



# COMMUNITIES IN CHARGE

APPLICATION CHECKLIST





# Application Checklist

## Table of Contents

<b>1. General</b> .....	<b>3</b>
<b>2. Registration</b> .....	<b>3</b>
<b>3. Application</b> .....	<b>4</b>
Project Site .....	4
Site Verification Form .....	4
Job Site Installation Form .....	7
Additional Documents .....	9
Project Readiness .....	9
Eligible Equipment Selection.....	9
Benefits to Surrounding Community.....	9
Publicly Accessible EV Charging.....	9



# Application Checklist

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# Application Checklist

## 1. General

The fields contained below represent information which must be submitted through the online Incentive Processing Center (IPC) by visiting the Communities in Charge website ([thecommunitiesincharge.org](http://thecommunitiesincharge.org)). **Printed, emailed, or other submissions provided to CALSTART, the California Energy Commission, or its project partners will not be considered.**

The information contained herein is for informational purposes only and intended to provide prospective Applicants with an overview of the required documents and information that shall be requested of participants in Communities in Charge. The most current project requirements for participation can be found in the Implementation Manual. In the event of inconsistencies between the information outlined herein and that contained in the IPC, the IPC shall take precedence and all fields must be completed unless otherwise stipulated.

## 2. Registration

The following information required at time of registration on the IPC shall include but not be limited to:

<b>APPLICANT INFORMATION</b>	
<i>The Applicant Information must match across all documentation submitted to Communities in Charge Staff.</i>	
Applicant Organization Name: <i>(must match all documentation provided to Communities in Charge Staff)</i>	
Organization Address:	
City:	
State:	
Zip Code:	
Tax ID:	
Website (optional):	
Primary Contact Name (first and last):	
Primary Contact Title:	
Primary Contact Organization (if different from Applicant Organization):	
Primary Contact Phone:	Primary Contact Email:
Alternate Contact Name (first and last):	
Alternate Contact Title:	
Alternate Contact Organization (if different from Applicant Organization)	
Alternate Contact Phone:	Alternate Contact Email:



# Application Checklist

## 3. Application

The information required during an application window shall include but not be limited to:

### Project Site

<b>PROJECT SITE LOCATION</b>	
<i>The installation address must match that of the Project Site address included across all documentation submitted to Communities in Charge Staff. Do not use a PO Box. If no physical address can be shared for the Project Site, a Parcel Number or Latitude/Longitude may be used. City and state are required regardless.</i>	
Installation Address:	
City:	
State:	
Zip Code:	
Parcel Number (if applicable)	
Latitude/Longitude (if applicable), with preferably 5 or more decimal places	

### Site Verification Form

**This document is required by all applicants to Communities in Charge**

Communities in Charge Applicants who do not own the property where the proposed infrastructure installation site is located must provide authorization to the satisfaction of Communities in Charge Staff that the installation work is authorized by the owner of the real property (Property Owner) and the Applicant. Communities in Charge Staff reserves the right to require that Applicant and Owner provide such further information as may be required to review and approve an Applicant’s application. **All fields below are required to be completed.**

<b>PROJECT SITE. Please complete as follows:</b>	
<i>The installation address must match that of the project site address included across all documentation submitted to Communities in Charge Staff. Do not use a PO Box. If no physical address can be shared for the project site, a Parcel Number or Latitude/Longitude may be used. City and state are required regardless.</i>	
Installation Address:	
City:	State: California
Zip Code:	
Parcel Number (if applicable)	
Latitude/Longitude (if applicable) format as latitude, longitude with preferably 5 or more decimal places	
Any EVSE made accessible to the general public must be available at least 18 hours a day, seven days a week, excluding Federal Holidays, in accordance with the definition of “Publicly Accessible EVSE” in the Implementation Manual.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will EVSE at this project site be made accessible to the public? Select ‘No’ if this is intended for private use.	



# Application Checklist

Please provide the total annual operating hours for your project site. (e.g. 354 operating days x 18 hours = 6,372 hours)	
Address associated with the utility meter (only if different from above Installation Address):	

**APPLICANT. Please complete as follows:**

The Applicant is the entity or organization that will receive the incentive payment. The Applicant must be the entity to incur project costs to be eligible for incentives. The Applicant may be the Site Owner, their authorized lessee, or their authorized representative.

Applicant Organization Name: <i>(must match all documentation provided to Communities in Charge Staff)</i>	
Organization Address:	
City:	
State:	
Zip Code:	
Primary Contact Name (first and last):	
Primary Contact Title:	
Primary Contact Organization (if different from Applicant Organization):	
Primary Contact Phone:	
Primary Contact Email:	

**Please provide an alternate contact in the event the primary contact above cannot be reached.**

Alternate Contact Name (first and last):	
Alternate Contact Title:	
Alternate Contact Organization (if different from Applicant Organization)	
Alternate Contact Phone:	
Alternate Contact Email:	

**Please complete these required Applicant attestations.**

The Applicant hereby attests that the project site is eligible under the definitions laid out in the Funding Wave 4 Implementation Manual, namely that the site is either a multi-family housing property, or a multi-family housing related property within 1/8 mile (660 feet) walkable distance from a multi-family housing site(s), and either publicly available or available to at least one resident of at least one unit within an eligible multi-family housing property. Applicant further acknowledges that if a project site is found to be ineligible by these definitions, their Application and Award is subject to cancellation.

Is the project site a multi-family housing property or multi-family housing related property?	<input type="checkbox"/> Multi-family housing property <input type="checkbox"/> Multi-family housing related property
If the project site is a multi-family related property, provide the name and address of at least one multi-family property within 1/8-mile walkable distance:	Name:
	Address:



# Application Checklist

<i>Applicant hereby represents and warrants to Communities in Charge Staff: (i) that all the foregoing information is true and correct; and (ii) that the undersigned has been duly authorized by Applicant to execute and submit this Site Verification Form on behalf of the Applicant. Applicant acknowledges and agrees that Communities in Charge Staff is relying on Applicant's foregoing certifications in reviewing and approving of Applicant's application.</i>	
Signature of Certifying Officer of Applicant:	
Printed Name:	Title:
Date:	

<b>PROPERTY OWNER. Please complete as follows:</b>	
<i>Provide the name of the company, city, trust, organization, or individual that owns the property where the project site will be located ("Owner").</i>	
Property Owner Name:	
Contact Name (first and last):	
Phone:	Email:
<i>The undersigned, on behalf of _____ ("Owner"), hereby represents and warrants to Communities in Charge Staff (i) that Owner is the property Owner located at</i>	
<i>(Street Address) _____</i>	
<i>(City) _____ (State) <u>California</u> (Zip) _____</i>	
<i>Parcel Number, if applicable: _____ Latitude, Longitude, if applicable: _____ ("Property");</i>	
<i>(ii) the Property Owner is the Applicant or has consented to Applicant's installation of certain EV charging station equipment at the property; and (iii) that the undersigned has been duly authorized to execute and submit this Site Verification Form to Communities in Charge Staff. Owner acknowledges and agrees that Communities in Charge Staff is relying on Owner's certifications of the information described above in reviewing and approving of Applicant's application.</i>	
Signature of Property Owner or Certifying Officer of Property Owner:	



# Application Checklist

## Job Site Installation Form

PART 1 – PREVAILING WAGE & EVITP COMPLIANCE AFFIDAVIT	
<i>This section is required for the Application and Final Payment Requests.</i>	
Incentive Recipient Name or Organization:	
Printed Name of Incentive Recipient’s Authorized Representative (first and last):	
Title of Incentive Recipient / Title of Incentive Recipient’s Authorized Representative:	
<p>By signing this affidavit, I, (“Incentive Recipient’s Name/Name of Incentive Recipient’s Authorized Representative”), with respect to (“Application Number”), located at (“Project Site”), affirm, under penalty of perjury of the laws of the State of California that I am authorized to attest that each of the statements in the paragraphs below are complete, true, and correct. Further, I understand and agree that applications and projects that do not meet the following requirements may not receive an incentive, and that any falsification or misrepresentation of information relating to the Project may result in, among other things, disqualification from Communities in Charge, revocation of an award, and/or other penalties. Accordingly, I acknowledge and understand the following requirements.</p> <ol style="list-style-type: none"> <li>1. If the electric vehicle charging infrastructure and equipment to be installed supplies charging ports with <b>24.9 kilowatts or less and no charging ports supplying 25 kilowatts or more</b>, then the contractor installing that system must possess an appropriate license classification, as determined by the Contractors’ State License Board, and be in good standing, with <b>at least one electrician on each crew at all times present during work hours and possessing an active Electric Vehicle Infrastructure Training Program (EVITP) certification.</b></li> <li>2. If the electric vehicle charging infrastructure and equipment to be installed supports <b>at least one charging port supplying 25 kilowatts or more</b>, then the contractor performing installation must possess an appropriate license classification, as determined by the Contractors’ State License Board, and be in good standing, with <b>at least 25 percent of the total electricians working on the crew, at all times during work hours, holding EVITP certification.</b></li> <li>3. The EVITP requirements stated in this section do not apply to electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.</li> <li>4. If the project is a Public Work subject to the payment of Prevailing Wages pursuant to Cal. Lab. Code § 1720 et seq and/or 8 C.C.R. 16000 et seq as applicable, all persons, including contractors and/or entities prior to performing work on an applicable project must: <ol style="list-style-type: none"> <li>a. Confirm, in writing to Applicant/Incentive Recipient that the person, contractor and/or entity understands the prevailing wage requirements as outlined in <b>Prevailing Wage manual</b> (<a href="https://www.dir.ca.gov/dlse/pwmanualcombined.pdf">https://www.dir.ca.gov/dlse/pwmanualcombined.pdf</a>)</li> <li>b. Possess a registrant number through the Department of Industrial Relations and supply said registrant number to the Applicant/Incentive Recipient prior to starting work on the applicable project.</li> <li>c. Certify in writing to Applicant/Incentive Recipient that prevailing wages will be paid for all work performed on said project;</li> </ol> </li> </ol>	



# Application Checklist

<p>d. Maintain accurate time keeping and pay records consistent with the requirements as defined in Cal. Lab. Code § 1720 et seq and/or 8 C.C.R. 16000 et seq, and if requested by Applicant/Incentive Recipient, provide time keeping and pay records to evidence payment of prevailing wages.</p> <p>5. With this form, I have provided the attached “<b>Project Description Statement</b>” containing the following information:</p> <ul style="list-style-type: none"><li>a. Whether construction has commenced.</li><li>b. The number of eligible Electric Vehicle Station Equipment (EVSE) installed or planned to be installed at the project site and the maximum kW output for each EVSE.</li><li>c. A complete and accurate statement listing the names and certification numbers of all EVITP certified electricians who have been on site and have worked on EVSE installation (if construction has commenced).</li><li>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 (if construction has commenced).</li><li>e. Signature of the contractor and the contractor’s license number.</li><li>f. Names of all electricians must be entered as recorded by EVITP, as verified through the online certification database at <a href="http://www.EVITP.org">www.EVITP.org</a>.</li></ul>	
Incentive Recipient Signature:	
Date:	



# Application Checklist

## Additional Documents

In addition to the fields outlined above, Applicants must provide documentation to indicate their project's level of readiness and may submit documentation to indicate their Project Site provides particular benefit to its surrounding community.

### Project Readiness

- Applicants must upload a copy of their **Final Site Design**
- Applicants may upload a copy of the **Building Permit Application** from the appropriate authority having jurisdiction, **OR** a copy of the **Final Issued Building Permit** from the appropriate authority having jurisdiction

### Eligible Equipment Selection

- Eligible equipment must be selected at the time of application to receive a Notice of Final Award.
- In the event that the equipment of choice is in the process of becoming eligible please select the equipment proxy ("TBD Make," "TBD Model," "Single" or "Dual") during the application window, but a final make and model must be selected from the Eligible Equipment List prior to receiving a Notice of Final Award.

### Benefits to Surrounding Community

- Applicants may upload a **letter of support (LOS)** from a Community Based Organization serving the same community as the Project Site. No more than three (3) LOSs shall be accepted
- Applicants may upload **documentation to indicate their Project Site is a defined Community Connection** as outlined in the Implementation Manual. Documentation is specific to each Community Connection. Please consult the Implementation Manual for which documents are required

### Publicly Accessible EV Charging

- A charger accessible to a driver without passing through a gate or fence and located in an unrestricted lot or area is considered publicly accessible.
- A charger behind a gate or in a fenced area requires clear, visible signage from the roadway and entrance indicating public access for it to be considered "publicly accessible." The facility website, and digital listings like Plugshare, must also clearly state the charger is open to the public.



# Application Checklist

- EV charging users must have reasonable access without excessive fees, including parking or valet charges, and costs for charging should not surpass industry norms.

The following pages are intentionally left blank for note-taking purposes.



# Application Checklist



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