

## 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
<b>FUNDING CAP:</b>	<b>\$50,000 annually per applicant/site</b>	

*\*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.
- 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](http://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](http://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, Tulare, 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 six months 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.
- 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](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](http://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 UL listed (certified by Underwriters Laboratories, Inc.).
- 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.