

## **Program Design and Implementation Guide**

### **Electrify Your Ride Program FY 22-23**

#### **1. Program Description**

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

- Electric Vehicle (EV) purchase or lease
- Level 2 EV Supply Equipment (EVSE) purchase
- Level 2 EV Readiness (Electrical work related to EVSE installation and electrification)
- Level 3 EVSE project implementation

The program also provides technical assistance opportunities for multifamily and commercial property owners.

#### **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 and public agency vehicle fleets.
- 2.7. Provide Level 2 and Level 3 EVSE incentives to mitigate range “anxiety” for EV owners or prospective EV owners.
- 2.8. Provide EV Readiness rebate to address electrical and/or installation work needed to electrify and/or drive further electrification.
- 2.9. Provide “Concierge Service” to assist multifamily and commercial property owners in EVSE buildout.
- 2.10. Increase electrical capacity in residences served by CCCE to drive electrification.

#### **3. Program Term**

- 3.1. The program will accept applications between from **November 1, 2022** through **August 31, 2023**, or until funding is fully subscribed/reserved.
- 3.2. Rebates will only be provided for vehicles or equipment purchased, leased, and/or installed between August 1, 2022, and August 31, 2023. Proof of purchase is required.

#### **4. Target Market**

- Residents
- Commercial, industrial, and ag businesses
- Multifamily property owners
- Public agencies

**5. Applicant Eligibility**

5.1. All eligible applicants must be active customers of CCCE with the associated customer account in “good standing”<sup>1</sup>.

5.2. Eligibility of applicants for all measures is shown below in Table 1.

Table 1 - Eligibility by Applicant Type

<b>Applicant Type</b>	<b>EV Purchase or Lease</b>	<b>Level 2 EVSE Purchase and EV Readiness</b>	<b>Level 3 EVSE Installation</b>
<b>Residential</b>	Any member of the community who lives at a residence served by CCCE.	a) Homeowners and/or property owners installing EVSE for private use at a residence served by CCCE. b) Multifamily property owners with 4 residential units or less.	N/A
<b>Commercial</b>	a) A commercial, industrial, agricultural, or non-profit organization served by CCCE. b) A public agency served by CCCE.	a) Commercial, industrial agricultural, public agency, or non-profit organizations with ownership over a site serviced by CCCE. <sup>2</sup> b) A public agency with ownership over a site serviced by CCCE. c) Property owners/managing general partners of multifamily property serviced by CCCE. Multifamily property must consist of 5 residential units or more. If homeowner’s association (HOA) approval is required, Applicant must have obtained authorization to complete project in “common areas”.	a) Commercial, industrial, public agency, or non-profit organizations with ownership over a publicly accessible site serviced by CCCE <sup>2</sup> . b) Potential applicants will be screened by CCCE and selected at CCCE’s discretion. Only customers who are invited to apply will be eligible for funding.

**6. Residential Income Qualified Incentive Eligibility**

6.1. There are two levels of Income Qualified Incentives available to residents, as defined

<sup>1</sup> All customer applicants must be in “good standing”, subject to verification. Good standing is defined as \$0 account balance on their PG&E/SCE 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.

<sup>2</sup> Property managers may apply with written permission from property owner.

below:

- a. **Tier 1 Incentive** - Household gross annual income is between 201-400% of the Federal Poverty Level (FPL)
  - b. **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
- 6.2. To qualify, applicant must meet the minimum income eligibility requirements in the table below and verify income status through one of the following methods:
- a. Applicant reports active enrollment in the CARE or FERA programs on the application (verified by CCCE).
  - b. Applicant submits a redacted copy of the applicant’s most recent federal income tax return (Form 1040). CCCE considers an applicant’s most recent federal tax income return to be the one most recently required to be filed by the IRS. CCCE switches to requesting a new tax filing year for applications submitted the day after the federal income tax filing due date.

Maximum Annual Household Income to meet Income Qualified Incentive Requirement

<b># Of Persons in Household</b>	<b>200% Federal Poverty Level for the 48 Contiguous States, 2021 (gross annual income)</b>	<b>400% Federal Poverty Level for the 48 Contiguous States, 2021 (gross annual income)</b>
<b>1</b>	\$29,160	\$58,320
<b>2</b>	\$39,440	\$78,880
<b>3</b>	\$49,720	\$99,440
<b>4</b>	\$60,000	\$120,000
<b>5</b>	\$70,280	\$140,560
<b>6</b>	\$80,560	\$161,120
<b>7</b>	\$90,840	\$181,680
<b>8</b>	\$101,120	\$202,240

**7. Measure Eligibility**

Measure	Eligibility
All Measures	<ol style="list-style-type: none"> <li>Measures can be applied for together or independently in any sequential order.</li> <li>Purchases and/or installation must be made between August 1, 2022, and August 31, 2023 (except for Level 3 EVSE chargers)</li> </ol>
EV Purchase or Lease Project Eligibility	<ol style="list-style-type: none"> <li>Vehicle(s) must be registered with the California Department of Motor Vehicles (DMV) to an address enrolled in CCCE service.</li> <li>Vehicles must be one of the following vehicle types:               <ol style="list-style-type: none"> <li>Battery Electric Vehicles (“BEV”)*</li> <li>Plug In Hybrid Electric Vehicles (“PHEV”) (income qualified applicants only)</li> <li>Electric Motorcycles (new only) **</li> </ol> </li> <li>Eligible used vehicles must meet the following requirements:               <ol style="list-style-type: none"> <li>Must be 8 model years old or newer (e.g., Year 2022 = 2015 or newer).</li> <li>Less than 75,000 original miles.</li> <li>No modifications to chassis or emission control systems.</li> <li>Clean Title. (Cannot be salvaged).</li> <li>No Open Recalls. (Open recalls must show proof of repairs).</li> </ol> </li> </ol> <p>*The EYR program does not provide incentives for Low-speed vehicles (LSV) or any off-road vehicles, such as golf carts, utility terrain vehicles (UTV), or all-terrain vehicles (ATV).</p> <p>**Qualifying <b>Electric Motorcycles</b> include motorcycles or motor-driven cycles, according to the DMV under California Vehicle Code Sections 400, 12804.9(b)(4) and 405, 12804.9(b)(4), that require the applicant to obtain motor vehicle insurance, an M1 driver’s license, and license plates. The EYR program does not provide incentives for Class 1, 2, or 3 electric bicycles, or the electric equivalent of a motorized bicycle (e.g. moped).</p>
Level 2 EVSE Purchase	<ol style="list-style-type: none"> <li>EVSE must be connected to electric service at the time of application submittal.</li> <li>Must be Level 2 EVSE (requires 240-volt power source).</li> <li>Must be permanently installed/hardwired or plugged into a 240 VAC outlet if equipped with an appropriate plug connection.</li> <li>Must be WIFI enabled (“networked”).</li> <li>Must be purchased new (not refurbished).</li> <li>Must be certified by Underwriters Laboratory Inc. (“UL Listed”).</li> <li>The Level 2 EVSE Purchase incentive is intended to provide rebates associated directly with Level 2 charging equipment costs (i.e., the point of sale cost of the charging unit). Ongoing operational costs, subscription costs, and other indirect project costs will not count towards the total cost of the equipment.</li> <li><b>Multifamily Housing Projects Only</b> - 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 or assigned parking space. For individual use EVSE, apply under resident. For staff use, apply under commercial.</li> <li><b>Commercial, Industrial, Ag, and Public Agency Projects Only</b> - EVSE must be accessible to employees (i.e., shared parking, located in “common areas” within the property) or to service fleet vehicles.</li> </ol>
EV Readiness	<ol style="list-style-type: none"> <li>Electrical work must be completed at the time of application submittal.</li> <li>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.</li> <li>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.</li> <li>Ongoing operational costs, subscription costs, and other indirect project costs will not count towards the total cost of the EV Readiness project.</li> </ol>
Level 3 EVSE Project	<ol style="list-style-type: none"> <li>Level 3 EVSE projects cannot be under construction or installed at the time of application.</li> <li>Level 3 EVSE must be installed in shared parking spaces and accessible to employees, customers, and the public for a minimum of 18 hours a day.</li> <li>Charger must be Level 3/DC Fast charger with a minimum capacity of 50 kW.</li> <li>May include all equipment, materials, and labor that occur during installation of Level 3 EVSE.</li> <li>Ongoing operational costs, subscription costs, and other indirect project costs will not count towards the total cost of the DC Fast Charger project.</li> </ol>

## 8. Incentives

### 8.1. Incentive limits by applicant type

Table 2 – Incentive limits by applicant type<sup>1</sup>

Applicant Type	EV Purchase or Lease	Level 2 EVSE Purchase	EV Readiness	Level 3 EVSE Installation
<b>Residential</b>	One (1) EV incentive per household per fiscal year.	One (1) Level 2 EVSE incentive per site address for one (1) charger, per fiscal year.	One (1) EV Readiness incentive per site address, per fiscal year. Incentive “up to” limits apply.	N/A
<b>Commercial</b>	Up to 5 EVs per customer per fiscal year.	One (1) Level 2 EVSE Incentive per project site <sup>2</sup> (may include multiple pedestals). Up to three (3) Incentives (i.e. 3 projects), per customer per fiscal year.	One (1) EV Readiness Incentive per project site <sup>1</sup> . Up to three (3) Incentives (i.e. 3 projects), per customer per fiscal year.	One (1) Level 3 EVSE incentive per customer.

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

### 8.2. Electric Vehicles Incentive Levels

Vehicle Type	New Vehicles			Used Vehicles		
	Base Incentive*	Tier 1 Income Qualified Incentive Residents (201-400% FPL)	Tier 2 Income Qualified Incentive Residents (<200% FPL)	Base Incentive*	Tier 1 Income Qualified Incentive Residents (201-400% FPL)	Tier 2 Income Qualified Incentive Residents (<200% FPL)
<b>Battery Electric</b>	\$2,000	\$3,000	\$4,000	\$1,000	\$2,000	\$3,000
<b>Plug-in Hybrid Electric</b>	n/a	\$2,000	\$3,000	n/a	\$1,000	\$2,000
<b>Electric Motorcycle</b>	\$1,000	\$2,000	\$2,000	n/a	n/a	n/a

\*Base Incentive available to Residential (non-income qualified) and all Commercial applicant types.

### 8.3. EV Supply Equipment – Level 2 Incentive Levels

Measure	Resident Base Incentive	Resident Income Qualified Incentive (All Tiers)	Commercial Incentive	Multifamily Housing
Level 2 EVSE	\$400	Up to \$700	75% of equipment cost up to \$3,000	Up to \$10,000

<sup>1</sup> EV or EV Charger purchases that received rebates in previous years of the Program are not eligible for incentives.

<sup>2</sup> A “Project Site” is delineated by a single parcel or grouping of adjacent parcels owned by the same entity.

**8.4. EV Readiness – Level 2 Incentive Levels**

Measure	Resident Base Incentive	Tier 1 Income Qualified Incentive Residents (201-400% FPL)	Tier 2 Income Qualified Incentive Residents (<200% FPL)	Commercial Incentive	Multifamily Housing
EV Readiness	Up to \$2,000	Up to \$3,000	Up to \$4,000	75% of materials and labor cost, up to \$5,000	Up to \$10,000

**8.5. EV Supply Equipment – Level 3/DC Fast Charger Incentive Levels**

Measure	Commercial Business Incentive	Commercial Business Located in Underserved Area
Level 3 EVSE	Up to \$100,000	Up to \$150,000

**9. Application Process**

9.1. Applicant verifies their residence, business, or applicable project site (for EVSE measures) is enrolled in CCCE electric generation service through one of the following methods:

- a. Applicants who are account holders for their energy bills can verify their enrollment status with a Customer Service Energy Advisor by calling 1-877-455-2223. If email communication is preferred, PG&E customers should email NorthSupport@3ce.org and SCE customers should email SouthSupport@3ce.org.
- b. Applicants can review their most recent energy bill to verify if “CCCE Electric Generation Charges” are included in the statement.
- c. Applicants who are not the account holders can verify if their premise is enrolled through the account holder.

9.2. Eligible customers interested in Level 3 EVSE incentives are required to submit an interest form and be invited to apply by CCCE.

9.3. For all other types of incentive measures, Applicant must collect the following documents or materials:

Measure	Pre-Application Checklist Items
<b>EV Purchase or Lease</b>	<ul style="list-style-type: none"> <li>▫ Car Registration (temporary is acceptable)</li> <li>▫ A full copy of the sales/lease agreement</li> <li>▫ <b>For Residents</b> - Valid CA Driver's license</li> <li>▫ <b>For Income Qualifying Residents <u>not</u> enrolled in CARE/FERA</b> – a redacted copy of the applicant's most recent federal income tax return (Form 1040).</li> </ul>
<b>EVSE Purchase</b>	<ul style="list-style-type: none"> <li>▫ Proof of EVSE purchase (e.g., receipt, invoice)</li> <li>▫ <b>For Income Qualifying Residents <u>not</u> enrolled in CARE/FERA</b> - a redacted copy of the applicant's most recent federal income tax return (Form 1040).</li> </ul>
<b>EV Readiness</b>	<ul style="list-style-type: none"> <li>▫ Invoice for installation including itemization of all time and/or material costs associated with the installation of the EVSE.</li> <li>▫ <b>For Income Qualifying Residents <u>not</u> enrolled in CARE/FERA</b> - a redacted copy of the applicant's most recent federal income tax return (Form 1040).</li> <li>▫ Contractor license number.</li> <li>▫ 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.</li> </ul>

9.4. Customer applies through the online application form.

9.5. CCCE Staff and/or third-party administrators perform verification check for completeness and eligibility.

9.6. Applicant is notified of their application status at each of the following stages via email:

- a. Upon submission of the online application, the applicant receives an email from CCCE confirming the email has been received.
- b. Upon review of the application, the applicant receives one of the following emails:
  - Incomplete Application: Email requests documents, information, or both from the applicant to continue processing the application.
  - Denied Application: Email notifies the applicant that the application was denied because it did not meet the requirements of the program.
  - Approved Application: Email notifies the applicant that the application was approved, and a check will be delivered to the applicant's mailing address.

9.7. Payment information for approved applicants is submitted to CCCE Finance Dept. for payment.

9.8. Payment is issued to customers via check distributed by Bill.com.

## 10. Electrify Your Ride Concierge Service

10.1. The Electrify Your Ride Concierge Service (Concierge Service) provides technical support to multifamily property owners and managers who want to install Level 2 charging stations, as well as commercial property owners who want to install Level 3 (DC Fast Charger) charging stations for customers, employees, residents, and the public.

10.2. Eligible customers seeking Level 3 EVSE incentives must submit an interest form to be

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considered for funding.

10.3. Potential recipients of the Concierge service will submit an interest form [here](#).

10.4. The Concierge Service Implementation Manual can be found [here](#).