



PROGRAM GUIDELINES

The San Joaquin Valley Air Pollution Control District (SJVAPCD) is currently accepting applications for projects requesting monetary incentives to construct hydrogen fueling stations and battery charging stations **for heavy-duty vehicles**.

I. Eligible Applicants

- A. Public Entities – include but are not limited to State, metropolitan, county, city, multi-county special district (e.g. water districts), school districts, universities, and federal agencies.
- B. Private Entities – include but are not limited to private organizations and corporations.

II. Project Categories

- A. Hydrogen Fueling Station:
 - 1. Equipment must have at least a one (1) year warranty.
- B. Battery Charging Station:
 - 1. Chargers must be a level 2 or higher to support non-residential charging.
 - 2. Publicly accessible charging stations must use a valid and universally accepted charge connector protocol (e.g., Society of Automotive Engineers (SAE), CHAdeMO).
 - 3. Charger must be certified by a Nationally Recognized Testing Laboratory.
 - 4. Equipment must have at least a one (1) year warranty.

III. Funding

Projects will be funded on a first come, first serve basis and submittal of application does not guarantee funding. Applicants must have a signed, executed contract from the SJVAPCD prior to purchase and installation of new equipment. Incentive amounts will be based on the following percentage of eligible costs:

Maximum Percentage of Eligible Cost ^(b)	Project Types
50%	Baseline maximum for all projects
60%	Publicly Accessible Projects
65%	Projects with Solar/Wind Power Systems ^(a)
75%	Publicly Accessible Projects with Solar/Wind Power Systems ^(a)
100%	Public School Buses – Battery Charging and Alternative Fueling ^(c)

^(a)At least 50 percent of the energy provided to covered sources by the project must be generated from solar or wind.

^(b) Additional 5% funding available to applicants of heavy-duty truck parking facilities that provide communal charging opportunities (e.g., truck yards, truck depot, truck stops etc.)

^(c) Also, may include solar/wind power systems.



IV. Project Costs

Eligible costs are limited to the purchase and installation of the equipment for power delivery or fueling directly related to the infrastructure project.

I. Eligible Costs:

1. Cost of design and engineering (i.e., labor, site preparation, Americans with Disabilities Act accessibility, signage);
2. Cost of equipment and hardware (i.e., charging units, electrical parts, energy storage equipment, materials);
3. Installation costs directly related to the construction of the station;
4. Meter/data loggers;
5. Eligible on-site renewable power generation system that fuels or powers covered sources (i.e., solar and wind);
6. Taxes and freight;
7. Fees incurred pre-contract execution (i.e., permits, design, engineering, site preparation), license fees, environmental fees, commissioning fees (safety testing), and onsite required safety equipment.
8. Other eligible costs included in the Carl Moyer Guidelines as determined by the SJVAPCD.

II. Ineligible Costs include, but are not limited to:

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| 1. Existing station upgrade; | 9. Travel/lodging; |
| 2. Fuel and energy costs; | 10. Employee training and salaries; |
| 3. Non-essential equipment hardware; | 11. Legal fees; |
| 4. Construction management costs; | 12. Real estate property purchases/leases; |
| 5. Operation cost (e.g., operational fees, maintenance, repairs, improvements); | 13. Performance bond costs; |
| 6. Extended warranty; | 14. Storm water plan costs; |
| 7. Insurance; | 15. Security costs; |
| 8. Administrative costs; | 16. Testing and soil sampling; |
| | 17. Hazardous materials, including permitting, handling and disposal. |

V. General Requirements and Eligibility Criteria

- A. All infrastructure projects must be located within the SJVAPCD's boundaries (see map on page 7).
- B. Projects must comply with all applicable federal, State, local laws and requirements including environmental laws and State building, environmental and fire codes.
- C. Publicly accessible stations must be accessible to the public 24 hours a day or as many hours as allowed by local ordinance.
- D. The SJVAPCD may require a California Environmental Quality Act (CEQA) review to be performed and obtain approval prior to funding.
- E. SJVAPCD must evaluate the co-funded project prior to approval and may verify the co-funded project with California Air Resources Board (CARB).



- F. All infrastructure projects that include on-site power generation (e.g., solar, wind) and/or are publicly accessible must be selected through competitive bidding. For public school districts, their existing competitive bidding process fulfills the competitive bidding requirement.
- G. A completed Uniform Commercial Code-1 Financing Statement Form will be submitted by the SJVAPCD to the California Secretary of State for infrastructure projects with a grant funding amount of \$50,000 or greater. The financing statement will list the District as the secured party.
- H. All electric vehicle charging infrastructure and equipment that is funded or authorized, in whole or in part by the SJVAPCD must meet specified labor certification requirements (i.e. installed by contractors with the appropriate license classification as determined by the Contractors State License Board). Specifically, at least one electrician on each crew, at any given time, must hold an Electric Vehicle Infrastructure Training Program (EVITP) certification.
- I. Projects funded or authorized, in whole or in part, by the SJVAPCD that install a charging port supplying 25 kilowatts (kW) or more, must have at least 25 percent of the total electricians working on the crew for the project, at any given time, hold an Electric Vehicle Infrastructure Training Program (EVITP) certification.
- J. One member of each crew may be both the contractor and an EVITP certified electrician.
- K. Prior to performing any electrical vehicle infrastructure or equipment installation work funded or authorized under the Grant Agreement, Applicant must provide the SJVAPCD with the Electric Vehicle Infrastructure Training Program (EVITP) Certification Numbers of each EVITP certified electrician that will install electric vehicle charging infrastructure or equipment.
- L. The requirements stated in criteria F, G, and H of this section do not apply to any of the following:
 - 1. Electric vehicle charging infrastructure installed by employees of an electrical corporation or local publicly owned electric utility.
 - 2. Electric vehicle charging infrastructure funded by moneys derived from credits generated from the Low Carbon Fuel Standard Program (Subarticle 7 (commencing with Section 95480) of Article 4 of Subchapter 10 of Chapter 1 of Division 3 of Title 17 of the California Code of Regulations).
- M. All equipment and parts must be new. Remanufactured or refurbished parts are not eligible.
- N. All projects will have a minimum project life of 10 years.
- O. Submission of a program application **does not** guarantee funding.
- P. SJVAPCD reserves right to not fund any projects.

VI. Applicant Requirements

- A. Applicant **must not make purchase, make non-refundable payment toward, start construction on, and/or take possession of new equipment** prior to receiving a fully executed contract from the SJVAPCD.
- B. Applicant must be able to demonstrate to the SJVAPCD that the applicant can obtain all required land use permits from agencies needed to install and operate the station.



- C. Applicant must demonstrate that they either own the land on which the project will be located, or control it through a long-term lease, easement or other legal arrangement, for the duration of the project life.
- D. For a project where the land is not owned by the applicant, an executed lease agreement or letters of commitment lasting for the duration of the project life must be signed by property owners/authorized representatives and must be submitted with the application.
- E. Applicant must be able to provide documentation that power or fuel is being provided to the site (e.g., application, payment to the local utility company for power installation, or contract).
- F. Applicant and/or their subcontractors may be subject to prevailing wage laws, if applicable, as set for in Labor Code section 1720 *et. seq.*
- G. Allow the SJVAPCD to inspect the facility as necessary to document and verify the operation of the facility.
- H. Remain the owner of the facility and equipment through the full term of the agreement otherwise the SJVAPCD must approve the transfer of ownership prior to its sale.
- I. Maintain the equipment in daily operating condition throughout the contract term. Non-functioning equipment must be reported to the SJVAPCD within 15 business days and begin working with the SJVAPCD promptly to ensure infrastructure equipment is operational.
- J. Maintain the equipment in accordance with manufacturer specifications.
- K. Maintain commercial general and auto liability with minimum limits of coverage in the amount of \$5,000,000 per occurrence and names the SJVAPCD as additional insured. Also, maintain workers compensation insurance in accordance with California law and insurance for the facility and equipment through the full term of the grant agreement.
- L. Submit annual reports to the SJVAPCD through the full term of agreement which must include:
 - 1. Hydrogen Fueling Station:
 - i. Annual usage (e.g., kilogram).
 - ii. Any unscheduled downtime, including duration of downtime and causes of downtime.
 - iii. Applicant must register and report to the Station Online Status System (SOSS) maintained by the California Fuel Cell Partnership (www.cafcp.org). In addition, applicant must abide by the requirements of the reporting system.
 - 2. Battery Charging Station:
 - i. Qualitative description of private uses.
 - ii. Annual usage per charger (e.g., kilowatt-hour) and the number of plug-in events.
 - iii. Any unscheduled downtime, including duration of downtime and causes of downtime.
 - iv. Applicant must report all battery charging station installations to the Department of Energy Alternative Fuel Data Center located at <http://www.afdc.energy.gov/locator/stations/>.



3. Solar or Wind Power Generating Equipment (if applicable) must report on the amount of electricity generated (e.g. kilowatt-hour) from the solar or wind power generating equipment for the duration of the project life.

VII. Project Implementation

- A. Project Funding Agreement – Entities are expected to enter into an agreement with the District within 90 days of preliminary award notification date. If timeframe is not met, the District reserves the right to cancel preliminary award and fund the next eligible application.
- B. Project Implementation – Projects must be completed within the timeframe identified on Exhibit B of grant agreement, not to exceed 12 months from grant agreement execution date.

VIII. Required Documents

- A. Completed Application **forms A-1 and A-2** including route map.
- B. **Certifications page** with signature by Agreement Signing Authority (Contract).
- C. Completed first page of **IRS Form W-9**.
- D. **Electric Vehicle Infrastructure Training Program (EVITP) Form**
- E. **Design documents** for the new equipment.
- F. **Dated and itemized dealer quote** for the new equipment and installation.
- G. Documentation demonstrating that applicant can obtain all **required land use permits** from agencies needed to install and operate the station.
- H. Documentation that **power is being provided to the site** (e.g. application, payment to the local utility company for power installation, or contract).
- I. Documentation demonstrating **ownership of land on which the project will be located**, or control it through a long term lease, easement or other legal arrangement, for the duration of the project life. For a project where the land is not owned by the applicant, an executed lease agreement or letters of commitment lasting for the duration of the project life must be signed by property owners/authorized representatives.
- J. Resolution authorizing project implementation and designating a signing authority for the project from the governing body, or other documentation signed by a duly authorized official with authority to make financial decisions (Government agencies only).

IX. Pre-Inspection

- A. All Projects must be pre-inspected prior to receiving an executed contract.
- B. SJVAPCD staff will inspect and photograph infrastructure facility for documentation of land/site. Staff will contact applicant to schedule pre-inspection monitoring.



X. Post-Inspection

A. SJVAPCD staff will verify and document that the infrastructure project is operational.

The minimum documentation requirements that must be collected include:

- Verification of operation by connecting a vehicle or equipment to the charging/fueling station.
- For solar/wind projects the inspection must verify that infrastructure has been installed and connected to the power generation equipment.
- Photos of equipment/equipment information (e.g., serial numbers, make, model, etc.)

XI. Project Reimbursement

A. Payment will be issued within sixty (60) working days of a completed post-inspection and upon receipt of a complete claim for payment packet.

B. Incentive amounts may be reduced after the claim for payment has been finalized, depending on the total invoiced amount of eligible items.

C. A project will be considered for reimbursement once the necessary infrastructure has been installed and connected to the power generation equipment (e.g., solar panels, wind turbine) and or electricity grid and has been demonstrated to the SJVAPCD that it is fully operational during a post-inspection.

XII. Overview

A. Submit a complete application with all required documents.

i. If the application is incomplete, a letter/e-mail will be sent to the applicant indicating the reason.

ii. If the application is ineligible, it will be canceled and a letter will be sent to the applicant indicating the reason.

B. When the application has been deemed complete, the project will be assigned for inspection by District staff. A District inspector will contact the applicant to schedule the inspection.

C. Contracts will be issued on a first come, first served basis until program funds are exhausted. Project must not have begun, invoiced, or paid before a contract is executed.

D. At completion of project, applicant will submit a Claim for Payment Packet for reimbursement.

E. Payments from SJVAPCD shall be made directly to the applicant.

F. SJVAPCD inspector will contact the applicant to schedule post-inspection.

G. Staff reviews post-monitoring report and prepares reimbursement.

Reimbursement awarded once staff has verified all the requirements of the program were met.



XIII. Map of the San Joaquin Valley Air Pollution Control District Boundaries

