



Step 1: SVP EV Charging Station Incentive Program

Application Instructions

If you are unable to complete the online application, email ARomero@SantaClaraCA.gov to request a paper application packet.

BACKGROUND

Silicon Valley Power's (SVP) EV Charging Station Incentive program for Multifamily Properties and Commercial Properties provides incentives for zero-emission vehicle (ZEV) infrastructure equipment for battery electric vehicles in the City of Santa Clara. Funded by SVP's proceeds from participating in the Low Carbon Fuel Standards program, these incentives help lower the upfront costs of equipment and software costs associated with infrastructure for ZEVs.

Questions? Contact the SVP EV Charging Station Incentive program team at ARomero@SantaClaraCA.gov or via the SVP EV Charging Station Incentive program Helpline at 408-615-5649.

EV CHARGER APPLICATION INSTRUCTIONS

Step 1: Read this instruction sheet.

Step 2: Fill out the online application form and upload required documents.

Step 3: SVP will review your application and provide Notice of Conditional Award to reserve your rebate funds.

Step 4: After project completion, submit required installation verification documents.

Step 5: SVP will review required installation verification documents. Rebate checks will typically be mailed within 4 to 6 weeks after all requested documentation have been submitted.

- Please note, vendors applying on behalf of multiple customers will need to submit **ONE application for EACH site.**



APPLICATION PACKET CHECKLIST

Applications will be accepted until all funds have been fully subscribed. Application packets should include the following documents:

SVP EV Charging Station Incentive Program Application Online Form

The online application will allow you to upload the following documents:

- Site Verification Form** - (Required for Applicants that do not own the property where the proposed infrastructure installation site is located) with proof of property ownership and/or authorization of installation work by the property owner.
- Equity+ Verification Form** - Applicants who meet Equity+ criteria defined under SVP's Incentive program may be eligible for additional incentive funding: - documentation proving your status as one or more of those entities described under the Equity Certification Form.
- Supporting Documentation** - Site Equipment Manifest, Bill of Materials, Itemized Invoices.



FUNDING SUMMARY – WHAT’S COVERED

SVP’s EV Charging Station Incentive program established four (4) funding lanes with differing qualifications and incentive structures to suit a variety of applicants. Please review the Eligibility Requirements to ensure you are applying for the funding lane that corresponds with your project needs. These application instructions are specific to SVP’s EV Charging Station Incentive program for Multifamily and Commercial Properties.

Four Funding Lanes
1. Multifamily Properties
2. Equity+ Multifamily Properties
3. Commercial Properties
4. Equity+ Commercial Properties

ELIGIBLE PROJECT COSTS

All incentives are capped at a percentage of project costs. Project costs can only include the monetary cost required to install the EVSE included within the project scope. SVP requires itemized invoices fully documenting the project costs prior to issuing the incentive payment. The following costs are considered eligible project costs when determining the incentive cap:

- Utility service upgrades, net of any utility service allowance
- Design & engineering services
- EVSE (EV charging ports and outlets)
- EVSE service, warranty, and O&M agreements
- Installation costs
 - Materials (conduit, panels, wire, etc.)
 - Labor
 - Civil (trenching, backfill, curb cutting, etc.)
- Project signage
- Required ADA upgrades due to charging project
- Load management, or ‘power sharing’ equipment
 - Adder Hardware
 - ‘Networked’ L1 charging management systems; for example, networked energy monitors, energy controllers, or outlets added to the project to create a ‘networked’ L1 charging station must enable:
 - Wi-Fi or cellular connectivity and the ability to interface with third party API
 - Data collection of charging events and sessions (including total kWh delivered per session, start and stop time of session, location of session, and unique station identifying serial number) and wireless transmission of those data

NEXT STEPS

SVP’s EV Charging Station Incentive program staff will review applications in the order received for completeness and provide awardees with a notice of conditional award. Notices of conditional award may be seen as confirmation of reserved funding for an applicant’s infrastructure project. Once all funds have been fully committed this will close the funding window.