

CALeVIP 2.0 Extension and Cancellation Appeal Policy

Effective 06/07/24

All key terms are defined at the end of this policy.

1. CALeVIP 2.0 Closeout Schedule and Stakeholder Expectations

Applicant Organizations, Applicants, Collaborators, and key stakeholders such as Site Hosts are expected to proactively manage their applications and monitor their project expiration dates. For all actions relating to this policy, the Applicant and/or Collaborators are designated by the Applicant Organization to act on their behalf to manage the application. All project role definitions can be referenced at the end of this document.

The Applicant and/or Collaborator will be held to their current project due date unless an extension has been requested and approved in accordance with this policy. Applicant/Collaborators should request extensions, cancellations, or any other application changes in a timely manner and monitor and update all email addresses used for program communications.

CALeVIP 2.0 installations and final documentation must be completed and submitted to the Center for Sustainable Energy (CSE) in accordance with each application's listed due date (i.e. 450-days after funding reservation). Eligible extensions may be granted to extend the application due date to no later than the final deadline listed for each Targeted Incentive Project (TIP) below. No extension will be granted for an application past the final TIP deadline. Each TIP final deadline must be adhered to below:

- Golden State Priority Project – Window 1, Eastern and Central Regions (GSPP-1)
 - All GSPP-1 installations must be completed and final documentation must be submitted to CSE by 11:59pm (Pacific Time) by **April 2, 2025**
- Golden State Priority Project – Window 2, Northern and Southern Regions (GSPP-2)
 - All GSPP-2 installations must be completed and final documentation must be submitted to CSE by 11:59pm (Pacific Time) by **January 15, 2026**

The listed dates above are the final deadlines for each TIP and all Applicant/Collaborators are expected to complete their installations, interconnect the chargers, and submit all necessary documentation prior to each application's corresponding TIP deadline. It is up to the Applicant/Collaborator to confirm which TIP your application is part of to meet all stated deadlines. Applicant/Collaborators should ensure that all submitted documentation complies with the *CALeVIP 2.0 Rebate Invoicing Procedures and Sample Supporting Documents* available on the [CALeVIP Document Library](#).

- Applicant/Collaborators that do not meet the above TIP deadlines will be at risk of having CSE cancelling their applications.
- Applicant/Collaborators who meet their application due date and submit appropriate documentation that meets criteria for final payment prior to the TIP deadline, will be notified of the successful completion of payment. All invoices will be reviewed for compliance with the

rebate invoicing procedures and rebate amounts may be adjusted accordingly. Failure to provide invoices and supporting documentation in accordance with the *CALeVIP 2.0 Rebate Invoicing Procedures and Sample Supporting Documents* available on the [CALeVIP Document Library](#) will result in a forfeiture of the rebate or a reduced amount if only some documents are deemed acceptable.

- Applicant/Collaborators who know their installations are not feasible or cannot be completed given the TIP deadline should request a cancellation by contacting CSE (calevip@energycenter.org). All Applicant Organizations and Applicants may be assessed in future funding rounds based upon a past performance review process.

2. General Time Requirements

Applications funded by CALeVIP 2.0 must be completed within a defined period to receive funding as follows. All projects are allotted 450 total days from funds reserved to final completion.

If an application exceeds these initial timelines, an extension must be requested and approved according to the policy outlined in this document. No extension will be granted beyond the final TIP deadline. ***All applications that expired without an approved extension are subject to cancellation. See Section 6 of this document for more information on cancellations and the appeal process.***

For general expectations of application progress timing, the Applicant/Collaborator can review the Construction Progress Tracker (CPT) training video accessed here, [CALeVIP CPT Training](#). Applicants must keep the CPT up to date throughout the application life to communicate progress to CSE.

3. Requesting an Extension

A. Timing

Applicant/Collaborators are expected to proactively monitor their application due dates and request extensions, cancellations, or other application changes promptly. All application extension requests must be made at least fifteen (15) days before application due date. Extensions are not guaranteed, and Applicant/Collaborators must follow the criteria outlined in this policy.

Requests for extensions made less than fifteen (15) days from application due date will generally not be accepted, and the application(s) will likely be cancelled. Applicant/Collaborators are responsible for knowing their application's due date and are encouraged to request an extension as soon as they know one is needed. The application's current due date can be found by logging into your dashboard on CSE's application portal. All approved extension requests will receive an updated due date via email that will be updated within the dashboard on the application portal. Applicant/Collaborators may contact if any questions or assistance is required regarding their application. The email must list the question topic in the subject line and include the application number in the body of the email.

B. Extension Request Process

The process to request an extension will proceed as follows:

1. Requests for an extension must be made using the **CALEVIP 2.0 Extension Request Form**. This form can be obtained in the [Document Library](#) on the CALeVIP website.
2. Complete the Extension Request Form and gather the appropriate required documentation as detailed within the specified Excusable Extension Reason listed within section 4 of this document. The completed CALeVIP 2.0 Extension Request Form must be emailed along with any required documentation to calevip@energycenter.org with “Extension Request” as the subject and the application numbers in the body of the email.
The Extension Request Form is designed to collect the minimum amount of information and documentation required to evaluate an extension request. The Applicant/Collaborator should send any additional documentation of factors contributing to project delays to support their request. Applicants/Collaborators must submit documentation that proves significant and consistent progress has been made on the application to date. Failure to provide the required information proving the application has not been idle for excessive time with no excusable delay may result in a denial of the extension request. Additionally, if the information provided is found to be false or misleading, the extension request will be denied, and may be considered in a potential future application’s past performance review.
3. Within the extension request email, the Applicant/Collaborator must submit an updated schedule to complete the installation and submit the required documentation by the new requested due date.
4. After reviewing the submission, CSE Operations staff will reply to the Applicant/Collaborator with clarifying questions allowing the Applicant/Collaborator to have back-and-forth communication with CSE prior to any final extension decision. CSE will then notify the Applicant/Collaborator of the new due date (if approved) or of the rejection reason (if denied).
5. If an extension is granted, the Applicant/Collaborator must continue tracking progress through the CPT. Applicants that do not maintain the CPT may be canceled.

4. Excusable Extension Reasons and Required Documentation

Extension requests are categorized as Excusable or Non-Excusable. If a delay is outside of an Applicant/Collaborator’s control, it may be considered Excusable and eligible for an extension. The Applicant/Collaborator must provide documentation that supports the reason for the delay, as detailed in the table below. If the delay is within the Applicant/Collaborator’s control, it may be considered Non-Excusable and will not be considered for an extension and will be cancelled if not completed by its current due date.

Extensions will typically be granted in ninety (90)-day increments. However, time allotted for Excusable extensions may vary based on the reason for the extension and will be determined by CSE during the extension request review process.

Important items to note:

- **Each application will be allowed a maximum of two (2) extensions. Each extension must be for a separate and distinct reason. Extensions will be assessed on a case-by-case basis and are not guaranteed. Not all applications will be eligible for two extensions.**

- If an application is encountering more than one delay at the same time, applicants should submit an extension request based on the most impactful and time-consuming reason. Please add information on other delays to the 2.0 Extension Request Form on the [TIP Document Library](#).
- Delays associated with changing the location of chargers will not be considered an Excusable extension reason and those applications will be cancelled.

Excusable Extension Reason	Required Documentation
Equipment Delivery Delay	<p>Email notification of delay and shipping estimated time of arrival from equipment supplier.</p> <p>Documentation including the following:</p> <ul style="list-style-type: none"> ✓ Type of equipment that is causing the delay ✓ Name of equipment supplier ✓ Equipment supplier contact information (name, email, and phone number) ✓ Order/invoice number
<p>Permit Approval Delay by Authority Having Jurisdiction (AHJ)*</p> <p>*If your application’s assigned Tier required proof of permit, your application is not eligible for this Excusable extension.</p>	<p>Evidence of permit processing status.</p> <p>Documentation must include the following:</p> <ul style="list-style-type: none"> ✓ AHJ representative contact information (name, email, phone) ✓ Permit number <p>Additional optional support information that can help:</p> <ul style="list-style-type: none"> ✓ Screenshot from AHJ permit portal ✓ Expected date the permit will be issued ✓ Evidence that delay is due to AHJ <p>Note – An issued permit is required for an Applicant/Collaborator to meet its sixty (60) day Checkpoint Milestone. The Applicant/Collaborator is responsible for contacting CSE to request an extension for the Checkpoint Milestone deadline to avoid auto-cancellation of the application at that stage. An extension to the Checkpoint Milestone deadline does not count as one of the two allowed project extensions and does not extend the 450-day timeline. It is up to the Applicant/Collaborator to apply for an application extension as one of the two Excusable extensions if the delay extends the application over 450 days.</p>
Utility Design Delay*	<p>Evidence of utility status/timelines.</p> <p>Documentation must include the following:</p> <ul style="list-style-type: none"> ✓ Utility contact information (name, email, phone) ✓ Installation address ✓ Expected timeline to complete the design

<p>*If your application’s assigned Tier required proof of final utility design, your application is not eligible for this Excusable extension.</p>	<p>Note –the final utility design is required for an applicant to meet its sixty (60) day Checkpoint Milestone. The Applicant/Collaborator is responsible for contacting CSE to request an extension for the Checkpoint Milestone deadline to avoid auto-cancellation of the application at that stage. An extension to the Checkpoint Milestone deadline does not count as one of the two allowed project extensions and does not extend the 450-day timeline. It is up to the Applicant/Collaborator to apply for an application extension as one of the two Excusable extensions if the delay extends the application over 450 days.</p>
<p>Utility Interconnection Delay</p>	<p>Evidence of utility interconnection status/timelines.</p> <p>Documentation must include the following:</p> <ul style="list-style-type: none"> ✓ Utility contact information (name, email, phone) ✓ Installation address ✓ Expected timeline to complete the design <p>Upgrading major infrastructure, such as extensive timelines of upgrading substations, are not eligible for this Excusable extension.</p> <p>Note – if all other work on an application is complete, a utility interconnection extension will be granted until the TIP’s final deadline, listed in Section 1 of this document.</p>
<p>Labor Shortages for EVITP Certified Electricians</p>	<p>A detailed explanation of the delay and evidence of difficulty scheduling/securing an EVITP-certified electrician</p> <p>The Applicant/Collaborator must show evidence that multiple EVITP-certified electricians or installers were contacted and the reason they could not complete the work. This Excusable Extension does not cover delays within the Applicant/Collaborator's control, such as insufficient scheduling or timing. Other labor shortage extension requests will not be allowed.</p>

5. Non-Excusable Delays

Delays that are within an Applicant/Collaborator’s control will be considered Non-Excusable, and are not eligible for extensions:

1. Unreasonable Delay Between Application Readiness and Beginning of Construction

The purpose of CALeVIP 2.0 is to facilitate the rapid deployment of EV charging infrastructure. If an application has an issued permit, equipment on hand, utility design approved, and available labor, the **application is considered ready for construction**.

Expected Timeframes: It is expected that the Applicant/Collaborator will begin construction within thirty (30) days after the application has obtained an issued permit, equipment on hand, utility design approved, and has available labor. Projects that fail to begin construction within ninety **(90) calendar days** after the application has obtained an issued permit, equipment on hand, utility design approved, and has available labor may be ineligible for extensions.

2. Lack of Communication with CSE

CSE will make commercially reasonable efforts to follow up with the Applicant Organization, Applicant, Collaborators, and Site Host regarding application milestones and delays via email*. If CSE does not receive a response to progress update emails or milestone update requests from the CPT, projects will become ineligible for extensions.

Expected Timeframes: CSE will follow up with two (2) additional follow-up emails, spaced at least seven (7) calendar days apart. If a response is not received within seven (7) calendar days of the second follow up email, CSE will consider the application abandoned and the application will become ineligible for extensions. Additionally, response notifications of milestones from the CPT are also required and failure to respond within seven (7) calendar days from the milestone date in the CPT could result in ineligibility for extensions.

**Note: Applicant/Collaborators are responsible for maintaining accurate contact information and informing CSE of any changes of the primary point of contact for the application. Applicant/Collaborators should utilize the application contact list to inform CSE of changes to their preferred contact persons. Delays resulting from the Applicant/Collaborator's failure to update the primary point of contact are Non-Excusable.*

3. Unreasonable Permitting Delays

California Assembly Bill 970 ([AB 970](#)) signed into law August 8, 2021, puts a limit on AHJs' maximum permit review timelines for EV charging stations. Effective January 1, 2023, AHJs have a maximum of fifty (50) business days to approve or deny permit applications for EV chargers. If a permit application is not explicitly approved or denied within this timeframe, it is considered automatically approved.

Applicant/Collaborators are expected to become familiar with AB 970 as it applies to their own permitting timelines and to follow up with AHJs regarding permitting timelines. The Applicant/Collaborator is expected to maintain active communication with permitting authorities, responding to corrections and questions during permit review and proactively following up with the permitting process.

AB 970 provides Applicant/Collaborators with a degree of control over the issuance of EV charging permits. Therefore, it is required that, within 120 calendar days of permit submittal. Applicant/Collaborators need to provide evidence of either: (1) an approved permit; or (2) a communication with the AHJ citing AB 970.

Expected Timeframe: A permit applied for but not approved within 120 calendar days will be considered unreasonably overdue and subject to cancellation of their applications.

All applications that are past their due date without an approved extension are subject to cancellation.

6. Cancellations

Applicant/Collaborators should be aware of their current due date(s) at all times.

Appeals of cancelled applications are not guaranteed and may be granted on a case-by-case basis at CSE's discretion. Decisions as to cancellation appeals are final and unappealable. A cancellation appeal will not be granted if the Applicant/Collaborators forgot a due date or mismanaged application timelines. A cancelled application can only be appealed and reactivated once and must be requested within thirty (30) days of the cancellation date.

A cancellation appeal must be documented in the same way as an extension request. Applicant/Collaborators will be required to provide clear documentation of application progress since the cancellation date and/or the most recent due date. Documentation must show that the reason for the most recent extension has been resolved and/or that substantial progress has been made through photos of construction progress or other documentation.

A cancellation appeal will not be granted if two (2) extensions have already been granted.

7. Contact Information

Please email calevip@energycenter.org for extension and cancellation appeal requests with the required documentation in section 4 and 6 of this document. Applicant/Collaborators should include "Extension Request" or "Cancellation Appeal Request" in the subject line of the email with their application number in the body.

8. Important Definitions:

1. **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.
2. **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.

3. Checkpoint Milestone: All applicants within GSPP-1 and GSPP-2 TIPs are subject to a sixty (60) milestone requirement in which the applicant can provide proof of issued permit, final utility design, and equipment order.
4. Collaborator: An individual who is added by the Applicant to an application that can act on behalf of the applicant. The Collaborator must be from the same organization as the Applicant or Applicant Organization or be an authorized representative of the Site Host. 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.
5. Due Date: The date by which an installation must be complete with final documentation, project costs, and the Installation Data Form submitted to the user dashboard. For applications without an extension, this date will be 450 days from the application's funds reserved date. After Checkpoint Milestone approval, the active due date will be visible on the user dashboard next to your application. Granted extensions will result in an updated due date.
6. Excusable Extension: Only reasonings listed in section 4 will be considered for extensions for applications. Extension requests beyond those listed within section 4 will not be considered for an extension.
7. Non-Excusable Extension: Any reasoning beyond those listed within section 4: Excusable Extensions will be considered Non-Excusable and not be granted an extension.
8. Site Hosts: 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.
9. 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.