACTED]
OCCUPANCY	WORKERS' COMPENSATION DECLARATION
Zoning: [REDACTED] Tract: [REDACTED] Lot #: [REDACTED]	I hereby affirm under penalty of perjury one of the following declarations:
Total Valuation: [REDACTED]	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.
Building SF: [REDACTED]	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:
Garage SF: [REDACTED]	Carrier [REDACTED]
Patio SF: [REDACTED]	Policy Number [REDACTED]
DESCRIPTION OF FEES	(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.
	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

D. 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).
- ✓ Estimated/Confirmed delivery date.

Purchase order or invoice needs to come directly from the equipment vendor. 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		

E. 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. If the design invoice does not explicitly list the installation address, additional supporting documentation may be required.
- ✓ 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

INVOICE #	DATE
[123456]	5/1/2014

BILL TO

[Name]

[Company Name]

[Street Address]

[City, ST ZIP]

[Phone]

[Email Address]

Applicant Organization

Installation Address

DESCRIPTION	AMOUNT
Service Fee: for design work and redesign for ADA	200.00
Labor: 5 hours at \$75/hr	375.00
New client discount	(50.00)
Tax (4.25% after discount)	26.56
Thank you for your business!	
TOTAL	\$ 551.56

F. 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.
- ✓ Purchaser name (Incentive Recipient name).
- ✓ The invoice needs to come directly from the equipment vendor.
- ✓ 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 _____

Payment Terms

Customer Name: _____

Site Location: _____

Date: _____

Invoice #: _____

Reference #: _____

For: _____

Bill to: _____

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

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]	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

G. 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. If the installation invoice does not explicitly list the installation address, additional supporting documentation may be required
- ✓ 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				
10/01/2021	11/00/2021						
Ship Date	Incoterms	Freight Code	Shipping Method				
10/01/2021							
Ship To Contact Name		Tracking Numbers					
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							
Shipping Cost							
Logistics Fee							
Taxable Amount*							
Tax Total (0%)							
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)							

H. 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. The number of Electric Vehicle Charging Stations (EVCS) installed at each site within the project and the maximum kW output for each EVCS.
 - b. 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.
 - c. 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.
 - d. Signature of the contractor and their contractor's license number.
 - e. 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 Incentive Recipient's Authorized Representative:

Company Name: _____



Application Number: _____ Applicant Name: _____

Installation Address: _____

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

Number of Ports Per Charger & Corresponding Make/Model	Total Number of Power Cabinets

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 Incentive

Recipient's Authorized Representative: _____

Title: _____

Company Name: _____

Date: _____



CSE-CALeVIP-022025

I. 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. If the permit number does not match on the Final Inspection Card, additional follow up will be required.
- ✓ All required signatures, if applicable, showing approved final electrical, final building, and/or overall inspection.

Sample Final Inspection Card

- ✓ Please include a statement confirming your chargers are fully installed, powered on, operational, and commissioned, including 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



K. 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

Fast Charge California Project



BUILDING EV INFRASTRUCTURE

I hereby acknowledge and understand that the CALeVIP Program requires that Incentive 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 six (6) 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 Incentive Recipient to be entitled to an incentive.

I hereby acknowledge and agree that it is the Incentive 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 six (6) years for Direct Current Fast Chargers (DCFC) is a violation of the CALeVIP Program terms and conditions and may require repayment of incentive funds to the California Energy Commission. All applications may be subject to future audits by the California Energy Commission.

Organization (Incentive Recipient listed on Application)

Application Number

Installation Site Address

Network Provider Under Contract

Incentive Recipient or Authorized Representative Name (Print)

Applicant or Authorized Representative Signature

Date





Center for Sustainable Energy

CSE-CALeVIP-1 02025

L. Commissioning Form

A commissioning report is required for Final Verification and documents that the installed EV charging equipment has been successfully commissioned and placed into operational service. Because commissioning reports vary by equipment manufacturer, installer, developer, and network provider, CALeVIP does not require a specific report format. The submitted report must clearly identify the installation and demonstrate successful commissioning of the charging equipment.

A commissioning report should include, at a minimum:

- Installation Address matching the address on the application
- Commissioning completion date
- Identification of the commissioned charging equipment (e.g., make, model name, model number, and/or serial numbers)
- Confirmation that the charging equipment was successfully commissioned and is operational
- Confirmation that each eligible charging port successfully completed commissioning and functional testing
- Overall commissioning status (e.g., Pass/Complete/Operational)
- Identification of the technician, contractor, or organization performing the commissioning

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>.
- ✓ If the site does not appear as posted within the AFDC search database, 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. 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 may potentially be ineligible for FCCP funding. For more information on eligible stacking opportunities, please review the exceptions list in section 2a of the Implementation Manual.

E. Supplemental Application Data Survey

- ✓ Once your funds are reserved, you will receive an email to sign up for the Construction Progress Tracker. This email has a link to the Supplemental Application Data Survey. Follow the link to fill out and submit the survey.