



# COMMUNITIES IN CHARGE

PROJECT IMPLEMENTATION MANUAL

FUNDING WAVE 4

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## Implementation Manual – Funding Wave 4

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**Notes 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. For Applicants with active awards, also note:

- Applications for projects or project sites that have an active Communities in Charge award as of the date of application submission will not be considered or reviewed and will be marked as disqualified for Funding Wave 4.
- A project that is cancelled or withdrawn from a prior funding wave may reapply for consideration in Funding Wave 4, notwithstanding the charger purchase date requirement in Section 2.5, provided the project is otherwise eligible for Funding Wave 4. Communities in Charge may take prior project performance into consideration as defined in this Implementation Manual (see Section 2.1 on Applicant Eligibility). Projects must have a fully processed cancellation/withdrawal to be considered, including provision of all required documentation. The Applicant should submit a Notice of Cancellation in the Cancellations and Extensions Form at least 30 calendar days prior to intended application submission to receive a timely approval and confirmation on eligibility for resubmission in Funding Wave 4.
- While an application for a project may have received an award previously, a submission of a new application for the same project does not guarantee an award in Funding Wave 4.

For more information regarding the cancellations and extensions, you can review the Cancellations and Extensions Policy and Project Terms and Conditions on the [Communities in Charge document library](#).



## 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 a rebate based on the number of eligible Level 2 Charging Ports installed. 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.

\*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/>



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## **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).

## **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, application and award management.

## **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**

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.

## **Multi-Family Housing Related**





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Real property that is within 1/8 of a mile (660 feet) of multi-family housing (measured in walkable distance), suitable for installing Level 2 EVSE and is either a) accessible to the public (including residents of that multi-family housing) for at least 18 hours a day, seven days a week, excluding holidays or b) is intended for use by residents of one or more multi-family housing sites. Applicants must demonstrate walkable distance and accessibility to residents by submitting an attestation form completed by the multi-family housing property owner or authorized representative of the multi-family housing property.

### **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.

### **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.

### **Rebate**

Flat-rate rebate based on the number of eligible ports installed and commissioned, not to exceed the awarded incentive amount.

### **Site Host**

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



## 1. Introduction

### 1.1. Background

Communities in Charge is a California initiative accelerating light-duty EV infrastructure, led by CALSTART—a nonprofit with 30+ years in clean transportation—alongside GRID Alternatives and Tetra Tech. The program swiftly deploys Level 2 EV charging ports through strategic outreach, engagement, and technical assistance, prioritizing locations where communities live and gather.

Approved by the California Energy Commission (CEC), CALSTART oversees incentive-driven Level 2 EVSE projects statewide. The Project Team is dedicated to implementation, with \$56.5 million allocated for Funding Wave 4.

As part of California Climate Investments, the program leverages Cap-and-Trade funds to cut greenhouse gas emissions, boost the economy, and improve public health—particularly in disadvantaged communities.

### 1.2. Objectives & Priorities

Communities in Charge focuses on rapid Level 2 EVSE deployment while ensuring equitable access to incentives, prioritizing high-utilization sites and underserved populations. The CEC and project staff are committed to inclusion, diversity, and broad access to EV charging.

The FY 2021-2022 Clean Transportation Program Investment Plan aims to direct at least 50% of funds to low-income and disadvantaged communities (LIC and DAC). To enhance equity, the program integrates public feedback, outreach, and workshops.

Funding Wave 4 exclusively supports multi-family housing, ensuring eligibility, incentives, and technical assistance align with equity goals. The program remains dedicated to deploying EVSE infrastructure where it benefits Priority Populations, aiming for at least 50% of funds to support DAC, LIC, and federally recognized Tribal Nation communities.

### 1.3. Funding Wave 4 – Primary Design Updates

To meet the growing demands in the multi-family housing sector, Communities in Charge, in conjunction with the California Energy Commission, has designed Funding Wave 4 to focus exclusively on multi-family housing and multi-family housing related sites. All other Project Sites that do not qualify as multi-family housing or multi-family housing related will not be considered for award for Funding Wave 4. Project sites must have a



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multi-family housing component to be eligible for consideration under Funding Wave 4. Under this Implementation Manual, a “multi-family housing related” site is defined above in the Key Definitions section.

Funding Wave 4 will have a longer application window, opening August 5, 2025 through November 20, 2025, and will process applications on a rolling basis. Applicants will receive a Notice of Final Award, Notice of Conditional Award, or Notice of Non-Award within two months following the submission of their application. Recipients of Conditional Awards will have 90 days from the issuance of Conditional award to provide the necessary documentation to receive a Notice of Final Award. If an applicant in Funding Wave 4 receives a Notice of Non-Award for a project before November 20, 2025, they can submit a new application for the same project, provided their new application is completed and submitted on or before November 20, 2025. Any applications in Funding Wave 4 that receive a Notice of Non-Award on November 20, 2025 or after will not be eligible to reapply under Funding Wave 4.

## 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 the installation of Level 2 Charging EVSE locations.

An Applicant is responsible for the validity, completeness, 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 multi-family housing), but an Applicant **may not** assign their submitted application or any subsequent incentives to a third party.

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.

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 funding reserved under one of these block grants. For the Communities in Charge block grant, funding is



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reserved for a project when it receives a Notice of Award or Conditional Award and until the award has completed processing for Final Payment or Cancellation.

**Note:** Any Applicant that plans to combine or “stack” this incentive with other funding sources must follow the guidance below to ensure their project remains eligible. Applicants planning to stack this incentive must submit Notices of Award for any additional funding sources, along with a description of the eligible costs and uses covered by the additional funding source as part of their Application. Projects must not be designed to generate a profit from the incentive itself and may not exceed 100% of the overall project cost. CALSTART and the CEC may share project information with utilities and other funding programs to evaluate compliance with stacking rules. Failure to fully disclose all funding sources is a violation of program rules.

<b>Acceptable Funding Sources for Stacking</b>
Revenue from the Low Carbon Fuel Standard (LCFS) program
Federal funding, including tax credits and incentives (excluding federal funds administered by the CEC, such as NEVI)
Utility Tariff Rule 29 and Rule 45 (for utility-side infrastructure)
Local, state, or federal funds used by local governments for costs not covered by this program’s flat-rate rebate, only if those funds are not from another EV charging infrastructure incentive or rebate program designed to support the cost of EV charging
Other funding sources may be used to cover ineligible project costs, or costs needed to install more than the maximum number of ports, only if total funding does not exceed 100% of the overall project cost.

<b>Unacceptable Funding Sources for Stacking</b>
Other CEC funding sources, including block grants and competitive grants (GFOs), from any CEC division
Investor-Owned Utility EV charger programs (e.g., Charge Ready 2)
Publicly Owned Utility programs (e.g., LADWP Charger Rebate Program, SMUD, Burbank Water and Power)
Air district programs (e.g., BAAQMD, SJVAPCD)
Community Choice Aggregator (CCA) charger rebate programs (e.g., PCE)

## 2.2. Project Site Eligibility

A Project Site for Communities in Charge is the real property with an identifiable address in California on which Level 2 Charging EVSE shall be installed and remain in operation for the duration of the network agreement. All Level 2 EV charging sites at multi-family housing and multi-family related sites (as defined in the Key Definitions above) are eligible for incentives. Multi-family housing related sites are eligible provided the applicant can provide a completed form from the multi-family housing property owner or authorized representative attesting to the walkable distance and accessibility of the site to residents of the multi-family housing. New construction is not eligible for this incentive. The charger permit must be distinct and not a part of another project.



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Projects that received a Notice of Award or Notice of Conditional Award in Funding Waves 1 - 3 and subsequently cancel or withdraw their award are eligible to apply for Funding Wave 4 provided they meet all relevant requirements (notwithstanding the charger purchase date requirement in Section 2.5). Submission of a new application for a previously-awarded project does not guarantee an award in Funding Wave 4.

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

- a) Must be a multi-family housing or multi-family housing related site as defined in the Key Definitions section above.
- b) Must be well-lit, secure, and in compliance with all US federal, California state, and local laws, ordinances, rules, codes, standards, and regulations.
- c) 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.
- d) Must be shared and may not be assigned or otherwise allocated to any one individual.
- e) 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. Multi-Family Housing Community Connection Eligibility

Communities in Charge continues to promote and encourage the participation of Project Sites located where community members live and gather, termed “Community Connections.” The Community Connection scoring rubric has been modified for Funding Wave 4 to reflect the emphasis on multi-family housing. Project Sites that are multi-family housing or multi-family housing related that also meet the criteria for a Community Connection will receive an additional 5 points on the Scoring Rubric as defined in Section 3.3 below.

The criteria and 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 the single Community Connection category most relevant to their site. An Applicant’s ability to demonstrate their benefit to more than one Community Connection will not influence their score.



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The following subsections list the available Community Connections.

## 2.3.1. Affordable 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).

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. 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) Project Sites **must** meet the following criterion:
  - i) Be multi-family housing or multi-family housing related serving a Federally Recognized Tribal Government.
- b) EV charging infrastructure shall meet **one** of the following criteria:



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- 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.
- c) 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) Project Sites **must** meet the following criterion:
- i) Be multi-family housing or multi-family housing related, serving a tax-exempt religious organization recognized by the State of California.
- b) 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.
- c) 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) Project Sites **must** meet the following criterion:
- i) Be multi-family housing or multi-family housing related serving a Public School as defined by the [California, Revenue and Taxation Code section 202, subd. \(a\)\(3\)](#) or a postsecondary educational institution.
- b) EV Charging Infrastructure shall meet **one** of the following criteria:
- 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





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- ii) Be installed on real property owned or leased by a postsecondary educational institution.
- c) 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.
- d) Installations for school bus charging are not eligible for incentives.

### 2.3.5. Healthcare in Charge

- a) Project Sites **must** meet the following criterion:
  - i) Be multi-family housing or multi-family housing related serving a “Health Facility” as defined by the [California Health and Safety Code Section 1250](#) and for persons designated by the Health Facility as employees, residents, patients, visitors, or other relevant persons directly involved in Health Facility activities. Examples: long-term care facilities, hospital housing offering patients who are uninsured or under-insured affordable housing, etc.
- b) 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.
- c) 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) Project Sites **must** meet the following criterion:
  - i) Be multi-family housing or multi-family housing related serving 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. Example: Nonprofit organization that provides affordable housing and services to California Residents.
- b) EV charging infrastructure shall meet the following criterion:





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- 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.
- c) 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 must meet the following criterion:
  - i) Be multi-family housing or multi-family housing related serving Federal, State, County, City, Municipal or local government for the purpose of servicing community members.
- b) Project Sites must 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.
- c) 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) Project Site must meet the following criterion:
  - i) Be multi-family housing or multi-family housing related serving employees or visitors that may live on property.



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- b) 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
    - ii) A small business as recognized by the [California Legislative Code, Section 14837\(d\)](#)<sup>1</sup>.
- c) 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.
- d) 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.

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<sup>1</sup> 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.”



# Of Eligible Charging Ports	Multi-Family Housing & Multi-Family Housing Related Sites
Minimum	4
Maximum	40

**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.

**Note:** 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 based on the number of eligible Level 2 Charging Ports installed. 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:

- Be a new (not refurbished or previously installed and removed) Level 2 EVSE only;
- Be certified by a Nationally Recognized Testing Laboratory Program (NRTL) and certified to UL 2594 standard;
- Be capable of charging at 6.2kW or greater;
- Be Energy Star certified;
- Be Division of Measurement Standards (DMS) compliant pursuant to the California Type Evaluation Program (CTEP)<sup>2</sup> or National Type Evaluation Program (NTEP), as applicable;
- Be networked and support, at a minimum, the following;

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



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- 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.
- 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.

## 2.5. Rebate Eligibility

The award for Funding Wave 4 will be a flat-rate rebate and will no longer be based on reimbursement of eligible costs as in previous funding waves. To be eligible to apply for this rebate, chargers must meet the technology requirements laid out in Section 2.4 above, chargers must not be purchased prior to June 11, 2025, and projects must not have completed their Final Permit Inspection prior to actual application submission.<sup>3</sup>

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<sup>3</sup> Projects previously awarded in past funding waves that are eligible to reapply in Funding Wave 4 are not subject to this purchase date requirement.



## 3. Incentive Structure & Application Scoring

### 3.1. Incentive Amounts

Incentives for Project Sites are provided at 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 number of eligible ports installed.

**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.

Eligible Incentives for Level 2 EVSE	Amount Per Eligible Charging Port
Base Incentive	\$8,500
Multi-family housing Project Site for Tribal government, Tribal entity, or non-governmental organizations serving Tribal communities	Additional \$3,500

**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.

### 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 according to the table below.

Priority	Readiness Tier	Documents Provided at Time of Application
Awarded First	Tier 1	Site Verification Form + Final Site Design + <i>Issued Building Permit + Eligible Equipment Selection (See Note)</i>
Awarded Second	Tier 2	Site Verification Form + Final Site Design + <i>Building Permit Application</i>

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 permits 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 IPC<sup>4</sup> 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 5)
Project Site is a defined Community Connection	5
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, or from tenant organization representing residents of the relevant multi-family housing	1
<b>Maximum Possible Points Per Application:</b>	<b>13</b>

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<sup>4</sup> 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](mailto:communitiesincharge@calstart.org).



## 4. Award Priority & Selection

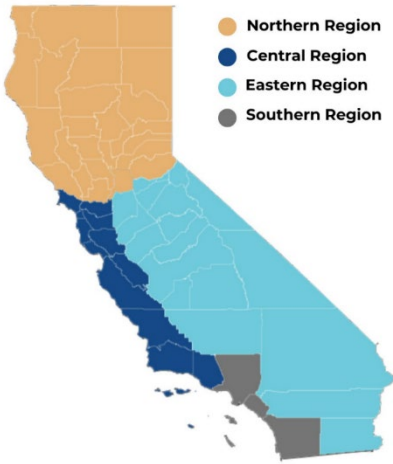
### 4.1. Determining Incentive Recipients

Only Tier 1 and Tier 2 projects will be eligible for award. Funds will be reserved for projects selected for conditional and final award.

A technical assistance request pathway will focus on application completeness and tier readiness to accelerate projects into and through the pipeline. Projects meeting equity criteria and minimum levels of preparedness will be prioritized for technical assistance.

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 initially available for each region during Funding Wave 4:

Region	Proportion of Funds
Northern	\$9,500,000
Southern	\$18,500,000
Eastern	\$11,500,000
Central	\$17,000,000





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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	

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 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.

Regions
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Award Order	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

## 4.2. Contingency List

Applications meeting minimum requirements for Tiers 1 or 2 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 4 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:

- 1) Award only Tier 1 Readiness applications with Project Sites located in a DAC/LIC;
- 2) Select from Readiness Tiers 2 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.



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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.

## 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 August 5, 2025 to November 20, 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) Attestation form for walkable distance and accessibility to residents completed by the owner or authorized representative of a multi-family housing site with 1/8 of a mile (applicable only to multi-family housing related sites).
  - iv) Community Connections documentation (if applicable)
  - v) 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, 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 invoice(s) - The itemized invoice(s) for installed chargers showing the date of cost incurrence and eligible charger models.
  - iii) Signed copy of Job Site Installation Form - This signed affidavit by the Applicant acknowledges compliance with prevailing wage requirements, 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 authority having jurisdiction.
  - v) Signed copy of paid and executed Network Agreement form - This includes cost, duration, and terms of the agreement.
  - vi) Photos of installed and energized equipment, showing number of ports and serial numbers.

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

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 and



eligibility claimed by an Incentive Recipient. Incentive Recipients shall promptly provide such requested documentation, or CALSTART or the California Energy Commission may, at their discretion, deem the application in question to be ineligible for award 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 applicable laws, regulations, and guidelines;
- 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.

If an Applicant believes the Project is not subject to prevailing wage laws, the Applicant must provide competent proof of a DIR or court determination that the project is not a public work requiring payment of prevailing wages. 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



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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;
- 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](mailto: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;



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- 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 6 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 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 their 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. Construction Project Tracker

Upon Notice of Final Award and until rebate payment, Applicants must provide timely updates to the Construction Project Tracker in the Incentive Processing Center. All key milestones within the Construction



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Progress Tracker must be completed in the IPC prior to submission of a final payment request. The primary point of contact listed on the application will receive reminder emails from Communities in Charge throughout the award period to complete and update the Construction Progress Tracker.

**Note:** A Construction Progress Tracker must be completed for each individual Project Site for which an application is submitted. For example: An applicant submits 12 applications, and each application receives a Notice of Final Award, the applicant would be required to complete 12 entries in the Construction Progress Tracker.

## 6.2.2. 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.

## 6.2.3. 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 foregoing 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 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





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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

