



# COMMUNITIES IN CHARGE

## How to Apply Webinar

An Introduction for Applicants to Communities in Charge

*October 5, 2023*



# Zoom Logistics

Webinar URL:

<https://us06web.zoom.us/s/86552255409>

Webinar ID: 8865 5226 6019

Mobile:

+16699006833,,86552266019# US (San Jose)

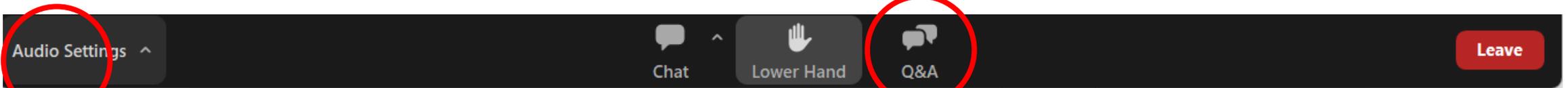
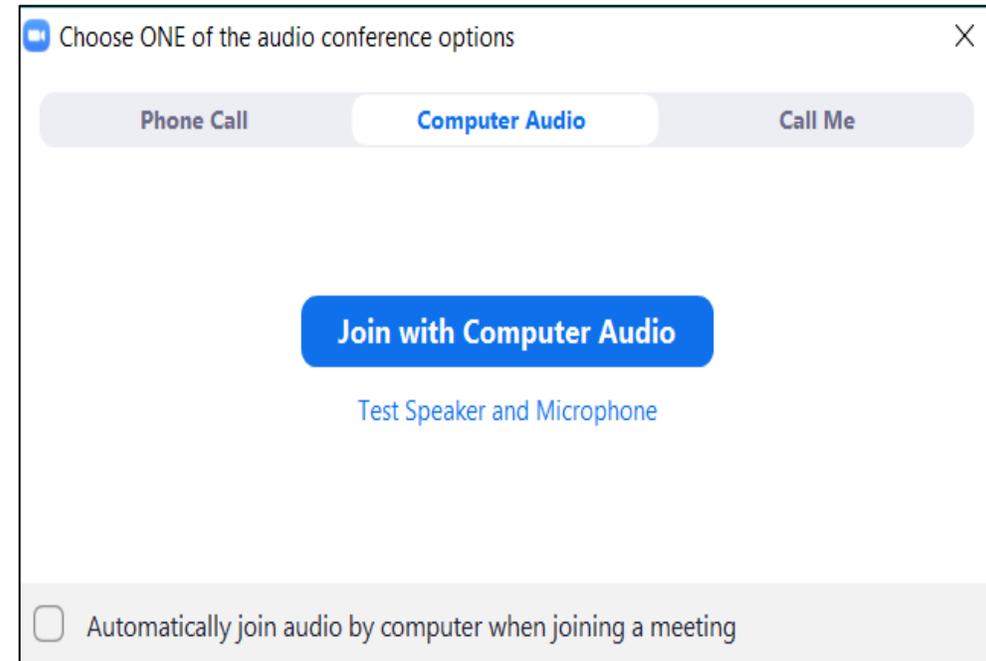
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Dial by your location

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If you dial-in from a phone, use the meeting ID and passcode from invite



All participants (web and dial-in) are automatically in listen-only mode.

If you have questions, you can use the Q&A function.

# Agenda

- Webinar Goals
- Communities in Charge Project Overview
  - Funding Wave 2 Project Updates
- Incentive Amounts
- Eligibility
- How to Apply
- Tiering, Scoring, and Awarding
- Resources
- Important Dates
- Q&A
- Stay Connected

# Poll Question #1

## How did you hear about Communities in Charge?

- A. Public Meeting
- B. Social Media
- C. CALSTART Newsletter (CALSTART Compass)
- D. CEC Docket Announcement
- E. Referred by a Community Based Organization
- F. Referred by GRID Alternatives
- G. Other

## Poll Question #2

Are you attending on behalf of an equity-focused, community-based organization (CBO)? If yes, please include your organization name.

- A. No
- B. Yes

# Webinar Goals

## Webinar Goals

**Communities in Charge Staff aim to answer the following high-level questions:**

- What is different about Funding Wave 2?
- Where do I apply to Communities in Charge?
- What does applying to the Project look like?
- What documents and information must Applicants provide?
- When can Applicants begin the process, and how long do Applicants have to complete it?
- What resources are available to Applicants?

# Funding Wave 2 Project Updates

## Communities in Charge Project Partners



Implementor



Funder



Equity and Outreach  
Partner



Incentive Processing

# Communities in Charge Project Overview



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Communities in Charge is California's market-accelerating, light-duty electric vehicle (EV) charging incentive project



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Funded by the California Energy Commission's Clean Transportation Program, implemented by CALSTART, and supported in partnership with GRID Alternatives and Tetra Tech



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Communities in Charge is designed to transform EV accessibility, rapidly catalyze new markets, and swiftly deploy Level 2 EV charging stations



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**\$38 Million available for 2<sup>nd</sup> funding wave!**

## Funding Wave 2 Priorities



### **Site Type:**

Increase overall diversity of Project Site types



### **Geography:**

Broaden geographic diversity of awardees across the State of California

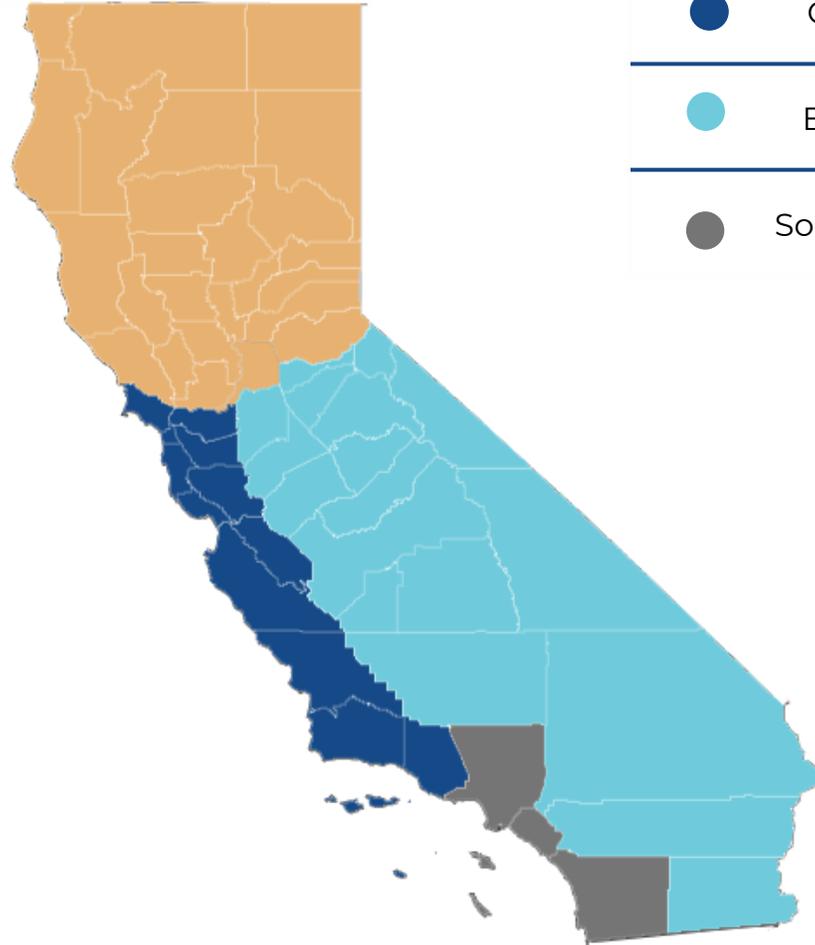


### **Applicant Pool:**

Encourage greater diversity of Applicant pool

# Funding Allocations Across the State

- Like Golden State Priority Project, Communities in Charge will distribute funding by region.
- Allocations are determined by DAC/LIC, population, and prior funding distributions.



Region	Incentive Amount
Northern	\$8,000,000
Central	\$12,000,000
Eastern	\$7,000,000
Southern	\$11,000,000

## Additional Project Updates



### **Applicant Cap:**

No one applicant or organization shall receive more than 25% of all available funding.



### **270-Day Completion Window for All Awardees:**

Recipients of a Notice of Award (*Conditional OR Final*) have 270 calendar days to submit their request for Final Payment.

# Incentive Amounts

## How much incentive can we receive per connector?

Eligible Incentives for L2 Chargers	Amount Per Connector
Base Incentive	Up to \$3,500, or 75% of eligible costs, whichever is less
Multifamily Housing Project Site	Additional \$3,500.
Project Site for Tribal government, Tribal entity, or non-governmental organizations serving Tribal communities	Additional \$3,500.

## How many connectors can I be reimbursed for?

Minimum Number of Connectors funded for all projects	4
Maximum Number of Connectors funded for most project sites	20
Maximum Number of Connectors funded for Workplace or Multifamily Housing	40

Award Ranges: \$14,000 - \$420,000

\*Awards will vary based upon connector count and site type incentives

# Eligibility

## Who is an eligible applicant?

**To participate in Communities in Charge, Applicants must:**

- Be the property owner, lessee, or authorized representative
- Be the one who incurs the cost

# How do I know if my project site is eligible?

## Eligible Site

- Real property with an identifiable address in California
- Installed Level 2 EV chargers will remain in operation for the duration of their network agreement.
- Public or Private Access Site

## Non-Eligible Site

- Single-family homes
- Duplexes
- Triplexes
- Individual mobile homes
- New Build Sites
- Project Sites that have funding stacked with IOU and LADWP incentives.

# Equipment Eligibility

## Existing Equipment Eligibility Requirements still apply.

In coordination with the California Energy Commission, Communities in Charge would like to remind participants of the following technology requirement updates for Level 2 EVSEs. These changes shall not supersede existing requirements outlined in the Implementation Manual under Section 2.4

Requirement	Technology	Date
OCPP 1.6 or later Core (Subset) & Security certifications, * or OCPP 2.0.1 certification proof of payment, or OCPP 2.0.1 test tool report showing compliance for Core & Security	L2	January 1, 2024
OCPP 2.0.1 Core & Security certification*	L2	January 1, 2025
ISO 15118 Hardware Ready	L2	July 1, 2024

## Community Connections Explained

Your project site does not have to be a Community Connection to be eligible for award.

Your project site can be eligible to be scored as a Community Connection if you are able to provide the proper documentation during the application window. Check out section 2.3 of the Implementation Manual for more information.

Community Connections are identified locations where community members live and gather, these sites are elevated in the equity scoring rubric.

-  Multi-Family Housing in Charge
-  Tribes in Charge
-  Congregations in Charge
-  Schools in Charge
-  Healthcare in Charge
-  Nonprofits in Charge
-  Local Government in Charge
-  Workplaces in Charge

# How to Apply

# Information Required With An Application

## Applicant Information

- Organization Name
- Primary Contact and Authorized Signatory
- Tax ID

## Project Site Information

- Installation Address
- Project Site Type (e.g., Multi-family housing, park and ride, etc.)

## Site Verification Form

- Installation Address
- Applicant Information
- Property Owner Information

## Job Site Installation Form

- Prevailing Wage & EVITP Compliance Affidavit
- Equipment Information
- Installation compliance statement

## Documents to Upload

### **Final Site Design or Preliminary Site Plans**

- Copy of electrical and construction drawings. (May be obtained in coordination with contractor and utility)

### **Issued Building Permit OR Building Permit Application**

- Permit application submitted to permitting agency, copy of Site Plans submitted to agency. (May be obtained in coordination with your city and/or county)

### **Community Connection Documentation *(if applicable)***

- See Communities in Charge Implementation Manual for more details.

### **Letters of Support from Community Based Organizations *(if applicable)***

- See Communities in Charge Implementation Manual for more details

Required:



Optional:



Not Applicable:



Required Documents Checklist		Tier 1	Tier 2	Tier 3
	Site Verification Form			
	Final Site Design			
	Issued Building Permit			
	Preliminary Site Design			
	Building Permit Application			
	Community Connection Documentation			
	Letters of Support			

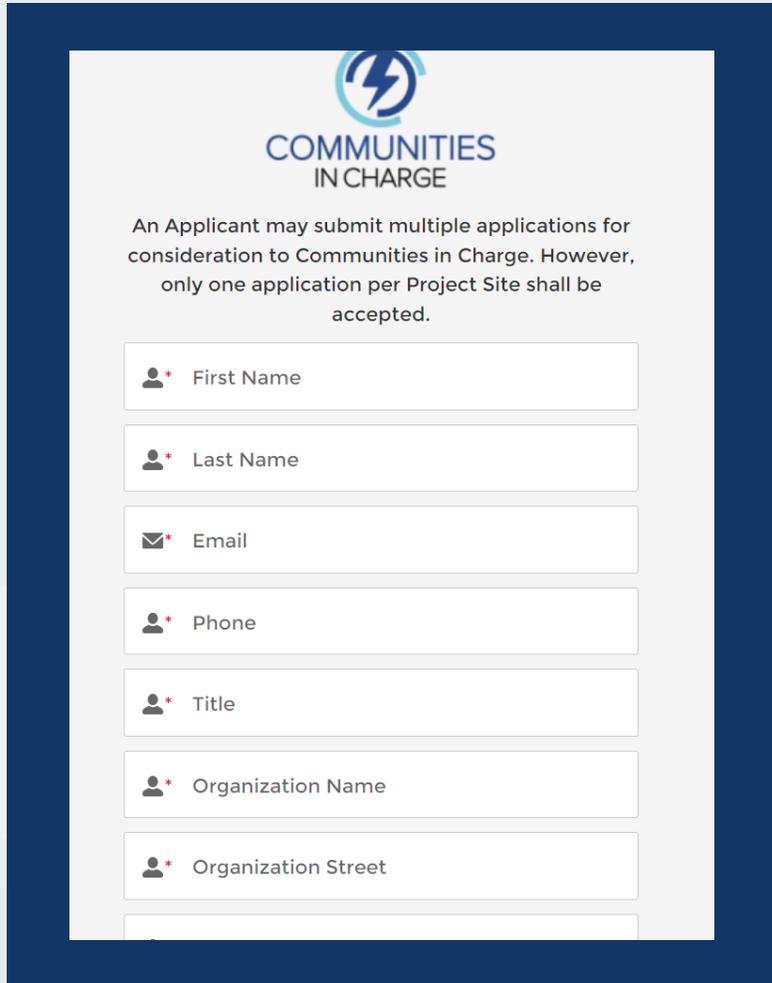


**Step 1:** Navigate to the Communities in Charge website, which may be accessed [here](#).

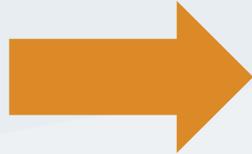
**Step 2:** Login to Communities in Charge through the Incentive Processing Center. **REMINDER:** If this is your first time apply to Communities in Charge, you will need to create an account by selecting 'Not a member.' (see next slide)

A login form for Communities in Charge. It features the logo at the top, followed by input fields for "Username" and "Password", a "Log in" button, and a link for "Forgot your password? Not a member?".

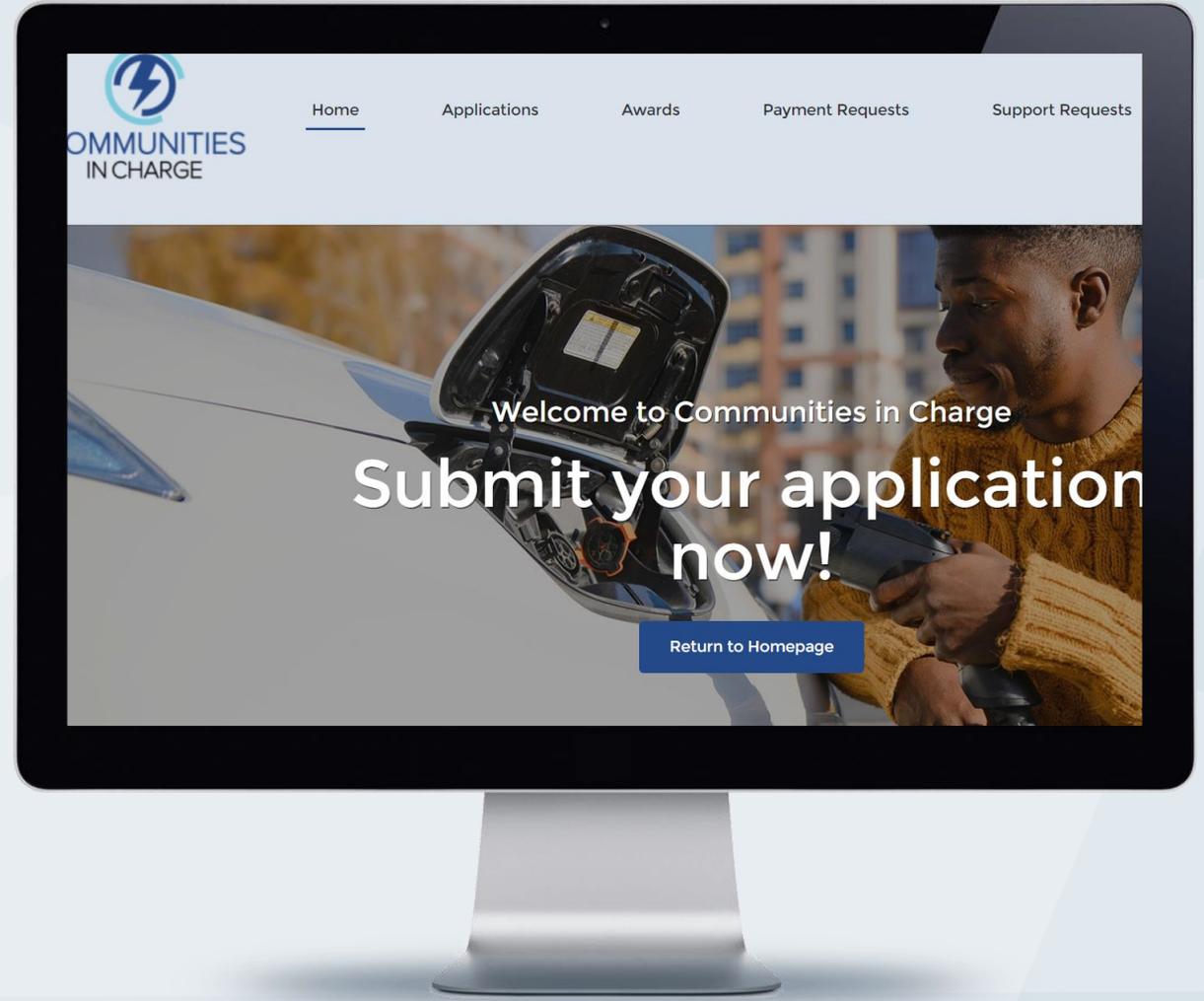
**Step 3:** If you have never applied to Communities in Charge, please complete the step below in setting up an account. If you have applied to Communities in Charge previously, login to the IPC using the same credentials



The screenshot shows a web form for account creation. At the top is the Communities in Charge logo and the text "COMMUNITIES IN CHARGE". Below this is a paragraph: "An Applicant may submit multiple applications for consideration to Communities in Charge. However, only one application per Project Site shall be accepted." The form consists of several input fields, each with a small icon and a red asterisk indicating a required field: "First Name", "Last Name", "Email", "Phone", "Title", "Organization Name", and "Organization Street".



**Step 4:** Once logged into the applicant portal, navigate over to the 'applications' tab.



**Step 5:** Once navigated over to the 'Application' tab, select 'Start New Application' to begin.

## Applications

To create a new Application, click the 'Start New Application' button below, and subsequent screens will guide you through the process. Once you have completed all required fields and uploaded the necessary documentation, submit your application for review and scoring.

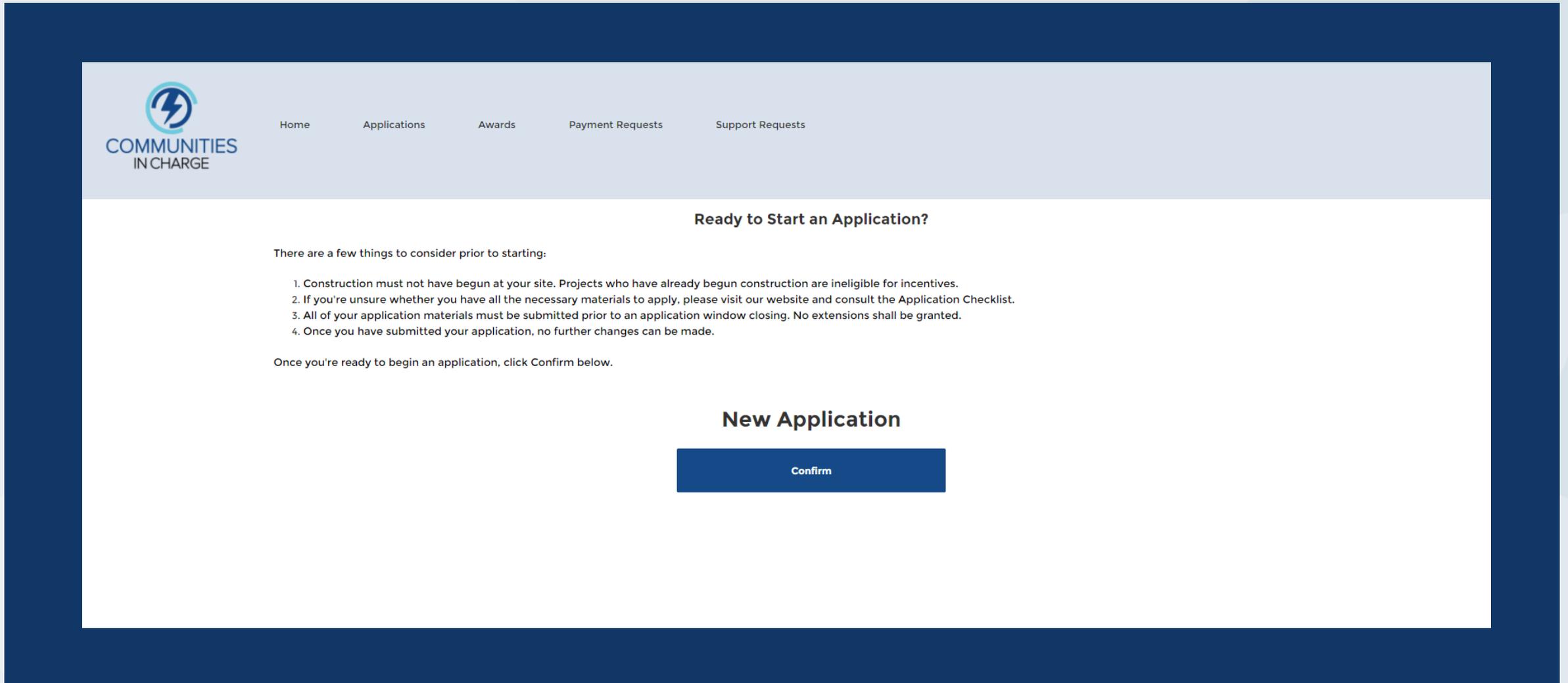
Once submitted, you will not be able to make changes or upload new documents without approval from Communities in Charge Staff. All Applications must be submitted by the deadline below. Late submissions or requests for extension to this application window will not be accepted. Participation in Communities in Charge constitutes an agreement to abide by the requirements detailed in the [Implementation Manual](#).

**All Applications must be prepared to include (at a minimum):**

- Site Verification Form
- Preliminary Site Plans for Project Site
- Final Site Plans for Project Site (if available)
- Building Permit Application (if available)
- Issued Building Permit (if available)
- Letter(s) of support from Community-Based Organizations (if applicable)
- 'Community Connection' Documentation (if applicable)

[Start New Application](#)

**Step 6:** Prior to starting a new application, read the instructions below and select 'confirm' to continue.



The screenshot displays the 'Communities In Charge' website interface. At the top left is the logo, which consists of a blue lightning bolt inside a circle, with the text 'COMMUNITIES IN CHARGE' below it. To the right of the logo is a navigation menu with the following items: 'Home', 'Applications', 'Awards', 'Payment Requests', and 'Support Requests'. The main content area has a white background and is titled 'Ready to Start an Application?' in bold. Below the title, it states 'There are a few things to consider prior to starting:' followed by a numbered list of four instructions. At the bottom of this section, it says 'Once you're ready to begin an application, click Confirm below.' Below this text is a large blue button with the word 'Confirm' written in white.

**COMMUNITIES  
IN CHARGE**

Home Applications Awards Payment Requests Support Requests

### Ready to Start an Application?

There are a few things to consider prior to starting:

1. Construction must not have begun at your site. Projects who have already begun construction are ineligible for incentives.
2. If you're unsure whether you have all the necessary materials to apply, please visit our website and consult the Application Checklist.
3. All of your application materials must be submitted prior to an application window closing. No extensions shall be granted.
4. Once you have submitted your application, no further changes can be made.

Once you're ready to begin an application, click Confirm below.

### New Application

Confirm

**Step 7:** Enter the project site address and confirm whether construction has begun. The precise street address should be recorded here, as it is recorded on all other program documentation. **REMINDER:** If you are submitting for multiple project sites, an individual application will need to be completed for each unique project site.

In order to start your application, please enter the street address for your job installation site below.

\* Address (required):

\* Has construction begun at your job site?

- Yes  
 No

Continue

## Step 8: Select 'continue' to proceed with the application

### Application App-0000218 Status and Information

Congratulations for starting an application to Communities in Charge! Each application must pertain to a unique Project Site and shall be identified by the Application Number above. All fields are required for completion, unless stated otherwise. While it is recommended to be completed in one sitting, you may save and return at a later time to complete your application.

[Continue](#)

## Step 9: Review all applicant/organization information and Primary Point of Contact for accuracy.

### Organization

#### Applicant Organization Name

Applicant Accounts

#### Organization Address

#### Organization Tax ID

01928

#### Organization Website

www1.testdoc.com.invalid

#### \* Tribal Community

--None--

### Primary Contact

#### First Name

TestCIC

#### Last Name

Contact

#### Title

Project Manager

#### Organization Name (If different from Applicant Organization)

#### Email

diyacalstart@gmail.com

#### Phone

8326087365

**Step 10:** Please provide an alternate contact in the event Communities in Charge is unable to contact the primary contact. All awardee will be required to sign an *Incentive Recipient Agreement (IRA)* prior to disbursement on an incentives. Please provide the information of the Organizations Authorized Signatory who will execute the IRA.

▼ Alternate Contact

Alternate Contact Name

First Name

First Name

Last Name

Last Name

Alternate Contact Title

Alternate Contact Organization (if different from Applicant Organization)

Alternate Contact Phone

Alternate Contact Email

you@example.com

▼ Authorized Signatory

Authorized Signatory Name

\* First Name

\* Last Name

Phone

\* Email

you@example.com

\* Title

Back

Save & Continue

**Step 11:** Please provide the unique address for the project site in which the EVSEs will be installed. Applicant may provide the parcel and/or Latitude/longitude coordinates if available.

Job Site Information

\* Installation Street  
1234 Test Drive Rd.

\* Installation City  
Pasadena

\* Installation State  
California

\* Installation Zip Code  
92101

Parcel Number ⓘ  
|

Latitude/Longitude ⓘ

**Step 12:** Please provide the project site description. Reminder: a project site does not have to be a Community Connection to be eligible to receive incentives.

Latitude/Longitude 

\* Project Site Description

--None-- 

Total Annual Operating Hours 

Public Charger 

--None-- 

**Step 13:** If available, you may enter information for your contractor, if information is not available, be sure to select no.

• Have you identified a General Contractor?

- Yes
- No

In the following screens, you will be prompted to submit information about the general contractor and electricians at the job installation site. If you do not yet know this information, select "No", as you can submit this information later.

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Save & Continue

**Step 14:** If you selected yes, you must provide Contractor Name, Contractor License number, Company Name, and Total number of General Electricians on site.

\* General Contractor on Site: First Name:

\* General Contractor on Site: Last Name:

Contractor Email

\* Contractor License Number:

C-10 License (if applicable):

Company Name (as it appears on contractor's CSLB):

Total Number of State Certified General Electricians On Site:

[Save & Continue](#)

**Step 15:** If available, you may enter information for your EVITP-certified Electrician, if information is not available be sure to select no.

\* Have you selected your EVITP certified electrician(s)?

- Yes  
 No

In the following screens, you will be prompted to submit information about the electricians at the job installation site. If you do not yet know this information, select "No", as you can submit this information later.

Back

Save & Continue

**Step 16:** If you selected yes, you must provide Electrician Name and EVITP Certification number.

Please add the 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 First Name:

Test

\* Electrician Last Name:

Test

\* EVITP Certification Number

12345

Add Another Electrician

Save & Continue

**Step 17:** Select from the list of eligible equipment the EVSEs which you intend to install at your Project Site. If you select an EVSE with more than one connector, this will be reflected automatically in the system.

Please make sure you add at least 4 connectors, and fewer than 40, to your application.

 EVSE (0)

This table currently has no data to display

---

[Delete Equipment](#)

---

Make/Model	Quantity	
<input type="text" value="--None--"/>	<input type="text"/>	<a href="#">Add Equipment</a>

---

[Back](#) [Save & Continue](#)

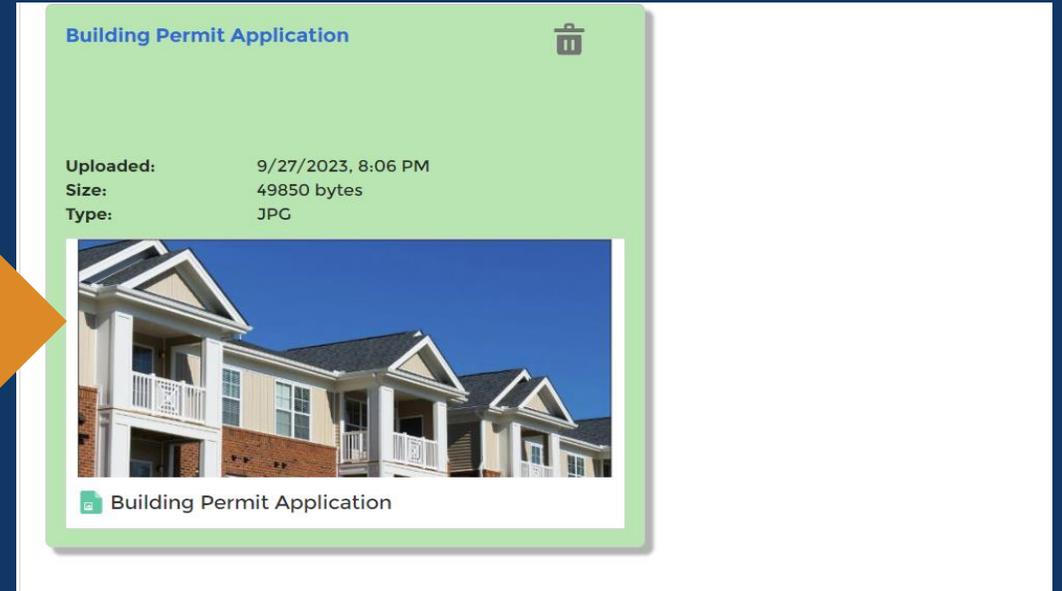
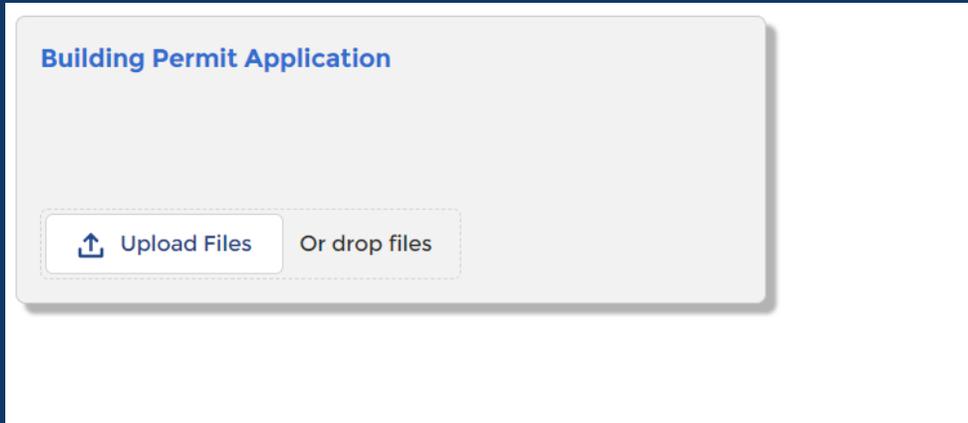
**Step 18:** Upload your documents. Select the bubble next to the document you would like to upload and select “Upload Selected Documents” where you can drag and drop the files.

 Documents

Document Name	Required/Optional	Document Readin...	Document Status
<input type="radio"/> Building Permit Application	By Tier	Tier 2	Pending Upload
<input type="radio"/> Final Building Permit	By Tier	Tier 1	Pending Upload
<input type="radio"/> Preliminary Site Plans	By Tier	Tier 3	Pending Upload
<input type="radio"/> Final Site Design	By Tier	Tier 1	Pending Upload
<input type="radio"/> Letters of Support	Optional	All	Pending Upload
<input type="radio"/> Community Connections Documentation	Optional	All	Pending Upload
<input type="radio"/> Site Verification Form	Required	All	Pending Upload

**Step 19:** In the box below, upload the relevant corresponding documents. A preview of the document will be shown to confirm the correct document was uploaded.

**Step 20:** If the document upload is successful, the box as shown below will turn green. If the upload is unsuccessful, then the box will be red.



**Step 21:** The IPC will be able to recognize if minimum documentation is not required, please be sure to review your submissions.

Please review and correct the following errors:

- Site Verification Form is a required document.
- A site design document is required. Please upload either the Preliminary Site Plans or the Final Site Design document.

[Back to Documents](#)

**Final Step: Review the following statement, agree to the Terms and Conditions, and submit.**

## Review and Submit

By submitting this application to Communities in Charge, you acknowledge to have read, understood, and agree to be bound by the requirements set forth in the current Communities in Charge Implementation Manual as well as the Terms and Conditions.

You agree that an application to Communities in Charge does not constitute a guarantee of award, and any costs incurred are done so at the Applicant's own risk. Should this application be chosen for award, an Incentive Recipient Agreement must be executed prior to payment of any incentives.

I agree to the terms.

[Back](#)

[Submit Application](#)

\*To make changes to a submitted application prior to the window closing, please submit a Support Request through the IPC.

**Your application is complete!**

## **Your Application Has Been Submitted!**

Thank you for submitting your applications. All applications can be viewed on the application tab of the IPC.

[Back to Applications](#)

# Poll Question #3

How many Project Sites do you expect you shall apply for?

- A. 1-10 Project Sites
- B. 11-25 Project Sites
- C. 26-50 Project Sites
- D. 51+ Project Sites

# Poll Question #4

**Do you expect to submit documentation to be considered a Community Connection? Select all that apply.**

- A. Multi-Family Housing in Charge
- B. Tribes in Charge
- C. Congregations in Charge
- D. Schools in Charge
- E. Healthcare in Charge
- F. Nonprofits in Charge
- G. Local Governments in Charge
- H. Workplaces in Charge
- I. No Community Connection.

# Tiering, Scoring, and Awarding

## How are tiers determined?

Readiness Tier	Documents Provided at Time of Application
Tier 1	Site Verification Form + Final Site Design + Issued Building Permit
Tier 2	Site Verification Form + Final Site Design + Building Permit Application
Tier 3	Site Verification Form + Preliminary Site Plans

# How Are Applications Scored?

## Scoring Rubric

Scoring	
<b>Community Connection</b>	<b>Points Awarded (Max of 10)</b>
Project Site Is a Defined Community Connection	10
<b>Priority Populations Designation</b>	<b>Points Awarded (Max of 5)</b>
DAC and LIC, or Tribal and LIC	5
DAC or Tribal Only	4
LIC only	3
<b>Local Support</b>	<b>Point(s) Awarded Per Letter (Max of 3 per application)</b>
Letter of Support from Community-Based Organization serving the same community as the Project Site.	1
<b>Maximum Possible Points:</b>	<b>18</b>

# Poll Question #5

Which Readiness Tier do you expect your submitted applications to be in? Select all that apply.

- A. Tier 1
- B. Tier 2
- C. Tier 3
- D. Not Sure

# How Are Awardees Determined?

	Regions			
Award Order	Northern	Southern	Central	Eastern
First	<u>Readiness:</u> Tier 1 <u>Rubric Score:</u> Highest to Lowest			
Second	<u>Readiness:</u> Tier 2 <u>Rubric Score:</u> Highest to Lowest			
Third	<u>Readiness:</u> Tier 3 <u>Rubric Score:</u> Highest to Lowest			

# Notices of Award



## NOTICE OF CONDITIONAL AWARD

Provided To: Awardees from **Readiness Tiers 2 and 3**

Next Steps:

1. Submit a copy of Final Site Plans through the IPC (**within 90 calendar days**).
2. Submit a copy of Issued Building Permit through the IPC (**within 90 calendar days**).
3. Await verification of documents submitted, and conversion to a *Notice of Final Award*.



## NOTICE OF FINAL AWARD

Provided To: Awardees from **Readiness Tier 1** (*and converted Conditional Awardees*)

Next Steps:

1. Submit a Request for Midpoint Payment (optional) through the IPC.
2. Submit a Request for Final Payment through the IPC.

*\*Reminder, Awardees (Conditional OR Final) have 270 days from their initial award to complete their project and submit for final payment.*

# Resources

# Communities in Charge Resources

## Visit the Communities in Charge Website!

Here you will find all the information to the project and have access to all necessary documents:

- [Implementation Manual](#)
- [Site Verification Form](#)
- [Resources Library](#)
- [Access to IPC](#)
- [Eligible Equipment](#)
- [Eligible Network Providers](#)

## Visit the Communities in Charge Docket!

Find announcements and project updates via the docket.

## Sign up for Office Hours

Send us a message using the [contact](#) form or send us an email to sign up for a 30 min session with our team to answer all your questions.

## Contact the Project Team

Send us a message using the [‘contact’ form](#) on the website.

## Connect with GRID Alternatives

# Timelines and Important Dates

## Important Dates

Item	Key Dates
How to Apply Webinar: Part 2	October 19, 2023
Incurred Costs Date	September 28, 2023
Application Window Opening	November 7, 2023 - 9 AM PST
Application Window Closing	December 22, 2023 – 5 PM PST
Applicants Receive Notice of Their Readiness Tier	Approximately 3-4 Weeks After Window Closing
Applicants Receive Award Notifications	Approximately 6-8 Weeks After Window Closing
Block Grant Project Design Public Workshop	November 2023
Golden State Priority Project - North & South	Now Open – December 12, 2023

\*Timelines may be subject to change

## Poll Question #6

How would you describe your overall satisfaction with the information provided during today's webinar?

- A. Very Satisfied
- B. Satisfied
- C. Neutral
- D. Dissatisfied
- E. Very Dissatisfied

# Q&A Guidelines and Instructions

Ways to comment or ask questions:

1. Use the raise hand function in Zoom

Zoom Phone Controls:

- \*6 – Toggle mute/unmute
- \*9 – Raise hand

*Please state your name and affiliation. Keep questions under 3 minutes to allow time for others.*



## What to look forward to for 'How to Apply' Part 2

- More information on required documents
- Review of eligible and ineligible costs
- Process for MidPoint and Final Payments



# COMMUNITIES IN CHARGE

THANK YOU

