



Serving the San Mateo County Community

Peninsula Clean Energy Authority ("PCEA") EV Ready Program (EVRP) Installation Verification Form

The Installation Verification Form is required by Peninsula Clean Energy Authority ("PCEA") to verify that the EV Charging Infrastructure is installed and operational, and the project is complete. All fields on this form are *required*. Please follow the instructions below:

1. Download this document to your desktop
2. Using Adobe or another PDF program, complete all fields in the table below. Note: IF A FIELD IS LEFT BLANK, THE FORM WILL BE DEEMED INCOMPLETE AND THE APPLICANT WILL BE REQUIRED TO RESUBMIT THE FORM
3. Please sign the form (digital or wet signature is acceptable)
4. Please submit this form along with all required documents, outlined below, to evready@peninsulacleanenergy.com

Applicant First Name	
Applicant Last Name	
Title	
Organization	
Email	
Phone Number	
Proposed Site Address	
City	
Zip Code	
Project ID	

PCEA requires the following documentation be submitted to evready@peninsulacleanenergy.com to verify the completed installation of the EVSE units:

- Purchase invoice for equipment. Invoice must be marked as paid
- Purchase invoice for all installation costs. Invoice must be marked as paid
 - If the project required a panel upgrade, the invoice must explicitly list this cost in a separate line item and only include those hardware or installation costs associated with the panel
- Design invoice for engineering and design costs
- Copy of permits: local agency, and (if applicable) utility permits/service orders
- Pictures of the following:
 - At least 2 photos of installed and operational equipment, which also clearly displays cobranded Project-provided PCEA labeling
 - Photos of equipment serial numbers
 - If the project required a panel upgrade, please provide a picture of the new panel displaying all the circuits
- Copy of a network agreement (two (2) years for L2)
- Inspection card, including inspector sign-off

If the Applicant wishes to designate the rebate payment to Rebate Recipient, who is a single vendor or service provider incurring costs for the project up to the amount of documented costs incurred by that Rebate Recipient, please submit a paid invoices for all costs the Rebate Recipient shall be paid for – the final amount of the rebates will be the actual eligible costs of verified EV Charging Infrastructure installed or the maximum amount reserved, whichever is less. Please complete the following information:

Rebate Recipient Organization Name	
Phone Number	
Email	
Address	
City	
State	
Zip Code	

By signing below, the site owner (“Site Owner”) or, if the property is owned by a commercial or corporate entity, the representative of the ownership entity (“Owner Representative”) agrees to the “EV Ready Program” (“Program”) Terms & Conditions. If neither Site Owner nor Owner Representative executes the Agreement, the applicant (“Applicant”) certifies that a Designated Applicant Assignment form was completed and submitted to PCEA to verify that the Site Owner or Owner Representative has designated the applicant (“Designated Applicant”) authority to represent the Site Owner in the Program and execute all legal agreements as required by the Program.

Site Owner or Owner Representative OR Designated Applicant Signature

Date