



COMMUNITIES IN CHARGE

APPLICATION CHECKLIST





Application Checklist

Table of Contents

1.	General	3
2.	Registration	3
3.	Application.....	4
	Project Site	4
	Site Verification Form	5
	Job Site Installation Form.....	7
	Additional Documents	10
	Project Readiness.....	10
	Benefit to Surrounding Community	10
4.	Requests for Payment	10



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). **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:

APPLICANT INFORMATION	
<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

PROJECT SITE LOCATION	
<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), <i>with preferably 5 or more decimal places</i>	
PROJECT SITE DESCRIPTION	
<i>Please answer the following to the best of your ability.</i>	
Which of the following best describes your Project site (the property on which you are planning for Level 2 EVSE installation)? Make only one selection	
<u>Multi-family housing</u> – Level 2 EVSE for residents of housing complexes with 5 or more units.	<input type="checkbox"/>
<u>Health Facility</u> – Level 2 EVSE for health clinics, hospitals, and other medical complexes.	<input type="checkbox"/>
<u>Workplace Charging</u> – Level 2 EVSE for businesses and other organizations to provide charging primarily for their workers.	<input type="checkbox"/>
<u>K-12 School, community college, trade school, or university</u>	<input type="checkbox"/>
<u>Place of Worship</u> – Level 2 EVSE for congregants of churches, temples, mosques, or other places typically used for religious purposes.	<input type="checkbox"/>
<u>Section 501 nonprofit</u> – Level 2 EVSE for non-political, nonprofit organizations, which may not qualify for “Church” or “School” exemption under the IRS code.	<input type="checkbox"/>
<u>City/County Municipal Property lots</u> – Level 2 EVSE for public libraries, public parks, public pools, community recreation facilities, and other local/municipal/state owned community resources.	<input type="checkbox"/>
<u>Public transit hubs</u> – Level 2 EVSE at park and ride locations, parking for mass-transit hubs such as train and subway stations.	<input type="checkbox"/>
<u>Federally Recognized Tribal Government, California Tribal Organizations, or Non-Governmental Organization Serving Tribal Entities</u>	<input type="checkbox"/>
<u>Other (please describe)</u>	<input type="checkbox"/>



Application Checklist

Site Verification Form

Communities in Charge Applicants that 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 application. All fields below are required to be completed.

PROJECT SITE. Please complete as follows:	
<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 chargers made accessible to the general public must be available at least 18hrs/day, seven days a week, excluding Federal Holidays. (Project sites for businesses and organizations that provide charging primarily for their workers and multi-family housing sites are exempt from this requirement)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Will chargers at this project site be made accessible to the general public? Select 'No' if this is intended for private use.	
Please provide the total annual operating hours for your project site. (e.g., 354 operating days x 18hrs = 6,372hrs)	

APPLICANT. Please complete as follows:	
<i>The Applicant is the entity or organization that will receive the incentive payment. The Applicant must be the entity to incur costs to be eligible for incentives. The Applicant may be the Site Owner.</i>	
Applicant Organization Name: (must match all documentation provided to Communities in Charge Staff)	
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:



Application Checklist

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:
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.	
Signature of Authorized Applicant or Representative of Applicant:	
Printed Name:	Title:
Date:	

PROPERTY OWNER. Please complete as follows:

Provide the name of the company, city, trust, organization, or individual that owns the property where the Project site will be located ("Owner").

Property Owner Name:	
Contact Name (first and last):	
Phone:	Email:

The undersigned, on behalf of _____ ("Owner"), hereby represents and warrants to Communities in Charge Staff (i) that Owner is the property Owner located at

(Street Address) _____

(City) _____ (State) _____ (Zip) _____

Parcel Number, if applicable: _____ Latitude, Longitude, if applicable: _____ ("Property");

(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.

Signature of Property Owner or Representative of Property Owner:	
Printed Name:	Title:
Date:	



Application Checklist

Job Site Installation Form

This information is required at the time of application, and with all requests for payment.

PART 1 – PREVAILING WAGE & EVITP COMPLIANCE AFFIDAVIT

Applicant Name or Organization:	
Printed Name of Applicant’s Authorized Representative (first and last):	
Title of Applicant / Title of Applicant’s Authorized Representative:	

By signing this affidavit, I, _____ (“Applicant’s Name/Name of Applicant’s Authorized Representative”), with respect to _____ (“Application Number”), located at _____ (“Project Site”), 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 Communities in Charge.

1. If the electric vehicle charging infrastructure and equipment to be installed supplies charging ports with **19.2 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. The persons or entities installing electric vehicle charging infrastructure and equipment shall comply with all California Public Works requirements (Lab. Code § 1720 et seq. and 8 CCR 16000 et seq.) including but not limited to **the payment of prevailing wages.**
4. With this form, I have provided the attached **“Project Site Description”** containing the following information:
 - a. Whether construction has commenced.
 - b. The number of Level 2 Electric Vehicle Station Equipment (EVSE) installed or planned to be installed at the project site and the maximum kW output for each EVSE.
 - c. A complete and accurate statement listing the names and certification numbers of the EVITP certified electricians who were on site and working on EVSE installation (if construction has commenced).
 - 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).
 - 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.

Applicant Signature:	
Date:	



Application Checklist

PART 2 – PROJECT SITE DESCRIPTION

Application Number:	
Quantity of Electric Vehicle Station Equipment (EVSE) being installed, or planned for installation:	
Number of connectors which shall be provided by EVSE installation:	

Please fill out the table below with the Level 2 EVSE installed or planned for installation. Level 2 EVSE ineligible for incentives will not count towards your project’s connector count. While makes and models may change subject to availability or project needs, **this will not increase the magnitude of any notices of award.**

Make	Model	Maximum kW Output	Quantity of Connectors

If construction has commenced, then mark “Yes” below and fill out **Part 3 – Installation Compliance Statement** below.

If this Job Site Installation Form is being submitted before construction has commenced, then mark “No” below and skip to **Part 4 – Applicant Signature** to complete the form. **This form shall be filed with all requests for payment.**

Has construction commenced at the Project Site?	<input type="checkbox"/> Yes <input type="checkbox"/> No
REMINDER: Construction <u>MUST NOT</u> have commenced at the time of application	



Application Checklist

PART 3 – INSTALLATION COMPLIANCE STATEMENT

This section is only required if construction has commenced.

Printed Name of General Contractor On-site (First and last):	
Title:	
Contractor's 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:	

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 information provided above is true and correct.

Contractor's Signature:	
Date:	

Part 4 – APPLICANT SIGNATURE

I declare under penalty of perjury, under the laws of the State of California, that all of the information provided above is true and correct.

Applicant Name or Organization:	
Printed Name of Applicant's Authorized Representative (first and last):	
Title of Applicant / Title of Applicant's Authorized Representative:	
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 the **Preliminary Site Plans** for their Project Site, **OR** 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

Benefit 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

4. Requests for Payment

The information which must be uploaded to the IPC when submitting for payment shall include but not be limited to:

- Completed **copy of invoices**. All invoices submitted must include the invoice date and an itemization of eligible costs, credits, discounts, and incentives as applicable
- Signed copy of the **Job Site Installation Form**
- Signed copy of **Final Inspection Card** by the appropriate authority having jurisdiction
- Signed copy of paid and executed **Network Agreement Form**, including cost, duration (minimum 24 months from final commissioning), and terms of the agreement
- **Photos of installed equipment** including its serial number



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



Application Checklist



Application Checklist