

CHARGE READY

Customer-Side Make-Ready Program Guidelines

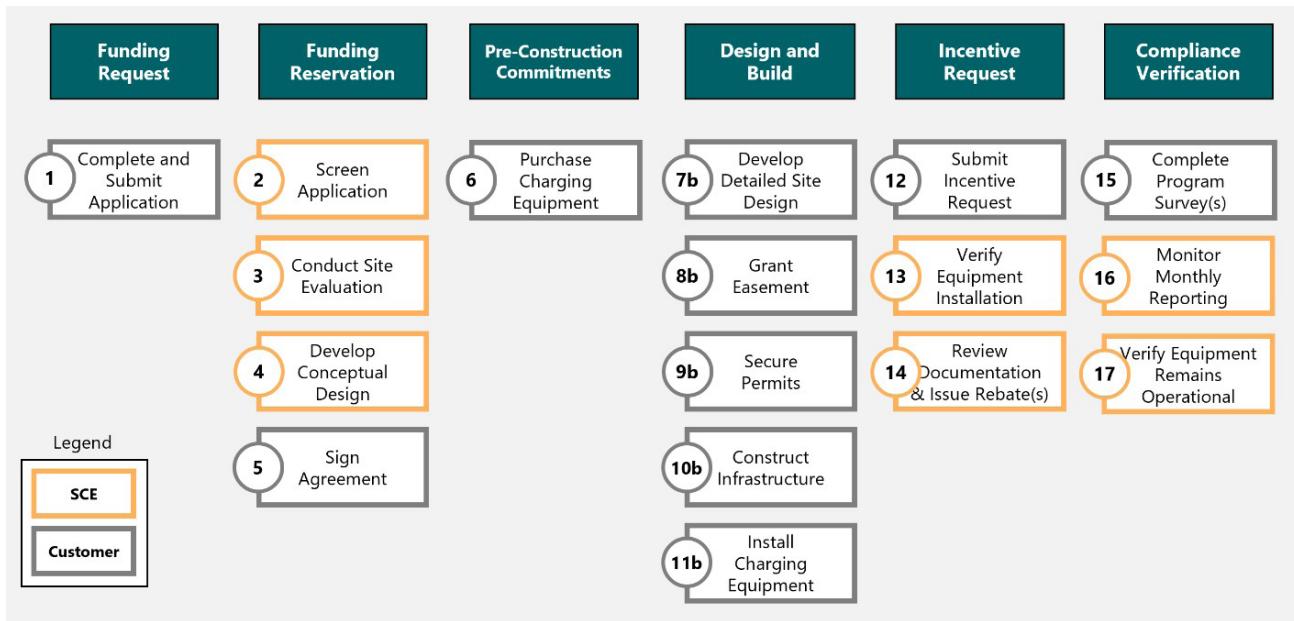
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PROGRAM OVERVIEW

Figure 1– Charge Ready Customer-Side Make Ready Rebate Process Diagram

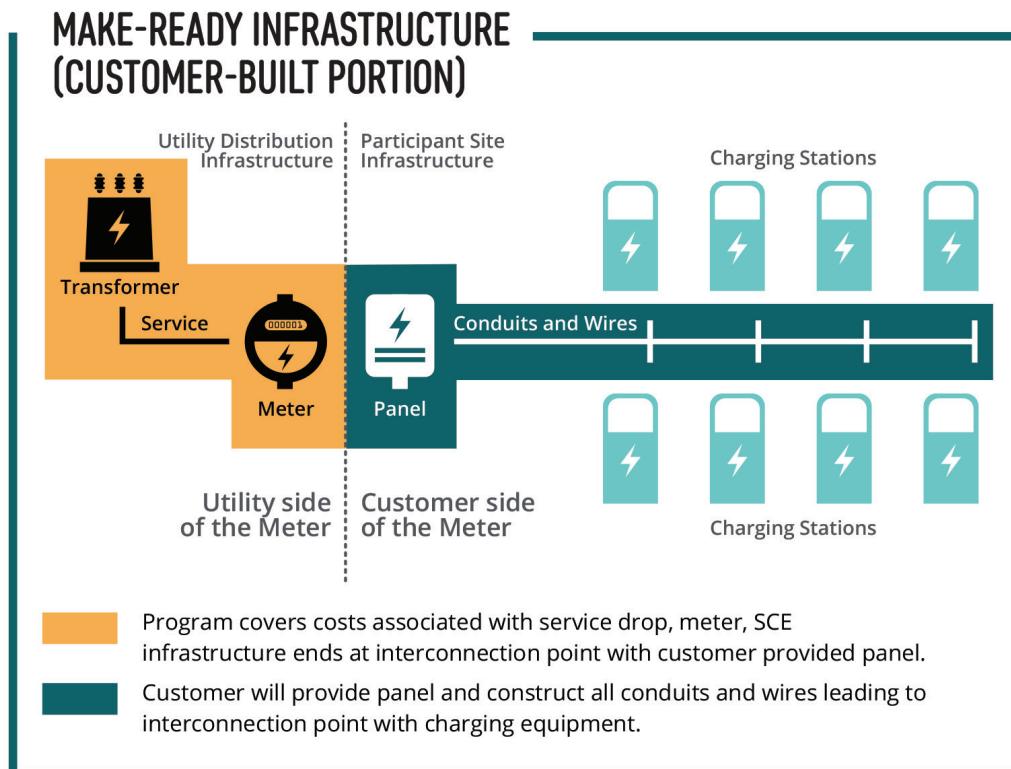


Customer-Side Make-Ready Program

The Charge Ready Customer-Side Make-Ready Program provides the necessary utility-side infrastructure to support the installation of EV charging equipment. There are primarily two segments of work associated with a Customer-Side Make-Ready project including: 1. Utility-side of the meter infrastructure 2. Customer-side of the meter Infrastructure. As illustrated in Figure 2 below, the utility-side of the meter infrastructure work includes all infrastructure from SCE's distribution system to a new circuit panel that will be installed to support EV charging equipment. Included with this work, SCE will install an interval data recording (IDR) meter to capture EV charging equipment consumption data. SCE will always be responsible for designing, procuring, installing, and maintaining the necessary infrastructure located on the utility-side of the meter such as transformers, new poles, and service conductors. The utility-side of the meter work is not included in the scope of this document, as this work is handled by SCE.

The next segment of work involves the infrastructure that will be installed by the customer and located on the customer-side of the meter. This work includes all infrastructure from the new panel that will be set as part of the utility-side infrastructure work, up to the first point of interconnection with the participant's EV charging equipment. This includes the new meter panel (aka switchgear), trench work, and subsequent conduit to the charging stations. This document provides an overview of customer-side make ready process as well as best practices and lessons learned to support program participants' installation of customer-side of the meter infrastructure.

Figure 2 - Charge Ready Program Infrastructure Delineation



DETAILED PROGRAM ACTIVITIES AND PROCESS FLOWS

1. Application Submission and Review

1. Complete and Submit Application	
Description	The online application can be accessed through the online program enrollment portal. This is the project submission phase, also referred to as the project funding request.
Customer Activities	<ul style="list-style-type: none">• Complete the online application which is accessible through the program enrollment portal.• Create a Site Plan annotated with preferred location(s) of the charging equipment and submit with your application.• If the applicant has already decided which charging equipment it plans to purchase, upload a copy of the charging equipment product specification sheet(s) (requested, but not required)
Documents Required and Key Items	<ul style="list-style-type: none">• Site Plan in PDF file format through the program enrollment portal.• Conduct reconnaissance site walk to gather relevant information for project site plan.• Evaluate site characteristics to determine best placement for EV charging stations, considering:<ul style="list-style-type: none">◦ Traffic flow and throughput◦ Proximity to utility infrastructure◦ EV charger mounting type (Pedestal or Wall)◦ Accessibility requirements• Document important information for creating a detailed site plan and for permit application.• Product specifications sheet for the charging equipment (requested but not required).
SCE Activities	<ul style="list-style-type: none">• Review application for completeness.• Reach out to applicant to obtain any additional information that may be needed.

Participants must develop and submit a site plan at the time of program enrollment for funding consideration. This plan is intended to provide an aerial view of the property and should include annotations to indicate the preferred location for the charging equipment. Prior to developing the site plan, it is important to evaluate the site and identify your charging requirements, evaluate site conditions, and identify any potential constraints that may impact project costs.

For SCE to better serve participants, site plans should provide a reasonable degree of certainty for the location of the EV charging stations and should contain sufficient site details and multiple geographical reference points (e.g. street names & site addresses) for SCE planners to conduct utility look ups.

The site plan should reveal building footprints, roads, parking areas, and have other above ground structures noted. The plan may be an engineered drawing or may just be an aerial satellite image with notes.

Application Submission and Review – More Information

The following resources provide additional information on the Customer-Side Make-Ready program and application submission process.

- [The Charge Ready Program Guidelines](#)
- [Customer-Side Make-Ready Application Portal Guide](#)
- [The Site Plan Job Aid](#)

2. Site Assessment

2. Site Assessment	
Description	After reviewing and evaluating the application, SCE will continue the evaluation process by scheduling and performing a physical site assessment. This step is necessary for SCE to collect the information needed to further evaluate the project and develop a T&D Narrative.
Customer Activities	<ul style="list-style-type: none">• Applicant is requested to participate in the site visit.• Ensure the appropriate individual(s) representing the applicant, typically the individual familiar with the site/planned installation of the charging equipment and a decision maker, or individual with decision making authority, can participate in the site job-walk.• Notify SCE of any other infrastructure projects that may be planned or underway at the site.
Documents Required and Key Items	None.
SCE Activities	<ul style="list-style-type: none">• Perform site assessment and collect necessary information to develop a Transmission and Distribution (T&D) Narrative.• Create T&D Narrative (issued with the program agreement).

SCE evaluates each application received to determine qualification. If SCE determines the project qualifies, SCE will schedule a physical site visit to further evaluate the project. During the site walk SCE will conduct reconnaissance and evaluate any existing and planned electrical infrastructure, review project details, and outline program requirements and next steps.

Participants and relevant stakeholders (i.e., decision maker or individual with decision making authority) are requested to participate in the site visit. Site assessments serve to identify and address potential constraints or challenges that may impact the project's location or design. It is crucial that decision makers and key stakeholders attend the site assessment meeting to ensure the success of the project.

SCE's team will leverage the site plans, sketches, and drawings provided by the applicant to assist with the planning and design activities. The SCE team is typically comprised of an SCE Transmission and Distribution infrastructure Project Manager and an SCE field inspector that will assess and evaluate the existing distribution facilities that are located at or near the site.

During the site visit, SCE representatives may determine that the applicant's proposed location for the installation of infrastructure would be more costly than other alternatives identified by SCE. The applicant and SCE will discuss in good faith appropriate alternate locations for a more cost-effective installation.

Applicants are responsible for notifying SCE of any other infrastructure projects that are planned or underway at the site because this work could potentially impact how the utility infrastructure feeds the project.

SCE consolidates the information from the high-level site plan and the site walk to prepare an aerial image-based site plan to diagrammatically depict project site information, conditions, and improvements for utility distribution infrastructure. SCE provides a Transmission & Distribution (T&D) narrative that provides a summary of the utility distribution infrastructure to the customer's meter panel. The T&D narrative provides the necessary information to supply power to the Charge Ready project and is shared with the program participant for review prior to agreement issuance. The final T&D narrative is distributed at the time an agreement is issued to the customer.

Site Assessment – More Information

- [Customer-Side Make Ready Agreement Sample](#)

3. Purchase Order - EV Charging Stations

3. Purchase Order – EV Charging Stations	
Description	Within 45 days of the date funds are reserved for the project, participants must provide the proof-of-procurement for ALL vehicle charging equipment designated for the project.
Customer Activities	<ul style="list-style-type: none">Submit copy of the purchase order, paid invoice, or sales receipt for charging equipment (including equipment model number and separately listing purchase price, installation costs, taxes, and shipping) within 45 days.Respond to any questions SCE may pose.If needed, submit an extension request through the enrollment portal.
Documents Required and Key Items	<ul style="list-style-type: none">Proof of purchase including purchase date, the make, model and serial #'s of the charging equipment, expected delivery date and individual unit pricing. Any related installation costs should be broken out separately.Product specifications sheet for the charging equipment from vendor (required for Site Design).
SCE Activities	<ul style="list-style-type: none">Review submitted documents for completeness.If the documents are found to be insufficient, follow-up with the participant as necessary.

Choosing the right EV charging station for the project is an important and often overlooked step. Charging station costs can vary based on multiple factors and, depending on the selection, may have design implications. When choosing charging stations, it is important to consider design features that can impact costs including (but not limited to): networking capabilities, output power rating (in kilowatts), number of ports per station, and theft deterrence. It is important to select and design the project with the required features that align with anticipated needs and budget. It is crucial to carefully evaluate and select the charging stations eligible for the program on SCE's Approved Product List (APL).

Program participation requires all charging stations to be networked and connected to the internet to allow for data sharing through a network services provider. Networked charging stations allow site hosts to offer credit card payment options, monitor and analyze use, enable dynamic pricing structures, and provide customer support.

Depending on charging needs, participants can design their site to have a standalone terminal for payment and networking or select charging stations that integrate these features into each unit. It is important to evaluate these needs as these capabilities impact design requirements and project costs.

Within 45 calendar days of the date funds are reserved for the project, participants will be required to provide proof-of-procurement for ALL vehicle charging equipment designated for the project. The participant may request a limited extension of the purchase period by submitting an extension request in writing prior to the expiration of the initial 45-day period. SCE may, at its discretion, extend a funding reservation beyond the initial 45 days, if, in SCE's sole judgment, the participant is actively seeking to complete the purchase of the charging equipment.

Submission of a copy of the purchase order, paid invoice, or sales receipt for charging equipment (separately listing purchase price for the charging equipment from any installation costs) is required. The proof-of-procurement document should include the purchase date, the make, model and serial #'s of the charging equipment, expected delivery date and individual unit pricing with taxes and shipping broken out separately. EV charging equipment must be selected from SCE's Approved Product List (APL)

Purchase Order EV Charging Stations – More Information

- The Charge Ready Charging Equipment Approved Product List**

4. Site Design

4. Site Design	
Description	Participants are responsible for the design, purchase, construction, and maintenance of the customer-side of the meter infrastructure.
Customer Activities	<ul style="list-style-type: none">• Complete and submit the make-ready infrastructure design.• Create and submit a base map and civil plan map for location of the make-ready and charging equipment and proposed utility distribution infrastructure (T&D Narrative).• Submit a copy of estimated construction costs to SCE.• Provide approval for SCE utility-side infrastructure design• Accept the preliminary design provided by SCE for the utility-side infrastructure (can be approved through the enrollment portal).• Optional: If a customer is unsure whether the intended switchgear is approved through SCE's Electrical Service Requirements (ESR) and is EUSERC compliant, customers may provide cutsheets of the switchgear to SCE for review.
Documents Required and Key Items	<p><i>Note: All documents required for this step should be uploaded to the program's enrollment portal within 90 calendar days of Proof of Procurement approval.</i></p> <ul style="list-style-type: none">• A copy of the base map detailing the customer-side make-ready infrastructure design following the Southern California Edison (SCE) CAD File Requirements.• Ensure all XREFS are removed from CAD design.• A copy of the civil plan in PDF file format.• A copy of the E-sheet and load calculations• A copy of the estimated construction costs using the Participant Installed Make-Ready Cost Breakdown Worksheet.• Follow applicable ADA requirements and guidelines set forth by the AHJ.• SCE recommends using a survey crew for the project site to gather the detailed information needed to develop the technical site design.• Review SCE's Electrical Service Requirements manual for customer-owned switchgear and connection.• Provide EUSERC cutsheets for panel.
SCE Activities	<ul style="list-style-type: none">• After receiving participant plans, review to ensure completeness.• Design utility-side infrastructure.• Provide participant with utility-side infrastructure design.• Confirm participant's approval was received.

Participants must create a base map and civil plan for the customer-side infrastructure portion of the project and submit to the program's enrollment portal within 90 calendar days of Proof of Procurement approval.

This map should detail both the location of the customer-side make-ready infrastructure and the location of the charging equipment as well as the utility distribution infrastructure and must adhere to SCE's [CAD File Requirements](#).

It is recommended to conduct a site survey and thorough review of the project site to avoid any potential future issues. A survey crew will take more detailed measurements and perform additional due diligence, such as identifying any existing underground utilities or infrastructure that may impact the planned build location. This allows participants to gather more detailed information needed to develop a technical site design and ensures there are no environmental issues associated with the construction area. By conducting a precise survey, participants can establish and maintain standard clearances that comply with regulatory requirements and industry best practices.

It is crucial to review SCE's **Electrical Service Requirements** (ESR) manual before developing the site design. The manual provides detailed information related to SCE-approved customer-owned switchgear including information on location, pad mounts, access requirements, and connection. The manual outlines the technical requirements that Charge Ready projects must adhere to in order to ensure safety and engineering standards are met for permitting and grid connection. The purpose of the ESR manual is to assist electrical contractors, engineers, architects, and manufacturers engaged in the installation of electrical service wiring and equipment.

Utilizing the information collected during the site visit (photographs, sketches, measurements, notes, and any additional information that may have been gathered), combined with additional off-site due diligence activities (i.e., engaging the local Authority Having Jurisdiction (AHJ), Electrical Service Requirements, etc.), participants must create a detailed site design (base and civil map).

Prior to submitting the detailed site design, please ensure the CAD.dwg file addresses the following:

- Include the agreed upon transformer and meter panel location found in **SCE T&D Narrative** in the CAD .dwg file, which can be found in the Charge Ready Portal.
- Includes all underground utility information (SCE, gas, water, sewer, etc.) from the SCE point of connection (POC) to the participant's switchgear.
- Includes the switchgear and electrical single line specifications (e.g. rated amps).
- Clearly identifies property lines.
- Provides 2 dimensions (x-axis and y-axis) location of SCE connection point and 2 dimensions location of the panel.
- Clearly depicts centerline of the cross streets and width of streets including tie downs of sidewalk or curbs where applicable.
- Removes X-refs or nested X-refs in the single CAD .dwg file.
- Include any landscaping details i.e. trees, shrubs and/or valve boxes.

Site Design – More Information

- SCE **Electrical Service Requirements**
- **Customer-Side Make-Ready Customer-Side Make-Ready Detailed Site Design Guide**
- **Sample Civil Plan**
- **Digital CAD File Requirements**

5. Pre-Construction Requirements

5. Pre-Construction Requirements	
Description	Participant is required to submit their construction plans to the relevant AHJ to secure all reviews, approvals, and permits.
Customer Activities	<ul style="list-style-type: none">• Return original signed and notarized easement to SCE following the mailing instructions that will be provided.• Initiate permitting process.• Obtain necessary permits.• Receive and record the information received from SCE that will be needed to establish a new service account.• Schedule pre-con meeting with all stakeholders

Documents Required and Key Items	<ul style="list-style-type: none"> Review local AHJ website for permit application requirements and checklist. Review building, electrical, accessibility, and fire safety regulations and ensure site design compliance. Schedule pre-application meeting with AHJ to review project and learn about permit process. Submit permit application following approval of SCE final design. Request unique site address from AHJ (when applicable) and submit to SCE.
SCE Activities	<ul style="list-style-type: none"> Provide participant with final utility-side easement language. Follow up with participant to ensure easements are received and granted. Once copy of final easement is obtained, initiate recording of the easement. Secure any permits relevant to the construction of the utility-side infrastructure. Provide participant the necessary information to establish a new service account (address and other relevant information related to the new service). Provide participant with support as necessary

Customer-Side Make-Ready participants are responsible for managing and coordinating all related planning, design, and construction work for the customer-side of the meter infrastructure. Once the design is approved, participants must obtain all necessary permits, execute the program easement and conveyance (if applicable), and coordinate the pre-construction meeting with SCE and other key stakeholders.

Easement

Easements are required for any utility-side infrastructure that occurs on private property. SCE will use the participant's final design to draft the legal description for the utility-side infrastructure easement.

Participants are required to return the originally signed and notarized agreement to SCE within 30 calendar days. The original signed and notarized agreement is needed so that it may be recorded with the appropriate county, as counties will not record copies or PDF documents. The documents are typically returned to SCE via U.S. Mail or courier (FedEx, UPS etc.) to SCE's Real Properties department or to one of their contract firms (i.e., Spectrum Land Services). Specific mailing instructions will be included with the easement documents when provided to the participant.

Once final easements have been granted, SCE will initiate the plan check and permitting process for the utility-side infrastructure work. SCE will not be responsible for obtaining any permits for the customer-side infrastructure work. SCE will secure any permits necessary for the utility-side infrastructure work only.

Secure Permits

Participants are required to submit their construction plans to the relevant AHJ (e.g., City, County, Fire, Division of State Architect, etc.) to secure all necessary reviews, approvals, and permits for the customer-side of the meter infrastructure and EV charging equipment installation.

California passed AB 1236 (2015) and AB 970 (2021) that require cities and counties to adopt streamlined permitting procedures for EV charging station installations. The adoption and implementation of streamlined permitting procedures varies across different jurisdictions within SCE's service territory. Participants should engage with their AHJ early in the process to understand the permit process and requirements.

AHJs assess applications for compliance with building, electrical, accessibility, and fire safety regulations. They may also require public safety, structural, and engineering reviews based on the project's specifics. During this process, it is important to engage with the AHJ and obtain a unique address from the jurisdiction for the project. A unique

address is required for SCE to schedule the meter installation for the project and is a prerequisite for scheduling the pre-construction meeting. In rare cases, the AHJ may not provide a unique site address. In such cases, it is important to notify SCE as early as possible during the permit process.

Note: A Coastal Development Permit (CDP) may be required to install charging stations in coastal zones. Local governments in the coastal zones should determine whether a CDP is required for a project. For more information, please refer to [Coastal Planning and Permitting](#).

Commonly required AHJ Documents:

- **Project Site Plans:** Detailed layouts of the proposed installation site, showing the location of EV charging stations and associated infrastructure.
- **Single Line Electrical Diagram:** A simplified representation of the electrical system, including load calculations to ensure the system can handle the additional demand from EV charging stations.
- **EV Charging Station Specification Sheet(s):** Technical details about the charging stations, including power ratings, dimensions, and manufacturer information.
- **Installation Instructions:** Guidelines from the manufacturer on how to properly install the charging stations.
- **Accessibility:** For public charging stations, applications must include clear diagrams and text demonstrating compliance with California Building Code accessibility regulations. This ensures that charging stations are accessible to all users, including those with disabilities.

Pre-construction Meeting

Once the construction plans have been finalized and permits have been issued, participants are required to email a copy of the detailed construction schedule to SCE at tepmchargeready@sce.com to schedule the pre-construction (pre-con) meeting.

Depending on the project scope, SCE civil work may be required for the project. Projects requiring underground work such as trenching will require engagement and tasking with the civil team. Projects that are supplied via an overhead service drop (pole mounted transformer) do not require civil teams' engagement. It is important to note that if the project scope requires civil work, tasking adds 2-4 weeks to the project timeline and is required to be completed before the pre-con meeting can be scheduled.

The pre-con meeting is coordinated and managed by the participant's assigned project manager. Following completion and review of the required documentation and milestones and once permits have been secured, the participant's project manager will schedule the meeting.

- **Location:** Meeting held at project site location.
- **Required Attendees:** Program participant, Trade Professional (if applicable), participant's electrical contractor, SCE civil representative, SCE Project Manager, SCE Construction Manager, and property manager or property owner.
- **Meeting Agenda:** Review the scope of work, identify safety risks/concerns, ESR requirements, Civil work schedule, and stub-out location (interconnection point), identify any safety risks/concerns, and address any other construction questions or concerns.

It is important that all stakeholders attend the pre-con meeting to ensure project alignment and understanding of scheduling.

Pre-Construction Requirements – More Information

- [Grant of Easement Sample](#)
- [Safety Requirements Checklist](#)

6. Construction

6. Construction	
Description	Participant will be responsible for managing and coordinating all customer-side of the meter infrastructure related installation work, EVSE installation, and complying with labor and safety requirements.
Customer Activities	<ul style="list-style-type: none">Construct customer-side of the meter infrastructure.Purchase equipment and manage all infrastructure work.Ensure installation contractor is C-10 state licensed, EVITP certified and using IBEW signatory labor.Review and ensure compliance with the CPUC's Transportation Electrification Safety Requirements Checklist.Complete any applicable final inspections.
Documents Required and Key Items	<ul style="list-style-type: none">Review and ensure compliance with ESR requirements.Facilitate coordination with electrical contractors and SCE project managers.Complete CPUC Transportation Electrification Safety Requirements Checklist.
SCE Activities	<ul style="list-style-type: none">Construct utility-side of the meter infrastructure.Notify participant when utility-side infrastructure work is complete.Energize site once participant has completed construction and received all necessary AHJ approvals.Activate new service account upon participant's request

Participants are responsible for managing and coordinating all related customer-side infrastructure design and EV charging equipment installation work.

There are generally four phases of construction, which include:

- **Phase 1:** Construction of the infrastructure on the utility-side of the meter, including underground ducts and structures.
- **Phase 2:** Construction of the infrastructure on the customer-side of the meter, including infrastructure from the new meter panel to the first point of interconnection with the participant's EV charging equipment.
- **Phase 3:** SCE energization of the site, which is dependent on completion of Phases 1 and 2, and Move-In date established with easements and conveyances (if applicable) executed. During energization, all circuits will be checked for proper voltage up to each make-ready stub-out.
- **Phase 4:** Charging equipment installation. Procuring, installing, and maintaining the vehicle charging equipment will always be the responsibility of the participant.

All construction of the customer-side of the meter infrastructure must be performed by state licensed and insured contractors holding a valid C-10 contractor's license. Participants are required to ensure all contractors performing this work are using International Brotherhood of Electrical Workers (IBEW)-signatory labor, and Electric Vehicle Infrastructure Training Program (EVITP) certified labor. Participants will be responsible to ensure compliance with these requirements.

Following the pre-con meeting, SCE will proceed with the construction of the utility-side infrastructure work. The following tables outline the steps for project scheduling and energization.

Table 1: Project Scheduling

Step	Description	Timeline
SCE Civil Work Completion	SCE project manager provides notice to begin construction of the customer-side infrastructure.	Project Dependent
Construction and Equipment Installation	Participant completes construction and installs equipment.	Project Dependent
ESR Check Scheduling	ESR check for the switchgear is requested through the SCE project manager.	1-2 weeks
ESR Check	Conducted by SCE's construction manager.	1-2 weeks
Meter Set Work Order	Issued to an SCE meter technician after ESR check is passed.	1 week
Meter Set Completion	SCE Meter technician completes meter set.	3-4 weeks

Table 2: Project Energization

Step	Description	Timeline
Work Order Routing	Routed to the project's local district for energization after meter set.	1 week
Project Energization	SCE crews complete project energization.	4-6 weeks
Final Project Inspection	Construction manager conducts site inspection, takes photos, and verifies port count for rebate issuance.	1 week

The SCE project manager facilitates the scheduling and energization of the project. The assigned project manager is the project liaison and serves as the primary point of contact for coordination and construction. It is important to engage with the project manager to address questions or provide notice of project challenges or changes that may arise during this process.

Construction – More Information

The Customer-Side Make-Ready program has installation requirements for customer-side infrastructure and EV charging station installation. Figure 3 outlines the certification and labor requirements for the Charge Ready Customer-Side Make-Ready program.

Figure 3 - Customer Installation Requirements by Program Type

Program Type	Labor & Certification Requirements
SCE Utility-Side Infrastructure	<ul style="list-style-type: none"> IBEW (SCE Crew and Contractors)
Customer-Side Infrastructure	<ul style="list-style-type: none"> EVITP IBEW C-10
EVSE Installation	<ul style="list-style-type: none"> C-10

The SCE Electrical Service Requirements manual includes additional details.

- SCE [Electrical Service Requirements](#)

6. Post Construction

Participants will be required to install the EV charging equipment within 20 calendar days from the completion of the utility-side and customer-side of the meter infrastructure work (energization date). Following the installation of the charging equipment, the inspections process should take place.

Following the completion of all required inspections, participants should collect and submit all required documentation through the enrollment portal to complete their incentive request. Submission of the incentive request serves to notify SCE of the completed charging equipment installation. Once the online incentive request is completed, SCE will perform a final site inspection.

The inspection will primarily involve verifying the charging equipment has been successfully installed and is operational. This will also include ensuring the installed equipment matches the make, models, and counts specified on the charging equipment invoice, and that the units are energized. SCE will also verify the information included in the as-built map prior to issuing the Customer-Side Make-Ready Rebate.

The rebate payment will be processed by SCE after receiving all required documentation and verifying the operational status of the charging equipment.

6. Post Construction	
Description	Participants are required to install the vehicle charging equipment following the completion of the utility-side and customer-side infrastructure work. Following the installation of the EV charging equipment, participants are required to submit documentation to SCE through the enrollment portal to initiate the incentive request.
Customer Activities	<ul style="list-style-type: none"> • Complete the Charging Equipment Registration Form. • Report any publicly accessible charging equipment to the US Dept of Energy tracking databases. • Ensure final inspection process is complete. • Create a final “as-built” map. • Complete the “Testament of Compliance with the Safety Requirements Checklist” • Upload required documents.

Documents Required and Key Items	<p>For the Charging Equipment Rebate (if applicable):</p> <ul style="list-style-type: none"> • 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 (in all cases the equipment purchase price should be broken out from the installation costs). • A copy of the completed Charging Equipment Registration form. • A copy of the completed Third-Party Funding Attestation form. <p>For the Participant Installed Customer-Side Make-Ready Rebate (covering the infrastructure from the new meter panel to the interconnection point for the charging equipment):</p> <ul style="list-style-type: none"> • Submit a copy of the final infrastructure costs. • Submit evidence of permit sign-off/final inspection.
SCE Activities	<ul style="list-style-type: none"> • Receive incentive request and review documentation for completeness. • If incomplete, follow-up with the participant as necessary. • Issue rebate payment.

Post Construction – More Information

- [Customer-Side Make-Ready Post Construction Guide](#)
- [Participant Installed Make-Ready Cost Breakdown](#)
- [EVITP and IBEW Labor Attestation Form](#)
- [Infrastructure Acceptance and Approval Certificate](#)
- [Testament of Compliance with Safety Requirements Checklist](#)
- [Charging Equipment Registration Instructions](#)
- [Charging Equipment Usage Data Monthly Report Instructions](#)
- [Charging Equipment Usage Data Monthly Report Template](#)
- [Charging Equipment Usage Data Portal Session Template](#)
- [Rebate Assignment Form](#)
- [Third-Party Funding Attestation Form](#)

Visit us at sce.com/chargeready or email chargeready@sce.com

GLOSSARY OF TERMS

AHJ (Authority Having Jurisdiction): the responsible government entity having geographically based jurisdiction that typically approves, inspects and permits construction projects (e.g., City, County, Fire, Division of State Architect, etc.)

Approved Product List (APL): Also referred to as the APL, the list of charging equipment approved by SCE and meeting SCE's technical requirements. Eligible Participants must select charging equipment from the APL in order to participant in this program. SCE does not provide any expressed, implied or prospective warranty, including any warranty of merchantability or fitness for any particular use or application, of any EV charging equipment. The APL can be found at www.sce.com/APL. SCE reserves the right to modify the list at any time.

Base Map: The Base Map is to be prepared in CAD format from a detailed site survey. It is an overhead view of the project site that includes property lines, streets, curb and sidewalk, above ground structures and building footprints, existing underground utilities and obstructions, and the desired location of planned EV charging equipment. Submission of a Base Map is required if the Participant chooses to perform the customer side of the meter make-ready work.

CAD File Requirements: The Base Map is to be created in AutoCAD 2009 or earlier format without cross-reference drawings (XREFs). SCE's CAD file requirements can be found at [here](#).

Charging Equipment - EV Charging Station: EV Charging Equipment interconnects with the electricity grid at a charging site to an electric vehicle, whether using alternating current (AC) or direct current (DC). An individual charging station unit may contain one or more charging ports for the purpose of connecting the electric vehicle to a grid connected power source capable of recharging the vehicle's battery pack. The individual connectors of the Charging Station are referred to as ports. Each charging station may charge one or more vehicles depending on the number of ports with which each unit is equipped. For both single

and dual-port stations, power cannot be throttled during non-DR events and each port must be able to deliver full power to both vehicles that are charging simultaneously. For example, a dual-port L2 station rated at 7.2kW must be able to deliver 7.2kW of power to both vehicles when two vehicles are charging simultaneously.

Charging Equipment Approved Product List: See Approved Product List.

Civil Plan: Engineered site drawings detailing existing site structures, roads, curb face, utilities etc. Typically, the civil plan is produced using the base map as the existing site / site infrastructure, with the new improvements drawn in and labeled as either 'future' or 'proposed'. The civil plan should be saved in a PDF file format and is required for submission if the participant chooses to perform the customer-side of the meter make-ready work. A sample civil plan can be found [here](#).

CPUC's Transportation Electrification Safety

Requirements Checklist: The Safety Requirements Checklist applies to CPUC-Approved Transportation Electrification Programs and can be downloaded from: <https://www.cpuc.ca.gov/-/media/cpuc-website/files/legacyfiles/s/6442458882-safety-requirements-checklist-final-draft-.pdf>.

Customer-Side Make-Ready Infrastructure: The infrastructure that includes all infrastructure on the customer-side of the meter, from the new panel included in the completed utility-side infrastructure work, up to the first point of interconnection with the customer's EV charging equipment.

EV (Electric Vehicle): A plug-in electric vehicle that is propelled by one or more electric motors and powered by an onboard battery pack.

E-sheet and load calculations: Chart or graphical representation of all connected load to an existing or proposed switchgear or panel, shown in kW, kVA, kVAR etc. Should be accompanied by a single line exhibit of the switchgear.

Final Design: Map and related documents, as applicable, that show the proposed layout of the infrastructure and charging equipment, including but not limited to, conduit routing and equipment placement. The Final Design is the engineered construction drawing submitted for permitting and will be completed prior to start of construction.

Infrastructure: All work and facilities, as determined by SCE, in SCE's sole discretion and subject to change in SCE's sole discretion, to be located, designed and installed by SCE, necessary to allow the participant to install and operate the charging equipment. Infrastructure may include, but is not limited to new transformers, services, and meters, new panels, stepdown transformers, conduits, wires, connectors, and any other hardware installed by SCE at or near the participant's site. If the participant chooses to have SCE build the customer-side make-ready infrastructure, it will become a part of the Infrastructure.

Make-Ready Infrastructure: includes all infrastructure work on both the utility-side of the meter, and the customer-side of the meter, from SCE's distribution system up to the first point of interconnection with the Participant's EV charging equipment. The segment of infrastructure work on the utility-side of the meter is also referred to as utility-side infrastructure. SCE will always be responsible for designing, procuring, installing, and maintaining the necessary infrastructure located on the utility-side of the meter.

The segment of infrastructure work on the customer-side of the meter includes all infrastructure from the new panel that will be set as part of the utility-side infrastructure work, up to the first point of interconnection with the Participant's EV charging equipment. All Participants will have the option to have SCE perform the customer-side infrastructure work or alternatively may choose to perform the work themselves.

Make Ready Rebate (Customer-Side): If the participant elects to perform the customer-side make-ready Infrastructure work, following the completed installation and submission of required documentation, SCE will process a rebate payment that is intended to offset a portion of the participants associated costs. The Make-Ready Rebate is intended to offset up to 80 percent of the estimated average utility direct cost for

installing the customer-side make-ready infrastructure for the relevant sector. Every Participant will have the choice to perform this work themselves and receive the rebate, or to have SCE perform the work at no additional cost to the participant. The rebate payment may be reduced to ensure payment will not exceed the participants actual costs.

network service provider will be required to transmit port level data and other information to SCE complying with program requirements.

Participant: see Program Participant.

Ports: see Charging Equipment.

Program: Also referred to as the Charge Ready program. This program is designed to help program participants by providing rebates and installing the charging infrastructure needed to fuel light-duty electric vehicles.

Program Participant: The SCE non-residential customer that applies for the program and executes an agreement. Also referred to as the "participant".

Site: The premises, owned, leased or operated by the participant, where the charging equipment will be installed.

Site-Host: Program participant who entered into the Program's Participation Agreement and is responsible for the ongoing operation of the charging equipment.

Site Plan – Site Plan Job Aid: The site plan is a birds-eye exhibit of a site with building footprints, roads, parking areas and other above ground structures notated. May be an engineered drawing or may just be a satellite image with notes. A site plan (in PDF file format) is required to be submitted with a program application. A site plan job aid can be found at [here](#).

Transportation Electrification Safety Requirements Checklist: see CPUC's Transportation Electrification Safety Requirements Checklist.

Utility-Side Make-Ready Infrastructure (Utility-Side Infrastructure Work): All infrastructure from SCE's distribution system to a new circuit panel that will be designed and installed by SCE to support the Participant's installation and operation of EV charging equipment.



APPENDIX

- **Charge Ready Program Guidelines**
- **CAD file Requirements**
- **Safety Requirements Checklist**
- **Civil Plan Sample**
- **Electrical Service Requirements**
- **Customer Side Make Ready – Detailed Site Design Guide**