

San Joaquin Valley Air Pollution Control District AB 617 Community Emission Reduction Program

Charge Up Electric Vehicle Charger Incentive Program Emission Reduction Program Plan December 11, 2020

Shafter Community

PROJECT IDENTIFICATION

SHAFTER CERP C.3: INCENTIVE PROGRAM FOR INSTALLATION OF ELECTRIC VEHICLE CHARGING INFRASTRUCTURE

This is a Community Identified Project included and prioritized in the California Air Resources Board and District adopted Shafter Community Emission Reduction Program (CERP). Charge Up Electric Vehicle Charger Incentive Program is part of [California Climate Investments](#), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy, and improving public health and the environment — particularly in disadvantaged communities.

The goal of this strategy is to provide incentive funding to increase accessibility of electric vehicle (EV) chargers in the Shafter community in order to support the emission reductions associated with EV deployment.

COMMUNITY SUPPORT

This measure received support from the Shafter Community Steering Committee (CSC) and was included in the adopted CERP. This plan was developed and modeled after the District's Charge Up! incentive program and includes feedback received from the CSC to create a plan to meet the charging infrastructure needs for the community to support emission reductions associated with electric vehicle deployment. Information about the CSC is included below:

- (1) Name of the community group:**
 - a. Shafter Steering Committee [Map](#)
- (2) Purpose of community group**
 - a. AB617 Community Engagement and Public Input
- (3) Total number of members in the community group**
 - a. Shafter – 27 members
- (4) Date of formation/establishment**
 - a. Shafter – December 2018
- (5) A description of the decision-making process must be included.**
 - a. Shafter Steering Committee [Charter](#)
- (6) Community Support Demonstration**
 - a. Shafter [CERP](#)

MECHANISM FOR INFORMING COMMUNITY

This measure has been discussed at CSC meetings in addition to the outreach activities conducted to inform residents of the program and requirements for participation. The outreach conducted has and will continue to be the following:

- Social media
- Mailers
- Print ads
- Press releases and press events
- Events, town halls, webinars, etc.
- Other ideas as brought up by committee

Additionally, the District and CSC have jointly developed a tool to track progress of each measure adopted within the CERP. This tracker is updated monthly and includes updates such as number of projects contracted, funding allocated, project-associated benefits to the community, and other information specific to each measure. The tracker is shared directly with CSC members ahead of each regularly scheduled CSC meeting and is available on the community webpage in both English and Spanish.

PARTICIPANT REQUIREMENTS

(A) Charge Up Program Eligibility:

The Charge Up! Program (Program) guidelines are attached to this program plan as Exhibit A. In implementing this CERP measure, the District will follow existing Program guidelines and eligibility criteria with the exception of the funding cap per applicant per site. Additionally, for the purposes of funding under this program plan, chargers must be installed within the boundaries of the Shafter community. The Program provides incentives for the purchase of new eligible Level 2 and 3 EV chargers for public agencies, businesses, or multi-unit dwellings (MUDs) that include apartment complexes or condominiums. The participant must submit an application and obtain an executed voucher prior to purchasing or installing any EV chargers. All projects will be considered for funding on a first-come, first-serve basis until program funds are exhausted.

(B) Participant Requirements:

The Program application is attached to this program plan as Exhibit B. A certification section is included in the application and details participant requirements. Participation in the Program occurs in 3 phases: Voucher Application, Voucher Execution, and Voucher Redemption.

- (1) Voucher Application: A participant must submit a completed voucher application along with an IRS Form W-9, permission from the property landowner that the applicant may install charger(s) on the property if

applicable and for public agencies, a Board of Resolution that includes authorization to submit an application and identify the individual authorized to implement the project.

- (2) Voucher Execution: District staff will review the voucher application. If approved, a voucher will be issued and the Participant may then commence purchasing and installing of their EV chargers as listed on their executed voucher.
- (3) Voucher Redemption (Claim for Payment): The applicant has one (1) year to purchase and install EV chargers from the voucher execution date to complete the project. Once complete, the participant may submit a Claim for Payment packet to begin the voucher redemption process. A complete claim for payment packet is required as part of the voucher redemption process and must include a completed and signed voucher, claim for payment form, invoices, photos, and documentation confirming submittal of site information to the U.S. Department of Energy's (DOE) Electric Vehicle Charging Station Locator if EV chargers are available to the public. District staff will review the submitted Claim for Payment packet for completeness. District staff will review and issue reimbursement to the participant for eligible costs, up to the approved voucher amount.

FUNDING AMOUNTS

The approved CERP includes \$850,000 for the Shafter community for the implementation of this measure. This funding will help provide approximately 78 EV chargers in the Shafter community.

Table 1 summarizes the eligible charger types and incentive amounts available to the Shafter community through the Program. These funding levels represent the maximum incentive amounts based on the Charger Type. If the total eligible costs are less than the incentive amount, the final amount reimbursed to the participant will be reduced. There is a 30% cost share if the project is utilizing a Level 3/ DC Fast Charger.

Table 1: Eligible Incentive Amounts for the Shafter Community

Charger Type	Maximum Amount Per Unit	Minimum Cost Share
Level 2 Single Port	\$5,000	None
Level 2 Dual Port	\$6,000	None
Level 3/DC Fast Charger	\$25,000	30% of total cost

*Actual reimbursement of funds to applicant may be reduced depending on the final eligible invoiced costs. The District maintains the right to waive funding caps on a case by case basis.

Funding amounts listed in Table 1 apply towards the purchase of the charger, eligible installation costs, and necessary signage. Costs that are ineligible for funding include, but are not limited to, the following: monthly network subscription fees, permitting and inspection fees, American with Disabilities Act (ADA) requirements, etc.

PROJECT SELECTION AND REPORTING

Projects will be approved on a first come, first served basis determined by the submittal of a complete program application. The District will report program information in accordance with Community Air Protection program guidelines found at:

https://ww3.arb.ca.gov/msprog/cap/docs/cap_incentives_2019_guidelines.pdf.

Emission Reduction Targets and Benefits

There are no direct emission reductions associated with this measure. The goal of this measure is to support the emission reductions associated with electric vehicle deployment. With a deployment of electric vehicles in the Shafter community, it will be necessary to have additional EV chargers to meet the needs for EV adoption.



VOUCHER GUIDELINES

The Charge Up! Program provides incentives for the purchase of new, eligible Level 2 and 3 electric vehicle (EV) chargers. **Please DO NOT purchase or install any chargers until you have received an approved voucher for your project.**

FUNDING

Charger Type	*Maximum Amount Per Unit	Minimum Cost Share
Level 2 Single Port	\$5,000	None
Level 2 Dual Port	\$6,000	None
Level 3/DC Fast Charger	\$25,000	30% of total cost
FUNDING CAP:	\$50,000 annually per applicant/site	

*Actual reimbursement of funds to applicant may be reduced depending on final eligible invoiced costs.

GENERAL INFORMATION AND PROGRAM REQUIREMENTS

- The purpose of this program is to fund the purchase and installation of new electric vehicle Level 2 and 3 chargers to promote clean air alternative-fuel technologies and the use of low- or zero-emission vehicles.
- All projects will be considered for funding on a first-come, first-serve basis until program funds are exhausted. Eligible projects not selected for funding will be placed on hold until additional funding becomes available.
- Purchase and installation of private home-use EV chargers at single-family residences are not eligible for program funding. Property owners of multi-unit dwellings (MUDs) such as apartment complexes, condominiums, etc. are eligible to apply.
- Funding for this program is **not** a rebate and is not intended for the reimbursement of existing EV chargers that are currently installed and operational.
- The applicant may not purchase or install any new EV chargers prior to obtaining an approved voucher from the SJVAPCD. The purchase or installation of any new EV charger prior to voucher approval will be considered ineligible for funding. You will be issued a voucher once your project has been determined to be complete and eligible.
- Funding amounts listed in the funding table apply towards the charger, eligible installation costs and necessary signage. Costs that are ineligible for funding include, but are not limited to, the following: monthly network subscription fees, permitting and inspection fees, American with Disabilities Act (ADA) requirements, etc. **The SJVAPCD reserves the right to determine the eligibility of costs associated with the project. The final amount reimbursed to the applicant will be reduced if the final invoiced costs of eligible items are less than the maximum amount.**
- The SJVAPCD reserves the right to recoup any funding provided to the applicant and/or pursue any other legal actions deemed appropriate if, by the SJVAPCD's determination, the applicant did not provide accurate information, and/or fails to meet the requirements or intent of the program.
- For the duration in which the applicant is required to own and operate the EV charger(s) (*See Applicant Requirements*), SJVAPCD reserves the right to perform a site visit, as deemed necessary by the SJVAPCD, to view the EV charger(s) and location to confirm Program requirements have been met. SJVAPCD will coordinate any such visits with the applicant.

GENERAL INFORMATION AND PROGRAM REQUIREMENTS (cont)

- The 2014 San Joaquin Valley PEV Readiness Siting Analysis was developed as a tool to help Valley businesses and agencies plan optimal locations for EV chargers. For guidance and assistance on designing your EV charging project, please refer to the Siting Analysis at: www.valleyair.org/chargeup
- Multiple applications may be submitted throughout the year from the same applicant; however, program incentives will be limited to the funding caps described above. The SJVAPCD reserves the right to increase the annual funding cap for an applicant if program participation and demand is low and funding is still available. Applicants will be contacted for additional funding consideration in this situation.
- EV chargers funded through the Charge Up Program cannot be co-funded through any other SJVAPCD incentive programs. Additional funding opportunities for your project may be available through other agencies and utility providers. The SJVAPCD strongly encourages applicants to take advantage of these opportunities where feasible to reduce out-of-pocket costs. Please visit the Charge Up website for information about additional funding opportunities: www.valleyair.org/chargeup.
- If the new Level 2 EV charger(s) will be accessible to the public, the SJVAPCD recommends the EV charger(s) be available during hours that would be reasonably used by the public. Level 3 EV charger(s) must meet the site requirements identified in these guidelines.
- Accessibility of the EV charger(s) to the public at a workplace or MUD site will be at the discretion of the applicant and/or property owner.
- Unless written notification is provided stating otherwise, all applications submitted to the SJVAPCD will remain active and will be funded in the order received pending the availability of funds.
- The SJVAPCD has full discretion in regards to project funding and approval. Submittal of an application does not guarantee funding.

APPLICANT REQUIREMENTS

The applicant must:

- Be a private entity (including non-profit organizations) or public agency intending to install EV chargers. Public agencies must be located within the boundaries of the SJVAPCD, which includes the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tualre, and the valley air basin portion of Kern. Private entities located outside the SJVAPCD may apply for funding as long as the EV chargers will be installed at a site located within the SJVAPCD's boundaries.
- Receive an approved voucher from the SJVAPCD prior to purchasing or installing any EV chargers.
- Purchase and install the new EV charger(s) within **one year** from the execution date of the voucher. The voucher will identify the execution and expiration dates.
- Disclose any additional funding sources or other financial incentives and funding amounts received or to be received by the applicant towards the purchase and installation of the EV charger(s) in this project.
- If necessary, have the capital in addition to SJVAPCD funds to complete the proposed project within six months from the execution date of the voucher.
- Own, operate and maintain the EV charger(s) purchased through the program at the location identified in the voucher application for a minimum of 3 consecutive years, commencing from the date the EV charger(s) was installed and fully operational. If the applicant is required to relocate the charger(s) during the three year term, written notification must be provided to the SJVAPCD for consideration and approval PRIOR to the applicant taking any such actions.
- Have the new EV charger(s) installed by a licensed contractor who is qualified to perform or has the experience in the proper installation of the charger(s). Installation of the EV chargers must be in accordance with local, state and federal codes, permitting and inspection requirements, including California prevailing wage requirements.

APPLICANT REQUIREMENTS (cont)

- All electric vehicle charging infrastructure and equipment funded by this grant located on the customer side of the electrical meter shall be installed by a contractor with the appropriate license classification, as determined by the Contractors' State License Board, and at least one electrician on each crew, at any given time, who holds an EVITP certification. Projects that include installation of a charging port supplying 25 kilowatts or more to a vehicle must have at least 25 percent of the total electricians working on the crew for the project, at any given time, who hold EVITP certification. One member of each crew may be both the contractor and an EVITP certified electrician. The requirements stated in this paragraph do not apply to any of the following:
 - a. Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
 - b. Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).
 - c. Single-family home residential electric vehicle chargers that can use an existing 208/240-volt outlet.
- At a minimum and only if the EV charger(s) is publicly accessible, register the new EV charging site on the United States Department of Energy's (DOE) Alternative Fuels Data Center Station Locator. New charging stations can be submitted to the DOE via the following link: http://www.afdc.energy.gov/fuels/electricity_locations.html. Applicants are also encouraged to submit the location(s) of their new EV chargers to other EV charging websites such as www.PlugShare.com.
- If requested, affix funding label provided by the SJVAPCD on the new EV chargers.

SITE REQUIREMENTS

The site must:

- Be publicly accessible 24 hours a day/ 7 days a week if the project includes the purchase and installation of a Level 3 EV charger.
- Be owned by the applicant or the applicant must provide written permission by the property owner that the installation of the EV chargers is allowed.
- Be located within the SJVAPCD boundaries which consist of the following counties: San Joaquin, Stanislaus, Merced, Madera, Fresno, Kings, Tulare, and the valley portion of Kern.
- At a minimum, have one specified and clearly marked parking stall per EV charger.
- Have clearly marked parking stalls with all necessary signage as defined in the Federal Highway Administration's Manual on Uniform Traffic Control Devices (MUTCD) 2009 edition. Signs for EV charging must be visible to ensure utilization.
- Be safely and easily accessible, with adequate lighting and at a location that allows safe ingress and egress.
- Have proper directional signage alerting the public to the charger location.
- Not be a residence. Residential properties are ineligible as site locations regardless of their use as a place of business.
- Be at a location that is publicly accessible, a place of employment for the purpose of workplace charging, or a combination of both. The SJVAPCD maintains the sole discretion in determining the eligibility of the location as intended under the Program.

EV CHARGER REQUIREMENTS

The EV charger(s) must:

- Be either a hard-wired or solar-powered Level 2 or 3 charger. Stand-alone solar-powered chargers must remain at the location identified in the application as required by the program. Please see the “Applicant Requirements” section for additional information.
- For level 2 chargers, meet the SAE J1772 standard.
- For level 3 chargers, meet the CHAdeMO or SAE Combo standards.
- Be approved by a Nationally Recognized Testing Laboratory (NRTL).
- Have an open source protocol for payment if the applicant will require end-users to pay for charging.
- Have smart-charging capabilities to track usage.
- Have two separate charging ports originating from a single charger pedestal to be considered a dual port charger.

Charge Up! is part of [California Climate Investments](#), a statewide initiative that puts billions of Cap-and-Trade dollars to work reducing greenhouse gas emissions, strengthening the economy and improving public health and the environment — particularly in disadvantaged communities.

VOUCHER APPLICATION

Please complete this application to apply for incentive funding to purchase and install eligible electric vehicle (EV) chargers. All fields are required unless otherwise indicated. For questions about the application process, please contact SJVAPCD staff at (559) 230-5800.

PLEASE COMPLETE AND SUBMIT A SEPARATE APPLICATION FOR EACH PROPOSED SITE. Applicants may apply for one or more EV chargers at a particular site and may also apply for multiple sites, however a separate application is required for each site. Sites are differentiated by their address (*or cross streets if an address does not exist*). Funding for all chargers requested is limited to the maximum funding cap per the Charge Up! Program Voucher Guidelines.

PROGRAM STEPS

- 1** Submit complete application with supporting documents listed on the checklist on page 3 to the SJVAPCD.
- 2** Once deemed complete and eligible, the SJVAPCD will issue a voucher and claim packet.
- 3** Applicant has 6 months from execution of the voucher to purchase and install the EV charger(s) at the location identified in the application.
- 4** Once all EV chargers are installed and are fully operational, redeem voucher by submitting the claim packet to the SJVAPCD.
- 5** Once claim is deemed complete, the SJVAPCD will issue a reimbursement check to the applicant.

APPLICANT INFORMATION

Organization Name *(as it appears on Form W-9 and supporting documentation)*

County where organization is located:

- San Joaquin
 Stanislaus
 Merced
 Madera
 Fresno
 Kings
 Tulare
 Kern (*Valley air basin portion*)
 Other: _____

Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Physical Address <i>(if different from mailing address)</i>	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Primary Contact Name <i>(print)</i>	Title
<input type="text"/>	<input type="text"/>

Primary Contact Phone Number	Alternate Phone Number	E-mail
<input type="text"/>	<input type="text"/>	<input type="text"/>

Contract Signing Authority Name <i>(print)</i>	Title
<input type="text"/>	<input type="text"/>

Have you previously applied to the SJVAPCD for grant funding? Yes No

If yes, please identify the program(s) and/or provide the project number(s): _____



SITE INFORMATION

Address where EV charger will be installed *(if available)* City State Zip Code

Major cross streets of proposed site Corner where site is located at cross streets *(check one)*
 Northwest Northeast Southeast Southwest

Detailed description of where the EV chargers will be located within the parking lot/structure. If available, please attach siting maps or schematics, location photos, etc. *Additional sheets can be attached as necessary.*

Is the proposed site owned by the applicant? Yes No *(If no, additional documentation will be required confirming permission to install EV chargers at proposed site.)*

For sites that will be publicly accessible, are any of the following points of interest located near by? *(check all that apply)*

- Hospital Restaurants Movie Theater Park Grocery Store/Supermarket Library
 Stadium Shopping Mall Lodging Other: _____

Days/Hours EV chargers will be available to the public:

- Check here if the EV chargers will be strictly utilized for workplace charging and will not be publicly accessible
 Check here if the EV chargers will be strictly utilized for residents of the MUD for EV charging purposes only
 Check here if the EV chargers will be publicly accessible 24 hours a day, 7 days a week
 Check here if the EV chargers will be available for public use at certain times. If so, please identify hours of availability in the following table:

	Mon	Tu	Wed	Th	Fri	Sat	Sun
Total Hours per Day							
Publicly Accessible Hours <i>(Example: 8:00am-5:00pm)</i>							

EV CHARGER INFO

Please complete the information below for each type of charger that will be installed at the location identified on this application:

Make	Model	Charger Level	Charger Type	Quantity
		<input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	<input type="checkbox"/> Single Port <input type="checkbox"/> Dual Port	
		<input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	<input type="checkbox"/> Single Port <input type="checkbox"/> Dual Port	
		<input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3	<input type="checkbox"/> Single Port <input type="checkbox"/> Dual Port	

See Guidelines for eligibility requirements for EV chargers.

DISCLOSURE OF FUNDS

Have you applied or received funding through another program or from another agency for the purchase and installation of the EV chargers in this application? Yes No

If yes, please provide the program or agency name and how much funding you were awarded: _____



CERTIFY

My signature below certifies that I have read and understand the Charge Up! Program guidelines and all information provided in this application and any attachments are true and correct to the best of my knowledge. I also understand that:

- I will comply with all the program requirements of the Charge up! Program. If I do not or cannot meet all program requirements as determined by the SJVAPCD, I shall repay the SJVAPCD a pro-rated portion or the full amount of incentive funding provided for my project.
- The submission of the application **does not** guarantee incentive funding for the new EV charger(s). The application has to meet all program eligibility criteria to be considered for funding.
- I must receive an approved program voucher from the SJVAPCD **prior** to purchasing or installing the new EV charger(s). If I take any such actions prior to receiving an approved voucher, my project may be ineligible for funding.
- If I need to install the EV charger(s) at a location other than the location identified in the application, I must first contact SJVAPCD staff to receive approval of the new location. My project may be deemed ineligible if I do not contact SJVAPCD staff.
- The SJVAPCD does not endorse or is not in partnership with any EV charger manufacturers or installers and any such issues arising from the purchase or installation of the EV charger(s) is between myself and the manufacturer and/or installer. The SJVAPCD will not be held liable for any circumstances or events that occur between the applicant and the EV charger manufacturer and/or installer.
- I will comply with all federal, state, and/or local laws, statues, regulations, rules and guidelines which apply to the performance of this project under the Charge Up! Program, including but not limited to, California driving eligibility, financial liability and applicable prevailing wage laws.
- I will comply with annual reporting requirements by completing and submitting a program annual report form. The form will be provided by the SJVAPCD approximately one year following the installation of the EV charger(s) for a duration of three consecutive years. The annual report will require information such as the project's viability and usage information for EV charger(s) (i.e., number of charge sessions, total charge time, duration per charge, etc.).

Print Name of Signing Authority

Title

Signature of Signing Authority

Date

CHECKLIST

All items on this checklist must be submitted for the application to be deemed complete for funding consideration.

- Completed application (pages 1-3)
- First page of IRS Form W-9
(The name of the individual, business, or agency identified on the application must match the name on the W-9)
- Documentation which confirms permission from property landowner that the applicant may install charger(s) on the property site (if applicable)
- For public agencies only:** Resolution from the Applicant's governing body (i.e. City Council or County Board of Supervisors), or other documentation signed by a duly authorized official with authority to make financial decisions, authorizing the submittal of the application and identifying the individual authorized to implement the electric vehicle infrastructure project

SUBMIT

Please submit your completed application to the SJVAPCD via one of the following methods:

MAIL: San Joaquin Valley APCD Incentives Program
1990 East Gettysburg Avenue, Fresno, CA 93726-0244
EMAIL: grants@valleyair.org; Subject Line: Charge Up!
FAX: (559) 230-6112

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