COMMUNITIES IN CHARGE

EXTENSIONS AND CANCELLATIONS POLICY

CALIFORNIA ENERGY COMMISSION

CALSTART

GRID ALTERNATIVES

TETRA TECH

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1. Instructions

- Please read through the entire document to understand the Extensions and Cancellations Policy.
- Fill out the Extensions and Cancellations Form to submit an extension or cancellation request
    - Please provide as much detail as possible and submit required documentation
    - Note that documentation **must** be submitted with extension requests, and that any extension request without proper documentation will be rejected
    - Note that overdue projects without approved extensions are subject to cancellation

2. General

After a project receives a Notice of Conditional Award or Notice of Final Award, there are three events for which it is possible to request an extension to the deadline:

- Conditional Award (Tier 2 only)
- Incentive Recipient Agreement (IRA)
- Project Completion

Communities in Charge may grant Awardees extensions **only** when delays or other mitigating circumstances are outside their control, meet the requirements outlined in this document, can be documented, **and** sufficient project progress can be demonstrated to the satisfaction of CALSTART.

Table 1: Summary of Submission Requirements and Deadlines

Project Event	Submission Requirements	Deadline
Conditional Award Submissions (Tier 2 only)	• EVSE selection (if not selected) • Final Building Permit • Final Site Plans	**90 calendar days** from Notice of Conditional Award issuance
Incentive Recipient Agreement Execution (After Notice of Final Award)	• Execution of the IRA	**14 calendar days** from Incentive Recipient Agreement issuance *If an Incentive Recipient Agreement is re-issued to correct a typo, the 14 calendar day deadline will begin again
Project Completion	• Payment Request Package	**270 calendar days** from of Notice of Final Award or Notice of Conditional

		Award issuance (whichever is issued first)

All extension requests will be considered on a case-by-case basis and final determination of whether an extension is granted shall rest solely with Communities in Charge Staff. Incentive Recipients agree to be bound by said determinations in accordance with the Project Terms and Conditions for participation in Communities in Charge. Any Incentive Recipient who fails to meet a submission deadline and does not receive an approved extension from Communities in Charge will be subject to cancellation.

Any efforts made to abuse, circumvent, or not abide by said determinations may lead to temporary or permanent forfeiture of eligibility for participation in Communities in Charge. Such determinations shall be made solely by Communities in Charge.

3. Requesting an Extension

3.1 Types of Extension Requests and Submission Deadlines

A. Extension to Incentive Recipient Agreement Execution Deadline

Requests for an extension to sign the IRA must be made prior to the execution deadline. Requests made after execution deadline must clearly explain why the request could not be made before the deadline. Late requests that do not explain why the request was late will be denied.

B. Extension to Conditional Award Submission Deadline

Requests for an extension to the deadline to submit all necessary documentation to receive a Notice of Final Award by recipients of a Notice of Conditional Award must be made at least 30 calendar days prior to the submission deadline. Requests less than 30 days before the submission deadline must clearly explain why such request could not be made by this deadline. Requests made less than 30 days before the submission deadline that do not explain why the request was late will be denied.

C. Extension to Project Completion Submission Deadline

Requests for an extension to the 270-day (9 month) deadline to complete the project and submit a payment request must be made at least 30 calendar days prior to the Project Completion deadline. Requests made after the extension request submission deadline must clearly explain why such

request could not be made by this deadline. Requests made less than 30 days before the submission deadline that do not explain why the request was late will be denied.

Length & Number of Extensions

- **A maximum of 1 IRA extension may be approved per project**
- **A maximum of 1 Conditional Award extension may be approved per project**
- **A maximum of 2 extensions may be approved for other eligible reasons**
- Examples:
  - 1 IRA execution extension & 1 Conditional Award extension & 1 Project Completion extension
  - 1 Conditional Award extension & 1 Project Completion extension
  - 2 Project Completion extensions

An approved extension for either the IRA execution deadline or the Conditional Award submission deadline **will not** extend the Project Completion submission deadline. Delays related to the IRA or Conditions of Award are assumed by the Incentive Recipient.

Incentive Recipients are required to notify Communities in Charge of any delays as the Incentive Recipient becomes aware and submit an extension request as early as possible. Failure to do so may result in denial of the request.

Table 2: Extension time allowed per approved extension type

Project Event	Length of Extension
Incentive Recipient Agreement Execution	IRA Typo: up to **14 calendar days** from the date the IRA is re-issued. Contracting Authority Approval Delay: **45 calendar days** from the original deadline Contracting Authority Change: **45 calendar days** from the original deadline
Conditional Award Submissions	**90 calendar days** from the original deadline
Project Completion	First Extension: **90 calendar days** from the original deadline Second Extension: **90 calendar days** from the first extension deadline

3.2 Process for Requesting an Extension

All extension requests must be submitted by the Incentive Recipient using the Extensions and Cancellations Form.

Table 3: Steps to submit a complete extension form

Steps for Requesting an Extension	Requirements
Step 1 – Meet the Deadline	Incentive Recipient Agreement request before the 14-day execution deadline Conditional Award request >30 calendar days before the 90-day submission deadline Project Completion >30 calendar days before the 270-day Project Completion deadline
Step 2 – Determine Your Eligibility	**Review Section 3.3** to determine if your situation qualifies for an extension
Step 3 – Meet the Prerequisites	Incentive Recipient Agreement **review Section 3.4.1** Conditional Award **review Section 3.4.2** Project Completion **review Section 3.4.3**
Step 4 – Gather Supporting Documents	**Review Section 3.3** for the list of required documents Project Completion also **review Section 3.5** for additional required documents **and** update the Construction Progress Tracker in the IPC
Step 5 – Complete the Extensions and Cancellations Form	Requests must include, at a minimum: • Primary Contact Name (must be Incentive Recipient's organization) • Application number of the delayed project • Explanation of the nature of the delay • Explanation of how the delay is outside the Incentive Recipient's control • Timeline or work plan for completing the project within the allowed extension period • Supporting documentation • (Final Awards) Evidence of sufficient project progress

Completing the Extensions and Cancellations Form

Requests received outside this defined channel will not be considered. You must include the application number associated with the Award in your request. The "Primary Point of Contact Name" given on the Extensions and Cancellations Form must be associated with a project in the Incentive Processing Center (IPC) as either the Primary or Alternate Contact, Authorized Signer, or be an employee or officer of the Incentive Recipient entity. Requests or inquiries sent by organizations other than those listed as contacts in the IPC will not be considered.

The request must clearly explain the nature of the delay, how that delay is outside the Incentive Recipient's control, a timeline or work plan for completing the project within the requested extension period, and **must** include appropriate supporting documentation (e.g., email correspondence from the Authority Having Jurisdiction, equipment procurement documents, etc.) as well as evidence of sufficient project progress (as defined below). **Any requests without supporting documentation will be automatically denied**, and overdue projects without an approved extension will be subject to cancellation.

If the original deadline passes while Communities in Charge is evaluating the extension request, the Award will not be canceled. If the request is approved, the extension will be retroactively applied, starting from the original deadline date, or in the case of an IRA being re-issued, from the date of the reissuance. If the request is denied, the Award will be canceled for having missed the deadline.

3.3 Eligible Reasons for Extension

All extension requests must be based on a need created by project delays outside the Incentive Recipient's control. Such project delays eligible for consideration of an extension shall be limited to:

Table 4: Allowable reasons and documents required for each

Reason For Extension	Required Supporting Documentation
IRA Typographical Error	Evidence of a typo present in the IRA and confirmation of correct information.
Contracting Authority Approval Delay	Evidence of internal approval workflows or authorized signatory protocols that take longer than 14 days, showing the following: ○ The decision making structure or process (e.g. Bylaws, Charter, Articles of Incorporation, Procedural Manual) of the Incentive Recipient's organization

	○ A published meeting agenda or docket with the CIC incentive award as a decision item
Contracting Authority Change	Evidence of a change, outside of the Applicant's control, that affects which entity/person is authorized to sign the IRA, showing at least one of the following: ○ Merger or acquisition process has commenced ○ Bankruptcy process has commenced ○ Attestation from an Officer or the Legal Representative of an Officer of the Incentive Recipient Organization
Delay in Permit Issuance	Evidence clearly showing at least one of the following scenarios: ○ The permit process or timeline caused delays even when the Incentive Recipient consistently followed up with agencies or other authorities outside their control. ○ Repeated reviews by the Authority Having Jurisdiction, with new comments or information provided each time; and persistent follow-up with agencies or other authorities outside their control. ○ Authority Having Jurisdiction capacity limitations at application intake, inspection scheduling, etc.; and persistent follow-up with agencies or other authorities outside the Incentive Recipient's control.
Delay in Final Site Plan	Evidence of status/timelines; evidence of persistent follow-up with agencies or other authorities outside the Incentive Recipient's control.
Equipment Supplier Limitations	Notification of delay and shipping estimated time of arrival from equipment distributor.
Utility delays due to capacity limitations, energization, etc.	Evidence of Utility interconnection status/timelines. **Note: If all other work for a Project Site is complete aside from final energization, a special additional extension may be considered.*
Public Heath Orders	Copy of communication from governing authority, detailing the limitations.
Labor Shortages, including critical staff illness	Detailed explanation of the delay and evidence of upcoming labor timeline.

Under extraordinary circumstances (e.g., natural disasters such as fires, earthquakes, etc.), the Project Team may consider requests for extension for reasons outside of those described above. Otherwise, no extension will be granted for any reason not on the above list.

3.4 Prerequisites for Consideration of an Extension Request

3.4.1 Incentive Recipient Agreement Execution

For Incentive Recipients that receive an IRA, requesting an extension to sign the Agreement will **not** be considered unless:

1.) Incentive Recipient can produce visual evidence of **a typo** in the IRA **and** provide the information required to make necessary corrections; or
2.) Incentive Recipient can produce written evidence that the Authorized Signer for the organization requires approval from a governing body or completion of a process before they can bind the organization to a contract**;** and
3.) Incentive Recipient can produce evidence of progress toward resolving the delay

3.4.2 Conditional Award Submissions

For Incentive Recipients that received a Conditional Award, requesting an extension to submit supplemental documentation will **not** be considered unless:

1.) Incentive Recipient can produce written evidence of **permit** processing status/timelines, or evidence of persistent follow-up with agencies or other Authority Having Jurisdictions.
2.) Incentive Recipient can produce written evidence of **final site plan** development/timelines, or evidence of persistent follow up with agencies or other Authority Having Jurisdictions.

3.4.3 Project Completion

The following **must** be true before an extension to the 270-day (9-month) Project Completion deadline will be considered:

1.) All necessary building permits, site designs, and site verification form sign-offs must be complete, contain all the relevant and necessary signatures and information, submitted to the IPC, and a Final Award has been granted; and
2.) Eligible chargers must have been ordered prior to the time an extension is requested and the Incentive Recipient must provide proof of paid order upon request; and
3.) Construction **must** have begun at the project site. The Incentive Recipient **must** update the Construction Progress Tracker in the IPC **and** submit documents (e.g., invoices, photos, etc.) upon request; and

4.) All necessary utility coordination including but not limited to site assessments and load calculation studies showing adequate load to the site have been completed and documentation (e.g., communication from the utility) can be provided upon request.

Incentive Recipients are encouraged to upload all available payment request documentation (e.g., equipment invoices, final inspection card, etc.) through the IPC. All extension requests must be accompanied by required documentation as listed in **section 3.3,** which can be uploaded in the Extensions and Cancellations Form. Any requests without required documentation shall be denied.

3.4.4 Timeline for Correcting & Completing Extension Requests

If an extension request is incomplete, the Incentive Recipient will receive a notification asking for a correction (such as additional documentation). An Incentive Recipient has **10** calendar days from receiving the notification to correct and complete their extension request. If this deadline is not met, the extension request will be denied. If an Incentive Recipient is unresponsive to communications about submissions for an extension request for a period of **10** calendar days, the extension request will be denied. Any overdue project without an approved extension will be subject to cancellation. Requests which contain no supporting documentation will be rejected immediately.

3.5 Demonstrating Sufficient Project Progress

Communities in Charge Staff will evaluate whether the Incentive Recipient has made sufficient progress towards the overall completion of the project in good faith. Sufficient project progress shall mean, for the purposes of this document, that all prerequisites have been completed at the time the request is made.

Each extension request will be reviewed on an individual basis and be evaluated based on the guidelines herein. Determination of whether sufficient project progress has been made shall rest solely with Communities in Charge Staff, and any determinations shall not be subject to appeal.

Examples of supporting documentation which may be required to show sufficient project progress include, but are not limited to:

- Documentation indicating timely and persistent follow-up with Authority Having Jurisdiction, utilities, and property owners/management (beyond that which was included with their application)

- Proof of accuracy and completeness of information provided to Authority Having Jurisdiction and utilities (beyond that which was included with their application)
- Timeliness of equipment and service orders
- Date and time stamped photos of the Project Site
- Proof of other good faith efforts to complete charger installation
- A timeline or work plan for completing the project within the requested extension period

Table 5: Example reasons, timelines and required documents

Reason for Extension Request	Timeframe for Extension Request	Example Required Documents (including but not limited to)
Delay obtaining final permit (Conditional Awardees only)	Submit request at least 30 calendar days before the 90-day document submission period ends.	Communication (email, letter, notice) with the AHJ proving the reason for the delay
Cannot meet Incentive Recipient Agreement signing deadline	Submit request before the signing period ends.	As many of the following as you are able to provide: ○ Documentation showing the chain of approval or authorized signatory protocols that take longer than 14 days ○ Proof the CIC award will be a decision item at the next meeting of the governing body ○ Documentation showing a change has taken place (after application submission) that affects which entity/person is authorized to sign the IRA
EVSE delivery delays	Submit request at least 30 calendar days before Project Completion deadline.	Each of the following: ○ Vendor correspondence showing the new estimated delivery date ○ Proof of EVSE purchase ○ Logged progress in the Construction Progress Tracker with construction start date entered
EVSE installation delays	Submit request at least 30 calendar days before Project Completion deadline.	Each of the following: ○ Vendor correspondence confirming delay in materials or scheduling

		○ If contractor delay, correspondence showing proof of delay and/or quotes for the scope of work ○ Proof of EVSE purchase ○ Logged progress in the Construction Progress Tracker with construction start date entered
Utility delay	Submit request at least 30 calendar days before Project Completion deadline.	Each of the following: ○ Utility provider correspondence stating the reason for the delay and approximate timeline for resolution; and ○ Proof of EVSE purchase; and ○ Logged progress in the Construction Progress Tracker with construction start date entered; and ○ Proof of completed installation
Delay in final inspection	Submit request at least 30 calendar days before Project Completion deadline.	Each of the following: ○ Communication from the AHJ (email, letter, notice) that states the reason for the delay and approximate timeline for completion ○ Proof of EVSE purchase ○ Logged progress in the Construction Progress Tracker with construction start date entered ○ Proof of completed installation

The following actions on behalf of the Incentive Recipient **will not** constitute sufficient project progress:

- Supporting documentation that reflects the Incentive Recipient hindering the progression of the project such as not providing timely responses and communications to contractors, utilities, vendors, etc,;

- Neglecting to notify the Communities in Charge Project Staff of any delays that materially impact the completion of the project in a timely manner, when such delays become known to the Incentive Receipient;
- Delaying the project progress as a result of other Incentive Recipient projects;
- Stopping work (without Communities in Charge Staff issuing a stop work order) or not starting the project due to outside constraints without prior notification to Communities in Charge.

3.6 Additional Considerations

Projects encountering multiple delays should submit their extension request for the most impactful and time-consuming reason.

4. Cancellations

4.1 Applicant/Incentive Recipient Initiates Cancellation

In the event that an Incentive Recipient requests cancellation of their Award, the Incentive Recipient must complete and submit the Extensions and Cancellations Form. The cancellation option must be selected, and the reason for the cancellation must be clearly stated. The application number associated with the Award must be included in the request. Any funds reserved in connection with the canceled Award shall be forfeited.

In the event a cancellation request is received **prior to distributing Notices of Award**, Communities in Charge Staff shall confirm cancellation of the application, and any relevant documents submitted but not yet reviewed shall therefore not be reviewed or considered for award.

All of the above requirements must be followed to participate in Communities in Charge. Failure to notify Communities in Charge of a cancellation in a timely manner may result in temporary or permanent loss of eligibility to participate, in accordance with the Terms and Conditions.

4.2 Communities in Charge Initiates Cancellation

Communities in Charge Staff may initiate cancellations for reasons including but not limited to those outlined in the table below.

Table 6: Reasons and timelines for cancellations

Reason For Cancellation	Timeline for Compliance
Failure or Refusal to Meet the Conditions for Final Award	90 calendar days from Notice of Conditional Award issuance

Failure or Refusal to Sign the Incentive Recipient Agreement (IRA)	14 calendar days from issuance of the IRA, or from the issuance of a corrected IRA
Failure or Refusal to Submit a Payment Request	On or before the final Project Completion deadline, **which is 270 calendar days from the Notice of Final Award issuance, including any approved extensions**, and no later than the Final Funding Wave close date. Final Closing Date by Funding Wave: • FW2 closes May 15, 2026 • FW3 closes August 15, 2026 • FW4 closes June 26, 2027
Failure or Refusal to Correct a Payment Request	60 calendar days from notification of a need for corrective action, after an incomplete payment request has been submitted by the Project Completion deadline
Non-Compliance with any Agreement Requirement	Duration of participation in Communities in Charge, per the Project Terms and Conditions, Implementation Manual and the Incentive Recipient Agreement
Termination Without Cause	Duration of participation in Communities in Charge, per the Project Terms and Conditions, Implementation Manual and the Incentive Recipient Agreement