



Peninsula Clean Energy EV Ready Program Standards & Requirements

Overview

The Peninsula Clean Energy Electric Vehicle (EV) Ready Program is an EV charging infrastructure program to support multi-family, workplace, and public charging in San Mateo County and the City of Los Banos by providing incentives for the installation of Level 1, Level 2, and Make Ready charging infrastructure. In addition to the incentives outlined in this document, Peninsula Clean Energy is providing free, but optional, technical assistance to help customers choose cost-effective EV charging options and design their projects.

1. Definitions

- a. **Affordable Housing** – Residential buildings that entirely consist of units below market rate and whose rents or sales prices are governed by local agencies to be affordable based on area median income.
- b. **Designated Applicant** – An organization or individual (contractor, developer, property manager, etc.) that has been authorized by a property owner to act on the property owner’s behalf for the purpose of applying for and managing incentives in the EV Ready Program, including directly receiving incentives upon project completion (if desired), and has submitted a fully signed Designated Applicant form.
- c. **Employee Parking** – Parking that is assigned or dedicated to employee or fleet parking only and not accessible by the general public.
- d. **EVSE** – Electric vehicle supply equipment or EV charging stations, including conductors, EV connectors, attachment plugs, and all other fittings, devices, power outlets, or apparatus installed specifically for the purpose of transferring energy between the premises wiring and the EV (NFPA 70-2017, Article 625).
- e. **EV Charging Port** – a 120V – 240V AC outlet or either a J1772 or J3400 connector on an EVSE which charges one vehicle at a time.
- f. **EV charging infrastructure** – refers to all electrical infrastructure, including, electrical panels, circuits, wire, conduit, raceway, and other materials required to bring power from a panel to an EV charging port, and the EV charging port, or electric vehicle supply equipment.
- g. **Electric Vehicle Service Provider (EVSP)** – An EVSP provides the connectivity across a network of charging stations. Connecting to a central server, they manage the software, database, and communication interfaces that enable operation of the station.
- h. **Level 1 (L1) Outlet** – Level 1 outlets offer charging through a 120V AC circuit, providing about 50 – 60 miles of range over a 12-hour overnight charge. EV drivers bring their own charging cord.
- i. **Level 2 (L2) Outlet** – Level 2 outlets offer charging through a 208 – 240V AC circuit, providing about 12 – 24 miles of range per hour. EV drivers bring their own charging cord.
- j. **L2 Charging Stations, L2 EVSE, or L2 Charge Ports** – charging stations that offer charging on a 208V – 240V AC circuit, providing about 12-24 miles of range per hour. EV drivers plug the charger’s cord into their vehicle.
- k. **Make Ready Ports** – Projects that build, construct, and install the electrical infrastructure, including transformers, panels or panel capacity, and conduit required for an EV charging port, but do not install the EVSE. Make Ready Port incentives are meant to encourage customers to future-proof their site for additional EV charging ports to be installed later.
- l. **Multi-Unit Dwelling (MUD)** – Multi-family residential buildings with four or more residential units.
- m. **Publicly Accessible** – Charging that any EV driver can reasonably access during normal hours without special permissions or other restrictions.

2. Program Segments & Funding

a. Eligibility

Summary of Eligible Property and Project Types

Measure Type	Multi-Unit Dwellings	Non-Residential
L1 or L2 Outlet	Eligible	Eligible
L2 Charging Stations	Eligible	Eligible
Main Panel Upgrade	Eligible	Not Eligible
Make Ready Project	Eligible	Eligible

Eligible Residential Locations

- All multi-family housing (apartments, condos, etc.) with 4 or more housing units. Assigned parking spaces are eligible, as long as they are not located inside private, dedicated garages with access to only a single residential unit (see “Parking Type” below for more details and exceptions).
- Manufactured housing is eligible if master metered. If the housing is not master metered (each home has its own electrical meter), it must meet the “Parking Type” eligibility below. Private garages or driveways that are immediately adjacent to a home with its own meter are not eligible.

Eligible Non-Residential Locations

- Employee Parking, including fleet, does not need to be publicly accessible.
- All Publicly Accessible Non-Residential Locations
 - Retail, restaurants, schools, hotels, malls, parking garages, curbside charging, etc., must be open to the general public.
 - Government locations such as parks, libraries, government offices, city/county-owned garages, etc., must be open to the general public.
 - Location does not need to be accessible to the public 24/7 or all days, but needs to be reasonably available to any EV driver. Chargers cannot be behind a secured gate, require special permissions, or available only to specific people (e.g. employees, customers, or guests, etc. only).

To be eligible for program funding, *all* projects must comply with the following requirements:

1. Property is located within San Mateo County or the City of Los Banos.
2. EV charging infrastructure will be connected to a meter associated with an active Peninsula Clean Energy customer account.
 - a. **EXCEPTION:** If the site is a MUD, then the stations may be installed on a non-Peninsula Clean Energy meter, provided the main or primary building meter is associated with a Peninsula Clean Energy account.
3. All work performed on projects under this agreement must be performed by contractor companies that hold a valid California C-10 license. PCEA reserves the right to amend and change contractor requirements at any point during the program.
4. Installations must comply with all federal, state, and municipal laws, ordinances, rules, codes, standards, and regulations.
5. Funds are not retroactively available to projects where the equipment was already purchased, or installation costs have been incurred, prior to approval by Peninsula Clean Energy.
6. Installations must be voluntary and surplus—charging stations that are required to be installed by a regulation, local ordinance, building code, or other legal obligations (e.g., legal settlement, condition

of lease agreement or use permit, EV-readiness ordinance) are NOT eligible, except for installations at Affordable Housing and public agencies.

7. Installations must be adding additional EV charging infrastructure. Replacement of existing charging equipment, whether operable or inoperable, is not eligible.
8. No double dipping with EV Ready funds. Only one EV Ready incentive can be applied to a single parking space. For example, if a project is using a Make Ready Space incentive for a parking space, that space can not receive another EV Ready incentive later to convert the space to an EV Charging Port.
9. EV Charging Ports installed with funding from the EV Ready program must be made available for use upon completion of installation and remain available for use for a minimum of 3 years.
10. Parking Type: Installations cannot be located inside private garages with access to only a single residential unit. All other parking types are eligible.
 - a. Assigned parking spaces are eligible.
 - b. Private garages that are only accessible by a single residential unit are not eligible, unless electricity to this area is provided by a common/shared electrical meter and not the electrical meter associated with the residential unit that is utilizing that private garage.

b. Affordable Housing Funds Reservation

The program will reserve \$1 million towards Affordable Housing charging installation projects, including at both existing Affordable Housing and new construction projects. Funding will be protected for a minimum of up to 2 program years after which the allocation of funds will be re-assessed and any unreserved funds may be reallocated to the program funding pool and be eligible to fund other projects.

c. Multi-Unit Dwellings Funds Reservation

The program will reserve \$3.5 million towards charging installation projects at MUD properties, inclusive of the \$1 million reserved for Affordable Housing projects. Funding will be protected for up to 2 program years after which the allocation of funds will be re-assessed and any unreserved funds may be reallocated to the program funding pool and be eligible to fund other projects.

d. Combining Incentives

Installations may be eligible for additional funding programs such as CALeVIP, BAAQMD Charge! Program, etc. When customers combine incentives from multiple sources, Peninsula Clean Energy Incentives may be reduced so total incentives do not exceed the applicable caps indicated in the incentive table below.

3. EV Charging Equipment Requirements

- a. Level 1 or Level 2 Outlet (110/120V or 208 – 240V, 15A – 50A circuit)
 - i. Hardware Requirements
 - 1. Power Supply: 1.4 kW minimum
 - 2. NEMA 110/120V or 208 – 240V receptable, heavy duty, commercial, or industry grade
 - 3. Ground Fault Circuit Interrupter (GFCI) receptacle
 - 4. Must meet indoor or outdoor NEC requirements per installation location

- b. Level 2 Charging Station (208 – 240V, 20A – 80A circuit)
 - i. Hardware Requirements
 - 1. SAE J1772 or North American Charging Standard (NACS)/SAE J3400 connector
 - 2. NEMA 3R rated (outdoor rated hardware) minimum
 - 3. Hardware must be new. No refurbished or repurposed equipment can be installed (e.g., equipment previously used as display or returned)
 - ii. Software Requirement
 - 1. If software is utilized, it must use an open standard protocol, such as Open Charge Point Protocol (OCPP)

- c. Make Ready Spaces

The EV Ready Program provides funding to create Make Ready Spaces by installing future-proof infrastructure to support additional EV charging ports in the future. Eligible expenses for Make Ready Spaces include hardware such transformers, panels or panel capacity, and conduit, the labor costs associated with these projects, and permit costs, subject to site eligibility, incentive levels, and site caps, outlined further in the section below.

4. Incentive Amounts

Property Category	Property Type	Measure Type	Port Incentive	Applicable Cap ¹
Existing Building	Multi-Unit Dwelling	L1 or L2 outlet	\$2,000	No cap
		L2 charging station port	\$4,500	Up to 75% of project cost, maximum \$90,000 per property
		Main panel upgrade ²	\$5,000	Up to \$5,000 per property
	Affordable Housing Multi-Unit Dwelling	L1 or L2 outlet	\$2,500	No cap
		L2 charging station port	\$5,500	Up to 100% of project cost, maximum \$90,000 per property
		Main panel upgrade ²	\$5,000	Up to \$5,000 per property
	Employee Parking	L1 or L2 outlet	\$2,000	No cap
		L2 charging station port	\$5,000	Up to 75% of project cost, maximum \$90,000 per property
	All Publicly Accessible Non-Residential Locations ³	L1 or L2 outlet	\$2,000	No cap
		L2 charging station port	\$5,000	Up to 75% of project cost, no maximum
Any	Make Ready Space ⁴	\$2,000	Up to \$20,000 per property	
New Construction ⁵	Market Rate Multi-Unit Dwelling	L1 or L2 outlet	\$1,000	No cap
		L2 charging station port	\$2,000	Up to \$40,000 per property
	Affordable Housing Multi-Unit Dwelling	L1 or L2 outlet	\$1,500	No cap
		L2 charging station port	\$2,500	Up to \$100,000 per property
	Public Agency	L1 or L2 outlet	\$1,000	No cap
		L2 charging station port	\$2,000	Up to \$250,000 per property

¹ Maximum incentive award is up to 100% of project cost – maximum port incentive or applicable cost, whichever is less, unless otherwise stated

² Must install 4 or more ports to be eligible for the main panel upgrade incentive.

³ Publicly-Accessible Non-residential locations are defined in Section 2 Program Segments & Funding.

⁴ No double dipping, can not be layered with other EV Ready incentives to fund the conversion of the same Make Ready Space to an outlet or charging station port in the future.

⁵ If a new construction project is a multi-use site and is eligible for multiple incentive categories, the site owner must select which property type category and corresponding incentive structure to apply for.

To be eligible for incentives, all projects, except for Public Agency and Affordable Housing property types, must be voluntary and surplus from those required to be installed by a regulation, local ordinance, building code, or other legal obligations.

5. Eligible Project Costs

All incentives are capped at a percentage of project costs. Project costs can only include the monetary cost required to install the EV charging infrastructure included within the project scope. Peninsula Clean Energy requires itemized invoices fully documenting the project costs prior to issuing the incentive payment. The following costs are considered eligible project costs when determining the incentive cap:

- Utility service upgrades, net of any utility service allowance
- Design & engineering services
- EV charging infrastructure hardware (EV charging stations and outlets)
- Networking or subscription costs, as applicable
- Service, warranty, and O&M agreements associated with EV charging infrastructure, as applicable
- Costs associated with extended Wi-Fi or cell connectivity for EV charging infrastructure, as applicable
- Installation costs
 - Materials (conduit, panels, wire, etc.)
 - Labor
 - Civil (trenching, backfill, curb cutting, etc.)
- Project signage
- Required ADA upgrades due to charging project
- Load management, power sharing equipment, charge controller, energy management systems, etc. associated with the EV charging infrastructure, as applicable
- Permit fees
- Adder Hardware
 - Networked L1 charging management systems; for example, networked energy monitors, energy controllers, or outlets added to the project to create a networked L1 charging station

6. Funds Reservation Period

The Funds Reservation Period begins when Peninsula Clean Energy approves an incentives application. All project applications approved for an incentive rebate must submit a preliminary site plan within 60 days from the beginning of the Funds Reservation Period that outlines the total number and type of EV charging infrastructure to be installed and approximate location within the property. For project applications through a Designated Applicant, the applicant must show evidence that the preliminary site plan has been approved by the property owner or site host. **Applicants that do not provide a preliminary site plan within 60 days of the Funds Reservation period will be cancelled at Peninsula Clean Energy’s discretion.** Projects receiving technical assistance from Peninsula Clean Energy do not need to provide a preliminary site plan.

All project applications approved for an incentive rebate must also be completed and submit an Installation Verification Form to Peninsula Clean Energy within the timeline outlined below. Peninsula Clean Energy reserves the right to extend the Funds Reservation Period or progress milestones at its discretion.

Property Category	Property Type	Unit Type	Funds Reservation Period	
Existing	Multi-Unit Dwelling	L1 outlet	270 days	
		L2 charging station port		
	Affordable Housing Multi-Unit Dwelling	L1 outlet	365 days (12 months)	
		L2 charging station port		
	Employee Parking & All Publicly Accessible Non-Residential Locations	L1 outlet	270 days	
L2 charging station port				
Any	Make Ready circuit			
New	Market Rate Multi-Unit Dwelling	L1 outlet	Reservation period: 2 years Required progress milestones to maintain the reservation: <ul style="list-style-type: none"> • Design drawing showing scope of EV charging by 6 months, and • Copy of approved building permit by 12 months 	
		L2 charging station port		
	Affordable Housing Multi-Unit Dwelling	L1 outlet		Reservation Period: 3 years Required progress milestones to maintain reservation: <ul style="list-style-type: none"> • Submit confirmation of “Notice to Proceed” documentation
		L2 charging station port		
	Public Agency	L1 Outlet		365 days (12 months)
L2 EVSE Port				

7. Required Installation Verification Documents

To receive rebate reimbursement, applicants must complete the online Installation Verification Form, which will be sent via email after the funds have been reserved. Incomplete applications may delay payment.

1. Purchase invoice for equipment. Invoice must be marked as paid.
2. Purchase invoice for all installation costs. Invoice must be marked as paid.
 - i. 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, if possible. Otherwise, before and after photos of the panel upgrade are required.
3. Design invoice for engineering and design costs.
4. Copy of permits from local agency and (if applicable) utility permits/service orders
5. Pictures of the following:
 - i. At least 2 photos of installed and operational EV Charging ports, which also clearly displays PCEA labeling (to be provided by PCEA to the site)
 - ii. Photos of equipment serial numbers
 - iii. If the project required a panel upgrade, please provide a picture of the new panel displaying all the circuits and a picture of the pre-existing panel.
6. Invoice for networking or subscription fees, if applicable. Invoice must be marked as paid.
7. Invoice for operation and maintenance contract, if applicable. Invoice must be marked as paid.
8. Authority Having Jurisdiction on electrical inspections Inspection Card, including inspector sign-off.

PCE reserves the right to request additional documentation as needed for demonstration of compliance with program requirements and audit Customer documents and attestations at its sole discretion.