

# CALeVIP 2.0 Rebate Invoicing Procedures and Sample Supporting Documents



BUILDING EV INFRASTRUCTURE

June 7, 2024



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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 representing the Applicant Organization that is responsible for communication with CALeVIP and will ensure program requirements are adhered to. They must be an authorized representative acting on behalf of the Applicant Organization for the application.
3. Applicant Organization (Rebate Recipient): The organization that will incur and pay all costs submitted for reimbursement and will receive the rebate funding after completion of an eligible installation. This organization will also be responsible for ensuring compliance with program requirements, including operational requirements that entail activities after funding disbursement.
4. Checkpoint Milestone: All applicants within Targeted Incentive Projects (TIPs) are subject to a sixty (60) day milestone requirement in which the applicant can provide proof of issued permit, final utility design, and equipment order.
5. Collaborator: An individual who is added by the Applicant to an application that can act on the applicant's behalf. The collaborator must be from the same organization as the Applicant or Applicant Organization or be an authorized representative of the site owner. Collaborators from a third party not associated with the Applicant, Applicant Organization, or the Site Host are not permitted and are not authorized to add documentation or make decisions on the application. The applicant is responsible for verifying any application information added by a collaborator.
6. Final Verification: The review process prior to final payment approval during which all final documents, the Installation Data Form, and project costs submitted through the applicant dashboard are checked for accuracy and compliance with submission requirements. Any edits to these items will be communicated to the Applicant/Collaborators during this process and must be addressed to meet final payment requirements. Once an application has passed Final Verification, it is approved for final payment.
7. Implementation Manual: The document detailing the Targeted Incentive Project (TIP) rules, eligibility guidelines, applicant requirements, and project definitions.
8. Installation Address: The physical address where the EV chargers will be installed. This address is included in the initial application submission and should match the address listed on any permits.
9. In-house Costs: Any internal costs incurred and paid by the Applicant Organization 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. Site Host: The entity that owns the installation site, in full or in part, and grants authorization for the proposed Electric Vehicle (EV) charging installation to occur in accordance with all program requirements.
12. Site Verification Form: The document completed during the initial application submission that clearly identifies who the Site Host is and ensures that the Applicant Organization is authorized by the Site Host to install EV chargers at the Installation Address. The signature of the authorized representative of the Applicant Organization must be an individual listed as the Applicant/Collaborator on the application.
13. Targeted Incentive Project (TIP): Each individual funding window released within CALeVIP 2.0. All applications awarded within each TIP abide by their own implementation manual and final TIP deadline.

# 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 **June 7, 2024**. 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 Applicant Organization 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: front and back of the deposited check with a corresponding bank statement, Automated Clearing House (ACH) payments, wire transfers, and credit card receipts (with corresponding bank statement if needed).

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 Applicant Organizations 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.

### Checkpoint Milestone

3. **Final Utility Design**- sample document, [section 2C](#). Submitted prior to the Checkpoint Milestone expiration date.
4. **Issued Permit**- sample document, [section 2D](#). Submitted prior to the Checkpoint Milestone expiration date.
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, Applicant Organization as purchaser, description of work, and detailed itemization of costs.
  - b. Proof of payment for all invoices.
  - c. Any supporting documentation outlined in [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, Applicant Organization as purchaser, description of work, and detailed itemization of costs.
  - b. Proof of payment for all invoices.
  - c. Any supporting documentation per our updated [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, Applicant Organization 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 outlined in 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 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 Applicant Organization. CALeVIP reserves the right to request additional confirmation of these costs from the Applicant Organization 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 Applicant Organization. All final rebate amounts are determined by the total eligible project costs that have appropriate supporting documentation of costs incurred and paid by the Applicant Organization.

Application accuracy, legibility scans, and photos of supporting documents must be legible 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 Applicant Organization 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 Applicant Organizations 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. Please note, we do not accept a paid stamp as sufficient proof of payment for final document invoicing. All proof of payment must show costs have been incurred and paid by the Applicant Organization prior to final document review and must include the payment amount and paid date.

For all costs paid by the Applicant Organization to a third party, proof of payment should come directly from a banking institution. Acceptable proof of payment includes:

- ✓ ACH payments
- ✓ Wire transfers
- ✓ Copies of the deposited check (front and back) with a corresponding bank statement
- ✓ Credit card receipts (with corresponding bank statement if needed)

For any in-house costs incurred and paid by the Applicant Organization, additional documentation will be required to support your costs and demonstrate proof that the costs were incurred and paid. Invoices and costs incurred and paid between Affiliate Organizations are considered in-house costs and must adhere to these proof of payment requirements. Examples of supplemental documentation required for in-house cost proof of payment includes:

- ✓ Supporting invoices or receipts from material vendors
- ✓ Detailed cost breakdown on official letterhead
- ✓ Itemized labor cost break-down. All in-house labor costs must be itemized on the invoice 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)
- ✓ Any other documentation deemed necessary to sufficiently support costs

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 Applicant Organization 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. Applications with excessive costs may be required to provide additional clarification and supporting documentation.



### **ALL PROOF OF PAYMENT MUST INCLUDE THE FOLLOWING:**

- ✓ **The Applicant Organization 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 Applicant Organization 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 Targeted Incentive Project (TIP) [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 Applicant Organization, costs not supported by sufficient proof of payment and supporting documentation, costs incurred and paid before the date specified in the specific TIP Implementation Manual, 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 Applicant Organization may not profit from any CALeVIP TIP 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 supporting documentation, you have thirty (30) calendar days to provide adequate details or accept the lower rebate amount. Any additional 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. Any evidence that labor costs have been artificially inflated on an invoice is strictly prohibited. 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:

<b>REQUIRED</b>	<b>ALTERNATIVE</b>
<b>DESIGN INVOICE</b>	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.
<b>INSTALLATION PURCHASE INVOICE</b>	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.
<b>FINAL INSPECTION CARD</b>	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. Please note that a paid stamp is not sufficient proof of payment, and additional documentation to support eligible project costs may be required. 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.

## Check Copies

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

- ✓ The Applicant Organization 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 Applicant Organization 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 Applicant Organization 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 Applicant Organization 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 Applicant Organization 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 Applicant Organization name is not explicitly listed on the receipt, you must include a credit card statement or bank statement linking the Applicant Organization to the form of payment.

# Sample Proof of Payment Documents

## Sample Check Copy with Bank Statement and Invoice:

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

WARNING: SEE BACK FOR LIST OF SECURITY FEATURES

<b>APPLICANT ORGANIZATION NAME</b>	<b>APPLICANT ORGANIZATION NAME</b>	<b>CHECK NUMBER</b>
November 12, 2021		⑆⑆⑆⑆ 64,138.90
SIXTY FOUR THOUSAND ONE HUNDRED THIRTY EIGHT AND 90/100*****		<b>TOTAL</b>
PAY TO THE ORDER OF:		
<b>VENDOR NAME</b>	BY: <span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	

\*FEDERAL RESERVE BOARD OF SUPERVISIONS REG. CO

1. The front of every American Express card must be used to make purchases. It is not valid for cash advances, industry guidelines, or other purposes.

2. American Express cards are not valid for cash advances, industry guidelines, or other purposes.

3. American Express cards are not valid for cash advances, industry guidelines, or other purposes.

1

EXP. DATE: 12/31/2021

**BANK STATEMENT**

Account Number	Item Sequence Number
Account Name	Bank ID
Check	
Amount 64,138.90 USD Debt	
Status Check Paid	
Posting Date 12/01/2021	
As of Date 12/01/2021	

+

<b>VENDOR NAME</b>	Registered Address:	<b>Invoice</b>
		<b>INVOICE #</b>
Bill to	Ship to	<b>TOTAL</b>
Applicant Organization		USD \$ 64,138.90

Date	Due Date	Terms	Created From	Customer PO NO	Reference	WAT ID
10/01/2021	11/02/2021					

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)	Invoiced Quantity	Units	Unit Price	Amount
	<b>LINE ITEM COSTS AND DESCRIPTIONS</b>						
							\$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%)	
<b>Total</b>	\$64,138.90
Amount Paid	

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

Sample ACH/Wire Transfer with Invoice:

**BANK NAME** [REDACTED] Account Number: [REDACTED]

**Applicant Organization Name** [REDACTED]

**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  
 Applicant Organization [REDACTED]

INVOICE # [REDACTED]  
 DATE [REDACTED]  
 DUE DATE [REDACTED]  
 TERMS [REDACTED]

DATE	DESCRIPTION	QTY	RATE	AMOUNT
01/17/2020	LINE ITEM DESCRIPTION AND COSTS [REDACTED]			
BALANCE DUE				\$2,500.00



**BANK NAME** [REDACTED]

We set up 1 payment(s).

DATE OF TRANSACTION AND TRANSACTION COMPLETE STATUS

Pay to	Pay from	Send on	Deliver by	Amount
<b>VENDOR ORG NAME</b> [REDACTED]	Applicant Organization Account [REDACTED]	[REDACTED]	[REDACTED]	\$2,500.00

Payment arrives in 1 business day

Status: Funded

Transaction number: [REDACTED]

Addendum: **DESCRIPTION MATCHES EV CHARGER PROJECT INFO**

Payments: 1 of 1 Total \$2,500.00

TOTAL PAID MATCHES INVOICE

Sample Receipt with Invoice:

VENDOR NAME

**Acknowledgement**

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

SOLD TO:

SHIP TO:

Applicant Organization 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			
	<p>Receipt Showing Paid Vendor Name</p> <p>Bank ID: 1111 Merchant ID: 1111 Term ID: 1111</p> <p>Phone Order</p> <p>Applicant Organization</p> <p>VISA Entry Method: Manual</p> <p>Total: \$ 9,274.66</p> <p>05/23/??</p> <p>Inv #: Approved: Online</p> <p>AVS Code: CVP2 Code: Retrieval</p> <p>Apror Code: Batch#:</p> <p>Customer Copy</p> <p>THANK YOU!</p> <p>ENCRYPTED TRANSACTION</p>			
			Subtotal	
			Shipping Chgs	
			Tax	
			Amount Due	9274.66

Customer product returns review prior to issuing credit resalable condition and all charges.

TOTAL PAID AMOUNT MATCHES

## 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 <a href="#">Upload required application documents</a> <a href="#">Input all project costs and Finalize Invoices</a> <a href="#">Complete the Installation Data Form</a>
---	---

### 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	* Unit Cost	* Quantity	* Is Item Taxed?	Total Cost
Select	\$		Select	\$

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

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



**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.
- ✓ 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
X Installation Materials	\$52,471.00	1	No	\$52,471.00
X 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.

  
**Finalize Invoices** **Add Invoice**

Submitted Invoices

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

## 2. SAMPLE SUPPORTING DOCUMENTS


### A. Site Verification Form

A completed Site Verification Form, available in the TIP [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, both manual and digital signatures are acceptable.
- ✓ The signature of the authorized representative of the Applicant Organization must be an individual listed as the applicant or a collaborator on the application.
- ✓ The signature of the authorized representative of the Site Host must be the site owner or a direct representative of the site owner. Contractors are not considered authorized representatives unless they are also the Site Host.
- ✓ Site Verification Form must be specific to the TIP and be submitted within five (5) calendar days of application submittal, or the application will be automatically cancelled.

#### Copy of Site Verification Form:

### CALeVIP Site Verification Form



CALeVIP Applicants must submit proof to the satisfaction of the Center for Sustainable Energy (CSE) that the installation work is authorized by the owner of the real property (Property Owner) and the Applicant. Accordingly, each Property Owner and Applicant must complete, sign and submit this form to CSE. CSE reserves the right to require the submission of additional information from either the Property Owner or Applicant as may be required. CALeVIP promotes easy access to zero-emission vehicle infrastructure by offering rebates for the purchase and installation of eligible EV chargers. More information is available at: [calevip.org](http://calevip.org). All fields are required to be completed.

#### INSTALLATION ADDRESS

The Installation address must match the installation address entered on the online application form. Discrepancies will delay your application during processing.

Installation Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

#### APPLICANT ORGANIZATION

The Applicant Organization is the entity or organization that will receive the rebate payment. Please note that the Applicant Organization must incur project costs to be eligible for the rebate.

The Applicant Organization Name below must match the Applicant Organization Name you entered on the online application form.

Applicant Organization Name: \_\_\_\_\_

The Applicant Organization is also the Property Owner of the Installation Address identified above.

Please provide the following contact information for an individual that represents the Applicant Organization and can answer follow up application questions if needed.

Contact Name (first and last): \_\_\_\_\_



Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant Organization hereby represents and warrants to CSE that: (1) all the information provided above is true and correct; and (2) the individual signing below is duly authorized by Applicant Organization to execute and submit the Site Verification Form to CSE on behalf of Applicant Organization. Applicant Organization acknowledges and agrees that CSE is relying on Applicant Organization's foregoing certifications in reviewing and approving the Application.

Signature of Authorized Representative of Applicant Organization: \_\_\_\_\_

Printed Name: \_\_\_\_\_  
Please clearly write the first and last name of the person signing above.

Title: \_\_\_\_\_ Date: \_\_\_\_\_



1

**PROPERTY OWNER**

If the Applicant Organization is the same as the Property Owner, please check the appropriate box in the Applicant Organization section and leave this section blank. Otherwise, this section is required for the form to be deemed complete.

**Please provide the name of the company, city, trust, or individual that owns the property.**

Property Owner Name: \_\_\_\_\_

**Please provide the following contact information for the Property Owner or a representative of the Property Owner who can answer follow up application questions if needed.**

Contact Name (first and last): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Please provide the full installation address in the section below, including street address, city, state and ZIP code.**

Property Owner hereby represents and warrants to CSE that: (1) the Property Owner is the vested owner of the real property located at

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ ("Property");

(2) the Property Owner has consented to Applicant's installation of certain EV charging station equipment at the Property; and (3) the individual signing below is duly authorized to execute and submit this Site Verification Form to CSE on behalf of Property Owner. Property Owner acknowledges and agrees that CSE is relying on the foregoing certifications in reviewing and approving the Application.

Signature of Authorized Representative of Property Owner: \_\_\_\_\_

Printed Name: \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice:**

EV chargers installed with CALeVIP incentives are eligible to generate Low Carbon Fuel Standard credits. Under California's Low Carbon Fuel Standard (LCFS) all operational electric vehicle chargers generate credits for dispensing fuel, and DC fast chargers can also generate infrastructure credits based on the capacity of the DC fast charger minus the quantity of dispensed fuel. These credits can be claimed and sold for economic benefit. The EV charger owner typically has rights to these LCFS credits, but they may be assigned/transacted to another party. To learn more about LCFS, see <https://calevip.org/sites/default/files/docs/calevip/Low-Carbon-Fuel-Standard-Overview.pdf>.



## 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 TIP guidelines. Please refer to the TIP specific tiering guides for the requirements in the TIP [Document Library](#). This document package is required for initial application submission.

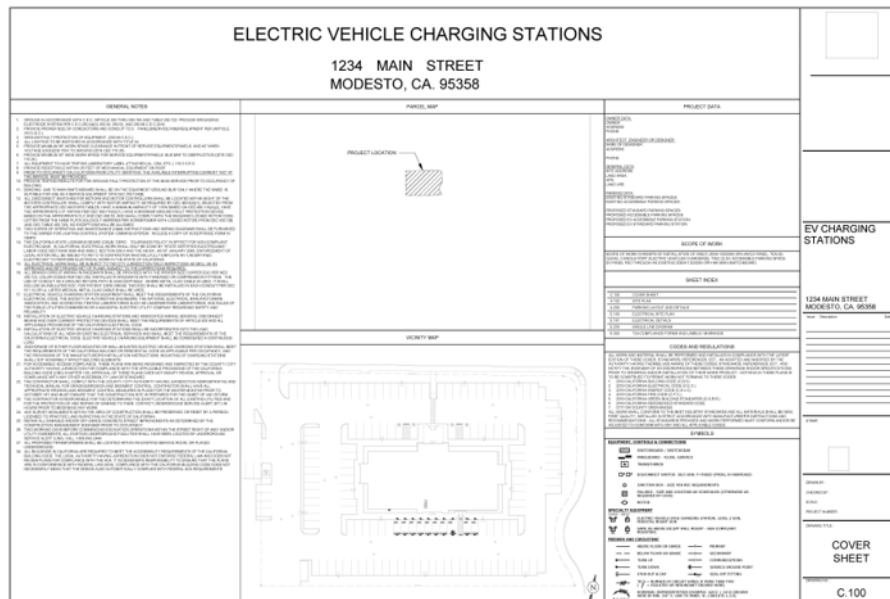
For the permit application package, the following is required:

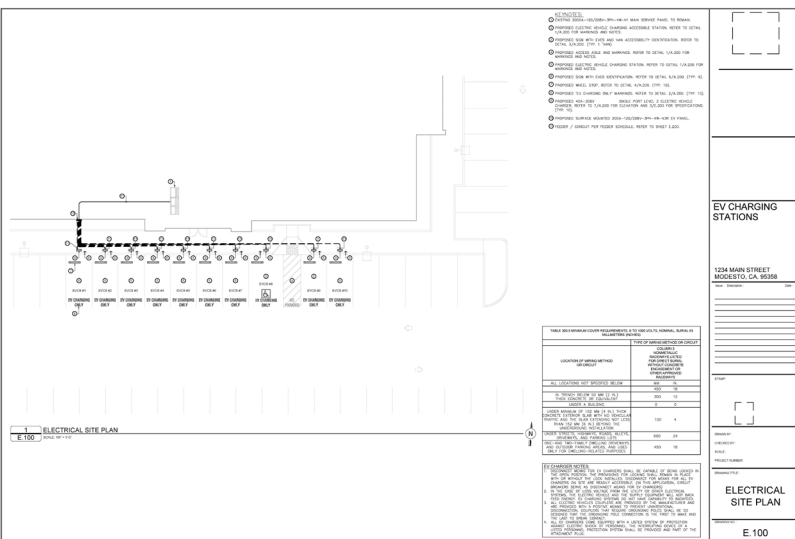
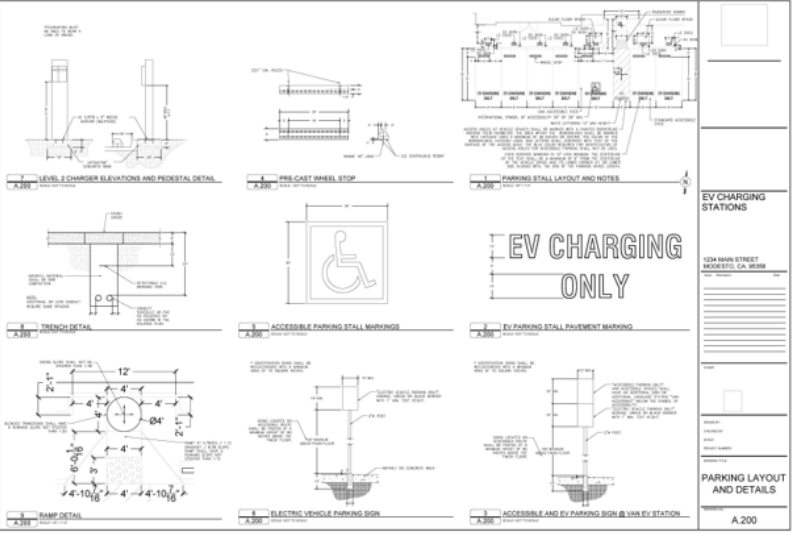
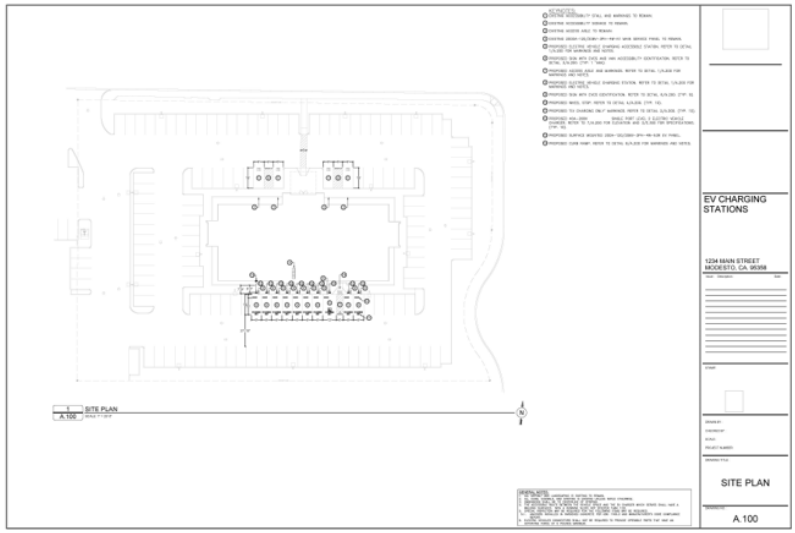
- ✓ Copy of permitting authority (City, County, Special District) building/electrical/construction permit application or issued permit.
- ✓ Copy of permit plan set/package submitted with building/electrical/construction permit application.
- ✓ Listed address on permit must match the Installation Address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

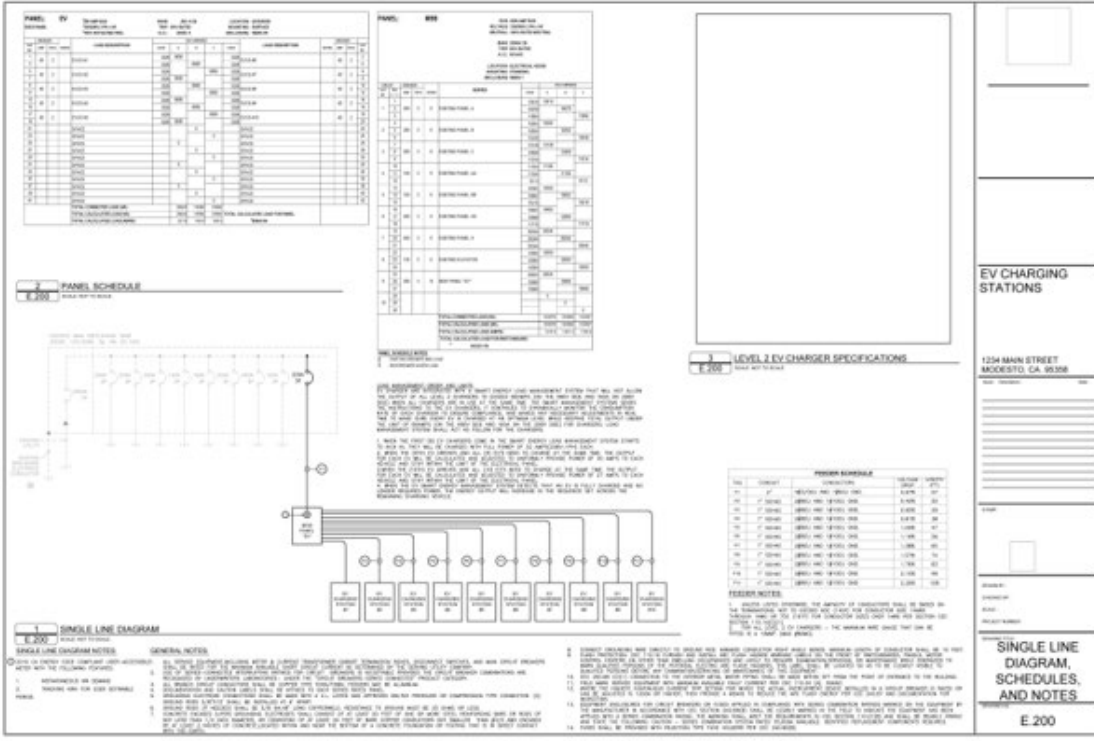
For the utility service application package, the following is required:

- ✓ 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:





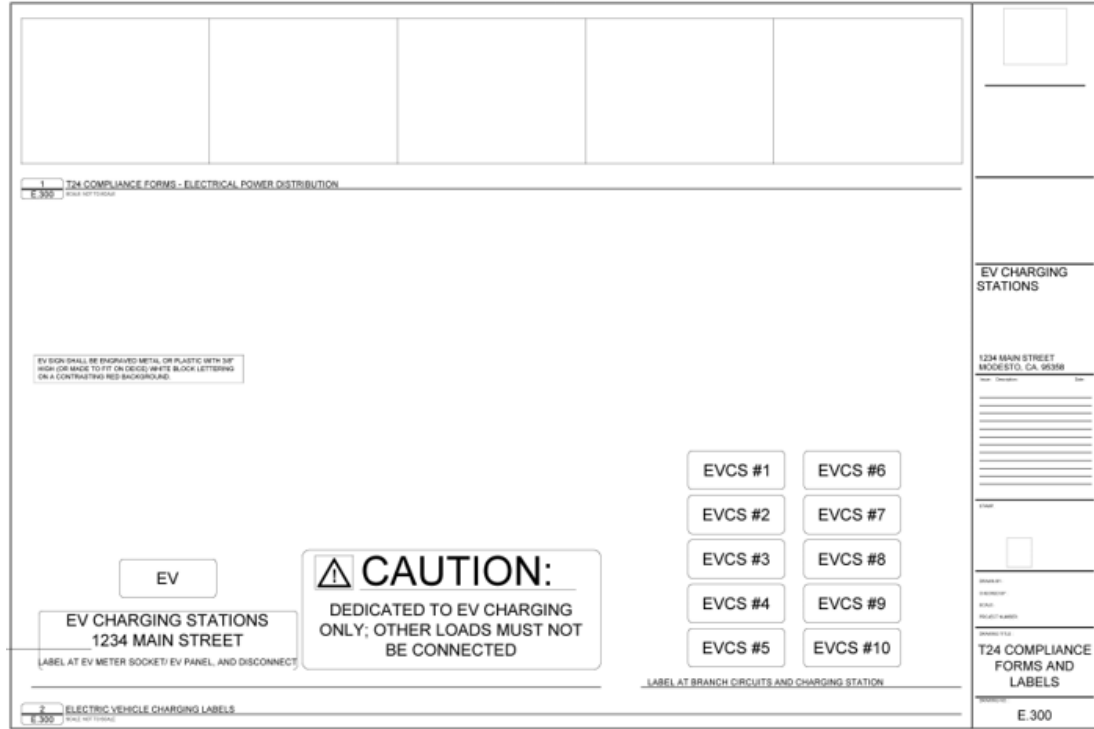


**EV CHARGING STATIONS**

1234 MAIN STREET  
MODESTO, CA 95358

**SINGLE LINE DIAGRAM, SCHEDULES, AND NOTES**

E. 200



**EV CHARGING STATIONS**

1234 MAIN STREET  
MODESTO, CA 95358

**T24 COMPLIANCE FORMS AND LABELS**

E. 300



# Sample Permit Application

## BUILDING PERMIT APPLICATION CITY OF MODESTO BUILDING SAFETY

 Bond Amount 

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.modesto.gov/civil065/Americans-with-Disabilities-Act-ADA>.

### LICENSED CONTRACTORS DECLARATION

I hereby affirm that I am licensed under the provisions of Chapter 6 (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 6, 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 through 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 3703 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 section need 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 the permit is issued (Sec. 3197, 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		Receipt Number	
City of Modesto		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:

Paid 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?  
No. of Generation Units:      Type of Generation:  
Total Output of All Generation:

## Operating Hours

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

Invoice Number	Invoice Date	Amount Due	Amount Enclosed
000000000-0	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.pgandecom/finance](http://www.pgandecom/finance), or  
Please return this portion with your payment. Thank you.

When Making Inquiries or Address Changes,  
Please Contact:

Customer Number

123456789

Invoice Number

000000000-0

When Making Inquiries or Address Changes,  
Please Contact:

Customer Number

123456789

Invoice Number

000000000-0

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 contract 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 the 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 repaying 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

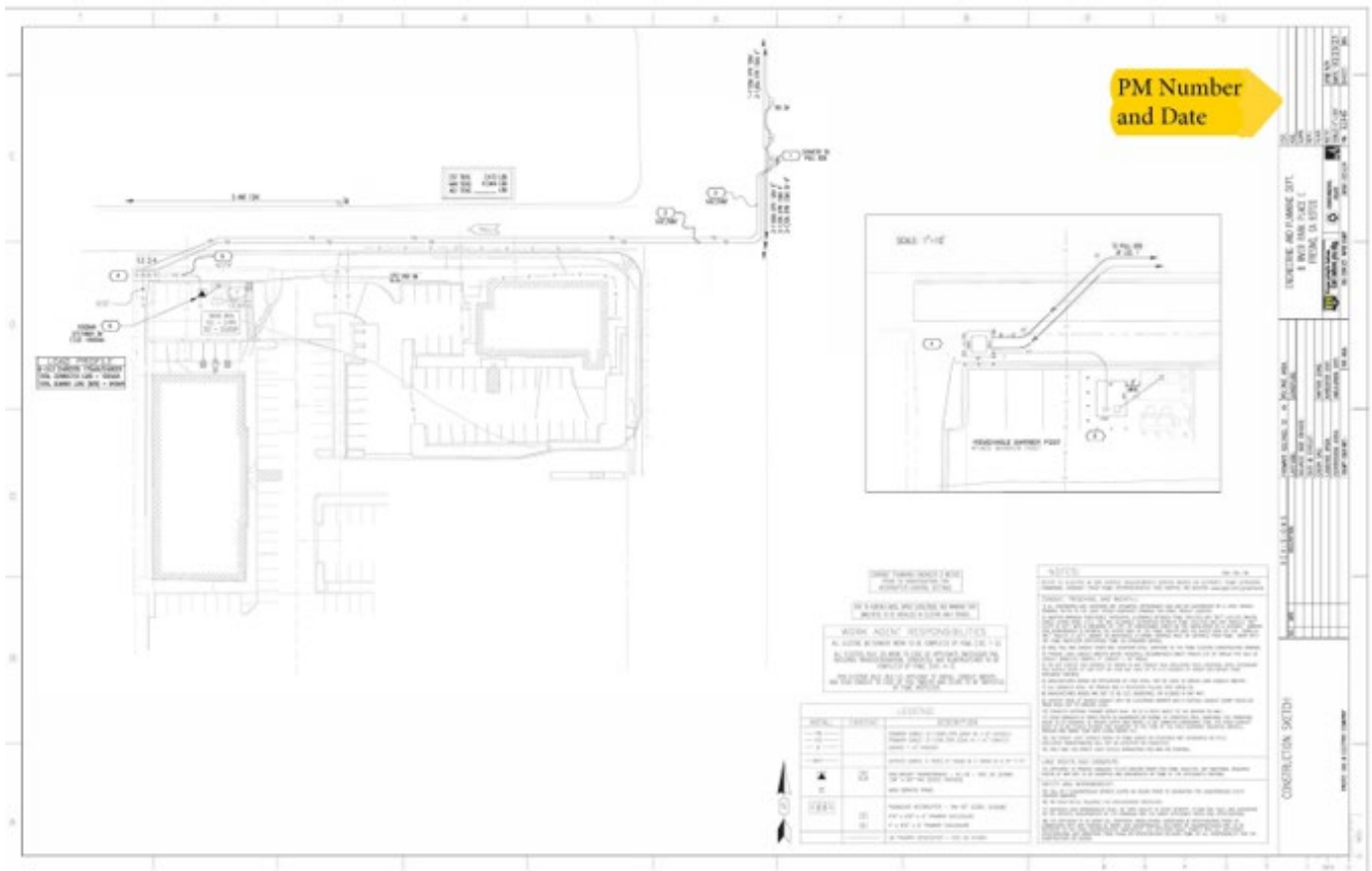
Ref. Nbr	Inv. Nbr	Inv. Date	Invoice Amount	Amount Paid	Disc Taken
			2,500.00	2,500.00	0.00

## 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.).

### 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.

### Sample Issued Permit

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;"><b>BUILDING PERMIT #</b></td> </tr> <tr> <td><b>JOB SITE ADDRESS (FORMER PERMIT #)</b></td> </tr> <tr> <td><b>APN</b></td> </tr> <tr> <td><b>APPLICANT</b></td> </tr> <tr> <td><b>OWNER</b></td> </tr> <tr> <td><b>CONTRACTOR</b></td> </tr> <tr> <td><b>ARCHITECT OR ENGINEER</b></td> </tr> <tr> <td><b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS</td> </tr> <tr> <td><b>USE</b> 437 Additions and Alterations - Nonresidential and non</td> </tr> <tr> <td><b>OCCUPANCY</b></td> </tr> <tr> <td>Zoning:                      Tract:                      Lot #:</td> </tr> <tr> <td><b>Total Valuation:</b></td> </tr> <tr> <td><b>Building SF:</b></td> </tr> <tr> <td><b>Garage SF:</b></td> </tr> <tr> <td><b>Patio SF:</b></td> </tr> <tr> <td style="text-align: center;"><b>DESCRIPTION OF FEES</b></td> </tr> </table>	<b>BUILDING PERMIT #</b>	<b>JOB SITE ADDRESS (FORMER PERMIT #)</b>	<b>APN</b>	<b>APPLICANT</b>	<b>OWNER</b>	<b>CONTRACTOR</b>	<b>ARCHITECT OR ENGINEER</b>	<b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	<b>USE</b> 437 Additions and Alterations - Nonresidential and non	<b>OCCUPANCY</b>	Zoning:                      Tract:                      Lot #:	<b>Total Valuation:</b>	<b>Building SF:</b>	<b>Garage SF:</b>	<b>Patio SF:</b>	<b>DESCRIPTION OF FEES</b>	<p>City of [REDACTED]  <b>BUILDING DEPARTMENT</b>  [REDACTED]</p> <p style="text-align: center;"><b>LICENSED CONTRACTORS DECLARATION</b></p> <p>I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full Force and effect.</p> <p>License Class                        License Number  Contractor                        Date</p> <p style="text-align: center;"><b>OWNER-BUILDER DECLARATION</b></p> <p>I affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).)</p> <p>I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale (sec. 7044, Business and Professions Code. The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work himself or through his own employees, provide that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of providing that he did not build or improve for purpose of sale).</p> <p>I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (sec.7044 Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contractor(s) licensed pursuant to the Contractor's License Law.)</p> <p>I am exempt Under Sec. _____, B.P.C. for this reason.</p> <p>Owner                      Date</p> <p style="text-align: center;"><b>WORKERS' COMPENSATION DECLARATION</b></p> <p>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:</p> <p><b>Carrier</b> _____  <b>Policy Number</b> _____  (This section need not be completed of the permit is for one hundred Dollars (\$100) or less)</p> <p>I certify that in the performance of the work for which this permit is issued, I shall not employ any person in a manner so as to become subject to the workers' compensation provisions of Section 3700 of the Labor Code, I shall forthwith comply with those provisions.</p> <p><b>Applicant</b>                      <b>Date</b></p> <p><b>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.</b></p> <p>I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3097, Civil Code)</p> <p><b>Lenders Name</b> _____  <b>Lenders Address</b> _____</p> <p>I declare under penalty of perjury that I have read this application and that the above information is true and correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.</p>
<b>BUILDING PERMIT #</b>																	
<b>JOB SITE ADDRESS (FORMER PERMIT #)</b>																	
<b>APN</b>																	
<b>APPLICANT</b>																	
<b>OWNER</b>																	
<b>CONTRACTOR</b>																	
<b>ARCHITECT OR ENGINEER</b>																	
<b>DESCRIPTION OF WORK</b> INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS																	
<b>USE</b> 437 Additions and Alterations - Nonresidential and non																	
<b>OCCUPANCY</b>																	
Zoning:                      Tract:                      Lot #:																	
<b>Total Valuation:</b>																	
<b>Building SF:</b>																	
<b>Garage SF:</b>																	
<b>Patio SF:</b>																	
<b>DESCRIPTION OF FEES</b>																	
<p><b>Department Approval</b> _____ Date _____</p>	<p>Signature of Applicant or Agent _____ Date _____</p>																

## 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 (Applicant Organization 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 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

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

## 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 (Applicant Organization 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 examples, please note paid stamp is not sufficient proof of payment). Acceptable proof of payment can include front and back of the deposited check with a corresponding bank statement, ACH payments, wire transfers, and credit card receipts (with corresponding bank statement if needed).
- ✓ Any additional supporting documentation deemed necessary by CALeVIP.

### Sample Design Invoice

<p><b>[Company Name]</b>          [Street Address]          [City, ST ZIP]          Phone: (000) 000-0000</p>	<h2>INVOICE</h2> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>INVOICE #</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>[123456]</td> <td>5/1/2014</td> </tr> </tbody> </table>	INVOICE #	DATE	[123456]	5/1/2014										
INVOICE #	DATE														
[123456]	5/1/2014														
<table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">BILL TO</th> </tr> </thead> <tbody> <tr> <td>[Name]</td> <td></td> </tr> <tr> <td>[Company Name]</td> <td><b>Applicant Organization</b></td> </tr> <tr> <td>[Street Address]</td> <td></td> </tr> <tr> <td>[City, ST ZIP]</td> <td></td> </tr> <tr> <td>[Phone]</td> <td></td> </tr> <tr> <td>[Email Address]</td> <td><b>Installation Address</b></td> </tr> </tbody> </table>		BILL TO		[Name]		[Company Name]	<b>Applicant Organization</b>	[Street Address]		[City, ST ZIP]		[Phone]		[Email Address]	<b>Installation Address</b>
BILL TO															
[Name]															
[Company Name]	<b>Applicant Organization</b>														
[Street Address]															
[City, ST ZIP]															
[Phone]															
[Email Address]	<b>Installation Address</b>														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">DESCRIPTION</th> <th style="width: 20%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>Service Fee for design work and redesign for ADA</td> <td style="text-align: right;">200.00</td> </tr> <tr> <td>Labor: 5 hours at \$70/hr</td> <td style="text-align: right;">375.00</td> </tr> <tr> <td>New client discount</td> <td style="text-align: right;">(50.00)</td> </tr> <tr> <td>Tax (4.25% after discount)</td> <td style="text-align: right;">20.56</td> </tr> <tr> <td style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>\$ 551.56</b></td> </tr> </tbody> </table>		DESCRIPTION	AMOUNT	Service Fee for design work and redesign for ADA	200.00	Labor: 5 hours at \$70/hr	375.00	New client discount	(50.00)	Tax (4.25% after discount)	20.56	<b>TOTAL</b>	<b>\$ 551.56</b>		
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New client discount	(50.00)														
Tax (4.25% after discount)	20.56														
<b>TOTAL</b>	<b>\$ 551.56</b>														
<p style="text-align: left; font-size: small;">Thank you for your business!</p>															

## 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 (Applicant Organization 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 examples, please note paid stamp is not sufficient proof of payment). Acceptable proof of payment can include front and back of the deposited check with a corresponding bank statement, ACH payments, wire transfers, and credit card receipts (with corresponding bank statement if needed).
- ✓ Any additional supporting documentation deemed necessary by CALeVIP.

### Sample Equipment Purchase Invoice

**Please make check payable to**  

**Payment Terms**  
 

Customer Name:  

Site Location:

PAID INVOICE

Date:  

Invoice #:  

Reference #:  

For:  

Bill to:

DESCRIPTION	AMOUNT
The total cost of two (2) EVCS unit (s) / Service(s):	
<small>Maker:</small> <span style="background-color: black; display: inline-block; width: 40px; height: 1em;"> </span>	
<small>Model:</small> <span style="background-color: black; display: inline-block; width: 40px; height: 1em;"> </span>	
<small>Services:</small> <span style="background-color: black; display: inline-block; width: 60px; height: 1em;"> </span> Network Service.	
<small>Quantity:</small> Two (2)	
<small>Serial Numbers:</small> <span style="background-color: black; display: inline-block; width: 100px; height: 1em;"> </span>	
<small>Comments:</small> <b>PAID INVOICE on 09/27/19</b>	
	SUBTOTAL \$ <span style="background-color: black; display: inline-block; width: 60px; height: 1em;"> </span>
	OTHER <span style="background-color: black; display: inline-block; width: 60px; height: 1em;"> </span>
	TOTAL \$ <span style="background-color: black; display: inline-block; width: 60px; height: 1em;"> </span>



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

# Invoice

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

PAID

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

## 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, please note paid stamp is not sufficient proof of payment). Acceptable proof of payment can include front and back of the deposited check with a corresponding bank statement, ACH payments, wire transfers, and credit card receipts (with corresponding bank statement if needed).
- ✓ Any additional supporting documentation deemed necessary by CALeVIP.

### *Sample Installation Purchase Invoice*

<b>VENDOR NAME</b>		Registered Address:		<b>Invoice</b>			
				<b>INVOICE #</b>			
Bill To	Ship To	<b>TOTAL</b>					
<b>APPLICANT ORG</b>		<b>USD \$ 64,138.90</b>					
Date	Due Date	Terms	Created From	Customer PO NO	Reference		
10/1/2021	11/30/2021						
Ship Date	Incoterms	Freight Code	Shipping Method	Ship To Contact Name	Tracking Numbers		
10/1/2021							
Line No	Item Description	Plan Start Date	Plan Term (in Months)	Invoice Quantity	Units	Unit Price	Amount
	<b>LINE ITEM COSTS AND DESCRIPTIONS</b>						
							\$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%)	
						<b>Total</b>	<b>\$64,138.90</b>
						Amount Paid	
Amount Due		\$64,138.90					
<small>* 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 unanticipated increase in various logistics costs (e.g., increased cost of components/parts)       </small>							


# I. EVITP Requirements Affidavit

A complete EVITP Requirements Affidavit, available in the TIP [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 Applicant Organization 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](http://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: _____	Printed Applicant Name/Name of Applicant’s Authorized Representative: _____
Title: _____	Company Name: _____
Date: _____	



OFFICE OF THE CALIFORNIA ENERGY COMMISSION



Center for Sustainable Energy

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: \_\_\_\_\_



## 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
Upper Ground	Temporary Power	Manholes
Foundation	Underground	Storm Drains
_____	_____	Catch Basins
_____	_____	On-Site Water
_____	Rough Wire	Chlorination Test
_____	_____	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 Suppression Test
_____	_____	R. P. Device
_____	_____	Landscape Spkr.
_____	_____	Med. Gas Rgh.
_____	_____	Med Gas Test
_____	_____	_____
_____	_____	Gas Test
_____	_____	Temporary Gas
_____	_____	Gas Meter Clearance
_____	_____	Safe - to - Stock
_____	_____	Safe - to - Occupy
_____	_____	_____
Final Inspection	_____	Mechanical Final
_____	_____	Plumbing Final
_____	_____	_____

Final Inspection \_\_\_\_\_

Final Inspection \_\_\_\_\_

Final Inspection \_\_\_\_\_

Final Inspection \_\_\_\_\_

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

G-6



## 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.
- ✓ 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 TIP [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: \_\_\_\_\_

  
CALIFORNIA ENERGY COMMISSION

  
Center for Sustainable Energy®

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, please 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.

#### 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 TIP. 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.