

DOCKETED	
Docket Number:	22-EVI-02
Project Title:	CALSTART Communities In Charge EV Infrastructure Incentives
TN #:	249003
Document Title:	Presentation - CALSTART Comments - Communities in Charge 'How to Apply, Part 2'
Description:	Public Workshop Slides
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Organization:	CALSTART
Submitter Role:	Public
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Submitted On: 2/28/2023
Docket Number: 22-EVI-02*

Communities in Charge 'How to Apply, Part 2' Public Workshop Slides

Additional submitted attachment is included below.



COMMUNITIES IN CHARGE

How To Apply Part 2

Preparing a Complete Application for Level 2 EV incentives

March 1, 2023

Meeting will begin at 10 AM



Introductions

Speakers

Geoffrey Cook, CALSTART

Xiomara Chavez CALSTART

Q&A Panelists

Xiomara Chavez, CALSTART

Geoffrey Cook, CALSTART

Phil Cazal, California Energy Commission (CEC)

Agenda

- **Workshop Goals**
- **Overview**
- **Application Journey through the Incentive Processing Center**
- **Uploading Required Documents**
- **Awards**
- **Support Requests**
- **Additional Considerations**
- **Upcoming Dates**
- **Q&A**

Workshop Goals

Communities in Charge Staff aim to address the following high-level questions:

- What documents must Applicants have, and what information must Applicants provide?
- What does the incentive processing center look like and how does it work?
- What does the application process look like and how much effort will it take per application?

Poll Question #1

How did you hear about Communities in Charge?

- A. Public Meeting
- B. Social Media
- C. CALSTART Newsletter (CALSTART Compass)
- D. CEC Docket Announcement
- E. Referred by a Community Based Organization
- F. Referred by GRID Alternatives
- G. Other

Overview

Communities in Charge Project Overview



Communities in Charge is California's market-accelerating, light-duty electric vehicle (EV) charging incentive project



Funded by the California Energy Commission's Clean Transportation Program, implemented by CALSTART, and supported in partnership with GRID Alternatives and Tetra Tech



Communities in Charge is designed to transform EV accessibility, rapidly catalyze new markets, and swiftly deploy Level 2 EV charging stations



\$30 Million available for first funding wave.

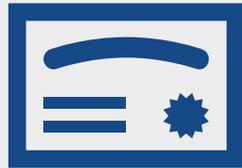
Applicant Milestones



REGISTER
(Through the IPC)



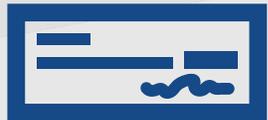
APPLY
(45 Day Window)



NOTICES OF AWARD
(Conditional or Final)



**MIDPOINT
PAYMENT**



FINAL PAYMENT
(270 Days from
Final Award)

Poll Question #2

What is your experience with applying for EV charging incentive projects?

- A. Beginner – This is my first time applying for an incentive like this.
- B. Intermediate – I have applied for programs like this a few times.
- C. Expert – I have applied for programs like this often and have a lot of experience.

Poll Question #3

Do you expect to submit documentation to be considered a Community Connection?

- A. Multi-Family Housing in Charge
- B. Tribes in Charge
- C. Congregations in Charge
- D. Schools in Charge
- E. Healthcare in Charge
- F. Nonprofits in Charge
- G. Local Governments in Charge
- H. Workplaces in Charge
- I. No Community Connection.

Application Journey: Incentive Processing Center

Registration To The Incentive Processing Center (IPC)

What is the IPC?

- The IPC is an online platform where you will be able to...
 - Enter application information
 - Upload Documents
 - Check on Application Status
 - Receive messages from staff

When will the IPC open?

- The IPC will open on March 23, 2023 (9 am PST)

How will I know the IPC is open?

- Our staff will notify availability via website, docket, or email list

Information Required at Application

Applicant Information

- Organization Name
- Primary Contact
- Tax ID

Project Site Information

- Installation Address
- Project Site Type (e.g., Multi-family housing, park and ride, etc.)

Supporting Documents

- Site Verification Form
- Preliminary / Final Site Plan
- Building Permit / Application

Equipment Information

- Make and Model
- Connector Counts

Resources

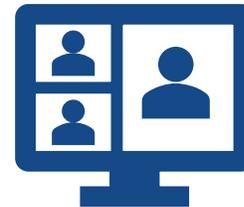


Application Checklist

Use this resource to help gather all the information you will need for your application(s).



Email our team at communitiesincharge@calstart.org



Visit us during our office hours! Set up a time with this [Calendly link](#).

Project Readiness and Funding Reservation Process

Readiness Tier	Documents Provided at Time of Application
Tier 1	Site Verification Form + Final Site Design + Issued Building Permit
Tier 2	Site Verification Form + Final Site Design + Building Permit Application
Tier 3	Site Verification Form + Preliminary Site Plans

Poll Question #4

Which Readiness Tier do you expect the majority of your applications may fall under? Select only one.

- A. Tier 1
- B. Tier 2
- C. Tier 3
- D. Not Sure

Disclaimer:

The following screenshots of the Incentive Processing Center (IPC) and updated website are provided here for illustrative purposes only.

Any elements, processes, or written information contained within these screenshots may be subject to change.

Accessing the Incentive Processing Center from the Communities in Charge Webpage

A screenshot of the Communities in Charge website. The header is light blue and contains the logo on the left, followed by navigation links: 'APPLICANT JOURNEY', 'ELIGIBILITY' with a dropdown arrow, 'RESOURCES' with a dropdown arrow, 'CONTACT', and a dark blue button labeled 'MY ACCOUNT'. Below the header, the main content area features a light blue background with a sun and clouds illustration. The text reads: 'Incentives for Level 2 EV Chargers' and 'Where Communities Live and Gather'.

 **COMMUNITIES**
IN CHARGE

[APPLICANT JOURNEY](#) [ELIGIBILITY](#) ▾ [RESOURCES](#) ▾ [CONTACT](#) [MY ACCOUNT](#)

Incentives for Level 2 EV Chargers
Where Communities Live and Gather



An Applicant may submit multiple applications for consideration to Communities in Charge. However, only one application per Project Site shall be accepted.

<input type="text"/>

Sign Up

Tax ID: In the event you do not have a Tax ID or EIN, a SSN is sufficient. This information will not be shared or distributed, and is only used for identification purposes.

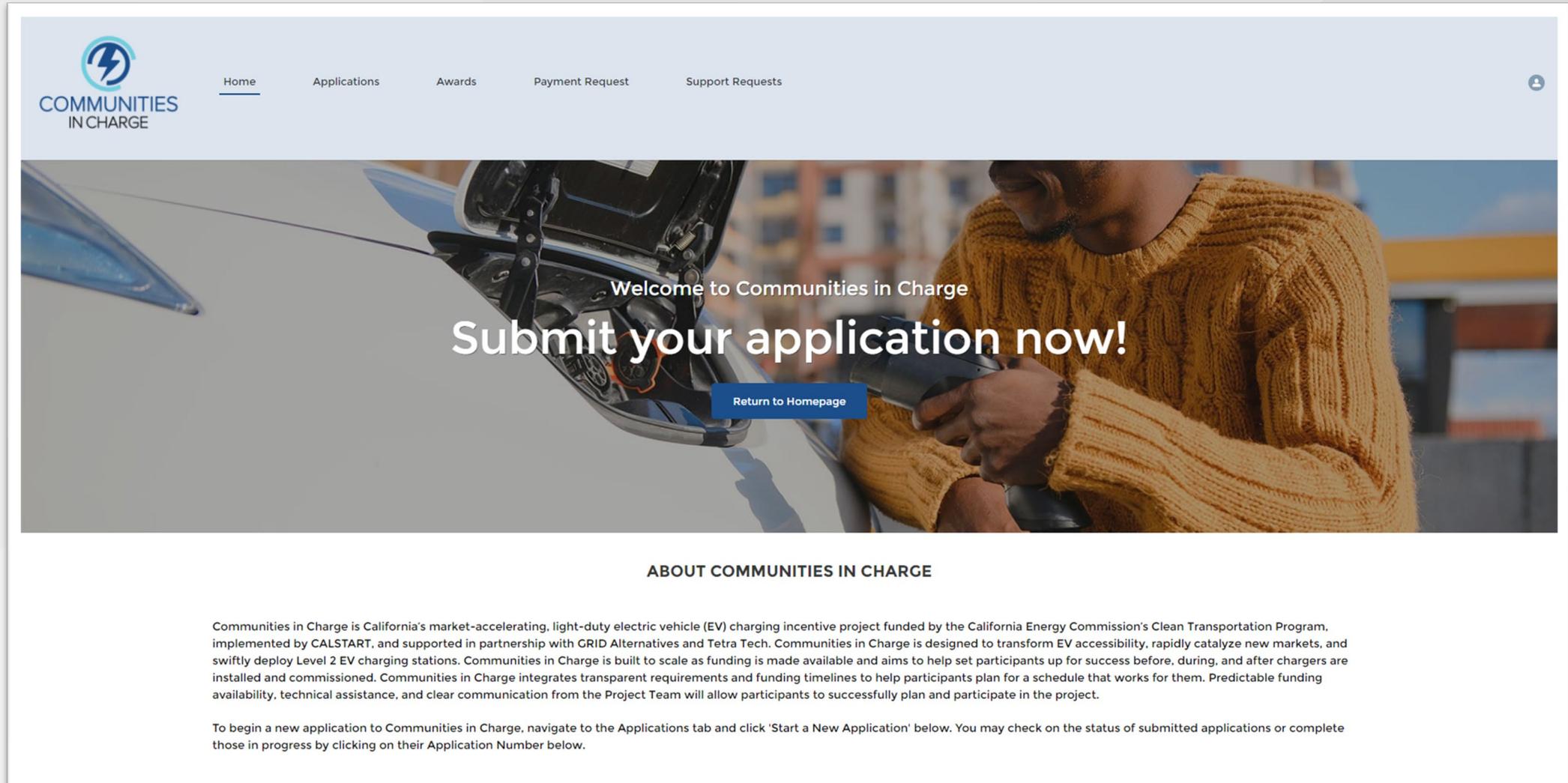
[Already have an account?](#)

Register to the Incentive Processing Center

- Prior to applying, you must register as an Applicant.
- Your login grants access to all Applications you may submit through the IPC.
- Each Applicant should have only one login.



Welcome to the Incentive Processing Center




COMMUNITIES
IN CHARGE

[Home](#) [Applications](#) [Awards](#) [Payment Request](#) [Support Requests](#)

Welcome to Communities in Charge
Submit your application now!

[Return to Homepage](#)

ABOUT COMMUNITIES IN CHARGE

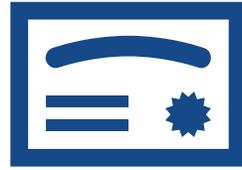
Communities in Charge is California's market-accelerating, light-duty electric vehicle (EV) charging incentive project funded by the California Energy Commission's Clean Transportation Program, implemented by CALSTART, and supported in partnership with GRID Alternatives and Tetra Tech. Communities in Charge is designed to transform EV accessibility, rapidly catalyze new markets, and swiftly deploy Level 2 EV charging stations. Communities in Charge is built to scale as funding is made available and aims to help set participants up for success before, during, and after chargers are installed and commissioned. Communities in Charge integrates transparent requirements and funding timelines to help participants plan for a schedule that works for them. Predictable funding availability, technical assistance, and clear communication from the Project Team will allow participants to successfully plan and participate in the project.

To begin a new application to Communities in Charge, navigate to the Applications tab and click 'Start a New Application' below. You may check on the status of submitted applications or complete those in progress by clicking on their Application Number below.



Applications

- Start a new application
- View all existing applications



Awards

- Applications which have received awards
- Awardees will be notified of award status via email



Payment Requests

- Submit a request for midpoint or final payment.
- Submit all documentation needed for the request.
- Track your submitted payment requests.



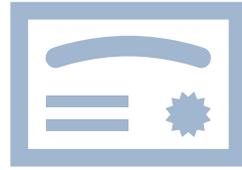
Support Requests

- Submit requests for support from incentive processing team.
- Submit supporting documentation.
- Request an extension.



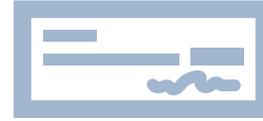
Applications

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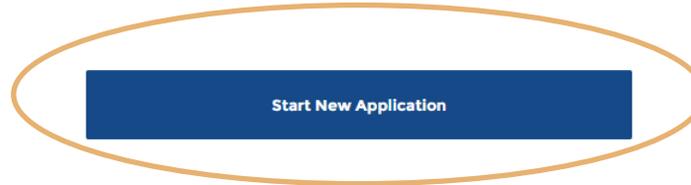


Applications

Current Application Window: NN/NN/2023 - NN/NN/2023

To create a new Application, click the 'Start New Application' button below, and subsequent screens will guide you through the process. Once you have completed all required fields and uploaded the necessary documentation, submit your application for review and scoring. Once submitted, you will not be able to make changes or upload new documents without approval from Communities in Charge Staff. All Applications must be submitted by the deadline below. Late submissions or requests for extension to this application window will not be accepted. Participation in Communities in Charge constitutes an agreement to abide by the requirements detailed in the Implementation Manual.

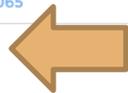
All Applications must be prepared to include (at a minimum):



APPLICATIONS

Application Name	Installation Street	Status
App-0000043	5645 Bad Bunny Road Testington, CA 90000	Submitted
App-0000065		Pending Submittal

[View All](#)



List view of all applications

Ready to Start an Application?



There are a few things to consider prior to starting:

1. Construction must not have begun at your site. Projects who have already begun construction are ineligible for incentives.
2. If you're unsure whether you have all the necessary materials to apply, please visit our website and consult the [Application Checklist](#).
3. All of your application materials must be submitted prior to an application window closing. No extensions shall be granted.
4. Once you have submitted your application, no further changes can be made.

Once you're ready to begin an application, click Confirm below.

New Application

Confirm

Applications - Site Address



Instructions and Inform... Applicant Information Job Site Information Installation Equipment Documents Review and Submit

In order to start your application, please enter the street address for your job installation site below.

* Address (required):

5645 Foo Fighters Lane, Testington, California 90000

Continue



- Input address formatted in the same way it is recorded on official documents.
- Avoid using return to previous page button on browser, doing so will bring you back to the beginning of your Application.

[Instructions and Inform...](#)[Applicant Information](#)[Job Site Information](#)[Installation](#)[Equipment](#)[Documents](#)[Review and Submit](#)

Application App-0000067 Status and Information

Congratulations for starting an application to Communities in Charge! Each application must pertain to a unique Project Site and shall be identified by the Application Number above. All fields are required for completion, unless stated otherwise. While it is recommended to be completed in one sitting, you may save and return at a later time to complete your application.

[Continue](#)

Applications - Applicant Information



Applicant Information | Job Site Information | Installation | Equipment | Documents | Review and Submit

Organization
Applicant Organization Name: Test Org
Organization Address: 1525 Test Way, Testington, CA, 92530
Primary Contact: First Name: Xiomara, Last Name: Chavez, Title:
Alternate Contact: First Name, Last Name, Alternate Contact Title:
Authorized Signatory: First Name, Last Name, Title:

Organization Tax ID: 555667777
Organization Website:
Organization Name (If different from Applicant Organization):
Email: xccalstartcic@gmail.com
Phone: 3233693627
Alternate Contact Organization (If different from Applicant Organization):
Alternate Contact Phone:
Alternate Contact Email: you@example.com
Phone:
Email: you@example.com

Back Save & Continue

Information from registration will prepopulate here. This information will remain the same throughout all your applications.

Fill out as much as possible even if not required to save time in the future.

Applications - Job Site Information



Home

Applications

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Support Requests



Progress bar: ✓ ✓ **Job Site Information** Installation Equipment Documents Review and Submit

Job Site Information

* Installation Street
5645 Foo Fighters Lane, Testington, California 90000

* Installation City
Testington

* Installation State
California

* Installation Zip Code
90000

Parcel Number ⓘ

Latitude/Longitude ⓘ

Project Site Description
Workplace Charging

Buttons: Back Save & Continue

Prepopulated

Fill out all requested fields.

Applications - Installation

Communities in Charge - Application Submission

Home Applications Awards Payment Request Support Requests

Installation Equipment Documents Review and Submit

* Has construction begun at this site?

Yes

No

In the following screens, you will be prompted to submit information about the general contractor and electricians at the job installation site. If you do not yet know this information, select "No", as you can submit this information later.

Back Save & Continue



- Construction must not have started to be eligible for this project

Applications - Equipment



Home Applications Awards Payment Request Support Requests



Progress bar: Home, Applications, Awards, Payment Request, **Equipment**, Documents, Review and Submit

EVSE (0)
This table currently has no data to display

Delete Equipment

Make/Model

BTC Power/30A AC Level 2 Dual

Quantity: 6

Add Equipment

Back **Save & Continue**

Make/Model dropdown list:
--None--
Beam Global/EV ARCTM 2020 with ChargePoint™ CT 4000 Series (1 connector)
Beam Global/EV ARCTM 2020 with ChargePoint™ CT 4000 Series (2 connectors)
Beam Global/EV ARCTM 2020 with Enel x JuiceBox® Pro 32 (1 connector)
Beam Global/EV ARCTM 2020 with Enel x JuiceBox® Pro 32 (2 connectors)
Blink/IQ200
BTC Power/30A AC Level 2 Dual
BTC Power/30A AC Level 2 Single
BTC Power/40A AC Level 2 Dual
BTC Power/40A AC Level 2 Single
BTC Power/70A AC Level 2 Single
ChargePoint/CPF50 Single and Dual (1 connector)
ChargePoint/CPF50 Single and Dual (2 connectors)
ChargePoint/CT 4011
ChargePoint/CT 4013
ChargePoint/CT4021
ChargePoint/CT4023
ChargePoint/CT4025
ChargePoint/CT4027
Enel X/Juicebox 40 V2.01 (2020 Version)
Enel X/Pro 32 V2.01 (2020 Version)

Picklist is populated with eligible equipment only.

Be sure to press this button to add equipment

Enter the Quantity of EVSE units

Equipment



Progress bar: ✓ ✓ ✓ ✓ **Equipment** Documents Review and Submit

EVSE (6)

<input type="checkbox"/> Make	Model	Connectors
<input type="checkbox"/> BTC Power	30A AC Level 2 Dual	2
<input type="checkbox"/> BTC Power	30A AC Level 2 Dual	2
<input type="checkbox"/> BTC Power	30A AC Level 2 Dual	2
<input type="checkbox"/> BTC Power	30A AC Level 2 Dual	2
<input type="checkbox"/> BTC Power	30A AC Level 2 Dual	2
<input type="checkbox"/> BTC Power	30A AC Level 2 Dual	2

Delete Equipment

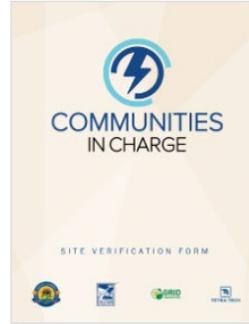
Make/Model: Quantity: **Add Equipment**

Once equipment is added it will list each unit with the quantity of connectors

Uploading Documents

Required Documents for Upload	Tier 1	Tier 2	Tier 3
 Required Documents for Upload			
Site Verification Form	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Final Site Design	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Issued Building Permit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preliminary Site Design	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Building Permit Application	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Community Connection Documentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Letters of Support	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Detailed Budget	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Resources

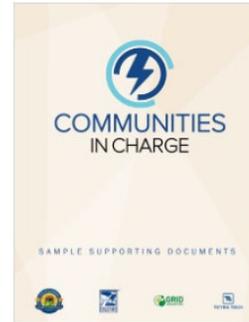


Site Verification Form

Site Verification Form



Make sure to complete this editable PDF to upload to the IPC.

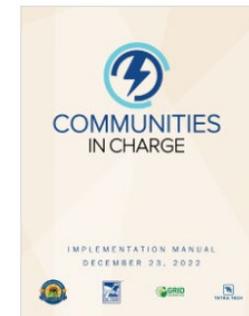


Sample Supporting Documents

Sample Supporting Documents



Use this resource to see what these different required documents look like.



Implementation Manual

Implementation Manual



Use the implementation manual to ensure you have the correct documents to qualify for a community connection.

Applications - Documents



Progress bar: [Green] [Green] [Green] [Green] [Green] [Blue: Documents] [Grey: Review and Submit]

Documents

Document Name	Required/Optional	Document Readin...	Document Status
<input type="radio"/> Building Permit Application	By Tier	Tier 2	Pending Upload
<input type="radio"/> Final Building Permit	By Tier	Tier 1	Pending Upload
<input type="radio"/> Preliminary Site Plans	By Tier	Tier 3	Pending Upload
<input type="radio"/> Final Site Design	By Tier	Tier 1	Pending Upload
<input type="radio"/> Letters of Support	Optional	All	Pending Upload
<input type="radio"/> Community Connections Documentation	Optional	All	Pending Upload
<input type="radio"/> Detailed Budget	Optional	All	Pending Upload
<input checked="" type="radio"/> Site Verification Form	Required	Tier 3	Pending Upload

Select document type to upload

Applications - Documents



Home

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Payment Request

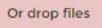
Support Requests



Upload file to red box, when successfully uploaded the box will turn green.



Site Verification Form

 Upload Files 

The "Site Verification Form" section contains a red box with a white button labeled "Upload Files" and the text "Or drop files". An orange oval highlights this area.

[Return to Documents List](#)

Applications - Documents



Home

Applications

Awards

Payment Request

Support Requests



Progress bar: [Green] [Green] [Green] [Green] [Green] [Green] [Documents] [Review and Submit]

Site Verification Form

Uploaded: 2/24/2023, 10:58 PM
Size: 1357999 bytes
Type: PDF



 Site Verification Form

A green box does not mean document is verified, just successfully uploaded.

[Return to Documents List](#)

Applications - Documents



Progress bar: [5 steps with checkmarks] Documents [active] Review and Submit

Documents

Document Name	Required/Optional	Document Readin...	Document Status
<input type="radio"/> Building Permit Application	By Tier	Tier 2	Pending Upload
<input type="radio"/> Final Building Permit	By Tier	Tier 1	Pending Upload
<input type="radio"/> Preliminary Site Plans	By Tier	Tier 3	Uploaded
<input type="radio"/> Final Site Design	By Tier	Tier 1	Pending Upload
<input type="radio"/> Letters of Support	Optional	All	Pending Upload
<input type="radio"/> Community Connections Documentation	Optional	All	Pending Upload
<input type="radio"/> Detailed Budget	Optional	All	Pending Upload
<input type="radio"/> Site Verification Form	Required	Tier 3	Uploaded

Check the status of the document before continuing. Make sure to upload the appropriate documents for the tier you are trying to apply for.



Applications - Submission



Home

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Review and Submit

By submitting this application to Communities in Charge, you acknowledge to have read, understood, and agree to be bound by the requirements set forth in the current Communities in Charge Implementation Manual as well as the Terms and Conditions.

You agree that an application to Communities in Charge does not constitute a guarantee of award, and any costs incurred are done so at the Applicant's own risk. Should this application be chosen for award, an Incentive Recipient Agreement must be executed prior to payment of any incentives.

I agree to the terms.

Back

Submit Application

Once you are here, you are almost done with your application. Make sure to check the terms box and submit!

Awards



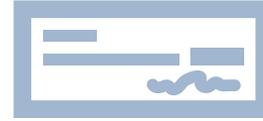
Applications

- Start a new application
- View all existing applications



Awards

- Applications which have received awards
- Awardees will be notified of award status via email



Payment Requests

- Submit a request for midpoint or final payment.
- Submit all documentation needed for the request.
- Track your submitted payment requests.



Support Requests

- Submit requests for support from incentive processing team.
- Submit supporting documentation.
- Request an extension.

Awards



Awards

If your application is chosen for a Conditional Award or a Final Award, it will show up in the table below. If an application window is still open, applications have not yet been processed, or none of your applications have been selected for award, then no awards shall be displayed.

If you wish to submit a request for payment on one of your eligible awards, click "Payments" in the menu above.

AWARDS

Award Name	Award Type	Project Step	Address
Foo Fighters Lane 0000066	Final Award	Awarded	5645 Foo Fighters Lane, Testington, California 90000

[View All](#)



- Status of award will be communicated via email but also visible on this tab.
- Use the table on the next slide to understand the definitions for Award Type and Project Step.

Key Terms

Award Type	
Conditional Award	Your Application was chosen for a Conditional Award, meaning the materials and information provided with your Application placed it in Readiness Tiers 2 or 3. You have 90 calendar days to submit a support request of the following type: "Submit Additional Documentation - Application". This support request MUST include a copy of your issued Final Building Permit and a copy of the Final Site Plans for the project site contained in your application.
Final Award	Your Application was chosen for a Final Award, meaning the materials and information provided with your Application placed it in Readiness Tier 1. Communities in Charge Staff shall provide you with an Incentive Recipient Agreement for your review and signature. Once executed, you must submit for a Request for Final Payment within 270 calendar days.

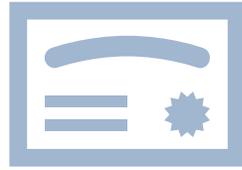
Project Step	
Submitted	Your Application was successfully submitted.
In Review	Your Application and associated materials are under review by Communities in Charge Staff.
Request for Additional Documentation	One or more items from your Application require attention. Log in to the IPC and review the Application Notes associated with this particular Application.
Scored	Your Application has been evaluated by Communities in Charge Staff and given a score.
Awarded	Your Application has been chosen for Award!
Not Awarded	Your Application was not chosen for Award. Log in to the IPC and review the Application Notes associated with this particular Application for more information on why, and any guidance regarding next steps.

Payment Request



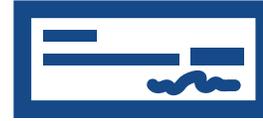
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Support Requests

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- Submit supporting documentation.
- Request an extension.

Documents Required for Payments

MidPoint Payment

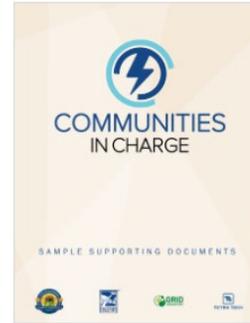
(a one-time request to receive up to 50% of the amount listed on the Notice of Final Award.)

- ✓ Copy of Invoice(s)
- ✓ Signed copy of Job Site Installation Information
- ✓ *Only recipients of a Notice of Final Award may be eligible to request a Midpoint Payment.*

Final Payment

- ✓ Copy of Invoice(s)
- ✓ Signed copy of Job Site Installation Information
- ✓ Copy of signed Final Inspection Card
- ✓ Copy of paid and executed Network Agreement/ Contract
- ✓ Photos of Installed Equipment

Resources

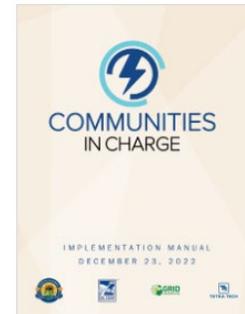


Sample Supporting Documents



Sample Supporting Documents

Use this resource to see what these different required documents look like.



Implementation Manual



Implementation Manual

Use the implementation manual to ensure you have the correct documents.



Email the project team at communitiesincharge@calstart.org or the incentive processing team at CICprocessing@tetrattech.com

Payment Request



Home

Applications

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Payment Request

Support Requests



Communities in Charge - Payment Request

Payment Information

Installation

Select Documents

Confirm EVSE (Final only)

Review & Submit

Submitted

* Award Name

--None--

--None--

Foo Fighters Lane 0000066

--None--

Total Invoice Amount

Save & Continue

When submitting for a payment request, select award from dropdown menu.

Payment Request



Select Final or Midpoint Payment



Communities in Charge - Payment Request

Payment Information Installation Select Documents Confirm EVSE (Final only) Review & Submit Submitted

* Award Name
Foo Fighters Lane 0000066

Type
Final

Total Invoice Amount
\$20,000.00

Save & Continue

Payment Request - Installation



Home

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Support Requests



Communities in Charge - Payment Request



• Has construction begun at this site?

Yes

No

Back

Save & Continue

Payment Request - Installation



Communities in Charge - Payment Request



If you have not yet submitted information about your installation team, you have the option to do so by clicking "Add General Contractor" or "Add Electrician". Before submitting, please make sure you have the first names and last names of your team on-hand, as well as contractor license number for general contractors and EVITP license number for electricians. If you don't have this information yet, click "Save & Continue", as you will still be able to submit this information at a later date.



Contact First Name	Contact Last Name	Role	Award
Connie	Tractor	General Contractor	a078C000000AvvZQAS

After you've confirmed that you've added information for all general contractors and electricians on site, click Save & Continue to proceed to uploading required documents.

[Add General Contractor](#) [Add Electrician](#)

[Back](#) [Save & Continue](#)

Payment Request - Installation



Communities in Charge - Payment Request



If you have not yet submitted information about your installation team, you have the option to do so by clicking "Add General Contractor" or "Add Electrician". Before submitting, please make sure you have the first names and last names of your team on-hand, as well as contractor license number for general contractors and EVITP license number for electricians. If you don't have this information yet, click "Save & Continue", as you will still be able to submit this information at a later date.

Contact First Name	Contact Last Name	Role	Award
Connie	Tractor	General Contractor	a078C000000AvvZQAS

After you've confirmed that you've added information for all general contractors and electricians on site, click Save & Continue to proceed to uploading required documents.

Payment Request - Installation



Communities in Charge - Payment Request



Please add the Name(s) of Electric Vehicle Infrastructure Training Program (EVITP) certified electrician(s) on site with valid EVITP certifications and who worked at all times during work hours on site:



* Electrician First Name:

Joe

* Electrician Last Name:

Volt

* EVITP Certification Number:

65,465,465,456



Payment Request – Select Documents



Communities in Charge - Payment Request



Documents

Document Name	Status	Process	Required
<input type="radio"/> Photo of Installed Equipment	Pending Upload	Final Payment Only	Required
<input type="radio"/> Copy: Paid and Executed Network Agreement/C...	Pending Upload	Final Payment Only	Required
<input type="radio"/> Final Inspection Card by AJH	Pending Upload	Final Payment Only	Required
<input type="radio"/> Final Payment Invoices with Invoice Date	Pending Upload	Final Payment Only	Required



Upload Selected Document

Back Save & Continue

Payment Request – Select Documents



Communities in Charge - Payment Request

Progress: [Success] [Success] **Select Documents** Confirm EVSE (Final only) Review & Submit Submitted

Photo 1	Photo 2	Photo 3
<p>Uploaded: 2/25/2023, 12:04 AM Size: 15501 bytes Type: PNG</p>  <p>Photo 1</p>	<p>Uploaded: 2/25/2023, 12:04 AM Size: 15501 bytes Type: PNG</p>  <p>Photo 2</p>	<p>Uploaded: 2/25/2023, 12:04 AM Size: 15501 bytes Type: PNG</p>  <p>Photo 3</p>

[Return to Documents List](#)

Submission process is the same during application, green means upload was successful but not yet reviewed.

Payment Request – Select Documents



Communities in Charge - Payment Request



Upload all required documents

Documents

Document Name	Status	Process	Re...
<input type="radio"/> Photo of Installed Equipment	Uploaded	Final Payment Only	Req uired
<input type="radio"/> Copy: Paid and Executed Network Agreement/C...	Uploaded	Final Payment Only	Req uired
<input type="radio"/> Final Inspection Card by AJH	Uploaded	Final Payment Only	Req uired
<input type="radio"/> Final Payment Invoices with Invoice Date	Uploaded	Final Payment Only	Req uired

Upload Selected Document

Back

Save & Continue

Payment Request – Confirm EVSE



Communities in Charge - Payment Request

Progress bar: Confirm EVSE (Final only) | Review & Submit | Submitted

Please enter the serial numbers associated with each EVSE installed at the job site. In some cases, an EVSE may have two serial numbers. In this case, please separate these using a comma.

EVSEs

	Make	Model	Serial Number
1	<input type="radio"/> BTC Power	30A AC Level 2 Dual	01010101010101021
2	<input type="radio"/> BTC Power	30A AC Level 2 Dual	0101010101010
3	<input type="radio"/> BTC Power	30A AC Level 2 Dual	020202020
4	<input type="radio"/> BTC Power	30A AC Level 2 Dual	0303030303
5	<input type="radio"/> BTC Power	30A AC Level 2 Dual	04040404
6	<input type="radio"/> BTC Power	30A AC Level 2 Dual	0505050505050

Buttons: Cancel Save Save & Continue

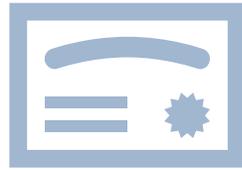
- EVSEs will be prepopulated from applications.
- Enter serial numbers for all EVSEs.

Submit a Support Request



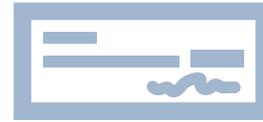
Applications

- Start a new application
- View all existing applications



Awards

- Applications which have received awards
- Awardees will be notified of award status via email



Payment Requests

- Submit a request for midpoint or final payment.
- Submit all documentation needed for the request.
- Track your submitted payment requests.



Support Requests

- Submit requests for support from incentive processing team.
- Submit supporting documentation.
- Request an extension.

Support Request



*Application



Type



Subject

Description

Document Type

 Upload File

- Select application you have a question about from dropdown menu.
- Select what type of request you are submitting.
- Provide as much detail as possible.



Support Request

[Home](#)[Applications](#)[Awards](#)[Payment Request](#)[Support Requests](#)

Support Requests

Here is where you can submit a request to update your Applicant contact information, request an extension, or submit additional documentation which may be necessary to secure a Notice of Final Award. Existing support requests and their respective statuses can be found below. If you wish to submit a new Support Request, click "Submit a Support Request" below.

[Submit a Support Request](#)

SUPPORT REQUESTS

Case Number	Type	Site Address	Status
00001031	Submit Additional Documentation - Application	5645 Foo Fighters Lane, Testington, California 90000	Submitted

[View All](#)

Post Project Completion

Provide Level 2 EVSE usage data for 24 months (2 years).



Ensure each Level 2 EVSE is "up" at least 97% of a site's standard hours of operation for 24 months (2 years).



Level 2 EVSEs shall remain in service at the Installation Address for the duration of their Network Service Agreement, or at least 24 months (2 years) from final commissioning.



Must submit reports and respond to surveys put forth by Communities in Charge Staff for a period of 36 months (3 years).



Must be available for follow-up inspection if requested by Communities in Charge Staff, CEC, or CEC's designee.



Upcoming Dates

Event/Item	Timeline
Implementation Manual Posted	December 23, 2022
Application Packet Posted	February 2023
Sample Supporting Documents Posted	February 2023
Full Website Launch	Week of March 20 th , 2023
Applications Open	March 23, 2023 (9 am PST)



Contact Us

- Visit the Communities in Charge Project Webpage at www.thecommunitiesincharge.org
- Contact us with additional questions at: CommunitiesinCharge@calstart.org
- Sign up for office hours! Communities in Charge staff have reserved several time slots each week to answer your questions virtually. Use this [Calendly](#) to set up an office hour time with us.
- The webinar materials and recording will be made available.
- Visit [CEC Docket 22-EVI-02](#):
 - View all Communities in Charge Webinars and presentations



Questions and Discussion

Two ways to comment or ask questions:

1. Use the raise hand function in Zoom

Zoom Phone Controls:

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

2. Type questions in the Zoom Q&A Box

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



COMMUNITIES IN CHARGE

THANK YOU

