



COMMUNITIES
IN CHARGE

Payment Request Webinar

Funding Wave 4



Agenda

- Webinar Objectives
- Disclaimers
- Timelines and Due Dates
- Incentive Recipient Agreement
- Reminders of Project Requirements
- Submission Process
- Navigating the IPC & Submitting a Payment Request
- Extensions and Cancellations Policy
- Support Requests
- Best Practices
- Q&A

Webinar Objectives

Help FW4 Incentive Recipients:

- ✓ Submit complete and correct documents via the Incentive Processing Center
- ✓ Avoid common mistakes to reduce payment request processing time
- ✓ Know key deadlines and payment timelines

Disclaimers

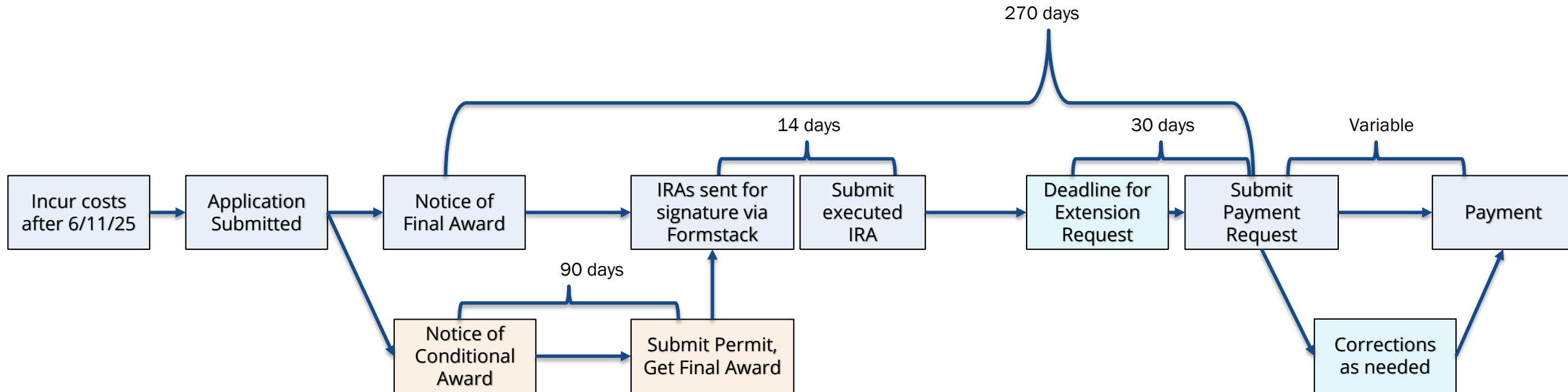
- These slides include illustrative examples and not financial advice
- Review the Incentive Recipient Agreement or Implementation Manual for complete information
- Carefully read the attestations in the program forms and documents you execute and submit
- CIC can request additional documentation beyond what is required at our discretion

Timelines and Due Dates

Important Dates

Event	Deadline
Incur all EVSE costs:	After June 11, 2025
Sign Incentive Recipient Agreement:	14 days after IRA is issued*
Submit Conditional Award Document (permit):	90 days after Notice of Award is issued*
Submit Payment Request:	270 days after Notice of Award is issued*
Submit Extension Request:	30 days before any deadline

*Deadlines are in the IPC; Approved extensions are required to extend deadlines



FW4 Due Dates

Notice of Award Date	Conditional Award Document Submission Deadline	Final Payment Request Deadline
October 1, 2025	December 30, 2025	June 29, 2026
October 24, 2025	January 22, 2026	July 27, 2026
December 22, 2025	March 22, 2026	September 7, 2026
January 6, 2026	April 6, 2026	October 6, 2026
February 18, 2026	May 19, 2026	November 2, 2026
March 12, 2026	June 10, 2026	November 26, 2026
April 28, 2026	July 27, 2026	January 23, 2027

Incentive Recipient Agreement

Incentive Recipient Agreement

Incentive Recipient Agreement (IRA) between Applicants and CALSTART is required to receive funding.

- The IRA outlines all requirements, roles, and responsibilities
- IRA language is standard across all awards, no changes are allowed
- Only the Incentive Recipient can receive funds
- The Incentive Recipient is responsible for assuming all project costs

Who signs the IRA?

- The Applicant Organization's Authorized Signer must sign the IRA
- Ensure this contact is up to date in IPC
- Do not sign if the IRA contains errors, notify CIC via support request

How is the IRA distributed?

- Sent directly to Awardees via Formstack to the Authorized Signer's email on file
- Must be signed & submitted electronically via Formstack
- Must be signed in 14 days once issued

Reminders of Project Requirements

Prevailing Wage Compliance

All CIC participants must comply with 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.”

Key Prevailing Wage Compliance Requirements

- 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

Is my project a “public works project”?

- Department of Industrial Relations “public works” definition:
 - Construction, alternation, demolition, installation, or repair work done under contract and paid out of public funds
 - It can include preconstruction and post-construction activities related to a public works project
- For a full definition of public works refer to [Labor Code Section 1720](#)
- **To date, all projects that have received CIC awards have been public works projects. Getting an official exception from the DIR can take several months, may delay payment, and put your award at risk of cancellation.**
 - To avoid this risk, you may want to assume your project is public works and pay prevailing wages

EVITP Requirements

Incentive Recipients must use **EVITP-certified electricians** for Level 1 and 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.

Combining Incentives, aka “Stacking”

Acceptable Funding Sources for Stacking
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 other 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.

Unacceptable Funding Sources for Stacking
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, Carl Moyer Infrastructure)
Community Choice Aggregator (CCA) charger rebate programs (e.g., PCE)

- **Applicants planning to stack this incentive must:**
 - Fill out the relevant section of the Payment Request Form
 - Submit Notices of Award for any additional funding sources
 - Provide a description of eligible costs and uses covered by those funding sources as part of the application
 - Ensure total project incentives, including combined funding sources, do not exceed 100% of total project costs
- **CALSTART and the CEC may:**
 - Share project information with utilities and other funding programs
 - Ask for additional documentation
 - Evaluate compliance with stacking rules
- **Note:** Failure to fully disclose all funding sources is a violation of program rules

Eligible EVSE and Network Service Providers

Ensure your selections for EVSE equipment and Network Service Provider are eligible

- For L1 equipment, ensure it meets requirements listed in Implementation Manual Section 2.4
- Failure to select eligible equipment will result in cancellation of award
- Failure to select an eligible NSP will result in either contracting with an eligible NSP (at Awardee's expense) or cancellation of an award
- Review eligible options here:
 - [Eligible Equipment Catalog](#)
 - [Eligible Network Service Providers](#)

Submission Process

If you are still in Conditional Award status...

- Submit your final permit to convert your Conditional Award to a Final Award
- Sign IRA in Formstack
- Note:
 - Projects in Conditional Award status are not eligible to receive incentive funds
 - If you need an extension, use the Extension Request Form and consult the Extension Policy
 - Extensions to the Conditional Award deadline do not extend the 270-day installation deadline

Once you have a Final Award...

Complete Project

1. Install eligible chargers
2. Update Construction Project Tracker in IPC
3. Execute a Network Agreement including Exhibit G
4. Pass final inspection by the permitting body

Prepare Payment Request Package

- Payment Request Form
- Equipment Invoice
- Job Site Installation Form
- Final Inspection Card; OR Make Ready Form
- Network Agreement with Exhibit G
- Photos of equipment
- W-9
- ACH Payment Authorization Form (if participating)

IPC Submission

1. Fill out all fields of payment request section
2. Upload all required documents
3. Submit the payment request. Receive confirmation email

CIC Review & Processing

- If corrections are needed, instructions will be in the IPC & an email will be sent
- You will have 30 days from notification to submit corrections
- Corrections are placed at the bottom of the processing queue

Payment

- Get paid via check or ACH, depending on your selection
- If the ACH form is not submitted, payment will be issued by check

Please Note:

- When there is an update on a submitted payment request, it will be recorded in the IPC & the Primary Contact will receive a notification email
- If you have a need for support or question, submit a support request to communitiesincharge@calstart.org

Required documentation for final payment

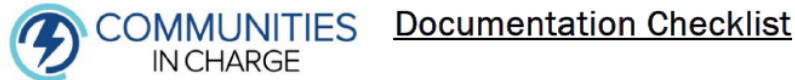
Incentive Recipients must complete their project and submit a Final Payment Request package within 270 days from issuance of their Notice of Award.

Required documents include:

- Copy of Equipment Invoice
 - *Must include eligible EVSE model(s), equipment cost, purchaser, & date of purchase to verify financial accuracy & program compliance*
- Completed Payment Request Form (all pages)
 - *Must be signed by the Authorized Signer listed in the IPC*
 - *This form is essential for processing and must include accurate organization and contact details. Errors cause payment delays.*
 - *If choosing ACH transfer for payment, complete the ACH Payment Authorization Form. If no ACH Form, you will be sent a check.*
- Signed copy of Job Site Installation Form
 - *This signed form confirms compliance with wage laws, licensed contractors, and EVITP certification for technicians involved*
- Signed copy of Final Inspection Card or Make Ready Form
 - *A signed inspection card confirms the installation meets all local building and electrical codes, ensuring legal compliance*
 - *This is not the Building Permit, but the **approval** of the permitted construction*
 - *Make Ready projects provide the **Make Ready Form** instead*
- Signed copy of paid and executed Network Service Agreement with Exhibit G
 - *Signed network agreement showing costs, terms, and duration of coverage*
 - *Includes Exhibit G data sharing agreement with the network provider*
- Photos of all installed equipment, showing the screens, connectors and the serial numbers
- W-9 from Incentive Recipient

Payment Request Form

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



	Project Information	# of Items	Uploaded to IPC
1	Final Inspection Card(s) or Make Ready Form		<input type="checkbox"/>
2	Photos of Installed EVSE with visible serial numbers		<input type="checkbox"/>
3	Job Site Installation Form		<input type="checkbox"/>
4	Itemized Invoice(s) for eligible EVSE showing date of cost incurred		<input type="checkbox"/>
5	W9 for Incentive Recipient		<input type="checkbox"/>
6	Construction Progress Tracker filled out in IPC with milestone dates		<input type="checkbox"/>
7	(Level 2 only) Network Service Agreement with Exhibit for "Charging Network Provider Data Sharing Agreement Terms and Conditions"		<input type="checkbox"/>
8	(If stacking) Notice(s) of Award from stacked incentive program(s) indicating award amount		<input type="checkbox"/>
9	(If exempt from prevailing wage requirements) Competent proof of a DIR or court determination that the project is not a public work requiring the payment of prevailing wages.		<input type="checkbox"/>
	Other:		<input type="checkbox"/>
	Other:		<input type="checkbox"/>

COMMUNITIES IN CHARGE **Payment Request Form**

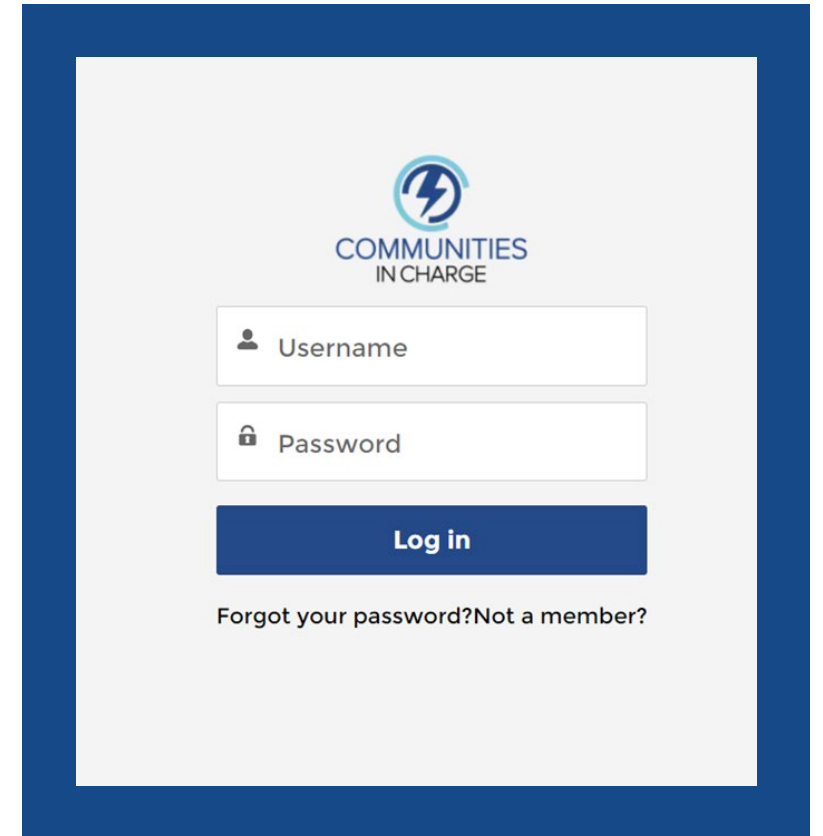
Agreement # <small>(found in IRA)</small>		DATE	
Magnitude of Award <small>(found in Notice of Award email)</small>	Award ID <small>(found in Notice of Award email)</small>	Application ID <small>(found in IPC)</small>	
Incentive Recipient Information			
Organization Name			
Organization Mailing Address			
Primary Contact Name			
Primary Contact Phone			
Primary Contact Email			
Project Information			
<small>Add the number of EVSE in the project's original CIC award, the number installed with CIC incentives, and the number installed at the same site that did not benefit from a CIC incentive. "Total Installed" should match the total number of EVSE at the site.</small>			
EVSE	CIC Awarded	CIC Installed	Non-CIC Installed
Level 2 Charging Ports			0
Level 1 Smart Outlets			0
All EVSE	0	0	0
<small>Add the total project cost (the sum of all costs directly attributable to project and scope) associated with all EVSE at the site and the total project cost associated with CIC-incentivized EVSE only. If all EVSE at the site received CIC incentives, enter the same number in both cells.</small>			
Total Project Costs			Total Costs
Total Project Cost associated with all installed EVSE at site			
Total Project Cost associated with CIC-incentivized EVSE only			
Tribal Site			Yes/No
Does the Project Site serve a Tribe or Tribal Institution?			
Payment Request			
EVSE Category	CIC-Incentivized EVSE Installed	Subtotal CIC Rebate	Non-CIC Stacked Incentives
Level 2 EVSE (Ports)	0	\$ -	\$ -
Level 1 EVSE (Outlets)	0	\$ -	\$ -
Total	0	\$ -	\$ -
Amount Payable to Incentive Recipient		\$ 0	
Preferred Payment Option			Check One
Automated Clearing House (ACH)			<input type="checkbox"/>
Mailed Check (to address listed above)			<input type="checkbox"/>
Project Attestations			Check One
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.			<input type="checkbox"/>
This project is exempt from the requirement to pay prevailing wages because it has received DIR or court determination that the project is not a public work requiring the payment of prevailing wages. In this case, the Incentive Recipient shall provide proof of the DIR or court determination regarding exemption.			<input type="checkbox"/>
Are you or any project partners presently involved in or intending to engage with any funding programs that would otherwise preclude project eligibility from receiving funding for this Project Site through Communities in Charge now or in the future? Refer to Section 2.1 of the Implementation Manual for more details on eligibility requirements and stacking rules.			Yes/No
I certify to the best of my knowledge and belief that the attestations and information in this Redemption Request are 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 the Redemption Request is accurate, correct, and proper for payment in all respects, and payment in excess of total project costs has not and will not be received from any other source, 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 Payment Request Form 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.			
Signature of Certifying Officer		Date	
Type or Print Name and Title		Phone	
Email			

Navigating the IPC & Submitting a Payment Request

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



Extensions and Cancellations Policy

Extensions and Cancellations Policy

- Please review the updated policy here: [EXTENSIONS AND CANCELLATIONS POLICY](#)
- Submit extension and cancellation requests via the [Extensions & Cancellations Form](#)
- Submit required supporting documents

Extensions Overview

- **When Extensions Are Allowed**
 - Only for delays outside recipient’s control
 - Supporting documentation + proof of progress is required
 - Reviewed case-by-case (not guaranteed)

- **Timing & Limits**
 - Request at least 30 days before deadline, unless it is an IRA issue
 - Max 2 extensions per project
 - Up to 180 total additional days
 - Extensions to the Conditional Award deadline do not extend 270-day installation deadline

- **Expectations**
 - Notify CIC of delays early
 - Late or incomplete requests = likely denied

Reason For Extension	Required Supporting Documentation
Delay in Permit Issuance	Evidence clearly <u>showing</u> at least one of the following scenarios:
	<ul style="list-style-type: none"> ○ The permit process or timeline caused delays even when the Incentive Recipient consistently followed up with agencies or other authorities outside their control. ○ Repeated reviews by the Authority Having Jurisdiction, with new comments or information provided each time; and persistent follow-up with agencies or other authorities outside their control. ○ Authority Having Jurisdiction capacity limitations at application intake, inspection scheduling, etc.; and persistent follow-up with agencies or other authorities outside the Incentive Recipient’s control.
Delay in Final Site Plan	Evidence of status/timelines; evidence of <u>persistent</u> follow-up with agencies or other authorities outside the Incentive Recipient’s control.
Equipment Supplier Limitations	Notification of delay and shipping estimated time of arrival from equipment distributor.
Utility delays due to capacity limitations, energization, etc.	Evidence of Utility interconnection status/timelines. *Note: If all other work for a Project Site is complete aside from final energization, a special additional extension may be considered.
Public Health Orders	Copy of communication from governing authority, detailing the limitations.
Labor Shortages, including critical staff illness	Detailed explanation of the delay and evidence of upcoming labor timeline.

Cancellations Overview

- **Key Deadlines**
 - Standard project window: 270 days (~9 months)
 - Missing deadline without approved extension → cancellation
- **Common Cancellation Reasons**
 - Missed deadlines
 - Lack of documentation
 - Failure to follow policy
- **Consequence**
 - Project cancellation

Reason For Cancellation	Timeline for Compliance
Failure or Refusal to Meet the Conditions for Final Award	90 calendar days from the issuance of Conditional Award
Failure or Refusal to Sign the Incentive Recipient Agreement (IRA)	14 calendar days from the issuance of the IRA
Failure or Refusal to Submit a Payment Request	<p>On or before the final payment request submission deadline, which is 270 calendar days from the Notice of Award date, including any approved extensions, and no later than the Final Funding Wave close date.</p> <p>Final Closing Date by Funding Wave:</p> <ul style="list-style-type: none"> • FW2 closes May 15, 2026 • FW3 closes August 15, 2026 • FW4 closes June 26, 2027
Failure or Refusal to Correct a Payment Request	30 calendar days from notification of a need for corrective action, following the final payment request submission deadline
Non-Compliance with any Agreement Requirement	Duration of participation in Communities in Charge, per the Project Terms and Conditions, Implementation Manual and the Incentive Recipient Agreement
Termination Without Cause	Duration of participation in Communities in Charge, per the Project Terms and Conditions, Implementation Manual and the Incentive Recipient Agreement

Support Requests

If you need help...

- DO ensure your question is not addressed in existing program documents or IPC updates
- DO submit a support request via the IPC or email to communitiesincharge@calstart.org
- DO NOT email CIC staff directly outside of the above channels

Please note:

- CIC does not guarantee a timeline for the resolution of any support requests
- Timing of a resolution depends on many factors, including volume, complexity, available information, need for leadership input, and adherence to policies
- Support requests that are incomplete, unclear, or asking for information that is already otherwise available will be placed at the bottom of the queue
- Best way to minimize processing time: ensure the request is not covered in an existing document and clearly lays out key issues/information

Best Practices

Best Practices

Fully complete your submissions!

- The Payment Request Form must be completed in full and signed by the Authorized Signer in the IPC. All pages of the document must be submitted before a payment request will be processed.
- Uploads of supporting documents must be legible and all pages and sections must be complete, unless otherwise specified.
- Submitting incomplete or incorrect documentation will result in the payment request being returned to you for correction and placed at the bottom of the processing queue.

Keep an eye on the deadline!

- If you need an extension, submit a request more than 30 days before the deadline to avoid risking cancellation.

Use the IPC for updates!

- Check the IPC for updates on document submissions & corrective actions.
- The Primary Contact will be sent an email every time an update is available.
- If a document is rejected the entire payment request is rejected until the necessary corrective action is taken.
- Be responsive to emails & guidance for corrective actions.
- Submit a support request if you need help understanding or implementing the corrective actions

Helpful Links

- [Payment Request Form](#)
- [Sample Supporting Documents](#)
- [Required Forms](#)
- [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

