



Southern California Incentive Project Application Form

Part 1: Project Requirements

At the time an applicant submits an online rebate application the most current Southern California Incentive Project (SCIP) [Implementation Manual](#) available, as well as the rebate requirements agreed to by the applicant, will apply.

Rebates are processed on a first-come, first-served basis and issued to qualified applicants in up to two payments – a milestone payment at 240 calendar days (8 months) from Funds Reserved Status and a final payment. Delays beyond normal processing times may occur.

The maximum amount of active application rebates an applicant can have at any time is limited to:

- \$640,000 for applications on sites in Los Angeles County;
- \$640,000 for applications on sites in Orange County;
- \$320,000 for applications on sites in Riverside County;
- \$320,000 for applications on sites in San Bernardino County.

To apply for a rebate an Applicant must:

- 1) Submit an online application.
- 2) Complete an Installation Form online within 365 days from the date that rebate funds are reserved.
- 3) Submit supporting documentation within 365 calendar days from the date that rebate funds are reserved. The supporting documentation must be scanned and submitted through the SCIP website.

Required supporting documentation will include, at a minimum, the following:

- a. For applicants who request applications by phone, a complete application with signature and date. For online applicants, a scanned copy of the submitted application signed by the site owner or authorized representative.
- b. For applicants who are not site owners, a completed Site Use Verification Form providing confirmation that the site owner authorizes the applicant to install the equipment at the site.
- c. Copy of paid equipment receipt/invoice.
 - i. Invoice must include, at a minimum, purchase date, retailer name, business address, phone number, equipment make and model number(s), equipment serial number(s), and payment terms (paid in full – cash, check, credit card, etc.).
- d. Copy of installation receipt/invoice(s).
 - i. Invoice must include contractor name, contractor license number, business address, phone number, itemized costs, and payment terms (paid in full – cash, check, credit card, etc.).
- e. Copy of network service agreement (for a minimum of five years).
- f. Copy of building or other permit(s) approving installation.
- g. Copy of design / engineering invoice(s).
 - i. Invoice must include contractor/engineer name, contractor/engineer license number, business address, phone number, itemized costs, and payment terms (paid in full – cash, check, credit card, etc.).
- h. (If installation required utility service) Copy of utility service order(s) needed for the installation.
- i. (If installation required utility service) Copy of utility receipt/invoice(s).
 - i. Invoice must include utility name, address, phone number, itemized costs, and payment terms (paid in full – cash, check, credit card, etc.).
- j. Copy of final inspection card, permit or document showing installation has been completed.

- k. Photograph(s) of installed and operational charger(s) at the site address provided in the application.
- l. Photograph(s) of serial number on the charger(s).

Center for Sustainable Energy (CSE) may request additional documentation to verify that the applicant meets required eligibility criteria.

If the installation is not complete within 240 calendar days (8 months) from funds reserved status, and at least a copy of the building permit, design/engineering receipt/invoice, and signed application form have been submitted CSE will process a milestone payment calculated off project costs submitted to that point.

Important: If an applicant does not submit the required supporting documentation within 365 calendar days of the date rebate funds are reserved, the application may be terminated and the reserved rebate funds released back to SCIP. CSE has the discretion to complete additional review beyond the 365 calendar days on a case by case basis. Rebate checks must be cashed within six (6) months of the date on the check. Checks not cashed within this timeframe will be cancelled, and the rebate amount will be returned to SCIP.

Applicant, Site and Equipment Requirements

As a condition for receiving State of California, California Energy Commission ("Energy Commission") rebate funds the applicant must comply with the requirements below.

Eligible applicants must meet requirements that include, but are not limited to, the following:

- Submit a SCIP application prior to purchasing and installing equipment and before funds run out. Equipment purchased or installed prior to an application will not be eligible to receive a rebate. All project costs must be incurred after the Funds Reserved date. Any costs incurred prior to that date will not be eligible for SCIP rebate funds.
- Be an authorized representative of a qualified commercial or public facility installation site. SCIP defines an authorized representative as a site owner or an individual that has received permission from the site owner to apply on behalf of a qualified site.
- Be a business or government entity that is based in California or has a California-based affiliate or be a California Native American Tribe listed with the Native American Heritage Commission at the time of application.
 - a. California business entities and non-California business entities that conduct intrastate business in California and are required to register with the California Secretary of State must do so and be in good standing in order to receive a rebate. If not currently registered with the California Secretary of State, applicants should contact the Secretary of State's Office as soon as possible. For more information, visit the Secretary of State's website at: www.sos.ca.gov.
 - b. Sole proprietorships and DBA's (Doing Business As; also, called fictitious business name, assumed business name, or trade name) cannot apply as a business and must instead apply as a sole proprietorship.
- Have the new DC fast charger(s) installed by a qualified and licensed contractor in accordance with all local, state, and federal codes, permitting, and inspection requirements.
- Obtain any required permits and comply with all applicable federal, state, and municipal laws, rules, codes, and regulations for work performed for the rebate.
- Ensure the charger(s) shall remain in service at the project site address for a minimum of sixty (60) months.
- Submit information to the Alternative Fuels Data Center station locator tool for all charging stations rebated through SCIP.
- Submit five (5) years of utilization data, in not more than 1-year increments, to CSE.
- Be available for follow-up inspection if requested by CSE or the Energy Commission.
- Energy Commission reserves the right to request voluntary participation from rebate recipients in ongoing research efforts that support CALeVIP and SCIP goals.

The site where the new DC fast charger(s) will be installed must:

- Be located at a site address in Los Angeles, Orange, Riverside, or San Bernardino counties in California.
- Be a retail, grocery, restaurant, or gas station, hospital, airport, or police/sheriff station. Or be a parking garage, hotel, or city/county owned property within ¼ mile of the aforementioned sites. Additional information on eligible sites is available in the SCIP Frequently Asked Questions.
- Be well-lit, secure, and in compliance with all federal, state, and municipal laws, ordinances, rules, codes, standards and regulations.

The DC fast charger(s) must:

- Be a dual standard, CHAdeMO and Combined Charging System (CCS) DC fast charger.
- Be new equipment installed for the first time, hardwired at the corresponding site address. Resale units, rebuilt, rented, received from warranty insurance claims, won as a prize, or new parts installed in existing units do not qualify.
- Utilize both the CHAdeMO and CCSE charging connectors.
- Be networked, which is defined as a charger connected to a backend network operations center, enabling remote diagnostics and usage data collection.
- Be capable of delivering electricity to a plug-in electric vehicle at a minimum rate of 50 kilowatts.
- Have at least 1 DC fast charger per site. A maximum of 4 DC fast chargers per site location in Los Angeles and Orange counties, and a maximum of 3 in Riverside and San Bernardino counties can be rebated by SCIP.
- Use an open standard protocol as a basic framework for purposes of network interoperability.
- Accept some form of credit card payment, if payment is required. Be approved by a Nationally Recognized Testing Laboratory (NRTL) program for EVSE testing and certification.

Detailed information about these requirements and the processes associated with them can be found in the [SCIP Implementation Manual](#). Applicants that have questions about the SCIP Requirements should contact CSE (858-429-5177 or southerncalifornia-calvip@energycenter.org).

Declarations

You are indicating that you agree with the following statements and that information provided in your application is accurate and truthful. Please review each statement below and check the associated box if you agree.

☒ I have not declared bankruptcy within the last five (5) years.

☒ I do not have any threatened legal actions by or against me.

☒ I do not have any pending legal actions by or against me.

☒ I do not have any loan defaults.

☒ I do not have any outstanding judgements.

☒ By checking this box, I agree to the following:

1. I am the owner of the installation site or have the authority to file this application on behalf of the owner.
2. I have read and agree to the requirements of SCIP.
3. I choose to voluntarily submit personally-identifying information for the purposes of processing my rebate and enforcing the SCIP Requirements.
4. I have read and agree to the terms of the [SCIP Privacy Policy](#).

Part 2: Signature

By signing this form, the applicant agrees to the following:

1. I understand that the Energy Commission reserves all rights and remedies available under the law to enforce the SCIP Project Requirements.
2. I acknowledge that I have read, understand, and agree to be bound by the SCIP Project Requirements as outlined within this Rebate Application Form.

I certify, under the penalty of perjury, that the information provided herein and all supporting documentation is true, accurate, and complete.

William C. Brand

Print Applicant Name

2/02/2021

Date

Applicant Signature

A-00599

SCIP Application Number

ATTEST:

Eleanor Manzano, City Clerk

APPROVED AS TO FORM:

Michael W. Webb, City Attorney