



COMMUNITIES
IN CHARGE

Cost Reimbursement Webinar

Funding Wave 3



Webinar Objectives

Help FW3 Incentive Recipients:

- ✓ Understand eligible costs for final payment reimbursement
- ✓ Follow clear guidelines for document submission via the Incentive Processing Center
- ✓ Avoid common mistakes with practical tips
- ✓ Know key deadlines and payment timelines

Reminders

- Conditional Awardees have 90 days from award to submit permits and plans. Complete ASAP!
- Incentive Recipient Agreement must be signed to receive payment.
- Incentive Recipient must be the entity that incurs the cost of the project.

Disclaimers

- These slides include illustrative examples.
- Review the Implementation Manual for complete information.
- None of this information is financial advice.
- Please verify your expenses with your Accounting team.

Incentive Recipient Agreement

Incentive Recipient Definition and Role

The Incentive Recipient must sign all documents, incur all costs, and be the party responsible for the project.

- An “**Applicant**” becomes an “**Awardee**” when they receive a **Notice of Award**
- An “**Awardee**” becomes an “**Incentive Recipient**” when they sign the **Incentive Recipient Agreement**
- To be eligible for payment, all **Incentive Recipients** must:
 - ...incur all costs of installing the project
 - ...be the primary party responsible for the project
 - ...be the entity that entered into the **Network Service Agreement** with a charging network provider
 - ...have their **Certifying Officer** serve as the signatory for all relevant forms & documents

Incentive Recipient Agreement

Awardee organizations must execute an Incentive Recipient Agreement (IRA) with CALSTART to request payment:

- IRA defines all expectations, eligibility requirements, duties and responsibilities which Awardees must comply with
- Awardees that do not execute the IRA will not be eligible to receive funding
- Awardee organizations are responsible for incurring all project costs

Who signs the IRA?

The Awardee organization's Certifying Officer must execute the Agreement. Please ensure this field is updated in your IPC account.

How will the IRA be distributed?

The IRA shall be distributed directly to Awardees via their email on record. The Awardee must execute the Agreement by electronic signature and return to CALSTART.

Cost Eligibility Overview

Eligible Equipment Costs

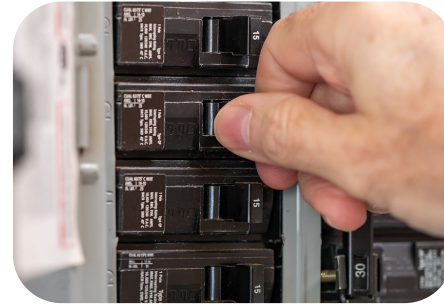
The following costs include only the purchase of these items, and not any associated planning or installation:



Electric vehicle supply equipment (EVSE)



Transformer



Electric panels



Demand Management Equipment



Necessary Signage



Lighting



Security Cameras

Eligible Materials and Miscellaneous Costs

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



Concrete, Asphalt, and
Paint



Construction Fencing



Wire, Conduit, and
Bollards

Eligible Services Costs

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



Network Agreement
with EV Network
Provider



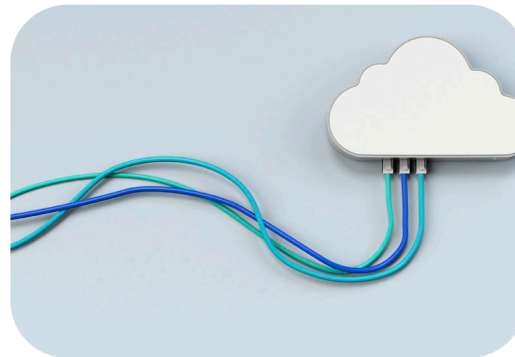
OEM Warranty



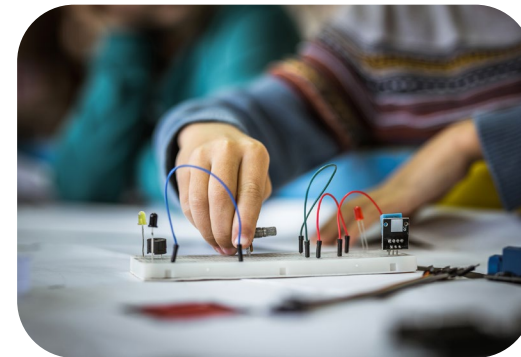
Security Camera
Monitoring Services



Demand Management
Software



Cellular or Internet
Services



Service Level
Agreements

Eligible Utility & Other Costs

- Necessary utility upgrades
- Planning and engineering design
- California sales tax
- Shipping and handling
- Required ADA upgrades due to EV charger installation

Ineligible Project Costs

Ineligible project costs may include, but are not limited to:

- Upgrades to utility-owned electrical infrastructure
- Permitting fees paid to Authorities Having Jurisdiction
- Costs to fund stand-alone energy generation
- Profit to the Applicant organization
- Costs associated with ensuring compliance with state or federal building codes
- Costs associated with Design, Engineering and Planning Labor
- Stub-outs/make ready
- Direct Labor, fringe benefits, and indirect
- Travel costs
- Lease payments for EV charging spaces
- Land valuations for EV charging spaces
- Self-Invoicing

Cost Definitions & Additional Considerations

Definitions

Direct costs

- Allowable costs incurred that can be attributed to a specific final cost object.

Examples:

- The cost of the EVSE is a direct cost.
- Network Agreement purchased for the EVSE is a direct cost.

Incurred costs:

- Invoiced costs to the Incentive Recipient for deployment of Level 2 EVSE infrastructure at the awarded project site.

Example:

- Equipment invoice dated September 27, 2023, but was paid on October 1, 2023, is an incurred costs but is not eligible because the date it was invoiced is before the incurred cost date (October 29, 2024).

Prevailing Wage Compliance

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

“All workers employed on **public works projects** must be paid the prevailing wage determined by the Director of the Department of Industrial Relations, according to the type of work and location of the project.”

Is my project a “public works project”?

- For a full definition of public works refer to [Labor Code Section 1720](#).
- As defined by the Department of Industrial Relations, public works means:
 - Construction, alternation, demolition, installation, or repair work done under contract and paid in whole or in part out of public funds.
 - It can include preconstruction and post-construction activities related to a public works project.
- To date, all projects that have received CIC awards have been public works projects.

Public Works Compliance

- Workers on public works projects must be paid DIR prevailing wages.
- Projects \$30,000+ must meet DIR apprenticeship requirements.
- Non-compliance may result in civil penalties and/or criminal prosecution.

EVITP Requirements

Incentive Recipients must use **EVITP-certified electricians** for Level 2 EVSE installation:

- **Ports \leq 24.9 kW:** Contractor must have proper license & at least **one EVITP-certified electrician per crew** at all times.
- **Any port \geq 25 kW:** Contractor must have proper license & at least **25% of electricians EVITP-certified** at all times.

Navigating the IPC

Navigating the Incentive Processing Center (IPC)

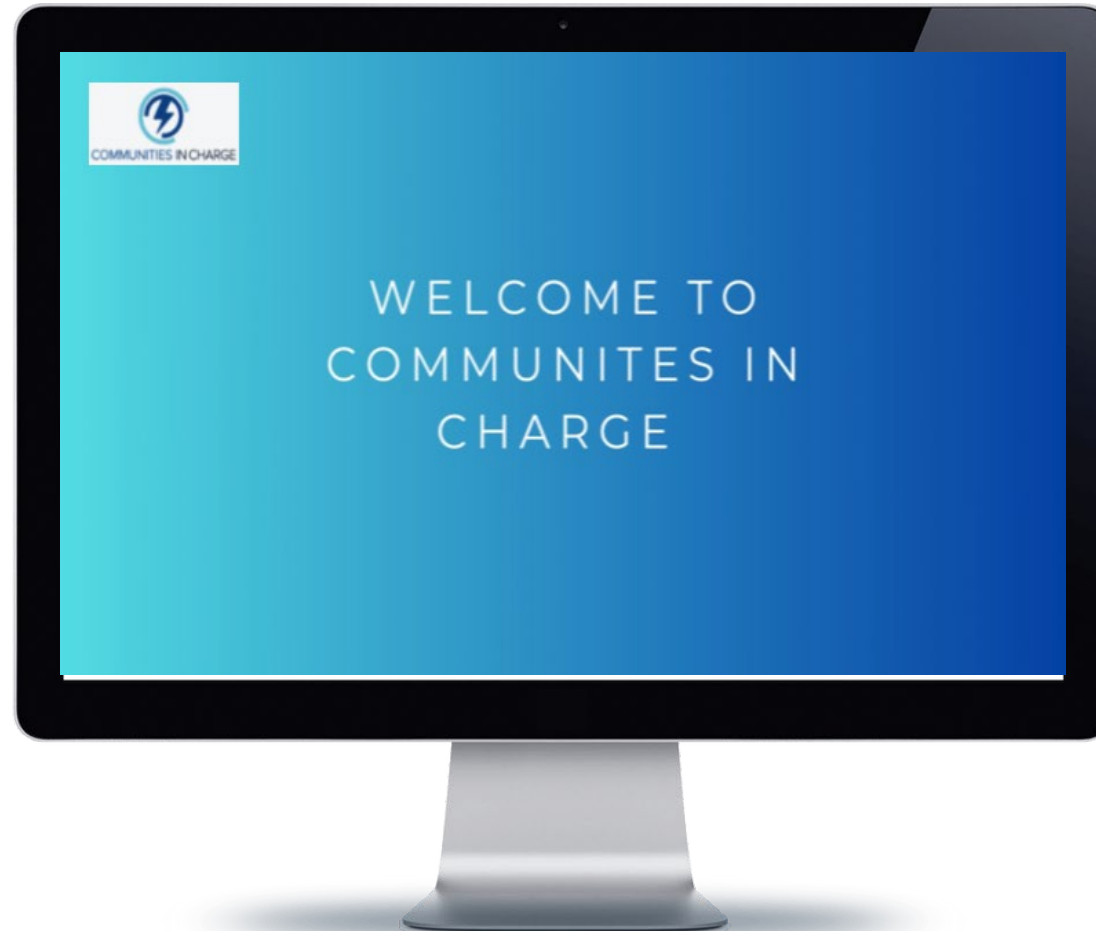
- Incentive Recipients must submit the Payment Request Form and all required additional documentation through the IPC. All forms are available on the CIC website's 'Resources' Tab.
- To login to the IPC, use the same credentials you used for application submission. The following slides outline steps for submitting documentation.

Navigate to the Communities in Charge website, which may be accessed [here](#).



Login to Communities in Charge through the Incentive Processing Center [here](#).

Please watch the step-by-step video linked below



Submitting documentation for final payment

Incentive Recipients must complete their project and submit a Final Payment Request with all requisite documentation within 270 calendar days from receipt of their Notice of Award:

- Completed Payment Request Form
- Completed copy of invoices
- Signed copy of Job Site Installation Form
- Signed copy of Final Inspection Card by appropriate AHJ
- Signed copy of paid and executed Network Agreement form
- Photos of all installed equipment, connectors, and including serial numbers
- W-9 from Incentive Recipient



Payment Request Form

Agreement #		DATE	
Award ID <small>(found in Notice of Award email)</small>	Magnitude of Award <small>((found in Notice of Award email)</small>	Application ID	Connectors Installed

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

Request Type				
Final Payment				
Cost Category	Award Total	Reimbursable Expense	Credits, Discount and Incentives	Reimbursable Balance
Equipment		\$ -	\$ -	0.00
Materials/Misc.		\$ -	\$ -	0.00
Subcontractors		\$ -	\$ -	0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00
Amount payable to applicant		\$0.00		

Are you presently involved in or intending to engage with any funding programs that would otherwise preclude your eligibility from receiving funding for this Project Site through Communities in Charge now or in the future? Please consult the "Cost Eligibility" section of the Implementation Manual or the Stacking Guide (linked in the Instructions tab) for more details.	Yes/No

Which of the following applies to this project:	Yes/No
Prevailing wages were paid to eligible workers who provided labor for work covered by the payment request. The Incentive Recipient and all contractors and subcontractors otherwise complied with all California prevailing wage laws.	
The project is not a public work requiring the payment of prevailing wages. In this case, the Incentive Recipient shall provide competent proof of a DIR or court determination that the project is not a public work requiring the payment of prevailing wages.	

I certify to the best of my knowledge and belief that the foregoing information is correct and complete and all outlays and obligations are for the purposes set forth in Communities in Charge.

Signature of Certifying Officer	Date
Type or Print Name and Title	Phone

Payment Request Form

- The Payment Request Form is available in the [CIC website](#) 'Resources' tab
- Ensure all tabs are complete
- Submit the Form and all supporting documents in the same order as tabs to the IPC

Invoice Requirements – Equipment, Materials & Misc

Proof of Direct Incurred Equipment Costs Shall Include:

- Itemized Invoice of equipment billed.
 1. Quantity
 2. Model
 3. Item Cost & Total Cost
 4. Taxes & Shipping
- Any other documents deemed relevant.

Invoice Requirements - Services

Proof of Direct Incurred Services Costs Shall Include:

- Cost
- Duration
- Terms
- Roles and Responsibilities

Example:

Network Service Provider Agreement – Executed 6-year agreement for data reporting

Best Practices

- The Payment Request Form must be completed in full. All pages of the document must be submitted by the Incentive Recipient before a payment request will be processed.
- All scans or photos of supporting documents must be legible and include all pages and sections, unless otherwise specified.
- Keep an eye on the deadline! If you need an extension, submit a request more than 30 days before the deadline to avoid risking non-payment.
- Check the IPC for updates on document submissions & be responsive for corrective actions.

Payment Request Timeline

March 31, 2025

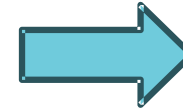
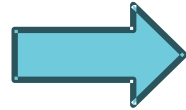
270 Calendar Days

January 6, 2026

Notice of Final Award

Sign Incentive Recipient
Agreement

Submit Final Payment
Request



Important Dates and Links

Item	Date
Incurring Costs Date	October 29, 2024
Last Date to Submit for Reimbursement	January 6, 2026
Request an Extension by:	December 6, 2025

Helpful Links

- [Payment Request Form](#)
- [Sample Supporting Documents](#)
- [Job Site Installation Form](#)
- [Cancellation and Extensions Policy](#)
- [Cancellation and Extensions Form](#)

Q&A Guidelines and Instructions

Ways to comment or ask questions:

Use the raise hand function in Zoom

Zoom Phone Controls:

- *6 – Toggle mute/unmute
- *9 – Raise hand

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



COMMUNITIES IN CHARGE

Thank You!

communitiesincharge@calstart.org

