

Charge Ready

New Construction Rebate

Post-Construction Guide





Congratulations on completing construction on your Charge Ready site!

There are just a few more steps to complete until your site is Charge Ready! Use this guide to help you navigate through getting your site up and running.

If you have additional questions, please contact ChargeReady@sce.com.

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I am starting installation, what do I need to do?

Your funding has been reserved. It is time to install your chargers!

SCE will send you an email alerting you that your funding has been reserved. You can use this email to log on to the Charge Ready Application Portal provide some key information and submit the required documentation. Once you are ready to install your chargers, use the bullets below as a guide.

Participant is required to install the vehicle charging equipment listed on the Approved Product List (APL) and ensure it is fully operational.

Customer Activities:

- Ensure you are using a C-10¹ licensed and insured contractor to perform your EVSE installation.
- Work with your C-10 licensed and insured contractor to secure any necessary [permits](#) that are required by your Authority Having Jurisdiction for the installation of the charging equipment.
- Make sure to have any applicable [final inspections](#) performed.
- Ensure the vehicle charging equipment is listed on the Approved Product List (APL)
- Report any publicly accessible charging equipment to the US Dept of Energy tracking databases².
- Start working with your vendors to obtain all [required documentation](#) for your project.

1. A C-10 licensee “places, installs, erects, or connects any electrical wires, fixtures, appliances, apparatus, raceways, conduits, solar photovoltaic cells, or any part thereof, which generate, transmit, transform, or utilize electrical energy in any form or for any purpose.”
2. The US Department of Energy’s EV Charging Station Locations mapping tool at: [Alternative Fuels Data Center: Alternative Fueling Station Locator \(energy.gov\)](#)
The US Department of Energy’s Alternative Fuel Data Center at: <https://afdc.energy.gov/stations/#/analyze>

Charge Ready Program

Status

Construction Complete

Permit and Final Inspection

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Additional Considerations

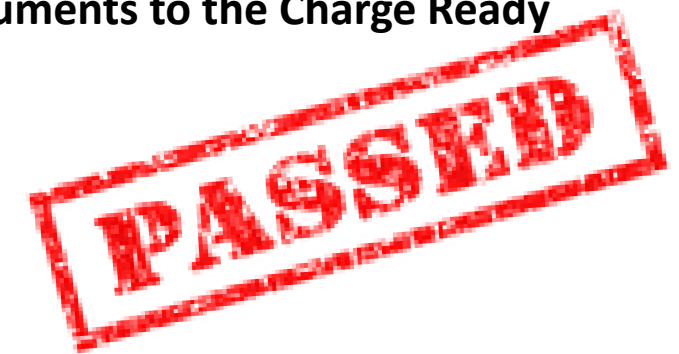
The Installation Permit and Final Inspection

Work with your C-10 licensed and insured contractor to secure any necessary permits that are required by your Authority Having Jurisdiction (AHJ) for the installation of the charging equipment and make sure to have any applicable final inspections performed.

It is up to the customer and their contractors to secure any necessary permits for the installation of the charging equipment.

If permitting and final inspection for the installation of the charging equipment is not required by the AHJ, SCE requires an official communication from the AHJ stating that a permit and final inspection are not required.

A copy of the installation permit and evidence of final inspection, or an official exception, are required in order to receive your rebate. Submit the documents to the Charge Ready Application portal under *File Uploads*.



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Construction Complete

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Required Documentation

Final Invoice

Photos and Site Plan

Equipment Registration Form

Rebate Payment

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I installed my charging stations, what's next?

Submit your incentive request and all required documents through the Charge Ready Application Portal.

You will need to submit your incentive request through the Charge Ready Application Portal and submit all required documents in order to receive your rebate.

We cannot pay your rebate until all documents have been submitted.

Please submit the following documentation to the Charge Ready Application portal under *File Uploads*

- A copy of the installation permit and evidence of final inspection.
- A copy of the [final charging equipment purchase invoice](#).
- A copy of the charging equipment installation invoice if not included on the equipment purchase invoice (equipment purchase price should be broken out from the installation costs).
- A copy of the Site Plan showing the location of the installed charging stations
- Photos of the newly installed charging equipment (photos should show the serial numbers of each charger)
- A listing of serial numbers for all installed chargers
- A copy of the completed [Charging Equipment Registration](#) (to be completed by your Network Service Provider)
- Proof of ownership of the property
- A copy of the Certificate of Occupancy, if issued on or after January 1, 2017
- A copy of the rebate assignee's Form W-9
- A copy of the rebate assignee's Form 590 (Form 587 for non-residents of CA)
- A Rebate Assignment Form (if you are assigning your Trade Professional as the rebate assignee)

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Final Charging Equipment Invoice

What information is required on the invoice?

The invoice must include model number, quantity, equipment unit cost, installation cost, vendor name, customer name, and payee (if different than the customer name).

Invoice

Charge Ready Vendor Inc. 123 Address St. City, State 90000	Invoice Date: 1/1/2023 Invoice Number: 01
Bill to: Customer Name 123 Address St. City, State 90000	Project Address: 123 Address St. City, State 90000

Description	Qty	Unit Cost	Total
Charging Equipment [Model Number] Single Port	4	\$ 3,500.00	\$ 14,000.00
Charging Equipment [Model Number] Dual Port	4	\$ 7,000.00	\$ 28,000.00
Network Service 10 years	12	\$ 8,100.00	\$ 97,200.00
Charging Equipment Installation	12	\$ 500.00	\$ 6,000.00
Sales Tax			\$ 14,883.00
Shipping			\$ 500.00
Total:			\$ 160,583.00

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Photos and Site Plan

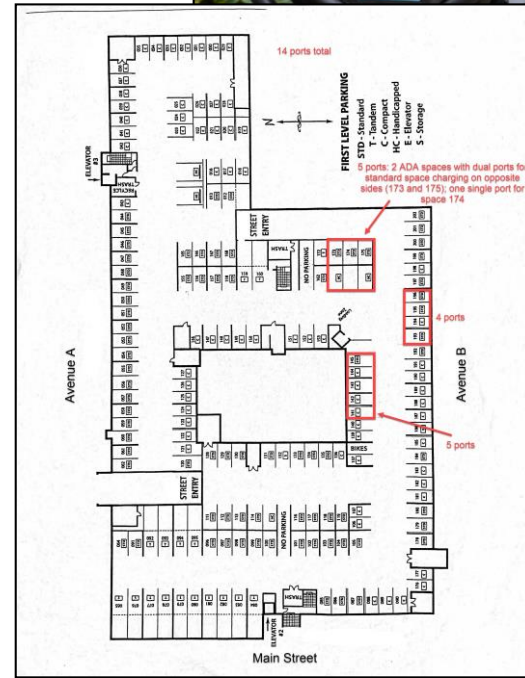
Photos of Installed Equipment

Make sure to have photos of every installed charger you're collecting a rebate on. Photos should show each charger's serial number.



The Site Plan

Submit a plan showing the location of where charging stations will be installed. Site plan should be a map of the parking area with charger install locations designated on the map.



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Charging Equipment Registration Form

What is the Charging Equipment Registration Form?

The Charging Equipment Registration Form is used by SCE to collect more information about your charging equipment and provides us with a unique identifier for each charging port in order to measure usage at each individual charging port.

Your Network Service Provider will be populating this form and sending it to SCE. If you would like more information, instructions can be found in the [Charging Equipment Registration Instructions](#).

Charging Equipment Registration Form – Tab 1

ID	EVSEID	LocationID	EVSEManufacturer	EVSEModelNbr	EVSESerialNbr	NetworkProvider	TypeOfEVSE	NbrOfPorts	EVSE_MaximumKW	Latitude	Longitude	EVSEActivationDate
100	[Vendor Code]-[EVSESerialNbr]	IDNumber	Manufacturer	Model Number	Serial Number	Provider	EVSE	#	kW	#	#	00/00/0000

Charging Equipment Registration Form – Tab 2

ID_Port	PortID	EVSEID	LocationID	Port_MaximumKW	ADA_Accessible
100a	[Vendor Code]-[EVSESerialNbr]-[Px]	[Vendor Code]-[EVSESerialNbr]	IDNumber	kW	Y/N

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Rebate Payment

Who will receive the rebate payment?

If you are to only receive the Charging Equipment Rebate, you will have the option to assign the rebate payee in the Charge Ready Application Portal (shown to the right).

If you elect to designate a Trade Professional as the rebate payee, you will be asked to submit a signed Rebate Assignment Form to confirm your choice.

Not all participants will be eligible for a rebate. Please refer to your participation agreement for more information.

Payment Details

Payee Selection *

- Select
- Customer
- Trade Pro
- Other

When will I, or the assigned payee, receive the rebate payment?

After you complete the installation of your charging stations and SCE has verified the operational status of the charging stations, SCE will review your submitted documentation for accuracy and completeness. SCE will initiate processing the rebate for remittance to the assigned payee after all required documentation has been submitted completely and accurately. Rebate processing may take up to 6 weeks. A physical check will be mailed to the address listed under *Payee Information* in the Charge Ready Application Portal.

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Post-Rebate Responsibilities

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Operating Charging Stations

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I received my SCE Rebate, what's next?

Participate in any surveys and data requests from SCE and respond in a timely manner

These surveys and other data requests will assist with program evaluation and improvement initiatives.

Provide SCE with monthly usage data and other related data in the form, format and frequency specified by SCE

Please see [Submitting monthly usage data](#)

Aggregated data will be used to identify load management opportunities and enhance vehicle-grid integration for future utility initiatives.

Operate and maintain your charging stations in good working order at the originally installed location for 10 years.

Within this timeframe, you may upgrade or replace your equipment at any time with a qualified replacement provided that you are responsible for all associated costs, and the new equipment is operated and maintained for the remainder of the commitment period. For more information see [Upgrading or Changing Charging Stations](#).

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Submitting monthly usage data

What kind of data will I be submitting each month?

Your Network Service Provider is responsible for sending Charging Equipment Usage Data to SCE every month for your site. This data takes the form of two files, Charging Session data and Charging Interval Data.

If you would like to see what your Network Service Provider is providing to SCE, the [Charging Equipment Usage Data Monthly Report Instructions](#) will provide guidance on what is expected.

How to Upload?

Our 3rd Party Evaluator will reach out to your Network Service Provider with instructions on how to upload the usage data for your site. Your network service provider can take it from here!

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Managing Electricity Use

Demand Response

Charging Fees for EV Charging

Charging Station Not Working?

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Understanding your Electric Bill

There are 3 TOU-EV Rate Options

TOU-EV-7 Rate Option
Available to customers with demand of 20 kilowatts (kW) or less

TOU-EV-8 Rate Option
Available to customers with demand above 20 to 500 kW

TOU-EV-9 Rate Option
Available to customers with demand exceeding 500 kW.

TOU EV Rates are only applicable to sites with a dedicated meter for EV charging

TOU-EV rates are made up of three main charges:

- A monthly **customer charge**, which does not vary based on usage.
- **Time-Of-Use (TOU) energy charges** are the cost per kilowatt-hour (kWh) of energy used in each TOU period. TOU periods vary by time of day, day of the week, and season.
- **Facilities-Related Demand (FRD) charges** apply year-round and are calculated per kilowatt (kW) according to the highest recorded demand during each monthly billing period, regardless of season, day of week, or time of day. Please note that FRD charges are not currently applicable for TOU-EV rates.

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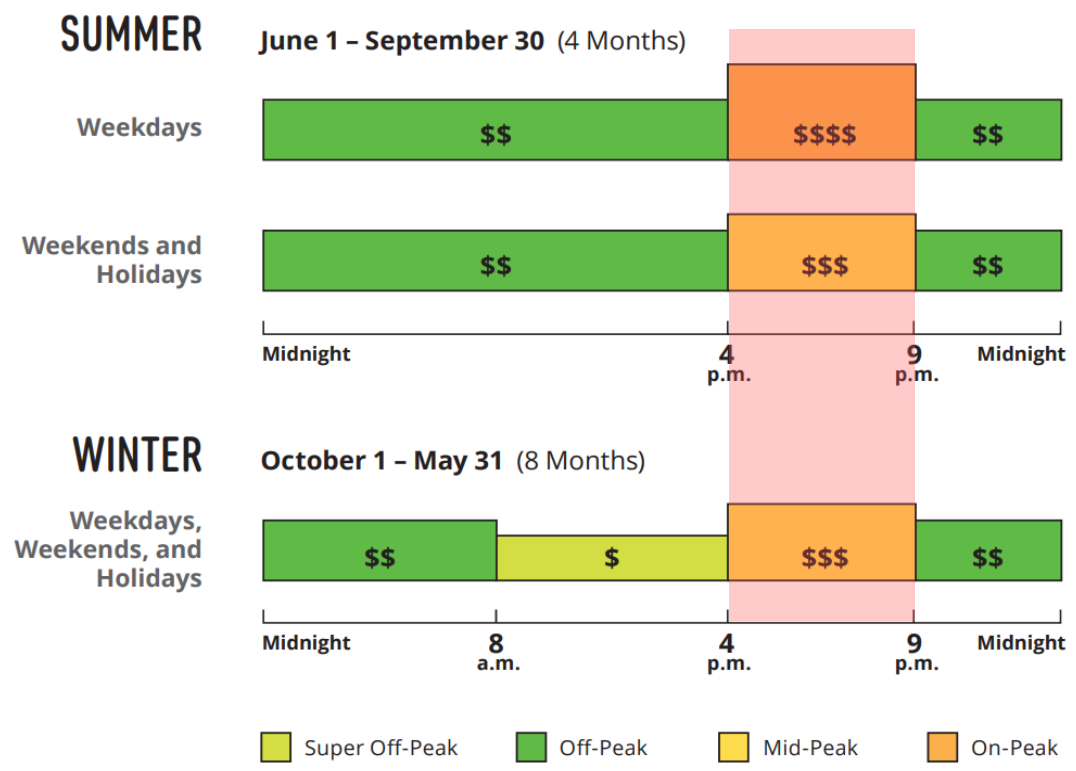
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Time-Of-Use Periods

SCE’s TOU-EV rates are based on time-of-use periods. Rates are highest during on-peak periods (4 p.m. – 9 p.m) as energy demand spikes, and lower overnight, morning and mid-day. Rates are also higher in the summer months and lower in the winter months. Shifting your charging window away from the on-peak period can result in significant savings.



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How to manage your site's charging load

Managing Electricity Use

The combination of load management, TOU rates, and demand response will help you manage electricity use and minimize your electric bill.

Two ways to manage your load are:

1. Manually scheduling your charging windows in order to move charging to off-peak periods.
2. Automated Load Management. Your charging stations may be equipped with automated load management software to automatically start and stop charging or reduce the flow of current to vehicles during on-peak periods with high demand and high costs.

Speak with your network services provider to learn more about how they can help you manage your charging.

Demand Response:

The suite of Charge Ready programs also requires that the meter recording usage for the charging stations be enrolled in a demand response (DR) program. DR programs are typically structured to offer incentives for reducing electricity use when the demand for electricity is high. Please see [Demand Response Enrollment](#) for more information.

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Demand Response Enrollment

Customers with Electric Vehicle Charging Stations installed through the Charge Ready program must enroll in a demand response (DR) program.

Demand Response (DR) encourages customers to reduce their energy usage during specific time periods, known as Load Reduction Events. Load Reduction Events will slow the charging speed for an EV. These events help to reduce stress on the electrical grid when the demand for electricity is high and can reduce the overall carbon intensity of the grid.

You will be auto-enrolled in the Emergency Load Reduction Program, but you may choose to enroll in a different DR program if you do not wish to be enrolled in the Emergency Load Reduction Program.

While not required to reduce demand during a DR event, it is highly encouraged and customers may receive bill credits, a reduced rate, or other forms of compensation if they do reduce demand.

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Cost Recovery: Charging Fees for EV Charging

Work with your vendor upfront to better understand your cost recovery options and pricing structure.

Questions to Consider:

- What are my current rates?
- What are your goals with EV charging on your property?
- What behavior do you want to incentivize from your drivers?
- Are you going to charge your drivers?
- How will station fees be collected from the vendor?
- What administrative fees will the vendor charge?

Work with your vendor to understand regulatory compliance requirements that are applicable to your situation.

California’s Division of Measurement Standards (DMS) established the Electric Vehicle Fueling Systems regulation¹ that applies to all new Level 1 and Level 2 public charging stations that accept payment as of January 1, 2021, and new direct current fast chargers (DCFC) installed as of January 1, 2023.

1. https://www.cdfa.ca.gov/dms/pdfs/regulations/EVSE-OAL_EndorsedLetter-and-FinalText.pdf

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Charging Station Not Working?

1. Check Meter for Power

Check your meter to see if there are visible digits on the screen.

If not, there may not be power to your property. Call SCE helpline at (800) 655-4555.

If the digits on the meter are visible, go to #2.

**SCE's Safety Hotline
1-800-611-1911**

2. Check Power to Station

Check to see if the POWER light is illuminated on the charger.

If not, the breaker may have tripped. Please reset the breaker.

If resetting the breaker doesn't fix the issue, there may be a problem with the infrastructure between the meter and charging station.

Call your infrastructure installer to set up an appointment

3. Check Station Functionality

If power exists to the charging station, but it isn't charging the EV, it may need to be reset.

If the charging station is in error mode, please select the internal reset function.

If power exists to the charging station and the reset didn't work, there may be an issue with the equipment.

Call your charging station manufacturer to set up an appointment.*

* If station is owned and operated by third party, contact your third-party representative. If station is owned and operated by SCE, then email ChargeReadyHelp@SCE.com

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End Participation

Swapping Out Stations

End of Commitment Period

Additional Questions

End Participation

I no longer want to have charging stations on my property.

We encourage you to work with your SCE representative to explore your options.

If you choose to terminate your participation in the Charge Ready Program, you will be responsible for reimbursing costs incurred by SCE at the participating charging site on a prorated basis (over the ten-year Term of Service), including any rebate payment(s) (if already paid), within 60 days from the termination date.

I am selling my property.

If you are selling your property, work with your SCE representative to transition the contractual obligations of a Charge Ready Participant to the Owner of the property or a new entity (“Assignee”) where Electric Vehicle (EV) Charging Equipment was installed. The new assignee will assume the responsibilities for continued participation in the Charge Ready Program for the duration of the remaining Commitment Period.

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Upgrading or changing charging stations

I want to upgrade/change the charging stations on my property.

Within the program terms, you may upgrade or replace your equipment at any time with a qualified replacement. You will be responsible for all associated costs, and ensuring the new equipment is operated and maintained for the remainder of the commitment period. No rebate will be provided by SCE for swap-outs.

All EV charging equipment must be selected from SCE's Approved Product List (APL) or otherwise approved by SCE for installation under this program, in a quantity approved by SCE.

Alert SCE prior to purchase and provide information on the charging stations that will be installed (a purchase order, quote, or invoice will suffice). Please also alert SCE if you will be changing Network Service Providers.

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What happens after the commitment period is over?

You are required to operate and maintain charging equipment in good working order at the originally installed location for at least 10 years. The 10-year commitment period will commence on the earliest date on which the EV charging equipment is installed and operational.

At the end of the 10-year commitment period, the customer is encouraged to keep their charging stations operational but is no longer bound by the terms and conditions of the Participation Agreement to do so.

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End Participation

Swapping Out Stations

End of Commitment Period

Additional Questions

Still have questions?

Do you have more questions, or simply want to learn more about the Charge Ready Light Duty Program?

[Contact us at ChargeReady@sce.com](mailto:ChargeReady@sce.com)

