

Program Design and Implementation Guide

Electrify Your Ride Program

1. Program Description

The Electrify Your Ride Program provides CCCE customers with a “one-stop-shop” incentive resource for transportation electrification rebates and support. Rebates include:

1. Electric Vehicle (EV) purchase or lease
2. Electric Bike Purchase
3. Level 2 EV Supply Equipment (EVSE) Purchase
4. EV Readiness (Electrical work related to EVSE installation and electrification)

The Program provides rebate payments to CCCE customers after the completion of each measure. CCCE Member Agencies have the option to reserve funds prior to the completion of a measure.

2. Program Objectives

- 2.1. Reduce GHG emissions from light-duty vehicles and increase market penetration of EVs and EVSE in CCCE’s service area
- 2.2. Administer a comprehensive and streamlined application process
- 2.3. Offer a local rebate that is stackable with other incentive program offerings
- 2.4. Offer enhanced rebates to low-income customers and residents in underserved and disadvantaged communities
- 2.5. Provide EV Purchase or Lease rebate and EVSE rebate to accelerate EV and EVSE adoption in CCCE service area, particularly for low-income customers residents in underserved communities
- 2.6. Electrify commercial business, public and CCCE member agency vehicle fleets
- 2.7. Collaborate with regional partners to facilitate customer application submittals, as well as outreach/education activities
- 2.8. Provide Level 2 EVSE rebate to mitigate range “anxiety” for EV owners or prospective EV owners
- 2.9. Provide EV Readiness rebate to address electrical and/or installation work needed to electrify and/or drive further electrification
- 2.10. Increase electrical capacity in residences served by CCCE to drive further electrification

3. Program Term

- 3.1. The program will accept applications between from the date of launch through September 30, 2022, or until funding is fully subscribed/reserved.
- 3.2. Rebates will only be provided for vehicles or equipment purchased, leased, and/or installed between October 1, 2021, and September 30, 2022. Proof of purchase is required.

4. Target Market

- 4.1. Residents

- 4.2. Commercial, Industrial, and Ag businesses
- 4.3. Public Agencies
- 4.4. CCCE Member Agencies

5. Applicant Eligibility

Table 1 - Eligibility by Applicant Type¹

| Applicant Type | EV Purchase or Lease | E-Bike Purchase | EVSE Purchase | EV Readiness |
|----------------------------|--|--|--|---|
| Resident | Any member of the community who purchases or leases an EV, holds a valid California Driver’s license, and lives at a residence served by CCCE. | Any member of the community who purchases an E-bike and lives at a residence served by CCCE. | Homeowner/property owners installing EVSE for private use at a residence served by CCCE. | Homeowner/property owners installing electrical upgrades to accommodate future EVSE for private use at a residence served by CCCE. |
| Commercial Business | A commercial, agricultural, or non-profit organization served by CCCE that are purchasing electric vehicles for company use. | Not Applicable | <p>a) Property owners/managing general partners installing EVSE for tenants, homeowner community, or public use in common areas for housing developments served by CCCE. If homeowner’s association (HOA) approval is required, Applicant must have obtained authorization to complete project in “common areas”.</p> <p>b) Commercial, agricultural, or non-profit organization installing EVSE for fleets, employee, and/or public use at a site served by CCCE.</p> | <p>a) Property owners/managing general partners installing electrical upgrades at a site served by CCCE to accommodate future EVSE installation located in common areas for housing developments served by CCCE. If homeowner’s association (HOA) approval is required, Applicant must have obtained authorization to complete project in “common areas”.</p> <p>b) Commercial, agricultural, or non-profit organization installing electrical upgrades at a site served by CCCE to accommodate future EVSE installation for fleets, employee, and/or public use.</p> |
| Public Agency | A government agency that is serviced by CCCE that is purchasing electric fleet vehicles. | Not Applicable | A government agency installing EVSE for fleets, employees, and/or public use at a site served by CCCE. | A government agency installing electrical upgrades at a site served by CCCE to accommodate future EVSE installation for fleets, employee, and/or public use. |
| CCCE Member Agency | City and county members of the CCCE Joint Powers Authority that are purchasing electric fleet vehicles. | Not Applicable | City and county members of the CCCE Joint Powers Authority installing EVSE for fleets, employee, and/or public use at a site served by CCCE. | City and county members of the CCCE Joint Powers Authority installing electrical upgrades to accommodate future EVSE installation for fleets, employee, and/or public use. |

¹ All customer applicants must be in “good standing”, subject to verification. Good standing is defined as \$0 account balance on their PG&E bill for CCCE energy generation charges. CCCE will review the financial standing of each customer. If a commercial or ag customer is over 17 days past due – or - a residential customer is 21 days past due on their account, CCCE staff will notify the customer that they must pay their PG&E or SCE utility charges in full in order to access the particular energy program. CCCE staff will hold the spot for the potential customer during the period of the program and will grant the customer access to funding once the customer has furnished a record of full payment.

5.1. All eligible applicants must be active customers of CCCE with the associated customer account in Good Standing²

5.2. Applicant Categories

- a) **Resident:** A member of the community that is an active customer enrolled in CCCE electricity service.
- b) **Commercial Business:** A commercial/private, agricultural, or non-profit organization enrolled in CCCE electricity service. Includes multi-unit housing development property owners or managing partners.
- c) **Public Agency:** A government agency enrolled in CCCE electricity service that is not a member agency of CCCE.
- d) **CCCE Member Agency:** City and county government agencies that are members of the CCCE Joint Powers Authority.

Incentive Availability by Applicant Type

| Applicant Type | EV Purchase or Lease | E-Bike Purchase | EVSE Purchase | EV Readiness |
|----------------------------|--|----------------------------------|---|---|
| Resident | 1 EV incentive per household; Income qualified incentive available | 1 E-bike incentive per household | 1 EVSE per site address. Income qualified incentive available | 1 EV Readiness incentive per site address; income qualified Incentive available |
| Commercial Business | Up to 5 EVs per business | Not Eligible | Up to 3 EVSE incentives per business/multi-unit housing development; increased incentives for affordable housing developments | 1 EV Readiness incentive per business; increased incentives for affordable housing developments |
| Public Agency | Up to 5 EVs per agency | Not Eligible | Up to 3 EVSE incentives per agency | 1 EV Readiness Project per agency |
| CCCE Member Agency | No limit on number of EV Incentives | Not Eligible | No limit on the number of EVSE | No limit on the number of project incentives |

Note: (See Section 8 for Incentive Levels for each applicant type)

² All customer applicants must be in “good standing”, subject to verification. Good standing is defined as \$0 account balance on their PG&E bill for 3CE energy generation charges. CCCE will review the financial standing of each customer. If a commercial or ag customer is over 17 days past due – or - a residential customer is 21 days past due on their account, CCCE staff will notify the customer that they must pay their PG&E or SCE utility charges in full in order to access the particular energy program. CCCE staff will hold the spot for the potential customer during the period of the program and will grant the customer access to funding once the customer has furnished a record of full payment.

6. Enhanced Incentive Eligibility

6.1. Resident Income Qualified Incentive

- a) Income-qualified incentives available for all four rebates.
- b) There are two levels of Income Qualified Incentives available to residents, as defined below:
 - **Tier 1 Incentive** - Household gross annual income is within the 201-400% of the of the Federal Poverty Level (FPL)
 - **Tier 2 Incentive** - Household gross annual income is at or below 200% of the FPL, equivalent to California Alternate Rates for Energy Program (CARE) or Family Electric Rate Assistance Program (FERA) eligibility
- c) To qualify, applicant must meet the minimum income eligibility requirements in the table below and verify income status through one of the following methods:
 - 1.Active enrollment in the CARE or FERA programs (verified by CCCE)
 - 2.Proof of active enrollment in other government programs that require income qualification at or similar to the Electrify Your Ride Program, including:
 - Clean Vehicle Rebate Project income-qualified incentive (CVRP)
 - Clean Vehicle Assistance Program (CVAP)
 - Low Income Home Energy Assistance Program (LIHEAP)
 - Energy Savings Assistance Program (ESA)
 - Residency in Affordable Housing, Public Housing, or Housing Choice Vouchers (Section 8)
 - Bureau of Indian Affairs General Assistance Head Start Income Eligible (Tribal Only)
 - CalFresh/SNAP (Food Stamps)
 - Women, Infants, and Children (WIC)
 - CalWORKs (TANF) or Tribal TANF
 - Supplemental Security Income (SSI)
 - Free or Reduced National School Lunch Program
 - 3.Submission of the last three paystubs for all members of a household, as defined by the IRS
 - 4.Applicant directly contacts CCCE staff to verify via another method

Maximum Annual Household Income to meet Income Qualified Incentive Requirement

| # Of Persons in Household | 200% Federal Poverty Level for the 48 Contiguous States, 2021 (gross annual income) | 400% Federal Poverty Level for the 48 Contiguous States, 2021 (gross annual income) |
|---------------------------|---|---|
| 1 | \$25,760 | \$51,520 |
| 2 | \$34,840 | \$69,680 |
| 3 | \$43,920 | \$87,840 |
| 4 | \$53,000 | \$106,000 |
| 5 | \$62,080 | \$124,160 |
| 6 | \$71,160 | \$142,320 |
| 7 | \$80,240 | \$160,480 |
| 8 | \$89,320 | \$178,640 |

6.2. Affordable Housing Development Owner/Managing Partner Incentive

- a) For EVSE and EV Readiness incentives only

- b) Development must comprise of 100% affordable housing units (excludes property management units), as defined by the Authority Having Jurisdiction.
- 6.3. Locally Owned E-Bike Dealer Incentive
- a) Bike purchase must be made at a locally owned bike dealer

7. Measure Eligibility

| Measure | Eligibility |
|--|--|
| All Measures | <ol style="list-style-type: none"> 1. Measures can be applied for together or independently in no particular order. 2. Purchases and/or installation must be made between October 1, 2021, and September 30, 2022. |
| EV Purchase or Lease Project Eligibility | <ol style="list-style-type: none"> 1. Vehicle(s) must be registered with the California Department of Motor Vehicles (DMV) to an address enrolled in CCCE service 2. Vehicles must be one of the following vehicle types: <ol style="list-style-type: none"> a. Battery Electric Vehicles (“BEV”) b. Plug In Hybrid Electric Vehicles (“PHEV”) (income qualified only) c. Electric Motorcycles (new only) 3. Eligible used vehicles must meet the following requirements: <ol style="list-style-type: none"> a. Must be 8 model years old or newer (e.g., Year 2021 = 2014 or newer). b. Less than 75,000 original miles. c. No modifications to chassis or emission control systems. d. Clean Title. (Cannot be salvaged). e. No Open Recalls. (Open recalls must show proof of repairs). |
| E-Bike Purchase | <ol style="list-style-type: none"> 1. E-bike must be purchased new. 2. Class 1, 2, and 3 e-bikes are eligible. 3. Additional \$100 rebate with proof of purchase from bike store located in CCCE service area. |
| EVSE Purchase | <ol style="list-style-type: none"> 1. EVSE must be connected to electric service at the time of application submittal. 2. Must be Level 2 EVSE (requires 240-volt power source). 3. Must be permanently installed/hardwired or plugged into a 240 VAC outlet if equipped with an appropriate plug connection. 4. Must be WIFI enabled (“networked”). 5. Must be purchased new (not refurbished). 6. Must be certified by Underwriters Laboratory Inc. (“UL Listed”). 7. Multifamily and Affordable Housing Projects Only - EVSE must be accessible to all residents (i.e., shared parking, located in “common areas” within the property). EVSE cannot be reserved for any one resident. 8. Commercial, Industrial, Ag, and Public Agency Projects Only - EVSE must be accessible to employees (i.e., shared parking, located in “common areas” within the property) or to service fleet vehicles. |
| EV Readiness | <ol style="list-style-type: none"> 1. Electrical work must be completed at the time of application submittal. 2. If EVSE installation and/or electrical work was performed by someone other than the homeowner/property owner, the installer must be authorized to perform electrical/installation work, as defined by the Authority Having Jurisdiction building guidelines. 3. May include materials and labor that occur in anticipation of or during installation of EVSE - receptacles, J-boxes, conduit, smart splitters, electrical service panel upgrades and replacements, and more. |

8. Incentives

8.1. Electric Vehicles

| Measure | New Vehicle Incentives | | | | Used Vehicle Incentives | | | |
|-------------------------|------------------------|---|---|------------------------------|-------------------------|---|---|------------------------------|
| | Base Incentive* | Tier 1 Income Qualified Incentive Residents (201-400% FPL) | Tier 2 Income Qualified Incentive Income Qualified Residents (<200% FPL) | CCCE Member Agency Incentive | Base Incentive* | Tier 1 Income Qualified Incentive Residents (201-400% FPL) | Tier 2 Income Qualified Incentive Income Qualified Residents (<200% FPL) | CCCE Member Agency Incentive |
| Battery Electric | \$2,000 | \$3,000 | \$4,000 | \$5,000 | \$1,000 | \$2,000 | \$3,000 | \$3,000 |
| Plug in Hybrid Electric | n/a | \$2,000 | \$3,000 | n/a | n/a | \$1,000 | \$2,000 | n/a |
| Electric Motorcycle | \$1,000 | \$2,000 | \$2,000 | \$1,000 | n/a | n/a | n/a | n/a |

*Base Incentive available to Residential (non-income qualified), Commercial, and Public Agency applicant types.

8.2. Electric Bikes

| Measure | Resident Incentive | Income Qualified Incentive (All income qualified residents) |
|---------------|--------------------------|--|
| Electric Bike | 50% of Cost, up to \$500 | 75% of cost, up to \$1,000 |

8.3. EV Supply Equipment

| Measure | Resident Incentive | Income Qualified Incentive | Commercial Business/Public Agency Incentive | CCCE Member Agency Incentive/Affordable Housing Development |
|--------------|--------------------|----------------------------|---|---|
| Level 2 EVSE | \$400 | Up to \$700 | Up to \$3,000 | Up to \$10,000* |

*For member agencies only: Up to \$10,000 per project. There is no limit on the number of projects undertaken.

8.4. EV Readiness

| Measure | Resident Incentive | Tier 1 Income Qualified Incentive Residents (201-400% FPL) | Tier 2 Income Qualified Incentive Income Qualified Residents (<200% FPL) | CCCE Member Agency/Affordable Housing Development Incentive | CCCE Member Agency/Affordable Housing Development Incentive |
|--------------|--------------------|---|---|---|---|
| EV Readiness | Up to \$2,000 | Up to \$3,000 | Up to \$4,000 | Up to \$5,000 | Up to \$10,000* |

*For member agencies only: Up to \$10,000 per project. There is no limit on the number of projects undertaken.

9. Application Process

9.1. Applicant collects the following items depending on measure.

| Measure | Pre-Application Checklist Items |
|-----------------------------|---|
| EV Purchase or Lease | <ul style="list-style-type: none"> ▫ Car Registration (temporary is acceptable) ▫ A full copy of the sales/lease agreement ▫ For Residents - Valid CA Driver’s license ▫ For Income Qualifying Residents <u>not</u> enrolled in CARE/FERA – Documentation showing proof of participation in one of the programs listed in Section 6.1.c – or – most recent two paystubs for all employed members of household |
| E-Bike Purchase | <ul style="list-style-type: none"> ▫ Proof of purchase for E-bike ▫ For Income Qualifying Residents <u>not</u> enrolled in CARE/FERA - |
| EVSE Purchase | <ul style="list-style-type: none"> ▫ Proof of EVSE purchase (e.g., receipt, invoice) ▫ For Income Qualifying Residents <u>not</u> enrolled in CARE/FERA - ▫ For Affordable Multifamily Housing applicants - Proof of affordable housing designation (e.g., regulatory agreement, deed restrictions, etc.) ▫ If applicable, photograph of installed EVSE |
| EV Readiness | <ul style="list-style-type: none"> ▫ Invoice for installation including itemization of all time and/or material costs associated with the installation of the EVSE. ▫ Contractor license number. ▫ If applicable, documentation (e.g., building permit card) indicating final approval has been issued in accordance with the local building permit process, as required by California Building Standards Code and local ordinance. ▫ Photograph of completed work. |

- 9.2. Customer applies through the online application form: [INSERT]
- 9.3. CCCE Staff performs verification check for completeness and eligibility.
- 9.4. Applicant is notified of application approval/rejection.
- 9.5. Payment information for approved applicants is submitted to CCCE Finance Dept. for payment.
- 9.6. Cover letter is generated
- 9.7. Payment is issued to customer

10. CCCE Member Agency Incentive Reservation

- 10.1. For future planned purchases of Member Agency fleet vehicles, purchase of EVSE, or EV Readiness projects.
- 10.2. Funding must be identified by a Member Agency in their fiscal year budget and/or via an EV fleet procurement policy with annual targets.
- 10.3. Reservation of funds will be committed through a Letter of Intent provided to applicant.
- 10.4. CCCE will disperse funds to Member Agencies all at once or draw down on reserved funds as projects are completed.
- 10.5. Minimum purchasing threshold for reservation:
 - **EVs** – Purchase of three (3) or more vehicles.
 - **EVSE** – Purchase of three (3) or more Level-2 EVSE.
 - **EV Readiness** - No minimum threshold.

- 10.6. No maximum limit on the number of EV or EVSE incentives
 - 10.7. If applicable, car registration, purchase/lease agreements, proof of equipment purchase, and/or photographs will be submitted to CCCE at the time of project completion, subsequent to application submission
-