



COMMUNITIES IN CHARGE

Cost Reimbursement Webinar
August 30, 2023



Zoom Logistics

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669 900 6833

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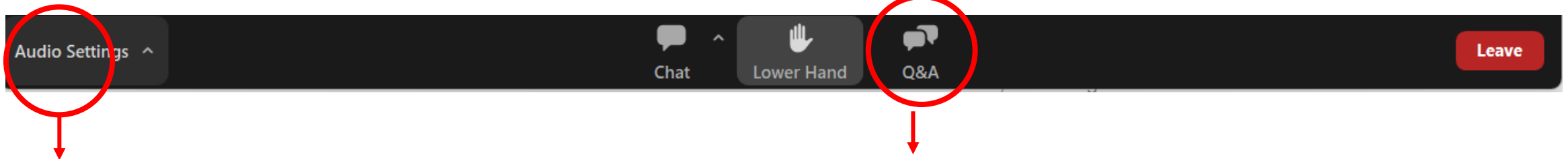
Choose ONE of the audio conference options

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

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

Agenda

- Introductions and Meet the Project Team
- Project Overview
- Incentive Recipient Agreement breakdown.
- Cost eligibility overview & additional considerations.
- Incentive Processing Center walkthrough.
- Mid-Point / or Final Payment invoice submittals.
- Timeline for Final Payment
- List of Acronyms.
- Q & A.

Communities in Charge Project Partners



Implementor



Funder



Equity and Outreach
Partner



Incentive Processing

Communities in Charge Project Overview



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



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



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



\$30 Million available for first funding wave.

Cost Reimbursement Webinar Objectives

- Aim to improve participants understanding of cost reimbursement policies.
- Navigate reimbursement system effectively.
- Enhance skills in documenting expenses for reimbursements.

Incentive Recipient Agreement

Incentive Recipient Agreement (IRA)

Awardees are required to execute an Incentive Recipient Agreement (IRA) between the Awardee organization and CALSTART prior to submitting a payment request.

- The IRA outlines all expectations, eligibility requirements, duties and responsibilities which Awardees must comply with. This includes any terms and conditions.
- Awardees that do not execute the IRA will not be eligible to receive funding.

Who signs the IRA?

- The organizations Authorized Signatory is the proper party to execute the Agreement. Tetra Tech on behalf of Communities in Charge has started reaching out to all Awardees to confirm the Authorized Signatory Party. Please keep an eye out on your email.

How will the IRA be distributed?

- The IRA shall be distributed directly to Awardees to their email on record with the IPC. The Awardee will receive an email when the document is ready for signature. Awardee will execute the Agreement by electronic signature and return to CALSTART.

Cost Eligibility Overview

Eligible Project Costs

The following costs may be included in total project costs as part of the same Project Site. Any costs incurred at a different Project Site are ineligible:

- Electric vehicle supply equipment (EVSE)
- Transformers
- Electric panels
- Installation costs (labor and materials)
- Network agreement with network provider (e.g., network agreements with EV network provider)
- Extended warranties, including Operations and Maintenance Contracts
- Stub-outs
- Design, engineering, and utility service costs
- Required ADA upgrades
- Demand management equipment

**For a complete listing of eligible and ineligible project costs, please consult the Communities in Charge Implementation Manual. None of the information contained herein shall be considered financial advice. Please verify your expenses with your Accounting team.*

Ineligible Project Costs

Ineligible project costs may include but are not limited to:

- Compensation for work associated with completing required application processes;
- Upgrades to utility-owned electrical infrastructure;
- Fees paid to Authorities Having Jurisdiction (AHJs) for permitting;
- Costs to fund stand-alone energy generation, such as solar panels
- Costs associated with bringing a site into compliance with California State or US Federal building codes (including ADA) which are not directly associated with the Level 2 EVSEs installed.

Any project costs incurred prior to December 23rd, 2022, are INELIGIBLE for incentives.

**For a complete listing of eligible and ineligible project costs, please consult the Communities in Charge Implementation Manual. None of the information contained herein shall be considered financial advice. Please verify your expenses with your Accounting team.*

Cost Definitions & Additional Considerations

Cost Definitions

- **Direct costs** are allowable costs incurred that can be attributed to a specific final cost object.
Example: Labor paid at prevailing wage can be a direct cost.
- **Incurred costs** are invoiced costs to the Applicant for planning, installation, construction, and deployment of Level 2 EVSE infrastructure at an eligible Project Site shall be considered “Incurred Costs”. The invoice date for said costs shall serve as the date on which costs were incurred. The date on which an invoice was paid shall NOT serve as the date on which costs were incurred.
Example: Equipment costs for EVSE invoiced to the Applicant can be incurred costs.
- **Fringe Benefits**
 - Are applied to direct labor.
 - Rate is derived by taking total salaries and wages divided by total fringe benefits.

Direct Labor

- Directly benefits the program and performed by awardee or employee of the organization

**For a complete listing of eligible and ineligible project costs, please consult the Communities in Charge Implementation Manual. None of the information contained herein shall be considered financial advice. Please verify your expenses with your Accounting team.*

Examples of Direct Costs

- Personnel costs
- Subcontractor costs
- Capital costs
- Project management
- Equipment costs.
- Network costs

Example Fringe Benefits

- Paid time off
- Statutory benefits
- Healthcare

G&A and Indirect are not considered direct costs and are therefore ineligible for reimbursement under Communities in Charge.

**For a complete listing of eligible and ineligible project costs, please consult the Communities in Charge Implementation Manual. None of the information contained herein shall be considered financial advice. Please verify your expenses with your Accounting team.*

Compliance with Prevailing Wage Requirements

All participants in Communities in Charge shall comply with all portions of [California's Prevailing Wage Law](#).

- Under the prevailing wage requirements in California, “all workers employed on public works projects must be paid the prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project.”
- Does my project qualify as a “public works project?”
 - As defined by the Department of Industrial Relations, public works means:
 - Construction, alternation, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds.
 - It can include preconstruction and post-construction activities related to a public works project.
 - For a full definition of public works refer to [Labor Code Section 1720](#).
- Anyone working on a public works project must be paid prevailing wages as determined by DIR. Projects of \$30,000 or more must meet DIR’s apprenticeship requirements. Failure to comply with public works requirements can result in civil penalties, criminal prosecution, or both.

**For a complete listing of eligible and ineligible project costs, please consult the Communities in Charge Implementation Manual. None of the information contained herein shall be considered financial advice. Please verify your expenses with your Accounting team.*



EVITP Requirements

Communities in Charge requires all Awardees must use [Electric Vehicle Infrastructure Training Program \(EVITP\)](#) certified electricians for the installation of the Level 2 EVSEs according to the following requirements:

- If the electric vehicle charging infrastructure and equipment to be installed supplies charging ports with 24.9 kW or less and no charging ports supplying 25 kW 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;
- If the electric vehicle charging infrastructure and equipment to be installed supports at least one charging port supplying 25 kW 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.

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Submitting a Payment Request Through The Incentive Processing Center (IPC)

Navigating the Incentive Processing Center (IPC)



When submitting for Mid-Point and/or Final Payment, all awardees will submit the **Mid-point/Final Payment Request Form** and all required additional documentation through the IPC. The Payment Request Form is available on the Communities in Charge website under the 'Resources' Tab in "All Documents."



Each awardee will login to the IPC using the same login credentials created when setting up an account for application submission. Once logged on, please follow the steps outlined on the following slides when submitting documentation.

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Navigating the Incentive Processing Center (IPC)

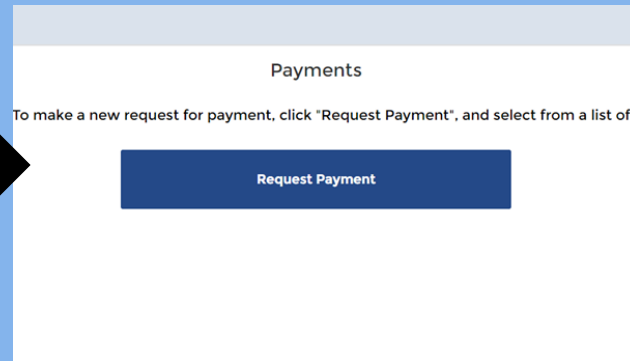
STEP 1

Login to IPC, select 'Payment Requests'



STEP 2

Click 'Request Payment'



STEP 3

Select the award name and whether the payment request is for Mid-Point/Final Payment

A screenshot of the "Communities in Charge - Payment Request" form. The form has three tabs: "Payment Information" (selected), "Installation", and "Select Document". Under the "Payment Information" tab, there are fields for "Award Name" (containing "987 One Way - Award"), "Type" (containing "Midpoint"), and "Total Invoice Amount" (containing "\$3,000.00").

Navigating the Incentive Processing Center (IPC)

STEP 4

Confirm all information entered on the previous slide is current and click 'save and continue'

Communities in Charge - Payment Request

Payment Information

Installation

Select Documents

Confirm EVSE (Final only)

Review & Submit

Submitted

Please make sure the information you provided on the previous screen about your payment is correct (listed below):

- **Award Name:** 987 One Way - Award
- **Payment Type:** Final
- **Total Invoice Amount:** \$3,000.00

Back

Save & Continue

Navigating the Incentive Processing Center (IPC)

STEP 5

Confirm whether construction has begun on the project site

Communities in Charge - Payment Request

✓

Installation

Select Documents

Confirm EVSE (Final only)

Review & Submit

Submitted

* Has construction begun at this site?

☒ Yes

☐ No

If submitting a request for Midpoint Payment, construction is not required to have begun. If submitting a request for Final Payment, construction MUST have begun, AND you are required to provide details on your General Contractor as well as your EVITP certified electrician.

BackSave & Continue

***If submitting for mid-point payment, construction is not required to have begun.*

Navigating the Incentive Processing Center (IPC)

STEP 6

Enter in all general contractor and electrician information along with EVITP certification numbers

Communities in Charge - Payment Request

✓ Installation Select Documents Confirm EVSE (Final only) Review & Submit Submitted

If you have not yet submitted information about your installation team, you have the option to do so by clicking "Add General Contractor" or "Add Electrician". Before submitting, please make sure you have the first names and last names of your team on-hand, as well as contractor license number for general contractors and EVITP license number for electricians. If you don't have this information yet, click "Save & Continue", as you will still be able to submit this information at a later date.

Contact First Name	Contact Last Name	Role	Award
Ariana Isabel	Sokolov	General Contractor	
Mauricio	Tisnado	Electrician	

After you've confirmed that you've added information for all general contractors and electricians on site, click Save & Continue to proceed to uploading required documents.

Add General Contractor Add Electrician

Back Save & Continue

***If submitting for final payment, all contractor and electrician information along with EVITP certification numbers must be entered to move forward with the payment request*


Navigating the Incentive Processing Center (IPC)

STEP 7

Upload all supporting documentation

Communities in Charge - Payment Request

✓ ✓ **Select Documents** Confirm EVSE (Final only) Review & Submit Submitted

 Documents

Document Name	Status	Process	Re...
<input type="radio"/> Photo of Installed Equipment	Uploaded	Final Payment Only	Req uired
<input type="radio"/> Paid and Executed Network Agreement/Contract	Uploaded	Final Payment Only	Req uired
<input type="radio"/> Final Inspection Card from AHJ	Uploaded	Final Payment Only	Req uired
<input type="radio"/> Final Payment Invoices with Invoice Date	Uploaded	Final Payment Only	Req uired

Upload Selected Document

Back **Save & Continue**

*** If submitting for mid-point payment, upload only the applicable invoices for which reimbursement is being requested*

Navigating the Incentive Processing Center (IPC)

STEP 8

Enter all L2 EVSE information, including the serial number. Select 'save' before clicking 'save & continue'

Communities in Charge - Payment Request

✓ ✓ ✓ Confirm EVSE (Final only) Review & Submit Submitted

Please enter the serial numbers associated with each EVSE installed at the job site. In some cases, an EVSE may have two serial numbers. In this case, please separate these using a comma.

🔊 EVSEs

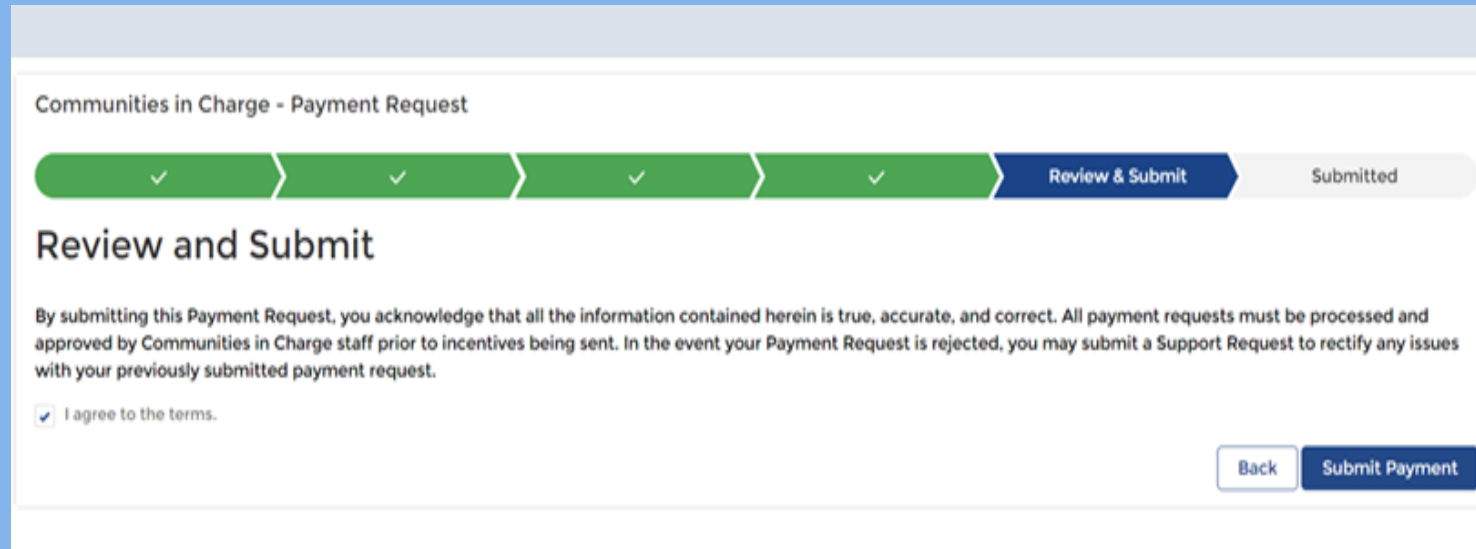
Make	Model	Serial Number
Tellus Power	UP160J	TP2-7-220-1J
Tellus Power	UP160J	TP2-7-220-1J
Tellus Power	UP160J	TP2-7-220-1J
Tellus Power	UP160J	TP2-7-220-1J
Tellus Power	UP160J	TP2-7-220-1J

Cancel Save

Navigating the Incentive Processing Center (IPC)

STEP 9

Review all information provided is correct and click 'Submit Payment'



The screenshot shows a web interface for 'Communities in Charge - Payment Request'. At the top, a progress bar consists of five green segments with white checkmarks, followed by a dark blue segment labeled 'Review & Submit', and a light gray segment labeled 'Submitted'. Below the progress bar, the heading 'Review and Submit' is displayed. A paragraph of text states: 'By submitting this Payment Request, you acknowledge that all the information contained herein is true, accurate, and correct. All payment requests must be processed and approved by Communities in Charge staff prior to incentives being sent. In the event your Payment Request is rejected, you may submit a Support Request to rectify any issues with your previously submitted payment request.' Below this text is a checkbox labeled 'I agree to the terms.' which is checked. At the bottom right, there are two buttons: a light blue 'Back' button and a dark blue 'Submit Payment' button.

***You will not be able to make changes to the request once submitted*


Navigating the Incentive Processing Center (IPC)

STEP 10

Once you have received this message, your payment request has successfully been submitted!

**COMMUNITIES
IN CHARGE**

Communities in Charge - Payment Request



Your Payment Has Been Submitted!

You will receive an email when your payment request has been reviewed. You can also view the status of your payment request in the IPC.

Submitting Invoicing for Mid-Point and/or Final Payment

Submitting Proper Documentation for Reimbursement

WHAT: Awardees must complete their project and submit a Final Payment Request with all requisite documentation within **270 calendar days** from receipt of their Notice of Final Award. Mid-Point payments may be requested **once an IRA has been executed** and **shall not exceed 50% of their Magnitude of Award**.

- Completed copy of invoices - These include the invoice date and **itemization of eligible costs, credits, discounts, and incentives received**, as applicable.
- Signed copy of Job Site Installation Form - This certifies compliance with prevailing wage requirements, ensures use of licensed contractors in good standing, and abidance by EVITP requirements including **name and EVITP Certification Number** of each technician.
- Signed copy of Final Inspection Card by appropriate AHJ.
- Signed copy of paid and executed Network Agreement form - This includes cost, duration, and terms of the agreement.
- Photos of installed equipment, including serial numbers.

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Midpoint/Final Payment Request Form

Agreement #		DATE	
Award ID (found in Notice of Award email)	Magnitude of Award (found in Notice of Award email)	Application ID	

Recipient Information	
Recipient Name	
Organization Name	
Organization Address Line 1	
Organization Address Line 2	
Primary Contact Phone	
Primary Contact Email	

Request Type (Midpoint or Final)	Fill out this section ONLY if you are submitting a Midpoint Payment.			
Midpoint Payment				
Description of Invoice (add additional rows for additional invoices)	Award Total	Incurred Costs this Invoice	Incurred Costs to Date	Award Balance
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Total	\$0.00	\$0.00	\$0.00	\$0.00
Amount payable to applicant		\$0.00		

Request Type (Midpoint or Final)	Fill out this section ONLY if you are submitting a Final Payment.			
Final Payment				
Description of Invoice (add additional rows for additional invoices)	Award Total	Incurred Costs this Invoice	Incurred Costs to Date	Award Balance
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Invoice # XXXXXXXX		[FILL IN]		
Total	\$0.00	\$0.00	\$0.00	\$0.00
Amount payable to applicant		\$0.00		

Submitting Proper Documentation for Reimbursement

WHERE: Communities in Charge will make the Midpoint/Final Payment available on the Communities in Charge website under the 'Resources' tab in 'All Documents,' which can be accessed [here](#).

Once the Form has been completed, please submit the Form and all required supporting documentation to the IPC.

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Submitting Proper Documentation for Reimbursement

Recipient Name: _____
Agreement Number: _____
Invoice Number: _____
Period covered by this request: _____



Reimbursable

Category	Agreement Reimbursable Budget	Reimbursable Expenses This Period	Credits, Discounts and Incentives (as applicable)	Cumulative Expenses Billed to Date	Reimbursable Balance
Direct Labor		\$ -	\$ -	\$ -	\$ -
Fringe Benefits					\$ -
Equipment		\$ -	\$ -	\$ -	\$ -
Materials/Misc.		\$ -	\$ -	\$ -	\$ -
Subcontractors		\$ -	\$ -	\$ -	\$ -
Total	\$ -	\$ -	\$ -	\$ -	\$ -

Grand Totals	\$ -	\$ -	\$ -	\$ -	\$ -
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Total Incentives Requested This Period	\$ -
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Certification

I certify under penalty of perjury that this invoice is accurate, correct, and proper for payment in all respects, and reimbursement for these costs has not and will not be received from any other sources, including but not limited to a government entity contract, subcontract or other procurement method. I further certify under penalty of perjury that I have carefully reviewed the terms and conditions for this Agreement and have determined that, for work covered by this invoice, the Contractor/Recipient and all subcontractors have complied with all Agreement terms, including the requirement of compliance with public works and prevailing wage laws, which when applicable require the payment of prevailing wages to eligible workers.

Signature of Authorized Representative

Date

CALSTART Use Only

CALSTART Project Manager

Date

CALSTART Accounting

Date

- This captures all eligible costs indicated in all invoices, payment records, etc.
- Refer to Invoicing Requirements to ensure that your supporting documents are complete for efficient verification.

G&A and Indirect are not considered direct costs and are therefore ineligible for reimbursement under Communities in Charge.



Submitting Proper Documentation for Reimbursement



The Mid-Point and/or Final Payment Form must be completed by the awardee when submitting for payment reimbursement.



Failure to complete the form properly or within a timely manner may result in non-payment. Final Payment Request Form and supporting documentation must be submitted within **270 calendar days** from Notice of Final Award.

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Invoicing Requirements

Proof of Incurred Direct Labor Costs Shall Include:

- Costs incurred within the period eligible for incurred costs
- Labor hours supported by time records
- Documentation supporting labor rates
- Payroll registers

Proof of Direct Incurred Equipment Costs Shall Include:

- Itemized listing of equipment billed
- Amounts billed supported by vendor invoices, receipts or other relevant third-party documentation
- Documentation supporting ownership (such as title), as applicable
- Copies of cancelled checks
- Any other documents deemed relevant

**For a complete listing of eligible and ineligible project costs, please consult the Communities in Charge Implementation Manual. None of the information contained herein shall be considered financial advice. Please verify your expenses with your Accounting team.*

Invoicing Requirements (Continued)

Proof of Incurred Other Costs Shall Include:

- Itemized listing of other direct costs and amounts billed
- Amounts billed supported by vendor invoices, receipts or other relevant third-party documentation
- Copies of cancelled checks/Bank Statement

Proof of Burden Rates (Fringe benefit) Shall Include ONE of The Following:

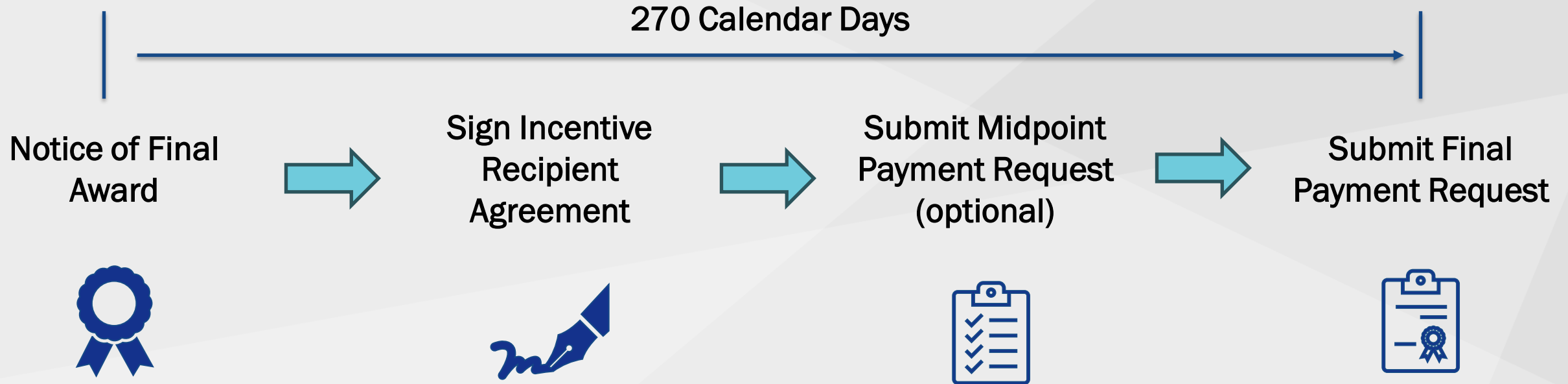
- Rates supported by methodology in which rates are derived and applied

$$\frac{\text{Total Benefit Cost Pool}}{\text{Total Labor Costs (Salaries \& Wages)}}$$

**For a complete listing of eligible and ineligible project costs, please consult the Communities in Charge Implementation Manual. None of the information contained herein shall be considered financial advice. Please verify your expenses with your Accounting team.*

Timeline for Final Payment

Payment Request Timeline



Acronyms

Table of Acronyms

Acronym	Description
IPC	Incentive Processing Center
EVITP	Electric Vehicle Infrastructure Training Program
DIR	California Department of Industrial Relations
IRA	Incentive Recipient Agreement

Q&A

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

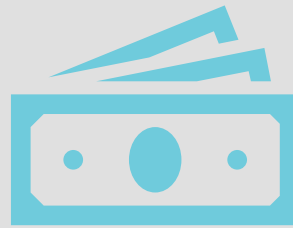
Please state your name and affiliation. Keep questions under 3 minutes to allow time for others.





COMMUNITIES IN CHARGE

Important Upcoming Dates.



Q4 2023

Funding Wave 2



COMMUNITIES IN CHARGE

THANK YOU

