



COMMUNITIES IN CHARGE

SAMPLE SUPPORTING DOCUMENTS





Sample Supporting Documents

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Sample Supporting Documents

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Sample Supporting Documents

1. Purpose

The purpose of this guide is to provide examples of various documents that may be submitted throughout the life of a project. The samples provided below are for informational purposes only.

2. Best Practices

- **Guidance for Uploading Materials**
 - All scans or photos of supporting documents must be legible and include all pages and sections, unless otherwise specified.
- **Invoices**
 - All invoices must include invoice date and itemization of eligible costs, credits, discounts, and incentives received, as applicable.
- **Authorities having Jurisdiction (AHJs)**
 - AHJ applicants may alternatively submit other documents in lieu of the following:

REQUIRED	ALTERNATIVE
DESIGN INVOICE	AHJs with in-house design work may alternatively submit a description of design work on official AHJ letterhead supplemented by an invoice or other accounting document(s) clearly showing incurred design costs and the dates the costs were incurred. The Project Site address must be clearly listed.
PERMIT	A letter on official AHJ letterhead explaining the AHJ is a self-permitting agency and that a permit for the approved EV charger project at the installation site is not required. The Project Site address must be clearly listed.
INSTALLATION PURCHASE INVOICE	AHJs with in-house installation may alternatively submit a description of the installation work on official AHJ letterhead supplemented by an invoice or other accounting document(s) clearly showing incurred installation costs and the dates costs were incurred. The Project Site address must be clearly listed.
FINAL INSPECTION CARD	A letter on official AHJ letterhead explaining the AHJ is a self-permitting agency and that the approved EV charger project at the installation site is complete and in compliance with all municipal laws, rules, codes and regulations. The Project Site address must be clearly listed.



Sample Supporting Documents

3. Sample Supporting Documents for ALL Applicants

Site Verification Form

This form is required for all Applicants, regardless of site ownership status.

- All fields must be completed in the Site Verification Form
- This form certifies to Communities in Charge Staff that both site owner and lessee (if applicable) are aware of planned infrastructure installation activities.
- *This form is provided here for informational purposes. All application materials for Communities in Charge shall be submitted through the online Incentive Processing Center (IPC).*

Sample

 Site Verification Form	
Communities in Charge Site Verification Form	
<u>This document is required by all applicants to Communities in Charge</u>	
Communities in Charge Applicants who do not own the property where the proposed infrastructure installation site is located must provide authorization to the satisfaction of Communities in Charge Staff that the installation work is authorized by the owner of the real property (Property Owner) and the Applicant. Communities in Charge Staff reserves the right to require that Applicant and Owner provide such further information as may be required to review and approve an Applicant's application. All fields below are required to be completed.	
PROJECT SITE. Please complete as follows:	
The installation address must match that of the project site address included across all documentation submitted to Communities in Charge Staff. Do not use a PO Box. If no physical address can be shared for the project site, a Parcel Number or Latitude/Longitude may be used. City and state are required regardless.	
Installation Address:	
City:	
State:	California
Zip Code:	
Parcel Number (if applicable)	
Latitude/Longitude (if applicable) format as latitude, longitude with preferably 5 or more decimal places	
Any chargers made accessible to the general public must be available at least 18hrs/day, seven days a week, excluding Federal Holidays. (Project sites for businesses and organizations that provide charging primarily for their workers and multi-family housing sites are exempt from this requirement)	☐ Yes ☐ No
Will chargers at this project site be made accessible to the general public? Select 'No' if this is intended for private use.	
Please provide the total annual operating hours for your project site. (e.g., 354 operating days x 18hrs = 6,372hrs)	
APPLICANT. Please complete as follows:	
The Applicant is the entity or organization that will receive the incentive payment. The Applicant must be the entity to incur project costs to be eligible for incentives. The Applicant may be the Site Owner, their authorized lessee, or their authorized representative.	
Applicant Organization Name: (must match all documentation provided to Communities in Charge Staff)	
Organization Address:	
City:	
State:	
Zip Code:	
Primary Contact Name (first and last):	
Primary Contact Title:	
Primary Contact Organization (if different from Applicant Organization):	
Primary Contact Phone:	Primary Contact Email:

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Sample Supporting Documents



Site Verification Form

Please provide an alternate contact in the event the primary contact above cannot be reached.

Alternate Contact Name (first and last):	
Alternate Contact Title:	
Alternate Contact Organization (if different from Applicant Organization)	
Alternate Contact Phone:	Alternate Contact Email:
Applicant hereby represents and warrants to Communities in Charge Staff: (i) that all the foregoing information is true and correct; and (ii) that the undersigned has been duly authorized by Applicant to execute and submit this Site Verification Form on behalf of the Applicant. Applicant acknowledges and agrees that Communities in Charge Staff is relying on Applicant's foregoing certifications in reviewing and approving of Applicant's application.	
Signature of Authorized Applicant or Representative of Applicant:	
Printed Name:	Title:
Date:	

PROPERTY OWNER. Please complete as follows:

Provide the name of the company, city, trust, organization, or individual that owns the property where the project site will be located ("Owner").

Property Owner Name:	
Contact Name (first and last):	
Phone:	Email:

The undersigned, on behalf of _____ ("Owner"), hereby represents and warrants to Communities in Charge Staff (i) that Owner is the property Owner located at

(Street Address) _____
(City) _____ (State) _____ (Zip) _____
Parcel Number, if applicable: _____ Latitude, Longitude, if applicable: _____
_____, ("Property");

(ii) the Property Owner is the Applicant or has consented to Applicant's installation of certain EV charging station equipment at the property; and (iii) that the undersigned has been duly authorized to execute and submit this Site Verification Form to Communities in Charge Staff. Owner acknowledges and agrees that Communities in Charge Staff is relying on Owner's certifications of the information described above in reviewing and approving of Applicant's application.

Signature of Property Owner or Representative of Property Owner:	
Printed Name:	Title:
Date:	



Sample Supporting Documents

Job Site Installation Form

This form is required for all Applicants regardless of site ownership status:

- A completed form with certified compliance of prevailing wage requirements
- Acknowledgment by applicant on status of the project, whether construction has begun or not.
- Up to date and accurate description of quantity and type of eligible Level 2 chargers.
- *This form is provided here for informational purposes. All application materials for Communities in Charge shall be submitted through the online Incentive Processing Center (IPC) and the Job Site Installation Form will be provided to awardees for signature (if chosen) along with the Incentive Recipient Agreement..*

Sample

 Job Site Installation Form	
Job Site Installation Form	
This document is required at the time of application, and with all requests for payment.	
PART 1 – PREVAILING WAGE & EVTP COMPLIANCE AFFIDAVIT	
Applicant Name or Organization:	
Printed Name of Applicant's Authorized Representative (first and last):	
Title of Applicant / Title of Applicant's Authorized Representative:	
By signing this affidavit, I, _____ ("Applicant's Name/Name of Applicant's Authorized Representative"), with respect to _____ ("Application Number"), located at _____ ("Project Site"), affirm that I am authorized to attest under penalty of perjury under the laws of the State of California, that each of the statements in the paragraphs below are complete, true, and correct. I understand and agree that applications and projects that do not meet the following requirements may not receive an incentive and any falsification or misrepresentation of information relating to the Project could result in disqualification from Communities in Charge.	
1. If the electric vehicle charging infrastructure and equipment to be installed supplies charging ports with 19.2 kilowatts or less and no charging ports supplying 25 kilowatts or more, then it will be installed by a contractor with an appropriate license classification, as determined by the Contractors' State License Board, in good standing, with at least one electrician on each crew at all times during work hours who holds an Electric Vehicle Infrastructure Training Program (EVITP) certification. 2. If the electric vehicle charging infrastructure and equipment to be installed supports at least one charging port supplying 25 kilowatts or more, then it will be installed by a contractor with an appropriate license classification, as determined by the Contractors' State License Board, in good standing, with at least 25 percent of the total electricians working on the crew, at all times during work hours, holding EVITP certification. 3. The persons or entities installing electric vehicle charging infrastructure and equipment shall comply with all California Public Works requirements (Lab. Code § 1720 et seq. and 8 CCR 18000 et seq.) including but not limited to the payment of prevailing wages. 4. With this form, I have provided the attached "Project Description Statement" containing the following information: a. Whether construction has commenced. b. The number of Level 2 Electric Vehicle Station Equipment (EVSE) installed or planned to be installed at the project site and the maximum kW output for each EVSE. c. A complete and accurate statement listing the names and certification numbers of the EVITP certified electricians who were on site and working on EVSE installation (if construction has commenced). d. Verification and signature from the contractor employing the EVITP certified electricians, confirming that the identity of each electrician is accurate, that each electrician's EVITP certification is valid and current on the EVITP website, and that, at all times during work hours, the EVITP certified electricians worked at the job site (if construction has commenced). e. Signature of the contractor and their contractor's license number. f. Names of electricians must be entered as recorded by EVITP, as verified through the online certification database at www.EVITP.org.	
Signature:	
Date:	

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Sample Supporting Documents



Job Site Installation Form

PART 2 – PROJECT SITE DESCRIPTION

Application Number:

Quantity of Electric Vehicle Station Equipment (EVSE) being installed, or planned for installation:

Number of connectors which shall be provided by EVSE installation:

Please fill out the table below with the Level 2 EVSE installed or planned for installation. Level 2 EVSE ineligible for incentives will not count towards your project's connector count. While makes and models may change subject to availability or project needs, **this will not increase the magnitude of any notices of award.**

Make	Model	Maximum kW Output	Quantity of Connectors

If construction has commenced, then mark "Yes" below and fill out **Part 3 – Installation Compliance Statement** below.

If this Job Site Installation Form is being submitted before construction has commenced, then mark "No" below and skip to **Part 4 – Applicant Signature** to complete the form. **This form shall be filed with all requests for payment.**

Has construction commenced at the Project Site?

☐ Yes ☐ No

REMINDER: Construction MUST NOT have commenced at the time of application

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Sample Supporting Documents



Job Site Installation Form

PART 3 – INSTALLATION COMPLIANCE STATEMENT

This section is only required if construction has commenced.

Printed Name of General Contractor On-site (First and last):	
Title:	
Contractor's License Number:	
C-10 License (if applicable):	
Company Name (as it appears on contractor's CSLB):	
Total Number of State Certified General Electricians on site:	

Name(s) of Electric Vehicle Infrastructure Training Program (EVITP) certified electrician(s) on site with valid EVITP certifications and who worked at all times during work hours on site:

Electrician's Name	EVITP Certification Number

I declare under penalty of perjury, under the laws of the State of California, that all of the information provided above is true and correct.

Contractor's Signature:	
Date:	

Part 4 – APPLICANT SIGNATURE

I declare under penalty of perjury, under the laws of the State of California, that all of the information provided above is true and correct.

Applicant Name or Organization:	
Printed Name of Applicant's Authorized Representative (first and last):	
Title of Applicant / Title of Applicant's Authorized Representative:	
Signature:	
Date:	

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Preliminary Site Plans

The preliminary site plan should consist of the following:

- Satellite image (map) of the location for charging which should also include the building and ideally a street as a point of reference.
- A highlighted map area with the customers ideal locations for the charging stations
- Include number of ports and type of EVSE to be installed.

Sample



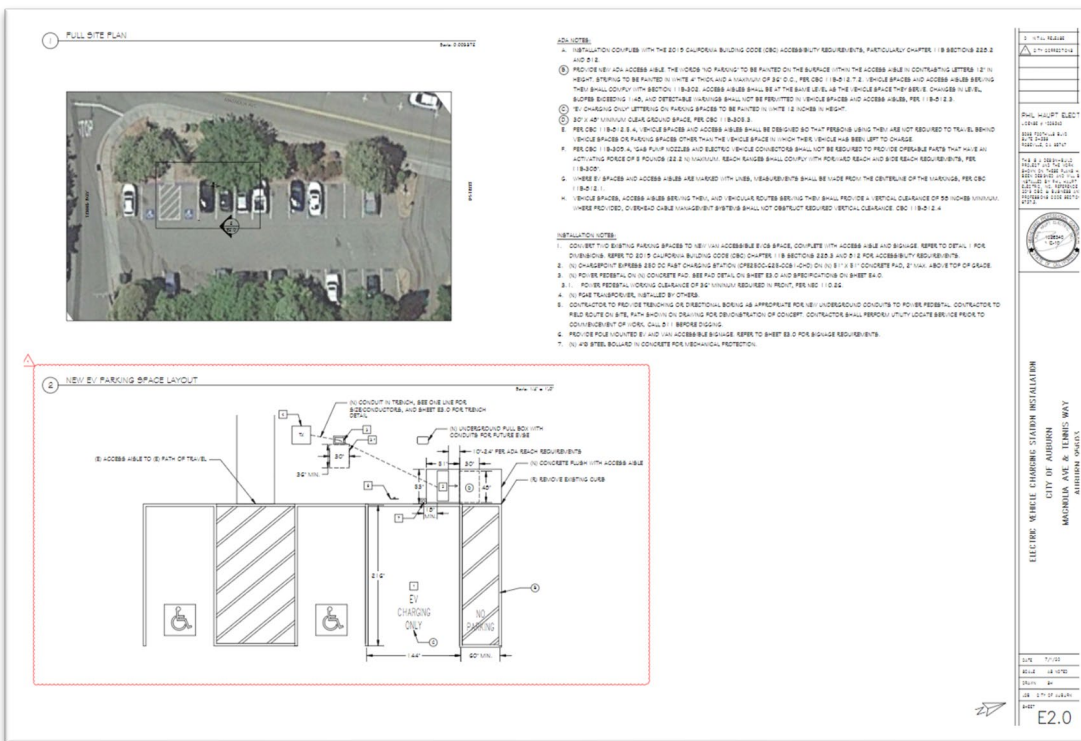


Final Site Design

A Final Site Design is finalized drawing or construction sketch of the Level 2 EVSE infrastructure at the project site. A copy of Final Site Design is required for Tier 1 and Tier 2 applicants at the time of application and recipients of Notice of Conditional Awards will need to submit this during the first 90 days of the 270-day installation window. A Final Site Design may contain the following and shall be considered 'Final' only once accompanied by an issued permit from the appropriate Authority Having Jurisdiction (AHJ):

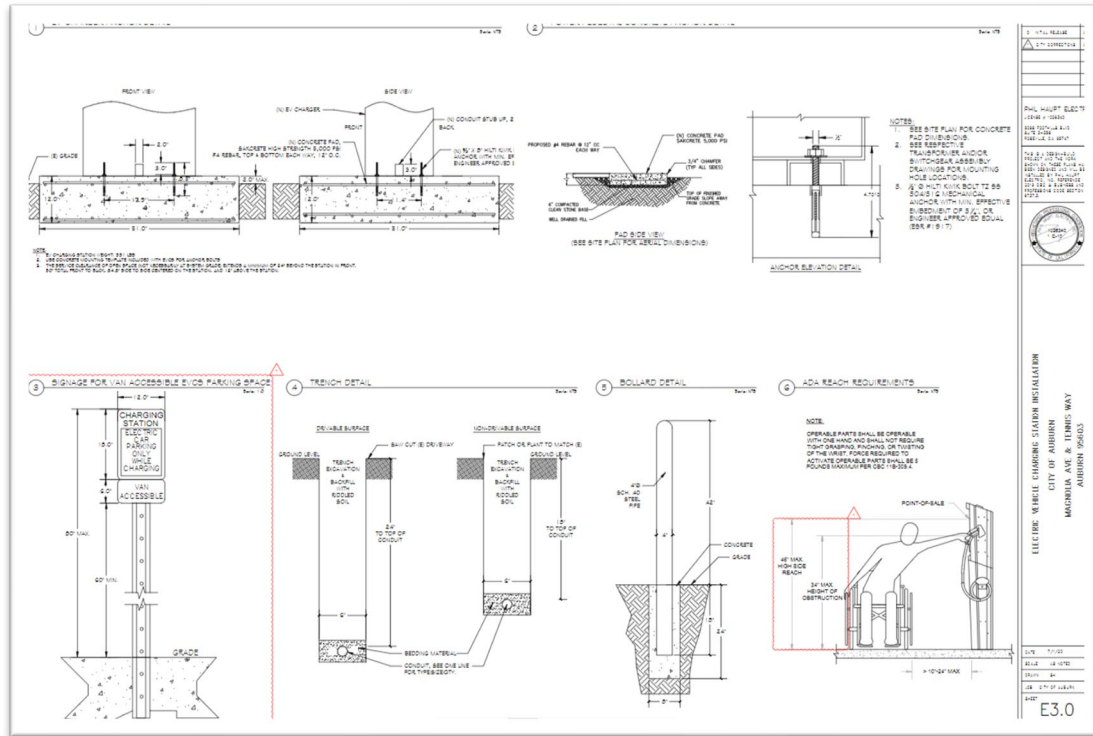
- Map of the site;
- Address of the location;
- Total amps of the panel;
- If an upgrade has been identified, details of the panel upgrade;
- Drawing of underground structure;
- Path of Travel (ingress/egress);
- ADA (if applicable);
- Finalized count of Connector and Number of EVSEs to be installed;
- Finalized spot of where EVSEs will be located;
- Finalized details of service upgrades;
- Contractor name and CSLM license number; and
- AHJ signature

Sample on the next page





Sample Supporting Documents





A Building Permit Application is required for Tier 2 applicants at the time of application window, regardless of site ownership status. Proof of issued application for Building Permit must include, but not be limited to the following:

- ## Sample

Publish Date: December 2023



Sample Supporting Documents

Sample 'Permitting Authority Application'

E	 CITY LA DBS DEPARTMENT OF BUILDING AND SAFETY APPLICATION FOR ELECTRICAL PERMIT (Use E_{PC} Application for Electrical Plan Check)	FOR OFFICE USE ONLY Q-Matic #: _____ PCIS #: _____ LADBS Express Permit may be obtained online at LADBS.ORG														
	PROJECT ADDRESS Number & Street Name _____ City _____ Zip Code _____ Unit No. _____															
WORK DESCRIPTION Briefly describe the scope of work: Check one: ☐ Single Family Dwelling (S.F.D.)/Duplex ☐ Electric Vehicle ☐ Apartment/Condo ☐ Public Right of Way ☐ Retail, Office, Warehouse ☐ Equipment ☐ Other																
APPLICANT Name _____ Number & Street Name _____ City & Zip Code _____ Phone Number _____ Email _____ ☐ Owner/Builder Agent. Original authorization letter and Owner-Builder Declaration is required at the permit issuance for owner occupied S.F.D. ☐ Contractor Agent. A current, original notarized authorization letter dated within the past year is required at the permit issuance.																
PROPERTY OWNER Name _____ * Number & Street Name _____ * City & Zip Code _____ Phone Number _____ * ☐ Same as Project Address. The property owner may obtain a permit as Owner/Builder on a Single Family Dwelling if they can provide proof of ownership AND proof that they currently reside at the project address.																
CONTRACTOR Name _____ Number & Street Name _____ City & Zip Code _____ Phone Number _____ City of L.A. Business Tax Number _____ State License Number _____ ** Class _____ Email _____ Worker's Compensation Carrier _____ Policy Number _____ Expiration Date _____ ** General Contractor must obtain a permit for at least two trades (E, H, P, roofing, etc.) other than framing/carpentry for the same project address.																
ARCHITECT or ENGINEER Name _____ Number & Street Name _____ City & Zip Code _____ Phone Number _____ State License Number _____ Expiration Date _____																
APPLICATION PROCESSING INFORMATION OK for Cashier: _____ Date: _____ <table border="1" style="width: 100%; border-collapse: collapse;"><tr><td style="width: 40%;">Permit Fee – Subtotal</td><td></td></tr><tr><td>Permit Issuing Fee</td><td></td></tr><tr><td>Permit Supplemental Issuing Fee</td><td></td></tr><tr><td>Permit Investigation Fee</td><td></td></tr><tr><td>Plan Check Fee – Subtotal</td><td></td></tr><tr><td>Additional Plan Check Hours</td><td></td></tr><tr><td>Off-Hour Plan Check</td><td></td></tr></table> As a covered entity under Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and, upon request, will provide reasonable accommodation to ensure equal access to its programs, services, and activities. For Cashier's Use Only			Permit Fee – Subtotal		Permit Issuing Fee		Permit Supplemental Issuing Fee		Permit Investigation Fee		Plan Check Fee – Subtotal		Additional Plan Check Hours		Off-Hour Plan Check	
Permit Fee – Subtotal																
Permit Issuing Fee																
Permit Supplemental Issuing Fee																
Permit Investigation Fee																
Plan Check Fee – Subtotal																
Additional Plan Check Hours																
Off-Hour Plan Check																

PC/ELEC/e-permit R10 (Rev. 3/1/2019)

Page 1 of 2

www.ladbs.org



Sample Supporting Documents

**CITY OF GARDEN GROVE
BUILDING SERVICES**

General Info : 714-741-5307
Inspection Requests : 855-380-8758

PERMIT#:
ISSUED

Owner		Telephone	Zip	Building Address			
Address		City	State	Suite/Unit/Building			
				TYPE		ISSUED BY	
Applicant		Telephone	Zip	Inspector Dist.	Parcel Number	LOT	TRACT
Address		City	State	Valuation			
Contractor		Telephone	Zip				
Address		City	State				
State Licence		Expires	City Licence	Expires			
Floor Area(sq. ft.)		Residential/Commercial Commercial					
Job Description INSTALL 1 LEVEL 3 EV CHARGING STATION (EVCS) AT (E) GAS STATION. INCLUDES NEW ELECTRICAL 75KVA TRANSFORMER 208V, 30-480V, 30 FED FROM (E) 208Y/120V 600A METER, 3PH, 4W DISTRIBUTION PANEL.							
DECLARATION I certify that I have read this application/permit and state that the information on all pages of this document is correct. I agree to comply with all City and County ordinances and State laws relating to building construction, and hereby authorize representatives of this City and County to enter upon the above mentioned property for inspection purposes.							
X Applicant's Signature Print Name							
				F E E S			
				Description			
				Quantity			
				Amount			
				Cultural Arts Fee, Valuation			
				General Plan Update Fee, Valuation			
				Plan Check Fee - Disabled Access (Commercial)			
				Plan Check Fee			
				Plan Check Fee - Energy Conservation (Commercial)			
				Building Permit Document Retention Fee			
				Building Technology Fee			
				Plan Retention			
				BSASRF State Fee			
				Engineering Plan Check - Tenant Improvement			
				Electrical Plan Check Fee			
				Power Apparatus - Over 5 but not over HP/kW/kVA/kVAR			
				Receptical switch, outlet, and fixture			
				Planning Plan Check Fee - Tenant Improvement			
				SMI (Commercial)			
				Inspection			
				Issuance Fee			
				Building Permit Fee			
				One-Stop Permit Center Surcharge			
				TOTAL			

This is a building permit when properly filled out, signed and validated, and is subject to expiration if work thereunder is suspended for 180 days.

APPLICANT'S COPY

Permit Type: BLDG/ELEC



Sample Supporting Documents



City of
San Bernardino
Community and Economic Development Department – Building And Safety Division
Office: 201 North E Street, 3rd Floor
Mail: 290 North D Street
San Bernardino, CA 92401
Phone: (909) 384-7272
www.sbcity.org

APPLICATION FOR MECHANICAL/ELECTRICAL/PLUMBING:

☐ PLAN CHECK ☐ PERMIT

(Check Applicable Box)

☐ Residential ☐ Non-Residential ☐ New Construction ☐ Addition ☐ *Demo
☐ Alteration / T.I. ☐ Pool/Spa ☐ Sign ☐ Photovoltaic

JOB ADDRESS: _____ APN: _____

Property Owner's Name: _____ Phone: _____

ARCH/ENG/DESIGN in CHARGE: _____

Address: _____

Professional License No.: _____ Phone: _____

CONTRACTOR/APPLICANT: _____

Address: _____

License No.: _____ City Business License No.: _____

Phone: _____ Email: _____

JOB DESCRIPTION: _____

*Demolition permit requires proof of SCAQMD notification.

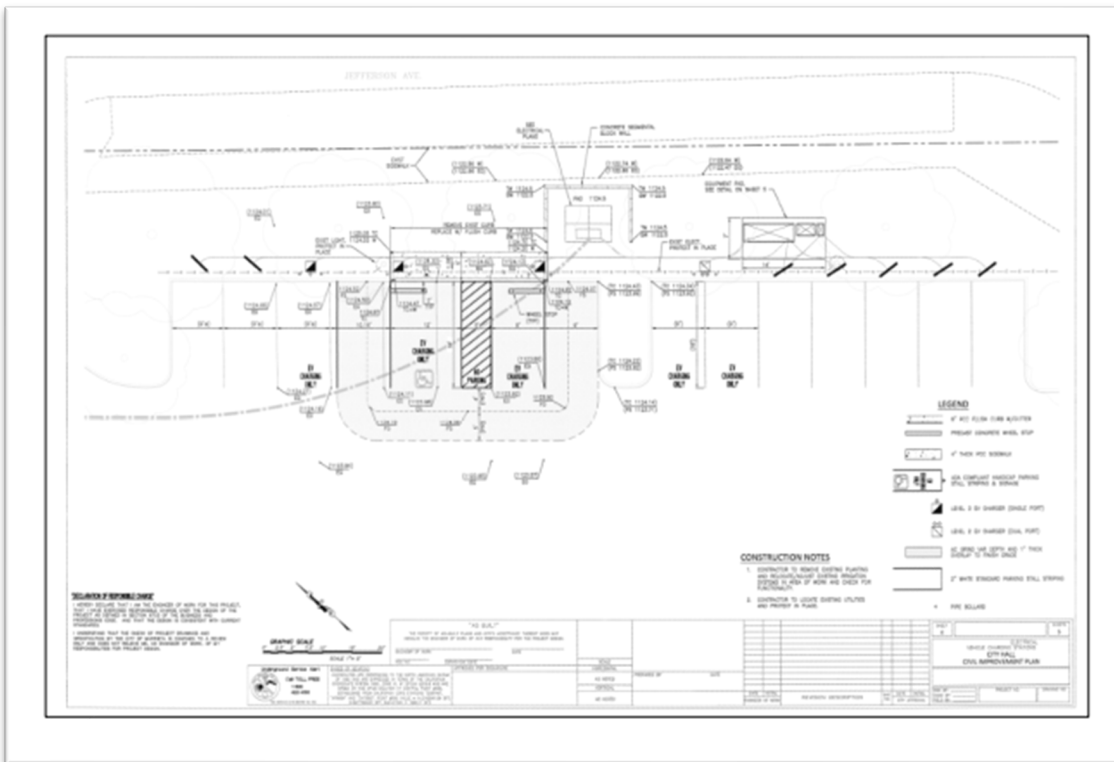
- Continue onto sheet 2 and complete worksheet.

Declaration: I certify that the information provided in the application is true and correct.

Signature of Applicant: _____ Date: _____

Sheet 1

[illegible]





Sample Supporting Documents

Issued Building Permit

A Final Issued Building Permit is required for Tier 1 applicants at the time of application, regardless of site ownership status. Recipients of Notice of Conditional Award must submit this document within the first 90 days of the 270-day installation window. An issued building permit includes the following:

- Installation Site Address
- Project Description (e.g., EV infrastructure installation)
- A copy of any new plan sets or electrical single-line diagram of electrical work
- Issued data/ and or status (if applicable)
- Date of permit issuance
- All required signatures (if applicable)

Sample

BUILDING PERMIT #	City of [REDACTED]
JOB SITE ADDRESS (FORMER PERMIT #)	BUILDING DEPARTMENT
APN	
APPLICANT	
OWNER	
CONTRACTOR	
ARCHITECT OR ENGINEER	
DESCRIPTION OF WORK INSTALLATION OF 2 ELECTRIC CAR CHARGING STATIONS	LICENSED CONTRACTORS DECLARATION I hereby affirm that I am licensed under the provisions of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code, and my license is in full force and effect. License Class: _____ License Number: _____ Contractor: _____ Date: _____
USE 437 Additions and Alterations - Nonresidential and non	OWNER-BUILDER DECLARATION I affirm that I am exempt from the Contractor's License Law for the following reason (Sec. 7031.5, Business and Professions Code: Any city or county which requires a permit to construct, alter, improve, demolish, or repair any structure, prior to its issuance, also requires the applicant for such permit to file a signed statement that he is licensed pursuant to the provisions of the Contractor's License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code) or that he is exempt therefrom and the basis for the alleged exemption. Any violation of Section 7031.5 by any applicant for a permit subjects the applicant to a civil penalty of not more than five hundred dollars (\$500).) I, as owner of the property, or my employees with wages as their sole compensation, will do the work, and the structure is not intended or offered for sale. 7044, Business and Professions Code. The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who does such work for or through his own employees, provided that such improvements are not intended or offered for sale. If, however, the building or improvement is sold within one year of completion, the owner-builder will have the burden of proving that he did not build or improve for purpose of sale. I, as owner of the property, am exclusively contracting with licensed contractors to construct the project (see 7044 Business and Professions Code: The Contractor's License Law does not apply to an owner of property who builds or improves thereon, and who contracts for such projects with a contract(s) licensed pursuant to the Contractor's License Law.) I am exempt Under Sec. _____, S.P.C. for this reason.
OCCUPANCY Zoning: _____ Tract: _____ Lot #: _____ Total Valuation: _____ Building SF: _____ Garage SF: _____ Patio SF: _____	Owner _____ Date _____ WORKERS' COMPENSATION DECLARATION I hereby affirm under penalty of perjury one of the following declarations: I have and will maintain workers' compensation, as required by Section 3700 of the Labor Code, for the performance of the work for which this permit is issued. My workers' compensation insurance carrier and policy number are: Carrier _____ Policy Number _____ (This section need not be completed if the permit is for one hundred Dollars (\$100) or less.) I certify that in the performance of the work for which this permit is issued, I shall not employ any person in a manner so as to become subject to the workers' compensation provisions of Section 3700 of the Labor Code. I shall forthwith comply with those provisions.
DESCRIPTION OF FEES	Applicant _____ Date _____ WARNING: Failure to secure worker's compensation coverage is unlawful, and shall subject an employer to criminal penalties and civil fines up to one hundred thousand dollars (\$100,000), in addition to the cost of compensation, damages as provided for in section 3706 of the Labor Code, interest, and attorney's fees. I hereby affirm under penalty of perjury that there is a construction lending agency for the performance of the work for which this permit is issued (Sec. 3057, Civil Code)
	Lenders Name _____ Lenders Address _____ I declare under penalty of perjury that I have read this application and that the above information is true and correct. I agree to comply with all city and county ordinances and state laws relating to building construction, and hereby authorize representatives of this county to enter upon the above-mentioned property for inspection purposes.
Department Approval	Signature of Applicant or Agent _____ Date _____



Invoices

A completed copy of the invoice is required for all Awardees upon their request for payment, regardless of site ownership status, and shall include, but not be limited to the following:

- Invoice Date
- Project site address
- Purchaser name
- Description of design and engineering work
- Required signatures, if applicable
- An itemization of eligible costs, and all credits, discounts and incentives received (if applicable)

Note: Request for payment of any kind must be accompanied by supporting documentation. This documentation may include but shall not be limited to:

- I. Proof of incurred direct labor costs including labor hours supported by time records, documentation supporting labor rates, and payroll registers;
- II. Proof of direct incurred equipment costs including itemized listings of equipment billed, amounts billed supported by vendor invoices, receipts or other relevant third-party documentation, documentation supporting ownership (such as title) as applicable, copies of cancelled checks/bank statement, and any other documents deemed relevant;
- III. Proof of incurred other costs including itemized listing of other direct costs and amounts billed, amounts billed supported by vendor invoices, receipts, or other relevant third-party documentation, and copies of cancelled checks/bank statement;
- IV. Proof of burden rates (Fringe benefit) including rates supported by methodology in which rates are derived and applied.

*The Project Team may request additional documentation from awardees submitting a payment request to ensure compliance with all necessary programmatic and contractual requirements.



A final inspection card by appropriate Authority Having Jurisdiction is required for all Awardees, regardless of site ownership status and shall include, but not be limited to the following:

- ## Sample

Publish Date: December 2023



Sample Supporting Documents

Photos Including Serial Numbers

Serial number photo(s) of all installed equipment are required for all Awardees, regardless of site ownership status and shall include, but not be limited to the following:

- The complete equipment serial number for EV charger included in your application. For example, if you applied for and installed 10 EV chargers, you are required to submit a total of 10 photos, each clearly and legibly capturing the serial number of each EV charger.
- The serial number must be shown on the EV charger, be clearly visible, and legible.

Sample





Sample Supporting Documents

Network Agreement Form

A completed network agreement is required for all Awardees, regardless of site ownership status and shall include, but not be limited to the following:

- Execution of the agreement including all required signatures
- All pages and sections of the agreement, including the full contract
- Term duration – the contract of your agreement may be supplemented by a paid invoice showing the term length
- The required term for Level 2 chargers is **24 months (2 years)**

Sample

Attachment B		
ELECTRIC VEHICLE CHARGING SERVICES AGREEMENT BETWEEN		
(hereinafter "Provider")	AND	Client Name Client State of Incorporation Client Address (hereinafter "Client")
Client hereby engages Provider for the Term of this Electric Vehicle Charging Services Agreement (this "Agreement") and any renewals and/or extensions thereof, to provide the services described in the Terms and Conditions attached hereto as <u>Exhibit A</u> within the real property owned and/or leased by Client with property address(es) set forth below, and/or attached hereto: _____ (all property locations collectively referred to herein as the "Property"). <u>Agreement Summary:</u> <u>Equipment Ownership.</u> The Parties agree that Provider shall own all right, title and interest in all of the electric vehicle charging infrastructure (the "Equipment") at the Property. <u>Service & Maintenance.</u> Provider agrees that it shall bear all costs associated with the service and maintenance of the Equipment and any Additional Equipment (as defined herein) at the Property for the Term of the Agreement (as defined in the attached <u>Exhibit A</u>). ❖ <u>Electricity.</u> Client shall pay all electricity costs generated from the use of the Equipment and all Additional Equipment (as defined herein) on the Property. ❖ <u>Term.</u> Three (3) years commencing on the latest date below; the Term shall automatically renew for one additional three (3) year term, upon written agreement by both parties in advance of the end of the then-current term. ❖ <u>Revenue Payment.</u> Provider shall remit to Client fifty percent (50%) of the net profits generated by the Equipment installed as of the date of this Agreement, which shall include, but not be limited to, the gross revenues generated by electric vehicle charging fees and advertising, minus: (i) any and all taxes, (ii) transaction fees, and (iii) \$18.00 per month in network/connectivity fees related to the operation of the Equipment (the "Revenue Payment"). Any unpaid fees shall accrue to the next month. <u>Site Exclusivity.</u> Client agrees that it will not contract with any other entity besides Provider to install, maintain, service or operate any electric vehicle charging equipment during the Term of this Agreement. <u>Additional Equipment.</u> If, at any time during the Term of this Agreement, it should be determined that additional Equipment should be installed, either on the Property or at another Client-owned/managed location (the "Additional Equipment"), Provider shall have the exclusive right to provide the Additional Equipment at no cost to Client. Client shall pay installation costs of any Additional Equipment, including all infrastructure and labor costs. Provider shall own all right, title and interest in all Additional Equipment, unless mutually agreed otherwise in writing. Client shall pay all electricity costs generated from the use of the Additional Equipment. All Additional Equipment shall be added to the Property list herein, and memorialized by both parties signing an Installation Date Acknowledgment Form, as described in <u>Exhibit A</u>. <u>Additional Equipment Revenue Payment.</u> Provider shall remit to Client fifty percent (50%) of the net profits generated by any Additional Equipment installed after the date of this Agreement, which shall include but not be limited to, the gross revenues generated by electric vehicle charging fees and on-screen advertising, minus: (i) any and all taxes, (ii) transaction fees, and (iii) \$18.00 per month in network/connectivity fees related to the operation of the additional Equipment (the "Additional Equipment Revenue Payment"). Any unpaid fees shall accrue to the next month. By entering into this Agreement with Provider, Client agrees to be bound by all of the Terms and Conditions stated in <u>Exhibit A</u>. The parties hereto have executed this Electric Car Charging Services Agreement (inclusive of the terms listed on the applicable <u>Exhibit A</u>) on the last date written below. CLIENT: By: _____ Name: _____ Title: _____ Date: _____ FEIN: _____ PROVIDER: By: _____ Name: _____ Title: _____ Date: _____		



Sample Supporting Documents

Letters of Support

A letter of support is a letter an applicant can submit with their application to earn points in the equity scoring rubric. The letter of support is expected to be written by a community-based organization in the area that the project site is located. The contents of the letter should include but is not limited to:

- Organizational letter head
- Expression of support for the project site
- Reference to the address of the project site
- Designated and verifiable point of contact, including name, phone number, and email

Please be advised that CALSTART may follow up and verify the authenticity of any letters of support at any given time.

Sample:

Example Letter of Support:

<Date>

<Addressed to Name>

<Grant Project Name>

<Addressed to Address>

<Addressed to Salutation & First Name>

It is my pleasure to write a letter in support of the <project proposal name> being submitted to the <Name of Incentive Project> by our <Dept Name> at <Name of Organization issuing letter of support>.

<Something here about writer's relationship/knowledge of situation and how project will impact it>

Example: <Organization issuing letter of support> would like to express its strong support for <Project proposal name> application to the <Grant Project Name>. <Host Site Organization> is a leader in serving low-income communities in need and is uniquely positioned to deliver the goals of the EVSE project. By supporting this project on this application, we have an opportunity to increase access to energy efficient sources, while ensuring benefits to underserved communities are maximized through project development and implementation.

In conclusion, we fully support the efforts of the <project proposal name> as they seek grant funding to support the project designed to <whatever the project or site host organization are targeting> this team is uniquely positioned to successfully execute on this important project, and we fully support its application for funding.

Example: "implement a rapid, equitable transition to a world powered by renewable energy that benefits everyone within a framework of social, economic and environmental justice"

Sincerely,

(Authorized Signature here)

<Organization Issuing Letter of Support>

<Representative Name, Title, Address, Contact Information>



Sample Supporting Documents

4. Sample Documents for Community Connections

Congregations in Charge

Signed and Executed affidavit for “Church Exemption”

An Exemption Claim is required for all Congregations in Charge applicants, regardless of site ownership status and shall include, but not be limited to the following

- A signed, executed and filed affidavit for “Church Exemption” (with proof of filing date)
- Assessor’s proof of approval
- This affidavit must pertain to the real property on which infrastructure shall be installed

Sample:

BOE-262-AH (P1) REV. 10 (05-19)

CHURCH EXEMPTION
PROPERTY USED SOLELY FOR RELIGIOUS WORSHIP

This claim is filed for fiscal year 20____ - 20____.
(Example: a person filing a timely claim in January 2011 would enter "2011-2012.")

NAME AND MAILING ADDRESS
(Make necessary corrections to the printed name and mailing address)

FOR ASSESSOR'S USE ONLY

Received _____
Approved _____
Denied _____
Reason for denial _____

To receive the full exemption, this claim must be filed with the Assessor by February 15.
☐ Check here if you no longer seek an exemption at this location. Sign and return this form to the Assessor.

NAME OF CHURCH, ORGANIZATION, ETC.

WEBSITE ADDRESS (IF ANY)

MAILING ADDRESS (NUMBER AND STREET/P. O. BOX)

CITY, STATE, ZIP CODE

ADDRESS OF PROPERTY (NUMBER AND STREET)

ASSESSOR'S PARCEL NUMBER

CITY, COUNTY, ZIP CODE

DATE PROPERTY WAS FIRST USED BY CLAIMANT

1. Owner and operator: (check applicable boxes)
Claimant is: ☐ Owner and operator ☐ Owner only ☐ Operator only
and claims exemption on all ☐ Land ☐ Buildings and improvements and/or ☐ Personal property

2. Are all buildings and equipment claimed as exempt used solely for religious worship, including any building in the course of construction?
☐ Yes ☐ No

3. Is the land claimed as exempt required for the convenient use of these buildings?
☐ Yes ☐ No

4. Is all real property used by the church upon which exemption is claimed for parking purposes necessarily and reasonably required for the parking of automobiles of persons attending or engaged in religious worship or religious activity, and which is not at other times used for commercial purposes?
☐ Yes ☐ No

Commercial purposes does not include the parking of vehicles or bicycles, the revenue of which does not exceed the ordinary and necessary costs of operating and maintaining the property for parking purposes. Leased property used for parking purposes is eligible for exemption only if the congregation of the church, religious congregation, or sect is no greater than 500 members.

5. List all uses of the property:

6. a. Is an elementary school and/or secondary school being operated at this location?
☐ Yes ☐ No

b. Is a children's day care center being operated at this location (a children's day care center includes licensed nursery schools, preschools, and infant care centers)?
☐ Yes ☐ No

Note: If the answer is YES to a. or b. above, the property is not eligible for the Church Exemption. If the property is both owned and operated by the church and used for religious worship, preschool purposes, nursery school purposes, kindergarten purposes, school purposes of less than collegiate grade (grades 1 - 12), or for the purposes of both schools of collegiate grade and schools of less than collegiate grade, the claimant may qualify for the Religious Exemption. The Religious Exemption has a "one-time filing" provision and should be filed by February 15; contact the Assessor. The claimant may wish instead to annually file by February 15 for the Welfare Exemption.

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION



Sample Supporting Documents

Articles of Incorporation

A copy of the Valid Articles of Incorporation is required for all Congregations in Charge, Schools in Charge and Nonprofits in Charge applicants, regardless of site ownership status and shall include, but not be limited to the following:

- On file with the California Secretary of State for the relevant educational corporation or for the relevant religious corporation
- Evidence of at least one-year incorporation from the time of voucher application submission (Shall be included in the Copy of Articles of Incorporation)

Sample

**ARTICLES OF INCORPORATION
OF**

ARTICLE I
NAME

The name of the corporation is _____.

ARTICLE II
PRINCIPAL PLACE OF BUSINESS

The principal place of business of the corporation is _____, CA _____.

ARTICLE III
AGENT

The name and address of the agent for service of process is _____ at _____, _____.

ARTICLE IV
PURPOSE

The purpose for which the corporation is organized is to engage in any lawful act or activity for which a corporation may be organized under the General Corporation Law of California other than the banking business, the trust company business or the practice of a profession permitted to be incorporated by the California Corporations Code, including _____.

ARTICLE V
AUTHORIZED STOCK

The corporation is authorized to issue a total number of _____ shares of _____ stock, without par value.

ARTICLE VI
LIABILITY OF DIRECTORS

The liability of the directors of the corporation for monetary damages shall be eliminated to fullest extent permissible under California law.

ARTICLE VII
INDEMNIFICATION



Sample Supporting Documents

The corporation is authorized to indemnify its officers and directors to the fullest extent permissible under California law.

ARTICLE VIII DURATION

The period of duration of the corporation is perpetual.

Dated this _____.

I declare I am the person who executed this instrument which execution is my act and deed.

PREVIEW



Sample Supporting Documents

Schools in Charge

Signed and Executed affidavit for “Public School Exemption”

A signed, executed, and filed affidavit for “Public School Exemption” is required for all Schools in Charge Public School applicants only (as defined by the [California Constitution, Revenue and Taxation Code section 202, subd. \(a\)\(3\).](#)), regardless of site ownership status. The document shall include, but not be limited to:

- Proof of filing date
- Pertain to the real property on which infrastructure shall be installed

Sample

BOE-268-A (P1) REV. 08 (05-12)

PUBLIC SCHOOL EXEMPTION
PROPERTY USED EXCLUSIVELY BY A PUBLIC SCHOOL,
COMMUNITY COLLEGE, STATE COLLEGE, STATE UNIVERSITY,
OR UNIVERSITY OF CALIFORNIA

FISCAL YEAR OF CLAIM 20 ____ - 20 ____ (see instructions)

NAME AND MAILING ADDRESS
(Make necessary corrections to the printed name and mailing address)

A claimant must complete and file this form
with the Assessor by February 15.

IDENTIFICATION OF APPLICANT
NAME OF SCHOOL DISTRICT, ORGANIZATION, ETC.
MAILING ADDRESS
CITY, STATE, ZIP CODE
CORPORATE ID (IF ANY)

IDENTIFICATION OF PROPERTY
NAME OF SCHOOL
ADDRESS OF PROPERTY (NUMBER AND STREET)
CITY, COUNTY, ZIP CODE ASSESSOR'S PARCEL NUMBER

USE OF PROPERTY
☒ Check the type of qualifying exclusive use of the property
☐ PUBLIC SCHOOL ☐ STATE UNIVERSITY ☐ STATE COLLEGE
☐ COMMUNITY COLLEGE ☐ UNIVERSITY OF CALIFORNIA

IDENTIFICATION OF REAL PROPERTY OWNER
NAME OF OWNER
MAILING ADDRESS
CITY, STATE, ZIP CODE

☐ Yes ☐ No A copy of the lease agreement is attached. DATE LEASE SIGNED COMMENCEMENT DATE OF LEASE
☐ Yes ☐ No The lease confers upon the lessee the exclusive right to possess and use the property.
☐ Yes ☐ No The property, or a portion thereof, is a student bookstore that generates unrelated business taxable income as defined in section 512 of the Internal Revenue Code.

If Yes, a copy of the institution's most recent tax return filed with the Internal Revenue Service must accompany this affidavit.
Property taxes are determined by establishing a ratio of the unrelated business taxable income to the bookstore's gross income.

Important: Failure to submit this affidavit will result in denial of the exemption. This claim only applies when lessees are public schools, community colleges, state colleges, state universities or the University of California. Submission of this claim after the due date will result in a portion of the exemption being denied.

THIS DOCUMENT IS SUBJECT TO PUBLIC INSPECTION



Sample Supporting Documents

LEASED PROPERTY AS OF JANUARY 1		NAME AND ADDRESS OF PROPERTY OWNER (if different than the owner identified on page 1)	
☐ Land (Legal description or map book, page and parcel number)			
☐ Buildings and Improvements			
☐ Personal Property (Describe by type, make, model and serial number. If there are numerous properties, please attach a list that clearly identifies the property and the name and address of the lessor.)			

CERTIFICATION	
I certify (or declare) under penalty of perjury under the laws of the State of California that the foregoing and all information hereon, including any accompanying statements or documents, is true and correct to the best of my knowledge and belief.	
SIGNATURE OF PERSON MAKING CLAIM	DATE
NAME OF PERSON MAKING CLAIM	TITLE
EMAIL ADDRESS	DAYTIME TELEPHONE ()

INSTRUCTIONS FOR FILING

This affidavit is required under section 3(d) of Article XIII of the Constitution of the State of California and the provisions of sections 202, 202.2, 202.5, 202.6, 251, 254, 255, 259.10, 260, and 270 of the Revenue and Taxation Code.

IMPORTANT NOTICE
A qualifying institution is one whose property is used exclusively for public schools, community colleges, state colleges, state universities, and University of California. It may include off-campus facilities owned or leased by an apprenticeship program sponsor, if such facilities are used exclusively by the public school for classes of related and supplemental instruction for apprentices or trainees conducted by the public school.

It is not necessary for the lessor to also file the Lessor's Exemption Claim for the property listed. The benefit of a property tax exemption must inure to the lessee institution; the lessee may be entitled to claim a refund of taxes paid by the lessor. (See section 202.2 of the Revenue and Taxation Code.)

Include the terms of the agreement by which the public school obtained the use of real or personal property. When the agreement is in writing, a copy of the document must accompany this claim form.

FILING OF AFFIDAVIT
To receive the full exemption, this form must be filed with the Assessor by February 15. (Section 270 provides a partial exemption for late filing of the Public School Exemption.)

IDENTIFICATION OF APPLICANT
Identify the name of the school, district or organization seeking exemption on the property. Include the mailing address, and corporate identification number (if any).

IDENTIFICATION OF PROPERTY
Identify the location of the property of which you are seeking exemption; include the parcel number. A separate claim form must be filed for each location.

FISCAL YEAR
The fiscal year for which an exemption is sought must be entered correctly. The proper fiscal year follows the lien date (12:01 a.m., January 1) as of which the taxable or exempt status of the property is determined. For example, a person filing a timely claim in February 2011 would enter "2011-2012" on line four of the claim; a "2010-2011" entry on a claim filed in February 2011 would signify that a late claim was being filed for the preceding fiscal year.

USE OF PROPERTY
Please check the applicable box that best describes the type of qualifying use of the property identified on this claim form. Also check the type of property of which you are seeking exemption. Identify whether your organization, as the lessee of the property, has the exclusive right of possession and use of the property.

IDENTIFICATION OF OWNER
Identify owner of the property, include the mailing address. Indicate if a copy of the lease agreement is attached to the claim form and provide the date the lease was signed and the commencement date of the lease.



Sample Supporting Documents

IRS Form 990-N

A copy of the valid 990-N is required for all Schools in Charge applicants whose installations shall occur for private postsecondary schools, regardless of site ownership status:

- The Form must pertain to the real property on which infrastructure shall be installed

Sample

Form **990-N**
Department of the Treasury
Internal Revenue Service

Electronic Notice (e-Postcard)
for Tax-Exempt Organizations not Required To File Form 990 or 990-EZ

OMB No. 1545-2085
2011
Open to Public Inspection

A For the calendar year, or tax year beginning and ending

B Check if applicable
☐ Terminated, Out of Business
☐ Gross receipts are normally \$50,000 or less

C Name of organization:
d/b/a:
Address:

D Employer Identification Number
 EIN

E Website:
 Org. Website

F Name of Principal Officer:

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. You are required to give us the information. We need it to ensure that you are complying with these laws.

The organization is not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. The rules governing the confidentiality of the Form 990-N is covered in Code section 6104.



Sample Supporting Documents

Healthcare in Charge

Valid Health Facilities License issued from State Department

A copy of a Valid Health Facilities License issued from the state Department is required for all Healthcare in Charge applicants only, regardless of site ownership status. It shall include, but not be limited to the following:

- Proof of that license is current
- Address must pertain to the real property on which infrastructure shall be installed

Sample

CDPH
California Department of
Public Health

**CLINICAL AND PUBLIC HEALTH
LABORATORY LICENSE**

In accordance with the provisions of Chapter 3, Division 2 of the Business and Professions Code, the persons named below are hereby issued a license authorizing operation of a clinical laboratory at the indicated address.

[Redacted Address]

[Redacted Address]

[Redacted Address]

STATE ID: [Redacted]

EFFECTIVE DATE: [Redacted]

EXPIRATION DATE: [Redacted]

OWNER/S: [Redacted]

LICENSE TYPE: [Redacted]

CLIA ID: [Redacted]

DIRECTOR/S: [Redacted]

DISPLAY: State law requires that the clinical laboratory license shall be conspicuously posted in the clinical laboratory.

CHANGE OF LABORATORY NAME, DIRECTOR, OWNER AND/OR ADDRESS:
State law requires that the laboratory owner and/or the director notify this office within 30 days of any change in ownership, name, location, or laboratory directors.
YOUR LICENSE MAY BE REVOKED 30 DAYS AFTER A MAJOR OWNER AND/OR DIRECTOR CHANGE.
If your license is revoked, you must cease engaging in clinical laboratory practice and apply for a new clinical laboratory license.
To make these changes or to submit a new application, visit our website: <https://www.cdph.ca.gov/LFS> (Go to Clinical Laboratory Facilities)

LABCERT 300 (05-2019)



Local Governments in Charge

City Property Deed

If property is owned or leased by state or local government (Local Governments in Charge), provide a copy of the City Property Deed, which shall include, but not be limited to the following:

- Property Name and/or the exact Property Number, accessible through the [California Statewide Property Locator](#)
- Charger Installation Project Site address and Individual/ Organization name

Sample

The screenshot displays the 'Real Estate Services Division' (RESD) Extranets interface. The header includes a home icon, the text 'RESD Extranets', and a 'DGS Home Page' link. The main section is titled 'Statewide Property Inventory' with a dropdown arrow. Below this, a form titled 'PARK' is shown. The form is divided into two main sections: 'Property Information' and 'Property Use'. The 'Property Information' section contains fields for Agency Name, Number, Address, Street, Address2, Zip Code, Property Interest, Property Name, City Name, County Name, State Name, and Country Name. The 'Property Use' section contains fields for Use, Current Use Acres, Surplus Flag, and Surplus Name.

Property Information	
Agency Name:	Property Name:
Number:	City Name:
Address	County Name:
Number:	State Name:
Street:	Country Name:
Address2:	
Zip Code :	
Property Interest:	

Property Use	
Use	
Current Use Acres:	
Surplus Flag:	
Surplus Name:	



Sample Supporting Documents

Nonprofits in Charge

Letter from State of California Franchise Tax Board

A Copy of an Exemption Letter from the State of California Franchise Tax Board is required for all Nonprofits in Charge applicants, regardless of site ownership status. It shall include, but not be limited to the following:

- Entity ID, Entity Name and Date (Pertaining to the Installation Site)
- Entity currently Exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d. and is in good standing

Sample



STATE OF CALIFORNIA
FRANCHISE TAX BOARD
PO BOX 942857
SACRAMENTO CA 94257-0540

Entity Status Letter

Date: _____
ESL ID: _____

Why You Received This Letter

According to our records, the following entity information is true and accurate as of the date of this letter.

Entity ID: _____
Entity Name: _____

☒ 1. The entity is in good standing with the Franchise Tax Board.

☐ 2. The entity is **not** in good standing with the Franchise Tax Board.

☒ 3. The entity is currently exempt from tax under Revenue and Taxation Code (R&TC) Section 23701 d.

☐ 4. We do not have current information about the entity.

☐ 5. The entity was administratively dissolved/cancelled on _____ through the Franchise Tax Board Administrative Dissolution process.

Important Information

- This information does not necessarily reflect the entity's current legal or administrative status with any other agency of the state of California or other governmental agency or body.
- If the entity's powers, rights, and privileges were suspended or forfeited at any time in the past, or if the entity did business in California at a time when it was not qualified or not registered to do business in California, this information does not reflect the status or voidability of contracts made by the entity in California during the period the entity was suspended or forfeited (R&TC Sections 23304.1, 23304.5, 23305a, 23305.1).
- The entity certificate of revivor may have a time limitation or may limit the functions the revived entity can perform, or both (R&TC Section 23305b).

Connect With Us

Web: ftb.ca.gov
Phone: 800-852-5711 from 7 a.m. to 5 p.m. weekdays, except state holidays
916-845-6500 from outside the United States

California
Relay Service: 711 or 800-735-2929 (For persons with hearing or speech impairments)

FTB 4263A WEB (REV 12-2019)



Sample Supporting Documents

IRS Determination Letter for 501 Status

All Nonprofits in Charge applicants must provide evidence of their tax-exempt status with the Internal Revenue Service under Internal Revenue Code Section 501 “Copy of the IRS Determination Letter” and shall include, but not be limited to the following:

- Be incorporated for at least one year prior to the time of application submittal.
- Provide Organization’s Employer Identification Number, Title, and effective date of Exemption.

Sample

The image shows a sample IRS Determination Letter for 501 Status. The letter is from the Department of the Treasury, Internal Revenue Service, Tax Exempt and Government Entities, P.O. Box 2508, Cincinnati, OH 45201. The letter is dated 04/28/2021. The letter is addressed to a person to contact, Name: Customer Service, ID number: [REDACTED], Telephone: [REDACTED]. The letter is addressed to a public charity status: [REDACTED]. The letter is addressed to a form 990/990-EZ/990-N required: Yes. The letter is addressed to an effective date of exemption: [REDACTED]. The letter is addressed to a contribution deductibility: Yes. The letter is addressed to an addendum applies: No. The letter is addressed to a DLN: [REDACTED].

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,
Stephen A. Martin
Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

Letter 947 (Rev. 2-2020)
Catalog Number 35152P



Sample Supporting Documents

Certificate of Status from California Secretary of State

All Nonprofits in Charge applicants and any other applicants required to show proof of good standing in the state of California must provide evidence of Certificate of Status and shall include, but not be limited to the following:

- Formation date dated at least one year prior to the date of application submittal.
- Certificate must be current
- Provide Organization's name which must match the entity on whose owned or leased land the EV infrastructure shall be installed.

Sample

State of California
Secretary of State

CERTIFICATE OF STATUS

ENTITY NAME:
Redacted

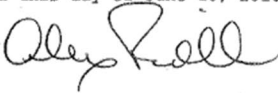
FILE NUMBER: ***Redacted***
FORMATION DATE: 07/15/1999
TYPE: DOMESTIC NONPROFIT CORPORATION
JURISDICTION: CALIFORNIA
STATUS: ACTIVE (GOOD STANDING)

I, ALEX PADILLA, Secretary of State of the State of California,
hereby certify:

The records of this office indicate the entity is authorized to
exercise all of its powers, rights and privileges in the State of
California.

No information is available from this office regarding the financial
condition, business activities or practices of the entity.

 IN WITNESS WHEREOF, I execute this certificate
and affix the Great Seal of the State of
California this day of June 10, 2016.


ALEX PADILLA
Secretary of State

NP-25 (REV 01/2015) NLH



Multi-Family Housing in Charge

Proof that Property serves a SOMAH Awarded Property

All Multi-Family Housing in Charge applicants must provide proof indicating the incentivized infrastructure shall be utilized for the purposes allowable as described in the Communities in Charge Implementation Manual. One such proof for Multi-Family Housing in Charge may be proof that the property serves a SOMAH Awarded Property, and shall include but not limited to the following:

- Proof of award as a SOMAH Awarded Property, including the SOMAH application number (e.g., Emailed award notification documenting that the property on which infrastructure shall be installed serves a SOMAH awarded property, or SOMAH installation in process).
- Indication this property is the same property for which incentivized infrastructure shall be installed.

Sample

Subject: Reservation Approval Notice, Application Number [REDACTED], [REDACTED]

Dear [REDACTED]

Congratulations! An incentive reservation has been issued for your proposed photovoltaic (PV) project under the Solar on Multifamily Affordable Housing (SOMAH) program. Details regarding your reservation are listed below:

<i>Application Number</i>	[REDACTED]
<i>Host Customer</i>	[REDACTED]
<i>Installation Address</i>	[REDACTED]
<i>Reserved Incentive Amount</i>	[REDACTED]
<i>Energy Efficiency Compliance Milestone Due Date</i>	[REDACTED]
<i>Proof of Project Milestone Due Date</i>	[REDACTED]
<i>Incentive Claim Package Due Date</i>	[REDACTED]



Sample Supporting Documents

Workplaces in Charge

California Department of General Services Small Business Certification

Workplaces in Charge applicants may provide a copy of small business certification from the California Department of General Services. Certification must be current and shall include but not limited to the following:

- Certification ID
- Legal Business Name
- Business Type
- Certification Type
- Status
- Status Dates

Sample

Printed on: 06/28/2019 9:25:12 AM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>

DGS
CALIFORNIA DEPARTMENT OF
GENERAL SERVICES

Office of Small Business & DVBE Services

Certification ID: [REDACTED]

Legal Business Name: [REDACTED]

Doing Business As (DBA) Name 1: [REDACTED]

Doing Business As (DBA) Name 2: [REDACTED]

Address: [REDACTED]

Email Address: [REDACTED]

Business Web Page: [REDACTED]

Business Phone Number: [REDACTED]

Business Fax Number: [REDACTED]

Business Types:
Non-Manufacturer

Certification Type	Status	From	To
SB(Micro)	Approved	06/15/2017	06/30/2019

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!
-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?
Email: OSDSHELP@DGS.CA.GOV
Call OSDS Main Number: 916-375-4940
707 3rd Street, 1-400, West Sacramento, CA 95605



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