



# Electric Vehicle Charger Rebate Manual

## Contents

Contents.....	1
Electric Vehicle Charger Rebate Eligibility .....	2
Charging Safety .....	2
Home Charger Requirements .....	3
Licensed Contractors.....	3
Home Charger Estimate Approval Process .....	4
Home Charger Installation .....	5
Home Charger Reimbursement .....	5
Portable Charger Requirements .....	6
Portable Charger Estimate Approval Process .....	6
Portable Charger Installation and Reimbursement .....	7
Frequently Asked Questions .....	8
Attachment A: Home Charger Installation Estimate Summary Form.....	A:1-2
Attachment B: Home Charger Reimbursement Request Form .....	B:1
Attachment C: Home Charger Invoice Summary Form.....	C:1-2
Attachment D: Portable Charger Estimate Summary Form .....	D:1-2
Attachment E: Portable Charger Reimbursement Request Form.....	E:1

## Electric Vehicle Charger Rebate Eligibility

The Clean Cars for All (CCFA) program offers up to \$2,000 in additional Electric Vehicle Charger Rebate to grantees, or Participants, who have purchased or leased a new or used plug-in hybrid electric vehicle (PHEV) or battery electric vehicle (BEV). The EVSE rebate is only available to CCFA Participants on a reimbursement basis who have purchased a PHEV or BEV through the program and have completed their post-inspection and dismantled their old vehicle. EVSE must be installed at the home address listed on the original electric vehicle application and Participant intends to operate the charger for the remaining operational period of the CCFA replacement vehicle.

Participants can choose one of the following EVSE options:

### 1) Level 2 home charger installation (up to \$2,000)

- Participant reimbursed for one level 2 charger and necessary installation costs. The charger requires a dedicated 208/240-volt supply circuit and may either be hardwired directly to an electrical service panel or plugged into a newly installed or pre-existing NEMA receptacle.

### 2) Level 2 portable charger (up to \$600)

- Participant reimbursed for one level 2 portable charger and must have a pre-existing 208/240-volt receptacle with a dedicated supply circuit at their residence to plug the charger into.

Eligible costs include a level 2 electric vehicle (EV) charger, labor, permits, and materials necessary for a Participant to safely charge their vehicle at a residence. The following items are reimbursable costs:

- Level 2 EV charger
- Labor costs related to site preparation, permit submission, charger installation, and time spent at final inspection
- Permitting costs
- Panel and sub-panel upgrades  
Material costs including, but not limited to receptacles, conduit, wire, breakers, miscellaneous fittings and connectors
- NEMA adapters for portable chargers that are designed to safely work with a specific charger brand

**Participant must submit their charger estimate request to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org) within 60 days of purchasing their replacement vehicle.** Funding is reserved during this 60-day timeframe and requests received after this deadline are subject to case-by-case approval and funding availability.

## Charging Safety

Charging an electric vehicle is safe and easy when done with proper, independently certified equipment. Underwriter's Laboratory (UL), is a nationally recognized testing laboratory that performs extensive laboratory safety testing that products must pass before they can be safety certified and made available to the public for sale. It is recommended that all Participants purchase a UL-listed charger that meets strict safety standards and has undergone rigorous testing. Work with your contractor to determine what equipment and electrical configuration will work best for your vehicle type and residence. Participants should follow all manufacturer suggested guidelines when operating the charger for safe usage.

## Home Charger Requirements

- The level 2 charger must be new, supplied by a dedicated 208/240-volt supply circuit, and deliver a minimum of 16 amps. The charger may either be hardwired directly to an electrical service panel or plugged into a pre-existing or newly installed NEMA receptacle.
- Level 2 home chargers do not have a price cap and may be purchased by the Participant or contractor. The average cost for a level 2 home charger is between \$500-\$700. Level 2 portable chargers may also be purchased under this option.
- Installation must be completed by a licensed contractor and at least one electrician on each crew must hold an Electric Vehicle Infrastructure Training Program (EVITP) certification.
- Electrical permits are required and may be obtained from the city or county's building division's permitting office by the contractor or Participant/property owner. The permit must be finalized before the installation begins and a final inspection should be performed by the permitting office after the installation is completed.
- Participant must either be the property owner of the residence where the charger is installed or they are required to receive permission from the property owner (e.g. landlord, homeowners association, etc.).

Keep in mind that level 2 chargers that have a continuous amperage supply below 40 amps require a significantly higher amount of time to charge your electric vehicle. Charging times vary depending on your electrical system capacity, charging rate, vehicle battery size, and state of charge (empty vs. full battery).

## Licensed Contractors

A home charger must be installed by a contractor with a valid Contractors State License Board (CSLB) C-10 or C-46 License and at least one electrician on each crew, at any given time, must hold an [Electric Vehicle Infrastructure Training Program \(EVITP\)](#) certification as required by [Public Utilities Code 740.20](#). One member of each crew may be both the contractor and an EVITP certified electrician. The EVITP certification requirement does not apply to single-family home residential electric vehicle chargers that can use an existing 208/240-volt receptacle.

Work done, costs incurred, and equipment purchased/ ordered for installations that are performed by non-licensed contractors and contractors without an EVITP certified electrician are not eligible for reimbursement. Participant and household members may not perform any installations, even if they are a licensed contractor or EVITP certified electrician. Participant should verify their contractor has a valid and active license on the CSLB website:

<https://www.cslb.ca.gov/onlineservices/checklicense/checklicense.aspx>. EVITP certification for electricians can be verified by certification number or last name on the EVITP website:

<https://db.evitp.org/>

Participant will pay the licensed contractor directly for the invoice balance after the installation is completed. The Air District will not reimburse contractors and will directly reimburse Participant for eligible costs after a reimbursement request with all required documentation is submitted.

The Air District does not have an authorized contractor list. Participants may utilize the following resources to find qualified installers in their area. Please note, these are not exhaustive lists and contractors may sign up to be included in these databases on a voluntary basis.

- CALeVIP's Installers and Electricians search tool: <https://calevip.org/find-an-evsp>. Search for contractors by county and utilize the filter for EVITP status.
- EVITP's "Find a Contractor" tool: <https://evitp.org/california>

Participants may use any contractor they choose that meet the requirements stated above. Participants may also reach out to GRID Alternatives (the case managers for the Clean Cars for All Program), who have a licensed contractor and EVITP certified electrician. If you would like to inquire about an estimate from GRID Alternatives, you may contact them via email at [evs@gridalternatives.org](mailto:evs@gridalternatives.org).

## Home Charger Estimate Approval Process

Participant must receive written estimate approval for their project from Clean Cars for All staff before proceeding with purchasing any equipment and installing the charger. Work done, costs incurred, and equipment purchased/ ordered prior to the approval of the estimate will not be eligible for reimbursement.

Submit the following estimate documents to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org):

- 1) Home Charger Installation Estimate Summary Form (Attachment A)**
  - Form must be completely filled out and signed by Participant
- 2) Contractor's Estimate**
  - Official estimate from a licensed contractor that includes the following information:
    - Contractor's business name and contact information
    - Participant's full name and installation address (do not include a family member or property owner's name)
    - Estimate date
    - Scope of work
    - Itemized costs for labor, materials, and permits
    - Charger make and model
- 3) Charger Equipment Specification Sheets**
  - Provide a URL web address to product page or technical specifications document (screenshot of product page can be provided in addition)

Estimates may take up to 4 weeks for Air District staff to review. Incomplete submissions are subject to additional delays or rejection.

**After receiving written estimate approval from CCFA staff, Participant may proceed with the licensed contractor that provided the estimate to complete the installation, and purchase the charger if the contractor will not be providing it.**

If Participant decides to change contractors after receiving an estimate approval, a new request must be submitted. Minimal changes to estimate costs and scope of work after an estimate approval do not require resubmission, but must be clearly reflected on the *Home Charger Installation Invoice Summary Form* (Attachment C) and on supporting documents with the final reimbursement request.

## Home Charger Installation

**Participant must complete the charger installation within 60 days of receiving estimate approval. Reimbursement requests must be submitted within 14 days of the project completion date or final payment of the invoice.** Requests submitted after the deadline will be evaluated on a case-by-case basis.

Electrical permits must be secured before the installation begins and may be acquired by the contractor or the Participant/property owner. All electrical work must be coordinated with utility companies and permitting agencies and must meet all applicable state and local laws. A copy of the final electrical permit and associated costs must be submitted in order to receive reimbursement.

Once the installation is completed, Participant receives itemized invoice and pays the contractor for the amount in full. Participant should not pay the contractor for the entire invoiced amount until they verify the work has been completed, copies of permits and final inspections are obtained, and the *Home Charger Invoice Summary Form* (Attachment C) has been signed by the contractor to ensure proper documentation is obtained in a timely manner.

## Home Charger Reimbursement

Once a level 2 home charger is installed, the project has passed the final inspection, and the contractor has been paid in full, Participant must submit the following:

- 1) Home Charger Installation Reimbursement Request Form (Attachment B)**
- 2) Home Charger Installation Invoice Summary Form (Attachment C)** signed by the grantee and licensed contractor
- 3) Invoices**
  - Itemized invoice from contractor for level 2 charger installation, which includes:
    - Line-item costs for charger, labor, materials, and permit\*
    - Participant's full name and address of installation site
    - Contractor's name, business address, and phone number or email address
- 4) Proof of Payment**
  - Proof of payment for invoiced amounts through one or a combination of the following:
    - Receipt
    - Check copy (cancelled)
    - Bank account/credit card statement
    - Paid invoice from contractor with \$0 balance and method of payment (e.g. credit card, check, cash)
- 5) Permit**
  - Copy of the final permit that shows the permit number, issue date, site address, requestor, permit type, and description of work
- 6) Photos**
  - Photo(s) of installed charger plugged into the CCFA vehicle

\*If Participant chooses to purchase the charger and/or obtain the permit themselves, separate invoices and/or proof of payment must be provided.

Reimbursements shall not exceed the final amount invoiced for the complete installation of a level 2 home charger or \$2,000, whichever is less. Reimbursement amounts will be rounded down to the nearest whole dollar amount.

Reimbursement checks will be mailed by the Air District to the address listed on the Form W9 submitted with the original CCFA application within 90 days of receiving a complete and correctly filled out reimbursement request (invoices, proof of payment, permit, photos, *EVSE Reimbursement Request Form* [Attachment B], and *Home Charger Invoice Summary Form* [Attachment C]). Incomplete requests are subject to additional delays.

## Portable Charger Requirements

- Participant may purchase one new level 2 portable charger that delivers a minimum of 16 amps.
- Portable chargers must clearly state the charger is portable in the product description. Chargers that are required to be mounted or do not state portable in their product description are not eligible portable chargers.
- Participant must have an existing NEMA receptacle, supplied by a dedicated 208/240-volt supply circuit, to plug the charger into. The receptacle must be able to safely support the charger amperage and be compatible with the selected charger.
  - If the selected charger plug is not compatible with the existing receptacle, a NEMA adapter may be selected from the same charger manufacturer and must be used according to the manufacturer's guidelines for safe operation. Only necessary NEMA adapters are eligible and may not be purchased as a back-up or if you do not have an existing compatible receptacle.
- Level 2 portable chargers are eligible for reimbursement up to \$600, including taxes and shipping costs. The average cost for a level 2 portable charger is between \$200-\$500.

## Portable Charger Estimate Approval Process

Participant must receive written estimate approval for their project from Clean Cars for All staff before proceeding with purchasing the level 2 portable charger. Work done, costs incurred, and equipment purchased/ ordered prior to the approval of the estimate will not be eligible for reimbursement.

Submit the following estimate documents to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org):

### 1) **Portable Charger Estimate Summary Form (Attachment D)**

- Supporting documentation that shows where the charger will be purchased and confirms the make, model, and amperage. Examples include:
  - Hyperlink or URL web address (screenshot of product page can be provided in addition)
  - Quote (in-store or online)
- Form must be completely filled out and signed by Participant

### 2) **Photo of pre-existing NEMA receptacle**

### 3) **Level 2 portable charger equipment specification sheet or URL web address**

Estimates may take up to 4 weeks for Air District staff to review. Incomplete submissions are subject to additional delays or rejection. **After receiving written estimate approval from CCFA staff, Participant may proceed with purchasing the portable charger.**

If Participant chooses to purchase a different portable charger after receiving estimate approval, a new request must be submitted.

### Portable Charger Installation and Reimbursement

After a level 2 portable charger is purchased and received, plug the charger into the existing 208/240-volt receptacle and plug the charger connector into the vehicle to verify the charger works.

Participant must submit the following to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org):

**1) Portable Charger Reimbursement Request Form (Attachment E)**

**2) Proof of Payment**

- Proof of payment for portable charger and any adapter that includes the make, model, cost, and method of payment. This information can be provided through one or a combination of the following documents:
  - Receipt
  - Check copy
  - Bank account/credit card statement
  - Paid invoice with \$0 balance

**3) Photos**

- Photo of portable charger plugged into the 208/240-volt receptacle
  - Any adapter purchased must also be plugged into the charger and receptacle
- Photo of charger plugged into the CCFA vehicle

Reimbursements shall not exceed the final amount invoiced for the complete installation of a level 2 portable charger, or \$600, whichever is smaller. Reimbursement amounts may be rounded down to the nearest whole dollar amount.

Reimbursement checks will be mailed out by the Air District within 90 days of receiving a correctly filled out reimbursement packet, which includes the *Portable Charger Reimbursement Request Form* (Attachment E), proof of payment, and photos.

## Frequently Asked Questions

### **Who do I contact if I have questions?**

Email a CCFA case manager at [CleanCars@gridalternatives.org](mailto:CleanCars@gridalternatives.org) or call 855-256-3656.

### **Can I purchase and install a used charger?**

No, all equipment must be new and purchased from a reputable business.

### **Can I install a Level 1 or DC Fast charger?**

No, only level 2 chargers are eligible for the program.

### **What if I have an existing receptacle, but do not want to purchase a portable charger and instead buy a charger that needs to be wall-mounted?**

A licensed contractor will still need to be involved to perform a site assessment, perform electrical load calculations, and mount the charger. An EVITP certified electrician is not required when the charger can use an existing 208/240-volt receptacle. In these cases, permits are usually still required depending on the type of work performed. Consult with your contractor and local building permit department for more information.

### **Can I install my own charger and get reimbursed for my time?**

No, even if a Participant is a licensed contractor or EVITP certified electrician, Participants are not permitted to install their own home charger.

### **Can I obtain an estimate from a contractor before I've purchased a replacement vehicle or dismantled my old vehicle?**

Yes, Participants may pursue an estimate from a licensed contractor, but cannot enter into any agreements with the contractor for the work, begin work, or purchase the charger before they receive written estimate approval.

### **Do I need a permit?**

For the home charger installations, any electrical work performed requires a permit and the final permit must be obtained before any work on the installation begins. The permit may be obtained from the city or county's building division's permitting office by the contractor or the Participant/property owner. If the contractor obtains the permit, a copy of the final permit should be provided to the Participant and associated costs must appear on the final invoice. If the Participant obtains the permit, they will need to provide a copy of the final permit and proof of payment for the permitting costs. After the installation is completed, Participant should coordinate with the contractor on the final inspection. Installations performed without a permit will not be eligible for reimbursement.

### **Can I get reimbursed for installing a charger at a different location than the address I used to apply to Clean Cars for All?**

No, a Participant may not install a charger at a different address other than the home address listed on their original CCFA application. However, if the Participant has moved and the new address is located in an eligible zip code, an installation may be permitted with pre-approval from CCFA program staff. Email



[cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org) with the request and include a new [Form W-9](#) and proof of residency that is dated within the last 90 days (e.g. utility bill, cell phone bill, pay stub, property tax, or a USPS change of address confirmation).

**How does the reimbursement process work?**

Participants must pay for all costs in full and have proof of payment before submitting a reimbursement request. After a complete reimbursement request is received, Air District staff will mail a reimbursement check to the address listed on the Form W-9 within 90 days. The Air District does not have an authorized contractor list and will not reimburse contractors directly.

**Do I need to pay taxes on the rebate amount?**

The Air District will issue a Form 1099-G (Certain Government Payments) to all Participants who receive \$600 or more in funding to pay taxes on. The Form 1099-G is mailed in late-January/early February of the following calendar year for the reimbursement costs for the tax year you receive the reimbursement check. For example, if the check is received in February 2022, a Form 1099-G will be issued for tax year 2022 and sent in January/February 2023. You may receive up to two Form 1099s if your vehicle purchase and charger reimbursement check occur in different calendar years.

**Is the \$500 public charge card available?**

This option is currently under development. Participants who do not opt for the home charger installation or portable charger and are interested in the public charge card may sign up to be notified when there is an update by emailing [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org). If the public charge card becomes available in the future, it may only be offered to projects that are awarded after this option is established.

## Home Charger Installation Estimate Summary Form

This form is filled out by the Participant and summarizes the cost estimates for your level 2 home charger installation project. Estimate approval is required before purchasing any equipment and installing the charger.

Participant Information		
Participant Name:		Electric Vehicle Project Number:
Home Address (on electric vehicle application):		Vehicle Purchase Date:
Installation Address (if installation address is different from home address, a Form W-9 and Proof of Residency is required for submission):		
Contractor and Electrician Information		
Business Name:		Business Address:
Phone Number:		E-mail Address:
Contractor's Name:		C-10 License Number:
Electrician's Name:		EVITP Certification Number:
Charger Type and Costs		
Charging Station Cost:		Manufacturer:
Sales Tax	Shipping and Handling:	Model
<b>Total Charger Cost:</b>		Amperage:
Charger will be purchased by: <input type="checkbox"/> Contractor <input type="checkbox"/> Participant		
If charger is purchased by Participant, include a website URL link, screenshot, or quote from store where charger will be purchased:		
Installation Costs		
Labor Cost:		Permit Cost
Materials Cost:		Permit will be obtained by: <input type="checkbox"/> Contractor <input type="checkbox"/> Participant
Panel/Subpanel Upgrade Cost:		Taxes:
<b>Total Installation Cost:</b>		Charger Installation Type: <input type="checkbox"/> Hardwired <input type="checkbox"/> NEMA Outlet
<b>Total Project Costs (charger costs + installation costs):</b>		

**Project Installation Requirements Checklist****Participant Signature REQUIRED:****Confirm the following:**

- CCFA replacement vehicle is a plug-in hybrid or battery electric vehicle.
- Previous vehicle has been brought to an authorized dismantler for a post-inspection and final dismantling.
- EVSE is a new Level 2 charger with a minimum of 16 amps.
- EVSE will have a dedicated 208/240-volt supply circuit and either be hard wired directly to an electrical service panel or plugged into a newly installed or pre-existing NEMA receptacle.
- If the continuous amperage supplied to the EVSE is below 40 amps, I understand the use of lower amperage EVSE may significantly increase the time required to fully charge my vehicle.
- An electrical permit will be requested by the contractor or myself and finalized before the project installation begins.
- I understand that work done, costs incurred, and equipment purchased/ ordered prior to the approval of the estimate will not be eligible for reimbursement.
- I have confirmed the above requirements with the licensed contractor and procured an EVSE installation cost estimate that includes the following items:
  - Participant's full name, installation location, load calculations (demonstrating that the supply circuit and electrical service panels are sized for continuous EVSE load), itemized costs for labor, materials, and permits necessary for Level 2 charger installation.
  - If EVSE is not purchased by contractor, I have provided a separate cost estimate for the charger.
- I intend to operate the charger for the remaining operational period of the CCFA replacement vehicle.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:****How to Submit Your Estimate Request**

Submit your estimate request within 60 days of purchasing your plug-in hybrid or battery electric vehicle to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org) for approval before purchasing any equipment and beginning your installation. Estimate approvals may take up to 4 weeks.

Required Documents

- 1) Home Charger Installation Estimate Summary Form (Attachment A)**
- 2) Official estimate from licensed contractor**
- 3) Level 2 charger equipment specification sheet** or URL web address to product page with technical specifications



## Home Charger Installation Reimbursement Request Form

After your Clean Cars for All (CCFA) home charger project is completed, submit this form and the required supplemental documents to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org).

Participant Name: \_\_\_\_\_

Installation Address: \_\_\_\_\_

Home Address Listed on original CCFA application: \_\_\_\_\_

Date Installation Completed: \_\_\_\_\_

Total Eligible Project Costs (charger, installation, permit costs): \$ \_\_\_\_\_

Total Amount Requested for Reimbursement (max \$2,000): \$ \_\_\_\_\_

Please check the boxes below:

- I have purchased a Plug-in Hybrid or Battery Electric Vehicle through the CCFA Program.
- I took my old car to an Authorized Dismantler prior to the installation of my home charger.
- I have attached the following required documents:

Required Documents

**1) Home Charger Installation Reimbursement Request Form (Attachment B)**

**2) Home Charger Installation Invoice Summary Form (Attachment C)**

**3) Invoices**

- Itemized invoice from contractor for level 2 charger installation, which includes:
  - a. Line-item costs for charger, labor, materials, and permit
  - b. Participant's full name and address of installation site
  - c. Contractor's name, business address, and phone number or email address

**4) Proof of Payment**

- Proof of payment for invoiced amounts through one or a combination of the following:
  - a. Receipt
  - b. Check copy
  - c. Bank account/credit card statement
  - d. Paid invoice from contractor with \$0 balance and method of payment (e.g. credit card, check, cash)

**5) Copy of final permit**

**6) Photo(s) of installed charger plugged into the CCFA vehicle**

## Home Charger Installation Invoice Summary Form

This form summarizes the final costs for the Participant's level 2 home charger installation project. The form is filled out by the Participant (contractor may assist if information is not available on the contractor invoice) and signed by both the Participant and licensed contractor.

Participant and Project Information		
Participant Name:		Electric Vehicle Project Number:
Estimate Approval Date*:		Installation Address:
Contractor and Electrician Information		
Business Name:		Business Address:
Phone Number:		E-mail Address:
Contractor's Name:		C-10 License Number:
Electrician's Name:		EVITP Certification Number:
Charger Type and Costs		
Charging Station Cost:		Manufacturer:
Sales Tax	Shipping and Handling:	Model
<b>Total Charger Cost:</b>		Amperage:
Charger purchased by: <input type="checkbox"/> Contractor <input type="checkbox"/> Participant		
Installation Costs		
Labor Cost:		Total Hours Spent on Installation:
Materials Cost:		Hourly Labor Rate (divide labor costs by total hours):
Permit Cost:		Permit obtained by: <input type="checkbox"/> Contractor <input type="checkbox"/> Participant
Panel/Subpanel Upgrade Cost:	Taxes:	Charger Installation Type: <input type="checkbox"/> Hardwired <input type="checkbox"/> NEMA Outlet
<b>Total Installation Cost:</b>		
<b>Total Project Costs (charger costs + installation costs):</b>		

\*Participants are required to receive written estimate approval from CCFA staff before purchasing any equipment and installing their charger. Participants have 60 days to complete the installation and 14 days to submit the reimbursement request. Submissions received after this date will be considered on a case-by-case basis and may be denied.

**Project Installation Requirements Checklist****Participant Signature REQUIRED****Confirm the following:**

- EVSE is a new Level 2 charger with a minimum of 16 amps.
- EVSE has a dedicated 208/240-volt supply circuit and is either hard wired directly to an electrical service panel or plugged into a newly installed or pre-existing NEMA receptacle.
- If the continuous amperage supplied to the EVSE is below 40 amps, I understand the use of lower amperage EVSE may significantly increase the time required to fully charge my vehicle.
- A finalized electrical permit was obtained for the project installation.
- I understand that work done, costs incurred, and equipment purchased/ ordered prior to the approval of the estimate will not be eligible for reimbursement.
- I have confirmed the above requirements with the licensed contractor and have received an itemized invoice for the EVSE installation that includes the following items:
  - Participant's full name, installation location, load calculations (demonstrating that the supply circuit and electrical service panels are sized for continuous EVSE load), itemized costs for labor, materials, and permits necessary for Level 2 charger installation.
    - If EVSE and/or permit is not paid for by the contractor, I have provided a separate invoice and proof of payment.
- I intend to operate the charger for the remaining operational period of the CCFA replacement vehicle.

I, \_\_\_\_\_, confirm the above requirements are correct and true and that the Home Charger Installation Invoice Summary Form is just a summary of the invoice(s) and not a contract. I also understand that if the continuous amperage supplied to the installed EVSE is below 40 amps, the lower amperage may significantly increase the time required to fully charge my vehicle.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Signature REQUIRED**

I, \_\_\_\_\_, confirm the above installation requirements are correct and true. I confirm that at least one electrician who holds an Electric Vehicle Infrastructure Training Program certification was on the installation crew. I understand that the Home Charger Invoice Summary Form is just a summary of the invoice(s) and not a contract.

**Contractor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:****How to Submit Your Reimbursement Request**

This form is required to be submitted as part of the reimbursement request for your home charger installation project within 14 days of completion. Refer to the **Home Charger Installation Reimbursement Request Form (Attachment B)** for a complete list of required documents.

## Portable Charger Estimate Summary Form

This form is filled out by the Participant and summarizes the cost estimates for your level 2 portable charger project. Estimate approval is required before purchasing the equipment and plugging the charger into your existing receptacle.

<b>Participant Information</b>	
Participant Name:	Electric Vehicle Project Number:
Home Address (on electric vehicle application):	Vehicle Purchase Date:
Installation Address (if installation address is different from home address, a Form W-9 and Proof of Residency is required for submission):	
Pre-existing Receptacle Type (e.g. NEMA 6-20R, 14-50R, etc.):	
<b>Charger Type and Costs</b>	
Charger Cost:	Charger Manufacturer:
Charger Sales Tax:	Charger Model:
Charger Shipping and Handling:	Charger Amperage:
<b>Total Charger Cost:</b>	Charger Plug Type (e.g. NEMA 6-20P):
Where will the charger be purchased? Include a website URL link or attach a store quote.	
<b>Adapter Type and Costs (optional)</b>	
Adapter Cost:	
Adapter Sales Tax:	Adapter Manufacturer:
Adapter Shipping and Handling:	NEMA Adapter Type (e.g. 6-20, 6-20R to 14-50P):
Where will the adapter be purchased? Include a website URL link or attach a store quote.	
<b>Total Project Costs (charger costs + optional adapter):</b>	

Project Requirements Checklist	
<b>Participant Signature REQUIRED:</b>	
<b>Confirm the following:</b>	
<input type="checkbox"/> CCFA replacement vehicle is a plug-in hybrid or battery electric vehicle.	
<input type="checkbox"/> Previous vehicle has been brought to an authorized dismantler for a post-inspection and final dismantling.	
<input type="checkbox"/> EVSE is a new Level 2 portable charger with a minimum of 16 amps.	
<input type="checkbox"/> I have a pre-existing NEMA receptacle with a dedicated 208/240-volt supply circuit to plug the charger into.	
<input type="checkbox"/> If the continuous amperage supplied to the EVSE is below 40 amps, I understand the use of lower amperage EVSE may significantly increase the time required to fully charge my vehicle.	
<input type="checkbox"/> I understand that work done, costs incurred, and equipment purchased/ordered prior to the approval of the estimate will not be eligible for reimbursement.	
<input type="checkbox"/> I intend to operate the charger for the remaining operational period of the CCFA replacement vehicle.	
Participant Signature: _____	Date: _____
<b>Comments:</b>	

### How to Submit Your Estimate Request

Submit your estimate request within 60 days of purchasing your plug-in hybrid or battery electric vehicle to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org) for approval before purchasing any equipment. Estimate approvals may take up to 4 weeks.

#### Required Documents

- 1) **Portable Charger Estimate Summary Form (Attachment D)**
- 2) **Photo of pre-existing NEMA receptacle**
- 3) **Level 2 portable charger equipment specification sheet** or URL web address to product page with technical specifications





# Portable Charger Reimbursement Request Form

After your Clean Cars for All (CCFA) portable charger is received and plugged into your pre-existing receptacle, submit this form and the required supplemental documents to [cleancars@gridalternatives.org](mailto:cleancars@gridalternatives.org).

Participant Information	
Participant Name:	Electric Vehicle Project Number:
Estimate Approval Date*:	Installation Completion Date:
Installation Address:	Pre-existing Receptacle Type (e.g. NEMA 6-20R, 14-50R, etc.):
Project Equipment and Costs:	
Charger Manufacturer and Model:	Charger Amperage:
<b>Total Charger Cost (charger, taxes, shipping &amp; handling):</b>	<b>Total Adapter Costs (adapter, taxes, shipping &amp; handling):</b>
<b>Total Project Costs (charger costs + optional adapter):</b>	
<b>Amount requested for reimbursement (max \$600):</b>	

Please confirm the following and sign below:

- I have purchased a Plug-in Hybrid or Battery Electric Vehicle through the CCFA Program.
- I took my old car to an Authorized Dismantler prior to the installation of my portable charger.
- I understand that if the continuous amperage supplied to the installed EVSE is below 40 amps, the lower amperage may significantly increase the time required to fully charge my vehicle.
- I understand that work done, costs incurred, and equipment purchased/ordered prior to the approval of the estimate will not be eligible for reimbursement.
- I intend to operate the charger for the remaining operational period of the CCFA replacement vehicle.
- I have attached the following required documents:
  - 1) Portable Charger Reimbursement Request Form (Attachment E)**
  - 2) Invoice/Proof of Payment**
    - Invoice/proof of payment for level 2 portable charger and any adapter that includes the manufacturer make & model, amperage, and costs
    - Proof of payment must show method of payment and includes one or a combination of the following: receipt, check copy, bank account/credit card statement, paid invoice with \$0 balance.
  - 3) Photo(s) of portable charger and any adapter plugged into pre-existing outlet and charger plugged into CCFA vehicle**

I confirm that the above requirements provided in this request are correct and true.

**Participant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_