



COMMUNITIES IN CHARGE

Memo: Streamlined Requirements for Cost Reimbursement
and Payment Requests for Communities in Charge Incentive
Recipients in Funding Wave 3





Memo: Streamlined Requirements for Cost Reimbursement and Payment Requests

TO: Communities in Charge Applicants in Funding Wave 3

FROM: Communities in Charge Project Team

RE: Streamlined Requirements for Cost Reimbursement and Payment Requests

DATE: March 31, 2025

The purpose of this memorandum is to inform all current Communities in Charge Incentive Recipients in Funding Wave 3 of updates to documentation requirements for payment requests.

The Communities in Charge Program has decided, in conjunction with the California Energy Commission, in the best interest of the program and industry as a whole, to update the requirements for cost reimbursement and payment requests.

This memo does not change other considerations for when an Incentive Recipient becomes eligible to submit a final payment request.

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1. Payment Request Documentation

Section 5.3 of the Implementation Manual describes the requirements for submitting Payment Requests and provides a list of required documentation.

“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”.

The following is an updated list of requirements when submitting a final payment request:

1. Payment Request Form, completed and signed:
 - a. All relevant fields and tabs filled in
 - b. Use the Payment Request Form included in the Incentive Recipient Agreement
2. Final Inspection Card: Signed copy of Final Inspection Card by appropriate AHJ.
3. Job Site Installation Form: Signed copy of Job Site Installation Form - This signed affidavit by the Incentive Recipient acknowledges compliance with prevailing wage requirements, ensures use of licensed contractors in good standing, and abidance by EVITP requirements including name and EVITP Certification Number of each technician. (use template with publish date of March 2025)
4. Network Service Agreement, signed copy of paid and executed Network Services Agreement including terms of the agreement, cost, and duration
5. Photos showing eligible, installed, commissioned equipment, including serial numbers. This can be demonstrated by one of the following options:



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- a. Per EVSE: Photo showing port(s) and equipment screen AND Photo of serial number;
OR
 - b. Photo(s) of site with EVSE in frame AND Screenshot(s) of dashboard or portal showing all installed and incentivized EVSE equipment with serial numbers and active status
6. Supporting Documentation and Proof of Eligible Costs (refer to Section 2 below)

Payment Requests should be submitted through the Incentive Processing Center. Questions about Payment Requests should be directed to communitiesincharge@calstart.org with reference to the Application ID and Site Address.

2. Supporting Documentation and Proof of Eligible Incurred Costs

When providing supporting documentation and proof of eligible incurred costs, the following requirements will apply.

- 1. Proof of Direct Incurred Costs, including itemized listings of claimed eligible costs for equipment, materials, and miscellaneous, and/or subcontractors. Please see the table below for specific documentation by cost type.
- 2. W9 for the Incentive Recipient: Copy of W9 including all required names, addresses, taxpayer information, and signatures.

There are no changes to cost eligibility, records retention, or audit considerations as defined in your Incentive Recipient Agreement and Funding Wave 3 Implementation Manual.

Provided documentation should match values provided in the Payment Request Form and be incurred during eligible time periods applicable to the funding window and project.

Type of Cost	New Documentation Requirement
Direct Equipment Costs	<ul style="list-style-type: none"> 1. Payment Request Form: fill in Equipment tab for applicable incurred costs 2. Itemized invoice(s), receipt(s), or other relevant third-party documentation showing eligible direct costs for eligible equipment
Direct Materials & Miscellaneous Costs	<ul style="list-style-type: none"> 1. Payment Request Form: fill in Materials & Miscellaneous tab for applicable incurred costs 2. Itemized invoice(s), receipt(s), or other relevant third-party documentation showing eligible direct costs
Direct Subcontractor Costs	<ul style="list-style-type: none"> 1. Payment Request Form: fill in Subcontractor tab for applicable incurred costs 2. Itemized invoice(s), receipt(s), or other relevant third-party documentation showing eligible direct costs



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The following documentation referenced in Section 5.3b of the Implementation Manual will not be required when submitting a payment request, but may be requested by CALSTART or the CEC at any time, including as part of an audit:

1. Proof of Workers Compensation Insurance, in accordance with applicable law
2. Proof of Payment (ie, cancelled checks, bank statements)
3. Documentation supporting ownership (such as title, as applicable)

Additionally, Bill of Lading for EVSE equipment will not be required as part of a payment request, but may be requested by CALSTART or the CEC at any time, including as part of an audit.

Incentive Recipients should retain project records in accordance with the Incentive Recipient Agreement and are subject to audit by the CEC. CALSTART or the CEC may request additional information and documentation at any time.

3. Updated Payment Request Forms

Attached to this memo and included in the Incentive Recipient Agreement is a Funding Wave 3 Payment Request Form to use for Final Payment Requests.

All incentive recipients shall attest to the following language when submitting a Final Payment Request. This language is included in the Payment Request Form templates included in the Incentive Recipient Agreement.

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.

*I certify under penalty of perjury that this invoice is accurate, correct, and proper for payment in all respects, and reimbursement for these costs has not and will not be received from any other sources, including but not limited to a government entity contract, subcontract or other procurement method. I further certify under penalty of perjury that I have carefully reviewed the terms and conditions for this Agreement and have determined that, for work covered by this invoice, (i) the Contractor/Recipient and all subcontractors have complied with all Agreement terms, including the requirement of compliance with public works and prevailing wage laws, which when applicable require the payment of prevailing wages to eligible workers, and (ii) the invoice entries are reasonable, well supported and based on the best available information. **I acknowledge that CALSTART and the CEC have the right to audit all company records to confirm compliance with this certification.***



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Communities in Charge team will be available to address any questions or concerns you may have.

Thank you so much for your continued support and partnership.

Warm Regards,

Communities in Charge Staff