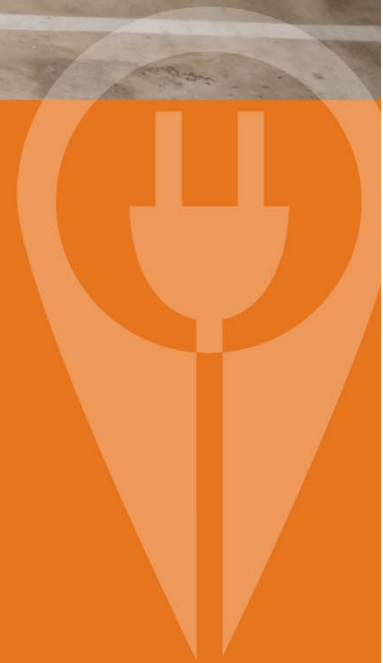


**Charging
Ahead**



Commercial Electric Vehicle Charging Station Rebate **PROGRAM GUIDE**



ladwp.com/ev



How to Use this Guide

LADWP has created this guide to help applicants understand the program requirements. This document has been broken down by the requirements at each step of the application process.

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1 Program Overview

The Los Angeles Department of Water and Power (LADWP) is offering the Commercial Electric Vehicle (EV) Charging Station Rebate Program to incentivize the installation of EV charging station equipment, including:

- Level 2 charging stations to charge light-duty EVs;
- Direct current fast chargers (DCFCs) to charge light-duty EVs; and
- Alternating current (AC) or direct current (DC) charging stations to charge medium- and heavy-duty (MDHD) EVs

LADWP has created this guide to help applicants understand the application process and program requirements. Be sure to confirm your eligibility by reviewing the program's Terms and Conditions available at [LADWP.com/commercialEVrebate](https://www.ladwp.com/commercialEVrebate).

2 Steps Required before Applying

Before applying: Level 2 Charging Stations

1. Submit plans: First, submit a complete [Commercial EV Charging Station Customer Submittal Package](#) to ensure that the utility infrastructure is sized for the incremental load resulting from your planned deployment.
2. You must receive an email from LADWP's EV Service Design Group confirming that LADWP has received a complete Customer Submittal Package **before applying for a rebate**.

Before applying: DCFCs and/or charging stations for MDHD EVs

1. Submit plans: First, submit a complete [Commercial EV Charging Station Customer Submittal Package](#) or request and pay for a Feasibility Study.
2. You must receive an email from LADWP's EV Service Design Group confirming that LADWP has received a complete Customer Submittal Package OR receive an email confirming payment of a Feasibility Study **before applying for a rebate**.

How to Apply

The next open enrollment period is scheduled from **June 20, 2023 at 9:00 a.m. to June 30, 2023 at 4:00 p.m.** A rebate reservation is available to set aside funding for your rebate prior to the deployment of the charging stations as long as the program's requirements are met. Alternatively, customers may apply to the program after completing deployment. Applications must be submitted electronically via LADWP.com/commercialEVrebate for customers applying to the Level 2 and DCFC program segments. To apply, the LADWP account holder:

1. Must register for an LADWP account before the open enrollment period.
2. Gather all required electronic attachments of all supporting documents. Please refer to [Information Needed to Apply](#) for a list of all information required for your project.
3. Log in to access the new, electronic application between June 20, 2023 at 9:00 a.m. and June 30, 2023 at 4:00 p.m., and submit a complete application with all required attachments. Please refer to [Tips for Electronic Uploads](#) before starting the application.

Customers interested in applying for charging stations to fuel medium- and heavy-duty vehicles must contact pluginla@ladwp.com to request a PDF version of the application.

Exceptions to Applying Online

1. A PDF version of the application will be available by request during open enrollment only for projects without existing electric service or if applying for charging stations to fuel medium- and heavy-duty vehicles. The request must be made to pluginla@ladwp.com before open enrollment closes at 4:00 p.m. on June 30, 2023 to be accepted within the open enrollment period. Please include the installation address, the LADWP Work Request number, Program Spreadsheet ([Microsoft Excel spreadsheet](#)), and the LADWP Account number or name of the Legal Entity that will be responsible for the electric service in your email. LADWP may request additional information about your project before providing the PDF version of the application.
2. If you are facing technical difficulties with the electronic application during open enrollment, you must contact pluginla@ladwp.com prior to 4:00 p.m. on June 30, 2023 with a screenshot of the error, the installation address, the LADWP Work Request number, Program Spreadsheet ([Microsoft Excel spreadsheet](#)), and the LADWP Account number to request assistance. LADWP may request additional information about your project before providing the PDF version of the application. Applicants may be given a PDF version of the application determined on a case-by-case basis. Any issues not reported before open enrollment closes will not be granted exceptions.

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Lottery Process

If the total rebate amount requested by all applications received during the open enrollment period is greater than the available funds, LADWP may conduct a lottery to select applications for processing. Applications not selected will be placed on a waitlist. After processing these selected applications, LADWP will conduct another lottery to select the next batch of applications to be processed.

Account holder organizations with a tax-exempt status, as defined by Internal Revenue Code Section 501(c)(3), may elect to be prioritized in the event of a lottery. Organizations who receive priority and fail to retain their tax-exempt, 501(c)(3), status until the date the rebate payment is issued by LADWP will be considered ineligible for receiving a rebate payment.

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Contractor Profile

A Contractor Profile gives contractors the opportunity to simplify the application process for LADWP customers applying to the program. As a contractor, registering for a profile will ensure that LADWP has current contact information on file for your business. Registered contractors will be provided with an LADWP Contractor Profile Number that should be shared with clients to use in their application. Obtaining a Contractor Profile is optional, but highly recommended. To obtain a form, please contact pluginla@ladwp.com. To ensure that your Contractor Profile Number is available by open enrollment, submit your form by May 31, 2023.

Information Needed to Apply

For All Applications:

1. Contractor Details:
 - Contractor Profile Number (optional, if provided by contractor)
 - Alternatively: Your primary contractor's name, email address, state license number, phone number, mailing address, and if you would like to include that contact in notifications regarding your application and its status
2. Payment Details:
 - Name and email address of the payee if you are assigning payment to a third party and if you would like to include that in notifications regarding your application and its status
3. Information about the installation:
 - Whether you are applying for Post-Deployment or Reservation
 - If the charging stations are deployed: installation date
 - Whether the installation address is located in a Disadvantaged Community (DAC) based on CalEnviroScreen 4.0 scores. To determine if a premises is located in a DAC, customers may use: <https://webmaps.arb.ca.gov/PriorityPopulations/>.
 - Primary use of the Charging Station(s): Workplace, Fleet, Public, Building Residents, or Other (specify)
 - For 501(c)(3) LADWP customers, California Business Entity ID and Federal Tax ID Number if you would like to opt in for lottery prioritization
 - Third-party financial incentives received or anticipated to be received for the purchase and/or installation of the charging station(s) for which you are requesting a rebate
 - An electronic copy (with a maximum size of 10 MB) of the completed Program Spreadsheet ([Microsoft Excel spreadsheet](#))

For Level 2 Charging Station Rebates:

1. Number of Level 2 Charging Station rebates
2. Number of Level 2 Additional Port rebates
3. Total number of parking spaces available to employees, customers, visitors, or tenants. Please include the total number of parking spaces available at the location where the charging stations are deployed, **not** the number of spaces that will have charging stations. You need a minimum of two parking spaces (available to employees, customers, visitors, or tenants) for a single charging station rebate. One additional Level 2 charging station rebate is available for every four additional parking spaces, with a maximum of 40 Level 2 charging station rebates per premises.
4. LADWP Work Request Number (assigned to you by LADWP's EV Service Design Group after submitting your electrical plans)
5. An electronic copy (with a maximum size of 10 MB) of the email confirmation of a complete Customer Submittal Package. Legible electronic copies (PDFs) and photographs (JPEG/JPG files) are acceptable.

For DCFC Rebates:

1. Number of Tier 1 rebates (50 to 149 kW)
2. Number of Tier 2 rebates (150 to 274 kW)
3. Number of Tier 3 rebates (275 kW+)
4. Number of eligible active connectors with either public access during business hours or with restricted access. "Public Access" means access by the public at least 18 hours a day, seven days a week, excluding holidays. Any other access (e.g., building residents only) is considered "Restricted Access."
 - Public Access (8 max.)
 - Restricted Access (2 max.)
5. LADWP Work Request Number (assigned to you by LADWP's EV Service Design Group after submitting your electrical plans or feasibility study request)
6. An electronic copy (with a maximum file size of 10 MB each) of the email confirmation of a complete Customer Submittal Package OR payment receipt for a \$1,500 Feasibility Study (legible electronic copies (PDFs) and photographs (JPEG/JPG files) are acceptable)

Note: If you are applying for a project with both Level 2 charging stations and DCFCs, you must receive an email from LADWP's EV Service Design Group confirming that LADWP has received a complete Customer Submittal Package.

Additional Requirements for Completed Deployments:

Electronic copies (with a maximum size of 10 MB each) of the following items:

1. **LADWP EV Service Design approval:** A copy of the Service Commitment Letter or Adequate Facility Letter issued by LADWP in connection with the deployment
2. **Contracts with vendors and contractors:** A copy of the contract(s) from vendors and contractors supporting the deployment of charging stations, including name, address, and telephone number of the licensed contractor/company, installation address, installation date, itemized installation costs, and itemized EV charging station information that matches paid charging station invoice(s):
 - Site work (demolition, concrete, mounting, signage, etc.)
 - General electrical work (wire, conduit, etc.)
 - Utility work
 - Utility service extension (trenching/boring to lay electrical supply conduit from the transformer to the electrical panel or from the electrical panel to the charging location)
 - Panel upgrade or new panel
 - Stepdown transformer
 - Charging station purchase
 - Charging station connection
 - Demand management equipment
 - Itemized invoice(s) and proof of payment for charging stations and installation, including each of the following: purchase date, retailer name, address, and phone number, make, model number, and quantity of qualifying charging station(s)
3. **Itemized Invoice(s):** A copy of itemized invoice(s) and proof of payment for charging stations and installation, including each of the following:
 - Purchase date and retailer name, address, and phone number
 - Make, model number, and quantity of qualifying charging station(s)
 - All eligible installation costs. **Note:** Costs incurred for the purchase and installation of charging stations, electrical conduits, and panels required by the Los Angeles Green Building Code do not qualify for a rebate unless the applicant is a tax-exempt organization as defined by the Internal Revenue Code Section 501(c)(3).
 - All financial incentives assigned to the vendor/contractor
4. **Charging station specification sheet:** A copy of the specification sheet issued by the manufacturer for each charging station model shown in the Program Spreadsheet
5. **Proof of permits with “Finaled” status:** Proof of permit(s) issued by Los Angeles Department of Building and Safety (LADBS) or the relevant Authority Having Jurisdiction (AHJ) with a “Finaled” status demonstrating that your site passed inspection. “Finaled” permits are issued after you pass inspection for the deployment of your charging stations.
6. **Pictures:** All pictures must be in color and clearly show the required information. You must include a picture of each nameplate and a picture of each charging station for which you are claiming a rebate.
 - Device nameplate for each EV charging station installed (including serial number, model number, manufacture date, and certification mark from a nationally recognized testing lab (NRTL), such as Underwriters Labs (UL))
 - Completed installation for every EV charging station installed
7. **W-9 Form:** A completed and signed W-9 form (available at www.irs.gov/pub/irs-pdf/fw9.pdf) for the payee of the rebate

Milestone Requirements

To maintain a rebate reservation, the documents and project details listed must be provided to LADWP to meet the milestone. Note: Detailed instructions for how to submit these documents will be provided when your rebate application is reviewed and accepted to the program.

Permit Milestone to Maintain Rebate Reservation

To maintain a rebate reservation, the documents listed must be submitted within **three months** from the date of your rebate reservation approval.

1. **LADWP EV Service Design approval:** A copy of the Service Commitment Letter or Adequate Facility Letter issued by LADWP in connection with your planned deployment
2. **Initial permit:** A copy of initial permit(s) issued by Los Angeles Department of Building and Safety (LADBS) or the Authority Having Jurisdiction (AHJ)
3. **Program Spreadsheet:** The Program Spreadsheet ([Microsoft Excel spreadsheet](#)) if you've made changes to the charging station and/or medium- and heavy-duty vehicle information previously submitted as part of your reservation request.

Final Deployment Milestone

Within **twelve months** from the date of your rebate reservation approval, you must submit the final deployment documents for the completed project. The documents and project details listed must be submitted with your final rebate request.

1. **LADWP EV Service Design approval:** A copy of the Service Commitment Letter or Adequate Facility Letter issued by LADWP in connection with the deployment (if you did not apply for a rebate reservation)
2. **Contracts with vendors and contractors:** A copy of the contract(s) from vendors and contractors supporting the deployment of charging stations, including name, address, and telephone number of the licensed contractor/company, installation address, installation date, itemized installation costs, and itemized EV charging station information that matches paid charging station invoice(s):
 - Site work (demolition, concrete, mounting, signage, etc.)
 - General electrical work (wire, conduit, etc.)
 - Utility work
 - Utility service extension (trenching/boring to lay electrical supply conduit from the transformer to the electrical panel or from the electrical panel to the charging location)
 - Panel upgrade or new panel
 - Stepdown transformer
 - Charging station purchase
 - Charging station connection
 - Demand management equipment
3. **Itemized Invoice(s):** A copy of itemized invoice(s) and proof of payment for charging stations and installation, including each of the following:
 - Purchase date
 - Retailer name, address, and phone number
 - Make, model number, and quantity of qualifying charging station(s)

- All eligible installation costs. **Note:** Costs incurred for the purchase and installation of charging stations, electrical conduits, and panels required by the Los Angeles Green Building Code do not qualify for a rebate unless the applicant is a tax-exempt organization as defined by the Internal Revenue Code Section 501(c)(3).
 - All financial incentives assigned to the vendor/contractor
4. **Itemized invoices and proof of payment:** Must match the contracts and the costs you are claiming as part of your application and show any financial incentives assigned to the vendor
 5. **Program Spreadsheet:** The Program Spreadsheet ([Microsoft Excel spreadsheet](#)) if some of the required information was unknown or if you've made changes to information previously submitted
 6. **Charging station specification sheet:** A copy of the specification sheet issued by the manufacturer for each charging station model shown in the Program Spreadsheet
 7. **W-9 Form:** A completed and signed W-9 form (available at www.irs.gov/pub/irs-pdf/fw9.pdf) for the payee of the rebate
 8. **Proof of permits with "Finaled" status:** Proof of permit(s) issued by Los Angeles Department of Building and Safety (LADBS) or the relevant Authority Having Jurisdiction (AHJ) with a "Finaled" status demonstrating that your site passed inspection. "Finaled" permits are issued after you pass inspection for the deployment of your charging stations.
 9. **Pictures:** All pictures must be in color and clearly show the required information. You must include a picture of each nameplate and a picture of each charging station for which you are claiming a rebate.
 - Device nameplate for each EV charging station installed (including serial number, model number, manufacture date, and certification mark from a nationally recognized testing lab (NRTL), such as Underwriters Labs (UL))
 - Completed installation for every EV charging station installed
 - For medium- and heavy-duty EV(s) charging stations, only (if not NRTL-certified and listed): Field inspection label received from LADBS-ETL (or from a testing agency approved by LADBS-ETL for field testing) for each qualifying charging station
 10. **Third-party financial incentives:** All financial incentives that have been received or are anticipated to be received in connection with the purchase and/or deployment of the charging stations identified in the program spreadsheet. Alternatively, customers must certify that no financial incentives were received or are anticipated to be received in connection with the purchase and/or deployment of the charging stations identified in the program spreadsheet. Note: Failure to disclose all third-party financial incentives will result in forfeiting all rebates under the program. The applicant will be required to repay LADWP any previously received rebate amounts.
 11. **For charging stations to fuel medium- and heavy-duty EV(s), only:** If the charging stations are not NRTL-listed and certified, they must be field inspected according to recognized national safety standards and must receive approval by the city of Los Angeles Building and Safety Electrical Testing Laboratory (LADBS-ETL) or any other testing agency recognized by LADBS-ETL for field testing. More information is available at www.ladbs.org/services/core-services/plan-check-permit/product-approval/electrical-test-lab. Please be sure to include a color picture of the field inspection label for each charging station shown in the Program Spreadsheet ([Microsoft Excel spreadsheet](#)).

Tips for Electronic Uploads

Things to Be Aware of Before You Start

1. Have the contact information for the individual representing the commercial account holder in transactions with LADWP. This cannot be a third-party contractor or payee.
2. For customers with multiple accounts, ensure the meter serving your charger installation is under the account you apply under. Installations across multiple accounts require separate applications.
3. To upload the completed Program Spreadsheet, be sure that the file is saved as an XLSX (Excel Workbook). Note: CSV or other formats cannot be uploaded.
4. Acceptable file formats for all other uploads include JPG or JPEG images or PDF.
5. Be sure to [reduce your file size](#). The maximum size per file is 10 MB.
6. To avoid any errors while uploading your document, please ensure each file name:
 - Is short and concise
 - Is lowercase
 - Does not contain spaces. Instead, use hyphens (i.e. firstname-lastname)
 - Does not contain special characters
7. Have all supporting documents scanned and ready to upload at the time of application, as your online session times out after thirty (30) minutes of inactivity. Ensure all file contents are clear and legible.
8. Keep a copy of the submission confirmation page and all documents submitted for your records.