Program Standards and Requirements

Overview

The WestLight 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, WestLight Energy is providing free, but optional, technical assistance to help customers choose cost-effective EV charging options and design their projects.

Definitions

1. 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.
2. “Conduit for the Future” (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 in the future, without installing an EV charging port. Make Ready incentives are meant to encourage customers to future-proof their site for additional EV charging ports to be installed later.
3. 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.
4. Direct Wiring – Connecting an EV charging port to the electrical meter serving an individual residential unit, rather than a common-area or separately metered electrical service.
5. Employee Parking – Parking that is assigned or dedicated to employee or fleet parking only and not accessible by the general public.
6. 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).
7. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. Multi-Unit Dwelling (MUD) – A residential property with four or more dwelling units.
14. Property - A single, identifiable apartment or condominium complex, or other residential or non-residential premises, including all associated buildings and parking areas under common ownership or management that collectively function as one property. A single property may span multiple parcels, addresses, parking areas, or electrical meters. WestLight Energy reserves the right to determine property boundaries where unclear. Each property-level incentive cap applies cumulatively to the applicable incentive category across all applications and installation phases at the same property.
15. Publicly Accessible – Charging that any EV driver can reasonably access during normal hours without special permissions or other restrictions.

Program Segments and Funding

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
"Conduit for the Future" (Make Ready) Project	Eligible	Eligible

Eligible Residential Locations

- All existing multi-family housing (apartments, condos, etc.) with 4 or more housing units in a single building. 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). New-construction multifamily incentives are available only for eligible affordable housing projects.
- 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 WestLight Energy customer account, subject to paragraph ten (10) below.
    a. **EXCEPTION:** If the property is a MUD, then the chargers may be installed on a non-WestLight Energy meter, provided the main or primary building meter is enrolled with WestLight Energy.
3. All work performed on projects under this agreement must be performed by contractor companies that hold a valid California C-10 license. WestLight Energy 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 WestLight Energy.
6. Installations must be voluntary and surplus — EV charging ports 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. An exception applies to supplemental incentive bonuses expressly authorized by other program rules, such as the Direct Wiring Bonus.
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. Active Customer Requirement: As a condition of receiving an incentive under the EV Ready Program, the Participant must remain an enrolled as a WestLight Energy customer for a minimum of three (3) years following completion of the installation. During this three-year period, the electric service account associated with the EV charging equipment must remain enrolled with WestLight Energy, subject to any exceptions expressly approved by WestLight Energy in writing. Where a property does not have an existing account with WestLight on the date of installation, any new electrical service installed to support the EV charging equipment must demonstrate enrollment as of the date of completion of installation with WestLight Energy before receipt of the applicable Program incentive. If the Participant ceases to be a WestLight Energy customer before the end of the three-year period, WestLight Energy reserves the right to require repayment by Participant of all or a prorated portion of the incentive payment unless

WestLight Energy waives this requirement in writing. For multifamily properties qualifying under the exception in #2(a) of this section, the three-year enrollment requirement applies to the qualifying primary building or common-area meter.

11. 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.
12. Combining Incentives: Installations may be eligible for additional funding programs such as CALeVIP, BAAQMD Charge! Program, etc. When customers combine incentives from multiple sources, WestLight Energy Incentives may be reduced so total incentives do not exceed the applicable caps indicated in the incentive table below.

EV Charging Equipment and Other Requirements

1. Level 1 or Level 2 Outlet (110/120V or 208 – 240V, 15A – 50A circuit) Hardware Requirements
    a. Power Supply: 1.4 kW minimum (power-managed equipment is acceptable)
    b. NEMA 110/120V or 208 – 240V receptable, heavy duty, commercial, or industry grade
    c. When charger outlet is live, either a Ground Fault Circuit Interrupter (GFCI) receptacle or Ground Fault Protection Equipment (GFPE) must be present
    d. Must meet indoor or outdoor NEC requirements per installation location
2. Level 2 Charging Station (208 – 240V, 20A – 80A circuit) Hardware Requirements
    a. SAE J1772 or North American Charging Standard (NACS)/SAE J3400 connector
    b. NEMA 3R rated (outdoor rated hardware) minimum
    c. Hardware must be new. No refurnished or repurposed equipment can be installed (e.g., equipment previously used as display or returned)
3. Software Requirement
    a. If software is utilized, it must use an open standard protocol, such as Open Charge Point Protocol (OCPP)
4. “Conduit for the Future” (Make Ready) Spaces
    a. 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.
5. Main Panel Upgrade
    a. The main panel upgrade incentive is intended to help multi-unit dwelling projects replace existing main electrical panels that are unsafe, capacity limited, or otherwise unable to serve new EV charging loads. To receive this incentive, an existing panel must be replaced. The installation of a new panel without replacing an existing panel is not an eligible upgrade under the EV Ready Program. In addition, a minimum of four (4) EV charging ports must be installed for a project

to be eligible for the main panel upgrade incentive and only one main panel upgrade incentive is available per property.

Incentive Amounts

INCENTIVES BY CATEGORY				
Property Category	**Property Type**	**Measure Type**	**Port Incentive**	**Applicable Cost Share and Maximums**
Existing Building	Multi-Unit Dwelling	L1 or L2 outlet	$2,500	0% minimum customer cost share, no property-level incentive cap
		L2 charging station port	$4,500	25% minimum customer cost share, incentive maximum $135,000 per property[1]
		Main panel upgrade[2]	$5,000	Up to $5,000 per property[1]
		Direct Wiring[6] Bonus	$500 per residential meter connected to EV charging port(s)	Bonus is additional to the base incentive and is subject to the same customer cost-share requirements and property-level caps as the associated outlet or L2 charging station incentive.
	Affordable Housing Multi-Unit Dwelling	L1 or L2 outlet	$3,000	0% minimum customer cost share, no property-level incentive cap
		L2 charging station port	$5,500	0% minimum customer cost share, incentive maximum $135,000 per property[1]
		Main panel upgrade[2]	$5,000	Up to $5,000 per property[1]
		Direct Wiring[6] Bonus	$500 per residential meter connected to EV charging port(s)	Bonus is additional to the base incentive and is subject to the same customer cost-share requirements and property-level caps as the

				associated outlet or L2 charging station incentive.
	Employee Parking	L1 or L2 outlet	$2,500	0% minimum customer cost share, no property-level incentive cap
		L2 charging station port	$5,000	25% minimum customer cost share, incentive maximum $90,000 per property[1]
	All Publicly Accessible Non-Residential Locations[3]	L1 or L2 outlet	$2,500	0% minimum customer cost share, no property-level incentive cap
		L2 charging station port	$5,000	25% minimum customer cost share, incentive maximum of $500,000 per property[1]
	Any	"Conduit for the Future" (Make Ready) Space[4]	$2,000	Up to $80,000 per Multi-Unit Dwelling or Affordable Housing Multi-Unit Dwelling property[1] or up to $20,000 for all other properties[1]
	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] See Definitions section for specific definition of "property"
[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.
[6] See Definitions section for specific definition of "direct wiring"

Total EV Ready incentives may not exceed eligible project costs and are subject to applicable per-port incentive amounts, minimum customer cost-share requirements, and property-level incentive caps.

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.

Milestone Payments

A milestone payment will be made available upon request, subject to the terms and eligibility below.

Overview:

1. Milestone payment value is up to 50% of the value of the project's total WestLight Energy incentive amount. The remaining 50% of the total WestLight Energy incentive amount to be paid upon completion of the project in compliance with all other Program Standards and Requirements (see "Required Installation Verification Documents" below)
2. Eligible projects can request a milestone payment in writing by emailing WestLight Energy staff or EV Ready inbox (EVReady@westlightenergy.org)
3. The milestone payment is available upon successful completion of plan-check (Plan Review) permit by AHJ.
4. Maximum of one milestone payment per project
5. Projects that are not completed within the Funds Reservation Period are subject to repayment of the milestone payment to WestLight Energy within 30 days of project expiration.

Contractor/Customer Eligibility:

1. To be eligible for a milestone payment, the contractor or customer must have successfully completed 5 or more multi-unit dwelling EV charging projects in the WestLight Energy EV Ready program and be in good standing with WestLight Energy.

Project Eligibility:

To be eligible for a milestone payment, the project must meet the following requirements:

1. Located at an existing Multi-Unit Dwelling or an Affordable Housing Multi-Unit Dwelling property
2. Proposed project size must be for 20 or more electrified parking spaces

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. WestLight 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

Funds Reservation Period

The Funds Reservation Period begins when WestLight 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 WestLight Energy's discretion.** Projects receiving technical assistance from WestLight 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 WestLight Energy within the timeline outlined below. **WestLight Energy reserves the right to extend the Funds Reservation Period or progress milestones at its discretion.**

Property Category	Property Type	Funds Reservation Period
Existing	Multi-Unit Dwelling	270 days
	Affordable Housing Multi-Unit Dwelling	365 days (12 months)
	Employee Parking & All Publicly Accessible Non-Residential Locations	270 days
New	Affordable Housing Multi-Unit Dwelling	Reservation Period: 3 years Required progress milestones to maintain reservation: • Submit confirmation of "Notice to Proceed" documentation
	Public Agency	365 days (12 months)

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.
    a. 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. Photos of the following:
    a. At least 2 photos of installed and operational EV Charging ports, which also clearly displays WestLight Energy labeling (to be provided by WestLight Energy to the site)
    b. Photos of equipment serial numbers
    c. If the project applied for a main panel upgrade incentive, please provide a photo of the new panel displaying all the circuits and a picture of the pre-existing panel.
    d. If the project applied for “Conduit for the Future” (Make Ready) incentives, please provide photos documenting installed infrastructure, including conduit, panels, and labeled circuit breakers, as applicable.
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. Electrical inspection approval or signed inspection card from the Authority Having Jurisdiction (AHJ).

WestLight Energy 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.