



COMMUNITIES IN CHARGE

PROJECT IMPLEMENTATION MANUAL

FUNDING WAVE 3

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Implementation Manual – Funding Wave 3

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Note to Applicants: When an application is submitted, the most current Project Implementation Manual available and the Project Requirements agreed to by the Applicant will apply. CALSTART, however, may modify this Project Implementation Manual, and the Project Requirements, as needed for the good of the program.

Additionally, applications that received a Notice of Final Award or a Notice of Conditional Award for a site under Funding Wave 1 or Funding Wave 2 are ineligible to cancel or withdraw that application and resubmit for the same site under Funding Wave 3 with the following exceptions:

- Applications cancelled or withdrawn prior to **October 29, 2024**, are exempt.
- If an application from Funding Wave 1 that is currently active with an approved extension, or a project that is active in Funding Wave 2, needs to be canceled because of delays including but not limited to design, permitting, or utility approval, then a new application for that site may be resubmitted under Funding Wave 3. The Applicant must submit a Notice of Cancellation in the Incentive Processing Center by 5pm PT on December 20, 2024, in order to receive timely determination on eligibility for resubmission in Funding Wave 3.
- Note that for an application awarded under Funding Wave 3 that had prior approval from the CEC and Project Team, the new application will be limited to the original, prior incentive amounts per port, not the maximum incentive offered under Funding Wave 3 and must abide by Funding Wave 3 requirements.
- While an application may have received an award previously, resubmission does not guarantee an award in Funding Wave 3.



Key Definitions

Applicant

An Applicant is the party submitting an application to Communities in Charge for consideration of incentives. An Applicant to Communities in Charge must be the property owner, their Authorized Lessee, or their Authorized Representative seeking incentives for eligible costs incurred by said Applicant towards the installation of Level 2 Charging Ports. If chosen for award, an Applicant may thereafter also be referred to as the “Incentive Recipient” with all of the duties and responsibilities applicable thereto.

Authorized Lessee

An Authorized Lessee is a party that enters into a legally binding lessor / lessee agreement with the property owner. An Authorized Lessee must have been granted the authority by the lessor to use the leased premises for the purposes outlined in the lease agreement, in accordance with applicable California state laws and regulations governing leases, including the right to make reasonable alterations or improvements to the property, including but not limited to the installation of electric vehicle (EV) chargers.

Authorized Representative

An Authorized Representative is an individual or entity designated by the property owner or the Authorized Lessee of a property to act on their behalf and exercise certain rights, powers, and privileges in connection with the construction, installation, operations, maintenance, or other activities relating to the property. An Authorized Representative may include but is not limited to contractors, subcontractors, agents, or employees engaged by the property owner or Authorized Lessee to perform specific tasks or services on the property, such as the installation of electric vehicle (EV) chargers. The Authorized Representative is obligated to perform their duties in accordance with applicable laws, regulations, and industry standards, while also respecting the rights and interests of both the property owner and any lessee. The rights and privileges of the Authorized Representative are subject to the overall control and supervision of the property owner or Authorized Lessee, who retain ultimate responsibility for the property and its use.

Battery Electric Vehicle (BEV)

A vehicle that uses electricity from an on-board battery as its sole source for propulsion.

Charging Port

The equipment originating from a single ENERGY STAR® certified Level 2 EVSE, that connects to a BEV or PHEV using the SAE J1772 connector and is capable of supplying 6.2 kilowatts (kW) or greater. A Level 2



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EVSE may have one or two Charging Ports. If two Charging Ports can be used concurrently to charge two (2) vehicles, then the Level 2 EVSE has two (2) Charging Ports.

Community-Based Organization (CBO)

A public or private nonprofit organization that is representative of a community or significant segments of a community.

A Community-Based Organization is further defined as an organization that (a) is place-based, with an explicit geographic focus area that includes proposed Project Site(s), (b) has staff members, volunteers, or Board members that reside in the community where the Project Site(s) are located or intended to serve, and (c) has a demonstrated track record of at least one (1) year providing services in the geographic focus area that includes proposed Project Site(s).

Community Connection

A Community Connection is defined as a Project Site with particular benefit to its surrounding community. Applicants whose Project Site may be identified as such must meet specific requirements (outlined within this Implementation Manual).

Demand Management Equipment and Software

Demand Management Equipment and Software serves as a mechanism that allows Electric Vehicle Supply Equipment (EVSEs) to receive signals from utilities indicating when electrical demand on the grid is low and at its peak, and that may influence power consumption across one or multiple Charging Ports.

Disadvantaged Community (DAC)

California Environmental Protection Agency has formally designated four (4) categories of geographic areas as disadvantaged:

1. Census tracts receiving the highest 25 percent of overall scores in CalEnviroScreen 4.0.
2. Census tracts lacking overall scores in CalEnviroScreen 4.0 due to data gaps but receiving the highest 5 percent of CalEnviroScreen 4.0 cumulative pollution burden scores.
3. Census tracts identified in the 2017 DAC designation as disadvantaged, regardless of their scores in CalEnviroScreen 4.0.
4. Lands under the control of federally recognized Tribes. Tribes may be added to a California managed list in accordance with CalEPA guidance.



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*For the most relevant map to identify Disadvantaged Communities, please follow the link below.

<https://experience.arcgis.com/experience/1c21c53da8de48f1b946f3402fbae55c/page/SB-535-Disadvantaged-Communities/>

Final Commissioning

A project site is deemed “Commissioned” or has received “Final Commissioning” on the date the Final Inspection Card has been signed by the appropriate Authority Having Jurisdiction (AHJ).

Incurred Costs

Invoiced costs to the Applicant (or by the Applicant, where allowable) for construction and deployment of Level 2 Charging Ports at an eligible Project Site shall be considered “Incurred Costs”. The invoice date for Incurred Costs shall serve as the date when costs were incurred. The date when an invoice was paid, or any other date on the invoice, shall NOT serve as the date when costs were incurred. To submit for a final payment, the Applicant must be the party to have incurred all project eligible costs and must show proof that the Incurred Costs were paid (e.g., copy of a cancelled check).

Incentive Recipient

An Applicant whose application has been selected for award.

Level 2 EVSE (Electric Vehicle Supply Equipment)

The ENERGY STAR® certified equipment that connects to a BEV or PHEV and supplies charge using alternating current (AC). Level 2 EVSEs require a 208/240-volt AC input. A Level 2 EVSE may have one or two Charging Ports.

Light Duty Vehicle

A vehicle primarily used to transport passengers and cargo (i.e., cars, vans, SUVs, pickup trucks), with a Gross Vehicle Weight Rating (GVWR) less than or equal to 10,000 pounds, (i.e., Class 1 through Class 2 Vehicles, as designated by the U.S. Department of Transportation).

Low-Income Community

A geographic area whose census tracts have been identified as “Low-income Communities” per Assembly Bill 1550, or a low-income household per Assembly Bill 1550.

*For the most relevant map to identify Low-Income Communities please follow the link below:

<https://webmaps.arb.ca.gov/PriorityPopulations/>

Multi-Family Housing



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Residential properties with multiple dwelling units installed on real property owned or leased for multi-family housing with five (5) or more units. Single-family dwellings (detached), duplexes, triplexes, individual townhomes, and individual mobile homes are not considered Multi-Family Housing. Installations, however, may include shared-use Level 2 Charging Ports made available to residents domiciled in these housing developments.

Plug-in Hybrid Electric Vehicle (PHEV)

A vehicle that combines two propulsion modes in one (1) vehicle – an electric motor that is powered by a rechargeable battery plus an internal combustion engine.

Priority Populations

As identified in California census tracts, Priority Populations are Disadvantaged Communities including federally recognized Tribal Lands (DAC) and Low-Income Communities (LIC). Only Project Sites lying within the bounds of a DAC or LIC and not within “buffer” areas shall be considered as such for scoring purposes.

Incentive Processing Center

The Incentive Processing Center (IPC) is an online portal linked on the Communities in Charge website. This system enables registration, application submission, and application and award management.

Project

A project is defined as an installation of eligible EVSE at an eligible Project Site as part of an Applicant’s submission or Incentive Recipient’s award.

Project Site

The real property with an identifiable address in California in which Level 2 Charging Ports shall be installed and remain in operation for the duration of the network agreement. New construction (i.e. – Greenfield, Brownfield) is not an eligible Project Site.

Site Host

An individual who owns, leases, or manages the property where Level 2 Charging Ports are installed.

Workplace Charging

Commercial properties owned or leased by a business that provides EV charging to its employees on a preferential basis over contractors, customers, or other visitors parking on-site.



1. Introduction

1.1. Background

Communities in Charge (the Program) is California’s market-accelerating, light-duty electric vehicle (LDEV) infrastructure incentive project implemented by CALSTART, a California headquartered nonprofit organization with more than 30 years of experience in the clean transportation space. CALSTART is supported by GRID Alternatives and Tetra Tech.

Communities in Charge is designed to catalyze new markets and swiftly deploy electric vehicle (EV) charging ports with intentional outreach, engagement, and technical assistance supporting the deployment of Level 2 Electric Vehicle Supply Equipment (EVSE). Through identifying and prioritizing locations where community members live and gather, Communities in Charge deploys Level 2 charging ports, and provides streamlined access to incentive funds for the benefit of communities.

The California Energy Commission (CEC) approved CALSTART to design and implement Level 2 EVSE incentive project(s) throughout California. CALSTART has dedicated staff members to the Program, and as such, will be referred to as the Project Team.

Incentive totals for the launch of Funding Wave 3 of Communities in Charge shall be \$30 million.

This program is part of California Climate Investments, a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment – particularly in disadvantaged communities.

1.2. Objectives & Priorities

Communities in Charge aims to balance rapid deployment of Level 2 EVSEs with equitable access to incentives by creating unique opportunities for high-utilization site types and elevating Priority Populations. Communities in Charge staff and the CEC are committed to inclusion, diversity, equity, and access to electric vehicle charging opportunities, ensuring that all Californians have an opportunity to participate in and benefit from this project.

The Fiscal Year 2021-2022 Clean Transportation Program Investment Plan states:

“The CEC will seek to provide at least 50 percent of Clean Transportation Program funds from this investment plan toward projects that benefit low-income and disadvantaged communities (LIC and DAC). The CEC will seek to quantify these benefits in ways that go beyond measuring funding amounts within a given location and will continue to investigate new metrics to ensure these investments enhance equity within the State.”



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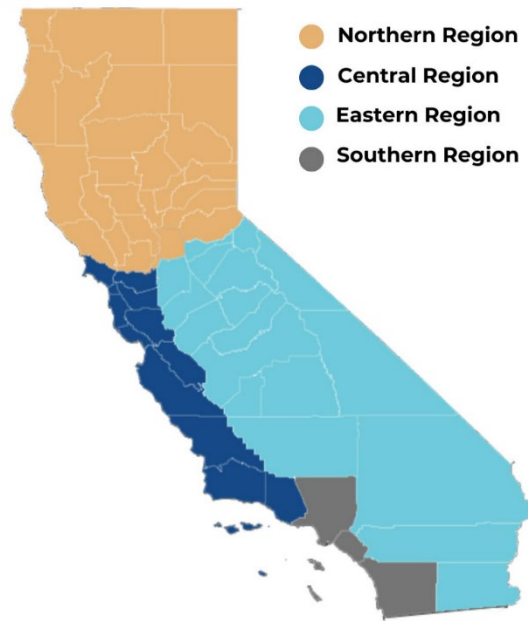
To meet these and other equity objectives, Communities in Charge Staff conducted outreach, held workshops, and incorporated public feedback into funding opportunities throughout the design process. “Community Connections,” described later in this Project Implementation Manual, have been developed to provide tailored outreach and technical assistance, and to elevate Project Site types.

Project design of Communities in Charge takes these factors into account with regards to eligibility, incentive structure, and opportunities for technical assistance. Communities in Charge balances rapid deployment of Level 2 EVSEs with equitable access to incentives by elevating Priority Populations and creating opportunities for high-utilization site types. To that end, Communities in Charge aims to provide the majority (at least 50%) of project funds to infrastructure located in Disadvantaged (DAC) and Low-Income Communities (LIC), as well as federally recognized Tribal Nation communities.

1.3. Funding Wave 3 – Primary Design Updates

To encourage distribution across the state and afford opportunity for equitable participation amongst Applicants from similar geographies, incentive funds will be distributed across four (4) regions. These regions are: Northern, Southern, Central and Eastern (see the figure below).

Funding availability has been apportioned based upon regional population, proportion of area represented by DAC/LIC census tracts, and historical investment of funds from past incentive programs, including CALeVIP 1.0.





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The following table identifies the counties in the regions shown above:

Central Region	Eastern Region	Northern Region	Southern Region
Alameda	Alpine	Butte	Los Angeles
Contra Costa	Amador	Colusa	San Diego
Marin	Calaveras	Del Norte	Orange
Monterey	Fresno	El Dorado	
San Benito	Imperial	Glenn	
San Francisco	Inyo	Humboldt	
San Luis Obispo	Kern	Lake	
San Mateo	Kings	Lassen	
Santa Barbara	Madera	Mendocino	
Santa Clara	Mariposa	Modoc	
Santa Cruz	Merced	Napa	
Ventura	Mono	Nevada	
	Riverside	Placer	
	San Bernardino	Plumas	
	San Joaquin	Sacramento	
	Stanislaus	Shasta	
	Tulare	Sierra	
	Tuolumne	Siskiyou	
		Solano	
		Sonoma	
		Sutter	
		Tehama	
		Trinity	
		Yolo	
		Yuba	

2. Eligibility

2.1. Applicant Eligibility

An Applicant to Communities in Charge must be the property owner, an Authorized Lessee, or an Authorized Representative seeking incentives for eligible costs that they incurred in the installation of Level 2 Charging EVSE locations.

Note: Incentive stacking, including any State, Federal, or other local EV charging incentive programs, is not permissible while concurrently participating in Communities in Charge. Applicants are not precluded from participating in federal tax credit incentive programs or the California Air Resources Board (CARB) Low Carbon Fuel Standard Program (LCFS).



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Summary of Responsibilities:

An Applicant is responsible for the validity and accuracy of their application and for providing all required documentation, in a timely manner, to CALSTART. Applicants may be an Authorized Representative for their Project Site (e.g., facilities manager for a school), but an Applicant MAY NOT assign their submitted application or any subsequent incentives to a third party. Only Incurred Costs that were incurred and paid for by the Applicant will be considered eligible.

Note: An Applicant/Incentive Recipient who is receiving incentive funding from Communities in Charge is not permitted to charge profit or mark up the Incurred Costs, including labor.

Exclusions:

Applicants must demonstrate a commitment to meeting the requirements, guidelines, and standards established by Communities in Charge, while avoiding conduct that undermines the Program integrity or effectiveness. Entities that have been found noncompliant with Communities in Charge or separate programs funded by the CEC or other similar funding agencies, debarred or suspended from contracting with government entities, or to have caused unreasonable delays or exhibited conduct detrimental to the objectives of Communities in Charge, may be excluded from participation. The decision to exclude an entity from participation will be made at the discretion of CALSTART, in agreement with the program staff of the California Energy Commission.

When submitting an application, Applicants must affirm they have not engaged in incentive stacking by attesting to the following statement; *“You agree that should your application be selected for award, you are not currently participating and will not participate in any State, Federal, or other local EV charging deployment incentive programs for this same project which might preclude your eligibility for award under Communities in Charge. However, it is permissible for Applicants to receive federal tax credit incentives and participate in the Low Carbon Fuel Standard (LCFS) program.”*

If an Applicant is unable to attest to the statement above or if they are found out of compliance with this requirement, their application for funding will be denied and will not be considered for funding.

2.2. Project Site Eligibility

A Project Site for Communities in Charge is the real property with an identifiable address in California on which planned expansion of Level 2 Charging EVSE shall be installed and remain in operation for the duration of their network agreement. All Level 2 EV charging site types (excluding single-family homes, duplexes, triplexes, and individual mobile homes) are eligible for incentives. Any eligible Applicant whose project site can provide the documentation described in Section 4 may apply.



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Projects that received a Notice of Award or Notice of Conditional Award in Funding Wave 1 or Funding Wave 2 and subsequently withdraw or cancel their award with the intent to apply for Funding Wave 3 are ineligible except under the exceptions enumerated at the beginning of this Implementation Manual.

Community Connections will be a prioritized category in scoring. A list of example Project Sites is below. While this list is meant to capture a wide array of potential project locations, it is not a comprehensive list.

Example sites:

- Hotel
- Restaurant
- University
- Sports Stadiums
- Public Agency
- Gas Station
- Mall
- Faith-Based Facilities
- Multi-family housing (5 or more units)
- Office Park
- Health Facility
- School or District (non-University)
- Other- Small Businesses; Grocery Store, Department Store

Communities in Charge Applicants are expected to operate a private or public Level 2 EV charging site that provides flexibility and safety for their unique location.

At a minimum, Project Sites must abide by the requirements below:

- a) Must be well-lit, secure, and in compliance with all US federal, California state, and local laws, ordinances, rules, codes, standards, and regulations.
- b) Any Level 2 Charging Ports made accessible to the general public must be available at least 18 hours a day, seven days a week, excluding holidays.
- c) Must be shared and may not be assigned or otherwise allocated to any one individual.
- d) Single-family dwellings (detached), accessory dwelling units, duplexes, triplexes, individual townhomes, and individual mobile homes are not eligible site types; however, shared-use sites made available to residents domiciled in these housing developments are eligible.

Additionally:

- i) Communities in Charge funding shall be for light-duty vehicle charging **only**. Development of EV charging sites using Communities in Charge incentives for the following vehicles is unallowable under Communities in Charge: (1) Medium/Heavy-Duty Vehicles, and (2) School Buses.



- ii) Project Sites that have already been commissioned are ineligible for incentives.

2.3. Community Connection Eligibility

CALSTART shall use an equitable assessment of incentive distribution among Applicants seeking funding for Project Sites as outlined within this Implementation Manual. To accomplish this, eligible Project Sites located where community members live and gather will be prioritized and termed, “Community Connections.”

The documents described below are only required if an Applicant wishes to demonstrate it belongs to a particular Community Connection.

Should an Applicant be able to demonstrate their benefit to more than one Community Connection, they may choose whichever one (1) Community Connection’s documents most pertain to their site. An Applicant’s ability to demonstrate their benefit to more than one Community Connection will not influence their score.

Community Connections include:

2.3.1. Multi-Family Housing in Charge

- a) EV charging infrastructure shall meet ONE of the following criteria:
 - i) Be installed on real property owned or leased for multi-family housing, have five (5) or more units, and be deed-restricted low-income residential housing;
 - ii) Be installed on real property with Solar on Multi-family Affordable Housing (SOMAH) Incentive award installed or in process; or
 - iii) Be installed on real property recognized by the US Department of Housing and Urban Development ([HUD](#)) for use by residents of [affordable multi-family housing](#).
- b) Applicant must supply ONE of the following to Communities in Charge Staff:
 - i) Detailed property documentation, including but not limited to number of units, proof that property is deed-restricted low-income residential housing (if applicable);
 - ii) Proof that property on which infrastructure will be installed serves a Solar on Multifamily Affordable Housing (SOMAH) awarded property or SOMAH installation in process (if applicable);
or
 - iii) Proof that property on which infrastructure will be installed shall serve a Department of Housing and Urban Development (HUD) recognized affordable multi-family housing development (if applicable).
- c) If there are barriers associated with the electrical system, parking limitations, or other challenges that may prevent an on-site installation. Applicants may apply to install Charging Ports at an adjacent or neighboring location. To be eligible, this adjacent project site must be intended for use by the multi-family housing residents.



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For example, this may include a multi-family housing complex without sufficient space to accommodate resident parking where the property owner purchased the property across the street from the multi-family housing complex and reserved it for resident parking. Although the property across the street is not directly attached to the multi-family housing complex, the neighboring property would be eligible for incentives because both properties are owned by the same property owner and the neighboring property is intended to be used by the multi-family housing residents.

2.3.2. Tribes in Charge

- a) EV charging infrastructure shall meet **ONE** of the following criteria:
 - i) Be installed on real property for the use of a Federally Recognized Tribal Government listed under the Indian Entities Recognized by and Eligible to Receive Services from the United States Bureau of Indian Affairs.
 - ii) Be installed on real property for the use of or managed by a “Tribal Organization” (as defined by [Health and Safety Code Section 44270.3](#)); or
 - iii) Be installed on real property for the use of a Non-Government Organization Serving Tribal Entities.
- b) Applicant must supply the following documentation to Communities in Charge Staff through the Incentive Processing Center:
 - i) Self-certification document signed by the NGO, Tribal Entity, or other relevant party indicating the incentivized infrastructure to be used for the purposes outlined above and detailing service provided.

2.3.3. Congregations in Charge

- a) EV Charging Infrastructure shall meet the following criterion:
 - i) Be installed on real property owned or leased by a tax-exempt religious organization recognized by the State of California.
- b) Applicant must supply the following to Communities in Charge Staff:
 - i) A signed, executed, and filed affidavit for “Church Exemption” (with proof of filing date) required by the relevant authority having jurisdiction pursuant to [Revenue and Taxation Code, Section 254](#). This affidavit must pertain to the real property on which infrastructure will be installed; and
 - ii) A copy of the valid [Articles of Incorporation of a Nonprofit Religious Corporation](#) on file with the California Secretary of State for the relevant religious corporation.

2.3.4. Schools in Charge

- a) EV Charging Infrastructure shall meet **ONE** of the following criteria:



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- i) Be installed on real property owned or leased by a Public School as defined by the [California Revenue and Taxation Code section 202, subd. \(a\)\(3\)](#); or
- ii) Be installed on real property owned or leased by a postsecondary educational institution.
- b) Applicants must supply the following to Communities in Charge Staff, unless stated otherwise:
 - i) A copy of the valid [Articles of Incorporation](#) on file with the California Secretary of State for the relevant educational corporation; and
 - ii) (For Public Schools ONLY) A signed, executed, and filed affidavit for “Public School Exemption” (with proof of filing date) required by the relevant authority having jurisdiction pursuant to **the [Revenue and Taxation Code, Section 254](#)**. This affidavit must pertain to the real property on which infrastructure will be installed;
 - iii) (For private postsecondary schools ONLY) A copy of IRS form 990-N.
- c) Installations for school bus charging are not eligible for incentives.

2.3.5. Healthcare in Charge

- a) EV charging infrastructure shall meet the following criteria:
 - i) Be installed on real property owned or leased by a “Health Facility” as defined by the [California Health and Safety Code Section 1250](#); and
 - ii) Be for the purpose of providing EV charging to persons designated by the Health Facility as employees, residents, patients, visitors, or other relevant persons directly involved in Health Facility activities.
- b) Applicants must supply the following to Communities in Charge Staff:
 - i) A valid license and, if applicable, special permit issued by the California State Department or appropriate governing body as detailed in the [California Health and Safety Code Section 1254](#).

2.3.6. Nonprofits in Charge

- a) EV charging infrastructure shall meet the following criterion:
 - i) Be installed on real property owned or leased by a nonprofit organization qualifying for tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 and are also tax-exempt under California state law, consistent with the following requirements:
 - o The nonprofit organization must have been incorporated for at least one year prior to the time of application submittal;
 - o The nonprofit organization must always be registered and in active/good standing with the California Secretary of State; and
 - o The organization’s facility must be based in California and have at least one full-time staff person based in California.



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- b) Applicants must supply the following to Communities in Charge Staff:
 - i) Evidence of their tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 (Copy of the IRS Determination Letter) and their tax-exempt status under California State law (Copy of Exemption Letter from State of California Franchise Tax Board);
 - ii) Evidence of at least one-year incorporation from the time of voucher application submission (Copy of Articles of Incorporation); and
 - iii) Evidence of being registered and in active and good standing with the California Secretary of State (Copy of Statement of Information and Certificate of Status).

2.3.7. Local Governments in Charge

- a) Project Sites shall meet the following criterion:
 - i) Be installed on real property owned or leased by Federal, State, County, City, Municipal or local government for the purpose of servicing community members. Properties include but are not limited to parks, pools, recreational facilities, city halls, libraries, and park and ride sites, etc.
- b) Applicants must supply the following to Communities in Charge staff:
 - i) A copy of the local government property deed, including property name and/or exact property number, accessible through the [California Statewide Property Locator](#).

*Local Governments in Charge may offer EV charging to light-duty municipal fleets.

2.3.8. Workplaces in Charge

- a) EV charging infrastructure shall meet the following criteria:
 - i) Be intended for those directly employed by the business itself, but may be available to visitors;
 - ii) Be installed on real property owned or leased by either:
 - i) A business whose primary activity is “Retail Trade” or “Accommodation and Food Services,” and whose six-digit North American Industry Classification System (NAICS) code begins with 44, 45, or 72. **NOTE:** Where a landlord/tenant relationship has been established, a property building manager may qualify and apply on behalf of a tenant for Workplaces in Charge provided they are able to prove that one or more of their tenants qualify for Workplaces in Charge; or



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- ii) A small business as recognized by the [California Legislative Code, Section 14837\(d\)](#)¹.
- b) Applicants must supply the following to Communities in Charge Staff (as applicable):
 - i) A copy of a current small business certification from the California Department of General Services;
 - ii) A copy of most recent IRS filings, including six-digit NAICS business activity code number;
 - iii) A copy of lease for business whose primary activity is “Retail Trade” or “Accommodation and Food Services,” or is a small business as recognized by the California Legislative Code, Section 14837(d), with the real property on which infrastructure shall be installed clearly described.
- c) Businesses and organizations seeking to provide charging for their workers may NOT:
 - i) Be recognized as a non-employer business. A non-employer business is one that has no paid employees, has annual business receipts of \$1,000 or more (\$1 or more in the construction industries), and is subject to federal income taxes.

2.4. Technology Eligibility

2.4.1. Charging Port Counts

The total number of eligible Charging Ports for Communities in Charge Project Sites must meet the criteria outlined in the table below.

Reminder: Any Workplace and Multi-Family Housing project site types, whether they qualify as a Community Connection or not, shall be eligible to receive incentives towards a maximum of 40 eligible Charging Ports and all other Project Sites not Workplace or Multi-Family Housing project sites shall be eligible to receive incentives towards a maximum of 20 eligible Charging Ports per eligible project site as illustrated in the table below:

# Of Eligible Charging Ports	All Other Sites	Multi-family Housing	Workplace Charging
Minimum	4	4	4
Maximum	20	40	40

¹ The California Legislative code defines a “small business” as “an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three years, or is a manufacturer as defined in subdivision (c), with 100 or fewer employees. For the purposes of public works contracts, as defined in Section 1101 of the Public Contract Code, and engineering contracts, as described in Section 4525, for public works projects, awarded through competitive bids or otherwise, “small business” means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 200 or fewer employees, and average annual gross receipts of thirty-six million dollars (\$36,000,000) or less over the previous three years. This subparagraph shall become operative on January 1, 2019.”



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Additional Charging Ports: Charging Ports may be installed above the maximums described in the table above. However, incentives will be issued only for Charging Ports meeting project requirements, up to the maximum number of Charging Ports listed above.

Reminder: A Level 2 EVSE may have one or two Charging Ports each. If two Charging Ports can be used concurrently to charge two vehicles, then the Level 2 EVSE has two Charging Ports.

2.4.2. Current Equipment Requirements

Communities in Charge provides incentives for costs incurred towards the installation of Level 2 Charging Ports only. DC Fast Chargers and their associated costs are ineligible for incentives through Communities in Charge. All current eligible equipment is published on the Communities in Charge website and may be accessed [here](#). All Applicants/Incentive Recipients are required to select eligible equipment suitable for their project site.

If an Applicant/Incentive Recipient wishes to change its previously selected equipment, they must select from the most current version of the eligible equipment list when they request the change. Any delays associated with such decisions shall not be grounds for requesting or granting a project extension.

Level 2 EVSE incentivized through Communities in Charge shall:

- a) Be a new (not refurbished or previously installed and removed) Level 2 EVSE only;
- b) Be certified by a Nationally Recognized Testing Laboratory Program (NRTL) and certified to UL 2594 standard;
- c) Be capable of charging at 6.2kW or greater;
- d) Be Energy Star certified;
- e) Be Division of Measurement Standards (DMS) compliant pursuant to the California Type Evaluation Program (CTEP)² or National Type Evaluation Program (NTEP), as applicable;
- f) Be networked and support, at a minimum, the following:
 - i) Network connectivity, such as 4G LTE, IEEE 802.3 for Ethernet, or IEEE 802.11n for high bandwidth wireless networking;
 - ii) The ability to receive remote software updates, real-time protocol translation, encryption and decryption, Internet Protocol (IP)-based processor capable of supporting multiple protocols, while being compliant with Transmission Control Protocol (TCP)/IP and IPv6; and
 - iii) The ability to connect to a network's back-end software.

² Visit here for more information: [CDFA - DMS - California Type Evaluation Program \(CTEP\)](#)



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- g) Comply with the latest SAE J-1772 technical standard;
- h) Be OCPP v2.0.1 certified by the Open Charge Alliance (OCA). (for more information on certification through OCA, visit the [Open Charge Alliance website](#));
- i) Be ISO-15118 “Hardware ready” through self-attestation on their manufacturer specification sheet and:
 - i) Powerline communication based digital communication as specified in ISO 15118-3;
 - ii) Secure management and storage of keys and certificates using a hardware security module (HSM), trusted platform module, SoftHSM, or similar technology;
 - iii) Transport layer security (TLS) version 1.2; support for TLS 1.3 is recommended to support cryptographic requirements in ISO 15118-20;
 - iv) Remotely receiving updates to activate or enable ISO 15118 use cases; support for cryptographic agility is recommended to replace broken ciphers;
 - v) Connecting to a charging station management system, for example using Open Charge Point Protocol (OCPP);
 - vi) Selecting the appropriate communication protocol requested by the EV.

2.4.3. Future Equipment Requirements

The AB 2061 EV charger reliability regulation will require publicly funded chargers installed and operational on or after January 1, 2026, to be OCPP 2.0.1 certified. Charging equipment that is not OCPP 2.0.1 certified and not installed by January 1, 2026, will not be in compliance with the AB 2061 regulation.

2.5. Cost Eligibility

Application to Communities in Charge does not constitute a guarantee of award and all costs incurred are done so at the Applicant’s own risk. All project costs incurred prior to October 29, 2024, are INELIGIBLE for incentives. Additionally, any costs incurred towards construction prior to November 14, 2024, are INELIGIBLE for incentives. Additionally, project sites that are re-submitted after receiving a Notice of Award or Notice of Conditional Award in Funding Wave 1 or Funding Wave 2, and that have subsequently been withdrawn or canceled, are ineligible, except as outlined in the exceptions mentioned at the beginning of this Implementation Manual.

Construction is considered to have begun if costs associated with mobilization have been incurred after securing an issued building permit for the Project Site in question. “Mobilization includes preparatory work and operations, including, but not limited to, those necessary for the movement of personnel, equipment, supplies and incidentals to the project site, for the establishment of all offices, buildings and other facilities necessary for work on the project, and for all other work and operations which must be performed or costs



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incurred prior to beginning work on the various items on the project site” (CA Pub Cont Code § 10104 (2019)).

All costs must be direct costs and directly related to the projects proposed. For items purchased in bulk, the awardee should indicate which are directly related to the project. Only those costs expressly included below are considered eligible. On a case-by-case basis, CALSTART may consider exceptions in coordination with the CEC.

Note: Cost eligibility has been updated significantly in this Implementation Manual, compared to previous iterations, and should be reviewed thoroughly prior to applying.

2.5.1. Eligible Equipment Costs

The following **equipment** costs are eligible for incentives:

- a) Electric vehicle supply equipment (EVSE);
- b) Electrical panels;
- c) Transformers;
- d) Demand management equipment;
- e) Necessary on-site project signage relating to the EV charging ports. (e.g., EV charging only, price signs, towing, informational (how to use or help line), time limits, appropriate Federal stickers and decals,³ parking signs according to local building codes, etc.). Signage must relate directly to the EV chargers, and advertising costs are ineligible for incentives;
- f) Lighting for the EV Charging ports; and
- g) Security cameras for the EV charging ports.

Equipment is defined as any products, objectives, machinery, apparatus, implements or tools purchased, used, or constructed within the Project, including those products, objectives, machinery, apparatus, implements or tools from which over thirty percent (30%) of the equipment is composed of materials purchased for the Project. Equipment includes items having a useful life of at least one year, having an acquisition cost of at least five thousand dollars (\$5,000), and purchased in whole or in part with grant funds. Electric vehicle supply equipment purchased in whole or in part with grant funds shall be considered equipment.

³ Visit here for more information: [Zero-Emission Vehicle Signage | Caltrans](#)



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For the purposes of eligibility, items b – g above that do not meet this definition of Equipment would be considered Miscellaneous items in the budget and may still be considered eligible if they comply with the descriptions above.

The costs above include only the purchase of these items, and not any associated planning or installation.

2.5.2. Eligible Materials and Miscellaneous Costs

Costs for **materials and miscellaneous items**, to be eligible for incentives, must be for the specific purpose of deploying/installing the EV charging ports. The following costs for materials and miscellaneous items are eligible for incentives:

- a) Wire and conduit;
- b) Bollards;
- c) Concrete and asphalt;
- d) Paint; and
- e) Construction fencing (for the immediate area surrounding installation of EV charging stations).

The costs above include only the purchase of these items, and not any associated planning or installation.

2.5.3. Eligible Services Costs

Costs towards **services** shall be paid on a **one-time, non-recurring basis** towards the costs outlined below and subject to certain restrictions. To be eligible, costs for services must be for the specific purpose of maintaining and operating the EV charging stations. The following service costs are eligible for incentives:

- a) Warranties purchased from the OEM (not exceeding \$400/year per Charging Port). Applicant shall not be the issuer of an equipment warranty, and third party (non-OEM) equipment warranties are not an eligible project costs;
- b) Service level agreements (SLAs) to maintain and repair the EV charging stations (not exceeding \$400/year per Charging Port);
- c) Networking agreements with an EV network provider (not exceeding \$250/year per Charging Port);
- d) Cellular or internet monthly service for the months between the charger's operational date and the end date of the Incentive Recipient's networking agreement; and
- e) Security camera monitoring services for the months between the charger's operational date and the end date of the Incentive Recipient's networking agreement.
- f) Demand management software

Note on software and network costs: Communities in Charge provides incentives for demand management equipment and the required software and initial network costs. Incentives for these eligible costs shall only



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be paid once, after site commission, and with the final invoices. *Monthly service fees are ineligible for incentives through Communities in Charge.*

2.5.4. Eligible Utility Costs

Certain utility costs may be eligible for incentives. The following costs are eligible:

- a) Costs paid by the Incentive Recipient pursuant to utility upgrades necessary for installation of the EV charging ports associated with the project. Valid supporting documentation from the utility must be submitted to receive approval of these costs.

Applicants must comply with all utility program requirements. These requirements often include installation of the panel, conduit, and EV charging equipment. In addition, it is customary to provide proof of commitment to install the equipment (Purchase order) and agree to maintain utility upgrades.

2.5.5. Other Eligible Costs

- a) Planning and engineering design (Architecture studies, site survey, underground utilities, site layout, signs, placards, markings) costs such as development of drawings and plans meeting the Americans with Disabilities Act (ADA) requirements for the site. Note: This does not include labor as indicated in Section 2.5.6.g.
- b) Required ADA upgrades to site due to EV deployment, but not to include or cover upgrades of existing ADA non-compliance.
- c) California Sales Tax
- d) Shipping & Handling

2.5.6. Ineligible Project Costs

All costs not expressly provided for under eligible costs are considered ineligible. The following costs (not a comprehensive list) are explicitly ineligible for incentives and may not receive funding from Communities in Charge. Project sites may seek alternative funding sources to help finance these costs, and must include an itemization of eligible costs, credits, discounts, and matching costs, as applicable with all invoices submitted. CALSTART may follow up with Applicants to ensure costs are reasonable, necessary, and consistent with eligibility guidelines described within this Implementation Manual:

- a) Administrative costs associated with completing application paperwork, phone calls, and tasks relating to the submission of program required materials to the Incentive Processing Center (IPC);
- b) Upgrades to utility-owned electrical infrastructure (the percentage of total costs covered by the utilities) is not eligible for reimbursement. The percentage of total costs for which the Incentive Recipient is responsible, however, is an eligible project cost. All requests for reimbursement relating to utility upgrades must be accompanied by official utility invoicing;



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- c) Permitting fees paid to Authorities Having Jurisdiction (AHJs);
- d) Costs to fund stand-alone energy generation, such as Battery Energy Storage Systems (BESS) or Photovoltaic (PV) solar. These must be solely tied to the charger and metered separately from the site host building;
- e) Profit to the Applicant organization;
- f) Costs associated with ensuring compliance with state or federal building codes, including provisions of the California Green Building Standards Code requiring the installation of a minimum amount of electric vehicle supply equipment, EV Capable, or EV Ready parking spaces;
- g) Costs associated with Design, Engineering and Planning Labor;
- h) Stub-outs/make ready;
- i) Direct Labor, fringe benefits, and indirect (overhead and general/administrative costs);
- j) Travel costs;
- k) Lease payments for EV charging spaces;
- l) Land valuations for EV charging spaces;
- m) **Self-Invoicing:** any costs associated with in-house billing are ineligible costs for reimbursement under Communities in Charge. Applicant/Incentive Recipient costs may not be self-incurred. CALSTART reserves the right to interview Applicants/Inceptive Recipients to determine whether multiple organizations are distinct or if one parent organization or beneficiary is benefitting from multiple applications submitted by their subsidiaries or other affiliates. If requested by CALSTART or the Energy Commission, the Applicant/Incentive Recipient shall furnish a copy of the subcontract established with any subcontractor, which must include (but not be limited to) the period of performance, budget, scope, and terms for said subcontract. Based upon an evaluation of this subcontract, CALSTART and the Energy Commission, without limiting any of their other remedies, reserves the right to disqualify any invoiced costs inconsistent with the program design outlined within this Implementation Manual.

The following exceptions will apply, making self-invoicing permissible:

- i) Vertically integrated companies who manufacture, install, and own and operate equipment must agree to submit their Costs of Goods Sold (COGS) to justify the cost of their chargers invoiced for incentive reimbursement; and
- ii) Local government Incentive Recipients are exempt from the self-invoicing requirement.

The foregoing list of ineligible project costs is not exhaustive or comprehensive. CALSTART and the California Energy Commission retain sole discretion to determine the eligibility of costs, with the authority to declare any cost as ineligible at any time pursuant to applicable laws, regulations, and program design.



2.5.7. Additional Cost Considerations

Communities in Charge does not allow combining incentives with State, Federal, and other available grants or public funding opportunities for which the Applicant or Project Site may be eligible.

NOTE: At the time of application submission, all Applicants must affirm they have not engaged in incentive stacking, by attesting to the following statement, *“You agree that should your application be selected for award, you are not currently participating in any State, Federal, or other incentive programs which might preclude your eligibility for award under Communities in Charge.”*

In the event an Applicant is not able to attest to the statement above, their application will not be considered for funding.

Applicants may not receive incentives in excess of total project costs, nor shall incentives exceed the value of a given piece of equipment. For instance, should Applicants receive 50% of cost coverage towards an EVSE through a discount, they shall not receive an amount in excess of the remainder from Communities in Charge. Applicants shall show documentation confirming their compliance.

Project incentives shall not:

- a) Be used in conjunction with other active funding from the California Energy Commission for EV charging infrastructure. Project sites where there were past awards for completed projects are acceptable as long as costs do not overlap.
- b) Be used in conjunction with a site that is currently receiving funding from Pacific Gas & Electric (PG&E), Southern California Edison (SCE), San Diego Gas & Electric (SDG&E), or Los Angeles Department of Water and Power (LADWP) for EV charging infrastructure.
- c) Be in excess of 100% of Incurred Costs. All invoices submitted must include the invoice date and an itemization of eligible costs, credits, discounts, and matching costs, as applicable.
- d) Exceed the value of a given piece of equipment, item, or service.

3. Incentive Structure & Application Scoring

3.1. Incentive Amounts

Incentives for Project Sites are provided up to the amounts shown in the table below. Applicants may qualify for the base incentive, at a minimum, and payment amounts shall be determined by the total eligible project costs (Eligible Costs may be found under Section 2.5).



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NOTE: To increase Applicant diversity and allow more Applicants to be competitive, **no single entity may receive more than 25% of the total funding available.** Applicants and Incentive Recipients must affirm that they are not coordinating with affiliated companies to manipulate a single-Applicant cap.

Additionally, any Applicant that has more than 50 active projects across all the CEC funded light-duty EV block grants (CALeVIP 1.0 + CALeVIP 2.0 + Communities in Charge) is ineligible to apply for and/or receive new awards until an Applicant’s number of active projects falls below 50. A project is considered “active” if it has been awarded under one of these block grants, construction has not finished on the project, and a request for final reimbursement has not been submitted.

Eligible Incentives for Level 2 EVSE	Amount Per Eligible Charging Port
Base Incentive	Up to \$6,500, or 100% of eligible costs, whichever is less
Multi-family Housing Project Site	Additional \$2,000 towards eligible costs
Project Site for Tribal government, Tribal entity, or non-governmental organizations serving Tribal communities	Additional \$3,500 towards eligible costs

(Example: An eligible Applicant whose Multi-Family Housing Project Site is located on Tribal lands may be eligible to receive \$12,000 per eligible connector towards eligible costs.)

3.2. Award Priority and Project Readiness

Applicants must provide documents indicating their project’s level of readiness. Once submitted, applications will be sorted by project Readiness Tier. Project readiness will be determined consistent with the manner outlined in the table below.

Priority	Readiness Tier	Documents Provided at Time of Application
Awarded First	Tier 1	Site Verification Form + Final Site Design + Issued Building Permit + Eligible Equipment Selection (See Note)
Awarded Second	Tier 2	Site Verification Form + Final Site Design + Building Permit Application
Awarded Third	Tier 3	Site Verification Form + Preliminary Site Plans

Should a Project Site’s local Authority Having Jurisdiction not require a Final Site Design to obtain their Final Permit, then the Permit and a Letter from the Project Site’s local Authority Having Jurisdiction on said



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authority’s letterhead should be uploaded at the point of application stating that a drawing was or is not necessary to issue a Final Building Permit for the Project Site in question. The Communities in Charge team has made available on its website a “Sample Supporting Documents” file and encourages review of that resource prior to applying.

Note: The Communities in Charge Team acknowledges the limited options for EVSE equipment available at the opening of the application window. To enhance flexibility during this period, the Project Team has permitted the use of proxy equipment selections in the Incentive Processing Center for cases where the desired equipment is still undergoing the eligibility process. We encourage you to utilize this option if there is a strong likelihood that the equipment will be deemed eligible. Furthermore, if you select the equipment proxy, please submit a Support Request in the IPC⁴ to update your equipment as soon as it achieves eligibility. If an application meets all Tier 1 requirements except for the selection of eligible equipment, you would be considered a Tier 2 application eligible for a Notice of Conditional Award if selected.

3.3. Rubric Score

In addition to sorting by project readiness, applications will be scored based upon the physical location of the Project Site, and the degree to which it may serve a pre-defined Community Connection. Additionally, letter(s) of support may be included to illustrate engagement with the local community this project is aimed at serving. Once application materials have been submitted and verified, they shall be scored using the rubric below.

Community Connection	Points Awarded (Max of 10)
Project Site is a defined Community Connection	10
Priority Populations Designation	Points Awarded (Max of 5)
DAC and LIC, or Tribal and LIC	5
DAC or Tribal Only	4
LIC Only	3
Local Support	Points Awarded Per Letter (Max of 3 per application)
Letter of Support from Community-Based Organization serving the same community as the Project Site	1
Maximum Possible Points Per Application:	18

⁴ Submitting a Support Request is only possible through the Incentive Processing Center with an active account. If you encounter any issues while submitting a Support Request, please reach out via email to communitiesincharge@calstart.org.



4. Award Priority & Selection

4.1. Determining Incentive Recipients

Incentive funds will be distributed across four regions: Northern, Southern, Central and Eastern. Each region has been assigned a proportion of funds based upon regional population, proportion of area represented by DAC/LIC census tracts, and historical investment of funds from past incentive programs, including CALeVIP 1.0 funding for Level 2 chargers. The table below illustrates the proportionality of funding available for each region during Funding Wave 3:

Region	Proportion of Funds
Northern	\$5,000,000
Southern	\$10,000,000
Eastern	\$6,000,000
Central	\$9,000,000

Applications will be sorted by Project Site region, Project Readiness Tier, and rubric score. Applications will be ranked by Readiness Tier, from highest total rubric score to lowest within their region and selected for award based on their rank and available funding within said region. The applications will be awarded until funding is fully exhausted, or no further applications exist within that region.

Ties shall be broken by random lottery amongst those of identical Readiness Tiers and Rubric Scores. All Tier 1 applications in each region will be given funding priority before moving to Tier 2 and Tier 3 awards. Applications may also be considered for partial award.

(Example: Project 1 can fully fund applications with **Tier 1 Readiness** and Rubric Scores with **9 points** and higher in the Southern region. There is a tie for multiple Southern region applications in this Tier with a Rubric Score of 8. Southern region applications with Rubric Scores of **8 within this Readiness Tier** are chosen by random lottery until no further applications can be funded.)

The table below illustrates how Incentive Recipients shall be determined.



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

4.2. Contingency List

Applications meeting minimum requirements for Tiers 1, 2, or 3 may be retained on a Contingency List for up to 120 calendar days following distribution of Notices of Award. Depending on an Application’s rubric score and their Readiness Tier (at the time of their application), they may be selected for award in the event of cancellations, increased funding, and other unforeseen circumstances. Contingency lists will not carry forward to subsequent incentive projects. Any unawarded funds may be apportioned to subsequent incentive projects.

4.3. Ensuring Equitable Funds Distribution

The CALSTART Communities in Charge staff aim to achieve equitable distribution of incentive funds, including no less than 50% of Project funds awarded to Project Sites in DACs (including federally recognized Tribal Nations) or LICs across the State. To meet this objective, CALSTART may withhold Notices of Final Award from Project Sites outside a DAC or LIC until at least 50% of available incentives have been secured for sites within a DAC or LIC. To accomplish this, CALSTART staff may need to selectively choose applications for Project Sites located in a DAC or LIC that have a lower Rubric Score and otherwise might not have been funded.

Example:

If the incentives available for Funding Wave 3 would be exhausted by funding the entirety of applications meeting Tier 1 Readiness, but only 40% of project funds would go towards Project Sites located in a DAC or LIC, then CALSTART would take the following steps:



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- 1) Award only Tier 1 Readiness applications with Project Sites located in a DAC/LIC;
- 2) Select from Readiness Tiers 2 and 3 in descending order of their Rubric Score, until at least 50% of project funds have been awarded to Project Sites located in a DAC/LIC; and
- 3) Using any remaining incentives, CALSTART would then return to awarding applications from Readiness Tier 1 in descending order of their Rubric Score.

5. Application Process

5.1. Application Window

- a) **Before Applying:** Applicants may register on the Communities in Charge website through the Incentive Processing Center (IPC), the online application portal for Communities in Charge, prior to the application window opening.
- b) **During Application Window:** Applicants have from 11/14/2024 to 01/31/2025 to submit their application materials. Application materials consist of, but are not limited to:
 - i) Site Verification Form with precise location of Project Site, including the installation address, city, state, zip code, parcel number (if applicable), and latitude/longitude (if applicable).
 - ii) The number and type of eligible Level 2 Charging Ports requested and whether construction has begun. 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.
 - iii) Community Connections documentation (if applicable)
 - iv) Letters of support (if applicable). Letters of support must include a point of contact to be verified by CALSTART and information sufficient for verification of CBO status. CALSTART may follow up and verify letters of support at any time.

5.2. Notices of Award

- a) **Notice of Final Award:** Applications meeting all project requirements for Readiness Tier 1, if selected for an award, will be provided a *Notice of Final Award (funding permitting)*.
- b) **Notice of Conditional Award:** Applications meeting all project requirements for Readiness Tiers 2 or 3, if selected for an award, will be provided a *Notice of Conditional Award (funding permitting)*. Incentive Recipients have **90 calendar days** from receipt of their *Notice of Conditional Award* to submit their Issued Building Permit, Final Site Design, and/or Eligible Equipment Selection. Upon receipt and verification of these documents, Incentive Recipient shall be granted a *Notice of Final*



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Award. The Project Team will contact Applicants whose submission was incomplete (e.g., missing signature, documents unreadable, etc.).

- c) Recipients of all *Notices of Award* are required to have a duly authorized and empowered individual sign and execute their *Incentive Recipient Agreement*, legally binding said recipients in an operational and financial capacity to the requirements and obligations set forth under Communities in Charge. The *Incentive Recipient Agreement* will be distributed with the Notice of Award to all Incentive Recipients through the IPC. All Incentive Recipients who do not execute the Incentive Recipient Agreement and return to CALSTART within 14 days of receipt, may be subject to forfeiture of their award with Communities in Charge.
- d) Only those Applicant organizations provided with a *Notice of Final Award* and who have signed and executed an *Incentive Recipient Agreement* may be eligible to receive incentive payments.

5.3. Incentive Payments

- a) **Final Payment:** Incentive Recipients have **270 calendar days (9 months)** from receipt of their *Notice of Award* (Conditional or Final) to complete their Project Site and provide the following documentation to the CALSTART Project Team:
 - i) **Payment Request Form** – This includes information pertaining to the Incentive Recipient’s organization (e.g., contact information) and outlines their request for incentive payment.
 - ii) **Completed copy of invoices** - These include the invoice date and itemization of eligible costs, credits, discounts, and matching costs, as applicable.
 - iii) **Signed copy of Job Site Installation Form** - This signed affidavit by the Applicant acknowledges compliance with prevailing wage requirements, ensures use of licensed contractors in good standing, and abidance by Electric Vehicle Infrastructure Training Program (EVITP) requirements including name and EVITP Certification Number of each technician. Further information is contained in Section 6.
 - iv) **Signed copy of Final Inspection Card by appropriate AHJ.**
 - v) **Signed copy of paid and executed Network Agreement form** - This includes cost, duration, and terms of the agreement.
 - vi) **Photos of installed equipment, including serial numbers.**
- b) **Request for final payment** must be accompanied by supporting documentation. This documentation may include but shall not be limited to:
 - i) **Proof of direct Incurred Costs**, including itemized listings of materials and 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/bank statement, and any other documents deemed relevant;



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- ii) Proof of other Incurred Costs, including itemized listing of other direct costs and amounts billed, amounts billed supported by vendor invoices, receipts, or other relevant third-party documentation, and copies of cancelled checks/bank statement;
- iii) Proof of Workers' Compensation insurance for all employees who will be engaged in the performance of the *Incentive Recipient Agreement*. *If self-insured, the Incentive Recipient must thereby warrant such self-insurance is permissible under the laws of the State of California and agrees to furnish to CALSTART satisfactory evidence of this insurance at any time CALSTART may request;*
- iv) Copy of W9 including all required names, addresses, taxpayer information, and signatures.

All document submissions and requests, including requests for payment from Incentive Recipients shall be made through the Incentive Processing Center.

By participating in Communities in Charge, Incentive Recipients agree that they are not artificially increasing the price claimed for equipment, materials, or other costs to pass state funds through to partners or affiliates.

The foregoing list of supporting documentation is not exhaustive nor comprehensive. CALSTART, its subcontractors, and the California Energy Commission reserves the right to request, at their sole discretion, any supporting documents or information they deem necessary to verify the accuracy, eligibility, and appropriateness of costs claimed by an Incentive Recipient. Incentive Recipients shall promptly provide such requested documentation, or CALSTART or the California Energy Commission may, at its discretion, deem the costs in question to be ineligible for funding in accordance with the Incentive Recipient Agreement and in accordance with applicable laws and regulations governing California state-funded projects.

6. Duties and Responsibilities

6.1. Applicant Responsibilities

An Applicant is responsible for submitting its incentive application and providing all required documentation to CALSTART. Eligible Applicants must accept the incentive directly – Communities in Charge does not provide an option to assign the incentive to a third party.

Communities in Charge reserves the right to limit eligibility of project participants with bankruptcies, threatened or pending legal actions, loan defaults, or judgements as determined to protect the best interest of the Project. Additional requirements for Applicants shall include but not be limited to:

- a) Must comply with all US federal, California state, local safety, permitting, zoning, and other guidelines;



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- b) Must ensure all equipment is installed by a qualified and licensed contractor in good standing with the [Department of Consumer Affairs Contractors State License Board \(CSLB\)](#), and that this installation is in accordance with US federal, CA state, and local codes and abide by all permitting and inspection requirements;
- c) If the project is a Public Work, Incentive Recipients must comply with all requirements of [California's Prevailing Wage Law](#). In the event the project is a Public Work such that prevailing wages must be paid, it shall be mandatory upon the General Contractor, and upon associated vendors thereunder, with whom an Incentive Recipient contracts, to pay no less than said specified rates to all workers employed by them in execution of the contract for which an incentive was awarded to the Applicant, among other things. Every project is subject to potential audit for Prevailing Wage compliance. This includes, if requested, providing CALSTART, the California Energy Commission and/or the Department of Industrial Relations (“DIR”) or related entities, access to an award recipient’s and their contractors’ certified payroll records and retaining the supporting documentation as required by law as evidence of compliance.

For more information regarding how to determine if your project is a public works subject to prevailing wage laws, and information on registering with the DIR and compliance with prevailing wage laws please visit the following link: [California Department of Industrial Relations - Home Page](#);

- d) Must use [Electric Vehicle Infrastructure Training Program \(EVITP\)](#) certified electricians for the installation of the Level 2 EVSEs according to the following requirements:
 - i) 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;
 - ii) 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.
- e) Must maintain the electric vehicle charging station and real property insurance as required by law. If the installed and commissioned infrastructure is damaged, destroyed, or otherwise becomes permanently inoperable due to accident or negligence by the Applicant or any other party, the Applicant must notify Communities in Charge staff;



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- f) Must report project status and delays in a timely manner to Communities in Charge Staff in accordance with the Terms and Conditions;
- g) Must ensure the connected EV equipment is maintained and operated for no less than 6 years from the date of final commissioning;
- h) Must maintain a network service agreement for the Project Site for no less than 6 years from the date of final commissioning;
- i) Must provide CALSTART or CEC with no less than 6 years of Level 2 EVSE usage data in accordance with the data collection requirements outlined within this Implementation Manual, Section 6.2.2. CALSTART may implement a mechanism to streamline the transfer of required data;
- j) Must submit reports and respond to surveys put forth by Communities in Charge Staff for a period of 36 months (3 years). The foregoing reports and surveys may be prompted by Communities in Charge emails (communitiesincharge@calstart.org) or through the IPC, and the Applicant must respond by any stipulated deadlines contained therein;
- k) Must be available for follow-up inspection if requested by Communities in Charge Staff, CEC, or CEC's designee;
- l) Must disclose all sources of funding and incentives used in combination with Communities in Charge incentive funds;
- m) Through submission of an application to Communities in Charge, Applicants must agree to allow the California Energy Commission to use application data for publicly available data tools, including, but not limited to, the Energy Commission's Cost Transparency Tool;
- n) Must ensure the accuracy of the information on all incentive applications and required documentation submitted. Submission of false information on any required documents may be considered a criminal offense and is punishable under penalty of perjury under the laws of the State of California;
- o) Must comply with AB 2061 requirements, including ensuring a minimum of 97% uptime of all Level 2 EVSEs receiving Communities in Charge Incentives for six years, as defined in the Terms and Conditions;
- p) Must ensure the funded charging equipment remains in service at the Project Site for at least 6 years from the date of final commissioning;
- q) Through submission of an application to Communities in Charge, Applicants must agree to complete all required application documentation in accordance with the guidance provided in this Implementation Manual, by Communities in Charge Staff, and the Terms and Conditions. Applicants must further agree that Communities in Charge Staff reserves all rights and remedies available under the law to enforce the requirements of the Project and may report breaches and noncompliance by any participant to the California Energy Commission for legal recourse. This may



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include but shall not be limited to repayment of past incentives and suspension or termination of an Applicant’s Notice of Award.

6.2. Data Collection Responsibilities

Each Applicant must facilitate and enable data collection on deployed infrastructure equipment, reported quarterly at minimum, starting from the date of final commissioning. Electric Vehicle Service Providers (EVSPs) or Network Providers shall pursue automated approaches to reporting said data for accuracy of reporting and streamlined processing for all parties involved. Applicants shall ensure its selected network provider(s) is/are prepared to meet the necessary data collection requirements detailed in this Implementation Manual.

CALSTART reserves the right to name a designee as the recipient of data collection efforts described below.

6.2.1. Programmatic Data Collection

The following data parameters concerning overall project participation in Communities in Charge shall be collected through the IPC from each submitted application:

- a) Quantity (number), type, date, and location of charging ports installed;
- b) Nameplate capacity of the installed equipment, in kW;
- c) Number and type of Charging Ports per Level 2 EVSE;
- d) Location type, such as street, parking lot, hotel, restaurant, or multi-family housing; and
- e) Total cost per connector, including any federal subsidies, utility subsidies, Communities in Charge incentives, and any privately funded share per connector.

6.2.2. Level 2 EVSE Usage Data Collection

CALSTART will request data on throughput, usage, and operations of Level 2 EVSEs receiving incentives from Communities in Charge. The goal of this is to collect operational data from Project Sites and to analyze that data for economic and environmental impacts. Applicant shall:

- a) Ensure data is provided to CALSTART at least quarterly upon final commissioning of the installed Level 2 EVSEs;
- b) Provide CALSTART with the following data using 15-minute intervals, at a minimum, from the usage of the Level 2 EVSEs:
 - i) EVSE ID
 - ii) Port ID
 - iii) Port maximum (in kW)
 - iv) Connection start/end date (MM/DD/YYYY)



- v) Connection start/end time (HH/MM/SS)
 - vi) Charge session start/end date (MM/DD/YYYY)
 - vii) Charge session start/end time (HH/MM/SS)
 - viii) Energy consumed (in kWh)
 - ix) Vehicle make, model and year
 - x) Interval ID
 - xi) Interval peak demand (in kW)
 - xii) Interval start/end date (MM/DD/YYYY)
 - xiii) Interval start/end time (HH/MM/SS)
 - xiv) Interval average demand (in kW)
 - xv) Idle duration
 - xvi) Uptime
 - xvii) Downtime reason
 - xviii) Event start/end date (MM/DD/YYYY)
 - xix) Event start/end time (HH/MM/SS)
- c) Comply with requests by CALSTART to obtain the foregoing data in a format and frequency that is acceptable to CALSTART and CEC.

The forgoing data parameters may be updated and, therefore, are subject to change.

6.3. Compliance with Communities in Charge Rules, Duties, and Responsibilities

Applicants and Incentive Recipients are required to adhere to Communities in Charge rules, duties, and responsibilities outlined and described in this Implementation Manual.

In addition, Applicants and Incentive Recipients are expected to remain in good standing with other funding opportunities they may participate in, regardless of its funding source. Failing to adhere to the rules, obligations and responsibilities as outlined in the Implementation Manual and/or failing to remain in good standing with any projects in which state or federal funding is awarded, regardless of funding source, will result in the Applicant and/or Incentive Award Recipient being designated as “non-compliant.”

Applicants and Incentive Recipients who are designated as “non-compliant” will be notified of their non-compliant status by CALSTART, the CEC, or a designee thereof via email, written letter, or the IPC. Within 60 calendar days of receiving notification of non-compliant status, an Applicant and/or Incentive Recipient must return to compliant status and provide documentary proof of its return to compliant status. Failure to return



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to compliant status within the allotted time frame may result in a delay of payment, the cancellation of the project and/or termination of the award in its entirety.

Applicants and Incentive Recipients should use due diligence when selecting Contractors, Vendors, Installers, and Subcontractors to assist in the construction, installation, commissioning, and completion of a Project Site, including ensuring their ability to comply with the program requirements outlined herein and ensure they are in good standing with Communities in Charge. Applicants and/or Incentive Recipients that are designated as non-compliant regardless of cure status may be precluded from future participation in a Communities in Charge project as an Applicant, Incentive Recipient, Site Host, Contractor, Vendor, or other means of participation.

Delays associated with non-compliance are not a valid reason for project extension.



7. Table of Acronyms

Acronym	Description
ADA	Americans with Disabilities Act
AHJ	Authority Having Jurisdiction
BEV	Battery Electric Vehicle
CBO	Community-Based Organization
CEC	California Energy Commission
CTEP	California Type Evaluation Program
DAC	Disadvantaged Community
EV	Electric Vehicle
EVITP	Electric Vehicle Infrastructure Training Program
EVSE	Electric Vehicle Supply Equipment
EVSP	Electric Vehicle Service Provider
GVWR	Gross Vehicle Weight Rating
IEEE	Institute of Electrical and Electronics Engineers
IOU	Investor-Owned Utilities
IP	Internet Protocol
IPC	Incentive Processing Center
ISO	International Organization for Standardization (ISO)
kW	Kilowatts
LIC	Low-Income Community
NRTL	Nationally Recognized Testing Laboratory
OCA	Open Charge Alliance
OCPP	Open Charge Point Protocol
PHEV	Plug-In Hybrid Electric Vehicle
PLC	Power Line Carrier
SAE	Society of Automotive Engineers
TCP	Transmission Control Protocol
TLS	Transport Layer Security